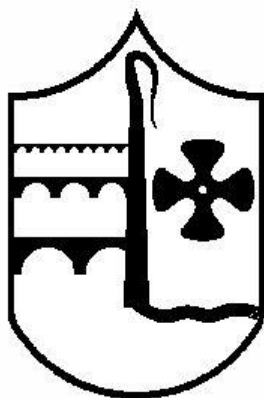


St. Cuthbert's RC First School

Prospectus 2019–2020



In God's family, we love, we grow, we learn

PRINCE EDWARD ROAD
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BERWICK UPON TWEED
NORTHUMBERLAND
TD15 2EX

TELEPHONE: 01289 307785

E-mail: admin@st-cuthbertsrc.northumberland.sch.uk

School website: www.st-cuthbertsrc.northumberland.sch.uk



Head teacher

Mrs Clare McGregor

Chair of Governors

Mrs Barbara Simpson

Parish Priest

Father Robert Afayori

Welcome and Introduction from the Headteacher

On behalf of the staff, governors and pupils I offer you a very warm welcome. St Cuthbert's is a small, friendly school where children are encouraged, supported and nurtured in a strong Catholic environment to reach their full potential.

The school was founded by, and is part of, the Catholic Church. The school is to be conducted as a Catholic School in accordance with canon law teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Hexham and Newcastle.

We believe in an equal partnership between home and school, as parents you are the first educators of your child and this responsibility continues as your child travels along their educational journey. Building a strong partnership between home and school will produce the best outcomes for your child.

St Cuthbert's is a very special place where every member of staff develops positive relationships with the children which enable them to feel secure, valued and able to learn. The Catholic Faith is central to the day to day life of our school, we place great importance on the Catholic life of our school community, Collective worship and Religious Education.

There is an open door policy here and if at any time you have a concern, worry or question please let us know as soon as possible so that we can resolve it. I hope you find all the information you need in this prospectus, however we always welcome visits to our school, to see first hand what our wonderful school has to offer.





Clare McGregor

Head teacher

Our Mission

In God's family, we love, we grow, we learn

Our Vision

-  We believe that the community of St Cuthbert's, at all times and in all that it does, should strive to serve as witness to the Catholic Faith in Our Lord Jesus Christ.
-  We believe that parents are the first and foremost educators of their children and that we are called to support them in their God-given task.
-  We believe that the school has a duty to ensure that each child is valued and encouraged to achieve human wholeness – spiritually, morally, emotionally, intellectually in a happy, secure and strongly Christian environment.
-  We believe that the school has a duty to provide the best possible education for each and every child so they achieve their full potential.

General information

Maintenance

The school was founded by, and is part of, the Catholic Church. The school is to be conducted as a Catholic School in accordance with canon law teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Hexham and Newcastle.

School

Classification Voluntary Aided Catholic First School

Age range 3–9 years

Reception – Year 4 hours 8:55am–3:00pm

Nursery hours 8:55–11:55am (morning session)
12:15–3:15pm (afternoon session)

Breakfast Club 8:15–8:55am daily

Cuddies After School Club 3:00–5:15pm daily

Organisation

Class 1 The Early Years Unit (EYFS), catering for nursery and reception age children.

Class 2 The Key Stage One Class, catering for children in years 1 and 2.

Class 3 The Key Stage Two Class, catering for children in years 3 and 4.

Early Years is made up of nursery and reception children. Many of the children who attend our nursery decide to stay for reception although being at our nursery does not guarantee a place in reception (see admission arrangements on the school website). The children in nursery benefit from having a teacher full time which really helps prepare them for school.

We offer full day provision at a cost of £10 per session (3 hours) children may qualify for a free place; please ask at the school office. Children can either bring a packed lunch or have a school dinner for £2.20

Security & Access

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main door in the first instance. The office staff will be happy to help you.

Parents should not enter the school via pupil entrances that are opened to allow children access at appropriate times.

The car park is for staff use only and parents are not permitted to enter / leave school via the car park.

Access to EYFS – EYFS entrance, via the path at the front of the school; EYFS gate will be locked at 9am

Access to Class 2 & 3 – children must be on the main yard before 8:55am; please note there is no supervision before this time.

We expect all children to be brought to and collected by an adult.

St Cuthbert's Governing Body

Chair of Governors	Barbara Simpson (Foundation Governor)		
Vice Chair of Governors	Louise Martin (Elected Parent Governor)		
Foundation Governors	Steve Clough	Peter Johnson	
	Dave Stewart	Jane McQueen	
Elected Parent Governors	Michael Cornish		
Local Authority Governor	Caroline Wilson	Staff (teacher) Governor	Katie Morton
Co-opted Governor	Fiona Bruce		Headteacher

There is more information on our website about each of our governors. If you are interested in becoming governor please feel free to have a chat with Mrs McGregor.

Teaching & support staff

Early Years	Mrs Katie Turnbull (Mon–Thurs) & Mrs Clare McGregor (Friday)		
Years 1 & 2	Miss Katie Morton		
Years 3 & 4	Mrs Kiera Thorpe (Mon – Thurs) & Mrs Caroline Wilson (Friday)		
Deputy Head / Deputy designated safeguarding lead	Mrs Kiera Thorpe		
Headteacher/Designated safeguarding lead	Mrs Clare McGregor		
Higher level teaching assistant	Mrs Adele Gillon		
Teaching assistants	Miss Fiona Bruce	Miss Anne Wallace	
	Mrs Linda Moffat	Miss Karen Prior	Miss Katy Rutter

Non – teaching staff

School administrator	Mrs Louise Newton	Caretaker	Mr George Allan
School cook & Cleaner	Mrs Kristina Smilgiene	Catering Assistant	Mrs Amanda Johnston
Lunchtime supervisors	Mrs Shirley Strachan	Mrs Stephanie Mitchell	

We are immensely proud of the report findings which affirm everything we do in St Cuthbert's to ensure your children have the best possible education. The report can also be found on our school website and the Ofsted website. Here are some of our favourite quotes from the report;

"Pupils thrive in the inclusive atmosphere of this welcoming school"

"All staff and governors now share the same high aspirations for their pupils"

"Pupils' outcomes are good across the whole curriculum; Current pupils make swift progress"

"Pupils' achievement in reading is extremely high"

"Teachers create an excellent climate for learning where pupils concentrate and engage fully"

"Teaching assistants are knowledgeable in many subjects, capably building pupils' skills across the curriculum"

"The early years leader and her team are highly skilled"

"Children's behaviour is impeccable"



Diocesan inspection report – June 2015

"Children demonstrate a good understanding of right and wrong and are able to clearly explain the importance of reconciliation in building positive relationships".

"Pupils talk with maturity of the need not only to look after each other in school, but to respond to wider global issues".

"The school provides high levels of pastoral care to pupils and there is a strong commitment to the most vulnerable both in policy and practice".

Full inspection reports can be found on our school website.

Catholic Partnership

St Cuthbert's is part of The Northumberland Partnership of Catholic schools which comprises St Benet Biscop High School and its feeder first and middle schools.

Being part of this partnership strengthens liaison between the pupils, parent/carers and wider parish communities in the Catholic partnership.

The Berwick Partnership



St Cuthbert's is part of The Berwick Partnership, all Headteachers meet half termly and year group teachers also meet regularly. These meetings strengthen liaison between schools, build good relationships and are a means of sharing good practice. We are extremely lucky to have such a strong partnership which values these opportunities.

St Cuthbert's pupils feed in to both Berwick and Tweedmouth middle schools.

Liaison with Middle Schools

Our children transfer to either Berwick or Tweedmouth Middle Schools in Year 5. Regular liaison meetings are held with the head teachers of both schools. In this way we hope to ease the transition of pupils from St Cuthbert's RC First School to their respective middle.

Year 4 pupils attend a range of transition activities with children from other schools, hosted by the receiving middle school.

Attendance/Absence from School

At St. Cuthbert's we believe that good attendance is central to good learning and achievement. A child's attendance record is regarded as a serious matter. We record and monitor attendances, a legal requirement and expect a minimum of **96%** attendance.

You should contact us by **9.30am** on the first day of absence if your child is ill either by telephone, in writing or in person. If no contact has been made by 9.30am it will be followed up by our office staff.

Where a child's level or pattern of absences becomes a concern we will discuss this with the parent or carer and may involve the services of our Educational Welfare Officer (EWO) to help improve the situation.

Appointments

Please try to avoid appointments in school time; if children are removed from school for medical or dental appointments they should be signed out at the school office. On their return, a return time should be recorded. Please bring the appointment card or letter to the office so that it can be copied. Please complete an Administration form to **ensure we have the most up-to-date emergency contact information** and do remember to let us know during the year if these change. The office holds administration information files on all children with 2 parents/carers contact numbers and 2 emergency contact numbers.

Requests for Leave of Absence, including holidays

We discourage taking holidays during term time. It makes it difficult for your child to catch up with their

work when they return. Holidays will be unauthorised and may result in the Educational Welfare Officer (EWO) contacting you and issuing you with a Fixed Penalty Notice (FPN).

We follow the Berwick partnership leave of absence in term time policy which can be found on our website.



Punctuality

It is important that all children arrive on time for the beginning of the school day. This helps them start each day in the right way. Children who have not arrived in school by 8.55am will be marked as a late arrival unless parents have previously notified school of a reason for absence. Parents will be asked to sign the late book at the office and will be contacted if the time of their child's arrival at school becomes a cause for concern. **Please note children are the responsibility of their parents before 8.55am, please ensure your child is supervised until the teachers are on the playground.**



Contacting school

Should you wish to contact the school in the first instance we recommend that you speak directly to your child's class teacher. If you feel the matter is more serious then you may speak to the head or deputy head teacher. We contact parents through 'teachers2parents' text and e-mail messaging service as well as phoning with regard to attendance, behaviour or safety issues.

Access to documents

Documents required to be available are kept by the Governors and the Head Teacher, and may be seen on request. These include policies, curriculum statutory documentation, schemes of work, complaints procedure, Religious Education syllabus, Governors reports and minutes.



Assessment

Children in EYFS are formally assessed at the beginning and end of Reception, and their progress across the Early Years Curriculum is closely monitored. The children's learning is regularly assessed through formative and summative assessments. We use the Ros Wilson Big Writing assessment to assess progress in writing each half term.

Children in year 1 undertake statutory assessment in reading through the DFE Phonic Reading Check. At the end of Key Stage 1 (year 2), there is a statutory assessment made of their progress in Reading, Spelling, and Maths (SATs).

Children in Years 3 and 4 (Key Stage 2) are assessed formally at the end of Year 4 to help transition to Middle School.

Parents are invited into school for parent consultation evenings twice per year and we urge you to attend these so you can help your child to achieve their best. An interim report is sent home in the Spring term as well as a more formal report in the summer term regarding your child's achievement and progress across the curriculum.

The Catholic Life of the School

Our children learn right from the start of school to appreciate the community in



which they belong and are encouraged to be good friends with everyone. Our children learn quickly the importance of looking after not only people in the school community, but also in the wider world through fundraising and doing good deeds for others. We strongly support the work of CAFOD and the children enjoy taking part in workshops and assemblies led by Barbara Simpson our local CAFOD representative and also our Chair of Governors. Our 'Mini Vinnies' who are the smaller section of the St Vincent DePaul Society support the local community in various ways including; sending Christmas cards to the elderly, collecting for the local food bank & clothes bank and inviting parishioners in for a cuppa and cake!

Collective Worship



We believe that Christian worship in St.Cuthbert's , names and celebrates God's presence in our lives. It is concerned with giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit. St Cuthbert's is a prayerful place where children are encouraged to think, reflect and have the opportunity to develop their own involvement in organising and leading Collective Worship, Liturgy and Mass. Collective worship occurs daily in school in many different forms.

THE CURRICULUM

We offer our pupils offer a curriculum which is balanced and broadly based in line with the National Curriculum requirements and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society
- prepares pupils at the school for the opportunities, responsibilities and experiences of later life

We also aim to offer a curriculum which demonstrates personalisation, choice, coherence and relevance. We endeavour to teach skills across the curriculum e.g. maths skills that link with problem solving and technology, writing skills with science and RE, or social subjects that link art and drama. In all areas the emphasis is firmly based on active learning. Although the areas of the curriculum are illustrated individually, they are in fact interrelated.

Within the varied curriculum we aim to provide equal opportunities for all our children, regardless of ability, gender or race. Multi-cultural, anti-racist and inclusive education is actively promoted in this school, as is education for Active Citizenship.



Religious Education

RE is at the core of our curriculum and so 10% of the timetable is allocated to this subject. The school follows the RE programme for the Diocese of Hexham and Newcastle '*Come and See*'. A list of topics is circulated to parents at the start of each term, with ideas for home activities that will support your child. These can be found on our website.

Mathematics and Numeracy



A carefully structured and balanced maths programme called 'White Rose' is followed in key stage 1 and 2. This involves number, money and measurement, shape, position and movement, information handling and problem-solving and enquiry. The emphasis is on interactive maths and practical work, with children taking an active part in their own learning. A wide range of resources is used, so that mathematical skills and concepts can be developed. We use mathematical games, computer software and mathematical equipment to introduce and reinforce ideas and concepts. The children's learning is regularly assessed through formative and summative assessments. We use the PUMA assessment scheme to assess termly in line with our feeder middle schools. Each child is allocated a Maths Whizz account from the start of Year 1 – this can be accessed both at school and at home and children who access this regularly tend to thrive in maths.

English Language and Literacy



This includes four elements; talking, listening, reading and writing. Since language permeates the whole curriculum, it is impossible to view in isolation. At all times, teachers are active in developing listening skills, children take part in discussions, report back on experiences orally and in written form where appropriate, and reinforce the skills of reading. Our resources for the teaching of language are extensive to help us to ensure that each aspect is adequately covered. National Guidelines are followed to ensure balance and progression for each individual.

Guided reading occurs daily in every class this is an extremely important part of developing children's comprehension and confidence in reading. We use a range of schemes to support these sessions. Children also have an individual reading book that they take home we use the Oxford Reading Tree scheme, this is a completely decodable reading scheme. Each child has a reading record and we ask parents to sign each time they read with their child.

We follow a structured phonics programme Read, Write, Inc. from Reception to Year 2 children are taught daily in small groups according to their ability. In Year 1 children prepare for the statutory phonics screening check. Years 2, 3 & 4 devote their session to specific teaching of spelling, punctuation and grammar.

Science

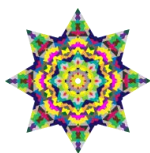


In Science children are encouraged to observe, explore and ask questions about living things, materials and natural phenomena. The activities used to promote learning are practical and encourage children to explore using their senses. Children are encouraged to record their observations in a variety of ways including pictures, diagrams, charts and writing. As they become older children are encouraged to offer explanations for their observations and to apply their knowledge and understanding of scientific ideas to everyday things and personal health.



Computing

From the earliest age children are taught computing from using a mouse, keyboard and touch screen to producing text, graphics, data and algorithms. Children use the computers for internet research and are explicitly taught about internet safety. Computing is used to enhance the curriculum wherever possible.



Art and Design

In art we encourage children to develop their artistic and creative abilities within the whole of the creative curriculum and cross curricular areas. We ensure the children experience a wide range of opportunities to develop a breadth of art techniques and skills. They are also encouraged to plan and to manipulate a range of materials so that they can develop skill and originality. Children are encouraged to evaluate and appreciate their own work and the work of others in order to develop their appreciation of the arts. We are committed to the wider development of young people and encourage collaborations with professional artists and art organisations.



Music

All children in key stage 2 receive weekly expert violin tuition from a peripatetic teacher. The children are encouraged to make music and to develop an appreciation of different types of music. At St Cuthbert's we follow the interactive 'Charanga' musical school – a digital resource to support teaching the new curriculum. The learning within this scheme is based on: Listening and Appraising; Musical Activities – creating and exploring; and Singing and Performing.

Modern Foreign Languages



The school recognises that our children have right to learn about other cultures and communities. The learning of foreign languages is an important part in this process. The school has specific weekly French lessons for our KS2 children. Children in the Foundation Stage and Key Stage 1 have opportunities throughout the year to develop their basic foreign language skills with their class teacher.

Relationship and Sex Education & PSHE



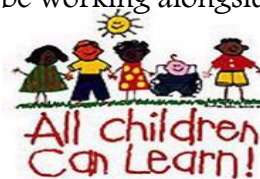
Our Relationship & Sex Education Policy is in line with Government and CES guidelines. The majority of the RSE teaching is undertaken through R.E. and the 'Journey in Love' resource; *A Journey in Love* is a resource created by Sister Jude Groden of BRES. It is the recommended programme of study for Catholic schools for Relationship and Sex Education, and has been written as a progressive scheme of work that supports the Religious Education, PSHE and Science curricula taught within the school.

Throughout *A Journey in Love*, an aspect of the mystery of love is focussed upon in each group, children and young people are encouraged to marvel at the wonder and beauty of God's creative love. This is reflected in each stage of a person's growth in the Primary Years through a series of suggested, progressive and developmental tasks, activities and reflections which focus on physical, social, emotional, intellectual and spiritual development.

As with all aspects of learning, children are naturally curious and many will have questions related to their lessons. Opportunities to discuss questions form part of the lessons and again these are treated with care and understanding.

PSHE

We follow the diocesan long term plan for PSHE which inter-relates PSHE with RSE, Science, and RE including the universal church topics. This year we are pleased to be working alongside our School Safeguarding Liason Officer – Laura Miller to undertake PSHE workshops each term with our KS1 & 2 classes on the importance of healthy and respectful relationships. We will also be working alongside our NUFC coaches who will be delivering PSHE sessions in the Autumn term.



SEN

At St Cuthbert's we employ strategies for the early identification of children experiencing difficulties in any areas of the curriculum. Pupil's progress is monitored carefully by the Head Teacher and class teachers, starting with Foundation assessments on entry into school. If class teachers feel that a child is struggling or that they have a specific need, which may be a special educational need, steps will be put into place to ensure that child is catered for so that they can fully access the curriculum. Parents will always be informed and involved in this process. Where necessary, an individual education programme (IEP) may be drawn up to help the child with their specific needs. Wherever possible support will be provided in the classroom however sometimes individual or small group work may be more appropriate to meet the needs of the individual.

The School Council



The School Council is the voice of the children. The Council consists of two representatives in each year from across the school from Reception to Year 4. New representatives are elected each school year. The Council meets at least once every month where they contribute to school improvement and work together to ensure the health and wellbeing of all members of the school community. Being a School Councillor provides the opportunity to learn real-life skills take on responsibilities and be involved in decision making. In the last academic year the council dealt with playtime games, safety and bullying. Everyone really loves the responsibility of being on the school council. Each year we take part in the Berwick partnership's 'Pupil Voice' conference.

Homework



In line with Government guidelines, regular reading homework is given in all classes. As children progress other areas of the curriculum are taken into consideration, e.g. spelling, maths, handwriting, special needs. We greatly value parental support with homework. Children are rewarded with house points for completion.

Website

www.st-cuthbertsrc.northumberland.sch.uk



Please ensure you keep up to date with our school website which has more detailed information as well as poilices and a calendar for the school year. Our Facebook page can also be accessed via the website.

Home/School Agreement



In line with a government directive we ask all children and parents or carers to sign our Home/School Agreement. This aims to develop links between home and school, sharing common ideas and working together for the benefit of the children. Parents, children and the school are asked to sign this agreement at the start of your educational journey with us. We understand that a strong partnership between home and school ensures the best outcomes for your child.

Extra Curricular Activities



We always do our best to provide a range of extra curricular activities each week for our children. These clubs usually run on a half termly basis. Examples of our clubs include: cricket, football, violin, bible detectives, gymnastics, film, board games, rugby, gardening and scrabble.

Cuddies club runs daily 3-5.15pm at a cost of £2.50 per hour/ £5.50 for the whole session – please contact the office to book.

School Uniform



White polo shirt
Red school jumper or cardigan **with the school badge**
Grey shorts / pinafore / skirt / trousers
Red and white summer dress
Black shoes – easy fastening

PE Kit

Red t-shirt with the school badge
Plain black shorts (no logos or emblems)
Black plimsolls
School hoodie

Uniform can be ordered and purchased from the school office.

All uniform should be clearly marked with child's name. Jewellery is not allowed in school, except for wristwatches, which have to be removed for PE, Games and Swimming etc. If parents wish to have their children's ears pierced, it is suggested this is done at the beginning of the Summer Holiday, so that by the time the autumn term starts, studs can be removed. Any child who has not followed this advice will not be able to do PE of any sort and will be asked to remove any earrings during the school day. If a child cannot remove his/her own earrings they will be asked to place a plaster over them, to avoid any potential accidents in the playground. We greatly appreciate the support of parents in this policy.

SCHOOL MEALS



Dinner money is £2.20 a day and payable on a Monday. Cheques should be made payable to Northumberland County Council. If your child qualifies for free school meals, please see Mrs Newton in the school office. Packed lunches are permitted on a regular basis by arrangement with the Head Teacher/Administrator. If a child wishes to change from school meals to packed lunches or vice versa a week's notice is required.

Free fruit is provided for all children every day and milk is available daily to all children until the term after their 5th birthday. After this children may pay for milk – please contact the office to order this for your child.



Accessibility Arrangements

At St Cuthbert's RC VA First School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. We plan to continue to evaluate provision for all pupils, staff, parents and visitors to St Cuthbert's RC VA First School through our accessibility plan which can be viewed on our website. Our school has the following facilities; a disabled toilet, ramp access, and a designated disabled parking bay.