Our Governors

Name	Position	Term of Office	
Mrs A Williams	Chair	01/09/2016	31/08/2020
Mrs L Turner	Vice Chair & Parent Governor	23/05/2018	22/05/2022
Mrs E Carney	Foundation	01/09/2018	31/08/2022
Mr J Bickerstaffe	Foundation	27/11/2017	26/11/2021
Miss M Bouch	Foundation	26/10/2017	25/10/2021
Mr D Seddon	Foundation	25/04/2019	24/04/2023
Miss A McCormack	Foundation	20/05/2019	19/05/2023
Mr S Quirk	Parent Governor		
Mrs C Whittaker	Elected – Teacher	01/09/2019	31/08/2023
Mrs J P Conley	Headteacher	Not applicable	
	Local Authority		
Mr T Brown	Clerk to Governors	Not applicable	
Mrs C Harkness	Associate Member	Not applicable	

Our Staff

Headteacher:	**Mrs J P Conley**
Deputy Headteacher:	**Mrs C Harkness**

Teaching Staff:

- **Mrs Aslam**
- **Miss Connor**
- **Miss Ferguson**
- **Mrs Flynn (maternity leave)**
- **Miss L Haresnape**
- **Mrs K Makin**
- **Miss Melia**
- **Mrs C Whittaker**
- **Miss Lewis**

Support Staff:

Admin:

Mrs M Kelly	Administrative Officer
Mrs P Dudley	Reception Desk Staff
Mrs J Monaghan	Reception Desk Staff
Mrs E Carney	IT

Classroom Support:

Mrs S Edwards	Nursery Nurse & Lunchtime support
Mr J Fretwell	Learning Support Assistant & Lunchtime support
Mrs P McCormack	Learning Support Assistant & Lunchtime support
Mrs L Potter	Learning Support Assistant & Lunchtime support
Ms D Rosario	Learning Support Assistant & Lunchtime support
Mrs M Sharples	Learning Support Assistant & Lunchtime support
Mr C Millington	HLTA / PE & sports & Lunchtime support
Miss K Barnes	HLTA /Attendance Officer / PPA cover

Lunchtime Support:

Mrs P McCormack	Senior Lunchtime Supervisory Assistant
Mrs P Spruin	Lunchtime Support Staff

Premises Staff:

Mr S Conning	Site Manager
Mrs S Jones	Cleaning Staff
Mrs Z Rahman	Cleaning Staff
Mrs M Rusk	Cleaning Staff
Mrs P Spruin	Cleaning Staff

Educational Welfare Officer:

Mrs J Wagner

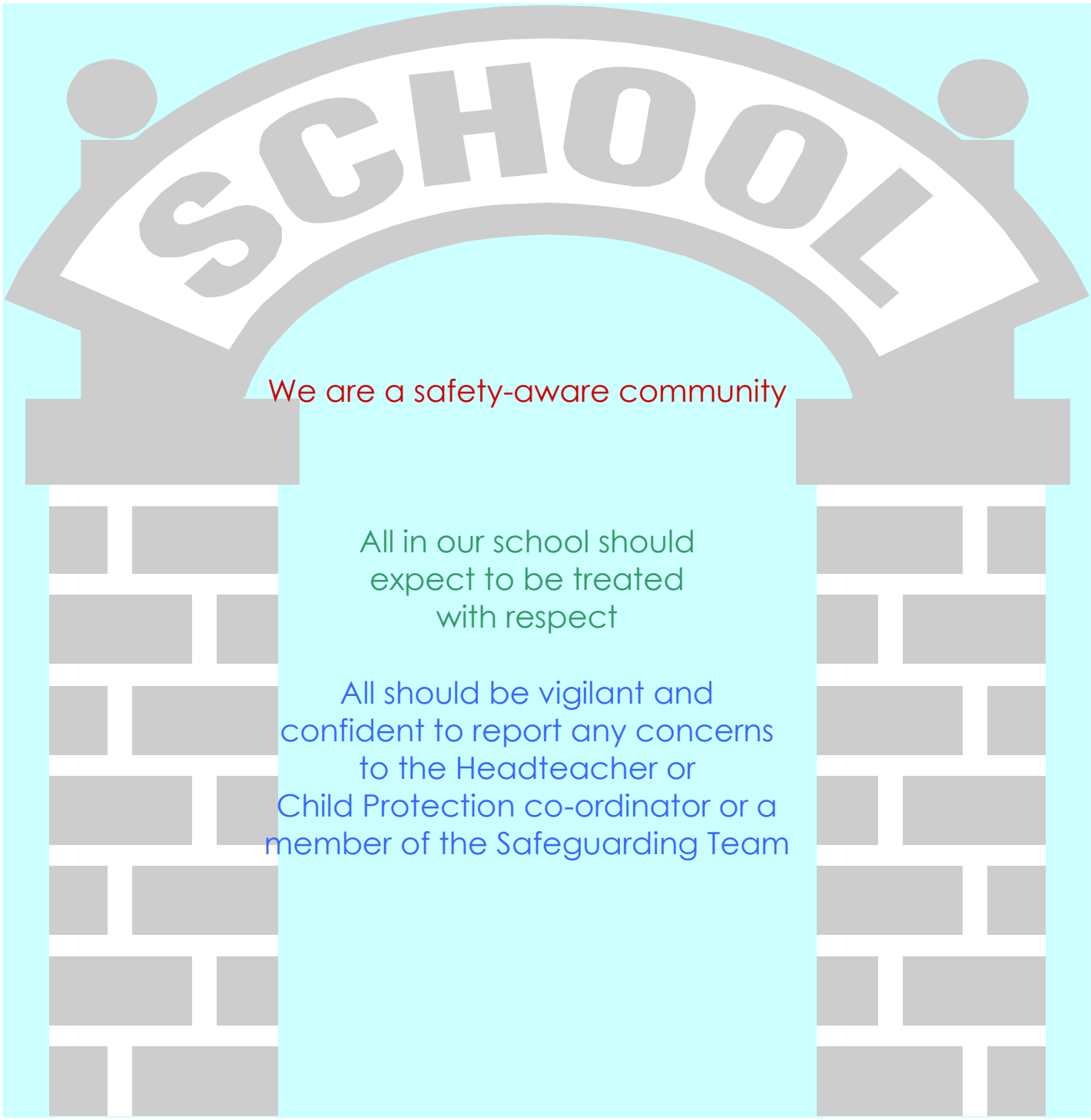
Aims of the School

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
- Help children develop an awareness of a healthy lifestyle, diet and exercise. We are a "healthy" school

SAFEGUARDING



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 or a
member of the Safeguarding Team

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.

St Finbar's
Catholic Primary School
Safeguarding

Our Safeguarding Team

Mrs J Conley
Designated Safeguarding Lead

Mrs C Harkness
Deputy Safeguarding Lead

Mrs K Ryan
Attendance Officer

Mrs A Williams
Safeguarding Governor

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. Looked After Children and previously Looked After Children.

2. Baptised Catholic children who have a sibling in the school at the time of admission.

3. Baptised Catholic children resident in the parish of Our Lady of Mount Carmel and the former parish of St Finbar.

4. Other baptised Catholic children.

5. Other children who have a sibling in the school at the time of admission.

6. 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.

7. Children of other faiths. An appropriate Faith Leader would need to confirm in writing that the applicant is a member of their faith group.

8. Other children.

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 Reception Desk. We also require sight of an original birth certificate or passport for proof of date of birth as well as baptismal details for Catholic children.

For children new to the country we will require passport/visa details.

NURSERY & RECEPTION

(Nursery and Reception children work within our Early Years Centre)

Our well-equipped educational Nursery caters for up to 26 children. Children may enter Nursery on or immediately after their third birthday. 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.

Morning sessions are currently available providing 15 hours free entitlement. (3 hours per morning or afternoon - over 5 days). We also offer 30 hours free nursery provision for eligible parents. Parents who do not qualify can still access 30 hours by paying a fee for afternoon nursery. See next page for details.

30 Hour Provision

Places are offered for children aged 3+

15 Hours FREE entitlement

- 5 mornings only
- 8:50 – 11:50 a.m.
- No lunch

30 Hours Provision

- Parent must provide proof of eligibilty (an eligibility code from HMRC will be issued to qualifying parents)
- Parents should be aware of the need to re-apply every 3 months
- Full time place
- 5 days 8:50 a.m. to 3.30 p.m.
- Packed lunch required

Don't Qualify for 30 Hours?

- We can offer full time
- Standard 5 free mornings *plus* 5 paid-for afternoons
- £15 per afternoon
- Must commit to regular days
- Payment to be made at beginning of week
- Payment required if child is absent in order to keep nursery place

CONTACT WITH THE HEADTEACHER & STAFF

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

- **Headteacher or Deputy**
  Meetings can be arranged by telephoning or visiting our Reception staff.
  A telephone conversation appointment with either the Head or Deputy may be offered to expedite matters.

- **Teachers:**
  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. The most convenient time would be the end of the school day.

- 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 answered by telephoning school and speaking to our Reception staff.

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 all children.
- School ends at 3.15 for both KS1 and KS2
- School ends at 3:10 for Reception children.

Children who come onto the playground at 8:45 will go straight to their classroom where their classroom assistant will be on duty. Learning begins at 8:55. We ask parents to ensure that children arrive promptly so that they can be in their class at the beginning of each session

All children have a short break each morning (10:30 – 10:45); this provides an opportunity to relax from studies and visit toilets – thus avoiding disruption in lessons.

Infant (KS1) children have an afternoon break as well (2:15 – 2:30)

BREAKFAST CLUB 8:00 – 8:30 A.M.

The school runs a Breakfast Club from
8.00 a.m. to 8.30 a.m. each day. It is run on a "café" basis – no need to book just turn up!

Currently breakfast is FREE (cereal, juice and bagels are donated by a charity organisation called MAGIC BREAKFAST).

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.

Nursery and infant children should only be collected by older brothers or sisters in special circumstances i.e. a parental request due to unforeseen circumstances as a "one-off" and not on a regular basis.

Please note our school policy is that such siblings are over 16 years.

It is important for staff, and the comfort of your child that you contact us if you are delayed.

Forms indicating adults who have permission to collect children are sent home at the beginning of each new academic year.

Any changes in collection routines should be explained to the class teacher or to our Reception 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 St John's.

- Various after school clubs are run across and during the year catering for all age groups.

  We provide activities such as:

  - Netball
  - Football
  - Mandarin
  - Cookery
  - Art
  - Games clubs
  - Guitar etc.
  - Film making
  - Movie Club

There is a small charge of £5 per half term for after-school clubs.

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. We encourage parents to make dental and/or other appointments but if this is not possible then to bring children back to school following treatment.

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 to, 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.

Monitory 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 Attendance Officer 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 are sent to individual parents and/or whole classes, to illustrate attendance patterns

- Letters and visits from the EWO

- Parental interviews with Attendance Officer and Deputy Headteacher
- Local Authority (LA) prosecution – in extreme cases.

ATTENDANCE, PUNCTUALITY AND MERIT AWARDS

Weekly Awards:

Merit, Friendship and Maths Certificates 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.

A variety of daily, weekly and termly rewards are offered. We also operate a "Class Piggy Bank" - if a class reaches 100% then £1 is put into the piggy bank and this is saved up for whole-class treats.

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.

We have regular nurse "Drop In" sessions for parents to visit the nurse confidentially to talk through any issues concerning their child/ren. Please see notices around the school for dates.

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.

UNIFORM for RECEPTION, KEY STAGE 1 AND KEY STAGE 2

Winter	Summer
Grey skirt or tunic Grey trousers (short or long) White blouse/shirt Red sweat-cardi/jumper with school badge Red & silver tie White or grey socks Black School shoes (no heels)	Plain Red buttoned polo shirt and grey skirt / trousers Red & white check dress

PE KITS

All children are expected to wear:

- Plain BLACK shorts
- White round-necked tee-shirt
- black or white pumps

Shirts are provided for school teams.

All uniform and PE kit is available from:

Kitted Out Schoolwear

276 Smithdown Road & 333 Aigburth Road
Liverpool 15 Liverpool 17

Opening Hours: Monday – Saturday 9am to 5pm

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, snacks and sandwiches are available daily. Children may bring their own packed lunch if preferred. School has a Healthy Packed Lunch policy.

The current cost is £2 per day (£10 per week). Payment for meals should be made on the **FIRST DAY OF ATTENDANCE EACH WEEK**
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.

Reception, Year 1 Year 2 are entitled to ***Universal Free School Meals*** until further notice.

All parents who feel they are entitled to free school meals *must* register even if their child receives Universal Free School Meals.

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:

Rings, necklaces and earrings can get trapped especially during PE lessons creating a personal injury risk.
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.

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 or Reception staff for safety.

WE ARE 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 and house points 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. We have a written BEHAVIOUR POLICY.

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.

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

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.

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.

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 £10.00 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.

MEDICAL POINTS

- For any child 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. School staff may supervise *but not* administer medicine or inhalers and is not responsible for their care and maintenance. A medical request form is available at Reception.

  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
- 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.

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 Disclosure & Barring check (DBS) prior to commencing involvement. This is in line with local and national requirements.

THE SCHOOL CURRICLUM

Foundation Department: - Early Years includes Nursery and Reception pupils	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. o We see Early Years education as the foundation upon which children build the rest of their learning o We provide a safe and happy environment with a broad and balanced curriculum suitable for young children in the transition from home to school o 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 o **Transition** – 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.
Key Stage 1 (Infants) **Key Stage 2 (Juniors)**	o In both departments the pupils follow the National Curriculum, a copy of which is available in school. o The National Curriculum has specified attainment targets, programmes of study and assessment arrangements o 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

	○ 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.

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.

We emphasise:

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

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 annually – 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.

- 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.

PARENTS MEETINGS:

- Parents are expected to attend a meeting with teachers in November, March and June.

- Written reports are compiled at the end of each academic year.

RELIGIOUS EDUCATION – Catholic and Other Faiths

We believe that the Catholic nature of St Finbar's School underpins all that we plan and do. We follow the "Come and See" 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 (for Year 4 children) 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 1 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 three times 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 (SEND) co-ordinator Mrs Harkness together with the class teacher. We aim to provide support as necessary for individual pupils – involving other agencies as appropriate.

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 Senco 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 SEND recognition:

School Action *(known as "K")*

- Teachers or parents consider the possibility of a child having an additional educational need and provide evidence to support their view

- The School's SEND co-ordinator becomes involved and produces and Individual Education Plan for the child.

- The School calls on external specialist expertise and then provides the support needed

School Action Plus: *(known as "P")*

- The Local Authority carries out a statutory assessment of the child – if this is appropriate

- A Statement of SEND may be appropriate – composed with parents and school to guarantee additional resources

Emotional Support:

We have a member of staff 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

New national regulations came into force **(January 2020)** regarding the way schools charge for trips. Please see below for an extract from our Charging & Remissions Policy.

The school reserves the right to charge for:

- Board and lodging and the charge must not exceed the actual cost
- When the school informs parents about a forthcoming visit, we shall make it clear that ***parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:***

  - Universal Credit in prescribed circumstances; 6
  - Income Support (IS);
  - Income Based Jobseekers Allowance (IBJSA);
  - Support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
  - the guarantee element of State Pension Credit;
  - an income related employment and support allowance that was introduced on 27 October 2008.

N.B. This ***does not*** apply to transport costs. A contribution to these costs will be requested.

Parents are asked to provide proof, in confidence, to our Reception staff who will share this information with the trip organizer.

St Finbar's Catholic Primary School

Academic Year: 2020-2021

September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School holidays – school closed

Inset days (Staff training)

Bank Holidays