



OUR LADY OF LOURDES PRIMARY SCHOOL



An information booklet
for new Reception parents



Our Mission Statement

Our Mission Statement is centred on “Live, Love, Learn”, and its review has been contributed to by governors, staff, parents and (most importantly) children. From it we draw our long term plan for the school in which we proclaim our Christian mission to ‘love one another as God has loved us’ ([John 13 verse 34](#)). Animated by this call, we help children to aspire to be the best they can be, by fostering a love of learning, curiosity about the world, and commitment to making a positive contribution in the wider world.

The colours chosen are very symbolic, as they represent the Olympic rings and the families from around the world that make our school community so very special – black, white, red, blue and green.

Christ is at the very centre of all we do.

Green represents our diverse world that we celebrate.

Blue for the sea and sky — the colour representing Mary, our Mother and Mother of Christ. Mary also as Queen of Heaven and Star of the Sea.

Yellow, the sun and the light of Christ showing us the way to live.

The sentences encompassing the mission are composed of a common theme constantly referred to by all sections of our school community. Nearly everyone wanted to keep **Live, Love, Learn** as it is deeply held by most people as summing up our school in a very identifiable phrase!

All the words collected from children, staff, parents and governors were placed in order of popularity from each of the stakeholder groups. They were then refined further to represent the top five words chosen by all groups. This is how we arrived at the five white words in the new mission:

Faith

Community

Diversity

Respect

Happy

Induction for new children September 2021

We are very happy that your children will be attending our school and we cannot wait to meet you all! Our Early Years team will be sending you all sorts of relevant information via email, they will be also be regularly updating the school website with information that may be useful for you so please keep checking this page.

Our Lady of Lourdes is committed to ensuring the induction period for new children is as supportive as possible. The children starting this year will be given a “staggered start” which allows your child to come into school with parents, in small groups, for half days, and then gradually building up to attending full days and with more children. Even if children have spent whole days at nursery, school is very different. There are new faces, new and rather awkward buildings, stairs, routines and expectations to get used to. This can be demanding and tiring for your child, however independent and capable they are. All children need a gradual introduction to school to accommodate all sensibilities.

The children will be put into groups 1, 2 or 3 for their induction period. Parents/carers are welcome to stay and spend time exploring the classroom together – finding their named peg, finding their named drawer, meeting their new teacher and teaching assistant, playing with some of the equipment both inside and outside and generally becoming more familiar with their new classroom and surrounding areas.

We would like **all the children to wear their school uniform** for this session, albeit short, as it is their induction to school. We welcome you to bring your child straight to the Reception Classroom and stay with your child and help them settle to an activity. When the school bell rings to signal the start of the school day, we will encourage you to say your goodbyes.

When bringing your child to class, please come to the Main Reception and sign in.

We know that as parents this 2-week induction period can involve a great deal of planning and organisation, especially if you are working. We have, as a Reception team discussed the best way to introduce your child to this school and consider this to be the most effective way. We apologise if this will be difficult for some of you.

For collection time, please wait in the staff car park and we will bring the children to you. To ensure your child’s safety, we ask that you do not call out to the children to come to you, as we cannot ensure each child has safely been handed over. The children are trained to wait until their name is called by the Reception staff; this signals that we have seen their approved collector.

Staggered start – 2 week induction timetable

			Thursday 2 nd September	Friday 3 rd September
			Inset day	Inset day
Monday 6 th September	Tuesday 7 th September	Wednesday 8 th September	Thursday 9 th September	Friday 10 th September
Early years staff training	Early years staff training	8.40 -12a.m. Group 1	8.40-12a.m Group 2	8.40-12 a.m Group 3
Monday 13 th September	Tuesday 14 th September	Wednesday 15 th September	Thursday 16 th September	Friday 17 th September
8.40 -3.10 Groups 1 & 2	8.40 -3.10 Groups 1 & 3	8.40 -3.10 Groups 1 & 2	8.40 -3.10 Groups 1 & 3	8.40 -3.10 All Groups

Which group is my child in?

If your child was born between

Group 1: May 2016 - 6th November 2016

Group 2: 7th Nov 2016 – 14th May 2017

Group 3: 15th May 2017 – end of August 2017

Helping your child prepare for school



There are many things which your child can practise at home before he/she starts school, things which ideally we would like them to know or to be able to do by themselves. We have listed these below, but please don't worry if your child has difficulty with any or a number of these items – all children are different and will achieve skills at a different rate.

- Dress and undress independently – they need to be able to do this for P.E although of course help is given when needed. Similarly help them to be able to put on their own hat, coat, gloves – do bear in mind the simplicity of fasteners when buying children's clothes. We strongly suggest Velcro fastenings rather than laces on shoes.
- Know when it is time to go to the toilet and ask appropriately.
- Use the toilet independently, including flushing the toilet and washing their hands with soap.
- Using a tissue successfully.
- Eating unaided, holding the cutlery correctly. If your child has a hot school dinner he/she will need to be able to use a knife and fork.
- Tidy away toys and books after use.
- Take turns when sharing games/activities.
- Listen at appropriate times and follow simple instructions.
- Hold a pencil correctly (in a triangular grip between the thumb and first two finger tips)
- Use scissors safely.
- Identify their own name written down
- Identify correctly as many colours as possible.
- Count up to 10 objects

Parents/Carers in Partnership



Parents are children's first and most enduring educators. When parents and practitioners work together the results have a positive impact on the child's development and learning. We do this through

- Children having the opportunity to meet their teacher before starting school with the play date afternoon.
- Contacting your child's pre-school setting and maybe visiting them there. There are time constraints but we will do our best.
- Listening to parents' accounts of their child's development and any concerns they have before starting school. The 'All About Me' booklet, included in the envelope, encourages parents to share information with us. If you feel it necessary to speak to your child's class teacher in person before they start school then please contact the school to make an appointment.
- Gradually introduce your child to school over two weeks so s/he can adapt to the new environment and new faces.
- Ensuring that all parents are made to feel welcome, valued and respected.
- Encouraging parents to talk and build up a rapport with their child's class teacher. Please ask to talk to us if there are concerns or worries. First thing in the morning is often a busy time and it may be better to arrange to meet after school.
- Sending home relevant learning activities to support the Foundation Stage curriculum.
- Asking parents/carers to tell us about important events, activities, achievements in your child's life at home.
- Keeping parents informed about their child's progress and achievements, and discussing any concerns as they arise.
- Inviting you at least once a term to an event in the Reception classes; this may be an assembly or time to share your child's Learning Journal with you.
- Inviting you to attend a parents' evening both in the Autumn and Spring Term to discuss your child's progress. A formal written report is sent in the Summer Term.

Settling into school life at Our Lady of Lourdes

Morning routine Children and parents are able to come into the school building from 8.40am. At 8.40am doors open and there is a 'free-flow' drop in until 9am when the bell rings to signal the start of the school day. Any child arriving after the doors closed will then need to be signed in at the school office. If you need to pass on a message to your child's teacher please write a note on a memo (at the school office) or visit/ phone the school office to make an appointment to see the class teacher.

Fruit/milk/water



Fruit is provided for all children in Reception, Year 1 and Year 2. Children in Years 3, 4, 5 and 6 are invited to bring in fruit. Reception children also receive free milk until their 5th birthday. School milk is available via Cool Milk at www.coolmilk.com or telephone 0800 321 3248 (our school code is 8024)

Your child is also encouraged to bring in water to drink, in a clearly named plastic 'no spill' bottle. This will be kept in the classroom and freely available throughout the day. Water bottles are available to purchase at the school office

Lunch



Reception class have lunch at 11.45am. The children are taken to the hall where their teacher and teaching assistant settle them for lunch. All children are entitled to free school dinners this means that children can select:

- a hot school lunch (meat or vegetarian option) e.g. Shepherds pie/ Cheese and Tomato Pizza/ macaroni cheese
- a choice of dessert e.g. fruity flapjack, chocolate sponge and chocolate sauce, or a fruit yoghurt or fresh fruit
- fresh bread is available daily

You may of course provide your own packed lunch (please ensure these are bought in a named, unbreakable lunchbox and include a drink) **We are a NUT and EGG free school and also ask that there are no sweets in children's lunch boxes.** After lunch, Reception children are able to leave the hall and go to the playground until they are collected by the class teacher at 12.45.

Take home tasks & reading homework

We send home relevant learning activities/ take home tasks to support the Foundation Stage curriculum. The children are invited to take their reading books home daily and share it with their family and friends.



Curriculum



In the Reception year we follow the Early Years Foundation Stage which is split into 7 areas.

The 3 prime areas are Communication and Language, Physical development and Personal, social and emotional development. These are the foundations for children's school readiness and usually the focus of pre schools and nurseries.

Once the children are secure with the prime areas we also include the 4 specific areas which are Literacy, Mathematics, Understanding the world and Expressive arts and design. These have closer links with National Curriculum subject areas.

In Key Stage 1 and Key Stage 2 we follow the National Curriculum and offer a broad and balanced and creative curriculum. Please see the website for more information.

Behaviour at Our Lady of Lourdes

We are strongly committed to rewarding positive behaviour, especially that which clearly shows a commitment to the Mission Statement, ethos and rules. We hope that you will support us in promoting our Golden Rules which are displayed in all classrooms.

- We will be kind and gentle
- We will listen carefully
- We will work hard
- We will be helpful
- We will be honest
- We will look after all property

These are designed to help the school run efficiently and to promote a happy and caring environment. Our full behaviour policy is available on our website.

Special Educational Needs

Members of the teaching staff are skilled and experienced in identifying pupils' special needs. When necessary the Special Needs/ inclusion Co-coordinator is consulted and special arrangements are made internally, or following discussion with the child's parents, with specialist services provided by the Local Authority. Our full Inclusion policy is available on our website.

If you have any concerns, please see your child's class teacher in the first instance. You may then wish to make a further appointment with our special educational needs/ inclusion coordinator Zoe Garbarz.

Child protection and Safeguarding

Our Lady of Lourdes Primary School is a safe place for children, where our responsibilities for safeguarding children are taken seriously. Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations for safeguarding children at school. Staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements.

It is the responsibility of every adult working in our school to ensure that we maintain the highest level of awareness surrounding safe practices and to ensure that any issues are dealt with immediately and appropriately.

If helping regularly in school, you will be required to undergo a DBS check. You will be provided with a children protection safeguarding summary from the school office and they will give you any documents to complete for the DBS check.

Whilst you are welcome in the school at all times we ask that you sign in via the main entrance office even if visiting for a short period of time. This allows us to ensure that we have records of who is in the school building at all times, thus ensuring your child's safety.

Website

<https://ourladyoflourdesprimaryschool.co.uk>

Please take time to visit our website if you haven't already. We update the website regularly. All school policies are available on here as well.

Attendance and Illnesses

Your child should always attend school fit and well. If your child is absent from school, it is important you telephone the school (01273 306980) before 9.30am each day of their absences. The school will call you after 9.30am of the first day if a call is not received. Schools are encouraged to monitor lateness and attendance very carefully and the school liaises closely with the Education Welfare Department.

It is vitally important that children attend school punctually and regularly. It is expected that children will arrive ready for school by 8.55am. Doors are opened at 8:40am for children to go straight to class to begin early morning activities. If your child is late in arriving at school (past 8:55am) they should report to the school office, so the register can be adjusted accordingly. It is very important for class teachers to have all their class present at the start of the first lesson in the morning.

Holiday requests for leave of absence during term time will generally not be permitted. However in the event of exceptional circumstances for example medical reasons or a specific family issue such as bereavement will be considered. Only a written request to the Headteacher for an exceptional circumstance will be considered. A request by email sent to the Headteacher for an exceptional circumstance will not be considered. Decisions will be made on a case by case basis and requests for absence may be refused and therefore unauthorised. Please see the attendance and welfare policy on our school website for more information: <https://ourladyoflourdesprimaryschool.co.uk>

Children who have vomited are required to remain at home for 48 hours after the last bout of sickness. Cases of contagious illness should be reported to the school as soon as a diagnosis is made. Should your child become ill or have an accident at school, we would of course telephone you so you may collect your child. It is important to keep the Emergency Contact List up to date.

Pills and medication cannot be administered at school unless they have been prescribed by your child's doctor and show their name printed on the label from the doctors/pharmacy. Parents will need to sign a form to confirm the timings of any medicine given. Where children suffer from asthma, prescribed inhalers may be kept in school for the children to use as required. A consent form for this is required.

School Uniform

Traditionally the children at Our Lady of Lourdes School have worn school uniform. This is supported by the whole school community. We are very proud of the standard of uniform in the school and hope that the parents will continue to insist that their children wear the correct items. **Please ensure all items are clearly labelled/named.** The code for uniform is as follows:



Main uniform (girls and boys)

GREY trousers or GREY knee length shorts (girls and boys) or GREY skirt or pinafore dress (girls).

Plain WHITE shirt or polo shirt (girls and boys). Please ensure that these are long enough to be tucked into whichever bottoms your child is wearing. Children's shirts must be tucked in at all times (apart from playtime).

School BLUE/WHITE striped tie (boys and girls)

School BLUE round neck sweatshirt, cardigan or fleece, with Our Lady of Lourdes school logo (girls and boys).

School BLUE cardigan with Our Lady of Lourdes school logo (girls)

School BLUE (not navy) and WHITE check dress may be worn in the summer (girls).

Plain BLACK shoes, not trainers or canvas footwear eg pumps. Children are expected to wear sensible shoes and not boots. In winter, boots can be worn to school however, children will then need to change into their school shoes when in the building. During summer, sandals may be worn. Sandals must have covered toes and straps that secure the ankle. These must be worn with socks (girls and boys).

WHITE or GREY socks (girls and boys). Socks must be knee length or just above the ankle. Sports socks and trainer socks are not permitted.
GREY tights (girls).

Accessories (girls and boys)

All long hair must be tied back (girls and boys). Hair accessories must be simple and small – a simple clip or hair band or hair tie. Ideally we would like these to be school BLUE but we appreciate that it isn't always easy.

Plain summer hats with **Our Lady of Lourdes logo**. Either caps or legionnaire style hats with a neck protector. These are also available in the school office.

Children are encouraged to use a rucksack or a book bag with Our Lady of Lourdes logo.

Only ear studs and small sleeper earrings are permitted (these will be removed or covered during PE). The children are able to wear a watch but no rings, bracelets or necklaces. These will be removed if worn to school.

Nails need to be kept short and nail polish is not permitted.



PE kit (girls and boys)

PALE BLUE polo shirt with Our Lady of Lourdes logo.

NAVY short

Tracksuit bottoms.

Sweatshirts and fleeces can be worn over PE kits in the colder weather.

Trainers which are suitable for running, all weather and outside. Plimsolls can be worn inside.

PE kits to be named and kept in an Our Lady of Lourdes drawstring PE bag.

Please see the school website for the full policy.

To purchase new items such as sweatshirts, fleeces and book bags, you can order the uniform through the school and collect it from the Office

What is an Aided School?

A Catholic aided school is one which has been provided by the local Catholic community, with substantial help from central funds, but it is maintained by the Local Education Authority who pays for nearly the whole of its running costs, including the salaries of the teachers. We rely upon the parishes and our parents to give us support in every way possible, including financial aid. Parents choosing Our Lady of Lourdes are therefore expected to be not only in sympathy with its Catholic ethos but actively supportive. The governors are responsible for 10% of any major exterior maintenance costs and any improvement projects. At present all parents are asked to make a voluntary contribution of £10.00 per term (£30 a year) per pupil to the Governors' Maintenance Fund in order to meet these commitments.

As a Catholic aided school we rely upon parents to assist children in the practice and development of their faith, for example by receiving the Sacraments at an appropriate age. Parents applying to have their child admitted to the school will be encouraged to ensure that their child attends Mass regularly and enters into the spirit of the Church year. Help in this way enables school, parish and home to work together for the benefit of the children.





Breakfast Club

Our Lady of Lourdes has a Breakfast Club. It is held every school day from 7.45am until 8.40am in Our Lady of Lourdes School Hall and is accessed via the last door on the right hand side of the school building. It is staffed by our own midday supervisors, who know the children.

Please note the school car park cannot be used for drop off

The inclusive cost for breakfast club from 7:35am- 8:50am is currently £3.50 and includes breakfast. Children do not need to attend every day but do need to book in advance due to staffing numbers. Payment secures space and **MUST** be paid in advance

Children will, in addition, have access to a variety of indoor activities e.g. board games, colouring activities, Lego etc.

The Breakfast Club is a service set up by the school for parents and children. It is not to make a profit, however we do need to cover salary and additional expenses, hence we have to charge. I do hope that you will find this service useful and make use of it.

After School Clubs

A range of after school clubs is available throughout the year; a charge is made for all after school clubs. This varies depending on the provider. Children are not able to attend on an ad hoc basis.

After school child care is available via a provider called Katz Club. They collect the children at the end of the school day and can care for them until 6pm. More information can be obtained by contacting the school office.

School Office

The school office staff have asked that when paying in any money to the school office please remember to:

- Put the money in a sealed envelope
- Write your child's name and class on the envelope
- Write what the money is for on the envelope
- Post in the 'for the office' postbox

I hope that this booklet explains a little about life at Our Lady of Lourdes Catholic Primary School. Please do look at our website, it is continually being added to and has a vast amount of information on there.

<https://ourladyoflourdesprimaryschool.co.uk>