



Corpus Christi Catholic Primary Academy



Prospectus 2022-2023



Welcome to Corpus Christi Catholic Primary School

Dear Parents and Carers,

This prospectus is designed to give parents/carers information about the school, its aims, ethos, policies, organisation and curriculum.

The staff at Corpus Christi work extremely hard to provide a caring and secure environment within which the needs of every pupil are seen as all important.

As a school we have high expectations of all our children and encourage them to become confident and self-motivated individuals, able to make the most of their God given talents and opportunities in life, promoting Christian values and spiritual awareness.

We would welcome the opportunity to meet you, answer your questions and best of all let you see our fantastic pupils in action!

Do keep an eye on our News and Diary section of the school website, where you will find our newsletters and all those important dates for your diary.

Mrs J Wardle
Principal

Corpus Christi Catholic Primary Academy

Principal:

Mrs J Wardle

Chair of Academy Committee:

Mrs G Walker

Address:

Corpus Christi Primary Academy
Ashmore Park
Wednesfield
Wolverhampton
WV11 2LT

Telephone:

(01902) 866840

Website:

www.corpuschristiacademy.co.uk

Email:

office@corpuschristiacademy.co.uk

Corpus Christi is an Academy school which is part of the Part of St Francis and St Clare Catholic Multi Academy Company. The School is administered by a Board of Directors and a school Academy Committee. The school is funded directly by the Secretary of State for education and is owned by the Roman Catholic Archdiocese of Birmingham.

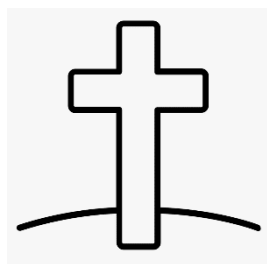
Wolverhampton Education Authority: Civic Centre
St. Peter's Square
Wolverhampton

Telephone: (01902) 556556

Diocesan Schools' Commission: 61 Coventry Road
Coleshill
Birmingham

Telephone: (01675) 430 230

All of our school policies can be found on our school website www.corpuschristiacademy.co.uk. They are also available from the school office on request.



Mission Statement

*"We believe that with Jesus in our hearts to guide us
on the right path,
we will aspire to learn and grow together to discover
God in all things."*

Corpus Christi Catholic Primary Academy aims to provide a caring, secure and happy community, where children will be able to achieve their full potential according to the talents which God has given them and where everyone will be valued as an individual.

We will ensure that the curriculum provides a **truly Catholic, Christian setting**, in which children will be able to grow in knowledge and understanding and acquire concepts, skills, attitudes and values. Part of our Catholic mission is to strive for the **highest standards of achievement** across the curriculum.

We seek to be **inclusive** and attend to the individual needs of those with all kinds of abilities. We will actively promote racial equality. At Corpus Christi, prayer, collective worship and liturgy will be educational experiences, which will contribute to the **development of Faith** in each individual member of the community.

Self-discipline and respect for others and their property will be expected and encouraged. **Positive relationships** will be promoted within the school, as we are striving to prepare and equip the children in our care, to take their places in the world of today, developing in them a **sense of peace and justice**.

We believe in fostering and sustaining strong **links with parents, the parish and the wider community** in order to create opportunities for communication. In our school, which looks to Christ for its existence, we will show concern for all the pupils, staff and parents.

Our commitment to this Mission Statement will be seen in the way in which we treat one another and in the way in which **God's presence is apparent in all of us**.

Our School Prayer

Corpus Christi Catholic Primary Academy School Prayer

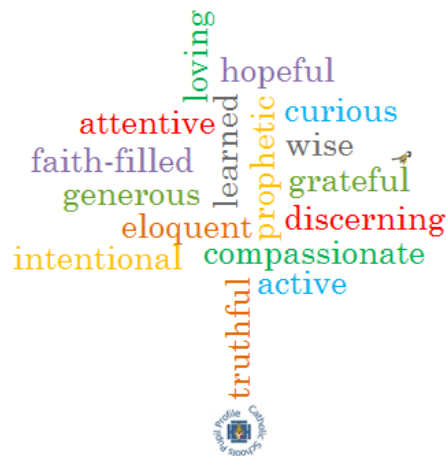
Heavenly Father,
We pray that we may come together
as one **Body in Christ**.
Lead us closer to you each day
and help us to discover you in all things.
May Jesus guide us on the right path
as we aspire to use
our God given talents for the good of others.
Help us to serve you each day
as a loving community
and may our joy shine bright
as we learn and grow together
in the image and likeness of your son.
Amen.

Our School Motto

JOY

*'With Jesus in your heart
and **O**thers on your mind
You can be your best.'*

Our School Virtues



The school has adopted the Catholic Pupil Profile. These virtues form part of our school mission and ethos.

They provide guidance on the type of people that we want our children to be when they leave us in Year 6.

We respect and value all members of our school community.

Our virtues remind us how to behave as good Catholic people and we would ask that all parents try and gain an understanding of their meaning so that they can discuss them with their children.

Our Staff

Senior Leadership Team

Name	Responsibility
Mrs J Wardle	Principal/DSL
Mrs L Trapani	Vice Principal
Mrs A Battrick	EYFS Lead (Maternity leave)
Mrs H Hindley	Acting Assistant Principal/KS1 Lead (DDSL)
Mrs M Chahal	Acting Assistant Principal/KS2 Lead

Administration and Support

Name	Responsibility
Miss L Jones	Office Manager (Maternity leave)
Mrs V Farnell	Office Administrator
Mrs L Holt	Office Administrator
Mrs S Rutter	Inclusion and Wellbeing Office (DDSL)

Teaching Staff

Name	Responsibility
Mrs D Wilson	Nursery
Miss E Potts	Reception (M-T)
Mrs Kennedy	Reception (W/F)
Miss D Cresswell	Year 1
Mrs H Hindley	Year 2
Miss R Randhawa	Year 3
Miss S Kaur	Year 4
Miss H Boughey	Year 5
Mrs M Chahal	Year 6

Teaching Assistant

Name	Responsibility
Mrs H Shelley-Hickman	Nursery
Mrs A Woodhall	Reception
Miss J Griffiths (1:1)	Year 1
Mrs L Kingsley	Year 1
Mrs J Austin	Year 2
Miss A Attwood (1:1)	Year 3
Mrs L Dillon	Year 3
Mrs C Holdcroft	Year 4
Mrs K Gleed	Year 5
Mrs E Mason	Year 6
Mr L Allen	Year 6
Miss L Caitalyn	HLTA

Other Staff

Name	Responsibility
Mr J Keay	Caretaker
Mrs A Moore	Cleaner
Mrs A Woodhall	Cleaner
Mrs M Meek	Lunchtime Supervisor
Mr P Lea	Lunchtime Supervisor
Mrs A Slevin	Lunchtime Supervisor
Mrs T Brittain	Lunchtime Supervisor
Mrs L James	Cook

Admission to School

Admission to Nursery does not guarantee a place in the school. Applications for admission to the school are to be made via the Wolverhampton Local Authority. If your child is Catholic you will need to fill in a Supplementary Information Form from the Local Authority and provide the school with a copy of their Baptism Certificate.

The school's Reception admission number is 30 pupils.

The Admission Policy of Corpus Christi Catholic Primary Academy is as follows:

If the number of applications exceeds the standard number, places will be allocated in the following order of priority:

1. Baptised Catholic children who are in the care of the Local Authority (looked after children) or provided with accommodation by them (e.g. Children with foster parents) (section 22 of the Children Act 1989).
2. Baptised Catholic children living in the Parish of Our Lady of Perpetual Succour who have a brother or sister in the school at the time of admission.
3. Baptised Catholic children living in the Parish of Our Lady of Perpetual Succour.
4. Baptised Catholic children living outside the Parish of Our Lady of Perpetual Succour who have a brother or sister in the school at the time of admission.
5. Baptised Catholic children living outside the Parish of Our Lady of Perpetual Succour, who are in the care of a local authority.
6. Non-Catholic children who are in the care of a Local Authority (looked after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children's Act 1989).
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Non-Catholic Children.

Children with an Education, Health and Care (EHC) Plan that names the school MUST be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Please see our website www.corpuschristiacademy.co.uk/admissions for our current full admission policy.

General Information

Corpus Christi provides Nursery, Key Stage 1 and Key Stage 2 education for both boys and girls until they transfer to Secondary School at the age of 11. Parents who wish their children to attend Corpus Christi are welcome to contact the school to arrange a visit with the Principal.

School Times

Children should be ready to enter class before these times. Parents **must** bring and collect nursery children. Please note that if a parent arranges for their child to be collected by someone else, they should notify the school in advance. Staff will not release a child into the care of anyone who is **under 16 years of age**.

The School gate is open between **8:30am and 8:45am** Monday to Friday. Children can arrive between these times. Any child who arrives after 8:45 am is classed as late.

Nursery: 8:30am to 11:30am

Reception: 8.45am to 11.30am 12.30pm to 3.15pm

KS1: 8.45am to 12.00pm 1.00pm to 3.15pm

KS2: 8.45am to 12.30pm 1.30pm to 3.15pm

It is expected that young children remain in the care of their parents or another responsible adult until entering school. Parents must leave and collect children at the school doors.

Parents who wish to speak to a member of staff can do so any afternoon at the school gate or can make an appointment with the teacher by contacting the school office.

Breakfast Club

Monday to Friday

7:30am – 8:15am £3.00 per session including breakfast
£2.00 per additional siblings

School Uniform

We are proud of our school uniform, it is compulsory and it is an expectation that parents will send their children to school in full and correct uniform each day.

Winter uniform (Autumn and Spring Term)

Red jumper or cardigan with school logo

Red and grey striped tie

White shirt or blouse

Grey trousers or grey skirt/pinafore dress

Grey or white socks or grey tights

Shoes (not trainers) – black in colour, flat heeled and sensible

Summer uniform (Summer Term)

Red jumper or cardigan with school logo

Red and grey striped tie

White short sleeved shirt or polo shirt

Red checked summer dress or culottes style dress

Grey trousers/shorts or grey skirt/pinafore dress

Grey or white socks

Shoes (not trainers) – black in colour, flat heeled and sensible (sandals are not allowed)

Summer P.E kit

White t- shirt with school embroidered logo

Red shorts

Black pumps

Winter P.E kit

White t-shirt with school embroidered logo

Black joggers/tracksuit
Trainers
Red shorts (indoor P.E)
P.E kits to be sent in a bag and kept in school during term time.

Swimming
Bathing costume bathing shorts
Swimming cap for long hair
Towel

All uniforms are to be clearly labelled with the child's name.

Jewellery

Please ensure only plain gold/silver studs are worn in pierced ears (no diamante) and that new piercings are not made until the start of the summer holidays. A watch is permitted (but no SMART/Fitbit watches are allowed). No other jewellery is permitted.

Hairstyles

We require pupils to look neat and tidy at all times. Long hair must be tied up and hair gel, shaved-in designs, hair dye and coloured extensions/braids are not permitted in school. Children are not allowed to wear oversized hair accessories and any hair accessories which are worn must be in keeping with our school colours.

Please note: Pre-loved uniforms are available on request subject to availability. Please use this link to request the specific items and sizes

<https://forms.gle/Kej9gNb51CqFHgPA8>

Parents can also collect and donate Corpus Christi uniforms at the Ashmore Hub on Griffith Drive. The Hub is open Monday to Friday 9am to 3pm.

Parents can also donate any unwanted uniform (washed and in good condition) to school please.

Our school uniform is available at Ron Flowers Sports; purchases can be made in store or online. Payment plans are available to help spread the cost of school uniforms, please contact Ron Flowers directly for details.

Address: 28 Queen Street, Wolverhampton, WV1 3JW

Tel: 01902 429490.

Website: www.ronflowerssports.com

School Meals

The Government's initiative to promote healthy eating and the efforts of schools to provide healthier options on the school dinner menus are paramount. We are continually working towards providing a healthy balanced menu for the children and monitor all weekly menus.

Free School Meals

Many parents/carers are entitled to free meals (FSM) for their children. Please contact the school office, where we can easily and confidently apply to see whether your children are eligible. We will need your national insurance number to do this.

We strongly encourage all parents/carers to share the details of their national insurance number and date of birth via the School admission pack, in order for us to complete a confidential application on your behalf to see whether your child qualifies for free school meals.

All children in Year Reception, Year 1 and Year 2 are entitled to a free hot school meal under the Government Universal Infant Free Meal Scheme. We hope that all parents will consider this option for their children. Even if your child is in Reception, Year 1 or Year 2 and receives a free school meal through the Universal Infant Free School Meal scheme, it is important that every child who is entitled to FMS is registered, as the School receives significant extra funding for this cohort of children, which benefits both them and the wider school.

Parents/carers decide on a half-termly basis whether their children will be

having a hot school meal or bringing their own packed lunch, and this can be swapped on a day to day basis. It is not possible to change meal type part way through a half term unless parents/carers financial circumstances change so that a pupils Free School Meal Status changes accordingly. If you feel this may be the case – please contact the School office.

Our school meals are £2.57 per day and are provided by Chartwells Catering.

Chartwells Catering

As the leading provider of catering services to schools across the UK Chartwells believe school lunches should be freshly prepared, great-tasting and attractively presented to engage pupils to have a great experience during meal times. The menus are fully nutritional to meet the Government's school food standards. Seasonal and nutritionally balanced healthy menus will change twice a year offering variety along with new dishes to stimulate inquisitive minds. They understand the importance of educating young people on good nutrition and healthy lifestyles and provide education programmes to support families. They provide food from local and British suppliers – sourcing the best possible quality ingredients and produce from well respected, stringently selected and continually audited farmers and growers. If any pupil has an allergy, intolerance or a medical condition that calls for a special diet their in-house expert team of nutritionists make sure pupils are fully and safely catered for with special menus, procedures and local training.

Please look out for our three weekly menu cycles and our introduction to school meals booklet that will be distributed via your school or available on your website.

Packed lunch boxes:

If sending your child with a packed lunch from home, we request that they **only contain ONE** of the following; chocolate bar, cookie, biscuit of any kind. Sandwiches, fruit and cereal bars are allowed.

We do not allow any nuts.

We encourage children to drink water.

Flavoured water and no added sugar squash is no longer allowed.

Drinks should be in clear bottles.

Sweets/Snacks

At our School, children are not allowed to bring sweets or crisps to be eaten during the day. Only ONE of the following is permitted in a lunch box: chocolate bar, cookie, biscuit of any kind (to be eaten during the lunch break).

All children in Nursery and Infants (Reception, Year 1, Year 2) will receive a free

piece of fruit or vegetable every day at break time as part of the School Fruit and Vegetable Scheme. Children in KS2 may bring in a piece of fruit to have as a snack at break time if they wish to.

Milk

Children who are entitled to Free School Meals are also entitled to free milk. Children in Reception who are under the age of 5 at the start of the school term are entitled to free milk for that term.

School Organisation

Classroom organisation and teaching methods depend on the particular lesson. There is a carefully planned mixture of approaches and the emphasis tends to be on whole-class teaching. All classroom routines and systems are based on a collaborative approach among all of the staff from Nursery through to Year 6.

Discipline in the school is based on Catholic values. Ordered and disciplined behaviour is expected of all children, both in and out of school. In our school, praise and encouragement underpin teaching. Children are rewarded for good behaviour and good work with stickers, raffle tickets and dojo points. All staff follow behaviour guidelines for rewards and sanctions based on the 'Good To Be Green' card system. Children can also earn stickers, raffle tickets and dojo points through good work and by displaying the gospel values.

Inappropriate behaviour is addressed by moving the children 'down a colour' onto yellow and then red. Sanctions are in place for children who end the day on either yellow or red. Where behaviour does not improve, or where serious incidents occur; such as violence or serious bad language, then parents/carers will be contacted and asked to come to school to discuss the matter further.

Please see our full behaviour policy on our school website
www.corpuschristiacademy.co.uk

Religious Education

Corpus Christi is a Catholic Primary Academy where Religious Education is given in accordance with the teachings of the Roman Catholic Church.

As a Catholic Primary Academy, 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 their own faith but their growing awareness of the world as a maturing Christian. Hence, with this basis, it is difficult to envisage the withdrawal of children from certain periods of the timetable. If, however, parents/carers wish to withdraw their children from RE lessons, then the school will work with them to ensure that children remain suitably supervised.

The school follows the Learning and Growing as the People of God programme for Religious Education. While children follow specific programmes of study in Year 3 and Year 6, children are prepared for the Sacraments by the parish, not the school.

Arrangements must be made on an individual basis with the Parish Priest to discuss a child's suitability for receiving the sacraments at the appropriate time:

Reconciliation and Holy Eucharist	-	Year 3
Confirmation	-	Year 6

Preparation of children for these sacraments is the responsibility of the Parish priest (Father Goodman). Parents wishing for their children to receive these sacraments should contact him directly.

Children will have collective worship each day either in the classroom or in the school hall. The whole school attends Mass usually twice per half term. There are additional masses for key stage 2 and services of the word for KS1 and Early Years. These are led by Father Goodman. Parents and families are notified and asked to attend.



Let your light shine
BEFORE OTHERS
so that they may see
your good works.
(Matthew 5:16)

We expect children to learn the following prayers throughout the school:

Foundation Stage

Sign of the Cross
Our Father
Hail Mary
Grace before meals
Grace after meals
Morning Prayer
Prayer at the end of the day

Year 1

Glory Be
Prayer to the Guardian

Year 2

Eternal Rest

Year 3

Act of Sorrow
The Confiteor
The Angelus

Year 4

The Memorare
The Rosary
The Stations of the Cross

Year 5

The Magnificat
Nunc Dimittis
The Benedictus

Year 6

Prayer to the Holy Spirit
Apostles Creed

The Curriculum

The curriculum is organised according to the National Curriculum.

The core subjects receive the larger proportion of the timetable. This consists of the following subjects: Religious Education, English, Mathematics, Science and ICT.

The foundation subjects, Design & Technology, Geography, History, Art, Physical Education and Music receive the remaining teaching time.

A typical morning at Corpus Christi starts with a prayer followed by Read Write Inc phonics for EYFS, KS1 children and KS2 children who will benefit from this programme. The remainder of the timetable is planned so that the pupils will learn how to become responsible for their own learning. Great emphasis is placed on R.E, English and Maths.

We have shaped the curriculum based on six curriculum drivers.



Our curriculum is clearly mapped to meet all national curriculum objectives for each year group.

The Ruth Miskin, Read Write Inc Phonics Programme is taught from Nursery until children reach the necessary level to move onto the Read Write Inc Comprehension and spelling Scheme.

We teach Maths in line with the National Curriculum using a range of resources.

Early Years Foundation Stage Curriculum

The curriculum in the EYFS underpins all future learning by supporting, fostering, promoting and developing children's learning in the following areas:

Prime Areas:

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

Specific Areas:

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

Our EYFS curriculum is planned through a series of themes that reflect and respond to the children's interests, offering experiences in all areas of the curriculum.

For more information about the EYFS curriculum please see our EYFS policy on our school website **www.corpuschristiacademy.co.uk**

RSE AND PSHE Education

Our policy fully accords with the teachings of our Church. It recognises that the parent is the first teacher in such matters. The policy was drawn up in consultation with the parents, our priest, the Academy Committee, all the staff and the Diocesan authorities. We use a programme called 'Ten Ten for Life' to support our teaching of relationships and Sex Education.

Please see our full RSE and PSHE policy on our school website **www.corpuschristiacademy.co.uk**

Sporting Aims

All the children are taught a wide range of sports as part of the PE curriculum by either their class teachers or a fully qualified sports coach. In addition to this there are many extra-curricular clubs provided by staff and external providers throughout the school year.

PE and Swimming

PE, swimming (when swimming lessons can be provided) and games are all part of a child's education. As outlined in the education act, all children must take part and be properly equipped. Please supply your child with a swimming kit if your child is in a class that goes swimming and a proper PE kit as stated in the uniform guidance.

After School Extra Curricular Activity Clubs

After-school clubs take place on Monday - Friday. The clubs are run by different members of staff therefore they change termly. We offer both sporting and non-sporting clubs. These clubs are well-advertised, but check with the school for further information. Letters will be sent out throughout the school year explaining how children can sign up for places in Extracurricular Activity Clubs. If charges are applicable then this will show on ParentPay.

Homework

Children are expected to read with their parents/carers at home on a regular basis throughout the week and we encourage parents to sign their reading diary when they have been heard to read at home.

Nursery do not have weekly home learning challenges but challenges will be set throughout the year to enhance the learning that is happening in nursery and to create a home-school link. Reception sets a home learning challenge each week. From Year 1 onwards children are given spellings, timetables and one piece of English or Maths homework each week. Every half term homework is also set for foundation subjects such as Geography, History and Art. These form a more creative approach.

Homework will be given to all classes on a Friday and is normally due back by the following Wednesday. Pupils will be given a homework book and will be given clear instructions on what needs to be completed each evening. The purpose of this homework is to establish a further link between home and school. Children are only ever asked to practise at home what they have covered in school. Homework club is available at lunchtime on Thursday for children who need that additional time.

Your Child's Welfare

In addition to the concern for children's welfare expected of and shown towards

each pupil by each member of staff, the Principal has the responsibility for the care and welfare of all the children in the school. This responsibility includes close contact with the parents and with the Education Welfare Service. For more information please see the safeguarding section on our school website www.corpuschristiacademy.co.uk.

Special Educational Needs & Disabilities

The approaches to SEND in our school are closely linked to our mission statement:

We believe that with Jesus in our hearts to guide us on the right path, we will aspire to learn and grow together to discover God in all things.

We have an open-door policy at Corpus Christi and any concerns, questions or comments regarding children's educational needs can be addressed to the school SENDCo, Mrs H Rowley via telephone or via sendcorpus@corpuschristiacademy.co.uk

As a Catholic community, learning and growing through Christ, we consider the care of pupils with SEND in the following ways:

- Provision for pupils with SEND is a matter for the school as a whole and all members of the school community (teaching and non-teaching staff, parents, pupils and governors).
- All teachers are teachers of children with special educational needs and have a responsibility to meet those needs with the advice and support of the SENDCo and external professionals as appropriate.
- Partnerships with parents are nurtured in order to establish positive outcomes for all children.
- All children are entitled to a broad, balanced and relevant curriculum which includes the national curriculum. This right extends to every child whether or not they have an identified special need.
- Needs will be identified at an early stage and progress monitored using the SEND code of practice and our excellent relationship with extended professional agencies.
- Children with SEND will be fully integrated into the life of the school, enabling them to maximise their potential as learners and to contribute to the social, moral and cultural activities of the school.

We aim to provide every child with access to a broad, balanced and well-rounded education ensuring that their needs are being met at all times.

To ensure these aims are met our objectives are:

- **To be an inclusive school**
- To show a **commitment to the early identification** of pupils with Special

Educational Needs and Disabilities by using the guidance within the SEND Code of Practice, 2014.

- To **meet individual needs** through a wide range of provision and teaching strategies
- To **raise the aspirations and expectations** of children with SEND, with a focus on personalised outcomes.
- To **share a common vision and understanding with all stakeholders**-building a picture of the whole child by working in partnership with families and other agencies.
- To **monitor the progress of all pupils** to aid the identification of pupils with SEND.
- To **make appropriate provision to overcome all barriers to learning** and ensure pupils with SEND have full access to the National Curriculum. This is coordinated by the SENDCo with the management and leadership teams. Provision is carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for during their daily learning.
- To **work with and in support of outside agencies** when the child's needs cannot be met by the school alone. These services include Educational Psychology service (EP), Specialist Learner Support (SLS), Speech and Language Therapy (SALT), Outreach and Behaviour and Mental Health Support (BAMHS).
- To **create a school environment where pupils can contribute to their own learning**. This means encouraging relationships with adults in school so pupils feel safe to voice opinions of their own needs, and carefully monitoring the progress of all pupils at regular intervals. Pupil participation is encouraged through schools at age appropriate levels for example, by wider opportunities such as school council, house captains, residential visits, school plays and sports teams. A variety of extra- curricular activities both at lunchtimes, after school and during our thriving before and after school club enable children to contribute to their own learning.

Attendance

In accordance with the school admission criteria and in line with its attendance policy the following information should be read and the relevant tick box and signature completed on the school admission form to show you agree to abide by the statements outlined below:

- I. I agree that I will ensure that my child attends school regularly and on

time, in accordance with the Education Act 1996.

- II. I agree that I will inform the school of any changes in social or domestic circumstances that may affect my child's attendance.
- III. I agree to inform the school on the first day of illness that prevents my child from attending school and to ensure that I keep in regular contact throughout any prolonged illness.
- IV. I agree to consent for an Education Welfare Officer to make contact with my child's GP if attendance is affected by prolonged or re-occurring absence due to illness.
- V. I understand that should my child's attendance fall below 95% or if the school feels that a pattern of absence has been detected, a referral will be made to the Local Authority's Education Welfare Service.
- VI. I understand that should my child present him/herself late for school on a regular basis a referral will be made to the Local Authority's Education Welfare Service.
- VII. I agree to attend all meetings organised by the school of the Local Authority within the school or at another establishment to discuss attendance and punctuality issues.
- VIII. I agree that I will not take my child out of school for family holidays unless in exceptional circumstances and then only with the permission of the Executive Head or Head of School.
- IX. I understand that poor attendance and punctuality has a detrimental effect not only individually but on our whole school community.

Absences

Illness: Parents should inform the school of their child's absence and the reason by telephone as soon as possible. If no contact has been made by 9.00am to inform the reason for absence, you will be contacted by the school office. If no reason is given, the absences will be, by law, recorded as 'unauthorised' in the register. If your child is ill for an extended period of time a letter from your child's doctor will be required. All unauthorised absences are referred to the Education Welfare Officer (EWO).

Holidays: We expect your child to be in school during term time. Good attendance is a key factor in a child's success. Please remember that it is very difficult for a child to make up for lessons lost due to holidays or illness and that the teacher has spent a great deal of time and effort preparing these lost lessons.

In very exceptional circumstances a holiday form can be submitted for the consideration of the Principal.



Visitors

All visitors **MUST** report to the school office on arrival at the school. Visitors, once signed-in, are issued with an identity badge and lanyard before they access the rest of the school.

Medical

Medicine in School

Responsibility for the administration of medicine will only be undertaken if it has been prescribed by a doctor. Only medicine that is prescribed 4 times a day should be administered at school. Medicine that is to be taken three times a day should be administered at home. In other circumstances we will try to be as helpful as possible.

Please contact the school as the need arises.

Medicine must be brought into school in original packaging and the relevant paperwork completed by the parent/carer. Any medication should be brought to the school office by the parent/carer, not handed to the class teacher or brought into school by children.

All medicine will need to be collected by the parent/carer at the end of the summer term. New forms will need to be completed at the start of the next school year in the autumn term, when the medicine is brought into the school again.

Accidents

If a child is sick or hurt in school and the Principle or Vice Principal feels that it is necessary for medical purposes for the child to receive treatment, the parents will be contacted at home or work and advised that the child should be taken home or to seek further medical advice. Please ensure that the school always has your latest contact details and is able to contact you in case of an emergency.

When your child is admitted to the School you are asked to give your full contact details, including all telephone numbers that you can be contacted on, and also details of the person whom we should contact in cases of emergency. If any of these details change, please inform the school immediately.

School Nurses

Your school nurses are from The Ashmore Park Nursing School. They can be contacted through school or we have their contact details in the school office. You are welcome to discuss any matters or concerns you may have regarding your child at any time. Arrangements can be made through the school for school nurses to contact you directly at home.

Complaints

A complaint should, in the first instance, be made informally to the Principal either by letter, a visit or by a telephone call. Most complaints can be amicably resolved at this stage. All complaints are noted in writing and the parent notified of the outcome. If the complainant is not satisfied with the outcome the complaint should be made formally through the schools complaints policy which is available on the school website.

Charging

Corpus Christi is a cashless school. We do not accept cash in school for the following items: School Meals, Trips,, Breakfast and After School Club etc. Instead when your child joins our school you will be given an activation code to allow you to create an online account via the ParentPay website **www.parentpay.com**. You can then add to your 'basket' any items you wish to pay for and 'check out' to make payment. If you would rather pay via cash, the office can issue you with a barcode which you can then take to a PayPoint store, scan and top up your child's account.

The only cash that will be accepted in school will be for fundraising events (such as non-uniform days) and Extra-Curricular Activity Clubs.

Home/School Agreement

We feel that communication between home and school is very important and we communicate with parents in a variety of ways. Newsletters are sent home and copies uploaded to the school website www.corpuschristiacademy.co.uk (click on the Parents/Carers tab then the Letters for Parents/Carers link). We also use SMS text messaging to communicate with parents and an app named Class Dojo.

Early Years also use Dojo to communicate with the parents and evidence learning.

Please ensure you provide us with up to date contact details and advise us of any changes immediately.

As partners in the education of our pupils we will achieve this by the following agreement:

The school will:

- Provide a high-quality education within a broad and balanced curriculum
- Be committed to develop each child to achieve their full potential academically, spiritually and socially to have respect for themselves, their surroundings and others around them, regardless of ethnic background

- Promote an atmosphere where all individuals are valued and are encouraged to grow in their journey of faith
- Be committed to work in partnership with parents, communicating in a variety of ways about the progress of their child
- Promote the highest possible standards of behaviour
- Be committed to promoting a community of mutual courtesy and respect.

The family will:

- Be committed to support the academy's Mission Statement, ethos and values.
- Be committed in establishing good behaviour at home and support the teachers in setting standards of good behaviour.
- Ensure your child will attend school in full school uniform.
- Ensure that each child arrives for school, and is collected after school, on time.
- Be committed in ensuring that your child achieves a high level of attendance – above 95%.
- Be committed in promoting a community of mutual courtesy and respect.
- Show commitment to your child's education by attending open evenings, assemblies and other events.
- Adhere to and support all academy policies, including those relating to the use of ICT, Safeguarding and Charging.

Open Days and Open Evenings

Parents/carers are invited to an Open Evening in the Autumn and Spring term, to find out how their child has settled and to discuss targets for the year. They are also encouraged to have a tour of the school. A full report is sent home towards the end of the summer term.

Parents/carers are also encouraged to ask teachers any questions or raise concerns that they may have at any point throughout the year by making an appointment through the school office. All members of our staff are always willing to talk to and listen to our parents/carers.