



ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL
PROSPECTUS

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HEADTEACHER ~ TOM WALKER

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

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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 this prospectus you should find the information you need concerning the organisation, and day to day running of the school, 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 every child to feel secure and happy at St. Aloysius'. We encourage parental involvement in our school day and aim to 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 Hannah Duncan (Deputy Head)
Class Teachers	Kate Joyce Year 6 Mark Edwards Year 5 Hannah Duncan Year 4 Karen Black Year 4/SENCo Lesley Lavety Year 3 Ruth Bellamy Year 2 Sophie Kempton Year 1 Katrina Hendry Foundation Stage Teacher/Co-ordinator Kate Everett Nursery Teacher Fr. Daniel Seward
School Chaplain	Fr. Daniel Seward
School SENCo	Karen Black & Nicola Selway
School Business Manager	Jo Clarke
School Administrator	Chris McIntyre & Louise Trevelyan
Teaching Assistants	Lorraine Feller (HLTA) Ann Vermeulen (HLTA) Tina Holloway (HLTA) Kate McGunnigle Marta Pablos Turkan Mignon Sam Thompson Isabel Errington (Collective Worship) Eddie Murphy Mariola Pawlak
Nursery Staff	Glory Christopher Mani Satyawada
Breakfast Club Staff	Chris McIntyre Mariola Pawlak
After School Club Staff	Mrs. A. Albasri (Manager) Maryna Albasri Benedict Van Den Bergh
Cleaner Contractor	ProClean Limited
School Cook	Tracey Heppell
Kitchen Assistant	Jess Chahal
Lunchtime Supervisor	Benedict Van Den Bergh

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 In Year Application 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.

Parents of children who are 4 years old before September will need to apply on-line for a primary school place at www.oxfordshire.gov.uk/admissions.

The induction programme for all reception children and their parents takes place in the Summer Term (usually July) 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 given to all parents whose children are starting school.

For further details please refer to our Admissions Policy.

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
- Computing
- 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. More information about our Creative Curriculum is available on the school website www.staloyusius.net.

The form and content of Religious Education in the school is specifically Catholic and in line with Diocesan expectations.

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) 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.

Every year we provide parents with the opportunity to find out about approaches we take in school to delivering aspects of the curriculum. For example, this year we have held meetings about phonics and Tapestry.

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 through "Quality First" teaching.

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 Planning 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 and is published on the school website.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

ASSESSMENT AND RECORDING

The progress and performance of every child will be regularly assessed throughout his/her school career. The most valuable assessment is that carried out by staff which informs the "next steps" for teacher assessment that 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 (end of Reception, Year 2 and Year 6). We also assess pupils in Year 1 on their individual phonological awareness.

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. Remember children's progress will not always be strictly clear!!

- 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.

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. Teachers carry out moderation of children's work on a regular basis. 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 electronically but this consists of information supplied by parents on the pupil enrolment form. All information held is stored in accordance with GDPR (General Data Protection Regulations).

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

Government changes in legislation (effective from 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 or extenuating circumstances. Where permission is not granted, leave will be recorded as unauthorised. In the case of repeated periods of unauthorised absence parents will be contacted and asked to come in to school for a meeting with the Headteacher. If necessary, the County Attendance Team may also be contacted. In exceptional circumstances a child's school place may be withdrawn. Requests for absence forms (available from the school office) must be completed and signed by the Headteacher before an absence can be authorised. You may be asked to an interview with the Headteacher 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 2017-18 is

Overall attendance: 95%

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 e-mail, telephone, School Gateway, by sending in a note to school or by completing an absence form obtainable from the School Office. Please continue to report absences 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. This will help to prevent the infection spreading unnecessarily to others in the school.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Lateness

The school opens every morning at 8.35am. The attendance register is taken in each class promptly at 8.50am. Any pupil presenting themselves in class after 8.50am is officially late.

Late arrival at school is difficult both 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 and after school club arrangements will be recorded. Please complete the late register if your child arrives at any time during the day

Parents are requested to leave the classroom before 8.50am to allow registers to be taken promptly.

Unless we have been informed otherwise children who are not collected at 3.05pm will be brought to the School Office. Pupils who are not collected by 3.20pm may be put in to After School Club and parents will be charged.

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 a single curriculum year group.

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 2018/2019

Autumn Term

Wednesday 5th September – Friday 21st December (close at 1.00pm)

Friday 19th October (INSET)

Half Term Holiday Monday 22nd October – Friday 26th October

Spring Term

Monday 7th & Tuesday 8th January (INSET)

Wednesday 9th January – Friday 5th April (close at 1.00pm)

Half-Term Holiday Monday 18th February – Friday 22nd February

Easter Holiday Friday 19th April to Monday 22nd April

Summer Term

Tuesday 23rd April - Wednesday 25th July (close at 1.00 pm)

May Bank Holiday - Monday 6th May

Half Term Holiday Monday 27th May – Friday 31st May

Monday 3rd June (INSET)

Please make a note of these term dates for future reference. The Term Date calendar can also be found on the school website www.stalloysius.net.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

National Curriculum Tests (SATs)

The results of the National Curriculum Tests, which are more commonly known as SATs, are reported to parents at the end of each Key Stage (Year 2 and Year 6).

Parents will receive an additional end of year report showing whether their child has met the expected standard in Reading, Writing and Maths. In Year 6 pupils will also sit a Grammar, Spelling and Punctuation test.

In Reception Class will also receive a summary of each child's attainment at the end of the academic year. Children in Reception do not sit a written test.

National Year 1 Phonics Test

A simple test is carried out at the end of Year 1. This tests the ability of the child to decode their letter sounds. Results are reported to parents. Those children who have not met the required standard are re-tested in Year 2.

Key Stage Assessment Dates

At various times throughout their schooling, children undergo more formal assessments in different aspects of their education. These may take the form of written tests and tasks which help inform the class teachers own on going assessments. The results of these assessments provide us with important information which, is used in planning procedures etc. We ask that you avoid taking family holidays during the dates listed below.

Please note the assessments referred to are formal standardised tests or nationally required tests such as the Standard Assessment Tasks (SATs).

Year 6 SATs	May
Year 2 SATS	June
Year 1 Phonics	June

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

Standard Assessment Test Results

Our most recent test results are available on-line via the Ofsted data dashboard by simply entering the school postcode.

Communication

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

In the event of emergency school closure parents will be contacted via Schoolcomms (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 8.30am and 4.00pm each school day for everyday routine matters. At other times contact can be made by telephoning or emailing 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 Disclosure and Barring Service (DBS) 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

Pauline Broadway

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 all follow our Code of Conduct.

Every day at St. Aloysius' Catholic Primary School we walk in God's way by ...

- being **ready** to get on
- being **responsible** for ourselves and everyone
- being **respectful** in what we do and say.

Together we follow the St. Aloysius' Way

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

House Point System

Every child is allocated one of four houses: Ashmolean (amber), Bodleian (blue), Radcliffe (red), Sheldonian (green). 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 regularly receive 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 and is also available on the school's website.

Homework

We believe that work at home is an essential element in a child's education and we will 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. Some maths homework is now available on-line. You will be informed how you can access this.

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 and Epipens.

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 4 and 6 children are expected to attend a residential trip as part of their programme of study.

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 or on double yellow lines in and around school. Please do not park in the either of the school staff car parks, unless with the express permission of the Headteacher.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

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 74% of children have a school meal and about 26% bring a packed lunch.

In September 2014 the Government introduced UIFSM (Universal Infant Free School Meals). This means that all children in Reception, Year 1 and Year 2 are entitled to a Free School Meal. For other children, the cost of a school meal is £2.20 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.

It is very important to the school that all children who would otherwise be eligible for Free School Meals register with us. This is because the school receives extra funding (Pupil Premium) which we can use for children individually or in specific groups to raise attainment, this may include paying for various activities, resources, specialist teaching, after school care, breakfast club, extra-curricular clubs, etc. Under the current criteria, children who receive, or whose parents receive, one or more of the following support payments are entitled to receive free school meals (FSM) and are eligible for 2/3 year old funding.

- Income-based & Contribution-based JSA or ESA on an equal basis
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-related employment and support allowance (IRESA).
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit).
- Support under part VI of the Immigration and Asylum Act 1999.

Additional information can be found via this link <https://www.gov.uk/apply-free-school-meals>

If you think you may be eligible for free school meals, please speak to one of the staff in the school office. You will need to provide your date of birth and national insurance number so that we can check eligibility under the current government criteria (even if you are unsure, we can check for you). All information received is strictly confidential.

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 £40.00 per term. If a child is not well enough to swim on the day, then they should stay at home.

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	8.35am
Registration	Promptly at 8.50am
Morning Session 1	8.50am to 10.30am (Assembly 10.10am)
Morning Break	10.30am to 10.45am
Morning Session 2 (KS1)	10.45am to 12.00pm
Morning Session 2 (KS2)	10.45am to 12.20pm
Lunchtime (KS1)	12.00pm to 1.00pm
Lunchtime (KS2)	12.20pm to 1.10pm
Afternoon Session	1.00pm to 3.05pm
Gates open until	3.20pm- Please leave the premises by 4.00 p.m. at the very latest.

Please do not leave children unsupervised at school before 8.35am. A teacher or other staff member will supervise the children from 8.35am each day but there will be no supervision before that.

Parents are asked to leave the school **before 8.50am** so that the school day can start promptly.

Please collect your child **promptly at 3.05pm**. 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. Once collected, children are the responsibility of their parents. Children must not be left unattended on school premises at any time. If you wish your child to walk home (only Years 5 & 6), please notify the School Office in writing giving permission for your child to leave school premises alone.

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 daily charge is £4.00 from 7.45am and £3.50 from 8.00am.

After School Club

St. Aloysius' After School Club runs every day from 3.05pm to 5.30pm (term time only). All children (whether attending extra-curricular activities or not) will be required to register for ASC in The Courtyard at 3.05pm. For further information and a booking form, please speak to the school office staff.

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 or without school logo
- Grey or black trousers, shorts (during summer months), skirts, pinafores
- Grey, black (boys) or white (girls) socks
- Suitable safe shoes
- Girls Summer Uniform - Blue/white checked dresses

Sweatshirts, cardigans and polo t-shirts, all with the school motif, are available to purchase from Stevenson's, 245 Banbury Rd, Oxford OX2 7HN, 01865 554559 www.stevensons.co.uk.

Each child should be provided with the following: A PE bag containing;

- Plimsolls and trainers, navy or black shorts, white (or house colour) t-shirt
- Winter months - please provide outdoor kit, jogging bottoms and top
- 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 (crosses and religious symbols are permitted but must be removed for PE). 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 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/ With the exception of Years 5 and 6, children are not permitted to bring or use mobile phones in school. Children in Years 5 and 6 are permitted to bring mobile phones to school but only with the agreement of the Headteacher. Phones should be handed in every day and must not be used on the school site, apart from outside the School Office.

ST. ALOYSIUS' CATHOLIC PRIMARY SCHOOL

MISCELLANEOUS INFORMATION

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.

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 - email fis.enquiries@oxfordshire.gov.uk

Chair of Governors:-

Catherine Rolfe

Contact – via school office

School Uniform:-

Stevenson's, 245 Banbury Rd, Oxford OX2 7HN

www.stevensons.co.uk

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.