



# Our Lady's Catholic Primary School



## Our Vision

To provide the highest quality of education within a Catholic ethos. Through the love of God, we will foster individual uniqueness; use the talents God gave us for the good of others and ourselves. Together with our families, our parish and our local community, we seek to create a safe, happy school where we respect and care for others and become confident and caring citizens with a passion for learning.





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## Welcome from the Headteacher

Dear Parents and Carers

I would like to take this opportunity on behalf of all the staff to welcome you and your family to Our Lady's Catholic Primary School.

Our Lady's is a vibrant school on the edge of the city of Hereford where all staff are committed to ensuring that your child will feel happy, safe and excited in their learning. The school full capacity is 210 pupils, which fluctuates slightly from year to year. The school has one class per year group. This number ensures that the school has a 'family' feel to it and enables all children to build excellent relationships with one another, as well as with staff.

The school has beautiful grounds, which allow the children to play and learn outside, enjoying and appreciating the natural world. The school also benefits from sharing a site with the parish church of Our Lady of Martyrs. The children make regular visits to the church, which encourages a range of rich spiritual, religious and cultural experiences.

Staff are proud to teach in a Catholic school and to be able to enlighten children in the teachings of the Gospels. Our children learn to value and respect themselves and others through Christ's values and to enjoy life to its full. Many of our families are not Catholic but they believe that the values we teach are fully in line with their own family values and choose our school for this reason.

At Our Lady's, we feel that children thrive most when supported and challenged. Our staff hold high expectations for all children to achieve their very best in all subjects. This is through a highly engaging curriculum, which offers experiences in all academic subjects as well as the arts and sports. We recognise that a strong bond between home and school is essential for children to enjoy school and achieve success. This is why we hold regular events for you and your family to visit the school and share in your child's milestone achievements.

As a Headteacher, I feel privileged to be able to lead Our Lady's School and I very much look forward to meeting you and showing you our beautiful school so that you can feel and see all that is mentioned above. To make an appointment, please telephone 01432 272814 or emailing [admin@our-ladys.hereford.sch.uk](mailto:admin@our-ladys.hereford.sch.uk)

Kind regards  
Mrs K Weston  
**Headteacher**





## **Welcome from the Chair of Governors**

Dear Parents and Carers

I am writing to introduce myself as the Chair of Governors at Our Lady's. It is an honour and a privilege to be appointed Chair of Governors at Our Lady's as I was a pupil here myself and my own three children also attended the school. I have been part of the Governing Body since 1994 when I became a Parent Governor. In later years, I was appointed as a Foundation Governor by Cardiff Diocese and have been Chair of Governors for several years.

As a part of the Governing Body, I share a common objective, which is the wider school community – working in partnership with you as parents and carers and staff to ensure that every child can succeed and reach their full potential. The Governing Body has three specific roles, which are:

- To be strategic
- To act as a critical friend in the development of the school
- To be accountable to the whole school community

We work closely with Mrs. Weston and the school staff to ensure that your children receive the highest standard of care and education.

We are a 'voluntary aided school' which means that in order to enjoy the opportunity of educating our children within a Christian setting we are obliged to pay 10% of any building projects. By sending your child to Our Lady's, you accept that you have a responsibility which you cannot leave to others. Parents and Carers are asked to help the Governors meet these responsibilities with a termly donation of up to £15.

Finally, in order to carry out our role as Governors effectively, we need to know what issues are important to you. If you have any views to share please let us know – we can be contacted via the school office or by email: [admin@our-ladys.hereford.sch.uk](mailto:admin@our-ladys.hereford.sch.uk)

Yours sincerely,

Mark Slane  
Chair of Governors





## **Our Commitment**

As a partnership of children, parents, staff, governors and the wider community, we aim that within our Catholic ethos we will:

- Meet children's individual and collective needs
- Provide a stimulating, secure and nurturing environment
- Promote an ethos that is highly motivating and encourages all to take responsibility for their own learning
- Provide an environment where everyone feels secure, valued, respected and understood
- Encourage all to have a positive self-image, high self-esteem and developing self-confidence
- Provide an environment that encourages active learning, investigation, creativity and challenge
- Promote equality of opportunity for all pupils and staff
- Ensure that everyone will experience an inclusive education where discrimination on the grounds of race, religion, sexual orientation, gender or disability are challenged and tolerance and understanding are promoted
- Value and celebrate the richness and diversity of cultures and beliefs in our community
- Celebrate success, achievement and progress in all areas of development
- Display high standards of good manners and politeness at all times
- Encourage all to have a sense of responsibility for themselves, for each other and for their environment.

## **Our Mission**

To create an environment with our school community that truly reflects the values that are expressed in the Gospels.





## Contact Information

Headteacher	Mrs Kathy Weston
Deputy Headteacher	Mrs R Bryan
Business Manager	Mrs L Slane
Administrator	Mrs L Good
Address	Boycott Road Hereford HR2 7RN
Telephone	01432 274814
School email	admin@our-ladys.hereford.sch.uk
School website	<a href="http://www.our-ladys.hereford.sch.uk">www.our-ladys.hereford.sch.uk</a>
Facebook	
Extended Schools (Breakfast and After-School Club) contact	Mrs L Slane





## Staffing 2021-22

Name	Position
Mrs K Weston	Headteacher
Mrs R Bryan	Deputy Headteacher and Year 5 class teacher
Mrs S Clarke	SENCO Mondays, Tuesdays and Wednesdays
Mrs F Zanini	Nursery Manager
Miss H Whately	Reception Class Teacher
Mrs T Griffiths	Year 1 Class Teacher
Mr K Scullin	Year 2 Class Teacher
Miss O Major	Year 3 Class Teacher
Mr J Gladwin	Year 4 Class Teacher
Mrs R Bryan	Year 5 Class Teacher
Mrs B May	Year 6 Class Teacher
Ms E Wright	Year 6 Class Teacher
<b>Support Staff</b>	
Mrs A Klyz	Nursery
Miss I Williams	"
Ms I James	"
Mrs C Nixon	Reception
Mrs S McKenzie	"
Mrs T Harris	Year 1
Mrs Gainey	"
Mrs T Evans	Year 2
Mrs M Turner	Year 3
Ms S Pritchard	"
Mrs B Gabrielides	Year 4
Mrs A Pliszko	Year 5
Mrs S Benson	Year 6
Mrs K Kinsella	SEND support
Mrs F Moverley	Pastoral support
Mrs Keogh Smith	EAL and SEND
<b>Site Staff</b>	
Mrs L Good	Administrator
	School Business Manager
Mrs L Slane	Breakfast Club Manager
Mrs F Moverley	After School Club Administrator
Mrs S Lewis	Lunchtime Supervisor







## Early Years Foundation Stage – Nursery



We are delighted that our nursery opened on 31<sup>st</sup> January 2022. We welcome children in the term after their second birthday. We currently offer the statutory 15 hours funded provision for eligible children who are two and the 30-hour provision for three year olds.

Morning session: 8.40 am -11.55 am  
Full day session: 8.40 am – 3.15 pm  
Lunchtime: 12.00 – 1.00 pm

Our nursery ethos is all about giving children a safe, positive environment that excites them at the start of their learning journey at Our Lady's. We believe in promoting high levels of independence that build confidence. Our commitment to skilled and committed staff together ensures that children settle well and develop excellent social and communication skills. Our Nursery Manager, Mrs Zanini, is a qualified leader in Forest Schools, which ensures the children enjoy a great deal of learning in the outdoors.







### **Admission to Nursery**

In order that our nursery can meet statutory staffing ratios, places for two-year olds must be booked at least two terms before your child's start date. This will be the term after your child's second birthday. Similarly, with three-year olds, places must be booked at least one term before requested start date. This will be the term after your child's third birthday. Without this notice period, your child's name may have to go on to our waiting list until staffing ratios are correct.

Parents should note that admission to the school's Nursery does not guarantee a place in the primary school.

## **Early Years Foundation Stage**

### **Reception**

Our staff work effectively with parents and pre-school providers to ensure all children have a very positive transition to school. This involves children visiting the class on several occasions to meet staff and feel safe and happy in the environment. We are proud that our children quickly settle to the routines of school by feeling happy and safe. Our 'Buddy' system with Year 6 is instrumental in helping them. Each child has a buddy in Year 6 whom they meet at the start of the term. This often results in a very positive friendship forming for both children.

Our Early Years curriculum in both settings is vibrant and lively. It is planned based on children's interests and incorporates context and experiences that staff feel are very relevant to our young children. Trips and outdoor visits are a regular occurrence and include trips to Queenswood, West Midlands Safari Park, Aconbury Woods and Barry Island.



Our Reception children choosing the school's Christmas Tree at Dinmore Christmas Tree Farm.





Reception's new outdoor area was completed in April 2022 and provides wonderful opportunities for our children to be out of doors and active.

### **Learning and Curriculum in the Early Years**

The organisation of the classroom reflects the importance that is placed on children learning through explorative play and first-hand experience, developing independence and having opportunities to initiate their own activities.

Nursery and Reception have indoor and outdoor learning environments that provide the following areas:

- Small world tray for retelling stories
- Role play area
- Large and small construction
- Sand and water
- Book corner with a range of fiction and non-fiction books
- Writing areas with a range of writing resources
- A range of technology
- Interactive whiteboard
- Malleable materials
- Musical instruments
- Painting and creative equipment
- Maths games and equipment
- Science and technology resources

### **Outside**

We recognise that many children love to take their learning outdoors and benefit from this. Both early years setting therefore have a safe fenced area including:

- a role-play gazebo
- sand pit and mud kitchen
- den-making
- outdoor chalkboard





- planting equipment and areas
- climbing and a range of physical activity equipment
- water trays and other outside equipment.



Adults plan for children to make full use of the outside classroom, the school field and the on-site Forest School area. Children are encouraged to bring wellies although waterproof protective clothing is provided so that the outdoor spaces can be used in all weathers.



### **Phonics and Early Reading**

Our children make excellent and swift progress through our highly effective teaching of phonics and reading. The scheme Letters and Sounds Revisited (Little Wandle) is the school's structured scheme and works in conjunction with Collins Big Cat reading resources. The children love the range of story and non-fiction texts. Our adults are all fully trained in the most effective ways of teaching phonics and reading.





## **Induction**

We offer the following induction to children new to the Early Years Foundation Stage:-

### **A Home Visit**

We feel that it is important that the first contact that your child has with their first teacher is best in the security of their own home. The meeting will give you and school staff the opportunity to exchange vital information so that staff can begin to plan a personalised learning programme for your child right from the start.

### **Summer term visits**

There will be at least two opportunities for your child to visit the school and meet the Reception staff.

### **Nursery visits**

Miss Whately (Reception teacher) will visit your child's in his/her nursery setting to start to build a relationship. She will chat to their key worker to find out all about them.

### **September start**

It is important that staff can get to know your child and build a positive relationship. This is why the children do not all start together in September. The children will be divided into two groups with Group A starting with 2-3 mornings and Group B starting with afternoons. This will then change with all children experiencing a morning and an afternoon before starting full time. Details are given out to parents at the evening for the new intake, usually held in May each year.

## **School visits**

We are always very proud and pleased to show prospective parents around our school. Open Mornings and Afternoons are held during October and November. Please contact the school office to make an appointment or to find out more.

## **Involving parents**

We recognise that parents/carers are their child's first and most important educators. We believe that children benefit when we all work together and this has a positive impact on your child's development. A successful partnership needs to be a two-way flow of information, knowledge and expertise.

## **Key Stage 1**

### **Years 1 and 2**

Transition from Reception to Year 1 start in the summer term of Reception so that children are able to access their slightly more formal curriculum activities at the start of Year 1. Lessons in Reading, Writing and Mathematics take place each morning in







recognition that most children have more focus and greater concentration at this time. The afternoons are less formal. In Years 1 and 2, children still have opportunities for many practical lessons and play both inside and out.

## Key Stage 2

### Years 3, 4, 5 and 6

The format of the day is much the same with lessons in Reading, Writing and Mathematics taking place each morning and all other subjects throughout the afternoons.





### The School Timetable

#### Nursery

Morning session: 8.40 am -11.55 am

Full day session: 8.40 am – 3.15 pm

Lunchtime: 12.00 – 1.00 pm

#### School

Time	Activity
8.40	Gates on Walnut Tree Avenue and Church carpark are opened
8.55 am	Gates closed
	Formal start of teaching
10.15	KS1: 15 min playtime: fruit and milk provided by school
10.30	KS2: 15 min playtime: fruit may be brought
10.30	KS1 resume lesson
10.45	KS2 resume lessons
12.00	Lunchtime all pupils: younger children eat first Older children go out to play first
12.55	Lunchtime ends
	Reception and KS1 have a 10-15 minute afternoon playtime at a convenient time
3.15	School ends for all children
	Gates are opened at 3.10 pm by staff





## Curriculum and Learning

### The National Curriculum

Schools are required by law to teach the National Curriculum to all children of five years and over. At the centre are the 'core' subjects of English, Maths, RE, Science and Computing. All other subjects are referred to as the 'foundation subjects' and include History, Geography, Art, Design Technology, Music, Physical Education and Personal, Social and Health Education (PSHE), Relationships and Health Education (RHE) and Modern Foreign Languages – French or Spanish in KS2

Pupils in Nursery and Reception follow the Early Years Foundation Stage Curriculum. Years 1 and 2 will be working on 'Key Stage 1' within the National Curriculum and those in Years 3, 4, 5 and 6 will continue and work through 'Key Stage 2' of the National Curriculum. Children are taught and have opportunities to learn in a range of ways – individually, in groups and as a whole class, as appropriate.

At all stages, children learn, practise and refine a wide range of skills in all their activities across the National Curriculum. These are described as key skills as they help learners to improve their learning throughout their education, as well as in later life.

### English

At Our Lady's we want our children to be able to speak fluently, read for both enjoyment and meaning as well as being able to write in any genre whether it be a letter of complaint or a beautiful poem.

### Mathematics

Our aim in Mathematics is that each child leaves our school with the skills to meet the demands of everyday life in the modern world. We want all children to use and apply their mathematical skills confidently, use mathematical language effectively and to be fluent mathematical thinkers.

We will achieve this by maximising speaking and listening opportunities, by giving the children time to investigate and by providing problem-solving situations. We want all children at Our Lady's to love Maths.

### Science

Our aim in Science is to give children practical experiences of scientific processes by allowing them to experiment and find solutions to questions about the world in which they live. We encourage children to understand the relevance of Science to their present lives and how discoveries made today may have implications on their futures.

Children develop scientific knowledge and conceptual understanding of the natural world, materials and physical processes.







We want children to experience the wonder of the scientific world and be excited by what they discover for themselves.

### **History**

We aim to stimulate our children's interest about the past, and therefore develop an understanding of the present in terms of what has gone before.

Through the study of History at Our Lady's, our children will learn:-

- A sense of chronology – the ability to place historical events on a timeline
- To develop a sense of identity and cultural understanding based on their historical heritage
- To value their own and other people's cultures
- To understand how events in the past have influenced their lives today
- To investigate past events and significant historical figures, developing skills of enquiry, analysis, interpretation and problem solving.

### **Geography**

We aim to stimulate our children's interest in their surroundings and develop their geographical skills through first-hand experience and geographical enquiry. Through the study of Geography, our children will learn: -

- About children's lives and futures around the world
- To understand the UK's geographical position in the world
- To become engaged with the global community
- How our identity is shaped by the geography that is all around us
- About the changes we experience in our community and the wider world
- About the physical and human aspects of the world we live in
- To make sense of their surroundings and the wider world.

### **Art**

Through high quality teaching and learning of Art, we aim to:

- Foster each child's creativity at an early stage through manipulation of different materials and tools, exploring in a playful and non-judgemental way. The children will then control and develop these skills using familiar media (pencil, paint and collage) to design and create their own pieces of artwork. The children will be encouraged to challenge, deepen and be adventurous with their developing skills.
- Provide each child with a 'creative journey' sketchbook for them to record their thoughts, experimentation and designs. This will develop their critical thinking allowing the children to evaluate their skills.
- Provide the opportunity for the children to study the work of artists/designers from both Britain and around the world so the children can be exposed to different cultures, techniques and themes. Artists' work will always be used to ignite and





influence the children's personal creativity. Each class in the school is named after an artist to enhance this.

### **Design and Technology**

Design and Technology (D and T) will:

- Develop the children's understanding of how technology has helped in the past, present and how it will change for us in the future.
- Provide opportunities for children to explore past and present designers/influencers and how their inventions/products have revolutionised the everyday life we live in.
- Allow the children to pose questions and solve problems both on an individual and group basis.
- Provide the children with the opportunity to design a product from different materials (be it wood, textiles or food), make a product and then evaluate the effectiveness. In all cases, the children will be shown how to use the specific tools correctly and safely.
- Encourage children to be able to use the collaborative and problem-solving skills developed in D and T to help them in everyday life.

### **Modern Foreign Languages (MFL)**

Our aim in MFL is to provide the children from Year 3 onwards with the language skills that our multicultural world demands. We want all children to be able to speak and write in another language with confidence and fluency. We will achieve this by providing speaking and listening opportunities during MFL lessons and through opportunities to respond to spoken and written language from a variety of authentic sources. We want all our children to discover a love and enjoyment of languages.

### **Music and the Arts**

Our aim is to make sure that every child at Our Lady's has a variety of musical experiences and leaves our school with an enthusiasm and love of music and the arts.

We encourage creativity within music lessons. Children have opportunities to compose their own music, collaboratively or independently, using instruments and their voices. We believe that music should help children to develop the skills to work together harmoniously.





As part of the music provision, children in Year 3 experience a programme called 'Wider Opportunities'. During this weekly session, a specialist music teacher visits and teaches the children:

- Ukulele
- Tin Whistle
- Samba Drums



All children have opportunities to perform in our programme of plays and performances that take place throughout the year.

### **Physical Education and Sport**

At Our Lady's, we believe that PE and Sport play an important role in providing our pupils with a lifelong, positive and healthy relationship with sport and fitness and the potential to change children's lives for the better. All children have a range of opportunities to be active in their PE lessons. In addition, all classes visit the Halo Swimming Pool for regular swimming lessons. The school uses its Sports Premium funding creatively to enhance the sporting and coaching activities across the school. We also welcome participation in competitive sports and take part in intra and inter- school sports within the county





## **Computing**

As computing is an increasing part of life today it is essential that all pupils gain the confidence and ability that they need in this subject to prepare them for the challenge of a rapidly developing and challenging technological world. Computing at Our Lady's will enhance and extend children's learning across the whole curriculum whilst developing motivation and social skills.

Our aim is to ensure that all pupils:

- Can design, write and debug programs that accomplish specific goals
- Use logical reasoning to explain how algorithms work and to detect and correct errors in algorithms and programs
- Use technology safely, respectfully and responsibly. We ensure that children are aware of the possible risks when using the internet by making e-safety a regular part of Computing lessons and through whole school assemblies and visits from outside agencies
- Can select, use and combine a variety of software on a range of digital devices to design and create a range of programs, systems and content.
- Understand computer networks, including the internet, and the opportunities they offer for communication and collaboration.

The learning environment should contribute to the development of these skills and we will always endeavour to provide access to suitable, up to date equipment and emerging technologies. Every classroom is equipped with an interactive touch screen and access to iPads and laptops.

## **Religious Education**

As a Catholic School, our faith forms the basis for all our Religious Education. Despite being in England, Hereford is in the Archdiocese of Cardiff so we follow the Religious Education curriculum accordingly. The RE curriculum also includes the teaching of other world faiths and allows our children to develop their knowledge, skills, sensitivity and understanding to be part of the local multi-faith community and the world.

## **Collective Worship and Assemblies**

As a Catholic School, the main themes are the Gospels and Christ's Virtues and Values and therefore are mainly taught through extracts from the Bible. The children gain an insight into how the Virtues and Values can be used to lead a Christian life. Compassion and Care, Grateful and Generous, being Active and Curious are but a few of them. Discussions about these influence our everyday attitudes and practices take place. The pupils also learn about the values of Democracy, Rule of Law, Respect and Tolerance and Individual Liberty.

The children learn traditional daily prayers in keeping with our Catholic faith.







Parents/carers and guests will be invited to share Assemblies at various times of the year, especially Advent and Lent. Assembly is central to the life of the school, and as such, is to be shared and valued by all members of the community.

### **Sacramental Preparation**

Children can take part in their journey of faith for the Sacraments of Reconciliation and First Holy Communion through our weekly after school sessions of preparation. These culminate in a wonderful celebration of the receiving of the Sacrament.



### **Personal Social Health Education and Relationships Education**

This area of the curriculum deals with health education, including diet, exercise, rest, life-style, self-image, relationships, keeping safe, dealing with bullying and personal, social and emotional development. This also incorporates RSE which is a statutory part of the curriculum and is taught age appropriately throughout the school, with sex education taught in year 5 and 6. This is also taught in line with the teachings of the Catholic Church.

Through PSHE, children also learn about citizenship and their place in society, their growing responsibility as citizens and as members of the global community, and their developing understanding of systems such as democracy. The school has a School Council through which the children learn about citizenship issues. Many aspects of PSHE are taught in an integrated way through other subjects, and through daily school routines, while some units are planned for separately.





## **Assessment**

Assessment is a vital part of the teachers' tasks in the classroom. They must continually assess each child's progress and achievement in order to plan the next stages in the development of the child's learning according to his/her needs.

The teacher will be assessing each child in a variety of ways:-

- observation of how the child is learning and undertaking tasks
- discussion with the child
- consideration of the child's work
- specific set tests and tasks used across the Year Group
- End of Key Stage Standard Assessment Tasks (Year 2 and Year 6)
- Optional Tasks and Tests (Years 3, 4, 5)
- Progress against targets in Literacy and Numeracy

We track children's progress from Baseline Assessment in their first 6 weeks in Reception through to the end of Key Stage 2 SATs. The children are encouraged to assess themselves and offer their own comments and observations on their learning, progress and achievement.

Parents will receive an annual report of their child's progress. Progress, effort and achievement are celebrated with each child, within the classroom and within the whole school community.

## **Extra-Curricular After School Clubs**

Teaching staff are very pleased to provide additional opportunities for the children to enjoy activities that might fall outside the usual curriculum or need to be given additional time. These clubs vary from half-term to half-term. There is no charge for these. In addition, some clubs are run by local sports/dance coaches, for which there may be a small charge.

## **Policies and Practices**

### **Attendance and Punctuality**

It is very important that your child is at school every day in order to make progress in their learning, to prepare for the next stage of their education and to reach their full potential.

All children are engaged in purposeful learning activities from the moment they enter the classroom. There is a benefit for each child in arriving as soon as gates are opened at 8.40 am. All children must be in school for 8.55 am, when the register is taken.





## Absence

Parents must notify the school if their child is absent for any reason. Please email the school with reasons for absence on the first and any subsequent days. You are also able to phone the school and leave a message before 9.00 am. If we do not receive a reason for absence, then 'unauthorised absence' is entered on the Register. We are required to account for every child's absence and late arrival so your co-operation is essential. Any child who is late for school must be signed in at the school office before proceeding to class. As part of our safeguarding procedures, there is a system of first day calling to all pupils who are absent but for whom no reason has been received.

If your child has a medical appointment during the school day, please inform the school in advance. Please provide an appointment card, hospital letter or other proof of the appointment. Your child may return to school following the appointment. Where possible please make appointments outside the school day. If your child is unwell or has an accident during the school day, we shall phone and ask you to collect them.

There are very few incidences that Headteachers or Governing Bodies can now approve term-time absences. Should you feel this is necessary, a request must be made in writing to the Headteacher. You will be notified of the decision outcome in writing.

Parents who do take leave in school time risk further action by the Local Authority, which may issue a Fixed Penalty Notice of £60 per child per parent.

**It is essential that we have at least two emergency contact phone numbers.  
Please ensure the school is kept informed of mobile number/email changes.**

## Behaviour

***"Pupils are happy and confident at Our Lady's RC Primary School. They have enquiring minds and enjoy learning. Bullying is extremely rare. Pupils know that there are always adults to talk to and that any problems are resolved straight away. Parents and carers appreciate how effectively the school address any concerns. They share their children's enthusiasm for the school."***

Ofsted 2022

Our emphasis is placed firmly on encouragement and praise for effort, achievement and good behaviour, with a reward system shared by the whole school. Good behaviour is a strength at our school.







Children are encouraged to take responsibility for their own actions and to understand that there may be consequences if they do not. The children are reminded of expectations in all areas of school life - in the classroom, around the school, in the playground and in assembly.

### **Breakfast and After School Clubs**

We operate a breakfast and after school club on site for children aged 3 -11 years. Breakfast club starts at 7.45 am each morning and after school club operates from the end of the school day until 5.15 pm. Parents must book a place for their child. Spaces are limited so early booking is recommended.

Please speak to a member of the office staff to enquire about places, costs and availability.

### **Charges for activities and trips**

Under the 1988 Education Act, all schools are required to produce a written statement outlining their policy for charging parents/carers for school-based and school organised activities.

While schools cannot charge parents/carers for visits taking place mainly in school hours, we invite parents/carers to make a voluntary contribution towards the cost of any outing in which their child is included in order to cover the cost.

Families who receive Income Support or Family Credit, or who are experiencing financial difficulties should contact the Headteacher in strictest confidence. No child will be excluded from a visit or outing if his/her parents/carers have chosen not to make a contribution.

However, if, by the given date, we have not received sufficient contributions, we shall cancel the visit and refund all monies. This policy will be revised annually. We shall of course keep parents/carers informed of any changes.





## Communication

The school's **website** ([www.our-ladys.hereford.sch.uk](http://www.our-ladys.hereford.sch.uk)) is used as the main vehicle of communication. There is a wealth of information on there.

**Headteacher Newsletter:** this is fortnightly and is sent through a text/email link to all parents. It will then appear on the website.

**Seesaw:** this is the platform for each teacher to communicate with class pupils and parents directly.

**Facebook:** this is our way of showing you what your child is doing each day.

## Concerns

We hope that by having a member of the Senior Leadership Team at the gate each day and with the many varied ways of communicating together, any concerns from parents can be discussed with transparency and honesty to reach a positive and swift resolution.

Problems can occasionally arise over friendships between children at school. Whilst we appreciate that parents will be naturally protective of their own child, we would ask that all adults remain calm when resolving issues. It is not acceptable for a parent to approach someone else's child in an attempt to resolve a dispute. The recommended way of approaching any concerns you might have is to speak to the class teacher or the staff members at the gate. Your concerns will be taken seriously and steps will be taken to reach a solution.

Parents and carers have a positive and invaluable role to play in the education of their children. We wish to encourage and promote a genuine exchange of views and information and a climate of mutual support with the individual child firmly at the centre of our joint endeavours.

## Drop off and collection

Parents of children in Nursery and Reception are welcome on the school site to drop of their child. Parents of Reception children are asked to leave them at the gate as soon as they show signs of becoming independent. This can be helped by older peers and we usually find that by half-term in October, the children are very happy to come in on their own.

**Safety for all children is at the heart of dropping off and collecting your child.**

Entry and collection for all children (nursery and school) is either via the gate in the car park of Our Lady's Church or on Walnut Tree Avenue. Boycott Road is not the usual entrance to the nursery or the school. If you bring your child to school by car, we would ask that you respect the school's neighbours. Please do not park on the 'zig zag' lines.





Disabled parents/carers may occasionally use the disabled car parking space if this has been agreed by the Headteacher in advance.

### **Free School Meal entitlement**

Parents in receipt of benefits may find their child is entitled to free school meals. Please enquire at the School Office for further information. If this is an entitlement but your child does not want the school meal, please do register as the school attracts extra funding for books and resources for each child that takes up a free meal. It is important that families eligible for FSM notify the school so that our admin team can make enquiries. This is all in confidence.

### **Hair Styles**

Our aim is that children are smart and comfortable. Long hair should be tied back or clipped off the face for practical and safety reasons. Hair ribbons and slides are best kept to a minimum and should reflect the school uniform colours.

### **Health and Safety**

The children are taught about various aspects of safety on a regular basis and are encouraged to take responsibility for their own safety. The school seeks opportunities for children to learn about aspects of safety including pedestrian safety and cycling/scooter training from 'experts'.

Fire Drills take place at least once a term, every term. This gives the children, staff and community users the opportunity to practise leaving the school building in a safe, orderly way in the event of an emergency.

### **Homework**

This begins in Reception and asks that parents go through phonic patterns, support with learning words by going through their child's daily reading book. Parents are also asked to share the reading of a story/non-fiction book with their child.

There is much research into the great impact daily reading and sharing books at home can have on a child's reading progress and in fact – their future success at school.

We hope that parents/carers will encourage their child to complete any other homework tasks that teachers provide. Class teachers are always willing to discuss ways in which parents/carers might help their children.

### **Jewellery**

Children may only wear stud earrings if they have pierced ears. Children may also wear a watch. Wearing jewellery of any kind can be dangerous for your child because the jewellery may get caught or accidentally pulled which can cause a painful and unpleasant accident. Children are not permitted to wear makeup or nail varnish.





### **School lunches**

These are provided by Alliance in Partnership and are delivered to the school. Meals provided are well balanced and nutritious. You can view the menu on ParentPay. The school operates a cashless system, which means that all money must be paid by Parent Pay, the online payment scheme.

Children may bring a packed lunch in a lunch box/bag. This needs to be clearly labelled with the child's name and class. We encourage a healthy and balanced lunch including fruit and other healthy snacks with sweet snacks kept to a minimum. **Nuts or nut products are not allowed.** This includes using peanut butter and Nutella in sandwiches.

All children must bring a clearly marked drinks bottle containing water. Juices are not permitted as it has been proven that drinking juices throughout the day can cause tooth decay.

Our school takes part in the government's National School Fruit & Vegetable Scheme. This means that every EYFS and Key Stage 1 child is offered a piece of fruit or vegetable each day to be eaten at morning playtime.

### **Medicines**

Should your child need to have medicines or inhalers administered during the school day, please call at the office, complete our medical form and leave the medicine with the office staff. Please collect the medicine yourself at the end of the day and do not ask your child to do so. We will NOT administer any medication, which has not been prescribed by a GP.

If your child is asthmatic or has any other medical need, the school should be informed in writing in the Medical Information section of the Admission Form so that staff have the necessary information. In the case of asthma, your child must keep an inhaler at school at all times and this must also be indicated on our Admission and Contact (medical) form so that we have as much information as possible on file. Information will be treated as confidential.

### **Parents support for learning**

We recognise that parents are a child's first and most significant teachers. We are very committed to the benefits of home and school working together. These are just some of the ways you can support your child's learning at home:

Parents can become involved in their child's education by:

- sharing your child's reading books daily
- supporting all home learning opportunities given by the teacher
- attending Parent-Teacher meetings to discuss progress and development
- attending meetings and workshops
- attending class assemblies and performances





- joining the school's Parent Teacher and Friends Association (PTFA) to support the school with fundraising and arranging fun events for children and their families

### **Parent Teacher Meetings**

If any parent has concerns, staff are always happy to discuss these as and when they occur. No parent should wait for a formal meeting. These take place three times during the year.

Autumn Term - midway	Pupil Development and Progress meeting
End Spring Term	This is when you will receive your child's Annual Report which is followed by an opportunity to discuss its contents.
End Summer Term	There is an 'optional' meeting when parents need only attend if there are matters they wish to discuss.

It is important for all parents/carers to know who to contact should they have any concerns or information that they wish to pass on.

### **Safeguarding**

We provide a safe, caring, positive and stimulating environment that promotes the learning and care of all, alongside the social, physical, emotional and moral development of the individual child.

Safeguarding is the responsibility of all and therefore all staff know the policies and procedures related to safeguarding. Our prime concern is always the well-being of our pupils. Every school is required to have a Designated Lead for Safeguarding and at Our Lady's this is the Headteacher, Mrs Kathy Weston. Mrs Rachel Bryan is the Deputy Designated Safeguarding Leader.

We wish to work with parents and carers to ensure the best possible care for children, but this may occasionally require situations where we have a cause for concern to be referred to Social Care. All policies related to Safeguarding, including Online Safety are available on our website.

### **Uniform**

Our school has a long-standing reputation of children looking very smart which we feel develops a strong sense of belonging and pride. Having chosen our school, I am sure you will co-operate with this view and support our school uniform dress code and high expectations.

#### **Winter uniform (Autumn and Spring terms)**

Grey trousers, white shirt, school tie, V-neck royal school sweatshirt, grey socks and black shoes.





Grey trousers, pinafore or skirt, white shirt, school tie, V-neck royal school cardigan or sweatshirt, white socks or grey tights and black shoes.

### **Summer uniform (Summer Term)**

Grey shorts (Years Rec to 4), gold school polo shirt, grey socks, black shoes.

Grey trousers (Year 5 and 6), as above.

Blue and white check gingham dress or blue and white check gingham culottes, school royal cardigan, white socks, black shoes.

### **PE Kit**

Black shorts

Black/blue plain jogging trousers (Winter only)

White round neck t-shirt – with Our Lady's badge looks good

Sweat-shirt

Black pumps or trainers

Reception and KS1 – PE kit should be left at school for children to change.

KS2 – PE kit is worn on the appropriate day (for changing privacy purposes).

Please ensure that your child's clothing has his/her name in ALL items.

### **Visits and Performances**

At Our Lady's, we know the great benefits that educational visits and performance opportunities have on all children. They enrich each child through experiences and can have a profound effect on self-esteem and mental health. We are therefore proud to offer a wide range of experiences outside the classroom. All classes have a planned timetable of trips and performances that take place throughout the year. In Years 5 and 6, all children are encouraged to take part in the residential trips on offer.

Details of trips for each year group can be found on the website Class Pages.

Payments for all trips are made through ParentPay on the school's website. Parents are welcome to make regular instalments to spread the costs.





## Applying for a School place

Children born between 1st September 2019 and 31st August 2020 are due to start in reception class at a primary school in September 2022.

Applications for a reception class place for your child must be made to the Local Authority by 15<sup>th</sup> January in the year your child will start school. This applies even if they attend a school nursery or have an older brother or sister at Our Lady's. A supplementary form for those of the Catholic faith can be obtained from the school office.

All applications must be made online at:

<https://www.herefordshire.gov.uk/schools-education/primary-school-admissions/3>

[Primary school admissions – Herefordshire Council](#)

### How to apply

The brochure Herefordshire Council Primary Admissions Guidance should tell you all you need to know. Please follow the link:

[Information for parents admission to primary school for 2024 \(herefordshire.gov.uk\)](#)

### Applying for an In-Year Admission

'In-year admissions' is the term used when a child is looking for a school place during the academic year.

You can make an application for an in-year admission when:

- you want your child to move from one school to another within the same year group.

### Complaints Procedure

The relationships we build with parents and carers are based on mutual respect and tend to be very positive. This means that concerns on either side are more easily managed without the need for matters to be raised to the level of a 'formal complaint'.

We accept that sometimes this might not be the case and if any parent feels the need to raise a matter in a more formal way, the school's Complaints Policy should be followed.

This can be found on the school's website.







### **Final note**

Part of the school's ethos is that close contact between the parents/carers and the Headteacher is vital to a positive education for your child.

You will find her and another member of staff at each gate at the start and end of the day to greet all children and to be available for parents for daily communication. If at any time, parents wish to hold a more confidential or private conversation, please do not hesitate to contact the school office through email or phone so that this can be arranged. The school office is open between 8.30 am and 3.30 pm.

Our Lady's Catholic Primary School  
Boycott Road  
HEREFORD  
HR2 7RN

Telephone: 01432 274814

School email address: [admin@our-ladys.hereford.sch.uk](mailto:admin@our-ladys.hereford.sch.uk)

Website: <https://www.our-ladys.hereford.sch.uk/>

Chair of Governors: Mr Mark Slane

Headteacher: Mrs Kathy Weston

September 2023

