



HOLY CROSS CATHOLIC PRIMARY SCHOOL



PROSPECTUS 2017/2018



Website: www.holy-cross.eschools.co.uk

Dear Parents/Carers,

Welcome to Holy Cross Catholic Primary School. Choosing the right school for your child is one of the most important responsibilities you undertake. Thank you for your interest in our school.

Holy Cross Catholic Primary School has adopted the motto “**Act justly, love tenderly and walk humbly with God**” and it says a lot about our school. We are proud to be a Catholic school and we hold dear to our Mission Statement. There is a determination to make learning fun and the importance placed on relationships throughout the whole school is evident. The motto tries to embrace the school ethos.

Within this context the school is committed to allowing each child to fulfil their potential. We continue to focus beyond academic boundaries, although our expectations for these are high, and consider each child’s personal development. It is critical that our children feel good about themselves, have high self-esteem, self-confidence, are resilient and are provided with a range of opportunities that make them believe that they can do anything. We continue to deliver many and varied extra-curricular activities, including sports, art, ICT, residential, environmental, drama and music.

We recognise that Parents are the first educators of their children and as such must be fully involved in the learning process. Children learn best when home and school work together.

I feel that it is important that the whole school holds onto the breadth of the curriculum. As national initiatives focus on Literacy, Numeracy, Science, ICT and RE, we do not forget the place of the creative and aesthetic subjects such as Art, Music, PE and Drama. The school has embraced the 'Excellence and Enjoyment' agenda and will continue to design a ‘new’ curriculum appropriate for our pupils. Pupils will be engaged by learning that develops and challenges them and excites their imagination. Our teaching is clearly focused on individual learning needs.

Although our school is only small in terms of space, we continue to make tremendous inroads into maximising all opportunities for learning. The Multi-Use Games Area in Beaumont Park and the Roof and Presbytery Gardens, as outdoor playground space (and outdoor classroom) should be celebrated. We are proud of the Building programme that will eventually expand the school to 330 pupils – eleven classes. To be able to bring to life Holy Cross Church as a wonderful hall and worshipping space is a huge achievement that will have such an impact on our ability to come together as a school community.

The Portable Netbooks and iPads have expanded our ability to deliver an ICT curriculum immeasurably and also to use ICT to support all curriculum areas.

I believe that we have an outstanding school. The pupils are taught so well and they make very pleasing progress. They are keen to engage, are polite, and share an understanding of their own responsibility to learn. The teachers are committed to raising standards, well supported by all staff.

The governors too are well informed, keen to be actively involved and willing to share their skills and attributes. Our Federation with The Cathedral School of St Mary - **Mary of the Cross Federation** – continues to grow as we support one another. The administration of the school is effective and the financial management allows us to be creative and purposeful. Many who enter the school comment on our ethos as we work together in a caring, happy environment. Long may we continue to act justly, love tenderly and walk humbly with our God.

Paul Cotter

Executive Head Teacher



Holy Cross Catholic Primary School Our Mission Statement

Celebrating Community



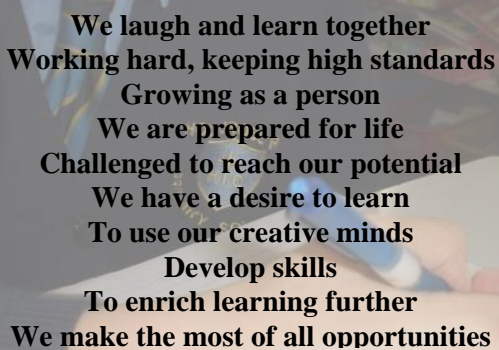
**We are Gifts
We use our talents to be the best
we can be
We must act responsibly
We celebrate our differences**

Caring Community



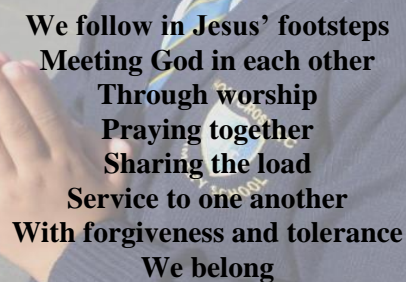
**We welcome all
Into our safe, happy, caring family
We value and respect each other
Looking after and supporting one
another
We journey together
Looking for the good in each other
And hope in the world
We value all relationships**

Learning Community



**We laugh and learn together
Working hard, keeping high standards
Growing as a person
We are prepared for life
Challenged to reach our potential
We have a desire to learn
To use our creative minds
Develop skills
To enrich learning further
We make the most of all opportunities**

Living Community



**We follow in Jesus' footsteps
Meeting God in each other
Through worship
Praying together
Sharing the load
Service to one another
With forgiveness and tolerance
We belong**

Act justly, love tenderly and walk humbly with your God.'(Micah)
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School Information

Address:	2 Beaumont Road St Judes Plymouth PL4 9BE
☎:	01752 225420
Fax:	01752 252293
E. Mail:	holy.cross.rc.primary.school@plymouth.gov.uk
Web site:	www.holycross.plymouth.sch.uk
Find us on Social Media:	Facebook: www.facebook.com/HolyCrossSchoolPlymouth Twitter: @HolyCrossPlym
Pupils on roll:	285
Type and age range:	Primary School 4 -11 years
Exexecutive Head Teacher	Mr Paul Cotter
Head of Learning	Mrs Dawn Potterton
Chair of Governors	Mrs Marcia Wolstencroft

Director of Children Services

☎01752 307400

Windsor House

Tavistock Road

City of Plymouth

PL6 5UF

Plymouth CAST

☎01364 645450

St Boniface House

Ashburton

Devon

TQ13 7JL



Teaching Staff

Hannah Yorke and Anna Palarm	Foundation Stage
Sophie Heaton	Year 1/2
Frankie King and Kate Duthie	Year 1/2
Tim Driscoll	Year 1/2
Abbi Cairns	Year 3/4
Sarah Mooney	Year 3/4
Bethany Bailey	Year 3/4
Rachael Riley	Year 5
Kate McCalley	Year 6
Jo Cotter (SENCO)	Part time
Kate Rhodes	PPA Time

**Classroom Assistants**

Kate Goddard	Teresa Haines	Louise Baines
Jane Philips	Kathy Jarvis	Stephanie Boast
Eileen Stevenson	Debra Coyte	Tina Jarvis
Elaine Glanfield	Natasha Blackmore	Louise Baines
Tracy Kirk	Tracy Cook	Claudia Tanase
Sophie Collier		

Senior Administrator

Sharon Leach

Admin Assistant

Angela Rosevear

School office hours - 8.30~3.30pm**Parent Support Advisor**

Rachel Confue

Mealtime Assistants

Lisa Hendy	Eileen Stevenson	Anne Massey
Sharon Thomas	Tina Jarvis	Alina Neagoe
Claudia Tanase	Sarah Harvey	Alina Magearu
Tamsyn Taylor	Elivira Pechkina	Vaslicia Pascariu
Malgorzata Grzegory		

**Kitchen Manager/ Cook**

Karen Barber

Kitchen Assistant

Cheryl Lang

**Breakfast Club Staff**

Elaine Glanfield, Jane Phillips and Lisa Hendy

School Hours 8.30 ~ 3.15 p.m

School teaching time per week (*excluding registration, breaks and corporate acts of worship*)

Key Stage 1	4 ~ 7 year olds	21.45
Key Stage 2	8 ~ 11 year olds	22.50

Mary of the Cross Federation Governing Body

(This includes The Cathedral School of St Mary and Holy Cross Catholic Primary School)

4 Foundation Governors appointed by the RC Bishop.

2 Parent Governors elected by the parents.

5 Staff Governors (including the Headteacher and non teaching staff).

Total Number 13

Governors

Mr Paul Cotter (Headteacher) (elected to be a governor)

Mrs Marcia Wolstencroft Foundation – Chair of Governors

Mrs Marguerite Sperring Foundation – Vice Chair

Mrs Dawn Potterton Associate Governor

Mrs Kim Brady Associate Governor

Mr Sean Harrison Foundation Governor

Mrs Pauline Hands Foundation Governor

Mr Bogdan Radu Foundation Governor

Mr Gary Fitcher Foundation Governor

Mrs Lisa Martin Parent Governor

Mrs Nicola Chong Parent Governor

Miss Chelsea Mildren Staff Governor

Mr Tim Driscoll Staff Governor



Clerk to the Governors

Mrs Angela Turner



SCHOOL WEBSITE

Holy Cross has its own website **www.holy.cross.plymouth.sch.uk**. It is used both as a source of information as well as an aid of communication. Staff, parents and children all have their own login account and **all** are encouraged to use it.

Facebook: **www.facebook.com/HolyCrossSchoolPlymouth**

Twitter: **[@HolyCrossPlym](https://twitter.com/HolyCrossPlym)**

ADMISSION TO SCHOOL

There is a single intake in the Foundation Stage, starting school at the beginning of the school academic year. However, should parents prefer to have a deferred starting date, a written request must be made to the Headteacher for the Governors confirmation. Parents are advised that children must, by statutory requirement, attend school in the term following their fifth birthday.

ADMISSION CRITERIA

The Catholic primary schools of Plymouth welcome applications from parents of children of all denominations and faiths and those of no particular faith background.

The Governing bodies of Plymouth Roman Catholic Primary Schools form the admission authority for each individual school. Plymouth Roman Catholic Primary Schools will comply with provisions within the School Admissions Code and the School Appeals Code.

Reception/Foundation admissions (normal point of entry)

The arrangements apply to children starting in the Reception/Foundation Year for the first time in 2017/18. The published admission number (PAN) for this year group is shown in the school list in the Starting School Parent's Guide. The close date for application is 13th January 2018. Allocation results will be notified during the month of April 2018. The school follows Plymouth City Council's co-ordinated primary admissions scheme.

All applicants must:

- (i) Complete the Common Application Form available from, and returnable to their home local authority;
- (ii) In addition, applicants applying under criteria 1-7 below must complete the Catholic School Supplementary Form and return it direct to the School. This will allow the governing body to ensure that places are offered strictly in accordance with the criteria.

A child with a Statement of Special Educational Needs (SEN) which names the school will be admitted.

Where there are less applicants than the PAN, all children will be admitted unless they can be offered a higher ranked preference. In the event that the School is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

1. A 'looked after child' or a child who was previously looked after
2. A child with exceptional medical or social grounds
3. Roman Catholic faith
4. Christian Faith
5. Other faiths
6. Ethos
7. Other children

Please refer to the admissions policy on our school website, regarding explanation and documentation required for the criteria above. This will also give explanation regarding Appeals/Tie Breakers etc .

Pupils are admitted to Holy Cross School from the age of 4 years old.

Our Planned Admission Number (PAN) is 45 pupils.

Application Forms

There is a Local Authority booklet, 'Starting School' with an application form which is required to be filled out or this can be done online at www.plymouth.gov.uk/primaryadmissions.

The Supplementary Information form for a place at Holy Cross School also needs to be filled in and is available from the school office or on the school website. As an oversubscribed school we usually have more people request places than we have school places available.

The Governing Body is responsible for determining and administrating the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic community.

In accordance with the provision of regulation 49 of the Education (school Government) regulation 1999, the Governing body has delegated responsibility determining admission to its admission committee.

Parents wishing to apply for a place must complete the official application forms and return them by the agreed deadline dates. It should be carefully noted that all applications will be considered at the same time for each intake.

Please refer to the admissions policy on our school website, regarding the timetable on completing the application form and when allocations are notified to the parents.

APPLICANTS NOT OFFERED PLACES

- ✚ The parents of these children whose application for a place in school was unsuccessful will be informed in writing by the Local Authority.
- ✚ An appeal against the refusal to admit a pupil must be made in writing to the Local Authority.
- ✚ Parents who are unsuccessful in being offered a place if they so chose must confirm in writing their wish for their child's application to be reconsidered should a vacancy occur.

If a place becomes available within the current PAN (Planned Admission Number) at either Key Stage 1 or Key Stage 2 a place will be offered at that time to the applicant with the highest priority under the admission criteria. This is called an in-year admission and is managed by the Local Authority.


IN-YEAR ADMISSIONS

In-year admissions refer to those admissions which fall outside of the normal intake into Holy Cross Catholic Primary School for children starting in Reception class and other children who start at Holy Cross Catholic Primary School at the beginning of the Academic Year. In-year admissions refer to children transferring school within the Plymouth Authority or pupils moving into the schools catchment area from another authority. Please note that the admissions criteria applies to both the normal year of entry intake and to in-year admissions.

SECONDARY PLACEMENT

All children leave Holy Cross to begin their secondary education at the end of the school year in which their eleventh birthday falls. Many of our children transfer to one of the two Catholic schools within the city - Notre Dame (Girls) or St Boniface's College (Boys). A place at these schools is guaranteed to those children who are baptised Catholics and all pupils from Holy Cross School are considered favourably. Parents can choose to let their children sit the 11+ examination if they wish, but should first read carefully the information supplied by the Local Authority in the Next Step booklet. If you have any concerns or queries about secondary transfer or the 11+ procedure then please contact the Headteacher for advice.

'150 years of educating girls: head, heart, hands'



**Notre Dame
Roman Catholic School**

Plymouth's only comprehensive
school for girls

School tours available, please telephone to book

t: 01752 775101 Loosleigh Lane,
w: ndonline.org Derriford, Plymouth
e: info@ndonline.org PL6 5HN



St Boniface's Catholic College
A five-form entry College
with students between the ages of 11 and 19
Although primarily a boys' college, girls are
admitted to the sixth-form.

School tours available, please telephone to book
t: 01752 779051

w: <http://www.stbonifaces.com>

e: mail@stbonifaces.com

21 Boniface Lane
Manadon Park
Plymouth
PL5 3AG

FOUNDATION STAGE

First Pre-School Visits

It is very important that the children who are due to start their school family life together have the chance to meet their new friends and meet the children already in school. Young children need to become familiar with their new surroundings and new routines. The children need to be prepared for the transition from playgroup nursery/pre-school to their entry into foundation/early years class. In the half term before your child starts at school there will be visits to the Foundation class.

Parents Evening

You will be invited to attend a parents evening where Miss Yorke and Miss Palarm, the Foundation class teachers, Mrs Potterton, the Head of Learning and Mr Cotter, Executive Head Teacher, will provide you with the necessary information about what we will be offering your children and the experiences that we will provide for them. There will also be a coffee morning so that new parents can get to know one another as they begin this journey together.

Home Visits

Miss Yorke, Miss Palarm and the team will also make home visits during July so that the new children are seen in the safe and secure environment of their own home. This all helps to build the teacher-parent-child relationship that is so important to us at Holy Cross.

Our Learning Agreement

The school has developed its own Home/School Agreement where the children, staff and parents sign up to statements that ensure that learning is kept at the heart of what is most important.

Starting School

The first day has arrived and your child/children are to start school. It's a momentous day for all concerned children and parents. To help ease the transition for your child there will be a carefully managed induction timetable. They will also have a 'buddy,' a special friend from the Year 6 class to help them.



The Foundation Stage Profile

Learning

In the Foundation unit we believe that every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured;

- children learn to be strong and independent through positive relationships;
- children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers; and
- children develop and learn in different ways at different rates. The framework covers the education and care of all children in early years provisions, including children with special educational needs and disabilities.

The Foundation Curriculum will cover:

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



A record of the children's development across all of these areas provide a picture of the whole child at the end of the foundation stage. We call this their Learning Journey. At Holy Cross, we believe that our role is to teach and facilitate the development of your child and therefore we wholeheartedly subscribe to an approach that is led by the children and their interests. The curriculum is carefully designed, using what the children are motivated by, and the next steps in their development. From the earliest age, children are encouraged to recognise their own next steps and work towards achieving them – this gives them their own power and self belief in their own potential. We love to see them light up with a love of life and learning!

At our termly Parents' evening you will have the opportunity to discuss with your child's teacher your child's development and the next steps the teacher is planning for your child. The teacher will suggest ways in which you can also support your child's learning through the setting of simple targets. However, we have an 'open door' policy. You can come and talk to our teachers or have a look at your child's learning journey at any point. Sometimes we have open hours during the day for informal 'pop-ins' to see how your child is doing. We also encourage parents to participate in their child's learning and you may be asked to share WOW moments: times when your child has surprised you at home with a skill or knowledge. This information is precious and helps us to build on their strengths and to provide an effective learning experience in school.

The National Curriculum

All schools providing for Key Stage 1 (Infants) and Key Stage 2 (Juniors) will be required to teach a broad and balanced curriculum including the ten national curriculum subjects and Religious Education.

The ten national curriculum subjects are:-

Core Subjects ~



Religious Education
English
Mathematics
Science
Computing



Foundation

Subjects ~



Design Technology
Art
Music
History
Geography
Physical Education
Information Technology (IT)



A Typical School Day

7.45~8.30 Breakfast Club

8.30~ 8.50 School opens and children can make their way to class, where a member of staff will welcome the children into the school for early morning.

8.50 Prompt Registration and lessons begin.

9.00 ~ 10.30 Registration + Session 1.

An Assembly / Corporate Act of Worship either as a whole school or as an individual class takes place each day.

10.45 ~ 11.00 Morning break.

11.00 ~ 12.05 Session 2 ~ KS1 (Years: Foundation, Y1 & Y2)

11.00 ~ 12.15 Session 2 ~ KS2 (Years 3, 4, 5 & 6)

12.05 ~ 1.15 Lunchtime

KS1 children who receive school meals go directly to the hall.

KS2 pupils on school meals go into the hall on a rota basis with all pupils on packed lunches. Various clubs can take place during the lunch break.

1.00 End of KS1 lunch – Session 3

1.05 ~ 3.15 End of KS2 lunch – Session 3

3.10 Foundation Class day ends

3.15 The school day ends.

3.10 ~ 3.25 Pupils are supervised by staff to ensure that they leave the building in a safe manner.



The beginning and end of the school day

For safety, health and welfare of our children, we would like to actively encourage walking and cycling to school. As the one hour parking on Beaumont Road is very limited, there can be difficulty in parking close to the school. Parking a short distance away – such as past the lights on Beaumont Road, Knighton Road or Salisbury Road – is to be encouraged. While we continue to investigate solutions through a **School Travel Plan**, we do not condone parking on double yellow lines, pavements, verges, in bus bays or causing obstruction to our neighbours' driveways. There is an agreement with Friary Retail Park where you can use this for dropping off and picking up purposes. It then just takes five minutes to walk from there to school – often the time it can take to find somewhere to park! This then can be a special time for you and your child, sharing your day as you walk that small distance.

End of the school day

The school day ends at 3.15 p.m. and pupils are supervised by staff from their classrooms into the cloakroom/toilet areas out of the entrances and onto the top or middle playgrounds to meet parents.

Our priority is to see your child safely out from the premises to:-

- a) *meet with you on the middle playground***
- b) *to go directly home***



In order to ensure that 275 + pupils leave the premises in a safe and in an orderly manner we need your support so that a smooth transition from school to home takes place.

Parents are requested to help in the following way:-

- Parents to allow the school the maximum time and space for the use of the playground. Therefore parents are asked to wait on the playground from 3p.m. onwards.
- The main school entrance / exit to be kept clear at all times.
- Parents arriving with younger children (under 4) are responsible for their care and control. Accidents can be avoided if young children are not allowed to run freely particularly when the children from school are leaving the premises. Please DO NOT touch the toy boxes in the playgrounds, these are for the use of school children only.
- Please inform the school if you are:-
 - a. collecting children late or
 - b. someone else is due to collect your child/children
Children not collected at normal home time must wait inside the main entrance until collected by parents or a responsible adult
 - c. If you have made alternative arrangements for your child who normally goes home on the school transport, please let us know in writing. If you have not informed us your child will be sent home on the transport as per normal.

Any parent of children who are not collected on time will be contacted by the school office. If we are unable to make contact, the child will be escorted to After School Club and a charge will be made for this service.

Please note that once children enter the classroom, they are then our responsibility and will be unable to leave the school grounds unless a parent is present.

The safe arrival and dispersal of our children is a matter of great importance to us all. Please encourage your child to act safely by your advice and example.

Attendance

It is crucial that your child is ***in school at all times*** to build on their knowledge and learning. Please can we ask that non important appointments such as; dentist, doctors, opticians are made after the end of the school day or during school holidays. If appointments are made during the school day, we will require evidence of this; such as a letter or appointment card. If you do require an absence from school, please can you complete a pupil absence form which can be obtained from the school office.

Early arrivals

Children can arrive early at school particularly if parents work in the city centre.

Breakfast Club is available from 7.45 a.m. The main school doors are open from 8.30 a.m. and the children can go directly to class and enjoy a quiet start to the school day. Once children enter the school premises they must not leave the premises.



Late arrivals

It is vital that the school day starts promptly at 8.50am for all concerned both staff /pupils.

What should I do if I am late?

Late arrivals after 8.50 a.m. must report their presence to the office as a matter of courtesy and explain their late arrival in school. Also if they are a hot dinner they must tell the office staff what choice of meal they would like for that day.

Children arriving after 8.50 a.m. need to sign in the pupils register outside of the office.

Regular and habitual lateness for school is not acceptable as it :-

- Disrupts teaching time when lessons have already started.
- Disadvantages your child educationally because they then do not know what to do and they have to catch up. It also disrupts the rest of the class as they have to wait on repeated instructions or learning.
- Conveys a message to the other children that lateness is acceptable.
- Involves the re-marking of registers.
- For those on schools meals ~ alters the dinner number orders.

When there is a concern about regular late arrival times in school, the Education Welfare Officer will write to the parents to account for this situation arising with the expectation of an improved "on time" attendance record. Further action could take place, if arrival time does not improve.



RELIGIOUS EDUCATION

We seek to proclaim the love of God through appreciation of God's gifts, through the teachings of Jesus and in the experience of belonging to a caring Christian community. In guiding children towards knowledge and understanding of the Catholic faith, with importance given to prayer and celebration, we must show respect for those from other faith backgrounds and Christian traditions.

Content

In helping the children to know, understand and appreciate the spiritual and religious dimensions of life as expressed in the Catholic faith tradition, teachers endeavour to respect and value the contributions of children, staff, parents, governors, priests, parishioners and the wider community. Chief among our aims is the hope that all members of our school family can come to grow as spiritual beings within a life of faith. The learning opportunities provided for the children are designed develop their learning about faith so that they can reflect on and deepen their own faith journey. Teachers base their learning opportunities on the 'God Matters' programme, in line with all schools in the Diocese of Plymouth. As the first educators in faith, parents are welcome to discuss any concerns about their children, including the spiritual, academic and moral development. They are encouraged to share in the preparation for the Sacraments of Reconciliation and Holy Communion, as well as attend any class or whole school masses.



WORSHIP



Prayer and worship is central to the community of Holy Cross School. We gather daily to celebrate our faith and to place the life of the school in a prayerful context. Prayer punctuates the day within our classrooms, Key Stage groups and as a whole school. As part of the recognition of the central place of Liturgy and worship in our Catholic tradition and respect for the needs and experiences of those taking part, we encourage children to be actively involved in the planning and delivery of our gatherings, ensuring a sense of belonging, and welcoming parents, priests and parishioners. The school gathers for Masses on Holy Days and special occasions. The worship of the school family is an expression of all we believe and as such is open to parents throughout the year within classes, Key Stages and when we gather as a whole school community.

Whole school Masses are held termly, class masses celebrated (from Year 3 upwards,) termly and we end our year and say farewell at our Leavers' Mass in July.

We recognise that the home has the greatest influence on the children and we are enriched as a community by the wide cross-section of families, cultures and languages, including committed and non-practising Catholics, families from other Christian traditions and other major faith groups, all of who are encouraged to take an active part in all celebrations.

The school has a separate Collective Worship Policy. Parents who wish to withdraw their children from Religious Education and/or /Daily Acts of worship should contact the Executive Headteacher.

PROVISION FOR SPECIAL EDUCATIONAL NEEDS

Inclusion and personal development are an integral part of the spiritual and educational philosophy at Holy Cross. An average 14% of children at Holy Cross are identified as having Special Educational Needs and it is our aim to address these needs at the earliest opportunity.



Most children who are identified as having additional needs will be closely monitored by the class teacher under the advice from the schools SENDCO. Others might require additional support from external agencies and will be monitored at School SEND (Special Educational Needs and Disabilities) support level. This will mean that extra support and provision will be put in place in line with advice from professionals and an individual education plan (IEP) will be drawn up to monitor support and provision. This will be closely monitored by the school's SENDCO. A small minority will require an Educational Health and Care Plan (EHC) which will mean that the local authority will provide the school with additional funding for the school to meet the child's needs effectively.

Holy Cross serves to maintain the motivation and success of all children with SEN within the school and classroom environment and provides a variety of initiatives to achieve this. At present, programmes run include:

- Social communication groups to encourage confidence and develop speaking and listening skills, e.g. Spirals, Time to Talk, Talking Partners and Socially Speaking;
- Speech Programmes – these are individual programmes instigated by the Speech and Language Therapist and followed up by the SENDCO;
- Co-ordination Programme – to develop basic skills of balance, hand eye co-ordination and fine/gross motor skills;
- Use of Teaching Assistants to provide SEN support where needed;
- A dedicated SEN Governor who monitors all SEN work and related matters;
- Intervention programmes closely monitored by the SENDCO;
- A Register of children with additional needs which includes able and talented, vulnerable and EAL (English as an additional language);
- Transition programme to enable a close working relationship with staff and the SEN Departments of all our feeder secondary schools.

- ✚ Regardless of the Special Educational Needs of your child, we will always talk to both you and your child about what we are doing and what the options are.
- ✚ Parental involvement is encouraged so that parents and teachers can work together in the best interests of the children.
- ✚ Mrs Cotter is our SENDCO (Special Educational Needs and Disabilities Co-ordinator) and we have additional support provided by all teaching assistants. Reviews of children's Individual Education Plans (IEP's) take place each term. If you have any concerns about your child's progress then please come and talk to staff for advice.



ACCESSIBILITY

In line with the SEN and Disability Act 2001, Holy Cross has an Accessibility Action Plan to ensure equal access to the curriculum and to enhance the school's ability to respond positively to children with a range of disabilities. Access to Key Stage 1 includes a toilet, hall, the office, three classrooms, and a mini ICT Suite. From A lift and staircase ensures that there is disability access to Key Stage 2 as well. The school admits any pupil according to our Admission Policy whether they have a disability or not.

EQUALITY AND DIVERSITY

At Holy Cross we acknowledge that the society within which we live is enriched by diversity. We strive to ensure that the culture and ethos of the school reflects the diversity of all members of the school community, where everyone is equally valued and treats one another with respect and fairness. Pupils are provided with the opportunity to experience, understand and celebrate diversity. We will work towards eliminating all discrimination, on the grounds of race, gender, disability, age, religion and belief. We believe that all pupils, employees, stakeholders and members of our local and global community should be treated with dignity and respect at all times and we will not tolerate bullying, harassment or victimisation of any groups or individuals.

Our Equalities Policy is posted on our school website.

RELATIONSHIPS/SEX EDUCATION

Whilst sex education is the subject of a separate policy, it will be integrated into the curriculum as fully as possible. Pupils need to be aware of themselves and of the relationships they foster and develop.

Throughout the primary years the children from Foundation Stage class (aged 4/5) to Year 6 (aged 10/11) will encounter a broad curriculum encompassing a range of topics related to growth and development, personal relationships, families and family life and the processes of reproduction in flowering plants and mammals.

A specific sex education programme is delivered to Year 6 in the summer term.

Parents are invited to a presentation of the programme and reminded of their right to withdraw their children. Throughout our teaching we are mindful of the fact that life is precious and is a gift from God.



HOME LEARNING



It is an expectation that children undertake learning out of school as home learning.

However, the approach may now be different to your experience of school! At Holy

Cross, we encourage the children to be active participants in, and take

responsibility for, their own learning. Our approach encourages key life skills such as responsibility, independence, planning, evaluating, creativity, presenting and resilience.

There are two main components to home learning: reading and project work.

Reading

Reading is the key to learning and we expect our children

to read daily at home. (We also organise DEAR (Drop

Everything And Read) times in school. For younger

children, this will be with their parents and for our older,

more able readers, time to read quietly. We ask parents and/or children to comment in their

Home Learning diary on what they are reading, what they thought about the book and how

they are doing as part of their home learning.



Home Learning Projects

Each half term, the children have a choice of cross curricular projects, designed to enhance

recent learning or the topic they are studying in school, some large and some small, each

with an allocated number of points. The aim is for the children to earn home learning points

each half term by completing projects of their own choosing.

There is a Home Learning diary where children and/or parents comment on the progress of

the projects each week and at the end of the term, each class holds a Home Learning

Presentation day, where the children present their projects to their peers.

SCHOOL UNIFORM			
GIRLS - Winter	GIRLS - Summer	BOYS - Winter	BOYS - Summer
Navy skirt or tunic or Navy School trousers	Pale blue and white checked dress	Dark grey or Navy trousers	Pale blue open collar polo shirt with school badge to replace shirt and tie.
Pale blue blouse		Pale blue shirt	Dark grey or navy shorts
Navy cardigan/pullover with school badge	Navy cardigan/pullover with school badge	Navy pullover with school badge	Navy pullover with school badge
School tie (NOT needed for Foundation Class)		School tie (NOT needed for Foundation Class	
Sensible BLACK school shoes to be worn at all times. A black or blue rucksack & coat <u>NO</u> trainers allowed.			
All items of the school uniform can be purchased at: The National School Wear Centre in Mayflower Street or TRUTEX at Plymstock (near The Range)			
<u>FOUNDATION CLASSES</u>			
The Foundation Class children are allowed to wear polo shirts for winter and summer, therefore no ties are needed. All clothing must be <u>clearly marked</u> with your child's name. <u>PE kits</u> are <u>not required</u> for children in foundation class.			
SCHOOL PE UNIFORM			
GIRLS		BOYS	
Holy Cross white printed tee shirt		Holy Cross white printed tee shirt	
Royal blue shorts		Royal blue shorts	
Slip on plimsolls (no laces)		Slip on plimsolls (no laces)	
All items of the school PE uniform can be purchased at; The National School Wear Centre in Mayflower Street Plymouth or Trutex at Plymstock (near The Range)			

HAIR STYLES

Boys must have appropriate hair styles and girls with long hair **must have it tied back (with small blue or black clips and bands)** for health and safety reasons. No bows.

JEWELLERY

The wearing of jewellery, apart from watches is forbidden, pupils are allowed to wear a single plain stud in each ear but no other earrings on Health/Safety grounds.

EDUCATIONAL VISITS

Below is a sample copy of the school permission slip given to all pupils as they start school at Holy Cross Catholic Primary. These forms will be given out when pupils start. Parents are asked to sign and return.

1. EDUCATIONAL VISITS

I hereby give permission for my child to be taken out from school on Educational visits including walks around the local area as and when the occasion arises during his/her attendance at Holy Cross Catholic Primary School. I am willing to give the voluntary contribution for my child to go on Educational Visits and give permission for staff to administer medical assistance as and when needed. I understand that if sufficient contributions are not forthcoming the trip may have to be cancelled.

3. LIBRARY

I am prepared for my child to borrow a library book and take full responsibility for any lost or damaged books.

4. JEWELLERY

I am aware that all jewellery must be removed before Physical Education lessons take place as described in the school prospectus.

LOST PROPERTY

Please help to reduce the amount of lost property by clearly **marking ALL items of clothing**. If your child has lost something please check in the lost property box or ask to look in the cloakroom or classroom.

The Governors and Local Authority cannot accept responsibility for loss or damage to clothing or other items of private property such as jewellery, watches, calculators etc.

EXTRA~CURRICULAR ACTIVITIES

Thanks to the commitment of members of staff who voluntarily give of their time and expertise we have a range of extra~curricular activities which take place at lunchtimes and after school.

Currently our activities include:-

Football club

Martial Art's club

Tag Rugby

Fizz Pop Science

Spanish

Fencing

Athletics

Fitness and Moving to Music

Gymnastics



SCHOOL PARLIAMENT

At the beginning of each academic year each class elects two representatives to become members of the School Parliament. The council meets monthly with Mrs Wolstencroft (Chair of Governors) and Mrs Potterton to discuss issues raised by their classmates and also by school staff and governors. They have continued to look at a range of issues, including behaviour and respect for others, saving electricity and classroom resources



HMS HEROES

HMS Heroes are a group for service children in our school. The group have regular meetings with service children from across Plymouth. At Holy Cross School the children support each other and have their own pupil passport to support new service children to the school and area.



SATS RESULTS

End of year and Key Stage SATs summary 2016

The Foundation Stage - GLD (Good Level of Development) has been assessed as **75%** for Holy Cross – well above the national and local average.

Year 1 - Phonics screening – with an 'expected' score of 32+, Holy Cross achieved **96%**. Once again, these results are well above the national figures. Of the Year 2's that had to re-sit the test, in Holy Cross, three out of three passed.

End of Key Stage 1 - The scaled scores reveal **87%** at 100 (expectation) in Maths and **80%** in reading. Three children missed the maths mark by 1 mark. In terms of the judgements made against the Interim Framework, the scores were:

End of KS1	Holy Cross %	National %
Reading EXS+	77	74
Reading GDS	16	24
Writing EXS+	64	66
Writing GDS	10	13
Maths EXS+	86	73
Maths GDS	23	18
RWM Combined EXS+	63	60
RWM Combined GDS+	6	9

End of Key Stage 2 – whilst the results are ‘down’ on previous years, there is also no comparison with what was being tested.

End of KS2	Holy Cross %	National %
Reading EXs+	81%	66%
Reading GDS	47%	NA
Grammar, Punctuation & Spelling EXS+	80%	72%
Grammar, Punctuation & Spelling GDS	30%	
TA Writing	67%	74%
Maths EXS+	80%	70%
Maths GDS	23%	NA
RWM Combined EXS+	60%	53%
RWM Combined GDS+	6%	NA

The SATs results are very pleasing. The children (and teachers!) have done brilliantly.

Progress from Key Stage 1 to Key Stage 2 has been also measured as very high. Very good overall value added was made in reading and maths. Pupil Profiles have been created to try and analyse why some children did not make expected progress.

PASTORAL CARE

We aim at Holy Cross to provide an atmosphere of positive reinforcement where all children's successes and achievements are recognised. Positive praise motivates children and encourages appropriate behaviour. A variety of tangible rewards are provided for the children from house points to stickers, bookmarks, badges and certificates.

A weekly assembly is held to recognise the children's achievements both in and out of school. We also have a school house system with the children being placed in 4 houses ~

St Andrew's, St Julie's, St Theresa's, St Jude's.

"A little praise goes a long way"

All staff both teaching and non-teaching actively seek opportunities to praise and thank children for their efforts and good behaviour.

BEHAVIOUR & DISCIPLINE

Ofsted (2008) reported ~

Pupils' enjoyment of school and all that they do there, As well as their excellent behaviour and the high quality of their relationships with one another, are just some of the many features of outstanding personal development and well being. Pupils delight in the opportunities they have to express their views about school, to take on responsibilities and to contribute to school improvement."



The general behaviour of pupils is a matter of great importance to the well being of the community and running of the school. Children are expected to show politeness, respect and thought for others in their dealings with one another and with adults. They are encouraged to cultivate the qualities of honesty, kindness and being fair.

We feel strongly that if children are not well behaved then learning cannot take place. A lot of time, care and attention is given to the children. They are listened to and effort is taken to find out the cause of any problems. We encourage children to be responsible for their own behaviour and actions. When children do not behave appropriately a range of sanctions are employed in clearly signalling to that child that their behaviour is not acceptable.

Our Behaviour Policy is posted on our school website. This states how good behaviour is encouraged and describing sanctions and loss of privileges given. Parents are informed in the first instance of unacceptable behaviour that may lead to exclusion. If a pupil is excluded from school, parents are informed in writing. Both the Chair of Governors and the Local Authority are informed of such exclusions. These are a few things we do for our children when they have shown excellent behaviour; postcards sent home from the Headteacher or Head of Learning, Dojo points rewarded in class and Cakes with Cotter.



PERSONAL SAFETY



Every child has the right to attend school without threat to their personal safety and to be cared for in a safe and protected environment. At Holy Cross School we will try to ensure that those rights are protected and that children are not bullied. Bullying takes various forms from verbal abuse, racial harassment, emotional badgering, physical attacks and sexual harassment. At Holy Cross School we will not tolerate the wilful, conscious desire to hurt, threaten or frighten someone, or actions which totally disregard other people's feelings. Pupils are given regular opportunities to discuss personal safety issues and given strategies in managing difficult situations. At Holy Cross School we teach children to become more aware of the part they play in maintaining their own safety at an age appropriate level. This involves enabling children 'to tell' of instances when that safety is threatened. The simple choice at the end of the day is for the child to say nothing and continue to be unhappy and distressed or to tell someone either a friend, teacher adult or parent. The act of telling someone signals the clear message that the child wants support and action to stop the bullying. My advice to parents is to listen carefully to what the children tell you and to inform the school sooner rather than later if you feel it is appropriate.

POLICY ON CHARGES AND REMISSIONS

Schools are now required to notify parents when a voluntary contribution is required for such activities as education theatre/visits etc. Full details of the school's charging policy can be obtained from the school office.



SEVERE WEATHER

In the event of adverse/severe weather conditions should the school have to close, this information will be broadcast on Heart and BBC Radio Devon. Published on our website and external notices will be placed on the main entrance also informing parents.

SCHOOL MEALS

School meals are cooked on site as Holy Cross school as we have our own kitchen. Pupils now have the luxury of being able to choose what they would like daily, and school orders for dinners must be in the kitchen by 9.30 a.m. If parents arrive with children after this time and the school has not been informed in advance then parents will be responsible for providing their child with a packed lunch.



A charge of £2.10 per day or £10.50 per week, (**in advance**) is made for school meals. Each pupil is given a username and password for Parentpay, an online payment service. (School trips can also be paid using this service).

- Our Meal Time Assistants will encourage children to eat their dinner/packed lunches.
- Staff will also monitor children's eating habits and where there is concern parents will be informed.

The weekly school menu is on display in the classrooms and hall and a leaflet can be provided on request.

PUPILS ENTITLED TO FREE SCHOOL MEALS

All children in KS1 are entitled to free school meals from September 2014. However, the school can obtain additional funding if a parent falls into one of the categories listed. We will send out forms to all parents in KS1. If you do fall into one of the categories listed on the form we would be grateful if you could complete it and forward it to us without delay. Additional forms are available from the school office.

Date of Expiry

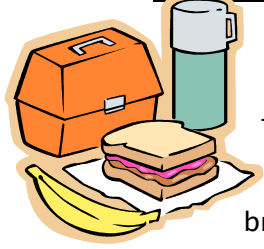
This is reviewed termly by Plymouth City Council and we will contact you if further information is required at the time of renewal. If further evidence is required you will be required to complete a new application and return it without delay with the required evidence to the school. It will then be forwarded to the Area Education Office for review. If this is not done promptly parents are liable for **FULL PAYMENT** of future meals.

Packed Lunches

We ask parents providing packed lunches to observe the following guidelines:-

- a) All packed lunches must be provided in plastic containers with their child's name clearly marked on the outside.
- b) Children who bring packed lunches and who would normally be provided with water may bring a drink with them. The drink must be carried within a child's lunchbox and be either in a small carton or a non~spill flask.





HEALTHY EATING

The School Council made a decision several years ago to have 'Healthy snacks' only at break times. This includes fruit and vegetables and was brought in to encourage children to make healthy choices. A free fruit scheme runs for infants and a variety of healthy options are provided daily.



VISITORS/SECURITY

The school site can only be accessed via gates controlled by electronic key pads. Visitors may use the intercom at the main entrance to request access. We have CCTV installed on the premises which monitors both the front and rear of the school.

Any parents or visitors to school during school session times must report their presence on the site to a member of staff in the main office. Visitors must sign in and out and wear an identification badge. The children are very vigilant and observant if someone is not wearing a badge!

All mobile phones will need to be on silent and out of sight of children at all times.

If children are taken out of school during the day they must be signed out in the Pupil Signing In & Out book outside the main office.



e-Safety Links for Parents

These links will give you information on safe internet use. There is also more information on how to set up parent filters on devices on our own school website.

www.swgfl.org.uk/safety
www.childnet-int.org/kia/parents/
www.thinkuknow.co.uk

- Click Aware – useful information for you to teach your child.
- Only use the internet with adult permission.
- Immediately tell a trusted adult if you see anything that makes you uncomfortable.
- Always be polite and friendly when talking to friends on the internet(chat, messaging or email)
- Always make sure a trusted adult knows about the people you talk to on the internet.
- Never arrange to actually meet people 'or friends' you don't know.
- Keep information about yourself safe and don't share it on the internet.

ATTENDANCE

<u>ABSENCE RETURN</u>	<u>2011-12</u>	<u>2012-2013</u>	<u>2014/2015</u>	<u>2016/2017</u>
Whole School attendance	93.3%	96.3%	96.54%	95.99%
(total number of pupils of compulsory school age on roll)				
Authorised Absences	5.7%	2.9%	3.2%	3.32%
Unauthorised absences	0.1%	0.8%	0.26%	0.62%

ATTENDANCE/ABSENCE

Each year the law requires schools to report to parents on the attendance rates at school and the number of unauthorised absences. Regular attendance is vital for your child /children.

Authorised absences from school include:-

- Illness
- Hospital appointments
- Religious Observance

NO HOLIDAYS can be granted per the new government legislation introduced in September 2013. If holidays are taken the Local Authority may issue a penalty.

If your child is absent through sickness please phone the school by 9am on the first day of illness.

ACCIDENTS/ILLNESS IN SCHOOL

Parents are asked to provide the school with two emergency contact telephone numbers in the event of your child being sick or in case of an accident. In the case of longer periods of illness staff will provide work for pupils. Requests for such work should be made to your child's classteacher.

**MEDICINES IN SCHOOL**

We are only allowed to administer medicine which has been prescribed by a physician. The medicine will need to have a label confirming this. Parents must complete a medicine consent form requesting the school to administer medicines. Parents must hand the medicine direct to the school office. Medicine will then be handed back to an adult at the end of the school day (pupils are not allowed to keep any medication in their bags). All medicines should be in an appropriate container clearly labelled with your child's name, type of medicine, dosage and storage instructions. Medicines will not be administered without a parental consent form or 'if not in date'.


PARENTAL INVOLVEMENT

Three parents evenings are held in each academic year as follows:

Autumn To discuss how pupils have settled into their new classes. *

Spring For parents to view pupils work and discuss their child's progress and agree targets for improvement.

Summer To discuss their child's annual report and SATS results (where applicable).

 (Individual pupil targets are set each term).

As well as the planned formal opportunities for parents to meet with staff, parents have access to staff before school, at lunchtime and after school. The teaching staff are very willing to accommodate parents on the understanding the teaching time is not interrupted. Parents receive regular newsletters from the school with spare copies available in the main entrance. Parents will also receive a termly summary sheet of curriculum topics covered by our child. The school receives excellent support from parents who come into school on a regular basis providing additional support to staff and pupils.

PTFA

We are very fortunate in having an active group of parents who arrange social events and raise funds for the school. Thanks to the PTFA we have been provided with :-

- Computers
- Bike Rack
- Computer software
- Rugs
- Various infant games

If you can assist in any way or would just like to meet other parents then please contact the Chairman of the PTFA via the school office. Further information is also available on our website.

PSA

Rachel Confue, our Parent Support Advisor, who offers advice and support on many issues, and is available most mornings in the playground or can also be contacted on 07772 275540 or 07925 022447.

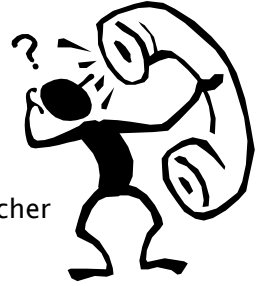
FEDERATION

Since September 2012, Holy Cross has been federated with The Cathedral School of St Mary. The Federation is called **Mary of The Cross** Federation. Whilst there is a determinate to preserve what is unique about Holy Cross, both schools share a single Governing Body and continues to look at ways to forge closer relationships.

COMPLAINTS AND COMPLIMENTS PROCEDURES

If you as a parent have a query or concern about your child then please in the first instance contact your child's teacher. Your child's teacher is the one who will be able to provide you with first hand evidence of your child's academic and social development and progress.

Should your concern or complaint be related to any member of the non-teaching staff then this should be brought to the attention of the Headteacher or the Head of Learning.



The vast majority of issues and concerns are normally resolved fairly quickly and hopefully satisfactory to all concerned in an informal manner.

Should a parent have a complaint that is not resolved satisfactory then such a complaint should be brought to the attention of the Headteacher. Should a complaint against a member of staff or the Executive Headteacher fail to have a satisfactory outcome parents should make a formal complaint in writing to the Chair of Governors c/o Holy Cross School.

The Governing body are the representatives of the diocese who are our employers and therefore formal complaints should be addressed to the Chair of Governors. A leaflet providing guidance on new complaints is available from Reception.

Parents may also wish to make representations to the Local Authority.

INSURANCE DETAILS

The authority is insured against its legal liability for any injury, loss or damage caused to pupils as a result of negligence on the part of its employees, servants or agents. Pupils attending the Authority's schools are not insured for personal accidents benefits while on education premises or taking part in recognised activities outside school. The council expects all employees and pupils to accept full responsibility for their personal possessions including money, and to consider taking out insurance themselves to cover any risk.

This prospectus sets out to familiarise parents with the work of the school. It is not a document creating contractual relationships and may be varied in the light of changing circumstances.

