



**HOLY
FAMILY
CATHOLIC
SCHOOL**

**PROSPECTUS
2022/2023**

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Within our Prospectus we aim to give important information for parents. It is not possible to include everything and if you do have any questions then please first ask at the School Office.

Parents are welcome to request to see any of our Policies (these are on the School website) and a copy will be provided; please ask at the School Office.

School Details

HOLY FAMILY CATHOLIC PRIMARY SCHOOL

Coventry Road

Small Heath

Birmingham

B10 OHT

Telephone (0121) 675 2670

Fax (0121) 675 0734

Email enquiry@holyfam.bham.sch.uk

Headteacher Mrs Pauline King

Parish Priest Fr Fretch Ochique Ballesteros

Members of the Governing Body

Governors Constitution:-

6 Foundation Governors

2 Elected Parent Governors

2 Staff Governors (including Head)

1 LA Governor

12 Governors in Total

The governors of the school are listed in the table below:

Title	Initial	Surname	Governor	Term of Office ends
Mrs	N	Kousar	Parent	31/08/2025
Mrs	A	Begum	Parent	31/08/2025
Mrs	T	McGory	Foundation	01/04/2023
Mrs	P	King	Headteacher	
Fr	F	Ballesteros	Foundation	31/08/2024
Mrs	J	Jones	Chair Foundation	25/04/2023
Mrs	M	Aldred	Staff	31/08/2025
Ms	C	Jukes	Clerk	
Mrs	B	O'Brian	Foundation	08/01/2022
Mrs	J	Kennett	Foundation	01/11/2024
Mrs	L	Mockler	Foundation	13/10/2025
Mrs	K	Marwaha	LA Governor	22/01/2025

The Chair of Governors can be contacted via the school - 0121 675 2670



Holy Family School Prayer

*We live, love and learn together in the light of God by...
praying together
learning together
playing together
and
respecting each other.*

Amen

Holy Family Catholic School Mission Statement

As God's family we work together as brothers and sisters in a safe, happy and compassionate environment. We take pride in everything we do ensuring that our children are motivated to achieve and be the very best they can be. Built on the foundation of Christ and through teaching of Gospel values, we develop the whole child in a setting which has an understanding and appreciation of all faiths. Inspired by Pope Francis we endeavour to 'light a fire in the hearts' of our children, empowering them to make a real difference in our diverse, ever changing society.

Our Vision and our Values

Holy Family Catholic School is a happy school and our loyal and dedicated team of staff and Governors are committed to the following beliefs:

- every child is made in the image and likeness of God
- every child is unique
- every child has the ability to learn and the potential to achieve
- parents as the first educators of their child are included in the learning process

We all understand that our purpose is to:

- place Christ and the teaching of the Catholic Church at the centre of all learning
- assist parents in the religious formation of their children
- to be of service to the Church community of Holy Family Catholic School and the Diocese
- nurture and develop in our children the knowledge, skills and understanding of the diverse world they live in and guide them to become well rounded human beings who can positive contribution to society in the 21st Century

We are confident that we provide a secure and happy learning environment and a curriculum which meets the needs of all learners.

It is our aim to:

- nurture our children in the Catholic faith
- acknowledge, respect and learn about other faiths
- provide a living example of Gospel Values in our relationships with one another
- provide a high quality education where each child develops to his/her full potential and acquires the knowledge, skills and personal qualities to become useful, responsible, respectful and happy members of society.

- recognise that all children have the right to achieve, irrespective of their academic or social abilities
- recognise and nurture the academic and creative in equal measure
- celebrate and praise all that our pupils achieve

By fulfilling these aims we believe that the children at Holy Family Catholic School will be noted for being happy, confident, self-motivated, well-behaved, smart and caring and as such will be respected members of the local community of Small Heath and the wider school community of Birmingham.

Staffing - as at Spring 2022

Headteacher	Mrs P King	
Assistant Headteacher	Mrs Maria Aldred	BA Hons PGCE
Assistant Headteacher	Mrs Catriona McHugh	B Ed
Teachers		
Year 6	Miss F Ward	BA First Class Honours
Year 5	Mrs C McHugh	B Ed
Year 4	Mr J McDonald	BSc Hons PGCE
Year 3	Mr D Hill	BSc PGCE
Year 2	Mrs M Aldred	BA Hons PGCE
Year 1	Mrs J Young & Mrs C Yearsley	BSc Hons BA Hons
Reception	Miss A Landucci	BA Hons Early Years
Nursery	Miss M Smyth	B Ed
SENCO	Mrs B O'Driscoll	B Ed Hons
Support Teachers	Mrs R Upham	B Ed Hons
MFL Teacher	Miss E Fernandez-Perez	BA Hons
Support Staff	Miss S Akhtar	Teaching Assistant L3
	Mrs M Anderson	Teaching Assistant L3
	Mrs K Guest	Teaching Assistant L3
	Miss M Hussain	Teaching Assistant L3
	Mrs A Lloyd	HLTA L4
	Mrs J Lloyd	Teaching Assistant L3
	Mrs M Patru	Teaching Assistant L2
	Mrs P Wright	Teaching Assistant L3
	Mrs R Felton	Support Teacher L2
	Mrs R Hameed	Teaching Assistant L3

	Mrs S Choudhury	Teaching Assistant L2
Office Manager	Miss C Keating	
School Administrator	Mrs S Hunt	
Building Services Manager	Mr J Kennedy	
Cook	Mrs M Burgundy	NVQ2
Lunchtime Supervisor	Mrs S Morris	
Lunchtime Supervisor	Mrs R Bibi	
Cleaner	Mrs A Pearson	
Cleaner	Miss D Compton	
School Nurse	Mrs J Hill	NMC

Admissions Policy 2022/2023

School name	Holy Family Catholic Primary School		
School address	Coventry Road, Small Heath, Birmingham B10 0HT		
Headteacher	Mrs P King	Tel no:	0121 675 2670
Admission Number:	30		

The admissions process for Holy Family Catholic Primary School is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at Holy Family Catholic Primary School in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Holy Family Catholic Primary School on the application form. Applications need to be made by 15th January 2022. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16th April 2022, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admissions authority and has responsibility for admissions to this school. The governing body has set its admission number at 30 pupils to be admitted to the Reception class in the school year which begins in September 2022. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <https://www.birminghamdiocese.org.uk/boundary-map> and will be applied to the admission arrangements for the academic year 2022/2023.

Oversubscription Criteria

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Holy Family who have a brother or sister (see Note 4 below) attending Holy Family at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Holy Family.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Holy Family Catholic School at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Holy Family Catholic School at the time of admission.
8. Non-Catholic children.

Note 1

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order and includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

For the purposes of this policy, a looked after child living with a family where at least one of the carers is Catholic will be considered as Catholic. The carer must forward a copy of their own Catholic Baptismal or Reception certificate directly to the school in order for this priority to be given to the child as failure to do so will result in the looked after child being ranked as a non-Catholic.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or civil partnership, or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

Note 5

Distances are calculated on the basis of a straight-line measurement between the child's home address and the front gate of the school. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Governing Body, will use a computerised system to randomly select the child to be offered the final place.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Local Authority's Common Application Form.

Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address provided in the Local Authority's Common Application Form, provided that the child resides at that address for any part of the school week.

Parents may be requested to supply documentary evidence to satisfy the Governing Body that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

SCHOOL ENTRY

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2023.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the

school. Any reception class place offered following an application made for the 2022/2023 admission round will be withdrawn if the child does not take up that place by the first day of the summer term 2023.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1st April and 31st August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Governing Body will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Governing Body and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2023, then the original application is withdrawn and the parents must submit a fresh application for Reception 2023 when applications open in the autumn term of 2022. Please note that parents only have the right to re-apply for a place. Where the Governing Body agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

APPLICATIONS FROM CHILDREN CURRENTLY ATTENDING HOLY FAMILY CATHOLIC SCHOOL'S NURSERY

Attendance at Holy Family's Catholic Nursery does not automatically guarantee that a place will be offered in the Reception class of Holy Family Catholic School. Parents must apply for a Reception place in exactly the same way as parents of children not attending the Nursery. All applications will be considered against the oversubscription criteria by the Governing Body in the same way regardless of whether the child does or does not attend the Nursery at the time of application.

APPEALS

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school should make that appeal request in writing to the Chair of Governors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Governing Body have offered a place in the normal age group instead.

REPEAT APPLICATIONS

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Governing Body has accepted a second application from the parent because of a

significant and material change in the circumstances of the parent, child or school, but have still refused admission.

LATE APPLICATIONS

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that in exceptional circumstances applications submitted to Birmingham local authority after the final closing date, but before the date that Birmingham local authority forwards the applications to the appropriate admission authority for consideration, may be considered at the same time as those which were received by the final closing date. Discretion will be used when considering the individual circumstances. For example where:

- There were exceptional reasons which prevented the parent from applying by the closing date.
- A child and the parent have moved home.
- Where the parent has been contacted regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.

All late applications received after the date that Birmingham local authority forwards the applications to the appropriate admission authority for consideration, but before the offer of places, will only be considered after those applications which were received on time have been considered. Such applications may therefore be less likely to be offered a place. All late applications received after the offer of places will be considered. In the event that Holy Family Catholic School is undersubscribed, a place will be offered. Applications made on or after the start of the Autumn Term 2022 will need to be submitted directly to the school and will be treated as an in-year application.

You are encouraged to ensure that your application is received on time.

CHANGE IN PREFERENCE

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

WAITING LIST

In addition to their right to appeal, children who have not been offered a place at Holy Family Catholic School but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term 2023 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

IN YEAR FAIR ACCESS PROTOCOL

The Governing Body of Holy Family Catholic School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Holy Family and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

APPENDIX

DEFINITION OF A "BAPTISED CATHOLIC"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church, 837*) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law, 877 & 878*).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a subsection of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation, 399*).

WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

School Year 2022 to 2023

Autumn Term 2022

Term Starts: Monday 5th September 2022

Half Term: Monday 24th October to Friday 28th October 2022

Term Ends: Wednesday 21st December 2022

Spring Term 2023

Term Starts: Monday 9th January 2023

Half Term: Monday 20th February to Friday 24th February 2023

Term Ends: Friday 31st March 2023

Summer Term 2023

Term Starts: Monday 17th April 2023

Half Term: Monday 29th May to Friday 2nd June 2023

Term Ends: Friday 21st July 2023

The school year starts in September. There are 195 school days in each year (39 weeks). Five of these days are reserved for training for teachers and support staff, therefore pupils spend 190 days in school (38 weeks) each year.

Currently known non-pupil teacher training days for 2022/23:-

- 1
- 2
- 3
- 4

Possible School closure Local Elections Polling Station Thursday 4th May 2023

Requests for pupil absence during term time for holidays or extended visits abroad will be refused and unauthorised (see Attendance Section for further details).

School Hours Reception to Year 6:

Registration and beginning of the school day 8.45 a.m.

School day ends at 3.00 p.m.

Gates open at 08.30 a.m. and 2.50 p.m.

The children have a morning break of 15 minutes and a lunch break of 45 minutes.

Nursery Times:

Full Time 8.45 - 3.00 Monday to Thursday
 8.45 - 11.30 on Fridays

Punctuality

Parents are responsible for ensuring that their child/children arrive at school on time every day.

Parents are further responsible for ensuring their child/children is/are collected on time at the end of the school day.

Payment of Dinners/Trips/After School Clubs

We run a cashless office. Any payment for dinners, trips, after school clubs and Breakfast club must be made on our online system through SchoolComms/School gateway app.

Breakfast Club

To support our working parents and to encourage children to arrive at school on time, we operate a daily Breakfast Club. This club is supervised by members of our school staff.

- Breakfast Club opens daily from 8.05 am and is open to all children.
- Daily cost is £1.00 per session where the children can choose, cereal with milk, toast and a drink of juice. This is payable online at SchoolComms/School gateway app.
- Breakfast Club is free for pupils who are eligible for free school meals.

School Uniform

(please ask to see our School Uniform Policy for more detail)

The Governors and staff of Holy Family Catholic Primary School believe that school uniform plays a valuable role in contributing to the ethos of our school and setting the appropriate tone. Governors and staff strongly believe that the wearing of our school uniform by all pupils...

- Instils pride in our school
- Supports positive behaviour and discipline
- Encourages identity with, and support for school ethos
- Ensures that pupils of all races and backgrounds feel welcome and included
- Protects children from social pressures to dress in a particular way
- Nurtures cohesion and promotes good relations between different groups of pupils
- Supports effective teaching and learning

The school uniform will be worn by all pupils from Reception to Year 6 without exception.

We encourage our Nursery pupils to also wear school uniform.

General rules which apply to all children

Please ensure all uniform is clearly labelled with your child's name school cannot take responsibility for lost or damaged uniform.

- **Black flat shoes** which fully enclose the child's foot and are fastened with Velcro or a buckle - sandals are not appropriate for health and safety reasons.
Shoes with laces are acceptable in Key Stage 2, however children should be able to tie their laces independently.
- **Trainers** are allowed as part of the KS2 outdoor PE uniform only.
Children will not be allowed to wear trainers during the school day.
- **Earrings** small gold stud earrings (1 per ear maximum) are allowed for all pupils BUT must not be worn on swimming days. Staff will not remove a child's earrings without parental permission.
- **Watches** an analogue watch may be worn by children in Key Stage 2 to help children learn to tell the time.

- **Extreme Hairstyles** e.g. coloured hair, hair with logos or shapes cut out, styles that are obviously not in keeping with what is normal within the school, are not allowed and the Headteacher reserves the right to instruct parents to collect child/children whose hairstyle/s contravenes this ruling. If in doubt, always check first.
- **Long hair** must be tied back in school in particular for PE, Science Investigations and Design and Technology for health and safety reasons.

Uniform Guidelines for parents

Our uniform gives us our identity as a school and I expect our children to wear the uniform with pride.

Uniform is available to buy online at
www.brigadeuniformdirect.uk.com

Winter Uniform - Autumn and Spring Terms

Girls

- Black V-neck cardigan with school logo (available online from Brigade)
- White school shirt buttoned to the neck (local high street stores)
- School tie (available from the School Office)
- Grey pinafore, skirt or trousers
- Black or grey tights or white socks
- Black shoes with flat heel

Boys

- Black V-neck jumper with school logo (available online from Brigade)
- White school shirt buttoned to the neck (local high street stores)
- School tie (available from the School Office)
- Grey long trousers
- Black or grey socks
- Black shoes with flat heel

Summer Uniform - Summer Term only

Girls

- Black V-neck cardigan with school logo (available online from Brigade)
- Yellow summer dresses (local high street stores)
- White socks or white tights **only** (not leggings)
- Black shoes with flat heel (no open-toe sandals)

Boys

- Black V-neck jumper with school logo (available online from Brigade)
- Yellow polo shirt (local high street stores)
- Grey long or short trousers
- Black shoes with flat heel

P.E. Kit all children (summer term only for Reception children)

- Yellow t-shirt with school logo (available online from Brigade)
- Black shorts
- Jogging pants may be worn in cold weather for outdoor PE only
- Velcro fastening pumps for indoor PE
- KS2 pupils may wear trainers for outdoor PE
- Swimming trunks for boys (long swimming shorts are not allowed)
- Swimming costumes and swimming hats for girls

Nursery Uniform

- Black V-neck sweatshirt or cardigan with school logo (available online from Brigade)
- Yellow polo shirts (local high street stores)
- Dark jogging bottoms or trousers (local high street stores)

Collective Worship (see also our Policy for Collective Worship)

As a Roman Catholic School, collective worship is an important aspect of each day. Children and staff worship together, we give thanks and praise to God and we celebrate and share the similarities between faiths, in particular the Christian, Muslim and Jewish faiths. Children are invited to worship together in the following ways:

- Whole school worship is celebrated every Monday morning; this takes the form of spoken and sung prayer with a gospel message.
- Each school day begins and ends with an act of collective worship in the classroom.
- Grace is said in class before mealtimes.
- Each class holds their own weekly 'reflect and respond' service.
- During our weekly singing lessons children will learn hymns to be sung and signed at Mass.
- The whole school celebrates Mass in Church on the first Wednesday of every month and we aim to hold Key Stage Masses in the School Hall once per term. These Masses are led by each class in turn and all children in the class are expected to play their part over the school year.

Religious Education (see also our Policy for Religious Education)

As a Roman Catholic School, we attach the greatest importance to Religious Education in the life of our School. Our ethos is based on Gospel Values and the teachings of Jesus and these important aspects of our mission are woven into the everyday interaction of school life, assemblies, meal times, play times and all the relationships that exist within Holy Family Catholic School. We aim to ensure that life within our school reflects a living faith in which prayer, worship and Religious Education form the foundation of our school curriculum and provision.

RE is a core subject which has a 10% time allocation within the school curriculum. We follow the Diocesan Strategy for Religious Education 'Living and Growing as the People of God'. Our cross curricular approach to teaching and learning ensures that links with other curriculum subjects e.g. English, ICT, Humanities, Science are effectively utilised to ensure real meaning and understanding for our pupils.

Sacramental preparation in Y3 and Y6 is led by the school in conjunction with support from the Parish and parents.

The Curriculum at Holy Family Catholic School

Early Years Foundation Stage - Nursery and Reception Class

The Early Years Curriculum is a six term play based curriculum for our Nursery and Reception children. Learning is planned to ensure that children are engaged in active discovery based learning. The curriculum for learning is planned across seven areas of learning and delivered through themes and/or topics:-

PRIME AREAS

- **Personal Social and Emotional Development** – learning to share, take turns, understand right and wrong and say sorry.
- **Physical Development** – developing early skills in gymnastics and games, developing healthy lifestyles.
- **Communication and Language** – speaking, listening and understanding.

SPECIFIC AREAS

- **Literacy** – developing early reading and writing skills.
- **Mathematics** – learning about numbers and shapes.
- **Understanding of the World** – investigating, exploring, finding out about God's world and an introduction to computer skills.

- **Expressive Arts and Design** – art, music and dance.

Free milk and fruit is provided daily, for all children in Early Years.

Year 1 to Year 6

We teach the National Curriculum, for further information click on the link below <https://www.gov.uk/government/collections/national-curriculum>

Core Subjects are: Religious Education, English, Mathematics and Science

Foundation Subjects are: Computing, History, Geography, Art and Design, Design and Technology, Music, PE and MFL (Modern Foreign Language).

Personal, Social and Health Education is also taught from Nursery through to Year 6.

Swimming tuition is supported from our Sports Premium Funding. The teaching of swimming is an entitlement for all pupils and we aim to provide swimming lessons for an hour per week on a rotational basis. Our aim is for every child to be able to swim 25 metres, without aids, by the end of Year 6.

Termly Learning Plan and Pupil Targets

A Termly Learning Plan for each class is published on our website at the beginning of each term. Parents can request paper copies.

Parents Afternoon/Evenings and the Annual Report to Parents

Parent's afternoon/evenings are held in the Autumn and Spring Terms. In the Summer Term parents are provided with an Annual Report which will give parents information on their child's achievement, attainment and progress and set targets for Mathematics and English for the next Autumn Term.

Educational Visits (see also our Charging and Remissions Policy Statement).

Throughout the year educational visits to support planned 'theme based units of learning' may be organised by the class teacher. Generally each Key Stage will have an end of year trip.

We aim to have an annual 'theatre experience' for all our pupils so that they can experience live performance in a real theatre.

During our annual Inter Faith Week and as part of our Religious Education and Citizenship curricula, Key Stage 2 pupils visit a designated Place of Worship to learn more about the main faiths which are practised in Birmingham:-

Year 3	visit a Hindu Temple
Year 4	visit a Jewish Synagogue
Year 5	visit a Muslim Mosque
Year 6	visit a Sikh Gurdwara

Voluntary contributions from parents are requested for Educational Visits. No child will be excluded from visits because of the parents' inability or unwillingness to pay. However, the visit may be cancelled if there are insufficient contributions to pay for it. Voluntary contributions made by parents whose child is subsequently unable to take part in the visit will be returned in full. Where possible we aim to provide educational visits at no cost to pupils who are eligible for free schools meals or have been over the last six years (apart from our end of year trip where donations are requested from all pupils) as we aim to provide the financial contribution from our Pupil Premium funding.

Residential Visits

- Year 4 Whitemoor Lakes
- Year 6 Alton Castle

All pupils are expected to attend. Some children may be entitled to a discount on the cost of these visits and parents should speak to our Office Manager in the first instance.

After School Clubs

We offer a programme of after school clubs which changes from year to year and term to term. Parents and children will be informed of Extra Curricular Activities for the new academic year in the Autumn Term and through our weekly newsletter. We aim to heavily subsidise extra-curricular activities .

Organisation of Classes

Early Years Foundation Stage - Nursery

Is for children aged 3-4 years and comprises of a 26 full time place Nursery Class. We offer the new government initiative of 30 hours for eligible children - see Childcare Choices website www.childcarechoices.gov.uk.

If vacancies remain we may also admit 2 year olds who are 'rising 3' that meet the eligibility criteria (please enquire at the school office).

Early Years Foundation Stage - Reception

Is for children aged 4-5 years and comprises a 30 place Reception Class (please refer to our Admissions Policy for information on applications to the Reception Class).

Key Stage 1

Year 1 - children aged 5 - 6 years

Year 2 - children aged 6 - 7 years

Key Stage 2

Year 3 - children aged 7 - 8 years

Year 4 - children aged 8 - 9 years

Year 5 - children aged 9 - 10 years

Year 6 - children aged 10 - 11 years

The children are taught in mixed ability classes. Children in Year 1- Year 6 are usually ability grouped within the class for the teaching of Mathematics, Reading and Writing, though a flexible grouping approach is often utilised for the teaching of Science and the theme based units of learning.

Meeting the needs of all learners

Teachers plan carefully in order to meet the needs of all learners in the class.

Separate subject policies make clear reference to arrangements for the teaching of all pupils including those with special educational needs and the most able pupils.

Pupils with Special Educational Needs and/or Disabilities (SEND)

School follows the 0-25 SEND Code of Practice and all Local Authority Guidance.

Information about our school's SEND Report can be found on our website.

Our Special Education Needs Co-ordinator (SENCO) liaises with teaching and support staff to design 'Individual Target Plans' for any child designated as requiring SEN Support. Termly SEN review meetings are organised by our SENCO and parents are expected to attend in order to fully support the teaching programmes designed for their child.

Safeguarding and Child Protection

Mrs King Headteacher is the DSL - 'Designated Safeguarded Lead' supported by 3 other trained deputy DSL's.

Our Designated Safeguarding Governor is Mrs L Mockler.

It is our legal duty to involve other agencies, including social welfare and health services, where it is felt that a child's safety is of concern. For further information please see our Safeguarding Policy (including Child Protection - can be found on our website).

School Fund

We ask parents in Nursery and Reception for a contribution of £5 per half term towards class fund as the children will be doing lots of practical activities using materials such as flour for making playdough etc. All other classes are asked for a one off payment of £10 per child or £15 per family (Year 1 upwards) towards our class fund to enable us to buy additional resources, toys and games to help with the children's learning. This is payable through SchoolComms/ School Gateway app,

Food in school

There is a clear and detailed Food Policy available on the website or from the school office. It is the aim of the school that every child eats healthy food only when eating at school and this is achieved in the following ways:-

- All children in Reception, Year 1 and Year 2 receive a FREE school meal at lunchtime as part of the government's Universal Free School Meal initiative.
- Nursery and Reception pupils receive FREE milk daily
- Nursery, Reception, Year 1 and Year 2 pupils receive FREE fruit every day.
- All other children have access to FREE fruit and FREE milk every day at morning break time.
- All children have access to fresh drinking water through the day and parents should provide their child with a 'water bottle' which is sent home every Friday for washing.
- Tuck and snacks are not permitted.

- Children in KS2 either stay for a school lunch or bring a 'healthy' lunchbox.

Children in KS2 who bring their own lunch into school must have healthy food options in their lunch box. Chocolate and chocolate bars, sweets, and crisps and fizzy drinks are not permitted and will be removed by our dinner supervisors and returned to parents via the class teacher.

Home - School - Parish Partnership

Staff and Governors of Holy Family Catholic School believe that the education of your child/children is a partnership between home, school and parish. Contact with parents is essential and often misunderstandings can be cleared up quickly and a few minutes discussion can help us greatly in dealing more appropriately with a particular child.

We ask all parents to discuss any concerns with your child's teacher in the first instance. We also ask that unless the matter is extremely urgent then parents see class teachers at the end of the school day or make an appointment through the office.

We expect parents to support their child/children's learning by listening to them read regularly at home and complete set homework such as spellings and number facts/multiplication tables.

Our school website has a range of websites signposted for parents to access with their child/children and to guide parents in how they can support their child in his/her learning.

**IN HOLY FAMILY CATHOLIC SCHOOL
ALL PUPILS ARE EXPECTED TO KEEP THEMSELVES AND OTHERS SAFE
BY FOLLOWING THESE RULES.**

PLAYGROUND

Follow our playground rules.

Pick up litter.

Take care and share when playing with playtime equipment.

CORRIDORS AND STAIRS AND CLOAKROOMS

WALK inside the school buildings and up and down stairs.

Show respect for others at all times when moving around the school.

Keep to the left when using the stairs.

Keep cloakrooms tidy and respect the property of others.

Use the toilets as they are meant to be used and always wash your hands.

CLASSROOM

Follow the class rules.

Show courtesy and respect to each other and to your teachers.

Look, listen, respond with good manners and always do your best.

Respect all property - Your own, that of your friends and the schools'.

HOLY FAMILY SCHOOL PLAYGROUND RULES

- We play together and look after one another
- We allow other children to play their own games.
- We respect the grown ups who look after us.
- When the bell rings we stand still and listen for instructions.
- We walk sensibly to our lines and quietly to our classroom.
- We always tell an adult if we feel frightened or sad.

Attendance and Punctuality

It is the aim of all staff at Holy Family Catholic School to positively promote 100% attendance and punctuality for all pupils. Our Attendance Policy is posted on the school website or you can ask for a paper copy at the school office.

Please also read carefully the appendix attached which details the impact, in terms of lost learning, of absences from school and late arrival into school.

- Parents must telephone the school by 9.15 am on the first day of absence to inform us of the reason for non attendance.
- If we do not receive a call, it is our policy to telephone parents to ascertain the reason for the child's absence.
- Children that arrive late or are late being collected from school are issued with warning notices.
- Children who achieve 100% attendance are rewarded with certificates, termly and at the end of the school year. Children whose attendance is 97% and above for the term are also rewarded.
- To keep parents informed we issue regular colour coded attendance printouts detailing your child's attendance. Our target is that the majority of children will receive a yellow printout (97% and above).

In order to maintain and improve our attendance we follow the Local Authority 'Spotlight' and 'Leave in Term Time' campaigns. Contact is made with families with poor attendance and the children's attendance is closely monitored in order to improve their attendance at school. **The Local Authority will issue penalty notices and fines for non-attendance at school for each child and to each parent.** Non-payment of fines will escalate the case to court action and fines of up to £1000 with parents also receiving a criminal record.

Requests for Absence during Term Time

Statutory guidance has been issued by the Department for Education concerning 'Leave in Term Time'. **Headteachers are no longer allowed to authorise absence during term time** unless there are exceptional circumstances, for example the death of a parent or sibling.

The LA will issue Penalty Notices and impose fines to each parent and for each child that is absent from school.

Families that take their children out of school in term time will risk their child being removed from the school roll.

Please see the attached appendix which highlights the impact of absences from school.

Security

Arrangements for securing the main entry gate are as follows, it is locked at 8.50 am and again at 3.10 pm. Access at all other times is therefore through the main reception doors.

Absence from School

Children are required to attend school for 190 days each year.

We aim for 100% Attendance and Punctuality for every child

Holy Family Catholic School's Whole School Target is 97%

Attendance during the school year	Equals days absent	Which is approximately weeks absent	Which means this number of lessons is missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

**How does your child's attendance compare with this target?
Please remember that children who miss a lot of school achieve less.**

Late Arrival at School

When your child arrives late at school he/she misses the teacher's instructions and the introduction to the lesson.

Your child may also feel embarrassed entering the classroom late.

Minutes late per day during the school year	-equals days worth of teaching lost in a year INFANTS KS1	-equals days worth of teaching lost in a year JUNIORS KS2
5 Mins	3.7 days	3.4 days
10 Mins	7.4 days	6.9 days
15 Mins	10.0 days	10.3 days
20 Mins	14.7 days	13.8 days
30 Mins	22.0 days	20.0 days

Frequent lateness adds up to a considerable amount of learning lost, and can seriously disadvantage your child.

**Gates open at 8.30 am
School begins at 8:45am.**

Please help your child to be punctual