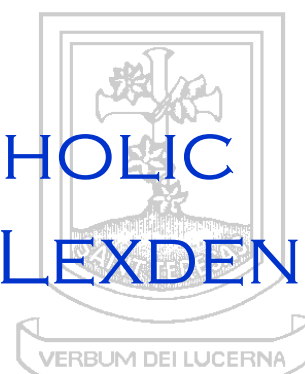




ST TERESA'S CATHOLIC PRIMARY SCHOOL, LEXDEN



PROSPECTUS

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment

Welcome

Dear Parent/Carer

Striving for Excellence

Welcome to St Teresa's Catholic Primary School.

We hope that you will find our prospectus interesting and informative. Our aim is to provide you with an overview of life at St Teresa's, its special atmosphere and ethos.

St. Teresa's is a parish school and holds close relationships with both St. Teresa's Church, which is adjacent to the school, and St. Mary Immaculate and The Holy Angels, Kelvedon.

We warmly welcome all visits to the school. Please do not hesitate to contact us if you would like to arrange a visit or have any further questions.

Yours sincerely

Mrs F Booker

Headteacher

"Onwards and Upwards"

Mission Statement

We love God and each other and follow the example of St. Teresa of Lisieux.

We enjoy learning together and doing our best in a happy, healthy and welcoming community.

We learn to be responsible and caring citizens.

"Let us do little things well today"

St. Teresa of Lisieux



Practical Information

Applications for admission will be considered from parents who desire a Catholic Education for their children.

The admission number for entry from 1st September, 2012 will be **30 for KS1**. The closing date for applications for 2012/2013 will be notified to you by Essex County Council. Applications must be made on the Common Application Form which must be returned directly to Essex County Council. A Supplementary Information Form must also be completed and returned to the school. The number of children to admit for **KS2 will be 32**. For midyear applications, a midyear form needs to be completed and returned directly to School Planning and Admissions, who will apply to the schools you list, including St Teresa's on your behalf. A copy of the application form is available from our school, or can be requested from School Planning and Admissions, Essex County Council, PO Box 4261, Chelmsford CM1 1GS. Tel: 0845 6032200.

Children will be considered for admission using the following criteria, listed in order of priority.

Category 1 'Looked After' children from Catholic families.

Category 2 Baptised Catholic children resident in the Parishes of St. Teresa's, Lexden and the Parish of Kelvedon served by St. Mary Immaculate and the Holy Archangels, Kelvedon and St. Bernard, Coggeshall, and children of Army personnel out of the Parish boundary where one or both parents are known to be regularly practising, as evidenced by the form from their Parish Priest.

Category 3 Baptised Catholic children resident in the Parish of St. Teresa's, Lexden, and the Parish of Kelvedon served by St. Mary Immaculate and the Holy Archangels, Kelvedon and St. Bernard, Coggeshall, and children of Army personnel out of the Parish boundary.

Category 4 Other Baptised Catholic children where one or both parents are known to be regularly practising, as evidenced by the Priest Reference Form.

Category 5 Other Baptised Catholic children.

Category 6 Other 'Looked After Children'.

Category 7 Children from families with a commitment to other Christian churches as evidenced by the Minister.

Category 8 Children from families with a commitment to other religions as evidenced by the form signed by the Religious Leader.

Category 9 Any other application.

In the event of over-subscription in any category, the following criteria in the order given below will be used to determine priorities in each category.

- Those children who have siblings (as defined by the Local Authority in the 'Primary Education Booklet') in the School in any but the final year at the time of application for admission shall have preference in that category.
- The straight line distance from the School will be taken into account with those living nearest to the School having a higher priority. Distances are calculated by the Local Authority by use of a Geographical Information System which accurately measures the distance from the home address to school.
- The medical conditions of children may have a priority at the Governors' discretion, having due regard to the efficient running of the School, the education of the children in a given year group and the efficient use of School resources. Evidence of medical considerations must be presented at the time of application.

Please note:

- The acceptance of a child into the School for any age group does not automatically guarantee a place for brothers and sisters e.g. admission to the Reception Class does not automatically gain admission to other years for other siblings (as defined by the Local Authority in the "Primary Education in Essex" booklet.)
- In applying for a place at the School the Governors assume that you will support the Catholic Ethos of the School, the teachings of the Church, and School policies from time to time in force.
- Parents will be informed of the result of their application in early April by the LA.
- Parents whose application has been unsuccessful have the right to appeal. Details of this are available from the School.
- A waiting list for children who are not accepted will be held by the school until the end of the Autumn Term.

Timing of Admission

As required by law, this school provides for the full-time admission of all children offered a place in the reception year group from the September following their fourth birthday.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be mornings only. Where parents choose to defer entry, the school may reasonably expect that the child would start at the beginning of a new school term/half term.

Pupils with a Statement of Special Needs

The admission of pupils with a Statement of Special Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

Definition of Catholic

1. A child baptised in the Catholic Church (Roman rite or Eastern rites) whose members are in full communion with the Bishop of Rome. (Pope Benedict XVI). Advice is available from Diocesan Education Service.
2. A child baptised in another Christian denomination who has been received into full communion with the Catholic Church.
3. A child who, with his or her family, is enrolled in a recognised course of preparation leading to baptism (parishes are requested to keep appropriately records)

Definition of Practising Catholic

A person is a practising Catholic if they observe the Church's precept of attending Mass on Sundays and holidays of obligation.

Definition of a Looked After Child

A Looked After Child is one who is looked after by the LA in accordance with Section 22 of the Children Act 1989 at the time an application for their admission to a school is made and who the LA has confirmed will still be looked after at the time when they are admitted to the school.

School Times

Infants (Foundation Stage, Y1 and Y2)

Bell Rings	8:55
School Starts	9:00
Morning Break	10:30 - 10:45
Lunch	12:00 - 1:00
Afternoon Break	2:00 - 2:15
School Finishes	3:15

Juniors (Y3—Y6)

Bell Rings	8:55
School Starts	9:00
Morning Break	11:10 - 11:30
Lunch	12:30 - 1:30
School Finishes	3:15



From 8.45am the children can go to class and prepare for the day ahead. The official bell goes at 8.55am. Children are supervised in class from 8.45am.

Medications

It is important that the School is informed of any medical condition(s) suffered by your son/daughter which may affect your child whilst at school, or may require the administration of medication during school time.

Where possible parents should ask GPs to prescribe medication in dose frequencies which enable it to be taken outside school hours.

Where it is unavoidable, the School is willing, in principle, to administer prescribed medication to pupils. For certain medical conditions it may be necessary for the School to seek the advice of the Community Paediatrician before agreeing to this. The School reserves the right to refuse to administer medication.



Statutory Duties

As a School there are many statutory duties that we are obliged to comply with, one of which relates to Child Protection. The procedures we have to follow have been laid down by the Essex Area Child Protection Committee. As a caring School our first concern is for your child's welfare in all its aspects and therefore there may be occasions when we have to consult other agencies even before we contact you, particularly in relation to child protection/abuse concerns. Should this be necessary we want to assure you that any concerns we have about your child will then be discussed with you. Designated Officers are the Headteacher or in her absence the Senior Member of Staff designated.

Application for Leave of Absence for Term Time Holiday

Taking your child out of school during term time could be detrimental to your child's educational progress.

Parents should not normally take their children on holiday in term time. **There is no legal right to do so.** However, you may apply to the school for leave of absence for up to 10 days. A term time holiday will only be authorised by the school if they believe there are special circumstances which warrant it. (The Education (Pupil Registration) (England) Regulations 2006). If the absence is not authorised and the holiday is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.



Accessibility Plan

Disability Act 1996.

All areas of our school are accessible to pupils who may need a wheelchair or some other support to help them to move around the building. A disabled toilet is available.

Charging and Remissions

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it should be free.

Voluntary Contributions

Head teachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.

Complaints

Complaints in the first instance should generally be made to the class teacher and in the vast majority of cases a successful resolution will be found at this stage. If, however, a parent is still not satisfied a complaint may then progress to the Headteacher.

School Uniform

Girls

Winter

- **School Cardigan (blue)**
- **School Tie**
- School Pinafore Dress (grey)
- School Skirt (grey)
- School Trousers (grey)
- School Tights (grey)
- School Blouse (White)
- School Coat (navy/black)
- **Shower Fleece (navy)**
- Sensible Black Shoes

Summer

- **School Cardigan (blue)**
- **School Summer Dress**
- Key Stage 2 may wear Trousers or Skorts (grey) and **Polo Shirt (school only)** if preferred
- **Summer Hat**
- Plain White Socks
- Hair Bands/ Ribbons (blue/white)

P.E.

- **P.E. Shirts**
- P.E. Shorts—Navy Blue
- Tracksuit Tops (Juniors only)
- Joggers (Juniors only)
- Black Plimsolls

Other

- **Reading Bags**

Boys

Winter

- **School Jumper (blue)**
- **School Tie**
- School Trousers (grey)
- School Shirt (white)
- School socks (grey)
- School Coat (navy/black)
- **Shower Fleece (navy)**
- Sensible Black Shoes

Summer

- **School Jumper (blue)**
- **Polo Shirt (school only)**
- **Summer Hat**
- Socks (grey)
- Trousers/shorts (grey)

P.E.

- **P.E. Shirts**
- P.E. Shorts—Navy Blue
- Tracksuit Tops (Juniors only)
- Joggers (Juniors only)
- Black Plimsolls

Other

- **Reading Bags**

School uniform shown in **bold** may be purchased directly from St. Teresa's uniform shop

All uniform **must** be labelled

Striving for Excellence



Teaching and Learning

At St. Teresa's we believe *every* child matters. All children are made welcome in our school community. Our aim is that all children will show tolerance and understanding towards each other with full respect for the rights, views and properties of others, and develop a responsible and independent attitude towards work and their future role in society.

Through our knowledge and understanding of the purpose, scope, structure and balance of the National Curriculum and Primary Strategies, together with the individual learning styles of children, St. Teresa's school strives to give each child the opportunities to gain confidence and competence needed to move towards their full potential.

At St. Teresa's we have a rigorous target setting and monitoring system to ensure that children achieve and are successful. Within each class children are grouped for a variety of reasons so that we can teach to very specific learning objectives. This enables us to target work to match each child's ability, offering support or challenging where needed. Our aim is to develop in your child a love of literature and a fascination with numbers.

Teaching and Learning

Primary education is a critical stage in Children's development—it shapes them for life. As well as giving them the essential tools for learning, primary education is about children experiencing the joy of discovery, solving problems, being creative in writing, art and music developing their self confidence as learners and maturing socially and emotionally.

Our school has adopted the principles of the document Excellence and Enjoyment, which outlines the entitlement for every learner to a rich, varied and challenging Curriculum.

Literacy and Numeracy are taught in daily lessons following the Primary Strategies. Additionally, Religious Education, P.H.S.C.E (personal, health, social and citizenship education), Science, I.C.T., French, Humanities, Art, Design and Technology, Music, French and P.E. are all taught within the school. All classrooms have Interactive Whiteboards and there is a computer suite available for a range of learning activities for all year groups. In years 1 and 2 the teachers build on the skills and knowledge acquired in the Early Years class and the curriculum becomes more structured. Each term curriculum plans are shared with parents which detail the areas of learning that children will be taught together with individual Literacy and Numeracy targets.

The principles of learning and teaching which underpin all planning:

- **Ensure every child succeeds:** provide an inclusive education within a culture of high expectations.
- **Build on what learners already know:** structure and pace teaching so that students know what is to be learnt, how and why.
- **Make learning vivid and real:** develop understanding through enquiry, creativity, e-learning and group problem solving.
- **Make learning an enjoyable and challenging experience:** stimulate learning through matching teaching techniques and strategies to a range of learning styles.
- **Enrich the learning experience:** build learning skills across the curriculum.
- **Promote assessment for learning:** Make children partners in their learning.

Throughout each year, children's progress is assessed by their teachers at half termly intervals. The more formal Standard Assessment Tests (SATs) are held in the summer term for Years 2 and 6. Assessment details are sent home termly so that parents are fully aware of the progress that their child is making.

Open evenings are held in the Autumn and Spring terms. Parents receive a written report in July. Parents are welcome to contact the school at any time to discuss their child's progress.

Induction for Early Years

We have one intake every September. Parents of all children who are accepted for admission are invited to an evening meeting in the June prior to the admission date. All children are invited to spend an afternoon in school so that they can start to familiarise themselves with their new surroundings.

As a parent you are your child's first teacher and by working closely with you we aim to make the transition into school as smooth as possible, so that your child will settle into school quickly and happily.

In September parents/carers are invited to a one to one meeting with the class teacher so we can find out all about your child. Your child is welcomed to this meeting and will have the opportunity to explore his/her new environment. The teaching assistant for the class will look after your child during your meeting with the teacher.

During their first week children attend for half days only. Children are allocated to a morning or afternoon session depending on age. This gives staff the opportunity to

Early Years

Children in our Early Years Class follow the Foundation Stage curriculum which gives children secure foundations for later learning. This stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and cooperate with others.

This period is a distinct stage with its own early learning goals and the 7 areas of learning will be introduced in ways that are suitable for young children, often through play.



Enjoy and Achieve

Sporting Aims and Achievements

St. Teresa's is part of the Healthy Schools Programme and is involved in the Colchester/Blackwater School Sports Partnership. We are fully committed to providing a wide range of sporting activities which contribute significantly to establishing a healthy lifestyle. Through developing fun, physical, sporting achievement within a framework of safety, our pupils develop self-esteem and self-confidence in this non-academic area of the curriculum. In July we hold an annual sports day. All parents and family members are warmly welcome to attend. Our sports day includes all children in a range of activities with each child taking part in at least ten events. Children progress around the circuit of events demonstrating their skills and having a wonderful time.



Extra-Curricular Activities

Children at St. Teresa's have the opportunity to take part in a wide range of extra-curricular activities during lunchtime or after school. These are run by members of staff, outside agencies and parent volunteers. Clubs may alter according to the interests of the children and staff. Music tuition is also offered on a fee basis during the school day with the opportunity for children to perform to parents at our annual music event.

Special Educational Needs (SEN)

As part of our inclusion policy, with our belief that every child matters, the same admission criteria is applied to all children who apply to our school. We strive to ensure that every child has their entitlement to a rich and broad curriculum. Our aim is to identify any child with specific educational needs as early as possible and to provide the necessary support. The Special Educational Needs policy is reviewed annually by the school Governors in line with the Code of Practice framework. Children have their needs met through lesson differentiation with Learning Support Assistants providing extra support to an individual or small group on a daily basis. Parents are kept fully informed about their child's education through the class teacher and the school's Special Educational Needs Coordinator (SENCO). Children who are placed on the Special Needs Register will have regular review meetings with the SENCO to discuss progress and possible external support.

Gifted and Talented

Through our own regular assessments children displaying gifted and talented profiles are placed on the Able, Gifted and Talented Register. We provide opportunities to develop and extend their special gifts and talents both in class as well as through extra projects and specially arranged extension activities.

Homework

All children are encouraged to complete some tasks at home. These may include weekly spellings and numeracy tasks and at times some research to extend work completed in class. All children are encouraged to read every night as a homework activity with a wide range of books available in school to promote this. From Year 2 children are expected to learn the patterns of the times tables. With the expectation of all tables known by the end of Year 4.

Personal, Social, Spiritual, Moral, Cultural and Health Education

These important aspects of learning give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active and responsible citizens. We achieve this through structured activities and experiences to encourage the children to contribute fully to the life of their family, school and wider communities.



Sacramental Preparation

In line with the policy of the Brentwood Diocese, preparation for the Sacraments is parish-based. Catechists from the parish prepare and guide our children through their journey towards their first Holy Communion. The school community shares and celebrates their journey with them at all stages.

Education in Personal Relationships

We teach education in personal relationships and sex education through the Brentwood Diocese programme called 'A Journey in Love'. Parents and carers are consulted as to the content and delivery of this programme.

The School Community

All members of the school community, staff, pupils and governors, work to fulfil the Mission Statement by providing a well-ordered, happy, secure and stimulating environment in which everyone is fully aware of behavioural expectations. Encouragement, praise and positive reinforcement of good relationships supports the idea of belonging to a community that reflects Gospel values and respect for each other as individuals and offers equal opportunities in all aspects of school life.

Through the context of our Mission Statement, the faith and religious growth of each child is fostered. We follow the National programme of religious study adopted by the Brentwood Diocese "Come And See ", and all year groups explore three themes a term, according to their age and stage of development. At the end of each of the topics in our R.E. Scheme we remember what has been taught and we celebrate what has been learnt. Parents / Carers are invited to the Act of Worship at the end of each topic which takes place in the classroom. This is an opportunity to gather together to pray, reflect on what has been learnt and listen to the Word of God. Class Masses are an important part of the school calendar, with parents and family members warmly welcomed to join us.



Our parish priest, Father Tom Lavin celebrating Mass in Reception Class.

Assemblies and Celebrations

School Mass is celebrated at St Teresa's church within each half term. Parents and all members of the parish community are welcome to attend.

Assemblies and other Celebrations take place in the school on a regular basis and may be for either the whole or part of the school. These are opportunities for the school community to reflect, meditate, contemplate, express and share with others our beliefs about God. Assemblies may be teacher led or class led. Mass is also celebrated in school.

House Points

In each class, children are divided into our four houses named after Saints Bernadette, Helena, Francis and Anthony. All pleasing effort and attainment is rewarded with house points, merit badges and, in exceptional circumstances, a Certificate of Achievement. All successes are acknowledged weekly at assembly.

School Council

St. Teresa's has a thriving school council which meets weekly and is involved in many aspects of school life. At the beginning of each school year two children from Y1 - Y5 classes and 6 from Y6 are voted in by their peer groups with specific responsibilities allocated to Year 6 members. Year 6 council run a weekly stall after school selling Fair Trade items. The stall is also run at break times.



Our Fairtrade Shop in action at break time

Friends Association

The school has a vibrant, enthusiastic, well organized committee who plan regular social fundraising events which contribute to the holistic school community. All parents automatically become members once their child is admitted to the school.

Come and see for yourself how St Teresa's Catholic School can give your child the best start in their lifelong learning journey.