



THE ARCHDIOCESE OF BIRMINGHAM



Sacred Heart Catholic Primary School HENLEY-ON-THAMES



To Grow in Wisdom and in Grace

Prospectus

Dear Parents and Carers

On behalf of the staff, governors and children, I would like to welcome you to Sacred Heart Catholic Primary School. The prospectus is designed to be a source of information for you about all key aspects of school life. We also hope that if you are not familiar with our school, that this will provide you with an insight into our ethos, values and commitment to high standards of teaching and learning.

From Reception through to Year 6, the children are the reason we work so hard, to ensure that we provide a caring, supportive environment in which everyone is encouraged to achieve and make progress in all areas of their school life and to live out our mission – “to grow in wisdom and in grace”.

We aim to provide a rich, educational and social environment, which nurtures and challenges each child, enabling individuals to flourish and to achieve his or her highest possible potential. A child's time at the school will be an important part of their lifelong learning journey and with this in mind; we aim to make their educational experience at Sacred Heart a stimulating and enjoyable one.

Whether through the numerous sporting events in which we participate, the music lessons we provide, our school trips where children explore, investigate and learn new skills or in the classroom where our talented teaching staff inspire, engage and encourage the children to have enquiring minds; We offer our children an environment where they can achieve academically, creatively, spiritually and socially and I am very confident that every Sacred Heart pupil is well-rounded, proud to talk about their school and will cherish the memories of their time with us.

At Sacred Heart we recognise that the partnership between home and school is one of the most important elements in ensuring that a child's education is a successful, rewarding and happy experience. For this reason, we value the support and commitment which parents offer both to the school as a whole and to their own child's education.

We are very proud of our links with the parish of Sacred Heart. We work in partnership with Fr Paul Fitzpatrick and the Diocese of Birmingham to bring Christ's message and our faith into all aspects of school life.

Best wishes



Rachel Sanders
Head teacher

School Vision

At Sacred Heart Catholic Primary School we develop confident, well-rounded children with character and aspiration. We have a strong Catholic ethos that shapes moral values using Christ as the example. We do this in a caring, friendly environment where teachers inspire curiosity and achievement so that every child realises their full potential and lives out the school mission; ***‘To grow in Wisdom and in Grace’***

Catholic Life

As a Catholic school we foster attitudes that encourage the children to develop as responsible people, who are sincere, conscientious and honest, and whose lives reflect the Christian virtues. Religious Education is not considered purely as a subject on the time-table. The children are encouraged to 'live' their faith. This begins in Reception.

Father Paul Fitzpatrick visits the class every Friday afternoon to get to know the children and help support their spiritual growth.

Prayer plays an important part in the life of the school. The classroom environments promote prayer and reflection by including a prayer focus with liturgical icons, artefacts, symbols and prayers. These are used for daily worship. In all classroom environments, 'stillness' is encouraged at certain points of the day for communicating with God. Whole school prayers are taught throughout the year groups.

Pupils from Reception to Year Six have the opportunity to live out the traditions of our faith. All children are given the opportunity to lead worship through acts of worship within class and assemblies. They also take the lead across the school for our liturgical celebrations. The Saints feast days are marked (each class chooses their own class Saint each year) and the prayer life of the pupils is enhanced in many ways. An example of this is our annual Feast-day in June, a Mass involving the home, school, parish tri-partnership is celebrated as one community.

The children are encouraged to pray individually and collectively. There are class and key stage acts of worship. There is a programme of liturgical celebrations in school which follows the Church's year.

Collective Worship

The school enjoys very close links with the parish and pupils attend Mass at the start and end of each term in the Parish Church as well as on Holy Days of Obligation. We have a full schedule of masses that are celebrated throughout the year. These are whole school, key stage or class celebrations and parents are warmly invited to attend them all. Father Paul Fitzpatrick is our parish priest and he visits the school every week to talk with the children, help to plan the masses and meet with parents and staff. His support and guidance is invaluable to us. Parishioners are invited and join us for a Harvest Cream Tea and other different school events throughout the year. We fundraise for different charities, including Macmillan, CAFOD and local food banks.

Assemblies

Our assemblies reflect the main celebrations in the church's liturgical year and follow a weekly format:

Monday	9am	Key Stage Assemblies
Tuesday	9am	Headteacher Whole School Gospel Assembly
Wednesday	9am	Class based collective worship
Thursday	9am	Whole School Singing Collective Worship
Friday	9am	Headteacher Whole School Celebration Assembly (Parents welcome to attend)



Religious Education

Learning & Growing as the People of God

The schools of the Archdiocese of Birmingham use the Diocese's own curriculum strategy from Reception to Year 6 called 'Learning & Growing as the People of God.' (often referred to as the Strategy). The Strategy was written using the Learning Outcomes provided in the Bishops' Conference document the Curriculum Directory as a basis. Rather than produce a lesson by lesson scheme of work the Strategy provides teachers with a range of suggested cross-curricula activities which we use and adapt to suit the needs of the learners in their class in order that their children achieve the learning outcomes. This flexibility also allows teachers to incorporate their own ideas, creativity and imagination into the delivery of the Strategy.

The Strategy is divided into a number of units, usually 12, which cover four main areas of study. It is through the construction of a spiral curriculum that children's knowledge and understanding is developed. The children learn about the Liturgical Seasons of the Church's year. They find out about the significance of each season, its particular signs and symbols and the different liturgies celebrated in each season. The children also study both Old Testament and New Testament Scripture in order to give them familiarity and knowledge of Scripture as well as allowing them to explore and understand how our Catholic beliefs are rooted in what Scripture reveals to us.

Sacramental preparation takes place in Year 3 and Year 6 as part of the taught curriculum with preparation for Holy Communion and Confirmation. A key element to each unit is the opportunity to link the learning with opportunities for prayer and reflection.

Other faiths are explored through assembly time where we learn about tolerance, mutual respect and tolerance. During focused themed weeks, children learn about other faiths celebrated across the world as well as in Britain. This strengthens our faith through understanding how others celebrate their faith.

Enrichment opportunities include Whole school and class masses, Feast and Holy Day Celebrations, Faith fortnight and Retreats.

Our Saint Teresa of Calcutta termly award celebrates those pupils who consistently demonstrate great kindness, care and Christian values and our termly value and virtues award celebrates and acknowledges those who have made a commitment to trying to live up to the values and virtues that have been the focus for that term (see below for further details).



Catholic Schools' Pupil Profile

Catholic schools within the Archdiocese of Birmingham ensure that as part of their Catholic teachings from 'Learning and Growing as the People of God', Virtues are a key focus. These virtues show how pupils are growing in their faith, as well as how schools help children to grow. Every half term there is a different focus. These virtues are taken from the Jesuit Institute which is rooted in the teachings of St Ignatius. They have created a Pupil Profile in which eight pairs of complementary words have been placed together. The Archdiocese of

Birmingham have been allowed to use the Jesuit material and have renamed it the Catholic Schools Profile.

Each half term the whole school will focus on one pair of words; we will spend time reflecting on the meaning of the words; how we see these virtues in action in our lives and in the lives of others and how we can work to encapsulate these virtues in our lives.



Work on the meaning of the words is carried out in class and in assemblies. The work of the children is celebrated and at the end of every term each teacher nominates a child in their class to receive the virtues and values award.

School Life

The school gates open at 08.30am. Pupils should arrive in plenty of time and be ready to line up to go into their class. They will then be led in to class for the **official start of the school day at 08.45am**.



Registers are taken twice daily at 08.50am (closing at 09.10am) and 13.00 (closing at 13.05). Any child arriving after registration closes **MUST** report to the school office with a parent/carer and be marked in.

School Timetable

Classroom doors open	08.40am (Reception & Year 1), 08.45am (Years 2-6)
Morning break	10.15am – 10.35 am
Lunch	12.00 midday – 13.00
Key Stage 1 afternoon break	14.00 – 14.15
School day ends	15.15 (doors open for Reception & Year 1 at 15.10)

Total time the school is open in a typical week is 32.5 hours

Parking outside the school is limited, so please take care. Parents operate an unofficial one-way system down Greys Hill to ease traffic congestion outside the school. Permits for parking in the Scout Hut carpark opposite Greys Hill are available at the school office.

Dogs are not permitted on to the school premises unless you have a registered assistance dog. Please contact the school office to make us aware.

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Morning break	10.15am – 10.35 am
Lunch	12.00 midday – 13.00
Key Stage 1 afternoon break	14.15 – 14.30
School day ends	15.10 for Rec & Year 1, 3:15 (Years 2-6)
After School Clubs begin	15.15 – 16.15

Absence and Lateness

The Government has issued legislation concerning absence and lateness, which places responsibility on parents to ensure that children both attend school and arrive on time. The school has procedures to record absence and lateness and to publish statistics at the end of every academic year. Parents should inform the school by letter, telephone or personally on the first day of a child's absence and should bring a note to his/her class teacher upon return.

The Government has issued new regulations stipulating that family holidays must only be taken during the school holidays. The Headteacher may **not** grant any leave of absence during term time unless there are **exceptional** circumstances. Parents will be expected to sign a home-school partnership agreement to this effect. Any request for leave of absence should be made in writing to the Headteacher at least 2 weeks prior to the desired absence. He will then invite parents/carers to school for an interview to discuss the request.

School Uniform

School uniform plays a key role in promoting pride, self-confidence, and a feeling of belonging within the school community. These factors contribute to students' wellbeing, removing the additional pressures of deciding what to wear and added stress of meeting the expectations of their peers.

We encourage our children to look presentable at school at all times. Children with long hair should have it tied up with a simple hair bobble.

There is only one set of uniform worn throughout the year. Images of the school uniform as well as our PE kit are shown below. **Crested** uniform is only available to order from our supplier, School Uniform Direct www.schooluniformdirect.co.uk. A crested school jumper/cardigan, a red crested polo shirt and a blue crested PE polo shirt are compulsory.

Non crested uniform (trousers, shorts, skirts, pinafores, socks and shoes) can be purchased from any general retailer.

We also run a second hand uniform shop where ALL items of school uniform can be purchased at a vastly reduced cost – please contact the school office for details.

Should you require any financial assistance in purchasing school uniform, you may be able to seek financial assistance from The Henley Educational Trust. Please contact the school office for further information.

The school's policy on wearing jewellery to school is based on **Oxfordshire County Council's 'Safety in Physical Education and Sport'**,

- Jewellery other than watches should not be worn to school
- If under exceptional circumstances it cannot be removed (e.g. cultural practice or newly pierced ears), the risk of injury should be reduced where it is practicable to do so. This could be by:
 - Bracelets being secured by the use of a wrist sweatband
 - Studs being secured by the use of micropore tape but care must be taken to cover the spike at the back of the ear lobe effectively

Although the element of risk can be reduced by the use of tape, those actions do not make the situation safe.

Similar action may be agreed when a child or young person has had his/her ears newly pierced, but only for an agreed period of four full weeks. Current medical opinion states this time (four weeks) for the normal healing process to be completed.

Teachers and other school staff should not involve themselves in the process of earring removal or taping.

The simplest option is for children not to wear jewellery to school on P.E days. It is the parents'/guardians' responsibility to apply micropore tape before school if it is required, and to train their children to take out and to put in earrings. Such training will support the policy of the school and enable teachers to ensure that children and young people are dressed safely for PE activity.

We encourage children to take responsibility for their own personal effects.

Boys uniform

Crested red polo shirt



Grey shorts



Grey socks



Black shoes



Crested navy sweatshirt



Grey trousers



Crested red polo shirt



Navy skirt



Navy socks / tights



Black shoes



Girls uniform

Crested navy cardigan / sweatshirt



Navy pinafore



Mix and match
as your child prefers

Boys PE kit

Crested navy polo shirt



Navy shorts



Grey socks



Trainers



Crested navy sweatshirt



Navy tracksuit bottoms



Crested navy polo shirt



Navy shorts / leggings



Navy socks



Trainers



Girls PE kit

Crested navy cardigan / sweatshirt



Navy tracksuit bottoms / leggings



Mix and match
as your child prefers

School Meals



All Reception and KS1 pupils receive a cooked school lunch and a piece of fruit each day free of charge. Children are also able to bring in their own healthy snack for break time. Cooked meals and packed lunches are eaten in the school hall, except during very good weather in the Summer Term, when packed lunches are eaten outdoors. The children are supervised at all times.

School lunches cost £2.40 and can be paid daily, weekly, monthly or termly in advance through ParentPay. This is an online ordering system which allows parents to choose, order and pay for their child's lunch in advance and manage their own accounts quickly and securely. You will be issued a username and password once your child has started school.

School lunches are provided by the **School Lunch Company** who source food from local providers and come highly recommended. Pupils with specific food requirements are also catered for. Children can choose each course from the day's selection. Fresh fruit and salad are always available in addition to vegetables served with freshly prepared main meals. However, pupils can bring in a healthy packed lunch from home. Please note that Sacred Heart has a healthy eating policy and sweets are not permitted except on special occasions and with the class teacher's agreement.

Your child may be entitled to free school meals if you are receiving Child Tax Benefit, Income Support or Job Seekers Allowance. Please enquire at the School Office where your enquiry will be dealt with confidentially.

Awards & Role Models

Sacred Heart School has three house teams: Fatima, Lourdes and Walsingham. Children are allocated to a house when they first start at the school. Families are appointed to the same house. House points are awarded for positive behaviour and learning during the academic year and at the school sports day.

We actively encourage our pupils to aspire to be the best they can, both during their time at Sacred Heart and in preparation for their life beyond Primary School. Pupils from Year 2 and above have the opportunity to adopt additional 'whole school' responsibilities. They are elected by their peers to represent their class on School Council or interviewed and selected by staff to become our Headboy, Headgirl, Sports captains, House captains, Prefects, Buddies, Librarians or Lunchtime Helpers. Our caring and socially concerned pupils aspire to take on these roles and responsibilities and the younger pupils 'look up to' these positive role models.

Celebration Assembly

Each week one pupil is chosen by their class teachers in recognition of going 'above and beyond' that week. These children are congratulated and awarded a certificate and sticker during Friday's Celebration Assembly. This assembly is also opportunity for the children to bring in any awards, certificates or medals that they have been awarded outside of school to share with the rest of the school. Classes take turns to lead these assemblies and share with parents a little about what they have been learning about. Celebration Assembly is a real highlight of the week and attended by a high proportion of parents.

End of Term Awards

Each term, we celebrate the achievements of pupils in seven areas. Each child who is successful in achieving an award will receive a certificate and a badge that they can wear with pride around the school. The seven areas are:

Roald Dahl Award	Progress in Reading
Da Vinci Award	Wider Curriculum
Saint Theresa of Calcutta Award	Catholic Life
Newton	Progress in Maths
Shakespeare	Progress in writing
Sports Personality of the Term	Sportsmanship
Virtues and Values	Linked with the Catholic Pupil Profile

“Pupils feel that staff are like extended family and that friends shield them so they never feel alone”. OFSTED November 2021

Keeping you Informed

At the beginning of the academic year, we hold a ‘Meet the Teacher’ session which gives parents the opportunity to hear all about the exciting curriculum and enrichment opportunities offered for each year group. Further details about other ways in which we ensure good communication with parents can be found later in this prospectus.

Homework

The different key stages follow the same structured weekly homework timetable, where children are encouraged to complete appropriate activities according to their age and ability.

After School Activities

A wide variety of clubs and activities are run at Sacred Heart. These are organised and run by staff, parents and professional, external instructors. A timetable is put together at the beginning of each term and we endeavour to offer a varied and inclusive programme. Please see the school website for details of our current offer.

Music

We are extremely proud of the wide range of opportunities we provide for the children to engage with music. We run a variety of free music sessions, some of which are part funded by SHiP - our PTA. These include, ukulele, brass and recorder lessons. We have also very recently begun our first rock band in partnership with the [Rocksteady music school](#). The children are actively encouraged to join our thriving school choir which performs on a regular basis both in-school and at community events. Children also have the opportunity to pay for individual music lessons for children across the school: Piano, Drums, Guitar, Singing, Flute and Brass. These are provided in school by the Henley Music School, please contact them directly <https://www.henleymusicschool.co.uk/sacredheart>

School Visits and Residential Trips

The children are invited on many visits to support and enhance the Curriculum. Recent visits have included The Henley River and Rowing Museum, Greys Court, panto at The Theatre Royal in Winsor, Oxford Castle and Windsor Castle.

Each year we run residential trips: in upper Key Stage Two. Full information is given at a preliminary meeting and all visits, irrespective of duration, must have the consent of parents/guardians.

Parents will be asked to make voluntary contributions for any visits organised by the school and approved by Governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in such an activity, the level of voluntary contributions may be a factor in deciding whether the activity can take place. The Henley Education Charity also subsidises some trips and gives further assistance to individual families where possible.



“Pupils feel happy and safe and their parents agree. As one parent said, ‘The school has a great soul’ OFSTED November 2021

Our Curriculum

The Foundation Stage (Reception Class)

The Foundation Stage makes a crucial contribution to children’s early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs.

The Foundation Stage is about developing key learning skills such as listening, speaking, concentrating, persistence and learning to work and co-operate with others. To achieve these early learning goals, the teaching will be through first-hand experience and structured play. The areas of experience will be linked to the New National Curriculum.

The seven areas of learning that make up the Foundation Stage curriculum are:

- Personal, social and emotional development (PSED)
- Communication, language (CL)
- Literacy
- Problem solving, reasoning and numeracy (PSRN)
- Understanding of the world (UW)
- Physical development (PD)
- Expressive arts and design



The outdoor environment is also a very special part of the Foundation Stage curriculum. As such it is carefully planned for and available each day. The reception class has its own specially equipped outdoor area with an all-weather canopy which enables a free flow of children participating in indoor and outdoor activities.

The teacher and teaching assistant keep records on children’s experiences and attainments. Assessments of development and learning needs are ongoing throughout the school year. We use a secure, online learning journal called Tapestry to share and celebrate your child’s learning and development. Tapestry builds a very special record of a child’s experiences, development and learning journey. Using photos, videos, and diary entries, the teacher, along with the child’s parents or carers, and the child themselves if they’re ready, ‘weaves’ the story of the child and how they are growing and developing.

The Tapestry platform then works seamlessly to enable these memories to be kept as a permanent record of each child’s unique journey. All information held in the platform is stored securely and can be downloaded and shared as required. Parents or carers are able to view their child’s progress, the activities provided for them, and how much fun they’re having, whilst also uploading their own comments and media.

During the first half of the autumn term the teacher carries out a baseline assessment for every child. This establishes where they are in aspects of their learning and development and helps future planning. The results of this early assessment are shared with parents at the Parents Consultation in the autumn term. By the end of the year the teacher has built up an accurate profile of each child’s development.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups.

Reading is taught through a variety of different structured reading schemes supplemented with a wide range of other books. Books are organised in a graded way to allow children many opportunities for consolidation of key vocabulary. We encourage parents to work with their child at home by hearing them read on a daily basis. We are always pleased to discuss ways in which they can help their child at each stage of their reading development with parents.

“Pupils know that their teachers want them to achieve well and they respond with positive attitudes to their learning’. OFSTED November 2021

Curriculum Statement

At Sacred Heart School our aim is to provide a curriculum that is both interesting and exciting and engages the pupils. We make sure that the curriculum encourages a life-long love of learning and a call to pupils to have an enquiring mind.



Through our curriculum, we strive to develop the skills, knowledge and learning attitudes of our pupils so that they may become the best that they can be.

Our Catholic values help children to develop their social and moral code, as they build their sense of uniqueness and self-worth as an individual. We believe all children deserve the opportunity to nurture their individual talents and to achieve their true potential. We aim to encourage the children to develop their understanding of their local and national heritage and their role in modern Britain today. We encourage them to embrace all that multi-cultural Britain has to offer and develop their understanding of the global world, within which they are a citizen of the 21st Century.

The guiding principles of our curriculum are built around our desire to elicit greater learner involvement in their work. This can only be achieved if we have a good understanding of what the children already know and what they are inspired to find out about. We use the information gained from pre-learning tasks and attention grabbing activities as a spring board for the plans that we make.

We have paid careful attention to how our curriculum is organised in order to ensure that there is coherence to what we teach. This allows our pupils to build upon their underlying skills and knowledge across the curriculum and to draw links between their learning across the year groups.

To this end we regularly conduct curriculum reviews in order to assess the progression of skills and knowledge that runs throughout the school to ensure that there is an interesting and exciting curriculum that engages the pupils. We make sure that the curriculum encourages a life- long love of learning and a call to pupils to have an enquiring mind.

We have ensured that our staff have a strong subject knowledge in order to be able to deliver the curriculum and draw on the expertise of specialist teachers where necessary to further enhance what we have on offer.

We have made sure that we know where each and every child's skills and talents lie by ensuring that the teachers know when and where it is useful to assess. We do not over rely

on formal testing but have a range of strategies in place to inform us of what each child needs to do next in order to progress.

We have used the time that we have available to us wisely in order to create a timetable of lessons that ensures good coverage of all curriculum areas. We punctuate our timetable with the use of immersion days for specific curriculum areas. Children enjoy digging deeper into subjects and topics for full days to deepen learning and to apply skills purposefully. We block topics to make the most of teaching time and allow for deeper subject knowledge to be acquired as well as incorporating school trips to inspire and supplement learning.

What is taught at Sacred Heart is so much more than the formal education. It is also about the message our children receive through their experience of being at our school. The unplanned parts of the curriculum that take place outside lesson time are just as rich and varied. Talk to any of our pupils and they will tell you how they learn from each other, the pride they have in their care and concern for others, the high expectations for their behaviour, the community action projects undertaken by every class and the termly focus on virtues and values that allows them the opportunity to 'Grow in Wisdom and in Grace.'

The school provides a broad, balanced and challenging creative curriculum for all pupils, within the guidelines of the New National Curriculum and the Archdiocese of Birmingham.

Key Stage 1 (ages 5-7 years) and Key Stage 2 (ages 8-11 years)

The core curriculum at Key Stages 1 and 2 comprises:

- RE
- English
- Mathematics
- Science
- Computing

Children also study the subjects below as part of the New National Curriculum. These are called foundation subjects.

- Art and Design
- Design Technology (DT)
- History
- Geography
- Music
- Physical Education

Children are also taught Personal, Social, Health and Economic (PSHE) Education and French (from Year 3). Many of the above subjects will be linked and taught through a creative topic and skills based curriculum. For further details on the curriculum please visit the school website.

"Pupils enjoy the wide range of opportunities the school offers...they are also proud of the work they do in their community". OFSTED November 2021

Parental Involvement

Our school is successful due to the partnership between teachers and parents. Some examples where parents can assist are school visits and sports activities. Please contact your child's class teacher if you are able to offer your time.

Parent Class Representatives

Each year group has two Parent Class Representatives who are either nominated or volunteer to support the class activities. Duties include organising class cake sales, social events, fundraising events and parent social events. This is an incredibly important role as these parents often help co-ordinate parent involvement in school activities. It's also a great way to get to know other parents around the school and in your year group.

Communications

One of the best ways of keeping up to date with what is happening in school is to download the school app. This will give you information on what is happening in school, alerts to remind you of important events and links up with other useful tools such as the lunch menu, calendar, parish website and many more. Full details on how to do this will be given once your child has enrolled. All letters and general information are sent to Parents and Carers using ParentMail. An application form to register for this service is available from the school office and we strongly advise that parents sign up. This system allows us to communicate with parents/carers through email and text message. A newsletter highlighting events, activities, sports, school / PTA news, and parish information is sent to parents on a weekly basis. The newsletter is also published on the school website, as is a comprehensive calendar of events and important reminders.



The School Facebook site:

The school Facebook page is another great way of keeping up to date with the day to day life of the school. This is a closed page for parents only and is for sharing and celebrating the achievements of our pupils as well as offering helpful tips and advice for our parents about school events. Our Facebook page exists in order to keep parents and families informed of activities and events taking place, as well as possible ways to support these. Our intention is to build a community which supports the school through a medium which is preferred by many. We expect that our families' online behaviour reflects the same standards of respect. It is not the forum in which to air concerns or grievances. Any issues that have caused you concern should be addressed in the first instance to your child's class teacher if it is a teaching and learning query or via the school office for all other matters. It is also NOT a selling site.

Newsletters

Our school newsletter is sent out via email to all parents/carers. The newsletter contains information about the events of the week and plans for the weeks ahead.

Sacred Heart in Partnership (SHiP)

There is a flourishing and passionate PTA which supports the whole school. This was recently re named SHiP to better reflect the strong partnership that we endeavour to foster between all interested parties. It provides a variety of social and educational events for parents and children throughout the year. These events raise considerable funds for the benefit of the school as well as being enjoyable for all participants.

Parent Teacher Meetings

In September there is an early opportunity to 'meet the teacher' At this meeting we hope that you will feel able to share information with your child's class teacher about your child's particular interests and talents and any particular needs that they may have. In November you there is the opportunity to meet the teacher again. At the meeting you will receive information about your child's academic attainment and progress and a general discussion about their successes across all areas of school life. If there are any concerns or areas that need some improvement these will also be discussed. There will be a further Parents' Consultation in February/March and a final written report in July. Should you wish to talk to your child's class teacher at any other point in the school year that can be arranged either by telephone, virtually or face to face

“Pupils benefit from an ambitious and cohesive curriculum. Plans have depth and show enrichment opportunities and links between subjects”.
OFSTED November 2021

Challenge and Achievement for All

At Sacred Heart School we recognise that all children have strengths and skills in different subject areas and our aim is to provide opportunities for developing these to their full potential. We believe that this can be achieved both within the school environment and in the wider community. It is the aim of the school and responsibility of all staff to challenge all pupils physically, intellectually, socially and spiritually to become confident and contributing members of the community.

As staff, we recognise that every child has the right to receive support to achieve his/her potential by making learning challenging, stimulating and enjoyable. The school acknowledges that strengths and skills can manifest themselves in various ways and all talents are valued.

Our objective is to actively identify strengths and interests including exceptional abilities in children as early as possible. We build up a comprehensive picture of each child's abilities by gathering as much information as we can.

We draw this information from:-

- Pupils themselves
- Parent questionnaires and discussions
- Foundation stage profile
- Termly assessments
- Teacher assessments
- SATs results
- Level indicators for core subjects
- Staff observations
- Good communication between staff
- Targeted testing using outside agencies
- Participation in school clubs and outside clubs



Pupil Premium Grant

Introduced in 2011, the pupil premium is a sum of money given to schools each year by the Government to improve the attainment of disadvantaged children.

This is based on research showing that children from low income families perform less well at school than their peers.

Often, children who are entitled to pupil premium face challenges such as poor language and communication skills, lack of confidence and issues with attendance and punctuality. The pupil premium is intended to directly benefit the children who are eligible, helping to narrow the gap between them and their classmates

Primary schools are given a pupil premium for:

- Children in Reception to Year 6 who are currently entitled to free school meals based on their family income: £1385 per pupil, per school year
- Children in Reception to Year 6 who were previously entitled to benefits-based free school meals, even if they're no longer eligible: £1385 per pupil, per school year, for six years after they stopped qualifying for free school meals
- Children in care: £2410 per pupil, per school year
- Children previously in care who have been adopted, or who have a special guardianship order, a child arrangements order or a residence order: £2410 per pupil, per school year
- Children recorded as being from service families: £320 per pupil, per school year

Schools can choose how to spend their pupil premium money, as they are best placed to identify what would be of most benefit to the children who are eligible.

Often, all of the children in a class will reap some benefit from how the school spends its pupil premium: for example, if the money is used to fund an additional teaching assistant who works across the whole class, rather than providing one-to-one support. Full details of how we spend our pupil premium money can be found on the school website.

All children who currently qualify for free school meals based on their family circumstances are entitled to pupil premium. This applies if you receive any of the following benefits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

In addition, pupils who have qualified for free school meals on the above grounds in the past, but are no longer eligible, continue to receive pupil premium for the next six years.

If your child qualifies for free school meals or has at any point in the past six years, it's important that you tell us – even if they're in Reception or KS1 and receive universal school meals for infant pupils, or are in KS2 and take a packed lunch – as this enables us to claim pupil premium.

Special Educational Needs and Disabilities (SEND)

The school strives to be fully inclusive. Children with special educational needs are welcome in school, where their needs are assessed and individual educational plans and provision maps are devised to help them achieve targets that will ensure they make progress.

An Individual Education Plan and Provision Map is one which is made with individual targets, review dates and ideas to help parents to support their child at home. If targets continue not to be met, outside agencies such as The Communication and Interaction Team, Occupational Therapy, Educational Psychologists and Speech and Language Therapists may be called upon for extra support. After further consultation with parents the Local Authority (LA) may have to make a statutory assessment based on specialist advice. The LA may then draw up an Education Health and Care plan (EHCP). This describes all of the child’s needs and all the special help that should be provided.

Parents will always be consulted and kept fully informed at every stage once we have identified that their child could benefit from some extra help. This could be for educational, personal or social needs.

Our assessment procedures and communications with parents will identify children of very high academic, physical or creative abilities and different activities both inside and outside of school will be planned to meet the learning requirements of these children.

Assessment for Learning strategies (AfL) plays a key role in staff helping all children to achieve their potential. Parents are invited to attend meetings in school with the Special Needs Co-ordinator, the Class Teacher and the Educational Psychologist to discuss their child’s progress.

Access for Pupils with a Disability

The school has a ramped pathway to the main entrance and from the KS2 to KS1 playgrounds. All the main exits are wide, have push pad doors and there is a disabled toilet. The school’s accessibility plan is available on the school website.



Health and Welfare

Safety in School

The school Governors recognise their responsibility as an employer to ensure (where practical) the health and safety of all persons on site.

The school follows the advice, systems and procedures of the local authority and do all that is reasonable to establish and maintain high standards of health, safety and welfare within the school. Please note the Safeguarding Statement below.

Medicine in School

If a child requires medication at school, the appropriate form must be completed (please refer to our Policy for Administration of Medicine for full details). Forms are available from the school office. Please ensure that all medication is clearly labelled with the child’s name, dosage and expiry date.

Admissions Policy

As a Catholic school we have certain admission requirements which differ to maintained schools. However, we work within the Oxfordshire LA co-ordinated scheme. For further details please contact the school office, Oxfordshire County Council or go to the school website.

Safeguarding Statement

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils at Sacred Heart.

The procedures laid down in our Safeguarding and Child Protection Policies clearly demonstrates our commitment to helping every child achieve their full potential and make a positive contribution. Copies of these policies are available on request from the school office or directly from the school website.

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. At times it may be necessary for the school to share information with other schools and agencies. When taking decisions about what information to share, we will consider how much information we need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and we will consider the impact of disclosing information on the information subject and any third parties. Information will be proportionate to the need and level of risk

Equal Opportunities and a Single Equality Policy

The school has a specific policy that sets out the commitment of Sacred Heart School in the pursuit of equal opportunity principles and practice. The policy focuses on issues of ethnicity, gender, racial awareness, disability, human rights and is available on request from the school office or from the school website.

Transport

Normally eligibility for free travel will be determined at the time that a school place is allocated through:

- Oxfordshire County Council's Coordinated Admissions Scheme for entry at the normal points of admission; and/or,
- the issuing of an Education, Health and Care Plan; and/or,
- the operation of the Fair Access Protocol; and/or,
- the In-Year Coordinated Admissions Scheme.

In addition, the School Admissions Team determines whether free transport should be provided for a temporary or permanent placement funded by the council at an alternative education centre, such as Meadowbrook College.

Parents applying for places in-year at schools that are not part of the in-year coordinated admissions scheme for Oxfordshire need to check the Home to School Travel and Transport Policy to see whether their children may be eligible for free transport. At that point, if they believe their children are eligible, they need to apply directly to the School Admissions Team. The School Admissions Team will then determine whether free travel should be provided. The schools that are not part of the In-Year Coordinated Admissions Scheme are listed online at: www.oxfordshire.gov.uk/schooltransfer

Having an Education, Health and Care Plan does not give an automatic entitlement to travel assistance, free or subsidised. Therefore, if a school has been named in an Education, Health and Care Plan in accordance with parental preference and it is not the nearest suitable school, and there is no other basis in the Home to School Travel and Transport Policy for agreeing free travel, there is no obligation on the Council to provide free or subsidised travel. In these circumstances transport to school is wholly a parent's responsibility.

For further details please see [here](#)

Concerns and Complaints

A concern may be defined as 'an expression of worry or doubt over an issue considered to be important for which reassurances are sought'.

A complaint may be defined as 'an expression of dissatisfaction however made, about actions taken or a lack of action'.

It is in everyone's interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. Sacred Heart Catholic Primary School takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, the Headteacher will refer you to another staff member. Similarly, if the member of staff directly involved feels unable to deal with a concern, you will be referred to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, Sacred Heart Catholic Primary School will attempt to resolve the issue internally, through the stages outlined within our complaints procedure. Full details of this can be found on the school website or click: [here](#)

Emergency Closures

It may be necessary to close the school at short notice (i.e. due to severe weather conditions, heating failure). Parents will be notified directly by ParentMail, the school Facebook site or through the school website www.sacredheart-henley.co.uk

Key Staff and Governor Details

Headteacher	Mrs Rachel Sanders head@sacredheart-henley.co.uk
Chair of Governors	Mr Paddy Fitzpatrick governors@sacredheart-henly.co.uk
School Business Manager	Mrs Sue Riches riches.s@sacredheart-henley.co.uk
Office Administrator	Mrs Liz Shanahan office@sacredheart-henley.co.uk