

Our Lady of Lourdes Catholic Primary & Nursery School



School Prospectus 2019/20

"For you are precious in my eyes." (Isaiah 43)



OUR SCHOOL VISION

"We want our school to be a safe, secure and exciting place to learn and grow.

A place where children, staff, families and governors work closely together."



OUR SCHOOL MISSION STATEMENT

Our Catholic school community works with a Christian purpose:

- To promote an enthusiasm for the enjoyment of learning
- To provide a broad and well balanced curriculum
- To challenge children to reach their full potential
- To learn about God and his creation
- To answer Christ's call through our love for each other
- To foster in children independence and a sense of responsibility.

OUR AIMS OF THE SCHOOL COMMUNITY

Our aims are to work together with parents and parishes to:

- Develop the Christian growth of the children by putting Christ at the centre of school life, so that the school becomes a sharing community, caring and working for each individual.
- Develop an enthusiasm and love for learning by providing an environment which allows pupils to succeed by helping them acquire basic skills at their own level and pace of learning and enabling all children to reach their highest academic standard.
- Provide children with a sound basis for High School and adult life by facilitating a rich, stimulating environment with a caring and industrious atmosphere in which each pupil is made to feel happy and secure in the knowledge that they matter.
- Encourage all of our children to develop their talents and achieve their full, true potential in all curriculum areas, developing both creative and physical skills.



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OUR SCHOOL

GENERAL INFORMATION:

Our school address is:

Our Lady of Lourdes Catholic Primary & Nursery School
Kellet Road
Carnforth
Lancs
LA5 9LS



SCHOOL TELEPHONE NUMBER: 01524 732289

SCHOOL WEBSITE:

Please visit our school website at www.olol.lancs.sch.uk to see some of the exciting things that the children have been doing. All the classes have their own pages as well as a Gallery that shows the things that we have been doing as a whole school family. There is also lots of interesting information for you to read!



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Our school is situated in Carnforth, in a pleasant rural setting close to the Catholic Church after which it is named.

Our Lady of Lourdes is a Catholic Voluntary Aided School offering primary education to children aged 4 - 11 years of age, which opened in 1967, to accommodate the pupils and staff from the older Bolton-le-Sands Catholic School.



Our school benefits from good sized classrooms and facilities with the majority of classrooms opening on to our central assembly hall which also provides a welcoming dining area for all the children to eat their school dinners together. We also have a lovely Breakfast and After-School club room, a library, resource room and school office providing a welcoming, stimulating and caring learning environment for all. We are especially proud of our Prayer Room which now provides a quiet, contemplative area for all in our school community.

Children also benefit from our playground areas, including a large school field and activity areas suitable for all ages.



Our Lady of Lourdes is the only Catholic school in this rural part of Lancashire, north of Lancaster and, in addition to the Carnforth pupils, accommodates children from our two other Church communities, St. Mary of the Angels, Bolton-le-Sands, and St. Mary's, Yealand.

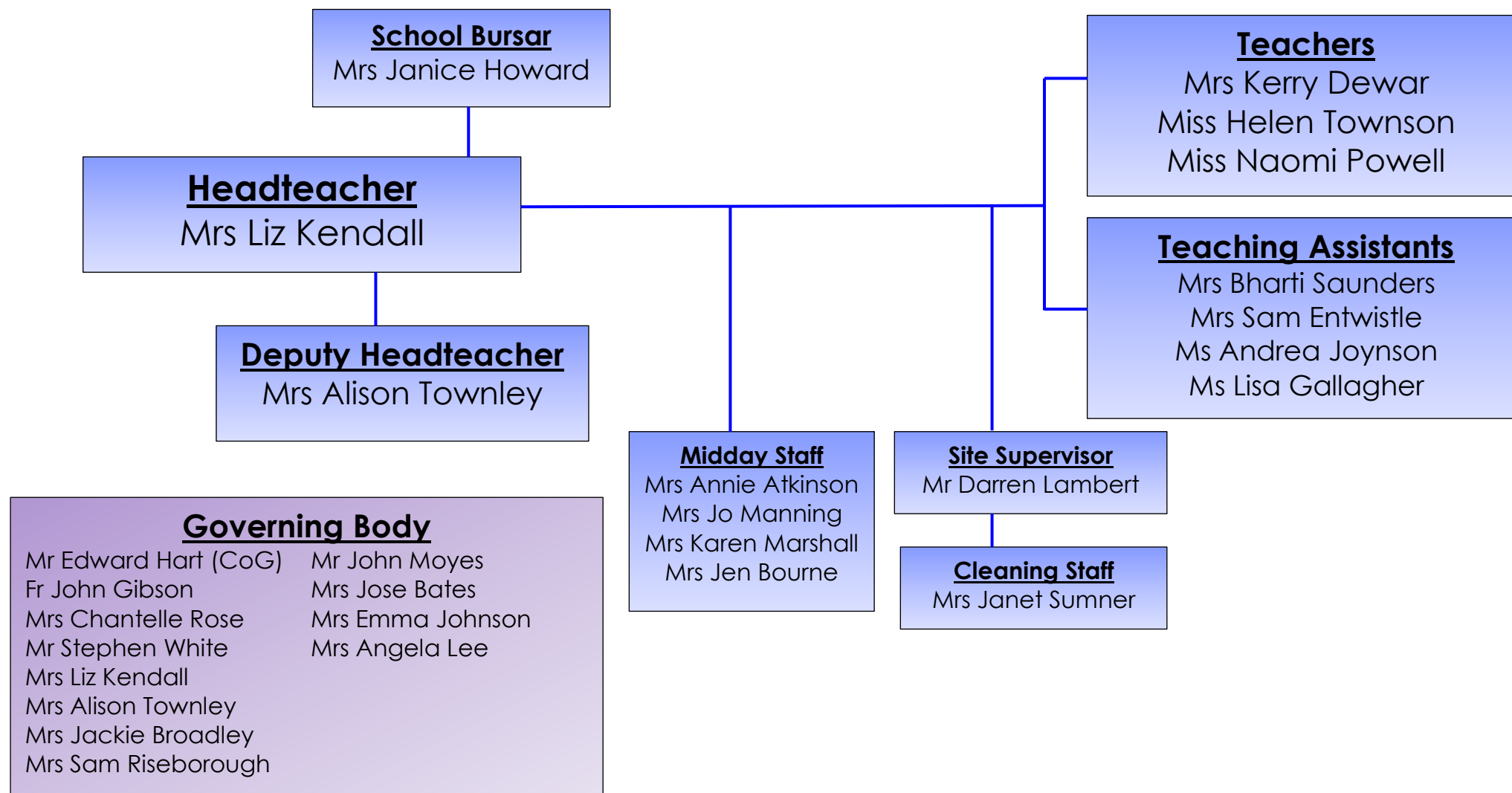
Our catchment area includes Carnforth, Yealand, Bolton-le-Sands, Warton, Silverdale, Priest Hutton, Nether Kellet, Over Kellet, Slyne and Hest Bank.



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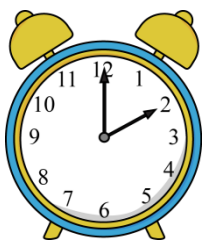
OUR SCHOOL FAMILY STAFF

Our Lady of Lourdes Primary School **Staffing Structure 2019/20**



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SCHOOL HOURS



Our school day **starts** at 8.55am and a member of staff is on duty on the playground from 8.45am.

Children are expected to arrive at school from 8.45am.

We have "Playground Bagels" from 8.45am for all children.



Morning break is at 10.30am for 15 minutes each day.



Dinner time runs from 12.10pm to 1.10pm.

Our school day **finishes** at 3.30pm.

Time to
Go Home!

Children should be reminded to report to the Secretary's office or to their teacher if they have not been met at the end of the day.

Please notify school if you are delayed as it stops unnecessary anxiety.



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BREAKFAST CLUB

School has a breakfast Club run by some of our staff on a 'not for profit' basis. It is open from 8.00am onwards and children are supervised until the start of school. You do not have to come every day or make any sort of regular commitment at all, the service is provided to help parents as and when they need it. The children just sign in on arrival and an invoice is produced at the end of each month.

Children are given a choice of cereals, juice and toast. They are also encouraged to set and clear the table, wash and wipe up the equipment and put away everything afterwards. The children can play indoor games and are encouraged to use the opportunity to talk to one another and develop their social skills.

The current price for Breakfast Club is £3 per session.

If you would like any more information please do not hesitate to ask.

SCHOOL ABSENCES

The class teachers have to record both authorised and unauthorised absences for the morning and afternoon sessions. Authorised absence includes sickness, medical appointments etc. Unauthorised absence means absence for which no reason is given or which the Head Teacher has not authorised.

This brief guidance is offered to parents:

If a child is ill or has to leave school for a medical appointment (dentist, doctor, optician etc) we need to receive a phone call to ensure that the absence is authorised. Religious observance is an authorised absence.

If a parent wishes to take the child out of school for any other reason, authorisation should be requested from the Head Teacher and not from the class teacher, before the absence. Only the Head Teacher is able to authorise absences. We do not allow individual children to leave the school premises during the morning or afternoon sessions unless a parent or guardian calls in person at the school. This includes a visit to the dentist or doctor etc.

In general, we do not approve of parents taking holidays during school time because this is detrimental to the child's educational progress. If this is unavoidable, application should be made to the Head Teacher requesting authorisation by using an approved holiday request form. Authority can be given for up to two weeks holiday in a school year in **exceptional circumstances**.

BAD WEATHER

In the event of severe weather conditions parents are asked to use their judgement with regard to sending their child to school. Parents are asked to listen to local radio (Heart North West Radio or Radio Lancashire) for possible school closure or early collection.



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OUR CURRICULUM

We have worked hard on developing a curriculum that is enjoyable, inspiring and motivational for our children.

Each term, class teachers write to parents outlining the themes and topics being taught in their class. Parents are encouraged to support our curriculum by helping their children at home with, for example, reading and practising number facts and times tables. The staff will also set some tasks for the children to complete during the week with links put onto the school website in the class pages.

Reception (EYFS) children follow their own special curriculum for the Foundation Stage.

Children in Years 1 to 6 follow the statutory guidance outlined in the National Curriculum.

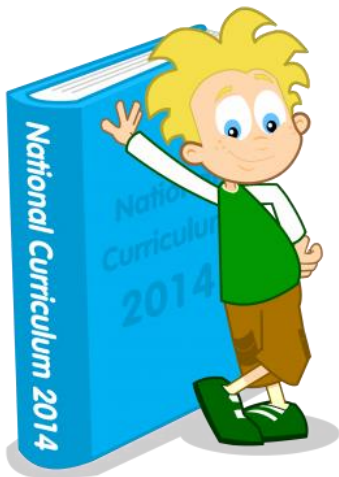


THE NATIONAL CURRICULUM:

The National Curriculum is used by all schools to ensure that teaching standards are universally consistent. Schools are free to plan activities that extend the learning of the pupils within their own school context. It allows us to teach children a broad and balanced range of skills and knowledge. The National Curriculum gives us standards that measure how well children are doing in each subject and this allows teachers to monitor achievement and plan to help children do even better.

The following website contains more information about the National Curriculum:

www.gov.uk/national-curriculum/overview

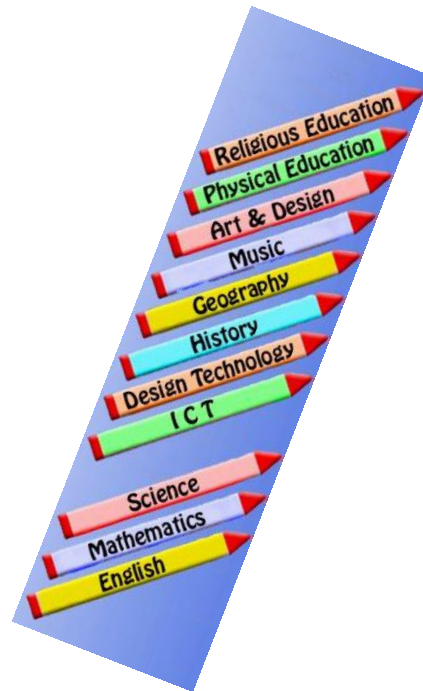


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OUR CURRICULUM:

At Our Lady of Lourdes, the subjects we teach are:

- Religious Education (RE)
- English
- Mathematics
- Science
- Computing
- History
- Geography
- Art & Design
- Design Technology (DT)
- Music
- Physical Education (PE)
- French
- Personal, Social and Health Education (PSHE)



At Our Lady of Lourdes we plan a creative approach, planning for some of our subjects to be taught together in a range of different themes.

The themes are designed to be interesting and relevant to the children and last for a half term or term (about six/twelve weeks). The lessons include any or all of the following subjects: History, Geography, Art & Design, Music and Technology. In addition to these subjects, English is taught through our theme when appropriate.



Teachers employ a variety of teaching styles – depending on the content and objective of the lesson. E.g. whole class focusing on the teacher group works, collaborative group work and individual work.

As we have two year groups in a class the teacher's curriculum planning, differentiation and organisation reflects the age, development and ability of all the children involved.

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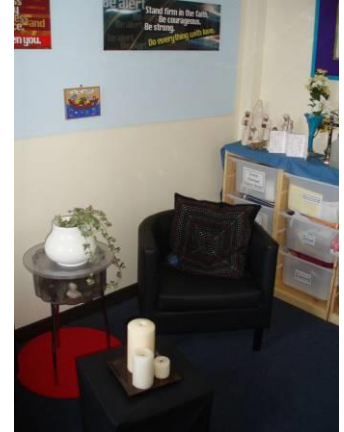
RELIGIOUS EDUCATION

We are proud to be a Catholic school.

Children follow the R.E. Programme as advised by the Diocese of Lancaster, and doctrine is presented in accordance with the teachings of the Catholic Church. As parents choose to send their children to the school because of its distinctive nature they do not usually exercise their right to withdraw their child from R.E. or religious worship although this is always a right they can exercise.

Our religious ethos is to be found across the whole curriculum, and not just in R.E. The aims of the school are centred on the Christian growth of the children, not simply on an individual's personal faith, but on the child's growing awareness of the world. School and class worship are seen as liturgical opportunities for all present to develop an awareness of God in their lives. Children celebrate the great Feasts and Holy Days with special assemblies, liturgies and Masses.

Whilst our syllabus provides an awareness of their significance to all Christians, Sacramental Preparation is given out of school in partnership with parents, in the children's own parishes.



PERSONAL, SOCIAL, HEALTH & EMOTIONAL EDUCATION

The school provides a rich and active programme. This is done through direct teaching of specific areas of the curriculum and through regular circle time in each class, which acts as a model-debating forum for the classes.



The School's Council acts as a valuable example of an individual's responsibility to be a good citizen. The whole school, following an election campaign in September, elects members annually. They assist the Management Team and School Governors in reaching decisions and implementing change.

Health Education is delivered through aspects of the Science Curriculum but is further enhanced by the annual visit of the Life Education van.



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HEALTHY RELATIONSHIPS & SEX EDUCATION:

School Policy is to integrate HRSE into the curriculum in a way that meets the particular needs of children as they grow and develop.

HRSE in the school will be set against the backdrop of the Church's teaching within the context not only of that child's physical and emotional development but also within that of their spiritual and moral growth.

Sex Education is not treated as a separate 'add on' to the curriculum. In general terms, across the whole age range, the school aims to ensure that the children's needs for the following are met:

- a) the need for appropriate facts, language and information for an understanding of their own body, its development and that of the opposite sex with regard to the age and development of the child / pupils
- b) the need for honesty in answering questions, if and when they occur in a factual manner appropriate to their age
- c) the need to develop an understanding of themselves as valuable and worthy of respect
- d) the need to develop respect for others

The school endeavours to work closely with parents and the School Health Service. It will also take advice from the appropriate officers of the Diocese and LA.

A specific sex education programme is given to Year 5 & 6 pupils during the half-term preceding their transfer to High School. This focuses on body changes in puberty only.

Parents have the right to withdraw their child from any specific sex education programme the school offers. Parental permission is sought before the children take part in these activities.



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REPORTING TO PARENTS, SCHOOL RECORDS & TESTING

The school maintains a wide range of formal and informal records of children's progress.

Assessment of pupils takes place continuously – it is one of the key tasks of the teacher. Testing occurs regularly throughout the child's life in schools. Some of these tests are statutory, others are optional or informal. The results of tests and other assessments are used in target setting and used to make judgements about individual's performance as well as the performance of the class and of the school as a whole.



Standardised Tests

All new entrants are assessed against the requirements of the Foundation Stage Profile which provides an indication of the abilities of the child on entry to school. This assessment continues through the year. Subsequent testing throughout the school enables us to measure development of the child in educational terms.

End of Key Stage tests and other checks, commonly known as SATs, are undertaken by children in Year 6 (at the end of Key Stage 2). These tests are administered using very clear instructions from the Government and are the most formal tests the children undertake. Children in Year 6 have tests in Reading and Maths and also have a Spelling, Punctuation and Grammar check. In addition to tests (and optional assessment tasks at Year 2) each child will have their performance assessed by their class teacher and this Teacher Assessment is also reported to parents.

Liaison with Parents

The school wishes to keep parents well informed about their child's progress. We have three "parents' evenings" per year at which parents have the opportunity to meet their child's teacher and discuss any matter relating to the child's performance. If you have any concern about your child's performance then please do not wait for the formal parents' evenings. Please feel free to make an appointment with either the class teacher, the deputy head or the headteacher. A formal report is sent home once a year detailing information about your child's achievements during that year.



HOMework POLICY

The school sees homework as an important reinforcement of work done during the day, and a valuable link with home. Children are encouraged to take a reading book home, learn spellings and times tables. They may also be asked to do some research, which may involve written work. As children progress through the school this will become more formal in order to prepare them as fully as possible for the next phase of their education.

The school works in partnership with parents to ensure homework is completed to an agreed standard. The school relies on the co-operation of parents to supervise and ensure that the tasks are carried out.

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CHILDREN WITH SPECIAL NEEDS

We believe every pupil, regardless of sex, race, religion, disability or special educational need, should be valued equally and should have access to a broad, balanced, differentiated and relevant curriculum. For all pupils the purpose of education is the same, the goals are the same, but the help individual children need in progressing towards them will be different.

From time to time some individuals may need extra attention for a period owing to a particular need. This may be in the form of a special programme of work, help inside or outside the classroom or assessment from the many outside agencies that support our school. Parents will always be informed in advance of these situations.

Our Lady of Lourdes does not discriminate against prospective pupils with disabilities and SEN when allocating places. As a school we ensure that reasonable adjustments are made to include all learners.

ACCESSIBILITY

The school recognises the need to facilitate access for all and to help meet these needs Our Lady of Lourdes provides:

A medical room - containing an easily accessible toilet and shower.

Access aids - including an outside ramp with handrail and handrails on the internal staircase.

The Governors are keen to improve the facilities for inclusion within the school and have a continuous programme for improvements in both the internal and external environment. The school's disability equality scheme and accessibility plan is available from school.

The teacher responsible for Special Education Needs is Mrs Elizabeth Kendall.

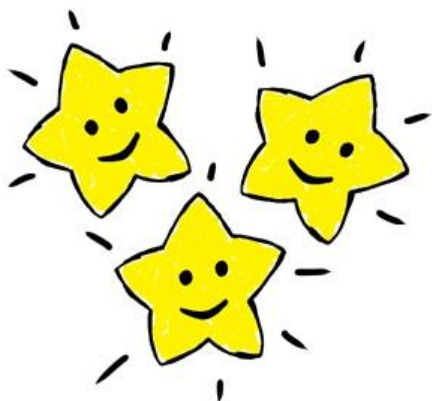
Further information about the types of support that can be offered and the facilities available at Our Lady of Lourdes can be found in the Local Offer on the school website.



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PASTORAL CARE AND DISCIPLINE

Discipline in the school is based on Christian principles. The purpose is to develop our children's self-discipline and self-esteem, to foster positive values and attitudes such as truthfulness, tolerance and compassion, all of which will equip them for their future lives as positive members of their communities.



Children are praised for good work, effort, success and other qualities such as honesty, helpfulness and courage. The school emphasises the use of encouragement and positive reinforcement in order to establish positive behaviours. Maintaining high levels of self-esteem is extremely important to all members of our school and this is reflected in our weekly **Very Independent Person**, which each class appoints and they are then celebrated by everyone.

A House Credit system is in operation within the school to promote team spirit, industry and co-operation as well as competition. Positive incentives in the form of individual awards are given throughout the year. At the annual prize giving for children in Year 6 courtesy, effort, helpfulness and achievement are formally recognised. Pupils are encouraged to take responsibility and show initiative wherever possible, all Year 6 children are given extra responsibilities.

All classes have a "School's Rules" wall chart that they can use as simple school rules and they are used by the whole school community to reinforce positive behaviours.

If, behaviour difficulties arise in school, we try to find the cause of the difficulty (educational, social or medical) and respond accordingly. We seek to support all pupils and parents working in partnership and encourage pupils to "reflect and make right" their actions. Further information can be found in the Behaviour Policy on the school website.



The school is proud of our well-developed School Council. The whole school is involved in elections to ensure everyone is represented. Meetings are run by the children, under the supervision of a member of staff. The agenda is compiled by the children themselves and deals with issues that have been brought to their attention. Representatives have presented issues to the Senior Management Team and Governing body. The Council also runs a 'Friendship Squad' in school to help any children who may feel they need to talk to someone. As a direct result of this there are very few reports of bullying, but all staff always take any that do occur seriously.

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SAFEGUARDING CHILDREN

Due to 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 the school staff that a child may have been abused, the school is required, as part of the local child protection procedures, to report concern to the social services department immediately. Please see the Child Protection Policy on the school website.

The Designated Lead Person (DSL) for child safeguarding is **Mrs Kendall** and in her absence **Mrs Townley** is the back up DSL.

HEALTH AND CHILD SAFETY

The school reviews its Health and Safety Policy annually. A Governor sub-committee monitors health and safety procedures once a term. The school tries at all times to make the building as secure as possible. The school's security policy and procedures are reviewed annually. The school complies with procedures laid down by the Lancashire LA Child Protection Committee guidelines. The school has a governor responsible for child protection.



The school has a medical procedure and accidents are recorded in an accident log. The School operates a 'No Smoking Policy' within the school and its surrounding boundary fence.

COMMUNICATION AND PARTNERSHIP WITH PARENTS

Communication between home and school is encouraged and members of staff are always willing to see parents at mutually convenient times. A weekly newsletter is sent out on a Friday to keep parents and friends fully informed of current events, they can also be found on the school website. Parents are asked to check their child's school bag daily for any letters. Text messages are also sent out with reminders of events that maybe occurring that day.



It is hoped that parents will take the opportunity to meet staff at the special meetings arranged relating to the school curriculum each term.



Parents and friends of the school are warmly invited to School Masses, Liturgies and Celebrations. They are also invited in as volunteer helpers where their spare time, specialised skills, interests and qualifications are regarded as a rich asset to the school. All volunteers will require appropriate safeguarding checks before helping in school.

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THE SPORTING AIMS OF THE SCHOOL

The school is acutely aware of the need to develop the whole child and offers the full range of movement experience as required by the National Curriculum for Physical education with a syllabus that is both enjoyable and purposeful. The staff recognise that each child is an individual with their own particular movement needs and skills. Every opportunity is given to create physical competence and well-being. The children are encouraged to develop interests that promote both a healthy lifestyle and a positive response to both competitive and non-competitive activities.



Our Lady of Lourdes is very proud that they were one of the first school's in Carnforth to begin the Run A Mile and are pleased with the great success that it has been for the whole school community.

Gymnastics, dance and games skills are taught throughout the year whilst athletics is mainly reserved for the summer. Swimming lessons are given in blocks to children in Key Stage 2 throughout the year.

The school recognises the importance of providing opportunities demonstrate teamwork and take part in competition. It participates in the local school leagues and tournaments for netball, football and Kwik Cricket as well as community-organised athletics, and Catholic sports activities.

Due to the outdoor space that we have available to our school the children take part in different outdoor and adventurous activities throughout the year and Year 5 and 6 pupils are given the opportunity to attend a week long residential visit to experience outdoor activities during the Autumn term every other year.



EXTRA-CURRICULAR ACTIVITIES



A range of extra-curricular activities are available throughout the year and may vary from term to term depending upon the weather, the hours of available daylight and staff commitments. Clubs and activities are always well publicised in school and in the weekly Newsletter. A parental permission letter is sent out at the beginning of each term.

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SCHOOL UNIFORM

We feel that a school uniform helps to promote the school identity and belonging. All children are expected to be tidy at all times. Hair should be naturally coloured and cut in an appropriate style. Long hair should be tied back.



Our uniform comprises of a:

Royal Blue Jumper / Cardigan / Sweatshirt

Grey Trousers / Skirt / Pinafore Dress

White Shirt / Blouse or Polo Shirt

School Tie if shirt or blouse worn

White socks or grey tights

Shoes should be black or brown, trainers are not permitted.

To help parents, most items of uniform can be ordered from the school office, just ask for details. Please ensure that all articles of school wear are clearly marked with your child's name.

PHYSICAL EDUCATION KIT

The PE kit consists of black pumps (slip or gum shoes), white T-shirts and blue shorts. The children also bring a pair of trainers for running the mile in school.

For Swimming we encourage children to wear blue swimming costumes/bathing trunks, no swimming shorts are permitted. Swimming Caps must be worn by children with long hair. Goggles may only be worn on completion of a form from school prior to the lessons.

P.E. kit should be kept in school during term time and we would ask parents to name all items of clothing, including plimsolls.

JEWELLERY POLICY

Jewellery should not be worn in school, except for small stud earrings and watches, unless first discussed with the Head Teacher. In accordance with Lancashire County Council policy, no jewellery is to be worn during PE, games or swimming lessons for obvious safety reasons.



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MEDICAL INFORMATION

If a child has an infectious illness parents are asked to contact the school. There are a number of trained staff in school who will see to any child who needs medical attention, however facilities are limited to basic first aid and parents are advised to keep their child at home if there is doubt about their well-being.

It is expected that all children take an active part in all physical activities unless advised not to by a doctor, in which case they should bring a note from parents to explain the problem.

All medicines brought into school must comply with the school's Medicine Policy and a Form must be completed if medicine is to be administered during the school day. All medicine must be prescribed to the child and in date. Parents of children who keep medicine in school are asked to ensure that this is in date and on the child's Care Plan.

Please contact the school office for further details.



EMERGENCIES



Parents are asked to supply and keep up to date home telephone numbers and emergency contact numbers of themselves or/and designated friends or relatives in the event of an emergency i.e. illness or accident. Mobile numbers will be used to send text messages about events that may be happening in school.

ROAD SAFETY POLICY

The school supports the development of positive attitudes towards road usage. This is achieved through the integration of appropriate road safety themes and topics into the curriculum as part of our PSHE and citizenship programmes.

In addition efforts are 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. Children riding bikes to school should wear a suitable helmet.



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We hope you have found this prospectus informative, and have enjoyed reading about our school. All information contained in this prospectus was correct at the time of publication.

We welcome visits to look around the school or if you have any queries please do not hesitate to contact Mrs Kendall Head Teacher at school on 01524 732289 or visit our school website for lots of information.



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