

ST. BERNADETTE'S  
CATHOLIC PRIMARY SCHOOL

St Bernadette's Catholic Primary School



Achieve, Believe, Care

ACHIEVE, BELIEVE, CARE

ST. BERNADETTE'S CATHOLIC PRIMARY SCHOOL  
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HEAD TEACHER: MRS. J. KEEGAN-HOBBS

CHAIR OF GOVERNORS: MS. M. O'DWYER

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WELCOME!

Dear Parent,

Welcome to St. Bernadette's Catholic Primary School. This prospectus is designed to give you some information about the life and work of our school.

As a small community, with a strong Catholic ethos, we regard ourselves very much as a family school. We know our children well and we are committed to giving them the best possible start to their education in a safe, caring and happy environment.

Our school Mission Statement sums this up very simply in three words: Achieve, Believe, Care. We want our children to feel the satisfaction of achieving their full potential - academically and in the fields of artistic, sporting and personal achievement. We also want to help them develop a strong sense of morality and fairness, based on our Catholic faith. We aim to nurture young people who care for each other, for their community and for their brothers and sisters in the wider world. Although not all of our families are Catholic, we believe that these aims are shared by everyone in our community.

As a family school, our partnership with parents is very important to us. Parents are the most important educators and role models for their children. We look forward to working with you to make their time at Saint Bernadette's a happy and successful period in their young lives.

If you would like to know more about the school, please contact me and I will be very happy to show you around and discuss our work in more detail.

Mrs. J. Keegan-Hobbs  
Headteacher

Our School Mission is to *ACHIEVE*, *BELIEVE* and *CARE*:

*ACHIEVE*: To encourage children to achieve their full potential by:

- Providing stimulating learning experiences, through a broad and balanced curriculum which meets the needs of all children.
- Enabling every child to achieve success and self-esteem
- Making learning an enjoyable and positive experience for all children
- Encouraging cooperation, self-motivation and independence in learning
- Celebrating the achievement of children in all areas of school life.

*BELIEVE*: To give children a solid foundation of faith and Christian example by:

- Placing Christ at the centre of our school community.
- Developing in our children an attitude of prayer and worship which is the foundation for all we do in school.
- Giving children an understanding of their Catholic faith and living experience of the Church.
- Developing a strong sense of community, including home, school and parish.
- Showing by our own example the principles of Christian living: to treat the children and all members of our school community with love, care, respect and forgiveness.
- Encouraging respect and tolerance for other faiths and cultures.

*CARE*: To put our faith into practice in the way we treat each other and care for our world, by:

- Valuing every child in our care and being committed to supporting their needs: academic, spiritual and social.
- Showing patience, tolerance and compassion for children and families experiencing difficulties.
- Encouraging the children to co-operate and respect each other.
- Encouraging children to care for the school and local environment.
- Encouraging care and support for others in the wider community.

## SCHOOL INFORMATION

Saint Bernadette's is a small, but growing, Catholic Primary School. We currently have 102 pupils on roll in the school, including around 40% catholic and 60% non-catholic children.

The school is organized in three classes:

- Topaz Class includes Reception Age children.
- Ruby Class includes Year 1 and Year 2 children.
- Emerald Class includes Year 3 and Year 4 children.
- Sapphire Class includes Year 5 and Year 6 children.

Class sizes are relatively small, compared to average primary schools. Our Planned Admission Number (PAN) is 15 children per year group. Children are also well supported by Teaching Assistants, who work alongside the teachers in each class. This means that our children receive very good levels of adult support, which helps them to make good and often accelerated progress.

Mixed-age classes work well within the school, due to careful planning by the teachers. Children are taught according to their ability within the mixed age classes. They thrive in a class atmosphere where their needs are very well understood by their teachers. They progress well in their learning and develop very good relationships throughout the school.

The community aspect of the school is very important to us. Our older children are encouraged to look after the younger ones at lunch and playtimes, and this is beneficial to all. St Bernadette's is a very happy school where friendships cut across age groups and continue into Secondary School.

### CLOUD NINE NURSERY

We are very pleased to have been able to set up a full-time Nursery on the school site in recent years.

Cloud Nine Nursery is not officially part of the school, but is privately run. However, since its beginning in 2007 the nursery has grown in popularity and is developing ever-stronger links with the school.

If you have pre-school children you may wish to visit to speak to Cloud 9 staff, who will be happy to explain their provision.

### THE SCHOOL DAY

#### BREAKFAST CLUB

Many of our children arrive at school from 8.00am each morning to enjoy the Breakfast Club. Children are served with cereals, toast, fruit juices, milk etc. The cost of Breakfast Club is £1.00 per day

Children are supervised by Mrs. Mills indoors, until 8.40 a.m. when we go onto the playground for some pre-school playtime.

SCHOOL BEGINS at 8.50am

MORNING BREAK: Children in Y1-6 are able to buy toast and milk at playtimes.  
Playtimes are between 10.30 - 10.45

DINNER BREAK - Key Stage 1 12.15 - 1.20 pm  
Key Stage 2 12.30 - 1.20 pm

SCHOOL ENDS at 3.20pm

#### AFTER- SCHOOL CLUBS

We try to provide a variety of extra-curricular activities for our children.

These have included: Football , Netball, Homework, Keep fit, Games, Cricket, Multi-Sports and Computing

## CURRICULUM

The school curriculum consists of three core subjects: Literacy, Numeracy, and Religious Education.

Science, ICT, Geography, History, Art and Design are mainly taught through a Topic approach. Music and PE (including Swimming in the Spring Term for children in Sapphire and Emerald Class) are taught as discrete subjects and are given high priority in the timetable. We currently have specialist sports coaches and a specialist music teacher to ensure high quality provision.

## RELIGIOUS EDUCATION

As a Catholic School, Religious Education is obviously an extremely important element of our curriculum: in fact, it is central to all we do in school, as we seek to apply all we have learned in our lessons and assemblies in our behaviour towards each other.

The school follows the Diocesan Scheme of work: Learning and Growing as the People of God, which covers five main strands:

- Scripture
- The Liturgical Year
- Celebrating the Sacraments of the Church
- Living as Christians
- Prayer

We aim to make children's RE experiences relevant and enjoyable by taking a cross-curricular approach, including using opportunities for Art and Drama. RE is also closely associated with our work in Personal, Social and Moral Education, including Circle time.

## LITERACY

Literacy is central to children's learning, as it is a key medium for teaching and learning in all aspects of the curriculum.

Speaking and Listening is the starting point for developing children's skills in reading and writing. Teachers place great emphasis on encouraging children to express their ideas and share with others, in small group and whole class situations. Role play and performance in assemblies give many opportunities for children to become confident speakers.

Promoting a love of books and developing the skill of Reading is a high priority. Children are encouraged to use our school library and to bring home both Reading Scheme books and books for general interest.

Phonics provide the building blocks of reading for most children, and we place great emphasis on the teaching of phonics, using a whole- school approach (Letters and Sounds).

Children from Year 1 to Year 6 have guided reading sessions at least 3 times each week, where they read together, to a member of staff and are questioned on what they have read. Children are encouraged to talk to each other in these sessions, explaining their thoughts and deductions from the texts they read.

We also place emphasis on children listening to stories- each class teacher will provide weekly opportunities for children to listen to stories read by adults so that they can escape in their imaginations and learn from the modelling of reading.

Writing is promoted from a very early age, with children given many opportunities to express their ideas in emergent writing. Skills are developed throughout the school, with teachers carefully monitoring progress each term and setting targets to help children become proficient.

We adopt the dyslexia friendly handwriting style- this means that children will be taught cursive script from Reception Class and will join their writing as soon as they have the appropriate grip.

## NUMERACY

Standards in Numeracy throughout the school are excellent , as a result of a great deal of developmental work in recent years.

Children are given "KIRFs" to learn each week- these are key instant recall facts which mean that the children are memorising key facts and making links within their mathematical knowledge. Children will take their KIRFs home to practise.

Staff take every opportunity to make mathematics meaningful to the children by using real life situations and practical examples. We endeavour to incorporate Maths into other areas of the curriculum, particularly Science and Geography. School has purchased an interactive maths programme 'Mathletics' which greatly extends the children's mental arithmetic skills. As in Literacy, we take care to monitor children's

progress each term and to provide extra support where it is needed - or additional challenge for the more able

### SCIENCE

The school broadly follows the National Curriculum for Science, but these concepts and skills are enhanced by a variety of practical and ICT resources. We try to engage the natural curiosity of children and to make our Science projects as practical and investigative as possible. Where appropriate, Science is integrated with other subjects, but we also have focused Science days or weeks.

### HUMANITIES

Geography and History are taught as themed topics throughout the school, with cross curricular links where appropriate. Each class will study a history or geography topic each half term, developing their knowledge and understanding of different times and places in our world.

We make every attempt to bring topics alive for the children by organising school trips and visiting speakers to broaden children's experience and understanding.

### ICT

This is a subject which has really taken off in our school in recent years. The school governors have invested in purchasing a laptop trolley with 16 laptops, 15 I pads and 16 Chromebooks which are used on a rota basis across the school. We have also purchased Beebots for the younger children. Children are able to access computer aided learning across the range of subjects and this has had a major impact on their work and their motivation.

All children, staff and parents must sign an acceptable use policy on entry to St Bernadette's. This is to ensure E-Safety of all stakeholders.

### MUSIC

Music plays an important part in the curriculum and in the life of the school: Our Music teacher, Mrs Baldwin is employed for a day per week to teach the music Curriculum.

We have recently purchased a range of percussion instruments which the children in each year group have opportunities to play. There are also opportunities to play the handchimes and ukele.

The choir regularly entertains members of the local community, such as the Cheshire Homes, Wombourne Methodist Church Christmas Concert and Brunel Court Care Home. We also participate in various inter-school events.

### PHYSICAL EDUCATION

P.E. is given high priority at our school. We believe in the maxim 'a healthy mind in a healthy body' and so provide many and varied opportunities and challenges for children to maintain physical fitness.

We are fortunate in having a team of specialist PE coaches to support us in delivering PE across the school. These coaches provide additional skill and expertise.

Many of our after-school clubs sports based- netball, football and multisports are offered during the year.

Children in Key Stage 2 attend weekly Swimming lessons in the Spring term. Saint Bernadette's take an active part in local school tournaments and competitions, including:

Football and High Fives Netball Tournament

Annual Swimming Gala

Cross Country

Rounders and Cricket Tournaments

Small Schools' Sports Day

Catholic Schools' competition

### COLLECTIVE WORSHIP

We have whole school Assemblies on Mondays, Wednesdays and Fridays.

Each class prepares a class assembly every term, to which all parents are invited.

Mrs KH leads the Monday Gospel Assembly and the Friday celebration Assembly, with classteachers taking it in turn to lead the Wednesday liturgies which follow the liturgical year..

Mass is held at St. Bernadette's school on usually every fortnight. Parishioners join us for these Masses to which the whole school join.

All our children have opportunities for collective worship each day, both on the playground with staff and parents each morning and as special time in class. We encourage the children to lead collective worship themselves.

## SACRAMENTAL PREPARATION

Catholic children are usually prepared for the sacraments of Reconciliation and Holy Communion during Year 3. Preparation is undertaken jointly with families from St Michael's, and involves the children and their parents attending a series of meetings led by the priest, supported by parish catechists and teachers.

Reconciliation usually takes place before Easter, and First Holy Communion in June. Confirmation is celebrated in Sapphire Class every 2 years. Again, there is strong emphasis on the parish partnership with St Michael's, though the pupils' preparation takes place mainly in school. The school works closely with Parish Catechists in preparing the children to receive the sacraments.

## SEN (Special Educational Needs)

At St. Bernadette's we believe that all children are special. We are fortunate to have relatively small class groups which receive a good level of adult support. This allows us to cater far more to the individual needs of children.

However, some children need additional help to overcome particular difficulties with learning or behaviour. Where we have concerns that a child is not progressing, or has a specific area of difficulty, our first step is to provide intervention in school- this could be small group work or 1-1 time with a teaching assistant.

If it is agreed that the child may need support additional to this, the next step is to set up an Individual Education Plan, indicating the additional support which is given to address the child's needs. This is agreed by the child, parents, class teacher and SENCO (Special Needs Co-ordinator) and contains small, measurable targets for the child to aim for.

If the child is still not making expected progress or is still encountering difficulties in school, we would then seek advice from outside agencies (e.g. Educational Psychologist, CAHMS, Speech and Language team, Autism Outreach, school nurse). This would only be done after gaining consent from parents.

In a very small minority of cases, it is decided, always in consultation with parents, that a child may need an Individual Care Plan. This plan would consider the whole range of needs for a child and put in place actions to be reviewed each year.

## PASTORAL CARE

The key person for each child is usually the class teacher, who can be approached to discuss any problems or concerns.

We would hope that parents feel confident to approach the class teacher about any concerns which you may have.

If the class teacher is unavailable, or if you prefer to speak directly to me as headteacher, I am always happy to meet with parents to discuss any pastoral matters. Please try to speak to your child's teacher at the end of the day, as mornings before school are the times when the teacher is preparing for the day's lessons or leading the children in collective prayer.

### CHILD PROTECTION

All adults working in school have to undergo checks by the Criminal Records Bureau (CRB).

Staff have received training in Child Protection Issues.

Mrs. Jayne Keegan-Hobbs is the member of staff responsible for Child Protection and Mrs T Kilkenny is the deputy lead.

The governor responsible is Ms Marese O'Dwyer, our Chair of Governors who can be contacted via school.

### ACCESSIBILITY PLAN

At St. Bernadette's we aim to provide a learning environment which values all children and supports those with physical or learning disabilities. We also make every effort to make our school site accessible and welcoming to parents and visitors who may have disabilities.

The school building does present some difficulties regarding access, as it is situated at the top of a steep drive / pathway.

This situation has been greatly improved by the provision of more car parking, including dedicated disabled parking space and ramp access at the front of school.

The school is built on one level, though it has relatively steep single steps out onto the playground area from each classroom. Our new classrooms are completely accessible and we have a disabled toilet facility.

### Sex and Relationships Education

Governors have approved a new SRE programme

"In the beginning" which has been devised by a Catholic Primary School in Oldham.

This places the teaching of SRE in a catholic, Christian setting and starts in Year 1.

When your child starts school you will have an opportunity to view the materials and if you wish, you may withdraw your child from these sessions.

## HOMEWORK

The school encourages a reasonable amount of homework each week. The purposes of this are:

- To allow children to practise skills and revise learning outside the classroom
- To encourage independent learning and research.
- To keep parents informed of what children are doing in school.

Children are expected to read regularly at home. Often, with younger children, it is valuable to read with them and to them - they will often bring library books which interest them, but which are beyond their reading ability.

In Topaz Class, Y Reception children - 1 piece of maths and English each week on Fridays.

In Ruby Class, Phonics , Reading and Maths homework is given, with some topic homework on occasion.

In Emerald & Sapphire classes ,spellings, reading and maths is set. Often the Maths will be to practise times tables in preparation for 100 club weekly tables tests. There will also be half termly project based homework which allows the children to be more creative- this will be linked to learning in History, geography or Science. If your child is having difficulty with homework, please send a note or come in to discuss it with the teacher.

Homework is only meant to take between 30 minutes to an hour each week (per subject); any longer can be counter-productive!

If children are stuck on homework, please always use your judgement and tell them to stop.

If you have any concerns or questions about homework, or if you feel that the above policy is not being adhered to, please speak to the headteacher.

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## SCHOOL RESULTS and STANDARDS

Standards at Saint Bernadette's are very good overall and continue to improve. Effective teaching and careful monitoring of progress have ensured that the vast majority of our children make expected progress in each Year Group.

Please see our school website for the most up to date information on test results.

### Home- School Communication

The relationship between home, school and parish is a very important one. We do regard St. Bernadette's as a family school.

- For quick queries or messages, please either phone the office manager, Mrs Galvin, who will take a message, or pop in to see the class teacher after school. Mrs KH is available on the school gate each morning for non confidential queries/messages.
- If you would like a longer time to speak to the teacher, or the head, a suitable time can be set aside - again, ring or pop in to make an appointment.
- We hold termly meetings to discuss your child's progress. These are usually around the October and February half terms and towards the end of Summer term, when you will also receive a written report.
- Each child has a homework diary(KS2) or contact book (KS1) where you can pass on information to the class

In addition to these:

- We send a regular newsletter to keep you informed of school events
- Our friendly and hard-working PTFA would love to welcome you to meetings and events. These are always advertised in the Newsletter.

As a general rule, if you have a concern, it is always best to discuss it with us sooner rather than later. We are very friendly and approachable, and will always try to work with you to solve any problems in an attitude of partnership.

Equally, I know most parents prefer to hear from us sooner rather than later if there is a concern arising at school, relating to progress or behaviour.

### INFORMATION TO PARENTS

In school we have a wide range of documents relating to school policies and Curriculum, including Health and Safety, SEN etc. These are all available for parents to see on request. The following policies are available on our school website- Esafety, Sports Funding, Safeguarding, Curriculum, SEN, Admissions, Behaviour and Homework.

## HOME/SCHOOL AGREEMENT

We have recently amended our Home/School Agreement to bring it in line with our Mission Statement. A copy is available from the school office. We value the support parents give to the school and signing this agreement is an important part of that commitment.

## ATTENDANCE

We obviously encourage maximum attendance at school . Under new legislation, school is not allowed to authorise holidays in term time. If you do take your child out of school during term time, please be aware that you may face a fine.

Many of our children take a real pride in achieving 100% attendance each half term. This is a good personal quality to be encouraged. It is also a sign that they are happy in school. Above all, it means that they are not missing out on their education or social life within school.

Sometimes children are ill and need to be kept at home. If your child is poorly, it is important to let us know. We have to publish information regarding absences, and if we are not given a reason for the absence, it is recorded as 'unauthorised'.

A telephone call or a note will save us having to chase you for information, or recording an 'unauthorised absence'. If we have not heard by 9.30 a.m. we will ring to ensure the safeguarding of your children.

## PUNCTUALITY

School begins at 8.50 and we expect all children to be in at that time. If your child arrives after the register has been taken (9.00am) they are marked as late. If your child arrives after 9.15 then they are marked as absent for the morning session. The Education Welfare Officer visits regularly to check on punctuality and attendance and also conducts "Late Gate" sessions when she speaks to parents regarding punctuality.

## MEDICAL MATTERS - INFECTIOUS DISEASES

There are some occasions when we may not want to see your child in school! Listed below are some common infectious diseases with advice on how to recognise and treat them.

In addition to these, please take care when children suffer from sickness and diarrhoea: in order to prevent spreading infection, please keep the child at home for at least 48 hours following the illness.

### TREATMENT IN SCHOOL - MEDICINES

When your child enters school you will be asked to complete a form giving details of your child's medical history. Please notify the school if there are any changes we need to be aware of.

We are willing to administer medicines needed by your child during the school day. However these should only be medicines prescribed by a doctor. We will ask you to sign a form to authorise staff to give this medicine. Please see Mrs Galvin to organise this.

Inhalers and medicines are normally kept in the school office.

### IF WE NEED TO CONTACT YOU

Occasionally there is a need to contact parents or carers during the school day, especially when children have an accident or become unwell.

Although we take contact numbers when the children are admitted to school, we sometimes have problems because the numbers we have been given have been changed, or the mobile number given is routinely turned off. Please check and make sure that the numbers we have for you and for your chosen representatives are up to date.

### LUNCHTIME

Children can either bring a packed lunch or may have a cooked meal which is provided by Staffordshire County Catering Service and cooked on the premises. (A sample menu is available for you to see the kinds of food that are on offer). If your child requires school meals the cost is £10.50 per week, which should be brought into school at the beginning of the week in an envelope marked with their name and class. The daily cost of meals is £2.10 per day.

### BREAKTIME

Children in Early Years and Key Stage 1 receive free fruit through the Government Fruit scheme, and children under the age of 5 also receive a free carton of milk. Milk is also available at 20p for all children.

Payment should be sent into school on the first day of the school week in an envelope marked with child's name and class.

For children in Y1-6 there is toast and milk available each day. Toast is 25p per slice and milk is 20p. Monies should be brought in, in a labelled envelope, weekly.

## SCHOOL UNIFORM

In winter, girls wear a navy or grey skirt, pinafore or trousers, white shirt and school tie, navy school cardigan or school sweatshirt.

Boys wear white shirt and tie, grey trousers, and a navy school sweatshirt.

Plain black, white, navy or grey socks are preferred or dark tights (girls) with black or navy shoes.

In summer, girls may wear a navy blue and white gingham dress with a navy cardigan or sweatshirt and white socks.

Boys wear a white shirt and tie, grey trousers or shorts.

The P E uniform consists of navy blue shorts, navy blue school polo PE shirt and black pumps. Children may also bring in trainers, jogging trousers and fleeces for outdoor winter sports

Sweatshirts, cardigans and polo shirts can be purchased from Abbiss School Shop, in Wombourne High Street. A range of other items is available, including school bags, waterproof coats, school hoodies and school caps.

Further information is in our uniform policy which is available on the website

## JEWELLERY

Under Health & Safety regulations the wearing of jewellery is not allowed. Only one pair of stud earrings are permitted but the child must be able to remove these themselves before a PE lesson or refrain from wearing them on the day of a PE lesson if they are not able to do so. It would be appreciated if children are to have their ears pieced that this occurs at the beginning of Summer holiday otherwise the child would be required to miss PE as they are not allowed to take part whilst wearing earrings.

## SCHOOL CHARGING and REMISSIONS

### SCHOOL VISITS

For activities which are arranged by the school, as part of the curriculum, to take place during school time, the school will ask for a contribution to the costs. If there is not enough to cover the cost, the activity may have to be cancelled.

### PUPIL PREMIUM

Every school receives additional funding for pupils who qualify for "PUPIL PREMIUM". This is funding for children whose families are on low income or in receipt of benefits. The funding can be used for extra teaching assistant support, additional resources and to part fund school residential trips.

If you are in receipt of low income/benefits, please let us know.

### Security

Children to enter through side gate where Headteacher will greet them at 8.40am

The gate will be locked at 8.55 a.m. after parents have left.

Internal doors are locked until 8.50 to ensure no other entry to the building.

If your child walks to school on his/her own, please ensure they do not arrive until 8.40am at the earliest as they will be unsupervised.

The school places a high emphasis on the safety of all children and staff. The school is surrounded by security fencing and exterior gates are locked throughout the school day.

The security system within school includes exterior doors which have a one way locking system. No unauthorised person is allowed to enter the school building and visitors must show identification if working on school premises. All visitors must sign the visitors' book which is in the foyer.

Fire Drills are held termly.

### COMPLAINTS PROCEDURE

Under Section 23 of the Education Reform Act 1988, Local Education Authorities and their school are required to set up arrangements for the consideration and disposal of

any complaints made by parents. We hope that parents feel able to discuss any concerns with us and we will endeavour to do whatever we can to resolve the situation promptly.

The first stage would be informal discussions with the staff and/or Head Teacher at the school. If the issue were not resolved the second stage would be the subject of a formal complaint referred to the school's Governing Body. A standing sub-committee of three governors has been established to deal with any such complaint. Should their investigations fail to provide a satisfactory response then the complaint will be referred to the LEA.

There is a Complaints policy in school which is available for you to view.

#### ST. BERNADETTE'S STAFF

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NAME	DESIGNATION
Mrs. J. Keegan-Hobbs	Head Teacher
Mrs. S. Galvin	Office Manager
Mrs K Gitsham	Teacher (Topaz Class)
Mrs. K. Anslow	Teacher (Ruby Class)
Mrs. T. Kilkenny & Mrs C Blunt	Teacher (Emerald Class)
Miss C Parker	Teacher (Sapphire Class)
Mrs. A. Baldwin	Music Teacher
Mrs. L. Turner	Teaching Assistant (Topaz Class)
Miss N. Turner	Teaching Assistant (Ruby Class)
Mrs J. Bill	Teaching Assistant (Emerald Class)
Mrs J. Mills	Teaching Assistant (Sapphire Class)

Mrs M Buckmaster	Teaching Assistant (Emerald Class)
Mrs. S. Fletcher	Teaching Assistant (Emerald Class)
Mrs L. Smith	Catering Supervisor
Mrs M. Buckmaster	Lunchtime Supervisor
Mrs J Mills	Lunchtime Supervisor
Mr Paul Holmes	Cleaner

### GOVERNING BODY

Chair and Foundation Governor:	Ms. M. O'Dwyer
Vice Chairman:	Mr D O'Dell
Head Teacher:	Mrs. J. Keegan-Hobbs
Local Authority Representative:	Vacancy
Parent Governors:	Mr. S Buckmaster
Non-Teaching Staff Governor:	Mrs. S. Galvin
Teachers' Representative:	Miss C Parker
Foundation Governors:	Ms. M. O'Dwyer Mr D O'Dell Mr B Flanagan Mr. P. Povey Mrs. J. Pitt Mrs. V. Moriarty

