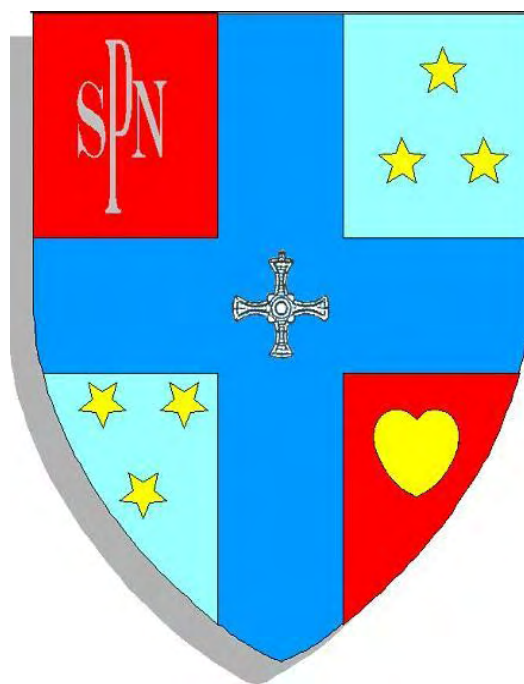


ST PHILIP NERI R.C. PRIMARY SCHOOL



*Living & Learning together
with a Joyous Heart*

DUNSTON
PROSPECTUS
2010 / 2011

MISSION STATEMENT

'Living and learning together with a joyous heart'

- Fostering a Christian atmosphere through the Word of God, the Gospels and the example of Jesus Christ.
- Where values drawn from the Gospels are seen in all that is attempted and achieved and where the love of God touches all who come into contact with the school.
- In partnership with parents and external agencies to promote the well-being of all children and to provide support for every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.
- In order to further establish the school in the wider community allowing all members to grow in self respect and confidence.
- Where individuals develop their potential, acquire knowledge and skills and grow spiritually, emotionally and intellectually.
- Where children experience the joy of learning through a curriculum which is broad, balanced, exciting and challenging.

GETTING IN TOUCH

Headteacher:

Mrs L Stephenson
St Philip Neri RC Primary School
Ellison Road
Dunston
NE8 2QU

School Secretary

Telephone:

Janet McKie
(0191) 4604378

Fax:

(0191) 4604378

Email:

janetmckie@gateshead.go.uk

Website:

www.stphilipneriprimary.org

Chair of Governors:

Mr P Hutchins
c/o St Philip Neri RC Primary School
Ellison Road
Dunston
NE8 2QU

Parish Priest:

Fr M Humble
Immaculate Heart Presbytery
Lobley Hill
Gateshead
NE11 9LL
(0191) 4604274

Director of Children's Services:

Civic Centre,
Regent Street,
Gateshead,
TYNE AND WEAR
NE8 1HH

Dear Parents,

The education of your children is a responsibility, which the school shares with you as parents. It is important that we support each other and communicate regularly in order to give the children the best start in life.

This prospectus has been written to introduce you to our school. I hope that the picture it gives will enable you to appreciate the friendly and caring atmosphere in which our children are taught.

As a Roman Catholic school the skills, knowledge and values of the Christian faith play an essential part in school life. The learning environment attempts to provide a balance between co-operation and healthy competition, providing opportunities for group work as well as individual development.

We aim to give your child the skills, information and therefore the confidence they will need to meet the challenges of a rapidly changing world. We also endeavour to make learning an interesting and enjoyable experience.

The staff and I will do everything in our power to make your children's time at St. Philip Neri stimulating and enriching.

I do hope you will be able to take the time to visit us and see how our school works.

Yours faithfully

L. Stephenson

Mrs. L. Stephenson
Headteacher

St Philip Neri RC Primary School Dunston

STAFF

Teaching Staff

Mrs L Stephenson	Headteacher
Mr J Hattam	Deputy Headteacher
Mrs A Oswald	Class Teacher
Miss R Buzzard	Class Teacher
Miss E Irving	Class Teacher
Mr S Fraser	Class Teacher (part-time) & School Chaplin
Mrs M Doherty	SEN Support Teacher
Mrs C Taylor	SEN Support Teacher

Non Teaching Staff

Mrs C Wright	Higher Level Teaching Assistant (HLTA)
Mrs J Balmain	Higher Level Teaching Assistant (HLTA)
Miss T Waugh	Teaching Assistant
Miss S Dolan	Teaching Assistant
Mrs J McKie	Office Manager/School Secretary
Mr R Clark	School Caretaker

Part Time Support Staff

Mrs B Enevor	Violin Teacher
Mr F Nicholson	Guitar Teacher
Mr J Goodenough	Keyboard Teacher
Mr K Lee	Brass Teacher
Mrs A Harris	Education Welfare Officer

Lunch Time Supervisory Assistants

Mrs E Shield	Supervisory Assistant
Mrs A Bamber	Supervisory Assistant
Mrs C Keeble	Kitchen Assistant

CURRICULUM AIMS

The school curriculum is designed to create and promote the intellectual, physical, personal and social cultural development of the individual pupil. This includes not only the formal subject based curriculum, but also the '*Hidden Curriculum*' which deals with building relationships, developing positive attitudes and fostering Christian values which make our school ethos and give our school its distinctive nature. The teaching and learning styles used are varied and appropriate to particular areas of the curriculum and the age and abilities of the children.

- We aim to create a happy and relaxed learning environment where everyone is encouraged to come to school and give of their best.
- We aim to develop lively and enquiring minds and the ability to question and reason.
- We aim to provide a balanced curriculum suited to the individual needs of the pupil.
- We aim to provide an exciting curriculum with opportunities for co-operation and which prepares our children for life in the 21st century.
- We aim to educate the whole child.

The National Curriculum is followed by pupils from Reception to Year 6. The content is determined by the Department of Children, Schools and Families and is contained in National Curriculum Council documents, copies of which are available to you to view in school.

The **core** curriculum subjects are English, Mathematics, Science, Information Communication Education (ICT) & Religious Education (RE) in Roman Catholic schools.

The **foundation** subjects are Design Technology, History, Geography, Art, Music and P.E. At St Philip's we teach a creative curriculum which is focused on teaching key skills through a thematic approach. Consequently the foundation subjects are not taught discreetly but through drama and enquiry in a more creative environment.

The methods we use in this school are based on the understanding that all children are individuals who have different abilities and different rates and ways of learning as well as the different home experiences before they come to school. Consequently, arrangements are made to ensure the needs of all children are met. They are also based on the belief that children need to understand, as far as possible, what they are taught, rather than learning purely by rote. We believe that it is essential to provide children with first hand experiences that are multi-sensory. This often means that pupils use the school grounds or immediate locality, visits to local museums, theatres etc. are used to give the children experiences that are impossible to duplicate in the classroom.

CORE CURRICULUM SUBJECTS

English

In English, the school follows the National Primary Strategy, which focuses on the important skills of reading, writing, speaking and listening. The National Curriculum also requires children receive additional English sessions which support English teaching. Children are encouraged to read a wide variety of books from an early age and follow published reading schemes within the school.

Mathematics

In Mathematics, the school follows the National Primary Strategy, which focuses on developing skills in the four rules of number and applying those skills in a real-life context. Approximation, probability, shape, space, measure and data handling are also important aspects that are explored.

Science

In Science children are involved in planning practical investigations and designing experiments, which build upon their own interests and experiences. They learn how to make predictions, change variables and communicate results.

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I.C.T

Information, Communication and Technology forms an important part of the curriculum and, apart from being a subject in its own right; it is applied to many other subject areas.

We have two trolleys of laptops in school and Interactive white boards in every classroom.

Religious Education

R.E. is taught in accordance with the Roman Catholic Diocese of Hexham and Newcastle's agreed syllabus. This is the Here I Am Religious Education Scheme. As a community we regularly celebrate Mass and the children prepare class liturgies and acts of collective worship. Catholic children in Year 3 celebrate the Sacraments of First Holy Communion and the Sacrament of Reconciliation.

To equip our children to take their role in today's society we ensure that all elements of our children's development are incorporated into our R.E. curriculum and school ethos. (Social Moral Spiritual and Cultural) We ensure that children have an awareness and appreciation of other world religions.

Of equal importance to the teaching of religion in lesson time is the spiritual, caring, Christian atmosphere fostered in the school at all times. Mass is said by the Parish Priest for the school or individual classes.

Each day begins and ends with a short act of worship, bringing to mind the presence of God in our lives, current events and issues within the community.

Children gather together each day either as a whole school, key stage, pastoral group or class group. All gatherings are opportunities to pray and celebrate as a community. Although there is very little room available in the school hall, parents are welcome to attend Friday's whole school collective worship which is followed by a short achievement assembly, which starts at 9.10 a.m.

Throughout the year there are special gatherings and liturgies for holy days and religious occasions, e.g. harvest festival, Advent, Holy Week.

The children attend Holy Mass on Wednesdays with each class taking turns to prepare the celebration around special themes and events.

Parents have the right to withdraw their child from collective worship.

Music

Children have the opportunity to compose, perform and evaluate their own and others work. We are able to provide children with violin, guitar, woodwind, keyboard and brass lessons - at a charge of £3.50 a lesson.

Physical Education

Physical development is catered for by structured physical education (P.E.) and games lessons. The curriculum aims to develop individual skills, social awareness and a healthy body. All classes from Year 3 onwards receive swimming tuition.

Education and Personal Relationships

Although a fully structured Sex Education scheme is not included in the curriculum at present, the school nurse, with prior parental permission, introduces matters relating to adolescence to children in Year 5 and 6. The school has a Health Education Policy and Drugs Policy. We follow Diocesan guidelines in these matters.

Awards

School has achieved the following Awards

- **Healthy School Award**
- **Arts Mark Gold Award**
- **Basic Skills Quality Mark**
- **Active Mark**
- **Anti-bullying Award**
- **Fairtrade Award**
- **School Travel Plan**
- **Gold Sing-Up Award**

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Extra Curricular Activities

The school offers a variety of **extra curricular** visits and activities throughout the year.

As well as offering a number of additional curriculum activities after school clubs are run by the staff to enhance the children's overall curriculum e.g. I.C.T., Sports, Choir, Dance, Art & Crafts, reading & Athletics.

In addition the school works with community organisations to further enhance the curriculum by offering specialist coaching both during and after the school day e.g. Involvement in the Gateshead Sports Festivals, Dance Festival, Music Festivals, Football and Athletics.

ASSESSMENT

Children in Class 1 are assessed during the first terms in the Foundation Stage. The children in Year 2 and Year 6 are tested using Standard Assessment Tasks (SATs). Children in Key Stage 2 are assessed using continuous teacher assessment, and QCA tests. This information is used to give an overview of standards and as a tool for planning and target setting.

There will be an opportunity for parents to see their child's work and discuss progress and attitude at Open Evenings and Curriculum Evenings held throughout the year.

OPEN NIGHTS

Early in the Autumn Term a meeting is held for all parents with the Headteacher, parents have an opportunity to meet their child's class teacher to receive details about class routines and curriculum. The first Open Evening is held after the Autumn half-term holiday. Parents are invited to come along one evening to talk with the teachers and review their child's start to the new year or class. This is a very good opportunity for parents of new children, or children who have just started a new class, to meet their child's teacher. Later, normally just after the Spring half-term holiday, another Open Night is held so that parents and teachers may jointly review a child's progress. Children's work is also on display on these occasions. An end-of-year report for each pupil is issued in the Summer Term on the progress of every child.

CONTACTING TEACHERS

Parents are welcome to visit the school at any time to discuss the needs of their child. Unless the matter is very urgent, it is helpful if an appointment is made for such a visit. The staff are also usually available to talk about routine matters immediately after school. It is recommended that parents should arrange at least one appointment each year to discuss their child's progress.

HOUSE SYSTEM

At St. Philip's, Pastoral Care is a priority. It is seen as playing a crucial role in the development of the ethos of the school. This ethos is based on spiritual values. Each pastoral group has a named teacher and is made up of children from each class. The Pastoral Care system supports the children in school and helps new children feel happy, secure, loved respected and valued. We have Pastoral group times and assemblies. The children can gain points for their group and each week a trophy is presented to the winning group. In addition individuals in each class are awarded 'Star of the Week' for effort achievement politeness etc; the successful pupils are awarded a certificate at our Friday morning assembly. Our Lunchtime Supervisors nominate children for Lunchtime Awards and Healthy Eating awards. Each Half Term Teachers nominate children who have made an outstanding contribution to life at St Philip's for a Golden Book Award.

SCHOOL COUNCIL

We have an active School Council with two elected member from each year group. They meet regularly with Mrs Fraser to make decision related to the specific needs voiced by their class members.

St Philip Neri RC Primary School Dunston
SPECIAL EDUCATIONAL NEEDS

"Every child is a unique gift from God with his/her individual needs and gifts. The challenge for our School is to ensure that, in partnership, with parents, these needs are identified and strategise developed to meet them"

[Catholic Education Service Sept 1994. Meeting Special Educational Needs].

The school has a policy for making provision for children with Special Education Needs based on the revised model in the D.F.E.S. Code of Practice, which sets out guidance to schools on the steps they should take to identify, assess and provide for pupils with special education needs.

" A child has a special educational needs if he or she has a learning difficulty, which calls for special educational provision to be made for him or her"
(1993 Ed. Act)

At St Philip Neri RC Primary School we follow the procedures as set out in the Gateshead Banding Proposals document. (Assessment and Intervention Record Document)

Each of these stages involves a cycle of information gathering, assessment, planning, teaching and review.

Parents may obtain copies of the policy and any other information from the Headteacher.

PUPILS WITH DISABILITIES

At St Philip Neri RC Primary School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

Our school already has accessible toilets and ramp access and we plan to increase accessibility provision for all pupils, staff, parents and visitors to St Philip Neri RC Primary School through our accessibility plan which can be obtained from the Head Teacher.

The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school. If shown to be necessary, and is practicable and reasonable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged, the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

SCHOOL ORGANISATION

The school was built in 1882 as a voluntary aided primary school and was for many years the Parish Mass Centre before the present church was built. The buildings are set on a corner of Ellison Road. The church and school completely enclose the playground and a small field sheltered by trees and shrubs. An area at the top of our grounds has been left as a conservation area.

The school was extensively modernised and refurbished in 2001 and consists of four classrooms, a hall, a library area and a small additional teaching area.

St. Philip Neri R.C. Primary School has a mixed-form entry class catering for Catholic Primary school pupils between the ages of 4 and 11. From September 2009 our school will have four permanent teaching staff for our roll of 116 pupils. By its very nature as a relatively small school the classes in the school are of mixed age and ability. By choosing to send children to our school, parents accept that decisions will be made by the Head Teacher and teaching staff regarding the make-up of individual classes. Children will be allocated to their classes on the basis of academic, personal and social considerations. Parents are asked to respect the judgements made by the school.

Foundation Stage
Key Stage 1
Key Stage 2

St Philip Neri RC Primary School Dunston
Reception
Pupils aged 5 to 7 years old
Pupils aged 7 to 11 years old

Class Organisation

Class One	Reception/Year One
Class Two	Year One/Year Two
Class Three	Year Three/Year Four
Class Four	Year Four/Year Five

	Morning	Afternoon
Foundation & Key Stage 1	8.55 - 12.00	1.00 - 3.15
Key Stage 2	8.55 - 12.00	1.00 - 3.15
Play Times	10.30 - 10.45	2.00 - 2.15 (Foundation & Key Stage 1 only)

St Philip's Pre-School now operates from the cottage in the school grounds. It is open from 8.45am until 3.15pm and the manager Mrs Robson can be contacted on 0191 4611700.

BEHAVIOUR AND DISCIPLINE IN SCHOOL

The school's behaviour and discipline policy and procedures are regularly reviewed. Reviews usually involve pupils and staff but may involve parents and governors according to the nature of the improvements required. They may result in some modifications to existing procedures but are always expected to complement the mission and philosophy of the school, which emphasises the need to reward and celebrate positive behaviour rather than dwell on the negative.

We believe very strongly that good behaviour results from children learning to respect themselves, other people and property. Good manners, consideration and care for personal appearance are expected and encouraged. The few rules, which do exist, are for the safety of the children. Money brought to school should be handed to a teacher for safekeeping. The school actively promotes healthy eating hence sweets are not allowed except in special circumstances. Toys, other than skipping ropes and small balls, should not be brought into school.

Children should not be in the school building without permission or the supervision of a member of staff.

The responsibility for developing positive behaviour is shared by the home and the school. Should we find it necessary, therefore, to inform parents of a child's unacceptable or unusual behaviour, we rely on the backing and support of parents in dealing with the problem. Similarly, if anything happens to disturb the pattern of home life, we hope that parents will inform us. Copies of the school's Behaviour Policy and Home School Agreement are available from the Headteacher.

It is accepted by the school that different homes operate with different standards. Certain forms of behaviour considered unacceptable by some are accepted by others. However, the school cannot vary its approach to discipline. The school must establish a high standard to which all its pupils are expected to conform; whatever may be the standard in the home. The standards school sets are applied uniformly to all pupils. In choosing to send a child to St. Philip Neri's parents are accepting that their child will be expected to conform to the standards set by the school.

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The school has three main rules:

1. Have respect for each other and for every member of the school community.
2. Have respect and consideration for every part of the school and for the property of others.
3. Be prepared to take responsibility for your own actions and behaviour.

Our rules are guided by the following statement:

As children of Christ we expect all members of our community to live and work according to the teachings of Christ in striving to ensure that:

- every person is valued and treated with respect;
- compassion, forgiveness and love pervade every activity;
- difficulties are talked through;
- success is shared and celebrated together;
- property is treated with care and respect;
- every action is intended to serve and please.

HEALTH

The school works closely with the health and welfare agencies, and the school nurse visits on a regular basis. If there are any problems, parents will be contacted.

For minor accidents in school we administer first aid, but if a child is ill, or has a serious accident at school, professional assistance will be sought and parents contacted. It is essential that parents provide current home, work and relative's phone numbers as **an emergency contact** in case any matter concerning a child's health or welfare arises during school hours. If parents have made arrangements for any person other than themselves to collect children from school, then the school should be informed.

Please be assured that we will always act with the best interests of your child.

Please let us know if your child has any medical problems such as epilepsy, diabetes, allergies or asthma. Inhalers are kept in the class, where they are only accessible by the children to whom they belong. Other medicines **must not** be brought to school.

Staff are not permitted to administer medication. The School follows the LEA guidelines on medication in school and where necessary a Health Care Plan is drawn up with the school nurse. Guidance is available in school on current support for pupils with medical needs.

Our school nurse is Helen Lily and she can be contacted on 0191 4455246

ILLNESS

Please telephone the school office, on the first day, before 9.30 am, to inform us of the circumstances indicating how long the absence may be. A written explanatory note to the class teacher may be necessary when your child returns to school.

DENTAL / MEDICAL APPOINTMENTS

Please send notification in a letter in advance of the absence.

Children attending a medical appointment must be collected from the reception area by a named adult.

LUNCHTIMES

Lunch is at 12.00 - 1.00 for all the children and they are supervised by the Supervisory Assistants. School meals are provided on the premises. Several choices are available each day.

We would greatly appreciate the correct dinner money in an envelope, to be paid on a Monday morning. Cheques payable to **GMBC**

Applications for free school meals should be automatically dealt with when a family applies for Housing Benefit via Income Support, but in cases of difficulty or delay, please see the Headteacher.

CARE OF PROPERTY

Please ensure that all items of clothing and any personal possessions are **clearly named**, as there is a much better chance of finding labelled belongings. Any mislaid articles whose owner cannot be identified, are put in the lost property box, which is situated in the corridor. The school does not accept responsibility for any loss, or damage to property. Children should not bring any valuables; toys, money or mobile phones to school as such items often are mislaid by young children.

UNIFORM

The children are expected to wear a blue sweatshirt with the school badge, a red polo shirt, grey school trousers or skirt and black shoes. Jumpers, sweatshirts, cardigans, fleeces, waterproof jackets and polo shirts, embroidered with the school's badge, may be purchased online from Tots to Teams - www.totstoteams.co.uk Contact school for sample sizes

In the summer girls may wear a light blue gingham dress and boys may wear grey school shorts.

Children are expected to wear a plain red T-shirt and blue or black shorts for P.E.

A swimming costume or trunks and towel are also needed for the junior children attending swimming lessons.

Children are NOT allowed to wear ANY jewellery.

Wearing Elastoplasts to cover jewellery is not an option.

Please ensure that all items of clothing are labelled with your child's name on.

HAIR

Whenever possible, long hair should be tied up or back and hairstyles/haircuts should be socially acceptable for school, i.e., heads should not be shaved, or have symbols/letters cut into the hair.

NAIL VARNISH

Children are not allowed to wear nail varnish or make up in school.

PARKING AND COLLECTING CHILDREN

Unfortunately as with many schools parking is a problem. The school does not have a visitor's car park and due to health and safety reasons **no unauthorised vehicles are allowed in the school yard at any time.** Access to the main car park is fairly restricted and is **not** to be used as a pedestrian entrance. Parents are therefore asked to note the following:

- The car park is not to be used for dropping off or collecting children at any time before, during or after the school day
- Please ensure that the entrance and driveway is kept clear at all times

Parking restrictions apply to the section of Ellison Road outside the school. Parents are advised to park on Forge Road or in the car park at Festival Way.

Children must be collected at 3.15pm **prompt**, as the school cannot be responsible for children left unattended in the yard.

ATTENDANCE

Family Holidays: Time away from school may adversely affect a pupil's performance and for this reason we request that children are not taken away during term time unless it is absolutely necessary. It is a legal requirement that permission must be obtained from the head teacher in advance and a holiday form must be completed. These are available from Mrs McKie.

Our school attendance target is 96%

Punctuality: The school day begins at 8.55 am. It would be appreciated if your child could be in the schoolyard for 8.50 am so that they are ready to line up with the other children when the bell rings.

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Punctuality is vital to the success of the school day. If your child is persistently late they miss the start of the lesson and cause unnecessary disruptions for the rest of the class.

Latecomers should not be left in the yard but must be brought in through the main entrance. Once registration / lessons have started children coming in late must be brought in via the main entrance where they will be logged in a Late Book.

Unauthorised Absenteeism: A child is deemed as being absent without authorisation when parents or guardians fail to inform school of the reason for absence. We work closely with our EWO Mrs Alison Harris who has meetings with senior school staff to monitor lateness and absences.

HOMEWORK POLICY

The school operates a homework policy in relation to the government guidelines. Parents are asked to sign a copy of the **Home School Agreement**. It is desirable for classes and individuals to carry out academic tasks related to class work at home in order to reinforce learning. As such work is designed solely to benefit our pupils; full co-operation is asked of parents to ensure that the work is completed punctually.

EDUCATIONAL VISITS

The school does not have a special fund in order to pay for educational visits. Parents are asked to contribute to their child's share of the cost of any educational visit. A letter outlining any visit will be sent to parents well in advance. Consent in the form of a signature must be returned to school. The school makes every effort to risk assess all visits before the children leave school.

PARENTAL INVOLVEMENT

Parents are very valuable to the school and help in many ways. We are indebted to parents who help organise events, Criminal Record Bureau guidelines have now been introduced for parent helpers (police clearance forms). Parents are encouraged to be involved in their child's education and during the school year several invitations will be extended to visit school for assemblies, concerts, open nights and parent's nights where progress reports will be given by the class teacher. At the end of the academic year parents will receive a written report.

EXTENDED SERVICES

St Philip's has a very popular breakfast club and after-school club which are open each day from 7.45am - 8.55am and from 3.15pm - 6pm. For further information please contact Jan Quinn 07979734312.

GOVERNORS POLICY ON CHARGES

Visits out of school are organised as often as possible where such visits enhance the children's experience and thus the quality of the study they are undertaking.

At the beginning of the year, parents are asked to give written permission for children to be taken on local visits
(i.e. shops, swimming baths, library, parks etc.)

Where transport is involved, parents will be given specific details about the visit and will have to return a consent form. If a signed consent form is not returned to school, a child will not be allowed to attend the visit.

Schools are not allowed to charge pupils for any activities offered during the school day... "for transport or admission fees".

However, we are allowed to ask parents for a voluntary contribution towards the cost of school activities.

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Unfortunately, the cost of most visits is often beyond the means of the school and such visits can only be arranged if parents are willing to contribute.

Whilst the school aims to provide high quality educational opportunities for all pupils, parental financial support for activities will not affect individual student's participation.

The Headteacher has discretion to remit charges from the School Budget or school fund to subsidise any contribution.

The information outlined in this document relates to the next Academic year, which begins in September 2010/2011

(The particulars it contains are correct at the time of publication but it must not be assumed that there will be no changes affecting relevant arrangements, or certain matters, before the start of, or during, the year.)

A further booklet, "Starting School", containing more detailed information for those new to our school, can be obtained from the office.

FRIENDS OF ST PHILIP'S

We have an effective 'Friends of St. Philip's' made up of parents, parishioners and members of the local community. They meet regularly with the Head teacher and organise various fun activities for the children as well as organising fund raising events. If you are interested in joining our 'Friends of St. Philip's' please call into school to see the Headteacher.

NEW STARTERS

St. Philip Neri Primary School serves the parishes of St. Philip Neri, Dunston, and Immaculate Heart, Lobley Hill. All applications for admission are considered in order of priority according to the school's published admissions policy (Appendix 2). It is essential for parents to consider carefully the procedure for making applications to schools. The Local Education Authority provides this information but parents are welcome to contact the school for advice and assistance.

Children generally start school in Class One in the September before their fifth birthday, although by law they do not have to start until the school term in which their fifth birthday occurs. Priority is given to Catholic children but applications are also considered on behalf of non-Catholic children, particularly if their brothers or sisters are attending the school.

TRANSFER PROCEDURES

At the age of eleven, most Catholic children from St. Philip Neri transfer to St. Thomas More School, Blaydon. Non-Catholic children may be admitted only if places are available and subject to St. Thomas More's admissions policy.

APPEALS PROCEDURES

Parents whose application for admission of a child is turned down by the Governing Body are entitled to make a formal appeal against the decision. Details of the school's admissions policy are shown in appendix 2.

NATIONAL CURRICULUM ASSESSMENT

The SATs results for 2008/09 are shown in appendix 3.

COMPLAINTS PROCEDURE

Under Section 23 of the 1988 Education Act, every school has to provide parents with the opportunity to raise concerns about curriculum related matter with class teachers or Headteacher. As a school we would encourage this kind of discussion with parents.

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Where discussion fails to satisfy the parent or guardian of a pupil, a formal written complaint can be referred to the governing body of the school. The details of this procedure are to be found in Appendix 1.

Complaints in respect of the curriculum should first be considered informally in discussion with the Headteacher.

If the complaint cannot be resolved at this level it may be necessary for it to be considered by the governing body.

If the governing body does not resolve the complaint it may then be referred to the L.E.A.

Parents may use the complaints procedure if they believe that either the L.E.A. or the governing body is failing:

- to provide the national curriculum in the school or for a particular child;
- to follow the law on charging for curricular activities;
- to offer only approved qualifications or syllabuses;
- to provide religious education and daily collective worship;
- to provide the information that they have to;
- to carry out any other statutory duty relating to the curriculum;
or are acting unreasonably in any of the above cases

The information contained in this Prospectus is correct at the time of printing.

This information is as required by Section 8 of the Education Act 1980 as amended by regulations made under Section 22 of the Education Reform Act 1988 published in accordance with the provisions of the Education (School Information) Regulations of 1989.

~~Warning~~

The information in this brochure relates to the 2010/2011 school year commencing at the beginning of September 2010 and the particulars it contains were correct in relation to that year at July 2009. It must not be assumed that there will be no changes affecting the relevant arrangement of certain matters during the 2010/2011 year or before the start of the 2010/2011 year or in respect of subsequent years arising, for example, from variations in L.E.A. policy and/or government legislation.

APPENDIX 1

1.0. INTRODUCTION

From 1 September 2003 Governing Bodies of all maintained schools are required under Section 29 of the 2002 Education Act to have in place a procedure to deal with complaints relating to the school and to any community facilities or services that the school provides. The school must provide parents with an opportunity to raise concerns about curriculum related matters with his or her, son or daughter (or ward's) teacher or Headteacher. This is nothing new and all schools would encourage this kind of discussion to take place, whenever there is cause for concern in order to avoid further anxiety for both parent and pupil. In the great majority of cases parental concerns are satisfied in this way.

2.0. FORMAL COMPLAINTS

Where such discussion fails to satisfy the parent of a pupil, the parent is then entitled to refer the concern to the governing body of the school as a 'formal' complaint. Where a parent is not satisfied with his or her discussion with the teacher (or Headteacher) concerned, he or she should inform the Headteacher who will provide him or her with the name and address of the Clerk to the Governing Body of the school or to the Deputy Director (Curriculum).

The complaint must now formally be put in writing stating:

- i) The nature of the complaint.
- ii) The name of the pupil involved.
- iii) The school, class or group to which the pupil belongs.

3.0. ACTION BY THE CLERK TO THE GOVERNING BODY OR DEPUTY DIRECTOR

The Clerk to the Governing Body, or Deputy Director (Curriculum) having received a written complaint will acknowledge it within 7 days of receipt and refer it to the Governing Body who will then consider the complaint. It will be possible for the parent involved to appear in person at a specially arranged hearing where he or she can present the complaint orally. The Clerk to the Governing Body will arrange by letter a time and place for the complaint to be presented and will invite the complainant to bring a friend or interpreter if necessary.

4.0. ACTION FOLLOWING THE INVOLVEMENT OF THE GOVERNING BODY

The Appeal Panel of the Governing Body will not give a decision to the complainant at the time of the hearing but will write to the complainant through the Clerk to the Governors within 10 days of the hearing stating the outcome and any requests made to those complaining to take particular actions to resolve the matter. At this stage the parent will also be informed how he or she can take the matter further if still dissatisfied with the outcome.

5.0. COMPLAINTS CONCERNING RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP IN CONTROLLED AND AIDED ROMAN CATHOLIC SCHOOLS

If, after the decision of the Complaints Panel, the complainant is still dissatisfied, he or she should be informed that his or her complaint would be considered at the next stage by the Roman Catholic Diocesan Bishop, who may then refer the matter to his Diocesan Education Authority.

6.0. COMPLAINT TO THE LEA

- (a) If the complainant is still not satisfied with the outcome of the appeal to the Governing Body Panel, or
- (b) If the complaint is something, which solely is the responsibility of the LEA (and not the school), then the matter may be referred to a panel of LEA members.

At this stage the complainant should again set out the complaint in writing giving the information stated in

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para. (2) and send it to the Deputy Director (Curriculum), who will acknowledge receipt of the complaint within seven days and will refer it to the LEA Complaints Panel. (Where the complaint concerns the curriculum, other than RE and Worship, in an aided school, the LEA Panel will also include a representative of the Diocesan Authority.

The LEA Panel will inform the complainant, through the Deputy Director (Curriculum), of a time and location at which the complaint can be heard and the complainant can once more be accompanied by a friend or interpreter. Having considered the complaint the LEA Panel will write, through the Deputy Director (Curriculum) to the complainant indicating any action to be taken and requests made to those complained against to take particular actions to resolve the matter. At this stage there is no further involvement of the LEA Panel.

7.0. ACTION FOLLOWING INVOLVEMENT OF THE LEA PANEL

If at this stage the complainant is still not satisfied with the outcome of the LEA panel, he or she will be informed by the Deputy Director (Curriculum) that he or she can finally refer the complaint to the Secretary of State (at the Department of Education).

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ADMISSION POLICY FOR CATHOLIC VOLUNTARY AIDED SCHOOLS IN GATESHEAD 2010-11

SCHOOL	PAN	Parish(es) Served
Corpus Christi Catholic Primary School Dunsmuir Grove Gateshead Tyne and Wear, NE8 4QL Tel. 0191 4772175	29	Corpus Christi, Gateshead Holy Rosary, Gateshead
Sacred Heart Catholic Primary School Byermoor, Burnopfield, Newcastle upon Tyne, NE16 6NU Tel. 01207 270396	15	Sacred Heart, Byermoor
St. Agnes' Catholic School Main Street, Crawcrook Ryton, NE40 4NF Tel. 0191 4132184	20	St. Agnes', Crawcrook
St. Alban's Catholic Primary School Rothbury Avenue Pelaw, Gateshead, NE10 0QY Tel. 0191 4693251	30	St. Alban's, Pelaw
St. Anne's Catholic primary School Pickering Green Harlow Green, Gateshead, NE9 7HX Tel. 0191 4334053	30	St. Anne's, Harlow Green
St. Augustine's RC Primary School Colegate Leam Lane Estate, Tyne and Wear, NE10 8PP Tel. 0191 4692949	45	St. Augustine's, Felling
St. John the Baptist RC Primary School Willow Grove Felling, Gateshead, NE10 9PQ Tel. 0191 4692969	15	St. Patrick's, Felling
St. Joseph's Catholic Infant School Mitchell Street Birtley, Co. Durham, DH3 1LU Tel.0191 4102324	30	St. Joseph's, Birtley
St. Joseph's Catholic Junior School School Street, Blaydon, Tyne and Wear, DH3 2PN Tel. 0191 4102231	30	St. Joseph's, Birtley
St. Joseph's RC Primary School Croftdale Road Blaydon, Tyne and Wear, NE21 4BG Tel. 0191 4143108	30	St. Anne's, Winlaton St. Joseph's, Blaydon
St. Joseph's RCVA Primary School Whinfield Way Highfield, Rowlands Gill, NE39 1EH Tel. 01207 545972	17	St. Joseph's, Highfield Our Lady of Lourdes, Chopwell
St. Joseph's RCVA Primary School Prince Consort Road Gateshead, NE8 1LR Tel.0191 4901517	29	St. Joseph's, Gateshead

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St. Mary & St. Thomas Aquinas RCVA Primary School Stella Lane Blaydon, Tyne and Wear, NE21 4NE Tel. 0191 4143116	30	St. Mary & St. Thomas Aquinas, Stella
St. Mary's RC Primary School Duckpool Lane Whickam Newcastle Upon Tyne, NE16 4HB Tel.0191 4205828	30	St. Mary's, Whickham Immaculate Heart, Lobley Hill
St. Oswald's RCVA Primary School Easington Avenue Wrekenton, Gateshead, NE9 7LH Tel. 0191 4878641	47	St. Oswald's, Wrekenton
St. Peter's RCVA Primary School Dryden Road Low Fell, Gateshead, NE9 5TU Tel.0191 4878233	30	St. Peter's Low Fell Our Lady of the Annunciation, Gateshead
St. Philip Neri RC Primary School Ellison Road Dunston, Tyne and Wear, NE8 2QU Tel. 0191 4604378	16	St. Philip Neri, Dunston The Immaculate Heart, Lobley Hill
St. Wilfrid's RCVA Primary School Old Fold Road Old Fold, Gateshead, NE10 0DJ Tel. 0191 4771909	17	St. Wilfrid's, Gateshead

This Admissions policy has been formally adopted by the Governing Bodies of the above Catholic Primary schools in Gateshead. In each school the Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy.

Details of parish boundaries are available from Diocese of Hexham & Newcastle Education Service, St Cuthbert's House, West Road, Newcastle upon Tyne NE15 7PY tel 0191 2433313

The Planned Admission Number (PAN) for each school is given in the above table.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents applying to a Voluntary Aided Catholic school should also complete the supplementary information form. All forms must be returned by the closing date set by the Local Authority.

~~Late Applications~~

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

~~Oversubscription Criteria~~

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

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main school.

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Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to children who will have older brothers or sisters attending the school in September 2010)

1. Catholic Children in the care of a Local Authority.
2. Catholic Children whose home address is within the parish(es) served by the school.
3. Catholic Children whose home address is outside of the parish(es) served by the school.
4. Other Children in the care of a Local Authority.
5. Children, who are baptised or dedicated members of other Christian Churches as recognised by Churches Together in England (see note 4).
6. Children, who are members of other Faith traditions.
7. Other children.

If applicants are seeking admission under criteria 5 & 6 above, they will be asked for a letter to confirm their church membership from their minister or Faith leader, or suitable equivalent.

ADDITIONAL NOTES

1. Definition of Catholic

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2 or 3 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

2. Definition of Children in the care of a Local Authority

A child, who is looked after by a Local Authority in accordance with Section 22 of the Children's Act 1989(b) at the time application for admission to the school is made and who the Local Authority can confirm, will still be looked after at time of admission to the school.

3. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer'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.

4. Churches Together in England

(See www.churches-together.org.uk for further details on membership)

The Baptist Union
British Antiochian Orthodox Church
Cherubim and Seraphim Council of Churches
The Church of England
Church of God Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox
Council of African and Caribbean Churches
Council of Oriental Orthodox Churches
Ichthus Christian Fellowship
Independent Methodist Churches

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Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
The Methodist Church
United Reform Church
Wesleyan Holiness Church

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor, Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Details of the appeals process are available from the Local Authority.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria. The waiting list will be open until the last day of the school summer holiday.

Application Information

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place on 19th April 2010.

APPENDIX 3

Results of the N.C. Assessments of 7 year olds (2008)

19 pupils were eligible for tests at the end of Key Stage 1.
 No children were disapplied.
 No children were absent.

Results showing % reaching Level 2 or above

	W	L1	L2c	L2b	L2a	L3	Overall % L2 or above
READING		10%	16%	32%	21%	21%	90%
WRITING SPELLING		16%	42%	21%	21%		84%
MATHS		16%	21%	16%	27%	21%	84%

	W	L1	L2	L3	Overall % L2 or above
SPEAKING & LISTENING		5%	69%	27%	95%
SCIENCE		10%	69%	21%	90%

(Due to cohort size % may not add up to 100)

Results of the N.C. Assessments of 11 year olds (2008)

13 pupils were eligible for tests at the end of Key Stage 2.
 No children were absent.

Results showing % reaching Level 4 or above

	L3	L4	L5	Overall % L4 or above
READING		100%	46%	100%
WRITING		100%	38%	100%
ENGLISH		100%	38%	100%
MATHS		100%	23%	100%
SCIENCE		100%	38%	100%

Overall % score over 3 subject areas 300%

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APPENDIX 4
Holiday Dates 2010 - 2011

(To be confirmed)