

*Christ 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 2018-2019*



Welcome to Holy Cross Catholic Primary Academy. We hope that you will find the information contained in this prospectus both interesting and informative.

We live our mission statement that says;

*'Christ 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 all pupils reach their full potential. We provide all pupils with a rich breadth of high quality learning experiences that prepare them for their secondary education and life beyond.

Holy Cross Catholic Primary Academy is for children between the ages of 5 and 11. We are located in the south of the town, next to Holy Cross Parish Church on Tracyes Road, close to the M11 motorway. Our school community has grown rapidly owing to conversion to two form entry. We now have 60 children in Reception, Year 1, Year 2 and 64 children in Years 3 to 6. Class sizes do not exceed 30 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 spiritually, morally and socially and believe that good communication between home, school and parish ensures 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 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 and we are proud of our achievements and our reputation for being a well-disciplined and caring environment which develops the whole child.

We work closely with the home and parish to foster and deepen the 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.

Please feel free to contact us if you have any queries or concerns. We hope that we will enjoy a positive and productive partnership.

Yours sincerely,

Miss S McGuiggan

**Headteacher**



## Who Are We?

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

<p><b>Teachers:</b>  Mrs Lisa Philpot and Miss Nicola Kelly (Ladybirds)  Mrs Katy Peters (Butterflies)  Miss Mary-Beth Draycott (1D)  Mr Martin Selvon (1S)  Mrs Ros Hunt and Miss Helen Darvill (2HD)  Mrs Julie Currey (2C)  Mrs Coren Murley and Mrs Nicola Timbrell (3MT)  Mrs Maria Nabil (3N)  Mr Paul Clarke (4C)  Mrs Sue Ennifer (4E)  Miss Daniella Parr (5P)  Mrs Davina Smith (5S)  Miss Stacy Clark and Mrs Kerry Allardyce (6CA)  Mrs Kirsty Noonan and Mrs Natalie Dawkins (6N)</p> <p><b>Numbers Count Accredited Teacher</b>  Mrs Kerry Allardyce</p> <p><b>Every Child A Reader Accredited Teacher</b>  Miss Helen Darvill</p> <p><b>Music Specialist Teacher</b>  Mr Joshua Jay</p>	<p><b>Headteacher</b>  Miss Sue McGuiggan</p> <p><b>Deputy Headteacher</b>  Mr Shaun Kelliher</p> <p><b>Business Manager</b>  Mrs Kerry Clark</p> <p><b>PA to Miss McGuiggan</b>  Mrs Karen Slater</p> <p><b>Administration Assistant</b>  Mrs Huong Lieu  Mrs Danielle Thomas</p> <p><b>Inclusion Manager</b>  Mrs Jenni Balcomb</p> <p><b>EAL Co-Ordinator</b>  Mrs Claire Laporte</p> <p><b>Learning Mentor</b>  Mrs Kerry Gallagher</p>	<p><b>Teaching Assistants:</b>  Mrs Jan Watts  Mrs Tracy Newell  Miss Harriann Black  Mrs Poppy Feast  Mrs Karen Irtelli  Mrs Claire Edwards  Mrs Celine Wolff  Miss Amy Newell  Mrs Elyse Steel  Mrs Tracey Knight  Mrs Liz Peake  Mrs Angie Strwart-Evans</p> <p><b>LSA</b>  Mrs Martha Barry  Mrs Liz Alecks-Jones  Mrs Lisa DeWijk  Mrs Andrea Odu  Mrs Terri Johnson  Mrs Marianna Leonardo  Mrs Sinead Lavender  Miss Leona Cope  Mrs Emma Andrews  Mrs Laura Fullick  Mrs Barbara Haley</p> <p><b>After School Club</b>  Mrs Sarah Ferjani</p>
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<p><b>Site Manager</b>  Mr Geoff Oliver</p>	<p><b>Cleaning Staff:</b>  Mrs Elva Flint  Miss Barbara Cope</p>	<p><b>Senior Mid-Day Assistant</b>  Miss Diana Richardson</p> <p><b>Mid-Day Assistants:</b>  Miss Agneska Korytowska  Mrs Renata Jozefczyk  Mrs Mai Nguyen  Mrs Denise Smith  Mrs Emma Johns  Mrs Sharon Bonfante  Miss Rebecca Gumble  Miss Sarah Walsh  Miss Anna Chiswell</p>	<p><b>Kitchen Staff:</b>  Mrs Denise Alger  Miss Diane Richardson  Mrs Louise Corbett  Miss Carly Flint  Mrs Claire Forrest</p>
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## Governors

GOVERNOR	CATEGORY
Mr Nigel Long	Foundation Governor (Chair of Governors)
Mrs Ann Tierney	Authority Governor (Vice-Chair)
Miss Sue McGuiggan	Foundation Governor (Head Teacher)
Mrs Claire Selwood	Foundation Governor
Mr. Geoff Oliver	Staff Governor
Father Bernard Soley	Foundation Governor
Mr Dave Frampton	Foundation Governor
Mr James Odour Okal	Foundation Governor
Mr Asare Owusu-Boateng	Parent Governor
Mr. Gary Dundridge	Foundation Governor
Mrs Zofia Marti	Parent Governor
Mrs Kerry Clarke	Clerk to Governors

## Organisation of the Children

Classes are organised in registration groups according to chronological age, unless special circumstances warrant a different arrangement.

<b>Early Years Foundation Stage</b>	<b>Key Stage One</b>	<b>Key Stage Two</b>
Mrs Lisa Philpot & Miss Nicola Kelly (Ladybirds)	Miss Mary-Beth Draycott (1D) Mr Martin Selvon (1S)	Mrs Nicola Timbrell & Mrs Coren Murley (3MT) Mrs Maria Nabil (3N) Mr Paul Clarke (4C)
Mrs Katy Peters (Butterflies)	Mrs Ros Hunt & Miss Helen Darvill (2HD) Mrs Julie Currey (2C)	Mrs Suzanne Ennifer (4E) Mrs Davina Smith (5S) Miss Daniella Parr(5P) Miss Stacy Clark & Mrs Kerry Allardyce (6CA) Mrs Kirsty Noonan & Mrs Natalie Dawkins (6ND)

## House Groups

Each child is assigned a house group as they enter school. The four houses are named after St. George (red), St. David (yellow), St. Andrew (blue) and St. Patrick (green). Children are awarded house points for good work, helpful behaviour and positive attitudes. There is a friendly rivalry between the house groups and Year 6 pupils are nominated to become house captains at the beginning of the year. House groups are involved in charity fund-raising and summer sports events are organised by house groupings.

## 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 classmates and a senior member of staff oversees their work.

## Charity Collections

This is a vital aspect of our school life as house identity is a very powerful force for developing Citizenship and we welcome parent's continued support in house fund raising. In addition, we support other charities, such as Street2Home, a Harlow-based homeless shelter and Operation Christmas Child.

## The School Day

<b>School Starts</b>	<b>8:40-8:50</b> Children enter school <b>8.50</b> Registers open
<b>Lunchtime</b>	<b>11:30 – 12:45</b> Reception pupils <b>12:00 – 1:00</b> Years 1 and 2 <b>12:30-13:30</b> Years 3-6
<b>Home Time</b>	<b>3:00</b> Reception <b>3.10</b> Years 1 & 2 <b>3:15:</b> Key Stage 2

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

### Meals and Snacks.

We operate a healthy eating policy and well-priced meals are prepared and served daily. Children have a choice of a meat based meal (red) or vegetarian option (green). Menus are published and changed regularly and children order school lunches on a one-off or daily basis. We ask that parents send in lunch money in a named envelope on Monday mornings.

In the Foundation Stage (Reception), the children are offered milk and a selection of fruit or vegetables for their mid-morning snack, at a cost of £1.25 a week. This is organised and administered separately by Foundation Stage staff and we ask parents to send snack money in a separate, named envelope at the start of the week. Children in Years 1 to 6 may bring in a piece of 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 financially support us through for example the Gift Aid scheme, which allows tax to be reclaimed on any qualifying donation, whether it is a regular payment or a one off. Please be aware that this will not cost you a penny but it will just 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 consider doing so. Forms can be found in 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.

### ParentMail PMX

ParentMail's PMX new service manages the collection of school dinners, uniforms and educational visits. ParentMail PMX is unique in being the UK's only fully integrated school-to-home communication and payment collection service. It combines ParentMail's established web-based email and text messaging service with a new module that makes it easy for schools to manage, track and communicate to parents about payments that are due or outstanding. It also allows parents to settle bills online and transfers money direct into the school bank account.

### **Charging**

Although schools are not permitted to make compulsory charges for activities or tuition, except for music tuition and specialist arts/crafts/club materials, without voluntary contributions for such activities the activity itself may not be able to go ahead. We are always grateful when parents support our school and provide us with funds 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” provides 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 activities is excellent. Parents of new pupils are especially welcomed 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.

#### **ParentMail**

The school uses ParentMail texts and email to communicate with parents to advise them if a trip is running late, to remind parents of any upcoming events and we also send out updates on educational retreats.

ParentMail is also used to send email to parents to advise them of any outstanding arrears on school dinners and educational trips.

#### **V.L.E.**

All children and parents have access to a Virtual Learning Environment (V.L.E.) which gives valuable information about upcoming school events and celebrates our many achievements. All parents and children are given a personal security protected password to access this site.

### **Parents Evenings, Curriculum Evenings and Open Afternoons.**

We have two formal parents evenings each year, usually 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 on. We organise a number of curriculum evenings for parents during the school year and also welcome the contribution which parents can make as voluntary classroom helpers.

### **Additional 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 may be referred to the Head teacher or Deputy Head teacher. 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**

Homework will be set on Friday and is due back the following Wednesday

<b>E.Y.F.S.</b>	Learning together is the emphasis for children in Foundation. 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? <ul style="list-style-type: none"><li>• Reading</li><li>• Letter formation</li><li>• High Frequency words</li></ul>
<b>Year 1</b>	<ul style="list-style-type: none"><li>• Reading daily</li><li>• Spelling</li><li>• Times tables</li><li>• Occasional numeracy work</li></ul>
<b>Years 2 to 5</b>	<ul style="list-style-type: none"><li>• Numeracy</li><li>• Times tables</li><li>• Spellings</li><li>• Statutory spelling words to be learned</li><li>• Reading</li><li>• Occasional grammar &amp; punctuation exercises</li></ul>
<b>Year 6</b>	<ul style="list-style-type: none"><li>• Numeracy</li><li>• Times tables</li><li>• Spellings</li><li>• Statutory spelling words to be learned</li><li>• Reading</li><li>• Reading comprehension on alternate weeks</li><li>• Grammar &amp; punctuation exercises on alternate weeks</li></ul>



### **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.

### **How homework is set**

Homework will be sent to children through the learning platform, itslearning, which can be accessed through the Internet. Children will be expected to read the task and undertake it either on-line or in a dedicated homework book. Some homework will require that the child access a website to interact with educational games software. Other homework may expect the child to access a document attached to itslearning and use it as a template for the homework.

Children will take their reading book home to practise their reading skills with their parent. There may occasionally be reading activities that involve accessing a website.

### **Assessment**

Pupils are assessed in two main ways within the school: day-to-day judgements and summary assessment, which more often takes the form of tests at the end of term or year. 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 them 'get up to speed'. 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 (EAL):** 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. A dedicated member of staff monitors the progress of all children with EAL within the school and looks to EMAS (Ethnic Minority Achievement Support) to supplement us with dual language materials. We would warmly welcome parental support and involvement in this area.

**Able, Gifted and Talented (A, G & T):** We recognise the variety of abilities of our children in many areas, not just in reading, writing and maths. Pupils may excel in P.E., art, drama and be very proficient in activities outside of school. Our thematic based curriculum provides us with many opportunities to challenge more able, gifted and talented pupils and ensure that they have opportunities to extend their learning.

**Behaviour Management:** 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 behaviour management training and high expectations for good behaviour from all children, but recognise that some children may need additional support to manage their emotions and behaviour. We have a counsellor from Brentwood Catholic Children's Society, who works in confidence with children who are troubled and need additional emotional support. Incidents of bullying and racism 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.

**Arrangements for the admission and education of pupils with disabilities:**

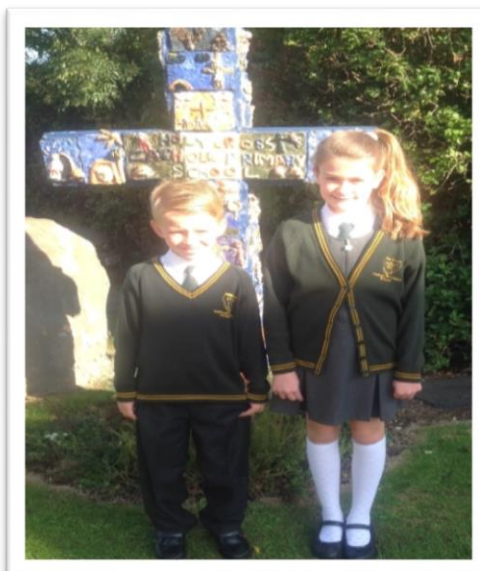
We are an inclusive school and admit pupils with a varied range of disabilities.

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 specifically physical issues. We are committed to ensure that the needs of pupils with disabilities are addressed positively and practically and to ensure 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



<b>Boys Winter Uniform</b>	<b>Girls Winter Uniform</b>
Green jumper with the school logo White shirt Green tie (elasticated for younger pupils) 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 younger pupils) 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'.

<b>Boys Summer Uniform</b>	<b>Girls Summer Uniform</b>
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

<b>P.E. Clothes</b>
Plimsolls for indoor P.E. Trainers for outdoor P.E. Bottle Green t-shirt with school logo Black shorts with school logo Year One onwards: 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  
 All items of clothing, including P.E. kit, must be named and labelled.

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

Create Identitee Greenway Business Centre, Greenway, Harlow CM19 5QE

Top Form, 90-91 The Stow, Harlow, CM20 3AP

Book bags, P.E. bags, 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 and Social development, Communication, Language and Literacy, Mathematics Development, Knowledge and Understanding of the World, Creative and Physical development.
- From Year One to Year Six we plan and deliver lessons from expectations set out in the National Curriculum.

We have developed a thematic framework for the curriculum which ensures continuity and progression and 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.

## **Sex Education**

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.

This foundation starts early as part of the whole school curriculum.

Our work is based on a programme called ‘Journey in Love, which has been prepared for use in Catholic Primary Schools. This programme has been presented to the Governors and parents for consultation, and is subject to annual review.

### **Instrumental Music Tuition**

Many of our children learn to play a musical instrument. Weekly tuition is available from our team specialist teachers covering flute, clarinet and recorder. Most instruments are available for loan from school.

### **Orchestras, Ensembles and Choir**

We are very proud of our excellent school Choir. Children making good progress with their instrumental tuition are invited to join the orchestra which performs weekly.

### **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 and our children have an opportunity to put their learning to good use when they take part in the Year 6 residential visit to France.

### **Cooking and Gardening in School.**

As part of our active partnership with the Food for Life Programme, we have a well-equipped, purpose built kitchen within the school, which is used extensively by the children for a range of cooking activities.

Cooking Club is also offered as an extra-curricular activity for Upper Key Stage 2 pupils. 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 and the Brentwood Children's Society through Harvest Festival and Carol Singing at various locations.

### **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 by telephone 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.

In addition to the initial telephone call, we ask that all absences must be accounted for.

Children are expected to attend school for 190 days in each school year and, unless illness prevents this, we expect all children to complete the full year.

**Holiday requests in school term**

Parents are legally obliged to ensure their children attend school for 190 days per academic year. If, in extenuating circumstances, you do need to take holidays in term time, holiday request forms are available from the school website or the office. The form, with any necessary supporting documentation should be forwarded to the head teacher at least four weeks prior to the absence from school, for authorisation. It is noted that there are circumstances when this notice cannot be given.

Schools are allowed the discretion, by Parliament, to sanction leave of absence due to “special circumstances” for up to 10 days, 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. Please refer to our school policy before considering term time absence.