



St Francis Of Assisi Catholic Primary School

"Nothing is impossible with God" - Luke 1:37

School Prospectus 2023-2024



St Francis of Assisi Catholic Primary School
is part of the St Gregory the Great
Catholic Multi-Academy Trust.



The
St Gregory the Great
Catholic Academy Trust

SCHOOL VISION

A vision which sees.....

- A visibly Catholic school with Christ at heart, that cherishes everyone
- A school which offers a high-quality inclusive education
- A school in which teaching constantly strives to be better
- A school where the whole community values learning
- A school which promotes independence, motivation and perseverance
- A school in which pupils demonstrate calm and positive behaviour
- A school which sets no ceiling on the expectations of pupil achievement and believes that every child, has the right to feel clever, and achieve greatness.

“Nothing is impossible with God.” Luke 1.37

Aims:

- To be a school that reflects God’s love for us all.
- To be a school that follows the teachings of Jesus.
- To be a happy school where everyone feels welcome.
- To be a school in which all staff are effective fulfilled and committed to school improvement, while achieving a healthy work/ life balance.
- To be a school with a rich, relevant and creative curriculum which reflects local needs and enables all children to make a positive contribution.
- To be a school which educates the ‘whole’ child and strives for excellence in all areas.
- To be a nurturing, caring school, working closely with home and parish to ensure that every child is encouraged and supported to fulfil their potential.

Core Values:

‘Teachers write on the very spirit of human beings.’

(‘The Catholic School on the Threshold of the Third Millennium.’ Rome 1988)

Love – Respect – Wisdom – Equality – Trust – Courage – Perseverance

TYPE OF SCHOOL

St Francis of Assisi Catholic Primary School is part of the SGTG Catholic Academy Trust, which also has a Nursery provision for boys, and girls aged 3 - 11 years.

ADDRESS OF THE SCHOOL

St Francis of Assisi Catholic Primary School
Lady Pit Lane
Beeston
Leeds
LS11 6RX

Telephone: 0113 2700 978
Website: www.bsf-leeds.co.uk

Email: admin@bsf-leeds.co.uk

THE GOVERNORS OF THE SCHOOL

The Trustees of the Diocese of Leeds have appointed the following persons to serve as Academy Council Members:

Contact: c/o St. Francis of Assisi Catholic Primary School

Chair of Governors – Mrs S Hardiman – Douglas

Vice Chair of Governors – Mrs C Gregory

Headteacher- Mrs V. Snejberkova-Taylor

Assistant Headteacher - Mrs V. Oxley

Foundation Governors:

Mrs M. Parker, Mrs C. Hart, Mrs V. Misner

Parent Governor – Mr A. Ali + Vacancy

Staff Governor – Mrs D. Daniels

Clerk to Governors – Leeds City Council Governor Service

STAFF OF THE SCHOOL

Head Teacher	Mrs V. Snejberkova-Taylor (SENDCO)
Interim Assistant Headteacher	Mrs V. Oxley (Curriculum Leader)
School Business Manager	Mrs L. Massey (H&S Lead)
Year 6 Teacher	Miss K. Noon
Year 5 Teacher	Miss E. Holder (Music Lead)
Year 4 Teacher	Miss A. Holtby (Science Lead)
Year 3 Teacher	Mrs H. Shaw (RE & RSE & Catholic Life Lead), Miss G. Durkan
Year 2 Teacher	Miss C. Kerrigan
Year 1 Teacher	Miss L. Peacock
Reception Teacher	Miss L. Lloyd
Nursery Teacher	Miss V. Hough, Mr J. Prior
Family Welfare Officer/Safeguarding Officer	Mrs D. Daniels
SEND Support Officer/Safeguarding Officer	Mrs K. Smith
L2 SEND Support Assistants	
Mrs N. Ali	
Miss A. Brown	
Miss K. Craven	
Miss F. Diakaki	
Mrs R. Fawcett	
Miss A. Sultan	
L1 Learning Support Assistants	
Miss K. Ahern	
Mrs K. Ali	
Miss M. Deben	
Miss V. Greenwood	
Mrs J. Ingham	
Miss R. Mills	
Mrs C. Phillips	
Mrs P. Phillips	
Miss J. Qureshi	
School Administrator/ Safeguarding Officer	Mrs S. Groundwell
Administrator Support Assistant	Vacancy
Caretaker	Mr M. Newsome
Cleaner	Mrs M. Pickles
Kitchen Supervisor	Mrs J. Stead (employed by Catering Agency)

ADMISSIONS

St Francis of Assisi Catholic Primary School was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by its Academy Council as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

If the number of preferences received is less than the admission number, then all preferences will be met. However, when there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed in the Admission Policy. By applying to this school, parents are declaring their support for the aims and ethos of the school.

The governing body has responsibility for admissions to the school and intends to admit 30 pupils to Reception in the school year.

The admission Policy and SIF are available on our school website or by request.

In Year Applications

1. Appeals will be heard within 30 school days of the appeal being lodged by the parent.
2. Papers and details such as date, time and venue will be sent to parents at least 10 school days before the Appeal hearing.
3. Parent can send further evidence to the Clerk to the Appeals Panel before the Appeal takes place but no later than 5 school days before.
4. Decision letters will be sent to parents within 5 school days following the Appeal.

Appeals submitted after the given deadlines will still be heard as soon as possible but not necessarily within the above timescales.

ARRANGEMENTS FOR VISITING THE SCHOOL

Parents of prospective pupils who wish to make an application for their child to attend the school are encouraged to visit the school and meet the Headteacher by appointment prior to making the application.

Prior to starting school, and after the Academy Council has approved the admission of a child, parents and children will be invited to visit the school during the summer term.

Parents of existing pupils - Parent Evenings are held three times a year, one in each term.

The Headteacher is always prepared to see parents. Parents are encouraged to contact the school at any time that they feel it is necessary. Please remember, however, that to be certain of prompt attention it is best to make an appointment in advance.

THE SCHOOL HOURS

Key Stage 1		Key Stage 2	
AM	8.50-10.20	AM	8.50 – 10.45
BREAK	10.45-11.00	BREAK	10.45-11.00
AM	10.45-12.00	AM	10.45-12.00
DINNER	12.00-12.55	DINNER	12.00-12.55
PM	1.00 – 3.30	PM	1.00 -3.30

During the lunchtime break pupils are supervised by the Lunchtime Supervisory Team.

A member of the senior leadership team assumes overall responsibility during the luncheon period.

THE CURRICULUM

Curriculum areas covered by the children include the Core National Curriculum subjects of RE, English, Mathematics, Computing and Science and the foundation subjects of History, Geography, Art, Design and Technology, Physical Education, PHSE and Music. In addition, children in Year 4 have swimming lessons.

Homework

Children will be given homework at appropriate times. Parents are always encouraged to listen, talk to and read with their children whenever possible. Parents are also encouraged to take their children to the library. The school also stresses the importance of times tables and spelling. Individual class newsletters include further details regarding homework.

PASTORAL CARE

The school aims to create a caring environment where the safety and welfare of each pupil is of fundamental importance. The Headteacher's responsibility for pastoral care is delegated to both teaching and non-teaching staff. The class teacher is the person immediately responsible for the child's welfare. He or she works in collaboration with colleagues to ensure that pastoral care is of the highest order. Close contact between home and school is key and the Headteacher is always available for private discussions with parents needing particular help.

CATHOLIC LIFE OF THE SCHOOL

Parents are the first educators in the faith for their children. It is the school's role to build upon the foundation of faith and to deepen and strengthen it.

Religion is not treated as just another subject; it permeates the whole school life. This is brought about not only in the RE lessons where the "Way, the Truth and the Life" Religious Education Programme is followed, but also in the opportunities provided for growth in prayer, sacramental preparation, celebration and liturgy. Every attempt has been made to create and maintain a caring and Christian community in accordance with the doctrine and practices of the Catholic Church. In these and in other ways we would hope that the children will grow in

the love of God and for each other, so that they develop a true sense of commitment and service.

We welcome people of other faiths to our school community. They enrich and broaden the religious life of our school.

There is close co-operation with the Parish Priest. Mass is celebrated for the school regularly. These Masses are prepared by the pupils and their class teachers and are open for parents and parishioners to attend.

SACRAMENTAL PREPARATION

Preparation of children for the Sacraments of Reconciliation, Holy Communion and Confirmation will be carried out in accordance with:

- the teachings of the Universal Church and the Bishop's Conference of England and Wales;
- the policy statement issued by the Bishop of Leeds;
- the particular direction given by the parish priest of Maximilian Kolbe, in regard to the fulfilment of Diocesan policy; and the Religious Education policy of the school.

SPECIAL EDUCATIONAL NEEDS

St Francis of Assisi Catholic Primary School is a community which reflects and celebrates the diversity of Christ's Kingdom where all are seen as gifted and all can learn from one another. Our commitment is to meet the needs of every child as a unique individual created by God.

The policy addresses those children with special educational needs whether short or long term, related to physical, emotional, behavioural or learning.

We aim to:

- (a) provide an environment which fosters close partnership with parents;
- (b) promote the self-worth and self-esteem of all who learn and work within the community;
- (c) provide a curriculum in line with the distinctive nature of Catholic Education and one which meets National Curriculum requirements;
- (d) promote early identification and assessment of children with special educational needs;
- (e) meet the academic, social, moral and spiritual needs of all pupils to enable them to reach their full potential, in as inclusive an environment as is possible and taken into account the needs of all children;
- (f) provide differentiated teaching resources matched to the needs of the pupils;
- (g) provide the correct help as resources allow;
- (h) promote professional sensitivity towards all children with special needs and their families.

CHARGING FOR SCHOOL ACTIVITIES

The Academy Council recognises the valuable contribution that the wide range of additional activities including clubs, educational visits and residential experiences can make towards the intellectual, physical, spiritual, personal and social education of pupils. It aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and also as additional activities.

Charges

The Academy Council reserves the right to make a small charge in the following circumstances for activities organised by the school:

- School journeys in school hours: the board and lodging element of residential activities deemed to take place within school hours.
- Activities outside school hours: the full cost to each pupil of activities deemed to be optional extras taking place outside school hours.

Breakages and fines

The Academy Council reserves the right to ask parents to pay for the cost of replacement or repair of items of school property or equipment damaged as a result of a pupil's behaviour or negligence.

COMPLAINTS PROCEDURE

Formal complaints: If attempts to settle the complaint informally have failed, the Headteacher will supply the complainant with the name of the Clerk to the Academy Council and with a copy of the document which explains the arrangements for considering complaints.

For further information please read the Complaints Procedure statement and the Complaints Toolkit.

HEALTH AND SAFETY

In order to promote Health and Safety on the School premises the Academy Council has approved a Health and Safety Policy and the school has constructed a Health and Safety Code of Practice, copies of which are available for inspection at the school. Obviously, these will only be of use if they are observed by everyone who uses the school premises - pupils, teachers, non-teaching staff, Governors, parents and visitors.

Four things are expected of pupils:

1. to exercise personal responsibility for the safety of self, classmates and other children;
2. to observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
3. to observe all safety rules of the school and, in particular, instructions of teaching staff given in emergency;

4. to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

MEDICINES IN SCHOOL

If your child needs to take medicine during school hours you must sign a document in the school office authorising the school to administer the medicine.

SCHOOL UNIFORM

Children are expected to wear the School's indoor uniform, details of which are as follows:

<u>Girls</u>	<u>Boys</u>	<u>PE</u>
(Grey/black) skirt/trousers	(Grey/ black) trousers	(Black/dark grey) shorts
White blouse	White shirt	White T shirt
Red cardigan Red school sweatshirt	Red pullover Red school sweatshirt	Pumps (indoor PE) Trainers (outdoor PE)
Red tie (optional)	Red tie (optional)	Joggers
White socks	Grey socks	Hoodies
Indoor shoes	Indoor shoes	Pump bag
Smart outdoor shoes	Smart outdoor shoes	

If your child/ren are in need of a uniform, please let us know and we may be able to provide it from our gently used shop. The uniform shop will be open during parents' evenings and other school events. However, if you need something between now and then please contact us to enquire. There will be no charge for items from the shop.

SCHOOL MEALS AND LUNCHTIME ARRANGEMENTS

Healthy foods, sourced locally where possible, are cooked on the premises and served in the school hall.

There is a choice of menus each day and special dietary arrangements can be catered for, if necessary. The current prices for school meals are as follows:

Reception and KS1 - Universal Free School Meals

KS2 - £2.60 per day (£13.00 per week)

Free School Meals – Please contact the school office for an application form.

We encourage all parents (including Nursery) who may qualify for free school meals, to apply by contacting Leeds Benefits Service, Community Benefits and Rights. Tel: 0113 234 8080. The school office can help with the application and give you advice.

FREE SCHOOL MILK

If your child is in Nursery and/or under 5yrs old in Reception, then s/he is entitled to Free School Milk.

In the term that your child becomes 5yrs old s/he will no longer be entitled to Free School Milk.

Should you wish your child to have milk at school after s/he becomes 5 you can:

1. Pay £1.20 per week or £44.16 for the whole school year
2. If your child is entitled to Free School Meals, then s/he is also entitled to Free School Milk and other benefits.

BREAKFAST CLUB

£1 per child per day. From 8am every weekday, in the school hall.
If you would like your child to join, please contact the school office.

SCHOOL CALENDAR 2023-24

Holiday	Last day of school	School Opens
Summer	Fri 21 Jul 2023	Tues 5 Sept 2023
Autumn Mid-term	Fri 27 Oct 2023	Tues 7 Nov 2023
Christmas	Fri 22 Dec 2023	Tues 9 Jan 2024
Spring Mid-term	Fri 9 Feb 2024	Mon 19 Feb 2024
Easter	Thurs 28 Mar 2024	Mon 8 Apr 2024
Summer Mid-term	Fri 24 May 2024	Mon 10 Jun 2024
Summer	Fri 19 Jul 2024	

Please note that school will be closed for children for Staff Training on the following dates:

- Mon 4 Sep 2023
- Mon 6 Oct 2023
- Mon 8 Jan 2024
- Mon 22 Jul 2024
- Tues 23 Jul 2024

Banks holidays include:

Summer	28 Aug 2023
Christmas	25&26 Dec 2023
New Year's Day	1 Jan 2024
Good Friday	29 March 2024
Easter Monday	1 Apr 2024
May Day	6 May 2024
Spring Bank	27 May 2024
August	26 Aug 2024

PERSONAL PROPERTY

Parents are asked not to let children bring items of value to school, particularly on days when they have games, PE or swimming. Clothing and property should be clearly marked with the child's name.

THE WEARING OF EARRINGS, NAIL VARNISH and MAKE-UP IS NOT PERMITTED. Ear studs and watches are allowed at parents' discretion and liability. NO OTHER JEWELLERY IS ALLOWED.

Although we encourage our children's individuality, we ask parents to avoid extreme hairstyles such as colours and lines.

Lost property is kept in the school office. Unclaimed lost property is kept for one term only.

WE CANNOT ACCEPT RESPONSIBILITY FOR LOSS OF PERSONAL PROPERTY.

ABSENCES/LATE ATTENDANCE

When your child is absent, please telephone the school **before 9am each day of absence** or inform the school of how many days the pupil will be absent. In this way the absence can be "authorised." If this is not possible an absence note on his/her return is required.

When an absence is known in advance the School must be informed before the absence. The absence can then be recorded as 'authorised'.

Should a pupil be sent home during the school day due to vomiting and sickness we ask that the pupil remain at home for 48hrs before returning to school.

Children who arrive late must report to the main office with their parents and sign in. As you will be aware, the school has a number of entrances for children. A security system has been installed and after 9.00 all doors to the school are locked.

If your son or daughter is absent without authorisation the Family Welfare Officer will telephone home to check on your children's whereabouts.

ARRANGEMENTS FOR WITHDRAWAL OF PUPILS ON PARENTS' REQUEST

St Francis of Assisi is a Catholic School. If parents of non-Catholics wish to withdraw their children from collective worship, they may do so, but it will be necessary for them to make arrangements for their children to be supervised.

EXTRA-CURRICULAR ACTIVITIES

We offer a variety of after-school activities. Clubs are open to all our children and delivered by dedicated and experienced members of our staff team. Y6 booster clubs run for 12 weeks in preparations to the National Exams, every year.

POSITIVE BEHAVIOUR

Developing a positive ethos in School

1. Aims

It is our aim that every child develops moral values and a code of behaviour based on Christ's teaching and example.

We are a caring community whose values are built on mutual trust and respect for all.

The Behaviour Policy is designed to create and maintain a positive, calm, and orderly environment, where all members of the school can live, and learn together in a supportive way.

2. School Rules

Our school rules are simple, clear and easy to understand, remember and follow. They can be interpreted by the children and adults in school at every level.

We call them RULES FOR LIFE:

- Respect
- Listen
- Try your best (with everything)
- Be positive (have a go!)

The rules are displayed around the school and in every class. They are linked to the rewards and sanctions and are applied fairly and consistently, at the appropriate level, through school.

3. Encouraging Outstanding Behaviour for Learning in Our School

We believe that teachers have the right to teach and children have the right to learn in the classroom, free from disruptive behaviour. All pupils and staff have the right to feel safe and happy in school.

We make clear our expectations of good behaviour

We promote mutual respect

We adopt a positive approach which builds on the core values of our school, underpinned by Christ's teaching.

We identify, praise and reward good behaviour, both privately and publicly.

We create the right climate where all pupils feel valued, with a strong sense of belonging.

We set good examples through our Christ-centred approach to building relationships, showing mutual courtesy and care.

We deal with any difficult or confrontational situations quietly and with respect.

4. Rewards

In our school we reward good behaviour, pleasing work and all other achievements with:

- * house points
- * golden time
- * stars
- * letters home
- * certificates and praise in assembly

5. Consequences

- * a child is reminded of the school rules
- * a warning is given
- * missed playtimes
- * inability to gain the day's bonus behaviour point
- * letter home
- * time out to another class
- * loss of privileges

Children who misbehave in the playground will be reported to the duty teacher or lunchtime supervisor who will notify the class teacher who will discuss the problem with parents if the misbehaviour persists.

In matters of extreme breaches of the behaviour code, ie physical abuse of another child or adult, or use of bad language, the school reserves the right to implement loss of privileges with immediate effect. Exclusion will be considered if appropriate.

SCHOOL RESULTS - 2023

Early Years Foundation Stage results

53% achieving a Good Level of Development

Key Stage 1 results

67% achieving EXPECTED standard in Phonics (end of Y1)

53% achieving EXPECTED standard or above in Reading, Writing and Maths (combined)

Achieving EXPECTED standard or above - Reading 53%, Writing 57% and Maths 57%

Achieving HIGH standard - Reading 10%, Writing 7% and Maths 17%

Disadvantaged pupils achieving at least expected standard – Reading, Writing and Maths combined –
awaiting results

Key Stage 2 results

63% achieving EXPECTED STANDARD in Reading, Writing and Maths (combined)

6% achieving HIGH STANDARD in Reading, Writing and Maths (combined)

Achieving EXPECTED STANDARD in Reading 88%, Writing 84%, SPAG 88% and Maths 69%

Achieving HIGH STANDARD in Reading 31%, Writing 6%, SPAG % 31 and Maths 31%

Disadvantaged pupils achieving at least expected standard in Reading __ , Writing __ and Maths __ -
awaiting results

AVERAGE SCALED SCORE in Reading 103.6, SPAG 107.1 and Maths 108.2

To view School Performance Tables published by the DfE please visit

<http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=108025>