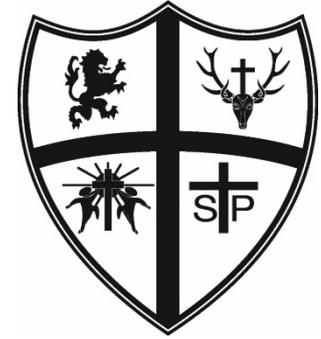




## SAINT GREGORY'S CATHOLIC PRIMARY SCHOOL



PART OF THE ST CATEHERINE OF  
SIENA ACADEMY  
PARK ROAD, SMETHWICK, WEST  
MIDLANDS,  
B67 5HX

Telephone number 0121 429 4609  
[www.st-gregorys.sandwell.sch.uk](http://www.st-gregorys.sandwell.sch.uk)

The school is an Academy, situated in the Archdiocese of  
Birmingham

*(OFSTED 2018)*

"The pupils come first and are central to the school's work. You have created an inclusive community where innovation is welcomed and every small step to success is celebrated. The passion that is shared by the Head teacher and all other stakeholders is clear. "

"The Head teacher and staff know each pupil individually. The school is a very caring and nurturing environment. This was reflected in a conversation I had with a pupil who commented on how safe and happy they are in school."

"The overwhelming majority of parents who took part in the online survey recommend the school, as they believe their children are happy and taught well."

"The school is going from strength to strength. Mrs Bickley is providing a good and in some respects an excellent quality of education."

*(RE Inspection 2013)*

"St Gregory's was an outstanding school at the last inspection and it judges itself to have sustained and built on this high standard of Catholic education. The evidence from the monitoring visit agrees with and validates the school's self-evaluation. The quality of the provision for Catholic life and collective worship is outstanding, coupled with the out- standing contribution the pupils make to Catholic life and their outstanding response to collective worship."

Dear Parent,

The Academy Committee are very proud of St Gregory's School so it is with confidence that we present this document in conjunction with our Parish Priest, Father E. Cownley, the Head Teacher Mrs. K Bickley and with everyone involved in the school.

It is this team spirit, this co-operation, which has helped to make our school great. A lot of hard work has gone into building up our school and through mutual help and constant vigilance we intend to see it grow in excellence, for the benefit of children, parents, parish and society in general. Without the support and co-operation of children and parents nothing can be achieved, we are proud that we have this support.

As the Academy Committee our various roles include: overseeing the curriculum, ensuring provision is made for children with Special Educational Needs, making budgetary decisions, employing staff, deciding on admissions, seeing that the building is kept in good repair and essentially ensuring the Catholic Ethos of the school.

In short, the Academy Committee are voluntary people who attend long meetings! We have no hesitation in recommending our school, do come and see for yourself.

Mrs. M O'Brien  
Chair of Academy Committee

### **The Academy Committee**

#### **Foundation Academy Committee**

Reverend Father E Cownley  
Mrs. S Jones  
Mrs. M O'Brien  
Mrs. A Carrilho Scotney  
Mrs. L Phoenix  
Mrs. C Lewis  
Mr. A Potter

#### **Teacher Governor**

Mr. C Hancox

#### **Non-Teaching Governor**

Mrs. K McGuinness

#### **Head Teacher**

Mrs. K Bickley

#### **Clerk to the Committee**

Mrs. C Evans

All members can be contacted c/o the school.

### **Safeguarding Statement:**

The school has safeguarding policies that are followed rigorously and are reviewed annually. All staff are trained in procedures for child protection. Safeguarding is an agenda item at weekly briefings. If parents have any concerns they are welcome to come to school to discuss these with the Head Teacher.

## Mission Statement and Motto

Our Mission at St Gregory's School is

### “LOVING AND LEARNING”

To love all those with whom we come into contact as taught to us by Jesus through the Gospels.

To learn to the best of our ability using our God given talents.



**Loving**



**Learning**

### **Aims of the School**

It is vitally important for any school to have clear aims in order that specific targets may be set and achieved.

#### **At St Gregory's School these are:**

- ❖ To encourage the Love of God and the Catholic Faith promoting an appreciation of other denominations and Religions.
- ❖ To develop good relationships among all those involved in the school and wider community. To provide equality of opportunity to all regardless of culture, religion, language, ethnic background or race.
- ❖ To develop each individual to their full potential academically within the framework of the National Curriculum.
- ❖ To help children recognise and develop their own talents and to encourage them to become responsible for themselves and others.

It is hoped that the achievement of these aims will be attained through a healthy discipline, the Christian atmosphere which each person helps to promote within the school and the subjects provided in the curriculum. These aims are reviewed regularly with the Academy Committee.

### **Small Acts of Kindness**

The school has a Leading Aspect Award for “Promoting Social Cohesion” through “Small Acts of Kindness”

## CRITERIA OF ADMISSION - ST GREGORY'S CATHOLIC PRIMARY SCHOOL

The admission process is part of the Sandwell LA co-ordinated scheme. The Admission Policy of the Governors of St Gregory's Catholic Primary School is as follows:

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.

The School's Admission Number for the school year 2018/19 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 who are in the care of the local authority (looked-after children) or provided with accommodation by them (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 (see Note 2 below) living and registered within the Parish of Our Lady of Good Counsel and St Gregory the Great who have a Catholic brother or sister (see Note 3 below) in the school at the time of admission.
3. Baptised Catholic children living within and registered within the Parish of Our Lady of Good Counsel and St Gregory the Great.
4. Other Baptised Catholic children living outside but registered within the Parish of Our Lady of Good Counsel and St Gregory the Great.
5. Other Baptised Catholic children who have a Catholic brother or sister in the school at the time of admission.
6. Other Baptised Catholic children.
7. Non-Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (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).
8. Non-Catholic children who have a brother or sister in the school at the time of admission.
9. Non-Catholic children.

### 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 catholic, evidence of Catholic Baptism or reception into the Church will be required. For a definition of a Baptised Catholic see the Admissions policy on our website. Those who face difficulties in producing written evidence of Baptism/Reception should contact their parish priest.

Parents making an application for a Catholic child should also complete the local authority's supplementary information form (ASU/76/C) which is included with the parents' information booklet. Failure to complete the supplementary information form or 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

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

## How School is Organised:

### Foundation Stage (EYFS)

St Gregory's School has a Nursery Class that currently takes 20 children. Pupils are offered 15 hours.

### Nursery Sessions

Tuesday and Wednesday sessions  
8.45am to 2.45pm

Thursday session 8.45am to 11.45am

In the September before their fifth birthday children move on to Reception Class which has a standard number of 30.

To apply for a place in reception, the online admissions form available on Sandwell's website will also need to be completed. A place in Nursery does not guarantee a place in Reception.

### KS1

Year 1 age 5-6 years

Year 2 age 6-7 years

### KS2

Year 3 age 7-8 years

Year 4 age 8-9 years

Year 5 age 9-10 years

Year 6 age 10-11 years

### School Times

Reception, KS1, KS2 8.50am – 3.25pm

The above school hours include a daily act of worship and comply with the Department of Education recommendations for minimum teaching time for Key Stage 1 and Key Stage 2 to be 21 and 23.5 hours respectively.

When the children are dismissed at the end of the day all Foundation and Key Stage 1 pupils will be kept by the teacher until collected by a known adult.

If children stay after 3.30pm for any reason, e.g. extra-curricular clubs parents will receive prior notification.

### Extended School Provision

Premier Education Group provides a Breakfast Club from 7.30am until the beginning of the school day. After school care extends to 17.55pm. Further information is available from the school office or our website:

<http://www.st-gregorys.sandwell.sch.uk/beforeafter.htm>



## Helpful Information:

### School Dress

#### Key Stage 1 & Key Stage 2

##### Winter

Sensible Dark shoes  
White shirt / school tie  
Burgundy V-Neck pullover or cardigan  
Boys – Grey school trousers  
Girls – Grey pinafore, skirt or trousers

##### Summer

Sensible shoes or sandals (no heels over 3cms)  
Polo Shirt – white  
Burgundy V-Neck pullover or cardigan  
Boys – Grey school trousers  
Girls – Grey pinafore, skirt or trousers  
Pink & White gingham dress

### Foundation Stage

#### Nursery & Reception Children

Children in the foundation stage also wear uniform. This can be as listed above or grey joggers and burgundy sweatshirt.

Shoes or black pumps must be worn in school and children should have a change of footwear for P.E. White or dark socks / tights should also be worn. Any footwear that comes over the ankle are classed as a boot and should not be worn in school. If boots are worn in the winter, they must be changed to shoes once in school.

### Physical Education & Outdoor P.E.

Black pumps – Elasticized or laces  
Red shorts and white T-shirt.

A tracksuit may be needed for outdoor activities in cold weather – grey joggers and a burgundy sweatshirt.

### Swimming

Swimming costumes and towel are required when classes go swimming.

Please ensure that all items are clearly marked with your child's name.

### School Bags and Pump Bags

Due to restricted cloakroom space, children may only use school bags, which can be purchased from Clive Marks.

### Jewellery

The wearing of jewelry, including earrings is not allowed for safety reasons. If parents wish to have their child's ears pierced this should be done at the start of the six week holiday so that the earrings can be taken out in time for the new school year. Children may wear watches, which should be removed for P.E. Under no circumstances will the school accept responsibility for loss or damage.

### Mobile Phones

Only Year 6 children are allowed to bring mobile phones into school and these must be handed to the school office at the beginning of the day. The school will not accept any responsibility for loss.

### Punctuality & Attendance

Legally, parents and carers have the prime responsibility for ensuring that pupils registered at school attend regularly and on time. It is very important that your child arrives at school on time so that they do not miss valuable lesson time and we know your child is safe.

If your child is absent from school please call the school office by 9.00am as the reason needs to be logged onto the system before the register closes. Otherwise, this will affect your child's attendance.



Parents will be informed of their child's attendance record if persistent absence occurs. This may result in a meeting with the Headteacher to discuss issues and if your child's attendance falls below 90% we have a duty to report this to the Local Authority.

### **Attendance for the 2017/2018 is listed below**

Attendances 95.5% Authorised absences 4.4% Unauthorised absences 0.04%

### **Leave of Absence**

Parents who wish their child to be absent from school during the school term must ask for permission. Please contact the school office for more information.

### **Accident and Illness**

Minor accidents will be treated in school and parents notified with an incident form.

More serious accidents or illness will be treated in school and the parents will be informed and the child taken home.

With very serious accidents, it may be necessary to have the child taken to hospital.

The parents will be contacted immediately.



### **Medicines**

For Children who need prescribed medicines administered during the school day, please go to the school office and fill in the relevant forms.

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## **Religious Education**

St Gregory's is a Catholic School and teaching is given in accordance with the doctrine of the Catholic Church.



We view religious education as a journey of faith formation involving every member of the school community, together with the pupil's family and parish community.

This religious ethos is to be found across the whole curriculum and not just within the formal R.E. timetable. Religious Education is a proper subject in its own right in the school curriculum and as such is taught, developed and resourced with the same commitment as any other subject.

There is no provision to withdraw children from the formal R.E. provision within school.

## **School Curriculum**

The school delivers the National curriculum through a thematic approach with an emphasis on the development of key skills.

### **The Curriculum is divided into:**

Early Years Foundation Stage –Nursery & Reception – Ages 3-5

Key Stage 1 – Years 1 & 2 – Ages 5-7

Key Stage 2 – Years 3, 4, 5 & 6 – Ages 7-11

Children in Early Years are taught a curriculum based on "the Early Years Framework"

This concentrates on:

- Personal and social development
- Language and Literacy
- Mathematics
- Knowledge and understanding of the world
- Physical development
- Creative development



### **Children aged between five and eleven years must study the following subjects.**

Mathematics, Science, Computing, Physical Education, English, Geography, Art, Modern Foreign Languages, History, Music & Religious Education.

The school is committed to delivering these subjects in an interesting and creative way that teaches children the skills of learning. Please view our website for details of the themes taught across the school.

### **Special Educational Needs**

Every child at St Gregory's school is special and every child matters to us. However, some of our children have a particular need that requires extra support. This support could be for a learning, physical or emotional need. Our hope is that we can provide adequate support for these children to enable every pupil to achieve in relation to their capability.

Some children are placed on a Special Needs register to ensure they receive the support they need. Under the new code of practice there are 4 stages: School Concern, Special Educational Needs (SEN), SEN with support and Education Health Care Plan (EHC Plans).

Negotiation meetings with the Education Psychologist agree an allocation of time. Annual reviews are carried out for children with EHC Plans. Outside agencies are used as appropriate. Provisional maps are produced and reviewed each term.

### **Sex Education and Relationships**

In school, we follow the Diocesan guidelines on Sex Education. In years 5 & 6 we use the "All that I am" programme. Pupils in these classes are involved in discussions about growth and puberty and parents are invited to a meeting to discuss the information that will be shared with their children. Any issues or questions can be raised at this time. If parents have concerns please feel free to contact the school. You have right to withdraw your child but please discuss this with us before you take any action.

### **Home Learning**

We appreciate the links between home and school, and the need for us to work together to ensure the best education for your child.

For this reason, we believe it is important for children to bring learning home from a fairly early age. This enables home and school to work together and for you to support your child at home.

Our approach to "home learning" is a school-based scheme that includes an English and Mathematics activity and then a general activity. This is supplemented with some basic skills work.

## Extra-Curricular Activities

These are seen as essential aspects in ensuring a full and balanced education for the children in our care. To this end we encourage boys and girls to take part in the various activities of the school.

Various clubs are available after / during school. Professional coaches or members of staff run these clubs. There May be a small charge to cover costs.

## Behaviour Policy

The underlying principle of this policy is that behaviour management in a Catholic school should be based on the Christian precepts of the love of God and our neighbour and on the moral teachings of the Church.

At St Gregory's School, we strive to provide a Loving and Caring environment which enables Teachers to teach and Children to learn. This reinforces our Mission Statement "**Loving and Learning.**"

A positive behaviour plan has been developed which emphasises the appropriate behaviour expected of St Gregory's pupils. Our aim is to create a happy, working atmosphere for everyone attending our school. To this end, we ask for parent's co-operation and support in the education and discipline of your child. A variety of strategies are used for positive responses by pupils. However, sanctions do also apply and pupils who choose to ignore our system will lose privileges.

We do have a formal disciplinary procedure to use as and when necessary. A separate policy is available to explain the policy in full. We also have an anti-bullying policy.

## Healthy School

The school has the National Healthy Schools award and we encourage children to be aware of healthy lifestyle options.



Children are provided with water bottles so they have access to water throughout the day. There is also the opportunity to purchase a small carton of milk for break time. Toast is on sale from the kitchen at morning play or children may bring in piece of fruit.

## Meal Arrangements

When your child attends school, he/she will be able to receive a school dinner.

Meals are prepared in our own kitchen, take account of your child's tastes and needs and represent excellent value for money. The online system we use is Dolce. Please refer to their website for more information <http://www.dolce.co.uk/catering> or contact the school office.

Free meals are available for those on Income Support. The strictest confidence is observed in these matters and no embarrassment will be caused to children. Forms to apply for free meals are available from the office and should be returned via this method promptly.

Your child may bring a packed lunch if you prefer this arrangement. Children should bring their drinks in plastic containers

## **Emergency Information**

It is vital that the school has up to date contact information so that in an emergency parents can be contacted quickly. Please make sure that the school is informed of any changes to this information e.g., telephone numbers, as soon as possible.



## **Removal of children from school**

We appreciate that there will be times when you will want your child to come out of school during the day. However, no child will be allowed to leave school on his/her own. We are situated by extremely busy roads and it is vital that all children leaving school during school hours are accompanied by a parent. If you require another adult to accompany your child then written permission must be given and handed to the Class Teacher.

## **Arrangements for parents to visit the school**

We welcome and encourage contact with the families of pupils in our care. We wish to work in partnership with you to ensure the best interests and care of your children whilst they are attending St Gregory's.

Parents who are in any way concerned about their child are encouraged to come into school and talk to the class teacher or to the Head Teacher. We all have the interests of your child at heart and by working together, we will be able to provide the best education possible for your child.

A monthly newsletter is sent out at the start of each month.

Comments are also sought from parents on various issues in the form of questionnaires.

Prospective parents wishing to visit the school should phone to make an appointment prior to calling.

## **Parent Teacher Consultations.**

Each term you will be invited to meet with your child's teacher to discuss ongoing progress throughout the year. Opportunities will also be available for you to look at work undertaken. In July, you will receive a full written report on your child's academic progress in all areas of the National Curriculum as well as comments regarding effort, attitude and responsibility shown.

Theme letters giving information on the curriculum are sent out at the start of each topic.

## **Parents in School**

Parents are most welcome to join us for assemblies and Masses.



Parents help with a wide range of activities in school and we would encourage any new parents to continue this tradition by offering to support activities such as hearing readers, accompanying children to swimming etc.

## **Police Clearance**

All parents who help in school or wish to accompany children on trips must have the appropriate police clearance. Information on this can be obtained from the office.

## **School Term Dates 2018 / 2019**

Autumn Term 2018	
Mon 3 September	(Teacher Day - School closed to pupils)
Tue 4 September	Start of Term - School opens
Fri 26 October	Teacher Day - School closed to pupils
29 October to 2 November	Half Term
Fri 21 December	End of Term - School closes for Christmas
Spring Term 2019	
Mon 7 January	Start of Term - School opens
18 to 22 February	Half Term
Fri 12 April	End of Term - School closes for Easter
Summer Term 2019	
Mon 29 April	Start of Term - School opens
Mon 6 May	May Day Bank Holiday
27 to 31 May	Half Term
Thu 18 July	End of Term - School closes for Summer
Fri 19 July	(Teacher Day - School closed to pupils)

