

Headteacher's Welcome

Dear Parents and Carers,

On behalf of all the members of staff and governors I wish you and your child/children a very warm welcome to SS John Fisher and Thomas More Catholic School. I sincerely hope that you and your child/children will enjoy being members of our school family. The intention of this prospectus is to give you an insight into the life, management and organisation of our school in a practical way that should be of assistance for you. It is not possible in a prospectus to convey fully our caring ethos, vibrant character and rich curricular opportunities, that are provided for our children, so I strongly encourage you to experience life at St John's by arranging a tour to see and 'feel' the school in action. Please contact the office staff to arrange this.

St John's has almost been completely refurbished and extensive improvements have taken place both within and outside of the school. The external grounds have won a prestigious national award and include a beautiful Prayer Garden, a magnificent Amphitheatre, a trim trail and sports area.

More recently we have developed a lovely outdoor area for our Reception children. A memorial garden has been created at the front of school.

We are proud to say that we now have a suitable environment which is conducive to the spiritual personal and educational development of our children. St John's is a vibrant school, which has been acclaimed for its award winning choir and its achievements in gardening, drama sport and inclusion.

We offer an exciting and fun filled curriculum which allows children to learn key skills through a thematic approach, 'The Creative learning Journey'.

We also offer a range of lunch time and after school activities which help to enrich our children's learning experiences.

We are extremely proud of our school and of all its achievements and you can be assured that we will continue to provide every opportunity for your child to flourish and develop in every possible way.

*Mr Dominic Hemington
Headteacher*

SS JOHN FISHER AND THOMAS MORE CATHOLIC PRIMARY SCHOOL

Admissions Policy for the Nursery Class

2016/2017

SS John Fisher and Thomas More is a Roman Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. As a Catholic Voluntary Academy the Wythenshawe Catholic Academy Trust is the Admissions Authority.

All decisions relating to admissions applications will be taken by the Governing Body of this school.

Admission to the nursery class at **SS John Fisher and Thomas More Catholic Primary School** will be on a full time basis * and made by the Governing Body in accordance with the stated parental preference subject to the following set of ADMISSION CRITERIA forming a priority order where there are more applications for admission than the nursery has places available.

For the school year commencing September 2016 the Governing Body has set its admissions number at 52.

1. Baptised Catholic Looked After Children and previously Looked After Children.
2. Baptised Catholic children who have a sibling in the Primary school at the time of admission.
3. Baptised Catholic children resident in the parish of **SS John Fisher and Thomas More as defined in its historical boundaries up to 2010.**
4. Baptised Catholic children from other parishes as defined in **their historical boundaries up to 2010.**
5. Other Looked After Children and previously Looked After Children
6. Other children who have a sibling in the Primary school at the time of admission.
7. Other children.

Notes:

- a) A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions under section 22 (1) of the Children's Act 1989. A previously looked after child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- b) All Catholic applicants will be required to produce baptismal certificates.
- c) In all cases priority will be given to those children whose 3rd birthday falls between 1st September 2015 and 31st August 2016.
- d) **Admission to the Nursery classes does not necessarily secure admission to the Primary school.**

- e) If in any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance would be last place/s to be allocated, a random lottery will be carried out in a public place.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
- g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- h) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

* **Full time places will be dependent on Local Authority funding for 2016/2017.**

SS JOHN FISHER AND THOMAS MORE CATHOLIC PRIMARY SCHOOL

Admissions Policy 2016/2017

SS John Fisher and Thomas More is a Roman Catholic Primary School under the trusteeship of the Diocese of Shrewsbury. As a Catholic Voluntary Academy the Wythenshawe Catholic Academy Trust is the Admissions Authority.

All decisions relating to admissions applications will be taken by the Governing Body of this school.

The Catholic Faith and the Teachings of the Catholic Church have an essential role in school life and influence every aspect of the Curriculum. 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 co-ordination of admissions arrangements is undertaken by the Local Authority. For the school's year commencing September 2016 the Governing Body has set its admissions number at 45.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of ADMISSIONS CRITERIA forming a priority order where there are more applications for admissions than the school has places available.

1. Baptised Catholic Looked after children and previously Looked after children.
2. Baptised Catholic children who have a sibling at the school at the time of admission.
3. Baptised Catholic children resident in the parish of SS John Fisher and Thomas More as defined in its historical boundaries up to 2010.
4. Baptised Catholic children from other parishes as defined in their historical boundaries up to 2010.
5. Non Catholic Looked after children and previously Looked after children.
6. Non Catholic children who have a sibling in the school at the time of admission.
7. Other children

NOTES:

- a) All applicants will be considered at the same time and after the closing date for admissions which is Thursday 15th January 2016.
- b) A Looked after child is a child who is (a) in the care of a Local Authority (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22 (1) of the Children Act 1989). A previously Looked After child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.
- c) All Catholic applicants will be required to produce baptismal certificates.
- d) It is the duty of governors to comply with class size limits at Key Stage One. The Governing Body may exceed the regulations for twins, siblings in the same year group and children from multiple births where one of the children is the 30th child admitted.
- e) If in any other category there are more applications than places available, priority will be given on the basis of distance from home to school. Distance will be measured in a straight line from the front door of the child's home address (including the community entrance to flats) to the main entrance of the school using the Local Authority's computerised measuring system with those living nearer to the school having priority. In the event of distances being the same for 2 or more applicants where this distance

- would be last place/s to be allocated a random lottery will be carried out in a public place.
- f) Where a child lives with parents with shared responsibility, each for part of a week, the child's "permanent place of residence" will be determined as the address of the parent who normally has responsibility for the majority of school days in a week.
 - g) Sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
 - h) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. Parents will be informed of their child's position on the waiting list which will not be operated for longer than the end of the Autumn Term.
 - i) For 'In Year' applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. Direct applications to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
 - j) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification and their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
 - k) Parents can request that the date their child, if below compulsory school age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
 - l) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connections or place of residence.

Learning through the Ages

As a primary school we educate children aged from 3 to 11 covering the Early Years Foundation Stage, Key Stage 1 and Key Stage 2.

The Early Years Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. The Early Years Foundation Stage is about developing key learning skills; as listening, speaking, concentrating, and persistence and learning to work and co-operate with others.

The outdoor environment is also a special part of the Early Years Foundation Stage Curriculum. As such it is carefully planned for and available each day. The Reception class have their own specially equipped outdoor area which is planned for and in continuous use.

The National Curriculum

The core curriculum at Key Stages 1 and 2 comprises:

- English
- Mathematics
- Science
- RE (see below)

Children also study the subjects below as part of the National Curriculum.

- Art and Design
- Design Technology
- History
- Geography
- Computing
- Music
- Physical Education
- Personal, Social, and Health Education
- Modern Foreign Languages - Italian

Religious Education

The school uses the Diocesan approved RE scheme at present. This is:

- THE WAY, THE TRUTH AND THE LIFE

The syllabus incorporates two attainment targets: learning ABOUT the Catholic faith (AT1) and learning FROM the Catholic faith (AT2).

The syllabus is based on the RELIGIOUS EDUCATION CURRICULUM DIRECTORY for Catholic Directory for Catholic Schools published by the Bishop's conference in 1996, and as such, fulfil the requirements of the Bishop's conference for Religious Education in Catholic Schools.

Breakfast Club:

All children are welcome to join us at our 'Breakfast Club', which is held each morning in the Dining Room from 8.00am until 8.50am. For a small fee (60p) children can buy a variety of hot and cold drinks, cereals and toast etc so long as they are accompanied by a Parent/Carer. After breakfast children can read comics and magazines and play with several types of games.

We also run a 'Childcare Breakfast Club' for parents who wish to drop their children off and leave. This is open from 8:00am to 8:30am, and cost £1.50 per child per day, up to a maximum of £3 per family. This charge includes breakfast. All places for Childcare Breakfast Club must be booked and paid for in advance as places are limited.

Children who attend the breakfast club should remain in the dining hall until the bell rings for class and under no circumstances must any child leave the school premises.



School Uniform:

The school uniform approved by the Governing Body is as follows:

Winter Uniform: Autumn and Spring Term

Girls: Grey Skirt, tunic or pinafore dress, Grey trousers
Plain white blouse/Polo shirt
Royal blue cardigan or sweatshirt

Boys: Grey Trousers (long or short)
Plain White Shirt/Polo shirt
Royal blue sweatshirt

Summer Uniform: Summer Term

Girls: Blue gingham dress (no long trousers)

Boys: Plain blue or white polo shirt
Plain shorts in grey, navy or black, these must be trouser fabric

- It is essential that all the school uniform is marked clearly with the child's name as the school cannot accept responsibility for loss of any articles of clothing.
- Jewellery should not be worn to school. It is easily lost and can be a danger particularly in PE and craft activities and even at playtime.
- Children with pierced ears should wear small studs, but even these can be dangerous at times. All earrings that dangle or are hoops are not permitted in school for the above reasons.
- Children must not bring to school items of value such as mobile phones, computer games, MP3 Players and similar items, unless an arrangement has been made with the class teacher.
- The school cannot be held responsible for the security of these items.
- **Extreme styles of haircut and colour including shaved heads or styles incorporating logos are inappropriate for school.**
- For safety reasons shoes with a stacked heel or sole, or any form of high heels are not suitable for school.

The wearing of boots indoors is **discouraged**. Pupils are asked to change into appropriate footwear on arrival during bad weather.

School uniform can be purchased from Debonair in Civic Centre and Online at Marks and Spencers.

The link to the uniform at Marks and Spencer is:

www.marksandspencer.com/Your-School-Uniform

Please select Lancashire and Cheshire when choosing an area.

Inclusion:

All children have their own individual needs and we try to cater for these whether they are academic, physical or emotional. The school sets out to ensure that all children, including the exceptionally able, fulfil their potential.

The school has implemented a *Special Educational Needs & Disability (SEND) Policy* which identifies children who may require additional support. This Policy is available to view on the school website together with a SEND Information Report. If children are placed on the SEND Register, Individual Education Programmes are planned through consultation with the class teacher and SEND Co-ordinator. Parents are involved in this process and are informed about all aspects of the education programme, which is reviewed at regular meetings.

The school makes full use of the support of external agencies in its provision for SEND children.

The school also runs a 'Nurture Room' in our Romero Centre four days per week.

Home Learning:

Regular homework is given here at St John's based on what is considered to be some of the essential skills, i.e. spelling, tables and reading. Often pupils may be asked to undertake a project or do some research work relating to appropriate class topics.

Homework is seen as an important link between school and home, it is given to consolidate work already done in school, or as a form of preparation for work to be done in the near future. The amount of homework varies according to the age of each child, but all children are expected to practise their reading at home on a daily basis.

A copy of the school Homework Policy is available on the school website.

As stated several times in this prospectus, parental support is essential especially if the homework programme is to be successful. It is important that children learn to develop good study habits, and we ask for parents' co-operation in trying to ensure that there are no distractions and by checking to see that homework has been carried out with sufficient care and effort. We ask that parents sign their name after each piece of homework and in reading records to show that you have seen your child's work and to reinforce the link between home and school.

Choir:



St John's choir has gained a fabulous reputation over the last few years as one of the leading choirs in Manchester. The choir has been on radio and television several times, won the BBC Choir at Christmas Competition and performed at various prestigious events and locations including singing for two Prime Ministers. Children from Year 2 through to Year 6 are given the opportunity to audition and participate in our school choir which practises twice a week. With the emphasis on enjoyment, the children are encouraged to achieve a good standard of singing and musicianship while also benefiting from the experiences of singing at the many prestigious venues and events.

Behaviour Discipline and Anti-Bullying Policy:

Discipline here at St John's is firmly based upon mutual respect, the quality of relationships sought and the close partnership between parents and the school. The ultimate aim for all pupils is to achieve self-discipline and to develop a sense of responsibility.

Good behaviour is expected at all times here at St John's. We believe that good discipline is essential in every school and we will use various strategies to encourage this. We believe that positive praise and encouragement goes a long way towards building the self-esteem and positive mental attitude of children.

Each half term we reward pupils in KS1 & KS2 who have met the required standard in each of the seven areas of the 'Attitude Assessment'. These areas are Attendance, Punctuality, Behaviour inside the Classroom, Behaviour outside the Classroom, Effort, Homework and Uniform.

We regularly celebrate the efforts and achievements of our pupils in class and publicly in our weekly Golden Assemblies where various types of awards are presented which include Cups, Shields, Certificates, Badges, Stickers, leaves and Treats. Parents are welcome to join us for these assemblies.

Parental support is essential in maintaining high standards of behaviour. We try to ensure that parents/carers are informed of both good and unacceptable behaviour. Parents are encouraged to call into school to discuss any concerns through our appointment systems.

Our Golden Rules are enclosed in this prospectus and our policy on Behaviour and Anti-Bullying is available on the school website.

Golden Rules:

Do be gentle

Do not hurt anybody

Do be kind and helpful

Do not hurt people's feelings

Do work hard

Do not waste your or other people's time

Do look after property

Do not waste or damage things

Do listen to people

Do not interrupt

Do be honest

Do not cover up the truth

Attendance:



Good attendance (over 97%) at primary school is vitally important for a good education. It is therefore very important that your child attends school everyday and is in line to enter class by 8.55am. The daily register for attendance is taken each morning and afternoon. Children arriving after 9.05am will get a late mark. Children arriving after 9.30am will record an unauthorised absence. A telephone call is required from home on the first day of absence. A letter is required if a child is absent from school for more than one day. Any unexplained absence will be recorded as unauthorised. Parents wishing to remove children from school for any reason should make a request in writing to the Headteacher beforehand (A form is available from the school office). Leave of absence during term time is no longer acceptable and no holidays will be authorised. Holidays in term time should be avoided and are to likely result in a Penalty Notice being issued by the Local Authority.

A copy of the school Attendance Policy is available on request.

Pupil's Responsibilities:

Each September a boy and girl are elected Head Boy and Head Girl from Year 6 after a thorough voting campaign is undertaken. Successful candidates have tremendous opportunities throughout the academic Year to represent the school at various prestigious occasions. Deputy Head Boy and Deputy Head Girl are also elected.

We try to give pupils opportunities to take a range of responsibilities within school.

School House System

All children in school belong to a 'house': St Vincent, St Claire, St Francis or St Theresa. House Captains are elected each year. These children help to lead a special assembly each week

School Council

Pupils are elected to the school council each year. They have a responsibility to represent their classes and ensure that the Senior Leadership Team hear the collective 'voice' of the children in school.

Medical Matters:



It is important that the school is aware of any medical conditions, which may affect your child. Please inform the Headteacher, in confidence, of any such problems.

If your child requires regular medication (for asthma etc) please see the teacher first, he/she will then refer you to the secretary to discuss this.

Children should never bring tablets or any other medication to school without our knowledge. If your child needs medication then parents should fill in a form from the office.

First Aid:

We are only able to offer basic First Aid in school. There is several 'First Aid Trained' staff in school.

Children who have sustained injuries outside of school are the responsibility of their parents.

Emergency Contact:

From time to time children become unwell or they may have an accident. It is very important that we have an up-to-date contact number for each child.

Please be sure to inform us if there is any change in your emergency contact number.

Medicals:

These are arranged by the School Health Department, as are injections and inoculations. If you wish your child to see the School Doctor, please call at the office and we will put you in touch with the school nurse to arrange this.

Headlice:

It is very important that all parents check their children's hair regularly. The school nurse or clinic will give advice.

Dental Care:

Please make sure your child is registered at your local dentist and is not just dependent on the local clinic.

Our local school clinic is:
Wythenshawe Health Care Centre
Stancliffe Road
Sharston
Wythenshawe
Tel: 0161 946 0065

PE and Swimming:



All children who are well enough to attend school will be expected to attend the baths and/or PE lessons unless they have a medical note to exempt them.

Children with verrucas should attend the clinic to have them treated.

Children with grommets will not be able to go to the baths although they can do PE.

Safeguarding:

STATEMENT OF SAFEGUARDING CHILDREN

At Ss John Fisher & Thomas More Catholic Primary School, our school community has a duty to safeguard and promote the welfare of children who are our pupils. This means that we have a Safeguarding and Child Protection Policies and Procedures in place which we refer to in our prospectus. All staff including our volunteers, supply staff and visitors must ensure that they are aware of our procedures. Parents and carers are welcome to read these on request.

Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow procedures to ensure that children receive effective support, protection and justice.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Our Designated Person for Child Protection: MRS. M SMITH
Our Parent Support & Multi-Agency Liaison Officer: MS C BROWN
School Social Worker: MS K SCHOFIELD
Our Headteacher: MR D HEMINGTON
Our Site Manager: MR D RITCHIE

The following policies which relate to the safeguarding of our pupils are available from the School Office and on the school website.

- Safeguarding Policy
- Child Protection Policy
- Health & Safety Policy
- Behaviour & Discipline Policy
- Anti- Bullying Policy
- Asbestos Survey
- Equal Opportunities & Race Equality Policy
- Disability Equality Scheme

Please ensure that you are familiar with our Fire Evacuation Procedures. These are displayed in all classrooms and in the main corridors.

Financial Support:

We are grateful to parents, friends and people of the parish for their support of the school in their fund raising activities.

Money is also required to offset the cost of visiting artistes, theatre groups and educational trips.



School Building Fund

As a Catholic Voluntary Aided school we have to find 10% of costs for the building and up keep of the school. The Building Fund is the only way that the school can generate funds to meet these costs. Each family is asked to donate £10 per annum (usually in the autumn term). This is such a small price to pay for the upkeep of our Catholic school and provision.

School Fund:

This is set at 50p per child per week or £1 per family and will be used to help offset the above items.

Dinner Money:

Dinner money is £2.26 per day and is usually revised in September. Children can bring their own food in the form of a packed lunch if they do not wish to have a school meal, however two weeks notice is required when changing from packed lunches to school meals or from school meals to packed lunches.

Dinner money is due every Monday although monthly payments can be arranged by contacting the school office.

Milk Money:

Milk money is due three times a year for children in Reception to Year 6. The Autumn term, Spring and Summer at a cost of £6.97 per term or one payment of £20.91 for the whole year. The charge is not applicable to Nursery children.

Educational Visits:

We use funding such as the Pupil Premium to cover a large part, if not the entire cost, of educational trips and visits, however we do on occasion find it necessary to ask parents to make a donation towards the cost of trips of an educational nature.



Complaints:

We try our very best to get it right here at St. John's but all schools and academies are required to have arrangements for receiving or investigating and resolving complaints about the school curriculum, religious worship or other related matters.

The first stage in any complaint is an informal discussion with the class teacher. Anyone wishing to make such a complaint should make an appointment to seek a solution.

If it is not resolved at this stage, complaints should be made to the Headteacher.

If you are still not satisfied after this stage then you should put your complaint in writing to the Local Governing Body.

Chair of Governors:

**Mrs Maureen Sweeny
C/O SS John Fisher and Thomas More Catholic Primary School
Woodhouse Lane
Benchill
Wythenshawe
Manchester
M22 9NW**

Headteacher:

Mr Dominic Hemington

Chair of the WCAT Executive Committee

Nick Johnson

SS John Fisher & Thomas More Catholic Primary School
Home - School- Child Agreement

As a school we will:

- a) Encourage all children to participate as active members of the Catholic Faith.
- b) Encourage all children to do their best at all times.
- c) Ensure that all children are well taught and that they achieve their best in all aspects of school life.
- d) Help all children to develop a sense of responsibility and to be considerate of others.
- e) Provide homework according to an agreed policy.
- f) Provide information of the curriculum.
- g) Provide information about general school matters and in particular, about children's progress at the two Parents'/Carers' Evenings and in the School Report at the end of the year.

As a Child in school I will:

- a) Agree to keep the School's Golden Rules.
- b) Come to school each day on time.
- c) Behave well and be polite and helpful to others.
- d) Work hard and do all my class work and homework as well as possible.
- e) Wear my school uniform and be tidy.
- f) Respect others and their property.

As a Family we will:

- a) See that our children come to school regularly, on time and be prepared appropriately for lessons.
- b) Provide notes for reasons on absence.
- c) Let the school know about any problems that might affect school work or behaviour.
- d) Support our children with their reading and with any other set Homework.
- e) Check and sign any appropriate Reading Records.
- f) Attend Parent'/Carers' Evenings to discuss our children's progress.
- g) Support and co-operate with the schools policies, rules and code of conduct on behaviour, and treat every staff member with manners and respect.

Date:

Parent/Carer.....

Child

Headteacher

SS JOHN FISHER AND THOMAS MORE CATHOLIC PRIMARY SCHOOL

School Visits - Annual Parental Consent Form
School Year 2015 - 2016

Dear Parent/Carer

During the academic year, it is expected that various trips will be organised during the school day. Also certain projects or activities may involve your child/children being photographed. You are asked to complete and return this general consent form.

I agree to my child/childrentaking part in local visits and day trips which may occur during the course of the school year and I have no objection to my child being photographed during projects and activities.

I agree to inform the school of any relevant medical or special circumstances affecting my child, including any treatment required during the course of a visit.

I understand that if my child should need emergency medical treatment, every effort will be made to contact me before treatment is given. If, however this is not possible, I give my consent to my child undergoing emergency medical treatment.

SignedParent/Carer Date.....