



St. Bernadette Catholic Primary School

*Learning to grow in knowledge, faith and love through
friendship with Jesus and Mary*

School Prospectus 2020-2021





Welcome from Head



A warm welcome to St Bernadette Catholic primary School where we provide children of nursery and primary school ages a rich and varied education.

We aim for every child to discover their God given gifts and to strive for excellence in all that they do. All our children are taught to live out the values of Jesus Christ and to treat each other with honesty, integrity, compassion and respect. We provide a broad and balanced curriculum; we recognise that every child is unique and created in the image of God.

We are very proud of the family atmosphere that pervades all aspects of school life. We have excellent parental support which we value enormously and a Governing Body which is proactive and supportive. Our whole school community is committed to providing our children with an exciting and stimulating environment where they can flourish and become confident and independent learners -well equipped to be active citizens in the world today.



St. Bernadette Catholic Primary School

*Learning to grow in knowledge, faith and love through
friendship with Jesus and Mary*

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.

We welcome children from all denominations and backgrounds. Every Year we can admit up to 30 pupils to our reception class and we also have 30 places available in each year group (Years 1-6). If you would like to apply for a place at any time please contact the school directly for more information.

Our school is like a family, everyone is welcome and everyone brings something different. We encourage all of our children to do well and we enjoy celebrating their many achievements.

Every child in our school is special. We have high expectations that they will all achieve their potential.

We develop the “whole” child...

Our nurture and care is very effective – we recognise that life can sometimes be difficult and our staff are very well trained to support children and help them become mature and independent individuals. What makes it really special is that staff genuinely care about children and this helps children to care for themselves and others.

The School Day

School Bell Rings	8.55 am
Mid-morning break	10.30 – 10.45 am
Lunch Break, Reception	12.00 noon – 1.00 pm
Lunch break, Infants	12.05 noon – 1.10 pm
Lunch Break Juniors	12.15 - 1.10 pm
Afternoon Break (Infants)	2.15 – 2.30 pm
Home time	3.15 pm

Nursery Sessions

Morning 08.45 – 11.45am

School office opening times for parent queries

Monday – Friday
8.45am – 9.15am
2.45pm – 3.30pm

Arriving at School.

Children may arrive at school between 8.40 and 8.55 am and should go straight to line up outside their classroom. Registers are taken at 8.55 am. Children arriving after 8.55am should enter school via the main door where they will be asked to sign the 'Late' book. Any children arriving after 9.05am without an acceptable reason will receive an unauthorised absence mark in the register. Parents are requested not to enter the building by the pupils' entrances but if you need to come into school, please ask at the front office. Security locks are in operation for the safety of children between 8.55am and 3.15 pm.

Reporting Absences

Please do not send your child to school if he/she is unwell and has been vomiting. We ask you to email parents@stbernadette.herts.sch.uk/telephone the school before 9.15am if your child is unable to attend. This should be followed by a brief note to your child's teacher explaining the reason or absence with the relevant dates when the child returns to school.



Safeguarding

The school works in partnership with parents/carers to support children in every way possible. The Children's Act 1989 places clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children. This includes safeguarding against radicalisation or any form of extremism.

The school has designated staff who are specially trained and responsible for this important area. It is the duty of all class teachers and members of staff to inform them of any concern or anxiety they have about a particular child's welfare. On occasions the procedures may involve welfare agencies being informed without the parents/carers' knowledge. Should they consider it necessary, staff will contact Social Services. It is our duty to follow these procedures, even if concerns later prove to be groundless. Always, the care and welfare of the child is of prime importance and concern.

This is in line with the Government and Hertfordshire Policy to comply with Health and Safety Standards.



Attendance

We encourage excellent attendance and punctuality at St. Bernadette School. We would actively discourage you from taking holidays during school term time. Our experience shows that such absences disrupt the planned learning programme and frequently affect children in a variety of other ways

It is the schools statutory responsibility to report children with poor attendance to the Attendance Improvement Officer (AIO). A pupil will be identified as a persistent absentee if overall absence equates to 10% of more of possible sessions, whether the absences are authorised or not. The school will notify the AIO of any pupils of compulsory school age who fail to attend school regularly, have irregular attendance, or have ten or more consecutive school days' absence without the school's permission.

We understand that their absence maybe for a range of reasons such as illness and therefore we would ask anyone whose attendance is below 90% to provide proof of absence. For example, a letter from a GP or medical appointment letters.

It should be noted that, as part of promoting good attendance and punctuality, Hertfordshire Council will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply with a school attendance order (Section 443 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 444 of the Education Act 1996).

As an alternative to prosecution, when a child is absent for 15 sessions within a term, the Headteacher may request to issue a penalty notice.

Please note that each day consists of 2 sessions, am and pm. Therefore 1 full week absent for school would equate to 10 sessions being missed.



Uniform

All children must wear the full school uniform



Winter Uniform



Summer Uniform

Grey shorts/trousers with socks

Red kilt/grey skirt with socks

Red jumper/cardigan

Red gingham dress for the Summer term and until October half-term

White Shirt

Black sensible shoes or sandals (no trainers or heeled shoes)

Stockists

[Stevensons in St Albans](#) is the supplier for all school uniform. Winter/Summer Hats and book bags are available from the school office.

Other items are readily available in high street stores.

Footwear should be suitable **low heeled** school shoes or **closed in** sandals. Open toes and sling backs are not allowed for safety reasons. All footwear should have low heels.

For health reasons, trainers are only allowed to be worn for PE and playtimes.



PE Uniform

All children must wear the full school uniform



Red/black plain (no logos) shorts and plain white t-shirt

Drawstring bag

Red sweatshirt with school logo

Black tracksuit bottoms

Trainers or plimsolls for PE



Working Together

Homework

All children are expected to read at home and, in addition, they will be set small homework tasks as well. This will be in line with the government guidance and will take into account the age of the child and any individual needs. Full details of this will be given by teachers at the beginning of each school year and may also be found in our Home Work Policy, available on request.

Communication

Fortnightly news letters will be emailed out to all parents and placed on the website. Other letters linked to trips and other crucial information will go out as and when they are needed.

The school has an open door policy and discourages parents waiting until the two scheduled parents evening if they have any worries. Please email or phone into the school office to make an appointment to see your class teacher in the first instance if you have a concern. Conversations at drop off and pick up do not allow the appropriate time to these discussions and have an impact on the supervision of the other children in the class.

Parent Helpers in School

We encourage parents to play an active part in school life and any parent who would like to help in any way should email the school office. For the protection of your children, we carry out DBS checks on all volunteers who work in school and provide in house safeguarding training.



Working Together

FABS (Friends at St Bernadette School)

The FABS Association provides social and fundraising activities for the school. All parents are automatically members and are welcome to join in any of the activities. A small committee is elected every year to plan and coordinate activities. We need as much support as possible in raising funds for the school as budgets are getting increasingly tighter.

School Governors

Parents make up a proportion of the governing body either as foundation governors or as elected parent governor. Vacancies will be notified as they arise. Any parent interested in finding out more is welcome to contact the school office.

School Building Fund

As a Voluntary Aided school we have to pay 10% of all building and maintenance costs. All Catholic schools in the Diocese of Westminster have been asked to make a collection of parental contributions to the Diocesan School Building Fund. The Fund is used to cover the 10% maintenance and building costs. The recommended payment is £48.00 per annum per child. These payments can be made by cheque, cash or standing order. Parents/carers who are taxpayers are encouraged to donate via Gift Aid to increase the value of their gift.

School- Community Links

The school has links with other local primary schools and a number of secondary schools as well. Every year we raise money for various charities and take part in a number of community events



Medical Information

Please inform us about any medical or physical condition that your child has. We need to know about anything that could affect your child's progress and well being whilst in school.

The school nurse sees all children soon after they start school. You will be invited to attend any medical checks. If there are any relevant problems, an appointment will be made with the school doctor. It is county policy that school staff should not administer medicines. In many cases, prescribed medicines can be given before and after school. However, where this is not possible, we will administer prescribed medicine to support the attendance of our pupils but a form will need to be filled in at the school office with details of dosage required and times given.

Children with asthma keep their medication close by and should be able to operate their own inhalers when required.

Any other medication required to be in school must be handed over to the school office and a form giving details of the owner and the dosage must be completed.

If your child needs daily medication for a serious or long term condition, you will need to discuss this with the Head so that a plan can be made to meet your child's needs.



School Dinners

School meals are provided by Hertfordshire Catering and are cooked on site daily. Alternatively, pupils may bring packed lunches from home - parents are requested to include healthy choices in the lunches and there should be no chocolate or fizzy drinks. The school has a no nuts policy, as there are children in school with life-threatening allergies.

The menu is rotated on a three-weekly basis and comprises a hot meat or fish option, a hot vegetarian option and a sandwich option. If your child has food allergies or intolerances, the kitchen is unable to serve meals until an individual menu has been agreed with the area manager from Herts Catering Ltd. Please speak to the School Office if you would like further information.

All children at St Bernadette can order milk for morning break. Nursery children and children in Reception who will be four throughout the school term do not pay for school milk; children registered for free school meals are also exempt from payment. Otherwise, there is a termly charge for children who have already had their fifth birthday or pro-rated for children whose birthday falls in the term.

Please contact the school office if you would like more information



Assemblies, ceremonies and House Points

Cardinal Hume

**Cardinal
Murphy
O'Connor**

**Cardinal
Newman**

Cardinal Wolsey

Each child will be put into a house, if they have a sibling in school, they will automatically be allocated to the same house. Children can earn house points for outstanding work and for being kind and a good friend. Once a week, we hold a 'Roll of Honour' assembly where pupils are selected to receive a special certificate for outstanding achievements.

Praying at School



Prayer is a very important part of our curriculum and we teach two RE sessions a week. We say three prayers a day and we join in with whole school worship assemblies.

Praying at School

Children will learn how to make the sign of the cross. Please see the photographs below to help you.



In the name of the
Father....



and of the son



and of the Holy



Spirit



Amen



Welcome to St. Bernadette Early Years Foundation Stage



We provide a vibrant and stimulating environment where children are supported and educated by highly skilled, dedicated and caring staff. We acknowledge that children learn in different ways and as such we provide a variety of teaching methods to make learning exciting and unique for our children. Extra help is given to pupils who may be experiencing difficulties and more demanding targets are set to extend the more able children. We aim to develop positive attitudes to learning and children receive praise and encouragement at every opportunity

MEET THE EYFS TEAM



Mrs. Osgood
Nursery Teacher



Mrs. Campenella
Early Years
Practitioner

Reception



Mrs. Mills
EYFS Leader



Miss. Webb
Reception
Teacher

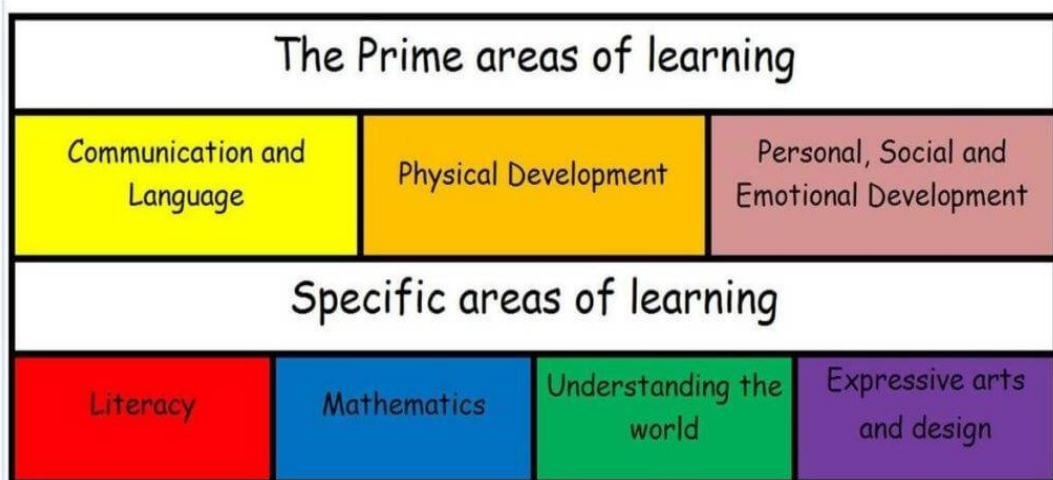


Miss. Broom
Teaching
Assistant

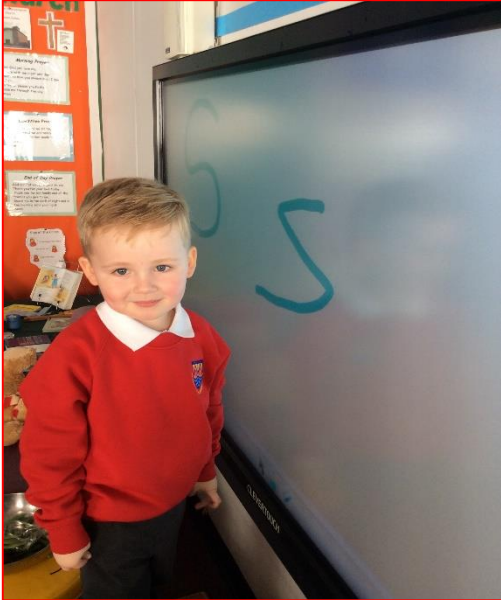
Curriculum

Early years foundation stage

The early years foundation stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old. All schools and Ofsted-registered early years providers must follow the EYFS, including childminders, preschools, nurseries and school reception classes.



Curriculum



Letters and Sounds



Gardening



Role-play



Construction

Curriculum



Number Work



Chinese Dancing



Story Telling



Music

Curriculum



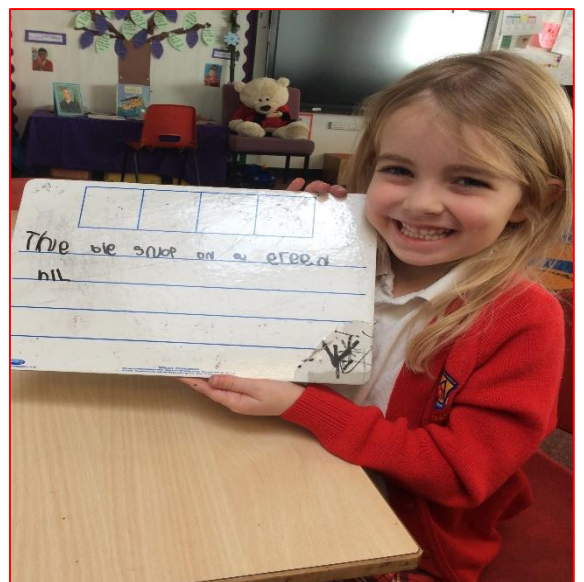
Outdoor Art Work



Expressive art and design



Shape, space and measure



Writing

Curriculum



Celebrating The Eucharist



Communication and Language



Topic



Physical Education



Tapestry

We now use an online learning journal called Tapestry. This is where we gather photos and observations – recording your child's progress in their learning.

We then file the observations and other completed work into a file. This is a working document and it is available to you, your child and any nominated people to look at, at anytime and contribute to.

As this is an online profile we will need your permission to set up your child's account.



Get Ready for Reception

Getting Ready for School

It is nearly time to start school! Here are some things you can practise at home to help you get ready for school.



Self-Care and Independence

- I can wash and dry my hands.
- I can wipe my nose.
- I can put on/fasten my coat and shoes.
- I can use the toilet.
- I am learning to dress/undress – this will help me change for PE.
- I am happy to be away from my parents or carers. I know they will be back soon.



Playing with Others

- I join in games and activities with other people.
- I can share and take turns.

Speaking and Listening

- I can talk about my ideas, needs and feelings.
- I can ask a grown-up for help.
- I can follow simple instructions.

Eating and Drinking

- I can use a spoon, knife and fork.
- I can open my lunch box as well as wrappers and packaging.
- I can drink from a water bottle, carton or open cup.



1 2 3 4 5

Numbers

- I can count a small number of items.
- I like singing number rhymes or songs.
- I am learning to say numbers to ten.
- I can recognise some numbers.

Reading and Writing

- I can recognise/read my name.
- I can hold a pencil to draw.
- I am learning to write my name.
- I enjoy listening to stories and rhymes.





Buddies

Each Reception child will be given a Year 6 'Buddy' who they will meet in September. There is time set aside each Friday for buddies to spend time together, this can be playing games, completing activities or taking part in shared reading.

Our buddy scheme has proved to be very popular and can make the Reception children feel welcomed.



Curriculum

Messy play is an important part of the EYFS and is a sign that lots of learning has taken place! Many of the activities available to the children can involve mess, such as painting, junk modelling and playing in the Mud Kitchen. Aprons are provided at school, however, we ask that you provide your child with a NAMED pair of wellington boots, as these will be required for play in the Mud Kitchen and in puddles during the winter months! These will stay in school for the duration of the year.





Working together, we have achieved ...

We have many more strengths which you will discover if you become involved with our school. The lovely thing is that we keep finding new ones all the time. We work best when we work together and we actively encourage parents and carers and other members of the community to be involved in our school family.

We celebrate differences and we like to include everyone, regardless of their ability and background.

This is a Catholic school and our faith underpins everything that we do. We welcome both Catholics and everyone else who wish to share in the unique opportunities that we offer we celebrate diversity and we encourage the development of understanding and mutual respect.

We believe that our ethos is very special...

It is quite difficult to measure an ethos but we feel very confident that if you spend some time with us, you will recognise it. Perhaps it will be in the friendly welcome, or the happy smiling faces. It will definitely be in our caring for one another and the way we extend that care beyond our school. One of the many things parents like about our school is that we are always seeking to make it even better.