



Jesus is the centre of our lives

Our learning and friendships

In a safe, happy and caring community

Where all are welcome

***Holy Cross Catholic Primary Academy
School Prospectus 2022-2023***



Welcome to Holy Cross Catholic Primary Academy. Choosing the right school for your child is an important decision and I hope that the information contained within this prospectus will assist you. Holy Cross is a school where we all work together to give the best possible start in school life for each child.

We live our mission statement which says;

‘Jesus is the centre of our lives, our learning and friendships, in a safe, happy and caring community where all are welcome.’

We have high aspirations and ambitions for our children and there is a driving determination among all staff to ensure that each child reaches their full potential. We provide children with a rich breadth of high quality, learning experiences that prepare them for their secondary education and life beyond.

Our school is for children between the ages of 5 and 11. We are located in the south of the town of Harlow, next to Holy Cross Parish Church on Tracyes Road. As a two-form entry school we have provision for: 60 children in Reception, Years 1 & Year 2 and 64 children in Years 3 to 6. Individual class sizes do not exceed 30 children in Reception, Year One and Two and do not exceed 32 in Key Stage Two (Years Three to Six).

We are a friendly and welcoming community where children learn in a safe and supportive environment. We see parents and carers as partners in developing a child academically, spiritually, morally and socially and believe that good communication between home, school and parish helps to ensure that children make good progress and develop as well-rounded citizens.

At Holy Cross we are committed to high standards in both academic work and social development and also have high expectations for good behaviour. As a Catholic school, we value our distinctive nature and work to nurture these values in our children. We offer a rich and varied curriculum with a vast array of extra-curricular activities which are well supported. We are proud of our achievements and our reputation for being a school which fosters positive relationships within a caring environment.

We work closely with the home and parish to foster and deepen our children’s faith and to develop a caring attitude that reflects Gospel values and respect for each other as individuals. Our parish priest is a regular visitor to our school and we enjoy visiting our church on special occasions as both a school and parish community.

We look forward to working with you in a positive and productive partnership.

Mrs. Kerrell

Headteacher

Who Are We?

There are many adults who contribute to the effective running of our school and who work to ensure the successful education and development of children in our care.

Teachers:	Headteacher	Teaching Assistants:
<p>E.Y.F.S. Miss Kelly (Ladybirds) Mrs. Peters (Butterflies)</p> <p>Year 1 Miss Cargill (Dragonflies) Mrs. Farrelly (Grasshoppers)</p> <p>Year 2 Mrs. Hunt and Mrs. Timbrell (Hedgehogs) Mrs. Smith (Squirrels)</p> <p>Year 3 Miss Reeves (Foxes) Miss Seers (Badgers)</p> <p>Year 4 Mr. Clarke (Hares) Miss Hollick (Rabbits)</p> <p>Year 5 Mrs. Guna (Robins) Miss Clarke (Kingfishers)</p> <p>Year 6 Mrs. Ennifer (Owls) Miss Clark and Mrs. Noonan (Eagles)</p>	<p>Mrs. Kerrell</p> <p>Deputy Headteacher Mr. Kelliher</p> <p>Business Manager Mrs. Clark</p> <p>PA to Mrs. Kerrell Mrs. Slater</p> <p>Administration Assistants Mrs. Thomas Mrs. Lieu</p> <p>Inclusion Manager Miss Wheeler</p> <p>Learning Mentor Mrs. Gallagher</p> <p>Attendance Officer Mrs. Thomas</p> <p>Site Manager Mr. Kelly</p>	<p>Mrs. Watts Mrs. Alecks-Jones Mrs. Newell Mrs. Bennett Ms. Byrne Mrs. Sontag Mrs. Feast Miss Murray Miss Rogerson Mrs. Ferjani Miss Wiseman Mrs. Wolff Mrs. Watkins Mrs. Reeve Miss Gorbaczewska Mrs. Mills Mrs. Watkins</p>

<p>Learning Support Assistants Mrs. Alecks-Jones Mrs. Odu Mrs. Leonardo Mrs. George Ms. Byrne Mrs. Andrews Mrs. Fullick Mrs. Haley Mrs. Bennett Mrs. Johns Miss Korytowska Mrs. Vetori, Miss Faulkner Miss Spicer Mrs. Nunn Mrs. Knowles Miss Harrison Mrs. Ostrowska Miss Neighbour</p> <p>Breakfast Club Mrs. Newell Miss Richardson</p> <p>Catering Mrs. Alger Mrs. Forrest Mrs. Plowman Mrs. Kraczaj</p>	<p>Senior Mid-Day Assistant Miss Richardson</p> <p>Mid-Day Assistants Mrs. Smith Mrs. Lavender Miss Korytowska Mrs. Nguyen Miss Gumble Mrs. Wilson Mrs. Allen Miss Oliver-Fitch Miss Flint Miss Benson Mrs. Kraczaj Miss Meighan Miss Kruszniewsk</p> <p>After School Club Manager Miss Richardson</p> <p>After School Club Staff Mrs. Lavender, Mrs. Allen Mrs. Wilson, Mrs. Nguyen</p>
--	---

Governors

Holy Cross Governors comprise of:

- Foundation Governors (who are regular Catholic members of the parish)
- Parent Governors (who have children attending our school)
- Staff Governors (who work within our school)
- Community Governors (who hold a respected position within the community)

Our Governors work to help ensure our school reaches its full potential and that it is regularly challenged to aim higher. This is done alongside the Headteacher and her team working co-operatively. Governors have a strong working relationship with the school, parish and wider community, with a focus on God and our school's mission statement.

GOVERNOR	CATEGORY
Mrs. Selwood	Foundation Chair of Governors
Mr. Dundridge	Foundation Vice-Chair of Governors
Mrs. Kerrell	Head Teacher
Mrs. Ennifer	Staff Governor
Mrs. Underdown	Foundation Governor
Mr. Yadao	Foundation Governor
Fr. Soley	Foundation Governor
Ms. Scott	Foundation Governor
Fr. Rowley	Foundation Governor
Mrs. De Souza	Parent Governor
Mr. Owusu-Boateng	Parent Governor
Mrs. Clark	Clerk to Governors

Year Groups

Classes are organised in registration groups according to chronological age.

Early Years Foundation Stage	Key Stage One	Key Stage Two
Miss Kelly (Ladybirds) Mrs. Peters (Butterflies)	<p>Year 1 Miss Cargill (Dragonflies)</p> <p>Mrs. Farrelly (Grasshoppers)</p> <p>Year 2 Mrs. Hunt and Mrs. Timbrell (Hedgehogs)</p> <p>Mrs. Smith (Squirrels)</p>	<p>Year 3 Miss Reeves (Foxes)</p> <p>Miss Seers (Badgers)</p> <p>Year 4 Mr. Clarke (Hares)</p> <p>Miss Hollick (Rabbits)</p> <p>Year 5 Mrs. Guna (Robins)</p> <p>Miss Clarke (Kingfishers)</p> <p>Year 6 Mrs Ennifer (Owls)</p> <p>Miss Clark and Mrs. Noonan (Eagles)</p>

House Groups

Each child is assigned a house group on entry to Holy Cross. The four houses are named after St. George (red), St. David (yellow), St. Andrew (blue) and St. Patrick (green). At the beginning of each academic year, Year 6 children canvass for the position of House Captain and are elected to this position by their peers. Children are awarded house points for good work, helpful behaviour and positive attitudes with the winners being announced weekly. House groups are also involved in fund-raising for charitable causes.

School Council

Holy Cross Catholic Primary Academy has a thriving and active School Council that is involved with many aspects of school life. Children from Years Three to Six are elected by their class peers and our Learning Mentor oversees their work.

Charity Collections

Supporting others is an integral part of our Christian values and helps to develop citizenship in children. At Holy Cross, we support people through our involvement in fund-raising for local, national and international charities. We welcome the continued support of parents in this aspect of school life.

The School Day

School Starts	8.30a.m. The school gates open The day will begin with all the children lining up on the playground. The gates will open at 8.30, a whistle will be blown at 8.40 so that the children know when to get into their class lines and parents can then leave. A bell will then be rung at 8.45 for children to go in to class.
Home Time	3:00 p.m. Reception 3:10 p.m. Years 1 & 2 3:15 p.m. Key Stage 2

Parents must inform the school if there are to be changes in home-time collection arrangements.

Meals and Snacks

We operate a healthy eating policy and well-priced meals are prepared by our catering staff in-house and served daily. Children have a choice of a meat-based meal (red) or a vegetarian option (green). We are a nut-free school. Menus are published on our website and are changed weekly. Children can order school lunches on a one-off or a daily basis. Meals are paid for using our online 'Pupil Asset' pay system.

In the Early Years Foundation Stage (Reception), children are offered milk and a selection of fruit or vegetables for their mid-morning snack. There is also an afternoon snack which is organised and administered separately by Foundation Stage staff. We ask parents to pay termly in advance for this using our online Pupil Asset pay system. Children in Years 1 to 6 may bring in fruit or vegetables for their mid-morning snack.

Packed Lunch

We are proud to have been awarded the Healthy Schools Mark and have worked hard to ensure that children are aware of healthy food options.

Finances

We are grateful to our families who support our school financially. This can be enhanced through the Gift Aid scheme. This allows tax to be reclaimed on any qualifying donation, whether it is a regular or a one-off payment. Please be aware that this will not be at a cost to you but it will enable us to claim back tax that would otherwise have gone to the Inland Revenue. If you are a tax payer and haven't already signed a declaration, please do so. Forms can be obtained from the office. Parents are also invited to make a standing order declaration on a regular basis. However, this is of course, dependant on the financial situation of each family.

Charging

Schools are not permitted to make compulsory charges for activities or tuition other than for music tuition and specialist arts/crafts/club materials. However, without voluntary contributions for activities such as educational visits, they may not be able to go ahead. We are always grateful when parents support our school through funding for such events to ensure that we are able to provide such a rich variety of educational experiences for your child.

Friends of Holy Cross

The 'Friends of Holy Cross' provide valuable financial support throughout the year. They organise many activities from cake sales to school discos. Every parent is automatically a member of the association, and as participating in its activities benefits all pupils, the general support from parents for its events is excellent. Parents of new pupils are very welcome to meetings and events.

Governors' Financial Involvement

The Governing Body's Finance Committee has specific responsibility for monitoring the school budget and reporting to the main Governing Body with regard to recommendations for future expenditure.

Parental Communication and Involvement

Newsletter

Each week we email a newsletter home; in this we reflect on the week we have just had, give advance notification for school events and other items of interest to parents. We also celebrate children's achievements and birthdays.

Pupil Asset

The school uses Pupil Asset to communicate with parents via email and text message. This is used for parents to make payments for school lunches, breakfast and after school club and school trips.

Our Virtual Learning Environment

All children have access to a virtual learning environment (V.L.E.), This provides valuable information about work that is being done in class, homework, upcoming school events and celebrates achievements. At Holy Cross, EYFS and KS1 use Tapestry as their VLE while for those children in KS2 Seesaw is used. All children are given a personal security protected password to access this site.

Parent Consultation Evenings and Curriculum Events

We have parent/teacher meetings each year, in the autumn and spring term, when parents are invited to discuss their child's progress. At the end of each term, teachers write an individual progress report for each child, and an annual report is produced at the end of the academic year which parents are invited to comment upon. We organise a number of curriculum information events for parents during the school year and also welcome the contribution which parents can make as voluntary classroom helpers.

Curriculum Information

At the beginning of each term, class teachers send home a topic letter, detailing work that will be covered during the coming term.

Concerns and Complaints

If parents are concerned about their child's progress or other issues during the year we welcome the chance to discuss these and would ask that parents do not hesitate to contact their child's class teacher to discuss such matters. If the problem cannot be resolved, then it should be referred to the Phase Leader, Deputy Head teacher and then Headteacher. In the unlikely event of not being satisfied, parents are advised to direct their concerns to the Chair of Governors to investigate further, if appropriate.

Homework

How homework is set

Homework will be sent to children through a learning platform. At Holy Cross, children in E.Y.F.S., Years 1 and 2 use Tapestry as their V.L.E. (virtual learning environment) while for those children in KS2 Seesaw is used.

Children will be expected to read the task and undertake it either in the relevant dedicated homework book or in a homework exercise book.

Children will take their reading book home to practise their reading skills with their parent.

When?

Homework is set on a Friday and is due back the following Wednesday.

Homework in EYFS

Learning together is the emphasis for children in EYFS. The activities are Literacy based with a strong emphasis on reading together. It is an ideal time to lay the foundations for continuing work at home.

What type of work do children receive?

Reading

Parents will be informed of the phonemes and high frequency words that the children are learning in school each week. Starting in the autumn term and continuing all year, the main emphasis is on reading at home. This should be done in two ways;

Adults reading to children.

Parents are encouraged to read to their children at home. This allows children to get used to print and stories. Parents should encourage children to point to words as they are being read. Discussion about the books is also important.

Children reading to an adult.

Children will bring simple books home to read to an adult. Again, encouraging the child to point to the words as they are being read is important. Discussing the story and the characters and asking questions about the book is a good way to help develop understanding.

Letter formation.

The Foundation teacher will provide parents with a sheet to support children with letter formation. This shows where to start and finish when forming each letter and what each letter should look like. Giving children the opportunity to practise forming letters with a variety of pens, chalks, felt tips and on a variety of surfaces will give them valuable practice. The important thing is to watch them and correct any mistakes sensitively so they don't fall into poor habits.

High Frequency words.

Your child's teacher will send home key words to learn each week. These will be the words learned at school and should be practised further at home. Regularly practising reading and spelling them, looking out for the words in reading books and playing games with them will benefit your child. Activities based around the current topic in class may also be set as homework.

Homework in Years 1 to 6

Year 1	<ul style="list-style-type: none">• Reading daily• Spelling• Times tables• Alternating topic work/maths
Years 2-5	<ul style="list-style-type: none">• Numeracy• Times tables• Spellings <p>(spelling linked to the pattern learned in school & two words to be learned from the statutory spelling list)</p> <ul style="list-style-type: none">• Reading• Occasional grammar & punctuation exercises• Topic boards
Year 6	<ul style="list-style-type: none">• Numeracy• Times tables• Spellings <p>(spelling linked to the pattern learned in school & two words to be learned from the statutory spelling list)</p> <ul style="list-style-type: none">• Reading• Reading comprehension on alternate weeks• Grammar & punctuation exercises on alternate weeks• Topic boards

Project or Topic Work

The teacher may set an ongoing extended project through the learning platform. This may involve the child building up a folder of work (either electronically or on paper) over the course of a term or half term. The project may involve the use of a variety of computer skills as well as more traditional pen and paper ones and cover a range of subject areas.

Reading

Children may read to an adult, with an adult or read to themselves in the presence of an adult. The story and characters should be talked about and new words discussed. Older children need a clear understanding of the story that sometimes will go beyond the literal meaning of the text. Children will read texts that are more detailed and will take longer to read. They should be encouraged to read all types of texts including non-fiction. A log stating what was read and the frequency must be recorded in the home-school diary.

Assessment

Pupils are assessed in two main ways within the school: day-to-day judgements and summary assessment. Both assessments are used to set future targets and help teachers to judge progress made. Homework is assessed alongside other curricular work and is used as evidence of attainment.

Additional Needs

Our aim is to provide a broad and balanced curriculum, which meets the needs of all children. For some children these needs can only be met through work that is in addition to and different from that completed by others. In such cases, they may need extra adult help and/or careful monitoring.

Special Educational Needs (SEN): Children identified as progressing less rapidly than their peers may be provided with 'booster' activities to help to move towards age-related expectations. For many children this kind of intervention is enough, but some children may need further support. Parents will be informed if their child requires such intervention and updated about progress made against targets set.

English as an Additional Language (E.A.L.): As well as English there are 49 languages spoken by our children. Although many children arrive at the school in the enviable position of speaking two languages well, some children come with little or no spoken English. As well as teachers monitoring the progress of such children, we also have a dedicated E.A.L. Lead, a member of staff, who monitors and supports the progress of all children with E.A.L.

Academically Able, Gifted and Talented (A, G & T): We recognise the variety of abilities of our children in many areas. Pupils may excel in P.E., art, drama and be very proficient in activities outside of school. Our curriculum provides us with many opportunities to challenge more academically able, gifted and talented pupils and ensure that they have opportunities to extend their learning.

Positive Relationships and Behaviour

It is important that every child is aware of and obeys the rules that we have agreed upon. We encourage children to show respect towards all members of the school community in order to foster self-respect. All staff have positive relationships and behaviour management training and high expectations for good behaviour from all children. We do recognise that some children may need additional support to manage their emotions and behaviour. At Holy Cross we have a dedicated Learning Mentor who supports children with such needs. We also have a counsellor from Brentwood Catholic Children's Society, who works in confidence with children who require additional emotional support.

Incidents of bullying, racism and harassment in any form are not tolerated at Holy Cross Catholic Primary Academy. Parents will always be contacted in such cases.

Please keep us informed if you have concerns about behaviour, whether it is your child's or the behaviour of others.

Emotional & Social Needs

Staff have training in the emotional, social and mental health needs of children. We also have a dedicated Learning Mentor who supports children with these needs.

Arrangements for the admission and education of pupils with disabilities

We are an inclusive school and admit pupils with a varied range of disabilities.

We work with parents and appropriate support agencies to ensure that any essential support provision for pupils with disabilities is in place, that staff are aware of such provision and that we are all working for the best possible outcome. Disability can take a variety of forms, covers a range of severity and can include educational, health or specific physical issues. We are committed to ensuring that the needs of pupils with disabilities are addressed positively and practically and that appropriate measures to support pupils are put in place.

Home School Agreement

We work closely in partnership with parents to promote and develop the individual child. The Home School Agreement outlines the roles and responsibilities of teachers, parents and children and should be signed by all three, as a child enters school, to mark the start of what we hope will be a positive partnership.

School Uniform	
-----------------------	--

Boys' Winter Uniform	Girls' Winter Uniform
Green jumper with the school logo White shirt Green tie (elasticated for EYFS and KS1) Grey trousers Suitable outdoor shoes in black (no trainers) Grey socks School coat Longer hair to be tied back	Green jumper or cardigan with the school logo White blouse Green tie (elasticated for EYFS and KS1) Grey skirt or grey trousers or grey pinafore Suitable outdoor shoes in black (no trainers, boots or high heels) White socks or grey tights School coat Hair to be tied back with simple 'scrunchies'.

Boys' Summer Uniform	Girls' Summer Uniform
Grey trousers or grey uniform shorts White polo shirt with school logo Green jumper with the school logo Suitable outdoor shoes in black (no trainers) Grey socks School Sun Hat	Checked green dress Green cardigan with the school logo Black shoes, black or white sandals with white socks Hair to be tied back with simple 'scrunchies'. School Sun Hat

P.E. Clothes Plimsolls for indoor P.E. Trainers for outdoor P.E. Bottle Green t-shirt with school logo Black shorts with school logo Green tracksuit with school logo P.E. bag in the appropriate 'house' colour (red. green. blue or yellow)

No extremes of haircut (for example, Nike swoosh) or coloured hair, nail varnish or jewellery including earrings.

All items of clothing, including P.E. kit, must be named and labelled.

All uniform and P.E. kit are available from:

- Create Identitee 17-18 St James Centre, East Road, Harlow CM20 2SX
Tel: 01279 881333 (createidentitee.co.uk)
- Top Form, 90-91 The Stow, Harlow, CM20 3AP
Tel: 01279 434813 (top-form.co.uk)

Ties and hats are available from the school office.

The Curriculum

At Holy Cross Catholic Primary Academy we provide a curriculum that is rich and varied, challenging and inspiring, enabling each child to fulfil his or her potential.

- In the Reception Class, children are taught within the framework of the Early Years Foundation Stage (EYFS) programme. Pupils develop skills in the following areas: Personal, Social & Emotional Development (P.S.E.D.), Communication & Language, Literacy, Maths, Understanding the World, Physical Development, Expressive Arts & Design.
- From Year One to Year Six we plan and deliver lessons from expectations set out in the National Curriculum.

The curriculum ensures continuity and progression, encourages independence and enjoyment of learning with an emphasis on first hand practical experience.

Religious Education plays a central and vital part in the life of faith in our school. We follow the scheme entitled “Come and See” which is required by the Bishop’s Conference and is particularly relevant to the spiritual and moral growth of young children today, whether they are Catholic, other Christian, of other faiths, or none.

We proudly proclaim our faith and invite all to join us on our journey. We also welcome children and families of other faiths to our community and we regularly learn about other faiths and cultures in our religion lessons, in “Other Faiths Week”, and from invited experts on subjects such as Islam, Judaism and Hinduism.

Relationships & Sex Education

‘A Journey in Love’ is the Relationships & Sex Education scheme that we use at Holy Cross. It is a resource created by Sister Jude Groden of BRES. It is a recommended programme of study for Catholic schools for Relationship and Sex Education, and has been written as a progressive scheme of work that supports the Religious Education, PSHE and Science curricula taught within the school.

The children follow a curriculum which will help them with their spiritual, moral and social development. It aims to help prepare them for adult life. Sex education is only part of this process. It is taught within the context of relationships, family values, warmth, trust and security. The themes of self-respect and respect for others, together with religious, moral, science, health education and life skills provide the foundation.

Personal, Social & Health Education

Our PSHE curriculum promotes the Personal, Social and Health Education development of children at Holy Cross Catholic Primary Academy. We deliver the PSHE curriculum using 'Jigsaw' which is broadly based, balanced and meets the needs of all children.

Relationships is included as part of the 'Jigsaw' programme. However, Relationships and specifically, Sex Education, is taught through our Catholic 'A Journey in Love' programme.

Instrumental Music Tuition

Many of our children learn to play a musical instrument. Weekly tuition is available from our specialist teachers covering flute, clarinet and saxophone.

Choir

We are very proud of our excellent school choir who perform at local events.

Sporting Aims and Activities.

Sporting activities contribute significantly to the promotion of desirable attitudes and towards establishing a healthy lifestyle. Holy Cross Academy provides a breadth of sporting opportunity within the framework of P.E. lessons and a variety of extra-curricular activities.

Modern Foreign Languages

French is taught as part of the curriculum throughout Key Stage 2.

Cooking and Gardening in School.

We have a well-equipped, purpose-built kitchen within our school, which is used extensively by the children for a range of cooking activities.

Each class also has a planting bed, where we grow a selection of vegetables, which is then used in cooking. We have a very active Gardening Club, open for all Key Stage 2 pupils. We welcome parental support for both of these activities.

Community Links

We have good links with our parish, Holy Cross, and people of other faiths. Classes visit places of worship and we have visitors from a variety of faiths to work with the children. We have close links with St. Marks Catholic Secondary School, which enables us to offer a good induction for children transferring there in Year Seven, which includes 'taster sessions' throughout the year. We take part in sporting fixtures throughout the town and support local charities, such as Streets2Homes, the Brentwood Children's Society, Harvest Festival and carol singing at various locations such as nursing & residential homes.

Helping in School

We need and value help in school. Staff are delighted to hear from volunteers who can spare a little time. The many people who help are involved in working with individual children or small groups, preparing materials or engaged in a wide range of other tasks. They are an invaluable asset. All who work with children of course routinely undergo DBS checks. These are arranged through school.

Attendance and Absence

On the first day of any absence, parents are requested to inform school preferably via the Pupil Asset app or by telephoning the school by 9.30a.m. If an illness lasts more than a few days, or it is diagnosed as infectious, the school should be informed, as there are defined procedures to follow in some cases.

Absence requests during the school term

Parents are legally obliged to ensure their children attend school. If, in extenuating circumstances, your child needs to be absent from school, request forms are available from the school website or the office. The form, with any necessary supporting documentation, should be forwarded to the Headteacher at least four weeks prior to the absence from school for consideration by the Governing Body of Holy Cross. We are aware that there may be circumstances when this notice cannot be given.

Schools are allowed the discretion, by Parliament, to sanction leave of absence due to “special circumstances”, though this is not a right and should not be considered to be an expectation. Permission may be refused in which case any absence would be unauthorised and would be recorded as such.

Child Protection

Our school fully recognises its role in responsibility for safeguarding and promoting the welfare of the children in its care. It has written policies and procedures in place that follow national and local authority child protection guidelines.

The designated Child Protection Officer is the Head Teacher and the Deputy Head Teacher in their absence.