

St Elizabeth's Catholic Primary School



www.st-elizabethsprimary.co.uk

Prospectus 2013-2014



St Elizabeth's Catholic Primary School

Mission Statement



Living, loving and learning together in partnership following Jesus' example.
Through our Catholic faith we celebrate our learning by helping, enjoying, sharing and trusting others
in a welcoming, respectful and secure environment.

'I have come so that they may have life and have it to the full'
John 10:10

Aim 1

Through our Catholic beliefs to be curious about the world around us and help people in need.

We achieve this aim by:

- Following the "Come and See" programme for Religious Education.
- Encouraging children in decision making.
- Choosing and supporting charities.
- Providing opportunities to help others.
- Involving the whole community around St Elizabeth's.

Aim 2

To encourage an ethos of respect and look after each other so that we feel safe and protected and ready to try our best and 'have a go'.

We achieve this aim by:

- Developing empathy skills.
- Providing a comprehensive Code of Conduct and Home School Agreement.
- Developing community links.
- Listening.
- Developing a sense of personal responsibility.

Aim 3

To celebrate the individuality of each child and welcome differences.

We achieve this aim by:

- Ensuring equal opportunities.
- Celebrating and praising success.
- Being sensitive to children's situations.
- Promoting discussion through the curriculum.
- Respecting everyone for who they are.
- Promoting high expectations of all the community.

Aim 4

To encourage opportunities for independence, exploration and learning through a varied curriculum.

We achieve this aim by:

- Giving children the opportunity to use their initiative.
- Providing a rich varied curriculum.
- Offering a range of after school clubs.
- Providing everyone with the opportunities to develop skills, knowledge and understanding in all areas of the curriculum.

Aim 5

To develop strong partnerships with Parents, the Parish and the Community.

We achieve this aim by:

- Being accessible to parents and involve them in their child's education.
- Providing Family Learning
- Working with the Parish to provide Sacramental preparations.
- Inviting members of the Parish into school.
- Hosting Community events.
- Welcoming and supporting families of the children of St Elizabeth's.

GOVERNORS OF THE SCHOOL

Chairperson

Fr. P.B. McAllister

Foundation Governors

Mrs. A. Harley
Mrs E McElhinney-Coleman
Mrs B Corcoran
Mr. M. Coyne
Mr. C. Davies
Mrs C. McDonald-Hollis

LEA Appointed Governor

Mr. G. Fielding

Teacher Governor

Miss. A Sparrow

Staff Governor

Mrs. B. Fellows

Parent Governor

Ms. S. Kielty

Headteacher

Mr Liam Daniels

School Improvement Partner

Mr. John Parry

Strategic Director of Education

Mr.P. Morgan

DESCRIPTION OF THE SCHOOL

The school is situated in Webster Street, Litherland, adjacent to the church of St. Elizabeth of Hungary, which Parish it serves.

The school has a long and proud history dating back to its Foundation in 1906.

St Elizabeth's Primary School has evolved from Elementary status, through a single-sex all age school, to separate Infant and Junior schools established in 1954 with the opening of St. Wilfrid's High School.

The Infant and Junior schools amalgamated in September 2001 when they joined to become St. Elizabeth's Catholic Primary School.



ARRANGEMENTS FOR ADMISSION TO SCHOOL AND NURSERY

Parents wishing to send their children to St. Elizabeth's are invited to visit the school and register their interest.

Parents will be required to submit their child's birth and Baptism certificates. In the case of over subscription to the school the Governors will admit children according to the admissions criteria of the school.

Children who attend Nursery usually transfer to the Reception class but again if there is over subscription the Governors will admit children according to the admissions criteria. Children usually transfer into the Infant school in the autumn term after their 4th birthday. They must be 4 on or before 31st. August.

Applications for Reception are now dealt with centrally by the Local Authority. Applications are available from school or from the local authority.

Meetings are arranged for parents of pupils due to start in the autumn term. These usually take place in May/June. At these meetings parents will have an opportunity to discuss any matters concerning their children's future at St Elizabeth's. Each parent will be presented with a pre-school entry record of achievement pack, which they will complete at home and return to school when the child attends for the half-day visit. This usually takes place around the middle of June. During the visit the child will meet his / her teacher / teachers and familiarise themselves with their school environment.

Home visits will be offered to all parents and arranged prior to the child's admission to Nursery.

Arrangements for entry into Nursery/ Reception will be explained to parents in detail at the pre school parents' meetings. Teachers will work closely with parents to ensure that children feel happy and secure in their new environment.

NURSERY

Children due to start Nursery are admitted in groups, over a period of 1-2 weeks. They must have reached their 3rd birthday.

Parents and children are invited and encouraged to visit the Nursery.

The morning session is from 8.40am to 11.40am and the afternoon session from 12.00pm to 3.00pm.

There is great demand for school and Nursery places. The school also offers limited child care for Nursery age children. More information is available at the school office.

The admission number at present for the Nursery and main school is 60 per year.

Children in Nursery and Reception follow the Foundation Stage Curriculum. Appropriate activities are planned to ensure a good learning environment for the children. A programme of activities enables children and parents to have a happy, stress free transfer from Nursery to Reception.

AIMS OF THE SCHOOL

It is our aim to provide a variety of structured learning experiences, which will encourage the children to become independent learners whilst valuing their creativity and self-expression. We recognise their individuality and thus offer equal opportunities to all and encourage positive attitudes to all differences.

As a Catholic school we offer our children experiences in the practice and teaching of our church. We acknowledge other faiths and cultures with tolerance and respect for their beliefs.

We aim to help the child develop into a happy, self-reliant, caring member of the community by fostering Christian principles.

THE SCHOOLS' CURRICULUM

The school provides a wide range of educational opportunities. Nursery and Reception follow the Foundation Stage Curriculum and Year 1 to Year 6 follow the National Curriculum.

The school follows the Archdiocesan Scheme- "Here I Am". This is a whole school topic based programme. From September 2012 a new Archdiocesan programme will be introduced.

The emphasis in all areas of the curriculum is on helping the children to acquire worthwhile knowledge, understand processes and develop practical skills with the ultimate aim of being able to put these to good use in everyday life.

Literacy In Literacy, the emphasis is on meeting the needs of our children in the areas of speaking and listening, reading, writing, spelling and handwriting whilst accommodating the demands of the National Curriculum. A variety of methods and materials are used to promote good literacy and share good practice across the school and with other schools. Literacy, although taught as a discreet subject area is also taught across the curriculum. We aim to provide a stimulating literate school environment.

We encourage the development of speaking and listening by the development of role play from Foundation to Year 6.

Numeracy Our Foundation Stage Curriculum develops children's numeracy skills. It is very much based on experiential learning. Years 1 to 6 follow the National Curriculum to develop children's mathematical skills. Targets are set with the children and these targets are shared with their parents and their progress is regularly assessed.

Children develop their mental/oral work; problem solving and regular plenary sessions help consolidate children's work.

Science is taught throughout the school and has a high priority. We aim to emphasise the development of scientific skills as well as knowledge. Children are taught investigative skills from Nursery onwards.

ICT has developed through the school and is now established across the curriculum. Regular inset days ensure that staff are aware of new developments and software available.

At St Elizabeth's we offer children a balanced curriculum. We recognise the importance of developing the whole child and recognise that children have varying strengths and weaknesses.

Physical Education/Active learning Physical Activity is an important part of the curriculum. Children are encouraged to try a number of different sporting activities both within school and in after school clubs.

The P.E. curriculum includes gymnastics, dance, games and swimming. The school has been involved in Top Play and Top Sports. A variety of traditional team sports are encouraged. The school has very successful netball and football teams. In Years 3 & 4 the children also go swimming. All Junior children are involved in field sports during the summer term. We share a playing field with two other local schools.

We encourage children to be healthy by offering a variety of opportunities for physical activities and promoting healthy eating, both at meal time and at break times.

The school works closely with other agencies.

Children also have opportunities to join gym clubs, judo clubs and to take part in dance and hockey activities.

Music The school has a strong tradition of music. The school provides various music clubs as well as curriculum music. The school is proud of its whole school musical productions. We also represent Sefton at various musical events. We have welcomed composers, musicians and dancers into school.



SCHOOL ORGANISATION

Every teacher is responsible for teaching the Core and the Foundation subjects and Religious Education. There is a specific timetable for use of the halls for PE and Games; otherwise children work in their own classroom area. A variety of teaching methods are used, individual, group or whole class, depending on the needs of the child and the structure of the lesson. In-class and small group support is given in KS1 and groups are given specific support for Literacy and Numeracy in KS2 depending on their needs.

HOMEWORK

Homework is given throughout the school and parents are encouraged to support their children.

The amount of homework given increases with the age of the children.

Shared reading is encouraged throughout the school.

Termly topic sheets are sent home and parents are encouraged to support their children.

The whole school encourages Home Reading at all levels.

Parents are welcome into the school at any time but are formally invited to visit the school once per term to discuss their child's progress. There are occasional workshops to which parents are invited to participate in their children's work, and all parents are welcome to visit the school, as they wish. If for any reason the Headteacher is not available an appointment will be made as soon as possible.

Parents of children who have Individual Education Plans are invited into school to discuss their child's progress and targets set in consultation with parents and children.

COLLECTIVE WORSHIP

Collective worship is an important part of school life.

Class assemblies are held regularly and parents are invited to these.

Collective worship takes place daily in either individual classes or in larger groups.

The school celebrates various Masses and also celebrates Sacramental programmes and Special occasions. The local Community are invited in to school to join in Harvest and Christmas Celebrations and children from the school will also take part in Community Worship.



PASTORAL CARE

Pastoral Care is the responsibility, initially, of the Class Teacher. Serious problems are referred to Key Stage Coordinators, Assistant Headteacher's or Headteacher. Parents who wish to discuss their child's welfare are welcome to make an appointment with the Headteacher.

BEHAVIOUR AND DISCIPLINE

Discipline is essential to the smooth running of the school, and to the safety, welfare and development of the children. All our rules reflect our concern for the needs, feelings and safety of each member of our school. We are a Christian community and as such, we attempt by example, to act in such a way as to reflect the love of God and the example of Christ. Children and parents are informed on a regular basis about various rules of the school. A code of conduct has been agreed after consultation between parents, children, staff & governors. Copies have been distributed to all.

Home/School Agreements are in place.

When rules are broken it is necessary for certain sanctions to be applied.

1. Removal of privileges
2. Impositions.
3. Child put on report.



Enforcing positive behaviour is an important aim of the school. Children are awarded "Star of the Week" certificates as well as class rewards.

In the Junior Department there is a merit card system, which is used to record children's achievements and to log unacceptable work or behaviour. We also praise children with "Good News" letters and "Work of the Week".

Our policy is to involve parents from an early stage in the correction of any child's misbehaviour or parent's unhappiness as to their child's progress or treatment. No problem, however trivial it might seem, is considered unworthy of discussion and action by parent and school working together.

The question of possible bullying is taken very seriously in the school and a common policy and strategy has been developed. It is vital that school/home should be informed at the first indications of this.

Correspondence by letter, or by meeting together of parent and teacher, as soon as the problem is noticed, can alleviate any misunderstandings which can occur. Our policy is to adopt a positive attitude with regard to discipline, where praise, reward and encouragement play a very important part.

RELIGIOUS EDUCATION

St. Elizabeth's School is a Catholic School and the religious education it provides is based on the teaching of the Catholic Church.

We aim to strengthen Home-School-Parish Links and use the syllabus authorised by the Archdiocese of Liverpool, "Come and See".

Our aim is to impart human knowledge and attitudes to our pupils in the light of the Gospel, with the school community contributing to the spiritual and moral formation of the pupils as well as to their intellectual and physical development.

Parents do have the right to withdraw their children from Religious Education/ Collective Worship although no specific arrangements for withdrawal are in operation at present because this would not isolate pupils from the Catholic Ethos of the school.

We encourage tolerance and understanding of other faiths. The children are given experience and teaching in other Faith Traditions alongside their Catholic Religious Education. The school will work closely with our Parish Church "St Elizabeth of Hungary" in assisting in the preparation of children for the Sacraments.



EQUAL OPPORTUNITIES

The school has an equal opportunities policy which can be viewed in school.

SEX/DRUG EDUCATION

This is based on Christian principles and relates to the child's stage of development.

Children study various aspects of their own development at different stages through the school.

In Year 6 Religious education and science work incorporate sex education as part of our Education for Personal Relationships.

A specific programme involving parents, school and parish is put into effect in order to promote the spiritual, moral and physical consideration of this gift from God.

CHILD PROTECTION

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill - treatment, neglect or other forms of abuse, staff have no alternative but to follow Borough Child Protection Procedures and inform Social Services of their concern.

Parents will not always be fully informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so.

(Sefton Children's Services - Child Protection)

SPECIAL NEEDS

The school works closely with Sefton Assessment Inclusion Service (SAIS) and Psychological Service (STEPS). The school follows the Code of Practice for Children with Special Educational Needs. They work closely with parents to ensure a good education for all children.

Teachers and support staff work with class teachers to offer support to children who may have difficulties with an area in school.

COMPLAINTS PROCEDURE

"If a parent is concerned about any aspect of the curriculum or what is taught (including religious education and worship) at this school, or with the schools' policy on charging, and wishes to make a complaint, an appointment should be made to discuss the matter with the Headteacher.

We would always hope to agree on how to resolve any concerns at this stage. If, however, this does not prove to be possible, a parent has the right to have the complaint investigated and considered by the Governing Body of the school and, if this fails to resolve the matter, by the Local Education Authority.

The Headteacher will supply the parent with details of how to proceed in such circumstances. Alternatively, contact can be made with the Senior Education Officer (Schools) of the Authority at the Town Hall, Bootle, L20 7AE. (Tel. 0151-933-6003).

A document is available, free of charge, from the school or the Authority, which explains what steps to take, if a parent wishes to make a complaint about what is taught at the school. "

ARRANGEMENTS FOR INSPECTION OF DOCUMENTS

There are certain documents, including Department for Education circulars, Statutory Instrument Administrative Memoranda, H. M. I. Reports on schools, schemes of work, complaints procedures, statements on Religious Education in our schools, etc., which will be made available to parents or members of the public. Prior notice of request to the Headteacher is necessary and a reasonable charge, for any photocopying involved, will be made.

CHARGING AND REMISSIONS POLICY

This part of the Education Reform Act came into force on 1st. April 1989.

From that date we have not been able to charge for activities taking place during school time. In order to make trips a viable proposition, we are permitted to ask for voluntary contributions to cover the cost. No child will be excluded because of non-payment, but insufficient voluntary contributions may result in the cancellation of the visit at short notice.

Basically, this means that continued support for these vital educational outings will ensure the usual high standard of educational visits.

SCHOOL'S LEVY

The school has to find a percentage of costs for the maintenance of the outside fabric of the building. Voluntary contributions by way of donation or by partaking in various raffles are greatly appreciated.

SCHOOL MILK

The children in the Nursery and Reception classes are provided with free milk. Please let the school know if your child does not require milk. Children in Reception classes, Years 1, 2 and 3 receive daily fruit.

LUNCHTIME ARRANGEMENTS

At lunchtime children may stay for school dinners or bring a packed lunch. You may be entitled to free meals. Enquiries and applications may be made to the Local Authority for exemption. Parents are encouraged to make enquiries.

Any change in lunchtime arrangements should be notified in writing at least one week before the proposed changes.

JEWELLERY

We strongly recommend that children do not wear jewellery in school. This is for health and safety reasons as well as the obvious danger of losing expensive items. Inexpensive watches may be worn for educational purposes.

Children are not permitted to take part in PE/Games lessons if they are wearing any jewellery.

SCHOOLS UNIFORM POLICY

Our experience is that School uniform is fully supported by Governors and parents. Our uniform is available from Paul's Place in the Strand.

WINTER UNIFORM

Girls

Blue polo shirt
Navy skirt/ pinafore
Navy sweatshirt

Boys

Blue polo shirt
Navy sweatshirt
Grey socks
Grey short/ long trousers
(at parents' discretion)

SUMMER UNIFORM

Girls

Blue and white checked dress
Or school polo/T-shirt with navy skirt
White socks

Boys

School polo/T-shirt
Grey shorts/trousers
Grey socks

Shoes

Children are expected to wear sensible black/brown laced or slip-on shoes, **NOT TRAINERS**, for school. No narrow heels or large platform type.

Please be aware of shoe shops that try to pass off black trainers as school shoes

P.E. / GAMES UNIFORM

Black shorts and white school T-shirts. (Available from Paul's Place)

Any similar type of shorts/skirt and T-shirts are acceptable but not cycling shorts.

Pumps (indoor) and training shoes (for junior outdoor activities) are required for P.E.

Children may also need football boots and socks (we will let you know when required) .

We request parental support to ensure children have the right clothing on the right day and don't come to school with notes of excuse unless for a very good reason.

LABELLING CLOTHES

All items of clothing should be clearly labelled with the child's name.

Any other items should also be marked clearly, e.g. purses, bags, football boots.

PROTECTIVE CLOTHING

An old shirt or apron is particularly useful when your child is doing craftwork or painting, as this will protect their clothes.

HOME INFORMATION

Certain information is required before your child is admitted to St. Elizabeth's school or Nursery. This is to assist with keeping records up to date as follows.

1. Where to contact parents in case of emergency and other contact numbers.
2. Written details of medication to be administered, e. g. Inhalers for asthma etc.
3. Any sight or hearing problems or any other problem which may be relevant to the child's progress and development.

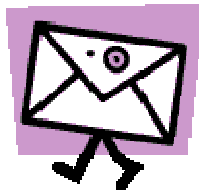
Any information in relation to the child's home environment is treated with the strictest confidence at all times.

MONEY SENT TO SCHOOL

Dinner money should be sent into school each Friday morning, in a sealed envelope, with the pupil's name, class and amount enclosed, all clearly marked on the front.

It is helpful if you can send the exact amount. All money has to be banked on Friday morning.

When sending money for other purposes please state the purpose clearly on the front of the envelope.



PARENTAL PARTNERSHIP

The school happily has got a strong reputation for encouraging parental partnership.

Day to day: Volunteer parents are welcomed into the school on a daily basis not only to help with administration and organisation, but also to work with teachers and children in suitably designated roles. The school works with the Open College to provide opportunities for parents to gain accreditation for specific programmes. All parents are recognised as the child's first and most important educator and are actively encouraged to work as partners in the education of their children.

Parents wishing to help in school must complete a CRB form (available in the office).

PTFA (Parents, Teachers and Friends of St Elizabeth's Association)

Every parent / guardian is automatically a member. All other members of committee are open to whoever wishes to help. We have parents who specifically help just at the Christmas Fayre, others who help at the Fun Run or Easter Parade and some 'treasures' who help out all the year round. Apart from money raised, (£4,000+ in an average year), the P.T.F.A. fulfils its primary role by demonstrating to the children the partnership between school and home.

Parent Support Advisors

St Elizabeth's Catholic Primary School currently has two Parent support Advisers: Chris Sullivan and Angelique Wardle.

Chris and Angie are available to speak to parents on
Mondays 1pm- 3pm
Fridays 9.00am - 12 noon in the Parents Room.

Outside of these hours you can make an appointment for 1:1 consultation. Home visits are also available on request.

CLUBS

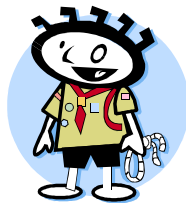
Apart from the usual school sports activities, the schools encourage music and leisure pursuits. The school encourages choir, science and environmental clubs as well as craft, fencing and judo.

BREAKFAST CLUB

The school has a very successful Breakfast Club which runs from 8.00am to 8.45am. This has proved to be very popular with parents.

SCOUTING MOVEMENT

The school is proud of its sponsorship of Rainbows, Brownies, Beavers, Cub and Scout troops, all of whom use the schools' facilities on a weekly basis.



REPORTS TO PARENTS

The school holds Open days/Evenings once per term.

At the end of the school year, the parent/guardian of each child is given a written report on their child's progress.

At the end of Key Stage 1 (Year 2) and Key Stage 2 (Year 6) the results of the Standard Assessment Tasks/Tests (SAT's) will be included.

The average level for a child at the end of Key Stage 1 is Level 2. Level 3 is above average and Level 1 is below average.

The average level for a child at the end of Key Stage 2 is Level 4. Level 3 is below average and Level 5 is above average.

Every effort is made to inform and involve parents in the progress and education of their child.

Records of Achievement are continually updated and parents are encouraged to participate in developing a positive profile of their child's total achievements.

Newsletters keep parents informed.

ATTENDANCE

We ask that all parents (including Nursery) inform us of absences.

If a child is going to be absent due to clinic appointments etc. the school must be notified in writing in advance. When the absences arise through illness or other emergencies, we require an explanatory letter when the child returns to school. Unless the school is notified in writing of children's absences, then the child's absence could be recorded as 'unauthorised' and the Education Welfare Officer will be informed.

Please do not take holidays in school time. Requests for unavoidable absences during school time must be made in advance and individual consideration will be given to each request.

COLLECTING CHILDREN AFTER SCHOOL

Please make arrangements for infant children to be collected after school at 3.00 pm. If you cannot collect them yourself, please notify us of any alternative arrangements you make.

This avoids misunderstanding and worry all round.

Junior school children, if not collected by parents, are expected to go straight home unless parents have made other arrangements.

SOCIAL TRAINING

Although social training (washing hands, use of toilets, putting on coats, etc.) is stressed in the early years of school, it is a great help if children come to school with some experience of doing these things for themselves.

We would also ask that children aged 5-6 years are shown how to tie shoelaces and ties.

Children in Nursery and Reception are asked **NOT** to wear shoes with laces.

AMENDMENTS TO PARTICULARS OF INFORMATION

These details are accurate at the time of printing. However, some changes may be necessary and parents will be informed as soon as possible of any alteration, which may be made, including implementation of recent legislation.

We thank you for reading this booklet and hope you will accept it in the spirit in which it is offered. We hope that it will help your child to settle in as happily as possible, because we are anxious that his / her education at St. Elizabeth's should be happy and successful.

L. Daniels (Headteacher)

THE SCHOOL DAY

In the Autumn and Spring Term Reception Parents are invited into school at 8.45am to have some time for shared reading.

INFANTS

8.55am – 10.30am Teaching

10.30am – 10.45am Playtime

10.45am – 11.55am Teaching

11.55am – 12.55pm Lunch

12.55pm – 3.00pm Teaching

JUNIORS

8.55am – 10.30am Teaching

10.30am – 10.45am Playtime

10.45am – 12.10pm Teaching

12.10pm – 1.00pm Lunch

1.00pm – 3.00pm Teaching

Punctuality and attendance are considered the direct responsibility of the parents. It is vital that children not only learn the importance of punctuality but also observe it in their daily school life. All children should be on the playground by 8.55am.