

FOREWORD

This booklet has been produced to provide information for parents about the organisation of the school in the academic year 2014 - 15.

St Paulinus Primary Catholic Voluntary Academy is part of the Nicholas Postgate Academy Trust. The school is part of the Catholic Diocese of Middlesbrough. It was built in 1979 and opened its doors on 7th January 1980. The official opening ceremony was conducted by His Lordship the Bishop of Middlesbrough on 10th July 1980. The school building was extended in 2008. The new building consists of large teaching rooms for each year group, an additional room for the Out of School Club, a Library, an ICT Suite, a Music area and a School Hall. The grounds were newly landscaped in 2008 giving a large play area for Foundation Stage, an 'All Weather' sports pitch with running track, a football pitch, a playground and extra field area for general recreation. In October 2014 it converted to Academy Status and became part of the Nicholas Postgate Academy Trust alongside St Bede's in Marske and St Joseph's in Loftus. The school is also an associate member of the East Cleveland Co-operative Trust set up in 2013.

The basic aim of our school is to strive continually for excellence in all aspects of our work. Each child is individual and our mission is to celebrate and support the uniqueness of all members of the community.

All staff are friendly and enthusiastic and offer our visitors a warm welcome. In school, our staff members promote excellent relationships between adults and children which are reflected in the relationships between the children themselves.

Our children are happy and well disciplined. They work purposefully in lessons due to the high expectations of teachers. Because of the quality and regularity of marking and feedback comments, children are very much aware of their own progress towards personal goals. From an early age, children learn to pay attention to adults and listen to each other.

We have strong links with parents and encourage their involvement in the education of our children. Newsletters, open evenings and the Parents and Friends Association ensure good communication between home and school.

Children may be admitted to the Foundation Stage for 15 hours a week from the age of three, if there are spaces. Admission to full time school will be from September 2014 for children whose fifth birthday occurs in the 2014-15 school year.

To make an application for admission to St Paulinus Primary, please contact Redcar and Cleveland Local Authority on 01642 774774.

We look forward to meeting your child and to giving him/her the opportunity to grow, develop and learn in our caring family atmosphere.

Mr S Geaves
Head Teacher

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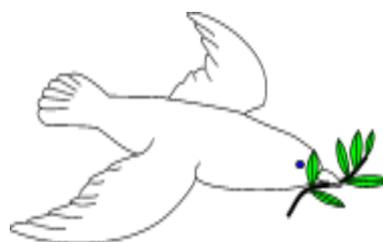
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Mission Statement

‘Love One Another As I Have Loved You’

In our school we help each other to be the best person we can be. We achieve this through:

Respect Enjoyment Acceptance Love



Term Dates 2014-15

Autumn Term Tuesday 2nd September - Friday 19th December
Half-Term Monday 27th October - Friday 31st October

Spring Term Monday 5th January - Friday 27th March
Half term Monday 15th February - Friday 19th February

Summer Term Monday 13th April - Friday 17th July
Half-term Monday 25th May - Friday 29th May

In addition to the holidays listed there are 5 further days on which the children will not attend which are identified for the professional development of teachers. These are Monday 1st September, Friday 28th November and Monday 1st December, Monday 20th July and one more to be announced.

St Paulinus School Governors

The school Governing Body is made up of Foundation Governors who are appointed by His Lordship the Bishop of Middlesbrough, one representative from the Local Authority, one representative from the Town Council, three parent Governors, a teacher representative and a representative from the non-teaching staff.

The Governors meet officially each term to discuss the business of the school but they take a special interest in all school activities. Each area of the curriculum is managed by a member of the Governing Body. Governors visit the school regularly and are very aware of all aspects of the life of the school including pupil progress and the quality of the teaching. Minutes of all Governing Body meetings are available for inspection, once they have been approved by Governors.

Through the termly meetings, the Governors discharge their legal obligations and, through the working of Governor Committees, set the School Policies for the Head Teacher and staff to implement.

Chair	Very Rev Canon M Bayldon
Vice Chair	Mr F Campbell
Foundation Governors	Dr S Taggart
	Mr A Bass
	Mrs M McLean
	Mrs A Macaulay
	Mr M Bourke
	Mr D Aspin
	Mrs J Melling
LA Governor	Mrs C Brooke
Head Teacher	Mr S Geaves
Teacher Representative	Mrs N Turner
Staff Representative	Mrs R Campbell
Parent Governors	Mrs L McCrossan
	Mrs C Williamson
	Mrs K Pinter

School Adviser	Mrs Eileen Thomas
School Improvement Partner	Mrs Eileen Thomas

Spiritual Development

Spiritual development is at the heart of Catholic education and therefore at the heart of our school: being called to nurture the human wholeness of all our children calls us to ensure that we develop all aspects of our children.

We believe that spiritual development is a significant aspect of educating 'the whole child'. It relates to the search for meaning and purpose in our existence in God. It is associated with feelings and emotions, and attitudes and beliefs. It is accessible to everyone and is rooted in our Catholic Christian faith.

Safeguarding Children

The governors and staff of St Paulinus School are committed to all aspects of safeguarding. The school site is secure with gates locked after children have been admitted in the morning. Parents are asked to take the children to the classrooms through the appropriate entry points (see section 'The School Day'). During the busy morning arrivals, parents in the main building are asked to leave through the front entrance and parents in the Key Stage 2 classrooms are asked to leave through the outside classroom doors. There should be no movement through the Atrium or children's toilets. Adults should not enter the children's toilets. If toilets are needed for parents' use or pre-school children, there is a unisex toilet at the front of the building.

When parents come into school for any reason other than taking children to class they should approach the School Business Manager, sign the Visitors' Book and wear an identity badge. All other visitors to the school will follow the same procedure. The staff will challenge any visitor who is not wearing an ID badge. Parents should collect their children from the designated exit doors where there will be opportunity to speak to the teachers. If parents need to come into school at the end of the school day, for any reason, they should come to the office inside the main entrance and report to the School Business Manager.

The school carries out its statutory duties regarding safeguarding children and vulnerable adults. Policies and procedures are agreed by the Governors and reviewed regularly. The nominated Governor for Safeguarding is Dr Taggart the nominated teacher for Safeguarding is Mr Geaves. Policies and procedures are kept in the PPA room next door to the Head Teacher's room. Copies of the policy are available upon request from the School Business Manager. All staff/volunteers, on site and peripatetic, are vetted through enhanced DBS clearance.

The School Day

Morning 9.00 - 12 noon
Lunch Time 12.00 - 1 p.m.
Afternoon 1.00 p.m. - 3.30 p.m.

Foundation Stage 1 Morning 8.45 - 12.45
Afternoon 12.30 - 3.30

Parents are invited to bring their children into school from 8.45 onwards. The school encourages parental interest and involvement and parents can stay on the yard and talk to teachers about any specific issues. Parents are asked to enter through the school gate or, for children in Foundation Stage around the back of the school by their classroom doors.

The children in Years 1 - 6 will have a 15 minute break during the morning and again during the afternoon. At break time children will be offered the chance of eating a piece of fruit and drinking water. The school recognises its duty of care in promoting the importance of water in a child's diet and operates systems to ensure children drink water.

During the breaks and Lunch Time, children can play on the playground or field and are supervised by suitably qualified staff. First Aid support is present throughout the school day.

If the weather is not suitable for outdoor play, the children stay in their classrooms and play with indoor games under adult supervision.

School lunches and packed lunches are enjoyed in the school dining room (the hall) and children remain in their places in the hall for at least 20 minutes to eat their food. They are asked to wash their hands before their lunch and good table manners are promoted. Children are allowed to bring a drink from home to drink in the dining room but are asked not to bring in class bottles or sugary drinks. School finishes at 3.30 p.m. and parents are asked to wait outside and their children will be brought to them.

Part time children in Foundation Stage 1 attend either 8.45 - 11.45 in the morning or 12.30 - 3.30 in the afternoon. They are offered fruit and milk to drink and will have opportunities for outdoor play during their session.

Healthy Lifestyle

The school promotes healthy eating and the importance of physical fitness. The School Meals Service provides food which is inline with the Government's nutritional standards. Children who bring packed lunches are encouraged to bring healthy meals and we are grateful to the help we get from parents to encourage this. Children, whether they bring a packed lunch or have a school meal, are allowed to bring a separate drink for lunch time. We request that no cans, glass bottles or fizzy drinks are brought to school and that parents support the school in giving the children 'healthy' drinks. Cold water is available in all classrooms and the teachers organise systems to ensure children drink plenty of water. Children are allowed access to toilets according to need and parents who think this may be a problem are asked to speak with the relevant class teacher. The school works with medical professionals to ensure Health Care Plans are in place for children with medical needs. Once children are in full time school, parents can contact the School Nurse for support and his contact details are available from the School Business Manager. The School Nurse will always be involved in setting Health Care Plans (see Medical Needs).

Religious Education

The Vatican Council's Declaration on Religious Education states that "Parents must be the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it." We endorse this view and we therefore encourage parents to take an active part in the religious education of their children.

Religion is a way of life based on the knowledge and love of God. It is our duty, as teachers in a Catholic School, to give children this knowledge of their faith and also to foster the desire to know and love God. Therefore it is not just the RE lessons and assemblies which are important but the whole ethos of the Catholic School.

Preparation for the Sacraments of Baptism, Reconciliation, Eucharist and Confirmation takes place through the Parish of St Paulinus. Currently it is the Year 4 children who prepare for Reconciliation and Eucharist through celebrations and rituals in the Parish setting. Parents are a vital part of this process and support of our families is of paramount importance. Families are also invited to support each other through celebrations in the school and the Parish. The Here I Am programme of religious studies provides instruction about the Sacraments which deepens the children's understanding as they go through Key Stage 2. Preparation for and celebration of the Sacraments is well marked by events in school and all members of Year 4 are invited to join in the preparation and celebration at whatever level they wish to be included.

As well as offering Religious Education, the school promotes the spiritual and moral development of our children and, although there is a diversity of beliefs and commitment, we retain the Catholic character with Jesus Christ at the centre of school life.

Parents have the right to withdraw children from Religious Education and Collective Worship.

Curriculum Statement

The Staff and Governors of St Paulinus School promote the provision of a stimulating curriculum with overarching themes that have a significance for individuals and society and provide relevant learning contexts. The curriculum provided will promote equality of opportunity and anti-discriminatory practice for all children. The curriculum is an entire planned learning experience underpinned by a broad set of common values and purposes. The components of the curriculum are: lessons, locations, environment, events, routines, extended hours and out of school experiences. The School fulfils its statutory duty to teach the National Curriculum and the Catholic Curriculum for Religious Education.

The curriculum aims to enable all our pupils to become:

- **successful learners** who enjoy learning, make progress and achieve,
- **confident individuals** who are able to live safe, healthy and fulfilling lives,
- **responsible citizens** who make a positive contribution to society.

The Governors and Staff of St Paulinus School are committed to identifying any opportunities which will enhance teaching and learning for our children. These opportunities may be provided during normal class lesson time, during school breaks, before or after school, weekends and holidays. The Governors and Staff recognize that enhanced curriculum experiences will impact on the development of the 'whole child' and will promote personal, social, spiritual and citizenship aspects of the wider curriculum. Many curriculum enhancement opportunities are provided outside of the normal school hours.

Religious Education - through retreats, school liturgies, residential weekends and concerts, children are given time for reflection and opportunity to understand why they exist, who they are and their part in God's Plan.

Sport - through extra-curricular activities, children learn to enjoy sport as a way of recreation to support a healthy lifestyle. Children learn to work as part of a team and develop co-ordination skills.

Drama - through the annual school production, children gain confidence to perform in public, receive opportunities to use their creative talents, work collaboratively, discover their individual learning styles and have fun.

Music - through music, children experience the discipline of learning to play an instrument, find out the importance of listening to each other, concentrating and have the enjoyment of giving other people pleasure.

Educational Visits

At St Paulinus School, teachers use every opportunity possible to take children out of school to visit places which will enhance learning in school. We are very fortunate to have our own minibus which can be used for such purposes but there are times when we need to hire a larger bus. When children are taken out of school, we ensure that members of our staff with First Aid qualifications accompany the party and that the adult to children ratio is appropriate. All children are included and will need to bring medication and a packed lunch if they are away from school at Lunch Time.

Once a year each class, including Foundation Stage, will have a special educational visit which children look forward to as their annual 'school trip'. This will usually take place in the Summer Term. Parents are asked to make a donation towards these educational visits. The Year 6 children enjoy a residential visit to Robin Wood, which is an outdoor activity centre in Cumbria, in the Summer before they leave. No child is ever excluded from an educational visit because of the cost.

School Uniform

All children are strongly encouraged to wear school uniform to identify themselves as part of a wider caring community and to dress in a manner which is suitable for the work they do in school.

Winter Uniform (to be worn from September)

Boys: blue shirt, school tie, V-neck plain navy blue jumper or with school logo, grey trousers, smart black shoes other than trainers, grey or navy socks.

Girls: blue blouse, school tie, navy blue plain V-neck jumper/cardigan or with school logo, grey trousers/skirt/pinafore, grey or navy tights/socks, smart black shoes other than trainers.

Optional Summer Uniform (to be worn from the Tuesday after the early May Bank Holiday)

Boys: grey shorts, short sleeved pale blue shirt and tie (which may be removed)

Girls: a light blue and white checked dress and white socks may replace the Winter uniform

PE Kit

This is required for PE both indoors and outdoors. All children are asked to wear a navy blue track suit or shorts and a pale blue polo shirt.

Foundation Stage Uniform

The children in Foundation stage learn by physically active play and are asked to wear clothing which is suitable for this. All children are asked to wear navy blue jogging bottoms (shorts in Summer), a navy blue sweatshirt, a pale blue polo shirt and sensible shoes for outdoor play.

All these clothes can be bought in local stores; if parents wish to purchase clothes with the school logo, these can be ordered through Mrs Green, our School Business Manager.

Out of School Club

St Paulinus School provides out of school hours care on the school site. Our Breakfast Club is open from 7.30 - 9.00 in the morning and the After School Club is open from 3.30 - 6.00 in the evening. The charges are £4 for the morning session and £6 for the afternoon session. Arrangements can be made through the club manager, Mrs Campbell, who can be contacted on 01287 630245.

School Minibus

The school provides transport to and from school using our minibus. There is always a trained escort as well as a driver on minibus journeys. The cost is £2 per journey and arrangements can be made through Mrs Green who can be contacted on 01287 637978.

Lost Property

Any unclaimed lost property will be collected by our caretaker at the end of the school day. It will be kept in the ICT Suite near the walk through area. Lost property which is not claimed will be checked every half term and sent to people in the third world who will benefit.

Information Required by School

For a child to be admitted into school, the Birth Certificate and Baptismal Certificate (where applicable) need to be checked by the school clerk and the form with personal details, including medical information, returned to school. Parents are asked to ensure that details held by the school are kept up to date.

Absence from School

If a child is ill and cannot attend school, parents are asked to contact school straight away and explain why the child will be absent. A message can be left with the school clerk who will inform the class teacher. Absences for medical appointments should be brought to the attention of the class teacher, in advance where possible. The school governors request that parents take children who are of statutory school age on holiday during the school holiday where possible. On rare occasions when this is not possible, permission from the Head Teacher can be sought. The School Business Manager has the necessary forms to make a request for holidays in term time; they can also be found on the Learning Platform.

Parental Involvement

We have a very good working relationship with parents and use their help in many ways. Teachers welcome parents to help in the classroom or with outside activities so, if you have some time to spare, please contact the Head Teacher. St Paulinus School is committed to safeguarding children therefore any adults offering help on a voluntary basis must produce an enhanced CRB enclosure.

Parents are asked to keep in touch with school as much as possible and, to facilitate that, we promote an 'Open Door' policy which allows parents to come into school in the mornings with their children and speak with any of our staff. Members of staff are officially on duty from 8.50 onwards each morning but are also available to make appointments to see parents at specific times. Parents who have concerns are encouraged to seek an appointment with the class teacher as soon as possible. When an appointment is urgent and class teachers are not available, parents are encouraged to contact the Head Teacher.

There are three Parents' Evenings a year. Two of these offer an appointment system of five minutes and an opportunity to look at children's work. The third one is at the end of the school year to discuss the Annual Report.

The school has a Parents and Friends Association which organises social events and fundraising activities. All parents of children in the school are automatically members of the Association and are invited to attend meetings to plan the events. Notification of dates and events is carried out through regular newsletters.

The House System

The school is divided into four houses and is done in such a way as to ensure an even share of available talent to each house. The houses are named after the evangelists and at least one assembly a year is devoted to teaching the children about the saints whose name we use.

House names: St Matthew, St Mark, St Luke, St John

House points are awarded for effort, good behaviour, general helpfulness, inter-house poetry reciting and inter-house games. There are Bronze, Silver and Gold Awards for individual children's efforts and a special treat for the house which gets the most house points within an half term.

The School Council

The School Council is set up at the beginning of each school year. Children who wish to be part of the School Council complete an Application Form. Members of staff look at these, make a 'short list' and carry out interviews prior to appointment. We believe that children's opinions should be heard and taken seriously. The School Council is the 'voice of the children'. All children's ideas and opinions are brought to the meetings. The meetings are led by Year 6 children with a representative from each class. The older School Council members interview candidates seeking appointment to the school, most recently our School Business Manager and the Year 1, 3 & 6 class teachers. The Year 6 children are all involved in providing lunch time clubs for the younger children. In the

last few years, the School Councils have raised money for our Bicycle Shed and Trim Trail.

Links with the Community

The school has strong links with the Parish of St Paulinus through visiting the Church and parishioners coming to St Paulinus for Concerts and Senior Citizens events. The Parish Priest, Canon Michael, is a frequent visitor who supports the school staff, our children and their families. The Church of St Paulinus is situated next door to the school and each week a class, according to rota, goes to Church for the 10.00 a.m. Mass on Friday. On each first Friday of the month and special feasts the whole school goes to Mass.

The school is part of the Guisborough Extended Schools Cluster whose co-ordinator organises term time and holiday courses for children, family learning and after school activities within the schools in Guisborough.

We are also part of the East Cleveland and Guisborough Co-operative Trust linking us to our neighbouring schools and are hoping to become an academy as part of the Nicholas Postgate Multi-Academy Trust with our local Catholic Schools this academic year- watch this space.

Medical Needs

Parents are asked to inform the school of any medical needs or allergies on the admission form completed on entry to the school. If, there is any change to the information on the form, parents are asked to communicate the changes to the School Business Manager, Mrs Green. For some medical conditions a Health Care Plan will be prepared with the help of our School Nurse, a medical consultant and the family doctor. Please read the Medical Policy included with this Prospectus.

Jewellery

The school does not allow the wearing of jewellery, except for a wrist watch and/or a pair of plain small stud earrings. For safety reasons, children with pierced ears may only wear studs. Anything dangling from the ear may result in ears being damaged whilst playing. Earrings and watches must be removed during PE, games and swimming.

Complaints Procedure

The Governors of the school are confident that most difficulties which arise between parents and the school can be resolved by amicable discussion between parents and the staff or Head Teacher of the school.

All complaints about the school, including curriculum issues should be made to Mr Geaves in the first instance. He will endeavour to respond and sort things out quickly. Anyone who is still dissatisfied should contact the Chair of Governors; contact details are available from the School Business Manager.

The Local Authority has established a procedure for considering complaints from parents relating to the school curriculum and charging and remissions policies of the schools. Parents should raise any concern they might have with the Head Teacher in the first instance. If parents wish to take the matter further, details of the procedure can be obtained from the Head Teacher.

Physical Education

The school promotes the importance of physical education and Years 1 to 6 have 2 hours of PE each week as part of their curriculum. In addition to this, the whole school has five minutes of 'Wake Up and Shake Up' at the start of the afternoon lessons and the teachers use 'Activate', which are physical indoor activities, at various points during the school day. Many PE activities take place with the sound of music which appeals to the children.

The children in Years 1 to 6 are asked to change into their PE uniform for PE lessons and teachers will inform parents of the days the children will have their PE lessons. If a child is not able to join in PE for medical reasons, parents are asked to inform the class teacher.

The Key Stage 2 children have the opportunity for swimming, at Guisborough Swimming Baths, as part of the planned PE curriculum.

In the Foundation Stage, learning activities are planned through outdoor play and parents are asked to ensure that children are suitably dressed for these activities.

Music

The school promotes involvement in all aspects of music and creates many opportunities for children to make music together. All children, in Year 2, are taught to play the recorder and read simple music notation. These skills develop as the children move through the school. Teachers of violin, clarinet, saxophone, flute and brass instruments

work within the school and parents who are interested in tuition should contact the Head Teacher. The tuition offered for flute and violin is a private arrangement between the teachers and the parents but lessons are accommodated in school usually at lunch time. The school has a strong tradition of singing through our musical productions and assemblies; all children are encouraged to take part.

Modern Foreign Languages

The school now teaches French in Key Stage 2 with a qualified French specialist teacher.

Sex and Relationships

Governors and parents have been consulted about the education regarding sex and relationships. Respect and care for all is taught, throughout the school, as part of the on going religious programmes. The school nurse comes into school to teach the children in Year 5 & 6 about puberty and respect for the human body. Parents have the right to withdraw their children from this education.

Special Educational Needs

The school carried out its statutory duties according to Special Educational Needs Code of Practice. The School has a SENDCO (Special Educational Needs & Disabilities Co-ordinator) who works with teachers and parents to identify and implement plans to address any additional needs a child may have. Any known additional needs should be reported to the school on entry of a child. For other concerns, which may arise after a child has entered, the class teacher would be the first point of contact.

Accessibility

The Governors of the School are inclusive to all in inviting application for admission according to our Admissions policy. The school has wheelchair access and appropriate toilet facilities. The Governors promote adaptability of curriculum and environment to meet the needs of all learners. (An accessibility plan is available in the school)

Parking for School

There are ample parking facilities in the car park of the 'Voyager' which is close to the school. Parents are requested to use these facilities and walk with the children to the school patrol crossing. Parents are asked not to drive cars into the school grounds or **Church grounds** unless a child or carer has a blue badge.

School Policies

The Governors have set the policies of the school in line with their statutory duties. Parents and children are consulted about some policies. Copies of policies are kept in the school and can be obtained from the Business Manager on request.

The following policies are also available on the School Website

Admissions Policy
Charging and Remissions
Curriculum
Medical
First Aid
Behaviour Management
Anti-Bullying
Parental Complaints
Religious Education