

English Martyrs' RC Primary School



School Prospectus

English Martyrs' RC Primary



Welcome to English Martyrs' RC Primary School. The purpose of this booklet is to provide you with some general information about our school which we hope will be useful to you and help to make your child's stay with us happy and fulfilling. English Martyrs' School is a Catholic primary day school for boys and girls for all abilities from 4 to 11 years of age. The school also has a nursery class for children of 3 to 4 years of age.



English Martyrs' School Day

Nursery	8.45-11.45am Morning Session	12.15-3.15pm Afternoon Session
KS1	8.55-10.30am 10.45am-12.00	1.00-2.15pm 2.30-3.15pm
KS2	8.55-10.30am 10.45am-12.00	1.00-3.20pm

Registers are closed at 9.15am. Key Stage Liturgies are held weekly with a Class Liturgy held on a Thursday. The teaching day for infant pupils is 4 hours 25 minutes. The teaching day for junior pupils is 4 hours 55 minutes. English Martyrs' School is a Roman Catholic Voluntary Aided primary school situated in the middle of a residential estate on the North side of Sunderland serving the parish of St. Hilda's. There is a very strong Catholic ethos throughout the whole school community. The majority of pupils live in the local area, but a small proportion travel in from outside the local area. The school is becoming increasingly popular which means that pupils from further away are showing an interest in attending our school. We aim to provide a safe, happy and responsible environment in which children can learn, enjoy and be valued as a unique individual. A shared responsibility between the school and home is key to ensuring your child's time at our school is a positive experience. We want all of our children to feel welcomed, happy and fulfilled. We recognise that all children are different and that these differences create opportunities for adults and children alike to learn more about ourselves and each other.

We currently have 224 pupils on roll and Our School Organisation is as follows:

Headteacher	1
Deputy Headteacher	1
Assistant Headteacher	1
Class Teachers	9
Nursery Nurses	2
Teaching Assistants	7
Intervention Teaching Assistants	2
Site Supervisor	1
School Administrator	1
Lunchtime Supervisors	6
Cleaning Staff	3
Kitchen Staff	3

After School Clubs at English Martyrs' School

English Martyrs' RC Primary School After School clubs						
Day	Time	Activity	Person/s Responsible	Year Groups	Location	Number of Places
Monday	3.20 – 4.15pm	Y6 Homework (Maths)	C. Taylor A.Pescod K. Foster	Y6	Y6 Classroom	29
	3.20 – 4.15pm	Multi Sports	NE Sports	Rec, Y1,2	Lower Hall	20
	3.20 – 4.15pm	Computer	M. Bowmaker	Y3,4,5,6	ICT Suite	15
Tuesday	3.20 – 4.15pm	Football Team	NE Sports	Y5,6	Outside/ Lower Hall	20
	3.20 – 4.15pm	Eco Warriors/Craft	K. Clarke	Y1,2,3,4,	Outside/ Community Room	15
	3.20 – 4.15pm	Art Club	S. Stennett	Y1,2,3	Y2 Classroom	15
Wednesday	3.20 – 4.15pm	Football	NE Sports	Y3,4,5,6	Outside Lower Hall	20
	3.20 – 4.15pm	Military Boot Camp	Keep Kids Active	Y3,4,5,6	Outside	25
Thursday	3.20 – 4.15pm	Y5 Homework (Maths)	A Stronach A Watson L Footes	Y5	Y5 Classroom	22
	3.20 – 4.15pm	Y6 Homework (Literacy)	H. Hughes P. Cornell D. Alderson	Y6	Y6 Classroom	29

Breakfast Club



Our Breakfast Club Our Breakfast Club runs every morning from 8am. Providing pupils with a nutritious breakfast followed by a fun fitness session with our specialist sports coach. We charge £1 per child per day and you are welcome to drop in any time. We welcome all year groups from Reception to Year 6.

Music Lessons



Music Lessons Our Pupils are encouraged to learn how to play a musical instrument and we have wonderful specialist teachers who come into school each week to teach the Violin, Flute, Clarinet, Drums and Chalumeau.

Sport at English Martyrs'



We have a KS2 football team (open to both boys and girls) who participate in the Sunderland Primary league. We have taken part in many competitions and tournaments including: Tennis, Kwik Cricket, Rugby, Skipping. Our Year 3, Year 4 and Year 5 pupils have the opportunity to learn to swim at the Aquatic Centre (rotated each term)

SAFEGUARDING RESPONSIBILITIES

The following personnel are responsible for matters related to Child Protection:

Designated Person: Mrs P. Cornell

Nominated Deputies: Mrs A. Pescod and Mrs H. Hughes

Governors with Safeguarding Responsibility: Mrs D. Minnican

CHILD PROTECTION

Parents should be aware that the school would take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff follow SSCB procedures and inform social care of their concern

SPECIAL EDUCATIONAL NEEDS

Children who have an Educational Health Care Plan have their Plan reviewed annually with all parties involved.

We recognise that children with special needs are more vulnerable to abuse and exploitation.

MEDICINES IN SCHOOL

In order to keep all children safe we ask you not to send medicines or tablets to school. Prescribed medication can be administered in line with the school's Policy for Administering Medicines. Further information is available from the school.

HEALTH AND WELFARE

It is VITALLY IMPORTANT that you provide us with up to date Emergency Contact Numbers for all children so that we can contact someone should your child fall ill or have an accident in school. Staff are trained to deal with first aid and all accidents are recorded in school.

If your child has Asthma, it is important that you provide us with an in-date inhaler marked with your child's name. Inhalers will be kept in an appropriate place in the classroom and will be available to use whenever required. It is the responsibility of parents to ensure that the inhaler is fully charged and functioning properly.

SCHOOL ATTENDANCE

If your child is sick or away from school for any reason, please ring, text or write to let us know at once. This is very important, as the school is legally required to report reasons for absence. If you need to take your child out during the day, it is very important that you:

- ◆ Let us know in advance
- ◆ Collect your child from the main reception as children cannot be allowed to meet you off school property.
- ◆ Sign the Authorised Absence Register



PUNCTUALITY

If you are very occasionally unavoidably late, don't worry—we would always rather children came to school late than not at all. However, if your child was frequently late we would contact you to see if there was a specific problem with which we could help. Registration time is a vital part of the day when the days plans are shared and explained missing this session disadvantages children and can also be disruptive to the teacher and other children.



ARRANGEMENTS FOR LUNCH IN SCHOOL

Dinner money is collected on Monday morning. Please put it in a sealed envelope with the name of your child, their class and any other details. (Should you wish to change arrangements, please let us know two weeks in advance. Some of our children bring a packed lunch. Please note that we do not have refrigerated storage for packed lunches and ask that you bear this in mind when considering options. We encourage pupils to bring a healthy packed lunch including a piece of fruit.

All Reception and Key Stage One pupils are entitled to a free school meal. Some families will be eligible to receive free school meals. (The office can advise you how to apply if you think you are eligible or you can apply on line at the Sunderland City website— choose Apply for It).



ANTI-BULLYING POLICY

Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable. We aim, as a school, to produce a safe and secure environment where all can learn without anxiety. This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.

HOMEWORK

We have a Homework Policy in order to develop an effective partnership between school and home and to encourage our pupils to develop the confidence and self-discipline needed to study on their own. Homework is given on a regular basis and each child has a homework diary in which parents, children and teachers can record their observations and suggestions. Homework/study support clubs are available for Year 5 and Year 6 pupils.

ASSESSMENT AND REPORTING TO PARENTS

Assessment is an ongoing process throughout your child's schooling as it is a vital tool for teachers when planning the school curriculum.

More formal assessments occur at the end of each academic year with the following statutory tests being carried out:

EYFS	Reception
Phonics	Year 1
End of Key stage 1 SAT's	Year 2
End of Key Stage 2 SAT's	Year 6

Each term we hold a series of Parents Evenings providing you with the opportunity to discuss your child's progress. Parents are involved in target setting for their child and are warmly welcomed to our curriculum celebration days.

COMPLAINTS POLICY

We hope to be able to resolve any complaint parents might have. In the first instance, complaints should normally be made to the Headteacher, and in most cases we find that complaints can be dealt with successfully at this informal level. If the complaint remains unresolved, parents may approach the Governing Body. Full details of the process are available from the Headteacher.

ACCESS TO DOCUMENTS

Documents required to be available are kept by the Governors and Headteacher and are available upon request:

- ◆ Any Statutory Instruments (including those for national curriculum subjects),
 - ◆ Circulars and administrative memoranda relating to powers and duties under the 'Curriculum'
 - ◆ Section of the Education Reform Act.
 - ◆ Any published HMI or Ofsted Reports.
 - ◆ Any schemes of work currently used by teachers in the school.
- A full copy of the curriculum complaints procedure.

CHARGING POLICY

All education during school hours is free and we do not charge for any activity undertaken as part of the National Curriculum.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school will invite parents to contribute to the cost of the trip. These contributions are voluntary, however, if insufficient contributions are received, we have the right to cancel any trip and will make this clear to parents from the outset. Any trip may include children whose parents have been unwilling or unable to make any contribution. These children will not be treated differently from any others and will never be excluded from a trip on that basis. The school has a transport budget which covers the cost of educational visits each financial year. This budget is divided equally amongst year groups. Once this funding has been used, voluntary contributions are essential in order to continue to provide educational visits.

Free School Meals

Pupils in receipt of free school meals are entitled to a free packed lunch should any trip be organised during the school day that crosses lunchtime. Parents of pupils who qualify for free school meals must register their claim at the Awards Section before the school is able to provide free meals. (Further information is available from the School Office) All Reception, Year 1 and Year 2 children are offered a free school meal through the Government's Universal Free School Meals initiative.

Swimming

We organise weekly swimming lessons for Key Stage 2 pupils in Years 3, Year 4 and Year 5 (rotated each term) at the Aquatic Centre. As this is part of the curriculum, there is no charge for this activity. Parents must give written permission and are informed of the session dates each term.

Books and Materials

We do not charge for books or materials except where parents have indicated that they wish to purchase the product.

Music Lessons

We provide pupils with music lessons for which there is currently a nominal charge of £1 per Week.

After School Clubs

We presently charge £1 per session for our after school clubs which is payable in advance. We do not charge for Homework Clubs.

Residential Activities

We will charge for any residential activities which include board and lodgings.

Fund Raising

We occasionally raise money for school funds by organising various events and this helps to fund outings and buy equipment and materials.

School Admission Policy 2017-2018

This Admissions Policy has been formally adopted by the Governing Body of English Martyrs' RC Primary School. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions arrangements.

The Published Admission Number (PAN) for the school is 30.
English Martyrs' RC Primary School serves the parish of St. Hilda's, Sunderland.
The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Sunderland City Council's common application form (CAF). All forms must be returned by the closing date set by Sunderland City Council.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Children with a Statement of Special Educational Needs

Children who have a Statement of Special Educational Need which names our school will be admitted to the school.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2017.

1. Catholic looked after and previously looked after children (see notes 2, 3)
2. Catholic children who are resident in the parish of St Hilda's and English Martyrs' (see note 4)
3. Other Catholic children (see note 4)
4. Looked after and previously looked after children (see notes 2&3)
5. Catechumens and members of an Eastern Christian Church (see notes 5&6)
6. Children of other Christian denominations (see note 7)
7. Children of other faiths (see note 8)
8. Any other children

Tie Breaker

Where there are places available for some, but not all applicants within a particular criterion priority will be given to children living closest to the school determined by the shortest distance. Distance from home to school when measured by the shortest walking route will be the deciding factor. Measurements will be calculated using the Local Authority's Geographical Information System, (GIS.)

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out in a public place and supervised by a person independent of the school.

NOTES AND DEFINITIONS

1. An **Education, Health and Care Plan** is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child. A **Statement of Special Educational Needs** is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child.

2. A **looked after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.

A **child arrangements order** is an order outlining the arrangements as to the person with whom the child will live under the provisions of section 14 of the Children and Families Act 2014.

A **special guardianship order** is an order appointing one or more individuals to be a child's special guardian or guardians.

3. A **previously looked after child** is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.
4. **Catholic** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. Those who have difficulty obtaining written evidence of baptism or reception should contact their parish priest who, after consulting with the Diocese, will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
5. **Catechumen** means a member of the catechumenate of a Catholic Church and is a person who is receiving instruction in preparation for baptism. This must be evidenced by a certificate of reception into the order of catechumens.
6. **Eastern Christian Church** includes Orthodox Churches, and must be evidenced by a certificate of baptism or reception from the authorities of that Church. Those who have difficulty obtaining written evidence of baptism or reception should contact the Diocese who will decide how the question of baptism or reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

7. **Children of other Christian denominations** means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church. Applicants must provide a baptismal certificate or where child baptism is not practised, a letter confirming their church membership from their minister or faith leader.

8. **Children of other faiths** means children who are members of a religious community that does not fall within the definitions above. Applicants must provide a letter of support to confirm their faith membership from their minister or faith leader.

9. **Home address** is the primary parental address which will be used in applying the admission criteria. This means that, when stating the choice of school, the parental address at the time of application should be given. The address of childminders or other family members who may share in the care of the child must not be used as the home address. Documentary evidence may be requested.

10. **Brother or sister** means a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

11. **Parent** means all natural parents, any person who is not a parent but has parental responsibility for the child, or who has care of the child (having care of a child means that the child lives with and is looked after by that person).

This policy should be read in conjunction with the local authority's admission guidance for parents.

SCHOOL UNIFORM

UNIFORM

Girls

- ◆ Red sweatshirt
- ◆ White polo shirt
- ◆ Grey skirt, pinafore or school trousers
- ◆ Black school shoes

Boys

- ◆ Red sweatshirt
- ◆ White polo shirt
- ◆ Grey school trousers
- ◆ Black school shoes

PE Kit

Red t-shirt black shorts black gym shoes

