



Sacred Heart

Catholic Primary School

HENLEY-ON-THAMES



To Grow in Wisdom and in Grace

Prospectus

2019-2020

Graded "Good with "Outstanding Behaviour"

Ofsted 2016

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 our school community and a celebration of our children's many achievements. 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 Gavin
Head teacher

“Children get off to a very secure start in the early years, where the teaching and organisation are strengths.” Lead Inspector, Ofsted 2016

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.

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.

Religious Education

The school delivers Religious Education following the Birmingham Diocese's 'Learning and growing as a people of God' strategy. These planned units of work are age appropriate and empower pupils to develop their knowledge and understanding to be religiously literate.

Scripture plays an important part in the RE programme and connections are made between the readings and the children's lives. Children are also encouraged to explore links with other faiths and traditions.



School Life

The school gates open at 8.30am. Pupils should arrive in plenty of time and be ready to line up to go in to their class when the bell rings at 8.40am. They will then be led in to class at 8.45am.

Registers are taken twice daily at 8.50am and 1.00pm. Any child arriving after registration closes MUST report to the school office with a parent/carer and be marked in.

We do ask that you give consideration to our neighbours when delivering or collecting your children from school. Parking around the school is difficult 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.

School Timetable

Line up for the bell	08.40am
Led in to class	08.45am
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	15.15
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

We encourage our children to look presentable at school at all times. We have two uniforms. The winter uniform is worn from September – to Easter holiday. The Summer uniform is worn for the remainder of the year. Full details of the uniform can be found on our website. School jumpers, cardigans, PE shirts, Summer polo shirts, caps and ties are purchased from School Uniform Direct. For those who require financial assistance in purchasing their uniform, our PTA operates a second hand uniform sale at the beginning and end of each school year. Alternatively, Henley Education Trust may be able to provide financial assistance.



School Meals

All Foundation and KS1 pupils receive a cooked school lunch and a piece of fruit each day free of charge. A tuck shop is also open at break time for children to purchase a variety of healthy snacks. 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 £2.30 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 and Eco Council or interviewed and selected by staff to become our Headboy, Headgirl, Prefect, Buddy, Class Representative or Lunchtime Helper. 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.

Pupil of the Week

Each week two pupils, one boy and one girl are chosen as pupils of the week. These children are congratulated during Friday’s Celebration Assembly. Parents are always welcome to attend these assemblies.

Pupil of the Term

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

Roald Dahl Award

Da Vinci Award

Mother Theresa

Newton

Shakespeare

Sports Personality of the Term

Virtues and Values

Reading

Wider curriculum

Catholic Life

Maths

Writing

Sports

Linked with the Catholic Pupil Profile



Positive Behaviour and Reward System

Each class operates the 'Traffic Light' system, where a traffic light display is placed on the wall in the classroom with every child beginning the day on the green light. When the pupil displays good learning behaviours they move up the traffic light towards gold. At the end of each day a pupil is chosen from the children who have achieved gold behaviour to wear the golden badge. If a child does not display these good learning behaviours they may move down and miss a part of their break or lunch time play. This is a system that is focused on positive behaviour management and so the aim of every child is to 'go to gold'

Homework

At the beginning of every term a newsletter is sent out by the class teacher giving details of the work that will be covered in the coming term and the nature of the homework involved. Parental support is very important to maximise the benefit of 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 in their Reading and Homework Journals. Upper Key Stage 2 pupils (Years 5 and 6) all have their own homework diaries to record their homework in and aid communication between home and school.

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 such as Netball, Running, Drama, Football, Tag-Rugby, Dance, Hockey, Gymnastics, ICT, Cookery, Games, Gardening, Art & Craft, Yoga, Fencing, Choir and Drama.

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, several of which are funded by our PTA. These includes drum workshops in Year 3, violin or wind instruments in Year 4 and guitar lessons in Year 5. 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, Brass and String instruments. These are provided in school by a variety of professional music teachers. The children are invited to showcase their musical talents at our annual Summer Concert.

School Visits and Residential Trips

The children are invited on many visits to support the New National Curriculum. Recent visits have included The Henley River and Rowing Museum, Wellington Country Farm, Legoland and Wittenham Clumps and Windsor Castle.

Each year we run residential trips: 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.



Our Curriculum

The Foundation Stage

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 assistants keep records on children’s experiences and attainments. Assessments of development and learning needs are ongoing throughout the school year. 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 feel secure and they are prepared to admit when they are unsure or have made a mistake. They confidently ask questions and demonstrate a real thirst for learning.”
Lead Inspector, Ofsted 2016

Aims of the Curriculum

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
- Information Communication Technology (ICT)

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 Citizenship Education (PSHCE) and French (from Year 1). Many of the above subjects will be linked and taught through a creative topic and skills based curriculum.

Phonics Check

In Year 1 pupils have a phonics check which assesses the pupils progress in phonics (sounds). This happens in June each year.

End of Key Stage Statutory Assessment (SATs)

At the end of Key Stage 1 (age 7) and Key Stage 2 (age 11), there is a system of national assessment in English, Mathematics and Science. This takes the form of tasks that are administered during special test weeks.

The results of the tests and tasks, along with teacher assessment for each subject, are included in the pupils' annual reports at the end of the summer term. As well as the end of Key Stage tests mentioned above, children in other year groups are given formal assessment tests to provide information about their progress. In Key Stage 2, only the test is reported at a national level although teacher assessment is also taken and recorded nationally.

Physical Education

Children are encouraged to participate in a number of sporting activities at school, both during and after school hours. We enjoyed a great deal of sporting success in 2015. At the Winter Series Cross Country events at Chiltern Edge School, Sacred Heart won the overall trophy for 2015. We saw strong performances from the children at inter-school netball, swimming and rugby, football and rounders tournaments. Event officials regularly commend Sacred Heart children on their sportsmanship and conduct. It is important that children are properly equipped each week for PE lessons. They should keep their kit in a PE bag on their peg and take it home at weekends to be washed if required.



Religious Education/Liturgical Celebrations

In school we follow the Diocesan strategy for the teaching of Religious Education and the course is supplemented using the Catholic Truth Society’s programme ‘The Way, The Truth and The Life’.

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. Individual classes also go to morning Parish Masses throughout the year. Father Paul will be joining the Parish from September and we expect to see him at least each Friday afternoon. 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 making gift boxes for Samaritan’s Purse, 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	Headteacher Whole School Assembly
Tuesday	9am	Key Stage 2 Assembly
Wednesday	9am	Gospel assembly or Mass led by Father Paul
Thursday	9am	Hymn Practice
Friday	9am	Headteacher Whole School Celebration Assembly (Parents welcome to attend)



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

The best way 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.*

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 will receive a Progress Report which will help form the basis for the discussion parents have at the Parents’ Consultation. There will be a further Progress Report and Parents’ Consultation in February/March and a final written report in July. Two open parent consultations will be held by the Headteacher in Autumn and Summer. If anything is causing you anxiety, please do not hesitate to contact the school and discuss the matter with a member of staff.

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 wide 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

Pupil Premium is additional funding that is allocated to schools to work with pupils who have been registered for free school meals in the last six years (known as 'ever 6 FSM'). Schools also receive additional funding for children who have been looked after continuously for more than six months, and children of Service personnel.

At Sacred Heart, we presently have 15 pupils who are eligible for this funding. It is the government's opinion that these pupils are disadvantaged and so gives schools additional funding to raise attainment and close the gap between them and their peers.

All schools receive a sum of money per pupil to provide additional support which to raise the attainment of these pupils. Looked after pupils also receive an additional fund per pupil per year. This funding is then used by the school to raise the attainment of these pupils.

At Sacred Heart, we believe that financial constraints should not be a barrier to access and experience of the pupils. These experiences build confidence which leads to greater attainment over the longer period. However, the vast majority of expenditure must be spent on support and direct educational input that will have a direct impact on the learning and so attainment of these pupils. The school also employs a counsellor who supports some of these pupils and breaking down the barriers that inhibit pupil learning.

The majority of the expenditure is spent on direct support and intervention. We also employ Teaching Assistants to give specialist intervention in the classroom.



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 Educational Psychologists, Speech and Language Therapists or Behaviour Specialists 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 a statement of Special Educational Needs. This describes all of the child's needs and all the special help that should be provided.

Parent 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. Strobe lights have been fitted to aid the hearing impaired during an emergency. The school's access plan is available from the school office.

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 2017-2018

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

All parents of children living outside Henley, but in Oxfordshire, may be entitled to transport assistance from Oxfordshire County Council, usually in the form of a taxi service. The benefit is not means tested but Council ruling stipulates that children under eight must live over two miles away and children over eight years over three miles. Transport is only available to children who are of statutory school age. *Parents should apply to:*

Senior Transport Co-ordinator
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND
Telephone: (01865) 815157

Complaints

Complaints or potential complaints can often best be resolved in an informal discussion with the Class Teacher or Headteacher. However, if this fails, the Headteacher will supply a complainant with the correct information to send to the Governing Body or the Archdiocese of Birmingham.

Emergency Closures

It may be necessary to close the school at short notice (ie due to snow, heating failure). Parents will be notified directly by ParentMail or through the school website www.sacredheart-henley.co.uk



Key Staff, Governors and Contact Details

Head teacher – Mrs Rachel Gavin

Chair of Governors - Mr Paddy Fitzpatrick

Assistant Head teacher - Mrs Nicola Edwards

Parish Priest - Father Paul Fitzpatrick

School Business Manager: Mrs Sue Riches

School Administrator - Mrs Liz Shanahan

School Address: Grey's Hill,
Henley-on-Thames, RG9 1SL

Tel: 01491 572796

Email: office.3820@sacred-heart.oxon.sch.uk

Web: www.sacredheart-henley.co.uk

Diocesan Schools Commission: 61 Coventry
Road, Coleshill, Birmingham, B46 3EA