

# SACRED HEART CATHOLIC PRIMARY SCHOOL AND NURSERY

## SCHOOL PROSPECTUS



Love of God  
Love of one another  
Love of our world  
Love of learning



## ADMISSIONS

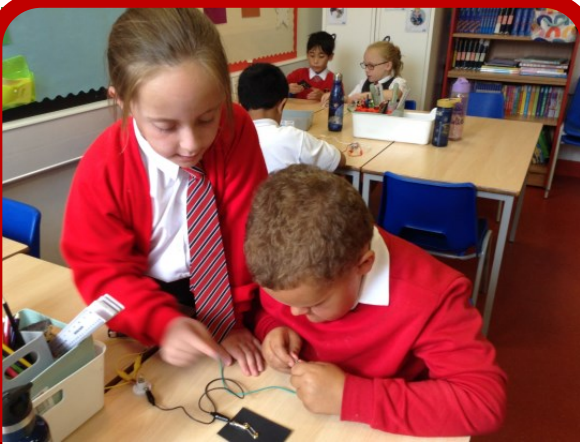
We are always delighted to welcome children to Sacred Heart School. To help parents to understand school admissions procedures, during the first week in September, Southend Borough Council will send flyers and posters to all nursery schools, pre-schools, registered child-minders, doctors, dentists, libraries and to parents/carers on the early years register to give details of admission procedures and important dates. Adverts and editorials are also posted in the local press. Parents/carers must apply on-line on [southend.gov.uk/admissions](http://southend.gov.uk/admissions) between mid-September and mid-January. Please see information posters or contact the school office for the final closing date.

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF). The deadline for submission is indicated on the form and **MUST** be met. The SIF form is **NOT** an application form but provides the school governors with information in order to place applications in priority order according to the school's Admission Policy.

The standard admission number for the school is 60 pupils. There is one intake in September for Reception children, though there will be a number of induction days to allow children to settle. Most children start school on a full time basis, however parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (age 5) and not beyond the beginning of the summer term/April. Parents wishing their child to attend part time, or to delay starting must discuss their decision with the Headteacher.

Applications for places in the Nursery must be made **before the May half term break** each year. Separate applications must be made for admission to the Nursery class and to the main school. **Admission to the Nursery Class does not automatically gain admittance to the main school.**

The parish catchment area for the school extends from Eastern Avenue and along the north boundary to Thorpe Hall Avenue. The southern boundary follows along the B1016 including Thorpe Esplanade, Eastern Esplanade and onto Marine Parade and Pier Hill. It continues along the west boundary along High Street and Victoria Avenue to East Street on the B1015.



### HEART OF SACRED HEART

- Put my trust in God
- Have faith in myself and others
- Always try to do my best
- Work hard to achieve my targets
- Look after God's world
- Be responsible for my actions
- Be a proud and enthusiastic member of the Sacred Heart community
- Make the right choices
- Be a good friend
- Treat others as you want to be treated
- Love one another

### VISITS TO THE SCHOOL

Any parent who is considering applying for a place at Sacred Heart School is most welcome to visit the school and meet with the Headteacher. Visits can be arranged by telephoning the school office for an appointment.





## NEW INTAKE

In the summer term there are induction days for children entering the Reception Class. The children spend some time in the classroom meeting their teacher and familiarising themselves with their new surroundings and the school day. Parents will be invited to attend a meeting with the class teacher so that they can gain as much information about every child as possible. A further meeting with all parents is also arranged once the children start school so that the class teacher can explain in detail the various aspects of the curriculum for the Reception class and Nursery. Parents will be informed of the valuable ways in which they can contribute to their child's education. Parents of Reception and Nursery will also be invited into school to listen to a talk about the school by the Headteacher. A representative of the Friends of Sacred Heart (FOSH — our PTA) will also speak about their role in the school and there will be opportunities to see the range of school uniform.

## SCHOOL ETHOS

Sacred Heart is a Catholic school and it is important that we learn how to love God and one another as we learn about our world. Our mission statement and our core values of respect, responsibility, faith, compassion, achievement and equality reflect our aims and expectations for all the children in our care.

The school sets high expectations in learning and pupils are encouraged to achieve their unique potential academically, physically, morally and spiritually.

By following The Heart of Sacred Heart we show respect and value for everyone in the school community and this forms the foundation for all our relationships in school.

Assemblies are an important aspect of the school day when we come together to pray and worship as a family and where our sense of community is strengthened in our love for one another and our Father.

The school is part of the parish of Sacred Heart Church and therefore there are strong links with the church. The parish priest regularly visits the school for masses and other services and on occasions the children attend services in the church.

Education begins at home and parents of the school are an important part of our community and are encouraged to become actively involved in various aspects of school life.



## HOMEWORK

The school believes in the importance of homework and therefore children are expected to complete any tasks given by the class teacher. Homework is seen as an extension to the school day and a way of involving parents/carers in their children's education. An important component of the homework programme is the requirement for children to read at home every day.



## PROMOTING GOOD BEHAVIOUR

Sacred Heart sets high expectations in behaviour.

Good behaviour is a vital ingredient of a good school as it produces an effective learning environment as well as a happy one.

Good behaviour comes about by the efforts of staff, children and parents working together. The school promotes good behaviour by encouraging the children to follow the Heart of Sacred Heart. This list of guidelines helps us all to remember to live and learn together. It also helps us to check how well we have managed to be the best we can be as we reflect every half term on our behaviour.

We aim:

1. To allow pupils to develop a sense of self-discipline knowing they are responsible for their own actions. We allow pupils to reflect upon their own behaviour to make the right choices in the future.
2. To create an environment where learning is promoted and everyone respects each other. Everyone knows that there is a shared responsibility for maintaining a positive learning environment.
3. At Sacred Heart we place emphasis on praise and encouragement rather than criticism.
4. Certificates for good learning and positive behaviour are awarded at the end of each week and half termly as well as an annual celebration.

However, there are occasions when a child's behaviour clearly breaches the School's behaviour policy and sanctions are required. These include the following:

1. Verbal indications of disapproval by class teacher, teaching assistants or Headteacher.
2. Re-writing of work obviously below pupil's potential.
3. Supervised loss of breaks.
4. Parental consultation.
5. Logging of misdemeanours so that if a pattern of unacceptable behaviour emerges a positive behaviour programme can be instituted in consultation with parents.

There may also be occasions when a child's behaviour gives greater cause for concern. If a child's behaviour is seriously disruptive in the classroom and is interfering with the progress of other children, or if a child is causing serious problems in the playground, an exclusion from school for a fixed period (suspension) may be necessary. If the problems persist then a permanent exclusion may be considered. Every effort is made to avoid exclusions being the course of action.

If a child is excluded, parents have the right to make representations to the Governing Body.



## GENERAL INFORMATION

### WRAPAROUND CARE

To support parents who have work commitments there is a Breakfast Club from 7.30am every day until school starts. The cost of the club includes breakfast as well as the childcare.

Similarly, to support parents with work commitments there is a Tea Club from 3:15-5:30pm. The cost of this club includes a light tea as well as the childcare.

Parents MUST book these clubs in advance to ensure there is a space for their child. They are available to Reception pupils upwards (unfortunately, we are unable to offer this provision to Nursery pupils).

Please contact the school office for details of the current prices of our wraparound care.

### PUNCTUALITY AND ATTENDANCE

It is a legal requirement that children attend school regularly and on time. A note is made of children who are late for school and frequent lateness will be addressed by either a letter or a meeting with the Attendance Officer.

### ABSENCES FROM SCHOOL

If your child is ill and unable to attend school, it is most important that an adult with parental responsibility telephones the school by 9.00 a.m. otherwise the school secretary will have to contact you to ascertain your child's whereabouts. If no phone message or letter is forthcoming concerning the child's absence, then the absence will have to be counted as an unauthorised absence.

If your child is going to be absent from school in order to attend a doctor's or dentist's appointment please inform the school by means of a note to the class teacher or by bringing in the appointment card. **Where possible, appointments should be made outside the normal school hours.**

The Assistant Headteacher examines our school registers regularly and will take appropriate action where there is either persistent lateness, any unexplained absence, or persistent absenteeism.

**IT IS IMPORTANT THAT PARENTS NOTE THAT ANY LEAVE OF ABSENCE DURING SCHOOL TIME FOR REASONS OTHER THAN ILLNESS CAN ONLY BE AUTHORISED BY THE HEADTEACHER.**

### HOLIDAYS IN SCHOOL TIME

The Government lays much emphasis on families only taking breaks during school holidays because of the concern about disruption to children's education. There are after all 13 weeks of holidays during the school year.

**Therefore, the rules are that parents are not permitted to take children out of school for holidays, but only for exceptional circumstances, and with the permission of the Headteacher.**

## SCHOOL TIMES

The children attend school for 190 days an academic year. The school day is divided into two sessions making 380 sessions in all. The times for the two sessions are:

### Nursery

8.40 am—11.45 am

12.30 pm—3.30 pm

### Reception and Key Stage 1

#### **Morning session:**

8.40 am—11.45 am

Lunchtime is between 11.45am—12.45pm

#### **Afternoon session:**

12.45 pm—3.15 pm

### Juniors

#### **Morning session:**

8.40 am—12.15 pm

Lunchtime is between 12.15pm—1.15pm

#### **Afternoon session:**

1.15 pm—3.15 pm

The children enter the classrooms from 8.40 am so that they can participate in early morning activities. Registers are completed at 8.45 am so children are ready to commence formal lessons.



## REQUESTS FOR LEAVE OF ABSENCE

If you wish to ask permission, a **REQUEST FOR LEAVE OF ABSENCE FORM** can be collected from the school office. This form needs to be completed and handed to the Headteacher **at least a month before the event**, unless there are reasonable reasons why it is requested in a more rapid turnover.

Permission cannot be granted for such reasons as extended weekends or day trips except in exceptional circumstances. Absences without permission will be counted as unauthorised absences. Exceptional circumstances include attendance at a funeral or family wedding.



## SCHOOL BUILDING AND SECURITY

### ACCOMMODATION

The school comprises three separate buildings which are connected by corridors and a walkway. In the main block, there are the school offices including the Headteacher's office, the hall and kitchen. In the junior block, there are eight classrooms and in the infant block seven classrooms.

The entrance to the school is in Windermere Road. At the beginning and end of the school day, Windermere Road is very congested. Nevertheless, it is an offence to park on the zigzag lines outside the school between the following times: 8.00-9.30 am and 2.30-4.30 pm. The parking spaces in the housing complex opposite the school are for permit holders only. In order to maintain good relationships with the residents, parents are kindly requested **NOT** to park there.

### SECURITY

We take security very seriously at Sacred Heart School. No one is able to enter any of the buildings without access being given by a member of staff. All gates will be closed during the school day as a security measure. Visitors to the school are checked and any who go beyond the school office have to sign in the visitors' log and wear a visitor's lanyard.

### SCHOOL UNIFORM

You will find our school uniform requirements on the following pages. We have different uniforms for Early Years and the rest of the school, from Years 1 to 6.

### ART

To avoid spoiling school uniform, children should be provided with an apron or old shirt to use when necessary.

Please note:

**ALL CLOTHING SHOULD BE MARKED OR LABELLED WITH YOUR CHILD'S NAME**

(The school will not accept responsibility for lost articles of clothing).





## Sacred Heart Catholic Primary School & Nursery

### School Uniform - SEPT 2023



#### EARLY YEARS: **NURSERY & RECEPTION ONLY**

##### WINTER UNIFORM – September until Easter

UNIFORM ITEMS:		PLEASE NOTE THE FOLLOWING:
Polo shirt:	White, short sleeved, with the school logo	Pupils have the option of wearing a polo shirt without logo, must be plain white
Jogging bottoms:	Black jogging bottoms	<ul style="list-style-type: none"> <li>• plain black jogging bottoms, strictly no branding</li> <li>• No 'combat trouser' style with outer pockets</li> <li>• No legging-style trousers</li> <li>• No skinny/stretch style trouser/jean</li> </ul>
Jumper/cardigan:	Red sweatshirt jumper/cardigan, V-neck, with the school logo	Pupils have the option of wearing a knitted version jumper/cardigan, with school logo
Socks:	Socks - grey or black	<ul style="list-style-type: none"> <li>• no trainer socks</li> </ul>
Shoes:	Black sturdy sensible shoes with low heel	<ul style="list-style-type: none"> <li>• STRICTLY NO TRAINERS (including black trainers) or fashion shoes please</li> <li>• boots can be worn to school in adverse weather but pupils must then change and wear shoes in school</li> <li>• for Health and Safety reasons, we are unable to allow open-toe sandals</li> </ul>

OPTIONAL ITEMS: Black fleece with school logo (optional)

##### SUMMER UNIFORM – after Easter until July (and Sept to Oct half term, if the weather is hot)

UNIFORM ITEMS:		PLEASE NOTE THE FOLLOWING:
Polo shirt:	White, short sleeved, with the school logo	Pupils have the option of wearing a polo shirt without logo, must be plain white
Short trousers:	Mid grey short school trousers (tailored) <b><u>to be worn with grey or black socks</u></b>  OR	No 'combat short trouser' style with outer pockets
Summer dress:	Red and white check gingham summer dress, skirt or culottes <b><u>to be worn with white socks</u></b>	Please note that we discourage other forms of school dress such as playsuits as these require disrobing when changing for PE / visiting the toilet

#### P.E. KIT **RECEPTION ONLY** (PE kits are kept in a drawstring bag - school logo version available)

UNIFORM ITEMS:		PLEASE NOTE THE FOLLOWING:
PE t-shirt:	Red, short sleeved, with the school logo	
PE shorts:	Black PE shorts	<ul style="list-style-type: none"> <li>• school regulation 'shadow stripe' PE shorts only</li> </ul>
PE tracksuit:	Black round-neck sweatshirt with school logo OR Black fleece with school logo  Black tracksuit trousers	<ul style="list-style-type: none"> <li>• plain black jogging bottoms, <u>strictly no branding</u></li> <li>• no leggings</li> </ul>
Socks:	Grey or black (or white in summer uniform)	
Trainers:	Trainers	<ul style="list-style-type: none"> <li>• trainers suitable for sports activities</li> </ul>
OPTIONAL ITEMS:	<ul style="list-style-type: none"> <li>• P.E. bag – red, with school logo</li> </ul>	

In addition to school uniform for Nursery and Reception we ask that each child has an old warm hooded coat and a pair of Wellington boots (with his/her name on) that can be left at school for use in the outdoor area.







**Sacred Heart Catholic Primary School & Nursery**  
**School Uniform - SEPT 2023**



**SCHOOL UNIFORM: YEARS 1 - 6**

**WINTER UNIFORM – September until Easter**

UNIFORM ITEMS:		PLEASE NOTE THE FOLLOWING:
Shirt & Tie:	White shirt and school tie	
Trousers/ Skirt / Pinafore:	<p>Mid grey school trousers (must be traditional, tailored style)</p> <p>OR</p> <p>Mid grey A-line or pleated school skirt, knee length</p> <p>OR</p> <p>Mid grey school pinafore dress, knee length</p>	<ul style="list-style-type: none"> <li>No 'combat trouser' style with outer pockets</li> <li>No legging-style trousers</li> <li>No skinny/stretch style trouser/jeans</li> <li>Skirts must be A-line, not straight</li> </ul>
Jumper/ cardigan:	Red sweatshirt jumper/cardigan, V-neck, with the school logo	<i>Pupils have the option of wearing a knitted version jumper/cardigan, with school logo</i>
Socks/ Tights:	<p>Socks - grey or black</p> <p>Tights - grey or black (thick)</p>	<ul style="list-style-type: none"> <li>no trainer socks</li> <li>plain grey or black tights, no patterns</li> </ul>
Shoes:	Black sturdy sensible shoes with low heel	<ul style="list-style-type: none"> <li>STRICTLY NO TRAINERS (including black trainers) or fashion shoes please</li> <li>boots can be worn to school in adverse weather but pupils must then change and wear shoes in school</li> <li>for Health and Safety reasons, we are unable to allow open-toe sandals</li> </ul>

OPTIONAL ITEMS: Black fleece with school logo (optional)

**SUMMER UNIFORM – after Easter until July (and Sept to Oct half term, if the weather is hot)**

UNIFORM ITEMS:		PLEASE NOTE THE FOLLOWING:
Polo shirt:	White, short sleeved, with the school logo	<ul style="list-style-type: none"> <li>Pupils have the option of wearing a polo shirt without logo, must be plain white</li> <li>polo shirt to be worn without tie</li> </ul>
Short trousers:	<p>Mid grey short school trousers (tailored) <u>to be worn with grey or black socks</u></p> <p>OR</p>	<i>No 'combat short trouser' style with outer pockets</i>
Summer dress:	Red and white check gingham summer dress, skirt or culottes <u>to be worn with white socks</u>	<i>Please note that we discourage other forms of school dress such as playsuits as these require disrobing when changing for PE / visiting the toilet</i>

**P.E. KIT** (Please ensure PE clothes are kept in a drawstring bag - school logo version available)

UNIFORM ITEMS:		PLEASE NOTE THE FOLLOWING:
PE t-shirt:	Red, short sleeved, with the school logo	
PE shorts:	Black PE shorts	<ul style="list-style-type: none"> <li>school regulation 'shadow stripe' PE shorts only</li> </ul>
PE tracksuit:	<p>Black round-neck sweatshirt with school logo</p> <p>OR</p> <p>Black fleece with school logo</p> <p>Black tracksuit trousers</p>	<ul style="list-style-type: none"> <li>plain black jogging bottoms, <u>strictly no branding</u></li> <li>no leggings</li> </ul>
Socks:	Grey or black socks (or white in summer uniform)	
Trainers:	Trainers	<ul style="list-style-type: none"> <li>trainers suitable for sports activities</li> </ul>
OPTIONAL ITEMS:	<ul style="list-style-type: none"> <li>P.E. bag – red, with school logo</li> </ul>	



*Sacred Heart Catholic Primary School & Nursery*  
**School Uniform - SEPT 2023**



**JEWELLERY**

**NO EARRINGS allowed.** If necessary, please ensure ears are pierced at the beginning of the summer holidays to ensure they have healed by September when they will need to be removed.

**NO JEWELLERY allowed.**

**Only standard watches are permitted, smart watches are not permitted.**

**HAIR STYLES**

Short hair should be neat and tidy please.

Any hair that is shoulder length or longer, or of a length that restricts vision, must be tied back for health and safety reasons.

Hair should be natural colour.

Afro-textured hair can be worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, but beads are not permitted. Extensions can be worn – should be natural colour.

Hair accessories (ribbons, bows, bobbles, hair bands and slides) should be small and simple in style and red or black in colour.

No extreme styles. Haircuts which are deemed too extreme includes, shapes/patterns shaved into hair, tramlines, Mohican cuts, and dyed hair.

**HEADSCARF**

**Plain red or black, without decoration.**

**MAKE UP**

**Nail varnish and make up is not permitted.**

**ALL CLOTHING & OTHER ITEMS SHOULD BE  
MARKED WITH YOUR CHILD'S NAME**  
(The school will not accept responsibility for lost articles of clothing.)

**School uniform can be purchased from:**

Brand Identity:	Unit 2, 555 Sutton Rd, Southend-on-Sea SS2 5FB	01702 410044
Crawlers:	361 Hamstel Road, Southend-on-Sea. SS2 4LE	01702 601274



## MONEY

There are times in school where payments will need to be made for various purposes. We are a cashless school, with all payments being made securely online. Parents will be provided with details on how to access, set up and use their child's account.

Taking money involves a lot of administrative time. Working with a secure school payment account allows parents the flexibility of paying for a number of items on one occasion.

## SCHOOL FUND

We very much appreciate parents sending in donations to the school fund. This money is used to purchase extra resources for the children and we are very thankful for all money received no matter how small.

## GENERAL INFORMATION

### SCHOOL MEALS

We are fortunate in having our own kitchen which prepares a range of healthy meals, including a sandwich option. Details of pricing are available from the office. Pupils in Reception, Years 1 and 2 are entitled to universal free school meals. For this reason, we discourage children bringing their own packed lunch. If a packed lunch is brought into school it should only be brought in a sandwich box (no plastic bags please) and clearly marked with the child's name. Parents are asked not to provide pupils with breakable lunchboxes, flasks or containers. Pupils cannot bring in warm food or ask for food to be warmed. No cans or glass bottles are allowed and we also request that parents avoid giving children crisps or chocolate biscuits in line with our Healthy School status. Nuts (including peanut butter and when present in biscuits etc.) are not permitted in school as some of our children suffer from anaphylaxis, which is a serious allergy to nuts. The school kitchen also ensures that no nuts are ever included in any food items.

### WATER

In order to keep healthy, children should drink several glasses of water a day. To help children achieve this they are encouraged to bring a bottle of water to school every day. A sports-style drink bottle, with a closable spout, should be used to minimise the risk of spillages. Drink bottles should be filled with water only. Children are able to keep these water bottles on their desk so they can drink water at any time. Water bottles can be bought from the School Office.

### PLAYTIME SNACKS

The school has a policy for Healthy Snacks at playtime. Infant children are provided with a free piece of fruit or vegetable every day as part of the Government's plan to encourage children to have a healthy lifestyle. Children are allowed to bring a small healthy snack for morning playtime or they can purchase a healthy snack from the school shop. As part of our healthy eating programme children are not permitted to bring sweets or chocolate into school except when it is their birthday and they wish to provide a treat to other class members. These small treats are then given out at the end of the school day.

### CHILD PROTECTION

It is the school's responsibility to ensure that all children are protected against 'significant harm' and if a situation arises where we are concerned about the health and well-being of a child then we are obliged to refer the matter further. The school in most circumstances will discuss all concerns with parents; however there may be exceptional circumstances when the school will discuss concerns with Social Services and/or the Police without parental knowledge (in accordance with Southend Safeguarding Partnership Procedures). The school will of course always aim to keep a positive relationship with all parents. The staff of the school are provided with training on child protection matters on an annual basis. Our Assistant Headteacher is the designated person responsible for child protection in the school. Our Safeguarding and Pupil Welfare Lead also supports this work. We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to support this commitment. The school's Child Protection Policy is available on the school website or on request from the school office.



## LOST PROPERTY

One of our core values is 'Responsibility' and therefore children are encouraged to take full responsibility for their own property. This is much easier if all property is clearly labelled including all clothing, bags, P.E. bags, lunch boxes, water bottles and pencil cases. Any lost items will be placed in the lost property box and it is children's responsibility to look for their lost items. If any unnamed items are not claimed at the end of every half term then they are either given to the Friends of Sacred Heart for the Uniform Sale or disposed of, depending on the condition.

Unfortunately, the school's insurance does not cover items brought into the school such as bicycles and musical instruments. Parents will need to make their own arrangements to cover these items.

## EDUCATIONAL VISITS

During his/her time at Sacred Heart School, your child will have the opportunity to make a number of educational visits to support and enhance class work. These visits are very popular with the children, but in order to make these trips viable, parents are asked to make a voluntary contribution. However, in cases of financial hardship, the school will cover the cost for any child whose parent cannot make a contribution.

## GENERAL INFORMATION

### HAIR

Children's hair should avoid extremes in style and be kept clean and tidy. Haircuts which are deemed too extreme include shapes/patterns shaved into hair, tramlines, Mohican cuts, and dyed hair. Any hair that is shoulder length or longer, or of a length that restricts vision, must be tied back for health and safety reasons. Hair should be natural colour.

Afro-textured hair can be worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, but beads are not permitted. Extensions can be worn – should be natural colour.

Hair accessories (ribbons, bows, bobbles, hair bands and slides) should be small and simple in style and red or black in colour.



### SCHOOL PHOTOGRAPHS

The photographer visits the school twice a year. In the autumn term, individual and family photographs are taken and in the summer term class photographs are taken. These photographs provide an excellent record of your child's time in school.

### JEWELLERY / MAKE-UP

Jewellery is **not** allowed in school. It is a hazard if worn during P.E. and games and it also presents a problem for the class teacher with regard to storage, security and time. Watches may be worn but they should be plain and not fashion items. Smart watches, FitBits, and other similar smart devices are not allowed in school. The Governing Body have stated for many years that children entering the school will not be permitted to wear earrings to avoid time lost when children have to remove or cover earrings for P.E. lessons. Nail varnish/make-up is also not permitted.

### TOYS

We request that children should not bring toys or games into school at any time unless requested by the class teacher to support an area of the curriculum. This is to avoid children becoming upset when toys are lost or broken and the school can take no responsibility for this situation. They are an unnecessary distraction and cause problems when lost or broken.

### MOBILE PHONES

Mobile phones can cause safeguarding issues, be a cause of distraction in class, as well as a security issue as phones easily get mislaid. Therefore, only children in Year 5 and 6 are **permitted to bring mobile phones in to school if their parent or guardian has completed the relevant form.** We also expect all visitors to turn off their phone while in the school grounds.





## GENERAL INFORMATION

### HELPING IN SCHOOL/DISCLOSURE & BARRING SERVICE (DBS)

We like to ensure that adults who help regularly have a valid **DBS** approval from THIS school. As the cost of **DBS** approval is charged to the school, we restrict approval to those who have regular contact with school children. Please note it can take up to 8 weeks for approval to be received, so if you are interested in helping in the school please discuss with the Headteacher as soon as possible.

### CHARGING POLICY

The Governing Body has agreed that parents should be asked to make voluntary contributions to the cost of educational visits, swimming lessons and the hiring of educational performers in school. Parents also have to pay for any music tuition taken by a peripatetic music teacher, although the school will arrange these lessons and aim to keep the cost as reasonable as possible.

## MEDICAL CARE

### ILLNESSES AND INJURIES

Children who are ill should not be sent to school. However, there will be times when a child becomes ill at school. In these circumstances, we will contact the parent so that the child can be collected from school and therefore it is essential that the school office has up-to-date contact numbers. If a child is injured and needs hospital treatment, we will endeavour to make contact but if no parent or carer is available a member of staff will accompany the child to the local hospital. Several members of staff are trained in First Aid.

### MEDICATION

If a child needs to take medication during the school day we are required to ask parents to complete a form granting permission for an appropriate member of staff to administer medication. **All** medication (including inhalers) must be clearly labelled and handed into the school office. No medicines (other than inhalers and anaphylaxis pens) can be kept in the classrooms as teachers are not permitted to administer any medication.

### ROUTINE EXAMINATIONS

Children will undergo a medical examination during their time at Sacred Heart. Reception Class children will have a health interview. These checks are for vision, height, hearing and weight. Year 6 also have a height and weight check.

In common with most schools, we do have the occasional case of head lice. Please check your child's head regularly for head lice and inform the school of any infestation. Head lice are attracted to clean hair and their presence is in no way a reflection of poor hygiene. In line with advice from the School Nurse's Office, head lice prevention is the responsibility of parents and the community and not the responsibility of the school.



## SCHOOL ORGANISATION AND CURRICULUM

The School provides a broadly based, balanced curriculum which promotes the intellectual, spiritual, moral, physical and cultural development of the child.

This curriculum is designed to provide all children according to age and ability, with the opportunities to develop their own unique potential in a stimulating and supportive learning environment.

Various Education Acts have set out certain key elements which must feature in every child's curriculum. These key elements are:

- The Early Years Foundation Stage (EYFS) curriculum for children in the Nursery and Reception.
- The National Curriculum for children from Year 1 to Year 6.
- Religious Education.

We endeavour to make the curriculum as enjoyable and relevant as possible for the children. The children's progress is tracked rigorously to ensure that there is progression and continuity between classes and that high standards are being maintained.

Teaching organisation within the classroom is a mixture of whole class teaching, guided group work and individual tasks. For certain subjects such as English and Maths children may be grouped or set by ability.

Information about our school curriculum is available via the school website—<https://www.shs-southend.co.uk/our-learning/our-curriculum>

## RELIGIOUS EDUCATION (RE)

The religious life of the school is most important. There are weekly assemblies where children participate in collective worship. Across each year, each class takes it in turn to produce a class assembly where parents are invited. The school follows the Come and See religious education programme as recommended by the Diocese. Parents have the right to withdraw their child from assemblies, collective worship and religious education.

Christmas and Easter are two very important religious celebrations during the school year and children and staff work hard to produce Infant and Junior Christmas Concerts and a Junior Easter Service. On entering the juniors, there is a requirement that your child attends two evening performances a year; one at Christmas and again at Easter. The expectation is that parents/carers will ensure that their children will attend these services to show their commitment to the religious life of the school.



## PUPILS WITH DISABILITIES

Applications for admission from disabled pupils are considered on equal terms alongside those from able-bodied pupils. The school has an Equality Information and Objectives Statement which states that every reasonable effort will be made to accommodate disabled pupils to ensure that they join in every day activities with other pupils.

The Governors are mindful of the need to enable access for disabled pupils and parents and always bear these considerations in mind while undertaking any improvement to the premises (for copies of our latest policies please see the office.)



## SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

From time to time, children experience difficulties with their learning and when this happens additional support will be provided. This may take place within the classroom setting or outside the classroom depending on the need and nature of the support. This targeted additional help may be provided by the teacher or a classroom assistant under the guidance of the class teacher. This additional support does not necessarily mean the child has Special Educational Needs.

However, parents will be informed if the school feels that the child's difficulties are significantly greater than the majority of others of the same age. After the initial meeting with the parents, an Individual Support Plan (ISP) will be produced that will focus on the child's specific needs. The child will then be registered on the school's Special Educational Needs List. Progress will be monitored at all stages and further targets set as necessary. Regular review meetings will take place with the parents to keep them involved and updated.

For those children who continue to experience difficulties, despite this additional support, it may be necessary to carry out more specialised assessments. This may be carried out by the school's Special Educational Needs Coordinator (SENCO) or by outside agencies such as an Educational Psychologist. Such assessments should further inform the school's future interventions for the child.

In exceptional circumstances it is necessary for the school to request additional support in the form of a statutory assessment. In such circumstances the SENCO coordinates the request and liaises with the outside agencies. If an Educational Health Care Plan is issued, the SENCO ensures the objectives and provisions are effectively incorporated into the child's daily provision.





## PARENTAL INVOLVEMENT

### EXTRA-CURRICULAR ACTIVITIES

The school offers a range of extra curricular activities/clubs. These activities are mainly run by members of staff but we also organise activities from outside agencies. There is a charge for extra-curricular activities. Details of these clubs are sent to parents on a termly basis.

### HELPING YOUR CHILD

There are many ways in which you can contribute to your child's education. In the first instance you can share the enjoyment of books. This can be achieved by reading to your child, taking them to visit the local library and also by listening to their reading.

Parents/carers are also asked to participate in their child's education through assisting their child in completing homework tasks.

Parents are always welcome at Sacred Heart School and we endeavour to involve parents as much as possible in the education of their child/children. At the beginning of the autumn term, parents will be provided with information by their child's class teacher. This information will give details about the work that will be covered and other class-based information for that year.

Parents are welcome to attend school masses or services and their child's class assembly.

On occasions, the school also invites parents to attend information evenings on various curriculum issues. These are to provide parents with an insight into how particular subjects are taught at school.

### INFORMATION TO PARENTS

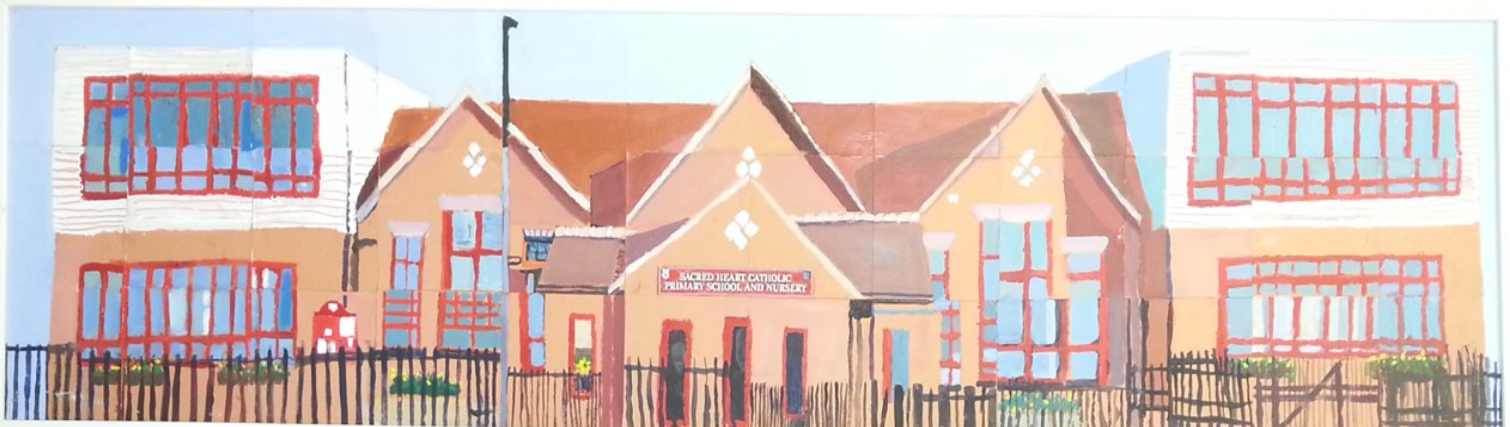
Parents receive a regular newsletter informing them of current events and achievements, as well as information relating to future activities. In order to be a 'greener' school, we ask parents to access the newsletter via the link sent through email, or to download it from the school web site at [www.shcps.co.uk](http://www.shcps.co.uk)

### PARENT INFORMATION MEETINGS

We hold a number of Parent Information Meetings across the year - to provide parents an opportunity to meet with their child's teacher. It is important that the child also attends this meeting, as it is about his/her learning. Parents/carers and children review the term's work and then meet with the class teacher to discuss progress and future targets.

Parents/carers will receive a written report on at the end of the academic year.

There may be other times when parents may wish to talk to the class teacher. However, although we are happy to accommodate parents, teachers are often very busy before and after school and therefore we ask parents to make an appointment with the school office. If parents have any concerns, however slight, it is a good idea to discuss these with the class teacher. If these concerns persist, then please make an appointment to see the Headteacher.





## FRIENDS OF SACRED HEART (FOSH)

There is long history of a thriving Parent Teacher Association of which all parents, teachers, other family members and parishioners are automatically members. There is an Annual General Meeting in the autumn term at which a committee is elected and an Annual Report given. Fund-raising events are arranged throughout the year to provide extra resources needed by the school. The committee also arranges social events for children and parents, in order to develop an inclusive community.

The success of this association depends on parental support. Any contributions either in time, or in funds, are much appreciated.



## SCHOOL DOCUMENTS

### REPORTS/POLICIES

Copies of the School's OFSTED and Catholic Schools Inspection reports are available on the school website at [www.shcps.co.uk](http://www.shcps.co.uk).

Parent wishing to view school policies or wish to be provided with any other information about their child or the school should make a written request to the Headteacher.

### ARRANGEMENTS FOR DEALING WITH COMPLAINTS

#### THE LAW

The Education Reform Act 1988 requires Local Education Authorities to make arrangements to deal with complaints concerned with the curriculum and related matters. These arrangements are not intended to deal with complaints about the actions of individual teachers or Headteachers.

Any matter causing concern to parents should be dealt with informally at school in the first instance and only if this is not resolved should the complaint proceed to formal arrangements. A copy of the school's Complaints Policy can be obtained from the school office, or via the school website at [www.shcps.co.uk](http://www.shcps.co.uk).



**SACRED HEART CATHOLIC  
PRIMARY SCHOOL AND NURSERY  
WINDERMERE ROAD  
SOUTHEND-ON-SEA  
ESSEX SS1 2RF**

**TELEPHONE:** 01702 414200  
**E-MAIL:** [office@sacredheart.southend.sch.uk](mailto:office@sacredheart.southend.sch.uk)  
**WEBSITE:** [www.shcps.co.uk](http://www.shcps.co.uk)  
**TYPE OF SCHOOL:** MIXED PRIMARY  
**AGE GROUP:** 3 - 11 YEARS  
**HEADTEACHER:** MR. C. BEAZELEY  
**CHAIR OF GOVERNORS:** DR. S. QUIGLEY

**MISSION STATEMENT:**

*Love of God, Love of one another,  
Love of our world, Love of learning*

