

Our Lady of Peace Catholic Infant & Nursery School

'We grow towards God through love, prayer, respect and learning'



School Prospectus 2015

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1. **MISSION STATEMENT**

Welcome to
OUR LADY OF PEACE
CATHOLIC
INFANT & NURSERY SCHOOL

Executive Headteacher: Mrs Jean O’Keeffe

Chairman of Governors: Mrs Lisa Timms

Head of School: Miss K Gorrod

School Capacity: 270 with 60 p/t places in the Nursery
Standard Number: 90

We are a mixed Catholic Voluntary Aided School with a Nursery Class, situated in the Parish of Our Lady of Peace, Burnham. The school which was established in 1961 became a First School in 1975 and an Infant School in 1996. We work in partnership with the Diocese of Northampton and Slough Local Authority.

*‘WE GROW TOWARDS GOD, THROUGH LOVE,
PRAYER, RESPECT AND LEARNING’*

Our Vision:

This is our school, let peace live here.
Let the rooms be full of happiness
Let love be all around, love of one another,
Love of all people, love of life and living,
Let us remember, that as many hands build a house,
So many hearts make a school.

OUR AIMS:

- To encourage and develop a Catholic environment, which builds on the Christian foundations already established, in partnership with the home and parish.
- To offer a wide range of spiritual, intellectual, moral, physical, aesthetic, emotional and social activities which will develop respectful, loving, confident, well balanced individuals, who are enabled to reach their full potential.
- To ensure that every member of our school community is valued and celebrated.
- To ensure that every member of our school has respect for self, others, all living things and their environment.
- To ensure that each child is offered a broad, balanced and relevant education with equality of access to the Foundation Stage and the National Curriculum.

OUR OBJECTIVES:

The partnership between home, school and parish will be nurtured and strengthened by the opportunity for all members of our school community to contribute to the life of our school.

- Our Catholic faith, which is lived out in our daily lives, will be taught by example and explicitly through the “Come & See” programme and supporting resources. The children will be helped towards an awareness and better understanding of other faiths and cultures.
- Our Catholic faith will be affirmed through meaningful and relevant collective worship appropriate to the age and understanding of the individuals, in partnership with the chaplaincy.
- Spiritual and moral development will be encouraged through individual reflection, assemblies and prayer. Spiritual and moral development will be nurtured by a shared understanding of expectations, example and a positive management of behaviour.
- Every member of our school community, secure in a positive atmosphere of openness and honesty, will be given an opportunity to contribute to whole school issues and participate in training and development relevant to their needs and the needs of our school. Every individual will be encouraged to become a ‘life long learner’.
- Every visitor to our school will be welcomed. Every member of our community will have a sense of belonging and pride and act as ambassadors for our school.
- Together we will create a learning environment which will enable us to deliver the relevant curriculum and prepare our children to be citizens of the future.
- Financial planning, decisions and spending will reflect the aims of our school.

2. SCHOOL ADMISSIONS POLICY

Admission Policy – Our Lady of Peace Infant School 2014-2015

INTRODUCTION

This Policy is written in consultation with staff and in light of our mission statement, in that it values and respects pupils and staff of Our Lady of Peace Catholic Infant and Nursery School. Our aim is to respond to all children in our care with sensitivity and imagination.

Where a pupil has a statement of Special Educational Needs naming the school, the school will admit the pupil whether there are places available or not.

The Governors hope to offer places to every child baptised into the Roman Catholic faith, who applies. Where the admission number is reached or exceeded in any criterion, distance from the school will be the deciding factor when offering a place. Proof of residence will be required and where two children meet the same criteria, the shortest distance from the school will be the deciding factor when offering a place. Proximity to the school will be by using the Slough Geographical Information System from the Local Authority. Distances measured from the main entrance of the child's home to the main entrance of the school front gate. In the event of two or more children being equally qualified for a single vacancy, a random allocation tie breaker will be used, supervised by a person or persons, completely independent of the school. There are 90 places available in each year group. In the event of over subscription, priority will be given to applicants in the following order:

1. Looked after Children and previously looked after children
2. Baptised Catholic children with a sibling attending the Infant/Junior school at the time of application.
3. All other Baptised Catholic children.

In the event of there being vacancies after all the above applicants have been admitted, the Governors will admit children, whose parents wish their children to be educated in a Catholic atmosphere.

Priority will be given to applicants in the following order:

4. Children of Christian faiths.
5. Children who have brothers and/or sisters in either Our Lady of Peace Infant or Junior Schools.
6. All other children.

Parents have a right to defer their child's place at Reception age and also has the option to request part time. Parents can request that their child's admission is deferred until later in the academic year or until the term in which the child reaches compulsory school age and that parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In the event of a child being unable to obtain a place in school, parents will be given full details of the Appeals procedure on request to the Clerk to the Governors.

Children's religious faiths will be established through reference to their "original" Baptismal certificates or other faith equivalent.

Parents or carers of pupils who are re-locating from overseas must provide the information determined by the Immigration Rules of the UK Border Agency.

Following the Governors' decision parents may request that their child is kept on a waiting list. Parents may be asked from time to time by the school to confirm that they wish their child's name to remain on the list and in the absence of confirmation, names will be removed.

When a vacancy occurs at the school, the Governors will offer the place to the child who is listed first in the waiting list as judged by the admissions criteria.

Definitions:

Looked after children/Previously looked after children:

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Sibling:

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

Catholic means baptised in accordance with the rites of the Catholic Church, or enrolled in a baptismal programme. (original copy of baptism certificate or letter from the Parish Priest).

'Christian' should be defined as 'a member of one of the churches in full membership with Churches Together in Britain and Ireland at the time when admission decisions are made.'

[http://www.churches-together.net/Articles/147646/Churches Together in/About/Member Churches.aspx](http://www.churches-together.net/Articles/147646/Churches_Together_in/About/Member_Churches.aspx)

Proof of church membership must be provided by the appropriate church leader.

Admission Policy – Our Lady of Peace Infant School 2015-2016

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http://www.churces-together.net/Articles/147646/Churches_Together_in/About/Member_Churches.aspx

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3 **ORGANISATION / CURRICULUM**

<u>Sessions</u>	Morning session	Nursery	8.45 am – 11.45 am
		School	9.00 am – 12.00 pm
	Afternoon session	Nursery	12.15 pm – 3.15 pm
		School	1.00pm – 3.10pm
	Teaching time	Nursery	15 hours
		School	22 hours 30 minutes per week.

Rolling Start

We offer a rolling start from 8.45 each morning; this is for children in Reception, Year 1 and Year 2.

- Children should arrive at school punctually for the 9.00 am start.
- Children arriving after registration must report to the school office, to ensure that their arrival has been noted.
- At 3.10 p.m. children in the downstairs classrooms should be collected from the small playground and children from the upstairs classrooms should be collected from the large playground.
- Responsibility cannot be accepted for children arriving on the school premises before 8.45 a.m. or remaining after 3.10 p.m. (Unless in an emergency).
- In such an emergency parents are asked to telephone the school.
- All visitors must report to the school office.

Children join our school the academic year when they are 5. They will then spend one year in each of the classes, Reception, Year 1 and Year 2.

The classes are classroom based and consist of only one year group. The organisation and teaching in each class takes note of the individual differences and needs of our children and various teaching strategies are adopted to enable the teacher to fit the work as accurately as possible to the individual.

A portion of the curriculum for Reception, Year 1 and 2 will be covered using a topic based approach but this will be supplemented by subject based lessons. Parallel classes will follow the same themes each term.

Curriculum Aims:

To challenge each child to realise their maximum potential we will work to:

- create a happy school environment.
- encourage an enjoyment of reading.
- develop a knowledge and understanding of basic mathematical operations.
- ensure a command of English and an ability to communicate with others.

- encourage scientific curiosity and organise observational studies, particularly using the local environment.
- have an awareness of the local heritage through historical and geographical studies.
- teach skills in handwriting, handicrafts, music and other creative arts.
- Develop an awareness of the use of ICT across all subjects.
- provide an enjoyment of physical activities, drama, movement and mime and teach basic games skills.
- encourage an appreciation of beautiful things.

The National Curriculum:

The work of the school aims to cover the areas detailed in the subjects of the National Curriculum English, Mathematics, Science, (the core subjects). I.C.T., Design Technology, History, Geography, Music, Art & Design and Physical Education.

For each subject there are level descriptions setting out what children should know and be able to do at each stage of their schooling.

Also for each subject there are descriptions of what children should be taught to help them to move through the levels within the attainment targets.

As children move through the school their progress will be measured against clear objectives. This will show how much they know and what they can do. It will also show the next step of development through clear objectives and targets, these will be shared with parents. During the year in which they are seven the children will be assessed by the teacher. They will be assessed against the Standards of Assessment

(previously known as SATs). There are ten levels of attainment in the National Curriculum and an average seven year old is expected to reach level 2.

Assessment will bring out strengths and weaknesses. Parents can discuss their child's progress with teachers and talk about what needs to be done next. Individual children's results will not be published. Only the child, the teacher, the parent and LEA will know them.

Children with special educational needs will follow the National Curriculum so that they have the greatest possible educational opportunities but changes can be made to suit individual children. National Curriculum documents are available for inspection.

The Foundation Stage is the period of education from age 3 to 5. The last year of the foundation stage is often called the reception year as many children join a school reception class during that time. It is called the foundation stage because it gives children secure foundation for later learning. Childhood is important in itself and we want all children to have enjoyable and satisfying childhood experiences. Early experiences also affect children's attitudes to learning. They create the basis for later learning in school and beyond

Health & Safety Education:

Children will be regularly reminded of the safety rules within the school. There will also be half-termly fire drills.

Health and Safety topics will be included in the curriculum and outside agencies will be used to give support whenever possible.

We operate a 'no-smoking' policy on the school site.

Dogs should not be brought onto the school site with the exception of guide dogs or assistance dogs.

Religious Education:

The Catholic ethos naturally permeates all aspects of school life and learning. In religious education lessons the "Come & See" scheme is used in all classes. Collective worship takes place each day either in school assembly, year group or whole class group.

Priests from Our Lady of Peace Parish regularly visit the school. Services are celebrated on Holy days of Obligation and on other occasions during the school year.

Having made a positive choice for a Catholic education, parents are expected to encourage the children by their own example of regular religious practice and fully support the work of the school in this area.

English:

The children are taught in line with the requirements of the National Literacy Strategy which covers all aspects of literacy including speaking and listening and drama the school also covers a Read, Write, Inc programme throughout the school.

Our core reading scheme is the Oxford Reading Tree and this is supplemented by a variety of other published reading scheme books.

All children have access to our comprehensive library, with opportunities to borrow books to share at home.

ICT plays an important part in literacy development in our school. Children are encouraged to explore a variety of styles, both in reading and writing.

Maths:

The mathematics work in school is in line with the National Numeracy Strategy. The pupils develop their knowledge and understanding of Mathematics through practical activity, exploration and discussion. They learn to count, read, write and order numbers to 100 and beyond. They develop a range of mental calculation skills and use these confidently in different settings. They learn about shape and space through practical activity which builds on their understanding of their immediate environment. They begin to grasp mathematical language, using it to talk about their methods and explain their reasoning when solving problems. Provision is made for those children who experience difficulty in understanding and for extending the more able.

Science:

The teaching is based on the National Curriculum and practical work carried out usually in small groups. Children are encouraged to observe, question and reason systematically and logically. An ecology area within the Junior School grounds is available for use.

Design Technology:

Technology studies form an important part of the curriculum. The design process is stressed as well as the choice of appropriate materials. The problems to be tackled will normally arise from the topic

work. Ideas and principals are investigated using kits such as Lego as well as wood and recycled materials.

Information Communication Technology:

The school has a computer suite allowing access for a whole class at a time, all computers have Internet Access. Our variety of software enables the children to experience word-processing, data handling, graphics, adventure games and simulations and links with work done in all areas of the curriculum. A number of extra computer areas around school provide opportunities for further access

Art & Design

We aim to give the children a wide range of experience in art working as individuals or in groups. Painting, printing, collage, needlecraft and modelling or 3D work are all included. Activities encourage self-expression, manual dexterity and a good sense of design, shape and colour.

The children's work is seen as a valuable part of the visual environment created within the school, as are paintings by famous artists.

Music:

Children throughout the school are encouraged to develop their musical abilities. An all round musical education is provided, incorporating individual talents, improvisation, composition, appreciation, performance and singing.

We have a good selection of percussion instruments and use a well established scheme

History & Geography:

These subjects are mainly taught within topic work. Emphasis is placed on study skills and communication of knowledge and the local environment used as much as possible. Group visits are made to places of interest.

Physical Education:

Our aim is to provide all pupils with a wide variety of physical activities which will help them to improve their confidence and co-ordination and develop basic skills which can be used in sports as they get older. Team spirit and good sportsmanship are developed through small group games on the playground.

Sex Education:

Sex Education is not formally taught in this School. However, any questions the children may have will be dealt with in a Christian context.

Assessments and Reporting:

Children's progress is subject to continuous monitoring and assessment as part of the National Curriculum requirements and EYFS Profile.

Parents will be given a written report at the end of each school year.

In the Autumn and Spring terms parents will be invited into school to discuss their child's progress and are welcome to make additional appointments, should this be necessary.

Special Education Needs:

All children are special but some need extra help. We endeavour to support all our children in their learning and will consult with parents when appropriate.

The Governors of the school and the Local Education Authority have a responsibility to identify children with special needs and to make provision for them. In our school this means children who have learning difficulties, emotional or behavioural problems, medical problems, speech and communication difficulties or pupils who have outstanding abilities.

A Special Needs Co-ordinator and governors have been designated to monitor the 'special' needs of children in the school. Parents who have any concerns are urged to discuss these with the school.

Homework:

A partnership between home and school is essential if children are to achieve their full potential. Homework is seen as one way of involving parents in the learning/teaching process. It helps to build good work habits and consolidate what has been taught in school. The homework will be communicated to the parents by the class teacher. All children regularly bring home a book to read and parental involvement is actively encouraged. Other homework may take the form of weekly spellings, maths or research for topic work. Parents are asked to co-operate by initialling the homework or reading book records.

School Visits & Voluntary Contributions:

Visits are often made in connection with particular classroom projects and can provide new and stimulating experiences. Parents may be asked to make a voluntary contribution for any visit or journey, related to curriculum studies, organised by the school and approved by the Governors. Although the matter of voluntary contributions will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place.

Curriculum Complaints:

The school values its relationship and communication with parents as an integral part of the pastoral care and general education of pupils. The Headteacher, Deputy, Assistant Headteacher and teaching staff are available at the end of most days, although prior notice of a visit is always useful and avoids disappointment in some circumstances. In the interest of safety parents wishing to see a teacher are asked to speak to the school secretary at the main entrance and not to make their way through to the classrooms. The Headteacher is often available during the day and discussion of any problem, however small, is encouraged and welcomed. A small worry (of a child or parent) is most easily dealt with by an early discussion which often prevents the problem developing further.

If you think the school or the local education authority has failed to carry out any of their duties, or has acted unreasonably, please address your concerns to the Headteacher, Deputy or Assistant Headteacher.

INFORMAL PROCEDURE:

The first step is to try to settle the complaint informally. Approach the Headteacher and ask to discuss the matter. If you prefer, you may approach the Chair of Governors.

FORMAL PROCEDURE:

If you are unable to settle the complaint informally, then you should follow the formal procedure, full details of which may be obtained from the school.

The staff and governors welcome your appreciations as well as your worries.

COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2014) and nationally (2013) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 87 Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			W	1	2C	2B	2A	3	4	Disapplied Children	Absent Children
Speaking & Listening	Boys	School	2	0	-	54	-	44	0	0	0
		National	2	12	-	67	-	19	0	0	0
	Girls	School	0	2	-	50	-	48	0	0	0
		National	1	7	-	65	-	27	0	0	0
	All	School	1	1	-	52	-	46	0	0	0
		National	2	9	-	66	-	23	0	0	0
Reading	Boys	School	2	0	17	20	27	34	0	0	0
		National	3	11	11	25	25	25	0	0	0
	Girls	School	0	4	7	15	39	35	0	0	0
		National	1	7	8	22	28	33	0	0	0
	All	School	1	2	11	17	33	34	0	0	0
		National	2	9	10	23	26	29	0	0	0
Writing	Boys	School	2	5	34	27	22	10	0	0	0
		National	4	16	21	30	19	10	0	0	0
	Girls	School	2	4	13	39	26	15	0	0	0
		National	2	8	15	30	26	20	0	0	0
	All	School	2	5	23	33	24	13	0	0	0
		National	3	12	18	30	22	15	0	0	0
Mathematics	Boys	School	2	0	12	29	15	41	0	0	0
		National	2	8	13	26	26	25	0	0	0
	Girls	School	0	4	13	9	43	30	0	0	0
		National	1	6	13	28	31	21	0	0	0
	All	School	1	2	13	18	30	36	0	0	0
		National	2	7	13	27	28	23	0	0	0
Science	Boys	School	2	0	-	56	-	41	0	0	-
		National	2	9	-	66	-	23	0	0	-
	Girls	School	0	2	-	54	-	43	0	0	-
		National	1	7	-	71	-	21	0	0	-
	All	School	1	1	-	55	-	43	0	0	-
		National	2	8	-	68	-	22	0	0	-

1. Includes all schools with pupils eligible for assessment at Key Stage 1. Participation by independent schools is voluntary, therefore only includes results from those independent schools which chose to make a return and which met the statutory standards for assessment and moderation.
2. Speaking and Listening and Science subjects do not report level 2A, 2B and 2C, only level 2. These are shown in the 2B column for the purposes of this table.
4. Absent and Disapplied are not reported in science main level but are reported as U (unable). These are shown in the disapplied column for the purposes of this table.
5. '-' represents 'Not Applicable'.
6. 'x' indicates a figure not shown in order to protect confidentiality.

4. **UNIFORM**

School Uniform

All children wear school uniform. Details of uniform suppliers can be obtained from the school secretary.

GIRLS

School Blouse (white)

Tie (cyclamen pink)

Grey pinafore dress or grey skirt or grey tailored trousers

Grey cardigan or pullover - with a cerise stripe & logo (Schools Days Direct)

Polycotton dress (cyclamen(pink) /white check) for summer

Mid-grey tights (winter)

Plain white knee or ankle socks (summer)

BOYS

Tie (cyclamen pink)

White shirt

School maroon polo shirt with logo (worn April to October half term)

Grey pullover - with a cerise stripe (Schools Days Direct)

Trousers (mid-grey) – Shorts (mid grey)

Mid-grey knee or ankle length socks

Outdoor ~ We offer a school logo grey fleece (Schools Days Direct)

Footwear ~Parents are encouraged to provide a suitable pair of black school shoes. Fashion shoes, open toed sandals or boots are not appropriate.

Hats ~In Summer, hats should be worn. We offer a legionnaires cap with the school logo and these are available from the school office.

P.E. kit for Boys and Girls

White T-shirt with or without school logo

Black shorts

Trainer shoes

Draw string P.E. bag

Tracksuits & trainers are worn by Reception children.

IT IS IMPORTANT THAT ALL CLOTHING, BUT ESPECIALLY THAT WHICH CHILDREN ARE LIKELY TO REMOVE AT SCHOOL, SHOULD BE CLEARLY MARKED IN ORDER TO FACILITATE THE RECOVERY OF MISLAID ARTICLES. LOST PROPERTY IS HOUSED IN A CENTRAL AREA WITHIN SCHOOL.

Jewellery ~ Jewellery, including rings, must not be worn in school. Ear studs are permitted but must be plain, gold spheres. We recommend that ear studs should not be worn on P.E. days, if a child does have ear studs in we will provide micropore to cover the ear studs during the lesson. Religious pieces which must not be removed should be covered with a stretch wristband for safety.

Hairstyles ~ In the interest of health and safety, hair should be neat and tidy, Long hair should be kept tied back at all times, not just for P.E.

Monies ~ Any monies which need to be brought to school must be in a named purse, money-belt or in a named envelope. Children very easily drop coins and we cannot be responsible for 'lost' money.

5. DISCIPLINE/ WELFARE

The school aims to develop a sense of social responsibility in order to achieve the real discipline which comes from within. We endeavour to develop the qualities of understanding and self-discipline through good example, encouragement and incentive as children are entitled to the same respect and good manners that we expect from them. We have put in place 'Golden Time' which is a scheme that rewards good behaviour as an individual. We work to ensure that children have a clear understanding of the kind of behaviour that is expected of them as Christians. Where 'punishments' do prove necessary they involve loss of playtimes and privileges. There is no corporal punishment within the school. Parents will be informed of serious misconduct and then their support and co-operation will be essential.

Golden Rules

Do be gentle

Do be kind and helpful

Do work hard

Do look after property

Do listen to people

Do be honest

- Orderly quiet movement about the school is essential; walking, never running and keeping to the left on staircases.
- School grounds must be respected and movement restricted to paths and hard core areas except in the summer when the field is in use.

- Parents are asked to acknowledge the Governing Body's instruction that no children are allowed on the Adventure Play Equipment or any other equipment outside classrooms without the supervision of an adult (employed by the school).
- In keeping with the School's Healthy Eating Policy, we ask that no sweets are brought into school. A piece of fruit will be provided by school which may be eaten at the mid-morning break.
- Correct uniform must be worn at all times.
- In the interests of Health and Safety jewellery must not be worn – pupils with pierced ears should only wear small studs and these should be removed for PE and Games.
- Parents are asked that no dogs (except guide or assistance dogs) are allowed on site.
- In the interest of health and safety, parents are asked to adhere to the school's non smoking policy while on the school site.
- Our school has achieved the Gold Level Healthy School Award by developing a whole school approach to health in curriculum and school organisation, ethos, environment and family and community involvement.

As part of our 'Extended Schools' provision we offer a Breakfast Club and After School facility. Both clubs are run Monday to Friday, term time only. For more details please contact the school office.

Breakfast Club ~ 7.45am – 9.00am (housed in the Millennium room on the Junior School site)

After School Club ~ 3.15pm – 6.00pm (housed in the green rooms on the Infant School playground)

Medication, Illness and Accident:

If a child is on a course of medicine, it should, if possible, be completed before the child returns to school. Parents of all children needing medication of any kind in school will need to sign a form before it can be administered. Medication should never be sent into school in the children's book bags, it must be handed in at the School Reception.

In case of illness or accident in school we need to be able to contact parents immediately. Please ensure that our records are kept updated ~ notifying us as soon as possible if there are any changes of circumstance. If you do not have a telephone please supply an alternative arrangement.

MEDICATION CONTAINING ASPIRIN OR IBUPROFEN CANNOT BE GIVEN UNLESS PRESCRIBED BY GP.

BROWN INHALERS WILL ONLY BE ADMINISTERED, DURING SCHOOL TIME, IF ACCOMPANIED BY A LETTER FROM A DOCTOR.

Road Safety:

Car parking is not available in the school grounds except for staff and in cases of emergency.

Please park with care at all times and respect the yellow zigzags near the school entrance, the restricted parking lines and the driveways of residents in the neighbourhood of the school. In the interests of safety please park well away from the entrance and walk to drop off / collect your child.

School Ground Driving Curfew:

We do have a curfew on any vehicles being driven onto the school grounds at the beginning and end of the school day.

No cars are allowed through the gates between 8.45am and 9.15am and in the afternoon between 2.50pm and 3.30pm

Personal Accident Insurance for Pupils:

It is very important that you should be aware that if an accident occurs at school or on the sports field, neither the school nor the Local Authority will automatically provide financial compensation. In cases of proven negligence and liability, compensation might ultimately be payable following appropriate legal action.

One way of minimising the effects of an accident of this nature is to take out insurance against personal accident affecting your child.

For further details and a proposal form please write to:
Children & Family Services (Education Department)
Slough Borough Council
Bath Road
Slough
SL1 3UQ

6. **SAFEGUARDING**

Child Protection Policy

We aim to ensure that children who are vulnerable, at risk and have suffered or are likely to suffer significant harm are identified, and appropriate action is taken to keep them safe. We believe that staff should feel confident that allegations of abuse will be handled professionally and sensitively and with due regard to confidentiality.

Our policy reflects our active commitment to promote and safeguard the welfare of pupils at our school. We believe that children have a fundamental right to feel safe and protected from any form of abuse. Therefore we aim to provide a secure, caring environment, highly skilled and aware staff, and a curriculum which nurtures self-esteem and empowers children to protect themselves.

The school has and will continue to develop a systematic approach towards identification and referral of suspected child abuse to an appropriate agency. We recognise that abuse may be emotional, physical, sexual or through neglect. A copy of our policy can be collected from the School Office.

7. **HOME ~ SCHOOL~ COMMUNITY:**

There are many areas of school life which would be almost impossible without the help of parents.

We often ask for help both on a regular and an occasional basis. Regular help covers such things as hearing reading, classroom games, sewing, computer use and baking. Not everyone can commit themselves to helping on a regular basis but are able to help occasionally with such things as painting, mounting pictures, covering books and work cards and helping with school events. We are very grateful for all the help we receive from parents.

PTA:

Social ties are strengthened through this association which organises at least one event each term. Its purpose is also to further educational interests and raise money for the immediate benefit of the children's education. The PTA is presided over by the Headteacher, and is regarded as a valuable extension of the school organisation. All parents of pupils in the school and staff are automatically members of the PTA. A representative from each class are encouraged to attend meetings.

Home/School Partnership:

In line with DfES regulations the school has a home/school agreement which all parents are requested to sign for each child attending the school. The agreement formally lays down clear expectations with regard to attendance, behaviour, school and home work. Signed copies of the agreement will be held on school files.

School Lunch:

A free school meal is offered each day with a choice of main course.

- Children may bring a packed lunch in a suitable lunch box.
- As part of our Healthy School agenda we ask that cans, bottles and sweets are not brought to school.
- We have a healthy schools policy – we discourage sweets to be given in children's lunch boxes.
- We are a Nut Free School.

Communication:

If your child is going to be absent from school you have the option to telephone (01628 661886), email (admin@ourlady-inf.slough.sch.uk) or write with an explanation as the reason for the absence.

It is vital that any changes of address and telephone numbers are advised to school immediately so we can contact you quickly in cases of emergencies.

Any changes to a medical care plan should be communicated to school either in writing or through a meeting with the SENCO.

Attendance:

Authorised and Unauthorised Absence between 2013/14 (during the reporting period)

Autumn 13	Authorised absence %	Unauthorised absence %	% Attendance
Reception	6.4	0.2	93.4
Year One	4.4	0.2	95.4
Year Two	3.5	0.4	96.0
Totals	4.76	0.26	95
Spring 14	Authorised absence %	Unauthorised absence %	% Attendance
Reception	6.2	0.1	93.7
Year One	5.9	0.4	93.7
Year Two	4.0	0.3	95.7
Totals	5.4	0.3	94.3
Summer 14	Authorised absence %	Unauthorised absence %	% Attendance
Reception	4.4	0.9	94.6
Year One	4.0	0.7	95.3
Year Two	3.4	0.8	95.8
Totals	3.9	0.8	95.2

Report Date June 2014

If your children are to make satisfactory progress at school, good attendance is essential. Absences in our school usually only occur when children are ill. The Governors do not authorise holiday requests. They may in exceptional circumstances authorise leave when it is unavoidable.

When leave is unavoidable, you should request a specific form from the School Secretary and obtain leave of absence beforehand.

Attendance figures are checked weekly and returns have to be made to the Education Department on a regular basis.

8. GOVERNORS

The Governors are charged with upholding the Catholic ethos of the school, with responsibility for admission of pupils, curriculum, appointment of staff, premises and finance.

LIST OF GOVERNORS APPOINTED TO OUR LADY OF PEACE INFANT & NURSERY SCHOOL

Foundation Governors

Appointed by the Diocese:

Mrs L Timms (Chairperson)

Fr A Richardson

Mrs I Ali

Mr S Nunn

Mrs M Bowron

Mrs L Kuthokathen

Mr Matthew Slaney

Mrs S Murray

Parent Governors:

Mrs Sharp

Mr M Slaney

Mrs J Phealan

Mrs Y Conlon

Headteacher:

Mrs J O’Keeffe

Teacher Governor:

Miss K Gorrod

Support Staff Governor:

Mrs L Woods

Clerk to the Governors:

Mrs A O’Sullivan
c/o Our Lady of Peace Infant School

Strategic Director of Education & Children Services
Slough Borough Council, Bath Road, Slough, SL1 3UQ