



Archdiocese of  
Birmingham

# St. Maria Goretti

## Catholic Academy



# Prospectus

## 2017 - 2018



All Saints Catholic Collegiate



# ST. MARIA GORETTI CATHOLIC ACADEMY

Dear Parents and Carers

Welcome to our school.

St. Maria Goretti's is a Roman Catholic Academy catering for boys and girls from 3 - 11 years old. It was first opened in September 1964 and an additional teaching block added in 1970. The school celebrated its 50<sup>th</sup> Anniversary in 2014 and we hope to celebrate many more!

St. Maria Goretti is one of five Roman Catholic Schools based in the south Stoke-on-Trent area that have joined together as the All Saints Catholic Collegiate. The Collegiate is a Multi Academy Company. The All Saints Catholic Collegiate was created to safeguard the provision of Catholic education in this part of our city, now and in the future.

The school is of modern design and is well equipped. It has good facilities, including a large area of playing fields and an all-weather football/hockey pitch.

It is built on the same campus as St. Maria Goretti Church and Presbytery.

We are very pleased that you are considering sending your child to our school. We hope that your association with us will be a long and happy one. Our staff will wish to develop a positive partnership with you. This partnership will help us provide a secure, caring, and disciplined environment that will result in your child receiving the best educational opportunities and at the same time allow them to develop spiritually into a mature Christian.

We hope that this booklet will answer some of the questions you may wish to ask. Should you require any information not contained in the booklet, please contact the school, by telephone or letter, – or better still, come and pay us a visit.

Yours sincerely



Mrs Z Cooper - B Ed (HONS): NPQH: SLE  
Principal

## **1. MISSION STATEMENT**

With respect for God and united in faith, we place service before self to inspire hearts and minds.  
By achieving together through our love and faith, we place Christ at the centre of all we do.

## **2. AIMS OF THE SCHOOL**

The aims of our school support the principle that St. Maria Goretti's is a Catholic school, working in partnership with parents and the wider community, to provide the highest standards of education within a caring, disciplined and Christian environment. They are encompassed within our Mission Statement and are:

- To ensure that the curriculum provides a Catholic setting in which children can grow in understanding and in the acquisition of knowledge, skills, attitudes and values.
- To make prayer, worship and liturgy real religious and educational experiences and to contribute to the development of the faith of each individual.
- To develop within a Catholic environment an atmosphere of mutual co-operation and communication between home, parish, school and the local community, that provides preparation for the pupil's entry into the wider community.
- To attain standards of excellence in the education provided and the educational standards achieved in the school.

## **3. ADMISSIONS**

- Main School

Parents who are considering sending their child(ren) to St. Maria Goretti Catholic Academy should contact the Principal Mrs Z. Cooper, who will be pleased to explain admission arrangements and extend to them an invitation to visit the school.

Prospective parents must realise that as a Catholic school, baptised Catholic children will take preference in admission. The Academy Representatives however, give all applications the most serious consideration. A copy of the Admission Criteria for current and future academic years can be found on the school website [www.stmariagoretti.org.uk](http://www.stmariagoretti.org.uk)

All children, who are starting at the school for the first time, are given the opportunity to visit and to work in the school before they officially begin as pupils. Parents are invited to meet their child's class teacher and familiarise themselves with daily procedures. We have planned arrangements for the admission of pupils with disabilities including access to toilet facilities and all parts of the building.

- Nursery

Children are admitted to the Nursery in the September following their third birthday. The maximum number permitted is twenty-six full-time children. A waiting list is established and parents are advised to enter their child's name as soon as possible before prospective entry.

During the term before admission, parents will receive a letter offering them a place for their child and inviting them to visit the Nursery. At these visits, children and parents are given the opportunity to familiarise themselves with arrangements and meet the Nursery staff.

In the following September, children are gradually introduced, on a flexible basis, into the Nursery. At the

discretion of the Nursery staff, attendance part-time is followed by full-time attendance, when it is felt that the child is ready to cope with the routine of full school life.

When your child starts school, do remember that it can be an anxious time but your child will soon adjust. Please, say “good-bye” quickly and then leave even if your child cries. Rest assured that your child will settle down perfectly happily within a short space of time.

#### **4. RIGHT TO APPEAL**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school may apply in writing to the Board of Directors at the school address. Appeals will be heard by an independent panel. Application forms for an Independent Admission Appeal Hearing are available from the school office.

#### **5. HOME AND SCHOOL**

The interest and support of parents is welcomed in all aspects of school life particularly in the celebration of children’s achievements.

Parents are encouraged to keep in regular contact with their child’s class teacher who will always be pleased to see parents either informally after school for a brief chat, or at greater length by prior appointment. Regular newsletters keep parents informed about what is happening at school. All newsletters, letters sent home to parents and documents such as school policies are available from our website [www.stmariagoretti.org.uk](http://www.stmariagoretti.org.uk).

We ask that parents please inform the school of any matters that may affect their child(ren) in order that they are handled with empathy and sensitivity.

Reading is encouraged at home and children take books home to share regularly. A reading diary provides a valuable link between home and school. Anyone who shares a book with a child is asked to make a comment to the child as a reader and to note this in the record book.

In addition to this, formal homework is given to all children within Key Stage 1 and 2. This may take the form of spellings and tables or written work as the teacher feels appropriate. We have introduced a reading diary which will ensure that parents and teachers keep in close contact. Learning Logs are also sent home in Foundation Stage, through to Year 6 to encourage individual learning and research.

We welcome support from home to ensure that the set work is completed.

#### **6. SCHOOL ORGANISATION AND PASTORAL CARE**

The school contains eight year groups (Foundation Stage 1, Foundation Stage 2 and Years 1-6), where children are taught in mixed ability classes in the care of their own class teacher.

Throughout the school a variety of teaching styles are adopted and children enhance their learning through individual, group or whole class activities. As they progress through the school the children meet with some specialisation in certain subjects, but in the main, subjects are delivered by the class teacher.

Internally the school is organised on the following lines:

## **FOUNDATION STAGE      FS1/FS2**

### **KEY STAGE 1**

Year 1  
Year 2

### **KEY STAGE 2**

Year 3  
Year 4  
Year 5  
Year 6

## **7. THE SCHOOL DAY**

- 8:45 - 8:55am, all children are admitted directly to their classroom where staff are waiting to greet them, along with their parents should they wish to see a member of staff.
- 8:55 a.m. All children should be in class for registration and ready to begin the school day with a collective act of worship.
- 10:00am - 10:15am Morning break for Key Stage 2
- 11:30a.m. – 12.30 p.m. Foundation Stage 1 Lunch
- 12:00pm – 1:00 pm Foundation Stage 2 and Key Stage 1 Lunch
- 12:15pm - 1:15 pm Key Stage 2 Lunch
- 3:15pm finish.
- 8:55 start and 3:15 finish for Foundation Stage 1 and 2 with a 1 hour Lunch
- 8:55 start and 3:15 finish for Key Stage 1 and 2 with a 1 hour Lunch

Foundation Stage children are taught 21 hours a week.  
Children in Years 1-6 are taught 25 hours a week.

These teaching times do not include breaks, assemblies or the statutory daily act of collective worship. They are calculated in line with Government directives.

## **8. ARRIVAL and DEPARTURE**

Children should not arrive at school earlier than ten minutes before the first bell i.e. 8:45am, nor remain longer than ten minutes at the end of the day unless prior arrangements have been made with staff. These arrangements are necessary because of the difficulty of supervision, which cannot be arranged outside of these times, except in an emergency.

In the case of an emergency, all children are instructed to return to their class teacher, should the person meeting them be late in arrival. We ask that parents reinforce this procedure with their child(ren). However, if they are attending Breakfast Club, they will be served from 8:00 a.m. – 8:45 a.m. If children arrive earlier than 8:45 a.m. they are expected to register and attend Before School Club to ensure they are adequately supervised.

## **9. THE SCHOOL CURRICULUM**

We meet the general requirements of Section 1 of the 1988 Education Reform Act, by providing every child in our school access to a broad and balanced curriculum. We wish to inspire and motivate children enabling them to be both knowledgeable and independent. We do however, in line with Government thinking, place particular emphasis on the development of Language and Mathematics alongside the nurturing, respect and love of God.

The work we cover with the children within Years 1-6 is laid out in the National Curriculum. There are four core areas: English, Mathematics, Science and Computing, and Seven foundation subjects: History, Geography, Modern Foreign Languages, Physical Education, Music, Art and Technology. PHSE is taught alongside the 'SEAL' programme – Social and Emotional Aspects of Learning. Religious Education is a core subject in a Catholic School.

As a Catholic school all children are regularly instructed and educated in Catholic beliefs following the Archdiocesan Religious Education Programme. Parents have the right to ask for their child to be excused from Religious Education but such a request has never been experienced.

## **10. THE SUBJECTS TAUGHT IN SCHOOL:**

### **RELIGIOUS EDUCATION**

Religion is seen as a lived experience, strengthened by knowledge of the Catholic Faith. The children are encouraged by word and example to love Jesus Christ particularly through the love and care shown to one another and to those in need. Our community involvement reflects this.

Knowledge of God is developed through contact with God's word in the Bible and through our Religious Education Programme. The children actively plan and participate in the Parish Mass and daily prayer, either in class or part/whole school groups. These activities are a vital part of the school day. Parents are invited to special assemblies and are always welcomed at Masses.

The school plays a major role in the preparation of children for the sacraments of Reconciliation, Holy Eucharist and Confirmation together with parents and families and the Parish Community. These Sacraments are usually conferred in Year 3 and Years 6 respectively.

### **ENGLISH (Literacy)**

We aim to develop the children's reading and writing skills (literacy) from the earliest stages of schooling.

A range of different writing skills is developed and independent writing is encouraged from the start. All classes have daily Literacy in which the children participate in whole class work as well as engaging in group and individual tasks. Children are introduced to a variety of written works for a variety of audiences:- poetry, stories, letters, news items, and are encouraged to use and read books confidently both for pleasure and information. A range of reading materials is organised in stages to ensure progression. We welcome support from home, through parent and child shared reading, to extend individual reading skills. Children from Foundation to Year 3 are taught phonics as a tool to help them to learn to read. They also take part in 'Guided Reading' daily.

### **MATHEMATICS**

Various mathematical resources, including I.C.T. are used throughout the school and the learning of number patterns (tables), and number bonds are encouraged at the appropriate level. Through practical activities, the children are encouraged to develop a positive attitude towards mathematics and an ability to think clearly and logically. They have a daily mental maths activity.

Foundation Stage 1 and 2 pupils follow the Early Years Foundation Curriculum. Years 1 to 6 use the National Primary Maths Curriculum. Building on good practice, this will involve the whole class being taught mental and formal written methods of calculation as well as problem solving. Parents are welcome to look at the National Curriculum documents if they so wish.

## **SCIENCE**

Children will be engaged in scientific work throughout the school. Attention is given to the development of such skills and attitudes that enable the child:

- to work independently and within a group
- to be able to set a fair test
- to show respect for all living things and the environment
- to pay due heed to safety
- and to develop curiosity and originality through developing an enquiring mind

Children are encouraged to question, observe, predict, measure, explore and evaluate in order to gain a greater understanding of the world around them.

## **GEOGRAPHY**

Geography is concerned with the study of places; the human and physical processes which shape them and the people who live in them. It helps children to make sense of their own surroundings and the wider world.

We aim to help pupils to develop geographical knowledge and understanding and to introduce them to geographical enquiry. We help pupils to develop a sense of identity through learning about the United Kingdom and its relationship with other countries.

The curriculum is planned across Key Stage 1 and 2. Children begin their geographical enquiries by looking at the local area, home, school, and experiences that are familiar to them. Children are given the opportunity to study distant places and cultures. Over time, they will make the connection between their own environment and the world beyond it.

By the completion of Key Stage 2, the children should be familiar with a range of different cultures and countries and should have come to a sense of how the world they live in is interconnected.

## **HISTORY**

History is a study of the past. Through the study of history, we aim to give pupils an understanding of the present and of their own cultural roots and shared inheritances. We aim to give all children a knowledge and sense of history that will contribute to their general understanding and development.

Pupils are encouraged to develop their ability to work as historians through their increased knowledge, understanding and interpretation of events and causes. This will involve them in asking “when”, “where”, “why” and “how” questions and in identifying differences between now and then.

Pupils will be helped to develop a growing interest in the past and its relationship to the present through a knowledge and understanding of change and continuity through time.



## **PHYSICAL EDUCATION**

Children enjoy a variety of physical activities aimed at developing agility, co-ordination, co-operation and a sense of personal achievements through a combination of floor activities and apparatus work. Games, gymnastics, dance and athletics are taught over the year. In addition children visit an Outdoor Education Centre for 1 week.

The hall is well equipped with moveable and fixed apparatus and good use is made of the school's playing fields. The all-weather pitch is marked out for football.

## **MODERN FOREIGN LANGUAGES (MFL)**

MFL is taught throughout Key Stage 2. The children are introduced to Spanish in Years 3 to 6, as part of the language curriculum. Younger children learn Spanish greetings and simple songs.

## **ART**

Art is taught throughout the school as a form of self - expression and as a development of learnt skills. Children are encouraged to work individually or in groups, on art projects in the classroom. Teachers introduce their classes to the work and techniques of various artists from both the past and present. Children then use these as models for their own work. Throughout the key stages, children's work is highly valued and displayed in rooms and corridors.

## **MUSIC**

Music is considered a vital part of primary life. Listening, composing, appreciating, appraisal and performance skills are developed throughout the school and children regularly come together for performances in concerts and assemblies. The school has a good range of instruments and all children have the opportunity to perform on a pitched instrument as part of their normal lesson programme.

Children with special musical interest and talent are encouraged to develop their potential. Instrument tuition is presently available in school from an outside specialist. We also have a small Vocal Group.

## **DESIGN and TECHNOLOGY**

In Design and Technology the children are asked to solve a variety of practical problems using a range of materials e.g. card, paper, wood, clay, food. They are taught specific skills e.g. cutting, joining, and fastening, simple hydraulics and electricity and given the opportunity to use a variety of equipment.

## **COMPUTING**

We have iPads for every class in the school. Alongside these we have four laptop computers in Years 1 - 6 and all children have access to CD ROM multimedia packages.

We also have a pool of 16 other laptops for the classes to use on a rota basis. In the Foundation Stage we have stand-alone computers for the children to use and access to laptops for the class to use. We aim to ensure that all children are happy and confident in the use of a computer. Every class in the school has an Interactive Whiteboard.

## **11. CHILDREN WITH SPECIAL NEEDS**

As part of the school's special needs policy, the Academy Representatives have appointed one named representative to take a particular interest in those pupils with Special Educational Needs and to monitor the school's work in regard to those needs. The SEN link representative liaises frequently with the Special Educational Needs Co-ordinator (SENCO) to monitor the implementation of the policy and each term a formal report is presented to the Academy Committee. The SENCO works with the class teachers to assess and provide for those pupils. A rigorous monitoring and record keeping policy is in place in every classroom. Every child has extra support from Classroom Assistants and these are often the adults who work with small groups of children needing extra support. The school approaches external services that offer advice and guidance on the next steps for individuals who have been identified as having additional educational needs. Our SEN Policy is available on the school website at [www.stmariagoretti.org.uk](http://www.stmariagoretti.org.uk) and our SENCO is available by appointment.

The school welcomes applications from parents of children with disabilities, valuing the contribution such children make to the school community. Wheelchair access is possible as we have made adjustments to several areas of the building.

## **12. PERSONAL, SOCIAL AND HEALTH EDUCATION**

We recognise that the sex education of children is primarily the right and duty of parents. The school does however, have a complementary role to play. A new programme in sex education is now introduced in Year 5 and is placed in the context of the child's spiritual, moral, emotional and social development. Thus, it may be seen as part of loving and caring human relationships.

Parents will be given advanced notice of talks given by the School Nurse regarding "growing up" or by the Community Police Officer regarding drug and solvent abuse. Should parents wish to speak to the School Nurse or Community Police Officer prior to a talk this can usually be arranged through the school. It remains a parent's right to withdraw their child from any session if they so wish.

## **13. SCHOOL VISITS**

We endeavour to give children a variety of learning environments and experiences. Each class is taken on educational visits throughout the year and Year 6 has the opportunity to stay for a week at an Outdoor Activity Centre studying many areas of the curriculum. Such trips are too costly to be met from the school's budget and so parents are asked for contributions towards the expense of educational visits using the following criteria:

- Optional trips wholly or mainly outside school hours will be charged at full cost
- Voluntary contributions will be sought from parents for trips wholly or mainly during school hours. If the voluntary contributions are insufficient to cover the cost for all children expecting to go, then the trip may be cancelled.
- Individual tuition in the playing of a musical instrument by a teacher employed by the LEA in or out of school hours may be charged for.

## **14. SCHOOL ROLE AND ABSENCE**

In September 2016, the number of children on the school role was 228. Standard class sizes are as follows:

Foundation Stage 1	26	Year 3	30
Foundation Stage 2	30	Year 4	30
Year 1	30	Year 5	30
Year 2	30	Year 6	30

The attendance rate at our school for the 2015/2016 academic year i.e. from September 2015 until the end of July 2016 has been reported to the LEA as 96.9% with an authorised absence rate of 0.5% and an unauthorised rate of 2.6%. The monitoring of attendance occurs regularly; it is computerised with attendance certificates awarded termly for full attendance.

## 15. COMPLAINTS PROCEDURE

If you have a problem, do come and discuss it with the class teacher and then if necessary with the phase leader. Most difficulties can be sorted out in the early stages. Copies of documents that are required to be made available by or under the Education Act 1989 are available on the school website [www.stmariagoretti.org.uk](http://www.stmariagoretti.org.uk). Appointments to see the Head of School are made through the school office.

## 16. INSURANCE

Parents should note that neither the school nor the LEA provide personal accident cover for children at school and except in proven negligence, no claims for compensation would be considered. It is up to parents to arrange such cover privately should they feel it is required.

Parents should also note that private property belonging to staff, children and parents is not covered by insurance. We ask that nothing of value is brought into school by pupils and those non-educational materials e.g. toys, are left at home.

## 17. ILLNESS AND ABSENCE

We keep in school details for each pupil that enables us to contact parents in an emergency. We need two emergency contact numbers and while we revise our records regularly, **it is the responsibility of parents to advise us of any changes so that our information is kept up to date.**

Children are expected to attend school every day during term time.

If your child is away from school due to ill health, please telephone school before 10am to report your child's absence with details of their condition.

The school discourages medical/dental appointments during school time however, if your child does have an appointment, it is expected that the child is collected from school to attend the appointment then returns promptly afterwards. Children should not be away from school for a full day for a medical/dental appointment.

Parents/carers are requested to supply evidence of appointments to school in advance. Unfortunately, if evidence is not provided your child's absence will be recorded as **unauthorised** and they will not receive a medical mark. Unauthorised absence will have a detrimental effect on your child's attendance and their learning and could result in involvement from the Education Welfare Service.

Government Regulations require schools to keep records of unauthorised absence and late attendance and registers are scrutinised weekly.

## **18. ANNUAL SCHOOL HOLIDAYS**

A list of holidays for the academic year is available on the school website. Additional lists can be obtained on request from the school office.

**In line with government policy, the school will not authorise holidays to be taken during term time.**

## **19. MEDICINES IN SCHOOL**

Children who are unwell should of course be kept at home until fully recovered. They may otherwise be a source of infection to others and be unable to cope with normal school routine.

In general, medicines should not be brought into school unless prescribed by the doctor. Inhalers are the exception to this rule. These should be clearly marked with the child's name. Parents must advise the school in writing if they do not wish the inhaler to be administered to their child during an attack. Please remember that it is important to inform the school if your child has a medical illness.

## **20. CHILD PROTECTION**

Every school is required to follow a set procedure in cases of suspected child abuse. Headteachers are required to refer concerns to the Social Services Department for further investigation so those children at risk can be identified quickly.

When a school refers a concern about a pupil to the Social Services Department, it is not accusing the parents of abuse but requesting that further investigation take place to establish whether a child is at risk.

## **21. SEVERE WEATHER**

If severe weather conditions cause the closure of the school, every effort will be made to inform parents using the school's text message service.

The Head of School or other authorised staff will remain at school until all children have been safely collected.

If a decision is made not to open the school because of severe weather overnight, school will make every effort to inform parents using the text message service. Details will also be published on the Stoke.gov website available at [http://webapps.stoke.gov.uk/schoolclosures/Public\\_view.aspx](http://webapps.stoke.gov.uk/schoolclosures/Public_view.aspx). Local radio stations will also be informed and regular information will then be transmitted throughout the period of adverse weather on BBC Radio Stoke (94.6 FM) and Signal 1 (102.6 FM).

## **22. DISCIPLINE**

Our aim is to establish an attitude of mutual respect and responsibility within our school community. We see self-discipline as the best discipline and we encourage good behaviour by example and incentives. Throughout the school "house points" are given. These awards are earned through:

- Good, accurate work
- Dedicated effort
- Consistent progress
- Consistent consideration for others

- Creative or artistic achievement
- All round achievement

During our Celebration of God Given Talents assembly on Fridays, children are chosen by their class teacher to share their good work with others. At these assemblies, sporting achievements are also recognised and other notable successes celebrated. Children are chosen as ‘Star of the Week’ and are given awards for kindness.

A “Prize Giving” afternoon occurs annually, to which parents are invited.

### **23. SCHOOL RULES**

We have four basic rules:

- Respect for God
- Respect for self
- Respect for others, and
- Respect for school property

The class teacher will normally deal with minor breaches of school rules and disciplinary matters, while problems that are serious, would be referred to the Head of School or Assistant Principal. In cases of serious misbehaviour, as in bullying another pupil, it is the school’s policy to involve the parents. The Behaviour Policy is available from school on request.

### **24. HEALTH AND SAFETY**

We expect pupils to increasingly become more aware of health and safety issues as they gain maturity. Pupils must however:

- exercise responsibility for their personal health and safety and that of others.
- observe standards of dress consistent with safety
- observe all the instructions of staff given in an emergency
- use correctly all things provided for his/her safety

The school has adopted the non-smoking policy which is a legal requirement. We ask parents and visitors to respect this policy while on-site.

Dogs are not allowed on site.

### **25. SCHOOL SECURITY**

The site is protected by an alarm and outside lighting which warns named key holders and the police of intruders. We have installed CCTV and two fences have been erected improve security for the school.

## **26. REPORTS TO PARENTS**

The first Parents' Evening of the academic year takes place during the Autumn Term. This is to enable teachers to speak to parents about issues arising from the children settling back into school.

Towards the end of the year, written reports are sent to parents and a consultation evening is arranged for parents to discuss these reports with teachers. A further open evening and twilight session is held during the Spring term to help parents be aware of their child's progress since the start of the academic year.

If parents feel there is a problem at school, they should not hesitate to contact the class teacher who will be pleased to see them, by mutual agreement. We would hope that discussing the matter with the teacher should be sufficient to resolve the problem. However, if they are still unhappy and wish to take the matter further they should make an appointment to see the Phase Leaders or Assistant Principal.

## **27. ACCESS TO DOCUMENTS**

Government legislation requires the school to make available certain items of information for parents and the public to read. These include:

- Any scheme of work used by teachers in school
- The Diocesan agreed syllabus for Religious Education
- Statutory Instruments including those for National Curriculum subjects
  
- The Governing Body's annual report to parents
- Any published inspectorate reports which refer explicitly to the school
- A copy of the Complaints Procedure pertaining to the National Curriculum

School policies are also available from the school website [www.stmariagoretti.org.uk](http://www.stmariagoretti.org.uk) or on request from the Headteacher.

Full details of the members of the Governing Body and the positions held are available in the appendices should you wish to contact them.

Please note that in some instances the Head of School may make a charge in respect of any copies supplied, though not exceeding the cost of photocopying.

## **28. SECONDARY SCHOOL TRANSFER**

At the age of 11+ most of our pupils transfer to St. Thomas More Catholic Academy, Longton where they may go on to the 6<sup>th</sup> Form. A school bus provides transports to and from school, for children living in the Bucknall area.

Admission to St. Maria Goretti School however, does not give automatic admission to St. Thomas More Catholic Academy. This is a matter for their school governors in line with their admission policy.

## **29. SCHOOL ACTIVITIES**

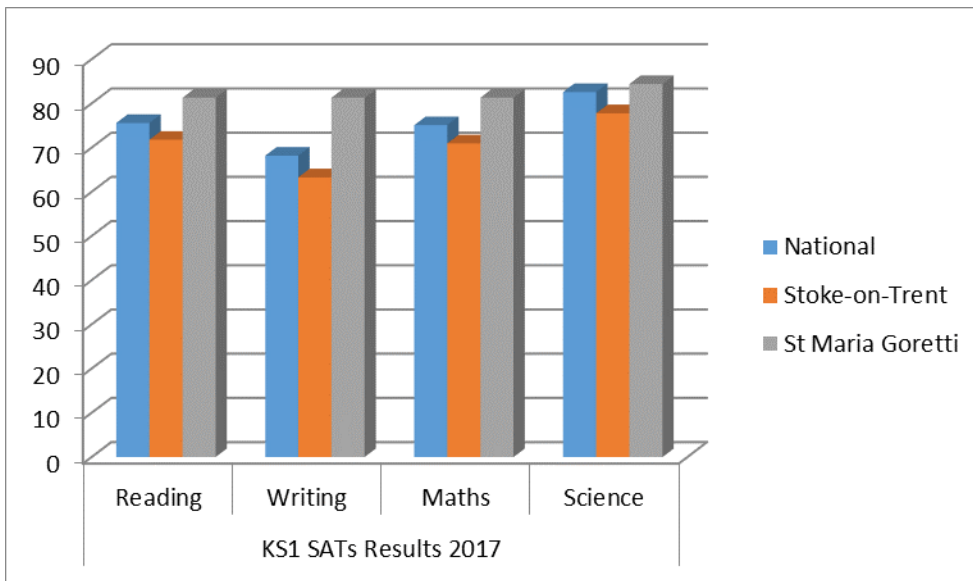
There is much voluntary work undertaken by staff during the lunch hours and after school. Children can participate in a range of lunchtime and after school clubs. Activities may change from term to term.

Encouragement is given to all children to participate.

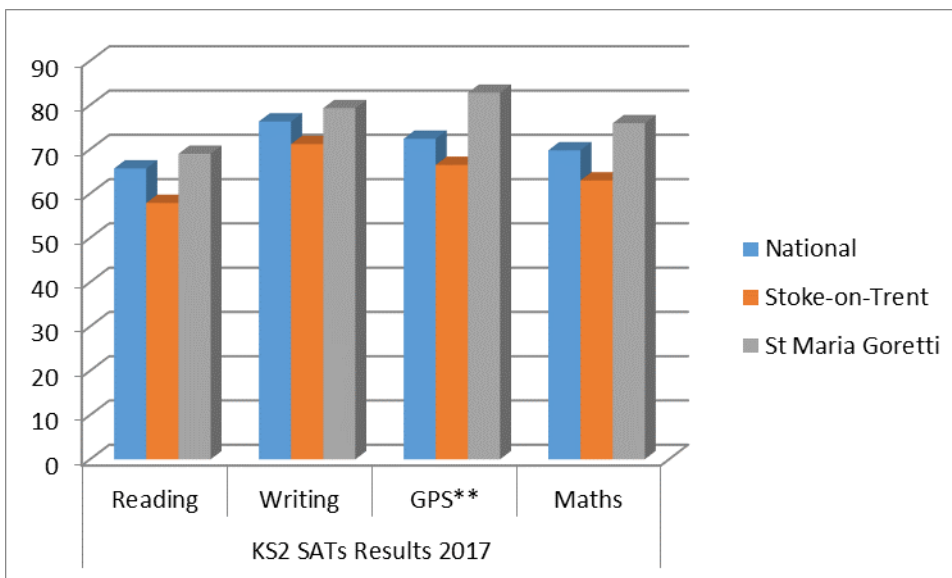
Among competitive sports, the school has teams, which represent the school in a range of leagues and competitions.

### 30. SCHOOL RESULTS 2016

#### Key Stage 1 SAT's Results 2017\*



#### Key Stage 2 SAT's Results 2017\*



\*Data shows all pupils achieving above the Government's expected standard for SATs

\*\*GPS – Grammar Punctuation and Spelling

### 31. SCHOOL UNIFORM

All children wear school uniform. We uphold that this gives a sense of belonging to the school, looks smart and from a practical point, wears well. Our uniform consists of:

<p><b>FOUNDATION STAGE UNIFORM</b></p> <p>Royal Blue jogging suit with white polo shirt underneath.</p> <p>White polo shirt, school jumper or cardigan. Grey skirt/grey trousers. Black sensible shoes</p>	
<p><b>KEY STAGE 1 AND KEY STAGE 2 UNIFORM</b></p>	
<p><b>BOYS – Winter Uniform</b></p> <p>White shirt and tie Blue school logo “v” necked school jumper/cardigan Grey trousers Grey socks Black sensible shoes</p>	<p><b>BOYS – Summer Uniform</b></p> <p>As winter except short grey trousers may be worn instead of trousers.</p>
<p><b>GIRLS – Winter Uniform</b></p> <p>White shirt and tie Blue school logo “v” necked school jumper/cardigan Grey knee length skirt Grey school tailored trousers Black sensible shoes White knee length socks</p>	<p><b>GIRLS – Summer Uniform</b></p> <p>Pale blue gingham dress Blue school logo “v” necked school jumper/cardigan Black sensible shoes White knee length socks</p>
<p><b>P.E. KIT - Reception –Year 2</b></p> <p>Navy/black shorts White Tee shirt Black plimsolls A pair of socks P.E. bag with child’s name on it</p>	<p><b>P.E. KIT - Years 3 – 6</b></p> <p>Navy/black shorts White Tee shirt Black plimsolls/trainers (in separate carrier bag) A pair of socks Plain grey sweatshirt/jumper/tracksuit top, jogging bottoms Swimsuit and cap/swimming trunks P.E. bag with child’s name on it</p>

This uniform is available to purchase online from <https://longton-protective-clothing.myshopify.com> and [www.supersport.co.uk](http://www.supersport.co.uk). You can also purchase in person from Longton Protective Clothing, Sutherland Road, Longton, Stoke on Trent, ST3 1HZ, 01782 327917.



### 32. HAIR STYLES

Sensible hair styles please no shaved heads, tram lines or colours in boy's hair. Children with long hair (shoulder length hair or longer), irrespective of gender must have their hair tied back for school at all times.

We particularly ask that school uniform is school uniform and not an item of fashion wear. Shoes with a heel higher than an inch are not suitable for playground activities and trainers are not a part of school uniform. We encourage any child playing football at playtimes to change into a pair of trainers to save their school shoes. These should be carried into school but not on the feet!

**All uniform should be clearly marked with your child's name to prevent loss.**

### 33. JEWELLERY

In the interest of safety, the Governors have made the following decisions in regard to the wearing of jewellery in school.

- Only plain stud earrings with no attachment may be worn in an ear lobe. **Children in the Foundation Stage are not permitted to wear earrings at anytime.**
- **All earrings must be removed for P.E. activities in Key Stage 1 and Key Stage 2.**
- No other jewellery should be worn in school, with the exception of a watch. This must be removed for P.E. activities.

As staff are not permitted to remove or replace earrings under the Health and Safety Regulations, **it is essential that all children wearing stud earrings are able to take them out and replace them themselves.**

If a watch and earrings are worn to school, we will endeavour to safeguard them but the responsibility for their safe keeping rests with their owner i.e. the child.

### 34. OUR SCHOOL IN THE COMMUNITY

We have made many friends within the local community through our involvement with local initiatives, for example:

People from the community have come into school to share their expertise – the Community Police Officer, the local Librarian and the School Nurse, to name a few.

Pupils from St. Thomas More Catholic Academy and other local schools and colleges visit on work experience. Students from the University of Manchester also visit on school experience.

We participate in the locally arranged inter-schools sporting fixtures and attend the annual galas. We participate in Parish-School Masses, the Annual Schools' Mass and Good Shepherd Sunday.

Further afield, we annually support Father Hudson's Homes and C.A.F.O.D. and collect for specific charities during Advent.

### 35. SCHOOL MEALS

We have our own kitchen and excellent meals are cooked on the premises every day. The Local Authority fixes the price of school meals annually. Dinner money must be paid using the school's online Parentpay

system. Parents are asked to pay for the full week in advance of the meals being taken. Detailed instructions for creating a Parentpay account can be obtained from the school office.

We encourage all children in FS1 to have a school meal. This is part of the family service time that we offer. Children are taught table manners and cutlery skills with a Key Worker.

Children in FS2, Year 1 and Year 2 are entitled to free school meals from September 2014. This will include a choice of hot or cold meal. Some children in FS1 and Key Stage 2 (Years 3-6) may also be entitled to free meals. The school office staff can support you with any claim for free school meals if you believe that you are eligible.

For children not having a school meal, parents may prefer to provide their children with sandwiches for lunch and proper facilities are provided for them in the dining room.

Parents are asked to decide at the beginning of each half term if they would like their child to bring sandwiches or receive a school meal. This is then a commitment by parents to stay with their selection until then end of the half term. Meal arrangements can then be changed at the end of each half term.

### **36. MY BABY TIME GROUP**

We are fortunate to have a My Baby Time group that meets weekly on a Thursday morning (9:45-10:45).

The group gives the toddlers and the very young of our Parish the experience of singing and playing together and parents the opportunity of meeting and chatting over a cup of tea.

All are welcome and further information is available at school.

### **37. BREAKFAST CLUB**

We have a breakfast club every morning from 8:00am until 8:45am selling cereals, toast, crumpets, hot chocolate, tea and coffee. Prices start from as little as 10p. FS1 children are unable to attend the breakfast club until they are fully integrated into school. School must be satisfied that there will be no adverse impact on a child's learning (due to the extended school day), before granting access.

### **A FINAL COMMENT**

We hope to foster in the children who attend our school a sense of pride in belonging to a caring community where each person is important, individual and special in his or her own way. We hope that the children here will develop consideration and kindness and that they will learn to co-operate with others and so build good relationships. In an atmosphere that is happy and encouraging, we hope they will grow in self confidence and awareness and that after settling into a routine that has been carefully planned and structured for their needs, they will look forward to coming to school every day.

## ST MARIA GORETTI CATHOLIC ACADEMY

### ACADEMY REPRESENTATIVES

In our school, the majority of Academy Representatives are appointed by the Multi Academy Company Board of Directors. These Representatives have a particular responsibility for ensuring that the Catholic character of the school is preserved.

School Address: St. Maria Goretti Catholic Academy  
Aylesbury Road  
Bucknall  
Stoke-on-Trent  
ST2 0LY

Telephone: 01782-234737  
Email: office@stmgca.org.uk

Chair of Academy Representatives: Mr Ray Chadwick  
c/o St Maria Goretti Catholic Academy  
Aylesbury Road  
Bucknall  
Stoke-on-Trent  
ST2 0LY

Telephone: 01782-234737

Principal: Mrs Z Cooper

Assistant Head/Assistant Principal: Mrs R Perkins

## THE STAFF WHO LOOK AFTER YOUR CHILD IN SCHOOL

### PRINCIPAL

Mrs Z Cooper

### TEACHING STAFF

Mrs R Perkins (Assistant Headteacher/Assistant Principal)

Miss C Barber

Mrs E Stone

Miss E Royall

Miss L Wright

Mrs L Fox

Miss A Eccleston

Mrs G Fallows

### EARLY YEARS PRACTITIONERS

Mrs D Bird (Paediatric First Aid Cert.)

Mrs J Bowyer (Paediatric First Aid Cert.)

Mrs E Mountford (Paediatric First Aid Cert.)

### LEARNING SUPPORT PRACTITIONERS

Mrs S Lyons

Miss A Lyttleton

Miss J Mayer

Miss A Preece

Mrs M Stubbs

### EDUCATIONAL SUPPORT

Mr P Calvert

Miss C Espley

Mrs T Kaczor

### HTLA

Mrs H Birchall (First Aid Cert.)

Mrs D Woodward (First Aid Cert.)

### LEARNING MENTOR

Mrs V Brook

### HOME SCHOOL LINK WORKERS

Mrs A Bedson

### PUPIL SUPPORT WORKER

Mrs A Hawley

### EDUCATION WELFARE OFFICER

Miss Vicky Davis

### LIAISON POLICE OFFICER

Ms R Knight

### LUNCH TIME ASSISTANTS

Mrs Allman

Mrs Allen

Miss D Backhouse

Mrs S Greaves

Mrs S Holdcroft

Mrs T Kaczor

Mrs S Lyons

Mrs M Sims

### EXECUTIVE SCHOOL BUSINESS MANAGER

Mrs S Brough

### SCHOOL OFFICE STAFF

Mrs S Hawley (Business Manager)

Miss A Woolley

Mrs M Jones

### SCHOOL CATERING STAFF

Mrs S Haddon (Cook)

Mrs J Bayley

Mrs J Wood

### PREMISES TEAM

Mr A Salt

### SCHOOL CLEANING TEAM

Mrs L Allman

Mrs D Backhouse

Mrs S Light



**Privacy Notices:**

**Data Protection Act 1998: How we use pupil information**

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils’ learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- 

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact:

**Mrs. S Hawley 01782 235340 email via [office@stmgca.org.uk](mailto:office@stmgca.org.uk)**

*We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the LA.*

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit our local authority at [www.stoke.gov.uk](http://www.stoke.gov.uk) or

the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites please contact the LA or Dfe as follows

Public Communications Unit Department of Education Sanctuary Buildings, Great Smith Street, London SW1P 3BT	Stoke-on-Trent City Council Civic Centre Glebe Street Stoke-on-Trent ST4 1RN
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