

Part of the
Assisi
Catholic Trust



ST. HELEN'S CATHOLIC PRIMARY SCHOOL



Head Teacher: Elizabeth Mouchel

Asst. Heads: Philippa Faulkner &
Helima Curtis

PROSPECTUS

Diocese of Brentwood



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



SS0 7AY

Part of the Assisi Catholic Trust

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)

Welcome to St Helen's Catholic Primary School. We hope you find all the information you need within this prospectus. If you would like to know more please contact the office (01702 343823) to arrange a visit. We would love to meet you.



School Aims

At St Helen's we aim to help children to become well balanced individuals, ready to meet the challenges of their personal future and that of the 21st 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.



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.

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



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 models this.

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



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.

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

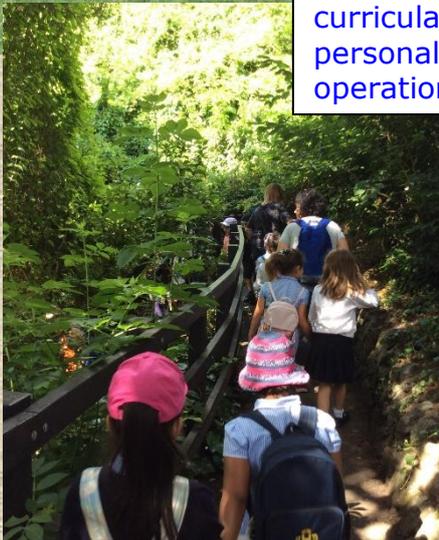


To deliver a broad and balanced curriculum using a range of learning and teaching styles which motivate our pupils to be positive and independent learners. Cross curricular links are made wherever possible to consolidate learning.

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.



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.



Admissions

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 2024**. The best way to apply is online at www.southend.gov.uk/admissions but if you require a paper application these can be obtained from the Civic Centre, Victoria Avenue, Southend.

Please check our Oversubscription Criteria as Parents/Carers applying for a place at this Catholic School must also complete our Supplementary Information Form (SIF) **if they are applying under oversubscription criteria 1, 2, 3, 4, 6, 7 or 8** – this is available from our school office or our website.

This form **(along with a copy of your child's Baptismal certificate or other supporting paperwork as per the notes attached to the SIF)** must be returned to our school office by **January 15th 2024** so that the Governors have the information in order to place the applications in priority order according to our admissions criteria.

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 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 for a short initial period.

Parents/Carers will be informed of their child's allocated school place by the Borough Council on **16th April 2024**.

Oversubscription Criteria for our school for 2024 - 2025

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St. Helen's. (see notes 3&11)
3. Catholic children who are resident in the parishes of Sacred Heart, Our Lady of Lourdes and St. Teresa's for whom St. Helen's is the nearest Catholic school. (see notes 3&11)
4. Other Catholic children (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Catechumens and members of an Eastern Christian Church. (see notes 4&5)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 6)
8. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
9. Any other children.

Please see our admissions policy for full details.

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.

There is a copy of our Admissions policy on our website.

If you need any help with the admissions process, please phone the school office and ask for Mrs Walton who is happy to help.

Reception Class

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. Parents/Carers are invited to an evening meeting with the Headteacher, the EYFS Team and other key people.



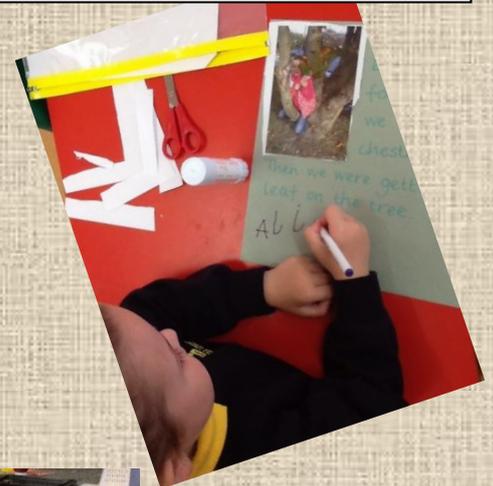
Special Educational Needs

If your child has an Education, Health and Care Plan, you will need to contact the Special Needs Department at the Civic Centre as the admissions system is different for children with an EHC plan.

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.



Reception Class children make snacks every day so they do not need to bring in their own food or money for Snack Attack.

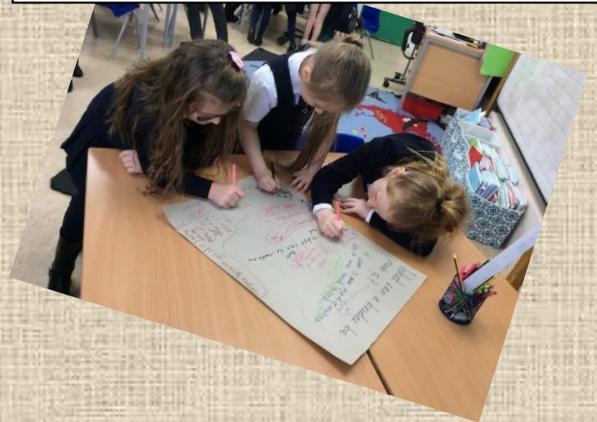


Curriculum

We believe that education encompasses the whole child both physically and mentally with the need to ensure the wellbeing of each individual. Keeping ourselves safe and healthy by learning about personal, social, emotional and health issues is essential.



Our curriculum is based on the National Curriculum and is broadly delivered through a Topic based approach. This gives relevance to learning, enables skills and knowledge to be combined creatively and engages children through things that interest them. Our curriculum is enriched with trips, visitors and exciting experiences both in and out of school.



Breakfast club/Afterschool club

Breakfast club starts at 7.45 each morning and children can enjoy breakfast and a variety of activities before the start of the school day. Payment for this is made on School Coms.

After school club can be booked through School Coms and is available to 4.15 or 5.15. Children who stay till 5.15 will have a light snack as well as taking part in the variety of activities available.

School Meals and healthy eating

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.



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



Healthy snack policy – Children may bring in 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.

Our kitchen serves healthy school dinners which the children enjoy. If your child would prefer a school packed lunch these are also available. All lunches are booked on School Coms but sample menus can be found on our website. All infant children (Years R, 1 and 2) are currently entitled to a free school dinner/packed lunch.

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.

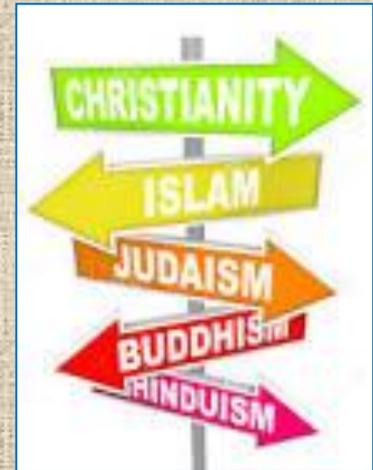
Assemblies are an important way to reinforce and develop our key values and beliefs. They are opportunities to gather as a prayerful community and they take many different forms so the children will have a rich experience of religious opportunities.

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 present informative assemblies on the themes of internet safety and bullying. They also collected pupil's views about the expansion to the school and what they thought we needed! Every year they also interview our nominees for the "Citizen of the Year".

Other positions of responsibility for our pupils include our Liturgy Leaders and Eco Warriors.

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.

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.

Our School Hours are:

| | EYFS and years 1 and 2 | Junior Classes (Years: 3 & 4) | Junior Classes (Years: 5 & 6) |
|-------------------|-------------------------------|--|--|
| Morning session | 8.45am -12.15pm | 8.45am -12.25pm | 8.45am - 12.25pm |
| Lunchtime | 12.15pm -1.15pm | 12.25pm -1.25pm | 12.25pm - 1.25pm |
| Afternoon session | 1.15pm – 3.15pm | 1.25pm – 3.20pm | 1.25pm – 3.25pm |

Gates Open 8.30am & 3.10pm

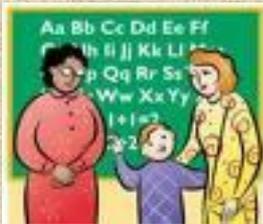
It is vital that the children are at school regularly and arrive on time.

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.



Learning Conferences take place twice a year and a detailed written report on each child is sent out to Parents/Carers once a year.

We hope you have found everything you want to know. If not, please look on our website or make an appointment to come and visit our school.