

**WELCOME TO ST PAUL'S CATHOLIC  
PRIMARY SCHOOL**



**SCHOOL PROSPECTUS**

**2023-24**

*'Let all that you do be done in love.'*

Dear Parents and Carers

## WELCOME TO ST PAUL'S CATHOLIC PRIMARY SCHOOL

We are delighted that you have chosen our school for your child. Our Catholic ethos underpins every aspect of school life and with Christ at the centre, we pride ourselves on building positive relationships based on mutual respect, tolerance and the love of Jesus. As a result, our school is a warm, welcoming and nurturing environment.

The staff are committed to offer care and nurture alongside an engaging curriculum with high expectations and ambitious goals for all our children. We are keen to develop the potential of every child in our care, helping them to grow to be the best person they can be. At the core of everything we do is a commitment to all children being safe, happy and successful within our faith-filled community.

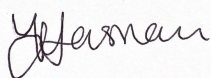
St Paul's most recent Ofsted inspection resulted in a 'Good' judgement and we continue to develop and grow together as a community invested in the future of every child entrusted to our care. We are committed to working effectively as a team of professionals at all levels of the school community to provide high quality learning, accessible for all within a positive learning environment. We very much value the partnership between home and school, encouraging parent/carer interaction and involvement to ensure the best possible outcomes for our children.

At St Paul's Catholic Primary School, we offer a curriculum which is broad, balanced and relevant - both to the needs and to the context of our school community. We seek to develop independent, creative thinkers who are both curious in their search for knowledge and understanding, and resilient in the face of challenge.

Inherent to our taught curriculum is the commitment to providing rich life experiences to develop and enhance the cultural capital of our pupils. Attending St Paul's will be a life-enriching experience for your child and we hope that they will embrace these opportunities and enjoy their time with us.

We look forward to welcoming you and your child to St Paul's. Please visit the school website <https://www.stpaulsplymouth.com> for a wealth of information about our school, including a virtual tour. Please contact us on 01752 365459 or [admin@stpaulsplymouth.com](mailto:admin@stpaulsplymouth.com) to discuss your child's place. If you would like to arrange a visit to the school, please contact the school office and we can arrange a convenient day and time for you to tour our wonderful school.

Best Wishes,



Jo Hensman  
Headteacher



## A WELCOME FROM THE CHAIR OF OUR LOCAL CAST BOARD

On behalf of the Local CAST Board I would like to wholeheartedly endorse the introduction from Mrs Hensman, our Head Teacher.

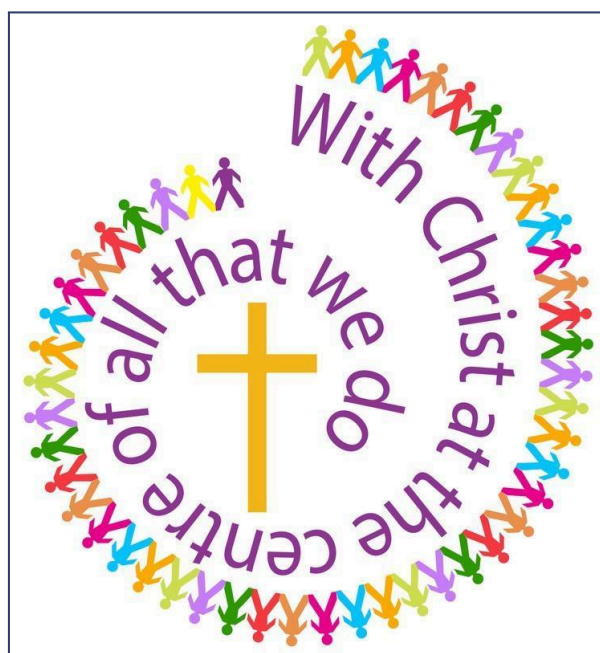
As Governors, we are proud to be associated with St Paul's. We have a diverse skill set on the Governing Board, which we use to the best of our ability to challenge and support the Headteacher to ensure that all pupils receive the best possible education in a safe and happy environment.

In our roles as Governors, we have at least six formal meetings every year to discuss progress and regularly visit the school to satisfy ourselves that all procedures are being followed and that pupils, staff and all the stakeholders of St. Paul's are being supported in the most appropriate way.

It has been an extremely challenging time for all during the world-wide pandemic. Throughout the lockdowns, St. Paul's continued to provide a superb education for all, either remotely or at school. Governors have been kept informed of the school's plans and procedures throughout and, again, wholeheartedly endorse the actions taken by the Headteacher and all the staff to ensure that school provides a safe environment for children to learn in.

The Governors can be contacted at any time by emailing [admin@stpaulsplymouth.com](mailto:admin@stpaulsplymouth.com)

Best wishes



## PLYMOUTH CAST MULTI-ACADEMY TRUST



Our school is a member of Plymouth CAST. Plymouth CAST is a multi academy trust of thirty five Catholic schools and one nursery, formed in 2014, which includes all of the Catholic schools in the Diocese of Plymouth, except the two joint faith schools. In geographical terms, the Trust extends across seven local authority areas from Penzance in Cornwall to Poole in Dorset. We have 1,300 staff and educate over 7,000 children and young people. Our head office is located at St Boniface College in Plymouth.

We are passionately committed to the core aspiration of Catholic education which is the flourishing of the human person for the common good. To that end we have developed collaborative working and partnerships across our trust to ensure that local expertise and best practice in our schools are shared and developed, inspiring a community driven by an unwavering vision for excellence.

Our schools lay the foundations for all of our children to seek academic and spiritual growth. Each school seeks to improve the life chances of every child by raising their aspirations, equipping them with the qualifications, knowledge and skills they need to flourish as human beings and make the world a better place.

The Plymouth CAST website can only convey a small insight into the work of our vibrant and ambitious community. If you would like to find out more or arrange a visit to one of our schools, or indeed head office, please get in touch.

Zoe Batten

**Chief Executive Officer**

<http://www.plymouthcast.org.uk/web>



“Our mission is to be a community of outstanding schools in which our pupils flourish in safe, happy and stimulating environments and leave us with the knowledge and skills, personal qualities and aspirations, to make the world a better place, inspired by the Gospel.”



## OUR AIMS AS A SCHOOL

### Our Vision

At St Paul's, we seek to provide pupils with the essential knowledge they need to be educated citizens in tomorrow's world. It reflects our vision that every child will be supported to achieve their full potential, growing into the person God wants them to be and flourishing in His love.

Our curriculum is rooted in a rich knowledge and understanding of our history and heritage, our culture and community and our local challenges and opportunities. Our intent is to make a real difference to children's lives, raising their own and others' aspirations, securing educational success and deepening their knowledge and love of self and others around them.

We seek to develop our children's awe and wonder, their self confidence and their ability to be an 'agent of change'. We want our children to know their world, to keep themselves safe and healthy, to live economically, to 'set the world on fire'.



## Our Mission

### **St Paul's Catholic Primary School's Mission Statement**

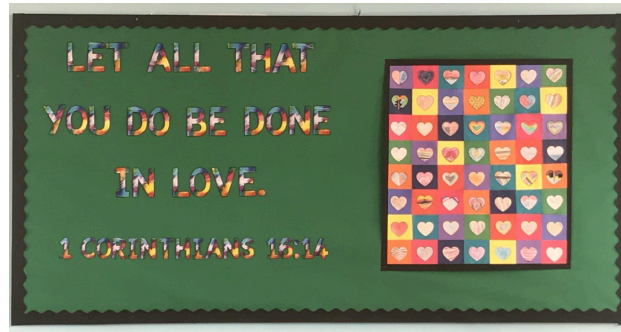
From the youngest to the oldest, we are enabled to flourish in God's love, grow in faith and, with the guidance of the Holy Spirit, work to fulfil our God given potential.

Our school family works together to support and challenge one another; each individual is valued and encouraged to appreciate their own unique worth and supported to achieve academic success.



**St Paul reminds us:**

**'Let all that you do be done in love.'**



## **Our school**

St Paul's is set on a generous site for a city school. We have a wonderful school field and generous playground space. St Paul's pre-school is situated next to the school and our grounds are adjacent to St Paul's Catholic Church which we visit regularly for worship.

The school has six classrooms, a large hall, a library/group room, a sensory space, additional group room learning spaces and a canteen/kitchen. Our school hall is used purely for assemblies and PE time due to the separate canteen area. We have our own kitchen where hot meals are freshly cooked on a daily basis for our children.



## **School organisation**

We provide full time education for all pupils up to eleven years of age. There are six classes from Reception to year 6. Pupils are class based and have their own class teachers but may be taught by other teachers during teachers' planning, preparation and assessment (PPA) time.

### **Reception**

**Year 1**

**Year 2/3**

**Year 3/4**

**Year 5**

**Year 6**

## Staffing

<b>Headteacher</b>	Mrs J Hensman
<b>Senior Leadership Team</b>	Mrs J Hensman Mrs S Barnes (Assistant Head) Mrs KM Griffiths (Assistant Head)
<b>Teaching Staff</b>	<b>Teachers:</b> Mrs S Barnes, Miss C Grant, Miss R Shepherd, Mr J Caves, Mrs KM Griffiths, Miss E Spiers, Mrs S Soper and Ms D Hennessey <b>Teaching Assistants:</b> A Castle, A Byrne, C Howe, C Smith, H Reid, L Cheetham, N Kampouris, P Barrett, R Yarnold, V Holloway, A Gargett, G Lewis, C Moore, A Anto and C Rennard-Cumming
<b>Pastoral staff</b>	<b>SENCo:</b> Mrs S Barnes <b>Parent Support Advisor/Learning Mentor:</b> K Foweraker <b>ELSA:</b> C Smith
<b>Support staff</b>	<b>Office Staff:</b> K Spellman (Senior Administrator), N Clark (Administrative Assistant) <b>MTAs:</b> K Barrett, N Bradbeer, J Allan, A Milden, V Holloway, L Cheetham and V Tabert <b>Breakfast club:</b> K Barrett, H Reid, C Beer and A Milden <b>After school club:</b> A Milden and C Beer

## St Paul's Local Governing Board

The local governing board meets regularly and works with the Head Teacher and the staff to decide the school's aims and policies and to oversee the efficient running of the school.

The governors work in partnership with the school and CAST (the multi academy trust that the school is part of) and have particular responsibility for:

- Setting aims and planning for the future of the school
- Agreeing targets to raise standards and achievement
- Ensuring the curriculum for the school promotes the spiritual, moral, cultural, mental and physical development of the pupils
- Making sure all pupils have equal opportunities within the school and providing for pupils with special educational needs
- Ensuring there is a high standard of maintenance of the school's premises
- Dealing with complaints about the school.

Mrs S Bray	Chair of Governors
Mrs J Hensman	Head Teacher
Mr J Caves	Staff Governor
Miss R Shepherd	Staff Governor
Mrs S Bates	Parent Governor
Mrs H Aspin	Parent Governor
Mrs K Conn	Parent Governor

## Admissions

St Paul's Catholic Primary School is a school for which Plymouth Local Authority sets the admission arrangements through consultation with our community. Applications must be made to your home local authority, i.e. the council to which you pay your council tax, by the advertised deadline during the spring term preceding your admission year. Applications can be made by completing the appropriate local authority application form or applying to that authority online.

There are 30 spaces available each year at St Paul's which is based on the total capacity of 210. If there are more applicants than the places available, priority for these places is given according to the oversubscription criteria below.

### Admission criteria: Catholic Academies

[Roman Catholic Primary School Admission Policy 2022/2023](#)

### Key information about the school

Department for Education school number	879/2003
What kind of school is this?	Academy
Does this school have a religious character?	Catholic Diocese of Plymouth
Who is the Admissions authority?	Plymouth CAST Multi-Academy Trust
Age range of children in this school:	4-11
Published Admission Number (PAN):	30

Catchment area?	No
School Supplementary Information Form (SIF)?	Yes – on faith grounds – appendix 1
Do we ask children to wear a uniform?	Yes
<b>Applications</b>	
How can parents apply for admission to Reception?	<a href="http://PLYMOUTH.GOV.UK">Apply for a school place   PLYMOUTH.GOV.UK</a>
When can applications for in-year admissions be made? <a href="http://PLYMOUTH.GOV.UK">Apply for an in-year school transfer school place - 2020/2021   PLYMOUTH.GOV.UK</a>	At any time

<b>Oversubscription criteria</b>	
Any child whose Education, Health and Care Plan (EHCP) names this school will be admitted.	
Oversubscription criteria (to be used only if we need to prioritise applications - see notes on page 16):	

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order including those who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents.
3. Priority will next be given to children who are Baptised Catholic.
4. Priority will next be given to children who are siblings of pupils on roll at this school.
5. Priority will next be given to children who are members of other Christian denominations, who regularly attend a Christian church or whose membership is evidenced by a minister of religion.
6. Priority will next be given to children of members of staff who have been employed at this school for more than two years or recruited within the past two years to fill a vacancy for which there was a skills shortage.
7. Priority will next be given to other children.

Tiebreaker – to prioritise applications in the same oversubscription criterion: a) straight-line distance from home to school and then, b) where distances are equal (within 1/10 metre) an electronic list randomiser will be used.

**Please note:** If you nominate a Catholic school, you should complete and return not only the council's form but also the Catholic supplementary information form, both of which are available from the [Apply for an infant or primary \(reception or foundation\) school place | PLYMOUTH.GOV.UK](#) page.

If you only complete the council's form, your application will be valid but the school may not be able to rank your application against their admission criteria. If you only complete the school's supplementary information form, your application will not be valid and will not be considered.

Children must be in full time education the term following their fifth birthday. The place offered will be a full time place in the September following the child's fourth birthday.

## The school day

7.35-8.35 am Breakfast club

8.35 - 8.45 am Arrival time

8.45 am-12 pm Morning lessons

12.00 pm Lunchtime (Reception and Kay Stage 1)

12.10 pm Lunchtime (KS2)

1.00-3.15 pm Afternoon lessons

3.15 pm Home time

3.15-4.15 pm After school club

The school gates open at 8.35 am on a daily basis for the children to come into the playground. The school and classroom doors open at 8.35am to enable the children to come in for early morning tasks/ register and order their lunches. Before 8.35am there is no supervision of the children on the school premises.

If there is any change in your routine that will prevent you collecting your child, please inform the school as soon as possible. For younger children, a password will be asked for. Pupils are asked to wait in the school's entrance area if they are not collected in the pre-arranged manner. Foundation, key stage 1 and year 3 children must all be collected from the class teachers at the end of the day. The older children must have authorisation from parents (signed) for them to walk home by themselves. Your child's safety and welfare is so important to us that we will not take any risks.

## **Break time**

Pupils are allowed to bring in a healthy snack to eat during mid-morning break time, this needs to be a healthy snack. Foundation and key stage 1 pupils are provided with a healthy snack of fruit that we encourage them to eat as part of our commitment to developing healthy lifestyles.

## **Lunchtime**

School meals are available from our canteen and are paid on a daily basis for the key stage 2 pupils. All reception and key stage 1 children are entitled to a free school meal. The menu is on our school website and they can choose these on a daily basis. There is a good choice of lunches and these are part of a balanced meal.

Children can bring in packed lunches. Please can we encourage you to ensure that the drinks are in a carton, plastic bottle or flip top with a straw. Strictly no glass bottles or fizzy drinks.

At lunchtime we have a team of meal-time assistants who supervise the children as they eat and play afterwards. This is supported by the senior leadership team.

## **Keeping hydrated**

As a school we encourage all of our children to drink regularly during the day as we know that research shows that this helps our brains to work. In class, children are allowed to have water in a sports bottle so that this does not spill. Juices and squashes are not allowed during learning time, although children can have this in their lunch boxes. If you want to buy the school water bottles they are on sale at reception.

## **Allergies**

Please can you let us know if your children have any allergies so that we can get the right provision in place.

## **School uniform policy**

- White polo shirts: Reception class only
- White shirts and ties in KS1 and KS2
- Grey trousers/shorts
- Navy blue skirt/pinafore/trousers
- Navy blue sweatshirts/jumpers/cardigans
- Blue summer dresses (summer term only)
- White or navy blue tights or socks



- Flat heeled black shoes (**no boots or flip flops**)
- PE: House t-shirt and navy blue shorts
- Black plimsolls (or PE trainers in KS2)



School uniform can be purchased from any high street supermarket or shop it is also available online from [www.pmgsschoolwear.co.uk](http://www.pmgsschoolwear.co.uk):

[https://www.pmgsschoolwear.co.uk/school/st\\_paul\\_s\\_roman\\_catholic\\_primary\\_school\\_plymouth](https://www.pmgsschoolwear.co.uk/school/st_paul_s_roman_catholic_primary_school_plymouth)

or Trutex plymouth: <https://www.plymouth.trutex.com>

## Labelling

It is very important that all items of clothing and other belongings are clearly marked with the owner's name at all times.

## Jewellery

For safety reasons, children should not wear jewellery to school. Children may only have one ear piercing and they can only wear discrete studs, although these must be removed for PE and swimming.

## Sports Kit

On PE days, pupils should come to school dressed for PE. Pupils may wear navy tracksuit bottoms in colder weather. Pupils are not allowed to wear any other sportswear - PE days are not non-uniform days and it is important that standards remain high. Pupils in R/1/2 should wear black plimsolls. Pupils in KS2 may wear black plimsolls or PE trainers. Only trainers suitable for PE will be accepted.

## Cash and valuables

We ask that children only bring money into school when needed. Jewellery and other items of value should not be brought to school - this includes mobile phones. If pupils need to bring a mobile phone to school they must take it to the school office at the start of the day.

## School Council

The pupils at St Paul's are encouraged to take an active part in the decision making processes and in supporting the running of the school. The school council meets regularly to discuss ways to improve the school taking into account class council discussions. Elections are held annually in all classes to select the council representatives.

## Youth Parliament

As part of the leadership development of our pupils we have some children in year 5 and 6 who attend the Plymouth Youth Parliament meetings. They represent St Paul's both by chairing or attending/contributing to these meetings. They attend these at least three times a year and it is a great opportunity to meet with other young people from across the city and our city councillors and MPs.

## St Paul's Team Houses

St Paul's uses a house system to reward the achievements and efforts in relation to learning, representation and behaviours. The names of the houses are as follows...

St Cecilia	- red
St Therese	- blue
St Christopher	- green
St Francis of Assisi	- yellow



## The Curriculum at St Paul's



## Reception

There are three prime areas and four specific areas of learning. The prime areas of learning are communication and language, physical development and personal, social and emotional development. The specific areas of learning are literacy, mathematics, understanding the world and expressive arts and design.

**As an academy we follow the National Curriculum of England.**

## English

We place huge emphasis on the acquisition of the key literacy skills of reading, writing and speaking & listening. The school uses Read Write Inc as its main programme for the teaching of phonics and early reading and Write Stuff as a writing programme. The school uses a range of strategies, approaches and resources, making use of cross curricular links whenever possible.



## Mathematics

We are a 'Power Maths' school. The aim of the maths curriculum is to ensure that our pupils are fluent with the fundamentals of mathematics. There is a key focus on recall of number facts and how the pupils apply these to their problem solving. They do this to a variety of routine and non-routine problems with increasing complexity. Pupils develop skills for reasoning mathematically. Throughout all of this links to other learning are embraced.



## Religious Education

The new Religious Education Directory is being introduced this year in EYFS and Year 3/4. During this period of changeover, we follow a scheme of work called 'Come and See' in all other year groups. Through this pupils learn about the Catholic faith and all world religions. RE takes up a minimum of 10% of curriculum time at St Paul's.







## Science

Pupils are taught in line with the content of the National Curriculum ensuring that all of them, 1) develop scientific knowledge and conceptual understanding, 2) develop understanding of the nature, processes and methods of science, 3) are equipped with the scientific knowledge required to understand the uses and implications of science today and for the future.

## Computing

Our aim is that all pupils understand and apply the fundamental principles and concepts of computer science, can analyse problems in computational terms, evaluate and apply IT and are responsible, competent and creative users of information and communication technology.

## History

The pupils at St Paul's are exposed to a full history curriculum that ensures they know and understand significant aspects of the history of these islands as a coherent and time sequenced narrative to understand the history of the wider world. Through this they understand Britain's past and present and it will inspire their curiosity to know more about the past. The teaching develops various skills, such as, questioning, critical thinking, considering evidence and arguments and reaching and making judgments.

## Geography

Our geography curriculum develops our pupil's knowledge of the world, the United Kingdom and their locality. They will use a variety of resources such as maps, photographs and atlases to develop their skills and questioning. Throughout the school, geography is supported, where possible, by field trips.

## Design Technology

Pupils learn how to design and make products using a range of materials and tools in order to complete a set task. The end product could be a model, a structure, a food (considering nutrition) or textile item.

## Art and Design

We aim to offer our pupils opportunities to be creative and to develop practical skills using a range of media, both two and three-dimensional. Pupils are encouraged to appreciate the work of artists and designers from a range of time periods and cultures in a way that enhances their learning within art and design but other aspects of the curriculum too.



## Languages

Key stage 2 pupils learn Spanish. This is carried out through the use of conversation, games and songs. Pupils are able to gain the confidence to understand and communicate in another language.

## Physical Education

Our pupils participate in games, athletics, gymnastics and dance. The year 5 children take part in a three-week programme of swimming and all children take part in annual sports days. We also aim to develop the pupil's co-ordination, strength and stamina. When engaged in competitive sporting activities both within and in opposition to other schools, our pupils are encouraged to work with a sense of fairness and sportsmanship, both as part of a team and individually.



## **Music**

Pupils develop their understanding and enjoyment of music through listening, composing and performing. We encourage our children to learn an instrument during their time at St Paul's. Through their music they explore how music is created, produced and communicated.

## **Personal, Social, Health and Citizenship Education**

At St Paul's, the PSHE curriculum aims to give our pupils the knowledge, skills and understanding they need to become informed, active and responsible citizens of the future including topics of feelings, safety and healthy living. Through this element of the curriculum the school teaches Fundamental British Values- these include the Rule of Law, Individual Liberty, Democracy, mutual respect and tolerance of those with different faiths and beliefs and for those without faith.

## **Home Learning**

Home learning is set to support and extend our pupil's learning and is directly linked to work covered in the class. Parents are encouraged to take an active interest in their child's home learning. It is hoped that they will find time to support their child with these learning activities such as reading, sharing books, learning spellings, number facts and tables. The amount of home learning varies depending on the age of the pupil. If parents have any concerns about their child's home learning then they are asked to speak directly to their child's class teacher.

## **Individual and Special Needs**

The governing body oversees the school's approach to meeting the needs of all pupils. Everyone at St Paul's is committed to ensuring that all learners have equal opportunities regardless of their age, gender, ethnicity, attainment, disability or background. We aim to provide access to a broad and balanced curriculum. Teachers set learning challenges for all pupils, within a happy and stimulating environment. Children's achievements and successes are celebrated to build confidence and self-esteem.

Before entry to our school parents are requested to inform the school if their child has special needs. Children will be assessed regularly to ensure they are making progress. The Special Educational Needs Policy outlines the level of support given to pupils to support them in meeting their agreed targets. The Special Needs Co-ordinator (SENCO- Sarah Barnes) keeps records of targeted support and liaises with class teachers, teaching assistants, parents and external agencies to monitor the impact of the provision. The policy for SEN can be seen on the school website.

## **Assessment and Reporting**

Pupils are encouraged to actively engage with ways to improve their learning through various means of assessment.

Pupils are assessed on entry to school and continually thereafter using the Foundation Stage Profile. Continuous assessments, including formal and informal are made by teachers throughout the primary years. The information that is gathered from the assessment process is used to determine a pupil's level of understanding and inform future planning by the teacher. Pupils in years 1, 3, 4 and 5 are assessed to their specific year group expectations (age related expectations).

In Y6 the pupils are formally assessed through Standard Assessment Tasks (SATs). The testing for year 2 is now optional and takes place during the spring and summer terms. A week is set aside for Year 6 in May-



during this week they are tested on maths, English reading comprehension and Grammar, punctuation and spelling. Dates for these tests are given to parents at the beginning of the academic year and are shown on the newsletter.

## Curriculum Enrichment:

### Off site visits

We commit to a full trip offer at St Paul's. Many aspects of the curriculum are enhanced by trips out or through visitors coming to the school. This varies depending on the learning for the term.



### Year 6 residential visits

In year 6, pupils have the opportunity to take part in residential visits. During this time the pupils complete a range of outdoor and adventurous activities.

### Extra-curricular activities and clubs

St Paul's offers a growing range of extra-curricular activities for its pupils, many are on a voluntary basis by staff and some that are on subscription. Clubs include art, gardening, drama, sports. We host an independently run drama club in the school hall on a Saturday morning <https://www.starlinesdramaschool.co.uk/>

### Children's University



Children's University is a charity that works in partnership with schools to develop a love of learning in children. We do this by encouraging and celebrating participation in extracurricular activities in and outside of school. By the time a child turns 18, they will have spent just 9% of their waking life in a classroom. Children's University is about making the most of the remaining

91%.

Research shows that participation in extracurricular activities can positively impact on attainment, increase a pupil's positive identification with school, and build self-confidence and resilience. Research also shows that children that do not have access to these opportunities fall behind, lack confidence, and fail to develop career aspirations. The resulting attainment gap is so significant that 25% of children from the most disadvantaged backgrounds achieve below expected attainment levels.

#### How can my child get involved?

Simply, purchase a passport from the school office for £2. Your child then needs to ask the leader of any

extracurricular activity they attend to sign their passport. School clubs, swimming lessons, Beavers - they all count! Once your child has gained specified amounts of time they will receive a certificate and pin badge. There are also special graduation ceremonies held at the university. For more information contact Mrs Barnes on [sbarnes@stpaulsplymouth.com](mailto:sbarnes@stpaulsplymouth.com)

## **The School and the Community**

Community cohesion is a priority for the school. The school links very closely with the parish, being fully involved in Mass at St Paul's. Some of the Masses are held in school where the parish is invited to join us.

The school is very involved with Marine Academic Council and takes part in many opportunities that are organised through this vehicle, this includes sporting and music events, links to the secondary schools and other primaries. St Paul's also links to a network with the other Catholic schools within the city- many events are organised through this and the school fully participates.

The children are encouraged to take part in community events and have raised money for various charities with a local, national and international focus. These have included: CAFOD, Jeremiah's Journey and Children in Need.

## **Reporting to parents**

At the end of the school year, a report is sent home to all parents. In addition to this, some parents will receive a SATs summary sheet. The Year 2 version has teacher assessment levels and the Year 6 version has test and teacher assessment levels.

Year 1 parents will also receive feedback on a statutory phonics screening check. Parents are invited into school to discuss their child's progress and the reports at termly parent/teacher consultation meetings. If parents or teachers have any concerns before the next consultation meeting, a mutually convenient meeting can be arranged.

## **Secondary Transfer**

Pupils transfer to secondary education in September following their eleventh birthday. The pupils transfer to a range of secondary schools including Notre Dame, St Boniface College, Saltash.net, Devonport High School for girls and boys, Marine Academy Plymouth, Plymouth High school for girls, Stoke Damerel Community College, Ivybridge Community College and Plymouth College. This is dependent on parental preference, passing the eleven plus or home address.

Parents of children who are transferring have the opportunity to visit the secondary schools prior to making their decision and then again in the term before entry. When it is decided which secondary school pupils will attend, systems of communication between teachers from our school and the receiving school come into operation to ensure a smooth transition at this important stage.

## **Contact with the school**

The school operates an open door policy and encourages parents to share any concerns they may have at the earliest opportunity. In the morning please pass messages to staff on doors so these can be transmitted to class teachers.

You are most welcome to speak to class teachers at the end of the day when your children leave school. If you need to see anyone in the morning then it is better to go to the school office. Class teachers communicate regularly via Class Dojo but urgent messages should be given to the office as teachers do not



access Dojo whilst teaching. There is no expectation that teachers respond to messages on Class Dojo outside of their working hours of 8am to 5pm.

## Attendance

At St Paul's, we recognise the importance of full attendance in order to ensure your child makes the best possible progress at school. Consequently, absence is authorised only in exceptional circumstances as per the directive from the Department for Education. Holidays during term time are not authorised. When requesting any leave of absence for your child, please contact the school office for the relevant form. Please note that documentary evidence will be required to support the application.

## Home School Agreement

Parents are encouraged to discuss the home-school agreement with their child before entry to the school. This short document outlines the school's commitment to your child and a suggested level of support / approach from parents and pupils in order to achieve an effective partnership.

# Volunteers Needed!



## Volunteering

If you feel you would be able to volunteer an hour or two a week to listen to children read, practise maths facts, or support in the library then please let Mrs Griffiths know by email [admin@stpaulsplymouth.com](mailto:admin@stpaulsplymouth.com) Our volunteers really do make a huge difference to our school.

## Breakfast and After School Club

The school runs its own Breakfast and After School Club.

These both operate in the school canteen area of the school. Breakfast club starts at 7.35 and runs until the start of the day. After school club starts at 3.15 and finishes at 4.15pm: £3.50 per session at breakfast club or after school club. This includes breakfast and drink at breakfast club or a light snack and drink at after school club.

Both breakfast and after school club **must** be booked in advance. The latest booking time is 3.15pm the previous school day. Cancellations may be given up to 3.15pm the previous school day without charge. Late cancellations will incur a charge.

If you would like access to this service, please contact the school office on 01752 365459 or [admin@stpaulsplymouth.com](mailto:admin@stpaulsplymouth.com). Our breakfast and after school teams are ready with a warm welcome.

## Health and Safety

From an early age we expect our pupils to exercise personal responsibility for their safety and the safety of others.

## Road Safety

We actively encourage our parents who live in the local area to walk their children to school. This significantly reduces the traffic congestion which occurs in the vicinity of the school. Vehicle access, for

parents, is limited to emergency only. There is storage for cycles and scooters on the school grounds. Pupils are asked to walk with scooters and cycles when on the school site.

## Medicine

It is parents' responsibility to let the school know of any medical conditions or allergy that needs to be taken into account during the school day. If you require the school to administer prescribed medicine to your child, a form can be obtained from the school office. Medication can only be administered if this form is signed by the parent or legal guardian of the child and approved by the Head teacher. The medication must be prescribed by a doctor and be clearly labelled with your child's name and details of the contents and dosage. Non-prescription medicines can be administered with the appropriate completed documentation. Mrs Foweraker is our Medical Lead.

## Illness and Accidents

If your child is unwell, please contact the school office at the earliest opportunity. It is important to telephone the school on a daily basis to let us know that your child will not be in school. Please ensure that your child is fully recovered before returning to school.

If your child has an accident at school, minor first aid will be administered. In the event of a more serious injury, parents will be contacted. If hospital attention is required you will be notified, if at all possible, before your child is taken to hospital. If you are unavailable, the school will contact the next available person you have authorised to care for your child in an emergency.

## E-safety

Pupils and parents are asked to support the school in its efforts to help pupils develop their ability to use technology and access the internet safely. Pupils are expected to sign an e-safety agreement that outlines the protocols for safe computer and internet usage. There is an acceptable usage policy for computing and use of mobile devices.

## Safeguarding at St Paul's

Safeguarding is of the highest priority at St Paul's and the staff and children are fully aware of the expectations that we have to ensure we keep our children safe. The core policies for Safeguarding are on the school website and staff training is kept fully up to date.

The designated person is **Mrs S Barnes**

The governor responsible for Safeguarding is: **Mrs K Conn**

## The school is part of Operation Encompass.



Operation Encompass is the reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic incident.

Operation Encompass will ensure that a member of the school staff, known as a Key Adult, is trained to allow them to liaise with the police and to use the information that has been shared, in confidence, while

ensuring that the school is able to make provision for possible difficulties experienced by children, or their families, who have been involved in, or exposed to, a domestic abuse incident.

We are keen to offer the best support possible to all our pupils and we believe this will be extremely beneficial for all those involved.

## **Pastoral Care and Discipline**

The welfare and happiness of your child are very important to us. Children are encouraged to have respect and care for each other. We develop pupils' self-discipline by commending them for good manners and good behaviour. St Paul's celebrates pupils' achievements and efforts weekly by awarding certificates. Children also earn Dojo Points which can lead to a weekly award and an end of term treat for the class.

Any incidents of bullying are taken seriously and investigated promptly. Pupils are encouraged to share their concerns with the staff, who constantly look out for signs of bullying. Parents should let us know of any concerns so that we can deal with the matter promptly. A copy of the Behaviour and Anti-Bullying policy is included in the pack for New Parents, it is also on the school website.

### **Sharing Parental Concerns with the School**

You should contact the school if you have any concerns about the following:

- the progress your child is making;
- difficulties in making relationships with other children;
- bullying;
- behaviour.

Equally, if a member of staff has any concerns, you will be invited to discuss ways in which help can be given to your child.

For day-to-day concerns you should contact the class teacher first. The teacher may alert the Assistant Headteacher/Headteacher and may ask you to return for further consultation before agreeing a plan of action with you to help overcome the difficulty.

*If, despite working through these steps, you are still concerned, please write directly to the Chair of the Local Cast Board.*

*A copy of [St Paul's Complaints Procedure](#) can be found on the school's website.*

## **Collective Worship**

There is a daily act of collective worship either as a whole school or within classes. Children take part in Mass in the local church at regular intervals; this takes place every Thursday. If classes are not involved they have a class liturgy. For more information in relation to this please refer to the RE policy on the website.

## **Charging and Remissions policy**

During the course of the year your child will benefit from off site visits and special events held on the school site. In order to cover the cost of these activities parents will be invited to provide a voluntary

contribution. No pupil will be excluded because of their inability to contribute, but the Governors reserve the right to determine whether the level of contribution is sufficient to enable the visit to take place. However, a minimum charge is payable to cover the board and lodging element of the residential visit unless the family is in receipt of Income Support or Income Based Job Seekers Allowance. For more information in relation to this please reference the Charging and Remissions Policy on the school website.

## **St Paul's Catholic Primary School**

**Pemros Road**

**St Budeaux**

**Plymouth**

**PL5 1NE**

**01752 365459**

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