



St. Catherine's C of E Primary School



St. Catherine's is... "a nurturing community where differences are celebrated, and caring, happy children flourish. Children embrace their learning and develop skills of wisdom and resilience, enabling them to live life in all its fullness."

John 10:10 "I have come that they may have life, and have it to the full."

"Loving learning every day"



Welcome to St. Catherine's C of E Primary School, where your child is at the heart of everything we do.

We believe that education is a partnership between home and school and hope to strengthen links with you as your child moves through our school.

St. Catherine's is an exciting and stimulating learning environment with Christian values. Everyone who works here will strive to work together with you to ensure that your child's educational, social, emotional, spiritual and physical needs are met and developed as fully as possible.

We hope this booklet will give you some idea of our life at St. Catherine's, what we aim to achieve and how we go about our work, but it does not take the place of a visit. We are proud of our school and hope that you will be able to visit us and meet the people who work in it, as we appreciate that choosing the right school for your child is one of the most important responsibilities that you undertake.

We look forward to getting to know you and are sure that your child's time here with us will be enjoyable, successful and memorable.

With very best wishes,

Hazel Leslie
Head teacher



All information in this prospectus is correct as of September 2024 but changes may occur during the academic year

CONTENTS

Welcome to St Catherine's	2
Vision & Values	4
School Details	5
About our school	6
Staff details	7
Governors	8
Admissions	9
What we can offer	10
Teaching methods	11
Foundation Stage unit	12
The Curriculum	13
Collective worship	15
The school day	16
Positive behaviour	18
Special educational needs	18
Child protection	19
Frequently asked questions	20
SATs results	25
Term dates	25

Vision and values...



St. Catherine's is...

"a nurturing community where differences are celebrated and caring, happy children flourish. Children embrace their learning and develop skills of wisdom and resilience, enabling them to live life in all its fullness."

John 10:10 "I have come that they may have life, and have it to the full."

Loving learning every day!

Staff talk to the children about a range of core values regularly and update focus values according to discussion points throughout the year.

School Aims

- ✓ To nurture a school community spiritually, morally, emotionally, socially and physically in an environment where all feel loved, safe and valued.
- ✓ To develop resilience by fostering an environment which promotes self-esteem and a love of learning.
- ✓ To provide high quality teaching and learning, that will support, challenge and inspire all pupils.
- ✓ To provide an aspirational and respectful learning environment where all are able to learn from mistakes to reach their full potential.
- ✓ To develop children's understanding of their own faith and that of others, in order to promote a society where relationships are positive.

School Details

Our address and telephone numbers

St. Catherine's Cof E Primary School
Park Road
Ware,
Herts.
SG12 0AW

Telephone: 01920 462653

Email: admin@stcatherines.herts.sch.uk

Web: www.stcatherines.herts.sch.uk

Head teacher: Hazel Leslie

Deputy head teacher: Andrew Carless



About Our School

St. Catherine's School dates from the 19th century when, as St. Mary's school, it met at the current doctor's surgery in Ware town centre. In 1950, when the numbers began to grow, the present building was erected as St. Mary's Infant School. Subsequently it became known as St. Catherine's JMI School. In 1999 the name of the school was changed again to St. Catherine's C of E Primary School to reflect both its current status as a provider of education for children from the ages of 3 - 11 and also its connections with St. Mary's Church.

St. Catherine's is a growing Primary school set in extensive grounds with currently 390 children on roll. We are firmly committed to creating a quality environment for quality learning and have recently undertaken considerable building work to support this. There is a large assembly hall that is also used for P.E., drama and music. The school has well stocked and updated library areas promoting a love of reading. We are fortunate to have a separate dining room that is light and airy allowing our children to enjoy positive, social interaction at lunchtimes.

There are 2 large playgrounds that along with wet weather play areas are used during the winter months. The large, mature grounds, wild areas and playing field offer not only an ideal natural environment to complement the work of the school, but also extensive games facilities. Our Key stage 1 children have their own outdoor area to complement teaching and foundation stage has it's own wild area to support teaching and learning of science.

During 2013 - 2015, due to a rise in pupil admission numbers locally and increased popularity of the school within the local community, the school underwent some expansion work. We built a new Foundation Stage, new KS2 classrooms, refurbished new classrooms for Year 3 and 4 and extended our dining hall. We have replaced windows and roofing and also funded new large play equipment and new bike/scooter sheds. It was a busy, yet exciting time for the children and staff, parents and families have been patient and supportive and we are now proud to be able to offer a much improved teaching and learning environment. The school has grown from a 1 form entry school to a 2 form entry, but still retains a strong family feel.

You are always welcome to visit our site and meet the Head teacher. Please contact the school office first to arrange a mutually convenient time. This would be most appreciated.

"Pupils behave extremely well in lessons and around the school. They are courteous and well mannered, politely holding doors open for others."

OFSTED July 2024

Staff Details

Teaching Staff

Mrs Hazel Leslie	Head Teacher, DSL & SENDCO
Mr Andrew Carless	Deputy Head Teacher & DSL
Mrs Emma Hawkins	Nursery teacher & ART/DT lead
Mrs Jane Cottle	Reception class teacher & Foundation Stage Leader
Miss Lucy Speechley	Reception & Computing Lead
Miss Emily Bull	Teacher - Year 1, KS1 leader & PSHE lead
Mrs Charlene Boothby	Teacher - Year 1 & Maths lead
Mrs Maddy Farrell	Teacher - Year 2 & MFL lead
Mrs Emma Groves (mat leave)	Teacher - Year 2
Miss George Boye	Teacher - Year 3
Mrs Sharon Clay	Teacher - Year 3 & Music lead
Miss Beth Gray	Teacher - Year 4 & Geography lead
Miss Mandy Horton	Teacher - Year 5 & English lead & PE leader
Mr Christopher Scott	Teacher - Year 5 & History lead
Mrs Levy-Deguelde	Teacher - Year 5 & Maths lead
Miss Laura Elliman	Teacher - Year 6, UKS2 & RE lead
Mrs Julie Martin	Teacher - Year 6 & Science lead
Mrs Siobhan O'Connell	Teacher

Foundation Stage Support

Mrs Melanie Rowbotham	Mrs Laura Jackson	Mrs Katherine Calvert
Mrs Karen Robertson	Mrs Emma Maslanka	Miss Stacy Longdon
Miss Martina Cox		

School Support - Teaching Assistants

Miss Michala Baker	(Lead HLTA, Nurture lead and Pastoral support)	
Mrs Joanne Bezer	Miss Rachel Kendrick	Mrs Charley Goulding
Miss Elaine Keefe	Miss Lauren Bundock	Mrs Lisa Godley
Mrs Nathalie Gould	Mrs Becky Brace	Miss Emma Lawrance
Mrs Emma Ashbourne	Miss Noemi Tocco	Mrs Rhona Middleton
Mrs Rebecca Thurgood-Watkins		

Breakfast club & After School club Assistants

Miss Michala Baker, Miss Stacy Longdon, Miss Lauren Britnell, Mrs Sharon Britton, Miss Georgia Fitts, Mrs Natalie Patey, Mrs Angela Riddle, Mrs Sandie Fitts

Administration

Mrs Julie Harvey	School Secretary/Head Teacher PA
Miss Kerry Hammond	Admin Assistant
Mrs Vicki Jones	Admin Assistant
Mr Gary Shepherd	Site Manager
Mrs Claire Green	Site Managers Assistant

Mid-day Supervisory Assistants Karen Robertson, Shareena Ashley, Becky Brace, Sharon Britton, Angela Riddle, Georgia Fitts, Katherine Calvert, Julie Hughes, Charley Goulding, Lisa Godley, Raisah Qureshi, Emma Maslanka, Joanne Bezer, Emma Ashbourne, Sarah Merritt, Elirjona Rada, Michelle Groom, Becky Brace, Rebecca Thurgood-Watkins, Stacy Longdon, Georgia Fredericks, Lauren Dawes-Martin, Rachel Kendrick, Martina Cox

Local Schools Partnership family support staff:

Chanel Galas Lead Family Support Worker
Vivienne Cobos Family Support Worker
Stacey Ward Family Support Worker

Governors

The school has a Governing Body which is responsible for supporting the school and for ensuring best performance. Members are from the community and include parent governors. Parents are ideally placed as Governors as they have an important perspective to bring to the running of the school. When a vacancy becomes available all parents are encouraged to apply - if any parents would like to find out more about the governor role, please come and chat to Mrs Leslie (head teacher) in school.

<u>Governor</u>	<u>Type of Governor</u>	<u>Governor</u>	<u>Type of Governor</u>
Lee Bezer	Chair of Governors, (parent governor)	Hazel Leslie	Head Teacher (ex officio)
Tom Stacey	Clerk to the Governors	Jane Drysder	Foundation Governor
Robert Wilson	Safeguarding Governor	Natasha Hillcoat-Hyde	Vice Chair Parent Governor
	Foundation Governor	Helen Romasanta	Parent Governor
Andrew Carless	Staff Governor/DHT	Ysmena Pentelow	Vicar of St Mary's
Viktorija Stanciukaite	Parent Governor		

"Respect is at the heart of good learning, success and happiness; respect for individual potential. Children achieve if they are stimulated and their natural curiosity is fostered. In the classroom they are heard, questions and tasks are posed which stretch and motivate them, appropriate to their individual aptitude; they are given proper opportunities for personal and group learning; it is clear to them what the challenge is and why it is set; they are involved and encouraged; the learning is exciting and demanding.

Where this is the norm good behaviour follows since children are fully engaged and enjoy what they are doing. From this secure and stimulating environment in the classroom whole school activities, assemblies, visits, visitors enhance and celebrate achievement."

(Mr Lee Bezer - Chair of Governors.)

The Full Governing Body is subdivided into three committees that meet termly: Finance and Premises Committee; Pay and Personnel Committee; Standards and Curriculum Committee. If you want to contact our Chair of Governors, Mr Lee Bezer, you are able to do so via the School Office or via our admin email address which is: admin@stcatherines.herts.sch.uk

Admissions

If you are considering applying for a place at the school and would like to visit you would be very welcome. Please telephone the office for an appointment.

Parents should contact the school directly to apply for a place in our Nursery class. We currently provide the 30 hour free provision scheme, please check our website or ring the school office for details.

Parents of children aged 4/5yrs will receive a letter direct from Herts County that explains how to apply for a Reception place online. If you are new to the area and need an in year place, please contact Hertfordshire School Admissions via - [In year admissions - change school during the year | Hertfordshire County Council](#).



The school admits up to 30 children into Nursery and 60 into Reception

The criteria for admissions in Hertfordshire are as follows in priority order:

1. Children in public care, children at risk.
2. Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.
3. In the case of junior schools, children who attend the linked infant school at the time of their application.
4. Children who have a sibling in school at the time of application for admission, unless the sibling is in the final year of the school whichever provides for the older children.
5. Children for whom the school is their nearest community or voluntary-controlled school.
6. In a tiebreak situation then places will be offered using the distance rule.

Further information can be obtained from the admissions department at County Hall - telephone no 0300 123 4043

Why come to St. Catherine's?

- A Church of England primary school with a positive and caring ethos
- A broad and balanced curriculum taught in a lively and exciting way!
- A school where the development and progression of every child really matters.

"Pupils benefit from a wide range of experiences, such as trips, visits from speakers and sports competitions."

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Our Pupils will:-

- Experience high quality teaching to maximise their development.
- Be equipped to express themselves with pride and confidence, show respect for themselves, others and the environment.
- Develop ownership of their own learning.
- Respond creatively to enjoyable challenges in an environment of respect and trust.
- Value others, work co-operatively, respect diversity and be honest and trustworthy citizens.
- Be educated in a close, caring environment.

St Catherine's School Facilities

- A large, spacious environment.
- Each classroom contains a range of equipment and materials necessary to enable every subject to be taught, together with the latest technology including computers in every classroom and recently updated interactive whiteboards.
- 2 welcoming and well-resourced school library areas.
- Laptops, chrome books and ipads.
- A large school hall for assemblies, sports and activities.
- Playgrounds with play equipment, seating areas.
- The school is surrounded by large playing fields for sports and activities.
- Secure and stimulating outdoor learning areas for Foundation Stage and KS 1 children.
- Hot school meals cooked freshly on site.
- School run breakfast club (from 7.45am) and after school club (until 5.30pm).
- The school is safely located within landscaped grounds complete with security monitoring and fencing.
- Excellent links with our local primary and secondary schools to extend and enhance curriculum opportunities.
- Swimming lessons at the neighbouring pool (KS2).
- Musical instrument taught in Year 5 (school funded), plus peripatetic music teacher for piano if desired (parent funded).



"The school has designed a curriculum that is ambitious for all pupils. It sets out precisely the knowledge and vocabulary that pupils need to learn and the order in which these should be taught."

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Teaching Methods

Teachers use a range of teaching techniques and strategies within the classroom, which will vary according to the subject being taught and the age and needs of the individual children. Each class has a teaching assistant. The teaching methods used at St Catherine's include:-

- Mixed ability learning
- Whole class teaching, with support to meet the needs of all pupils.
- Group teaching, catch up, and intervention support when appropriate.
- An established system of tracking progress to ensure all pupils achieve.
- A nurture program to support pupils socially and emotionally, where necessary.

"Pupils are proud of their busy school. They play, cooperate and learn happily together in this safe, nurturing environment. Pupils' relationships with friends and adults are strong"

OFSTED July 2024



Foundation Stage Unit

Starting school

If this is your first contact with school since you were pupils yourselves, you are probably feeling a little apprehensive about the way your child will manage. In most cases the parents find it harder to adjust in the first few days than their children do!



Early Years

The Early Years is a very important part of St Catherine's School, as this is the first introduction to school life. The Early Years at St Catherine's begins with our morning Nursery class followed by a year in one of our reception classes. In addition to our morning Nursery class, we also offer provision for children to attend our nursery for 30 hours. Wrap around care with a breakfast and afterschool club is also offered to our Early Years children.

The Nursery and Reception classes share a well-equipped, open planned large space.

"The purpose-built Early Years accommodation provides an excellent environment for young children. The three large, open plan classrooms are spacious, light and welcoming."

(Ofsted 2018)

The unit is purposely designed to provide each class with its own learning space for adult led activities, as well as the opportunity for children to freely access the whole unit while learning through play. The Foundation Stage has its own large spacious well-equipped outside area which provides a safe and secure learning environment for children.

The Early Years curriculum covers 7 areas of learning and development which are; Communication and Language; Physical Development; Personal, Social and Emotional Development; Literacy; Mathematics; Expressive Arts and Design; and Understanding of the World. Throughout Early Years children engage in adult led activities and also have plenty of opportunities to access both the indoor and outdoor learning environment.

St Catherine's encourages and welcomes parent partnership through: parent's workshops, 'Marvellous Mondays' and other events throughout the year. Parents/Carers are kept informed about their child's learning and development and the next steps in their child's learning through an online learning journal.



"Children in Early Years benefit from a stimulating learning environment of their own, where Nursery and Reception children play and learn happily together. They explore purposeful activities that support their learning and development."

OFSTED July 2024

The Curriculum

At St. Catherine's we teach a broad and balanced range of subjects as specified in the National Curriculum.

The core subjects are English, Mathematics, Science and Computing. The foundation subjects are: Design and Technology, History, Geography, Music, Art, Physical Education, P.S.H.E. (personal & social development), MFL (modern foreign languages) and Religious Education. The foundation subjects are taught through flexible topics, which are carefully chosen to ensure they interest and engage the children. Therefore we adopt a flexible approach and change topic focus whenever appropriate.

Currently teachers plan lessons in year group pairs, supporting quality of planning and giving wider opportunity for differentiation and creativity.

English

Reading, writing, speaking and listening are essential skills. Throughout their time at St Catherine's, children develop skills which enable them to speak with confidence, read with understanding, write purposefully and spell accurately. Our creative curriculum allows these skills to be taught and applied across all subject areas. During English lessons, we draw on quality texts from a variety of genres. Children are given opportunities to explore and learn in different ways, regularly showcasing their presentation skills.

In guided reading adults work with groups of children spending time enjoying quality texts and developing comprehension and inference skills. As well as inspiring rich discussion, we also believe that reading broadens vocabulary and positively impacts their writing. Whilst we regularly read with children at school, we also strongly encourage daily reading at home.

At St Catherine's our aim is to help children to foster a love of reading that enables them to grow as writers.



Maths

Maths is taught using a variety of methods throughout the school, which encourage the use of practical equipment in all year groups. Teachers plan enjoyable and challenging lessons, which enable children to develop their mental fluency through problem solving and opportunities to investigate mathematical concepts. Increased mental fluency develops a deeper understanding of number. Teaching also develops children's ability to record their answers and ideas as well as more formal methods of calculating. Children work in mixed ability groups.

Opportunities to link maths to other subject areas are made wherever appropriate, with particular links to science and ICT. Individual targets are set regularly in class to allow children to take control of their own learning and enjoy completing them. Maths at St. Catherine's is an enjoyable learning experience.

Science

At St Catherine's, positive and enthusiastic teachers aim to heighten children's natural curiosity in order to develop their understanding of scientific enquiry. Children are provided with the opportunities to investigate, explore and carry out contextualised experiments allowing them to make links with the outside world. Emphasis is placed on questioning and thinking where children are encouraged to use prior experience to predict 'what will happen if....'

Children plan their own investigations, considering all aspects of science such as prediction, method, testing, measuring, recording observations, questioning and concluding.



Computing

The level of expectation of children's capabilities for using new technologies has significantly risen with the new National Curriculum, placing a strong emphasis on computer science and computing programming skills. The skills across New Technologies and Computing are essential to childrens' learning and where necessary, teachers at St Catherine's ensure they are integrated into all areas of the curriculum. New technologies require children to be able to interact competently with computers, laptops, tablets and a growing number of other devices, exploring a variety of programs and software to fully support and extend their learning. We hold a responsibility to encourage digital literacy in all pupils to equip them for their future.

Collective Worship

St Catherine's is a Voluntary Controlled Church of England school, which means that we are committed to maintaining a Christian ethos through a daily act of Collective Worship. The school's linked church is St Mary's Church, Ware. We place great importance upon developing loving and respectful attitudes towards all others, within a caring and friendly school environment. Children are encouraged to understand religious, cultural, social and ethnic diversity.

In compliance with current legislation the aim of Collective Worship (assembly) is to develop spiritual, moral, social and cultural awareness in children. Assembly themes are illustrated by the use of story-telling, discussion and singing. Assemblies are led by staff, children or visitors. The vicar and curate of St. Mary's Church regularly attend and deliver whole school assembly. As a school we hold three services a year at the local church and all parents and families are welcome to attend.

Parents wishing to discuss any aspect of our Collective Worship policy or their rights of withdrawal please contact the office to book an appointment with the Head Teacher or refer to the Collective Worship policy which is available on our school website.



Religious Education

Religious Education is taught through the recently updated Hertfordshire Agreed Syllabus for RE. Children are taught about different religions and cultures so that they develop a mature awareness of the multi-cultural world that we live in. Parents do have a legal entitlement to withdraw their children from Religious Education. Any parent wishing to do so, is encouraged to seek further advice from the Head Teacher.

The School Day

Breakfast club opens at 7.45am (please contact the office for current further info)

Doors to the classrooms open at 8.30am with morning registration at 8.40 am

Friday sharing assemblies are at 8.50am - families welcome.

Morning break is from 10.40 - 11.00am

Lunchtime is staggered between 11.45am and 1.15pm. Children can have a school meal which is cooked on the premises or bring a packed lunch from home.

The school day ends at 3.00pm for Foundation Stage and 3.10pm for years 1-6.

Study support and out of school hours learning take place through clubs and activities that are offered to the children. These change throughout the year depending on the season and staffing but include both academic support and opportunities to play sport.

After school club closes at 5.30pm promptly. (Please contact the office for further info or email direct to book a place for your child - afterschool@stcatherines.herts.sch.uk)

School Uniform

We are proud of our school and we wear our uniform with pride! Thank you to all our parents who help ensure that full school uniform is worn.

School Uniform

Children are expected to wear our uniform at all times. Requirements are:

White Shirt (KS2)

White Polo Shirt (KS1 & Foundation Stage)

Grey or Black Trousers / Skirt / Pinafore

Green School Jumper/Cardigan

Tie—Years 3,4,5 & 6

Black Shoes

During the warmer weather, children may wear a green gingham summer dress or grey/black school shorts.

Cardigans, Jumpers, Ties and PE kits can be purchased from the school office. Order forms are available from the school office or from the website. Please make payments via the Schoolgateway system and once payments have cleared, the office will let you know that your uniform is ready for collection. All other uniform items can be purchased from most supermarkets/clothing stores.

School uniform is optional for Nursery children, though many of them choose to wear our uniform with pride!

For P.E, all children from Reception class to Year 6 need to wear a white T shirt with school logo and green shorts.

Parents are able to purchase P.E. kits, jumpers, cardigans, ties, book bags etc. complete with the school logo from the office.

Children may bring trainers to wear during playtime or for games.

- Long hair should always be tied back.
- Earrings should be small plain studs.
- No other jewellery.
- Nail varnish is not permitted.

Positive Behaviour

We expect the highest standards of behaviour at St Catherine's School. Our children live up to this expectation and we enjoy a very good reputation. Whenever we take the children out of school, we receive praise from the general public and visitors to the school often remark on the caring welcoming atmosphere.

We expect all adults to behave in a respectful and kind manner.

cont.

Our school embraces a therapeutic behaviour policy. When children start school they have to learn how their behaviour affects others and this is the basis of our discipline in school: Children are rewarded for good behaviour and consideration to others. We spend time ensuring that this type of good behaviour is noticed and praised. Each Friday we have a special assembly where children are chosen by their teacher to be given a special award for achievement and/or good behaviour. Parents and Carers are welcome to join us in this assembly.

We also spend time with children discussing real situations as and when they occur and they are encouraged to put their views forward and consider the feelings of others. Children are encouraged to 'say sorry' either verbally or in writing and then to forgive as part of our school values.

Regular CIRCLE TIMES/ PSHE lessons and assemblies encourage the children to discuss topics which involve social, personal, health and moral issues which we feel are very important to their development. The children enjoy these opportunities, some may just listen, but all are given the opportunity to express their views.

Children who cannot manage their own behavior, and perhaps are unkind to others, are encouraged to reflect upon their mistakes, consider the impact of their actions, and consider reasonable consequences. Everyone is listened to.

High standards of behaviour such as those enjoyed at St Catherine's School depend on supportive communication between parents, staff and children. Parents are very welcome to share any concerns with either the class teacher or the head. We always try to deal with problems as soon as possible and in the most positive way we can.

Special Educational Needs

We pride ourselves on being an inclusive school where all pupils have equal opportunity to succeed. We operate a Special Needs Policy in line with the latest Special Educational Needs Code of Practice. We aim to involve parents and pupils fully in ensuring best progress.

There is a range of options open to children with special needs. Most will have individual targets that will be drawn up by the class teacher, parents and child (where appropriate) and needs will be met on a day to day basis by the class teacher and/ or teaching assistant. Reviews are carried out regularly and for pupils who need further support than the school can provide, outside support services are used.

Child Protection

All schools have a clear responsibility placed on them by the Children Act 1989 and by guidance from the Department for Education and Employment to safeguard the welfare of all their pupils. In doing so, schools are expected to consult with Social Services if they believe there is a possibility that a child may be suffering from abuse or neglect.

A referral to Social Services is not intended to be an accusation of any particular action or against any particular person. It is the reporting of concerns which have come to the school's attention. This is in accordance with Hertfordshire Child Protection Procedures.

St. Catherine's CofE Primary School has a Child Protection Policy and a copy of Hertfordshire Child Protection Procedures, both of which are available for parents/carers to see.

All adults who work in school in the school receive regular child protection training. It is the responsibility of each one to report concerns to the Head Teacher who will decide how the concerns should be addressed. This may be to talk through the problem with the parents, or it may be passed on to Children, Schools and Families (the LEA). Whatever decisions are taken, the well being of the child must come first.

Accessibility, Inclusion and Equality of Opportunity

We do not discriminate against any member of the school community, on the grounds of their age, gender, race, ethnicity, religion or sexual orientation. We are committed to removing barriers to access to the curriculum, information and the physical environment for members of the school community with disabilities. Please refer to our Equalities Scheme, on the website. This forms part of our curriculum, and is discussed and taught regularly with pupils. If you become aware of any form of discrimination or barriers to access, then please inform the school immediately.

Frequently Asked Questions

What do I do if my child is sick and unable to come to school?

It is very important to encourage children in the good habits of punctuality and attendance. If your child is away from school for any reason, please telephone the school office on the first day of absence. Please give full reasons and expected date of return. Attendance is monitored rigorously by the school and parents will be contacted by the office if notification of absence has not been received by 9.15am

Can my child be given medication by the school staff?

In general medicines should not be brought to school. The only exception is if your child needs an inhaler to control asthma or an EpiPen for severe allergic reactions. In this case this needs to be discussed with school office staff so that pupil records can be kept accurate ensuring the safety of your child. (cont...)

If your child is taking a prescribed course of medicine that has to be administered during the school day, you may ask office staff to administer and fill in the relevant forms, or come to the school by agreement with the Head teacher in order to administer it yourself.

What happens if there is an accident at school?

Accidents in schools are rare but should one of a serious nature occur, the parents of the child will be contacted immediately. It is essential, therefore, that all contact telephone numbers are kept up to date. Our accident file is completed for all accidents at school and is regularly monitored to ensure improvements are made. Parents are notified by text if pupils have minor accidents.

How can I get involved in school?

Help is always needed in school and parents/grandparents are encouraged to come into school to assist in whatever way they are most able. You could help in a number of ways, such as listening to readers. Your contribution enriches the life of the school and helps to foster the vital partnership between home and school. Parents are asked to complete police check forms which are held in the school office. Our parent group, FOSC (Friends of St. Catherine's) is always on the look out for enthusiastic parents to assist with fund raising for the school. The funds they raise all help the provision of education for the children. Please contact any of our FOSC members including, Ashley Manners, Laura Adams and Lorna Chapman. There is a link to FOSC on our school website, which gives more details of the fundraising activities we undertake and meeting dates/times.

What is the school policy on my child wearing jewellery?

In the interest of safety only simple ear studs may be worn. These must be removed during P.E. lessons. Children must be able to do this themselves. The school cannot be responsible for loss or damage. Jewellery worn for religious reasons should be kept to a minimum.

Watches are worn at children's own risk and the school accepts no responsibility for loss or damage. They must also be removed for P.E.

How do I pay for lunches or other activities ?

We are a cashless school and ask that all payments are made online/via Schoolgateway. Payments for Uniform, School Trips, Milk, Swimming, School Meals and Breakfast and After school clubs can be paid online via the Schoolgateway system which can be accessed by clicking on the link on the school website at the bottom of the home screen. This will open another page to sign in – when you first open an account you will need to click on the New User tab. Enter your mobile number and email address that the school use and you should receive a text message with a pin number. You should then be able to login to the system using this pin number and your email address. Please note that the system will only show an actual balance for school dinners for children in Nursery and Years 3-6. All other payments are what you can pay not what you owe. If you have any problems or issues with making payments online, please speak to the school office.

What is the offer for lunch at the school?

School lunches are freshly cooked on the premises. Every day there is a choice of two hot lunches together with vegetables or salad. Special dietary needs can be catered for. You may choose for your child to have school lunch on the day. Please remind your children though! Often our children choose to have school lunch on the roast day or 'fun day'. You can choose the best option to suit your child's tastes. Though it usually helps us if that can be the same day each week. Children are asked at registration what lunch option they would like, so please look through the menu with your child before hand. If you think that your child is eligible for Free School Meals please contact Hertfordshire County Council direct on 0300 123 4043 to confirm your eligibility with them. They in turn will then inform the school.

I would like to provide my child with a packed lunch, is there anything I should know?

You may prefer your child to bring a packed lunch. We do operate a healthy eating policy and would ask you to ensure that you provide a healthy, balanced packed lunch. Children who bring a packed lunch eat in the dining room with the rest of the school. Lunches should be brought in a suitable lunch box with the child's name clearly written on the top. Please try to ensure that the box is suitable to eat from and that the food is cut up beforehand. We do not provide plates or cutlery for packed lunches. A drink of water can be provided but most children bring a cold drink in from home. Fizzy drinks, glass bottles or hot drinks are not permitted. Sweets and chocolate bars are also not permitted. Please consider the need for slow releasing energy for the afternoon sessions.

No nuts or foods containing nuts are allowed in packed lunches, even if your child is not allergic.

Can my child bring a snack for break time?

It is good for children to have a healthy snack at break time. Children are **not** allowed to bring sweets, chocolate or chocolate biscuits to school as a snack, however they may bring in a drink of water and fresh fruit or vegetables for playtime. Fruit is provided for children in Key Stage 1 but needs to be provided for by parents for Key Stage 2 children. Children in Nursery and Reception are offered a snack of fruit, water or milk as part of their day. This is a vital part of the personal and social learning as the children learn to share and take turns. Milk is offered in Foundation and KS1. This is free to under 5's.



My child has lost their jumper, what do I do?

We ask that all clothing is clearly labelled with your child's name. This way we can return lost items to their rightful owner!

We operate a lost property box, situated in the lobby by the main office. It is such a shame to see so many unclaimed items at the end of term. We are not responsible for expensive items that are brought to school and then lost/ broken. Please ensure that any precious items e.g. expensive footballs are kept at home.

All lost property is disposed of at the end of the summer term.

How will I know what my child is studying each term?

Each term you will receive a curriculum letter from the class teacher to update you on the topics that will be covered. Curriculum coverage is also shown on the school website. In the Foundation Stage, parents are sent regular updates and there are notices for parents at the main entrance.

Will our child receive sufficient and meaningful home learning?

All children are given home learning... This progresses from reading and sharing books in Nursery up to the formal homework by Year 6. We believe it forms an important link between home and school and gives children responsibility for independent learning and practice.

Children should read at home on a daily basis. In KS2, when children choose their own books it is still important to hear them read. We hope that you will encourage them to work to a high standard and provide a quiet facility where the work can be done.

What do I do if I want to take a holiday within term time?

Attendance is a serious matter. It is vital that children are in school at every available opportunity in order to receive their entitlement to a full education, and increased life chances. Holiday during term time will not be authorised and, in line with government guidance, you will be at risk of receiving a fine should you choose to take your child out of school. If you need to remove your child for an exceptional circumstance, you should complete an application for absence from school form. These forms can be obtained from the school office and must be completed and returned prior to the absence commencing.

How do I know that my child will be safe during the school day?

The school premises are fenced with automatic gates and the building is protected by security locks and therefore should not be entered by unauthorised persons. If parents are visiting the school during the working day, please enter the building at the main entrance and sign in at the office. All visitors/contract workers at school during working hours will have signed into the school.

What would happen if we were upset about something?

Parents concerns or complaints are best dealt with as soon as possible. Initially it is best if you discuss your concerns with the class teacher directly. If you find this difficult or feel your concern has not been resolved then please make an appointment with the school office to talk to the head teacher. The school office and school website have copies of the complaints procedure, should you wish to use a formal route to complain. Any correspondence will be dealt with as soon as possible. For formal complaints to be resolved positively it is important you indicate clearly what you consider would be a satisfactory outcome. At all times we encourage you to be polite and courteous as this enables us to achieve mutually positive outcomes.

How will we find out how our child is performing at school?

Parent consultation evenings are held during the Autumn and Summer terms. These meetings give parents the opportunity to discuss their child's progress with class teachers. At the end of the Spring term a written report is sent home and parents are able to make an appointment to discuss the report if necessary. There will also be an open evening for your children to share their work with you. It is worth remembering that curriculum and assessment procedures have both come under huge changes recently, nationally, and this will affect the way in which levels and progress are reported to you. We hope that you in turn will come and see us whenever you wish to discuss your child. Although staff are not usually available before or during school hours, appointments can be arranged at a mutually convenient time after school. We shall do our best to keep you informed about what is happening in school by various means, which include newsletters and Head Teacher updates. (Please check your child's bag and pockets!) We also have a school website - www.stcatherines.herts.sch.uk

How will you help my child prepare for secondary school?

We have excellent relationships with our local secondary schools. This has many benefits for St. Catherine's including specialist teaching in PE, Music, and Modern Languages. Children attend a transition day at the school in their Summer Term of Year 6. The Primary Liaison teacher from the Secondary school also visits us and there is a good transition program in place.

Our children love sport. What does your school offer?

We offer at least two hours of physical education as part of the curriculum at school. From KS2 children all receive swimming lessons. There are a variety of clubs offered before and during school. We participate in a range of local sporting competitions, tournaments and events. We are always on the look out for new sporting activities and if you can offer any skill and time we would love to hear from you.

Our child loves music. What does your school offer?

Our curriculum provides a class-based, participatory and inclusive approach to musical learning. Throughout, children are actively involved in using and developing their singing voices, using body percussion and whole-body actions, and learning to handle and play classroom instruments effectively to create and express their own and others' music. Through a range of whole class, group and individual activities, children have opportunities to explore sounds, listen actively, compose and perform. Our Music curriculum builds experience and develops understanding of the interrelated dimensions (elements) of music throughout the scheme (eg tempo, dynamics, rhythm, beat). Each unit has as its focus one process such as performance or composition, or one dimension, such as pitch, but the learning progresses within the context of all the inter-related processes and dimensions of music. A wide variety of notations, including picture, graphic, rhythm and staff notation are integrated, wherever appropriate, with practical music-making activities throughout the scheme. Notations are used progressively to promote understanding and use of the representation of sound in symbols by all children. In Y5 and Y6 all children are taught to play the Ukulele through lessons with a specialist teacher. At St Catherine's all classes have an hour of music each week, through a curriculum lesson (based on our scheme of work, Music Express), a Focussed Listening session (using our playlists based on the DFE's Model Music Curriculum) and a Singing session (via singing assembly). Children in EYFS also have musical development opportunities through Child Initiated Learning (CIL) based on "Musical Development Matters".

The school has partnered with Hertfordshire Music Service (our local Music Hub) to offer individual or small group instrumental lessons in piano, guitar, clarinet and violin. HMS are also able to hire instruments for children to use in lessons and to practice with at home. Further information on lessons, including prices and availability can be found [here](#). Generous subsidies are available which could reduce the cost by 50% or even make them free, for families where parents/carers are in receipt of certain benefits. Find out more [here](#).

We have two thriving choirs, one for children in Y1/2/3 and another for Y4/5/6. All children are welcome to join, and we only ask that children attend our weekly rehearsals and are enthusiastic and committed. Recently, our choirs have had the opportunity to perform in Ware and Hertford in the Hertford and Ware Music Festival, along with the Young Voices concert at the O2.

You can read more about Music at St Catherine's on our website, [here](#).

Whole school data

July 2024

KS2 achievement 2024

% of children who achieved the expected standard in:

	Reading	Writing	SPAG (grammar)	Maths	R/W/M combined % ARE
Y6 2024: 57 pupils	71% 25% GDS	71%	71% 39%GDS	71% 25% GDS	60%

Y4 MYC (Maths) 59 pupils	19.6 average score out of total of 25 29.3% achieved full marks
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KS1 achievement 2024

Year 1 phonics screening June 2024: 52 pupils	School pass rate: 91%
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Reception class GLD June 2024: 56 pupils	School pass rate: 70%
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Term Dates

2024/2025

Autumn Term 2024/2025

1st September—19th December

Half term—28th October - 1st November

Occasional Day— 2nd December—School closed

Spring Term 2024/2025

6th January—4th April

Half term—17th —21st February

Summer Term 2024/2025

22nd April—18th July

Half term 26th—30th May

5th May Bank Holiday—school closed

Additional Inset Days still to be set for 24/25