

St. Kentigern's
Catholic
Primary
School



Prospectus
2004/2005

MISSION STATEMENT

St. Kentigern's School is part of our parish community of faith, which helps our children to develop their spiritual, mental and physical abilities to their highest possible potential, by prayerfully basing their lives on the teachings and values of Jesus Christ and his Church, while recognizing and respecting the beliefs of others.

We are committed to the development of the whole child within a community where every individual is valued and respected.

Co-operation and friendship will encourage a happy and caring, learning environment.



OUR SCHOOL

St Kentigern's is a one form entry Catholic Voluntary Aided Mixed Primary School in the Diocese of Lancaster. It caters for 230 children from 4 to 11 years. It was founded in 1904 and provides for the children of St. Kentigern's Parish. The area it serves is a mixture of residential, council and business properties.

The school is housed in traditional buildings adjacent to the Church. There are separate playgrounds for the two key stages as well as a 'secret garden' and car parking facilities.

Over the last few years the school has undergone several renovations: a new classroom, new 'state of the art' ICT suite, new resource room, new special needs room, UPVC double glazing, every classroom has been remodelled, with walls taken down or put up, maximising the potential of the old buildings for the children in them. Carpets have been fitted, toilets have been remodelled, tiled and fitted with hand driers, and the whole school has been painted.

A gallery has been created, where we can display and celebrate the work of the children throughout the school around a central theme, this is next to the Isidore Suite. A new entrance to Key Stage 1 has been built. Resource areas in both departments have been organised around curriculum subjects. The SEN area has been developed with resources used by outreach staff as well as our own, a sensory corner has been created and is enjoyed by all who use it.

Since 1996 the 'Secret Garden' has been developed and used as an effective tool for learning, with children planting seeds, vegetables and flowers and reaping the harvest! A pond was added at Easter 1997.

We look forward to celebrating the school's centenary in 2004, we are the oldest Catholic School still open in Blackpool.

THE AIMS OF THE SCHOOL



The aims of the school are:

- To help children develop lively, enquiring and creative minds, the ability to question and argue rationally and to apply themselves to tasks and the development of physical skills.
- To help pupils to acquire knowledge, skills, concepts and attitudes relevant to life in an ever changing world.
- To instill respect for Catholic religious moral values and tolerance of other races, religions and cultures.
- To help pupils understand the world in which they live and the independence of individuals, groups and nations.
- To help pupils to appreciate human achievements and aspirations.
- To provide a warm, caring environment in which pupils may live and learn.
- To provide a positive learning environment in which individual achievements are recognized and valued.

The School was inspected in February 2002 by Ofsted and they found:

- St. Kentigern's is a good school, which places a high priority on providing children with a balanced education.
- Pupils are extremely happy and achieve well in all aspects of school life.
- All pupils, including those with special educational needs, make good progress throughout the school because of the school's focus on ensuring that each individual pupil reaches his or her full potential.
- The quality of teaching is good, with 40% of lessons being very good or excellent, pupils are enthusiastic learners.
- Pupils' attitudes to learning, their behavior and personal development are good, which contribute to a positive learning atmosphere around school.
- The provision for pupils' moral and social development is very good and the school supports pupils' spiritual and cultural development well. As a result, the school is a harmonious community where all are valued equally.
- The leadership of senior staff is very good and together with the Governing Body provides clear direction for the school.
- The school cares well for its pupils and has a strong partnership with parents, which contribute towards the school achieving its aim of developing the whole child.

**Chairman of Governors:**

Rev. Fr. J.C. Foulkes
St. Kentigern's Catholic Presbytery,
Newton Drive,
Blackpool FY3 8BT
Tel: Blackpool 393439

Foundation Governors appointed by Diocese of Lancaster:

Mr. A. Birch
Mr A . Cavanagh (Literacy)
Mrs. T. Fiorello (Link)
Mr. C. Hermolle
Mr. P. McCarthy
Mr. P.H. Payne (Vice Chairman and Numeracy)
Mr. V. Steele (ICT)

Co-opted Governor

Mrs. M. Laye (Child Protection) (Special Needs)

Governors appointed by Blackpool Borough Council:

Councillor P. Dunne

Parent Governor, elected by the parents:

Mrs H. Cullen (Drugs Education)

Teacher Governor, elected by the teachers:

Mrs. M. Wilde (Children in public care)

Headteacher:

Mrs. F.M. Wygladala

Clerk to the Governors:

Mrs A. Millard c/o the school

Director of Education:

Mr D. Lund
Blackpool Borough Council
Education & Cultural Services Department
Progress House
Clifton Road, Blackpool FY4 4US
Tel. Blackpool 476555

The Governors meet each term for their statutory meeting, at which decisions are taken on how the school is to be run and supported. The Governors are divided into three sub-committees; Staffing and Finance; Curriculum and Policy and Buildings and Maintenance; which meet every term and feed back to the full governors meeting.

A summary of the minutes for these meetings are available in school for your perusal.

There is a representative of the parents on the Governors and this post is elected every three years. The next election is in July 2003.

In April 1992 the school received full delegation for the spending of its budget, which is £642,917 this year (2004/05).

MEMBERS OF STAFF



Headteacher: Mrs. F.M. Wygladala B.A., L.V.CM. (TD)

Deputy Headteacher: Mr. M. O'Brien B.A. Hons. (QTS)

Senior Teacher with 2 responsibility points: Mrs. M. Wilde B.A. Hons.

Teacher with 1 responsibility point: Mrs. M. Roddy B.Ed Hons.

Standard Scale Teachers:

Mrs. E. Allen B.Sc. Hons.
Mrs S.K. Clark B.A.Hons. (QTS)
Mrs A. Heyes B.A. Hons. (QTS)
Mrs. A. Lapsins B.A. Hons.
Mrs. A. Lumby B.A. Hons. (QTS)
Mrs. J. O'Donnell B.A. Hons. (QTS)
Mrs. J.F. Smith B.A.Hons. (QTS)
Miss C. Ventre B.A.Hons. (QTS)
Miss E.K. Wallbank B.A. Hons (QTS)

Support Teachers:

Mrs. J. Ghighi
Mrs. A. Keen

Teaching Assistants:Welfare Assistants:

Mrs. S. Evans
Mrs. M. Burrow
Mrs. T. Fiorello
Mrs. A. Campbell
Mrs. J. Letzer
Mrs. T Dobbert
Mrs. A. O'Mahoney
Mrs. S. Evans
Mrs. N. Payne
Mrs. T. Fiorello
Mrs M. Pearson
Mrs. D. Fontalba
Mrs. J. Letzer

Learning Support Assistants:

Mrs. N. Payne
Mrs. Burrow NNEB
Mrs. M. Pearson
Mrs. D. Fontalba NVQ3
Mrs. A. Thornton
Mrs. L. Harrison NNEB
Mrs. A.M. Clarke

Learning Mentor:

Mrs. C. Lock NNEB
Mrs T. Dobbert
Mrs. M. Parry NVQ3

Nursery Nurse:

Miss K. Neish NNEB

ICT Technician:

Mr. D. Dobbert

School Secretary:

Mrs. D.C. Latimer

Attendance Clerk:

Mrs. A. Thornton

Site Supervisor:

Mr. J. Lynch

School Cleaner:

Mrs. T. Lynch



ADMISSION POLICY AND ARRANGEMENTS FOR ADMISSION FOR 2004/2005

St. Kentigern's School and its community prayerfully base their lives on the teachings and values of Jesus Christ and his Church.

1. St. Kentigern's is a Catholic school situated in the Diocese of Lancaster and is maintained by Blackpool Local Education Authority.
2. The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has a regard for:
 - a) The advice of the Diocesan Trustees on the nature and purpose of Catholic schools.
 - b) The Governing Body's responsibility towards the school and the Catholic community it serves;
 - c) The Catholic character of the school and its Mission Statement.
3. The school serves, in the first instance, Catholic children from the parish of St. Kentigern's.
4. The Governing Body has set the planned admissions number for 2004 at 30. The Local Education Authority and other parties required by law have been consulted on this.
5. No more than 30 children will be admitted to any one reception or infant class.
6. 29 pupils were admitted last year under criteria A - Baptised Catholics who attend weekly Mass at St. Kentigern's.
7. Children who are admitted will enter our Reception Class in September 2005.

Admissions Criteria

The governors will admit a maximum of 30 children in any year group.

In the event that the school is over-subscribed, the children will be admitted according to the following order of priority:

- A The first priority is given to baptised Catholic children who attend weekly mass at St. Kentigern's. Parents will be required to present their child's Certificate of Baptism.
- B Baptised Catholic children who live in St. Kentigern's Parish.
- C Other baptised Catholic children.
- D Other children whose parents wish them to be educated within the aims and values of a Catholic school.

ADMISSION POLICY AND ARRANGEMENTS FOR ADMISSION FOR 2004/2005



If the number of children in any of the categories A-D is greater than the places available, applications will be further ranked as follows:

1. Children in Public Care
2. Children who have a sibling in the school at the time of admission - sibling means a full, half or step brother/sister.
3. Children with a specific educational, medical, social or emotional need which is relevant to the school and whose application is supported in writing by an appropriate authority (e.g. doctor or social worker).
4. Children living nearest to the school as measured by the shortest safe walking route from home to school.

A commitment to respect the Christian Ethos will be expected from such families-as stipulated in our Home/School Agreement.

Arrangements for Admission

1. All applications will be considered at the same time and after the closing date, 14th January 2005, by the Admissions Committee of the Governing Body.
2. Parents will be informed by letter of the outcome of their application by 26th February 2005. If a place has been offered, parents must write to the school confirming their intention to accept the place by 14 days after offer. Children who are admitted will enter school at the start of the Autumn Term.

For unsuccessful applications the letter will give the reason for the decision and will tell parents of their right to appeal. Guidance on how to appeal will also be included.

3. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admissions Criteria. Letters advising of an unsuccessful application will also inform parents of their child's position on the waiting list and of the date when the waiting list will cease to operate.



At St. Kentigern's we follow the Special Needs Code of Practice. This involves offering school support for children whose needs can be met with additional support from within the school and support plus for those children whose needs require intervention from outside agencies.

We seek to be closely involved with the parents of the children throughout. When your child is admitted to school, any additional information about previous help received is very valuable. If necessary your child will be put on the Special Needs Register for extra help, so his/her needs can be met from the start of his/her career at St. Kentigern's.

Should you have any concerns please first contact your child's class teacher, who will liaise with the Special Needs Co-ordinator, Mrs. Margaret Wilde. If your concerns persist then contact the Headteacher, or put these concerns in writing to the Special Needs governor, Mrs. Molly Laye.

At St. Kentigern's we work closely with all outside agencies. These include:

- The Educational Psychology Service
- Education Social Workers
- Speech and other Therapists
- Social Services
- The Learning Support and Behaviour Advisory Service
- Physical/Sensory and Complex Needs Team
- The School Medical Service

If you would like a full copy of the School's Special Needs Policy, please don't hesitate to contact the School Secretary, Mrs. Latimer.

PASTORAL CARE

The Headteacher, the Deputy Headteacher and the appropriate class teachers are responsible for the well-being of the children in their care. The learning mentor, Mrs Dobbert is able to work with children and parents regarding specific issues.

Parents are always welcome in school to discuss their child's welfare. Appointments are not necessary, but we would be grateful for previous notification, if at all possible.

To comply with Circular 10/95: Local Child Protection Procedures

"Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child may have been abused, the school is required, as part of the local Child Protection procedures, to report their concern to the Social Services Department immediately."

BEHAVIOUR IN SCHOOL

Formal rules are kept to a minimum. Children are expected to have good manners, show consideration for others, respect for elders and school property, and be willing to work and play together cheerfully. Bad behaviour will not be tolerated and will be dealt with in an appropriate manner by the class teacher, except in more serious cases, the Headteacher or Deputy will decide upon what action to take. Parents are closely involved when behavioural difficulties arise in school.

ACADEMIC ORGANISATION



The School is divided into 3 Stages:

Foundation Stage includes Reception children

Key Stage 1 includes children from Year 1 and Year 2

Key Stage 2 includes children from Year 3, Year 4, Year 5, and Year 6

St. Kentigern's has a Pre-School Programme which begins in the Summer term with a parents meeting. This is then followed by a number of meetings and a chance for children and parents to familiarise themselves with the learning environment to which their child will be introduced to when he/she starts school. Practical workshops are organised for parents to work alongside their children covering areas of the curriculum introduced and developed in their Reception year. When the children are in school, we encourage them all to develop a love for books and writing. We ask parents to assist in this and we are developing ways of publishing the children's work. These take the form of newsletters, newspapers and books.

Children who are absent for a period of time may be asked to take homework to prevent them from falling behind.

Homework is a regular and normal part of the school's curriculum, encouraged by the Government.

THE CURRICULUM

The school's curriculum is the whole range of learning opportunities created and provided for the children. In accordance with the 1988 Education Act, it comprises of core and foundation subjects:

Core Subjects

English, Mathematics, Science and ICT

Foundation Subjects:

History, Geography, Design and Technology, Music, Art, Physical Education and Information and Communication Technology

Religious Education:

This subject is additional to the National Curriculum

Each subject contains specified:

- a) **Attainment Levels** –the knowledge, skills and understanding which pupils of different abilities and maturities are expected to have by the end of each key stage.
- b) **Programmes of Study** – The matters, skills and processes which are required to be taught.
- c) **Assessment Arrangements** – The assessment of all pupils to ascertain what they have achieved in relation to the level descriptions for the relevant key stage.

Standard Attainment Tests (SAT's) take place for 7 year olds in Year 2 in the Summer Term for English and Mathematics, with ongoing teacher assessment for Science. They take place in May for 11 year olds in Year 6, in the form of written papers for English, Mathematics and Science.

The results for last years SAT's are published at the back of this brochure.



Children throughout the school are assessed periodically using teacher based assessments. Every child is assessed in the summer term using published material for testing, to see if teacher assessment is accurate, and whether children are progressing satisfactorily. The headteacher tracks the progression of every pupil in school.

RELIGIOUS EDUCATION

St. Kentigern's is a Catholic School and the religious education it provides is in accordance with the beliefs and practices of the Catholic faith.

Religious Education is provided within the timetable according to the syllabus "Here I Am" which is authorized by the Bishop of Lancaster. The work of the children is assessed and leveled, then moderated by the Diocese Adviser, R.E. Co-ordinator and headteacher. The school assists the Parish in the Sacramental programmes for Reconciliation, Eucharist and Confirmation. This collaborative programme involves the children, the school, parents and Parish catechists.

Collective Worship takes place daily, and can be as part of different groups and age ranges:

- Full School Assemblies;
- Key Stage Assemblies;
- In small groups e.g. a class.

Class masses or liturgies are celebrated weekly on a rota basis, to which invitations go out to parents, relatives and friends, who are most welcome to participate. During the liturgical year, children also experience other types of liturgies e.g. Harvest Service, Penitential Services, May Procession, Garden Liturgies etc.

Sex Education falls within the R.E. teaching of the school. It is also part of the Science National Curriculum and Personal, Social and Health Education.

DfEE Circular 1/94 (Education Act 1944/1988): "A parent has the right to withdraw a child from R.E. if notified in writing."

English

We teach English to enable pupils to develop as effective speakers and listeners, readers and writers, and to use standard English fluently and accurately.

Speaking and Listening is developed through role play in class at Key Stage 1 eg post office in Y1, flower shop in Reception, and through classroom activities at Key Stage 2, eg weather reports, discussions and topic presentations etc.

Reading is very important and is encouraged throughout the school. The Oxford Reading Tree is the main scheme which is augmented with a variety of other schemes to provide a breadth of reading. After completing Oxford Reading tree, children progress onto 'Free Reading' where they choose books from a selection in class and write book reviews. Reading books are taken home in every class and parents are asked to hear their children read, ask them about the book, what happened next etc, a reading record book is provided to record each child's progress, both at home and at school.

The school has two libraries, one in each Key Stage, which contain a large selection of books, both fiction and non-fiction, many of which have been donated by our P.T.F.A., parents and local community bodies. Each child has a library book which is exchanged on a regular basis in class library time.



Writing – for a variety of purposes is encouraged and developed throughout the school. Well presented work is seen as important and children join their letters in a cursive style when their letter formation and motor skills are sufficiently developed. Grammar, Spellings and Punctuation are taught throughout the school.

MATHEMATICS

Mathematics is seen as being of great importance in the modern world and is provided for within a variety of planned contexts and practical experiences. St. Kentigern's values Mathematics and we have a support teacher to withdraw small groups to reinforce and extend concepts covered during the numeracy hour.

Every child in Key Stage 2 has an hour of mathematics a day, starting with mental maths and followed by some theory then some practical work, this enables the individual child to develop and progress in knowledge and understanding of mathematical concepts at his/her own pace, depending upon age and ability. Many schemes are used to resource the topics, to give the children a broader base of mathematical understanding. The Numeracy Strategy is designed to ensure all the requirements of the National Curriculum are fully covered.

Numeracy is split into: Number; Shape and Space; Measures and Data Handling.

Mathematical investigations, sometimes using the computer or calculators, or the programmable robot, and other practical equipment, are undertaken to enhance the understanding of basic concepts and to bring an added depth to the Maths curriculum.

Mental arithmetic is also given a high priority and it is certainly not frowned upon for children to learn their tables!

All children, throughout the year, work on RM Maths, a computer programme that fills the gaps in their knowledge and understanding.

SCIENCE

All children in the school follow carefully planned science topics covering the areas set out in the National Curriculum i.e. Scientific enquiry, Life processes and Living things, Materials and Their Properties and Physical Processes. The emphasis is put on acquiring knowledge, developing new skills and a deeper level of understanding through discovery and investigation, for this develops the child's curiosity and opens up a questioning mind to the world around.

The children are encouraged to enquire, explore and observe, so they can ask questions about themselves and their environment.

Science can provide a useful bridge between many subjects, reinforcing the work in Language, Communication skills and Mathematics, as well as giving the children experience of Scientific Investigation as a method of learning.

The school has built up a large stock of Science equipment, emphasising the investigations aspect and facilitating it. The 'Secret Garden' is used for investigations and various educational visits are made each year.

Some examples of blocked work topics covered in school are: Light, Sound; Grouping Materials; Green Plants; Forces and Motion; Electricity, Humans as Organisms; Living Things and Their Environment; Grouping and Classifying Materials; Earth in Space; Food Chains etc.

As children progress through the school they revisit topics, building on the knowledge they have already acquired.



DESIGN TECHNOLOGY

Design Technology is catered for from an early age through simple construction work and model making. Older children are capable of more detailed problem-solving work, using various materials, tools and equipment. Children throughout the school study technology under various themes eg. Puppets, food, toys, mechanisms, textiles, etc.

Children are taught to develop their design and technology capability through combining their designing and making skills with knowledge and understanding in order to design and make products.

Through technology children become more aware of the world around them and the need for innovation and change. By developing such qualities as imagination, inventiveness and resourcefulness the children will be better equipped for the modern technological world.

INFORMATION and COMMUNICATION TECHNOLOGY (ICT)

The school is adequately equipped with sophisticated computers and is continually updating and upgrading this equipment. A 'state of the art' computer suite was added in January 2002, the Isidore Suite, enabling every child to improve their computer skills. This year interactive whiteboards have been installed in every classroom. The funding from the National Grid for Learning has enabled us to install the network in school, so every class has access to Blackpool's Intranet and the Internet (filtered).

Pupils throughout both key stages are taught to use ICT equipment and software confidently and purposefully to communicate and handle information, and to support their problem solving, recording and expressive work.

All children have access to an 18 station dedicated computer suite and 2 computers in each classroom. We have an ICT specialist teacher who withdraws groups to teach ICT skills. Every KS2 child has an hour in the suite every week, every Foundation and KS1 child has half an hour per week in the suite.

We aim to give children experience in the areas of: word processing, database work, logo, graphics and simulations, as well as using computers to support other curricular areas.

HISTORY

Pupils are given opportunities to develop an awareness of the past and of the ways in which it was different from the present. They are encouraged to develop a sense of chronology and to understand some of the ways in which we find out about the past. In Key Stage 1 History is taught under a variety of cross-curricular topic headings: Ourselves and our Families; Houses and Homes; Food & Farming; Famous People and Events, School, Toys, Clothing and Journeys.

In Key Stage 2 pupils are taught about important episodes and developments in Britain's past, about ancient civilizations and about the history of other parts of the world. They should develop a chronological framework by making links across the different areas covered. They have opportunities to investigate local history and to learn about the past from a range of sources and information.

The topics covered are: Invaders & Settlers (Romans, Anglo-Saxons and Vikings); Life in Tudor Times; Victorian Britain; Ancient Greece; Local History; Ancient Egypt - a past non-European society.

Children's learning experiences are greatly enhanced by the use of artefacts (regular use is made of the Museum loan service); practical experience e.g. out of school visits and visitors in school; and the use of ICT (internet, videos, audio tapes and CD Roms).



GEOGRAPHY

Pupils are given opportunities to investigate their surroundings, looking at the physical and human features. In investigating localities and themes, pupils should be given opportunities to observe, question and record, and to communicate ideas and information.

The use of maps, globes, plans, atlases, aerial photographs, internet, compasses and CD Roms further develop geographical thinking.

Topics covered at both key stages include: The local area; A contrasting locality (UK/Abroad); Environment; Overseas locality; Environmental change; Settlement, Water and it's effect on landscape.

At times it is possible to integrate several subjects within a common theme eg. In Y4 children look at a contrasting locality (Kenya) and alongside the Geography study the Art and Design Technology of the region. Practical activity eg. Fieldwork outside of the classroom is carried out to further develop the children's geographical skills, where possible.

ART

Pupils understanding of art, craft and design is developed through activities that bring together requirements from both investigating and making and knowledge and understanding, wherever possible.

Throughout the school children study art in 'blocks' these include: Drawing; Colour Mixing; Printing; Collage; Textiles; 3D/Sculpture/Modelling/Carving/Construction. These areas are visited each year, with development and progression built in. Children also look at the work of famous artists, craftspeople and designers in order to develop their appreciation of the richness of our diverse cultural heritage. We have forged strong links with The Grundy Art Gallery in Blackpool and classes visit regularly.

In Autumn 2004 we are having Artist in Residence working with every child on a centenary theme - creating a permanent artistic focus. This work will be celebrated in various displays around school and in each classroom.

MUSIC

Music is concerned with the creative, aesthetic and emotional response to rhythmic combinations of sounds. Music education has two strands: creation and evaluation. The creative element involves children in using a variety of instruments for composing, improvising and performing. The evaluative element enables pupils to develop skills in listening to, and appraising their own work and that of other musicians and composers and to understand the value and significance of Music in society.

Music is taught through a combination of specialist teaching and integrated activities. Each child in Year 3 has the opportunity to play the recorder and to read music, this is an extra part of their music curriculum. Year 3 performed a dance to Disney's 'Beauty & the Beast' at the Grand Theatre this year, as part of the Schools Alive Concert. Extra curricular activities include: choir, recorder ensembles, keyboard, clarinet, flute and guitar tuition.

Music is celebrated in large scale performances at Christmas which gives each child an opportunity to participate, and smaller scale performances of groups or individuals in class or school assemblies.



PHYSICAL EDUCATION

PE is split into: Games; Gymnastics and Dance at Key Stage 1 with Athletics, Outdoor adventurous activities and swimming introduced at Key Stage 2.

Children throughout the school have timetabled lessons in the hall for Gymnastics and Dance with Games covered outside in the warmer weather.

Although the School lacks playing fields, the children do not miss out on sports activities such as soccer, netball, hockey and rugby which are covered in the winter months and badminton, table-tennis, cricket, rounders, athletics and short tennis take over in the summer months. These activities are available for Years 4, 5 and 6 who travel to Stanley Park on Monday afternoons to make full use of all the facilities there. Children from Years 4 and 5 go swimming to St. George's Pool.

Boreatton Park, PGL Outdoor Educational Centre is where we took a number of Year 5 and 6 children this year, to give them the opportunity to sample 'outdoor adventurous activities' such as: abseiling; low ropes; 'bivvu building' and challenges of a physical and problem-solving nature (eg 10 children changing places on a log without touching the ground!). The School's policy for charging is found in the back of this document. In alternate years, children from Years 5 and 6 are given the opportunity to go abroad to sample life in France with many cultural opportunities, as well as a trip to Disneyland Paris!

Year 2 performed in the Dance festival at the Opera House this year with a dance from 'Oliver' - food glorious food.

We have very successful netball, hockey, football and swimming teams and children take part in cross country road races throughout the year.

Fun Days for Foundation and Key Stage 1, and Sports Day for Key Stage 2 are held each year in Stanley Park. They are well attended by parents.

HEALTH EDUCATION

The children are encouraged to develop good habits regarding diet, exercise and general health care. Specific work of this nature is often undertaken as a topic in itself, or can form part of the science curriculum eg. Ourselves, and Humans as Organisms.

We have an excellent link with our school nurse, Mrs. Linda Nolan, who always assists us in any Health related topic by giving talks, and provides handouts and relevant leaflets to go home, to reinforce the message.

The school provides a happy and stimulating environment in which children and staff work together to attain the maximum potential of each child in scholarship, Spiritual and social fulfillment. All the staff in school have the welfare of the children at heart, and are always available for consultation.

CLUBS AND ACTIVITIES

There are a variety of clubs/activities arranged for the children, mostly during the lunch hour to provide them with further opportunities than the curriculum allows. These include: Chess - the chess team represent the school in the league and are ably assisted by 2 enthusiasts from the community, Choir, Altar Servers, Cross Country Club—taking part in races at weekends and Music Club. Lunch Bunch was introduced in September 2001, focusing on art activities to reward good behaviour and work in class. The Football, Hockey, Athletics and Netball squad trainings take place after school and outside coaches run training sessions alongside staff members.

Teachers and friends of St. Kentigern's give up their time voluntarily to staff these clubs and the school is very grateful.

INFORMATION AND COMMUNICATION



We recognise that parents wish to be kept informed of their child's progress and school events. Monthly newsletters are sent home, giving information and dates of events. These can be e-mailed to you if you prefer.

Parents are contacted if a child is ill at school, or is causing concern due to behavioural difficulties or lack of progress. Consultation evenings are held in the Autumn and Spring terms with appointments made to discuss your child's progress, how your child has settled into his/her new class and to share concerns and aspirations.

A full, written School Report is sent to parents towards the end of each school year and then an opportunity is provided to discuss this with your child's class teacher during the Open Evening in July.

FROM HOME TO SCHOOL

Parents please keep us up to date with addresses, telephone numbers and emergency contact numbers, especially mobile telephone numbers.

It is important for the school to know if the normal end of school collection arrangements are to be changed regarding times, or who is collecting your child.

We need parents to tell the class teacher about anything which may be worrying their child about school or anything else.

ATTENDANCE

Please telephone school with a reason for absence for your child. The attendance clerk will contact parents who have not phoned school to ascertain the reason for their child's absence.

A frequent problem is lateness, children should be in the playground from 8.45am ready to go into school for 8.55 a.m. to start lessons.

In the school year 2003/2004 the Absence Return re School Performance Information submitted to the DfES for St. Kentigern's showed that:

	St. Kent's	Blackpool	National
% of half days missed due to authorized absence	6.1%	5.9%	5.4%
% of half days missed due to unauthorized absence	0.1%	0.7%	0.4%

Authorised absence is when school is informed about:

1. Absence for reasons of sickness when covered by a medical certificate or note from home.
2. Absence for part or whole of the day due to certified medical or dental appointments or treatment.
3. Absence from school on residential courses e.g. Boreatton Park.
4. Absence approved by the Headteacher for holiday purposes up to 2 weeks in any academic year, but this is not encouraged.
5. Absence due to unavoidable cause e.g. death in the family etc.

All other absences will be considered unauthorized except where prior permission has been granted by the Headteacher.



INFORMATION AND COMMUNICATION & STANDARDS OF DRESS AND APPEARANCE

Schools are asked to be sparing in their exercise of their discretion to grant leave of absence. Correspondingly, parents should avoid, as far as possible, requesting permission for children to keep medical or similar appointments during school hours, or to remove their children from school for purposes which may well be achieved outside the prescribed school day.

Exemptions from school activities e.g. PE, Games, Swimming etc. cannot be granted, except on medical grounds and a note from parents is requested for written confirmation.

Children who come late, go straight to class, and are registered as a late arrival if the register has not been closed. After 9.25 a.m. the child will be deemed to be absence for that session. Repeated absence at the beginning of the school session can amount to failure to attend regularly for the purpose of the 1944 Education Act.

STANDARDS OF DRESS AND APPEARANCE

It is important that all of our children realize that their appearance matters.

Girl's hair should be fixed back off the face and boy's hair should be cut to a reasonable length. Neither too long, or too short.

Jewellery: We seek parents closest co-operation in ensuring that jewellery is kept to an absolute minimum and preferably none at all. This is from a health and safety point of view, studs may be worn except on days when children do games, PE or swimming. As these subjects are a compulsory part of the National Curriculum, we ask parents for their co-operation and support.

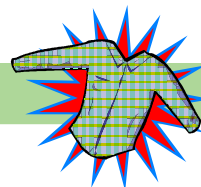
Footwear: Ordinary school shoes with sensible heels in black or brown - no boots.
Trainers are not allowed for every day wear, only games.

Labels: Please ensure every single item i.e. socks, ties etc. are clearly and permanently labelled with your child's name. One jumper looks the same as another, which can be a real problem when one teacher is getting 30 children changed for PE!

PE kit should be clearly marked and kept in a 'pump bag' these can be purchased from school with the school crest on for £3.50. Please do not send your children with large rucksacks or kit bags, our cloakrooms just don't have the space to cope.

Please label lunchboxes clearly with your child's name and class.

SCHOOL UNIFORM



The Governors have approved the uniform to be worn and we thank parents for supporting us in sending their children to school looking very smart and tidy. This is very important and has a vital bearing on the tone and general behaviour of the school. Most items are stocked by the PTFA, who have been very impressed by the quality of the garments. All the profit made on the uniform goes straight back to improving the learning environment for the children, through the PTFA. From September 2002 grey jumpers and cardigans are no longer part of our school uniform. Clothing vouchers can be used to purchase uniform from school.

-WINTER-

GIRLS

Green pinafore dress/skirt
Dark grey trousers (not hipsters or flares)
White Shirt
Green and gold tie
Green sweatshirt (Crest)
Green sweat cardigan (Crest)
White socks/green tights

BOYS

Grey trousers - long or short
White Shirt
Green and gold tie
Green sweatshirt (Crest)
Grey socks

-SUMMER-

Green stripe dress
White polo shirt (Crest)

White polo shirt (Crest)

-P.E. KIT-

Yellow school T shirt
Green PE shorts
Plimsolls (soft soles pumps)

Yellow school T shirt
Green PE shorts
Plimsolls (soft soled pumps)

Years 4, 5 and 6 will require a tracksuit or similar clothing and trainers for games at Stanley Park. Years 4 and 5 will require a swimming costume/trunks and a towel for swimming.



Foundation Stage (Reception)

Key Stage 1 (Years 1 and 2)

8.55am - 12 noon

1.15pm - 3.30pm

Key Stage 2 (Years 3,4,5 and 6)

8.55am - 12.10pm

1.15pm - 3.30pm

Children should arrive promptly for the start of school, but not before 8.45 am. If children are in the playgrounds before that time, the school is **not** responsible for their supervision. At 8.45am children are encouraged to go to their classrooms to prepare for the start of the day at 8.55am.

The children are instructed to go straight home at the end of the day unless they are taking part in after school activities.

Please do not allow your child to play on the slopes surrounding the car park.

LUNCHTIME ARRANGEMENTS

Provision is made at lunchtime for children to stay for a school meal, bring a packed lunch or to go home. If staying at school, meals are eaten in the school hall.

Snack may be eaten at breaktime, we suggest fruit or a cereal bar which is taken into class and placed in the 'snack box'. We do not allow children to bring sweets or chocolate into school, for health reasons. We are part of the National School Fruit Scheme which is funded by lottery money to provide a fresh piece of fruit for every Foundation and Key Stage One child each day at morning break.

School Dinners:

Dinner money is collected every Monday morning and this should be sent to school in an envelope, marked with the child's name and amount enclosed. The price of a school meal is £1.34 per day, (£6.70) per week. These are excellent value and offer a choice of two hot menus daily and a sandwich bar.

Applications for free school meals should be made to:

Blackpool Borough Council, Education Dept.,

Progress House, Clifton Road, Blackpool FY4 4US.

Packed Lunches:

We request that drinks or soups are in an unbreakable flask, sealed container or cardboard carton. No glass bottles, or cans please!

Changing between school dinners and packed lunches may take place at the beginning of a half term. Notice in writing should be given to the class teacher before the end of the previous term.

All children who stay at school over lunchtime are supervised by our Welfare Assistants and sensible behaviour is expected from the children during this time.

Children will not generally be allowed to stay indoors at playtime and during the lunch hour. This causes difficulty in giving adequate supervision - it is felt that if a child is not well enough to play out, they are not well enough to be in school.



MEDICINES IN SCHOOL

It is not possible for staff to administer medicines to children. We suggest that if a child needs medicine three times a day, then breakfast, teatime and bedtime provides these opportunities. If a child needs medication more frequently, then perhaps he/she is not well enough to attend school.

Some medicines, however, do need to be kept in school eg inhalers for asthma sufferers. In this case these are always kept in the child's classroom. Please mark your child's name clearly in permanent ink on the inhaler itself.

MEDICALS

A full medical examination by the School Medical Officer is normally carried out during the first year of a child's attendance at school. Vision, hearing tests and dental inspection are carried out at regular intervals. It is important that the school is notified of any medical condition which may affect a child in any way in the normal school situation.

PARENTAL INVOLVEMENT

The staff value all offers of help from parents. Some help in class with such things as: group activities in art and craft; computer work; educational visits; baking; costumes for plays; librarians; transport to sporting fixtures and Sacramental Preparation programmes. Please contact your child's class teacher if you can spare any time to help in school.

PARENT TEACHERS AND FRIENDS ASSOCIATION (PTFA)

We have a thriving PTFA which organises regular social and fund raising events. Over the past few years the PTFA has provided much support for the school. It has bought: The blue apparatus in the hall; computers; books; radio-cassettes; cameras; TV/videos; contributions to trips and visits; prizes at parties etc. - these are just a small indication of the 'icing on the cake' that our PTFA provide. All parents are automatically members of the Association, and it is hoped they will take an active part in whatever they feel able to.

The chairperson is Mr. Billy Scott-Rattray who can be contacted through school.

SECURITY

We have a security system installed, for the safety of our children. Would all visitors or parents calling at school please go to the main door and press the button on the left, Mrs. Latimer will let you into the building, then call at the office. Visitors and helpers are requested to sign the visitors book, for fire regulation purposes.

Please note that all the external doors to school have security locks which allow children to leave but prevent unauthorised entry.

Parents are asked to go to the office to make any enquiries or deliveries.

ADDITIONAL SERVICES

We offer to parents the use of our:

Photocopier, Fax machine, Laminator, Binder.

Any profits that are made are ploughed back to offset costs, so saving money and thus benefiting your child. Please use these facilities after 9 am and before 3.30 p.m.

Please see Mrs. Latimer for more details and costs.

**SECONDARY EDUCATION**

Children leaving St. Kentigern's usually attend St. Mary's Catholic High School on St. Walburga's Road in Blackpool. This High School serves all Catholic children between the ages of 11 and 18 years who live in Blackpool from the feeder Primary schools of St. Kentigern's; St. Bernadette's; Holy Family; Christ The King; St. John Vianney's; Our Lady of the Assumption and St. Cuthbert's.

The head of Year 7 is Miss Gilshan and can be contacted at St. Mary's. Children in Year 6 spend sample days up at St. Mary's and a great deal of time and effort is put into their smooth transition to High School.

SCHOOL HOLIDAYS

Dates of school holidays are published as soon as they are available. We attempt to co-ordinate as closely as possible with St. Mary's Catholic High School.

It is expected that family holidays will be arranged, wherever possible, when school is closed. If you need to arrange your holiday during term time, two weeks in any one school year is the maximum time allowed by school attendance regulations. If this is the case please complete a holiday form, available from the School Secretary. (Please see next page).



HOLIDAY LIST 2004/2005

AUTUMN TERM 2004

Open	Thursday, 2nd September 2004
Half Term	Friday 22nd October - Friday 29th October (inclusive)
Close	Friday, 17th December, 2004 at 2 p.m.

SPRING TERM 2005

Open	Tuesday, 4th January 2005
Half Term	Monday, 14th February - Monday, 21st February (inclusive)
Close	Thursday, 24th March 2005 at 2 p.m.

SUMMER TERM 2005

Open	Monday, 4th April 2005
Half Term	Monday, 23rd May - Friday 3rd June
Close	Wednesday, 20th July, 2005 at 2 p.m.



COMMUNITY ACTIVITIES

The hall is frequently used by the Parish Community in the shared-use hall. It is used by: The Parish, Rainbows, Brownies, Beavers, Cubs, Karate etc.

AFTER SCHOOL KID'S CLUB

We have an After School Kid's Club that operates each evening during term time between the end of school and 5.30 p.m. Miss Karen Neish NNEB is the Supervisor and she can be contacted at school. A brochure explaining how the club works is available in school and after registering your child for a small fee, your child is able to book into the club at a mutually convenient time. The club is staffed by qualified playworkers and is registered with Ofsted.

The club is separate from school and offers a variety of 'fun' activities from cooking, working in computer suite, football, modelling, constructing, reading etc. Since it started in September 1996 it has gone from strength to strength, with the children thoroughly enjoying the time spent there. Drinks and biscuits are provided during the sessions.

A Breakfast Club was introduced in September 2003, as a bid had been successful for New Opportunities Funding to subsidise the set up costs. It runs from 7.45am to 8.45am and children are provided with breakfast and have a very calm start to the school day.

SYSTEMS OF REWARD AND MERIT

We have our own system of reward and merit entitled "St. Kentigern's Go for Gold". Each child is a member of a house i.e. Blessed Teresa - red, St. Bernadette - green, St. Francis -blue or St. Vincent - yellow. When a child has received the requisite number of housepoints, they are presented with a Bronze, then Silver, then Gold Certificate at Monday mornings assembly.

Each week the class teacher will choose an individual to receive a 'Merit Badge' which is presented in front of the whole school at the Monday morning assembly.

In addition to these, when each key stage department meet for their own assemblies, two children are chosen from each class to put their names on the special tree. These children will have done something special that week that will be celebrated with the other children eg. being kind to others, trying extra hard in class, sharing, helping etc. At this time achievements outside school are celebrated and you can encourage your child to bring along his/her certificates, prizes etc. for showing.

COMPLAINTS

Any complaints re the curriculum or school matters in general should be discussed initially with the class teacher.

If the matter is not resolved at this level then the Headteacher should be contacted, as she is responsible for the day to day management of the school.

Only if attempts to settle the concern informally have failed, will the Headteacher supply the complainant with the name of the Clerk to the Governors and the designating officer in the LEA. Copies of relevant documents explaining the arrangements for considering complaints will be issued at this time. (This procedure is in line with Blackpool Borough Council's policy on handling complaints in schools).



CHARGING POLICY

The 1988 Education Reform Act D.E.S. Circular 2/89 requires the School Governors to inform parents of those activities organised by the school for which it would be appropriate to make a charge or request a contribution.

In drawing up these proposals the Governors endorse the policy of Blackpool Borough Committee in this matter.

Education during the school day: Pupils are admitted to the school without charge and in accordance with the admissions criteria.

Education is provided free of charge with the school providing all necessary books, equipment and resources for the lessons in the school's normal curriculum. Charges for individual instrumental music tuition is taken with a parent's agreement.

Activities which take place wholly or mostly during the normal school day:

It is not reasonable for the costs of educational visits to be paid out of the School's Annual Budget.

Therefore, they can only be funded by asking parents for a voluntary contribution, in the knowledge that:

- 1) there is no obligation to contribute
- 2) pupils will not be treated differently according to whether or not their parent have made any voluntary contribution

In most instances, however, the activity will only take place if sufficient money is contributed. Letters to parents will clearly indicate the contribution needed for the visit to be organised. In the above cases, the economic viability of each activity will need to be assessed by the Headteacher. If there is not enough support for a particular activity, it will be cancelled.

Activities organised wholly or mostly outside school hours:

Participation in these activities is entirely voluntary and so are unaffected by these new arrangements.

The full cost of these activities will be paid for by parents.

There will be no charge for the transport of school teams to local fixtures or events.

Residential Visits during school hours to L.E.A. owned establishments:

It will be the school's policy that a charge will be made for the board and lodgings. However these charges may be remitted in respect of pupils whose parents receive Income Support or Family Credit. A voluntary contribution will be requested to pay for the cost of the transport to and from the centre.

Loss or Damage:

The school will ask parents to make a contribution to cover all or part of the costs of lost book or equipment, or damage caused by carelessness or vandalism.

It remains the school's aim to provide a variety of trips and visits that will be of educational and social benefit to your children.

We hope that with your support and understanding, we will be able to continue to provide a variety of activities and visits.



STATEMENT OF POLICY ON SEX EDUCATION

The school will inform and instruct pupils, at various stages between 7 and 11 on various matters pertaining to sex education.

Sex education falls within the general framework of R.E. teaching in school, in accordance with the moral and ethical teaching of the Catholic Church. Such teaching is not given as a specific subject, but will be incorporated in the R.E., P.S.H.E. and science topics to make it more relevant to the children.

Any specific programme of Sex instruction will be carried out with the approval of Governors, Parents and the Lancaster Diocesan Advisory Service.

All parents of children involved will be given the opportunity to watch the video/s and speak to the School Nurse, The Headteacher and a Governor before the videos are shown to the children.

Foundation and Key Stage 1 (Ages 4-7 years)

As children begin to ask questions about their bodies, we should give them simple and truthful answers, and help them to develop respect and care for all the parts of their bodies.

Key Stage 2 (Ages 7-11 years)

As children become more aware of themselves and their feelings, we should help them to develop a positive attitude to their own bodies, and a respect for the feelings of others, by giving them factual information, where appropriate, in a positive way.

EQUAL OPPORTUNITIES POLICY

St. Kentigern's believes that relationships within the school and opportunities for recognition and responsibility should reflect the equality of opportunity for all staff and pupils.

All pupils are equally valued regardless of age, academic ability, colour, class, race, gender, religion or physical needs. All pupils have equal access to the curriculum from Reception to Year 6 and are placed in mixed gender age groups throughout. Teaching groups are organised to develop co-operative working relationships with equality of participation in all classroom activities. Materials and resources used for the delivery of the curriculum and assessment contain no sexual stereotypes.

The Governors in dealing with the employment of staff will not discriminate on grounds which are normally beyond a person's control - gender, race, colour, age, nationality, ethnic origin and disability. They would however, being Governors of a Catholic School, reserve the right to take account of grounds which were within a person's control - religion, marital status, avowed personal conviction, belief or behavior.



STATEMENT OF POLICY ON EDUCATION FOR ALL IN A PLURALIST SOCIETY

The school will affirm its commitment to the eradication of racial discrimination, and the promotion of good race relations. It will continue to promote equality of opportunity and good relations, between persons of different racial groups, when such occasions arise.

The Curriculum will aim:

To prepare children for life in a pluralist society.

To educate all children in such a way that racism in all forms is undermined.

To remove practices and procedures which intentionally or not, have the effect of being discriminatory.

To value all cultures, religions and languages, and draw upon the diversity they offer for Curriculum enrichment.

To provide for the particular needs of ethnic minority groups in attendance at the school.

In the above context, consideration will be given to selection of resources (literature, text books, audio-visual aids etc.) which adequately reflect the pluralist nature of society today.

Opportunities will be given to staff to attend appropriate INSET courses and to arrange exchanges and visits with schools and institutions which reflect other cultures.

The R.E. Co-ordinator will liaise with ministers of other faiths in the locality, and invite them to speak at assemblies, linking to our "Here I Am" R.E. scheme.. Children will be given the opportunity to visit other religions, places of worship and learn more about their beliefs.

The Diocesan Authorities are anxious to co-operate with the Local Authority and will advise that the National Laws on Race Relations are observed.

The governors are aware of the implications of our multi-race, multi-faith society. Within the requirements of the Education Act and the maintaining of the Catholic ethos of the school, the Governors will consider the implementation of the L.E.A. recommendations.

ROAD SAFETY POLICY

The school will actively support the development of positive attitudes towards road usage. This will be achieved through the integration of road safety themes and topics into the curriculum. In addition efforts will be made to work in partnership with parents in order to further encourage safe practices on or near the road, through the provision of relevant publicity materials and information. Road Safety Officers from the Borough visit school regularly and speak to children about safety.

We would request that parents do not park on the Yellow Zig Zag lines on Newton Drive during school opening and closing times. It is a parking offence and liable to a fine. The single yellow line stipulates unloading only. Parents must not wait on this line in their cars. More importantly, a child's life may be endangered because of your actions.

The gates on the school drive are closed at 8.45 a.m. and 3.20 p.m. for the safety of the children, so no access can be gained onto the car park after these times.



SAT results at Key Stage 1 (7 year olds) for 2003

English Level 2 and above 73% (test and task)

Mathematics Level 2 and above 85% (test and task)

Science Level 2 and above 85% (teacher assessment)

SAT results at Key Stage 2 (11 year olds) for 2003

The targets set by the Governors and the LEA for 2003 were :

English Level 4 and above 75% - (our Y6 achieved 74%, 21% getting a Level 5).

Mathematics Level 4 and above 75% - (our Y6 achieved 74%, 26% getting a level 5).

No targets for Science, but our Y6 achieved 88%, 24% getting a level 5.

Well done Y6 and all the staff who taught and supported them during their 7 years at St.Kentigern's.

To put these results into context, there was 1 child absent (3%) and 1 statemented child (3%) both children counted in the overall %.

The targets set for 2004 Key Stage 2 SAT's are:

Level 4 and above - English 75% and Mathematics 75%