

**St. Helen's Catholic Primary School,  
North Rd,  
Westcliff-on-Sea.  
SS0 7AY**

**ST. HELEN'S MISSION STATEMENT**

**RESPECT YOURSELF,  
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,  
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,  
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY  
BUT MOST OF ALL, RESPECT GOD OUR FATHER IN HEAVEN.**

**(Written by the pupils)**



Thank you to the Pupils who helped to produce  
this prospectus.

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**WELCOME TO**  
**ST. HELEN'S CATHOLIC PRIMARY SCHOOL.....**



**.....FROM OUR CULTURALLY RICH**  
**COMMUNITY.**

Dear Parents/Carers,

These are some of the languages which are spoken in our school – our rich cultural community is something that we value and celebrate – for example at every assembly, we say good morning in at least 12 different languages – these were taught to us by our pupils.

We are a Catholic School and therefore the Gospel values are at the centre of everything we do.

In our last Diocesan Inspection (December 2011), the Inspectors made the following judgements about our school:

- "St Helen's Catholic Primary School is an outstanding Catholic School with a strong Catholic ethos. The school prepares its pupils well for the next stages of their life and learning journey."
- "The school emphasises the value of each individual in its vibrant and inclusive community"
- "Parents and Carers speak highly of the work of the school and about how happily their children come to school in the morning."
- "The school has a very clear understanding of the community it serves and their different needs and works continually to develop its links with those it serves."
- "Pupils look after each other, have strong opinions but are also reflective and are respectful in their relationships with adults."
- "Teachers have good subject knowledge and take care to reinforce pupil efforts with good use of questioning and praise."
- "Lessons are delivered at an appropriate level and take account of pupils' previous understanding."

Our last Ofsted Inspection report (Oct 2011) stated that:

- "St. Helen's Catholic Primary provides a good education."
- "Parents and Carers value the good-quality care provided by the school and have good opportunities to find out how to support their children's learning."
- "Pupils enjoy school greatly and feel very safe."
- "The children are well behaved and have positive attitudes to learning."
- "Pupils demonstrate mature attitudes and treat each other and adults with courtesy."
- "Teaching and learning are good."
- "Across the age groups, pupils from all ethnic groups relate well to each other creating a strong sense of community in the school."
- "In the Early Years Foundation Stage Staff make learning fun and provide a purposeful range of activities which challenge children to think and work together."

We hope this prospectus gives you the information you require about our school – if there is anything else you would like to know, please contact the office.

You are very welcome to come for a visit – again, please contact the office to make a mutually agreeable date.
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On behalf of our Governors, Staff and pupils, I would like to thank you for showing an interest in our School.

Yours sincerely

*Elizabeth Mouchel*

Head Teacher

## Welcome to St Helen's

### A Year 5 Pupil's View

Dear Parent / Carer.

St Helen's Primary is situated in North Road, a quiet and friendly neighbourhood with a zebra crossing directly outside and a large car park is very close to the school. We also have a lockable covered bike shed for our bikes and scooters. A gate and a wall around the school keep us safe. We are next to a retirement home where we often go to sing to the residents.

Enjoy walking through the automatic entrance which is bright and spacious. Have a seat while you wait to be greeted by our friendly Head Teacher or one of her equally friendly staff. Enter the school after signing in and receiving your visitor's badge.

Pause for a moment to look through our year books showing our fabulous assemblies and productions.

Move on into the hall which we use as an assembly room, indoor P.E. area, dinner hall and the site of many memorable productions.

Walk along the corridor and look at our peaceful prayer room, our amazing displays by each class and our attractive library which is well stocked with a huge range of books.

As you pass the classrooms you will notice that they are light and spacious and well furnished, each one has an interactive touch screen whiteboard.

Next you will see the air conditioned I.C.T. suite; it has 30 computers which are networked and have access to the internet. We also have a brand new school website.

Like it so far? You haven't seen anything yet! Step outside and pause for a moment to take in our amazing grounds. Your child will be able to enjoy themselves on one of our 3 adventure playgrounds, and our well maintained field. If you want to chill out for a while then spend time in our Parle Pavilion and enjoy the sound of the handmade wind chimes. Notice our eco-friendly nature area; it even has a secret pathway (if you can find it!). The children have planted some lovely vegetables which we give to Mrs Pitts to cook for our school dinners, delicious!

After checking out our nature area, explore our spacious reception area, now for two classes as we start expanding our school, where the children can learn inside and outside. They have many things to choose from that help their learning.

We try our best to be as healthy as possible in our school and have a snack trolley available to everyone at morning break for those who get peckish. Our school dinners are delicious, but you can have packed lunches if you prefer, but please remember **WE ARE A NUT FREE SCHOOL**.

We are proud that we are a friendly, multicultural school and we believe in respecting others beliefs, this helps us to work together as a team and our uniform in St Helen's makes us feel that we are all part of one big community.

Each class has regular trips relating to their class topics, we all enjoy swimming lessons as part of P.E, playing instruments as part of music and we visit the church often so that we follow Jesus in every possible way.

We enjoy a fantastic selection of after school clubs including: cookery, needlework, football, board games and many more.

Our P.T.A. run a lot of events for us throughout the year, the summer fete, discos and a visit by Father Christmas are our favourites.

We think our school will be the perfect place for your child and look forward to you joining us soon.

# OUR AIMS







## The Aims of St. Helen's Catholic Primary School written by Governors and Staff



The underlying aim of this document is that attendance at this school will help children to become well balanced individuals, ready to meet the challenges of their personal future and also the 21<sup>st</sup> century.

We aim:

- To promote a Christian ethos through our actions, by celebrating our achievements, by our relationships with one another and by fostering an awareness of those in need.

*Our Children in Need  
Cake Sale*



- To continue the children's journey in faith through the rich opportunities of prayer, reflection, liturgies and assemblies.

These opportunities aim to take the children towards a deeper understanding of their faith and the faith of others.



*Our Prayer  
Room*

- To encourage and develop active citizens within our homes, our Parish, our community and God's wider world.

*Our choir at Nazareth House*



- To foster a climate where open and honest dialogue thrives. When issues need to be resolved, fairness and equality guide us to a solution. Everyone in the school community, including our Peacemakers model this.

*Our School Peacemakers*





- To promote positive behaviour and attitudes that encourages children to make informed and responsible choices about their actions.



*Our values*

- To provide an environment that encourages active and thoughtful listeners who can articulate their thoughts confidently and appropriately. The School Council plays a key role in communicating the pupils' voice and the views of all pupils are valued.

*Our School Council*



- To have the confidence, self belief and independence to make appropriate decisions.

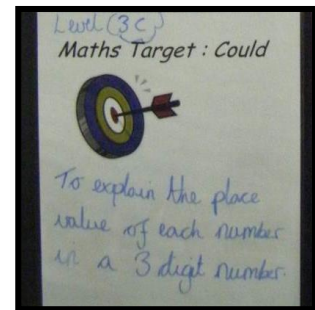
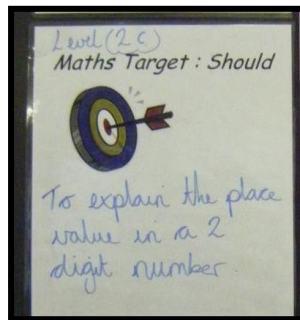
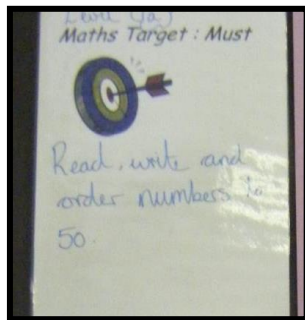


- To deliver a broad and balanced curriculum using a range of learning and teaching styles which motivate our pupils to be positive and independent learners. Cross curricular links are made wherever possible to consolidate learning.





- To encourage children to be active and reflective participants in the learning process, setting targets to help them achieve their highest possible standard.



- To acknowledge and facilitate individual needs and talents where possible. Through our wide range of extra-curricular clubs all pupils can develop and extend their personal interests and see the importance of co-operation and team spirit.

*Our sewing club*



- To utilise our school facilities and the local environment in order to provide diverse and exciting learning opportunities for all our pupils. Visits and residential trips enrich all aspects of learning.

*Our Residential trip to*



*Bradwell*

*R.N.L.I. Trip*



# ADMISSIONS AND THE INDUCTION PROCESS



## **ADMISSIONS**

Thank you for showing an interest in our school.

There are certain procedures which you need to follow when applying for a place at St. Helen's.

If you are applying for a place in next year's Reception Classes you should complete Southend Borough Council's Single Application Form (SAF) which must be submitted to them by **January 15th 2016**. The best way to apply is online at [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) but if you require a paper application these can be obtained from the Civic Centre, Victoria Avenue, Southend.

Parents/Carers applying for a place at this Catholic School must also complete our Supplementary Information Form (SIF) – this is available from our school office or our website and if you are a practising Catholic, you should ask your Priest for a completed Certificate of Practice.

These forms **(along with a copy of your child's Baptismal certificate)** must be returned to our school office by **January 22<sup>nd</sup> 2016** so that the Governors have the information in order to place the applications in priority order according to our admissions criteria.

YOU <b><u>MUST</u></b> COMPLETE BOTH SOUTHEND'S APPLICATION FORM AND THE SCHOOL'S SIF.
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If you are applying for a place in any other school year (except Year 3's September intake) you DO NOT need to complete the Council's form.

Our catchment area (St. Helen's Parish) is identified on the last page of this prospectus.

The standard number to admit is 60 pupils. Each year, there is one intake in September and all children start school part-time.



Parents/Carers will be informed of their child's allocated school place by the Borough Council on **18<sup>th</sup> April 2016**.

Please note the definition of a 'Practising Catholic' is a person who observes the Church's precept of attending Mass each Sunday and on Holy days of Obligation. The Governing Body will expect this practice to have been verified by a Catholic Priest using the Diocesan Certificate of Practice.



## ST.HELEN'S SCHOOL'S ADMISSIONS CRITERIA:

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children of practising Catholic parent(s), whose practice is verified by a Catholic Priest and who live in the Parish of St. Helen's
3. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest but who live outside the Parish of St. Helen's.
4. Other Baptised Catholic children, living within the Parish of St Helen's.
5. Other Baptised Catholic children, living outside of the Parish of St Helen's.
6. Catechumens and their children seeking Baptism and members of other Eastern Christian Churches.
7. Other Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Baptised Christian children of practising parent(s) as defined by their own Minister of Religion.
9. Christian children whose application is supported by a letter from their Minister.
10. Other children.

### Visits

Any Parent/Carer who is considering applying for a place at St. Helen's is most welcome to visit the school and meet with the Head Teacher. Visits can be arranged by phoning the office for a mutually agreeable appointment.

### Induction Sessions

Once a place at St. Helen's has been allocated to your child, we will contact you about our induction sessions (usually held in June/July and September). During these sessions, your child can spend some time getting used to their new exciting classroom and Parents/Carers are invited to a meeting, on the second session, with the Headteacher and other key people, such as the Parish Priest, Class Teacher and Chair of Governors.



### Special Educational Needs

If your child has a statement of special needs, you will need to contact the Special Needs Department at the Civic Centre as the admissions system is different for statemented children. We are an inclusive school and your child and your family would be very welcome and we would do our very best to meet your child's needs.

Ofsted Inspectors (October 2011) stated that "The school works well with external agencies to support pupils who need additional help. There is good practice, evident in several cases, in supporting the health, social and behavioural needs of pupils facing challenging circumstances".

### What you can do if your child does not get a place

If your child does not get allocated a place at St. Helen's, you have a right to appeal to an independent panel. Please contact the school if this is what you wish to do.

In addition to your right to appeal, you may wish to have your child's name placed on our waiting list. If a place becomes available, it will be allocated according to our admissions criteria.

# Our Ethos



## Our Ethos

St. Helen's is a Catholic School and as such every aspect of school life is based upon the Gospel values. Our Mission Statement centres around the word RESPECT and is a key tool in addressing all issues in our school – it is used regularly in assemblies, Masses (whole school and class Masses) and class Liturgies.

As a school, we set high standards both for work and behaviour. We also encourage our Pupils to develop their talents and to develop themselves spiritually, morally, socially and culturally. This is all in partnership with your family and the Parish family.

Assemblies are an important way to reinforce and develop our key values and beliefs. They are opportunities to gather as a prayerful community and they take many different forms so the children will have a rich experience of religious opportunities.

Our Prayer room is a space that is used by Pupils and staff alike in times of need, for prayer and reflection. The children are encouraged to add to prayers into our prayer book.



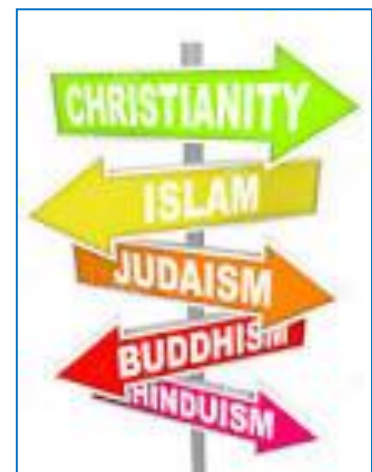




We teach Religious Education through the National Catholic scheme called "Come and See". The children know which Religious themes they will experience each year as there is a visual reminder

outside the prayer room – the children enjoy watching our school bus travel along our journey in R.E.

Every year we study 2 Religions other than Catholicity – this is essential in order that the children are prepared for the world they live in. These topics are often supplemented by trips such as to the Synagogue or by visitors from a specific faith coming into school to inform the children about their beliefs and customs.



The school Council play a key role in informing us about the views of the pupils in their class. The Pupils have to write a manifesto and get elected onto the Council by their class. The School Council set up our healthy tuck-shop and came up with the idea of the 'fun factory' – an inside facility at lunchtime where children can do puzzles, drawing, etc. Over the past year, they have also collected pupil's views about the expansion to the school and what they think we need. Every year they also interview our nominees for the "Citizen of the Year".

We have many charity days throughout the year and the children often organise the competitions themselves and decide which charity they would like to support.



Our Parish Priest regularly visits the school. He celebrates School and Class Masses, Reconciliation Services and other Liturgical Services. Some of these services take place in church.

#### Community Cohesion

Our last Ofsted Inspection report stated that "community cohesion is promoted well through the curriculum in relation to diverse faiths and lifestyles so that pupils develop secure understanding of these".

# St. Helen's – a healthy school



We are a "Healthy School". We strongly believe that children need to be encouraged to develop their healthy lifestyles at a young age which then they will hopefully continue throughout their lives.

Parents/Carers of our school also believe strongly in this initiative and support what we do.

So what do we do? Here are some of our activities:

- We run a successful school kitchen serving healthy school dinners which the children enjoy. All infant children (Years R, 1 and 2) are currently entitled to a free school dinner.
- We encourage pupils to have a balanced and healthy packed lunch.
- Our Healthy Cookery after school club is very popular.
- Cycling – we encourage cycling to school and run an after school bike club. We also have a whole school curriculum unit on cycling.
- Wide range of after school sports clubs.

- Healthy snack policy – Children may bring a plain biscuit or piece of fruit and a carton or small plastic bottle of non-fizzy drink for break time, but not sweets, chocolate or crisps. Please note this is not required in Reception Year as the children make their own snacks in class. We currently ask for a contribution of towards the cost of ingredients (a letter will be sent to Parents/Carers when their child starts Reception Year).



- Fruit & veg. Government initiative – every child in the infant classes are given a piece of fruit or veg. to eat every day – this is very popular with the children.

- We also have our Healthy tuck-shop, "SNACK ATTACK" – from 20p – 50p, your child can choose a healthy snack for break-time.



- The children have two physical education lessons a week. These may be in the hall for dance or gymnastics or in the playground or on the field for games or athletics.



- We also run a programme called "Activate" whereby the children do 10 minutes of physical exercise first thing in the morning and a further 5 minutes at the beginning of the afternoon. This helps the children to focus more effectively on their work and also helps to develop their gross and fine motor skills.
- Swimming is an important part of our Physical Education Curriculum. Each class attends weekly lessons for one half term per year at Garon Park.
- Through our Personal, Social, Health and Citizenship Education programme, the children develop their skills in relation to safety, healthy living, positive relationships and being a responsible member of the local community.



- Our sports teams regularly compete against other schools and we send competitors to the Catholic Sports, Borough Sports and other inter schools competitions.
- We encourage all pupils to be as active as possible, irrespective of ability, because at this school SPORT IS FOR ALL – again setting good patterns for the future.



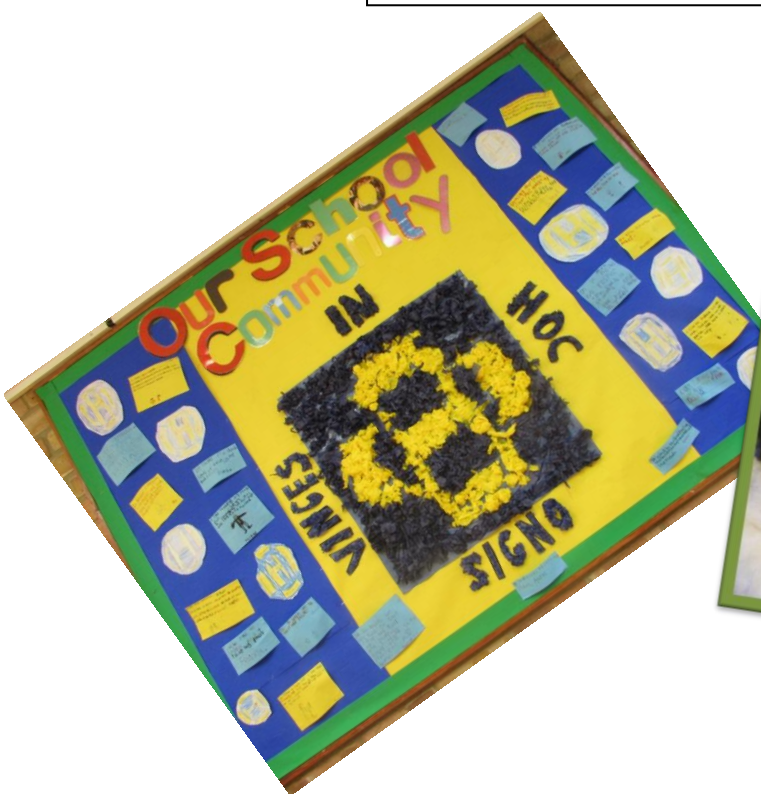
Please note that we do have children in our school who are allergic to nuts and so St. Helen's is a 'nut-free' school.



Therefore we ask for your co-operation in ensuring that nut products are not brought into school.



# General Information about our school



## OUR CURRICULUM

When Ofsted Inspectors visited us in October 2011, they found that:

"The recently restructured curriculum offers a good range of learning experiences".  
Year



Chinese New

- "The curriculum is generally well adapted for pupils with special educational needs".
- "Newly developed topics promote cross-curricular skills effectively."



- "There are good opportunities for art, music and physical development."

- "A good range of special events, visits, enrichment activities and good extra-curricular provision make a significant contribution to pupils' learning and enjoyment."

Hadleigh Castle





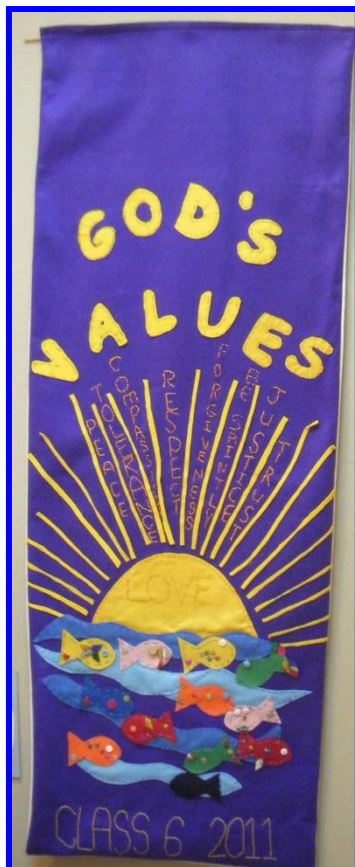
Our curriculum is based around topics with English, Maths and Music being taught separately. The children are taught how to transfer English and Maths skills across a range of subjects this helps the children to consolidate these important skills.

### **EXTRA CURRICULAR CLUBS**



Due to the generosity of our staff, we are able to provide a wide range of clubs which take place after school, and at lunchtimes. These are for infant and

junior children and are supervised by Teachers, Teaching assistants, Sports Partnership staff and volunteers. Please note that there is a small charge for these clubs.





## **PUNCTUALITY AND ATTENDANCE**

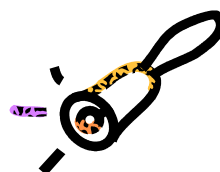
IT IS A LEGAL REQUIREMENT THAT CHILDREN ATTEND SCHOOL REGULARLY AND ARRIVE ON TIME.

### **Our School Hours are:**

Morning Session                      08.45 a.m. – 12.25 p.m.

Afternoon Session                  13.25 p.m. – 15.25 p.m.

Gates Open                            08.35 a.m. & 15.15 p.m.



It is vital that the children are at school regularly and arrive on time so that they don't miss:

- vital learning experiences
- opportunities to mix socially within our community.

At the end of each term, pupils with 100% attendance are rewarded with a special wristband at assembly and if they achieve 100% for the whole year, they are presented with a gold badge and a gift voucher from the PTA.

If your child is ill, we ask you to contact the school office before 9.15 a.m. every day that your child will not be in school. We have an absence line which is available 24 hours a day where you can leave a message advising us of the reason for their absence. Please note the office itself is only open from **8.30am til 4.30pm.**

Children who arrive at school after the gate closes at 8.45 a.m. have to be given a late mark. Children are encouraged to arrive on time and when they improve their punctuality, they are rewarded with stickers. If there is no change to their late pattern, the parent/carers will be invited in to speak with the Headteacher to discuss any difficulties there might be.



## **HOLIDAYS DURING TERM TIME**

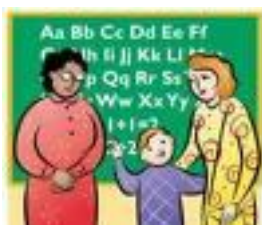
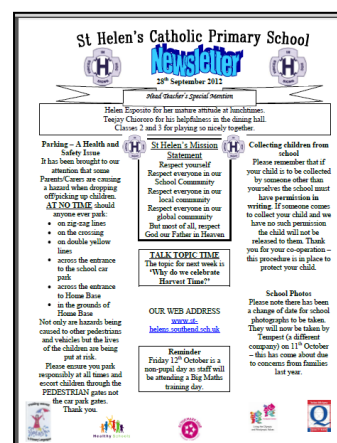
The Government have made it very clear that they think Parents/Carers should **not** take their children out of school during term time for holidays because of the negative impact it has on the child's education.

Head Teachers are no longer allowed to authorise holidays during term time. If, in extenuating circumstances, you need to take your child out of school, you need to write to the Head Teacher explaining the extenuating circumstances. The Head Teacher will then decide whether leave of absence can be granted for your child and, if so, for how long.

## **COMMUNICATION WITH PARENTS/CARERS**

Each week Parents/Carers will receive a newsletter celebrating the successes of the week and informing them of any forthcoming events. We do ask you to read it each week. Where possible this is sent to Parents/Carers via email (and is also available on the web site).

You are welcome to discuss any concerns you have regarding your child, with the class teacher. However, we would ask you to make an appointment through the school office if at all possible. You may wish to talk to the Headteacher and this can also be arranged by appointment.

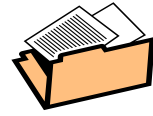


Progress Meetings are arranged twice a year to enable teachers and Parents/Carers to discuss their child's progress. Children are also invited to these meetings to discuss their progress and hear what they need to focus on next.

A detailed written report on each child is sent out to Parents/Carers each summer and a mini report is discussed at the Autumn and Spring Parent/Carer meetings.

There is an agreed policy of homework throughout the school and we do ask that you make sure that your child completes their homework.

All school policies can be viewed at the school office and some are available on the website. Should you require a copy there may be a small administration charge.



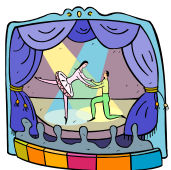
## **Texting Service**

We have a texting and e-mailing service which we use to advise Parents and Carers of different events, changes to clubs, school closures (in the event of bad weather etc) and general information. You will be asked upon your child's enrolment whether or not you wish to sign up for this free service.

## **Child Protection**

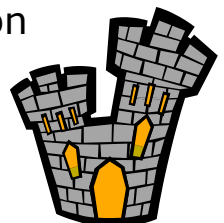
As a caring organisation with direct responsibility for children, our first concern must be with your child's welfare in all its aspects and therefore there may be occasions when we have to consult other agencies even before we contact you, particularly in relation to Child Protection concerns. The procedures we have to follow have been laid down by Southend, Essex and Thurrock Safeguarding Boards. All our staff receive training on these matters.

## **Charging Policy**



Activities provided for children to enhance the basic curriculum may require donations from Parents/Carers to cover their cost.

No individual pupil will be excluded from participating on the basis that a contribution is not made. We do try to keep any donation requested from Parents/Carers to a minimum. Activities may have to be cancelled if there are insufficient donations made towards the cost.



## **Concerns/Complaints**

St. Helen's ethos is central in all we do however we do realise there will be occasions when you may have concerns or may wish to make a complaint on curriculum or other matters. In the first instance please make an appointment with the class teacher. Should your concerns not be satisfactorily resolved, arrangements can be made for you to discuss the matter with the Headteacher. Should it be necessary, the next step would be to write to the Chairperson of Governors stating your concern/complaint.

We believe in two way communication and do take Parent/Carer concerns very seriously. In this way, we can all make sure your child is safe, happy and able to learn.



# LIVING AND WORKING TOGETHER AS A COMMUNITY



From September 2015 we increased our Reception intake from 30 to 60 children.

This means that in 2016 the year groups will consist will consist of:

Year R	2 classes of 30	Foundation Stage
Year 1	2 classes of 30	Key Stage 1 (Infants)
Year 2	1 class of 30	Key Stage 1 (Infants)
Year 3	1 class of 30	Key Stage 2 (Juniors)
Year 4	1 class of 30	Key Stage 2 (Juniors)
Year 5	1 class of 30	Key Stage 2 (Juniors)
Year 6	1 class of 30	Key Stage 2 (Juniors)

At present, we are a small school and one of the benefits of being a small school is that, all the staff and children in our community know each other very well. This important commitment will continue as our school expands. We have systems in place where older children support the younger children – they take this responsibility very seriously. These systems include:

- GUARDIAN ANGELS, where year 6 pupils look after the Reception children when they first stay for lunchtime and support them on the playground until they feel confident and have made friends.



- PEACE MAKERS – these children are trained to mediate when there are disagreements on the playground.



trained on the

- We also have Young Playleaders who organise lunchtime activities.

## **PROMOTING POSITIVE BEHAVIOUR**

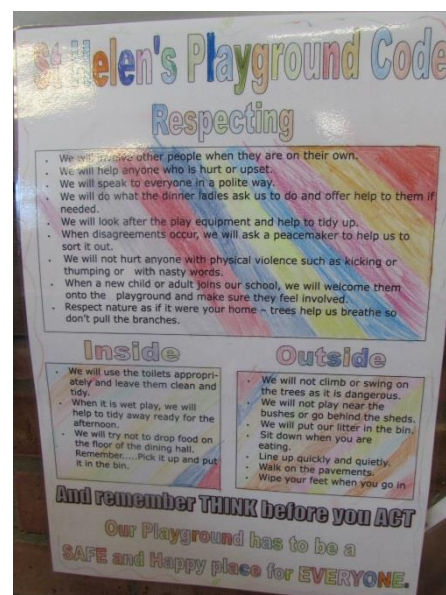
At St. Helen's, we expect high standards of behaviour which we link closely to the theme of Respect which is central to our Mission Statement.





Every member of our school community, both child and adult, deserve to be valued and shown respect and this is the core of our Promoting Positive Behaviour Policy.

Everyone is involved in promoting good behaviour – this includes staff, Parents, Carers and pupils. One way pupils have been involved is that they wrote our playground code – here it is:



We liaise closely with Parents/Carers in order to support their children in improving their behaviour – we find that if we all work together, there is usually a positive outcome.

We believe that in order for effective learning to take place, the children need to be well behaved so they and their peers can focus effectively on their tasks - be it individual, group or paired work.

As a school, we promote positive behaviour by awarding lots of well deserved certificates and giving lots of praise. Every week, a pupil is put forward to be the star of the week for their class and individual pupils or groups of pupils are awarded Headteacher awards – all these recognitions are celebrated in our weekly newsletter and through our celebration assembly.

By creating this atmosphere, the majority of our children do behave in an appropriate, polite and friendly manner which is often recognised and commented upon by visitors and when our children go out on trips.

We support children who find controlling their behaviour a challenge but we also expect them to start being responsible for their behaviour – knowing they have made a choice and what the consequences of their actions will be.

If a child has misbehaved, they will sometimes be asked to miss their playtime in order to review their behaviour and then they will be offered a fresh start in line with Gospel values.

There may be occasions when a child's behaviour gives greater cause for concern. If a child's behaviour disrupts other children's learning or goes against our mantra that "everyone has a right to feel safe and happy on our playground", then an exclusion from school for a fixed period may be necessary. If the behaviour continues, a permanent exclusion may be considered. Every effort would be made to avoid this serious action.

## **ANTI – BULLYING**



We aim to be a school where all children feel safe and happy both in school and on the playground. The school operates a policy of encouraging any child who experiences bullying **to tell**.

They may confide in any member of the school community or use our worry bag facility. This will then be

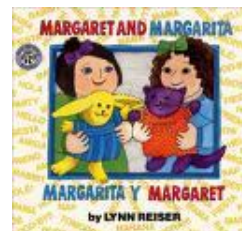
reported to a senior member of staff. Children are made aware that their concerns will be taken seriously, will be dealt with immediately and appropriate action/support will follow.



Every November, during National anti-bullying week, we revisit the theme of bullying when we revisit our slogan **NO BASH – No bullying at St. Helen's**.

## **PUPILS WHO SPEAK ENGLISH AS AN ADDITIONAL LANGUAGE**

Our school includes pupils for whom English is not their first language. We celebrate the many languages spoken in our school and support these pupils in becoming fluent in speaking English.



## **SPECIAL EDUCATIONAL NEEDS**

Children with Special Educational Needs are fully included in our school community. They are given extra help individually and in small groups by their class teacher, a teaching assistant and our Inclusion Manager who is a teacher. Liaison between the Inclusion Manager and the class teachers ensures a consistent approach to addressing each child's needs.

We operate The Code of Practice to support children with special learning difficulties.

Materials and support are also available for children identified as gifted and talented.

## **PUPILS WITH DISABILITIES**

Should a child with a disability join our school, all reasonable steps will be taken to ensure that they are given full access to the curriculum and made to feel a valued member of the school community.

In order to be better prepared for any disabled pupils or adults, we regularly review our provision and make plans to improve further. These 3 year plans are called our Accessibility Plan and our Disability Equality Scheme. Here are the current versions:

**ST.HELEN'S CATHOLIC PRIMARY SCHOOL**  
**ACCESSIBILITY PLAN 2014-2017**  
**Focus group: pupils**

**1. INCREASED ACCESS TO THE CURRICULUM**

- To ensure that the St. Helen's version of the Local Offer for SEND pupils appears on our website during the autumn term 2014.
- To review and adapt SEND Policies and Procedures where appropriate.
- To add a disability unit to our PSHCE programme.
- To continue to increase the number of books/ resources which include positive images of disabled people.
- To embed the use of mobile I.T. devices (Learnpads, laptops etc.) to support the learning of pupils with disabilities.
- To review progress and standards in Maths, Reading and Writing of any disabled pupils.
- For Subject Leaders to continue to consider the needs of disabled pupils who might join our school in the future and spend their budgets accordingly.



**2. IMPROVEMENTS TO THE PHYSICAL ENVIRONMENT**

- To ensure that if the building project goes ahead, all the plans meet the Disability regulations and make the building easily accessible for disabled people.
- Pupils to be involved in discussions about making our new build accessible for disabled pupils.
- When redecorating any area, choose contrasting colours - for any visually impaired pupils
- Edgings of playground and parts of adventure play- grounds to be painted yellow – for any visually impaired pupils.
- To continue to review our playground equipment and its accessibility for disabled children.

**INFORMATION IN DIFFERENT FORMATS**

- To continue to adapt resources to meet need e.g. enlarged print, pictorial clues, use of Makaton, use of simplified language.
- To continue to improve communication with Parent/Carers – e.g. information on website, use of texting service etc.



**ST.HELEN'S CATHOLIC PRIMARY SCHOOL**  
**DISABILITY EQUALITY SCHEME 2014-2017**

**Focus groups: pupils, staff, parents, carers and other people who use the school or who may wish to use the school**

**1. TO PROMOTE THE EQUALITY OF OPPORTUNITY**

- To ensure that our new build is accessible for all disabled people.

**2. TO ELIMINATE DISCRIMINATION**

- To ensure that information on our website is easy to understand and clear to read – consideration has been given to font size etc.
- To ensure that our new build is accessible for all disabled people.

**3. TO ELIMINATE HARASSMENT**

- To continue to use the "How it feels to be bullied because you are disabled" unit into our Anti-bullying week.
- To include disability as a theme within our assemblies.

**4. TO PROMOTE POSITIVE ATTITUDES TOWARDS DISABLED PEOPLE**

- To add a disability unit to our PSHCE programme (linked to accessibility plan).
- To continue to increase the number of books/ resources which include positive images of disabled people (linked to accessibility plan).

**5. TO ENCOURAGE PARTICIPATION BY DISABLED PEOPLE**

- To continue to encourage disabled people to work in our school in a paid or voluntary capacity.

**6. STEPS NEEDED TO MEET NEED – MORE FAVOURABLE TREATMENT**

To continue to:

- Analyse the needs of disabled pupils over break and lunchtimes and adapt staffing, where necessary, in order to support these pupils.
- Provide specialised equipment/ furniture for disabled staff and staff where possible.
- Make sure disabled people are comfortable at public school events – they are made welcome and where known, their needs are met.



# HEALTH AND SAFETY ISSUES



## **JEWELLERY**

A wrist watch and only one pair of **stud** earrings are permitted. Hoop earrings are not allowed for safety reasons. Earrings and watches need to be removed for P.E. lessons. Earrings should **be removed before school by Parents/Carers** for younger children or in school if older children can remove them independently. Staff are not allowed to remove pupils' earrings.

## **ILLNESS**

Children who are ill should not be sent to school. However, there will be times when a child becomes ill at school. In these circumstances, we will contact the Parents/Carers so that the child can be collected from school. Therefore it is **essential** that we have up to date telephone contact numbers for you and your other nominated contacts.

If a child is injured and needs hospital treatment, we will make every effort to contact the Parents/Carers but if we are unable to make contact, your child will be taken to hospital by members of our staff – all members of our staff are trained in basic first aid and some have been trained in paediatric first aid and first aid at work.



## **MEDICATION**



Children using asthma pumps will be supervised – please make sure that all pumps are named, handed to the school office and that they are regularly checked to make sure they are not empty/out of date.

It is not currently the practice of this school to give medicines to children, unless the child has a chronic condition which requires regular medication. If your child is on medication, such as completing a course of anti-biotics, Parents/Carers can come into school to give their child the medication at an appropriate time.

## **PARKING**

With the children's safety in mind we ask Parents/Carers to park safely and responsibly. There is a public car park near to the junction of North Road and London Road **which is currently free before 9am although there is a small charge if you need to use it at any other time.**



Please **do not park** in the following areas:

- ON ZIG ZAGS OR YELLOW LINES OUTSIDE SCHOOL
- SCHOOL CAR PARK
- DELIVERY ENTRANCE TO HOMEBASE
- SPACES RESERVED FOR TENANTS OF BLACKDOWN FLATS

## **SECURITY**

**The security of children and staff at St. Helen's is of paramount importance therefore we would ask that all parents and visitors wishing to access the school should report to the school office where they can sign in and receive a visitor's badge.**



# OUR UNIFORM FOR YEAR R



**Our school uniform is worn by all our pupils  
and it is worn with pride.**

Our uniform is available from:

Paul's Discount Clothing, Southchurch Rd, Southend

The Schoolwear Centre, Hamlet Court Rd, Westcliff

TO HELP US, PLEASE MAKE SURE THAT ALL YOUR CHILD'S UNIFORM IS  
**NAMED.**

Long hair (longer than shoulder length) needs to be tied back for health & safety reasons – all hair bands should be blue or black.

# **WINTER UNIFORM**

**All children need a warm waterproof coat.**

## **Reception Children**

Jogging Suits	Navy Blue, embroidered with School Name
Polo Shirts	Gold, To wear under Sweatshirt
Shoes	Black with velcro fastenings, not laces and preferably not buckles, NO TRAINERS
Socks	White for girls, grey for boys
Wellington Boots	For outdoor learning

# **SUMMER UNIFORM**

## **Reception Children**

Shorts	Navy
Polo Shirt	Gold School Polo Shirt
Dress	White/blue gingham - ONLY if the child can do up her buttons
Sun Caps	All pupils need a sun cap. Caps and hats with school logo can be purchased at the uniform shops.

## **P.E. Kit**

Shorts	Navy
T-Shirt	Gold with St. Helen's logo
Trainers	For outdoor activities
Bag	Gold, printed with school badge
Track Suit	A jogging suit/track suit maybe worn for games activities during cold weather

<b>Swimming</b>	
<b>Girls</b>	
Costume	One-piece only
<b>Boys</b>	
Trunks	Suitable type
<b>Both</b>	
Towel	Suitable for swimming
Swim Cap	<b>Compulsory</b>
Waterproof bag	Clearly marked with child's name

<b>Uniform adaptations for other Faiths</b>	
Hijab	Navy, Black or White

**All children should have a book bag, available from the uniform suppliers.**

### **Earrings in school**

- **Earrings must be removed for P.E. and swimming lessons.**
- We strongly recommend that pupils leave their earrings **at home** on P.E./swimming days.
- If they forget to leave their earrings at home, they will be asked to remove them (as staff are not allowed to remove earrings) and we will **not** be responsible if earrings go missing.
- With younger children, it is vital that Parent/Carers take full responsibility for the removal of the earrings at home.

**IF YOU ARE NOT SURE WHEN YOUR CHILD HAS P.E. LESSONS, PLEASE ASK THE CLASS TEACHER.**

# OUR UNIFORM

## YEARS 1 - 6



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**NAMED.**



Long hair (longer than shoulder length) needs to be tied back for health & safety reasons – all hair bands should be blue or black.

<b>WINTER UNIFORM</b>
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<b>All children need a warm waterproof coat.</b>
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<b>Year 1 upwards GIRLS</b>
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Pinafore Dress/ Skirt	<b><u>Navy</u></b> , knee length
Shirt	White
Tie	School colours
Jumper Cardigan	Navy, V-neck with School badge Navy with School badge
Trousers	<b><u>Navy</u></b> , tailored, <b><u>not stretch material</u></b> .
Tights	Navy
Socks	White, knee length
Shoes	Black, sensible walking shoes, NO HIGH HEELS OR SLING BACK STYLES, NO TRAINERS

<b>Year 1 upwards BOYS</b>
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Trousers	Dark grey
Shirt	White
Tie	School colours
Jumper	As described earlier
Socks	Grey
Shoes	Black, sensible, NO TRAINERS

<b>SUMMER UNIFORM</b>	
<b>Year 1 Upwards GIRLS</b>	
Summer Dress	White/blue gingham
Year 6 Girls	May continue to wear winter uniform in their final summer term
<b>Year 1 Upwards BOYS</b>	
Shirt	White short-sleeved
Tie	School colours
Trousers	Short or long, dark grey
Socks	grey

<b>For All</b>	
Shoes	Black
Sandals	Black, Navy or White. Enclosed heels. No sling backs/high heels
Sun Caps/ Winter Hats	All pupils need a sun cap. Caps and hats with school logo can be purchased at the uniform shops.

<b>Unisex P.E. Kit</b>	
Shorts	Navy
T-Shirt	Gold with St. Helen's logo
Trainers	For outdoor activities
Football boots	Optional
Bag	Gold, printed with school badge
Track Suit	A jogging suit/track suit maybe worn for games activities during cold weather

<b>Swimming</b>	
<b>GIRLS</b>	
Costume	One-piece only
<b>BOYS</b>	
Trunks	Suitable type
<b>Both</b>	
Towel	Suitable for swimming
Swim Cap	Compulsory
Waterproof bag	Clearly marked with child's name

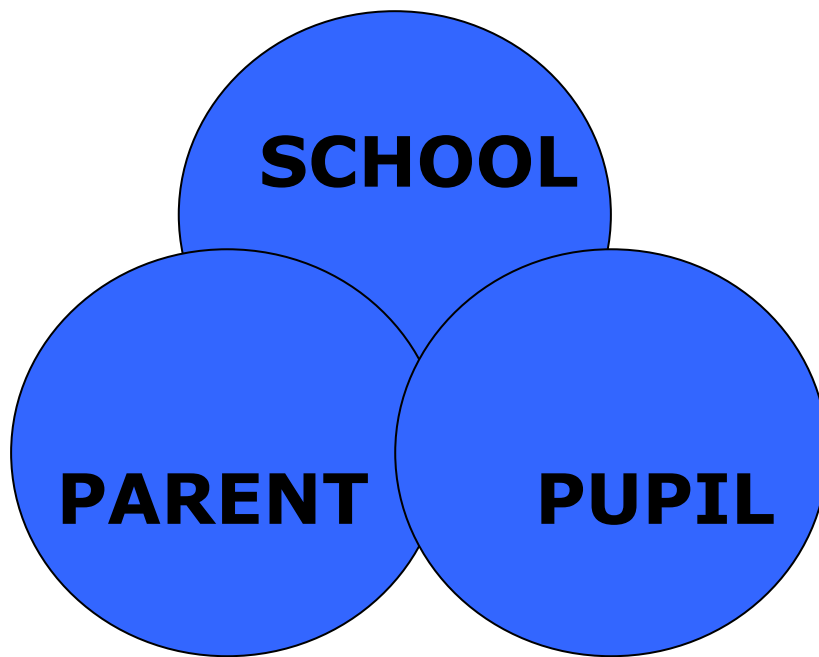
<b>Uniform adaptations for other Faiths</b>	
Hijab	Navy, Black or White

**All children should have a book bag, available from the uniform suppliers.**

### **Earrings in school**

- **Earrings must be removed for P.E. and swimming lessons.**
- We strongly recommend that pupils leave their earrings **at home** on P.E./swimming days.
- If they forget to leave their earrings at home, they will be asked to remove them (as staff are not allowed to remove earrings) and we will **not** be responsible if earrings go missing.
- With younger children, it is vital that Parent/Carers take full responsibility for the removal of the earrings at home.

**IF YOU ARE NOT SURE WHEN YOUR CHILD HAS P.E. LESSONS, PLEASE ASK THE CLASS TEACHER.**



# **PARTNERSHIP**

# **AGREEMENT**

ST HELEN'S CATHOLIC  
PRIMARY SCHOOL



HOME/SCHOOL AGREEMENT  
Child's Name.....

A copy of our agreement is set out  
on the following pages.

You will be given a copy to sign  
when your child has hopefully  
been allocated a place at  
St. Helen's.

## OUR MISSION STATEMENT

RESPECT YOURSELF,  
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,  
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,  
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY  
BUT MOST OF ALL, RESPECT GOD OUR FATHER IN HEAVEN

At St Helen's, to ensure that the Mission Statement is fulfilled,  
we;

- Provide a secure, caring environment inspired by Christ in which every member of the school community feels welcomed.
- Ensure your child will be valued and respected as a unique individual with particular needs and abilities.
- Provide a religious education programme which will give knowledge and understanding of the Catholic faith.
- Ensure that there are opportunities for prayer and liturgy appropriate to your child.
- Provide a balanced curriculum which is of the highest possible quality and which meets the needs of your child.
- Treat your child with respect, kindness, and courtesy and encourage him/her to behave to others in the same way.
- Endeavour, through a range of activities, to encourage your child to be actively involved with the parish and wider community.
- Make it as easy as possible for parents/carers to communicate with and be involved in the school.



- Contact parents/carers if concerns arise which may affect your child's work or behaviour or health.
- Keep parents/carers informed about school activities via newsletters and notices.
- Keep available copies of all current school rules and policies for parents/carers to see.
- Supply a written report on your child's achievements and progress each academic year.
- Listen to the views of the children and through the School Council, act upon constructive suggestions.

Head Teacher's

signature.....

I / We, the Parent/Carer(s) will:

- Support the Mission Statement.
- Support the religious education, ethos and the worship of the School.
- Ensure that my/our child attends school on time with proper equipment.
- Keep the school informed of matters that may affect my/our child's work or behaviour or health.
- Acknowledge that holidays are **not** permitted during term time.
- Take an active interest in my/our child's progress.
- Support my/our child in complying with the school's homework policy.
- Encourage my/our child to engage fully in school and parish life.
- Treat all members of the school community with consideration and courtesy.
- Read and respond promptly, where appropriate, to all communications from the school.
- Fully support the School Rules and policies - particularly those concerned with the wearing of correct full school uniform, behaviour, discipline and bullying.
- Support the work of the Parent Teacher Association. (PTA)

Parent (s) signature:.....

For children Year 3 and upwards.

I, the Pupil, will:

- Show respect for the feelings, work and possessions of others.
- Be friendly and helpful to others.
- Keep to the playground code.
- Do all my class work and homework as best as I can.
- Take good care of the school buildings and equipment.

Pupils Signature.....

## OUR CATCHMENT AREA (ST. HELEN'S PARISH BOUNDARY)



Westcliff on Sea - Boundary

Leigh - from River Thames, north by Chalkwell Ave  
and Westbourne Grove to Fairfax Drive

Prittwell - East by Fairfax Dr., Gainsborough Dr. and West Street to Victoria Ave

Southend - South by Victoria Avenue, High Street and Pier Hill, to the River Thames

Please note - Unless stated otherwise, the boundaries run along the middle of the road