



# St Francis

Catholic Primary School

Melton Mowbray



**SCHOOL PROSPECTUS**

“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 G Brown  
Head Teacher



Mrs Helen Webb  
Chair of Governors



## Mission Statement

The Mission of Saint Francis Catholic Primary School is to prepare our children for tomorrow's world, in partnership with parents, the parish and the wider community. With Christ at the centre, 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 and the unique value and dignity of each individual.

**'In Jesus, we will do our best as we love, pray,  
learn and play because this is the St Francis way'**

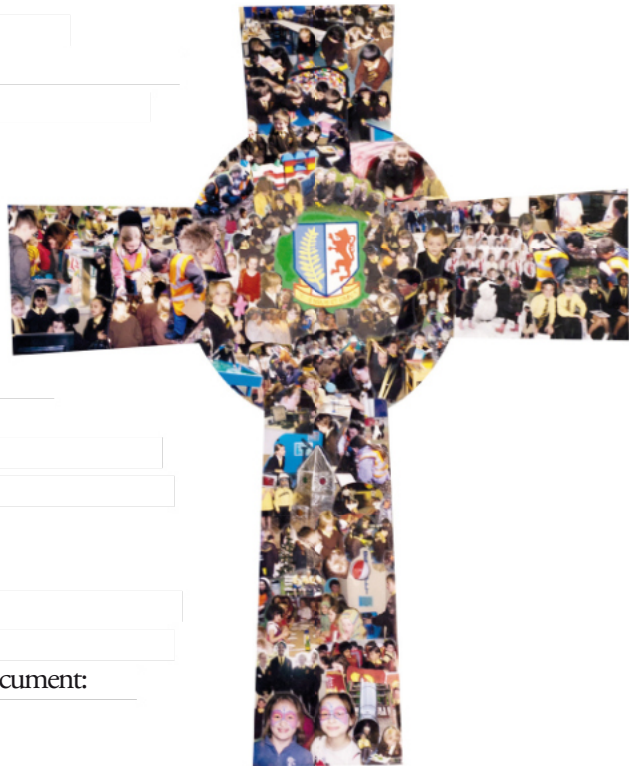
We have an exciting mission. We have the power and help of God to fulfil it.

### Curriculum Values

- **Community**
- **Joy & Spirit**
- **Knowledge & Enquiry**
- **Responsibility**
- **Ambition**
- **Communication**

For a full description of our curriculum values, please see our curriculum intent document:

<http://st-francis.leics.sch.uk/r/ci21>





# 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.



# 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.

# Teaching Staff Working at St Francis Catholic Primary School



**Mrs G Brown**

**Head Teacher**

Head of RE



**Mrs J Orridge**

**Assistant Head Teacher**

Y5/6 Teacher, Maths Coordinator,  
KS2 Leader



**Mrs H Griffiths**

**Assistant Head Teacher**

SENCO, PSHE Coordinator, RSE  
Coordinator



**Miss S Lovegrove**

**EYFS Teacher, Music  
Coordinator**



**Mr A Sim**

**Y3/4 Teacher**

ICT Coordinator



**Mrs N Cathcart**

**Y3/4 Teacher**

Geography and History  
Coordinator



**Miss R Curley**

**Y1 Teacher, KS1 Leader**

English Coordinator



**Miss C Stapleford**

**Y5 Teacher**

Science Coordinator



**Mrs T Woods**

**Y6 Teacher**

Science Coordinator



**Miss M Wolfe**

**Y1 Teacher**

Art, DT Coordinator



**Miss L Vissani**

**Y2 Teacher**

MFL Coordinator



**Mrs P Eaves**

**PE Teacher**

PE Coordinator

# Support & Teaching Assistant Staff



**Mrs M Woch**  
Higher Level Teaching  
Assistant



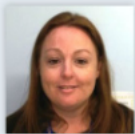
**Mrs P Bowes**  
Learning Support Assistant



**Mr A Dixon**  
Learning Support Assistant



**Mrs N Evans**  
Learning Support Assistant



**Mrs L Freckingham**  
Higher Level Teaching  
Assistant



**Mrs K Hill**  
Learning Support Assistant



**Mrs M Newton**  
Learning Support Assistant



**Mr R Orzech**  
Learning Support Assistant



**Mrs E Sorrentino**  
Learning Support Assistant



**Miss Alicja**  
LSA - Y2



## School Staff



**Mrs M Marraffino**  
Admin Support



**Miss A Tookey**  
Office Manager- Key Contact



**Mrs D Reed**  
Clerk to the Governors



**Mrs Laura Roberts**  
Midday Supervisor



**Mrs Tara Brumpton**  
Midday Supervisor  
Hygiene Team



**Mrs L Bowes**  
Lunchtime Supervisor



**Mrs P Bowes**  
Lunchtime Supervisor



**Mrs L Duffin**  
Lunchtime Supervisor



**Ms A Farmer**  
Lunchtime Supervisor



**Mr M Stevenson**  
Premises Officer

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 staffwork at St. Francis School but are employed by the LA rather than the Governing Body.

# Collective Worship

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

Worship, prayer and liturgy take a central place in the life of the school and we strive to make these meaningful experiences that contribute to the faith development of everyone in the school community.

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.



# 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 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.


## French

Years 3, 4, 5 and 6 receive French tuition - basic vocabulary, well known songs and play games.

Spoken French is an initial focus and then they progress to its written form.



# House Families



**St. Anthony of Padua**

St. Anthony was a Portuguese Catholic priest and friar of the Franciscan Order. He was known for his forceful preaching and expert knowledge of scripture. He was the second most quickly canonized saint after Peter of Verona.

He joined the Franciscan Order in 1221, because of the death of the five Franciscan protomartyrs who shed their blood for the Catholic Faith in the year 1220, in Morocco, North Africa.

He lived only ten years after joining the Franciscan Order. He is typically depicted with a book and the Infant Child Jesus, to whom He miraculously appeared, and is commonly referred to today as the "finder of lost articles."

He is the patron saint of lost things or people.

St. Anthony's Feast Day is on 13th June




**St. Clare**

Clare was born of a wealthy family in Assisi, Italy. After hearing Francis preach she wanted to follow him. She founded the Order of Poor Ladies who followed the rule of Francis.

They slept on the floor, went barefoot and spent hours in silence and prayer. They ate donated food because they had no money. As the head of this community she chose the hardest work for herself and inspired the others to trust in God. One time as she prayed to protect her convent from invaders she heard the words, "I shall shield you always," the convent and the town of Assisi were saved. Her community still exists today and are called the Poor Clares.

She is the patron saint of sore eyes.

St. Clare's Feast Day is on 11th August.



**St. Elizabeth of Hungary**

St. Elizabeth of Hungary was born in Hungary in 1207 to the Hungarian King. When her mother was killed in 1213 she sought peace with prayer. In 1221 she married and had three children. She wore simple clothing and took bread to the poor.


In 1228, Elizabeth joined the Third Order of St. Francis. She passed away at the age of 24, on November 17, 1231. One of her greatest known miracles was the miracle of roses.

After her death, miraculous healings began to occur at her graveside near her hospital.

Pope Gregory IX canonized her on May 27, 1235.

She is the patron saint of bakers, beggars and more.

St. Elizabeth's feast day is on 17th November.



**St. Francis of Assisi**

Francis was born in Assisi and lived as a wealthy young man, even fighting as a soldier. In 1204, Francis had a vision that directed him back to Assisi where Francis took a vow of poverty.

He preached to people about the life of Jesus Christ, and they began to follow him. He had one basic rule which was "To follow the teachings of our Lord Jesus Christ and to walk in his footsteps". He established the Franciscan Order of friars and the women's Order of the Poor Ladies. Francis set up the first known Nativity scene to celebrate Christmas in 1220.

He is the patron saint of Italy and of animals.

St. Francis' Feast Day is on 4th October.

## Why we have House Families

- Gives us children a place to have our voice
- Help improve the school for us children
- Promote the Catholic life of the school
- Identify and solve problems in school
- Helps raise money for charities
- Gives adults a place to make suggestions too
- Gives children a place to share their ideas
- Helps children have ownership of their school
- To foster respect for all, in line with British values and the principle of democracy

## How House Families work

House meetings take place each month so that children can discuss ways to improve the school or what they would like to happen in the school, focussing on the Catholic life. Each house family is made up of pupils from across the school so children get to collaborate with older and younger children.

The House Representatives are elected by the house groups and meet more regularly with Mrs Griffiths to implement the ideas raised.



## **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 does sometimes mean that there may be occasions when children are in a mixed year group class. All decisions about class groupings are made by the Head Teacher after careful consideration of the interests of all children.

### **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.

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

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

## **BEHAVIOUR MANAGEMENT**

At Saint Francis Catholic Primary School, the Catholic faith is the foundation of our school culture and ethos. We believe in the power of forgiveness and reconciliation and all members of the school community relate behaviour to the Gospel values and Catholic Virtues. The Behaviour Policy of the school gives guidelines for the behaviour of pupils, staff and parents, whilst present in school.

We believe that parents are the first educators of their children and value a collaborative approach to behaviour management, whereby parents support the actions of the school.

Children's good behaviour is acknowledged and rewarded by a system of house-points which are recorded in Class Dojo. Teachers and Senior Leaders monitor any poor behaviour in class and this is recorded in Class Dojo. Parents are informed if there are persistent difficulties.

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. If behaviour seriously undermines the behaviour expectations, such as violence and damage to property, this may result in exclusions from school.

## **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 an app called Class Dojo to communicate with parents. This ensures that two way communication can take place between parents and class teachers. Regular newsletters aim to keep all parents up to date with events and items of interest.

All parents are encouraged to register for Parent Mail and Class Dojo. We also have a school Facebook page which you may wish to follow.

## RACIAL, RELIGIOUS & 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.

## 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.

## PAYMENTS MADE TO SCHOOL

Payments to school for school dinners and trips can be made online through Parent 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 or white socks  
Brown or black shoes

#### For PE:

Black plimsolls /optional trainers for outdoors  
White T-shirt and Black shorts  
Black Track suit or house colour hoodie  
Optional House-coloured T-shirt

### GIRLS

Brown school fleece  
Brown pinafore dress/skirt  
Gold blouse or shirt (tailored) Long or short sleeved  
School Tie  
Brown cardigan/pullover (not sweat shirts)  
Brown or black socks/tights or white socks  
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 Track suit or house colour hoodie  
Optional House-coloured T-shirt



## 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

Deco school-wear supplies our school uniform and can be ordered from:

<http://st-francis.leics.deco-uniforms.com/shop>

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 black (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.

## **Admissions Process & 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>

## **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 2019-2020 (to March 20) was as follows:

Rate of attendance (Autumn Term)	<b>96.3%</b>
Rate of absence (Autumn Term)	<b>3.7%</b>

## **Attendance targets for academic year 2019/220**

Total attendance	<b>97%</b>
Total absence	<b>3%</b>





# 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. 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.

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 & Lunch Break Drinks & 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 encourage 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 & 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.

The school is linked with the parish of St John the Baptist and with the Franciscan Sisters Minoress who live in the Convent House next door.

The sisters often visit the school to volunteer and to join in with whole school liturgies. Parish events, such as the summer fair, are linked with the school and are hugely successful at bringing the whole community together.

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 & ACHIEVEMENTS

## Sports Clubs at St Francis

A wide variety of sports clubs are available for the pupils to attend after school at St. Francis. Both school staff and external sports coaches run the clubs.

Clubs that have been running recently include Football, Netball, Tag Rugby, Dance, Dodgeball, Gymnastics, Fitness, Athletics, Multi Skills Club (KS1), Multi Sports Club (KS2), Basketball, Rounders and Cricket.

As a school, we work very closely with the Melton & Belvoir School Sports Partnership and enter numerous competitions and festivals that are held within the local area. In 2018/2019 we were one of the top three schools locally, with regards to the number of events we entered.

St Francis pupils have also participated in other local events, such as, the Sky Theatre dance competition, which allowed our pupils the opportunity to perform on Melton Theatre's stage and participated in the Lions Swimarathon, raising over £1000 for local charities.

As a school we are proud to have achieved the Gold Sports Mark Award in 2018/2019 in recognition for all the sporting opportunities that the school provides our pupils.



## Parish Groups

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

## Residential Visits

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

## Music

Recorders are taught in Y3, ukulele in Y4, and the children will be learning a woodwind instrument. Other activities are provided privately on the school premises and paid for by parents include:

**Instrumental Lessons** 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. Piano lessons are also available at a cost to parents.

**Mini Crescendos** is a choir for all abilities, held after school.

The KS2 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.



# Test Results

## KEY STAGE 2 INFORMATION (YEAR 6)

### Attainment Summary

- 71% of pupils achieved the expected standard in Reading Writing and Maths (65% 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.

Standard achieved	Reading	Writing	Maths	GPS	%RWM (Combined)
Expected	74%	86%	86%	94%	71%
High	29%	26%	26%	51%	17%
Avg. scaled score	104	N/A	106	110	N/A
Girls (expected)	94.4%	94.5%	94.4%	100%	94.4%
Girls (high)	33.3%	38.9%	27.8%	55.6%	22.2%
Boys (expected)	52.9%	76.5%	76.5%	88.2%	47%
Boys (high)	23.5%	11.8%	23.5%	47.1%	17.6%

### Progress Breakdown

	Reading	Writing	Maths
St Francis	-1.04	1.13	1.46

## Leicestershire Education Committee

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

# Academic Year 2020/2021

## AUTUMN TERM

<b>Inset Days</b>	Monday 24 <sup>th</sup> - Friday 28 <sup>th</sup> August 2020
<b>Bank Holiday</b>	Monday 31 <sup>st</sup> August 2020
<b>School Opens</b>	Tuesday 1 <sup>st</sup> September 2020
<b>Half-Term Break</b>	Monday 19 <sup>th</sup> October 2020 to Friday 23 <sup>rd</sup> October 2020
<b>School Closes</b>	Friday 18 <sup>th</sup> December 2020

## SPRING TERM

<b>School Opens</b>	Monday 4 <sup>th</sup> January 2021 (Inset Day)
<b>Inset Day</b>	Friday 29 <sup>th</sup> January 2021
<b>Half-Term Break</b>	Monday 15 <sup>th</sup> February 2021 to Friday 19 <sup>th</sup> February 2021
<b>School Closes</b>	Friday 26 <sup>th</sup> March 2021

## SUMMER TERM

<b>School Opens</b>	Monday 12 <sup>th</sup> April 2021
<b>May Day</b>	Monday 3 <sup>rd</sup> May 2021
<b>Half-Term Break</b>	Monday 31 <sup>st</sup> May 2021 to Friday 4 <sup>th</sup> June 2021
<b>School Closes</b>	Friday 9 <sup>th</sup> July 2021









**St. Francis Catholic Primary School**

Dalby Road  
Melton Mowbray  
Leicestershire  
LE13 0BP

01664 562 891

[enquiries@st-francis.leics.sch.uk](mailto:enquiries@st-francis.leics.sch.uk)