



ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

**143 WOODSTOCK ROAD
OXFORD OX2 7PH**

TELEPHONE ~ 01865 311056

**WEBSITE ~ WWW.STALOYSIUS.NET
E-MAIL ~ OFFICE.3842@ST-ALOYSIUS.OXON.SCH.UK**

HEADTEACHER ~ TOM WALKER

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

CONTENTS

Welcome to St. Aloysius' Catholic Primary School

Mission Statement

School Staff

Location and Admission Procedures

The Curriculum

Parents & The Curriculum

Special Educational Needs

Pupil Assessment & Records

Miscellaneous Information

- Attendance And Lateness
- Music Lessons
- Class Organisation
- Clubs
- Contacts
- Term Dates
- Assessment Dates
- PTA
- Health and Safety
- Homework
- Medical Information
- National Curriculum Results 2012
- School Office
- Helping In School
- Parking
- School Lunches
- Sport
- The School Day
- Uniform (including PE kit)
- Useful Contact Numbers and Notes

Appendix I - Admissions Policy 2014-15

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MOTTO

"BE AMBITIOUS FOR THE HIGHER GIFTS"

WELCOME TO OUR SCHOOL ...

We hope that you, your children and your family will have a happy time as part of our school.

In our prospectus you will find the information you need concerning the organisation, and the day to day running, the learning your child will be involved in and the part you play. We value the partnership between home and school and hope that our communication through formal parents' evenings, informal meetings and social events keep you in touch. If you need to know anything else please do not hesitate to ask your child's teacher or the Headteacher.

We want the best possible for each child at St. Aloysius' and we strive to achieve this.

We hope your child will feel secure and happy in a stimulating and caring school environment. We shall encourage involvement in our school day to develop independence, self-reliance and therefore, confidence. We shall work in partnership with you to achieve the best for your child. You will always be welcome in school.

ST. ALOYSIUS' ... A CATHOLIC SCHOOL

The old penny Catechism asked: "Why did God make you?" The answer it gave is as relevant today as it has always been and it sums up the role of a Catholic school:

"God made me to know Him, to love Him and to serve Him in this life and to be happy with Him forever in the next."

To know Him

At St. Aloysius' we seek to know God, finding Him in all that we learn, and understanding that all that is good, beautiful, and true offers us a glimpse of God.

To love Him

At St. Aloysius' we seek to love God, with our hearts, our minds, and our souls, meeting Him in prayer and recognizing Him in one another.

To serve Him

At St. Aloysius' we seek to serve God, making the best use of our gifts to serve those around us.

We can be happy with Him forever in the next life

The people in heaven are called *saints*. Pope Benedict, on his visit to the UK in 2010, said that a good Catholic school should help its students to become saints. At St. Aloysius' School that's precisely what we try to do: nurture holiness – a love of God and neighbour – within our children.

The local parish is looked after by the Oratorians and their motto, like that of their founder St. Philip Neri (1515-95), is:

Domus mea domus orationis vocabitur
"My house shall be called a house of prayer"
Isaiah 56:7

It is chiefly through prayer that we come to know, love, and serve God. Through prayer we see what He has done for us and for everyone. And through prayer, we come to see how valuable everyone is in God's eyes. So we can say:

O my God, because you are so good, I love you with all my heart,
and for your sake I love my neighbour as myself.

At the centre of our life of prayer here at St. Aloysius' is the Holy Sacrifice of the Mass – both whole school Masses and class Masses – as well as the Sacraments, particularly regular Confession. Through these sacraments we receive sanctifying grace and grow in God's love.

Lord, help us to follow the example of St. Aloysius
and always come to the Eucharist with hearts free from sin.
(from the Mass of St. Aloysius)

And through sanctifying grace we can grow in holiness and become more like God.

"What great nation is there that has a god so near to it
as the Lord our God is to us?"
(Deut 4:7)

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

SCHOOL STAFF

Headteacher	Tom Walker
Class Teachers	Pauline Brookes (Dep. Head) Year 6 Maxine Baker Year 5 Karen Wade Year 2 (SENCo) Ruth Bellamy Year 3 Sophie Kempton Year 4 Louise Frith-Powell Year 4 Susan Bateman Year 1 Angela Sloan Year 1 Claire Middleton Foundation Stage Bernie McCabe Year 3 and Year 4 Mary Hutchings Year 5 and Year 6
School Chaplains	Fr. Daniel Seward
School SENCo	Karen Wade
School Business Manager	Jo Clarke
School Administrator	Philippa Vose & Chris McIntyre
School Bursar	Jane Final
Teaching Assistants	Lorraine Feller Sophie Pietersen Tim Parry Nicola Selway Ann Vermeulen Chris McIntyre Sylwia Arneil Louise Trevelyan Jolanta Maciejewska Turkan Mignon Helen Howgego
Cleaner in Charge	Karl Stevens
Assistant Cleaner	Pat Hughes
School Cook	Tracey Heppell
Kitchen Assistant	Glory Christopher
Lunchtime Supervisors	Sophie Pietersen, Ann Vermeulen, Jolanta Maciejewska, Sylwia Arneil, Louise Trevelyan, Lorraine Feller, Turkan Mignon, Helen Howgego

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

LOCATION AND ADMISSION PROCEDURES

St. Aloysius' Catholic Primary School is situated on the corner of St. Margaret's Road and Woodstock Road in North Oxford. It serves the parishes of St. Aloysius and SS Gregory & Augustine (please refer to the Admissions Criteria and parish boundary map displayed in School Office).

If you are moving to the area and have children who are already of school age, you will need to complete the CAPF form (available from the Oxfordshire County Council Admissions Team (www.oxfordshire.gov.uk/admissions)). Your application will then be sent to the school and our Governors will consider your application as soon as possible. The school Admissions Policy is attached as an appendix.

Any families moving out of the area may keep their children here if they so wish or they may transfer them to the school which serves the area they have moved to. Under the "sibling" rule any younger brothers or sisters can be enrolled at St. Aloysius' School even if you are living outside the area, provided you already have at least one child here at the time of admission.

Once you have had an opportunity to read the school prospectus you can have a look around the school and we can answer any questions you may have so please contact us to make an appointment. Following this you may wish to proceed with an application for your child.

For those of you who have children approaching school age the admission procedure is as follows.

Children born between September 1st 2009 and August 31st 2010 (inclusive) need to apply for a primary school place for their children. The closing date for applications is January 2014. You can apply on-line at www.oxfordshire.gov.uk/admissions.

The induction programme for all reception children and their parents takes place in the Summer Term prior to starting school. Children will have the opportunity to visit school to meet their teachers and mix with the other children who will be in their class. Parents will also have the opportunity to find out much more about St. Aloysius' School and how we provide for the children. There will also be plenty of opportunity to ask questions and meet many of the people who will be responsible for various aspects of your child's education or development. An Induction Pack containing a range of information about the school and the build up to starting school will be available in late summer 2014.

For further details please refer to our Admissions Policy (Appendix I).

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

THE CURRICULUM

In providing for your children we are guided by the requirements of the National Curriculum and of the Oxfordshire LEA. The provision at St. Aloysius' School takes account of every aspect of a child's development. The curriculum gives children the opportunity to achieve the highest possible standards of numeracy and literacy whilst ensuring they can become confident in physical, artistic, practical and social skills. We provide a broad and balanced education allowing for the needs of each child to be met within well-planned and creative learning experiences.

Areas of Learning include:

- Art
- Design and Technology
- English
- Geography
- Health Education
- History
- Information & Communications Technology
- Mathematics
- Music
- Physical Education
- Religious Education
- Science
- PSCE (Personal, Social, Citizenship and Health Education)
- Philosophy For Children
- Modern Foreign Language (Italian)

Curriculum planning involves all members of the teaching staff to ensure there is progression and continuity in learning as your child passes through the school and all our planning processes give due regard to the requirements of the National Curriculum.

The form and content of Religious Education in the school is specifically Catholic.

The beliefs, teachings, ethos and traditions of the church are adhered to. The celebration of the Eucharist is central to the life of the school and Mass is celebrated both in school and in church regularly. The priests and brothers of The Oratory strongly support the work of the school in developing the faith and spiritual nurturing of the school community.

Our children are prepared for the sacrament at appropriate ages jointly by our staff and the clergy.

Other faiths are included within the curriculum and collective worship (assemblies) and are recognised through their similarities with the Catholic Faith. Another important facet of the school's spiritual and moral growth is its commitment to genuine charity to others both in our own community and those in need on the other side of the world.

Support and help from parents is an essential ingredient in a child's education. The delivery of the planned curriculum involves parents helping/encouraging children at home with such things as reading, number work, consolidation of acquired skills, etc. We also welcome parental help in school time for such things as educational visits, transport to sporting events, assisting children with their work etc. It is our intention to maximise the use of all available facilities and resources including staff/parent expertise.

We look for high levels of achievement in every area of the curriculum but in particular we wish all children to establish a firm grasp of the basics of reading, writing and maths. As success in all areas of learning depends on a child's understanding of the basics, it is essential that due emphasis is placed on building solid foundations. Following curriculum initiatives we have continued to review and refine the curriculum and our methods of delivery to ensure they remain appropriate in meeting the needs of the children. Undoubtedly, schools will be required to introduce and implement more initiatives in the years to come and as we do so we will keep you fully informed of what they mean to you and your child's education.

Throughout your child's schooling various methods will be used such as the whole class approach, small group work and individual learning. Each has its place in a balanced and well developed curriculum.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

SPECIAL NEEDS CHILDREN

The individual needs of all children will normally be catered for within the classroom situation by the class teacher through AFL (Assessment for Learning).

On occasions, however, some children may have a learning difficulty that requires extra support. This may be a learning difficulty in general or in one area of the curriculum, for example, maths. When such a situation arises the teacher responsible for Special Needs (the Special Needs Co-ordinator - SENCo) will advise and support the class teacher in providing a thorough programme of work, which will lead that child through his/her difficulties. Sometimes this may be a short-term measure and other times throughout the child's school career.

For children with more complex learning difficulties there are clear Review and Statement Procedures which enable the support services to assist with such things as extra staffing, resources, the preparation of specific work programmes, additional funding, etc. Review meetings include a range of people concerned and involved with the development and education of a child with special educational needs. The meetings do, of course, include the parents/guardians. Such meetings will identify the needs of a child and recommendations will be made as to how best to provide for those needs.

Throughout your child's education at St. Aloysius' School judgements will be made as to which approach will best meet his/her needs. We will regularly keep you informed of progress and will consult you when various types of extra support are being considered.

Usually the teachers will identify when a child needs extra support but sometimes the parents may be the first to notice it or perhaps a child starting school for the first time is already receiving support. If you have any concerns, questions or information relating to your child and the need for additional support, it is vital for the child's sake that there are good communications between home and school.

The SEN Policy is available to parents on request.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

ASSESSMENT AND RECORDING

The progress and performance of every child will be regularly assessed throughout his/her school career.

Teacher assessments are carried out three times a year by staff and are used to track progress. In addition, we are required to assess the children at the end of each Key Stage.

The main aims of assessing and recording children's work are as follows:

- To have an accurate picture of what each child can do; i.e. skills and concepts achieved and understood.

This knowledge enables the teacher to carefully plan ahead and ensure all children are given appropriate and challenging work, which will continually move them forwards.

- To identify gaps in the children's knowledge and understanding

Accurate assessment can highlight areas of uncertainty and weakness thereby allowing the teacher to ensure that a child can be helped through his/her difficulties.

- To ensure there is progression and continuity in learning as children pass through the school

When children change classes their new teacher can be accurately informed of their levels of understanding so that each child will continue from the point at which their previous teacher left them.

- To be able to inform parents of their child's progress.

Parents' Evenings will normally be held twice a year in November and March. A written Annual Report to Parents will be provided at the end of each school year and parents are given the opportunity to discuss this should they so wish.

- To inform secondary schools of the levels of achievement of the children they are to receive.

Both formal and informal methods of assessment are undertaken at St. Aloysius' School. Informal assessment occurs on a daily basis when the teachers are working closely with the children. Formal assessment involves testing and teacher assessment, the results of which are recorded and held centrally. There is an individual file for each child in the school.

Testing and teacher assessment occurs throughout all areas of the curriculum but with an emphasis on the core areas, namely Mathematics, Reading and Writing and R.E. Updating of the records is an on-going process so that they reflect the progress being made and provide us with the information we require. Teachers take great care to ensure that their assessment of a child's academic levels are sound and based on a broad evidence base. Individual children will progress at different rates according to a wide variety of factors.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

CHILDREN'S RECORDS

The children's records contain a variety of information, mostly relating to their progress at school. Some information is also stored on the computer but this consists of information supplied by parents on the pupil record form.

The records consist of:

- General information such as address, emergency telephone numbers, medical information as supplied by parents.
- A pupil tracking sheet summarising results and targets.
- Termly and yearly attendance records.
- Special Needs information and target sheets if applicable.
- Annual permission slips.
- Annual reports.
- Any additional information as decided by individual teachers which may include such things as informal notes in the children's progress.
- Records and relevant information may be shared with other settings or external agencies on a 'need to know' basis.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Absences

Changes in legislation which take effect from 1st September 2013 mean that it is no longer possible for school to authorise **ANY** holiday absence during term time. Any form of leave during term time can now only be granted where there are exceptional extenuating circumstances. Where permission is not granted, leave will be recorded as unauthorised. In the case of repeated periods of unauthorised absence the Attendance Team will be informed. In exceptional circumstances a child's school place may be withdrawn. Requests for absence forms (available from the school office) have to be completed and signed by the Head Teacher before an absence can be authorised. You may be asked to an interview with the Head Teacher to discuss your child's planned absence.

In some instances the cumulative effect of absence can have serious implications with regard to progress and levels achieved. All absences, both authorised and unauthorised will be recorded and reported to parents in July of each year.

The Attendance Summary Report for St. Aloysius' School for the academic year 2012/13 is as follows:

Average attendance	95.5%
Authorised absence rate	4.3%
Unauthorised absence rate	0.2%

In the event of absence from school, parents should contact the School Office as soon as possible giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone, e-mail, by sending in a note to school or by completing a school Absence Form obtainable from the School Office. Please continue to do so daily. We will phone you if your child's absence has not been explained.

When your child has had a stomach upset and sickness it is important that you allow a period of at least 48 hours to elapse after the sickness has finished before sending him/her back to school. Such action will help to prevent the infection spreading unnecessarily to others in the school.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Lateness

The attendance register is taken in each class at promptly at 9.00am. Any pupil presenting themselves in class after 9.00am is officially late.

Late arrival at school is both difficult for your child and the class teacher. Please be on time. Lateness is monitored periodically through the use of our "late gate".

All late arrivals must be reported to the school office. Please complete the late register outside the school office or it will be assumed that the pupil is absent and you will receive a telephone call from the office staff. By completing the late register, your child's lunch arrangements, after school club and bus travel will be recorded.

Parents are requested to leave the classroom before 9.00am to allow registers to be taken promptly.

Additional Subjects

Children at various stages of their schooling may be given the opportunity to learn to play a musical instrument such as a violin, piano, drums or flute. Music tuition is undertaken by visiting peripatetic teachers.

Parental permission is required if a child is to be offered music tuition and a small fee may be charged for instrument hire.

Please note that children participating in such activities will be withdrawn from their class during normal lesson time.

Classes

Classes will normally be made up of children from one year group. Occasionally it may be necessary to mix some year groups i.e. years 4/5.

Clubs

A number of clubs and activities are available at lunchtimes and/or after school. These vary somewhat each year and an updated list is produced each September. Some clubs are free and some operate for specific age groups.

Change of Circumstances

Should your address, emergency contact numbers or e-mail address change or pick-up procedures differ from usual, please inform the school so that our records can be kept up to date. It is important to maintain accurate information on every child. If you think our records might be out of date please contact the office for a new Data Collection Form.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL
MISCELLANEOUS INFORMATION

School Dates 2013/2014

Term 1

Wednesday 4th September – Friday 25th October
Holiday Monday 28th October – Monday 4th November (INSET)

Term 2

Tuesday 5th November - Friday 20th December (Close at 1.00pm)
Holiday Monday 24th December – Tuesday 7th January 2014 (INSET)

Term 3

Tuesday 7th January 2014 - Friday 14th February
Holiday Monday 17th February – Friday 21st February

Term 4

Monday 24th February – Friday 4th March (Close at 1.00pm)
Holiday Monday 7th April – Bank Holiday Monday 21st April

Term 5

Tuesday 22nd April - Friday 23rd May
Bank Holiday - Monday 5th May
Holiday Bank Holiday Monday 26th May – Monday 2nd June

Term 6

Tuesday 3rd June – Tuesday 22nd July (Close at 1.00pm)

Please make a note of these term dates for future reference.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Standard Assessment Test Results

Key Stage 1

The tables give percentages of Year 2 children in 2013 achieving levels 2b and above. This year tests are based on teacher assessment.

TESTS	% Attaining Level 2b+
English - Reading	100%
English - Writing	93.3%
Maths	83.3%

Key Stage 2

The table gives percentages of Year 6 children in 2013 achieving levels 4 and above and 5 and above.

TESTS	% Attaining Level 4+	Level 5+
Reading	93.1%	65.5%
Writing	96.6%	37.9%
Grammar, Spelling & Punctuation	82.8%	61.1%
Maths	86.2%	62.1%

Communication

We have four notice boards in school which are regularly updated with relevant school information. A weekly newsletter is produced and distributed every Friday. The overwhelming majority of our families receive school information via e-mail (ParentMail). Paper copies are provided for those who do not have access to the internet. School information, including dates and forthcoming events, are published on our school website at www.staloyusius.net.

In the event of emergency school closure parents will be contacted via ParentMail (either e-mail or text message), local radio will broadcast the closure and it will be published on the County Council and school websites.

If you wish to make an appointment to see a member of staff please contact the School Office via phone or e-mail.

School Office Hours

The school office will normally be attended by the office staff between 8.40am and 4.00pm each school day for everyday routine matters. At other times contact can be made by telephoning the school and if your query or message is not answered immediately please leave a message. The answer phone is checked regularly.

Parents as Helpers

We rely on the support of parents to encourage children in their approach to school and to learning and, as mentioned before, parental help is needed both at home and in school. Regular helpers will need to obtain a Criminal Records Bureau (CRB) check (before they can commence voluntary work at school). Information is available from the School Office.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Parents/Teachers Association

We have a very active PTA at St. Aloysius' School, which, over the years, has raised many thousands of pounds. The money raised has helped the school buy a range of expensive resources which otherwise would not be available for your children to use. LEA funding is adequate for the provision of all essential equipment, but the activities of the PTA has allowed us to provide extra resources. Their contribution has enabled the purchase of such things as playground equipment, computers and reading books. Many other items have been provided along the way and all for the benefit of your children.

The PTA is also noted for organising non-profit making social events for both children and adults which help to engender a greater sense of community amongst those associated with our School. As a parent you are automatically a member of the PTA and if you are interested in playing a more active role in the association, please do not hesitate to contact the co-ordinator through the school office.

Chairperson

Sally Iannacci

Treasurer

Ruth McDonagh

Secretary

Position Vacant

Health, Safety and Well-being

The health safety and well-being of all the children in our care is of the utmost importance. To this end we have in place a range of policies, systems and procedures which all members of the teaching and non-teaching staff follow. They cover such things as lunchtime supervision, evacuation in the event of an emergency, medical care, out of school activities, the use of safety equipment and so on. We also have in place for the children a clearly defined Code of Conduct that we expect to be followed at all times. The Code of Conduct is given below and we ask that you support us by reinforcing with your children the values and attitudes expressed within it. All teachers will, from time to time, discuss the Code of Conduct with their classes and remind them of the type of ethos we aim to provide at St. Aloysius' School. The Code of Conduct is also contained within our Behaviour (including Anti-Bullying) Policy, a copy of which is available upon request.

Our Code Of Conduct

At St. Aloysius' Catholic Primary School we try to live our Mission Statement by ...

- ... always trying to do our best.
- ... listening and following instructions.
- ... treating others the way we would like them to treat us.
 - ... looking after ourselves, others and our school.
- ... joining in lessons fully and allowing everyone to learn.
 - ... walking quietly and safely around our school.
 - ... seeing the best in others and every situation.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

House Point System

Every child is allocated one of four houses; Ashmolean, Bodleian, Radcliffe, Sheldonian. Pupils can be awarded house points for extra effort. House point winners are announced weekly and termly.

Safeguarding

The school follows local and national guidance to protect children in our care from any form of abuse. Staff receive regular training in this area and the school reports annually to the Governing Body and Local Authority. A copy of the school's Child Protection Policy is available upon request from the School Office.

Homework

We believe that work at home is an essential element in a child's education and we will continue to seek parental support with regard to any homework set. Children from Year 1 through to Year 6 will be expected to do homework which will vary in type and quantity depending on age/ability. Information regarding homework will be shared at the annual 'Meet the Teacher' event which takes place at the start of the new school year.

Medical Information

All pupils will have their sight and hearing tested in their first year of schooling. If you are concerned about your child's hearing or vision this can be arranged through your GP or, in the case of an eye test, contact a local optician.

The school has an Oxfordshire NHS Primary Care Trust School Nurse assigned to the school who can be contacted through the school office, should you wish to discuss anything about your child's health.

Please note that any medicines, whether long term such as those used to control epilepsy or asthma or a course of antibiotics, can be administered in school. However, you will need to complete a consent form permitting a member of the school staff to administer the medicine to your child. All medicines must be prescribed by a doctor/nurse and be clearly labelled with the child's name and class along with clear instructions, and then presented to the school office, where it will be kept securely. This also applies to inhalers.

Permission Slips

All children will, at various times each year, go on educational visits or participate in a school outing. They will perhaps have a photograph taken as a member of a team within the school and they will participate in other events/activities for which parental permission is required. The school may not charge for such excursions but the Governors have the right to cancel any such visit if parental contributions to costs does not equate to 90% of the total expenditure for each trip. Year 2, 4 and 6 children are expected to attend a residential trip as part of their programme of study.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Parking

Please observe all the road markings outside the school to help ease congestion and make the area outside school safer for young children. In particular please do not park on the double yellow lines on the road (the school bus needs access). **Do not park discourteously**, specifically; do not park in the resident parking areas in surrounding roads. Please do not park in the either of the school staff car parks.

School Meals

Children may stay for a school meal or bring a packed lunch. Meals are cooked in our own kitchens and at present approximately 40% of children have a school meal and about 60% bring a packed lunch.

In September 2012 the cost of a school meal was decreased to £2.00 per day. It is preferred that meals should be paid for termly in advance by cheque which should be made payable to Oxfordshire County Council. Please enclose payment in a sealed envelope and send it into school at the beginning of each term. The envelope should be clearly marked "Dinner Money" with your child's name and class written on it. The school encourages the bulk payment of lunches at the start of each term. Any 'credits' due to absences will be carried over to the following term.

Children bringing a packed lunch should have a proper container, which is clearly marked with their name. Please note that sweets, chocolate, hot or fizzy drinks and glass bottles are not permitted. Try to include a healthy mix of foods, such as sandwich, fruit and vegetables, a yogurt and a drink. We encourage children to bring a healthy snack for break-time. Chewing gum is not permitted on the school premises.

Sporting Activities

The children will be able to participate in various sporting activities during their school life. Some of these will be part of the normal curriculum whilst others will be after school or lunchtime activities such as football, netball, athletics, and so on.

Weekly swimming lessons are in place for all Year 5 pupils. We ask parents for a contribution towards the cost of transport at £15.00 per term.

It is essential that children have the correct kit for PE and games (including trainers).

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

The School Day

Gates open	8.40am
Registration	9.00am Prompt
Morning Session 1 10.15am)	9.00am to 10.30am (Assembly
Morning Break	10.30am to 10.45am
Morning Session 2 (KS1)	10.45am to 12.00pm
Morning Session 2 (KS2)	10.45am to 12.10pm
Lunchtime (KS1)	12.00pm to 1.00pm
Lunchtime (KS2)	12.10pm to 1.00pm
Afternoon Session	1.00pm to 3.00pm
Gates open until	3.20pm

Please do not leave children unsupervised at school before 8.40am. A teacher or other staff member will supervise the children from 8.40am each day but there will be no supervision before that.

Parents are asked to leave the school **before 9.00am** so that the school days can start promptly.

Please collect your child **promptly at 3.00pm**. Children not collected by 3.15pm will be taken to the school office. If this occurs on a regular basis there may be a charge made for childcare costs.

Breakfast Club

This club is run by the school. Children are provided with breakfast and activities. Doors open from 7.45am. No need to book in advance, just turn up! The charge is £4.00 from 7.45am and £3.50 from 8.00am.

After School Club

Oxford Active runs an After School Club for St. Aloysius' School children. This is held in school from 3.00pm to 5.30pm.

Further information can be obtained by contacting Oxford Active directly at Oxford Active Limited, Upper Campsfield Barns, Upper Campsfield Road, Woodstock, Oxfordshire, OX20 1QG. Telephone 01865 594324 or 594325 e-mail info@oxfordactive.co.uk.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Uniform and Equipment

At St. Aloysius' Catholic Primary School we feel very strongly that the children should be encouraged and feel proud to wear our school uniform, which is:-

- Navy blue sweatshirt or cardigan with school logo
- Yellow polo shirt with school logo
- Grey or black trousers, shorts, skirts, pinafores
- Grey, black (boys) or white (girls) socks
- Blue/white checked dresses (summer uniform)

Sweatshirts, cardigans and polo t-shirts, all with the school motif, are available to purchase from Shepherd and Woodward in Summertown – telephone 01865 554559.

It is suggested that each child be provided with the following: A PE bag suitable for holding

- Plimsolls and trainers, navy or black shorts, yellow or white t-shirt for PE
- Overall for messy art/craft activities

All clothes should be labelled clearly with your child's name.

Children's PE will often be done in bare feet but some activities may require the use of plimsolls. The shorts, t-shirts and plimsolls must be kept in school in a PE bag. They should be collected regularly for washing and checking.

Please note that for safety reasons we ask all children with long hair to tie their hair back during PE and games lessons and when using some specialist equipment in science, art, food technology etc. Hair should be neat and tidy.

Jewellery must not be worn in school. Earrings are not allowed, except for children with pierced ears, who may wear studs on those days when they do not have swimming or PE. On swimming and PE days studs should not be worn. The only exception to this rule is if a child's ears have very recently been pierced then, on swimming and PE days, they may wear their studs provided they have been covered with tape (by a parent) before coming to school. Once the lesson is over the child can remove the tape.

Children may wear an ordinary watch when they are able to tell the time but responsibility for its safe keeping belongs to them, and the school will not be held responsible for any losses. Children must not bring valuables in to school and they are not permitted to bring or use mobile phones.

Lost property

We have lost property boxes in each cloakroom. These are regularly sorted out and items returned. Unclaimed, un-named clothing is either sold or recycled to raise funds for the school.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Useful Contact Numbers

Oxfordshire County Council – Family Information Service:-

Children, Young People & Families, County Hall, New Road, Oxford OX1 1ND

Telephone – 08452 26 26 26

fis.enquiries@oxfordshire.gov.uk

Chair of Governors:-

Iain Johnson

Telephone – via school office

School Uniform:-

Shepherd & Woodward

Telephone – 01865 554559

And Finally

Please keep this booklet for reference as it contains a great deal of information relating to your child's schooling.

Details in this prospectus were correct at the time of preparation. Please appreciate that the school is a constantly changing organisation and that even now some details may have changed. Please check with the school if you are concerned about any changes that may have taken place recently.

NOTES

Please use this space to make your own notes.

NOTES

Please use this space to make your own notes.

APPENDIX I
ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL
ADMISSIONS POLICY



St. Aloysius' Catholic Primary School

Diocesan Education Service

Admission Policy 2013-2014

The admissions process is part of the Oxfordshire LA co-ordinated scheme.

The Admission Policy of the Governors of St Aloysius Catholic School is as follows:

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School's Admission Number for the school year 2013/14 is 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed, provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). A map of the parish boundary is available to view at the school and parish or by post on request.

1. Baptised Catholic children (see Note 2 below) who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children living within the linked Parishes of St. Aloysius' and SS Gregory and Augustine who have a brother or sister (see Note 3 below) in the school at the time of admission
3. Baptised Catholic children living within the Parishes of St. Aloysius' and SS Gregory and Augustine
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children

6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be because they were adopted (or became subject to a residence order or special guardianship order)
7. Non-Catholic children who have a brother or sister in the school at the time of admission
8. Non-Catholic children

Over-Subscription

If there is over-subscription within the category, the Governors will give priority to children living closest to the school determined by the shortest designated public route as defined on the Directorate for Children, Young People & Families Geographic Information System.

Where fewer places can be offered at the school applied for than there are children from multiple births or living at a single address, the governing body will randomly select the child to be offered the final place by drawing lots. As an exception, the governing body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

In those cases where the measurement of the distance 'tie break' produces an identical measurement for two or more applicants when there are too few places to offer all those applicants a place, the governing body will randomly select the child to be offered the final place by drawing lots if all the following circumstances apply:

- The measurement of the distance 'tie break' produces an identical result
- The applicants are not twins living at the same address
- There are insufficient places to enable the Local Authority to offer places to all the affected applicants.

Note 1

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete the school's supplementary information form (SIF). Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children

The children must be living permanently in the same household.

Note 4

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place

School Entry

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school, but not beyond the academic year for which the application is accepted. Parents may discuss this with the Head Teacher.

Parents can request that their child attends part-time until the child reaches compulsory school age.

Nursery

Parents must apply on the LA form for a place in Reception Class. Attendance at a nursery does not automatically guarantee that a place will be offered in main school.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

Repeat Applications

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

Late Applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Waiting Lists

Waiting lists for admission will remain open until the end of December 2013 and will then be discarded. Parents may apply for their child's name to be reinstated until the end of the academic year when the list will be discarded. The waiting list will be kept by the governing body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

Applications Other Than The Normal Intake To Reception Class (In-Year Applications)

As part of the co-ordinated scheme parents/carers are required to complete a CAPF form available on-line

www.oxfordshire.gov.uk/admissions

or by telephoning the admissions team on 01865 815175. The Local Authority will need to consult with the governors.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

Definition of a “Baptised Catholic”

A “Baptised Catholic” is one who:

- Has been Baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc., Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly Baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Right of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written Evidence Of Baptism

The Governing bodies of Catholic schools will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Signed  Head Teacher

Signed  (J. Johnson) Chair of Governors

Date February 2012

Review February 2013



St. Aloysius' Catholic Primary School

Diocesan Education Service

Admission Policy 2013-2014

Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Child's Surname	
Child's First Name(s)	
Address	
Contact Number	

Is the above named child a Baptised Catholic or been Received into the Catholic Church?	YES		NO	
Is the certificate of Catholic Baptism/ Reception attached?	YES		NO	

A certificate of Catholic Baptism/Reception should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Please note that you must complete a local authority application form. This supplementary information form is only for school use to enable the governing body to rank applicants using the published criteria.