

St. Nicholas

Catholic Primary School



Prospectus 2021-2022



Archdiocese of Birmingham

St. John Paul II Multi Academy



Dear Parents,

Welcome to St. Nicholas Catholic Primary School.

The time at primary school is probably the most important in your child's life in terms of his/her personal development. We hope that you will play a full part with the school staff, Local Governing Body members and Multi Academy representatives in creating together a Catholic community in which our children can develop to the full their talents, personalities and faith.

This prospectus has been prepared to provide you with information about St. Nicholas Catholic Primary School; our core purpose, our values, our aims, our curriculum, our teaching methods and the opportunities this great school has to offer your child.

At St. Nicholas, you will be pleased to discover that the unique dignity of each and every individual is treated with respect and nurtured. We provide a warm and friendly atmosphere, in which children can feel safe, secure and grow in confidence. St. Nicholas provides an environment where excellent teaching and learning takes place to enable excellent academic and personal progress in all areas of school life.

Good home-school relationships are vitally important for this to be successful. Regular newsletters keep parents fully informed about school life. Once a term there are parents' meetings, where the children's targets, progress and attainment are discussed. If there is a need for discussion at other times during the year, this can be arranged. We have an *open door* policy where we encourage parents to actively communicate with the school. There is also an active PFA.

We are also very fortunate to have School Local Governing Body members who are committed to, and supportive of, the school and its role in the within this community.

We would like you to enter into a positive partnership with the school, where we will value the input that you have to offer. We hope that your association with the school will be happy, long and rewarding.

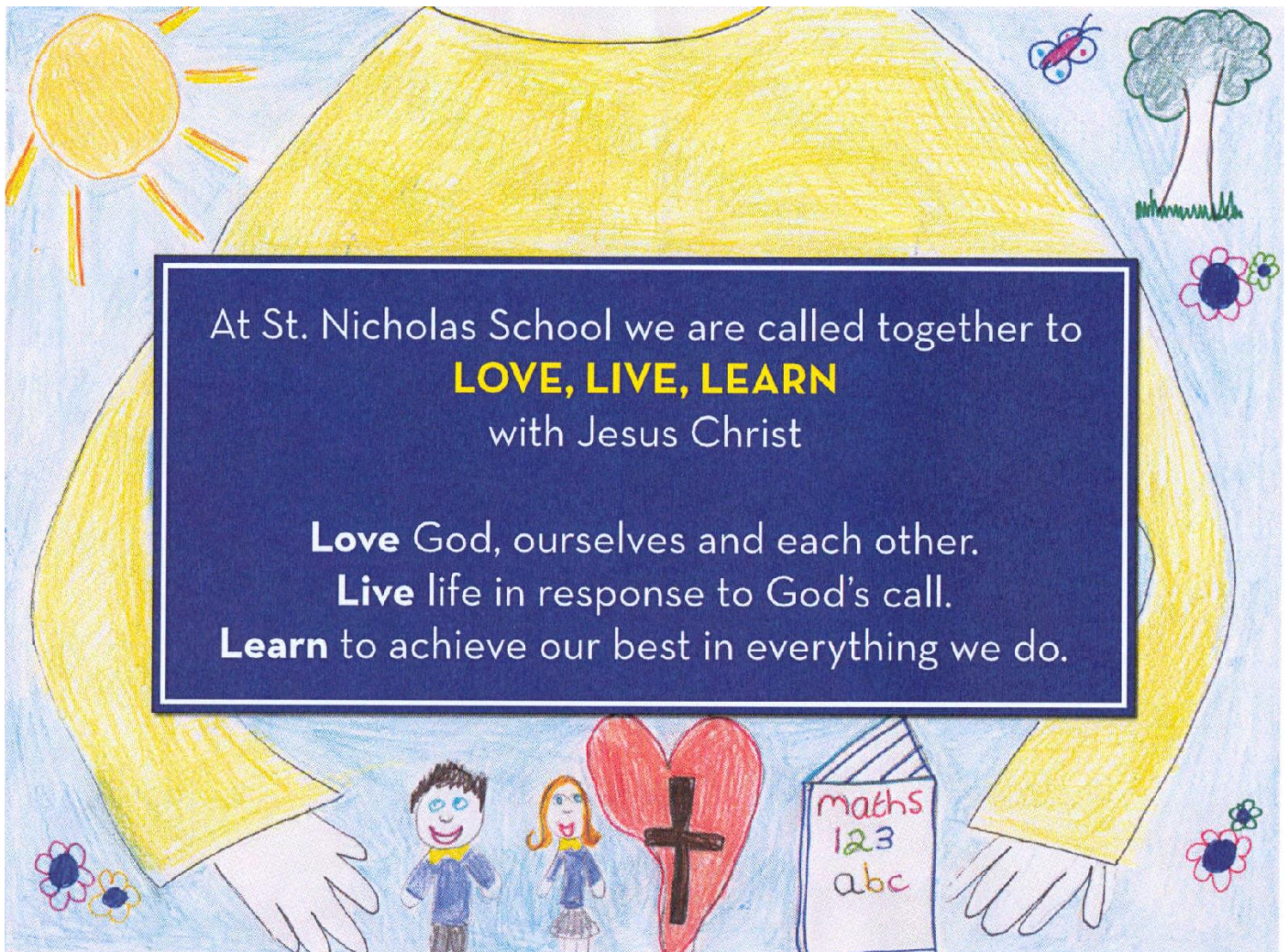
Yours sincerely,

Mr N. Porter
Executive Principal.

Mrs C. Noble-Barton
Head of School.

Mr R. May
Local Governing Body Chair.

Mission Statement, Values & Ethos



At St. Nicholas School we are called together to
LOVE, LIVE, LEARN
with Jesus Christ

Love God, ourselves and each other.
Live life in response to God's call.
Learn to achieve our best in everything we do.

St. Nicholas School Values & Ethos

Our Values underpin our Vision and Mission Statement; dictating our behaviours and influencing our decisions day to day, in every interaction we have with others, as we work to realise our school Vision...

Every day at St. Nicholas the children will experience their **faith** in action, an element of success through personal **achievement** and be **happy** to be part of our school community; joyfully entering and leaving school with a smile. So our three core values are:

FAITH
ACHIEVEMENT
HAPPINESS

About the John Paul II Multi Academy

On 1st January 2014 St. Nicholas School became part of the St. John Paul II Multi Academy which encompasses a number of Catholic schools in North Birmingham. The Academy remains part of the Archdiocese of Birmingham.

The Multi Academy is governed by a Board of Directors with overall responsibility for all schools but each school is governed by its own Local Governing Body.

St. Nicholas Local Governing Body

The Local Governing Body at St. Nicholas comprises of a wide range of people who bring different skills and experiences to this important role. The governors are jointly responsible for the conduct of the school, ensuring that the best possible Catholic education is provided for all pupils. As we are part of the St. John Paul II Multi Academy, the Local Governing Body is accountable to the Academy Board of Directors.

The Local Governing Body consists of twelve members; seven Foundation Governors, two Staff Governors, two Parent Governors and the Head Teacher.

Foundation Governor:	Mr R. May (Chair)
Foundation Governor:	Father A. Morris (Vice Chair & Parish Priest)
Foundation Governor:	Mrs P. Platt
Foundation Governor:	Mrs M. Casey
Foundation Governor:	Mrs J. Acosta
Foundation Governor:	Mrs S. Gill
Foundation Governor:	Mrs M. May
Staff Governor:	Miss K. Smith
Staff Governor:	Mrs C. Noble-Barton
Parent Governor:	Mrs H. Naraine
Parent Governor:	Mr J. Spencer
Executive Principal:	Mr N. Porter
Clerk to Local Governing Body:	Mrs S. Cooke

The role of the Local Governing Body can be summarised in three sections:

1. **To provide a strategic view**; ensuring the Catholic Life of the school, raising standards of attainment, establishing high expectations and promoting effective teaching & learning.
2. **To act as a critical friend**; supporting the leadership of the school.
3. **To ensure accountability**; monitoring the schools performance, promoting successes and challenging the leadership over areas for improvement.

School Staff

Senior Leadership Team:

Mr N. Porter – Executive Principal

Mrs C. Noble-Barton – Head of School

Miss K. Ramsden – Acting Vice Principal & SENCo

Class Teachers:

Miss R. Guest

Ms W. Green

Miss K. Smith

Mr I. Reid

Miss K. Ramsden

Mrs T. Jenns

Mrs J. Burton

Miss R. Finn

Miss C. Finn

Mrs J. Griffiths

Teaching Assistants:

Mrs H. Maguire

Mrs A. Rayment

Miss F. Ampleford

Mrs C. Shephard

Mrs G. Connor

Mrs C. Nash

Miss E. Beamond

Office Administrators:

Mrs C. Hickman

Mrs J. Nutbrown

Teaching School Manager:

Mrs W. Wright

Lunchtime Supervisors:

Mrs A. Canning

Mrs C. Timmis

Catering Staff:

Mrs C. Kinsella

Miss J. Ferguson

Ms K. McGregor

The School

St. Nicholas Catholic Primary School is a medium sized primary school that caters for 210 boys and girls between 4 and 11 years of age.

St. Nicholas School was built adjacent to the Parish Church of St. Nicholas, an old and well established parish, in 1968. The children take an active part in the life of the parish throughout the year and there are close links between the school and the local community. The Local Governing Body members, Parents and Staff work together at all times for the good of the children and to fulfil the main aim of the school, which is to develop the Catholic ethos so that our children love, live & learn in Jesus Christ; growing in faith.

The school is housed in a single storey building of conventional design and is equipped with the latest educational facilities. The school is organised into seven classes; 1 in Foundation Stage (Reception Class), 2 in Key Stage 1 (Year 1 & 2) and 4 in Key Stage 2 (Year 3 – Year 6). All classes are mixed ability and each year group has a class based teacher. The school has access to nearby local authority playing fields at Braemar Road and Wyndley Swimming Baths. There are separate playgrounds for Key Stage 1 and Key Stage 2 school children.

Location of school – near the junction of Jockey Road, Boldmere Road and Stonehouse Road, behind St. Nicholas Church.

Behaviour and Discipline

Our policies on behaviour can be found on our website: www.stnicholassutton.org.uk

School Behaviour Standards

Our school behaviour standards are based on the simple premise of 'Mutual Respect'; following Jesus' example:

'Love one another, as I have loved you'

We can do this by:-

- treating others as we wish to be treated
- always doing as we are asked by adults in school
- always showing respect to everyone and everything
- trying our best in everything we do

If we follow these rules *OUR* school will be a happy place to work and play.

General Aims

The school will create a happy, caring and lively working environment and every child should find enjoyment in school work and gain satisfaction from his/her achievements. Our children should begin to acquire a set of Christian moral values on which their own behaviour is based, such as honesty, sincerity, personal discipline, kindness, consideration and responsibility. They should also be tolerant of others, respecting their feelings, views and property.

Discipline Statement

Although we understand that in crisis situations we have to resort to short term strategies, we aim for a long term positive and constructive approach to help children understand and control their own behaviour and attitudes and their effect on others. There is a School Behaviour Code which encourages self-discipline and thoughtfulness for others. Sanctions are fair and consistent. Our Behaviour Policy is fair, immediate, designed to encourage children to reflect on their own behaviour, consistent, positive and understood by the whole school community. If behaviour problems occur parents will be informed and asked to discuss the situation with the class teacher, a senior leader or the Principal.

School Behaviour Code

- Arrive at school on time. The school day starts at 9.00 am.
- Children should not be in school unless supervised by a member of staff.
- Move around the school quietly and sensibly. There should be no running indoors as this causes accidents and is very dangerous.
- Always speak politely to everyone and address staff by name. Shouting is always bad manners. Bad and offensive language should never be used.
- Keep school clean and tidy. This means putting litter in bins, keeping walls and furniture unmarked and taking care of displays and work.
- School uniform must be worn, this includes sensible flat shoes.
- Suitable kit should always be worn for physical education.
- Jewellery should not be worn in school, apart from ear studs for pierced ears.
- Sweets, cough sweets, chewing gum or **nuts** must not be brought into school.
- When travelling to and from school, or on an educational visit or sports occasion, always remember that the reputation of the school depends on you.

Merit system

The school operates a system of merit certificates for achievement, attitude and behaviour. These are presented at Friday Achievement Assemblies throughout the year, to celebrate children's success and achievement. In addition to the above system, good work, behaviour and effort stickers are given to children.

Attendance and Absence

Parents are asked to contact the School Office by phone 0121 355 2649 (option 1), email enquiry@stnicholassutton.org.uk or send a note explaining the reasons for their child's absence from school.

A note is also required if your child is to leave school during the day for any reason eg: medical or dental appointments, or if there is any change to the normal routine of your child's collection from school. On these occasions all children must be collected from the main entrance hall and the Secretary or Principal informed.

A note is also required if your child is to be excused from physical education or swimming. If a child is absent and the school has not been notified previously, the school will phone parents to ensure the safety of the pupil.

Term Dates 2021-2022

Autumn Term 2021	Spring Term 2022	Summer Term 2022
<u>Autumn 01</u> Thursday 2 nd September to Friday 22 nd October 2021.	<u>Spring 01</u> Tuesday 4 th January to Friday 18 th February 2022.	Summer 01 Monday 25 th April to Friday 27 th May 2022.
<u>Half Term</u> Saturday 23 rd October to Sunday 30 th November 2021.	<u>Half Term</u> Saturday 19 th February to Sunday 27 th February 2022.	<u>Half Term</u> Saturday 28 th May to Sunday 5 th June 2022.
<u>Autumn 02</u> Monday 1 st November to Friday 17 th December 2021.	<u>Spring 02</u> Monday 28 th February to Friday 8 th April 2022.	<u>Summer 02</u> Monday 6 th June to Wednesday 22 nd July 2022.
<u>Christmas Holiday</u> Saturday 18 th December to Monday 3 rd January 2022.	<u>Easter Holiday</u> Saturday 9 th April to Sunday 24 th April 2022.	<u>Summer Holiday</u> Thursday 23 rd July to Sunday 4 th September 2022

INSET DAYS (5 to be confirmed)

1. Thursday 2nd September 2021
2. Friday 3rd September 2021
3. Friday 22nd October 2021
4. To be confirmed
5. Friday 1st July 2022

School Procedures

School Times

Foundation Stage and Key Stage 1

Morning Session 9.00 am - 12.00 noon

Afternoon Session 1.00 pm - 3.30 pm (3.25pm for Foundation Stage)

Key Stage 2

Morning Session 9.00 am - 12.15 pm

Afternoon Session 1.15 pm - 3.30 pm

School holiday dates are given to each child at the beginning of the school year. Information is available on our website or conveyed to parents through our Newsletter and ParentMail.

Snacks

In order to promote dental health, children are not allowed to bring to school items such as sweets, chocolate etc. which are likely to cause tooth decay. **Nuts** are not allowed in school. Instead, children are encouraged to bring fruit which may be eaten at the morning playtime. Key Stage 1 take part in the free fruit and vegetable scheme.

There are two playtimes for Key Stage 1 (am & pm) and one for Key Stage 2 (am).

The School Day

Children are not allowed out of school during the day, e.g. medical appointments, unless the class teacher has written permission from the child's parent. On these occasions all children must be collected from the entrance hall personally by the child's parent or a responsible adult.

Children may stay behind after school for clubs and sporting activities. A special consent form must always be completed before a child is allowed to attend any of these activities.

At the end of the school day it helps us considerably if you would please wait for your child outside the school building. If you bring or collect your child by car, please be aware that the church car park is closed from 8:40 am - 9:05 am and 3:20 pm - 3:40 pm for the safety of the children entering and leaving the premises.

Please do not park in the restricted areas, as this can lead to accidents.

School Dinners

Our dinners are well prepared and cooked on the premises under the supervision of our Cook Supervisor. The cafeteria method of serving is in operation. There is a choice of menu and there are dishes to suit all tastes. The correct money for dinners should be paid **half termly** using our online system ParentMail.

Sandwich meals and drinks may be brought from home in a suitable container, and eaten in the Dining Hall. **Food containing nuts or glass bottles are not allowed**. The children are well supervised during the lunchtime break and are not allowed to leave the premises.

Free school meals are granted to children whose parents receive Income Support, and to some people who receive Child Tax Credit. Those eligible for free meals should contact the school office. All children remaining on the school premises at dinner time must comply with the agreed procedures. It is expected that all children will comply with the Schools Code of Conduct during this time. If, however, persistent infringements occur, a letter will be sent to the child's parents warning them that if the unacceptable behaviour continues, the child will be asked to take his/her lunch at home.

Complaints Procedure

If a parent has any concern it should be raised with the class teacher in the first instance and then the Principal, so that every effort can be made to resolve the difficulty. St. Nicholas School follows the Catholic Education Service Complaints Policy which has been agreed by the Board of Directors of the St. John Paul II Multi Academy Company. The Complaints Policy is available on our website or upon request from the school office.

School Uniform

Uniform

Grey trousers, skirt or pinafore dress
Gold Polo T-Shirt with school logo
Blue school sweatshirt with logo

Summer Uniform

Blue and white summer dresses
Grey shorts

For most formal occasions, the gold polo-neck T-Shirt with school logo will be suitable. On the rare occasions when ties are needed, ties may be borrowed from school.

Items with the school logo may be purchased from Clive Mark Schoolwear Ltd on Boldmere Road, B73 5UY. In addition, the PFA hold new and used uniform sales periodically.

Footwear

Parents are asked to provide **sensible black flat** footwear. Trainers are not considered to be suitable for general wear.

Hair

Long hair should be tied back.
Accessories such as hair bands should be discrete and in school colours.

PE Kit

Gold round-neck T-Shirt and plain navy blue shorts without ties (ties on shorts can be dangerous if they catch in gym apparatus) and pumps. Each child should have a bag suitable for holding PE kit. The child's name must be clearly marked upon all items.

Art & Craft

To protect clothing when children are handling messy materials, an overall or old shirt is very useful.

Jewellery

Jewellery is not allowed, apart from watches. Only plain stud earrings for pierced ears may be worn.

Important - All clothing including shoes should be marked with the child's name.

School Enrichment Fund

Our school fund is very necessary to provide small everyday items for the children. It would be very much appreciated if a voluntary contribution of £10.00 per child were made to the fund each term. A request will be sent and payment can be made each term via ParentMail. Thank you in advance for your support and contribution.

Lost Property

All lost property is put into a 'Lost Property' box. Parents and children should ask at the office if they have lost any item. From time to time lost property is displayed and this will be notified in our newsletter.

Emergency Contacts

We keep a record of parents' home, work and mobile telephone numbers, so that we can contact you in an emergency. If you change any of these contact numbers, **please let us know immediately**, so that our records can be kept up to date.

Medical

In normal circumstances, children who are receiving treatment from a doctor which requires them to take medicines, should be kept at home and nursed until they are fit. The school cannot undertake responsibility for the administration of medicine. Long term illness or a complaint such as asthma may require a child to have medication in school. In such cases parents must speak to the Principal in advance, so that appropriate arrangements can be made.

Periodically, routine medical, dental and vision examinations are carried out at school. In the case of medical examinations, parents will be notified and invited to attend.

Walking to and from school

During the Summer Term parents often wish their older children in Year 6 to walk to school on their own. If you have this arrangement, please let the class teacher know by sending in a letter. Would you please also let the school know straight away if your child is absent from school, otherwise you will receive a phone call to check on your child's absence so that we can ensure that they are safe.

If you wish your Year 6 child to walk home unsupervised in the Summer Term you must inform the class teacher with a letter giving permission otherwise we will not release your child. If you require further clarification, please contact the school office.

Transfer to Secondary School

Each year parents of Year 5 children receive a choice form and information booklet from Birmingham Local Authority regarding transfer to secondary school. A high proportion of our pupils choose to transfer to our local feeder Catholic Secondary School; Bishop Walsh. Bishop Walsh School is part of our multi academy and provides pupils with the opportunity to continue their education in a living and worshipping Catholic community.

St. Nicholas School Curriculum

The National Curriculum is delivered through subjects as follows:

Core Subjects: Religious Education, Maths, English and Science.

Foundation Subjects: History, Geography, Music, Art & Design, Design & Technology, Physical Education, Computing, Languages, Personal Social Health Education (PSHE) and Relationship & Sexual Health Education (RSHE).

In our curriculum planning we take account of National Curriculum requirements, our own policy statements approved by the Governing Body, and any Ofsted or other relevant documents.

We have worked together to personalise our St. Nicholas curriculum and identified three key curriculum drivers which influence the thought processes that support our Curriculum choices; everything we teach, what we want our children to learn and the type of learners we want the children of St. Nicholas to be...

FAITH – CREATIVITY – ASPIRATION

Our Curriculum Drivers underpin the knowledge, understanding and skills of our curriculum; everything we want our children to learn and experience. Our Curriculum Drivers reflect our desire for our teachers and pupils to explore, develop and enhance their experience of these fundamental concepts in every year group and over time. Our unique curriculum will allow children to grow in **faith**, hold and achieve **aspirations** and be given the opportunity to be **creative** wherever possible.

We strive to provide a learning environment, which is meaningful and satisfying for each individual, bearing in mind the need to structure the learning activities to suit the differing levels of ability within our school.

Each class teacher is responsible for teaching all subjects to his/her class but there are opportunities, as and when staffing permits, for specific teachers to work alongside colleagues in curriculum development.

Subject policies and guidelines ensure continuity of teaching methods and progression through the school, with regular curriculum meetings giving opportunities for discussion, evaluation and modification where necessary.

Assessment by teachers will be ongoing throughout the child's educational life and, at key points, national assessment procedures will be carried out: Early Years Assessment against the Early Learning Goals, Year 1 Phonics Screening Check, End of Key Stage 1 Assessment, Year 4 Multiplication Table Check and End of Key Stage 2 Assessments.

Religious Education

The Religious Education given in the school is in accordance with the teachings and practice of the Catholic Church, and is regarded with a very high priority within the curriculum.

There are three main educational aims:

1. To develop an awareness of God's presence in an individual's life and elicit a response to that presence.
2. To develop a well-formed conscience allowing the individual to make sound moral judgements in the light of his/her personal commitment to God through the word of Jesus Christ.
3. To enable pupils to develop their physical, moral and intellectual qualities harmoniously in order that they will become responsible caring members of their community and society in general.

The doctrinal, catechetical and scriptural content and teaching methods take into consideration the child's age and capacity to learn without distorting the Christian message and stressing the central truths of the Catholic faith.

In Year 3, the children are prepared for the Sacrament of Reconciliation and the Sacrament of the Eucharist; First Holy Communion. A series of parents' evenings are held to help them prepare their children for First Holy Communion.

In Year 6, the children are prepared for the Sacrament of Confirmation and again meetings are held for parents.

The formal teaching of our faith is reinforced and given purpose and meaning by religious practice according to the traditions of the church. These practices take the form of: School Masses, Class Masses, Assemblies, Penitential Services, Prayer Services, celebration of Holy Days and Saints' feasts and by following the Church's liturgical year.

Parents are always welcome at Friday Achievement Assemblies and at School Masses.

English

The development of children's literacy skills is central to their learning in all aspects of the school curriculum. The complementary strands of Reading (including Phonics), Writing (including Grammar, Punctuation & Spelling) and Speaking & Listening are taught through the curriculum which provides a minimum of an hour each day of English teaching for all children. Cursive script Handwriting is taught throughout the school.

Through a variety of whole class and group work, children learn to read and write with increasing confidence, fluency and understanding. They are taught to value books as a source of enjoyment and information and are encouraged to become independent, discerning readers.

Parental involvement in listening to children read and in sharing books with them is valued in helping to develop children's literacy. A home reading programme is in place throughout the school.

Mathematics

We approach the teaching of Mathematics through the structure of the National Curriculum, investigation and problem solving activities. Our aim is to enable children to enjoy, think and work mathematically at their own level and to acquire the skills outlined in the National Curriculum. Our schemes and resources give support and structure to the development of skills and practical and investigatory work. It does this in an exciting, imaginative and challenging manner. The school is well equipped with computers and calculators which provide aids to checking accuracy and reinforcing basic concepts.

Science

Science plays a major part in helping children to understand the world in which they live. We aim to encourage the children to enquire, explore, observe and ask questions about themselves and their environment. They will be asked to devise fair tests and experiments, to look for links and patterns and draw conclusions from their findings, recording these in a variety of ways. The Science topic work meets the requirements of the National Curriculum and much of the work is done by group based practical activity. We have a Science Resource Area which houses all activities and the necessary equipment required for investigative work.

Computing

Computing is now an essential curriculum subject as it is integrated into the whole curriculum. The school has an on-going plan of investment to provide the children with the best opportunities possible. All pupils have access to computers in their classrooms. There is a computer suite with 32 networked computers and an interactive whiteboard that facilitates whole-class teaching. We also have a set of 16 iPad's. We have a range of peripherals that extend the pupils use of ICT - a scanner, digital cameras, video camera, control units and roamers. All classrooms have interactive whiteboards and projectors. The emphasis on the computing curriculum at St. Nicholas is on programming and simple coding for children. All pupils are taught how to stay safe online.

Design and Technology

In Design and Technology pupils are taught to design and make their own products. They work with a variety of materials including wood, textiles and food. Appropriate links are made with other curriculum areas with an emphasis on the core subjects. Resources and tools are stored centrally at Key Stage 1 and Key Stage 2 to maximise use. There is also a small Food Technology area where pupils can work in supervised groups.

History

At Key Stage 1, History involves learning about people and events from the past in familiar situations and about important people and events, including those from British History. In Key Stage 2 a series of topics cover chronology and national and world wide subjects, these help to develop their skills of inquiry. A variety of approaches are used to support teaching and learning including the use of story, pictures, artefacts, audio-visual resources, visits to museums and historical sites and visiting historians.

Geography

Geography involves children at Key Stage 1 learning about the physical and human features of their surroundings and developing an awareness of the wider world. At Key Stage 2 children study places and themes in local, national and world-wide contexts. For all pupils geography involves fieldwork and learning a range of skills including making and using maps.

Art & Design

Our Art curriculum encourages the children to think, imagine, plan, invent and design. There are a wide range of opportunities to experience drawing, painting, collage, modelling and printing through a variety of media and links are made to ICT when appropriate. Children are encouraged to understand and appreciate art from a variety of artists, designers and craft workers from different cultures and historical periods. Children have the chance to learn how to handle a range of tools and materials skilfully so that they can express their ideas and feelings. Children's art work is highly valued and is displayed both in the classrooms and central areas.

Music

Our main priority in teaching music is to foster a love and appreciation of music in all its forms. Children are encouraged to compose and perform their own work in response to wide ranging stimuli. All our children enjoy making music together, but for those with a particular aptitude there is an opportunity to join the school band. Instrumental tuition is available for a range of instruments including: Violin, Flute, Clarinet, Cello and Guitar, for which a reasonable charge is levied. Music plays a vital part in our assemblies, masses and celebrations, and is of a very high standard.

Physical Education

Physical Education is the name given to different aspects of movement i.e. gymnastics - dance and games skills. All these aspects are an important part of a child's education and are taught throughout the school. PE lessons take place in our hall and we have a variety of large apparatus available. Games lessons in Key Stage 1 usually take place in the playgrounds and Key Stage 2 classes walk to Braemar Fields for some PE lessons or have games in the playgrounds. Swimming is taught in an intensive 2 week block in Year 3. There are teams for all the major sports and we compete in both the Sutton and Catholic competitions.

Languages

Early Years Foundation Stage – Reception Class

Children will be given a wide range of experiences that will help them to make progress in their development and learning. The curriculum for the Foundation Stage will underpin all future learning by supporting, fostering, promoting and developing the whole child.

Areas of Learning

There are seven areas of learning and development that shape educational programmes in the early years at St. Nicholas. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three **prime** areas, are:

- Communication and Language;
- Physical Development; and
- Personal, Social and Emotional development.

We also support children in four **specific** areas, through which the three prime areas are strengthened and applied. The specific areas are:

- Literacy;
- Mathematics;
- Understanding the World; and
- Expressive Arts and Design.

The learning environment is planned and organised to provide rich and stimulating experiences within which the children explore, experiment, plan and make decisions for themselves. Well-planned play activities are a key way in which young children learn with enjoyment and challenge.

Special Educational Needs

Special educational needs of pupils are addressed in several ways, as appropriate for the individual child. Parents are kept fully informed of any special arrangements which could be either short or long term.

Children are carefully assessed and individual plans are implemented to provide for each child's own particular needs.

The school has a designated member of staff (SENCO) whose role is to monitor progress and, with the Principal, ensure that the necessary special arrangements are made for pupils with special needs. The school uses the advice and assistance of outside agencies such as the Pupil School Support Service, Educational Psychology Service, Speech and Language Therapy Service and the Behaviour Support Service.

Assessment, Record Keeping and Reporting

Assessment

Assessment is the process of measuring the performance of children - it is ongoing - a shared experience between pupils and teachers, encouraging initiative and helping both children and teachers to reflect upon achievement and progress in all areas of learning. At St. Nicholas we record assessments at the end of each term.

Standard Assessments for National Curriculum purposes are carried out at the end of Key Stage 1 (Year 2) at the age of seven years; and at the end of Key Stage 2 (Year 6) at the age of eleven years. There is also a Phonics Screening Check at the end of Year 1 and a Multiplication Tables Check at the end of Year 4.

In Reception class pupils are assessed using ongoing teacher assessment. They are continually assessed and their progress monitored against the Early Learning Goals by the class teacher and Senior Leadership Team.

Reporting

Reporting to parents will be regularly carried out and the assessment of each child will be shared and discussed with their parents each year at two Parent Consultation Evenings.

At the end of the school year all parents will receive a written report about their child.

Parents' Consultation Evenings

Parents' Evenings are held twice a year. They provide an opportunity for you to discuss your child's progress with the class teacher and to see his/her work. At other times if you are concerned about your child, the staff and Principal are always willing to meet and discuss these concerns with you. Please contact the school secretary, so that arrangements can be made. It is not always possible for teachers to see parents before school in the mornings.

Educational Visits

When children are engaged in a topic or theme in class, it often provides the opportunity to enrich the experience with a visit to an historical place or museum. When such visits are planned parents are notified well in advance and charges are made in line with the Academy Charging and Remissions Policy.

Charging and Remissions Policy

Educational visits made within school hours and relevant to the school curriculum will be charged for on the basis of voluntary contributions from parents. No child will be excluded because of inability to pay, but the school reserves the right to cancel the visit if voluntary funding is inadequate.

Charges will be made for individual tuition in playing a musical instrument, based on the actual cost to the school.

Charges can also be levied for the letting of any part of the school premises, but these may be waived where the letting is for the PFA or other parish body.

Parents & Friends Association

The school has a thriving PFA organisation, which raises much needed funds for the school. They run social functions throughout the year. They are always ready to welcome new members onto the committee, or parents who are simply willing to offer help and support in running functions. All parents automatically become members of the PFA and are welcome at all meetings. Newsletters are sent out at intervals informing parents of PFA functions.

Parent Helpers

Throughout the year we need help with reading, food technology, games, art & craft, educational visits, etc... If you are able to help in school, please indicate on the letter which is sent out in September. Your help is always appreciated. All helpers are required by law to undertake a DBS (formerly CRB) check to work with children.

Parental Access to Documents

Anyone wishing to view documents relating to the school should give the Principal 48 hours notice in writing.

Data Information – Freedom of Information Act

If anyone wishes to have copies of information to which they have a right, the request must be made in writing and twenty working days allowed for the school to prepare the documents. A small charge will be made for the documents.

Contact Information

St. Nicholas Catholic Primary School
Jockey Road
Boldmere
Sutton Coldfield
B73 5US

Tel: 0121 355 2649

Fax: 0121 355 6303

Email: enquiry@stnicholassutton.org.uk

Website: www.stnicholassutton.org.uk

Twitter: [@StNicholasCP](https://twitter.com/StNicholasCP)

