

# ST. HELEN'S CATHOLIC INFANT SCHOOL

## SCHOOL PROSPECTUS



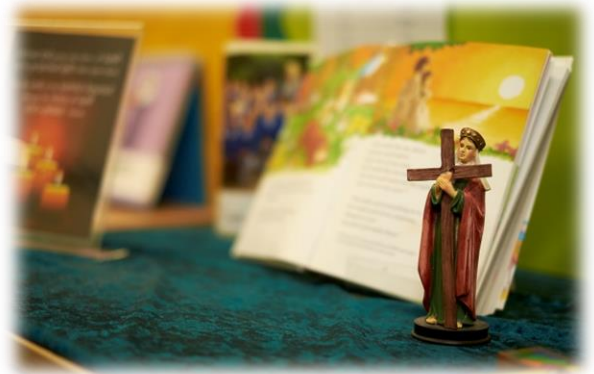
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*"Pupils are developing excellent knowledge, understanding and skills as they journey through the school. This leads to all pupils achieving the best possible outcomes in both EYFS and KS1". (CSI Inspection 2023).*

**Headteacher:** Ms A. McAuliffe

**Status:** Voluntary Aided

**Chair of Governors:** Dr. M. Sutherland-Harper

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### **Data Protection Notice**

*St. Helen’s Catholic Infant School collects and uses personal information about staff, pupils, parents and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DfE, the Local Authority or other third parties where the law requires us to do so. Our full online privacy notice can be found at: [www.st-helens-inf.essex.sch.uk](http://www.st-helens-inf.essex.sch.uk) or you can call 01277 215626 if you are unable to access the internet.*

**Please note that every effort has been made to make sure the information provided was correct when printed.**

### **About the School**

St Helen’s Catholic Infant School was built in 1960 in Queens Road, Brentwood. During February 2009, the school relocated to Sawyers Hall Lane, Brentwood, to a brand new school building on a site situated next door to its sister Junior school.

### **Mission Statement**

Our mission statement is embedded in every aspect of school life:

**With Jesus alive in our hearts,  
We celebrate each other and learn together as a family.**

### **Special Educational Needs**

The school follows the Special Educational Needs Code of Practice, produced by the Department for Education for Children, Schools and Families. There is a Special Educational Needs Co-ordinator (SENCO) within the school who is responsible for monitoring those children who have special educational needs. Any child who is regarded as having special education needs, will be given support depending on their particular need. The Head teacher, the Special Needs Co-ordinator and the child's class teacher, will work in close partnership with parents. Where necessary, an individual learning programme will be implemented.

### **Safeguarding**

St. Helen's Catholic Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Everyone in our school has a responsibility to provide a safe learning environment in which our children can learn. All staff members are aware of the local early help process and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may be in need of help or protection. All staff members are aware of and follow school processes and are aware of how to make a referral to Social Care if there is a need to do so. If staff have any concerns about a child's welfare, they must act on them immediately and speak with the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) – they do not assume that others have taken action.

### **EYFS – Reception**

Children in EYFS (Reception) are constantly encountering new experiences and seeking to understand them in order to extend their skills, develop their confidence and build on what they already know. They learn in many different ways. Children deepen their understanding by playing, talking, observing, planning, questioning, experimenting, testing, repeating, reflecting and responding to adults and to each other. We provide a wide range of activities, both indoors and outdoors, where children may develop all these skills.

A continuous record of progress is completed throughout the Reception Year. This is then used to prepare a report at the end of the Academic Year. The Reception teachers will carry out a Baseline Assessment to inform them of children's individual needs.

### **Parent / Teacher Partnership**

We believe that parents have an important role to play in the education of their children and we greatly value their support and encouragement.

During the Autumn Term an Information Meeting will be held for each year group. Specific information regarding the curriculum and daily arrangements are discussed and shared during these meetings.

Parent/teacher consultations are held during the Autumn Term and Spring Term where progress is shared with parents and targets are set for the coming term

In the summer term a celebration evening takes place to share the year's achievements. Children are encouraged to bring their parents/carers to the school to show them their books and all their work, their Art work and the displays - it is an opportunity for the children to share their learning. We welcome all family members, including brothers, sisters and grandparents etc to this occasion.

A Reading Diary is provided and encouraged as an ongoing means of communication between the teacher and parents. Primarily, it is used as a communication regarding the targets that are set in Reading. The class teacher will put in a weekly reading focus that relates to a specific reading book as a guide for the types of questions to ask. Parents are encouraged to take an active role in the completion of the home/school diary and are requested to comment on the target. Parents are also encouraged to enjoy, read and talk at home about their books and any other reading materials that the children take home.

### **Homework**

All children should read regularly at home. Information Meetings are also held in the autumn term at the school to inform parents of the methods being used.

Weekly updates are provided on the website also includes activities which will support your child's learning at home. Once children reach Band 6 in reading, they will be given a Homework book and they will be asked to write 1 or 2 sentences per week about the story. From Band 7 onwards, children will have a written task to complete in their Homework book. They will have 1 week to complete this activity. However, we recommend that no more than 20 minutes be spent completing the questions.

All children will have access to online Maths challenges and Reading challenges – completed weekly.

In addition, child may also have to complete a short piece of work relevant to something they are learning about in school each week. Homework needs to be kept in the plastic pocket provided and should be in the child's Book bag every day.

### **Behaviour Management**

There is a whole school behaviour system, known as the 'Peg system'. Each child starts the day on a yellow 'Happy Face'. If their behaviour doesn't match up to the teacher's expectation, their peg is moved to the pink 'Straight Face'. If further instances occur, the peg will move to the blue 'Sad Face.' The child concerned will then need to visit the Year Group leader and may miss a playtime or spend some time with them.

If their peg is moved to the 'Sad/Blue Face' a second time, the child will visit a senior member of staff. If a third time, they will be sent to the Head Teacher and she will then write to the child's parents/carers who will need to come to the school to discuss the behaviour.

Pegs can move down during the day but they can also move up. This gives each child the opportunity to show that they have learnt from their mistake and have changed their behaviour. All pegs are returned to the happy (yellow) face the next day. Class teachers keep a record of each time a child's peg is moved to the straight (pink) face or the sad (blue) face.

### **Statutory Assessment**

Reception and Y1 undergo statutory assessment.

#### **Reception**

In Reception, whilst not tests, children are assessed using Baseline Assessment when children start school and against the Early Learning Goals at the end of they year. There is an expectation they meet the standard of an Early Learning Goal (ELG). Assessments are on-going throughout the year with the final judgement being made in June.

### **Year 1**

The statutory phonics test takes place in June for Year 1 children. If a child does not pass the test they re-sit it in Year 2.

### **Year 2**

Standardised Assessment Tests (SATS) no longer take place in May for Year 2 children. Assessment judgements are now made by class teachers using evidence from the year's learning.

### **Reports**

An annual report for parents is sent out in July each year. The report reflects the achievements made during the academic year. Attendance and statutory test results are also included in the report pack.

### **EYFS Curriculum**

In Reception, learning is planned using Development Matters in the Early Years Foundation Stage (EYFS). This curriculum is split into 7 areas of learning and development that shape the teaching and learning.

Prime areas:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

Specific areas:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

We also teach phonics using Letters and Sounds and Bug Club. Reading books are banded following the national Book Band scheme and are also linked to phonic phases.

### **Key Stage One Curriculum**

#### **English**

##### **Reading**

The school's aim, following the National Curriculum for English, is to teach each child to read with fluency and understanding. The children have access to a wide range of books within the classroom,

both fiction and non-fiction, classic fairy tales and poetry. They are encouraged to enjoy books whether they are fluent readers or not.

A variety of reading schemes are used, which provide the children with a certain degree of independence when choosing their new books. These are colour coded to distinguish levels of ability. Book Bags are brought to school every day and Children take their reading books home every night. This gives parents the opportunity to become active in hearing their children read and in monitoring their progress.

As well as reading activities, writing, handwriting and spelling tasks are planned in accordance with the National English Curriculum for Year 1 and Year 2.

### **Maths**

Our daily programme, which is planned in accordance with the National Curriculum for Maths, aims to provide the children with a sound understanding of number concepts through practical and written work. This will enable them to understand the application of a variety of mathematical ideas within the classroom, in the home and the local environment.

### **Science**

The school has developed a programme of study in line with the requirements of the National Curriculum for Science. The children will learn about themselves and the world in which they live through a variety of topics which will provide opportunities for observation, identifying and classifying, investigation and learning through simple experiments.

### **Art and Design**

We give children a wide range of experience using a range of materials. We encourage them to be expressive, to experiment in their use of these materials and to enjoy their work. The children have the opportunity to use drawing, painting and sculpture to develop and share their ideas, experiences and imagination.

### **Computing**

All children have access to computers within their classrooms as well as iPad's. The school is committed to ensuring E-safety and ensure children are trained in it, at a level appropriate to their age. The school has developed a programme of study in line with the requirements of the National Curriculum for Computing where children are taught to use technology purposefully, understand algorithms and create simple programs.

### **Design and Technology**

This area involves designing, making and evaluating objects alongside learning technical knowledge about mechanisms. The children will use construction toys and other appropriate materials. They will be given the opportunity to learn how to use simple tools correctly and safely.

### **Geography**

The children are encouraged to take an interest and develop knowledge about the world, the United Kingdom and their locality. They will be taught basic subject specific vocabulary relating to human and



physical geography. Maps are introduced to children and, through discussion and investigation and first hand observation, they will learn how people live in other countries.

### **History**

Through a programme of study, the children learn how people lived in the past and about important incidents that have taken place. Children will be encouraged to ask and answer questions and identify similarities and differences between ways of life in different periods.

### **Music**

The children are taught to use their voices expressively and creatively singing songs and speaking chants and rhymes. The children will play tuned and untuned instruments and listen to a range of music.

### **Physical Education**

The children are taught to master basic movements, as well as develop their balance, agility and co-ordination. They will participate in team games and develop tactics for attacking and defending. The children will also perform dances using simple movement patterns.

### **Relationships, Sex and Health Education (RSHE)**

RSHE is taught throughout the curriculum especially the PSHE and RE curriculum. We aim to enable children to embrace the challenges of creating a happy and successful adult life by equipping them with:

- the knowledge to make informed decisions about their wellbeing, health and relationships
- the opportunity to put knowledge into practice as they develop the capacity to make sound decisions when facing risks, challenges and complex contexts.
- recognition that everyone faces difficult situations in their lives – how can we support children to develop resilience, to know how and when to ask for help, and to know where to access support.

### **Religious Education**

As a Catholic school, Religious Education is taught in accordance with the doctrine and teachings of the Catholic faith and through the Religious Education Directory: To Know You More Clearly. All children take part in Religious Education lessons and acts of worship arranged by the school.

Priests from the parishes take part in school assemblies and special celebrations.

Parents have the legal right to withdraw their children from RE and collective worship. However, it is important to note that children who do not attend collective worship will have to spend that time in the school office.

### **Home Time Arrangements**

You must let us know by filling in the Home Time Arrangements form (purple form), your child's home time arrangements for each day. If they are to be picked up, you must let us know who will pick them up each day. Please Note if a person arrives to pick up your child who is not on your form, we will not let the child go with that person.



If there are permanent changes to these arrangements, a new form must be completed. If there are temporary changes, you must either write a letter to the class teacher informing of the change for that day or you must ring the school office before 2.00pm – a verbal message from a child is not considered adequate. Email to the school office is also NOT accepted.

If your child is to go home by coach, you must fill in this form detailing the Coach Contract Number, Route and Stop. If for some reason your child is not travelling home from school by coach when this is the normal arrangement, a letter MUST be sent into the Class Teacher explaining the change of arrangements – a verbal message from a child is not considered adequate. Email to the school office is also NOT accepted. All coach children will be escorted to their usual coach unless a letter or a phone message is received by 2.00pm.

### **Car Park**

The car park is available for parents who request a permit. Permits are allocated to families who hold a blue badge or live furthest away. Once all permits have been allocated, further requests will be put on a waiting list.

### **School Outside Equipment**

Please do not allow your children (including pre-school children) to use any outside equipment. This includes the Trim Trail, equipment on the Reception green area, the bike shelter etc.

### **Medication**

If your child requires medication during the normal school day but is well enough to attend school, you may come into school to administer the medicine during break time or lunch time (please make arrangements through the school office). Staff do not administer any medicines/treatments apart from asthma treatments.

For Health and Safety Reasons, children must NOT bring in any forms of medication to school including throat lozenges, lip balms etc... Never, ever put any medication of any type in your child's book bag.

### **Asthma / Allergies**

If your child suffers from Asthma you must inform the school. For asthma sufferers (or any other allergies that requires prescribed medication) you must speak to the school office before your child is admitted. You will be required to complete a form before any medication can be administered. You will need to provide the relevant medication which will be kept in the school office. You will need to ensure there is sufficient medication and that it remains 'in date'. In some circumstances, a Care Plan may need to be drawn up in consultation with the Inclusion Leader.

### **School Lunches**

Since September 2014 all Infant school children have been entitled to a free hot school dinner every day. There is a meat option and a vegetarian option every day. Menus are sent to each parent for you to discuss with your child and then return to school via the electronic ParentMail PMX system with your choices.

If you do not wish to take up this entitlement, you must send in a packed lunch for your child.

Packed lunches should be put in a suitable named container and should be insulated. Lunches should be 'Healthy'.

No NUTS or EGGS of any kind PLEASE BE MINDFUL WHEN PURCHASING CEREAL BARS

No Hot Food (e.g. Hot Soup in Flasks)

No Peanut Butter

No Fruit Winders

No Individual Sweets

No Lollipops

No Bars of Chocolate (but can have snack bar e.g. penguin bar)

No Crisps

No Fizzy Drinks

No Glass bottles

### **Government Fruit and Vegetable Scheme**

Each child is offered a piece of fruit before morning break time. If your child has any allergies to fruit please ensure that you have informed the school.

### **Water**

Drinking water is available throughout the day for the children to access. We ask you to send in a bottle of water for your child each day - clearly marked with your child's name (and surname) and class number. No metal water bottles please.

### **Parentmail PMX**

We use a service called ParentMail PMX to communicate with parents by email and text message. This is a very useful service and we encourage all parents to participate. This is also the system you will use to electronically send to us your child's menu choices and book your parent / teacher consultation meetings. A ParentMail form detailing your contact information (email & mobile numbers) is required to be completed by you to give permission for your details to be included.

### **School Website and Social Media**

Information regarding the school can be found on the School Website on [www.st-helens-inf.essex.sch.uk](http://www.st-helens-inf.essex.sch.uk). We also have a Twitter account which celebrates what is going on at school. Weekly information is also emailed out to parents every Friday via the school newsletter.

### **School Council**

We have a School Council which normally meets once a week. There are 2 elected student representatives (elected by the class at the beginning of the year) from each class. The Student Councillors wear a School Council badge.

### **After School Clubs**

There are a number of after school clubs for all children. These are run by staff (free) and outside agencies (a fee which is payable by the parent directly to the club). These run from Monday to Friday before and after school.

### **Appointments**

It is preferable to make all routine appointments (doctors, optician, dentist etc.) for a time after school or during the school holidays. Where an emergency appointment is made, you will be asked for the appointment card. Some hospital appointments also occur during term time but the school will need to see the letter of appointment.

### **Charges and Remission Policy**

Charges are not normally made for materials used in school activities, which are part of the curriculum. The Governors policy on charging and details of remission are available at the school office.

### **Educational Visits**

Children will have opportunities to take part in educational class visits from time to time. These visits are made both locally and further afield but are always part of work undertaken in class. They are important as they promote interest and widen the children's experience.

Parental permission is always necessary for a child to take part in an educational visit. Parents are asked to fill in a form as their child starts school, agreeing for their child to take part in local outings, for example, walking to the cathedral. For outings further afield, a separate consent form will be required to be completed. A voluntary contribution towards educational visits may be requested, but children will not be excluded from an activity or trip if parents are unable to make this contribution.

### **Parents Association**

There is a Parents' Association, which arranges social functions and fund raising activities for the benefit of both the Infant and Junior schools. All parents automatically become members of the association when their children start at the school.

### **Complaints Procedure**

Because of our emphasis on partnership, we hope that all problems will be dealt with speedily by informal means. The first person to consult, is the child's teacher and then the Head Teacher. However, should concerns not be resolved by informal discussion, a formal complaint may be made in writing to the Chair of Governors and addressed to the school.

Arrangements made to deal with such a complaint are detailed in a formal document available in the school.

### **School Uniform**

School Uniform items can be purchased directly from Smartypants:  
<https://www.smartypantsschoolwear.com/>

### **Pupil Premium**

All children qualify for free school meals if they're in a government-funded school, like St Helen's Catholic Infant School and in reception, year 1 or year 2. However we encourage you to tell your local authority if you also get any of the qualifying benefits as our child's school can get extra funding if you do.

You may be eligible if you can provide evidence of the exceptional circumstances and you're receiving any of the following:

- Income Support
- Income-Related Employment and Support Allowance
- Job Seekers Allowance (income based)
- Child Tax Credit, but not Working Tax Credit, with an annual income of less than £16,190
- the Guaranteed Element of Pension Credit
- Universal Credit, with an annual income of £7400 or below