

ARCHDIOCESE OF BIRMINGHAM

**HOLY SOULS CATHOLIC PRIMARY
SCHOOL**

**MALLARD CLOSE
ACOCKS GREEN
BIRMINGHAM
B27 6BN**

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**Prospectus
2018/2019**

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The School Mission Statement

*** Holy Souls School Welcomes You**

The School in the Community

The school aims to create a Christian community where the Gospel values are seen to be at work and where interaction is encouraged between home, school, the Parish and wider community.

*** Holy Souls School is a place where we pray together**

Living the Faith

The school is a place where the beliefs and values of the Roman Catholic Faith are taught, learned and lived. Through prayer, worship and liturgy we aim to offer experiences which enrich the Spiritual development of each individual.

*** Holy Souls is a place where we care.**

Communication and Relationships

The school is committed to creating a community, which fosters Christian relationships based upon truth, holiness, justice, love, forgiveness, healing and peace.

*** Holy Souls is a place of Learning**

The Curriculum

The school aims to ensure that the curriculum provides a Christian, Catholic context in which children can grow in understanding and the acquisition of skills, attitudes and values. Thereby raising standards and giving the children the opportunity to reach their full potential.

*** Holy Souls School is a place where everyone is important**

Individual support and development

The school endeavours to respect the needs of individual children, teachers and every member of the school community, through the example of Jesus Christ.

The Governors wish to emphasise the school aims and objectives expressed through the Mission Statement form the foundation and direction of every aspect of school life.

The preferred Future for Holy Souls Catholic Primary School

Our school mission is rooted in our belief that Christ is at the centre of our daily lives. It is our aim to see Christ in others and let Christ be known to others by what we think, say and do. This is what is distinctly catholic about our school and is our rationale behind our statement that Holy Souls is a place where everyone: learns, is welcome, is important, is cared for and prayed for.

The preferred future is to succeed in achieving excellence, the very best provision, a promotion of healthy wellbeing and protection through safeguarding for our children, and the very best contribution from our children.

We strive to be proud of our children as Christians, givers of life, good citizens with a strong, faith based, sense of responsibility to others.

We strive to succeed in achieving a healthy, safe, secure environment for our children where their well being is protected and nurtured to enable them to achieve their very best.

The success will be achieved with high expectations by all stakeholders of each other (children, staff, parents, governors, parish community, Local Authority, Diocesan Schools Commission and other service providers). Teamwork support is essential based on modelling and coaching the skills needed to reach targets focused on delivering excellence particularly in learning outcomes.

Successes need to be recognised, rewarded and celebrated by all stakeholders through the mechanism of effective, ongoing monitoring and self evaluation.

Our children will achieve success through their ability to: solve problems by applying thinking skills; be independent; be creative; be literate; be numerate; be ICT able. Underpinning this will be a high level of emotional intelligence based on their faith development.

Our staff will be able to work to high level of consistency to ensure ongoing delivery of excellence.

When any of our stakeholders leave our school community we will be able to say that we achieved success, our very best and that we did it because of our calling to lead a life of faith where Christ is at the centre.

INTRODUCTION

- 1.1 Holy Souls School is a Voluntary Aided Catholic, Primary school. It is governed and maintained by the Archdiocese of Birmingham in partnership with Birmingham Education Authority. It was opened in 1907 and moved to its present site in 1968.

2. TEACHING STAFF 2018/2019

2.1	Acting Headteacher	Mrs. R. Girling
	Acting Deputy Headteacher	Mrs. L. Kielstra
	Assistant Headteacher	Mr. J Kilgallen
	Assistant Headteacher	Miss L Trodden
	Mrs. K Kingston	Miss. L. Wade
	Miss A Thomas	Miss. S. Wood
	Miss Byrne	Mrs. R Felton
	Mrs. S. Corrigan	Miss H Myatt
	Mrs. S. Keane	Mrs. T Pettigrew
	Mrs. P. Stephenson	Mrs. M. Taylor
	Mrs. B. Hinsley	Mr. D Henvey
	Mrs. C. Yearsley	Mrs. R Felton
	Miss. K. Wood	

2.2 SUPPORT STAFF 2018/2019.

Site Manager	Mr. D O’Kane
Office Manager	Mrs. E. Moore
Receptionist	Mrs. G Wujcikowska
Teaching Assistant	Mrs. J. Goodban
Teaching Assistant	Mrs. M. Leedham
Teaching Assistant	Mrs. B. Ivory
Teaching Assistant	Mrs. S. Dwyer
Teaching Assistant	Mrs. J. Barresi
Teaching Assistant	Miss. J. McTiernan
Teaching Assistant	Miss. R. Smith
Teaching Assistant	Mrs. M. Syposz
Teaching Assistant	Mrs. S. Reel
Teaching Assistant	Mrs. A. M. Hassett
Teaching Assistant	Mrs. L. Brown
Teaching Assistant	Mr. W. Edwards
Teaching Assistant	Mrs. F Williams
Teaching Assistant	Mrs. C. O’Shea
Learning Mentors	Mrs. M Romanow
Technical Support	Mr. D Brown
School Cook	Mrs. J. Kirby

3. THE GOVERNORS

- 3.1 Chairperson - Mr. M. Cunningham
Vice Chairperson - Mr. J Winterman
- Clerk to the Governors - Mrs. A. Carr
- Mr. D. Moore)
Mr. M Gorman)
Mr. C. Crehan) Foundation Governors
Mrs. P. Healy)
Mrs. F McGarry)
- Mrs. N Freeman) Parent Governor
- Mr. P. Hopkins - L.A. Representative
Mr. K. Kelly - Ex. Officio
Mrs. R. Girling - Teacher Governor

3.2 Governors meetings are held termly.

Correspondence to the Governing Body should be addressed to the Clerk to Governors c/o the school.

3.3 The governing body and all staff are

3.4 **Admissions**

A maximum of 60 reception children are admitted each year at the Governors' discretion. Children are admitted in the September following their 4th birthday and transfer to secondary school in the September following their 11th birthday.

The Governors control admissions to the school according to the Criteria of Admission. This is given to all parents of prospective pupils and is also available from the school office. Parents should register children for a place at this school at least twelve months in advance. Registering a child's name does not guarantee a place in school. Informal visits to the school are welcome. Parents also need to complete a Birmingham Local Authority form.

SCHOOL ORGANISATION

- 4.1 School begins at 8.40 a.m. for all children.
Lunch is 12:00pm –1:10 p.m. for Foundation Stage and Key Stage 1 children.
Lunch is 12:10 p.m. -1:10 p.m. Key Stage 2 children.
School finishes at 3:00 p.m. for all children

Children should not arrive before 8.25 a.m. unless using the breakfast club nor enter the building unless it is raining. Punctuality is very important. Children become very upset if they arrive late for school.

4.2 Dates of School Terms and occasional holidays for period September 2018 to July 2019.

These dates may be changed to take account of central government instructions or requirements.

Autumn Term 2018

Term Starts: Wednesday 5th September 2018.

Half Term: Monday 29 October 2018 to Friday 2 November 2018.

Term Ends: Friday 21 December 2018.

Spring Term 2019

Term Starts: Tuesday 8th January 2019.

Half Term: Monday 18 February 2019 to Friday 22 February 2019.

Term Ends: Friday 12 April 2019.

Summer Term 2019

Term Starts: Monday 29 April 2019.

Half Term: Monday 27 May 2019 to Friday 31 May 2019.

Term Ends: Friday 19th July.

INSET Days.

Monday 3 September 2018

Tuesday 4th September 2018

Friday 26th October 2018

Monday 7 January 2019

Monday 22 July 2019

From 1st September 2013, new legislation has made it extremely difficult to authorise term time holidays. The term 'holiday' has been removed and 'absence' will only be granted in **exceptional circumstances** (to be considered by the school headteacher).

Attendance

- 4.3 Full attendance is vitally important if pupils are to gain maximum benefit from the educational opportunities available at school.

If your child is ill please phone school before 9.00am on the first day of illness. (An answer machine is available to take messages)

MEDICINES - Please read the attached booklet for advice on illness/absence and medication.

Dinner Money

From September 2014 all children in Reception, Y1 and Y2 classes are entitled to a free school meal daily.

- 4.4 Dinner Money must be paid in advance on the Monday of each week. Dinner money should be paid in cash only, put in a sealed envelope with the child's name and amount enclosed clearly written on the front of the envelope. Dinner money is £11.50 per week £2.30 per day. Parents who are in receipt of Income Support may apply for free school dinners. Please ask for a claim form from the school office.
- 4.4 Parents who wish to see the Headteacher or class teachers should make an appointment. Teachers do not normally meet with parents during school hours. We welcome informal contact with parents and are always pleased to discuss your child's progress. All visitors should report to the school office. Formal parental consultation with teachers is organised throughout the school year. Parents will be advised of dates and times in due course.

All parents will receive a written report on their child's progress in the National Curriculum subjects at the end of the summer term.

5. SCHOOL REGULATIONS

- 5.1 Pupils are only allowed to bring non-fizzy drinks, or water to consume during the day and fruit for morning break. Drinks should be brought in a carton, flask or plastic bottle. No cans or glass bottles. No sweets, crisps or chocolate. We have a duty to encourage healthy eating and also keep litter to a minimum.
- 5.2 Pupils should not bring toys, jewellery (other than stud earrings), make up or valuables into school. The school takes no responsibility for any personal belongings brought to school which are lost or mislaid. Girls should not wear nail varnish.
- 5.3 All pupils are expected to be well behaved both inside school and on the way to and from school while in school uniform. Where discipline problems do arise the parents will be informed and full co-operation is expected in order to ensure that a high standard of behaviour is maintained. Our school's behaviour policy can be found on the website.

Any incident of bullying should be reported immediately to the class teacher or Headteacher. Bullying will be firmly dealt with and the parents of children involved will be contacted immediately.

5.4 School Uniform

All pupils are expected to wear uniform and no exceptions are allowed. It is a condition of accepting a place at the school that your child will wear school uniform.

Girls

Navy blue skirt or pinafore dress.

Navy blue trousers.

Navy blue cardigan or school jumper (both with school logo only).

School ties are available only from the office.

White blouse (short sleeved for summer) or white shirt with tie (no elastic ties).

White or navy socks.

A red and white check gingham dress may be worn in summer term (Not stripes)

Black Shoes (no boots). No trainer style footwear.

Boys

Grey trousers.

White Shirt.

School jumper (with school logo only).

School ties are available only from the office. (No elastic ties).

For summer: white short sleeved shirt with school tie. (Not Polo Shirts).

Black shoes (no trainer style footwear).

Trainers MUST NOT be worn instead of shoes. This includes any footwear which resembles or looks like trainers. Trainers may be worn at playtimes and lunchtimes.

P.E.

White T-shirt/navy shorts/P.E. skirt.

Pumps for indoor P.E.

Trainers are suitable for outdoors.

Track suits may be worn in Winter-time for outdoor P.E. Activities.

Swimming – swimsuit, swim hat and towel.

Jumpers bearing the school badge may be purchased from the school office. Prices on application.

Please make sure that all items of school uniform are clearly marked with the child's name.

School ties, sweatshirts and cardigans with the school logo are available directly from school. Please do not purchase these items from local suppliers as they are unofficial copies.

6. THE CURRICULUM

6.1 Foundation Stage

During their year in the Reception Class pupils follow the Foundation Stage Curriculum. The Foundation Stage develops seventeen specific elements within three prime and four specific areas of learning.

- Communication and Language,
- Physical Development,
- Personal, Social and Emotional Development,
- Literacy,
- Numeracy,
- Understanding the World,
- Expressive Arts and Design.

6.2 Key Stage One and Two

After Foundation Stage the children move to Key Stage One and follow the National Curriculum.

- 6.3 Religious Education has the most important place in the school curriculum. There are other subject areas which are integrated throughout the curriculum and these are: Health Education and Multi Cultural Education. We aim to teach a broad but balanced curriculum offering a range of educational activities.

The Curriculum consists of the subjects taught and other educational activities which take place within school. All schools follow the National Curriculum as laid down by Government Legislation. The following subjects make up the core curriculum.

English

Mathematics

Science

Computing

In addition there are seven Foundation subjects –

Art and Design

Design Technology

Geography

History

Music

P.E.

Modern Foreign Language

6.4 **Assessment and Record Keeping**

Children are assessed continually throughout the year. All pupils will be formally assessed at the end of Key Stage One (year 2) and Key Stage Two (year 6) in the Core Subjects as well as other areas of the curriculum depending on current legal requirements.

Parents will be able to consult their child's teacher in the autumn term and again in the spring term. Parents will receive an annual written report on their child's progress in all areas of the curriculum, and will be offered an opportunity to discuss the report. Parents are also invited to make written comments on the child's work for inclusion in the Pupil Profile.

6.5 **Homework**

It is official school policy that pupils will be given homework. The type of work given for homework will depend on the age and ability of the child and at the teacher's discretion. All pupils should have a reading book and read it every evening with the reading diary signed.

6.6 **Family Life Programme**

Family Life Education is set within the context of the Church's teaching about life, love and family. We aim to provide a programme of Sex Education from Reception to Year 6 which is part of a Spiritual Curriculum and is integrated within our R.E. programme of study as well as our cross-curricular topic plan.

6.7 **Special Needs Education**

All pupils will be given work which is appropriate to their age, ability and interests. Those pupils who are identified as having some difficulties with English or Maths will be assessed by the Headteacher and Special Needs Co-Coordinator. Parents who have concerns about their child's progress should consult the Headteacher immediately. After assessment the child will then receive the appropriate support either in class or by withdrawal for extra help. If necessary the Headteacher will seek further help for the child from outside agencies e.g. Pupil Support Services School Psychological Service etc. For those children who are identified as exceptionally able as a result of Teacher Assessments or S.A.T.S there will be extra support provided

6.8 Child Care

A breakfast club from 7:55-8.20am where children can purchase breakfast is available. All pupils are welcome to drop in. Pupils in Foundation Stage and Key Stage One will remain in the hall with their supervisor until the bell goes at 8:40a.m. There is no charge for this service.

We operate an After- School Club which provides Child Care from 3.00 p.m. until 5.00 p.m. for five days per week – costing £6.50 per day.

6.9 Educational Visits

All pupils have the benefit of visiting places of an historical or educational nature. Sometimes there is no charge for these visits, if the visit is an essential element in the school curriculum. However, there may be other voluntary trips organised by teachers which are not absolutely essential but nevertheless desirable. We will therefore, make a charge for these visits. Any parent who finds genuine difficulty in paying for any visit can speak to the Headteacher in confidence.

6.10 Copies of the following official school documents are available from the school office.

1. Holy Souls School Curriculum Statement.
2. The School Prospectus.
3. Minutes of Governors Meetings.
4. Headteacher Reports to Governors.
5. School Improvement Plan.
6. Criteria of Admission.
7. RE Inspection Report 2015.
8. OFSTED Report 2018.
9. Data Protection Policy.

6.11 **Complaints about the Curriculum**

If you wish to make a complaint about the curriculum i.e. about the work your child is doing in school, contact the Headteacher immediately. Usually, a complaint can be dealt with informally and quickly, but if the complaint is more serious you can take the matter to the Governors. Serious complaints should be made in writing to the Chair of the Governors c/o the school.

6.12 **Concerns and Complaints Procedure**

Holy Souls Catholic Primary School governing body adopts a complaints procedure which follows the principles set out by the Archdiocese of Birmingham Diocesan Schools Commission's guidelines. Further information regarding safeguarding concerns around a child may be found in our safeguarding policy on the school's website.

Informal Concerns

Any concern no matter how trivial it may appear shall be listened to seriously at the earliest stage. In most cases sharing a concern with the child's class teacher should be enough to enable the concern to be resolved. Please contact our Headteacher, or in his absence our deputy Headteacher. All efforts shall be made to resolve any concerns at this stage wherever possible.

Formal Complaints

If after initial attempts to resolve a concern are unsuccessful a complaints may be made with regard to the following procedure. This will be co-ordinated by the Headteacher and if not possible the deputy Headteacher.

Stage 1: The complaint will be heard by the headteacher. If the problem cannot be resolved then, the complaint will be heard by a panel of the governing body (Stage 2) and chair of governors (not including the headteacher).

If at this stage the problem remains unresolved the complaint will be investigated by the Diocesan Schools Commission. If the headteacher is the subject of the complaint, the chair of governors shall hear the complaint.

At all stages of any concern or complaint the co-ordinator shall endeavour to communicate time limits for action so that all parties are informed of progress quickly, investigate the problems fully, fairly and independently and respect individual's desire for confidentiality;

Identify areas of agreement and act to resolve the problem stating which actions need to be taken by parties involved to ensure satisfaction.

Finally, we hope that your child and yourself feels very welcome at our school. If you have any praises or questions, queries, concerns or worries then there is always someone who can listen to you either at the office, a member of staff, Mrs. Girling my deputy, or myself as headteacher.

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