



St. Cuthbert's Roman Catholic Primary School.

This prospectus is designed to give you some useful information about our school.

We hope it reflects the positive and happy environment we aim to create at St. Cuthbert's.

We welcome visitors to the school on a regular basis, therefore if you would like to see the school at work, please arrange a visit by telephoning the school office. We would be happy to show you around.

www.stcuthbertsprimaryschool.co.uk

e-mail: office@stcuthbertsprimaryschool.co.uk

St. Cuthbert's R.C. Primary School,
Grindon Lane,
Grindon,
Sunderland,
Tyne & Wear,
SR4 8HP.

Tel: 0191 528 5094

Both the school App and website (www.stcuthbertsprimaryschool.co.uk) are valuable sources of information for parents. Please check these regularly for updates.

The app is free to download for iPhones, Windows and Android Phones.

You can download the app by either searching in the relevant app store for "Saint Cuthbert's RC Primary School" (using the quotation marks in the google play store) or by using one of the following link:

<http://app.jigsawschoolapps.com/get/stcuthbertspri>

Remember to allow "Push Notifications" when you install the app, so you get a notice each time we add something. Please note that the app is compatible with iPads, but to download it you have to search the store in "iPhone Only" mode.

You can choose the language in which you receive information in the settings page, and you can filter information that's not relevant to you in the categories page (under settings).

Tip: School letters can be found in the Files Section and are uploaded as PDFs



St Cuthbert's R.C. Primary caters for children aged between 3 and 11. We provide our children with a safe and stimulating environment in which they develop their academic, physical, spiritual, moral, social & cultural lives.

We endeavour to ensure that each child is able to excel in their achievements and to have the skills, independence and initiative to become good citizens.

OUR MISSION

EDUCATE CREATE WITNESS
CHRIST AT THE CENTRE

We strongly believe that children leaving our school must be well equipped for the future. We aim to honour and maintain the vision and ideals of the founders of our school, who, inspired by their love of Christ, established in the community a centre of learning based upon the teachings of Christ. We aim to educate each other, create community and witness to Christian values.

EVERY CHILD MATTERS
EVERY ADULT MATTERS
EVERYONE MATTERS
GOD MATTERS



School Prayer

This is our school
Let Peace live here
Let the room be full of happiness
Let love be all around
Love of one another
Love of all peoples
Love of life itself
And love of God
Let us remember
That as many hands build a house
So many hearts make a school.
Amen.



SCHOOL AIMS

Our school aims are as follows. They are not placed in order of importance:

- St. Cuthbert's is a Catholic school and we will provide all that is necessary for our children to develop their love for each other and the world in true Catholic tradition.
- We aim to provide a welcoming environment and opportunities for children to become independent and active participants in their own learning.
- We will have high expectations of our children and ensure that they reach their full academic and social potential.
- We aim to provide a rich and balanced curriculum that is well planned and effective in meeting the needs of all our children.
- We will encourage children to become self disciplined and responsible and to nurture their awareness, respect and understanding of other people and the shared environment.
- We recognise the importance of literacy and numeracy as the key components supporting the full curriculum and we will work towards high standards in all subjects.
- We will monitor and evaluate the progress of each child, setting challenging targets based on individual needs and involving pupils and parents in the process.
- We aim to make children aware that they live in a multi cultural community, from which they benefit and to which they contribute.
- We aim to provide opportunities for all children to excel irrespective of race, class, gender, religion, culture or physical ability.
- We will constantly monitor and evaluate the quality of our teaching to ensure that we provide an excellent education for our children.
- We aim to create a successful working partnership where all those involved in the school community work together in a spirit of cooperation.
- We will aim to provide children with experience beyond the school environment which will enhance their learning.



ADMISSION POLICY 2018-19

St. Cuthbert's R.C. Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We, therefore, hope that all parents (see note 11) will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

Parishes served by the school

The school serves the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland & Holy Family, Sunderland.

Published Admission Number

The governing body has set its admission number at 30 pupils to be admitted to the reception class in the school year which begins in September 2018.

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.

Application Procedures and Timetable

To apply for a place at this school, the parent must complete a common application form (CAF) available from the local authority in which the child lives. The parent will be advised of the outcome of the application on 16 April or the next working day, initially by a letter or email from the local authority on behalf of the governing body.

If the parent is required to provide supplemental evidence to support the application (e.g. a baptismal certificate), this evidence should be provided at the time of

application. If not provided, evidence may be sought by the governing body following the closing date for applications. This information must have been correct at the date of closing for applications.

All applications will be considered at the same time and after the closing date for admissions which is 15 January 2018.

Late Applications

Late applications will be administered in accordance with the local authority primary coordinated admissions scheme. Parents are encouraged to ensure that their application is received on time.

Admission of Children below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Summer Born Children

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Waiting Lists

In addition to their right of appeal, applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out below and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the summer term. Inclusion on the school's waiting list does not mean that a place will eventually become available.

Infant Class Size Regulations

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher (subject to the provisions in the School Admissions Code for 'excepted children'). Parents do have a right of appeal in accordance with the infant class size regulations if the school is oversubscribed and their child is refused a place.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications should be made to the school by contacting Mrs J. Ward, St. Cuthbert's R.C. primary, Grindon Lane, Grindon, Sunderland, Tyne & Wear, SR4 8HP. Parents will be advised of the outcome of their application in writing.

Where there are places available but more applications than places, the published oversubscription criteria will be applied.

If there are no places available, a request can be made that the child is added to the waiting list (see above).

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made by the local authority 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.

Further details of the appeals process are available by writing to the chair of governors at the school address.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by the governing body for the current school year. The governing body has this power, even when admitting the child would mean exceeding the published admission number.

Nursery

For children attending the school's nursery, application to the reception class of the school should be made in the normal way, to the local authority. Attendance at the school's nursery does not guarantee that a place will be offered at the school.

False Evidence

The governing body reserves the right to withdraw the offer of a place where false evidence is received.

OVERSUBSCRIPTION CRITERIA

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

First priority in each category will be given to children who will have an older sibling attending the school in September 2018.

1. Looked after and previously looked after children (see notes 2&3)
2. Catholic children who are resident in the parishes of Immaculate Heart of Mary, Sunderland, Holy Rosary, Sunderland, Holy Family, Sunderland (see note 4)
3. Other Catholic children (see note 4)
4. Catechumens and members of an Eastern Christian Church (see notes 5&6)
5. Children of other Christian denominations (see note 7)
6. Children of other faiths (see note 8)
7. Any other children

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.
2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order 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 the provisions of section 14 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. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.
8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.
9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.
10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent'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. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.
11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.



St. Cuthbert's Roman Catholic Primary School.

Organisation

There are approximately 250 pupils in the school (including a place Nursery). The school is single form entry and currently has a Head Teacher, 2 Assistant Heads, 5 full time teachers 2 part time teachers. Additionally there is 10 support staff, [including 2 Higher Level Teaching Assistants & 8 qualified Teaching Assistants.]

Reception

Children start at St. Cuthbert's in the September after their 4th birthday. The exact induction arrangements for our reception class can vary each year and will be explained at the New Parent's sessions in June. A Reception Class Information Booklet will also be provided.

School times

NURSERY

Morning session 8.30am- 11.30pm

Afternoon session 12.30pm-3.30pm

If your child is accessing the 30 hour childcare offer then you do have the option of them staying over the lunch period for a cost of £30 per week (£10 lunch money and £20 child care costs)

RECEPTION

Morning session 8.45am-11.45 am

Afternoon session 12.45pm-3.15pm

YEARS 1 & 2

Morning session 8.45am- 12.00pm

Afternoon session 1.00pm-3.30pm

YEAR 3-6

Morning session 8.45am-12.00pm

Afternoon session 1.00pm-3.35pm

PLEASE NOTE- School has an open door walk in policy from 8.30am onwards. Children are expected to be in school, sitting in their place and ready to begin work at 8.45am PROMPTLY

St. Cuthbert's Roman Catholic Primary School.



Punctuality

Please make sure that your child arrives on time with all that they need for the day. It is of great importance that your child arrives punctually. This ensures they are feeling positive about the day ahead and ready for learning. Late arrivals must use the main entrance and report to the office straight away to ensure that their safe arrival is recorded. Parents will be asked to sign their children in and give a reason for the late arrival.

This is a No Smoking school. Please do not smoke on school premises, including the playground.

Dogs are not allowed onto school premises, (except guide dogs).

Attendance

Following the new Department for Education guidelines holidays will not be authorised during the school term.

Here at St. Cuthbert's we are always striving to improve and make sure that we give our children the very best possible life chances. Our school works with a company called 'ATT100 Sunderland' to ensure that our attendance levels are the very best they can be. The team monitor all attendance records weekly and respond swiftly to any causes for concern.

If your child has good attendance (many have 100%) none of this will ever be of concern to you. We also understand that children do get ill, but the school must be notified of any illness absence and must be satisfied that it is genuine. If we have any concerns or attendance drops below an acceptable level, we have to ask for documentary evidence from a medical professional to confirm that the absence is genuine.

One of the most important things your child can do to achieve academic success is also one of the most basic- going to school every day. In fact, research has shown that your child's attendance record may be the

biggest factor influencing their academic success. Please support us in this matter.

Attendance issues are dealt with by ATT 100 Sunderland and correspondence relating to issues/concerns will bear their company logo. The company does provide a mobile telephone number and e-mail address for contact but is unable to provide a business address as the offices are based in a local Sunderland school and it is not feasible for parents to personally visit their business premises.

Contact Details:

ATT100 Sunderland

Tel: 07585123853

E-mail: att100sunderland@gmail.com

Absence

If a child is absent, please inform the school on the first morning either by note or telephone to explain the absence. If you know your child is likely to be away from school for any length of time please let us know as soon as possible. If we are not informed then it is recorded as an unauthorised absence.



St. Cuthbert's Roman Catholic Primary School.

Safeguarding

Safeguarding is an area of great importance and one which is reviewed and updated regularly. This ensures that safeguarding procedures are given high priority by all members of staff and issues are discussed and monitored effectively.

Designated person for safeguarding- Mrs J. Ward (Head Teacher)

Deputy Designated Person for safeguarding- Mrs K. Brown (Assistant Head Teacher)

Governor with responsibility for safeguarding- Miss S. Miller

Associate Governor with responsibility for safeguarding- Mrs P. Bittlestone

Sunderland City Council has published procedures on safeguarding and child protection. The procedures give clear instructions to all schools immediately to inform the Education Department and Social services if an allegation of child abuse is made. It is the school's legal duty to follow these instructions. The parents of any child involved are, of course, informed as soon as possible thereafter.

St. Cuthbert's R.C. Primary School is an Operation Encompass School.

This is a new innovative project in which schools in Sunderland are participating, and which is run in partnership with Sunderland City Council and Northumbria Police.

The project, which commenced in Spring 2017, aims to support children who are affected by domestic abuse.

Witnessing domestic abuse is really distressing for a child or young person, who often see the abuse, hears it from another room, sees a parent's injuries or distress afterwards or can be physically hurt trying to stop the abuse.

As a result, following any domestic abuse incident being reported to the police, the Police will make contact with the Council's Initial Contact and Referral Team who will then communicate relevant and necessary information to nominated school staff. This will ensure that the school is made aware at the earliest possible opportunity and can subsequently provide support to children in a way that means they feel safe and listened to.

Each school has members of staff (key adults) who have been fully trained in liaising with police and Children's Social Care when required, and will ensure that the necessary support is made available to the child following the disclosure of a domestic abuse incident. For St. Cuthbert's the members of staff are Mrs Ward & Mrs Brown.

I believe that this project demonstrates our school's commitment to working in partnership to safeguard and protect children, and to providing the best possible care and support for our pupils.

Equal opportunities

At St. Cuthbert's we aim to give the best possible education to every child at the school and we recognise that a feeling of confidence and self worth is essential for each child to make the most of the learning environment. With this in mind we want to provide an environment where children are free to develop without being discriminated against by Age, Disability, Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion or belief, Sex and Sexual Orientation

Special Educational Needs

At St. Cuthbert's we aim to cater for the individual needs of all children. Some children have what are termed "Special Educational Needs". We aim to meet the needs of "Special Needs" children within the classroom, and to deal with areas of need as soon as they are identified. This may involve providing additional resources, adapting materials and providing extra learning support, to ensure free access to the curriculum. To provide for our children fully, we may request advice and support from different outside agencies, e.g. Educational Psychologists, Speech & Language Therapists, Paediatrician Consultants, Behaviour Specialists etc. Parental permission is always requested prior to working with outside agencies. We welcome the close co-operation and participation of parents in this process.

Accessibility

In line with the SEN and Disability Act 2001, St. Cuthbert's 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. The school will endeavour to facilitate pupils with disabilities and make improvements for accessibility. Nevertheless, due

to the age and design of the building, any improvements will be made in accordance with local authority guidelines. The school admits any pupil according to our Admission Policy whether they have a disability or not.

Race Equality Statement

The Governors and staff of St. Cuthbert's School are committed to working with all our communities to ensure that everyone has an equal opportunity to succeed, and that no member of the school will suffer or be disadvantaged by direct or indirect racial discrimination.

At all times we will be vigilant for aspects of our work and play, which may hurt or disadvantage others. Any acts of deliberate bullying and harassment will not be tolerated. Racism in all its forms is not acceptable and will be challenged generally, but particularly where the provisions of the Race Relations Act are broken. This school will work within the provisions of the law, and do everything to meet the standards for Race Equality.

British Values

Promoting British Values at St. Cuthbert's R.C. Primary School

The DfE have recently reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs."

The Government set out its definition of British values in the 2011 Prevent Strategy, and these values have been reiterated this year (2014). At St. Cuthbert's these values are reinforced regularly and in the following ways:

Democracy

Each year the children decide upon their class rules. All the children contribute to the drawing up of the rules. We have a school council which meets regularly with the Head Teacher to discuss issues raised in class council meetings. The council has its own budget and is genuinely able to effect change within the school. Every child on the student council is voted in by their class.

Children have an annual questionnaire where they are able to put forward their views about the school.

The Rule of Law

The importance of laws, whether they be those that govern the class, the school, or the country, are consistently reinforced at St. Cuthbert's. Pupils are taught from an early age the rules of the school.

Pupils are taught the value and reasons behind rules and laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. Visits from authorities such as the Police and Fire Service help reinforce this message.

Individual Liberty

At St. Cuthbert's, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young pupils to make informed choices, through a safe environment and an empowering education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and advised how to exercise these safely, for example through our eSafety and PSHE lessons. They also understand that with rights come responsibilities.

Mutual Respect

Mutual respect is at the heart of our values. Children learn that their behaviours have an effect on their own rights and those of others. All members of the school community treat each other with respect.

Tolerance of those of Different Faiths and Beliefs

At St. Cuthbert's we actively promote diversity through our celebrations of different faiths and cultures. Religious Education lessons and PSHE lessons reinforce messages of tolerance and respect for others. The children visit places of worship that are important to different faiths. As a school we work closely with families from different faiths in order to ensure that all children are included.



St. Cuthbert's Roman Catholic Primary School.

Our School Curriculum

At St. Cuthbert's we aim to provide a broad and balanced curriculum for all our children including the most able and those with special educational needs. This curriculum is based on the National Curriculum and covers the following subjects;

- English
- Maths
- Religious Education
- Science
- Information Communication Technology
- History
- Geography
- Physical Education
- Music
- Art
- Personal Social Health & Citizenship Education (P.S.H.C.E)
- Design Technology
- Spanish (Y2 upwards)

All classes from Year 1 are taught these subjects. Our Nursery and Reception class follow the Foundation Stage curriculum, which prepares the children for the National Curriculum which starts in Year 1.

At the start of every term parents will be informed about the curriculum to be followed in their child's class and we hope that you will be able to offer help and support to your child by discussing the themes with them.



St. Cuthbert's Roman Catholic Primary School.

Religious Education

'Catholics believe that Religious Education is not one subject amongst many, but the foundation of the entire education process. The beliefs and values it communicates should inspire and unify every aspect of school life'

At St. Cuthbert's we promote the dignity and freedom of every person as created in the image and likeness of God. This vision inspires and encourages the beliefs and values which are lived out in the daily life of our Catholic school. Within this vision, religious education is very much a journey of formation involving every member of the school community, together with a pupil's family and parish community.

At St. Cuthbert's our religious education will promote knowledge and understanding of Catholic faith and life; knowledge and understanding of the response of faith to the ultimate questions about human life, its origin and purpose and develop the skills required to engage in examination of and reflection upon religious belief and practice.

The objectives of curriculum religious education in Catholic schools are:

- To develop knowledge and understanding of the mystery of God and of Jesus Christ, of the church and of the beliefs which Catholics hold.
- To develop awareness and appreciation of Catholic belief, understanding of its impact on personal and social behaviour and of the vital relationship between faith and life, life and faith.
- To encourage study, investigation and reflection by the pupils.
- To develop appropriate skills: for example, ability to listen; to think critically, spiritually, ethically and theologically; to acquire knowledge and organise it effectively; to make informed judgements.
- To foster appropriate attitudes; for example, respect for truth; respect for the views of others; awareness of the spiritual, of moral responsibility, of the demands of religious commitment in everyday life and especially the challenge of living in a multi cultural, multi faith society.

The outcome of religious education at St. Cuthbert's is; religiously literate young people who have the knowledge, understanding and skills-appropriate to their age and capacity- to think spiritually, ethically, theologically, and who are aware of the demands of religious commitment in everyday life.

Collective worship

Our Collective worship in school recognises the central place of liturgy and worship in our Catholic tradition and at the same time respects the needs and experiences of those who take part. Prayer, liturgy and reflection are an important part of our daily life; the Catholic values of friendship, compassion and forgiveness are shared with all.

As Catholic Christians, we are guided by the values of the gospel and the beliefs of our own faith tradition. At the same time, we are respectful of the beliefs of others. We celebrate achievement in all aspects of school and home life- everyone is unique and a child of God.

Aims:

- To provide opportunities for the whole school community to gather and celebrate in worship.
- Help children be aware of liturgical seasons and major feasts through our approach to collective worship such as class and whole school assemblies', liturgies, sacramental rituals and in various forms of prayer.
- Involve the children as much as possible in body and mind; through words, song, dance, gesture and music, as well as through silence, reflection, listening and sharing.
- Enable children to understand and enjoy the messages of good news proclaimed by the gospels and create a sense of belonging in each and every child.
- Take part in community prayer by accepting invitations to visit our parish churches for Mass and other liturgical events.



St. Cuthbert's Roman Catholic Primary School.

Assessment

Assessment is a continuous process, which is integral to all our teaching. We assess children in order to ascertain what they have learnt, so that we can plan the next stages of their development. Much of the assessment is based on the teacher's professional judgement of the child's achievements, backed up by evidence from the child's work, which is contained in each child's portfolio of evidence.

Your child will also participate in the following formalised assessments:

- Baseline assessment at the start of Nursery & Reception.
- Assessments against the Early Learning Goals in Nursery & Reception.
- National Phonics Check at the end of Year 1
- Standard Assessment Tasks in Year 2 that assess a child's achievements at the end of Key Stage 1.
- Standard Assessment Tests in Year 6 to assess their progress at the end of Key Stage 2.
- Half Termly Assessments in Years 1, 2, 3, 4 5 & 6 to assist in Teacher Assessment.

In addition, further detailed assessments are made for children with special needs.

If you wish to discuss your own child's results in any test, please contact your child's class teacher.



St. Cuthbert's Roman Catholic Primary School.

Behaviour

At St. Cuthbert's we believe that everyone can contribute to the life of the school and that their contribution should be valued by us all. We believe that everyone has a responsibility to promote positive behaviour and that relationships built on mutual trust and consideration for others are to be encouraged.

We aim to build pupils' self confidence, self esteem and social competence in our efforts to encourage good behaviour.

Establishing a partnership between home and school in order to encourage positive behaviour is one of our priorities. Parents are welcomed and indeed encouraged to become involved in school life as this involvement acts as a model for active citizenship and as such promotes positive pupil behaviour.

Simply put, our children are encouraged to:

- Be gentle
- Be caring
- Be kind and helpful
- Be honest
- Work hard
- Look after property
- Listen to people

The staff and governors of St. Cuthbert's, aim to create a secure and caring environment, where pupils are happy and their learning is purposeful.



St. Cuthbert's Roman Catholic Primary School.

Extra Curricular activities

Here at St. Cuthbert's we lead the way in ensuring our children aren't just catered for academically but also in ensuring the whole child is encouraged and stimulated.

Several after school clubs run across school at different times of the year including multi-sports, choir, crochet, dance, gymnastics and football

School trips & visits

Trips and visits out of school are part of a child's experience and an important part of their education. Through our creative curriculum we endeavour to ensure that all children have the opportunity to take part in educational visits throughout the year.

Parents will receive a letter well in advance of the visit giving details of the trip and costs incurred. A parental permission slip must be completed in order for the children to take part.

In accordance with the Education Act no charges may be made for activities taking place in school hours. Class visits related to work in progress are felt to have a high educational value and the policy of the Governors is that as we cannot subsidise these visits to any large extent, they can only take place if sufficient voluntary contributions are received.



St. Cuthbert's Roman Catholic Primary School.

School Uniform

Our school uniform is very important to us here at St. Cuthbert's. It is one way in which we identify ourselves as a school family and it promotes a strong, cohesive school identity, which supports high standards and expectations in all areas of school life.

We expect all our children to wear school uniform and ask all parents to support us in ensuring that children come to school dressed appropriately.

Our uniform consists of the following:

BOYS:

- Grey trousers/ grey shorts in the summer if desired.
- Light blue polo shirt.
- Navy sweatshirt/cardigan with embroidered logo.
- **Black school shoes or black trainers.**

GIRLS:

- Grey skirt/pinafore dress/ grey trousers/grey shorts in the summer if desired.
- Light blue polo shirt.
- Navy sweatshirt/cardigan with embroidered logo.
- Summer- blue/white checked dress.
- **Black school shoes/ trainers or black or white flat sandals in the summer if desired.**

P.E. KIT:

- Black sandshoes.
- A white cotton T-shirt.
- Navy shorts.

In addition to uniform we place great emphasis on children's overall appearance. For this reason, jewellery, (rings, bracelets and necklaces), Make-up, (including nail varnish), and extreme haircuts are not allowed in school. From Year 1 onwards we do allow the wearing of small single ear studs in pierced ears but request parents sign an indemnification form beforehand.

Sweatshirts, polo shirts, P.E. kits, coats and fleeces are available through ordering at our school office.

PLEASE ENSURE ALL UNIFORM IS CLEARLY MARKED WITH YOUR CHILD'S NAME.



St. Cuthbert's Roman Catholic Primary School.

Welfare & Medicines

If your child is unwell or has an accident at school a member of staff will contact you if we consider it is necessary. Please inform us of any telephone number changes as well as a change of work place. We will of course make sure that your child is well looked after, if for any reason you cannot get to school immediately.

It is our policy that medicines are not generally stored or administered by the school. If your child has to have any antibiotics at lunchtime, you should come and administer them. Please do not send medicines to school with your child.

If your child is absent from school please telephone us as soon as possible. If no reason is given we will have to mark your child as having an unauthorised absence.

If your child is sick or has diarrhoea first thing in the morning or last thing the previous evening, we strongly recommend that you do not send them to school for the next 48 hours as it is unfair to the other children in their class.

Head Lice: Like every school in the country we are sometimes affected by this problem. However, should you find that your child has them, please inform us so that we can notify other parents in the class. PLEASE DO NOT WORRY. There is no longer any stigma attached to this problem. In fact, head lice seem to prefer clean heads! Advice is available from school on the appropriate treatment.



St. Cuthbert's Roman Catholic Primary School.

School Meals

At St. Cuthbert's the children have a wide choice of healthy school meals prepared on site, which meet all the required nutritional standards. Children in Reception, Year 1 & Year 2 are entitled to a free school meal and we would strongly encourage you to take up this offer. Children in Year 3, 4, 5 & 6 pay for their lunch unless they are entitled to free school meals.

A School - ePayment Service

St Cuthbert's, in partnership with Sunderland City Council offer a secure ePayment service which is available 24 hours a day. You may make payments for all your child's, School Meals, Breakfast Club, After School Club, Music Tuition, Swimming and Educational Visits using the secure site with most major credit or debit cards.

We would strongly encourage you to use this system as we are hoping to limit the amount of cash/cheques received in school. This is an excellent facility as parent's can make one payment for all school provision and will receive an instant receipt via email for this.

If you would like to use this Internet service please type in www.sunderland.gov.uk/ and click onto payments online which can be found at the right hand side of the page (just below Top Tasks). Please follow the on screen instructions.

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key. Your payment card details are directly processed by the Payment Division of Capita Software Services, further information about this payment card security standard can be found at:

https://www.pcisecuritystandards.org/security_standards/pci_dss.shtm

If you require information about free school meals, forms are available from the School Office, or you may apply direct to the Education Department at the Civic Centre.

Although we don't encourage it, children may bring a packed lunch to school. Please ensure that any drinks brought to school are in a suitable container. As we are a "Healthy School" we cannot allow any fizzy drinks or sweets within the packed lunches. All lunch boxes should be clearly marked with their owner's name.

We have lunchtime supervisors who look after the welfare of the children, both in the hall and out in the playground, for the whole of the lunch break. Many of our supervisors have taken an Emergency First Aid course.

Fruit & water

During mid-morning playtime, children in Key Stage One and the Foundation Stage are given a piece of fruit as part of our Fruit in School scheme. The juniors may bring a piece of fruit from home to eat at the same time. We do not allow cereal bars or other snacks. We believe that children need to drink water throughout the day in order to help their concentration. We encourage them to bring in a bottle of water to have in the class during the day.



St. Cuthbert's Roman Catholic Primary School.

Complaints

If you are concerned about any aspect of school life please contact, in the first instance, your child's class teacher who will hopefully resolve the matter for you. If this is not possible you are welcome to discuss the matter with the Head Teacher or Assistant Heads.

The Head Teacher is usually available to see parents first thing in the morning if the matter is urgent but it is better to make an appointment through the school office.

The full complaints policy and procedures are available from the school.

In conclusion

St. Cuthbert's is 'no ordinary school'. We do our utmost to make every child and adult feel that they are an important part of our school family and special in the sight of God. Our staff create exciting lessons and we offer many extra curricular activities. Most importantly, we have fun teaching and learning.

If you require any further information, please contact the school - or better still, visit us.

We hope that this prospectus will help you and your child. Please keep it handy so that you can refer to it when necessary. Any updated information will be sent out as necessary.

Mrs J. Ward- Head Teacher