



St Edmund's Catholic Primary School



Love, Care, Share

Our Purpose

Mission Statement:

St Edmund's Catholic Primary School is a community of faith where we aim to keep Christ at the centre of everything we do. We celebrate the uniqueness of every individual, nurturing them to achieve their full potential. Our understanding and experience of the love of God grows through our way of living, behaving, learning and teaching, which is inspired by Jesus.

History:

The School was founded in 1912 to provide education for Catholic children living in the Parish of The Most Precious Blood and St Edmund in Edmonton. It is owned by the Catholic Archdiocese of Westminster and was built with funds raised by the Catholic Community. It is maintained by the Church and is funded by the London Borough of Enfield. The school was extended to two forms of entry in 1997 and a new Foundation Stage building was added in 2007.



Great importance is attached to retaining all that is good, while building and developing a learning environment which will prepare the children for their future Lives.

Our commitment is summarised by the School motto:

'Love, Care, Share'

The religious life of the School



A Catholic School supports parents in their responsibility of handing on the faith to their children. The School staff share with parents the aims of instilling in the children the Christian virtues and moral code together with the basic doctrines of the Catholic Church. We seek to recognise the unique qualities in each child in order to allow them to develop fully within a Christian framework.

All children take part in quiet times of prayer and reflection at the start and end of each session. Classes are involved in collective worship and liturgies.

The School follows the guidance of the Westminster Diocese in providing the RE curriculum.

Assemblies take place involving different combinations of age-groups and staff. These take the form of collective prayer and religious and moral teaching, and are an important part of the Catholic nature of the School. Special events are organised to mark stages in the Church's calendar.



'Love, Care, Share'

Curriculum



We aim to provide a balanced, challenging and creative curriculum allowing children to develop fully in all aspects of their life.

Great importance is attached to developing a curriculum in accordance with national standards, alongside a spiritual life, to create a working environment and ethos which prepares the children for their adult lives

In designing the curriculum, the Governors and staff have taken account of the Statutory Orders issued in respect of the National Curriculum and the EYFS Curriculum. The School is routinely inspected by Ofsted, most recently in June 2017, when it was judged to be 'good' with outstanding for Personal development, behaviour and welfare.

Expectations

Staff at the School have high expectations of children in respect of their appearance, behaviour and attitude to work. The School's Behaviour Policy explains the structured system of rewards and sanctions which has been put in place to ensure that all activities take place in a calm, disciplined, learning environment.

Parents are expected to support the Behaviour Policy, and staff look to parents for co-operation and support where children are involved in inappropriate behaviour.

The welfare of children is paramount and school staff are bound by Child Protection procedures. This means that staff are obliged to contact Education Welfare or Social Services to report any concerns they have about the welfare or safety of a particular child.

School uniform is compulsory. Children in uniform, on their way to or from school, remain subject to school rules and expectations. Jewellery is not permitted, nor are unorthodox or extreme hairstyles or hair.

Boys should not have patterns cut into their hair, hair should be one length.

'Love, Care, Share'

Educational Visits

From time to time educational visits are organised for particular year groups. These activities will normally be related to work being done by a particular class and will be designed to be purposeful and informative. Such visits have to be self-financing, but the Law only allows us to ask for voluntary contributions towards the cost. Visits will therefore only be viable if the amount raised in voluntary contributions matches the cost of the trip. No child will be excluded from a visit solely as a consequence of an unwillingness or inability on the part of parents to make a financial contribution.

When a trip is arranged, you will be informed in advance of the date, time and nature of the trip, together with the mode of transport and the level of supervision. Teachers may request parental help with some visits, and in these cases volunteers are welcome. Risk assessments are carried out prior to the trip.



Absence and Illness

Absence

If your child is absent you must inform the school office by phone each day of the absence.

When your child returns to school after an absence you must inform us in writing of the specific reason (e.g. illness). Absences for reasons other than illness must be approved in advance. Extended unapproved absences may result in the removal of a child from the roll.

Family holidays should be arranged outside term time. Requests for leave for special circumstances may be made in writing to the Headteacher.

Illness in School

Unless we receive notification from parents, we assume that pupils are able to take part in all activities. Children must not be sent to school if they are unwell or against a doctor's advice.

Any child who has suffered from diarrhoea or vomiting, due to illness, should be kept at home for a minimum of 24 hours once the symptoms have ceased. This is to prevent the spread of illness among the school community.

The school has a Welfare Assistant who deals with minor accidents and illnesses. If children become ill or seriously injured during the day parents will be informed immediately. For this reason, up to date contact details are essential and should be checked and revised regularly.



Medicines in school

Staff are not permitted to administer medication in school even if it has been medically prescribed. If your child is fit enough to attend school but still requires medication in the course of the school day, you are free to attend by arrangement to administer it. If your child has prescribed medication for asthma – you may send it to school and allow your child to administer it themselves under supervision. Please contact Mrs C Morison, welfare assistant, if you have any concerns and inform her if your child is taking prescribed medication

Medicals

Health and development are monitored by the School Nurse. You will always be told of these simple checks, and informed of any cause for concern.

'Love, Care, Share'

The children and the community

The School is an integral part of the Parish. The Foundation Governors are all members of the Catholic Church and, as such, are in implicit agreement with the religious and moral aims of the School. There are regular visits by members of the Parish Clergy.

As many parents and children also meet elsewhere in the Parish for social and religious reasons, there are strong bonds and a genuine community spirit.

Children attending St Edmund's School are drawn from a wide range of national and ethnic back-grounds and, although bound together by the common link of Catholicism, are encouraged to recognise the importance of retaining links with their own cultures and to take a pride in these. Children have an equal opportunity to participate in activities irrespective of their sex or ethnic back-ground.

'Love, Care, Share'

If your child has Special Educational Needs

The Governing Body will admit any child satisfying the Admissions Criteria irrespective of any special educational needs, provided the School is able to meet those needs. Details of provision made by the school can be found on our website.

Special educational needs may relate to children's ability to learn, to their physical circumstances or to social or behavioural factors. For children with special needs, it may be necessary, before deciding if the School is able to meet these needs, to hold a case conference with any outside agencies involved with the child.

The admission of pupils with a Statement of Special Educational Needs or Educational Health and Care Plan is dealt with in conjunction with the Local Authority. Details of this procedure are set out in the Special Educational Needs Code of Practice.

The School has a Senior Leader who works with staff, children, parents and outside agencies to ensure effective implementation of our Special Needs Policy which will ensure maximum benefit to children with special needs. Parents are consulted at every stage in the process.

Applying for a place

St Edmund's is a two-form entry school and has places for 436 children, divided into 14 classes. Foundation Stage children are admitted to school in the September following their fourth birthday.

Governors of Voluntary Aided Schools are responsible for admissions and in accordance with the Schools Admissions Policy, will send their recommendations to the Local Authority, who will offer places to Parents/Carers.

All applicants who wish to apply for a place at St Edmund's will be required to complete the Local Authority application form. In addition, they must complete the School's own supplementary form and provide a 'Certificate of Catholic Practice' (if applicable).

Parents applying for a place in Reception in September 2019 for children born between 1st September 2014 and 31st August 2015 must submit their application by the the 15th January 2019. In the school year 2019/20 it is planned to admit 60 pupils to the reception class.

In the event of over-subscription, the Governors will apply the criteria enclosed in order of priority. If the application is unsuccessful, there is a right of appeal to the Governing Body. Details are available on request.

How will places be allocated

Oversubscription Criteria for **School Year 2018-19**

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangement orders or special guardianship orders.
2. Baptised Catholic children, with a certificate of Catholic Practice, who have a sibling at the school at the time of admission.(Refer to page 4 siblings)
3. a. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
b. Baptised Catholic children who have a Certificate of Catholic Practice, who are not resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
4. Other baptised Catholics.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
6. Children of Catechumens (where the child is under 7 years of age.) and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by either a certificate of baptism or a letter confirming membership from their Minister of Religion.
8. Children of other faiths whose application is supported by a letter confirming membership from their Religious Leader.
9. Any other children.

Love, Care, Share'

How will places be allocated

Oversubscription Criteria for School Year 2019-2020

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangement orders or special guardianship orders.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission. (Refer to page 4 siblings)
3. a. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
b. Baptised Catholic children who have a Certificate of Catholic Practice, who are not resident in the Parish of The Most Precious Blood and St Edmund in the Borough of Enfield.
4. Other baptised Catholics.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
6. Children of Catechumens (where the child is under 7 years of age.) and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by either a certificate of baptism or a letter confirming membership from their Minister of Religion.
8. Children of other faiths whose application is supported by a letter confirming membership from their Religious Leader.
9. Any other children.

'Love, Care, Share'

School Meals

Foundation Stage and KS1

All pupils in Foundation Stage (Year R) Year 1 and Year 2 will receive a free hot meal. Parents should check with the school or the local authority if they are eligible for Pupil Premium/Free School Meals as this brings additional funding to the school.

Packed Lunch:

If you do not choose to accept the free meal, pupils can bring their own packed lunch. This should be brought to school in a clearly named container. Because of our wish to encourage healthy eating, we do not allow fizzy drinks, sweets, crisps or chocolate bars and nuts due to children with allergies. Currently children in FS and KS1 receive fruit and milk on a daily basis.

School Dinners KS2

Parents who wish their child to have a school dinner should inform the office in writing and give a half terms notice of any change in the arrangements. Dinner money is paid (via Parentpay) weekly or half termly in advance. If you believe you are entitled to Free School Meals please contact the school office.

Breakfast Club:

The Schools runs a breakfast club from 7:45 to 8:40 each day, for which a charge is made. Children who attend school full time are eligible to attend. For more details please contact the school office.

Uniform and Appearance

School uniform is compulsory and most items are readily available from a range of suppliers. Ties are available for purchase from the School office. Caps, fleece jackets, and winter hats are also available but are optional. Other items i.e. tracksuits are available from: **School Shop at Lyons, 242 Hertford Road, Enfield.** **It is essential that all school clothing is marked with the child's name.**

Uniform Items

Boys: White shirt
Grey trousers or grey shorts
Royal blue jumper (not a sweatshirt)
School tie
Grey socks
Sensible black shoes (not trainers)

Girls: White shirt
Grey skirt, tunic or trousers
Royal blue jumper or cardigan (not a sweatshirt)
School tie
White socks or black/grey tights
Sensible black shoes (not trainers)

Summer School dress in light blue check (not navy or black)

Clothing for P.E.

White plain T-shirt (round neck or polo top) – No Logo
Navy blue shorts
Black Plimsolls
Years 3-6 Navy blue tracksuit is optional

Hairstyles

Unusual or extreme hair styles are not acceptable. We do not allow shaved initials, motifs or excessive hair extensions. Boy's hair should be one length. If you are in doubt about a particular style please consult school staff before making arrangements. Long hair should be tied back.

We have nearly 450 children at St Edmund's, all of whom wear the same style and colour of uniform. When items are mislaid, it is a challenging task to reunite them with their owners unless they are clearly marked with a name. Please encourage your child to look after their property.

'Love, Care, Share'

When there are problems

We aim to ensure that the time your child spends with us is happy and worthwhile.

Your child will have a class teacher who will be pleased to deal with any problems. Please don't be afraid to ask for help or advice.

Remember classroom staff are always happy to meet with you to discuss any concerns you may have but they have many children in their care and it may not be possible for them to spend a long time with you at the beginning or end of the day without an appointment.

Every so often, situations arise where something has, or seems to have, gone wrong. We welcome communication when things don't seem quite right and we are committed to sorting them out. Our success, and that of your child, relies on positive co-operation between home and school and the way in which problems are tackled makes a difference. Our experience over many years and with hundreds of children suggests the following may help:

- Talk to the right person. In most cases this will be the class teacher. If you are not satisfied with a response, or if problems are very serious in nature, by all means contact the Headteacher or the Deputy Head.
- Remember, we have the chance to hear more than one side of the story. Don't jump to conclusions.
- Begin as informally as possible: Say what concerns you have and rely on the facts. A telephone call may be better than a letter.
- Come back to us and tell us when the problem has been sorted out. Follow up information is important to us.

Foundation Stage School Day

During the first month your child will attend part-time, either morning or afternoon. The morning session is from 8.55 am to 11.25 am and the afternoon from 12.40 pm to 3.10 pm. At the end of sessions, children will be dismissed by a member of the Foundation Stage team, but will not be released until a parent/carer has been identified. Full Time pupils start at 8.55am and finish at 3.10pm. Gates open at 8.45am.

If you are unavoidably delayed, or if someone different is due to collect your child, please inform the School in advance.

Why Part-Time?

Experience has shown that a full day at school proves very challenging for young children. The school day is very different from that of a nursery setting, involving greater concentration and expectations. Our aim is to help them cope gradually with the length of the school day and all that goes with it. Smaller groups offer children a greater opportunity to make a successful and happy transition into school life.

Preparation

You can help your child to make a confident start at school in a number of ways. It is important to encourage them to become independent and responsible in the following areas.

- To recognise their name in print (upper and lower case letters)
- To care for their clothes and property
- To dress and undress without assistance
- To use the toilet and wash hands without assistance
- To use a handkerchief
- To hold a pencil with the correct grip
- To take care of their toys and be able to share them

Getting Messy

The Foundation Stage Curriculum encourages children to play inside and outside in all weathers. This means they will inevitably get wet and muddy sometimes. This is part of the learning process for children. Although we provide aprons for messy activities, if your child gets messy, celebrate! It shows he/she is fully engaged in the learning process.

'Love, Care, Share'

Foundation Stage

Important Information

Times of the School Day

Part-time am 8.55 - 11.25
 pm 12.40 - 3.10

Full-time 8.55 – 3.10

Checklist of things to bring on the first day

- Book bag
- P.E. Bag
- Shorts
- P.E. Top
- Plimsolls
- Empty Pencil case
- Box of Tissues
- £3.50 cooking money
- Large raincoat (lightweight)
- Wellingtons

'Love, Care, Share'

The School Day

Punctuality is essential to ensure that the children have a calm, confident start to the school day.

KS1 and KS2

8.40 am Gates open and members of staff are on duty in the playgrounds.

8.55 am Start of the school day

9.00 am Gates close

10.30 am KS1 and KS2 Breaktime

11.45 – 1.00 KS1 Lunchtime

12.10 – 1.10 KS2 Lunchtime

2.00 pm KS1 Breaktime

3.15 pm End of school day

3.30 pm Gates close

Please see a separate page for arrangements for Foundation Stage (Year R).

On the rare occasion you may arrive after the gates have closed. Please accompany your child to the school office where you will be asked to sign in. For health and safety reasons no children are allowed to enter the car-park without an adult.

We accept that there may be genuine reasons why occasionally a child cannot be collected promptly, and we have plans in place to deal with this. However, when children are regularly not collected on time, action may be taken through Social Services and, in extreme cases, where contact is not made, uncollected children will be left in the care of Social Services.

School Office

The first contact with the school is often through the School Office. It is staffed between 8.00 am and 4 pm. The Office Staff will endeavour to answer any queries you may have, but only in emergencies will they interrupt teaching during school hours.

If you wish to make an appointment with a member of the school staff, please do so through the Office and give some idea of what it is you wish to discuss. This will help us to ensure we have the right information to hand and that we are able to deal with your enquiry promptly and efficiently.

Payment for Dinner money, Breakfast Club and School Trips are paid for via Parentpay, the office will not accept cash. Please contact the school office if you would like any information on using Parentpay.

If for any reason you are asked to send cash in to school, please send it in with your child in a sealed envelope, clearly marked with your child's name, class, the amount enclosed and the activity it relates to.

Texting: we use a texting service to inform parents on some occasions. Please ensure that the office is kept up to date with your contact numbers.

Security

All visitors to the site, including parents, must make themselves known to the Office Staff and will be required to sign in and wear identity badges during their visit. St Edmund's is a secure site and we rely on the co-operation of all to help us to keep children and staff safe.

Communication

Regular newsletters are issued through the school and these will be sent home with your eldest child. As well as items of general interest the Newsletters include information about important dates such as terms and holidays. These dates are also included on the website.

Please keep us informed of any important information relevant to your child's welfare. This should include health, information or changes of address and contact numbers, and the names of people who will be collecting or bringing your child to school.

'Love, Care, Share'

School Staff and Governors

All school staff are employed by the Governing Body, who, when making appointments, take account of candidates' commitment to the aims and ethos of the School as well as their professional qualifications and experience.

A majority of the Governors (Foundation Governors) are appointed by the Diocese.

Three members of the Governing Body are elected from among the parent body and one more represents the staff. The Headteacher is also a Governor. The Local Authority nominates one member and there may also be one co-opted Governor.

The Governing Body has strategic responsibility for employment of staff, admission of pupils, school buildings, financial management, health and safety and oversight of the curriculum. They meet formally throughout the year. Minutes of meetings are available on request.

The Governors have a financial liability for the repairs and maintenance of the exterior of the building. To assist them with this they ask for a voluntary contribution of £10.00 per family per term (£30.00 per annum) which is collected through the School. It is possible for parents to increase the benefit of this sum by completing a Gift Aid Form.

Contact us

Headteacher: Mrs Margaret Hanley B.Ed, Adv.Dip in SEN, NPQH

Deputy Headteacher: Mrs Jackie Johnstone B.Ed Hons

School Business Manager: Mrs Mary Higgins

Chair of Governors: Mr A Kramer

Correspondence should be addressed to:

St Edmund's Catholic Primary School
Hertford Road
London N9 7HJ

Telephone: 020 8807 2664

Fax: 020 8807 8877

Website: www.st-edmunds.enfield.sch.uk

Email: school@st-edmunds.enfield.sch.uk

Visits to the School by prospective parents are arranged throughout the year. To make an appointment to join a group, please telephone the School Office.

'Love, Care, Share'