

St Teresa's Catholic Primary School



Heaton Road
Heaton
Newcastle upon Tyne
NE6 5HN



Prospectus

A Christ-centred
school which aims
for the best for
everyone



Prayer through liturgical dance



Our Mission Statement

A Christ-centred school which aims for the best for everyone

The community of St Teresa's Catholic Primary School at all times and in all that it does, attempts to serve as a witness to the Catholic faith in our Lord, Jesus Christ. We believe that parents are the first and foremost educators of their children and that we are called to support them in their God given task. Each child in our school, whatever their race, faith or cultural identity, is valued as an individual and encouraged to achieve human wholeness - spiritually, morally, emotionally and academically in a happy, safe and secure Catholic environment.

We will always do our utmost to provide the best possible education for every child in partnership with the Diocese, Local Authority and our Trustees.

Our intention is to visit every aspect of school life to promote excellence and celebrate our success.

This development hinges on the promotion of key foundation statements

❖ **Staffing**

We have teachers and support staff of the highest quality, well motivated and willing to continue their professional development whilst working effectively as a team.

❖ **Management**

Management makes the appropriate planning decisions to help achieve the strategic vision.

❖ **Religious Distinctiveness**

All school life is based upon Gospel values where every individual is welcomed, accepted, respected and valued.

❖ **Attainment**

We aim for all our children to achieve to their fullest potential.

❖ **Pupils**

St Teresa's pupils are confident and well motivated learners, responsible and fulfilled members of the community.

❖ **Community**

The school actively encourages mutually beneficial involvement within the local community.

❖ **Curriculum**

The school offers a creative curriculum that enables children to develop a wide range of abilities and fosters their special strengths in a stimulating and enjoyable way.

Our Statement of Intent

For the children we aim:

- To develop the whole person, spiritually, intellectually and physically.
- To help them, within the framework of the Catholic Ethos of the school, to grow in their love of God, to develop their understanding of their Catholic faith, and to experience and witness that faith in their daily lives.
- To recognise that they are all at different stages in the journey of faith and to treat them accordingly.
- To encourage recognition and respect for the cultural and religious principles of others.
- To progress towards that personal autonomy which engenders: self-responsibility, self respect, respect for others, independent thought, enjoyment of and satisfaction from work, a sense of justice, good manners, a concern for high standards, positive attitudes towards the physical environment and a capacity to co-operate with others.
- To develop the skills of numeracy and literacy which act as the foundation for learning across the curriculum.
- To build upon their natural curiosity about the world in which they live, and to focus and sharpen that curiosity by appropriate and stimulating experience in all areas of the curriculum.
- To emphasise the call to serve and to be responsible for others.

For the staff we aim:

- To identify, affirm and celebrate individual contributions to the work of the school community through the development of mutual respect for the personal and professional integrity of each individual.
- To provide professional experiences and ideas, which will enable us to best serve our children's interests.
- To recognise and celebrate inter-dependence of the tasks undertaken by all adults in the school community and the contribution made by each to the life of the school.

For the school we aim to create:

- A whole school approach that gives a context to what we do, enabling priorities to be set and long term planning to take place. Crucial to this development of a distinctive Catholic ethos must be a clear mission statement affirming the centrality of the person, Jesus Christ, in all aspects of school life.
- A school which concerns itself with the hopes and aspirations of pupils, families and people in our locality;

Love one another as I have loved you



USEFUL ADDRESSES / TELEPHONE NUMBERS

School

Mr V Turner
Head Teacher
St Teresa's Catholic Primary School
Heaton Road
Heaton
Newcastle upon Tyne
NE6 5HN

Tel: 0191 2655076

Chair of Governors

Mrs Sarah Bell
c/o St Teresa's Catholic Primary
Heaton Road
Heaton
Newcastle upon Tyne
NE6 5HN

Tel: 0191 2655076

St Teresa's Catholic Church

Fr. Mariadass
St Teresa's Church
Heaton Road
Newcastle upon Tyne
NE6 5HN

Tel: 0191 2655290

Diocesan Director of Education

Mrs Deborah Fox
St Vincent's
Roman Way
Newcastle upon Tyne
NE15 7LT

Tel: 0191 2643676

Local Education Authority

Mr Ewen Weir
Director of Wellbeing, Care and Learning
Civic Centre
Newcastle upon Tyne
NE1 8PU

Tel: 0191 2328520

Governing Body

Mrs S. Bell (Chair & Foundation Governor),
Mrs C. Swinhoe (Vice Chair & Foundation Governor),
Mrs R Brown, Dr K. Jankowski, Prof. J. Potts (Foundation Governors),
Mrs C. Bell (Local Authority),
Mr D Baez, Mrs S Zarraga (Parent Governors)
Mrs T Allen-Baker (Staff Governor),
Mr V Turner (Head Teacher)

STAFF LIST 2017

<u>Headteacher</u>	Mr V Turner	
<u>Deputy Headteacher</u>	Ms S Jackson	
<u>Class Teachers</u>	Miss A Joynes	Reception
	Mr R Gowdy	Year 1
	Mr G Owen	Year 2
	Mrs L Young	Year 3
	Mr G Owen	Year 4
	Mrs K MacKenzie (0.8)	Year 5
	Mrs T Allen – Baker (0.2)	Year 5
	Miss R McTernan	Year 6
	Miss E Kemp	(maternity leave)
Finance and Admin Officer	Mrs S Harwood	
Admin Assistant	Mrs T Gray	
Nursery Nurse and HLTA	Mrs D. Keelan	
Forest School Lead	Miss T. Bell	
Nursery Nurse	Miss B. Simmons	
Teaching Assistants	Mrs J. Hall-Murray	
	Mrs F. Ramsey	
	Mrs A. Anulewicz	
	Miss T. Bell	
	Mrs M. Tibbs	
	Miss A. Stuart	
Midday Supervisor	Mrs T. Gray	
Supervisory Assistants	Mrs M. Gilmore	
	Miss K. Brown	
	Mrs R. Ahmad	
	Mrs A. Twizell	
	Mrs A. Pluta	
*Caretaker	Mr S. Fields	
*Cleaners	Miss H. Charlton	
	Miss K. Brown	
Out of School Club Supervisor	Mrs A. Anulewicz	
Out of School Club Assistant	Mrs S. Crawford	
School Bus Supervisor	Miss A. Stuart	
*School Crossing Patrol Officer	Mrs A. Twizell	
*Kitchen Staff	Mrs J. Creighton	
	Mrs V. Gascoigne	
	Mrs M L. Vivancos Martinez	
*employed by Newcastle City Council		

Introduction

Welcome to St Teresa's. This prospectus has been written to introduce you to our school. You will find information about the aims, organisation and the policies of the school as well as contact details.

Visits to the school by prospective parents are welcomed and can be arranged via the school office.

We are a welcoming school, where each member of our community is equally valued as a special individual created by God. We aim to develop each child academically, spiritually, socially and morally in order that they can achieve their full potential. We take very seriously the importance of our role in your child's first formal stage of their education for life.



About the school

St Teresa's is a voluntary aided Roman Catholic primary school, serving the parishes of St Teresa's and St Aidan's.

The school caters for up to 222 children from the ages of four to eleven, who are taught in seven classes.

Normally children enter Reception class in the September of the school year in which their fifth birthday occurs.

The school is situated between Heaton Road and Heaton Park in a secluded location, surrounded by trees and incorporates its own Forest School.

The Forest School was originally created from a desire to provide a facility which is appropriate for the variety of children's individual learning styles. The idea of 'learning outside the classroom' is an integral part of the government's sustainability initiative which is aiming to teach children to adopt a responsible attitude towards their environment and how to care for and protect it. The Forest School at St Teresa's is incorporated into the curriculum and hugely enjoyed by every child in the school.

Over recent years, St Teresa's school has been modernised and extended to provide more spacious classrooms, a chapel/prayer room, a multi-purpose sports hall, and a large ICT suite.



Our School Day

School doors open:

8.50am

School starts:

9.00am

Morning break (Key Stage 1):

10.15am - 10.30am

Morning break (Key Stage 2):

10.35am - 10.50am



Lunch



Reception:

11.50am - 12.50pm

Key Stage 1:

12.00 - 1.00pm

Key Stage 2:

12.15pm - 1.15pm

Afternoon break (Reception & Key Stage 1):

2.15pm - 2.30pm

School ends:

3.15pm



Teaching time:

EYFS/Key Stage 1

Key Stage 2

23 hours per week

24.5 hours per week



Curriculum

The school is extremely proud of the creative curriculum it offers which was judged as 'outstanding' during the last Ofsted inspection in July 2009.

The children are taught the full range of National Curriculum subjects. A new National Curriculum was introduced in all local authority-maintained schools in England from September 2014. The National Curriculum consists of programmes of study in English; mathematics; science; computing; languages (Key Stage 2 only); art and design; physical education; geography; history; music and design and technology.

Where possible, the National Curriculum subjects are taught via a topic based approach which aims to develop enquiry based learning.

Standards of attainment in English and mathematics at the end of each Key Stage are well above national averages.

Religious Education is taught as a core subject and includes two blocks of two weeks teaching on other faiths (Judaism and Islam).

Personal, Social and Health Education is non statutory and is taught within other curriculum areas. Children learn Italian as a modern foreign language and have the opportunity to be taught French in a before school club.

The curriculum for children in Reception class follows the Early Years Foundation Stage (EYFS) statutory framework.

Classes are organised as follows:

EYFS – Reception

Key Stage 1 – Years 1 and 2

Key Stage 2 – Years 3 to 6

Creative Curriculum

St. Teresa's seeks to provide a broad, balanced and creative curriculum which allows for continuity, progression and pace. Our curriculum is carefully planned around class topics, thus allowing children the opportunity to work in depth so that they have time to reflect, consolidate and transfer their learning. It is designed to support children's natural curiosity and stimulate their creativity. We aim for children's learning to be both *fun* and memorable.

Foundation subjects, especially history, geography and science usually form the main subject focus of a topic. English is also planned within other subjects e.g. recounts written in history, explanations in science etc;

Children are involved in shaping each topic through enquiry, problem solving, reasoning and creative thinking. Visits to places of interest, galleries and museums and the use of loan boxes further enrich our resources, enhance the learning experience and excite our pupils' imaginations.

We always take a flexible approach to curriculum planning, allowing us to respond to current events to create exciting whole school topics – for example, World Cup, Heaton Mining Disaster, Olympic Games, and Great North Exhibition.

Mathematical skills and key concepts are taught in focused daily sessions, but wherever possible practical work is integrated across the curriculum – mathematics in science, practical application in design and technology, pattern and symmetry in art etc;

In common with other Catholic schools, we follow the *Come and See* programme. This is enhanced by whole school projects – especially during Advent and Lent – where children express their understanding through art, design and liturgical dance.

St. Teresa's is fully committed to promoting a global dimension in our curriculum and developing international links. This global dimension is embedded in all areas of our work. Developing global citizenship provides excellent opportunities to combat stereotyping and racism and enhances spiritual, moral and social development. It enriches the whole curriculum and abounds with relevant real world activities.

We have a School Council who we work with in order to shape every aspect of our school. They run a weekly Healthy Tuck Shop. We also run a Mini Vinnies group – a junior version of the St. Vincent de Paul Society working on Social Justice issues.

Our pupils are encouraged to consider how they can turn their concern into action. This has included such activities as collecting for the local food bank, making Christmas shoe box parcels for children in other countries, making up Christmas baskets for elderly members of the local parish, collecting 5p pieces for the St. Cuthbert's 5p bus, fundraising following natural disasters and donating football kits to children at the Hosanna School for the Deaf in Ethiopia.

Assessment is viewed as the key to learning. Each child is assigned individual targets in reading, writing, maths and Religious Education. Targets are regularly reviewed between pupils and teachers and shared at parents' evenings.

The school operates a robust Pupil Tracking system so that the progress of all children is carefully monitored and interventions and/or targeted support can be given if appropriate.

Parents are kept informed of their child's progress through termly parents' evenings and an end of year written report. Parents are always welcome to make an appointment with their child's class teacher at any point throughout the year if needed. Children identified as being Gifted and Talented are provided with challenging activities mainly within the classroom but may also take part in special projects when they arise.

The school holds the statutory number of formal parent consultation evenings i.e. one during each of the Autumn and Spring terms. On these occasions, members of the school's governing body are always present in order to seek the views of parents/carers as key stakeholders. An annual questionnaire to parents/carers provides information which staff and governors use when planning continuous school improvement. A more detailed written report on each child's progress is provided for families at the end of each academic year. In addition, an opportunity for parents to make appointments to see their child's class teacher on Mondays after school is offered each week, should there be any concerns or celebrations.

Parents are welcome to make appointments to speak to the Head Teacher at any time. The school views its partnership with parents as being vital in its role as educator.

Religious Education and the Catholic life of the school

Religious Education is provided in accordance with the beliefs and teachings of the Catholic Church. The “Come and See” programme is followed throughout the school. The teaching of Religious Education is monitored in the same way as English and mathematics. Work is regularly assessed and all pupils are given individual learning targets three times per term.

Class or whole school acts of collective worship are held every day.

At the end of each half term, Mass is celebrated in St Teresa’s Church with the whole school in attendance. Each Mass is led by a different class and usually includes a liturgical dance. There is also a half termly Mass (for two classes) celebrated in the school hall. Again, each class takes its turn in preparing readings.

During Advent and Lent, there is a full and varied programme of services and activities. The children in Reception, Year 1 and Year 2 present a musical Christmas nativity each year.

St Teresa’s feast day (October 1st) is celebrated every year.

The school is fortunate to have a small chapel/prayer room which children and adults of all faiths are welcome to use as a place for prayer and silence.

Parents have the right to withdraw their children from Religious Education lessons. However, by accepting a place at St Teresa’s, parents understand the school’s Catholic foundation and currently no children are withdrawn from lessons.

First Holy Communion

The school enjoys excellent links with the parishes of St. Teresa’s and St Aidan’s and they work together to prepare children for the sacraments of Reconciliation and the Eucharist, following the Diocesan programme of sacramental preparation. A team of catechists, drawn from school staff and parishioners, regularly meet with children and actively involve the children in Sunday Masses. Fr Mariadass provides instruction for parents on how the family can best prepare their children to receive the Sacraments of Reconciliation and the Eucharist for the first time.

Homework

Homework provides an opportunity for children to consolidate learning at home and share it with their parents.

Tasks are usually related to previous learning and as such, should not be perceived to be an onerous burden for parents. It is important that children get into a regular routine for completing homework and ideally they should work in a quiet place within the home.

Children in upper Key Stage 2 are sometimes given longer homework projects which involve them in presenting their own independent research in an organised and attractive manner of their own choosing.

Children of all ages are expected to read daily at home. Parents of younger children are asked to write in their child’s Reading Diary. The diaries form an excellent tool in home-school communication. It is expected that parents will support the school and encourage their children to appreciate the value of homework.

School Clothing

Children must wear clothes in our school uniform colours of red, grey and white. Parents often remark that they find the idea of a school uniform extremely useful as it dispenses with the discussion of 'what to wear today'. Uniform is supplied by The School Outfit Company. It can be ordered either by telephone (0191 4168889) or by email (theschooloutfit@btconnect.com) or via their website (www.theschooloutfit.co.uk)

The uniform is as follows:

- Girls – white shirt/blouse/polo shirt, red sweatshirt or cardigan, grey skirt, trousers or pinafore, tights or socks. During the summer term, girls may wear a summer red checked gingham dress.
- Boys – white shirt or polo shirt, red sweatshirt, grey trousers (long or short)

Outer clothing

- All children should have a waterproof jacket for use during inclement weather.
- Flat outdoor shoes are required for all children. Heeled shoes are not suitable for school and can be extremely dangerous.
- It is required that all children should wear a hat/cap during hot, sunny weather.
- Jeans are **not** acceptable.

Parents are asked to ensure **all** clothing is clearly marked with their child's name.

P.E. Clothing – www.theschooloutfit.com

Indoor kit for girls and boys: white T-shirt, black shorts

Outdoor kit for girls and boys: black tracksuit bottoms and black sweatshirts/hoodies and trainers. Items to be avoided include bermuda shorts, cycling shorts and all lycra clothing. Team strips will be provided by the school for competitive sports matches. Shin-pads, when needed, should be provided by parents.

Swimming costumes must be one piece for girls (no bikinis), and boys must wear trunks or swim shorts (baggy shorts are not permitted).

All children should have a named PE bag. It is important that **every** item of clothing is named, either by a sewn in label or a permanent pen, as unnamed clothes rarely get returned to their owner.

Indoor Shoes

All children are required to wear plimsolls in school. Again, plimsolls must be **clearly marked** with children's names.

Bags

Space within school for keeping bags is extremely limited. **All** children should use the official school book bag apart from **Year 6** pupils, who may bring a rucksack to school.

All children *may* bring a back pack when it is their Forest School day.

Jewellery

Governors request that children **do not** wear jewellery (including earrings) for school. Not only is it upsetting for children when valuable and precious items are lost or broken, but rings, earrings etc; are potentially very dangerous in play situations and serious injury can result.

The only exception to this rule regarding jewellery is for Year 5 and 6 children, who *may* wear a sensible wristwatch.

Parents of children who present at school wearing jewellery will be contacted and asked to come to school to remove it.

Teachers have been instructed not to remove jewellery from children or 'to look after' any items of jewellery.

School Meals

Meals are cooked in our kitchen by staff employed by Newcastle City Council. There is daily choice within a menu which is repeated every three weeks. The entire menu changes twice a year. Sample menus are available in school. The children decide their school meal choice on a daily basis using the red band system.

All children in Reception, Year 1 and Year 2 are offered a free school meal, paid for via the government's Universal Infant Free School Meals initiative.

Parents / Carers of children in Key Stage 2 (Years 3 – 6) who may be eligible to receive free school meals should either contact the school or apply directly via the City Council's website www.newcastle.gov.uk/education. All matters relating to applications for free schools meals are dealt with in a sensitive and completely confidential manner.

Lunchtime supervisory staff are employed by the school to look after the children's needs and assist them during the lunchtime period. Children may bring packed lunches in a rectangular or square unbreakable container (no plastic bags). Packed lunches should **not** contain nuts of any description as some children suffer serious nut allergies which can have extremely serious consequences. The school encourages healthy packed lunches. Chocolate or sweets of any description will be removed from children's packed lunches and returned to parents on request. Fizzy drinks are not permitted. Hot food e.g. soup, noodles, pasta etc, is not permitted within packed lunches for health and safety reasons. (See Packed Lunch Policy on website)

School Bus

A school bus operates between Four Lane Ends and St Teresa's, taking in Cochrane Park and High Heaton. Normal bus fares are payable, although a reduction is available upon production of a bus pass (available from Nexus Travel Centres). A Supervisor is employed by the school and paid for by parental subscription. Please contact the school office for further details.

After School Club

The club is held during term time only, in school, and provides a vast range of activities. The ratio is 1 fully qualified adult to 13 children and there are 3 staff offering a total of 24 full time places. The morning sessions are 7.45am – 8.50am and the evening sessions are 3.15pm – 5.45pm.

The clubs provide safe and stimulating activities in a relaxed and secure environment. A well balanced programme of games, arts, crafts, computing and cooking activities is provided to ensure the club is as fulfilling and fun as possible. The children are encouraged to participate in adult supported play and independent play. Children have the opportunity to explore a range of fun, positive and challenging activities that are age appropriate to all children in the club.

Healthy Eating

Fresh fruit is available each day during morning break and as part of the Government's National Fruit Scheme; all Key Stage 1 children receive a piece of fruit daily, free of charge. Please inform the school if your child has an allergy to a particular fruit or vegetable group.

Reception children are also entitled to 1/3 pint of milk per day which is subsidised by the Local Authority. Parents are informed of the cost for the year at the start of the Autumn term. If your child would prefer not to partake of this service, please inform the office staff.

All children are actively encouraged to bring a bottle of water to school every day.

Forest School

Children's interests motivate their desire to learn. A sense of awe and wonder happens naturally by being close to nature. This is a place for children to be given the chance to take part in independent learning outside of the traditional classroom environment. It is a place that is constantly changing. Opportunities are afforded to all pupils to regularly work in the Forest School. Children need to be equipped with wellington boots and waterproofs for Forest School activities as they take place in all weathers. An outdoor oven is incorporated into the Forest School.



Children's Health

The School Health Service has strong links with the school. Children have medical examinations during the first year of school. It is important that parents support these examinations so that the nurse can gain a full picture of each child's medical history.

Hearing, vision and speech are all checked periodically but if parents have any concerns, an examination can usually be arranged fairly quickly. If there are any important aspects of your child's health of which we should be aware, it is very important that you give the school as full a picture as possible in order that an individual Health Care Plan can be prepared. . Parents should not send children to school with medicine or tablets of any sort. In exceptional circumstances, prescribed medicine may be administered but only with the permission of the Headteacher and following completion of the necessary forms. Please contact the school office for information.

If your child becomes ill or has had a significant accident during the school day, we will make every effort to contact you, whilst taking the appropriate action in school.

Please ensure that your School Information Form is kept up to date with changes of address, home/work or mobile numbers, email address and/or emergency contact details.

All school staff are trained in basic First Aid. Five members of staff are fully qualified First Aiders. Two members of staff are trained in Paediatric First Aid. Please see our school website for *Medical Needs in School Policy*

Children with Special Educational Needs and Disabilities (SEND)

The school follows the new Special Educational Needs and Disabilities Code of Practice: 0 to 25 years which was introduced in September 2014.

The school works closely with Newcastle Local Authority Special Educational Needs Teaching and Advisory Support Service (SENTASS) when assessing children who may have special educational needs. Parents are always involved at an early stage and are kept informed of progress through regular informal contact and through more formal review meetings. The school uses the Local Authority's Educational Psychology service where appropriate and follows the advice provided.

The school takes an inclusive approach to teaching pupils with SEND and offers a differentiated curriculum within the classroom to all pupils. Teaching Assistants work with all year groups to support children in various ways. (see *Special Needs and Disabilities Policy on website*).

Liaison with secondary schools is well planned in order to provide a smooth transition for children with special educational needs and disabilities.

Preparing the Four Year Old for School

Children may enter school in the September of the academic year in which their fifth birthday falls. This means that in Reception class there may be children who are only just four years old – a child whose 4th birthday falls on 31st August can start school the following week. Young children have very particular requirements in terms of experiences – access to large play and construction equipment, spaces for imaginative play, sand and water facilities.

The school operates an excellent induction programme which provides several opportunities for access to school for parents and children in the term before entry and there is a well structured series of meetings and workshops where any concerns can be raised. Information is provided well in advance for new parents.

Parental Involvement

The contribution made to the school by parents, parishioners and members of our local community is warmly welcomed. If anyone feels they have a special talent – or would simply like to offer an extra pair of hands, please contact the school office in the first instance. Parents of children in Reception class are routinely invited to share their child's learning experience and to contribute to the assessment process within the EYFS framework. This academic year we are using the Tapestry App with Reception parents –this is a great opportunity for our home-school links to be fostered and shared.

All parents are expected to sign a home-school agreement which sets out the relative contribution and responsibilities of the school and parents with regard to the education process.

The PTA (Parent Teachers' Association) at St Teresa's is a friendly association of parents and teachers working together for the benefit of our school and our children.

They engage in fundraising initiatives that they design, organise and help to run. Events range from Halloween parties to quiz nights, craft fairs and cake sales. They provide a great opportunity for parents and carers to help the school whilst having fun with families and friends.

Safeguarding

All staff and volunteers are required to undertake a Disclosure and Barring Service check (DBS). A Single Central Record is kept in school detailing the checks which have been completed. Parents volunteering to help with a school trip will be required to give permission for a List 99 check. Parents helping in school and school governors must be subject to a satisfactory DBS clearance.

All school staff receive regular training in safeguarding children and are aware of the procedures for disclosing concerns to one of the Child Protection Designated Persons. At St Teresa's, there are five Designated Persons – Mr Turner, Ms Jackson, Mrs MacKenzie, Miss McTernan and Miss Joynes. Parents / carers with any concerns about the welfare or safety of a child, should contact the Headteacher or, in her absence, one of the other Designated Persons.

All disclosures are totally confidential.

If a child or an adult makes a disclosure which causes concern for one of the Designated Persons, a referral will be made to Newcastle Children's Social Care. Generally parents will be informed of this action but there may be occasions where this is not appropriate. (*see Safeguarding and Child Protection Policies*).

Further details concerning the sharing of information about children within and outside of school can be found within our Safeguarding Policy. (*see website*).

E-Safety

Modern technologies are inspirational to young people. The school operates an E-Safety policy which aims to protect pupils and staff from inappropriate and improper use of the internet. Parents/carers are asked to read through and sign the Acceptable Use Agreement on behalf of their child.

Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website and its protected Twitter account. This consent remains valid for the full time the child is a pupil at the school. (*see E-Safety policy*)

Extra-Curricular Activities

Using extra-curricular activities as a motivator and as a forum for individual and group development, the school runs a number of school sports teams and clubs. The school seeks to offer a wide choice of activities across the whole age range over the course of an academic year.

Recent activities include:

- Cross Country/ Running
- Art Club
- Athletics
- Dance
- Cricket
- Golf
- Football
- Chess
- Netball/Hi5s
- Cheerleading
- African dance/Bollywood dance.
- Film Club
- Choir



Family Learning, involving parents is available and topics have included Science, Eco Schools and computer skills.

Year 6, supported by other Key Stage 2 classes, perform musical productions in the church hall.

Year 5 pupils take part in whole class tuition in ukulele which is provided by Newcastle Music Service.

Tuition is available for children in Key Stage 2 in clarinet, saxophone, euphonium, trumpet, violin, flute, guitar and trombone. Parents pay for this to be provided by North East Music Company (NEMCO).

The school actively participates in local community events e.g. Heaton Churches Together, Heaton Festival, and the Ouseburn Festival

Discipline

At St Teresa's, positive attitudes and self-discipline are encouraged and praised. It is our aim that the children display independence and a sense of responsibility. School rules are kept to a minimum, compatible with the care of the children and the organisation of the school.

The involvement of the children in the formation of their class rules at the beginning of each school year helps to ensure commitment and to create positive classroom environments. If there are persistent behaviour problems, parents are contacted and efforts are made to identify causes in order to set up an effective programme of support and improvement.

Current agreed policies on behaviour, anti bullying and equality may be found on the school's website.

Pupil Attendance

The attendance target for the whole school is over 96% every year.

The school monitors pupil attendance and routinely follows up unexplained absences and low attendance which has become a cause for concern.

Where a child is to be absent from school due to illness or other circumstances, it is expected that parents will contact school office staff with the reason for absence **by 9.30am on the first day of absence.**

Certificates are awarded for children with 100% attendance and excellent punctuality during each term of the school year.

Parents needing to take their child out of school during the day should seek the permission of the Head Teacher. Medical and dental appointments should, where possible, be arranged out of school hours or during school holidays.

Government legislation no longer allows schools to authorise holidays for children during term time.

Governors wish to remind all parents and carers that **holidays should not be taken during term time** unless in exceptional circumstances (this is extremely rare) – in which case absence can be authorised by the Head Teacher.

Parents taking their children out of school during term time **must** complete an Absence Notification form which is available from the Headteacher.

Texting Service

The school operates a texting to parents' service which is aimed at improving the speed of communications between school and parents. The service is used for a variety of purposes e.g. good news, reminder about events, school closure due to bad weather, administration of medicine, notification of late arrival of pupils etc;

ParentPay

The school uses ParentPay which is an online payment service whereby parents pay for all services provided by the school e.g. school meals, bus escort, swimming transport, educational visits. Cash is received in school as infrequently as possible.

Email

An emailing service has recently been introduced so that parents may opt to receive letters and newsletters electronically rather in hard copy. Further details can be obtained from the school office.

Admissions Policy 2017-18

This Admissions policy has been formally adopted by the Governing Body of this school. In this school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

The Published Admission Number (PAN) for Reception class September 2018 is 30.

Applications will be considered on an Equal Preference basis.

How and When to apply

Applications must be made on the Newcastle Local Authority Common Application Form. All application forms must be returned to the Local Authority by the specified closing date.

The Local Authority processes information provided and this is subsequently forwarded for consideration to the school's Admissions Committee

Late Applications

Any applications for September admissions to Reception class received after the closing date will be accepted but considered only after those received by the closing date.

Children with an Education, Health and Care plan or a statement of Special Educational Need

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Oversubscription Criteria

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

First priority in each category will be given to children who will have a sibling (see note 3) attending the school in September 2017

1. Looked after Catholic children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
2. Catholic children whose home address is within the parish boundaries of St Teresa's and St Aidan's parishes.
3. Catholic children of a member of school staff who is permanently employed at the school at the date of application.
4. Catholic children whose home address is outside the parish boundaries of St Teresa's and St Aidan's parishes.
5. Looked after children in the care of a Local Authority or children that were looked after by a local authority and immediately after that became subject to an adoption, child arrangements or special guardianship order (see definitions).
6. Other children who will have a sibling attending the school at the time of admission.

7. Other children of a member of school staff who is permanently employed at the school at the date of application.
8. Children of other Christian churches
9. Children of other Faith traditions.
10. Other children.

If applicants are seeking admission under criteria 8 & 9 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, 3 or 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definitions of Looked after Children/Adoption, Child Arrangements and Special Guardianship Orders

A **looked after child** is a child who is in the care of a local Authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the Local Authority has confirmed will still be looked after at the date of admission. An **adoption order** is an order made under section 46 of the Adoption and Children Act 2002. A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under section 12 of the Children and Families Act 2014. A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

4. Definition of Staff

A member of staff includes all school staff who are under the direct employment of the governing body of St Teresa's Catholic Primary School.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor, with preference being given to those whose home address is nearest to the school, when measured by GEO CODE available through Newcastle LA. GEO uses the measure of the straight line distance from a fixed point at the school to a point in the centre of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. The Local Authority handles the process on behalf of the Governing Body. Further details of the appeals process are available by contacting the Admissions Team at Newcastle Civic Centre, 0191 277 7427.

Home Address

It is the child's address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the child's address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

If you are offered a place you will be asked for proof of the child's address, for example, a child benefit statement.

False Information

Where the Governing Body has made an offer of a place at the school on the basis of fraudulent and intentionally misleading information from an applicant, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn by the Governing Body, depending on the length of time the child has attended the school.

Where a place or an offer has been withdrawn, the application will be reconsidered by the Governing Body and a right of independent appeal will be offered if the application is then refused.

Parish Boundaries

Please contact the school for further information on parish boundaries.