



# St Finbar's

## Catholic Primary School & Nursery



Prospectus  
2014/15

# Our Governors

**Chair of Governors:**

Mrs A. Williams

**Governors:**

Rev. Father J Southworth	Vice Chair
Mrs J P Conley	Headteacher
Mrs E Carney	Foundation
Mrs H McKie	Foundation
Mrs A Roberts	Foundation
Miss A McCormack	Foundation
Mrs M. Quayle	Foundation
Mrs C Flynn	Elected – Teacher
Vacancy	Parent Governor
Mr T Brown	Clerk to Governors

# Our Staff

**Headteacher: Mrs J P Conley**

## Teaching Staff:

Mrs J. Conley	Headteacher
Mrs C Harkness	Deputy Headteacher
Miss J Melia	Year 6 Teacher
Mrs C. Flynn	Year 5 Teacher
Miss L Haresnape	Year 4 Teacher
Mrs C. Makin	Year 3 Teacher
Miss C. Johnson	Year 2 Teacher
Miss J Connor	Year 1 Teacher
Mrs S McKenna	EYFS Lead

## Support Staff:

Mrs S Barrett Mrs S Edwards	Nursery Nurses
Mr J. Fretwell Mrs S LaHive Mrs A Hartley Ms D Rosario Mr C Millington Mrs E Carney	Learning Support Assistants
Mrs M Kelly Mr S Conning Mrs C Shaw Mrs P Dudley Mrs J Monaghan	Administrative Officer Site Manager Learning Mentor Admin/Pupil Support
Mrs P McCormack Mrs P Spruin - also Learning Support Assistants as above	Lunchtime Support Staff
Mrs M Rusk Mrs P Spruin Mrs S McCoy Mrs S. Jones	Cleaning Staff
Mrs R Slater	Educational Welfare Officer



## Aims of the School

We aim to provide education which fosters the self-esteem and autonomy of each individual and which encourages him or her to benefit society in general so that both may be enriched and enhanced.

Our Catholic ethos underpins all that we are and do.



To help achieve this we must:

- △ Offer and promote high standards of teaching and learning that reflect the needs of our children now and their full participation in society in the future
- △ Help pupils to develop lively and enquiring minds and the ability to discuss rationally
- △ Help pupils to apply themselves to tasks; to develop the qualities of flexibility, perseverance and reliability; the skills to plan and make decisions and to reflect
- △ Help children to enjoy their learning and to acquire skills and understanding for adult life in the modern world
- △ Help children to communicate effectively
- △ Help children develop self-respect and respect for others in our cultural and ethnically diverse society
- △ Help pupils to see themselves as individuals within an interdependent society and to accept the duties and responsibilities for being part of the wider world
- △ Help children towards an emotional and spiritual awareness and maturity





**We are a safety-aware community.**

- all in our school should  
expect to be treated  
with respect

All should be vigilant and  
confident to report any concerns  
to the Headteacher or  
Child Protection co-ordinator.

**Safeguarding Concerns:**

Headteacher: Mrs J Conley

Deputy Headteacher: Mrs C Harkness

Our school is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

The school ensures children learn in a safe, caring and enriching environment. Children are taught how to keep themselves safe, to develop positive and healthy relationships, how to avoid situations where they might be at risk including by being exploited.

The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children's services. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances the school will be able to inform the parents/carers of its need to make a referral. However, sometimes the school is advised by children's services or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.

The school will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the child and family.

**Our ultimate concern is with the welfare of the individual child.** In general, if the school is concerned about a child, the family will be contacted and the situation discussed. However, in extreme cases the local authority guidelines are followed and relevant agencies alerted without parental involvement.

## Criteria for Admission

All children of school age are admitted to the school at the beginning of the Autumn term.

Admission to St Finbar's will be decided by the Governing Body of the school which has agreed upon the following order of priorities for admission.

1. Baptised Catholic looked after children.
2. Baptised Catholic children living in the Parish of Our Lady of Mount Carmel and the former Parish of St Finbar.
3. Baptised Catholic children who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
4. Baptised Catholic children living in other Catholic parishes.
5. Looked after children who are other than Catholic.
6. Children who are other than Catholic who have a brother or a sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters or children of the parent/carer's partner, and in every case who are living at the same address and are part of the same family unit.
7. Children from other Christian denominations. Proof of Baptism in the form of a Baptismal Certificate or confirmation in writing that the applicant is a member of their Faith community from an appropriate Minister of Religion is required.
8. Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.
9. Children whose parents express a preference for a place at the school.

## ARRANGEMENTS FOR ADMISSION

Parents of prospective pupils are invited to visit school, and nursery-aged children are welcome to spend some time in the Nursery with a parent in order to become comfortable with their surroundings.

Admission application forms are available from the school office. We also require sight of a birth certificate and baptismal details.

The Local Authority (LA) will also require completion of their own application form.



## OUR NURSERY

(Nursery and Reception children work within our Early Years Foundation Unit)

Our well-equipped educational Nursery caters for up to 26 children each session. Children may enter Nursery from the age of 3 years and they follow an active, structured day.

It is advisable to complete application forms, to reserve a Nursery place, well in advance.

Please note that all general school rules and routines also apply to Nursery children.

Sessions are currently available morning or afternoon - each provision to remain over lunchtime with a total of  $16\frac{1}{4}$  hours (morning) and 15hrs 50 mins (afternoon).

Any other flexible attendance to be discussed with Headteacher.

Full time attendance is available through local authority application in special circumstances.





## CONTACT WITH THE HEADTEACHER & STAFF

- Parents wishing to meet formally with staff should do so through the Headteacher so that a mutually agreed time is set and staff time with pupils is not interrupted. Similarly, appointments can be made at the school office, or by telephone, to meet with the Headteacher
- Teachers are often available at the start of the day for informal discussion e.g. to pass on information
- If you are confused or unhappy about any incidents in school the Headteacher will welcome a meeting in order to clarify events and/or provide support
- In line with LA policies, Governors will not tolerate any staff being exposed to any form of aggressive or threatening behaviour. Staff are instructed not to continue conversation in such circumstances. The Headteacher and Governors will follow up as appropriate.
- Everyday queries can often be made by telephone to the school office through our Admin staff
- Lunch or trip payments can be made at the Reception desk



## CONTACT ARRANGEMENTS



- Contact forms are completed each year, indicating parents' home and work telephone numbers – or those of other significant family or friends. It is essential that we have named contacts in case of sickness or emergency.
- *It is the responsibility of parents to inform us when telephone numbers or chosen contacts change.*

## THE SCHOOL DAY



School begins at 8.55 a.m. for Infants (KS1) and Juniors (KS2)

School ends at 3.15 for both KS1 and KS2

The school cannot accept responsibility for the supervision of pupils before 8.45 a.m. We ask parents to ensure that children arrive promptly so that they can be in their class at the beginning of each session. Children are not normally allowed into school before 8.55 a.m. except during bad weather when doors will be opened from 8.45 a.m.

All children have a short break each morning; this provides an opportunity to relax from studies and visit toilets - thus avoiding disruption in lessons. Infant children also have an afternoon break.

## BREAKFAST CLUB

The school runs a Breakfast Club from 8.00 a.m. to 8.40 a.m. each day. It is run on a "café" basis - no need to book just turn up! Currently breakfast is FREE.



## COLLECTION AND DELIVERY OF CHILDREN

It is the responsibility of parents to ensure that children are delivered safely to school. For safety reasons we insist that all Nursery and Infant children are collected from school by a known adult. It is important for staff, and the comfort of your child that you contact us if you are delayed. Nursery and infant children may only be collected by older brothers or sisters in special circumstances - following a parental request and not on a regular basis.

Forms indicating adults who have permission to collect children are completed each year.



Any changes in collection routines should be explained to the class teacher or to the office staff in advance as we cannot, under any circumstances, hand a child over to a stranger.

It is the responsibility of parents to tell us of any changes.

## Extra Curricular Activities

- After school care is provided by a link we have made with St John's After School club. Children can be collected daily from the school office. Application forms and cost information is available from the Admin Officer.
- Various after school clubs are run across and during the year catering for all age groups.

We provide activities such as:

- Netball, football, tag-rugby, multi-skills, dance, judo, cookery and art and games clubs



The majority of these activities are free to children.

## ATTENDANCE AND PUNCTUALITY

Regular attendance is essential for children to make progress in school and it is the legal duty of parents to ensure that absence occurs only for authorised reasons such as illness, medical or other essential appointments.



The Headteacher is empowered to grant up to 10 days absence in any academic year for the purpose of a family holiday. Parents should carefully consider the possible effects of such an absence and must make application to the school in writing. Under some circumstances the Headteacher will not authorise such leave e.g. for Y6 pupils prior to SATs.

**Medical Appointments** – dentist/doctor/hospital appointments will be given an **authorised absence** mark.

In all cases a written note, telephone call or personal visit is required to explain reasons for non-attendance.

Failure to inform the school of absence will result in an “unauthorised” absence being recorded. In such circumstances the school is obliged to notify the Educational Welfare Officer who will write or visit the family.

**Persistent lateness** applies to only a minority but it is noted by the school. It provides an unsettling start to the day, is bad manners and poor training for the future; it is disruptive to other pupils and to school routines.



## MONITORING ATTENDANCE & PUNCTUALITY

The school works very closely with our Educational Welfare Officer (EWO). The following actions will assist parents to focus on the importance of both attendance and punctuality:

- **First Day Response** – Our Learning Mentor follows up all daily absences which are not reported to us. She telephones or visits daily if this is necessary. Please let us know the reason for each absence so that she does not need to contact you
- Attendance print-outs sent to individual parents and to whole classes, to illustrate attendance patterns
- Letters and visits from the EWO
- Parental interviews (with the Headteacher)
- Local Authority (LA) prosecution – in extreme cases.

# ATTENDANCE, PUNCTUALITY AND MERIT AWARDS

## Weekly Awards:

Merit awards, stickers and badges are awarded weekly at Friday afternoon assemblies for both KS1 and KS2 children. Staff and children value this opportunity to recognise both effort and caring social behaviour.

Individual certificates to recognise both attendance and punctuality are awarded each half term.

Three prizes per class are annually awarded to KS1 and KS2 children for academic effort and KS1 and KS2 pupils with full attendance for the year also receive an award. However we acknowledge that it is important to strike a balance between encouraging attendance and making genuinely sick children anxious about staying off school.

A pamphlet on the school's Attendance and Registration policy is available on request from the Admin Officer – Mrs Kelly.



## School Terms and Holidays

– can be found at the back of this booklet.

## School Health Service

School Health Practitioners are qualified nurses with a wide experience in child health. Working within a multidisciplinary team, they look after the healthy and wellbeing of all school age children and support children with special needs.

Support is provided in school, the community, health centres and family homes.



Our school health team work closely with all of the following people:

- Family and hospital doctors
- Health Visitors
- Teachers

- Hospitals
- Hearing and eye clinics
- Speech therapy
- Education Welfare Officers.
- Children's Mental Healthcare Team
- Safeguarding Children's Team

If you have any queries or concerns that you wish to refer to our assigned person (school nurse) then please contact the school office.

## UNIFORM for RECEPTION, KEY STAGE 1 AND KEY STAGE 2

GIRLS	BOYS
<b>Winter</b>	<b>Winter</b>
Grey skirt or tunic White blouse Grey pullover or cardigan Blue & silver tie White socks School shoes (not high heels)	Grey trousers (short or long) White or blue shirt Grey pullover Blue & silver tie Grey socks School-type shoes
<b>Summer</b>	<b>Summer</b>
Plain buttoned polo shirt with school logo <i>or</i> Blue & white check dress	Plain buttoned polo shirt with school logo and school trousers.

## PE KITS

All children are expected to wear:

- plain navy shorts
- white, round-necked tee-shirt (these are available with or without the school logo from Fitwell Schoolwear)
- black or white pumps

Shirts are provided for school teams.

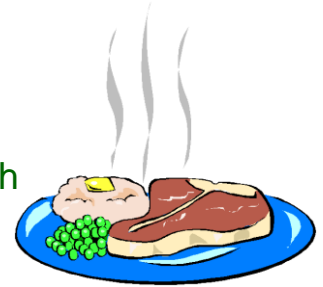


All uniform and PE kit is available from:

Fitwell Limited  
Smithdown Road  
Liverpool 15

## SCHOOL MEALS

The majority of the food we serve is fresh, not frozen, and prepared and cooked on the premises. A choice of hot meals and snacks and sandwiches are available daily. Children may bring their own packed lunch if preferred.



The current cost is £2 per day (£10 per week). Payment for meals should be made on the **FIRST DAY OF ATTENDANCE EACH WEEK** in an envelope marked with the child's name and the amount contained. Children may only change from school meals to packed lunch and vice-versa at the start of each half-term. Payment for milk for infant children should be made at the beginning of each term.

Parents are welcome to view school meals provision by appointment, via the Headteacher.

## LOCAL AUTHORITY GRANT AID

Parents who think they may be entitled to a clothing or free meals grant should contact their nearest One Stop shop.

### **N.B.**

Alternative lunch arrangements (packed lunch or home meal) should be made until Free School Meal entitlement is confirmed.

## LUNCHTIME SUPERVISION


During the lunchtime period children who stay in school are under the supervision of our Supervisory Assistants who must be treated by pupils with the same respect as they would give to their teachers.



## JEWELLERY

It is necessary to limit the wearing of jewellery in school:

Children **cannot** wear the undermentioned for:

1. Safety Reasons:	2. Security Reasons:
<p>Rings, Necklaces Earrings etc</p>  <p>Can get trapped, especially during PE lessons, thus being a personal injury risk</p>	<p>Expensive items of jewellery can be lost or stolen and school cannot take responsibility for this; there is also a risk of damage and breakage</p>

Children are therefore limited to wearing:

- a watch
- small stud-type earrings – no hoops



## OTHER ITEMS NOT SUITABLE IN THE BUILDING:

- ◆ In line with local authority policies, all items that may be classed as dangerous, e.g. **matches, pen-knives, tablets, needles**, must not be brought onto the premises. Possession of such items poses a risk to other children and may result in exclusion and police involvement.
- ◆ Mobile phones – Children are not permitted to carry these in school. Any phones brought in accidentally or for use after school must be lodged with the Admin Officer for safety.

## A NO-SMOKING ZONE



Both buildings and grounds are no smoking areas, for children's health and safety.



## PRESENTATION AND SAFETY

Pupils are expected to present an acceptable appearance for the school working day – for examples, extreme hairstyles, nail varnish and items of make-up are not appropriate for the school workplace.

## BEHAVIOUR AND CARE

At St Finbar's we believe that good behaviour is important and needs to be nurtured so that children feel valued as part of a caring community. It is essential to enable children to form relationships with each other and with adults, as well as provide an environment in which teachers can do their job effectively.

We agree that children learn best when they are clear about what they are supposed to do and when they are encouraged to do well. It has been agreed that good behaviour means that everyone in our school:

- is safe
- is polite, friendly and kind
- is quiet and hardworking
- values the environment and other people's property



The school has clear guidelines for behaviour in the classroom and around the school; there is a system of merits in both infant and junior departments to reward good behaviour; also a clear series of steps to be taken if children fail to respond to positive encouragement.

At St Finbar's we will always encourage children to respect themselves and others, as well as their surroundings and expect parental support in this. There is a written BEHAVIOUR POLICY and HANDBOOK FOR PARENTS.

Our Home-School Agreement states clearly expected behaviour and the shared roles of family and school.

## SCHOOL LEVY

The Liverpool Catholic Archdiocesan authorities ask that parents of children attending Catholic schools contribute a nominal sum towards the upkeep of schools in the diocese. The money is paid through the school and is used by the Archdiocese to help towards the building and is used by the Archdiocese to help towards the building and repairs of schools under their control. The school must meet contributions not made by families.

Current contributions of £9 per family per annum are requested. Contributions are requested termly. Your contribution is essential if our funds are not to be depleted, and the choice of a Catholic school is valued.

## An Inclusive School:

The people who are associated with St Finbar's school believe that all children, staff, parents and visitors to the school should be treated fairly, and with respect, regardless of their cultural differences, religious beliefs, colour, gender or disability.

We seek to consider the needs of all our children so we can meet their teaching and learning requirements, celebrate their achievements and promote their wellbeing.

We recommend that parents come into school to discuss their child's needs on application to us so that we can make any arrangements to ensure that, for example, any disability does not prevent treatment less favourable than for others.

Existing facilities make some forms of disabled access difficult to some areas of the building and our governors aim to ensure accessibility for all through their development plans.





- If any child is suffering from a medical condition – minor or serious – parents should inform the school by completion of a school medical form
- Personal inhalers may be stored in school for use when required, but only following a specific, written parental request and discussion. The school does not usually administer inhalers and is not responsible for their care and maintenance. A medical request form is available at the school office.
- Staff do not usually administer any form of medication to a child – any particular circumstances require individual consideration. Parents are welcome to complete courses of treatment by making arrangements to visit the school at an appropriate time during the day.
- Please ensure that you have provided us with details of an up to date EMERGENCY CONTACT number
- Please keep children at home if they contract a viral or bacterial infection. Let the school know if the absence is likely to be lengthy.
- The pupils may, at various times, have vision, dental and hearing examinations and other specific tests.
- Access is available for all children to Educational Welfare Officers, the School Nurse and Doctor, the School Psychology Service, the Speech Therapist and Health Visitors.
- As part of our “Healthy Schools” routines children are regularly reminded about the importance of hygiene and in particular hand-washing. In extreme circumstances parents will be contacted if we have any concerns – e.g. Head-lice, so that treatment can be started early and other children are protected.



## BULLYING

At St Finbar's we will always take firm action against any incidents of bullying. All pupils can be vulnerable at some time and we encourage children of all ages to work against bullying and to report any incidents.

Parents play an essential role in spotting problems at an early stage and in passing these on to the school. The power of the bully can only be broken if it is exposed. It is therefore important that parents support the school's values and ensure that any incidents are reported to the Headteacher so that school procedures can be followed.

Our Learning Mentor will be available to provide support for children on an individual basis - to assist in talking over problems and monitor that children are treated with respect by their peers.



## PARENTAL HELP AND INVOLVEMENT



At St Finbar's we positively encourage all parents to become involved in the school. In the first instance parents are, of course, asked to help their own children with their school studies.

Throughout the infant (Foundation and KS1) years pupils are urged to take home reading books each day. Parents are asked to listen to their children read in the evening and to discuss the activities of the school day. Pieces of work on curriculum subjects may also be taken home for preparation or completion.



In the junior (KS2) classes a variety of work can be taken home according to the particular requirements of the class. Parents are asked to ensure that the work is returned promptly and is of an acceptable standard.

Any parents wishing to volunteer to help within the school on a regular basis should contact the Headteacher. All volunteers working in our school are subject to an enhanced Criminal Records Board (CRB) check prior to commencing involvement. This is in line with local and national requirements.

<p><b>Foundation Department:</b></p> <ul style="list-style-type: none"><li>- <b>Early Years includes Nursery and Reception pupils</b></li></ul> 	<p>St Finbar's Foundation Department follows a structured curriculum planned around national recommendations. Reception and Nursery staff and pupils plan and work closely together to provide an active learning environment using our spacious facilities to the full.</p> <ul style="list-style-type: none"><li>○ We see Early Years education as the foundation upon which children build the rest of their learning</li><li>○ We provide a safe and happy environment with a broad and balanced curriculum suitable for young children in the transition from home to school</li><li>○ Through strong home/school links we seek to build upon the knowledge and skills children already have when they come to us. We aim to work with parents and to benefit from their knowledge as the first and most important educators of their children</li><li>○ <b>Transition</b> – our Early Years and KS1 staff work together in order to make the move from Reception to Year 1 expectations a positive experience. In the autumn term of year 1 especially, children work within Early Learning Goals if these are appropriate and in the summer term before the change – staff ensure children are familiar with KS1 areas and routines.</li></ul>
<p><b>Key Stage 1 (Infants) Key Stage 2 (Juniors)</b></p> 	<ul style="list-style-type: none"><li>○ In both departments the pupils follow the National Curriculum, a copy of which is available in school. For each subject St Finbar's has its own policy document and schemes of work assigned to provide progression and continuity over this 6 year period</li><li>○ The National Curriculum has specified attainment targets, programmes of study and assessment arrangements</li><li>○ Those parents wishing to have a closer scrutiny of the National Curriculum and/or our Schemes of Work for individual subjects, should request access to a copy from the school office</li></ul>

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|  | <ul style="list-style-type: none"><li>○ In the course of the curriculum, the aim of the school is to create a happy and stimulating atmosphere in which pupils may develop their abilities and attain their potential. Individual needs are always a consideration and teachers plan their daily lessons with this in mind.</li></ul> |
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### We emphasise:

- The learning and use of basic skills
- Individual discovery and first hand experience
- Opportunity for self-expression and creative work

All pupils are involved in a course of studies which includes English, Mathematics, Science, ICT, History, Geography, Religious Education, PE, Music, PSHE, Art, Community Cohesion and Sustainability. Throughout each stage the teacher monitors the progress of each child, and in the final year of KS1 & KS2 the children sit a series of External Standard Attainment Tasks/Tests (SATs). In all other years their progress is measured by teacher assessment and nationally approved tests. (Internal SATs). At the end of each year all children will receive a written report detailing their progress, both within the National Curriculum and all other aspects of their social, moral, physical and spiritual development.

All our Key Stage 2 pupils have a weekly French lesson from a specialist language assistant. Year 2 pupils also have an introductory experience.

## ASSESSMENT



- Regular assessments of pupil attainment are carried out during the school year. Results are used to plot individual and class progress, plan future work and assist in target setting and teacher assessment procedures. Tests are done termly - to update progress and assess appropriate support
- Targets are set for pupils and groups - so that pupil progress can be monitored and planned for. Year 6 pupils are given individual targets to support their SATs programme with other age groups having targets shared as appropriate.

## PARENTS MEETINGS:

- Parents are expected to attend a meeting with teachers in October and July
- Parents are offered the opportunity for a mid-year meeting in February/March
- Individual meetings can be arranged at any time by mutual consent. We welcome the opportunity for parents to share any information that will support their child's learning and make us aware of potential barriers.

## HOMEWORK

We feel that homework is important to:



- Consolidate and reinforce skills and understanding, particularly in literacy and numeracy
- To promote links between education at home and in school
- To assist in setting a pattern of independent, home-based study



In practice our homework consists of reading, spelling and "tables" work on a daily basis, at an appropriate level for all year groups.

In addition to daily tasks, regular work in core subjects is set. Activities become more substantial and challenging as children move through KS2.





After school "Booster" sessions - extra weekly sessions for groups of Year 2 & Year 6 pupils may be arranged for a set number of weeks. Parents will be given advance notice and children selected will be expected to attend unless there are exceptional circumstances preventing this.

Your children spend a great deal of time in school and if they are to work conscientiously, both relaxation and daily leisure and hobby opportunities are important. With this in mind, the school considers that homework set should be useful, fulfilling the criteria set out above.



## HOME-SCHOOL AGREEMENT

Parents will be issued with a copy of our contract and will be invited to sign, to indicate support and recognition of the dual responsibilities of parents and teachers in the education and development of our children.

We intend that this document will be the basis for a clear understanding and appreciation of our common goal and our shared role.



## PERSONAL AND SOCIAL EDUCATION

The staff and Governors of St Finbar's School are aware of their responsibilities towards sex and relationships education. Our school policy forms part of our PSHE curriculum.



## RELIGIOUS EDUCATION

We believe that the Catholic nature of St Finbar's School underpins all that we plan and do. We follow the "Here I Am" syllabus that is laid down by the Archdiocese of Liverpool, and strive to support families in developing the faith of children in our care.



Children of all ages are involved in daily acts of worship, in assemblies and services. Classes also prepare and celebrate their own collective worship regularly – often on a theme selected by the children themselves.

Parents are invited to celebratory assemblies and services on a regular basis. These may be held in school or at our church - Our Lady of Mount Carmel (OLMC).

Sacramental preparations are linked with our parish church of OLMC.

Children of other or no faith are included fully in the life of the school – and may elect to opt out of religious activities and worship if they choose. We consult with parents individually over such arrangements – on admission and as children move through the school.

## SCHOOL COUNCIL

We aim to give children a voice in their school community. Our School Council is composed of representatives from each class from Year 2 to Year 6. They meet regularly providing ideas to support school organisation, charity collection ideas and pupil entitlement.

A number of our older councillors attend the Liverpool Schools Parliament sharing issues and ideas on a wider and formal basis.



## SPECIAL EDUCATIONAL NEEDS

Children with special educational needs are those whose needs are different from, or in addition to, others the same age. A need may be short or long term and may be a specific learning problem, or of a wider nature.

St Finbar's assessment of possible learning or behavioural needs is based on current educational policy and successful practice. Children are assessed upon starting school and this continues both formally, and informally, across the school - with our Special Needs groupings updated at least twice per year to accommodate new need and progress. Children are included in groups for many different reasons such as reading support, encouragement to participate or provision for high achievers.



If a need is indicated, parents are invited to meet the Special Educational Needs (SEN) co-ordinator Mrs Harkness together with the class teacher. We aim to provide support as necessary for individual pupils - involving other agencies as appropriate. Our teacher is employed specifically to provide individual and small-group learning for all ages.

The Senco and Headteacher work closely with a local authority consortia of schools and professionals to ensure children access the support best suited to their needs. Each class benefits from a Learning Support Assistant who, under the supervision of our SEN co-ordinator and class, are able to provide an extra confidence boost or focus to make the small learning steps that breed success and progress.

There are two levels of SEN recognition:

School Action:

- Teachers or parents consider the possibility of a child having an additional educational need and provide evidence to support their view
- The School's SEN co-ordinator becomes involved and produces an Individual Education Plan for the child.
- The School calls on external specialist expertise and then provides the support needed

School Action Plus:

- The Local Authority carries out a statutory assessment of the child - if this is appropriate
- A Statement of SEN may be appropriate - composed with parents and school to guarantee additional resources



Our data indicates that children entering the school with particular needs, that may be a barrier to learning, make very good progress by Year 6.

At the time of writing national regulations, recommendations and groupings are under review.

## Emotional Support:

Our Learning Mentor is employed to guide and support pupils - especially those whose life problems or behaviour inhibits an enthusiasm or ability to learn. We have access to trained children's counsellors and other agencies to provide confidential individual support as appropriate.

An unhappy child cannot learn well - so we can help best if you are able to share any known worries with us - on a confidential basis.

## CHARGING AND REMISSIONS POLICY

*Activities organised by the Governing Body in line with national/local regulations*

The Governing Body recognise the valuable contribution which the wide range of additional activities – including clubs, trips and residential experiences – can make towards children's personal and social education.

Therefore various activities are provided both as part of a broad, balanced curriculum, and as additional optional activities.

The Governing Body reserves the right, in certain circumstances under the conditions of the 1988 Education Act, to make a charge for any activities, such as those mentioned above which cannot be financed out of existing school funds. The school will not disadvantage an individual child because parents refuse, or are unable, to make voluntary contributions. Further information is available from the Headteacher.

