

Sacred Heart Catholic Primary School

(Voluntary Aided)

PROSPECTUS

Updated: September 2016

HEADTEACHER: Mr Joseph Hellett

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Diocese of Arundel & Brighton

ETHOS AND VALUES

At Sacred Heart School we are a community all working together towards the values and ideals expressed in our Vision Statement.

The school serves a community of Catholics and other families who have chosen Sacred Heart School for its Catholic ethos and values. We hope all our children and their families will play a full part in the Catholic life of our school.

OUR VISION

At Sacred Heart School we strive to:

Know and love now God.

Grow in knowledge, skills and understanding.

Learn what is right and wrong.

Be kind, helpful and thoughtful,

and try to live as Jesus teaches us.

Ensure that our school is a safe and caring place,

with exciting things to do,

where everyone is equal and respected.

Make the most of all our opportunities and be

encouraged to take more responsibility.

Do our best to achieve high standards by

being well behaved and working hard

With Jesus at the Heart of our School.

"EXCELLENCE THROUGH FAITH AND LEARNING"

OUR AIMS

Within our Catholic community of Sacred Heart School we aim to encourage everyone to:-

- Live by the Gospel Values.
- Respond to a broad, balanced curriculum that is relevant to the children's age, ability, experience, and differentiated to meet their needs in line with statutory requirements.
- Work towards and maintain the highest standards.
- Celebrate success and achievement.
- Develop a positive image of themselves with a sense of self-discipline and a respect for others.
- Inspire and awaken a sense of awe, wonder and curiosity.
- Be responsible members of the wider community.

SCHOOL HISTORY

Sacred Heart School is situated in its own extensive grounds off Old London Road, just above the picturesque Old Town of Hastings and is the official primary school for the Parish of St. Mary Starof-the-Sea, Hastings.

The school buildings and grounds occupy what was once the extensive gardens to Hastings Lodge, which was built in 1827. The house was owned by Fred North, MP for Hastings, and then his daughter, Miss Marianne North, a famous botanical artist and Victorian explorer whose lifework, bequeathed to the nation, is displayed in The North Gallery, Kew Gardens, in London.

Later, Hastings Lodge became a convent and school, enlarged by the sisters (Order of Our Lady of the Missions), who provided a private secondary school education for girls.

In 1963 the school changed to provide a Catholic education to families in the local parish.

Many former teachers and pupils now have their own children and grandchildren attending the school and strong links continue to be fostered within the Parish and local community.

The convent closed in the 1980's and the building was refurbished as private accommodation, but the school continues to be developed and the grounds are also constantly being improved.

A £1.4 million building programme to include a new Hall extension and refurbishment of the old Hall was completed in 2010. This included a new Library, Music/Drama room, SEN facilities, Staffroom and Office Area.

Sacred Heart School is part of the Thrive Teaching School Alliance based at St Richard's Catholic College, Bexhill as well as the Education Futures Trust (EFT) based in St. Leonards. The school is part of the Roman Catholic Diocese of Arundel + Brighton.

CURRICULUM

EARLY YEARS/FOUNDATION STAGE (EYFS)

Children in Reception class are taught the curriculum specified in the Early Years Framework which consists of 17 Early Learning Goals and covers 7 areas of Learning and Development through Key Stage 1 and 2. Key Stage 1 is Year 1 and Year 2. Key Stage 2 is Year 3 up to Year 6.

There are **3 PRIME AREAS** of Learning:

- ⇒ Communication and Language
- ⇒ Physical Development
- ⇒ Personal, Social and Emotional Development

There are **4 SPECIFIC AREAS** of Learning:

- ⇒ Literacy
- ⇒ Mathematics
- ⇒ Understanding the World
- ⇒ Expressive Arts and Design

From Year 1 onwards, all children follow the National Curriculum.

A broad and balanced creative curriculum is available to all children with extra support and extension work where needed. As well as covering the National Curriculum, we try to provide a range of activities which will give children opportunities for development according to their interests and aptitudes.

The National Curriculum core subjects are:

- ♦ English
- Mathematics
- Science

The Foundation subjects are:

- Computing
- History
- Geography
- Design Technology
- Art & Design
- ♦ Physical Education
- Music
- ♦ French (Key Stage 2)

All schools are also required to teach Religious Education. As a Catholic school, this part of the curriculum is very important to us and we follow the Diocesan recommended scheme, which is called 'Come and See'. Personal, Social & Health Education and Citizenship is also taught in all classes and linked to R.E.

Many of the basic skills and National Curriculum requirements are taught through a structured creative curriculum, which aim to make relevant links between subjects and themes through a 'topic-based' approach.

A curriculum map for each class is carefully worked out each year to ensure that all National Curriculum requirements are met. These are evaluated annually.

We also try to enhance the curriculum through use of theme days, visits and Learning Outside the Classroom (LOtC). Children also benefit from Specialist Teaching in PE, Music and (at Key Stage 2) French.

RELIGIOUS EDUCATION

As a Catholic school, the teaching of Religious Education is central to our curriculum. We follow the Diocesan recommended scheme of work which is called "Come and See".

Topics are based around the liturgical year and church themes such as thanksgiving, forgiveness, belonging/service to others. We encourage children to develop knowledge and understanding of God through studying the Bible and to participate in the Sacrament, Prayer and life of the school/parish community.

Children learn about what it means today to live as a Christian, in the tradition of the Catholic Church, beginning with their own experience (at home and in the parish) and leading on to explore the wider world. Children will also learn about Judaism and Islam as part of their RE Programme of Study.

ENGLISH

English is concerned with making and communicating meaning. Children are helped to explore meaning for themselves and share it with others in order that they can make sense of the world they live in. We provide a language rich environment and ensure that the proper balance exists between Speaking and Listening, Reading and Writing. From the reception class up the children are encouraged to be self-confident and express themselves clearly and fluently.

We aim to equip all children with the appropriate phonic knowledge for their age group. We use the Letters and Sounds teaching programme throughout EYFS and Key Stage 1 and for specific children within Key Stage 2.

MATHEMATICS

Our main aim is to give all children, whatever their level of mathematical development, an enthusiasm for the subject based on confidence in their own ability to grasp basic skills & concepts and to calculate & solve problems and to handle and communicate mathematical ideas.

SCIENCE

We use a topic based approach to Science closely related to other areas of the curriculum. We teach some Science as a separate subject where appropriate.

As far as possible the work is of a practical nature and based on first hand experiences. It is carefully planned to enable the children to acquire scientific knowledge and develop their skills of observation, enquiry, measurement, testing, recording and predicting as well as encouraging awareness of their environment.

COMPUTING

Children have access to a variety of IT equipment. This includes laptops, ipads, computers, interactive "CleverTouch" boards in each class. Every class has a timetabled session in the computing room. Each classroom has at least one computer and all the classes have an interactive whiteboard. Every teacher and some Teaching Assistants have a laptop, which can also be used in the classroom. Our teaching programme includes word processing, data handling, research and control technology skills. We are constantly updating our equipment (hardware and software), so that the children have every opportunity to develop their skills.

DESIGN TECHNOLOGY

Children are given the opportunity to plan, design and make models using a variety of materials and a selection of tools and equipment. Safety and correct use are emphasised at all times.

HUMANITIES

The area in which we live has a rich heritage of culture. Our approach in school to History and Geography reflects this. The children are taught to develop a knowledge and awareness of local, national and global issues, past and present. Wherever possible, we make use of our local environment and the surrounding area. For example, we held a Geography Week so that the local area could be used to develop the children's geographical skills.

LANGUAGES

French is taught at Key Stage 2.

PHYSICAL EDUCATION

The Physical Education programme taught at Sacred Heart enables the children to develop skills in a range of activities. We have a well equipped Hall for gymnastics, dance and indoor games. We use the hard surface playgrounds for sports activities such as football, rugby and netball. Our large sports field is used for athletics, cricket, rounders, orienteering, cross-country, with individual successes.

In Year 5 the children are taught to swim at Freedom Leisure Centre for one session each week (10 sessions) during the spring term. We hold annual Infant and Junior Sports Days. Children in Key Stage 2 have the opportunity to belong to teams that participate in rugby, cricket, football and netball tournaments and matches against other schools.

We have good links with the secondary schools, especially William Parker Sports College and attend 'Time to Dance' festivals and Year 6 sport conferences as well as having visiting sports coaches.

ART

Art is both a form of communication and a means of expression of feeling. Creative activity is fundamental to the growth of the child. We provide a rich environment so that the children can explore and experiment with as many materials as possible. The teachers are aware that it is important to allow children to create and express themselves through art and to study the works of famous artists, while teaching them to acquire the techniques and skills needed to produce interesting and creative work of which they can be proud.

Children are encouraged at all times to take pride in their work. Teachers respect this and display work to its best advantage throughout the school.

MUSIC, DRAMA AND PERFORMING ARTS

We aim to give the children a wide variety of musical experiences. We employ a specialist music teacher who works for 1½ days each week. Each class has a session on singing, percussion and performing.

Music is closely linked to drama and we make use of our school hall to present performances both in class, at assemblies, and to the public. A Nativity play is performed each Christmas by the Infants and the Juniors put on a production either in the Spring or Summer term. The children attend Music Festivals and have taken main parts in County productions. Our school choir has performed to community groups and on stage. Peripatetic staff give lessons in violin and cello. We have achieved Artsmark Gold.



SCHOOL DISCIPLINE AND BEHAVIOUR POLICY

We recognise that, for personal growth, children need opportunities to exercise responsibility and develop self-reliance and self-control. In school, we have a clear framework for encouraging good behaviour and rules to ensure the health and safety of all the children. We use a positive approach by praising good behaviour, encouraging good effort, achievement, care of others and the environment. We have a consistent approach to school rules, making sure that the children understand the rules we expect them to keep and the reasons why we need to make these rules and the consequences which follow if these rules are broken. Parents are contacted if rules are consistently broken and we expect their cooperation with the school in dealing with the problem.

PERSONAL, SOCIAL & HEALTH EDUCATION (PSHEe)

PSHEe is an integral part of the curriculum and is taught in line with Diocesan guidelines.

We aim to develop:

- Self-esteem and a positive self-image
- Understanding of personal safety
- Respect for others
- Care of home, school and wider environment
- Health education through Science related topic work.

SEX EDUCATION

A sex education programme is taught to Year 5 and Year 6 in line with Diocesan guidelines and fulfilling statutory requirements. Parents are invited to see and discuss the programme beforehand. It also forms a part of the Science National Curriculum that we are required to teach by law. Staff will answer children's questions honestly and naturally. Parents can request a copy of our Sex Education Policy.

Parents may withdraw their child from all or part of the Sex Education provided, except that which is required as part of the National Curriculum in Science.

LITURGY AND WORSHIP

An act of collective worship is celebrated in school each day. Strong links exist between the school and the Parish of St. Mary Star-of-the-Sea, and the Parish Priest is our school Chaplain.

Each year begins and ends with a Mass for the whole school; Special feast days and Holy days are celebrated with a Mass, either in school or in the Parish Church. There are other opportunities for both Mass and non-Eucharistic liturgies, e.g. services of Reconciliation. Each term the school prepares the liturgy and music for a Sunday School/Parish Mass.

The children are prepared for the sacraments of reconciliation and First Holy Communion in the Parish and family, supported by the RE programme in school.

Parents are warmly invited to attend all school and Parish celebrations.

Parents have a statutory right to withdraw their child from all or part of the RE and collective worship provided.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Each child is an individual and some children will require extra help or support if they have learning difficulties. We employ one full-time teacher to co-ordinate our Special Needs Policy and to ensure the day to day running of the policy is going well. Our Teaching Assistants work with the class teachers to ensure the best possible provision for the children. We believe working in partnership with parents, children and governors, ensures an effective provision for children with learning difficulties.

As well as providing our own intervention programmes for pupils, we can access a range of external expertise and advice. For example, we use keyworkers from the Education Futures Trust, a local charitable trust to which we belong.

GIFTED AND TALENTED CHILDREN

We believe that every child's gifts and talents should be nurtured and celebrated. We also recognise and support any child with a particular talent or gift. Sacred Heart School is committed to helping pupils develop their personalities and skills, intellectually and socially by providing teaching which makes learning challenging and enjoyable.

EXTRA CURRICULAR ACTIVITIES

As children grow older they enjoy organised activities. We want to encourage their interests and to provide opportunities for the children to meet at lunchtimes and after school to practice skills and develop interests. The organised clubs represent the current interests of the children and the staff and may vary from time to time. At the moment we have clubs for netball, football, and rugby in the winter and athletics, short tennis and cricket in the summer. We also have clubs for dance, Zumba, karate, art and table tennis. The children play regular after school matches with local schools and enter tournaments.

ACCIDENTS AND FIRST AID

We will deal with minor accidents at school. We have two members of staff with First Aid at Work Certificates, three with Paediatric First Aid Certificates and the majority of other non-teaching and teaching staff with First Response Certificates.

Should your child need hospital treatment, in extreme circumstances, an ambulance will be called. We will make every effort to contact you, but if we are unable to do so then members of staff will accompany your child to hospital. Parents must ensure that they keep us up to date with contact details.

Up to date records are kept of children with particular medical conditions and all appropriate staff are made aware of these. Asthma inhalers and Epipens for specific children are kept in the school office.

ABSENCE FROM SCHOOL

There will be times when you are not sure whether you should send your child into school. The principle should be that you look after your child at home if they are not feeling well. **If in doubt, keep them at home for another day.**

A classroom is a breeding ground for germs, so when your child is "off colour" it is better that s/he remains at home. If your child is on a course of antibiotics, it is generally advisable to keep them home until they have finished the course of medicine.

If your child is absent from school, **PLEASE RING THE SCHOOL by 10:00 am on the first morning of absence to explain the reason.** We have a statutory requirement to find out why a child is not at school, so failure to ring in will result in you receiving a call from us.

MEDICATION

There may be times when your child has to take medicine in school. This applies particularly to long-term medication and children on a Care Plan. Antibiotics should be administered by parents at home if prescribed three times a day or less. Non-prescribed medication cannot be administered in school for children under the age of 8.

If your child has to take medicine at school, parents must:

- Bring the medicine to the office and collect it after school each day.
- Complete a form (available from the office) to authorise us to administer the medicine in school.
- For longer term conditions, please arrange for spare medication/inhalers/epipens to be kept in the school office.

The school office regularly check expiry dates of all medication they keep in school and will advise you accordingly. Please ensure that you arrange for prompt replacement of any out of date medicines.

CHARGING AND REMISSION POLICY

The Governors recognise the valuable contribution that school visits and activities can make to the children's personal, social and educational development. Their policy for any activity for which a charge is to be made is that the parents will be asked to make a voluntary contribution towards the cost of the activity. Many activities could not take place without voluntary contributions. Whilst there is no obligation for parents to contribute and no pupil will be omitted from the activity because a contribution has not been received, it may be necessary to cancel activities if the expenses incurred by that activity cannot be met by the school.

RATES OF UNAUTHORISED ABSENCE

The rate of authorised absence for the school year 2015/16 shows a 4.2% return. The rate of unauthorised absence for the school year 2015/16 shows a 0.3% return.

PARENTS' EVENINGS

Whilst always extending an open invitation to parents, we arrange two formal Parents' Evenings during each school year. The first of these takes place in the Autumn and has the purpose of establishing teacher/parent links and discussing possible problems and methods of approach. The second takes place in the Spring and is to give teachers and parents the opportunity to discuss their child's progress.

PARENTS, TEACHERS AND FRIENDS OF SACRED HEART SCHOOL (PTFA)

We have an enthusiastic and active PTFA. Their calendar in any one year has such events as Firework Night, Summer Fair, Disco, Quizzes and Winter Ball. The money raised from these events goes towards buying equipment for the school. We are so grateful for all the time and energy they spend on the school.

PARENTAL INVOLVEMENT

We welcome parents coming into school to help on a voluntary basis. There are many different ways to help. If you are interested, please see your child's teacher. Please note that all volunteers have to complete a DBS form (police check).

CHILD PROTECTION - SAFEGUARDING PROCEDURES

It may be helpful to know that the Authority requires the Head teacher, the class teachers and all school staff to report and obvious or suspected cases of child abuse - which includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse. These procedures are intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that Head teachers risk upsetting some parents by reporting a case, which, on investigation, proves unfounded. In such circumstances, it is hoped that parents, appreciating how difficult it is for Head teachers to carry out this delicate responsibility, would accept that the Head teacher (or another teacher acting on behalf of the Head teacher was acting in what was believed to be in the child's best interests.

The school has 3 designated Safeguarding Officers (comprising of the Head teacher, Deputy Head and SENCo) and all staff and governors receive regular training in safeguarding procedures.

ADMISSIONS POLICY

This is available on the school website www.sacred-heart@sacred-heart.e-sussex.sch.uk or via the school office.

RE-ADMISSIONS

Parents of children applying to return to Sacred Heart School must do so formally and the Governors will consider each case according to our Admission Policy.

SCHOOL UNIFORM

GIRLS BOYS

Red polo shirt

Navy sweatshirt (Winter)

Woollen cardigan (Summer)

Navy sweatshirt

Grey trousers

Navy tunic or skirt (knee length)

Grey shorts

Blue striped/checked dress Grey, Navy, Black or White socks

Red, Navy or White socks/tights

Black shoes

Named drawstring bag

White socks (Summer)

Sensible Black shoes (Toe & heel covered. Heel no higher than 1"/3cm)

P.E. KIT JUNIORS ONLY:

Plain red T-shirt Trainers for outdoor games
Plain white shorts Navy Jogging Bottoms (Winter)
Black or white plimsolls

All items **MUST** be clearly marked with your child's name. Items of uniform are available from SuperStitch, 6-7 Castleham Road, Castleham Industrial Estate, St. Leonards-on-Sea. Telephone: 01424 852225 (www.superstitch86.co.uk). Also a second-hand shop is open in the Learning Lab, each Thursday, after school. All items are priced at £1.00, which goes into the School Funds.

MOBILE PHONES

Pupils who travel to school without an adult may bring a mobile phone to school. These must be switched off and left in the school office at the start of the day and should be collected at home time.

HAIR

Long hair should be tied back and fringes clipped out of the eyes. Extremes of hairstyles are not acceptable. No pupils should have their hair dyed or shaved. Boys are expected to wear their hair short above the collar in line with St Richard's uniform policy.

OTHER ITEMS/ACCESSORIES

Trainers are not to be worn in school, unless required for club activities, when children may bring them to change into when necessary. Make-up, including nail varnish, must not be worn in school. Children are not allowed to wear jewellery in school. Girls may wear one small pair of stud earrings. The Governors request that, in line with St Richard's uniform policy, boys do not wear earrings. Pupils in KS2 may wear a simple wrist watch.

We reserve the right to forbid items of clothing, accessories and footwear which are unacceptably dangerous in school or are against the interests of the children at large. Similarly, extremes of styles are not acceptable. If deemed appropriate by school staff, items will be confiscated and kept in the school office for parents to collect.

LOST ITEMS OF SCHOOL UNIFORM

PLEASE ENSURE THAT EVERY ITEM OF CLOTHING AND EQUIPMENT IS CLEARLY LABELLED WITH YOUR CHILD'S NAME, so that any uniform that is found can be speedily returned to them. Thirty navy blue sweatshirts all look the same!

THE SCHOOL DAY

The children should arrive at school from 8:40 am onwards, unless they are attending the 'Early Birds' Club, which starts at 8:00 am. A teacher will be on duty in the playground at 08:40 hrs.

The school cannot take responsibility for children who arrive before this time. The bell rings at 08:40 hrs.

The school day begins at 08:55 hrs.

Infants 08:55 – 11:50

13:00 - 15:10

15 minutes break morning and afternoon

Juniors 08:55 – 12:00

13:00 - 15:15

15 minutes break morning only.

During morning break Foundation/Key Stage 1 children are provided with a free piece of fruit on a daily basis. Biscuits, crisps, etc. are not allowed. **All children under the age of 5 are entitled to free milk.** To register, please go online at www.coolmilk.co.uk

PARKING

There is very little parking space on Old London Road, a very busy and dangerous road. Please **DO NOT** park on the double yellow lines outside the school.

We are fortunate that we have a lollipop person who will help you and your children to cross the road safely outside the school.

DINNER MONEY

All Key Stage 1 children (Infants) are entitled to a free dinner on a daily basis during term time. For Key Stage 2 children, the school dinner costs £2.10 per day and includes a carton of milk or water. All meals <u>MUST</u> be paid for in advance or on the day. Dinner money should be paid either directly to the school office or handed to the class teacher in a purse or envelope with your child's name on it or through ParentPay. Children may buy a carton drink at lunchtime costing 40p each.

PACKED LUNCH

Children may bring a packed lunch daily and a drink in a carton or plastic flask – no glass bottles or cans please.

BRINGING THINGS TO SCHOOL

Money should only be brought into school for a specific purpose and must always be in a named purse or envelope. Money envelops may be purchased from the school office (50 for £1.00).

If children bring money to school for any reason we ask that they give it to the class teacher or school office for safe keeping. Sweets, chewing/bubble gum, glass bottles and cans are not allowed in school.

Toys and valuables **SHOULD NOT** be brought into school unless required as part of a curriculum project.

TEACHING STAFF

Headteacher Mr J Hellett

Reception Mrs S Allen (Deputy Headteacher, FS/KS1 Leader)

Year 1 Mr S Loughman

Year 2 Mrs K Portch O'Neill

Year 3 Mrs S Skiggs

Year 4 Miss S Croft

Year 5 Miss T Courtney Bennett

Year 6 Miss V Elsbury

Inclusion Manager/SEN Co-ordinator Miss G Braidwood

Sports Co-ordinator Mr P Clare

Music Ms C Green

French (Key Stage 2) Mrs C Pepper

SUPPORT STAFF

Reception Teaching Assistants Mrs F Harman/Miss H Isden

Year 1 Teaching Assistant Mrs Lusted (HLTA)/Ms Hilton/Ms Salt

Year 2 Teaching Assistants Miss Ford

Year 3 Teaching Assistant Mrs Moore/Mrs Stace

Year 4 Teaching Assistant Mrs Stubberfield/Mrs Elliott

Year 5 Teaching Assistant Mrs Pearce (HLTA)

Year 6 Teaching Assistant Mrs L Grando (HLTA)/Mr Naughton

ADMINISTRATION

Office Manager/Headteacher's PA Mrs L Shaw

School Secretary/Attendance Officer Mrs S O'Shaughnessy

Bursar Mrs P Button

CARETAKER AND ASSISTANTS

Site Manager Mr T Hayes
Cleaners Mrs T Hopcraft

Mrs L McCarroll

MID-DAY SUPERVISORY ASSISTANTS

Mrs L ElliottMiss R FordMiss L HiltonMrs K LustedMrs L McCarrollMrs K MooreMs S RobinsonMiss B SaltMrs M StaceMrs L Torrance

KITCHEN STAFF

Cook Supervisor Mrs P Greenhalf
Cook Assistants Ms C Wetherill
Ms A Kaozmerek

SCHOOL CROSSING PATROL PERSON Ms S Robinson

SCHOOL GOVERNORS

In a Voluntary Aided school such as ours, the Church and State form a partnership in the control of the school.

The Governors responsibilities include:-

- Appointment of staff
- Admission of pupils
- Overseeing the curriculum
- Maintenance and improvements to buildings
- ♦ Religious Education

Our School Governors are:-

Mr Calladine-Evans - Chair of Governors/Foundation Governor

Fr Seamus Stapleton - Chair of Spiritual Life Committee/Foundation Governor

Mrs Noemi Scrivener - Chair of Teaching + Learning Committee/Parent Governor

Mr Martin Mooney - Chair of Finance Committee/Foundation Governor

Mrs Ann-Marie Hassan - Foundation Governor
Mr Rod Heeson - Foundation Governor
Mrs Julia Harris - Foundation Governor
Mrs Maureen Georgiou - Foundation Governor

Mrs Angela Reid - LEA Governor
Mr Joe Hellett - Head teacher
Miss Geraldine Braidwood - Staff Governor
Mrs Samantha Briggs - Parent Governor

Mr Louis Bedwell - Co-opted

Mrs Viv Davies - Clerk to the Governors

PARENT, TEACHER, FRIENDS ASSOCIATION COMMITTEE

Ms Marcella Simpson - Chair
Mrs Tilly Luscombe - Chair
Mrs Daniela Fletcher - Treasurer
Mrs Samantha Hills - Treasurer

Secretary (Vacancy)