



# St Francis

Catholic Primary School

Melton Mowbray



**SCHOOL PROSPECTUS**

2017 / 2018

“In Jesus we will do our best as we love, pray, learn and play, because this is the Saint Francis way.”

# Welcome!

Thank you for the interest you have shown in St. Francis Catholic Primary School.

Since 1900 there has been a tradition of Catholic Education in Melton Mowbray when the Franciscan Minoresses came to the town and four Catholic children enrolled with them.

By 1903 the Sisters were in the position of being able to rent Tower House on Dalby Road, the present Convent. Under the leadership of Sister Clare Coyle, Bishop Ellis laid the foundation stone of the existing school building in February 1957. In February 1958 the junior pupils transferred from their classrooms in the Convent to brand new classrooms in the present school.

We are proud of the school; its people (staff, governors and parents alike), its children, its place in the wider community and its academic achievements.

St Francis aims to prepare all members of our community for tomorrow's world, based on the Gospel values of love, peace, joy, truth, justice, forgiveness and the unique value and dignity of each individual. The school's vision statement is:

“In Jesus we will do our best as we love, pray, learn and play, because this is the Saint Francis way.”

In our latest Ofsted report (May 2017) we were judged as good. Our RE inspection in June 2015 also judged us as ‘Good’. We are always on the journey to make the school the best it can be!

The development of St. Francis School over the years has been marked by a continuing vision for Catholic Education and hard work on the part of those seeking to put that vision into reality. That is our ongoing task for the future.

I hope you enjoy reading about the school and our achievements. If you would like to arrange a visit please call 01664 562891 to arrange a suitable time.



Mrs Jo Anderson  
Head Teacher



Mr Justin Morgan  
Chair of Governors



## Mission Statement

The Mission of St Francis Catholic Primary School is to prepare all members of our community for tomorrow's world, in partnership with parents, the parish and the wider community.

Everything will be based on the teaching of our true head, Jesus Christ. We will strive to allow His Spirit to be the love and guiding force of all our teaching and living, to reflect the Gospel values of love, peace, joy, truth, justice, forgiveness and the unique value and dignity of each individual.

A broad, balanced, relevant school curriculum enables each child to realise their full potential in all areas – spiritual, intellectual, emotional, physical, cultural and social, equipping each one with the necessary skills for family living, work, leisure and life in the wider community of parish and society.

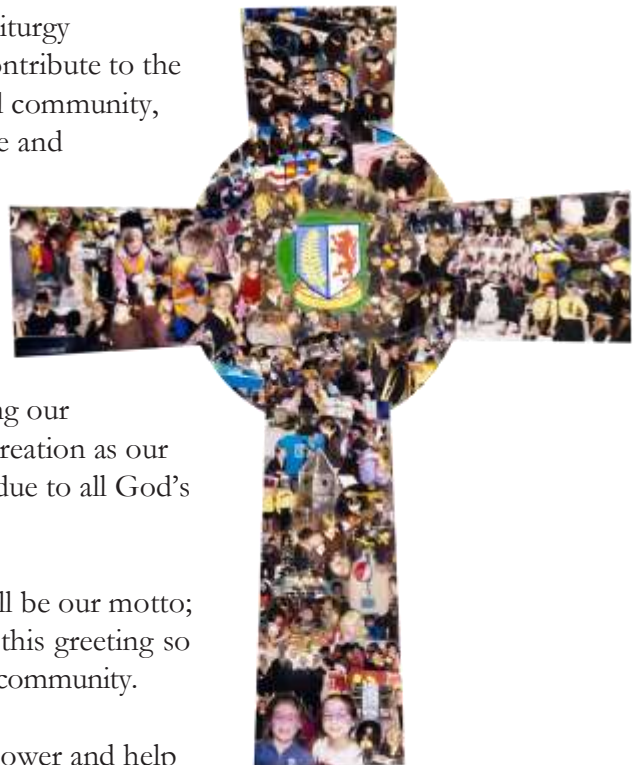
We will strive to make worship, prayer and liturgy meaningful experiences and through this, contribute to the faith development of everyone in the school community, leading us to respond to God's love in praise and thanksgiving.

We will foster devotion to Mary, the Mother of God.

We will encourage devotion to our patron and model, St. Francis of Assisi, encouraging our children to see everyone and everything in creation as our brother and sister and so foster the respect due to all God's creatures.

St. Francis' greeting 'Peace Be With You' will be our motto; we will try to deepen our understanding of this greeting so that we can be a welcoming and hospitable community.

We have an exciting mission. We have the power and help of God to fulfil it.



# Definition Of 'Catholic Education' Guidelines

**The following guidelines have been drawn up to illustrate what a Catholic education means. These guidelines are not exhaustive or exclusive. However, those applying for a place at St. Francis School, on behalf of their child, should consider them carefully.**

If you are genuinely desirous of a Catholic education it presupposes that you are happy to subscribe to the following statements.

- Education is concerned with the development of the whole person and not just the academic or intellectual side of life. Catholic education is based on the belief that the human and divine are inseparable. In Catholic schools the management, organisation, academic and pastoral work, prayer and worship all aim to prepare young people for their life as Christians in the community.
- The uniqueness of the individual: within a Catholic School each individual is seen as being made in God's image and loved by Him. All students are therefore valued and respected as individuals so that they may develop their unique role in the world.
- Education of the poor or disadvantaged even if this may affect the rating of a school in league tables: the belief in the value of the individual leads Catholic schools to have a duty of care for all, including the socially, academically, physically or emotionally disadvantaged.
- The search for excellence is seen as an integral part of the spiritual quest. Christians are called to seek perfection in all aspects of their lives. In Catholic education all pupils should therefore be given every opportunity to develop their talents to the full.
- Catholic education aims to offer young people the experience of life in a community founded on Gospel values. In religious education, in particular, the Church aims to transmit the Catholic faith. The expression of those Gospel values, within the context of the Catholic faith, is an intrinsic part of life in a Catholic school.
- The importance of prayer: prayer will occur as a theme throughout each day and is also seen as an intrinsic part of life in a Catholic school.

The above statements are based on those made by the Catholic Bishops' Conference.



# Voluntary Aided Status

Within the state provision of education there are several different types of school. One of these types is Voluntary Aided. Many schools, like St. Francis School, have a religious foundation and are Voluntary Aided. This means that there are some significant differences as well as some similarities when compared to other state schools.

## Trust Deed

- Voluntary Aided Schools have a religious foundation, which is set out in the School's Trust Deed. Most Catholic Schools conform to the Trust Deed of their local Catholic Diocese. In the case of St. Francis Catholic Primary School the Trustees are drawn from the Congregation of Franciscan Minoresses i.e. the order of nuns who live in the convent next to the School.
- The Trust Deed of the School emphasises the religious nature of the school and the requirement to maintain its religious nature and ethos.

## Governors

- Some of the Governors are called Foundation Governors and have the particular responsibility of ensuring that the Trust Deed is not just a document but is put into practice.
- The Governors of St. Francis School are also the employers of all who have a contract to work at the school.

In other state schools it is the Local Authority which is the employer.

## Admissions

- The Governing Body of St. Francis School is responsible for setting the Admissions Policy. This includes agreeing on the criteria for entry i.e. the order in which preference is given for admissions.
- In other state schools it is the Local Education Authority which decides the Policy

## Finance

- The Governors are responsible for ensuring that there is a contribution of 10% towards certain costs. These costs include
  1. Capital costs such as new buildings or extensions
  2. Development costs such as improvements to the school

Otherwise St. Francis School is funded like other state schools

## Curriculum

- St. Francis Catholic School is like all other schools with regard to the curriculum. All children at the school follow the Primary National Curriculum although teachers enhance the children's learning through the addition of creative elements in lessons.

# Child Protection: Keeping Children Safe

## Information for Parents

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alerted to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this.

It is important for parents to be aware that:

- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.

- In some cases the school is obliged to refer children to the Social Services Department, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to the Social Services Department if it is thought that this might put the child at risk.
- The Social Services Department tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you can contact the Social Services Department or the LA's Access & Welfare Service direct. If you think the abuse may have happened in school, contact the Headteacher. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to the Social Services Department, it is understood that this can cause distress or anger for the child's parents. It is important that all parties – parents and school staff – try to discuss these matters as calmly and sensibly as possible.



For parents' enquiries please contact the Head Teacher.

# The Governors of St Francis Catholic Primary School

The role of a School Governor is a very important and demanding one. The Governing Body of a school has many legal obligations e.g. in St. Francis School the School Governing Body is also the employer, with all the accompanying duties and responsibilities. In principle the role of the governors is strategic e.g. agreeing on policies and setting terms of reference, whilst the day to day issues are the responsibility of the Head Teacher and senior management.

Foundation governors, in particular, have the responsibility to ensure that the Catholic ethos of the school is maintained. One governor is appointed by the County Council. In addition, four governors are elected: two parent governors and two from the staff representing the teaching and the support staff.



The Chair of Governors is Mr Justin Morgan, who may be contacted via the School.  
Clerk to the Governors is Mrs Denise Reed.

This list is right at the time of production. Any changes to our governors will be reflected on the governor page on our website: <http://www.st-francis.leics.sch.uk/r/Governors>



## From The Governors

“As a foundation governor of a Catholic School, I have a particular interest in supporting the Spiritual development of the children as part of their journey to the fullness of Christian Life”

**Sister Thomas More (Foundation Governor & Past Head Teacher)**

“My role as governor is to help ensure that the school succeeds by achieving a good balance between academic achievement and a school community that supports the all-round development of our children as young people. This is fundamental to the ethos of the school.”

**Liam Stapleton (Foundation Governor)**

“Education is something we all now take for granted, but this is a relatively recent advent. My decision to become a governor at St Francis was based on a desire to better understand the administration and management of education, and offer my contribution to what I believe is an outstanding school within our community. We place the future of our community, society, morals and faith in the hands of those to whom we entrust our children; who are our future. I believe our support of that structure is a privilege and our responsibility.”

**Justin Morgan (Chair of Governors)**

# Teaching Staff Working at St Francis Catholic Primary School



**Mrs J Anderson**

Head Teacher  
Child Protection and Safeguarding



**Mrs G Brown**

Deputy Head Teacher  
RE and Curriculum Data



**Miss L Vissani**

Y6 Teacher  
English Coordinator



**Miss H Barrs**

Y5 Teacher  
Maths



**Mr R Hallam**

Y4/5 Teacher



**Mrs L Brownson**

Y4 Teacher  
ICT



**Mrs T Woods**

Y4 Teacher  
Science



**Mrs N Cathcart**

Y3 Teacher  
RE, LKS2 Coordinator, Science Club



**Mrs J Orridge**

Y2 Teacher  
KS1 Coordinator, Music



**Mrs C Butcher**

Y2 teacher  
Art, DT, Geography and History Coordinator



**Miss A Brouder**

Y1 Teacher  
PE Coordinator



**Mrs H Griffiths**

Y1 Teacher  
SENDCo



**Mrs L Radford**

EYFS Teacher  
EYFS Assessment



**Mrs M Woch**

PPA Teacher



**Mrs P Eaves**

PE Teacher

## Support and Teaching Assistant Staff



## School Staff



These lists are right at the time of print. Any changes to our staff will be reflected on the teacher and staff lists on our website: <http://www.st-francis.leics.sch.uk/r/Staff>

**note:**

Our Kitchen staff work at St. Francis School but are employed by the LA rather than the Governing Body.

# Collective Worship Policy

**The School, as a Christian community, is a worshipping community, praying together daily and celebrating liturgical occasions according to the Christian calendar.**

School assemblies and class and School Masses are special times of worship. Children experience daily collective worship in whole school assemblies, in Key Stage assemblies or within their own classes. Parents have a legal right to withdraw their children from Acts of Worship and from RE lessons and should write a letter to the Headteacher if they wish to exercise this right.

The Governors would draw to parental attention that the Trust Deed of the School emphasises the spiritual and religious nature of its foundation. On accepting a place for their child it is assumed parents agree to their children being included in all aspects of the School's spiritual and educational programmes for the benefit of their children's development.

## Curriculum

“The Governors and Staff of St. Francis School accept and work within the guidelines of the National Curriculum. This curriculum is delivered within the ethos of a Catholic Christian Community that seeks to respect the innate nature of each individual as a child of God. All are entitled to respect and compassion and an opportunity to develop all their God-given talents and responsibilities.”

In St. Francis School, as with other Primary schools, the curriculum is delivered in three distinct stages:

### Foundation (Reception)

### Key Stage 1 (Infant)

### Key Stage 2 (Junior)

# Early Years Foundation Stage

## Areas of Learning

There are seven areas of learning and development that shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

- Communication and language
- Physical development
- Personal, social and emotional development

Providers must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

*It's child's play!*

Young children take so much interest and delight in the world around them and we aim to give them the confidence and security to become independent, competent learners.



We aim to help each individual child to progress and achieve their full potential, whatever level that may be.

We are all part of a three way learning process; between parents, school and your child.

*Learning through play...*



## Key Stage One

In Key Stage One the children build on the skills developed in the Foundation Stage. The traditional subjects of English, Maths, History, Geography, Science, Art, Design and Technology are taught through topic based learning which is practical and relevant to the children's experiences.

In addition to these, we teach R.E. using the Catholic scheme 'Come and See' and music is taught with the support of specialist teachers and support staff.

The children have at least two hours of P.E. each week and are taught gymnastics and dance as well as athletics and games. The children are encouraged to use ICT to support their learning and use computers in the classroom as well as in scheduled time in the computer suite.

The curriculum is broad and balanced but there is a particular emphasis on developing skills in Literacy and Maths.

Key reading skills are developed through the continuation of the teaching of phonics, started in the Foundation Stage and the children read a wide variety of fiction and non-fiction texts which are graded according to difficulty.

Daily maths lessons focus on the acquisition of number facts and the application of mathematical concepts in 'real life' and problem solving activities.

Where possible the curriculum is enhanced by visits, visitors and 'one off' celebration days in order to bring the children's learning to life.



**Children celebrating 'World Book Week' and dressing up as their favourite book characters.**



**Children learning about 3d shapes by building fairytale castles and talking about the shapes they have used.**



**Our role play space centre really Inspired the children in our 'Light and Dark' topic.**



**The children were visited by a road safety officer to talk about keeping safe on the roads.**



**The children made masks to celebrate our 'Eco Carnival'...**



**...and a visiting dance teacher also taught them how to Salsa!!**

# Key Stage Two

During Key Stage Two the ability to concentrate and work independently will be developed further. By the end of this Key Stage children should be able to carry out their own research, to select appropriate materials and approaches to match particular objectives.

The nature of lessons may be more formal when class based, though the skills associated with independent learning and children explaining their own learning will still be emphasised.

Children are taught through a mixture of whole class, group and individual work, with the greater balance being whole class and with individual work being organised for children with particular needs.

Children continue to follow the National Curriculum as it broadens into the subject areas of English, Maths, R.E.(including P.S.H.E, Citizenship, Social and Emotional aspects of Learning), I.C.T., Science and Environmental Studies (which includes History and Geography, Food Technology, Design and Technology), P.E.(Gymnastics, Swimming, Games, Dance, Athletics and Adventurous Activities), Creative and Performing Arts (which include Music, Drama, Art) and an introduction to a Modern Foreign Language.

## English

**The development of competence in English applies to speaking, listening, reading, writing, spelling ,punctuation, and grammar.**



**This means developing the children's ability to**

- speak clearly, fluently, politely and with confidence
- listen attentively, with understanding, and to listen actively, so that they are able to ask questions, make comments, enter into discussion and follow a line of argument
- read different kinds of material fluently with expression enjoyment and understanding,
- select and interpret information and to apply it to a particular task
- write legibly and coherently, with a sufficiently wide vocabulary for a range of purposes
- organise the content of their work and use spelling, punctuation and grammar accurately

## Mathematics

In Key Stage Two we continue to develop the children's proficiency, which involves competence and confidence with numbers and measures.



**Our basic objectives are that children should:**

- have a sense of the size of a number and where it fits into the number system
- know by heart number facts such as number bonds, multiplication tables, doubles & halves
- use what they know by heart to figure out answers mentally
- make sense of number problems and recognise the calculations needed to solve them
- explain their methods and reasoning using correct mathematical terms
- judge whether their answers are reasonable and have strategies for checking if necessary
- suggest suitable units for measuring and make sensible estimates of measurements
- explain and make predictions from the numbers in graphs, diagrams, charts and tables

## ICT - Information & Communication Technology

In our purpose-built ICT Suite we help the children develop the three aspects of ICT:

- as a subject within the National Curriculum
- as an element which is used within all other subjects
- as a life skill



## HOMEWORK

Homework is an important aspect of the routine of work at School, varying in length and difficulty as the children progress through Year Groups.

The co-operation of parents is expected, in providing appropriate conditions and support at home. Should parents have any concerns about the amount of homework they should approach their child's class teacher.



# St Francis School Council



## Why we have a school council

- Gives us children a place to have our voice
- Helps improve the school for us children
- Helps solve problems children have
- Helps raise money for charities
- Helps to improve the school environment through reporting problems
- Discusses problems in the school
- Gives adults a place to make suggestions too
- Gives children a place to share their ideas
- Helps children have ownership of their school

## How the School Council works

The School Council Representatives (who are elected by their class mates) have a meeting with their class. The class make suggestions to the School Council about how to improve the school or what they would like to happen in the school.

The Class Representatives report their classes' suggestions back to the School Council, who discuss them. The Councillors then decide what action to take.

They might seek advice or ask a member of staff if the idea can be implemented.

The action taken is reported back to the council at the next meeting.

The councillors report back to their class.

## What the School council has achieved

- Helped organise the Eco Carnival
- Organised a green Eco working Party to help the school become more Eco Friendly and work towards the Eco School Award
- Improved hot dinners through consultation with the school cook
- Helped improve playtimes through discussion of what the children wanted and the introduction of Top Court ball games
- Asked P.T.A. for help with purchasing playtime equipment
- New foam soap in the toilets
- Mirrors in the toilets
- Arranged fruit for KS2 at playtimes for those who want it -at a small price of 10p.

## SEX EDUCATION

The Governing Body has agreed that Sex Education will be an integral part of the education offered at St. Francis School and is taught within the context of Relationships in Religious Education which also includes Personal Health and Social Education. Parents have the right to withdraw from any aspect of it which is not part of the Science National Curriculum.

## SPECIAL EDUCATIONAL NEEDS

Physical, emotional, social and learning difficulties are addressed within the School where possible, in line with the School's Special Needs policy which follows the LA guidelines.

## SCHOOL ORGANISATION

The Standard Number for the school is 45 for each year. This means that each year will be split into three groups: two groups being the main body of the Year Group, which will form one class, and the other group being a smaller number joined with children from another Year to form another class. The groups can be rotated when it is deemed necessary by the Head Teacher.

## TIMES

The morning session starts at 8.55 a.m. any child arriving after that time is late and recorded in the late book in the main office. By that time children should be in their classrooms ready for the register.

Children are allowed into the school at 8.45 a.m. in order to put their coats in the cloakroom, etc. Ideally they should not arrive at school much before that time. The school can not accept responsibility for children before 8.45 a.m. Parents who leave children earlier should understand that they are leaving their children in an unsupervised situation.

The morning session finishes at 12 noon. The school afternoon session starts at 1.15 p.m. for KS1 and 1pm for KS2

School ends at 3:10pm when children collect their things and go home by 3:15

## HOURS OF TEACHING

The normal teaching hours for the week are as follows:

Key Stage 2 (Juniors) - 24 hours 10 minutes  
Key Stage 1 (Infants) - 22 hours 05 minutes

## DISCIPLINE

Discipline in the school is aimed to promote Christian values, including a respect for others and the ideal of self-discipline. The guidance for this lies in the behaviour policy of the school that gives guidelines for the behaviour of pupils, staff and parents, whilst present in school.

Children's good behaviour is acknowledged and rewarded by a system of house-points. Children are awarded certificates for gaining 20 house-points. Children are also praised as a matter of policy for good behaviour and good work.

For disobeying rules or instructions or having disregard for others children will be deprived of the contact with others. This might involve being removed from others in class or missing playtimes if their behaviour has been anti-social. Persistent bad behaviour at lunch-time might mean that children will have to be taken home for that time.

Any persistent difficulties with discipline will be brought to the attention of parents. Any serious difficulties will be brought to the attention of parents immediately. The co-operation of parents is sought in order to bring about an end to negative behaviour.

## BULLYING

Methods of dealing with bullying are incorporated into the Behaviour Policy of the school. These involve the encouragement of children to confide that they are having a problem, the confronting of children with the problems they are causing if they are bullying and the invoking of sanctions if bullying continues.

## COMMUNICATION

Parents are invited to bring relevant matters to the attention of teachers. This may be by letter or by arranging to see a teacher. Please try to avoid 'catching' a teacher at the beginning of the day when a teacher should be focused on the children in class. Similarly, parents are invited to approach the Headteacher should they wish.

To guarantee some time to speak with the Headteacher it is preferable to make an appointment although you may pop in to the school office to see if she is free at that time.

We use Parent Mail to keep parents updated on events. There is a fortnightly newsletter, which aims to keep all parents up to date with events and items of interest. All parents are encouraged to register for parent mail.

## COMPLAINTS

Any concerns should initially be brought to the attention of your child's teacher. If the concern becomes a complaint it should be notified to your child's teacher or, if it is of a more serious nature, to the Headteacher.

Most complaints should be able to be resolved at this level. However, if not, then there is a formal Complaints Policy & Procedure that has been adopted by the Governing Body. A full copy of this Complaints Policy is available from School.

## RACIAL, RELIGIOUS AND SEXUAL DISCRIMINATION

It is the declared policy of the governors and staff of St. Francis School that no form of racial or religious prejudice, harassment or sexual inequality, however expressed, will be tolerated or condoned. We oppose any discrimination in the School community, arising from ignorance or prejudice.

With the assistance of parents, governors and staff, we continue to develop ways of behaviour appropriate to living in a society committed to eradicating racism, sexism and the social scars it produces.

## PAYMENTS MADE TO SCHOOL

From time to time, parents may be asked to make payments to the School. Payment for dinners is either on a weekly (Mondays) or half-termly basis and should be made by cash or cheque payable to Leicestershire County Council (LCC).

When sending in money please use an envelope clearly marked with your child's name, class and what the payment is for.

All other payments, such as trips/residential visits, are made on line via +Pay.

## CHARGING POLICY

Whilst recognising the value of educational visits and extended activities, the cost of supporting these totally from the school budget is too great. Parents will therefore be invited to make contributions to the cost of these outings. If the total voluntary contributions do not meet the cost then the planned activity or visit may have to be cancelled.

Music tuition is available though there is a charge for this. Charging is allowed for music tuition for any group of 4 or fewer children being taught at the same time.

Parents who come into the following categories should contact the Headteacher regarding assistance with charges:

### Parents receiving

- Income support
- Income based job seekers allowance
- Support under part 6 of the Immigration and Asylum Act 1990
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the current threshold)

# School Uniform

Following a survey of parents there is an overwhelming agreement with the following school uniform policy. The policy at St. Francis School is that all children should wear school uniform. It is understood that parents who send their children to the school will fully support this policy.

The uniform is as follows:

## BOYS

Brown school fleece  
Brown trousers/tailored shorts  
Gold shirt (tailored) Long or short sleeved  
School Tie  
Brown pullover (not sweat shirts)  
Brown, black, fawn, white socks  
Brown/black/beige coat or anorak  
Brown blazer (optional)  
Brown or black shoes

### For PE:

Black plimsolls /optional trainers for outdoors  
White T-shirt and Black shorts  
Black/Grey/Navy Track suit or house colour hoodie.

## GIRLS

Brown pinafore dress / skirt  
Gold blouse or shirt (tailored) Long or short sleeved  
School Tie  
Brown cardigan/pullover (not sweat shirts)  
Brown, black or fawn socks/tights or white socks  
Brown/black/beige coat or anorak  
Brown blazer (optional)  
Yellow candy-stripe or checked summer dress  
Brown or black shoes

### For PE:

Black plimsolls /optional trainers for outdoors  
White T-shirt and Black shorts (no cycling shorts)  
Black/Grey/Navy Track suit or house colour hoodie.



## Footwear

Shoes should be brown or black and should not have deep heels (more than one inch) Boots are not appropriate. Trainers are preferable for outdoor P.E. Sandals with open toes at school are dangerous and should not be worn. Please note that the uniform does not include boots i.e. footwear reaching above the ankle.

## Purchasing

Charnwood Schoolwear Stock all our uniform and Online orders are delivered to school or directly to your home:

[www.charnwoodschoolwear.co.uk/stfrancis](http://www.charnwoodschoolwear.co.uk/stfrancis)

Some uniform items can be ordered from:

[www.kidsandcodirect.co.uk](http://www.kidsandcodirect.co.uk)

Uniform items can also be purchased locally from Kidzone at 13 Leicester Street.

## P.E.

All children must wear the correct kit for games and P.E. Occasionally, for gymnastics and dance, children may perform in bare feet.

Normally plimsolls will be worn inside and trainers or football boots outside. Trainers may not be worn for indoor P.E. Stud ear-rings and watches should be removed for all P.E. lessons.

Track suits are suggested for winter outdoor PE, these need to be plain (no logos) and no bright colours please unless you purchase a school hoodie in house colours.

## Swimming

Children start attending swimming lessons in Year 3. Girls should wear a one-piece costume and tie back long hair or wear a swimming cap.

Boys should wear swimming trunks – bermuda shorts are unacceptable. The wearing of goggles can only occur if a letter is provided by parents, stating the medical reason for their necessity.

Ear studs must be removed for swimming lessons and should be removed by the children themselves. It may be appropriate for children not to wear any ear studs on days when swimming takes place.

## Jewellery

Plain ear studs are the only jewellery allowed in school – only one stud allowed per ear. These must be removed for P.E. and swimming.

It is preferable for ear-piercing to take place during the summer holidays to allow time for healing to take place.

Children who need to keep studs in after recently having their ears pierced may not be able to do swimming for a while or may have to cover their ear lobes with tape for P.E. This follows strict guidance from the Local Education Authority on this matter.

## Watches

Watches may be worn from Year 3 onwards. (Watches 'bleeping' in class may be confiscated as they disturb others).

## Hair

Long hair should be tied back using yellow or brown bands, flat grips, etc. No artificial braids or hair jewellery allowed. No extreme hair cuts.

## Hands

Nail varnish should not be worn.

**PLEASE ENSURE THAT ALL  
ITEMS ARE CLEARLY MARKED**

# Attendance

It is the duty of all concerned to promote regular attendance. The School has to monitor attendance, which includes punctuality.

In order to assist this process, two types of form are used at St. Francis School. A supply of these forms can be obtained from racks close to the main entrance door and also near the bottom of the staircase, at the Infant end of the School. The policy at St Francis is that no holiday requests will be authorised unless there are exceptional circumstances details of which need to be provided on a foreseen absence form for consideration by the Head Teacher.

## **Unforeseen absence form (green):**

This form should be completed if, for example, your child has been ill. They should be returned to the School as soon as your child returns to school.

## **Foreseen absence form (gold):**

This is to be completed if you know when your child will be away from school e.g. for a particular reason such as a family wedding or medical/dentist appointment. Please show notification of any medical/dental appointments to the office staff so that they can verify the need for an absence.

## **Punctuality:**

Children should be in class, ready for registration, at 8.55 a.m. A child arriving later than that time will be entered as late. Anyone arriving later than 9.30 a.m. will be marked as arriving after the close of the register i.e. having missed the morning registration.

## **Education Welfare Officer:**

The Education Welfare Officer's role is to work with parents to reduce persistent absences or late arrivals. If anyone's attendance rate falls below 90% or is persistently late, then the Welfare Officer's advice will be sought.

The rate for authorised and unauthorised absences for the school year 2016 – 2017 is as follows:

Rate of attendance	<b>96%</b>
Rate of absence	<b>4%</b>

## **Attendance targets for academic year 2017/2018**

Total attendance	<b>98%</b>
Absences	<b>2%</b>

# Admissions Process and Policies

The admission forms and policies are available for download from our website on the office folders page:

<http://www.st-francis.leics.sch.uk/r/Office>

# The Health Of Your Child

During the school life of your child regular health checks are carried out by the following:

## **Dental Nurse/School Nurse/Physiological Measurement Technician**

Some health checks will include such measurements as height, weight, hearing, eyesight, physical posture, hygiene and general enquiries about the health of your child. To ensure as accurate readings as possible, it may be necessary for the child to undress to pants and vest. Parents may attend these consultations.

The opportunity will be available to discuss any problems that your child may have with the visiting health personnel, although it is not necessary for you to be present. You will, of course be informed if it is necessary for your child to have an examination.

The following examinations and tests are offered during a child's school life:

5/6 years of age - routine parental questionnaire and interview with the school nurse

5/6 years of age - vision and hearing tests by physiological measurement technician

7/8 years of age - further vision and hearing tests

Children will also receive dental checks during their school career.

Any further information regarding these planned visits may be made by direct enquiry to the School office.

If any child has a toileting 'accident', there are spare clothes available in school. If a child requires assistance with cleaning, after such an 'accident', then this will be carried out by the Nursery Nurse or a Classroom Assistant.

For the young children this will take place in the toilet area just off the Reception Class teaching area.

## **MEDICINES**

Inhalers for asthma can be kept by children, themselves, as they pose no danger to other children. Parents should ensure that children know how to use inhalers and when they should be used.

Prescribed Medicines: If children are ill and require a short course of medication e.g. antibiotics then the dosage should normally fit around the school day i.e. in the morning, after school and before going to bed.

If it is necessary to administer a dose during the school day, parents are welcome to come into school to do this. If this is not possible then a consent form for administering medicines should be completed. These forms are available from school.

Unfortunately without a consent form we are unable to administer any type of medicines.

## Morning And Lunch Break - Drinks And Food

### **The School is committed to Healthy Eating**

Children are allowed to bring in fruit if they wish to have something to eat during the mid-morning break.

Free fruit is distributed to Infants before break. This is part of the policy of promoting healthy eating. Fruit is available to Juniors to buy at break for 10p. Children must not bring in sweets/biscuits.

Children are encouraged to bring in water, which they can drink during the day. This should be brought in a sports bottle, to avoid spillage. Free milk is available for children in Reception up to the date of their 5th birthday and older children have the opportunity of buying milk daily but this must be ordered in advance from Cool Milk [www.coolmilk.com](http://www.coolmilk.com)

At lunch-time the children can bring their own packed lunch or have a school dinner. School dinners follow new national nutritional standards and are cooked on the premises.

Packed Lunch Healthy Eating guidance is that Primary aged children should have sandwiches, fruit and one snack.

A snack being yoghurt or cake or biscuit. Crisps should be avoided or only given once a week. No fizzy drinks – only water or juice.

The lunchtime staff always encourages children to eat their hot dinner. Parents will be informed if regularly this is not the case. Children with packed lunches are not allowed to throw away anything; it has to be brought home so parents can monitor what has been eaten.

## **Personal Property**

At the end of each term there is always a lot of unclaimed property remaining at school, particularly items of clothing. Please ensure that all your children's clothing is clearly marked with their name.

## **Records**

Every effort is made to keep records up to date. In the event of an emergency it is crucial that the School has a record of contact numbers including place of work and alternative contact numbers for relatives or friends.

Please make every effort to co-operate in maintaining accurate records as the information may be vital.

## **School, Parish And Community**

Since the education of children is a collective responsibility shared between parents, teachers, governors, Church and community, the life of the school reflects this co-operative responsibility.

The visits of local priests and deacons are a welcome presence in the school. Classes, in turn, have Mass once a year. The whole school celebrates Mass with the priest on special occasions, when parents are also welcome to attend.

School governors are also invited to join the School on these occasions and are welcomed throughout the year as part of their important role, working for the benefit of the School.

## **Saint Francis Association**

The School has a successful and friendly PTA (known as the St Francis Association) which meets regularly in the school.

All parents are members of this group so you are invited to come along to the meetings and see what time, talent and ideas you can contribute.

The aim of the Association is to help provide a rich learning environment for the children. To achieve this many fund-raising and social events are arranged throughout the year.



# SCHOOL ACTIVITIES AND ACHIEVEMENTS

## Football

Both girls and boys are encouraged to take part in competitions. We have, in previous years, won the Grace Dieu Tournament, the Gallagher Cup Tournament and the Rice Bowl Tournament.

## Netball

Netball coaching takes place for Year 5 and Year 6 boys and girls. The children take part in friendly matches against local schools and local Netball Tournaments.

## Athletics

Children from Year 4 to Year 6 have the opportunity to represent the school in the Area Sports, normally held in June. Those who are particularly successful in the Area Sports will be invited to take part in the County Sports. An Athletics club meets once a week, after school, during the summer term.

## Cross Country Running

Girls and boys in Years 3, 4, 5 and 6 are invited to take part in the annual Longfield Cross Country Event. Those who achieve well in this event may be asked to take part in the County Championship at Beaumont Leys.

## Swimming

There are opportunities for children in Years 3, 4, 5 and 6 to compete in Galas and Swimarathons throughout the year.

## Residential Visits

At present, Year 6 children from the School take part in a residential visit to Condoover Hall in Shropshire.

## Community Service

Classes throughout the school particularly at Christmas, go out to entertain the elderly at the various residential homes.

**Other activities are provided privately on the school premises and paid for by parents include:**

## Instrumental Lessons

These are available for all children in Key Stage 2 and are given by visiting peripatetic teachers. Tuition is available on all woodwind, brass and string instruments and lessons are paid for by parents. Recorders are taught in year 3 and a variety of brass or woodwind in years 4 and 5. Piano lessons are also available at a cost to parents.

## Parish Groups

The Parish Rainbows, Brownies, Guides, meet during the week on school premises.

## Drama

This is an after school club.

## Upper Junior Choir

This meets once a week. The choir takes part in the annual Catholic Schools' Carol Concert at the De Montfort Hall, Leicester and is often invited to take part in local events in Melton.

Members of the choir visit local residential and nursing homes near Christmas to entertain the residents with songs learnt during the term.

## Mini Crescendos

This is a choir for all abilities held after school.

# Test Results

## KEY STAGE 2 INFORMATION (YEAR 6)

### Attainment Summary

- 77% of pupils achieved the expected standard in Reading Writing and Maths (61% of pupils nationally achieved the expected standard)
- The national threshold for a high attainment is a scaled score of 110
- Below are the attainment percentages at expected and high standard in each subject. (national figures are blue in brackets)

Standard achieved	Reading	Writing	Maths	GPS	RWM (Combined)
Expected	88% (71%)	85% (76%)	96% (75%)	92% (77%)	77% (61%)
High	15.4% (24.4%)	15.4% (17.9%)	19.2% (22.6%)	57.7% (30.9%)	4% (8.6%)
Avg. scaled score	104 (104)	N/A	106.1 (104)	109.5 (106)	N/A
Girls (expected)	91.7%	100%	100%	100%	91.7%
Girls (high)	25%	25%	16.7%	83.3%	8.3%
Boys (expected)	85.7%	71.4%	92.9%	85.7%	64.3%
Boys (high)	7.1%	7.1%	21.4%	35.7%	0%

### Progress Breakdown

	Reading	Writing	Maths
St Francis	-1.3	-0.3	1.0
Girls	-0.6	1.6	0.0
Boys	-1.9	-1.9	-1.8

## Leicestershire Education Committee

### School Terms And Holidays For St.Francis Catholic Primary School

# Academic Year 2017/2018

## AUTUMN TERM

	Thursday 24 <sup>th</sup> & Friday 25 <sup>th</sup> August 2017 (teacher days)
<b>Bank Holiday</b>	Monday 28 <sup>th</sup> August 2017
<b>School Opens</b>	Tuesday 29 <sup>th</sup> August 2017
<b>School Closed</b>	Friday 13 <sup>th</sup> October 2017 (Teacher Day)
<b>Half-Term Break</b>	Monday 16 <sup>th</sup> October 2017 to Friday 20 <sup>th</sup> October 2017
<b>School Closes</b>	Wednesday 20 <sup>th</sup> December 2017

## SPRING TERM

<b>School Opens</b>	Monday 8 <sup>th</sup> January 2018
<b>Half-Term Break</b>	Monday 12 <sup>th</sup> February 2018 to Friday 16 <sup>th</sup> February 2018
<b>School Closes</b>	Friday 23 <sup>rd</sup> March 2018

## SUMMER TERM

<b>School Opens</b>	Monday 9 <sup>th</sup> April 2018
<b>May Day</b>	Monday 7 <sup>th</sup> May 2018
<b>Half-Term Break</b>	Monday 28 <sup>th</sup> May 2018 to Friday 1 <sup>st</sup> June 2018
<b>School Closes</b>	Friday 13 <sup>th</sup> July 2018



**St. Francis Catholic Primary School**

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