

Sacred Heart Catholic Primary School and Nursery



School Information 2016



PROUD of our children; PROUD of our school; PROUD of our faith.



Dear Parents and Carers,

I am very proud to be the Headteacher at Sacred Heart Catholic Primary School and Nursery and I am very pleased to welcome you and your child to our school. As an ex-pupil myself, Sacred Heart gave me the very best start in life and I have many fond memories of my time growing up, as a young child in Springfield.

All that we do at Sacred Heart is underpinned by our Christian foundation. We are a Catholic Primary School and as such we believe that every child is special, unique and loved by God. Through the Christian ethos and Gospel values taught at our school, we encourage everyone to treat others with respect and to develop in their own personal journey of faith.

We are privileged to share with you, for a time, the life and development of your child and we sincerely hope that we may work in partnership with you in his/her best interest. The very best schools are those with strong links and good relationships with parents and carers, and we strive to ensure that this is the case at Sacred Heart. We hope that you will feel confident in approaching us at school with any queries or worries.

All aspects of our school combine to produce an exciting, enjoyable, yet demanding atmosphere in which your child will thrive. Our pupils respond to the challenges that are placed upon them, with high expectations of achievement in their work, behaviour and play. We are very proud of every one of our pupils and enjoy celebrating their many achievements in all areas of learning. Every effort is made by all of us to ensure that your child is happy in our school and enabled to reach their full potential.

Our curriculum is broad, relevant and creative with high priority given to the acquisition of basic academic skills. We not only aim to teach our pupils to the highest educational standards but also to teach about faith, relationships with others and preparation for life beyond school.

We are delighted that you have chosen to send your child to Sacred Heart School and we look forward to welcoming you into our school family.

Yours sincerely,

Mrs Christine Mason
Headteacher



Our Mission and Aims



The special atmosphere, which exists at Sacred Heart, is based on the fact that we are a Catholic school and our whole existence is built on the examples given to us by Jesus Christ. The caring, understanding, love and support for each other is present in all that we do and all that we strive to do.

If your child is joining our school family for the first time we welcome you as parents and guardians and look forward to a happy and successful association over the coming years. If you already have a child here, we hope to strengthen our existing links with you to enable us to provide the best education possible.

This handbook contains information about Sacred Heart School, which we hope you will find useful, although we are much more than this small pack can communicate.

Come and visit us and find out more!

Our Mission Statement set out what our school stands for; beliefs, ethos, values and purpose.

A t Sacred Heart we are:

PROUD of our children; **PROUD** of our school; **PROUD** of our faith.

T ogether we are ready to

make **P**rogress, be **R**esilient, show **O**penness, be **U**nique and **D**emonstrate our faith.



Our school aims show how we hope to achieve our Mission every day.

To live as a Christian family inspired by the values of Jesus.

To celebrate and develop every child's full potential through a rich and enjoyable learning environment.

To promote and encourage an effective partnership between home, school, parish and community.

HOW TO CONTACT US AND FIND OUT MORE

We have an excellent website which contains much more information than this brochure...

www.sacredheart.wigan.sch.uk

Phone number **01942 231478**

E-mail

enquiries@admin.sacredheart.wigan.sch.uk

ABOUT OUR SCHOOL

The first part of our present school to be established at the Springfield Road site was the Nursery Department, which was soon followed by the building of the new Key Stage One School in 1978.

For a number of years the Nursery and the Infant school were based here at Springfield Road and the Junior school continued to exist on the Throstlenest Avenue site. In 1994 the new Junior Key Stage Two building was opened and, for the first time for many years, all the children of Sacred Heart School could be educated together on the same site. This signalled a new and exciting journey for Sacred Heart.

Nursery Department

Our Nursery provides a bright, safe, high quality early years environment for our very youngest children with a spacious outdoor area, which is used in all weathers.

We are able to offer places to up to sixty children, offering flexible provision and we also offer parents the opportunity to top up their free provision with extra paid sessions. In advance of the Governments plans to provide 30 hours free child care from September 2017, we are also pleased to be piloting this provision from September 2016 (for those parents who have already accepted a place at Sacred Heart who

meet certain criteria), which will allow their child the chance to attend Nursery full-time. In combination with Kids United who provide our Before and After-School care, this means that, if needed, Nursery provision and childcare are available to meet the needs of working parents.



Reception and Key Stage One

Our Infant building has both classroom areas and shared areas which provide good facilities for the children and the different types of work in which they are involved. The children have regular access to an ICT suite in this building and a library area. There is a hall space, which is used for PE lessons and assemblies and is a sociable space for eating lunches with friends. The school kitchen is located off this hall. A courtyard provides an outdoor play area for our Reception children and our Year 1 children have access to outdoor play from their own Year 1 area.



Key Stage Two Department

The Junior building is the most recent building on the site. In 2009, the Liverpool Archdiocese and Wigan Local Authority invested a considerable sum of money in the first phase of our building development plan. This provided three brand new classrooms which are a great improvement on the older classrooms and give us a first class learning environment for our children. In 2010, an even larger sum of money was invested in the second phase of the plan. This provided extensive re-modelling and refurbishment of the building so that all the Key Stage 2 children enjoy a high quality environment.

Our Junior building has excellent ICT facilities, including an ICT suite, which is in constant use. The children have access to laptops and netbooks to support their learning, using our wireless network throughout all classrooms. There is a bright, attractive library area and spaces for small group work. There is a large hall space, which is used for PE and practical lessons, as well for assemblies, collective worship and as a lunchtime social space for pupils to eat their packed lunches.

Our school has a strong sporting tradition, especially in rugby and football, and we are very keen to continue this strong tradition. Sport plays a big part of school life, right from the youngest children through to the oldest. There are hard surface play areas and a school field on which to train and compete. There are also many opportunities for our pupils to take part in performing arts activities, especially in music.

We are very proud of our school, our pupils and our staff, and of the excellent facilities which are available.



OUR LINKS WITH SACRED HEART CHURCH AND PARISH

Our school has strong links with Sacred Heart Roman Catholic Church on Springfield Road. Our Parish Priest is Fr Kelly.

We work closely with the Parish in preparing our children to receive the Sacraments of Confirmation, the Holy Eucharist and Reconciliation. We attend Sacred Heart Church at various times through the year to take part in celebrations, Masses and services. We encourage our children to attend 'Children's Liturgy' which takes place at the 10.00am Mass on a Sunday morning .



SCHOOL ORGANISATION

The number of pupils that we can admit to each year group is 60 pupils. Therefore, in most year groups, we have two parallel classes of mixed ability pupils. We take care with our mix of pupils in each class, endeavouring to ensure that we have an equal mix of boys and girls. Each class is named either with an 'S' for Sacred or an 'H' for Heart. The children usually remain in these classes for much of their work, although classes may be streamed for some subjects to provide the best learning opportunities. Working groups of pupils will always be flexible according to the activities taking place. Please visit our website to view a current staffing list.

THE CURRICULUM

Religious Education

We are a Catholic school and this is shown in all that we do. Although Religious Education is timetabled as a subject, in its broadest sense, it actually permeates through the whole curriculum and informs and guides us in all that we do in school. There are well planned Religious Education lessons and times for Collective Worship and prayer each day.

Our school follows the Archdiocesan syllabus for Religious Education – ‘Come and See’. This programme of work has a series of wonderful themes which begin with exploring our relationships with each other, our life experiences and spiritual, moral, social and cultural growth and understanding. Scripture is shared and discussed and the Gospel readings bring greater meaning and guidance. There is a daily act of collective worship and Masses are celebrated at different times of the year. The weekly assemblies, in part led by the staff and in part by the children, provide further opportunities to re-emphasise the Christian values we seek to promote.



Our school is most fortunate in its links with Sacred Heart parish, and the parish priest, Fr Kelly, is a regular visitor to school. Children are prepared for the sacraments of Reconciliation (First Confession), Holy Communion and Confirmation we encourage

the active involvement of the children’s families. These events become occasions of joy and celebration in the life of our school.

As a school, we seek to put into practice our Christian values, notably in a strong work ethic and high demands on the individual so that our Christian ethos is something that runs throughout the whole life of the school. It finds expression not only in our support for local and national charities, and our increasingly strong links with the local community, but also in the ideal of always striving to make maximum use of any talents which we have been given.

In order to ensure that our children are equipped to grow up in a multi-faith and multi-cultural society, we ensure that we give due emphasis to the ‘Other Faiths’ topic in the RE scheme, as guided by the Liverpool Archdiocese. Therefore, the children will usually study a topic on ‘Judaism’ each year, as well as one on ‘Islam’. Through assemblies and other activities, the children will also learn about other faiths, cultures and celebrations e.g. Chinese New Year, Diwali etc.

Parents should be aware that, should they wish to, they are able to withdraw their children from Religious Education lessons. However, we do not encourage this practice as it negates the reason for your child attending a Catholic school in the first place. Should you be considering withdrawing your child from Religious Education, we would ask that you make an appointment to discuss this decision with the Headteacher. We can then establish the nature of your concerns and find a way to work together, to ensure that your child doesn’t miss out on this vital area.



THE EARLY YEARS CURRICULUM

The Early Years curriculum encompasses what the children learn in both Nursery and Reception classes. It comprises three prime areas of learning: Communication and Language; Physical Development; and Personal, Social and Emotional Development. These prime areas are those most essential for your child's healthy development and future learning. As they grow, the prime areas help them to develop skills in four specific areas: Literacy; Mathematics; Understanding the world, and Expressive arts and design.

The curriculum at this stage involves the children in a lot of active learning, mainly through carefully planned play experiences. It is a multi-sensory approach to learning – the children will have countless opportunities to see, hear, touch, say and do. The curriculum is delivered through focused teacher/adult led activities and through child initiated activities. Pupils' interests are explored and stimulating learning activities are carefully planned for through continuous provision.

THE CURRICULUM IN KEY STAGE 1 AND KEY STAGE 2

Every child who attends Sacred Heart will cover a broad and balanced curriculum encompassing all areas specified in the National Curriculum. The National Curriculum covers the subjects of Mathematics, English, Science, Computing, Geography, History, a Foreign language (KS2 only), Art and Design, Design Technology, Music and Physical Education. Some subjects are taught every day e.g. English and Mathematics and other subjects are taught through themes which are blocked across the year. Themes are designed to promote excellence and enjoyment as well as high quality learning and the challenge of high expectations.

HOMEWORK

Homework is important at all stages of a child's education. It extends the challenge open to pupils and ensures that teaching time is used to maximum effect. It provides additional opportunities for children to develop their knowledge, understanding and learning skills. It can make an important contribution to pupils' progress in school. It also provides an excellent opportunity for parents to be involved in their children's learning. The children will receive homework from Reception to Year 6 and parents are asked to support school by encouraging their child to complete any tasks set and return work to school on time.

EXTRA-CURRICULAR ACTIVITIES

We currently provide a range of extra-curricular activities for the children's benefit and to enrich our curriculum. In the sporting arena these may include after school clubs for football, rugby, girls' football, netball, gymnastics, dance and cricket. At different times of the year the children are able to participate in swimming competitions, indoor and outdoor athletics etc.

In addition to these activities, at various times of the year, the children are able to participate in a number of coaching sessions in different sports e.g. Judo, football (Wigan Athletic), rugby (Wigan Warriors) and others.

We have a strong musical tradition at Sacred Heart. All pupils in Year Four take part in the 'Wider Opportunities in Music' Scheme, learning to play the guitar together. We also have several thriving groups of musicians including guitarists and keyboard players. Instrumental lessons are available on a range of instruments through the school at very reasonable rates. We have an excellent choir and singing is given high profile across the school.

Other opportunities for extra-curricular activities usually present themselves during the year and we try to build these opportunities on the interests of pupils.

EDUCATIONAL VISITS

Much of the child's education is prepared and delivered within the classroom by the teacher. Learning from first hand experiences is very important to us at Sacred Heart and wherever possible 'WOW' experiences are planned to engage and excite the children. 'WOW' experiences may take place in the classroom, in the school grounds, by inviting a visitor into school or through field work and educational visits.

Inviting adults with particular experiences or expertise into school can be of great help e.g. an elderly person talking about their childhood, or a theatre group performing for or with the children, a mad scientist demonstrating scientific investigations or perhaps CAFOD illustrating the problems facing children in the Third World.

Our children explore and investigate the real world in a purposeful and structured way and educational visits may include; local museums, and art galleries, Wigan Park, a city visit, Windmill Farm etc.



CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Sacred Heart Catholic Primary School maintains a just, caring and inclusive school community in which all pupils are given personal recognition to encourage individual self-esteem, respect and

dignity. Through the provision of a balanced and relevant education, pupils are encouraged to recognise and appreciate achievement in its various forms and to strive to fulfil their own potential. In line with the policies embodied in the National Curriculum we are committed to equality of access for all children to the curriculum on offer at our school.

A number of pupils at some time in their education will have special educational needs (SEN); defined as pupils who require the provision of resources or expertise additional to those available in the school's normal academic or pastoral provision. Some pupils' special educational needs will be short term whilst others will need additional support during the whole of their school career. These pupils may have difficulty in one or more of the following areas of development: intellectual, physical, sensory, social, emotional, behavioural, speech and language. The term 'special needs' applies to any pupil who falls into the above definition, irrespective of ability.

It is recognised that the teaching of pupils with special educational needs is a whole school responsibility. In order to facilitate this the school has a Special Educational Needs Policy and a Special Educational Needs Coordinator (SENCo) to co-ordinate the assessments and support for these children.



BEHAVIOUR AND DISCIPLINE

If children are respected, treated fairly with consistent standards and given work that matches their ability, the possibility of a child being disruptive is greatly reduced. When a child's behaviour is unacceptable over a period of time, the matter is discussed with parents and joint action is taken. Mutual support between home and school is critically important. Our school Behaviour Policy is based on a positive approach and the children are rewarded for good behaviour. A copy of the school behaviour policy is available on the school website or on request from the school office.



Art work and drama by Year Five pupils in response to our Anti-Bullying Theme.



ANTI-BULLYING

Our anti-bullying policy is based on Seven Steps to anti-bullying which is a 'no blame' approach. Pupils are supported in restorative practises which bring resolution for all. The full policy is available on the school website.



POLICY ON CARE AND CONTROL OF PUPILS

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances, staff will follow the school's policy for dealing with such situations. Any parents wishing to view this policy may do so on request.

OUR REWARDS

It is the policy of the school to reward good work, effort and behaviour and thus to encourage it. Whilst each class teacher will give verbal praise or one of a variety of good work / behaviour rewards, there is also a school-wide reward system.

Children are rewarded for work, effort, behaviour and attitude by receiving 'golden hearts'. The more they collect the better! 100 hearts for bronze award, 200 for silver and 300 for gold! Each week the class teachers choose a 'Star of the Week' and a 'Worker of the Week'. These children are presented with a certificate in a special Tuesday assembly and their names appear on the parents' weekly bulletin.



THE SCHOOL DAY

The school doors open at 8.45am, so that pupils can 'phase' gradually and calmly into the building. The morning registration period is 8.55—9.00am for all pupils. The afternoon registration is at the start of the session, 1.05pm in KS1 and 1.20pm in KS2.

Key Stage 1 (Infants):

The session times for KS1 are 8.55 am-12.00 noon & 1.05pm-3.20 pm. Pupils in KS1 have a break in the morning and afternoon sessions.

Key Stage 2 (Juniors):

8.55 am-12.20 pm & 1.20 pm-3.20 pm. Pupils in KS2 have a morning break only.

Start of the School Day

Parents and carers are expected to be responsible for their children until the doors open at 8.45am as the playgrounds are not supervised by staff before school.

The playground gates are locked at 9.00am prompt. Pupils arriving after this time are deemed to be late and should enter school through the main entrance. Parents should record the reason for their child's lateness with the school admin staff. Any concerns can be discussed with the Learning Mentor.

Parents are requested not to use the school car park. This is for staff, visitors and deliveries only. We ask that you park carefully in roads adjacent to the school to avoid causing difficulties for local residents. The gates to the school car park are locked each day at 8.40—9.05am and 3.05—3.30pm to ensure the safety of all.

Home Time

It is expected that all children will be collected from school by a parent or carer. Staff will allow children in Years 5 and 6 to walk home alone but ONLY with written prior agreement. If for any reason, somebody other than the usual person is picking up your child, you should notify school as soon as possible.

LUNCHTIMES

We are fortunate in having our own kitchen on site. This means that we can provide tasty, good quality meals, which are good value for money. Pupils are able to select their own choice of meals at the start of each day, using our electronic ordering system.

There is a selection of food available, which includes a choice of a hot meal e.g. pie, pizza, chicken curry etc. baked potatoes and choice of fillings, a sandwich option and salad. Sweets include; fruit, yoghurt, ice-cream, cake etc.

We operate a cashless catering system. Each child is allocated an account and a pin number. Parents can pay money into a special machine which is situated in the school foyer. Dinner money must be paid in advance.



PACKED LUNCHES

If you opt for your child to bring a packed lunch, we ask you to try to make the lunch as healthy as possible and not to send anything breakable (for example, glass bottles, flasks etc.)

UNIVERSAL FREE SCHOOL MEALS

All pupils from Reception to Year Two are entitled to a free school meal each day. This saves parents a substantial amount each year and all parents are encouraged to make use of this opportunity.

FREE SCHOOL MEALS AND PUPIL PREMIUM FUNDING

If your personal circumstances are such that your child is entitled to free school meals, they can have a hot meal or our cook will provide them with a packed lunch.



We ask that all parents and carers who are eligible, make this application to benefits, even if their child is receiving Universal Free School Meals. Pupils who have received Free School Meals at any time in the last six years receive additional funding (Pupil Premium Funding) through the school budget. This is extremely important to our school and to our pupils because additional resources can make such a difference to the education of your children.



SCHOOL UNIFORM

JEWELLERY, HAIRSTYLES AND MAKE UP

In the interests of safety, security and uniformity, children are not allowed to wear any jewellery, earrings, rings or necklaces, except for wrist watches. We ask that, if you wish to have your child's ears pierced you do so at the beginning of the summer holidays, thus giving your child's ears time to heal before returning to school. Make-up and nail polish are also not allowed.

Children should have neat, sensible hair styles for school. Children should not have heads shaved or designs cut into their hair e.g. tram lines, or have their hair coloured for school.

We expect that parents and carers will support our school policy and so maintain high standards and pride of appearance as their children wear the Sacred Heart School uniform.

NURSERY

White polo shirt and school jumper / sweatshirt (not compulsory)

Otherwise, suitably dressed for Nursery i.e. playthings with no difficult buttons or fastenings and sensible shoes that your child is able to put on by themselves.

In the Foundation Stage (Nursery and Reception), the children have the opportunity to learn outdoors, whatever the weather!

Therefore, it is important that your child brings a suitable coat to play out in.

RECEPTION, KEY STAGE 1 AND KEY STAGE 2

Girls White polo shirt (with school logo)
Red school cardigan/jumper/sweatshirt (with school logo)
Grey skirt/pinafore dress/trousers
White or grey socks, or red or white

tights

Black, flat sensible shoes

Optional for summer:

Red gingham summer dress (Easter to October half-term)

Sandals: white, red, black or brown

Boys White polo shirt (with school logo)
Red school jumper/sweatshirt (with school logo)

Grey trousers

Grey socks

Black sensible shoes

Optional for summer:

Grey short trousers

PE KIT

PE bag containing red shorts, white T Shirt and black pumps

KEY STAGE 2 ONLY

GAMES KIT

In the colder winter months, children can bring jogging pants and a sweatshirt for lessons outside. The jogging pants should be black and the sweatshirt should be plain red (**not** a school one with the logo). Trainers should be worn for outdoor games lessons.



**PLEASE ENSURE THAT ALL YOUR CHILD'S CLOTHING IS
CLEARLY LABELED WITH THEIR NAME**

HEALTH AND MEDICATION

If your child is unwell he/she should be kept at home.

MEDICATION

If your child requires a course of medicine or antibiotics we ask that you:

- ◆ Ask the medical professional for a dosage which can be administered outside of school hours eg 3 times a day - [one before school, one after school and one before bed]
- ◆ Wherever possible, if the medicine needs to be administered during the school day, arrange for a family member to come into school to administer it.

Legally, schools are not obliged to administer medicines; however, in exceptional circumstances, school may agree to do so, only if a member of staff agrees to do so by prior agreement. In these exceptional circumstances parents and carers have the following responsibilities:

PARENT/CARER RESPONSIBILITIES

- ◆ Any medicine **MUST** be prescribed by a medical practitioner. Non-prescription medicines will not be administered.
- ◆ Medicines must be in their original container and include child's name, dose, frequency and prescriber's instructions for administration
- ◆ Parents **must** complete and sign the parental agreement form

PARENTS MUST

- ◆ Give sufficient information about their child's medical needs if treatment or special care is required.
- ◆ Deliver and collect all medicines in person.
- ◆ Keep staff informed of changes to prescribed medicines.
- ◆ Be aware if a child refuses his/her medication staff cannot force the child.

ASTHMA

If your child needs to have an inhaler in school we ask that you complete a medication form and notify us of any changes to his/her medication. This form will be kept in the school office, however, your child's inhaler will be kept in class.

HEALTH CARE PLANS

Children who have medical needs such as epilepsy, anaphylaxis or heart problems will require a School Health Care Plan. This will be drawn up with a member of the leadership team, the class teacher and the parents .

MENTAL HEALTH AND WELL BEING

As a school we are committed to promoting the Emotional Health and Well Being of all our children, families and staff in order that everyone can reach their full potential. More information is available in our policy for Promoting Positive Mental Health.

ABSENCE FROM SCHOOL

If your child is absent from school, the reason for the absence should be communicated to the school office as soon as possible on the first day of absence. We would prefer it if you could let us know before 9 o'clock when the class registers are taken.

For all absences, parents must also provide a letter of explanation when the child returns to school. For obvious reasons the explanation cannot be accepted by word of mouth from the child.

If your child has to leave school for an appointment, for example at the dentist, this must be put in writing. Parents can then pick their child up from the main school office at an appropriate time.

Absence from school is monitored closely and all pupils are expected to have good attendance of at least 96%.

CHILDREN AND FAMILIES' SUPPORT WORKER and LEARNING MENTOR

The Children and Families' Support Worker and Learning Mentor work throughout school with the teachers, support staff, parents, carers and agencies to identify and overcome potential barriers to learning. Both members of staff are always outside school in the mornings or available on request at the school office. They are always 'happy to listen' and can help parents with a wide range of difficulties and problems.

The Children and Families' Support Worker and Learning Mentor promote good punctuality and school attendance and work closely with Wigan's Gateway Service to support parents with attendance matters.

For further information regarding school attendance is available from the school website.



LEAVE IN TERM-TIME

In order to comply with the regulations laid down by the Department for Education under the Education (Schools and Further Education) Regulation 1981, parents must apply through the Headteacher for permission for a child to be granted leave of absence during term time. When parents request permission for a leave of absence for their child, a form will be sent home to be completed and returned to school.



Parents should note, however, that absence for a holiday in term-time will not normally be authorised.

School is not responsible for providing work for children to do during such absences.

CHILD PROTECTION

At the heart of our school we have the safety and security of each child. We know that a happy, safe and secure child is more likely to develop to their full potential and so all members of staff do all they can to provide children with any support they may need during their time with us.

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local Child Protection Procedures, to report their concern to the Social Services Department immediately.

We will endeavour to ensure that child protection concerns and referrals are handled sensitively, professionally and in a way which will support the needs of the child.



ASSESSMENT AND REPORTING

At Sacred Heart, our aim is to keep parents fully informed of their child's progress.

FOUNDATION STAGE

As the children progress through their Nursery and Reception years, they are assessed against the Early Years Foundation Stage Profile. This helps us to monitor their progress carefully and to keep an eye on whether they are achieving as well as they should be.

KEY STAGE 1 AND 2

Each year, the children are set 'end of year' targets in reading, writing and maths. These targets are based on the child's previous performance and our knowledge of that child. Throughout the year the child's progress, against these targets, is monitored and discussed with the child during assertive mentoring meetings and is also shared with parents at parents' evenings.

However, if you have a particular anxiety concerning your child, we encourage you to make an appointment to see your child's teacher or, alternatively you may wish to arrange an appointment with the Headteacher or Deputy Headteacher to discuss the problem. You do not need to wait until a parents evening to discuss a concern that you may have..



COMPLAINTS PROCEDURE

The procedure provides that complaints should, in the first place, be discussed with the Headteacher.

Where informal discussion with the Headteacher does not resolve the issue, parents have the right to take their complaint to the Chair of Governors and ultimately to the Local Education Authority.



THE GOVERNORS' POLICY ON CHARGING FOR ADDITIONAL SCHOOL ACTIVITIES

Our policy is based on the statutory requirements of the Department of Education and Science statements (D.E.S.2/89) and also accepts the principles of the policy adopted by Wigan Education Authority. There is no compulsory charge for activities occurring within the school day, although a voluntary contribution may be necessary for that activity to take place. However a charge may be made for certain activities which take place out of school hours e.g. the residential activity week by Year 6.

SCHOOL LEVY

Catholic Schools are maintained in a partnership between Wigan Local Authority and the Liverpool Catholic Archdiocese. To protect the Catholic Voluntary Aided Status of our school, a majority of Governors are appointed by the Trustees, with the power to control their own admissions policy, so that Catholic families can send their children to a local Catholic school.

Unfortunately, this control comes at a cost to the Catholic community, which has to pay 10% of all capital building works. There is an annual appeal to parents for their contribution to capital building projects within the Catholic Archdiocese of £10.00 per family.

EQUAL OPPORTUNITIES, DISABILITY DISCRIMINATION ACT AND RACE EQUALITY

As a Catholic Primary School, Sacred Heart accepts certain fundamental principles which influence and control its functioning. These principles are derived from the Gospel of Jesus Christ and create a community where each individual is respected and cherished in an atmosphere of justice and love. In the light of this, all at Sacred Heart seek to enable all people within the school community to fulfil their potential regardless of gender, special educational needs, disability, ethnic or social

origin by providing equal opportunities for all. At Sacred Heart we want to develop in all staff and pupils positive attitudes towards cultural diversity, special educational needs, gender equality and people with disabilities.

In order to eliminate discrimination and to promote the educational opportunities of all pupils regardless of gender, special educational needs, disability, ethnic or social origin, we follow these fundamental principles:

- We regard all pupils as being of equal value.
- All pupils, parents and staff will be treated with dignity and sensitivity and should feel that the school values their particular culture.
- All pupils should be given equal opportunities to develop their potential.
- School and classroom practices will promote equal opportunities for participation and should not discriminate among children on the basis of ethnic origin, gender or physical handicap.
- School life will reflect the differing cultures of our multi-ethnic society.
- The curriculum will reflect, and should prepare pupils for participation in today's society with its diversity of cultures.
- All racist and sexist incidents and attacks, whether physical or verbal will be dealt with immediately and appropriately.

FRIENDS OF SACRED HEART ('FOSH')

The 'Friends of Sacred Heart' is our school Parent, Teacher and Friends Association (PTFA). All parents at Sacred Heart are members and a small committee of parents plans and organises the activities. FOSH exists to raise funds for school to provide the extras that we normally couldn't afford from our school budget. In addition to this, it also organises events which are more social in nature and enable the school community to come together. We hope that all parents will support FOSH events. We are always ready to welcome new parents to our friendly and informal committee.



COMMUNICATION WITH PARENTS AND CARERS

CONTACT INFORMATION

Every change of address, telephone number or change of emergency contact arrangements must be reported immediately to the school, even if they are temporary. Every child has a data information sheet which must be kept up-to-date so that we can contact you in case of emergency.

We use a variety of methods to communicate with our parents including: a text messaging service for urgent up-dates and changes to arrangements.

A weekly diary, called 'Heart Beat' is sent out each Friday, either through pupil mail or e-mail and this is also available on the school web-site.

Each term, a celebration newsletter 'From the Heart' is published which is sent home to each family. This contains a summary of the exciting events and school visits which have taken place over the term.

APPOINTMENTS WITH THE HEADTEACHER

The Headteacher is always willing, whenever possible, to meet parents to discuss with them any matter concerning their child. If any parents have an important matter to discuss they should ring for an appointment so that sufficient time is available to allow for a full and valuable discussion.

VISITS TO SCHOOL

Prospective parents are welcome to visit school any time prior to their child starting school. Please ring or contact school for an appointment. We will do our very best to answer any of your questions or concerns when you visit.

PARENTS AND OTHER VOLUNTEERS are encouraged to help in school in a variety of ways, e.g. hearing children read, helping with art activities, sports events, educational visits etc.



We firmly believe that such involvement helps build the sense of community, which exists at Sacred Heart. If anyone would like to become a volunteer helper at school please contact the school office. It is important that all volunteers undergo an induction procedure which involves health and safety, confidentiality policy and safeguarding. All regular volunteer helpers must have an Enhanced DBS Disclosure.

DISCLAIMER: UPDATES TO THE HANDBOOK

The contents of this handbook are intended as a source for information for parents and carers. However it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter, either before the start of or during the school year in question or in subsequent years. Any amendments to the handbook will be issued to parents as and when required.

CREATING AN EVEN BETTER SCHOOL!

Sacred Heart has an excellent record of school improvement and is always looking for new ideas, initiatives and new ways of working which will enhance your child's learning and development.

We are always interested in the views of parents and carers and have several ways of canvassing views, ideas and opinions. We send out questionnaires, ask for evaluations and report comments and we take your ideas into consideration when writing our school improvement plan. Parents and carers may also like to complete an online questionnaire which Ofsted has access to in advance of an inspection. This questionnaire can be accessed at: www.parentview.ofsted.gov.uk



FINALLY

Sacred Heart is a school with a proud tradition, which seeks to implement the highest ideals of Catholic education for all its pupils. Our aim is to provide a wide range of educational opportunities, to care for each individual child, to insist on discipline of the highest standards and to prepare each child for the future that lies ahead of them. This will hopefully be recognised by the parents who will not hesitate to select Sacred Heart as their first choice, to provide primary education for their children.



At Sacred Heart we are:

PROUD of our children; **PROUD** of our school;

PROUD of our faith.

