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2018 - 2019 Prospectus

**HEADTEACHER’S WELCOME**

Dear Parents

We are delighted that you have taken this opportunity to look at our Prospectus. If you are unsure of anything, please do not hesitate to get in touch with the office for clarification, or to make an appointment to visit the school on the prearranged open mornings. There is no substitute for personal contact and we would encourage you to come to St. Catherine’s and experience its warm, friendly and caring character and meet our wonderful pupils.

We want our children to experience success and become responsible and respectful citizens. Our highly skilled and dedicated staff work hard as a team to ensure a happy and positive learning environment, which we trust will enable pupils to have the self-discipline, confidence and motivation to become lifelong learners. We aim to deliver a broad, balanced and creative curriculum to meet the needs of pupils, providing support when needed, as well as challenge for our more able children.

We appreciate that parents are the first teachers of their children and education should be a joint venture. When staff and parents support one another and work closely together, in partnership, this provides the best possible atmosphere in which each individual child may flourish.

Once you have been offered and accepted a place, you will be invited to a New Parents’ Meeting and be given a New Parents’’ Pack, which will contain all the information you need in preparation for your child starting at St Catherine’s. We want school to be an extension of home life. Staff and governors look forward to welcoming you and your child into the unique family of St. Catherine’s. We hope your time with us will be memorable and enriching.

At the heart of our Catholic school is its belief in Jesus’ call to fullness of life. We ask for His blessing and guidance in all that we do together.

God bless

Nicola Kane

*School Prayer*

*This is our school,*

*may peace dwell here.*

*Let the rooms be full of contentment.*

*May love abide here;*

*love of one another;*

*love of mankind;*

*love of life itself and*

*love of God.*

*May we remember*

*that as many hands build a house*

*so many hearts build a school. Amen.*

**ST. CATHERINE’S STATEMENT OF MISSION**

At St. Catherine of Siena Catholic Primary School our Mission Statement is:  
***“Live, love and learn joyfully together, through Jesus and His Church.”***

**Values, Ethos & Vision**

Our vision for St Catherine of Siena Catholic Primary School is one which promotes the formation and flourishing of the whole person and prepares our pupils for life in the rapidly changing and multi-cultural society in which we live. Christ is at the centre of all that we do. The belief that we are all loved by God underpins our educational mission and ethos. Children here spend their days within a community of love, where we collaborate, challenge and thoughtfully plan not only for their spiritual and learning journey for life but also for developing the emotional, social and physical potential of all children in our care.

**Catholicity**

We work to unite school, home and parish, thus helping children grow as religiously literate and engaged individuals who are passionate in their commitment to and understanding of the Common Good.  
We encourage all in the St. Catherine’s family to think as Global Citizens, promote British Values, champion social justice and lead by example within our school, local and wider community.

**Behaviour & Safeguarding**

We strive for a culture where children are and feel safe, respected, listened to, able to make mistakes and above all are empowered to learn from these.

**Teaching & Learning**

We deliver a creative curriculum, rooted in an appreciation of and engagement in the world around us.   
We are uncompromising in our pursuit of excellence and strive for the highest levels of achievement and progress for all.

We cultivate and promote holistic growth in our children.   
We inspire our pupils to be inquisitive and resilient, display a thirst for knowledge, a love of learning that pushes their own personal boundaries.

Our vision for EYFS is for a highly stimulating environment, which provides rich, varied and imaginative experiences, where teaching is highly responsive to children’s needs.  
We want our pupils to be surrounded by natural materials and resources, in an interesting and ever-changing outdoor and indoor area, to help develop their curiosity, to ensure they ask questions and talk about things they have discovered.

**Our Community**

We believe in a culture of transparent, honest, continual dialogue between stakeholders, which is timely, relevant and utilises the full range of communication tools. We aim to promote the excellence and achievements of our community, further our reputation as a leading Catholic school and be a proactive member of The Diocese of Westminster Academy Trust, (DOWAT).

St. Catherine’s is part of the Parish of Our Lady and St Michael, in Garston, and we do all we can to join together in celebration. There are occasions when we go to the Church for Mass and at other times the Parish Priest comes to the school and parents/ parishioners are warmly invited to join us.

St. Catherine’s sees Religious Education as the core and foundation of the entire educational process, communicating beliefs and values which should inspire and unify every aspect of school life and the curriculum. It is this which gives St. Catherine’s its distinctive nature as a Catholic School.

Since we regard this as one of the most important school documents, we ask you to read it very carefully and if offered a place, we will request you to indicate that you agree with its contents and that you will join the staff and governors in doing all you can to support and work with us to develop this partnership, through open and honest communication. Thank you.

**SCHOOL HISTORY**

**Tradition**

St Catherine of Siena Catholic Primary School converted to Academy statues on the 1st July 2012 under the trusteeship of the diocese of Westminster - DOWAT. It was opened by Dominican Sisters in April 1964. We are blessed by and grateful for our roots/identity and committed to carrying on the long and proud tradition of our Founders. St. Catherine of Siena was a remarkable woman who stands out not only in her own historical period (over 600 years ago) but throughout the centuries, up to today. She is the patron saint of Europe, of nurses and the sick. She died on April 29th 1380 and it is on this date that we celebrate her Feast Day. St. Catherine had a tremendous zest for life and put all of herself into whatever she undertook – an example to us all. The **“Truth”** she was most convinced about was God’s overwhelming love for humanity. Our school badge, with the latin word for truth, **“Veritas”** is the Dominican motto and a reminder that we are part of the Dominican family and called to seek God in our lives. We celebrated our Golden Jubilee in the summer of 2014.

The Catholicity Team consists of Governors, staff and pupils. It shapes our ethos and vision and is responsible for the quality of Catholic education we provide. This is translated into every day life and the shared, committed dedication of the staff. Each of us has a common sense of belonging and purpose, to motivate and inspire the pupils entrusted to our care. To this end we strive to develop and provide outstanding educational experiences to maximise the potential of every child and member of staff.

**Context**

St Catherine’s has created a warm and friendly atmosphere. The partnership between staff, governors, parents and pupils is excellent. Everything we do is for our pupils and future generations of children. We place the child at the centre of the whole educational enterprise. We plan opportunities for pupils to be active participants in day to day school life and encourage them to engage with others in assuming responsibilities.

Our pupils are aged between four and eleven. We are an over-subscribed one form entry school, with an extra bulge class in years one and two. Currently we have two hundred and seventy children on roll – with a waiting list for some classes. Our Published Admissions Numbers are 30 in EYFS and KS1 and 34 in KS2. We do our utmost to be inclusive. Respect for each pupil and his/her learning needs is reflected in the experiences offered at school. Therefore, to help us to deliver the best service to parents/guardians and/carers. Please bring to the attention of the office staff any special needs you or your child may have, so we can try to accommodate you.

We take pride in the fact that we provide a stimulating and welcoming setting, conducive to delivering an enhanced creative curriculum, both indoors and outdoors.

**Location**

Our side gate is located on the A405 in Garston, Watford, and we have a pedestrian access there. The main entrance is off Horseshoe Lane, opposite the Watford Woodside Leisure Centre. The school is situated on a campus with three secondary schools – one of them being our main feeder school, St. Michael’s Catholic High School - with whom we have forged very close relations.

**STAFFING**

Miss Nicola Kane (DSP) Headteacher

**SENIOR LEADERSHIP TEAM:**

Mrs Stephanie Taylor (Assistant Head/Senco/DDSP)

Miss Sarah Stanton (Assistant Head/DDSP)

**GOVERNING BODY:**

Mr Mike Pargeter Chair & Foundation Governor

Mrs Vera Woolls Vice Chair & Foundation Governor

**SCHOOL CONTACT DETAILS**

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| Miss Nicola Kane (Headteacher)  Mr Mike Pargeter (Chair of Governors)  St Catherine of Siena Catholic Primary School  Horseshoe Lane  Garston  Watford WD25 7HP  Tel: 01923 676022  Fax: 01923 893497  Email [admin@st-catherine.herts.sch.uk](mailto:admin@st-catherine.herts.sch.uk) | Father Fortunato Pantisano  Parish Church of Our Lady and St Michael  Crown Rise  Garston  Watford WD25 0NE  01923 673239  [www.parish.rcdow.uk/garston](http://www.parish.rcdow.uk/garston) |
| Our website contains further pertinent  information (such as Head Teacher’s Blog, policies, term dates and events)  and has useful links. It gives a true insight into school life and reflects the joy that being part  of this community can bring.  Website: http://www.stcatherinescatholicprimaryschool.co.uk/ | Archdiocese of Westminster  Vaughan House  46 Francis Street  London SW1P 1QN  Tel: 0171 798 9005  [www.rcdow.org.uk](http://www.rcdow.org.uk) |

**DUTIES OF THE GOVERNING BODY**

All governors – be they foundation, local authority, parent, staff or associate members – have the responsibility to uphold the distinctive ethos of our Catholic school. They are responsible for the strategic direction of the school and along with the Senior Leadership Team shape its vision. They willingly give of their time, bringing unique skills and expertise, which support us in our drive for school improvement. The Governing Body is responsible for many other matters, including safeguarding, finance, appointment of staff, personnel, admissions, curriculum, school policies, discipline, health and safety, repair and maintenance. As a full body, it meets formally at least twice a term and sub-committee meetings are arranged, on a regular basis, to look after aspects of the above.

The duties and functions of Governors are defined in the Instruments and Articles of Government for Schools. Day to day running of the school is a matter for the Headteacher. If problems with pupils occur, parents should initially make an appointment to discuss these with the class teacher. If the issue needs to be taken further, they go through the same process with the Senior Leadership Team and as a last resort with the Chair of Governors.

**PASTORAL CARE**

**Safeguarding Children**

The school works in partnership with parents to support children in every way possible. However, the Keeping Children Safe in Education document September 2016 places a clear responsibility on schools to ensure that they work together with this guidance from the DFE and other agencies to safeguard and promote the welfare of all children. As a result, if the concerns are raised within the school or a child or parent reports a situation involving possible abuse, we cannot guarantee confidentiality. Schools are legally bound to make a Safeguarding referral if they believe a child may be suffering from abuse of any kind. We may need to do this without contacting the parents. This is in line with Government and Hertfordshire County Council’s guidelines on Safeguarding.

The Headteacher is the designated person for Safeguarding and in her absence the School Business Manager. We will be happy to discuss any questions or concerns parents may have about Safeguarding Practice. All staff have Safeguarding briefings and the majority of staff have attended Safeguarding Courses. This training is ongoing as we induct new staff.

**Special Needs**

As a Catholic and caring community, we are all concerned with the effective development of every child. Classroom based staff are teachers of children with special educational needs. When a child has been assessed (internally or externally) as having a particular need, a programme is devised and implemented in conjunction with the class teacher, teaching assistant, special needs co-ordinator, outside agencies (where appropriate) and parents. Pupils will have an Individual Education Plan (IEP) and are set individual targets. These are closely monitored and reviewed termly.

The use of the school’s Special Educational Needs register to monitor progress and provision supports this process. In some situations the advice of Speech Therapists, Education Psychologists Behaviour Support Workers and others is sought. These professionals should be regarded as an extension of the school staff; they give valuable help to your children.

A wide range of strategies are implemented to stimulate children with special educational needs. Their teacher /teaching assistant provide individual or group help as required to ensure that they progress at an appropriate pace and at their own level. Teaching Assistants are trained and guided by teachers to deliver a high standard of care. All Special Needs Provision is governed by the Special Educational Needs Code of Practice.

**Common Good**

The school promotes the Common Good. Inclusion is at the heart of our Mission Statement. The rich diversity of cultures within our school is positively valued and celebrated. We promote knowledge and understanding of cultures and faiths other than our own, including welcoming speakers from other faiths. We promote awareness of global citizenship.

We take every opportunity to involve our children locally. They join in various competitions and sporting fixtures. There are also visits to and from local services, such as the fire brigade and police. Lower sixth pupils from St. Michael’s Catholic High School and Parmiter’s School sometimes assist in classrooms. We try to avail of opportunities to work with the local community. Pupils show their compassion for others by supporting local, national and international charities.

**CURRICULUM**

**Religious Education:** Whole school Religious Education provides for a lived faith experience; pupils learn about and from the Catholic tradition. It is central to our curriculum and permeates every aspect. It is treated as a core subject. It is taught in accordance with the Curriculum Directory and Diocesan guidelines and inspected according to their framework. It is closely linked with Personal, Social, Citizenship and Health Education (PSCHE). Therefore, the removal of a child from the teaching of Religious Education would be impossible to achieve and parents who wish to exercise this legal right are discouraged from making application to St. Catherine’s.

Curriculum maps for each class, for each subject are available on our school website and parents are informed regularly via twitter about work being undertaken each week.

**Educational Visits:** Visits are organised to places of interest as an extension of school work. Children may make visits during the school year to places connected with their class work. At present Years 4, 5 and 6 all have a residential trip. Every effort is made to minimise the cost. The Governing Body has agreed a Charges and Remissions policy so that parents understand when charges have to be made to enable a visit to take place.

**Extra Curricular Activities:** A range of extra activities are organised and varied according to the interests and experience of the staff and agencies available.

**Assessments, Parent Teacher Consultations and Annual Reports**

Pupil progress and attainment is monitored and regularly assessed, formally and informally. Teachers assess children as they work in the classroom and assessment is ongoing. Parents Consultations usually take place twice a year, with an optional one after Reports are sent out at the end of the academic year. Dates for these are on our website.

However, meetings do not have to be limited. We have an open door policy. Parents are invited to make an appointment with the class teacher to discuss matters which need addressing immediately. If this does not bring about the desired result and you want to take matters further, please do not hesitate to contact the Head who will work alongside the management team for a positive outcome.

Children are assessed at 7 and 11 years under national assessment regulations. These assessments are known as SATs and parents are informed of their own child’s results. Following these, in late Autumn each year, the Government will also publish every school’s SATs results in League Tables.

**Inspection of Schools**

On November 11th and 12th 2014 the school had an OFSTED inspection. A copy of this report can be obtained by clicking on the OFSTED link. We are very pleased with the outcome. In November 2015 the school had a very successful Religious Education Inspection. This Inspection evaluated all aspects of school organisation and management and we are very proud of the outcomes. Copies of both findings are available for download on the home page of our website, or on request from the school office.

**PARENTAL INVOLVEMENT**

**Communication**

As we hope you have gleaned from reading our prospectus that we know parents have the best interest of their children at heart. Working closely with you is paramount to success. We believe that children learn best when they see their parents and the school working together to achieve common goals. We should be positive role-models and lead by example.

**Wraparound Care (Early Birds & Night Owls)**

To offer some extended provision for parents, Wraparound Care has been set up which caters for all our pupils. This is held each morning in the main school hall. It commences at 7.40 am through to the start of the school day - 8.45 am. We also offer after-school care from 3.30pm to either 5pm or 6pm. The personnel who run this are currently members of our school staff. It has proved very popular with our children, who can chose from a wide range of nutritional cereals, bars, fruit, drinks and bread and engage in activities such as cookery, table football, hockey and group games. We also have specialist sports coaches who run a variety of sport sessions in both the mornings and after-school.   
  
If you require any further details, please contact the school office on 01923 676022 and ask to speak to Mrs Robinson.

Please enquire for prices.

**School Day**

Classrooms will be open to pupils from 8.45 a.m. The children are not expected to arrive before this time as there is no supervision on the playground. We have a rolling registration between 8.45am and 8.55am, at which time school starts. School finishes at 3.30pm Monday to Thursday and 1.30pm on a Friday.

**Please note we finish at 1.30pm on a Friday. Wrap Around care is available until 4pm on a Friday for parents/guardians unable to collect before this time.**

The Governors/staff cannot accept responsibility for children left outside the school opening times. Please see our Drop-off and Collection Policy for further details.

Setting good routines is also ideal preparation for Secondary School and future employment prospects.

Parents should try to:-

* ensure that their child arrives at school on time, properly dressed and ready to learn
* instil in their child an appreciation of the importance of attending school regularly
* impress upon their child the need to observe school rules
* take an active interest in their child’s school career
* praise and encourage good work and behaviour
* attend parents’ consultations and other relevant meetings
* work in partnership with us to resolve issues
* avoid arranging holidays/medical/dental appointments during term time

On occasions, lunch-times will be altered slightly to accommodate events such as swimming and school trips.

**Home Time**

At home time, children in the EYFS and KS1 must be collected from their classroom by an adult. The staff will not dismiss a child until their parent or the adult responsible has arrived. Children in KS2 will be dismissed by their teacher onto the playground to meet their parents. If parents are not there, the children are requested to return to their class teacher who will then take them to the dining hall to wait for their parents. We ask that all parents arrive promptly to collect their children, as staff are often supervising extra curricular clubs or have the commitment of staff meetings. In the event of a parent being unavoidably late at the end of the day, a telephone call should be made to the school.

If you are unable to collect your child and instruct another parent to do so, please tell the office staff as soon as possible so a message can be passed to the teacher/pupil.

**Holidays in School Time**

Parents are urged to take their annual leave during the dates set for holidays by the Governors. Provisional term dates are given a year in advance. Attendance at school is obviously very important for your child’s continued development. Key Stage 1 and Key Stage 2 SATs dates for tests should be totally avoided. No parent can demand term-time leave of absence, as of right. Permission will only be given in exceptional circumstances (this will not be given for term-time holidays).

**HEALTHY EATING**

**Drinks/Snacks**

We encourage healthy eating and a healthy lifestyle. Children may bring their own drink to school (water only) and a piece of fruit for their morning snack (no glass bottles – for safety). Fruit will be given free of charge to KS1. KS2 are able to purchase fruit direct from the school at morning break. All pupils are encouraged to drink water throughout the day.

**Dinners**

Hertfordshire Catering services are contracted by the School to deliver school lunches, organise the menus and ensure they comply fully with the Food Standard Agency. This operates on a three week menu and copies will be available at the start of term. Children may also bring their own packed lunch to school if preferred. We **stress** that the contents should be healthy **– no fizzy drinks, chocolate or sweets in lunch boxes**. The office staff are happy for children to partake of school meals as and when, depending on the menu. The Governors employ Mid-day Supervisory Assistants (MSA’s) to look after pupils at lunchtimes and our Teaching Assistants also provide cover. If you are entitled to free school meals, (i.e. some families on benefits), applications should be made on line at [www.hertsdirect.org/freeschoolmeals](http://www.hertsdirect.org/freeschoolmeals). Please note that from Sept 2014 all KS1 pupils can opt to have a free school meal. However, by completing the above on line form (under the old systems) entitles the school to receive a large sum of money from the EFA for extra leaning support.

**Behaviour**

We have high expectations of behaviour, which we encourage through gradual self-discipline. Our Behaviour Policy is based on the principle of consideration, with respect for people, places and property. Misdemeanours will be dealt with firmness, kindness, forgiveness and understanding. There are rewards and sanctions. On rare occasions, parents will be asked to discuss their child’s behaviour, if it is a cause for concern.

**Equality of Race, Sex and Disability - Racism**

St. Catherine’s is a Catholic School reflecting the views of the Catholic Church, which universally teaches respect and justice for all peoples in every aspect of our lives, irrespective of race, colour, creed or disability.

All staff are guided by these principles and bullying or racist incidents are not accepted. In line with LA guidelines, incidents must be logged and dealt with effectively and with sympathy. We ask that parents support us in this undertaking. School staff deal with these matters in accordance with the school’s policy and procedures - a copy of which is available on request from the school office.

**Image Consent**

We often take photographs of children at school. We may use these images in our prospectus, publications, tweets, displays, videos or on our website. To comply with the Data Protection Act of 1998 we need your permission before we can photograph or make recordings of your child. However, we will have to exclude pupils, who do **not** have permission, from participation in certain events and class photographs. A consent form will be given to you in your New Parent Pack.

**Advance Parental Permission**

There will be occasions when teachers wish to make full use of events that may happen locally, such as in the Church, cinema or one of the secondary schools on campus. Rather than keep completing permission slips for each occasion, if accepting a place, we will ask you to complete the General Permission Slip, (New Parent Pack), giving teachers your permission in advance for any of the above activities. Visits requiring transport, or a residential stay, will require an individual permission slip which will be forwarded to you as and when required.

**Complaints Procedures**

A formal complaint procedure exists in line with the Education Reform Act, under arrangements set up by the Diocese of Westminster and adopted by the Governing Body. These procedures are available from the school or the Diocese of Westminster office. If parents are abusive to staff, other parents or pupils, they will be asked to vacate the school premises.

From time to time pupil/parent/staff questionnaires are sent out for feedback and we are delighted and reassured when parents let us know when we are getting things right, as well as how we can improve.

**FINANCE**

**School Development Fund**

This money is put towards the cost of any capital project, such as major building works, refurbishments or ICT infrastructure.

Parents are requested to contribute to this fund the sum of £60.00 per family, per academic year, payable by either by direct debit monthly/ annually or direct to the school.

We encourage parents to complete the Gift Aid Forms to claim back the tax paid on money donated. Forms are available from the School Office and are in the new reception children’s “Welcome Pack”.

**Charging**

The Governing Body recognises the valuable contribution that additional activities can make towards pupils’ Personal, Social & Health Education (PSHE). If activities are organised in school time i.e. Theatre Groups, Music and Science Workshops, parents may be requested to make a voluntary contribution towards the cost. A charge will also be made for residential trips.

Children will not be prevented from taking part in activities, such as day trips and events organised within the school, if parents cannot or will not pay. However, if sufficient voluntary contributions are not received, it may result in the cancellation of an event. If a parent /guardian cannot or refuses to pay for a Residential Trip, a decision will be made, at the discretion of the Headteacher, as to whether the child can be funded from the school account or not. Any application for the remission of charges is to be made to the Headteacher. For further details please see the school’s Charging and Remissions Policy.

**Health and Welfare**

On a child’s entrance to school parents will be requested to fill in a questionnaire to make staff aware of any medical or physical problems. It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs or disabilities.

**Medicines**

Parents are requested to dispense medicines to their children before they come to school. If a child needs medicine during the school day, the parent/guardian must be available to come to the school to do so. Staff cannot carry out this procedure. However, in exceptional circumstances staff will be trained to administer epi-pens, inhalers and insulin. It is the responsibility of the parent to ensure that medicines kept on site are in date and checked on a regular basis. Any changes in condition must be notified to school with immediate effect.

**DISCLAIMER**

We occasionally distribute information which has been sent in to us, relating to out-of-school activities. The fact that we pass it on to parents does not indicate that we have verified it in any way. Parents are responsible for satisfying themselves as to the suitability of any such activity.

The information in this document is correct at the time of publication for the forthcoming school year. However, it does not exclude the possibility of change during any given year or in subsequent school years.