

St. Wilfrid's R.C.



Primary School

**School Prospectus
2011 – 2012**

Head Teacher: Mr A Murray
Old Fold Road
Old Fold
Gateshead NE10 0DJ
Telephone: (0191) 477 1909

Local Authority
GATESHEAD COUNCIL
TEL: (0191) 433 3000

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WELCOME TO ST. WILFRID'S

On behalf of everyone at St. Wilfrid's - governors, staff, children and myself - may I extend a warm welcome to you and your child? If this is the first member of your family to attend here, we hope that he or she will have a happy and successful stay; if you already have or have had, a child in the school we look forward to renewing our links with you.

This prospectus contains general information about the school, but if there is anything further you wish to know please contact me.

MISSION STATEMENT

The community of St. Wilfrid's is a keyhole through which others glimpse God, his love and inspiration. We seek to ensure that all our children know God through the provision of a variety of learning experiences to meet the needs of each individual. We provide a service which recognises the importance of what, where and how we learn and are committed to developing the whole person whilst seeking excellence in all in areas. The caring and supportive atmosphere provided will help our community to grow towards an acceptance of gospel values and attitudes that will help everyone on their journey of life. Change is inherent in all our lives. It is this challenge of learning and adaption during our life that helps us all to fulfil our potential.

OUR AIMS ARE:-

- (1) To ensure that the school is a community in which the Catholic Faith is not only taught, but lived, by promoting a love of Christ and by helping pupils to appreciate the relevance of the gospel values in their daily lives.
- (2) To prepare children when required for the reception of the Sacraments and to encourage them to take an active part in the life and worship of the church.
- (3) To create a warm, pleasant, caring atmosphere where the pupil feels accepted and secure whilst ensuring that every child has the opportunity to fulfil their learning potential by encouraging the highest possible standard of work and behaviour in every aspect of school life.
- (4) To foster self esteem, responsibility and respect for every member of our community and their property.
- (5) To help pupils to develop self confidence, self discipline, the ability to question constructively and apply themselves to their work with interest, enthusiasm and enjoyment based upon the recognition and satisfaction of previous success.
- (6) To encourage good working habits paying particular attention to numeracy and language. To develop aesthetic awareness and appreciation by providing a wide range of experiences and materials and the opportunity to promote skills with various tools and equipment.
- (7) To help pupils become aware of themselves as growing individuals, emphasising personal involvement in the acquisition of positive attitudes towards their physical well being.
- (8) To encourage the ability and self discipline to work with others and to recognise their own work as individuals.
- (9) To offer all pupils equal opportunities to participate in all areas of the curriculum and other aspects of school activities.

St Wilfrid's

St Wilfrid's RC Primary School
Old Fold Road
Gateshead
Tyne & Wear
NE10 0DJ

Telephone: 0191 4771909

Fax 0191 4789460

Email: stwilfridsrcprimaryschool@gateshead.gov.uk

Headteacher	Mr A Murray
Deputy Headteacher	Miss C. Hedley
Chair of Governors	Mr P Cunningham (can be contacted via the School)
Parish Priest	Father A. Dixon
	St Joseph's Presbytery
	Tel: 0191 4771631

SCHOOL ORGANISATION

St Wilfrid's is a Roman Catholic Voluntary Aided Primary School which provides an education for Boys and Girls under 12 years of age.

Foundation Governors

Mr P. Cunningham
Mr. A. Hughes
Mrs P.Adams
Mr. A. Murray
Mrs M. Hodgson

Parent Governors

Mrs S. Robertson

LEA Governors

Mr. I. Pattinson

Staff Governor

Mrs Forster
Mr. A. Murray

Clerk to Governors

Louise Briggs

The Governing Body:

- responsible for the provision of a Roman Catholic education for the children
- in agreement with the L.A. (Local Authority) determine the general education character of the school
- in consultation with the Headteacher have knowledge of the direction of the school with regard to conduct and curriculum
- are responsible for the admission of pupils to the school
- are responsible for the appointment and dismissal of teachers
- are responsible for repairs and maintenance to the exterior of the school buildings

The Governing Body which meets termly is composed of foundation governors, (governors appointed by the Bishop, one L.A. Governor, one parent governor and two staff governors. The governing body is elected once every four years.

What are the criteria for admission?

The governors do have an agreed policy for admissions to the school. This can be found on page 29. All parents do have the right of appeal if their application for a place is turned down.

At St Wilfrid's Roman Catholic School we are committed to providing a fully 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.

We plan to increase accessibility provision for all pupils, staff, parents and visitors to St Wilfrid's Roman Catholic Primary School through our accessibility plan which can be obtained from the Headteacher

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 Team

Headteacher	Mr Alan Murray
Deputy Headteacher	Miss C. Hedley
Teachers	Mrs J Bell Mrs S.Forster Mrs L Smith Miss L Sweeney Mrs K Donnelly Mrs M Hanley Mrs A Saville Mrs S Neale Mrs D Campbell
Learning Support Assistant	Mrs A Birkby Mrs P Radford Mrs C Towers Mrs J Brett
Administrative Staff	Mrs E Evans Mrs M Wright
Caretaker & Cleaner	Mrs M Grant
Midday supervisors	Mrs C McDonald Mr S McDonald Mrs P Todman
Kitchen Staff	Mrs K Charlton Mrs A Carr
School Nurse:	Mrs D Sterling
Education Welfare Officer	Mrs C Brooks
Traveller Support	Mrs C. Walton Mrs M. Fenwick
School Educational Psychologist	Mrs J. Hoyle

The School Day

The children are allowed on the school premises from 8.45 a.m. It is the responsibility of each parent to ensure that their child is in their classroom and ready for registration at 8.55 a.m. Please ensure your child is not in school before 8.50 a.m. for we cannot guarantee adequate supervision before that time.

School times

8.55 – 09.05	Registration
9.05 – 10.30	Session 1
10.30 – 10.45	Morning Break
10.45 – 12.00/12.10	Session 2
12.00 - 12.55	Lunch
12.55 – 15.15	Session 3

Time spent on Teaching

Time spent on teaching

Daily
Weekly

KS1

4 hours 45 mins
23 hours 45 mins

KS2

4 hours 55 mins
24 hours 35 mins

These times are exclusive of registration, assemblies, and collective worship and break periods.

What are the dinner time arrangements?

Meals are cooked on the premises. We would encourage all children to have a hot nutritional meal every day. Menus are available from school.

To assist administrative arrangements meals must be paid for on Mondays or the first day back after a school holiday. The cost of the meals can vary from year to year but details of the prices can be obtained from the school secretary.

Packed Lunches

Some parents may prefer their children to bring packed lunches. If so please use a plastic box and ensure all drinks are in a non-breakable container **No** glass bottles are to be brought into school. As a healthy school we can provide guidance on what should be in a packed lunch. Free school meals are supplied to those children entitled to them. Parents who wish to make enquiries about eligibility for free meals can do so by contacting the School Meals Department at the Gateshead Civic Centre.

Fire & Emergency Procedure.

Should you be in school when a fire occurs, or a fire bell rings, please leave the school immediately and gather in the playground./car park.

All parents must leave the building by the nearest safe exit. Please read the fire notice at the main entrance.

Health & Safety

How will my child be cared for within St Wilfrid's

We do our best to look after your children if ill during the day. However there are times when we have to call you to come and take your child(ren) home. To allow us to contact you it is essential we have an emergency telephone number so that we can get in touch with you.

Is my child allowed to ride a bike to school?

We appreciate that some children will travel to school on their bicycles. However there are limited stands for bikes. Also every bicycle must be in a good and safe condition for the road with a strong lock and chain to secure it during the day. The school cannot be held responsible for the loss or damage to any bike.

Are children ever examined by outside agencies?

Yes – from time to time during the school year, some children may be assessed. However it is the normal practice for Reception children to have height and weight measurements checked by the School Nurse. Parental permission will be sought and parents may be in attendance if they so wish and are able.

Naturally some children do have a serious or recurring medical condition and in such circumstances it is advisable for parents to let the Headteacher or school secretary know. Inhalers for those suffering from asthma are looked after in school. Please make sure that your child has theirs, that it is named and kept in their classroom.

What if my child needs medicine during the school day?

CHILDREN'S MEDICINES

Please contact us if your child requires to take medicine at school. Where it is possible, we would like the parent to give their child the medicine in school. However staff will supervise providing:

- 1 They have clear instructions concerning the required dosage.
- 2 The medicines are brought to school by the parent, not the child, and should be delivered personally to the class teacher.
- 3 Teachers are not allowed to give medicines or tablets that are dangerous. If we are in doubt we will contact the Medical Officer of Health for advice.
- 4 The medical form is completed.

ACCIDENTS IN SCHOOL

If your child is hurt at school we may contact you or your emergency contact. If a serious injury occurs we will call for an ambulance immediately. Should your child receive a minor injury, a note will be sent home at the end of the school day.

SICK CHILDREN

Children who take ill will be cared for until such time as someone comes to take him/her home. It is essential for the school to have a contact number in case such need arises.

My child is absent from school – what do I do.

You must inform the school as soon as possible either by calling in, telephoning or by writing. If no reason is given for the absence then it will be registered as 'unauthorised'/ it is the right of the EWO (Educational Welfare Officer) to investigate / visit the home of any child with unauthorised absences.

Holidays during term time

Taking a holiday during term time is disruptive and may not be authorised. Parents are required to seek permission from the Headteacher.

Is school attendance important?

Yes. Children who attend regularly are more confident and make good progress.

Children who have poor attendance develop gaps in their learning, are less confident and do not make the progress one would expect.

Schools are required to publish details of all unauthorised absences from school. We are also required to supply the information to the Local Education Authority for monitoring purposes. In 2009 – 2010 our absence rates were:-

Unauthorised Absences

Authorised Absences

The numbers of unauthorised absences are far too high. Please see that your child attends regularly. Where children do not attend regularly, or there is no information regarding the absence, then the Local Education Authority will be informed for action.

Registers close at 9.45 a.m. All children who arrive after that time will be recorded in the register as absent. Persistent late arrival is regarded as "failing to ensure regular attendance at school". A 'Late Book' is kept within school to identify patterns of late coming.

Please see that when your child returns to school after an absence he, or she, brings a note signed by you

School Uniform

At St Wilfrid's we believe that our uniform encourages a sense of pride in appearance and a feeling of belonging to the school uniform. Therefore we expect all children to conform.

Uniform list

Boys

White sports shirt
Grey / Black trousers
Royal blue sweater / sweatshirt

Girls

White sports shirt
Grey skirt
Grey / Black trousers
Royal blue sweater / sweatshirt / cardigan

Children should wear sensible shoes suitable for school. In school children must wear plimsolls.

Sweatshirts, fleece jackets and book bags are available from the school secretary.

Clothing for PE

For P.E. children should wear appropriate clothing. Children should wear white T-shirts and black shorts. For safety reasons children do P.E. in bare feet to avoid the dangers of slippery floors.

Should your child need to be excused P.E. or games a note should be sent to the classteacher giving reasons why your child should be excused. If children are able to attend school then they should be able to participate in P.E.

We would urge you to name all items of uniform as it is almost impossible to trace the owners otherwise.

Is my child allowed to wear jewellery

No! Jewellery is not allowed at any time. The only exception is where a child has recently had her ears pieced. Then small plain studs in the lobe are acceptable but not encouraged.

The school will not be held responsible for any injury or loss caused as a result of wearing them.

Children's property

The school or the LEA cannot accept any liability for lost property. Children should not bring to school any item which is expensive or valuable. If an item does go missing please contact a member of staff who will try to secure its return.

Class Organisation

How are the classes organised in school

At present all classes are mixed age except nursery and reception.

There is continual assessment made on each child throughout the year. This information plus a variety of other factors guide staff in taking care to ensure that each child is placed in the group most suited to their needs. This may mean children are placed in different year groups according to their needs.

The School Curriculum

Learning at St Wilfrid's aims to be exciting, stimulating and challenging. We hope to provide all children with a wide range of learning opportunities based upon the local environment, first hand experience, observation and problem solving. The teaching and work set is relevant to the ability, need, interest and experience of the children.

The school's philosophy is based on the belief that education is inseparable from our Catholicity and that each child's development is the concern of home, school and church.

Children are instructed in the beliefs and practices of the Roman Catholic Faith. Close contact is maintained with Father Adrian Dixon , parish priest of St. Wilfrid's. Father Dixon visits the school regularly.

Assemblies and class prayers begin every day. Religious Education on the "Here I Am" Religious Education programme and the Curriculum directory.

Children will normally make their First Holy Communion at the age of eight (Class 3) at St. Wilfrid's Church if practising.

The Governors are required to remind parents of their right of withdrawal of pupils from religious worship and religious education. However, parents are also reminded that the school exists to give a Catholic Education to its pupils and that all parents are expected to be in sympathy with its aims and objectives. Parents should also be aware that the staff of Catholic Schools must attend acts of collective worship as part of their contractual obligations

Any parents with concerns, must make an appointment with the Headteacher. All requests to withdraw must be put into writing.

What about sex education

Education on sexual matters will be given when appropriate in a suitable context and within the general religious and moral attitudes of the school. Full details of our policy are available from the Headteacher. As parents you have the right to withdraw your child from all or part of the sex education provided except that which is required as part of National Curriculum Science.

SUBJECT AREAS:

The following subjects are taught at St. Wilfrid's:

English	Science	Mathematics
Geography	Music	History
Art	Technology	ICT
Physical Education		

For each National Curriculum subject there are attainment targets (the knowledge and skills), programmes of study (the areas of work to be covered) and assessment arrangements related to 4 stages of education. These stages are based on age and are known as Key Stages.

Foundation (Class 1); Key Stage 1 is from age 5-7 (Class 2);
Key Stage 2 is from age 7-11 (Class 3 & 4);
Key Stage 3 is from age 11-14;
Key Stage 4 is from age 14-16.

Further information relating to the National Curriculum can be obtained from head teacher or class teacher. Wherever possible subjects are integrated into topics in order to make the children's work interesting and relevant.

ENGLISH

This is the most important of all subjects as it is the one on which all learning depends. A child's language develops through talking, listening, reading and writing and therefore language development must affect the curriculum of the whole school from nursery age to top class juniors. Great emphasis is placed on reading and many varied reading books are used throughout the school. Children are given the opportunity to take reading books home and it is hoped parents give a little of their time to hear their child/children read. The school follows the National Literacy Programme.

MATHEMATICS

Considerable importance must be attached to children achieving competence in the basic skills of arithmetic and understanding mathematical processes. The school follows the National Numeracy Framework.

SCIENCE

At all times teachers emphasise that much of the work in science arises from the children's own interest and experience and give them the opportunity to carry out practical investigations. The experiences will help children to acquire the skills, attitudes, knowledge and concepts which they need in order to understand the world around them.

In science it is essential that children should develop observational skills and begin to compare and contrast, and recognise similarities and differences.

HISTORY

This subject deals with the study of people and their circumstances in the past, the process of finding out about them and the interpretation of these findings

GEOGRAPHY

Geography seeks to make the children more aware of places. The children are also made aware of the relationship between people and their environment not only locally but also universally and how the major features of the environment effect the way people live.

DESIGN TECHNOLOGY

This subject area provides the opportunity for children to plan, and make an object and then review how successful they have been in achieving their aims.

PHYSICAL EDUCATION

The school aims to provide children with the opportunity to grow and develop in the fullest and richest possible way both mentally and physically through dance, educational gymnastics, games and for some children, swimming.

INFORMATION TECHNOLOGY

The school uses Information Technology to enhance learning in other areas of the curriculum and also to develop specific skills. Information Technology is the process and means by which the information is gathered, organised, stored, processed and communicated using electronic systems e.g. computers

MUSIC

We aim to give our children as wide a range of musical experience as possible and to develop in them an enjoyment of music and rhythm.

ART

Art is taught as part of the timetable and also through other subjects. Specific skills are taught through a wide range of media and knowledge of various techniques.

What if my child has special needs

Pupils with special education needs are taught the national curriculum where appropriate. Some children receive extra help from support staff and we make full use of help offered by outside agencies. The school's policy on Special Educational Needs and a booklet written for parents on this issue is available from the Head Teacher. If you have any concerns please contact the Head Teacher.

Where can I get more information

Parents, Governors and other interested persons have a right of access to a range of documents which are available in school. These documents may be viewed at any reasonable time by arrangement with the Headteacher. Where a request for a copy of a document is made an appropriate charge will be asked to cover the cost.

Parents have a statutory right of access to their children's records. The school is happy to provide any records required within the legal period of fifteen days.

EDUCATIONAL VISITS

Educational visits are an important part of school life in order to enrich our children's learning experiences. We usually ask for a voluntary contribution to help fund these activities. Parents are asked to sign a consent form at the beginning of each school year to give permission for local school visits.

Role of Parents

We acknowledge the rights and duties of parents in the education of their children and we strive continually to ensure that the relationships between school and home are close, visible and genuine.

How can I help my child at home

There are many ways you can support your child at home but the most beneficial must be to read with them or encourage them to read to you every night for a few minutes.

Children will bring reading books home every day and we hope that you will find time to listen to your child read. On occasions, homework is given by all teachers and we ask parents to ensure that any books that go home are taken care of and returned to school in good condition. Parents will be notified at the beginning of the autumn term each year of homework expectations.

COLLECTING CHILDREN FROM SCHOOL

- Please be prompt in collecting children from school.
- If you are not personally going to collect your child please only send a responsible person who is known to us.

No child is allowed to leave the school during school hours unless:

1. A letter is received from the parent or guardian indicating why a child needs to be released from school.
2. Children must be collected by the parents or guardian from school. Children will not be allowed to go home themselves.

If a child falls ill during the day the parent or emergency contact will be notified. On occasions the child may be taken home by a member of staff. Please keep us informed of any changes in addresses or telephone numbers.

HOME-SCHOOL CONTRACTS

New parents are expected to sign a home-school contract. This document outlines the duties and responsibilities of parents and school to ensure children receive a quality education.

WHAT ARE THE SCHOOLS CELEBRATIONS

We welcome all parental involvements in our assemblies, school masses. Christmas and Easter events.

Dates of all school events and attractions are sent home with the children.

After School activities

Throughout the year there are a variety of clubs that take place because of the goodwill of staff and friends of St Wilfrid's.

Behaviour in School

The school community at St. Wilfrid's, like family life, provides a context for moral learning and experience.

Children are expected to behave in a normal, civilised manner. They are encouraged to be responsible and are not subject to any unnecessary restrictions outside the bounds of a reasonable standard of behaviour which parents themselves would expect in their own family situation.

The children are dealt with fairness and justice and they see these concepts exemplified by the staff in the school (teaching and non-teaching). If a child has used behaviour that is not acceptable then that incident is viewed in context of that child, taking into account that particular child's needs.

If punishment is required, then it is given in the form of sanctions such as extra work at break times, verbal reprimands and/or loss of privileges.

1. Working with parent we expect children to act with responsibility and care towards each other. Basically to treat others as they themselves wish to be treated.
2. To act with care and responsibility regarding their own property and that of others.
3. To address their peers, staff and anyone else they come into contact with in a courteous, well-mannered fashion.
4. To help the children to come to terms with the fact that the views and feelings of others must be taken into account.

What are the school Rules

Rules in school are kept to a minimum and those we have are to make sure that your child can learn in a safe and orderly environment.

1. Children should not be on school premises more than ten minutes before school starts.
2. Children are not allowed to leave the school premises unless they have written parental permission, or they have the permission of the head teacher or the deputy head teacher. In most circumstances, if children are expected to go home during school time, we expect a parent to meet their child at school.
3. Children should not bring expensive items of personal property to school. No child must bring mobile phones into school. The school cannot guarantee the safety of such items and the Authority cannot accept any responsibility for the loss or theft of pupils' personal property.
4. Children may not wear or bring into school anything that may be a danger to themselves or others.
5. No-one may run along school corridors.
6. We do like children to be on time but remember it's better to come late than not at all.
7. We have a caretaker, Mrs Grant, and a cleaner who work very hard to keep the school clean and tidy. We ask you to encourage your children to be aware of the valuable job they do and to help by tidying up as they go along and not leave unnecessary litter around the school.

More detailed information regarding Behaviour in school is available in the parents booklet. Copies are available from the School Secretary.

Keeping in touch

When your child has joined us in school there are a number of opportunities for the teacher and parent to get together to discuss ways in which children can be helped at home. This also encourages mutual cooperation, understanding of your child's progress and the opportunity to share ideas and views.

You will have the opportunity to discuss the work covered and your child's progress at our parents evenings. In July you will receive a written report.

Newsletters are sent by pupil post and displayed in classroom windows.

An annual school profile is available circulated at the end of the summer term..

Parents and community are invited to contribute to school life by:

- Joining in our celebrations : masses and assemblies
- Talking to children about specific interest demonstrating particular talents
- Sharing skills and talents.

All this helps to enrich our curriculum.

If you have a message or quick question to ask, please pop in either before or immediately after school. Mrs Evans and Mrs Wright are always available to answer any queries.

If you would like a longer time to talk with either the classteacher or the Headteacher, a time can easily be arranged. Staff are very willing to talk with parents, but please, not when they are teaching.

Our policy is to encourage open and free communication to ensure that all questions and concerns relating to the school are freely aired and resolved informally as quickly as possible. All questions and concerns should be raised with the relevant teacher in the first instance.

However we recognise that from time to time a more formal approach may be necessary. For this reason, the school has a formal complaints procedure which is available on request

Parish of Our Lady & St Wilfrid's

Our school is in the community of Our Lady & St Wilfrid's parish. Mass is scheduled at 6.00 p.m. every Saturday evening.

Parishioners attend various masses and celebrations held in school. Parents often join in parish events such as the Christmas Fayre or the summer barbeque. The preparation for the Sacrament of Holy Communion is firmly the shared responsibility of parents and the Parish. Normally the children from the parish make their First Holy Communion during the summer term.

Where will my child go after St Wilfrid's

As the age of 11 your child will leave this school and join a comprehensive school. Our local Roman Catholic School is Cardinal Hume.

The Headteacher Mr Nick Hurn can be contacted at:

Cardinal Hume School
Old Durham Road
Gateshead

Telephone 0191 4877638

Further information is available from the school.

Detailed information on how to apply for places is circulated during the autumn term,

And finally

Thank you for taking time to read this prospectus. I hope that it has given you an insight into what takes place at St Wilfrid's Roman Catholic Primary School.

Naturally any prospectus can only answer some questions. Please feel free therefore to visit our school at any time for further details and a tour of the school. I know that you and your child will be given a warm welcome

St Wilfrid's RCVA Primary School,

Old Fold Road, Old Fold, Gateshead, NE10 0DJ Tel. 0191 4771909

This Admissions policy has been formally adopted by the Governing Body of St Wilfrid's RC Primary school. The Governing Body of the school is the Admissions Authority and is responsible for determining the school's admissions policy.

Details of the parish boundary 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 the school for September 2010 is 17.

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.

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.

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 of St Wilfrid's, Gateshead.
3. Catholic Children whose home address is outside of the parish of St Wilfrid's, Gateshead.
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 whose parents elect to apply to St. Wilfrid's.

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

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 based on the information provided at the time of application.

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 by the Local Authority.

School Term Dates 2010/2011

	From	To	Half Term	No of days
Autumn Term	Monday 6 September 2010	Friday 17 TH December 2010	25 - 29 October 2010	35 35
Spring Term	Tuesday 4 January 2011	Thursday 21 April 2011	21 - 25 February 2011	34 39
Summer Term	Monday 9 May 2011	Friday 22 July 2011	30 May - 3 June 2011	15 35

All dates are inclusive

School will be closed on Monday 3rd January 2011

Two days within the above terms are to be used for inservice training activities

One occasional day to be used during the summer term

CHARGING AND REMISSION POLICY FOR SCHOOL ACTIVITIES

Appendix 3

Under the charging provisions of the Education Reform Act of 1988, Governing Bodies may choose to charge for certain defined activities provided a statement of their charging and remissions policy is drawn up.

- a. **Section 1** of this document sets out the activities and circumstances for which charges may be levied. These activities are considered to be 'optional extras'.
- b. **Section 2** of this document outlines:
 1. those activities which may not be charged for.
 2. policy with regard to voluntary contributions.
 3. circumstances when remission of charges will apply
 4. non-statutory policy with regard to remission.

Section 1 Charges may be levied for the following activities:

1. Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required to fulfil statutory duties relating to the National Curriculum or to religious education and social activities.
2. Board and lodging costs on residential visits during school hours.
3. Full costs of residential visits which take place wholly or mainly outside school hours.
4. Materials or ingredients for subjects like H.E. or C.D.T. etc, where parents have indicated in advance a wish to own the finished product.
5. Voluntary costs involved for any reasons when parents are consulted and indicate, in advance, a wish to purchase, e.g. school photographs.
6. Cost of various badges, certificates, etc, which may be awarded in a variety of activities.

Section 2 Areas in which no charges will be levied, remissions and voluntary contributions.

1.
 - a. No charge will be made for any activities which take place during school hours unless such activities are optional extras.
 - b. No charge will be made for transport to and from activities which take place during school time.
2.
 - a. Parents may be invited to make voluntary contributions towards activities if the Head Teacher, acting under the authority of the Governors, considers this to be appropriate.
 - b. Failure to contribute will not effect a registered pupil's right to take part in any activity unless the activity is an optional extra.
3. Parents in receipt of income support or family credit are exempt from charges for residential visits which take place during school hours.
4.
 - a. Any parent who, for any reason whatsoever, finds difficulty in meeting any charge which may be requested for residential visits, should contact the Headteacher for possible financial assistance. Such requests will be in strict confidence.
 - b. The school would welcome any approach from parents with regard to difficulties experienced with respect to any school activity which might involve payment of monies.

This policy statement may be subject to review or amendment at the discretion of the Board of Governors.

COMPARATIVE REPORT

Test results 2009 and national results 2009 (15 children)					
		Below Level 3	Level 3	Level 4	Level 5
English	School	0%	40%	53%	7%
	National	6%	14%	51%	29%
Mathematics	School	0%	46%	47%	7%
	National	6%	15%	44%	35%
Science	School	0%	20%	60%	20%
	National	4%	8%	45%	43%

