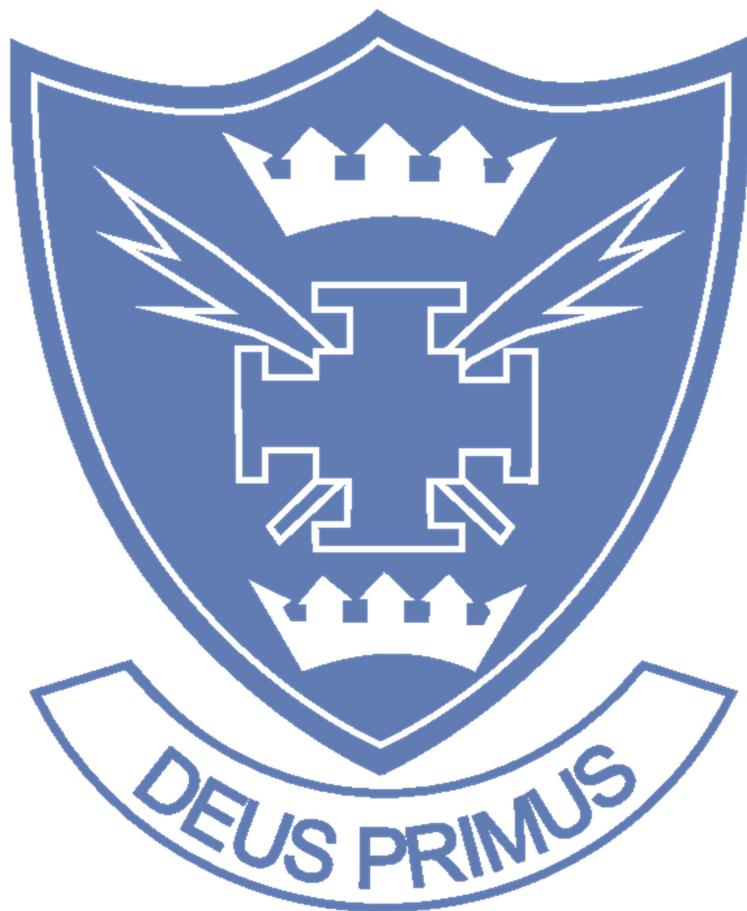


Ss John Fisher & Thomas More Catholic  
Primary School  
School Prospectus 2019/20



*'Journeying together with Jesus Christ, we learn to  
love and love to learn'*

## 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 brand new trim trail and sports area.*

*We have also 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*



## 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 skills through 7 area of learning. These are:

- personal, social and emotional development
- communication and language
- physical development
- reading and writing
- mathematical development
- understanding the world
- expressive arts and design.

The outdoor environment is also a special part of the Early Years Foundation Stage Curriculum. As such it is carefully planned for and accessed by the children each day.

## The National Curriculum

The core curriculum at Key Stages 1 and 2 comprises:

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

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 - French

## Religious Education

The school uses the Diocesan approved RE scheme. 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.

The school devotes 10% of teaching time each week to Religious Education.

### 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 8.30am and costs £1.00 per child per day, up to a maximum of £3 per family. This charge includes breakfast.

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  
Black Shoes

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

### **Summer Uniform: Summer Term (optional)**

**Girls:** Blue gingham dress

**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 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 hairstyles 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](http://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 every day. The children can enter school from 8:50am when the school doors are opened, with registration taking place after 8:55am, which is when the school day begins. The daily register for attendance is taken each morning and afternoon. Children arriving after 8:55am will get a late mark. Children arriving after 10:00am will record an unauthorised absence for the morning session. A telephone call is required from home on the first day of absence. Medical evidence is required in all cases of absence lasting over 5 days, however can be asked for early as appropriate. 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 the school.**

### 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 assemblies and special events on a regular basis.

### 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.

If your child requires regular medication (for asthma etc) please see the teacher first, he/she will then refer you to the office 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 are several 'First Aid Trained' staff in school.

Children who have sustained injuries outside of the school day are the responsibility of their parents/carers, unless they are attending an afterschool club.

### 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 the school website.

#### 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 & Parent Support: MS C BROWN

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

### 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 Academy we are responsible for the up keep of the school. The Diocesan Building Fund is used to generate funds to meet these costs. Each family is asked to donate £15 per annum (usually in the autumn term). This is such a small price to pay for the upkeep of our Catholic school and provision.

### Dinner Money:

Dinner money is £2.30 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.

**Dinner Money should be paid online via Parentpay, with your log on being issued once your child starts with us.**

### Milk Money:

Milk money is due at the start of the school year, at a cost of £21.00 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 the Local Governing Body:**

**Mrs Debbie Penny  
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**

# Privacy Notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, The Wythenshawe Catholic Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Marion Fletcher (see 'Contact us' below).

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention management policy sets out how long we keep information about pupils.

A copy of the Trust's record retention policy and schedule can be obtained from our data protection officer.

## **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority in order to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives to comply with our education information regulations
- Educators and examining bodies to complying with our legal obligations and requirements
- Ofsted who is our regulator
- Suppliers and service providers to enable them to provide the service we have contracted them for
- Financial organisations to comply with the Education and Funding Skills Agency (EFSA) requirements
- Central and local government to comply with our legal duties and requirements
- Our auditors to fulfil our financial obligations
- Survey and research organisations where required and deemed appropriate
- Health authorities in order to meet our legal obligations to share certain information with it, such as health and safety and safeguarding concerns
- Security organisations to ensure the health and safety and safeguarding of our pupils, employees, community and visitors to the school
- Health and social welfare organisations in order to meet our legal obligations to share certain information with it, such as health and safety and safeguarding concerns
- Professional advisers and consultants to ensure the highest possible pupil attainment
- Charities and voluntary organisations when necessary
- Police forces, courts, tribunals as legally required
- Professional bodies to enable them to carry out their responsibilities

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

There is no legal right for parents/carers to access their child's educational record if their child attends an English academy, a free school or an independent school. As an academy, we will consider each request on its own merit.

We will provide an annual written report of each registered pupil's progress and attainment in the main subject areas taught, to the parents of that registered pupil (except that no report need be provided where the parent has agreed otherwise).

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Mrs Marion Fletcher c/o St Paul's Catholic High School, Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YS
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*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school and within the Trust.*

Welcome To  
Our School  
Community.

