



# St Monica's RC Primary School

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Dear Parents,

On behalf of the children, staff and governors I would like to welcome you to our school. We are delighted that you have chosen St. Monica's for your child and we look forward to developing our partnership together in your child's education and development.

At the heart of our school is our Catholic faith, and we aim to develop the whole child during their time here at St. Monica's. We place equal emphasis on children's spiritual and moral development as well as their academic, physical, creative and social development. We also recognise the real importance of children's wellbeing in ensuring that all children are happy in school and ready to learn.

Our staff team at St. Monica's share a commitment to helping each child achieve their potential. Our curriculum is a broad and balanced curriculum that offers a variety of learning experiences for the children to ensure that their learning is relevant and engaging. We support and challenge the children on their learning journey and many visitors to our school comment on the polite and well behaved children that they meet here.

The school staff, governors, parents, members of our parish and wider community work together to provide quality learning opportunities that prepare the children for their future in a diverse society and we aim for them to be active participants in our society, once they leave St. Monica's

If you have any questions, please do not hesitate to contact the school.

Yours sincerely

Mr M Doherty  
Headteacher

## **MISSION STATEMENT**

Here at St. Monica's, we recognise that we are all cherished members of God's Family.

We love and care for one another, and trust God to guide us in all we do and say.

By learning together, we aim to achieve, and by working together, we will succeed.

## **AIMS OF THE SCHOOL**

### **Our Curriculum Intent**

**At St Monica's we want all of our children to be happy and to have the skills and knowledge needed to be able to contribute to our world as confident, caring and active members of our school, parish and community, demonstrating their unique potential as created in the image of God.**

**We want our children to be respectful and kind and to embody our catholic ethos through living out our school mission statement.**

Our school curriculum comprises all learning and other experiences planned for the children. These may include, but are not limited to, the formal curriculum, trips and visits, research topics and extra-curricular activities. The national curriculum forms one part of our school curriculum and provides an outline of core knowledge around which teachers can develop exciting and stimulating lessons to promote the development of pupils' knowledge, understanding and skills as part of the wider school curriculum.

## **RELIGION**

The school is a Roman Catholic School, conducted in accordance with the rites and observance of the Roman Catholic Faith. The Salford Diocesan Syllabus "Come and See" is followed in all classes. Curriculum RE accounts for up to 10% of direct teaching time. Our faith is also expressed through assemblies, class worship and other opportunities for prayer, as well as through our Mission Statement and our expectations of all members of the school community. It is expected that children admitted to the school will take a full part in the religious life of the school. However, we welcome all here at St. Monica's and recognise the diverse richness of our school community.

## **SAFEGUARDING**

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse.

We aim:

- to ensure that children within our school feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work with children
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively.

***The named safeguarding officer for St. Monica's is Mr Doherty. The Deputy Safeguarding officers will be Mrs Cosgrove and Miss Keville.***

## **BUILDING FUND**

Parents are asked to support the school's building fund, and each family is asked to contribute. Contributions are paid into a Diocesan Schools' Fund and money can be accessed when major work needs to be undertaken e.g. rewiring, resurfacing playgrounds, major building repair work etc. Most recently, this fund has enabled us to rewire the infant building, up-grade the lighting, install new heating in the junior building and re-roof part of the infant building. Your support is greatly appreciated and needed.

## **PASTORAL CARE**

All members of staff are involved in pastoral care of the pupils under the overall guidance of the Headteacher. We place great emphasis on the wellbeing of our children and families and encourage open and honest dialogue with you as parents/carers in ensuring the wellbeing of your child. We employ the use of a social worker from CARITAS, to support our children and families with any pastoral or wellbeing concerns that may arise. Beyond this, the school is served by an Educational Psychologist and School Nurse.

## **SCHOOL HOURS**

School commences at 8.55 am and ends at 3.25pm for EYFS and KS1 and at 3.30pm for KS2. The children wait on the playground in the morning until they are collected by their teacher. Children can arrive in school from 8:45am and classroom doors will be open at 8.50am. Any child arriving after 9:05am must be signed in at the school office. Parents are asked to wait in the playground for their child. If parents are collecting both infant and junior children, they should collect their children from the infant playground first and then proceed to the junior playground. In emergency circumstances, children who have not been collected by 3:40pm will be asked to wait at the school office until their parent/carer arrives.

There are approximately 332 children on roll. Presently there are five EYFS and KS1 Classes and six KS2 Classes. The school has a one and a half form entry, and so mixed-age classes form part of the classroom organisation. In addition, the nursery offers places to children over 3 years of age.

## **ASTHMA and MEDICATIONS**

Staff are under no obligation to administer medicines. Individual teachers may agree to administer prescribed, clearly labelled prescribed medicines. Parents will be asked to sign a consent form before any medication is given.

Children who need an inhaler for asthma should carry their inhaler with them. This should be clearly marked with their name and class. Please contact the school for details of our asthma policy and information regarding the emergency administration of inhalers.

## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Our school welcomes children with special educational needs and where adequate and appropriate resources allow, aim to meet the needs of all children. We provide access to a broad, balanced, and relevant curriculum ensuring children share the same equitable opportunity. We welcome parents to visit the school to view existing facilities.

The school follows the Code of Practice on the Identification and Assessment of Special Educational Needs.

Provision is made as far as possible within the school for all children with special needs. Continuous assessment is undertaken of the needs of the individual child so that appropriate provision can be made in the school. Our SEND coordinator is Mrs J Agnew.

## **BEHAVIOUR**

The children are expected to have good manners and respect for all. They are also taught to have respect for each other and for property in the school. The Behaviour Policy sets out expectations for behaviours and outlines steps taken when expectations are not followed.

We also expect high standards of behaviour from parents and visitors to our school and the Parental Access Policy outlines the procedures that are in place for dealing with abusive or aggressive behaviour towards staff or a child.

## **ATTENDANCE**

If your child is absent, please telephone the school on the morning of the first day of absence with an indication of how long you expect your child to be away for. Should you anticipate a long period of absence, please contact the school either by telephone or in writing.

**The law does not give any entitlement to parents to take their child on holiday during term time.** Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of the leave. Parents can be fined by the Local Authority for taking their children on holiday during term time without consent from the school.

## **DINNERS**

Your child may have a school dinner or bring a packed lunch. If your child chooses to have a school dinner you will be given log-in details to our online ordering system once they start. Your child will be able to choose each week from the menu choices of what they would like to eat and payment for the meals are made via your account once selected.

All children in Reception to Year 2 are entitled to a free funded school meal.

If your child is in Years 3 to 6 and you think your child may be entitled to free school meals, application forms are available from the School Office or from [Trafford.gov.uk](http://Trafford.gov.uk).

The cost for a school meal is £2.60 per day (this includes any children who attend our Nursery full time and would like a school dinner).

Children bringing packed lunches should be provided with the following items:

- a) A **named** plastic sandwich box
- b) A **named** plastic bottle with screw-top for drinks.
- c) A bag in which all these items can be easily stored.

## **SCHOOL DRESS**

School uniform must be worn by the children. V-neck sweaters, coats and PE kits bearing the school emblem are available on-line along with school ties and book bags. The website address is [www.pbuniform-online.co.uk/stmonicas](http://www.pbuniform-online.co.uk/stmonicas). You will need to register on the home page and then you will be able to order school uniform.

### **Uniform**

- White shirt
- Red tie
- Bright red v-neck sweater
- Grey long or short trousers or Grey skirt/pinafore dress
- Grey socks
- Black school shoes

During the summer term, pupils may wear red gingham dresses with a red button cardigan and white socks if they wish. Dresses and skirts should be knee length.

In addition, all children will need a pair of black pumps for inside school.

Children who attend our Nursery may wear plain black jogging bottoms or plain black leggings along with a red school sweater, polo shirt and black school shoes.

### **P.E. KIT**

P E Kits consist of a red round-necked T-shirt and black shorts and can be ordered in the same way as the school uniform. Outdoor PE kit of black track suit bottoms and a red sweat-shirt should be worn.

***Please make sure all clothing, including shoes, pumps etc are clearly marked.***

Jewellery must **not** be worn by the children.

## **THE CURRICULUM**

The curriculum includes learning all those activities which are designed to promote the spiritual, moral, cultural, mental and physical development of pupils which prepare them for the opportunities, responsibilities and experiences of adult life and society.

**The Early Years Foundation Stage Curriculum** is followed by the children in the nursery and reception classes.

The curriculum is organised into seven areas of learning:

- communication and language;
- physical development
- personal, social and emotional development.
- literacy;
- mathematics
- understanding the world
- expressive arts and design.

At **Key Stage 1 and Key Stage 2**, the National Curriculum consists of Mathematics, English, Science, Design & Technology, Computing, History, Geography, Art & Design, Music and Physical Education, Personal, Social and Health Education, including Relationships and Sex Education (RSE). In Key stage 2, the children also learn French as part of Modern Foreign Languages (MFL) provision.

## **BREAKFAST AND AFTER SCHOOL CLUB**

The Club is open in term time only (excluding INSET days) for pupils at St Monica's RC Primary School (Reception to Year 6). We are open every morning, Monday to Friday from **7.45am – 8.55am** and from **3:30pm – 6:00pm**. Breakfast is served from 7.45am until 8.15am. Breakfast comprising of cereal, toast, fruit, water and milk will be provided, followed by activities for children once they have eaten. All children will be taken straight to their classrooms at the end of each session. An after school snack is served between 4:00pm and 4:30pm. This may comprise of a sandwich, crumpets, yogurt, and fruit. Milk and water will be available for the children to drink. For further information, please contact [clubs@stmonicasrc.co.uk](mailto:clubs@stmonicasrc.co.uk)

## **EXTRA CURRICULAR ACTIVITIES**

There are increasing opportunities for extra curricular activities that will be available to children and these will be offered to children as and when they are available for each year group.

## **THE FAMILY AND FRIENDS OF ST. MONICA'S**

The FAFSM is a valuable support for our school through their fund raising activities. If you are interested in joining, please contact Mrs Hill at school.

## **AMENDMENTS**

*The details given in this document are accurate at the time of writing, but since the school arrangements are subject to change, there can be no guarantee that they will remain in the future.*