

Diocese of Westminster
Hackney Learning Trust
M.A.

Head: Sean Flood

Our Lady & St. Joseph School
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Dear Parent,

You are all very welcome to join with us in the work of Our Lady and St. Joseph Primary School. As a community we aim to share with you the responsibility for the education of your child and look forward to working with you at all times. We strive to bear witness to the Gospel Values as proclaimed by Jesus Christ as we try and fulfill our school's Mission Statement.

This is a very happy school and has very close links with our parish and local community. We value all our pupils equally and also value their right to be different and to excel in their different ways. We respect all our pupils equally and in return expect them to work hard, to maintain high standards of behaviour and discipline at all times and to enjoy their school life to the full. We encourage them to "Shine with love, kindness and respect".

A successful school is built on mutual understanding and trust and we hope that you find the following information contained in these pages to be useful and informative. All information is also posted on our website **olsjschool.net**

My personal vision of a good school is one of a caring, safe and a loving environment for all. It is one where the school maintains high standards of education while at the same time offering a broad and balanced curriculum. My own daughter attended this school and I know the importance as a parent of a good start to a child's education. The school celebrates the arts, music and sports and offers these in abundance to all our children. We are fully inclusive and value children with special educational needs and those who are recognised as having specific gifts and talents.

We really hope your child will be happy, well educated and successful here at Our Lady & St. Joseph School.

Yours sincerely,

Sean Flood (Headteacher)
and all teaching and non-teaching staff.

Chair of Governors
Ms. Philippa Toomey

Our Mission Statement

Our Mission is to foster the Gospel values of Jesus Christ and provide a high standard of education with equality of opportunity for all.

We aim to achieve this by....

- . creating a safe and loving environment for the whole school community.
- . enabling everyone to grow spiritually, intellectually, emotionally and physically.
- . valuing each member of our community by recognising the gifts and needs of every individual.
- . encouraging self discipline and treating everyone with respect and courtesy at all times.
- . working in open and honest partnership with families, Church and the wider community.

Jesus says: " You are the light of the world. A city built on a hilltop cannot be hidden. No one lights a lamp to put it under a tub; they put it on the lamp-stand where it shines for everyone in the house. In the same way your light must shine in the sight of men, so that, seeing your good works, they may give the praise to your Father in heaven."

History of the School

There has been a school on this site since 1856 serving the community of the Parish of Kingsland in Hackney. It was opened by Cardinal Wiseman and the classes were sited under the old church. Originally known as Kingsland R.C. Primary, it became known by its current name in the 1960's.

There were originally a church and a convent on site with a stables and provisions for horses on the Tottenham Road.

The parish is one of the largest in London, taking in a socially and ethnically diverse community from the Georgian houses of De Beauvoir and Islington to the Holly Street Estate, Ridley Road Market and Sandringham Road in the South. The area of Hackney we serve is greatly benefitting at present from EEC Funded Urban Regeneration Schemes and Government Funded Schemes such as Dalston City Challenge. The children are mainly from the boroughs of Hackney and Islington.

Our school was extensively rebuilt in 1989 with the addition of a new Nursery and Junior building opened by Cardinal Hume. The school interior has been extensively refurbished in the last few years as part of a continuing programme to ensure that your children have the nicest environment and highest standard of educational facilities possible. The school is also very proud of its environmental area and pond, and recently its grounds have been extensively planted with several species of trees. In the last two years we have celebrated Corpus Christi with a procession from the Church to the school. In June 2004 Bishop Bernard Longley opened our new prayer garden. The Church recently celebrated its 150th anniversary and we in the school look forward to doing the same in two years time.

Religious Education in our school

We use as a working definition of Religious Education the Statement of the Bishop's Conference of England and Wales 1988:

"Any definition of Religious Education must be informed by and be part of, a vision of education which seeks to promote the well-being and freedom of the whole human person, understood as created in the image and likeness of God and finding fulfillment in God alone. For this reason, Religious Education is not just one

subject among many, but the foundation of the entire educational process. The beliefs and values it communicates should inspire and draw together every aspect of the life of a school."

Aims of Religious & Moral Education in our school

- to introduce the children to the life of Jesus Christ and to those who have responded to His life and teaching
- to provide the children with a faith by which to live.
- to help them learn more about their own Catholic tradition and heritage.
- to develop the children's use of those skills which may help them to respond imaginatively to religious ideas.
 - to develop and enable them to express their own beliefs and values.
 - to encourage attitudes of openness and sensitivity towards people whose religious beliefs and customs may be different from their own.
 - with other areas of the curriculum, to contribute towards the children's spiritual, moral, cultural and social development.

The school follows the "Here I Am" scheme of work approved by the Diocese of Westminster for the teaching of RE. This starts in the nursery and follows the child all the way up to Year 6.

STAFF

Teaching Staff:

Headteacher

Mr. Sean Flood

Deputy Head

Ms. Valerie O'Donovan

Nursery Teacher

Mrs. Lucille Scales

Reception Teacher

Ms. Siobhan Charlton & Mrs. Jane Keelan GTP

Year 1.

Ms. Michelle Grey

Year 2.

Ms. Lynn Marshall and Ms. Alison Campbell GTP

Year 3.

Ms.Lorna Milne

Year 4.

Ms. Antonia Shaw

Year 5.

Ms.Tina Maiola & Ms. Valerie O'Donovan

Year 6.

Ms.Margaret Coxhead

EMAS & Gifted and Talented coordinator

Ms.Sarah Foley

Curriculum support and ICT coordinator

Rachel Alcindor

Music Director for 0.2

Mr. Gerard Delrez

Graduate Teachers Programme

Jane Keelan

Sports Coach (0.2)

Mr.Ian Morgan

Art and Design Instructor (0.2)

Ms.Varvara Shavnova

ICT Support (0.2)

Ms. Michelle Cannon

Support Staff:

Nursery Nurses

Ms. Sheena Beevers

Ms. Joan Esbrand

Classroom Assistants

Ms.Kathy Glass

Ms.Theresa Garnett

Ms.Tracey Francois

Ms.Carmel Yeend

Mrs. Mary Martin

Ms.Kim Nguyen (0.5)

Special Needs Support/ Emotional and Behavioural Counsellor (0.2)

Ms.Nina Grant

Secretary	Mrs. Bridie Levy
Admin Assistant	Ms. Theresa O'Hagan
Finance Assistant (one day per month)	Mr. Charlie Lacey
Schoolkeeper	Mr. Daniel Duncalf
Cleaners	Mrs. Audrey Morris Mrs. Margaret Kelly
Meals Supervisor	Mrs. B. Graydon Mrs. Jean Pelowski Mrs. Mary Martin Mrs. Bridie Levy Mrs. Alice Zeolla Mrs. Kathy Glass Mrs. Tracey Francois
Special Needs support	Caroline Prout / Antionette de Villiers / Judith Loughley

School Times

The school day begins at 9.00am and finishes at 3.30pm. All children are required to be on time and to be collected promptly. Infant play is from 12.15 until 1.30pm and the

Junior play time is 12.30 until 1.30pm. Regular late comers will be referred to our school attendance officer for further action.

Nursery starts at 9.00am and finishes at 3.15pm.

We ask that all children below the age of 10 are brought to and collected from school by an adult.

All absences must be notified to the school office on the First Day of Absence and longer absences require a note. Children must attend school during term time unless they are unwell.

Holidays in term time are strongly discouraged. All requests for holidays must be put in writing to the Governing Body for their consideration and permission may be refused.

Holiday and term dates 04/ 05 are included in the Appendix 1.

Attendance 2003 / 2004 included in the Appendix 2

The percentage of half days (sessions) missed through authorised absence was 4.9%

The percentage of half days (sessions) missed through unauthorised absence was 0%

Both of these were below the national average.

For the last three years we have had the highest attendance in the London Borough of Hackney. We are not top now because of parents booking holidays in term times. All holiday requests must be put in writing to the head and will only be granted for appropriate reasons. Not for cheap flights and hotels!!

**Our Lady & St. Joseph R.C. Primary School
Admission Policy 2004 / 2005**

This policy is available in full in the Appendix 3

Parents are welcome to come and look around the school by appointment. The head normally takes prospective parents around on a Friday morning.

The Core Curriculum

The school acknowledges that a good curriculum must serve the needs of each child regardless of sex, race or ability so that its pupils in their preparation for the opportunities, responsibilities and experiences of adult life are honoured for their own personal worth. The aims of the National Curriculum are more likely to be achieved where pupils are equipped properly with the basic tools of learning. Therefore, the teaching of the skills of numeracy, literacy and oracy in a secure learning environment are given the highest priority by all staff. In the last few years however it has been recognised that some schools have narrowed the curriculum for the sake of Sats and league tables. While these are of some importance the overall experience of a child in school must encompass the arts, music and sports and an awareness of the aesthetic aspects of human creativity.

English Language

The ability of your child to communicate is of prime importance, and we aim to develop reading, writing, speaking and listening skills. Working according to the requirements of the National Curriculum, teachers use a variety of methods and resources to ensure the highest possible standards of English. Parents most frequently want to know about Reading. We aim to develop a love of books within your child and to this end we give a great deal of care and attention to this specific area.

"In Our Lady & St. Joseph's our aim is to teach children to read accurately and fluently, understand and respond to literature and be able to analyse and evaluate a wide range of texts".

The school follows the Literacy Hour in every class. This means that children will have at least an hour of formal literacy teaching every day. The school has done this for many years and we will also give children time to develop their creative writing as well. Writing is a major focus of the school at present for all ages.

How do we teach reading ?

There are a variety of core reading schemes available throughout the school such as the Oxford Reading Tree and "Sunshine", published by Heinemann. These were seen when chosen as being the most rounded scheme available. They are multi-cultural, with stories closely linked with modern life and society. Within each level there is a variety of non-fiction, fiction and plays. Children begin using the schemes in the Nursery and Reception and continue working through emergent, early fluency and fluency levels right through to Key Stage 2.

We recognise that children must be exposed to as wide a variety of reading materials as possible. To ensure this, the scheme is supplemented by a variety of other schemes. This is clearly seen with the Key Stage 1 supply of books. We have invested very heavily in books for many years now. All reading books are levelled across the school so parents can track a child's progress quite easily. Children may progress at whatever speed is best suited to them and they are never held back. Each level is in a box with supplementary reading books stored behind them. Children read as many of these books as deemed necessary by the class teacher.

In the Literacy Hour children read in a variety of styles and formats including groups, whole class and individual. They also now extensively use interactive whiteboards as wonderful visual learning aids.

Home- School Reading

"Parental support for children's reading is vital. Thus, links between home and school should be developed as a support to classroom work. Parents should be encouraged to read to and with their children as often as possible and should be kept fully informed of progress made".

source: English in the National Curriculum, draft prospectus. May 1994

In Our Lady & St. Joseph we see the help parents offer in the education of their children as an essential part of teaching reading.

We encourage parents and children to share the enjoyment of books at home. It is vital that we communicate with parents our understanding and expectations of reading. The organisation of home-school liaison is agreed throughout the school. Each child in the school has a Yellow home school reading record book. The format varies between Key Stage 1 and 2.

Each night children take home a reading book to be shared with parents. At Key Stage 1 the title of this is recorded in the book by the teacher / teaching assistant. At Key Stage 2 children are encouraged to keep their own record of books read and comment on what they have read. In addition to this, each class teacher keeps a "maintenance record" of books taken home and read.

Mathematics

The aims of mathematics' teaching at Our Lady & St. Joseph Primary School are:

- to enable each child to develop, within his/her capabilities, the mathematical skills and understanding required for adult life;**
- to provide each child with the mathematical understanding that is needed for the study of other subjects;**
- to help each child develop an appreciation and enjoyment of mathematics itself.**

Mathematics and the National Curriculum:

The school follows the National Numeracy Strategy which has been successfully in place now for many years. It is a very thorough and carefully structured programme of mathematics which enables all children to progress at an appropriate level. Children in our Nursery and Reception classes will explore at the appropriate level all areas of number work contained in the Early Learning Goals.

A solid grounding in a wide range of mathematical skills and a good understanding of basic number concepts are essential for the development of children as confident and capable mathematicians. Our Core Schemes to assist with the numeracy units of work are Cambridge Mathematics and Folens which are highly effective in helping your child's mathematical progress. We also have a great deal of recently acquired maths resources to supplement this scheme and have developed more through using the Numeracy Strategy.

Science

Science plays an ever-increasing role in people's lives and to this end we aim to stimulate your child's natural curiosity and love of knowledge. We spend a lot of time looking at investigative science and have bought lots of equipment to help the children with this aspect.

The school follows the government QCA schemes of work

The school also has a variety of resources including the LCP, Ginn & Nuffield Science Schemes. It also has a very detailed and thorough programme of study in line with National Curriculum requirements. These schemes of work ensure continuity and progression in your child's learning.

Sports

The school has a very proud history of sporting achievement and the head is personally committed to developing a wide range of healthy sporting activities. both competitive and non-competitive. (Especially TENNIS!!!!)

All Junior age children go swimming on a half-termly basis and all children should be able to swim at least 10 metres by the time they leave the school. Children go in for extensive training for certificates and medals.

The school have employed for many years an outside consultant, Mr.Ian Morgan to further develop expertise. Ian also speaks regularly to parents about fitness and exercise for their children.

Football, athletics, touch rugby, gymnastics and above all tennis are widely available.

The school also has links with the MCC to develop cricket and is involved in a partnership with Leyton Orient to develop football. Sports start in the nursery and continue until the children leave. This is a sports mad school. We also have great fun sports days in Summer.

We also have one after school dance club at present and we have an outside field visit for year six in July. The opening of the new reservoirs at Stoke Newington offer great possibilities for sailing in the near future.

Foundation Subjects

Supporting the Core Curriculum we offer the following subjects to ensure your child has a broad and balanced education:

Information Technology, Design & Technology, Humanities, Music, Art & Aesthetics and Physical Education.

The school is especially proud of its music tuition and has at present a Musical Director and also offers music across the nursery and infants. Mr. Delrez covers all junior ages. Our choirs have always been described as being of outstanding quality.

Our end of year plays rival a West End musical and have included: "Oliver, Annie, The Sound of Music, Bugsy Malone, Gilbert and Sullivan and many others in the last few years.

The aim of the Music Department at this school is to strive towards the appreciation, enjoyment of, and participation in the art of music in two directions, viz.

a) the **PRACTICAL** and

b) the **AESTHETIC**

Participation in the **PRACTICAL** includes the acquisition of various musical skills in order to achieve betterment and enrichment, together with greater self confidence in one's abilities. Children are expected to develop an awareness of sound, of sound differentiation (e.g. high / low, loud/ soft, rough/ smooth, fast/ slow, etc.) and therefore to recognise and harness practical aspects of pitch and rhythm, as two of the most basic ingredients of music. It is expected that activities would lead to further vocal ability and tonal control and group activities using instruments.

Participation in the AESTHETIC involves becoming aware, through music, of an essential "permanence" of aesthetic quality in music, and to become aware of the human need to strive upwards towards a spiritual goal.

Information technology has always been a major area of innovation and development for the school. All classes from the nursery upwards now have an interactive whiteboard in place. In the past we had the second ever whiteboard installed in a primary school and the first school in London to use wireless technology with laptops. We now have two suites of computers. One is a PC based suite with 15 Dells and we also retain our love of Apples with a smaller suite in the juniors. All machines are networked and connected to the Internet via a high speed line currently being upgraded. The school developed its own website and became the first Catholic school in the Diocese to do so and also the first in Hackney. We have had a new web designer for over a year now and soon we hope that all our documentation will be available on-line. One of the principles underpinning our websites is that it should be representative of the children of our school and contain lots of their work.

Our website is:

www.olsj.school.net

Our last Ofsted report said that ICT was a major strength of the school and that standards were very high.

Special Educational Needs provision

The objectives of Our Lady & St. Joseph R.C. Primary School are:

- a) To create an atmosphere within which the children can develop a sense of their own value and respect for others arising from Catholic Christian principles and beliefs.
- b) All children should have equal opportunity to achieve their full potential.
- c) All children should have equal access to a broad and balanced curriculum.

We recognise the wide range of ability of pupils in our school and it is our intention that this policy will ensure that appropriate provision is made for all children in line with the Code of Practice.

As a Catholic community we recognise that the Gospel invites us to recognise God in each individual, challenging us to find ways to welcome all. We aim to become more aware of each other and respond to those Special Needs whether they be spiritual, physical, mental, educational or social.

The concept of Special Educational Need therefore includes general and specific learning difficulties, behavioural and emotional difficulties, physical handicap, sensory handicap and medical disorders. It is also important to consider the learning needs of pupils with high ability described variously as Gifted and Talented. The Warnock report estimated that approximately 20% of children would experience Special Educational Needs at some time in their school life. There is no clear dividing line between those pupils who have Special Educational Needs and those who do not. We all may experience learning difficulties at some point in our lives. Where children have Special Needs, for whatever reason, it is the responsibility of the school community to ensure that these needs are met.

The school's SEN coordinator is this year is Ms. Val O'Donovan (Deputy Head). As co-ordinator, she plans the educational provision of the children in conjunction with the class teachers. An Individual Education Plan is drawn up for each child on the SEN

register. An overall analysis of needs is conducted and then specific learning programmes are drawn up either to be done by the class teacher or by the SENCO.

All children are considered equally for admission provided they meet the governors admission criteria. Specific learning problems or disabilities would not impact on a child's chances of admission to the school and is completely against the whole ethos of the school community. We are a fully inclusive school. We know that many children with SEN have unique talents and values and a way of bringing joy and goodness into the spiritual life of the community, thus enabling all of us to better live the love of Christ and experience its effect.

The school building itself is very well designed to meet the requirements of SEN children with no ramps or stairs to climb to gain access. We have a purpose built toilet with all facilities for SEN pupils in the new Junior building. The school has complete access all over for wheelchair users and the physically disabled.

For further details please see the schools **Special Educational Needs Policy**

HOMEWORK

At Our Lady and St. Joseph school, in accordance with the aims of the Mission Statement homework is seen as a vital part of the learning process. The aims of a well planned homework curriculum are:

- to foster home-school co-operation in children's learning;
- to develop a love of reading;
- to consolidate and extend the work of the class teacher;
- to help the children acquire basic skills of literacy and numeracy;
- to encourage independent autonomous learning in children;
- to promote a positive attitude to learning and acquiring knowledge.

The school recognises that work done at home on a regular basis can significantly enhance the progress of our pupils. Homework will therefore be given each week to all classes. The amount and type of work which is to be set will vary according to the age, aptitude and stage of development of each pupil.

It is not intended that teachers should set excessive amounts of homework that could become a burden for pupils or their parents. It is expected however that the work set should be completed and, in the case of written tasks, returned to school at the time requested by the class teacher.

Reading will be given a high priority throughout the school and is one of the best ways parents can help children in their school life. It is also one of the most enjoyable activities parents can do with their children. All pupils in Nursery and Key Stage 1 will take home reading books each night, using the special folders provided, and reading tasks will be set regularly for all pupils. The books will be progressively graded according to ability.

Spelling lists will be structured and will be largely phonic based in the early stages progressing to more complex structures in the juniors.

Homework to promote the Numeracy Hour will take place in the infants and progress according to ability and needs of pupils through the school.

At Key Stage 2 there will be at least one substantial piece of work set each week for completion at home in addition to tables, spellings and other memory tasks.

The work set may be:

revision of work done in class,

extension of work done in class,

preparation or research for a forthcoming project.

Parental involvement in setting aside time and space for written work or reading to be done, assisting in the memorising and testing of multiplication tables or spelling lists, discussing work done at school so as to reinforce its understanding and give opportunities to apply skills and knowledge gained, or regularly listening to their children read is strongly encouraged. Such support is especially valuable in the case of pupils with special educational needs who have individual programmes of work.

The school's policy on homework will be made clear to all parents at the time that their child is admitted to the school. Children have only one school career, and for this to be the best that can be achieved, the Home-School partnership must be seen as a real and lively relationship promoting the highest expectations between school, parents and pupils. Homework is a divisive issue in every school. Some parents want hours every night others never help their children. Homework is offered but it is largely a voluntary optional activity. Equally it is unfair to expect feedback on every individual piece of work with 30 children in a class. Some homework is for revision or consolidation purposes other times it is to get parents and children to be together. Teachers have a workload agreement in place now and we respect this. Detailed feedback with older children in particular may often be given in class.

Statutory Testing & Assessment

Children are first formally assessed on arrival in the Reception class aged around five. They are tested in what is known now as the Foundation Stage Profile. This tests everything from language and number to awareness of the world.

In Year 1 all children are tested in May using the London Group Reading Test. The teacher also assesses the children on National Curriculum subject levels.

All children are tested nationally at seven and eleven in our school in the core subjects of English, Maths and Science. The results have always been good and above national and local averages in both formal testing and teacher assessment scores.

In Year 3 children are assessed in May using Sats tests and given teacher levels for all subjects including RE.

In Years 4, 5 and 6 children are given three formal assessments in a year. These measure cognitive ability, future predictors of attainment and progress. Tests are known as Cats, PIPs and Sats.

Year 6 children are formally assessed in May in English, Maths and Science. These form the basis of league tables published nationally.

Parental consultations take place three times a year and all parents are required to attend to discuss their child's progress. In the Summer Term parents receive a written report on their child's progress. We also keep work samples and portfolios of your child's work.

Development of Children

Inspired by the teaching of Jesus Christ we have always tried to meet the needs of every child within our school. We feel a special responsibility for those children with Special Educational Needs and will always try to respond in the most appropriate way. Essential to this task is a proper respect for the gifts and needs of each individual and a flexibility of approach. We recognise that making arrangements to meet the needs of individual children with marked abilities is also important.

Sex Education

Sex education is taught as part of the school's Personal, Social and Health Education policy.

All aspects of sex education conform to the teaching of the Catholic church. Specific sex education is not taught until years 5 and 6. Parents are informed and may withdraw their child if they wish. The PSHCE programme is the Nelson Scheme and the supplementary material is from the BBC.

For further information please see schools **Sex Education Policy**

Communication between Home - School - Parish

The staff welcome and encourage the involvement of parents in the Religious Education of their children and the prayer life of the school. Parents are kept informed weekly of all services and events through a weekly Newsletter and are always invited to school masses and liturgies in which they eagerly participate. Links between home, school and parish are very strong and living links.

Concerns, Complaints and Compliments

If a problem arises please make arrangements to see your child's class teacher to discuss your concerns. If further discussion is required an appointment with the Headteacher may be made. Most issues can be dealt with promptly and efficiently at this level. However, if you are still not satisfied then please obtain a copy of the complaints procedure from the office.

Please let us know when you are pleased about something too!

For further information please see schools **Complaints Procedure**

The School Friends Association

There is a very active School Friends Association. They meet regularly and are a great benefit to the school. All parents are encouraged to join. Recently they have organised Summer and Christmas Fayres, discos, a quiz evening, Fireworks Nights and cake sales. Money raised has been re-invested in the school for example on stage lighting and disco equipment.

Charging and Remissions

The school makes no charges for activities in school time but parents may be asked to make Voluntray contributions to outings and visits. If enough people do not pay then they may be cancelled. the school heavily subsidises the School Journey every year and also subsidises most outings. We also heavily subsidise swimming. Parents are asked to contribute to the Governors School Fund which helps pay for repairs and building work and to the costs incurred by the governors. The current cost is £25 per year if paid at once or £10 per term if paid off over three terms. Last year all but 5 families made some contribution to the school. If you feel you cannot pay please let the head know in strict confidence.

Behaviour at School

Guiding principles

Good behaviour and discipline are essential to the successful teaching, learning and development of pupils in our school. In our Mission Statement we assert that:

“Our Mission is to foster the Gospel values of Jesus Christ and provide a high standard of education with equality of opportunity for all.”

In order to achieve the aims outlined in our Mission Statement and to create a safe and loving environment in our school we have drawn up the following policy.

We recognise that our school and parish community can play a vital part in promoting the spiritual, cultural, intellectual and physical development of our children. As a school, we value each member of our community by recognising the gifts and needs of every individual. We encourage self-discipline and aim to treat everyone with respect and courtesy at all times. We can only succeed in our aims by working in open and honest partnership with families, Church and the wider community. The ethos of our school aims to encourage attitudes of citizenship which include respect for person and property; honesty; trust and fairness and self esteem.

For the discipline policy to be effective there needs to be consistency in approach from all responsible members of our community.

The Role of Parents

We aim to work in open and honest partnership with parents and recognise that parents are the prime educators of their children and have a large influence on their children's behaviour. We understand that many families are operating under conditions of enormous hardship, poverty and distress. Life in inner city Hackney and Islington is never easy.

We do, however, expect all parents to support the aims and mission of the school and to support the staff in their adherence to and acceptance of school rules applied equally to all.

We ask that parents ensure that children arrive on time, adequately fed, with full school uniform and a respect for school books and property. All absences must be accounted for as soon as possible.

Bullying

By bullying we mean the wilful conscious desire to hurt, threaten or frighten someone else persistently. We regard all bullying as unacceptable aggression whether it be physical, verbal or psychological.

Bullying may take the form of isolating; name calling; physical attack; damaging or stealing property; forcing someone to behave in an unacceptable manner; mental cruelty or name calling.

All incidents of reported bullying will be treated very seriously by the whole community and thoroughly investigated and recorded. Repeated offences will have serious

consequences for the perpetrators. Governors will support any exclusion for persistent misconduct.

Ideally we aim to reconcile all parties involved in any incident and to counsel both sides where appropriate.

Further details see **Bullying Policy**

Racial and Sexual Harassment

Racial and sexual harassment is seen as a specific and malicious form of bullying. As such it is totally unacceptable and will never be tolerated in our school. We see racial and sexual harassment as being the complete antithesis of Gospel values and all we stand for as a school community. Through our R.E. programme we aim to foster respect and dignity for the worth of every human being and recognise the individual gifts of all. In the same way we recognise that Jesus expelled the money lenders from the temple so we aim to ensure that racism and discrimination have absolutely no place in our school.

Further details see **Race Equality Policy**

As a school we intend to promote responsibility and success in our children's lives. This can only come about if we all strive to be true and faithful to our stated Mission Statement. We ask our children in our school motto:

***"To shine with love, kindness and respect"
..... and also with a smile.***

