

Our Lady's Catholic Primary School



School Prospectus 2023/2024

Head Teacher: Miss S Cahill
Chair of Governors: Mrs E Maroney Barnett

www.ourladys.bham.sch.uk



@OurLadysCP

CONTENTS PAGE

	Page/s
1. Introduction to Our Lady's Catholic School	
▪ Aims / Background	2-3
2. Times & Terms	
▪ Arrival & Departure	4
3. Teaching & Learning Philosophy	5-6
▪ Inclusion: Special Educational Needs, Able Gifted & Talented, NACE Challenge Award, Equal Opportunities	
▪ Curriculum	
▪ Extra-Curricular Activities	
4. Religious Education	7-8
▪ Parish Partnership / Sacramental Preparation / Diocesan R.E. Scheme	
▪ Charities	
5. Pastoral Care	9-11
▪ Safeguarding (Child Protection) / Protective Behaviour Training	
▪ Internet Safety	
▪ Behaviour	
▪ Sex & Relationships Education	
6. Practical Arrangements	12-14
▪ Communications / School Closure	
▪ Road Safety / Medicine in School / Healthcare	
▪ Arrangements for lunch in school	
▪ Healthy break-time snacks	
▪ Government funded fruit & milk schemes & chilled water	
7. Voluntary Contribution & Other Charges	14
8. Complaints Procedure	15
9. School Information	16-17
▪ Uniform & P.E. kit/Sport information	
10. School Groups	19
▪ School Association/School Council/Forest Schools	
11. Who's Who at Our Lady's	20-21
12. SATs Results/ Transfer to Secondary School	22
13. Teaching and learning Philosophy	23
14. FAQs	24-25
15. Sickness Guidelines	25-27
16. Contact Details	28
17. Admission Arrangements & Criteria	29-35

INTRODUCTION

This booklet provides background information for parents. If you have not already visited us, please come to meet our children and staff. We will be able to tell you much more than a booklet can.

AIMS OF THE SCHOOL

Our Lady's School is a place where the Spirit of Christ lives. It is a school where all children are welcomed and each one nurtured in a union of support between school and parish so each may reach their full potential. We celebrate the uniqueness of the individual and believe each child is created in the image and likeness of God and has a spiritual destiny to fulfil.

In our school we aim:

- To engender a genuine love and understanding of the Gospel of Jesus Christ.
- To foster a true understanding of the Catholic Faith in order to help children know God and themselves more clearly.
- To ensure that every aspect of school life is rooted in the Gospel values of peace, truth, holiness, justice, love, faithfulness, integrity and forgiveness.
- To foster a spirit of charity, respectfulness and caring for others.
- To develop good and long-lasting relationships which are based on mutual understanding and respect for one another.
- To deliver a well-rounded education which inspires and makes children aware of their own abilities encouraging them to be evaluative and to use their God given talents in order that they may live full, interesting and purposeful lives.
- To help children learn how to learn; to work with concentration and perseverance, independently and in co-operation with others.
- To encourage an awareness of and respect for all races and beliefs in our world.

"Follow your dreams using the guiding light of Jesus."

BACKGROUND

Our Lady's is a Catholic Primary school for pupils between 4 and 11. We are part of Our Lady and All Saints Multi Academy Company. There are currently 209 pupils on roll.

The school is large enough to provide a broad and balanced curriculum but small enough for each child to be known and recognised for their own talents and particular needs. As a Catholic school, we aim to develop the spiritual, academic and pastoral needs of each child. We encourage all pupils to achieve their full potential and develop into caring human beings.

The present building was opened in 1956. The Key Stage 1 and 2 teaching areas are on separate floors of the school. There is a Library resource centre, a purpose-built nurture room, a reference library and a small SEN teaching area. There is also a large school hall.

Building works over the last few years have resulted in refurbishment of the entrance area to the school and the EYFS classroom, including new cloakroom and toilets. There is a large new practical area for both key stages and new offices and staffroom.

Foundation Stage, Key Stage 1 and 2 children all have outside play areas. Key stage 2 children's playground is also laid out for sporting activities such as Netball, Football and Basketball. There is a nature trail with equipment for play in good weather. Foundation Stage playground has all weather play equipment, to foster imaginative play. The KS1 playground allows space for outdoor games and equipment to be used during play and lunchtimes.

Essentially, we aim to foster the development of our pupils in their faith through example and shared values. Children are prepared for the Sacraments of Reconciliation, the Eucharist and Confirmation. The school enjoys very close links with the community of the Parish of Our Lady Help of Christians.

Right from the beginning, we ask for the support of all parents in the education of their children so that home and school can work in harmony for the good of each child.

TIMES AND TERMS

The School Day

School doors open at:	8.35am	
School begins at:	8:45am	
Morning break	9. 50-10:05am	KS1
	11.00-11.15am	KS2
Lunch break	11:55am- 1pm	EYFS/KS1
	12:20-1:10pm	KS2
School ends	3:15pm	

Children are expected to be on the school playground before the start of the school day, and should not leave the school premises once they have entered. Children enter the school from 8.35am when the doors are opened by members of staff.

School Office Hours

Monday – Friday 8:20am to 3:45pm

If you need to contact the school on routine matters either in person or by telephone, please do so within the above hours.

Arrival and Departure

Pupils should not be left unsupervised on the school site before 8.35 am.

At the end of the school day, Key Stage 1 children are told to stay with their teacher in class and certainly must not go off the school premises on their own. Teachers will hand the child over to their parent or their representative only. KS2 children line up with their teacher on the KS2 playground and the teacher dismisses each child into the care of the parent or representative. Children should be collected at 3.15 pm. The only children who should be on the school premises after 3.20 pm are those who attend an activity, whether run by the school or a private organisation. We would, however, never leave a child unaccompanied who had not been collected at the end of the school day. The child will be taken into school to be supervised by a teacher but it is expected that, unless there are unforeseen circumstances, children are collected at the correct time. If your child is not collected at the end of the school day and this exceeds 3.20pm they will be taken to afterschool club and this will result in charges.

BIRMINGHAM SCHOOL TERM DATES - ACADEMIC YEAR 2023/24 (2024/25 dates will be confirmed Spring 24)

AUTUMN TERM 2023	SPRING TERM 2024	SUMMER TERM 2024
Monday 4th September	Monday 8th January	Monday 8th April
To	to	To
Friday 27th October	Friday 9th February	Friday 24th May
Half Term	Half Term	Half Term
Monday 6th November	Monday 19th February	Monday 3rd June
To	To	To
Friday 22nd December	Friday 22nd March	Monday 22nd July

Teacher Days

1. Monday 4th September
2. Tuesday 5th September
3. Friday 27th October
4. Monday 19th February 2024
5. Monday 22nd July

May Day 6th May 2024

The Curriculum

Throughout the school the children are taught in mixed ability classes in the care of their own class teacher with the support of the teaching assistants. The school has a seven class structure. The structure of each class will be reviewed at the end of each year to ensure that the best possible support for pupils is given.

In line with the National Curriculum, pupils are taught English, Maths, Science and RE which we call our core areas of learning.

Foundation

The foundation subjects are: History, Geography, Music, PE, Computing, Art & Design and Technology. These subjects have their own programmes of study and methods of assessment and recording children's work have been developed. Whenever possible cross-curricular approaches are encouraged.

A modern foreign language (Spanish), multi-cultural education, Personal, Social and Health Education and Computing are all incorporated into the curriculum. A detailed curriculum guide is available for all classes on the school website.

Infant children are taught within the National Curriculum Key Stage 1 framework. Children in Reception will be taught within the Early Years Framework. At the end of Year 2 and Year 6 pupils are subject to the National Standard Assessment Tests (SATs). Parents will be informed of the procedures and results at the appropriate time.

Classroom Management

The structure of each class will be reviewed at the end of each school year to ensure we are providing the best possible provision for all the children in each year group. Each teacher manages their classroom as they see fit. Children might be asked to sit on tables or in rows and the teacher will make these decisions in order to optimise pupil progress and attainment.

Documentation relating to the curriculum and organisation of the school is available for parents to view. Arrangements can be made by contacting the headteacher.

Assessment and Recording

Careful monitoring of all our pupils' progress enables us to review each child's needs at all stages of the learning journey. Children with specific talents are encouraged to develop them, whether it be in Mathematics, Computer work, Poetry Writing, Design and Technology, Music, Sport etc.

Pupils are involved in their own assessment and are given personal targets to help them achieve their potential. Targets will be communicated to parents three times a year.

Homework

Parents throughout the school are positively encouraged to support homework.

When a child enters the school, teachers expect the parents to read with their child. Teachers aim to hear the child read as often as possible in school and as part of lessons. Throughout KS1 and KS2 the children are expected to read each day at home. Parents are also expected to sign the appropriate section of the School Planner when they hear their child read. The school aims to continue this highly intensive monitoring of reading as long as it is necessary. In addition, from Year 1, children will receive number work and spellings, and a project to work termly.

In Key Stage 2, as the children get older they are still encouraged to read each day. Spellings, English, Maths, and project work will be given to help support children's learning and any parental support will help enormously.

We encourage pupils in Yrs 1-6 to talk with parents/guardians about their writing. Our writing is planned based on genre and purpose – each term the whole school will have the same purpose for writing but mya learn and develop different genres across their primary school career. Please ask your child about the genre and purpose they are currently writing for.

Reporting to Parents

Our Lady's, run three parent consultation opportunities, one in each term which give parents an opportunity to discuss progress and achievement as well as tackling any other pertinent issues.

At the end of the year a full report is sent home detailing how children have performed in all areas of the curriculum. To supplement this short reports of progress and achievement are provided during the parental consultation meetings.

Face to face parental consultations take place in the Autumn and Spring term. Your child's progress is communicated via a written report in the Summer term and this will also contain any Statutory assessment results.

Extra-Curricular Activities

Pupils enjoy many opportunities that are offered in addition to the normal curriculum. Key Stage 2 children are encouraged to take part in the Clubs and activities held at lunchtime and after school at the appropriate times of the year. In 2023/24 the Clubs are likely to include:

Choir	KS2
Cooking	KS2
Tennis Tots	KS1
Coding	KS2
Science club	KS2
Gardening Club	KS1
Crafts	KS1
Multi skills	KS1 & KS2
Lego	KS1 & KS2

RELIGIOUS EDUCATION

As a Roman Catholic School the basic religious ethos is to be found across the whole curriculum and not just within the RE timetable. The whole aim of the school is the Christian growth of the children, not simply their growth in faith but their growing awareness of the world as a maturing Christian.

The school will foster in children respect for the value of their own culture and the culture of others and help them to live harmoniously in society. Racism and racial prejudice will be robustly challenged with positive attitudes.

As a Catholic school it is the norm that all children take part in Religious Education and collective worship. In the unlikely event that parents would wish to withdraw their child from these activities, as is their parental right, they would be advised to discuss this with the Head Teacher.

Parish Partnership

Catholic education is based on an active partnership of family, school and parish. Families are encouraged to attend Mass and receive the sacraments regularly. Many parents from the school community are involved in the local parish. Parents of children in Year 3 and Year 6 are encouraged to play a full and active part in the sacramental preparation programme. There are additional opportunities throughout the year for families to participate in a variety of parish-based activities.

Masses, led by the children and celebrated by our Parish Priest are celebrated on average weekly. Parents and parishioners are welcome at all of these liturgies and many attend regularly. Children also have an opportunity to celebrate Mass in the parish church at significant times throughout the year.

Sacramental Preparation

The sacrament of First Holy Communion is celebrated with the parish in the summer term and Confirmation is normally celebrated in the spring term. Preparations for the Sacraments of Reconciliation and Holy Communion are undertaken in Year 3 and for Confirmation in Year 6 and forms an integral part of the School's RE programme. Days of reflection, visits and retreats for example to Oscott College and St Chad's Cathedral, are arranged as part of these sacramental preparations.

The school works closely with the parish in the preparation of pupils for the sacraments and Fr. Anthony (Parish Priest) plays a pivotal role and will be able to answer any questions parents might have. Parents' meetings for sacramental preparation are both welcoming and well supported.

Diocesan R.E. Scheme

Our Lady's use the Diocesan Scheme of work entitled "Learning and Growing as the People of God" to drive its religious education. The beliefs and values studied in Catholic religious education seek to inspire and draw together every aspect of the life of the Catholic School.

In the unlikely event that parents would wish to withdraw their children from these activities, as is their parental right, they would be advised to discuss this with the Headteacher.

Charities

To encourage our children to help those less fortunate than themselves Our Lady's has strong links with several charities. Our School Council makes important decisions about national and international charities for our school to support during our Lent and Advent activities.

Charities close to home are also supported. The children for example provide food hampers at Harvest time, which are donated to the Stechford Food Bank.

Other charities the school support during the academic year included for Macmillan Cancer charity, CAFOD, Mary's Meals, Father Hudson's Society and Poppy Day Appeals.

PASTORAL CARE

Class teachers, in consultation with the Pastoral Manager, KS1 and KS2 Co-ordinators, Deputy Head and the Headteacher are jointly responsible for pupils' pastoral care. Miss Cahill is the school's lead Designated Member of Staff for child protection and safeguarding issues and is deputized in this key area by Mrs Lavery, Mrs Copland and Mr O'Shea.

Safeguarding (Child Protection)

Our Lady's is committed to the highest standards of safeguarding and promoting the welfare of children.

Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children's Act 2006) which requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will in general, seek to discuss concerns with parents/carers, where possible, and may seek their consent to refer a problem to Social Care. This however will only be done where such discussion will not place the child at increased risk of significant harm. However, schools will seek advice directly from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children at all times.

The school Safeguarding Policy and related policies can be accessed through the school website or obtained from the school office.

Any parent with a safeguarding concern must report it straight away to the Designated Safeguarding Lead Miss Cahill or Ms Lavery, Mrs Copland or Mr O'Shea in her absence. If the concern relates to a member of staff it must be reported to the Headteacher immediately. Where concerns are raised regarding the Headteacher it must be reported to the Chair of the Governing Body through the school office.

Protective Behaviour Training – Taking Care

All staff have been trained in Protective Behaviour methodology which when delivered helps children deal with issues of personal safety. Annually, focused time is dedicated to promoting good Protective Behaviour strategies.

Any concerns are reported to

- 1) Headteacher (Miss Cahill)
- 2) Deputy Headteacher (Mrs Copland)
- 3) Pastoral Manager (Mrs Lavery)
- 4) Members of the senior leadership team (Mrs Flaherty and Mr O’Shea)

Internet Safety

The designated member of staff for the school’s online safety Policy is Miss Murrell. This policy will be available to all parents on request or via the school’s website. Each year a week is dedicated to promoting safe practises with electronic media but regularly messages are also delivered through lessons, Inspire Workshops and assemblies.

Behaviour

Good behaviour is demanded from the pupils and discipline procedures will follow Christian principles. Pupils are taught to respect their own person and belongings and to respect other people and their property.

For good work, effort, honesty, helpfulness, success, courage and other qualities children are praised verbally, offered commendations, golden stamps and mentioned in assemblies.

The school has a very clear behaviour and discipline policy which includes sanctions for disobeying rules, laziness, dishonesty, vandalism and other misdemeanours. Pupils will be reprimanded and invited to apologise to those injured. For some offences children forfeit their playtime. In other cases, letters are sent home and invitations offered to parents to visit and discuss the situation. When appropriate, pupils may be asked to contribute money or time or both to make reparation.

For very serious misconduct exclusion may need to be considered. Such action would only be taken as a last resort and would be strictly administered following set school, MAC and LA policies and procedures. This sanction is always reported to the Chair of Governors and the Local Authority. Parents may appeal against the exclusion of their child.

Code of Conduct

Within the school we all follow a code of conduct to make our school a happier and safer environment.

EVERYONE WILL ACT WITH COURTESY AND CONSIDERATION FOR OTHERS AT ALL TIMES.

As a member of Our Lady’s Catholic School:

- ✓ **We are good learners and do our best** *so that we can be proud of ourselves and of our work.*
- ✓ **We listen carefully** *so we can learn from each other.*
- ✓ **We are caring, kind, cooperative and helpful** *to make our school a safe and happy place*

- ✓ **We move quietly around the school** *so that others can work and to avoid accidents.*
- ✓ **We settle our disagreements peacefully by talking about them** *so that we do not hurt each other.*
- ✓ **We look after the school and its equipment** *so that we have what we need to learn and can work in a pleasant environment.*
- ✓ **We look after other people's property** *so that all our belongings are safe*

Discipline

Discipline in the school follows Christian principles. The purpose is to develop the character of the pupil to respect themselves and their own belongings, and to respect other people and their property.

Great emphasis is placed on courtesy and good manners. Good work, effort, honesty and helpfulness are praised at every opportunity.

The school recognises that parents are responsible for the discipline of their children and expects parents to play an active part in ensuring their child's good behaviour whilst at school.

Physical Restraint:

If staff become aware of, or have need to become involved in, situations where:

- A child may be at risk of hurting themselves or others
- The behaviour of a child seriously disrupts good order in the school or

Sex and Relationships Education (SRE)

The children's sex and relationship education is directed by the Archdiocese of Birmingham and is education based on the teaching of the Catholic Church. As children move through the school their learning is geared to their stage of development. Teaching is not just based on physical facts, rather it allows the children to develop a growing awareness of themselves, their place in society and their relationship with others.

Parents are always kept informed of this process and when anything of a specific sexual nature is to be discussed either in class or by outside agencies parents have the right to withdraw their child if they so wish. The school uses the Archdiocese approved scheme of work for all children called 'Life to the Full'. Parents of children in Years 5 and 6 will be invited to a parents meeting where we will discuss and share the teaching that takes place across these year groups which links physical, social and spiritual growth and development as its primary source.

School Attendance

If your child is absent from school it is expected that the parent / carer will contact school by 9.10am to explain this absence. If no reason has been given for an absence, it will be marked as unauthorised. School attendance is closely monitored by the Headteacher and Pastoral Manager. If no contact is made we will attempt to contact you and ask for a reason for your child's absence.

School commences at 8.45 am and children are expected to be punctual. Persistent latecomers will be reported to the Educational Welfare Officer. The school has developed systems to record lateness. Children arriving late must report to the school office. Parents are requested to inform us about children who are not able to attend and this should be done before 9 am on the first day of absence. Children

arriving at school twenty minutes after registration are considered absent from that school session.

A note is required if for any reason a child is to be excused from PE or games' periods. This is only permitted in extenuating circumstances as physical education is an important part of the curriculum.

Holidays during term time are strongly discouraged as it interrupts the child's education. Permission is always required from the Headteacher who is at liberty to refuse any request. New regulations (2022) mean that headteachers will not authorise holidays taken during term time unless in exceptional circumstances where proof of the situation is provided. During yearly tasks and assessments, which occur at critical times in term, time off school should not be considered. Absence due to exceptional circumstances during term time may involve an interview with the Head teacher.

PLEASE NOTE: Parents have a legal duty to ensure that their children, of compulsory school age, receive a suitable full time education through regular attendance at school or otherwise (Section 7 Education Act 1996)

If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).

School Security

Our Lady's is a very secure site, the entire perimeter is protected by security fencing and CCTV and all access points (of which there are 2) have security gates.

We have installed an additional level of security when entering the school office. Access to the school from the office is through a security coded door.

It is possible for vehicles to access the school park prior to 8.20am for the purpose of dropping off children to breakfast club only.

Entrance to the school playgrounds when arriving or collecting children can be accessed from St. Giles Road or from East Meadway. If you are arriving on site from the East Meadway entrance it is imperative that you use the designated pedestrian walkways.

PRACTICAL ARRANGEMENTS

Communications

All parents/guardians must update their personal contact details, on an annual basis

- 1) Mobile telephone numbers are critical as all emergency information is passed on using this medium.
- 2) Details of representatives with permission to collect your child need to be up to date as children will not be allowed to leave with anyone not listed.

If there are changes in either telephone nos. or addresses school must be informed immediately.

School Closure

The school will contact you by email in the event of a school closure, but please also look on our website. We will also send marvellous me messages to keep you informed of any school closures.

It should be noted that staff and pupils travel from a wide area and the decision to close the school is never taken lightly and will involve full consultation with the appropriate authorities.

If ever in doubt, about school closures, please consult the LA's and the MAC's website.

Road Safety

The safety of Our Lady's pupils and their families is of the utmost importance. Governors and staff insist that the following rules are observed –

- No parking outside school on yellow zig-zag lines.
- School Car Park to be used solely for school staff except in the case of disabled pupils/parents or other visitors to the school. Application should be made to the Headteacher in order that arrangements can be made.
- Careful parking in the public car park. Please do not obstruct any driveways of homes in the area.
- Pupils/parents to enter school through gate adjacent the school entrance. Walking across the School Car Park is prohibited on the grounds of safety.

Medicines in School

Children are not allowed to bring medicines or tablets to school. Teachers cannot accept responsibility for the safe keeping of such tablets or medicine, but parents may personally bring prescribed medication to school to administer to children during lesson time, if they wish. However, where a child has an ongoing condition such as asthma, or allergies, please make arrangements to speak to the Head Teacher. For further information, please see 'Sickness Guidelines for Parents' later in the document.

Health Care

A School Nurse is available via an appointment and she is part of the Birmingham Council School Health team. She visits the school regularly and is available to discuss with parents any health concerns they may have for their children. Whilst in Reception children are offered, (with the consent of their parents), a hearing and vision screening and a health and weight check. Year 6 children are also offered a weight check.

The School Nurse can be contacted on: 0121 465 1603 or email: BCNHT.churchlanesnteam@nhs.net

Arrangements for Lunch in School

Hot meals are provided free of charge for all Reception and KS1 children as part of a recent government scheme. Hot meals are provided for a fee for KS2 children. Please contact the school office. If your child has special dietary requirements the school office must be informed.

In addition to school meals, children may bring a packed lunch to school in KS2. All drinks should be brought in plastic containers and must not be carbonated.

Free school meals for KS2 children are available for children whose parents receive Income Support or Income Based Job Seekers Allowance. Further information is available from Mrs Stonehouse in the School Office and all enquiries are treated with the utmost confidentiality. All parents who are eligible should avail themselves of this opportunity.

Healthy Break-time Snacks

All pupils are encouraged to bring healthy snacks at break-time. This can include – small pieces of fruit, dried fruit, cereal bar etc. Once a year a snack audit is conducted and messages reinforcing healthy eating are made throughout the year.

Government Funded Fruit Schemes

Pupils in Reception and Key Stage 1 are entitled to a piece of fruit or vegetable every day funded by the Government Fruit Scheme.

Chilled Water

Chilled water dispensers are provided in both KS1 and KS2. All children are provided with a clear labelled school water bottle.

Charging and Remissions Policy

During your child's career at Our Lady's, there will be a number of activities and visits to support and enhance the curriculum. These may, in part, be subsidised. This, however, will not usually cover all the costs.

The Governors have therefore accepted the recommended Charging and Remissions Policy of the LA, a copy of which is available in school. This means the school may seek funding for trips and activities through the voluntary contribution of parents.

No child will be excluded on the grounds of non-payment; however, it may be necessary to cancel the event if there are insufficient funds to cover the costs.

Please speak with the Head Teacher, in confidence, if you have difficulty in meeting the suggested voluntary contribution.

Complaints Procedure

Whilst we are a caring community we are aware that misunderstandings can sometimes arise and a parent may wish to express concern. The Head Teacher or Deputy Head Teacher are always available, by appointment, to deal with parents' concerns. As a Catholic School, the complaints procedure followed is that laid down by the Archdiocese of Birmingham. A copy of the procedure is available from the school upon request.

At Our Lady's we have an open-door policy, which means we try to be available to speak to you at any time regarding the needs of your children. As a result of some recent changes in staffing and responsibilities, we have reviewed our procedures in order to improve our policy.

We would like to reassure you we are here to listen and talk with you throughout the school week if required. In order to keep things running as smoothly as possible we have also arranged for specific staff/times of availability.

If you have a concern or would like to pass on general information speedily, please see the class teacher briefly at the beginning or the end of the school day. Should a more detailed conversation be required, the class teacher is available for longer appointments in the early morning or after school finishes. Please make these appointments through the school office who will be happy to help you.

If you require the assistance of a senior member of staff, please make an appointment to see Deputy Headteacher Mrs Copland for any behaviour or SEN related concerns or queries. Please contact the school office to check her availability.

Mrs Copland will be available for appointments after school as the Senior Leader for Reception Class and KS1.

Ms. Lavery is also available for pastoral queries or concerns for all children and families first thing in the morning each day but will be available at other times for more pressing matters.

Miss Cahill will be available to address any urgent/emergency situations wherever possible. Any non-urgent appointments, which cannot be directed to the staff mentioned above, can be made through the school office for Thursday afternoons from 3pm.

In this way, we hope all queries will be addressed speedily by the most relevant member of staff.

School Information

School Uniform*

School uniform is compulsory and worn throughout the school. All items must be clearly labelled.

Boys: Winter

- Grey formal trousers
- Pale blue shirt or pale blue polo shirt
- Navy blue sweatshirt/jumper with school badge where possible
- Dark socks
- Sensible black shoes - flat heeled

Summer

- Grey trousers or grey shorts
- Pale blue shirt or pale blue polo shirt with school badge where possible
- Dark socks
- Black shoes (not boots, trainers, or fashion shoes)

Girls: Winter

- Grey ('A' line or pleated, of recognised school uniform style and length - i.e. approximately knee length) or trousers
- Pale blue shirt or pale blue polo shirt
- Blue sweatshirt or jumper with school badge where possible
- White socks or dark tights with skirts
- Dark socks or tights with trousers
- Low heeled black shoes which give adequate support (not trainers or fashion shoes)

Summer

- Blue/white gingham summer dress
- White socks

Parents are advised to provide a sun hat in warm, sunny weather.

PE

All children need:

- black pumps
- a white or blue T-Shirt
- navy, white or black shorts

These must be kept in a pump bag in the cloakroom, but should be taken home regularly for washing and should never be left over a holiday period.

For Games lessons in the Autumn and Spring Terms

Outdoor trousers/jogging bottoms can be worn in the Juniors (7-11 year olds):

& For all children:

- A white T-shirt
- Outdoor trainers

Swimming

Swimming costume/trunks and a towel are required for swimming lessons. These should be in a waterproof bag. Swimming hats should be worn if a child has long hair.

Footwear

Black shoes should be worn to and from school and during the school day unless otherwise directed by a member of staff.

Hairstyles

The school places great emphasis on standards of appearance and for hair to be acceptable it must be of a neat and presentable style. Styles such as tram lines, shapes lettering and/or words shaved into the hair, colourings used to streak or change the colour of a child's hair are not allowed and will result in children being suspended from school until the offending style has been removed or has grown out - as in the case of tram lines or lettering etc.

Jewellery

The wearing of jewellery in school can be both a nuisance and a danger; it can be lost and only with great difficulty and inconvenience recovered, and it can be dangerous especially during PE and other physical activities where ears, fingers and wrists may be exposed to an increased likelihood of injury from earrings, rings, necklaces and bracelets.

To ensure pupil safety the wearing of jewellery, apart from small stud earrings, is not permitted. ***However, no child will be allowed to take part in swimming whilst wearing any form of jewellery.***

*Items with the school logo on them may be purchased from PB Sports, Unit 8, Waterloo Avenue, Chelmsley Wood Industrial Estate, B37 6QQ. **Phone:** 0121 770 8000
Email: info@pbsports.co.uk

Sport Information

The P.E. curriculum involves gymnastics, swimming, athletics and team sports. Our Lady's competes at a variety of inter-school tournaments in these sports.

During the summer term athletics feature in games lessons. Pupils are selected to represent the school at local track and field events.

The Government sets a target for pupils in every primary school in the country to complete at least 2 hrs of high quality P.E. and sport each week.

School Association

Our Lady's has recently established a School Association; a forum for parents, staff and governors to come together to support the school family. The dedication of this group is helping the school to develop and raise significant funds to support several projects. New parents are always welcome. Please contact Miss Cahill if you wish to join the school association or would like any further information.

Young governors (school council)

Our School Council meets on a monthly basis. Councillors are voted in by their peers to voice their opinions. There are agenda boxes in each classroom and councillors share the School Council Minutes during class circle/discussion time. Agenda items vary but each one is considered important and discussed at the School Council Meetings.

School Council protocol is followed to ensure whole school democracy.

The School Council is led by Mrs Flaherty. There are two pupils from each class who sit on the Council. School Council members also contribute form part of the School Safety Advisory Group, and assist in the decisions made by several Policy Review Committees including online-safety and Anti-bullying.

The year 6 voted representative will become head boy and head girl and will lead the young governors in their role.

Forest School

Our Lady's has a functioning Forest School. The Forest Schools initiative is an innovative approach to outdoor play and learning. Ms Locke is our trained Forest School's Co-ordinator and works with the children in Foundation Stage and Key Stage 1. Weekly they explore and learn about the outdoor environment and eco systems. The philosophy of Forest Schools is to encourage and inspire individuals through positive outdoor experiences.

Who's Who at Our Lady's?

The Governing Body

Our Lady's is a Voluntary Aided School administered by a Governing Body made up of Foundation Governors, Parent Governors, a Teacher Governor, a Support Staff Governor and a Local Authority (LA) appointee. Foundation Governors are appointed to represent the interests of the Diocesan Schools Commission and must form the majority of the Governing Body. The Governing Body also has a Clerk accessed from the Birmingham LA.

The Parent Governors are elected by parents of registered pupils at the School and must be a parent of a registered pupil at the time of election. The teaching staff elect the Teacher Governor. The non-teaching staff elect the Support Staff Governor. The LA appointed Governor is nominated by the LA

As a Catholic School the Governing Body administers the school under a Trust Deed from the Diocesan Schools Commission and is responsible for the repair, maintenance and upkeep of the buildings.

The Governing Body meets at least once each term. The members formulate and approve policy on all aspects of school life including Ethos, Religious Education and Curriculum, Admissions, Discipline and Conduct, Attendance and Punctuality, Finance and Premises.

As a Catholic School the Religious Education Policy is a priority and, in conjunction with the RE Co-ordinator, Head Teacher and all staff, a programme of RE is formulated using the Diocesan Strategy for Religious Education.

Our Lady's has its own Delegated Budget for which the Governing Body is responsible. Working with the Head teacher, they decide which pattern of spending best meets the needs of the School and its pupils and must budget for staff, premises, heating, lighting, the purchase of books, equipment and other goods and services.

The Governing Body:

Governor Name	Role	Class Link
Mrs Eileen Moroney-Barnett	Chair of Governors,	Year 4
Brother Andrew Ferris	Deputy Chair of Governors, Foundation Governor	Year 6
Miss Sarah Cahill	Headteacher	
Mrs Narelle Copland	Deputy, Staff Governor	EYFS
Ms Nicola Clulow	Parent Governor	Year 1
Ms Anna Kozial	Parent Governor	Year 1
Mrs Eve Hands	Foundation Governor	Year 2
Mrs Susan Nightingale	Foundation Governor	Year 3
Mrs Michelle Grantham	Associate Governor	
Mr Matt Sparling	Foundation Governor	Year 5
Father Anthony Phan-Tri-Van	Associate Member/Parish Priest	
Mrs Jackie McCorristan	Clerk to Governing Body	

The school staff

Staff	Post/Area of Responsibility
Miss S. Cahill	Headteacher
Mrs N. Copland	Deputy Headteacher – RE / SENDCO / Assessment
Miss Hughes	EYFS – Reception Class
Miss Clarke	Year 1 teacher
Mrs Akhtar	KS1 intervention teacher
Miss Newey	PPA and KS2 intervention (Maternity leave)
Ms Ryan	Year 2 – PE / PSHE
Miss J O'Shea	Year 3 – Maths / GDPR / PP
Miss Murrell	Year 4 – Computing / MFL
Mrs Parkar	Year 5
Mrs Flaherty	Year 6 – Curriculum / Catholic Life
Mrs E Duffy	Learning and Teaching Assistant
Mrs M Grantham	Learning and Teaching Assistant/Lunchtime Supervisor
Mrs D Locke	Learning and Teaching Assistant/Lunchtime Supervisor
Mrs P Mann	Learning and Teaching Assistant/Lunchtime Supervisor
Miss L Meah	Learning and Teaching Assistant
Miss T Roper	Learning and Teaching Assistant/Lunchtime Supervisor
Miss M Adney	Learning and Teaching Assistant/Lunchtime Supervisor
Mrs E Lavery	Pastoral Manager
Mrs A Renouf	Lunchtime Supervisor
Mrs P Morris	Lunchtime supervisor
Mr K Walsh	Building Services Supervisor
Mrs J Stonehouse	School Office Manager
Mrs W Collinson	School Administrator

Test Results

Here are our assessment results for **2019** (Academic Year 2018/19).

Nb. These is was the last statutory assessments pre-covid.

EYFS

Progress	Result
Achieving good level of development	72%

Phonics Screening Checks

Year	Pass Rate
Year 1	87%
Year 2 (Re-sits)	100%

Key Stage 1 (End of Year 2)

Subject	Reaching Expected Standard*	Above Expected Standard
Reading	77%	30%
Writing	67%	20%
Mathematics	73%	17%

*Note: The figure for 'Reaching Expected Standard' includes those working 'At' and 'Above' Expected Standard (ie. at Greater Depth).

Key Stage 2 (End of Year 6)

Subject	Reaching Expected Standard*	Above Expected Standard
Reading	90%	43%
Writing	80%	33%
Grammar, Punctuation and Spelling	86%	40%
Mathematics	90%	27%
Reading, Writing and Mathematics Combined	70%	13%

Transfer to Secondary School

Upon reaching the age of 11, pupils transfer to the secondary school of their parents' choice. The procedure for secondary transfer begins in the child's final year at primary school, and parents are kept fully informed of the choices available. Our pupils are encouraged to transfer to John Henry Newman / Archbishop Ilsley, St Peter's or St Paul's which are the Catholic Secondary Schools, with whom we have very close ties.

Close links have been developed with all these schools and arrangements are made for all pupils to visit their new schools and meet their Head of Year 7 during their last term at Our Lady's.

TEACHING & LEARNING PHILOSOPHY

The school endeavours to respect the uniqueness and needs of the individual children, teachers and all other people who have an involvement in the school community.

To achieve this aim the school will design and develop school policies to meet individual needs and assess and identify these needs in the light of the child's ability, talents and past experience, allowing for their spiritual, emotional and intellectual growth.

We want to encourage and develop abilities and talents so that each child leaves the school with a positive self-image and a sense of personal achievement. We aim to set a high standard for the children and encourage a sense of pride and respect in all that they do.

Special Educational Needs

We regard all our children to be a unique gift from God. The school's policy is to integrate all pupils as far as possible to enable them to gain maximum experiences throughout school life.

Some children may have learning, physical, emotional and behavioural difficulties at some time in their education. We identify these children as early as possible. If we have concerns about your child we will inform you immediately, discuss their difficulties with you and inform you of strategies we intend to put in place. We use a range of strategies:- support teaching, small group teaching and individual help where necessary. These include support teaching, small group teaching and individual help when necessary. We monitor the progress of these children and amend our provision accordingly. For physical disabilities we have implemented accessibility plans in line with current legislation and installed a disabled toilet. We follow the Revised Code of Practice for Special Needs. A child may even require individual support up to full time. Children with Special Needs are reviewed in school on a termly basis and provision is amended accordingly. School makes full use of all external agencies available to them in order to further the progress of children with special needs. The Special Needs Co-ordinator liaises with pre-school and secondary school agencies. You would be very welcome to read the school Policy for Special Needs and discuss any aspects of this Policy with the Head Teacher or the Special Needs Co-ordinator (SENCO), Mrs Copland. Please come to see her if you have any concerns.

Able, Gifted and Talented

At Our Lady's we aim to nurture all children's gifts and talents wherever possible. If we feel that your child is particularly able or talented in any area we undertake to tell you. Please tell us if your child is particularly able in any subject area or has a special talent that we might not be aware of.

We encourage children to flourish by using differentiated work, individual or small group support etc. By offering a wide range of extra-curricular activities, we give children a chance to 'shine' in many areas. Each week we hold an assembly where children are rewarded for all areas of the curriculum and where we can celebrate achievements in all aspects of life including achievements outside school. It is the ideal of the school that all children are taught in order to enable them to use their talents to the full. Our Lady's Primary School is working towards the prestigious "Challenge Award" from NACE (National Association for Able Children in Education).

We aim to provide as wide a range of activities as possible in order to identify and provide for all children's gifts or talents within the constraints of the school environment.

The teacher responsible for Able, Gifted and Talented at Our Lady's is Mrs Copland.

Equal Opportunities

As an integral part of our Catholic philosophy we believe that every child should enjoy equal access to all aspects of the curriculum within our school. Every child brings something unique to the school. We respect each individual and welcome diversity as an enrichment of our whole school community.

If you or your child has any particular need, or concern, please let us know at the earliest opportunity, so that we may work together with you/or your child.

All pupils at the school are given opportunities to fulfil their potential in all curriculum areas through a variety of different teaching and learning styles.

All pupils are given access to the whole curriculum including all educational experiences and extra-curricular activities.

Positive attitudes to gender, cultural diversity and special needs of all kinds are expressed in the curriculum.

All achievements of pupils are valued by being positively acknowledged.

Pupils are prepared for life in a multi-cultural society.

Frequently Asked Questions - by Parents

The following are a selection of the most asked question from parents

Q. ***What if my child is sick?***

- A. No child should be sent to school unless fit and well enough to participate in all normal activities. Children will not be excused from PE, Games or Swimming because of cold, coughs etc. If your child is absent from school you are asked to ring the School Office on 464 4459 by 9.10am to inform us of the absence and also to ensure that a note, clearly explaining the reason for absence and dates of absence is given to the Class Teacher when the child returns to school. If your child is taken ill at school or has an accident, the school will notify you or other nominated contact as soon as possible.

Q. ***What if my child is late?***

- A. Punctuality at school is insisted upon. However, if children are late they should be brought to the main Reception where they will be taken by a member of staff to their classroom. Children who arrive after the 8:55am bell will be marked late.

Q. ***What if the weather is bad?***

- A. During times of inclement weather, children are supervised in their classrooms during break times. It is not normally possible to admit children to the school building before 8:40am if the weather is poor. If there is snow, there are reports on the local radio stations, (WM, BRMB, Heart FM) giving details of school closures.

Q. ***Can my child bring sweets, toys, valuables/mobile phones etc to school?***

- A. Children are not allowed to bring sweets, toys or valuables to school. This prevents arguments over ownership and removes any temptation to take others' property. Children may bring sweets for the whole class on special days such as birthdays. These should be given to the Class Teacher first thing in the morning.

Children are discouraged from bringing 'extra money' to school for spending on the way home.

Mobile phones are permitted for the children in Year 6 who have parental permission to walk home by themselves. Their phone needs to be handed to their class teacher at the beginning of the school day and will be returned to them at the end of the school day. The children are not permitted to use their mobile phone on the school site.

Q. ***What if my child has an appointment during the school day?***

- A. If your child has a dental/medical appointment in the morning and will be late arriving, the Class Teacher should be informed on the previous day. If you are unable to notify the Class Teacher then please contact the office before 9.15 a.m. on the day. If you need to collect your child from school early, then arrangements should be made with the Head Teacher, Deputy Head Teacher or Class Teacher. Appointment cards should be presented at the school office where a photocopy will be made for our attendance records.

Q. ***What if I need to see the Head Teacher/Class Teacher?***

A. If you need to see either the Head Teacher or your child's Class Teacher, contact the School Office and an appointment will be made at the earliest possible convenience.

Q. ***What if my child forgets lunch, equipment etc.?***

A. If your child forgets their P.E. Kit, Swimming Kit, Reading Book or lunch etc. it can be brought to the office by 9:30am. It will be passed to your child, or their Class Teacher, as soon as possible.

Q. ***What if there is a change of address or telephone number?***

A. If there is any change to the addresses or telephone numbers given on the contact form held by the school, it is vital you inform the school office immediately.

Sickness Guidelines for Parents

Children of school age commonly suffer from infectious diseases. Some of these are given a specific name such as Chicken Pox. Some are termed 'viral illnesses and others are described by the symptoms they cause such as diarrhoea and vomiting. Most of these are mild, short-lived illnesses in the majority of children but the problem is that they easily spread within the school setting.

In order to minimise the chance of your child being ill at school and to reduce the spread of infectious disease within school, it would be helpful for you to observe the following guidelines, which explain when your child should stay away from school.

- Children should not be sent to school if they are not able to take part fully in all school activities.

If children do become ill at school we need some information to ensure that all the children are cared for in the best way. Please ensure that the school has an up to date contact form giving details about:

- Where parents/nominated adult may be reached during the day
- Your child's Doctor

Please keep your child at home if he/she is unwell. Children who are unwell should not be at school. They will not be able to cope with class activities and may spread their illness to their friends.

Children should not attend school when they are suffering from any of the following symptoms:

- Diarrhoea
- Vomiting
- Severe and strange sounding cough
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching of body or scalp

You should contact your family doctor for any further advice, particularly if your child's symptoms are severe or persist. Please pass on any information from your family doctor to the school. The length of time your child should stay off school depends upon the cause of their illness (there are recommended exclusion periods for particular conditions), how long your child's symptoms last for and how quickly your child recovers.

To reduce the spread of infection, children who have been sent home with sickness and/or diarrhoea **MUST NOT** attend school the following day.

Medicines in School

Our school recognises the need for some medicines to be administered in school.

When a child needs to be given antibiotics during the school day, the parent/carer should complete a medicine form (available at the School Office). This form is also used to record the actual administration of the medicine to the child, date-time-dosage, and is signed each time by the person administering the medicine.

Any medicines in school are administered by the registered 'First Aiders' and *only if the dosage states it is to be given 4 times a day.*

The only exceptions to this being children's self-administration of asthma inhalers and the administration of prescribed Epipens by any member of the school staff who has received the appropriate annual training.

Condition	Recommended period to be kept away from school (once child is well)	Comments
Chickenpox	Until all spots have crusted and formed a scab – usually five-seven days from onset of rash	Chicken pox causes a rash of red, itchy spots that turn into fluid-filled blisters. They then crust over to form scabs, which eventually drop off.
Cold sores	None	Many healthy children and adults excrete this virus at some time without having a 'sore' (herpes simplex virus)
German measles	Five days from onset of rash	The child is most infectious before the diagnosis is made and most children should be immune to immunisation so that exclusion after the rash appears will prevent very few cases
Hand, foot and mouth disease	None	Usually a mild disease not justifying time off school
Impetigo	48 hours after treatment starts and/or until lesions are crusted or healed	Antibiotic treatment by mouth may speed healing. If lesions can reliably be kept covered exclusion may be shortened
Measles	Five days from onset of rash	Measles is now rare in the UK
Molluscum contagiosum	None	A mild condition
Ringworm (Tinea)	None	Proper treatment by the GP is important. Scalp ringworm needs treatment with an antifungal by mouth
Roseolla	None	A mild illness, usually caught from well persons
Scabies	Until treated	Outbreaks have occasionally occurred in schools and nurseries. Child can return as soon as properly treated. This should include all the persons in the household.
Scarlet fever	Five days from child commencing antibiotics	Treatment recommended for the affected
Slapped cheek or Fifth disease (Parvovirus)	None	Exclusion is ineffective as nearly all transmission takes place before the child becomes unwell.

Warts and verrucae	None	Affected children may go swimming but verrucae should be covered
Diarrhoea and/or vomiting (with or without a specified diagnosis)	Until diarrhoea and vomiting has settled (neither for the previous 48 hours). Please check with the school before sending your child back.	Usually there will be no specific diagnosis and for most conditions there is no specific treatment. A longer period of exclusion may be appropriate for children under age 5 and older children unable to maintain good personal hygiene.
E-coli and Haemolytic Uraemic Syndrome	Depends on the type of E-coli seek FURTHER ADVICE from the CCDC	
Giardiasis	Until diarrhoea has settled for the previous 24 hours)	There is a specific antibiotic treatment
Salmonella	Until diarrhoea and vomiting has settled (neither for the previous 24 hours)	If the child is under five years or has difficulty in personal hygiene, seek advice from the Consultant in Communicable Disease Control.
Shigella (Bacillary dysentery)	Until diarrhoea has settled (for the previous 24 hours)	If the child is under five years or had difficulty in personal hygiene, seek advice from the Consultant in Communicable Disease Control.
Flu (Influenza)	None	Flu is most infectious just before and at the onset of symptoms
Tuberculosis	CCDC will advise	Generally requires quite prolonged, close contact for spread on action. Not usually spread from children.
Whooping cough (Pertussis)	Five days from commencing antibiotic treatment	Treatment (usually with erythromycin) is recommended though non-infectious coughing may still continue for many weeks
Conjunctivitis	None	If an outbreak occurs consult Consultant in Communicable Disease Control
Glandular fever (infectious mononucleosis)	None	
Head lice (nits)	None	Treatment is recommended only in cases where live lice have definitely been seen
Hepatitis A	See comments	There is no justification for exclusion of well older children with good hygiene who will have been much more infectious prior to the diagnosis. Exclusion is justified for five days from the onset of jaundice or stools going pale for the under fives or where hygiene is poor
Meningococcal meningitis/septicaemia	The CCDC will give specific advice on any action needed	There is no reason to exclude from schools siblings and other close contacts of a case
Meningitis not due to Meningococcal infection	None	Once the child is well infection risk is minimal
Mumps	Five days from onset of swollen glands	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation
Threadworms	None	Transmission is uncommon in schools but treatment is recommended for the child and family.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic. For one cause, streptococcal infection, antibiotic treatment is recommended
HIV/AIDS	HIV is not infectious through casual contact. There have been no recorded cases of spread within a school or nursery.	
Hepatitis B and C	Although more infectious than HIV, hepatitis B and C have only rarely spread within a school setting. Universal precautions will minimise possible danger or spread of both hepatitis B and C.	

If this description of our school makes you interested in finding out more about us, please make an appointment to visit us by telephoning 0121 464 4459

The Headteacher, Miss Cahill and the office staff will be pleased to deal with any queries.

Our Lady's Catholic Primary School
East Meadway
Tile Cross
Birmingham
B33 0AU
Telephone 0121 4644459
Fax 0121 4642939
Email: enquiry@ourladys.bham.sch.uk
Website: www.ourladys.bham.sch.uk

And Finally...

Here are some of the children's thoughts about our school

'The best thing about this school is the Teachers because they help you with your work and if you have a problem.'

'I get to choose a range of food and drinks that I like the most.'

'I love my school; it is very religious which is good. The Teachers are kind and loving.'

'I like this school because you do a lot of maths.'

'I think we have a good school and I like the staff and all the things we do. I think it is the best school in the world.'

'It has some of the best Teachers and I know I am safe. I love learning things.'

'When you come to our school you have lots of friends.'

'I like this school because the playground is big and you have got lots of space.'

Every child is unique, every child is special. They look different, behave differently, develop at different times and at different rates, learn at different times and in different ways.

Yes, every child is unique
Every child is special
Every child is an individual

We hope you will be happy at our school.