

# Welcome to Whitwick Holy Cross Catholic Primary School

Dear Parents,

Thank you for requesting this prospectus and taking the time to find out about Holy Cross Catholic Primary School, a school of which we are justifiably proud.

Holy Cross is a happy vibrant school where children learn in a positive and nurturing environment. We foster a sense of belonging and a love for learning in a Christian community. We encourage children to believe in themselves and all that they can achieve. We are committed to educating the whole child and make every effort to provide a stimulating and safe environment in which every child matters and where every child can thrive.

In our school community all children are equal and yet unique. Our children are welcomed and taught by a dedicated team of staff who care passionately about children reaching their potential in every aspect of their development. At Holy Cross we believe in working closely with parents; we know from experience that sound partnerships between home and school benefit children both emotionally and academically. We have strong links with our parish and local community through which we are able to offer our children rich experiences beyond home and school.

We look forward to welcoming you to Holy Cross and working with you in supporting your child. We feel confident that they will leave Holy Cross having had a beneficial experience which will equip them for the next phase of their education and contribute to a happy and fulfilled life ahead.

Yours sincerely,

*Mrs S Minford*

Mrs S Minford  
Headteacher



## INTRODUCTION

Holy Cross is a Voluntary Aided School, which has served the parish of Whitwick since 1903. The links between school and parish have always been strong and we pride ourselves on being a warm and welcoming community.

If your child is to join us soon we hope that this will be the beginning or continuation of a very happy and rewarding time for you and your family.

## GOVERNING BODY

Our Governing Body consists of 4 Members: (See Appendix 1)

- Foundation Governors appointed by the Diocese of Nottingham
- The Headteacher
- Parent Governors elected by the parents of the school.

## OUR SCHOOL

Our school is situated on the same site as the Church affording us the opportunity to take our children into church on a regular basis. Besides our two playgrounds we have a school field, which is used for a variety of sport activities and at playtime, weather permitting, in the summer term. We also have a dedicated Forest school area on our premises.

The school is well supported by the parish in terms of both friendship and financial aid while the 'Friends of Holy Cross' work tirelessly to raise funds, which are used to buy equipment or enhance the school environment.

## OUR MISSION STATEMENT

Holy Cross is a Christ-centred community  
Where everybody matters and  
Where we are encouraged to grow  
In our knowledge and love of God.

We share our love of God and our Catholic faith  
In the way we pray, work, and play each day  
Within a caring, supportive environment  
Which respects the diversity of the world around us.

We foster relationships with our parents,  
The parish family and the wider community and  
Recognise the responsibilities we have towards each other.

We inspire each other to do our best  
To reach our full potential,  
To become independent thinkers  
With enquiring minds, able to rise to the challenges of life.

Holy Cross is a place  
Where feelings can be heard  
Where we learn and grow  
And are valued as a unique creation.



Our motto states: **In the light of Jesus we Love, Listen and Grow.**

# AIMS

In establishing curriculum aims the Governors accept the Leicestershire Education Committee's curriculum policy statement and summarise their own curriculum aims in the following way -

- To create an environment where a true Christian Community, in accordance with Gospel values, can be fostered and lived.
- To help pupils know and understand the beliefs, values, attitudes and practices of Catholics, and to give them an understanding and tolerance of other denominations and faiths.
- To help children develop their own relationship with God.
- To educate the whole child aiming for excellence and high self esteem.
- To develop enquiring minds and the ability to question and argue rationally.
- To foster a love of learning.
- To help pupils use number and language effectively and to teach them knowledge and skills which will be of value in their adult lives.
- To help children appreciate and enjoy their achievements and for them to understand that knowledge is of value in its own right.
- To help children to appreciate the achievements of others.
- To create an environment where children can be safe and secure.
- To promote good manners and respect for other people and their property.
- To help children understand the physical world and the interdependence of individuals, groups and nations, and the show concern for those in need at all times

# RELIGIOUS EDUCATION

At Holy Cross school we teach Religious knowledge with the same rigour that we approach all areas of the curriculum.

## We teach:

The Scriptures, stories about the Saints of our Church and the beliefs and practices of Catholics.

We encourage our children to recognise goodness in others past and present and their own potential as Christians.

We use the 'Here I Am' Religious Primary Education programme for Schools, which was launched after much preparation by the Bishops of England and Wales in 1992. We also teach our children about other world faiths.

Children in Year 3 have the opportunity to prepare for their 'First Holy Communion' and the Sacrament of Reconciliation.



## Prayer

We pray together at the start and end of each day. This can be in class, keystone or whole school assemblies. All children have opportunities to present as well as take part in acts of worship. We teach the children the 'common' prayers of the church but also provide them with opportunities for private prayer and reflection.

Mass is celebrated throughout the year for a range of occasions. We celebrate mass on Holy Days of Obligation that fall during the school year.

We celebrate other events such as Harvest Festival and Christmas in a variety of ways, which usually includes singing, dancing and acting.

Our aim is to ensure that our pupils take part in meaningful acts of worship, which engage them as leaders or participants.

## Pastoral care:

At Holy Cross we are concerned with the development of the whole child, not just academic achievement.

We emphasize that school is a special place for learning where children can work hard, achieve their potential and feel safe. When children come to Holy Cross they become a member of one of four houses. We believe that a house system, which encourages children to do their best and experience success in all areas, is a tremendous incentive to then do ones best.

We believe that a good partnership between parents and teachers is essential. It enables our children to fulfil their potential. We foster these links through our newsletters, regular parents' evenings and a written progress report at the end of each academic year. Children's individual achievements are also recognised during weekly assemblies when 'Heads Awards' are presented.

If your child shows signs of being unsettled or unhappy at school, because of either home or school circumstances, it is important that we work together to try and minimise the effects of any such problems. Parents are welcome to make an appointment through the school office to see their child's teacher, Senior Leader or Headteacher to discuss any matters of concern. Likewise the school will contact you if we have any concerns about your child, which we think need addressing.

Good behaviour is the means by which order is maintained in school. It is important that every child is aware of and obeys the rules that have been agreed upon for the efficient and smooth running of the school.

We expect children to show respect towards all members of the school community and encourage them to work independently and move around the school in an orderly fashion. We believe that good manners are fundamental to success in school and in life in general.

The school relies on its partnership with parents in disciplinary matters to ensure a common framework of values and expectations.

Although all children usually attend acts of worship within the school, parents do have a statutory right to withdraw them.



## BULLYING

Bullying in any form is unacceptable in school. The children are aware of what constitutes bullying and know that if they judge they are being bullied or are carrying out bullying behaviour it will be addressed initially by the staff of the school and if necessary parents will be informed. 'Cyber-bullying' is equally recognised and we work closely with parents to monitor use of technologies closely.

## ORGANISATION

On average we have 170 pupils on roll. We have one intake per year in September.

The school's Leadership Team consists of the Headteacher, Mrs Siobhan Minford, the Assistant Head Teacher, Miss Michelle Breeze, Senior Curriculum and our SENCO Mr Phillip Saxton. Besides this group, which steers the school forward, all staff have a responsibility for improving standards across the school and developing the curriculum together.

There is a strong tradition of high quality music and sport within our school.

Our Special Needs Coordinator who oversees the work carried out by the children with special educational needs and deals with testing and referrals.

## CURRICULUM

The National Curriculum requires that schools teach Religious Education, the three core subjects of English, Mathematics and Science, and the foundation subjects of I.C.T., History, Geography, Art, Music, Physical Education and Design & Technology.

A high priority is placed on ensuring that children master the skills of numeracy, literacy, science and I.C.T. as required by the National Curriculum. Other aspects are woven throughout the life and work of the school. These dimensions include Multi-Cultural education, Equal Opportunities, Citizenship and Personal, Social & Health Education.

We plan our curriculum carefully to ensure that adequate time is given to teaching of all these subjects to a high standard.

Within each class the emphasis is on providing a stimulating environment in which children actively enjoy learning through a variety of well organised and flexible teaching methods appropriate to their age and ability. When developing schemes of work and units of study our teachers ensure that they meet the requirements of the National Curriculum. Staff have also been diligent in structuring a broad, balanced and relevant curriculum, which ensures continuity and progression. The curriculum and its implementation are under regular review. Provision is made within school for children who have special educational needs and when necessary outside agencies are consulted after discussion between a child's parents and teachers.



## Sex Education

Education in personal relationships is an integral part of the school's programme of Health Education from Reception to Year 6. We aim to help children here, as in all areas of the curriculum, to understand themselves, have respect for others and develop a good self-image.

Sex education needs to be seen within the context of our whole ethos, as part of the respect and value we place on ourselves and other people.

## Homework

It is school policy to set regular homework for all of our pupils. At Holy Cross all children are encouraged to learn and practice spellings and multiplication tables, read to their parents and carry out various investigative tasks, which prepare for or reinforce units of study.

As children progress through school they are expected to complete more homework and this will include learning facts pertaining to the work they are carrying out in science and other subjects. We have a Homework Policy, which all parents are given when their children join Holy Cross School.

# HOME-SCHOOL AGREEMENT

All schools have, by law, a Home-School Agreement, which is shared with parents when their child starts school. A copy of this is included as Appendix 3.

# EDUCATIONAL VISITS

Educational visits, which enhance the teaching of various units of study are encouraged at Holy Cross and operate throughout the year. These visits broaden a child's experience of the world by adding an extra dimension to their learning.

The children in Year 6 usually have a residential visit; previous visits include the Diocesan Centre at Crich and the PGL outdoor education centre at Caythorpe. Pupils gain a tremendous amount from this experience. This provides an opportunity for study and a variety of supervised physical activities. Pupils develop self-reliance in an environment outside their home alongside their friends and pupils from other parts of the country and Diocese.

# CHARGING

Schools are not permitted to make compulsory charges for tuition (except music, and art and craft materials) in school time or for residential educational visits. We hope that parents will be willing, as they have in the past, to regard the charges for these activities as a voluntary contribution because unless we receive these contributions - as there is no provision for them in the school budget - we will be unable to provide these rich opportunities for our pupils. However, we do appreciate that there are times when paying is difficult for some families and ask you in these circumstances to have a confidential word with the Headteacher.



# EXTRA CURRICULAR ACTIVITIES

During the year we have after school clubs for athletics, choir, homework, netball, dance, hockey, rugby, art, cross country, craft and football.

Our rugby, football, cross country and hockey clubs are well established and continue to do well in matches played against local schools and at an area level.

Visiting peripatetic music teacher provide children with opportunities for learning to play a variety of instruments.

# SCHOOL TIMETABLE

School begins at 9.00 am, with doors opening at 8.50am

Children are to arrive on the school premises between 8.50 and 9.00 am. All children should be left at the jitty in the morning and collected from the playground in the afternoon: Infants at 3.15 pm and Juniors at 3.20 pm. Parents are asked to collect their children promptly and to park thoughtfully.

If children are waiting for taxis, or waiting for their parents who are late in collecting them, they should wait in the school foyer where there will be a member of staff to supervise them. Parents are asked to collect them from the main entrance.

There is a 15 minute break each morning at 10.45 - 11.00 am. Lunchtime break is from 12.15 am - 1.15 pm. The children are supervised at this time by Lunchtime Supervisory Assistants.

The afternoon session is from 1.20pm until 3.15 pm for Infants and 1.15 pm until 3.20 pm for Juniors.

# SCHOOL MEALS

Children wishing to purchase a school lunch must ensure that the correct amount of money is allocated to their ParentPay account so that payment for dinners can be taken at the beginning of each week.

Children have a choice of a meal from the menu provided.

Children who wish to bring a packed lunch from home may do so. The lunch should be packed in a plastic container with the child's name clearly marked. Please also provide suitable drinks in suitable containers. No cans, bottles or fizzy drinks are permitted.

Healthy eating is encouraged and pupils and parents are encouraged to support this and consider carefully the contents of packed lunches provided from home.

Registered pupils at any school maintained by Leicestershire County Council or Rutland County Council where parents or pupils meet the eligibility criteria, may be eligible for free school lunches. Those eligible are registered pupils of parents or pupils in their own right, in receipt of:

*Income Support; income Based Job Seekers Allowance; parents who are in receipt of Child Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed £15,575 (this figure is subject to change) provided they are not entitled to Working Tax Credit; the parent is in receipt of support under the Immigration and Asylum Act 1999; parents receive the guarantee element of Pension Credit.*



## MEDICAL ROOM

We have a well equipped and supervised medical room where children can be looked after and made comfortable when either feeling ill or recovering from cuts and grazes.

This room is also used by doctors and nurses during the routine checks and examinations that children receive during their school life. It provides privacy for parents and pupils at these times.

## EMERGENCIES

It is essential that parents provide a daytime means of contact so that they can be reached in cases of emergency or a child's illness. It is vital that parents inform the office of any change of address or telephone number.

Parents may visit at lunchtime if their child has been prescribed a medicine which requires four doses in a day otherwise medicines should be taken at home. On no account must medicines be left in a child's bag. Inhalers should be clearly marked with the child's name and kept in the classroom. Children are encouraged to be able to administer their own inhalers.

## ATTENDANCE

We have always been proud of our attendance record at Holy Cross. There are rarely any unauthorised absences. To ensure this remains the case it is essential that parents phone the school office by 9.30am on the day of the absence. This information will be placed on record and is available for inspection by the Educational Welfare Officers and Ofsted who have a legal right to ask for such information.

## CAR PARKING

Car Parking has been a constant item on the agenda of the Governors' Meeting over the past few years. The Police and Local Authority Representative's advise us that parents' cars should not be allowed onto any school areas. In fact, it is the policy of Leicestershire Education Authority that no cars, other than those belonging to members of staff, are allowed to go onto school property.

**THEREFORE, IN THE INTERESTS OF THE SAFETY OF EACH OF THE CHILDREN IN OUR SCHOOL, WE HAVE DECIDED THAT NO PARENTS' CARS WILL BE ALLOWED ONTO SCHOOL PROPERTY AT ANY TIME.**

There is also general concern about the traffic problems on Parsonwood Hill and I ask parents not to park at any time on the yellow lines outside the school entrances.



# FRIENDS OF HOLY CROSS

We are lucky to have the very active 'Friends of Holy Cross' who work untiringly to raise money for our school.

All parents are automatically members of the Friends of Holy Cross and anyone from the parish or past members of the school community are welcome to be actively involved.

Through its fund-raising activities the Friends of Holy Cross continue to provide additional items of equipment, besides enhancing the school environment and providing extra curricular events for our pupils.

## SCHOOL UNIFORMS

There is a strict code of uniform at Holy Cross, which ensures that the children look tidy and take pride in their appearance. Stud earrings are the only earrings which are allowed in school and these must not be worn on days in which pupils have P.E. Body piercing of any kind is not allowed. Extremes of fashion in terms of shoes and hair are not permitted.

School uniform is available for purchase through the Jean's Station in Loughborough and at the school on *Induction Days*.

### BOYS

White shirt  
Tie  
Maroon 'V' neck sweatshirt with school badge.  
Grey trousers  
Black shoes (not trainers)

### P.E./GAMES KIT

Black shorts  
White 't' shirt or polo shirt with school badge.  
Plimsolls  
Football boots and shin pads for safety.

### SUMMER UNIFORM

Short sleeved shirt  
Short trousers if preferred.

### GIRLS

White blouse  
Tie  
Maroon cardigan or 'V' neck sweatshirt with school badge.  
Grey pinafore  
dress/skirt/trousers  
White socks/grey tights  
Black shoes (not trainers)

### P.E./GAMES KIT

Black shorts/P.E. skirt/ leotard  
White 't' shirt or polo shirt with school badge.  
Plimsolls

### SUMMER UNIFORM

Red & white gingham dress

PE Kit to be kept in a PE bag clearly marked with child's name. PE Bags with school logo available from the school office.

KS2 pupils have swimming tuition for 1 term per academic year. Your child will need: A swimming costume/trunks (not bikinis or over sized shorts), A towel, Brush/comb  
Swimming cap (preferable) in a bag clearly marked with your child's name.

A baseball cap with the school badge is available to purchase from the school office along with school ties, Burgundy or Black Waterproof Fleeces (for outside wear).



# CRITERIA FOR ADMISSION

Admission to our school is in accordance with provisions laid down by the Trust Deed of the Diocese of Nottingham and in line with Statutory Legislation and Regulations of the Department for Education and Skills as well as admission arrangements approved by our Governing Body.

All decisions concerning admissions are made by the Admissions Committee of our Governing Body, Leicestershire Authority on behalf of the Governing Body, process and coordinate admissions to schools.

The planned admission limit (PAN) is 30. Children are admitted to the school as follows:-

**Autumn Term**                      Children whose fifth birthday falls between 1st September and 31st August.

If the number of applications exceeds the school's planned admission number (30), Governors will consider applications according to the following order of priority. Priority in all categories will be given to children who have a sibling in the school at the time of application. If any of the categories remain oversubscribed, preference will be given to children living nearest to the school (measured in a straight line from the front door of the child's home to the school's main entrance).

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (eg children who live at the same address or have the same distance measurement). If there is no other way of separating the applications and if to admit both or all of the children would cause the legal limit to be exceeded, then the child (or children) who will be offered the place(s) will be randomly selected by drawing lots.

1. Catholic children who are in the care of a local authority.
2. Catholic children living in the parish of Holy Cross.
3. Catholic children living outside the parish.
4. Other children who are in the care of a local authority.
5. Children who are baptised or dedicated members of other churches which belong to 'Churches Together in England'.
6. Other children and those for whom no Supplementary Form has been received

Enquiries are always welcome from parents during normal school hours and it is suggested that an appointment is made by telephone (01530 832799) if you wish to visit the school. This will ensure that the Headteacher or a senior member will be available to meet you, give you a tour of the school and answer any questions you may have.

## INDUCTION

When a child is due to start school at the normal entry age, parents and their child/children will be invited to induction meetings.

Children will experience a phased entry involving morning only and afternoon only attendance before joining the school full time.

## Nursery

We have a nursery class within our school, for children aged 3 years and over. Application forms and full details are available from the school office or the Pre-school during school hours (01530 837500).

Admission to the pre-school does not automatically guarantee a place at Holy Cross, and it should be noted that separate application forms have to be completed for both nursery and school.



# SPECIAL EDUCATIONAL NEEDS PROVISION AT HOLY CROSS

## GENERAL AIMS & OBJECTIVES

**OBJECTIVES** Guiding Principles in making provision for SEN:

The National Curriculum requires that all children have access to a broad and balanced curriculum.

During their time at school some children may need special help to overcome learning difficulties, we will always inform parents if such difficulties arise and work with them for the good of their child.

Differentiation ensures that children with Special Educational Needs (SEN) gain access to a meaningful curriculum experience

The 2002 Education Act, the Revised Code of Practice and the SEN Regulations clearly set out the roles and responsibilities of the Class Teacher, Special Needs Coordinator, Headteacher, Governing Body and LA with regard to the identification, assessment and provision of SEN. Therefore, in partnership with the parents, we **all** have the responsibility to work together so that the child's overall growth will lead to an individual who can express themselves freely, who is confident to use their God-given gifts and who will become a valued member of society.

## ROLES & RESPONSIBILITIES

### Governors

Governors will fulfil their statutory duties towards pupils with SEN as prescribed in Education Act 2002 (S.161 and s.157). In order to do this they will secure and allocate appropriate resources, monitor and evaluate the Special Needs Policy and participate in appropriate training.

### Headteacher

The Headteacher has overall responsibility for the day to day management of provision. She works alongside the Special Needs Coordinator (SENCO) and also keeps the Governing Body fully informed of the working of the policy. The LA will inform the Headteacher if they agree that a pupil requires a statement.

If you have any further enquiries on this matter the School has an S.E.N. Policy which you are welcome to see.



## ADMISSIONS

Admission arrangements are the same for **all** pupils. The children are admitted to Holy Cross according to the criteria laid down by the Governing Body. There is no discrimination in terms of a child with an SEN Statement.

## APPEALS

Appeals against the Governors' decision over admissions must be made in writing to:

Clerk to the Governors  
C/o Holy Cross Catholic Primary School  
Parsonwood Hill  
Whitwick  
Leicestershire  
LE67 5AT.

The Whole School Admissions Policy will be reviewed annually and submitted to the Nottingham Diocese Education Committee and the Local Education Authority by 1st July each year.

## COMPLAINTS

Occasionally parents may be unhappy with something in school. If concerns cannot be rectified by the class teacher or Key Stage Leader they should take this up with the Headteacher. Formal procedures have been established to deal with complaints associated with the National Curriculum, which are not resolved by this direct approach. A copy of these procedures is available at any time.

## AVAILABILITY OF EDUCATIONAL DOCUMENTS

Various educational documents, both national and local are retained in school for reference and consultation purposes. Should parents wish to see any such documents they are asked to apply in the first instance to the Headteacher.



# RELIGIOUS VOLUNTARY AIDED STATUS

Holy Cross is part of the "dual" education system. This means that the Diocese are responsible for the exterior fabric of the building while the Local Education Authority are responsible for staffing and maintenance of the interior.

All parents are encouraged to support school via Diocesan contributions. A scheme of Family Giving operates within the school, full details of which are obtainable on request. Briefly, this involves covenanting or donating a sum, however small, on a regular basis to cover the percentage the Diocese has to raise towards all Government building works in Catholic schools.

## CHILD PROTECTION

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy and the procedures we follow have been laid down by the Leicestershire Safeguarding Children's Board (LSCB).

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to children's social care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.
- Children's social care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you can contact the children's social care office or the Local Authority's Access & Welfare Service direct. If you think the abuse may have happened in school, contact the Headteacher the Designated Senior Person for Child Protection. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to children's social care, it is understood that this can cause distress or anger for the child's parents. It is important that all parties - parents and school staff - try to discuss these matters as calmly and sensibly as possible.

If you want to know more about this procedure, please speak to the Headteacher. The school policy is available to view on request.

## CHILD WELFARE

During their school life children receive regular health and dental checks carried out by the School Doctor, School Dentist, School Nurse and Audiometrician. Parental permission is sought for Doctor and Dental checks.

Some health checks will include such measurements as height, weight, hearing, eyesight, physical posture, hygiene and a general enquiry about the health of your child. To ensure the recordings are as accurate as possible it may be necessary for the children to undress to pants and vest.

The opportunity will be available to discuss any problems that your child may have with the visiting health personnel, although in general it is not essential for you to attend these checks as you will be informed if it is necessary for your child to have any further examinations.



# APPENDIX 1

## GOVERNORS

Foundation:	Mr Gerry Hirst- (Chairperson) Mrs Sarah Tebbett Ms Claire Worthington	
Parent:	Mrs Jacqui Patchett	
Ex-officio:	Mrs Siobhan Minford	Headteacher
Clerk to the Governors:	Mrs Jo Williams	C/o Holy Cross



## APPENDIX 2

### TEACHING STAFF

Mrs Siobhan Minford	Headteacher	
Miss Michelle Breeze	Assistant Headteacher Class 3/4 Teacher Senior Leader	Subject Leader for English Curriculum
Mrs Susan Smith	Class 6 Teacher	Subject Leader for R.E. and Modern Foreign Languages
Mr Richard Armstrong	Class 5 Teacher	Subject leader for Humanities
Mrs Katrina Dolan	Class 3/4 Teacher	Subject leader for RE
Mr Philip Saxton	Class 2 Teacher	SENCO
Mrs Annie Rice	Class 1 Teacher	Subject Leader for Science, Art and D&T
Mrs Tania Hutchinson	Reception Teacher	P.H.S.E Phonics EYFS lead

### SUPPORT STAFF

Administrative Assistant	Miss Susan Priest
Finance Assistant	Mrs Sally Jordan
Teaching Assistants:	Mrs Alison Danvers Mrs Dae Mackridge Mrs Trudy Wilkinson Mr Andy Morley Ms Sandra Richard Mrs Nichola Ward
Senior Teaching Assistant	Mrs Heidi Tranmer
Premises Officer Cleaner	Mr Paul Bowler Mrs Erika Firth
Lunchtime Supervisory Assistants:	Mrs Sandra Richard Mrs Sally Jordan Mrs Alison Jeffcock Mr Andy Morley Mrs Kelly Daley
Crossing Patrol:	Mrs Sandy Flamson



## APPENDIX 3

# HOME SCHOOL AGREEMENT

### 1. INTRODUCTION

The school is required by law to publish a Home-School Agreement and invite parents of pupils of statutory school age registered with the school to sign a declaration supporting the agreement.

The Home-School Agreement is a statement explaining:

- ◆ the school's aims and values
- ◆ its responsibilities towards pupils of compulsory school age
- ◆ the responsibilities of parents
- ◆ what the school expects of pupils

### 2. AIMS OF THE HOME-SCHOOL AGREEMENT

Parents are recognised to be a child's first and enduring teachers. They play a crucial role in helping their children to learn. Children will learn more when schools and parents work together. Parents can help more effectively if they know what the school is trying to achieve and how they can help.

The aim of the Home-School Agreement is to provide a framework for the further development of such a partnership.

### 3. THE STANDARD OF EDUCATION AT HOLY CROSS CATHOLIC SCHOOL

A full and balanced curriculum is offered to all of our children, encouraging them to reach their full potential in all areas of development, both now and in their future life.

### 4. THE ETHOS OF THE SCHOOL

The ethos of the school is summarised in our Mission Statement, which appears at the front of this Prospectus.



## **5. REGULAR AND PUNCTUAL ATTENDANCE BY PUPILS**

Parents are responsible in law for ensuring that children of compulsory school age receive full time, suitable education. This means attending school punctually on every day and for the whole school day during term time, unless there is a good reason (such as illness) for absence.

The school day starts at 9.00am and finishes at 3.15/3.20 p.m.

Parents are responsible for notifying the school as soon as possible if their child is not able to attend and are welcome to leave a message on the school answering machine. Please ensure that the school knows before 9.30am on each day of absence.

If attendance problems do develop, the school expects parents to work actively with school staff and the education welfare service to solve them.

Parents do not have a right to take children on holiday in term time. Leave of absence must be granted in advance by the school and cannot exceed 10 school days

For our part we will alert parents where absence is giving rise to concern.

## **6. THE DISCIPLINE AND BEHAVIOUR OF PUPILS**

We believe that good behaviour and discipline in children is founded on a partnership between home and school. Parents have a vital role in fostering good behaviour, and parental influence is critical in shaping children's attitude and behaviour.

Children will be expected to observe the discipline and anti-bullying policy of the school.

## **7. HOMEWORK**

The school has a policy on homework, which adheres to recent guidance from the Department for Children, Schools and Families (DCSF).



## 8. INFORMATION THAT PARENTS AND THE SCHOOL WILL GIVE TO ONE ANOTHER

There are three planned opportunities each year when parents may discuss their child's progress with the relevant class teacher - these are within each of the terms.

Each term parents receive a written report on their child's attainment and progress. This enables staff to keep parents fully informed of areas that are working well and areas where their needs to be improvement.

Parents are welcome to speak to teachers at other mutually arranged times during the year by making an appointment at the office.

We ask that parents keep the school informed of any changes in medical conditions, contact numbers or arrangements for collecting children at the end of the school day.

## 9. THE SCHOOL'S COMPLAINTS PROCEDURE

We aim to foster a positive relationship with all our parents in order to meet the needs of all our pupils and aim to ensure that school policy is followed to ensure this happens. If for any reason you have a worry or concern that you need to raise, we encourage you to:

- a) Attempt to ascertain as clear a picture as possible from your child of the concern
- b) If this does not alleviate your concern, arrange to see your child's class teacher
- c) If you feel you cannot speak to your child's class teacher or having discussed the concern with them you still feel the need to investigate further please arrange to see Miss. Noon Assistant Headteacher.
- d) Please feel free to address any further concerns to the Headteacher

It is important to distinguish between a concern and a complaint. A concern may be addressed to a class teacher or any appropriate teacher however complaints should be addressed in the first instance to the Headteacher and may be verbal or written. The Headteacher will always aim to resolve any concerns or complaints raised with the child's best interests at the centre. Parents/carers are welcome to take their complaints to the Chair of Governors if they feel this has not been resolved.



# HOME-SCHOOL AGREEMENT PARENTS' COMMENTS SHEETS

The Home-School Agreement stems from the Governments "*Raising Standards for All*" strategy, which sees parents as their child's *first, most important and enduring educator*.

The Home-School Agreement is not a legal document, however, it is an agreed document, whose purpose is to explain the values and aims of Whitwick Holy Cross Catholic School, and spells out the responsibilities of the school, you as a parent and carer, and what Holy Cross expects of your child.

You will be asked to sign the Agreement, along with the Class Teacher and Headteacher. We feel this agreement encompasses and formalises many of the existing practices of the partnership we already have, between Whitwick Holy Cross, the Catholic Church and community and yourselves. Additionally it provides greater clarity for that relationship.

If you are happy to support our Home-School Agreement please sign and return (both the Agreement and Parents' Comments sheets) to the class teacher at Parents' Evening.

Any comments made will be considered by the Governors at the Annual Review.

## COMMENTS

Parents Name .....  
One (either) parent



# Holy Cross Catholic Primary School

## HOME-SCHOOL AGREEMENT FOR .....

### PARENTS/CARERS

I/we shall:

- ◆ support the Catholic ethos of the school
- ◆ ensure that my child goes to school regularly, on time and properly equipped
- ◆ make the school aware of any concerns or problems that might affect my child's work or behaviour
- ◆ support the school's policies and guidelines for behaviour
- ◆ support my child in homework and other opportunities for home-learning
- ◆ attend parents' evenings and discussions about my child's progress
- ◆ take an interest in my child's life at the school and in what he/she is learning
- ◆ support the school's policy on uniform

Signature(s) ..... ..

### THE SCHOOL

The school will:

- ◆ educate your child according the Catholic ethos of the school
- ◆ care for your child's safety and happiness
- ◆ ensure that your child achieves his/her full potential as a valued member of the school community
- ◆ provide a balanced curriculum and meet the individual needs of your child to achieve high standards of work and behaviour
- ◆ keep you informed about general school matters and about your child's progress in particular
- ◆ offer opportunities when appropriate for you to become involved in the life of the school

Signature(s) ..... ..  
Class teacher Headteacher

### THE PUPIL

.....(pupil name) shall:

- ◆ attend school regularly and on time
- ◆ bring all the equipment I need every day
- ◆ wear the school uniform and be tidy in appearance
- ◆ do all my classwork and homework as well as I can
- ◆ be polite and helpful to others
- ◆ look after my school and any equipment provided for me



## APPENDIX 4

### WINTER CONDITIONS

The policy of the school when coping with severe weather conditions is:

**During adverse weather conditions it may be necessary to close the school. We will try where possible to keep open until the end of the school day, however where conditions deteriorate significantly and it is feared that safe transport of pupils and staff may be affected parents will be contacted by text or telephone to inform them of the closure.**

i.e. the school will remain open during normal school hours unless you have received a letter advising you otherwise.

In some circumstances, parents may feel it is wiser to collect their children early. This is quite in order as it is a decision which only you can make, knowing your particular circumstances and distance from school etcetera but to avoid confusion, please follow the established procedure and call at Reception or the Head Teacher's Office and ensure that your child's name is entered on the list of children leaving early so that we know quite definitely which children have been safely collected and by whom.

Please do not collect other people's children unless you have the full knowledge and consent of the child's parents or this could lead to worry and confusion. If you have arranged to collect other children as well as your own, please see that their names are listed also.

If in doubt, please ring the school, telephone Coalville (01530) 832799 but remember that the school will remain open and your children will be cared for.

However, in very exceptional circumstances such as heavy snowfalls overnight, the school uses Radio Leicester and/or Leicester Sound to broadcast up to date news.

### TRAFFIC PROBLEMS

In severe weather parents are advised to leave their vehicles at the bottom of the hill and to walk the children up to the school.

Even in good weather the traffic congestion on Parsonwood Hill is severe. Please help to alleviate problems by:

- i) Walking the children up the hill.
- ii) Stopping on Parsonwood Hill to allow passengers to alight and use the pedestrian entrance and then drive off immediately.
- iii) Arrive at school between 8.40 am - 8.50 am to allow ample time.

Be sure to park sensibly especially avoiding the zig-zag markings outside the school.

**AT ALL TIMES PLEASE DRIVE AND PARK WITH EXTREME CARE NEAR THE SCHOOL PREMISES.**



## APPENDIX 5

### VISITS & VISITORS

Links with the community are developed through visits by the children or by visitors coming to the school. This year these have included:

Visits to:

Beaumanor Hall	Crich Tramway Museum
Royal Shakespeare Company	Chatsworth House
Special 6's	The Farm
Area Sports	Thringstone Community Centre
The Big Sing	Field Trips
Junior Citizens	Think Tank
Thringstone - theatre	Pantomimes

As always there have been numerous visitors to the school, of particular interest this year have been the following:

Visitors:

Road Safety talks	Life Education Bus
NSPCC - Keeping Safe	Book Fairs
The Fire Service	Art Instructors
Whitwick historical society - Living History	Other Faith Visitors
Students from Stephenson College & De-Lisle	Tag Rugby
	Pantomime

The children have also been involved with charity and fund-raising events that have included 'Love in a Shoebox' appeal, Poppy appeal and Lenten appeals.

### FRIENDS OF HOLY CROSS

The Governors' congratulate the Friends of Holy Cross on their successful year and thank them for all their hard work in support of the school, providing social events for children and families and particularly in fundraising for the refurbishment of our playgrounds. Achievements are as follows:

Circus	<u>Purchases:</u>
Rummage Sale	Disco Prizes for all event
Fashion Show	Playground furniture
Quiz Night	Playground equipment
First Holy Communion Breakfast	First Holy Communion Breakfast
Halloween Disco	Christmas Presents for all the children
Christmas Craft Fair	Interactive Whiteboards and Projectors
Christmas Party	
Fun Day	
Halloween activity night	
Movie Night	
Treasure Hunt	

