

**St. Cecilia's Catholic Primary School Prayer**

***This is our school. Let peace dwell here,  
Let the rooms be full of contentment.***

***Let love abide here, love of one another,  
Love of mankind, love of life itself,  
And love of God.***

***Let us remember that,  
As many hands build a house,  
So many hearts make a school.***

***We remember that, rooted in Gospel Values  
St Cecilia's School lives together,  
Learns together and loves together.***

***We make this prayer through Christ our Lord  
Amen***

**Dear Parents / Carers,**

**On behalf of the governors and staff, I would like to welcome you and your child to St. Cecilia's Catholic Primary School.**

**We are determined, to ensure that all our children, irrespective of background or ability will have the best opportunity to fully develop their talents and enable them to become well-rounded individuals, with the key skills to meet future challenges.**

**We aim to nurture happy, confident children with enquiring minds, who learn to succeed and contribute to their class school and wider community.**

**We have high expectations of every child and strive to achieve high standards in all we do.**

**We aim to provide a broad based, lively, creative curriculum to challenge and motivate our pupils and enable them to participate in a range of high quality learning opportunities.**

**The school's excellent facilities enhance the quality of the children's education. We take pride in the building which is maintained to a high standard. During their years here we hope they will enjoy the stimulating and caring environment we create and that their true potential, both socially and academically, is reached.**

**Our greatest resource is our skilled and dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. Together we can make our school a safe, happy and caring environment where every child is valued and listened to and where together we strive to realise our hopes and expectations for all children.**

**We hope you will work with us to make this possible and look forward to a successful partnership between you, your child and us in the years to come. We place high value on establishing close links between home and school so that we can effectively work together to achieve the very best for your child.**

**Best wishes,**

**Mrs Philippa Agate  
Headteacher**

St Cecilia's Catholic Primary School  
Mission Statement

***Rooted in gospel values St Cecilia's Catholic School  
Community lives together, learns together, and loves  
together.***

**AIMS**

**Live**

We strive to be a community where everyone feels safe, secure and cared for, where all are respected and loved.

**Learn**

We aim to provide an environment full of creativity, where talents grow and uniqueness is celebrated. We encourage co-operation and develop new experiences through exciting teaching methods.

**Love**

We aim to create a school family where each person can experience the love of God. We seek to promote gospel values modelling Christian principles throughout our school community.

***LOVE ONE ANOTHER, AS I HAVE LOVED YOU***

## Important Addresses

### Primary School Address - Junior

ST CECILIA'S CATHOLIC PRIMARY SCHOOL  
GREEN LANE  
TUEBROOK  
LIVERPOOL  
L13 7EA

Tel No           0151 228 1760

e-mail [sbm@sccp.liverpool.sch.uk](mailto:sbm@sccp.liverpool.sch.uk)

School Website: [www.stceciliacatholicprimaryschool.co.uk](http://www.stceciliacatholicprimaryschool.co.uk)

### Infant Building

ST CECILIA'S CATHOLIC INFANT AIDED SCHOOL  
SNAEFELL AVENUE  
TUEBROOK  
LIVERPOOL  
L13 7HB

Tel No           0151 220 2153

### Presbytery Address

ST CECILIA'S PRESBYTERY  
GREEN LANE  
TUEBROOK  
LIVERPOOL  
L13 7DT

Tel No           0151 228 1310

## The Governing Body

**Chair of Governors**

**Mr L Fogarty/Mr J Kilburn**

**Vice chair of Governo**

Foundation

Canon Conor Stainton-Pollard

Foundation

Mrs A Rigby

Foundation

Decon Ronnie Burke

Foundation

Mr L Fogarty

Foundation

Ms E Slattery

Foundation

Mrs Emma Mangan

Foundation

Damian Murphy

Foundation

Alyson Rigby

Staff Governor:

Katherine Hawkins

Parent Governor:

Leanne Burke

Headteacher

Mrs. P. Agate

LEA Governor

Mr J Kilburn

## Staff List

### **Juniors**

<b>Headteacher</b>	Mrs P. Agate
<b>Deputy Head</b>	Mrs Hurst
<b>Assistant Head</b>	Mrs Lea
<b>Teaching Staff</b>	Mrs P Rudge Mr S McCann Miss C Patterson Mr N Hughes Mrs C Lorne Miss K Hawkins Miss T Hampson Miss B Price Mr J Wood
<b>Support Staff</b>	
<b>Business Manager</b>	Mrs K Riley
<b>Admin Assistant</b>	Mrs P Donnelly
<b>SEMH</b>	Miss L Quigley
<b>Learning Support Assistants</b>	Mrs G Agger Mrs C Grimes Mrs L Thomas Mrs J Hornsby Mrs V Gomez Mrs N Smith Mrs N Loughran Miss E Hodge Mrs H Morris Miss B Parkes Mrs C Cornett
<b>Peripatetic Teacher</b>	Miss C Walker
<b>Music Support Teacher</b>	Mrs R Smith
<b>P.E. Coach</b>	Mr J Poland
<b>Supervisory Assistants</b>	Mrs K Thompson Mrs P Friend Mrs L Thomas Mrs S Worrall Mrs J Rigby
<b>Premises Staff</b>	
<b>Site manager</b>	Mr S Heavisides
<b>Cleaners</b>	Mrs S Worrall Mrs C Mealey Mrs T Suffield

## **Kitchen Staff**

**Cook**  
**Assistant Cook**  
**Catering Assistant**

Mrs N Brombey  
Mrs E Langley  
Mrs T Suffield

## **Breakfast Club**

Mrs P Friend  
Mrs C Maguire  
Mrs J Rooney  
Mrs A Pender

## **Infant**

SENDCO/Deputy Safeguarding Lead  
Senior Teacher Y2/Attendance Lead  
Year 2 Teacher  
Year 1 Teacher  
Year 1 Teacher  
Reception Teacher  
Reception Teacher  
Nursery Teacher

Mrs C Creer  
Miss L Grant  
Mrs S Tyson  
Miss C Alexander  
Mr J Molloy  
Mrs J Walsh  
Mrs J Getty  
Mrs E Rhodes

Part Time Teachers

Miss L Agate  
Mrs L Parle

## **Support Staff**

Administration Officer  
Administration Assistant  
Administration Assistant  
Caretaker

Mrs A Heavisides  
Mrs C Gallagher  
Miss E Heavisides  
Mr L Hayes

Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant

Mrs A Billing  
Mrs C Crilly  
Miss J Evans  
Miss H Golding  
Miss A McParland  
Mrs L McKay  
Miss C Ryan

Cook  
Assistant Cook  
Afterschool Club Manager  
Afterschool Club  
Afterschool Club  
Cleaner  
Cleaner

Mrs K Porter  
Miss H Foster  
Mrs C Maguire  
Mrs J Rooney  
Mrs A Pender  
Mrs P Friend  
Mrs N Artus-Keating

Music Teacher

Miss Amy Hounsey

## **Admission Criteria**

Where the number of applications exceeds the number of places available the Governing Body will apply the following over-subscription criteria.

1. Baptised Catholic looked after children and those previously looked after.
2. Baptised Catholic children living in the parish of St Cecilia's.  
  
Baptised Catholic children who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
3. Baptised Catholic children living in other Catholic parishes.
4. Looked after children and previously looked after children who are other than Catholic.
5. Children who are other than Catholic who have a brother or sister at the school at the time of likely admission. This includes full, half or stepbrothers or sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit.
6. Children from other Christian denominations. Proof of Baptism in the form of Baptismal Certificate or confirmation in writing that the applicant is a member of **their Faith Community from an appropriate Minister of Religion is required.**
7. **Children of other faiths. An appropriate Minister of Religion would need to confirm in writing that the applicant is a member of their faith group.**
9. **Children whose parents express a preference for a place at the school.**

In the event of any over-subscription in the number of applications made under any of the categories above then the admissions committee will offer places first to children living nearest to the school measured in a straight-line distance from the front door of the house/flat to the main front door of the school as measured by the Local Authority

### **NOTE**

Office Admission Policy is kept in School

PARENTS MUST COMPLETE THE LOCAL AUTHORITY COMMON APPLICATION FORM AND SCHOOL SUPPLEMENTARY FORM.



## **Secondary Transfer**

Our Year 6 pupils will normally transfer to the following schools –

**BOYS - CARDINAL HEENAN HIGH SCHOOL**

**GIRLS -BROUGHTON HALL HIGH SCHOOL**

Towards the end of Year 6, the children visit their secondary school on several occasions. There are also meetings for the parents of Year 6 pupils both here and in the secondary schools which we would encourage you to attend. After your child has transferred, contact will continue between the head of Year 7 in the secondary school and ourselves to try and ensure a smooth transition for your child between schools.

**IMPORTANT PLEASE NOTE – Both Broughton Hall and Cardinal Heenan state in their Admissions Policy that priority is given to those pupils who attend St. Cecilia's and live within the Parish boundary (or that of another feeder school parish). Parents who do not live within the parish boundary, or choose to move outside it, will experience difficulty if and when they apply for a place at either of these secondary schools.**

Parents who live outside the parish boundary are reminded of the importance of this criteria annually

## School Hours

Nursery Morning	8.30 – 11.30 am
Nursery Afternoon	12.00 – 3.00 pm
School gates open Nursery	8.30 am
(Infants)	8.35 am
(Juniors)	8.40 am
School Begins/Registration	8.50 am
Lower School Break	
Year 1	10.30 am (15 mins)
Year 2	10.45 am (15 mins)
Year 3	10.15 am (15 mins)
Year 4	10.30 am (15 mins)
Upper School Break	
Year 5	10.45 am (15 mins)
Year 6	11.00 am (15 min)
Reception Lunch break	12.00 – 1.00 pm
KS1 lunch break	12.15 -1.00 pm
Lower School Lunch Break	12.00 -12.45 pm
Upper School Lunch Break	12.45 -1.30 pm
<b>School Ends (Infants)</b>	<b>3.05 pm</b>
<b>    (Juniors)</b>	<b>3.10 pm</b>

## Attendance

In order to ensure that your child has the opportunity to access their full entitlement to educational provision, it is of the **utmost importance** that regular attendance at school is maintained.

We are aware that childhood illnesses and unforeseen family circumstances may mean an occasional absence. It is however, your legal duty to ensure your child's attendance at school.

School operates a 'First day Response' policy which means that if your child is absent and no contact has been made, then the school will follow up with a phone call on the first day of absence. Regular absence and inconsistent attendance may bring about the following procedure: -

- The Class teacher will request additional information and will inform parents that the monitoring of attendance has begun. If no improvement is evident this will lead to
- A Senior member of staff will arrange a meeting to address / support issues which may be impacting upon attendance. If there is still no improvement made
- A meeting with the Head Teacher and Attendance Officer will be arranged which will be arranged which will trigger formal Local Authority procedures.

## Punctuality

It is vitally important that in order for your child to access the curriculum fully they are on time at the start of the school day. **Please note School day starts at 8.50 am with registration.** Persistent lateness has considerable and negative impact on academic attainment. Children who are late or leave school for any reason must sign in/out on our Inventory System.

We have a number of incentives to encourage good attendance and punctuality

These include a weekly trophy, treats afternoons and certificates each half term. The children with the 100% attendance will have a trip out at the end of the year.

## Arrival after 8.50 am

If your child has a medical appointment or arrives after 8.50 am they must report to the school office, where a register recording the reason **will** be taken.

Persistent lateness will be monitored by the Senior Teacher / Learning Mentor.

Parents wishing their children to leave during the school day must make request to the Head Teacher in writing. The child should be collected from the school office and signed out on the authorised absence register.

On very rare occasions exceptional circumstances may arise which may mean your child has to be absent during term time.

New legislation from the DFE from September 2013 states that Head Teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances. It is clear that a family holiday will not constitute exceptional circumstances.

## Safeguarding Statement for Parents

The following statement is provided to parents so they are aware of the school's responsibilities:

*'The school ensures children learn in a safe, caring and enriching environment. Children are taught how to keep themselves safe, to develop positive and healthy relationships, how to avoid situations where they might be at risk including by being exploited.'*

*The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children's services. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances the school will be able to inform the parents/carer of its need to make a referral. However, sometimes the school is advised by children's services or police that the parent/carer cannot be informed whilst they investigate the matter.'*

*We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.*

*The school will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the child and family*

### **Medicines in School**

If a child requires medication during the school day the medication must be brought to the school by parent or appropriate adult. You must complete the Medication Form and if your child's medication is prescribed, the form must be signed by the Doctor (or their representative). If you cannot get the form signed, the designated person can still administer the medicine, if in the original container, marked with the child's name, dose and applicable dates.

### **Illness**

Please do not bring your child into school if they have been vomiting. They can return to school after 24 hours if well enough. Please see your child's GP if the illness prolongs and they can provide a medical certificate in order for the Head Teacher to authorise the absence. Please contact school before 10.00 am if your child is absent. If we are concerned about your child's health during the course of the day we will contact you. Please make sure we have at least TWO current telephone numbers. It is your responsibility to collect your child.

### **Dinners**

The current cost of school dinners this year is £1.90 per day, £9.50 per week. Dinners are to be paid for in advance on MONDAY MORNING.

There are three options for dinners. These are –

1. Dinner provided by the school
2. Packed lunch brought from home
3. Lunch at home.

We must be informed which option you have chosen for your child. The child must keep to the same option for the half term.

Children who stay in school for lunch are not allowed to leave the school during the lunch hour without permission.

Application forms for free school meals are available from the City Council 'One Stop Shops' school has copies as well. These forms should be completed by all parents who feel they may be entitled to benefits, directly to the Children's Services Directorate of the City Council.

Please apply for free meals even if you do not wish to take them up, as school funding depends on the number of applications, not the uptake.

Until a completed form has been received and verified by the Children's Services there is no entitlement to free school meals.

### **Snacks and Packed Lunch**

Children are invited to bring fresh or dried fruit for break time. In the Juniors children receive toast every day. Sweets, fizzy drinks, and chocolate bars are not part of our health school. Infant children are provided with milk and a snack during the day.

We ask parents to make healthy packed lunches and information on this can be obtained from the school office.

## School Uniform

With your help and co-operation, we like to see every child in full school uniform.

The uniform is as follows –

### Girls (Junior)

Maroon Cardigan  
Grey skirt/pinafore  
White shirt  
School Tie  
Black school shoes

### Boys (Junior)

Maroon Jumper  
Grey trousers  
White shirt  
School Tie  
Black school shoes

School PE Kit (Maroon top/black shorts)  
Grey tracksuit

School PE kit (Maroon top/black shorts)  
Grey school tracksuit

### Infants

Maroon sweatshirt, grey skirt/pinafore, grey trousers, white polo shirt., black school shoes.  
PE kit (maroon top, black shorts) Maroon Jogging Suit for PE days for all years.

### Nursery/Reception

Maroon tracksuit and white polo shirt.

### Summer – Girls

Pink Gingham Dress  
Maroon Cardigan  
Black shoes

### Summer – Boys

As above or  
White polo or white shirt and tie  
Grey trousers/shorts  
Black shoes

**P.E.** (Everyone) PE kit (maroon top, black shorts bought from our uniform supplier. Schools own joggers/hooded sweatshirt, bought from F & J Uniform on Muirhead Avenue.

- N.B.
1. Trainers can only be worn for P.E. lessons and playtime
  2. Please write your child's name on ALL items of uniform
  3. Children may wear watches for school
  4. For safety reasons we do not allow the children to wear any jewellery other than earrings - these should be plain gold studs.

All uniform can be bought from the F & J Schoolwear (formally Unit Form) on Muirhead Avenue.

NB: You can purchase non branded uniform from other providers in our school Colours.

## School Curriculum

### Religious Education

As a Catholic School, Religious Education is integral to our Curriculum. We use the official syllabus for the Archdiocese of Liverpool, "Come and See".

During the year all children participate in school masses and assemblies. We encourage parents to attend and be part of these celebrations. We will inform you during the year when your child will be involved in the Sacraments.

It is our statutory duty to remind you that parents can withdraw their child from all or part of the religious education and collective worship provided, in which case the child will be given other work to do in another part of the school.

### **The National Curriculum**

The National Curriculum Key Stage 2 is taught to all pupils. It is designed to give children a broad and balanced education with particular emphasis on R.E., English, Maths, and Science. Other subjects include: ICT, Geography, History, Music, Spanish, Art, P.E., Design Technology, and PSHE (Personal Social Health Education).

Provision is made for children with learning difficulties or disabilities and with the help of various external agencies every effort will be made to help these children achieve their full potential.

### **Physical Education and Swimming**

Physical education has a very important part to play in your child's development, and your co-operation is needed to see that your child adopts the correct attitude to these lessons. Correct clothing is essential.

P.E.	Maroon PE top Black shorts  Training shoes
Swimming	Bathing costume (one piece) (Trunks for the boys, not shorts) Towel Bathing caps to be worn by all children with long hair

### **Pastoral Care**

Parents are welcome to visit the school and discuss any problems but this should be done by appointment so that a mutually convenient time can be arranged. Our SENCO and Social Emotional Mental Health Lead are also available to support and advise on any issues.

The Headteacher has overall responsibility for Safeguarding and children's welfare.

### **Special Educational Needs**

The school's co-ordinator for Special Educational Needs is Mrs Lea – Lead Senco /Miss Creeer - Infants

We endeavour to meet the child's needs within the school, through and with the help of the LA and various support agencies.

If your child has special educational needs you will be notified and kept fully informed of his/her progress.

### **Equal Opportunities**

It is the policy of the school to treat all boys and girls with the same respect and present all children with equal learning opportunities.

### **Personal, Social & Health Education and Citizenship**

The school organises a full programme for the teaching of PSHE. This subject is taught as a separate subject and is also integrated into other curriculum areas, e.g. Science, P.E. and Religious Education

### **Assessment**

Your child's progress and attainment will be continually monitored and assessed throughout the year. Every half term, assessments are carried out to inform teachers, children and parents about attainment against the current year's programme of study from the new National Curriculum. This will inform

teacher's planning and set personalised targets for every pupil in Reading, Writing and Maths, which will be sent home.

At the end of Key Stage 2 (Year 6) your child will undergo a series of tests, known as SATs (Statutory Attainment Tests) in Reading, Grammar, Punctuation, Spelling and Maths. Each child will be awarded a scaled score and this will determine whether or not they have reached national expected standards.

School holds a 'Pupil/Parent Conference' twice a year, where each pupil and their parents have a short meeting with their teacher to celebrate achievements each term, discuss their progress since the last meeting and set new targets. There are two main topics for discussion at the meeting; attainment and attitude and behaviour. Formal, written reports are sent home in the Summer Term, to evaluate your child's progress throughout the year.

### **Homework**

Homework is a significant strategy which supports the progress and attainment of all our children. Homework is key component of our Home/School partnership and provides parents with information with respect to their child(ren)'s work, progress and attainment. Homework is set by class teachers to **consolidate** class work completed each week and encourage research of topics. We aim to ensure that homework is appropriate to the needs of the child and that all children understand the homework they have been given.

More details can be found in our **HOMEWORK POLICY** – copies can be found in school office/website

### **Parent App**

We have a parent app which can be downloaded by following the instructions enclosed. Parent app will keep you up to date with latest developments in our school, e.g. extra-curricular clubs and trips.

### **Extra-Curricular Activities**

A number of extra activities will be offered for your child to participate in during the year. These may include

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Dance	Science
Football	Rugby
Athletics	Cricket
Singing	Tuition in musical instruments
Booster Clubs	Multi-skills
Cookery Club	ICT Clubs
Reading	Basketball
Maths	Art

These activities will take place in the lunch break or after school. In the latter case advance warning will be given and parents will be responsible for their child's safety on the journey home.

### **School Trips and Visits**

Educational day visits will be organised by your child's class teacher throughout the year.

Parents will be asked for voluntary contributions towards all these outings. It must be understood that we have no funds to meet the full cost of outings, and if there is a shortfall in the amount received in voluntary parental contributions for any trip, the trip may have to be cancelled.

Residential will continue for various year groups, information will follow on these trips.

### **Free School Meals (Juniors and Infants)**

If you are entitled to free school meals, please complete the Pupil Premium Free School Meals form in the prospectus or from the school office. Meals are not free in Key Stage 2 unless you are entitled to free school meals

## **Parental Involvement**

### **Welcoming Parents**

Here at St Cecilia's parents are valued as co-educators of our children. You will always be made welcome here at the school. In fact, we would encourage you to visit the school as often as you can and join in all our celebrations, workshops or community events.

### **PARENTS' EVENINGS, SCHOOL REPORTS AND OPEN NIGHTS**

There are two parents' conferences which will include one written report to parents at the end of the school year. (Information will be given out during the year).

Other meetings for parents will be arranged as and when necessary.

### **Appointments for Parents to see Staff in School**

If you have any concerns about your child, please contact the office and make an appointment to speak to the class teacher.

### **Abuse of Staff**

Liverpool City Council is clear that any form of violence directed towards its employee's is unacceptable. To ensure the safety and respect of those who work at St Cecilia's violent behaviour of any kind will not be tolerated.

### **Parents Courses**

Each year if numbers allow us to, we will be running courses for parents and carers to further their skills in education and other matters.

### **Access to Documents**

In line with the requirement of the (Freedom of Information Act 2000) the school has a Publication Scheme; this conforms to the model scheme for schools approved by the Information Commissioner. School policies are available on request from the school office and maybe read by parents. Alternative formats are available on request.

A selection of policies can be accessed through our web site.

### **School Levy**

The Archdiocese of Liverpool provides our children with Catholic schools of excellence. All Catholic children in Liverpool are given a full and committed Catholic education which we hope will help and support them for the rest of their lives.

However, the cost to the archdiocese is substantial. To help us continue to provide this excellent education parents are asked by the archdiocese to give a voluntary contribution of £10 per year for each family in our school.

We do expect every parent to pay this levy and thank parents for their loyal support

### **Fund Raising**

Throughout the year your child will be encouraged to help the school by fund raising. All money raised will either go directly to improving our school or will go to one of the charities we support.

### **School Awards**

#### **Prize Giving**

During the Summer Term we hold our Prize Giving for KS2 children. Parents of children receiving a prize, governors and friends of the school are invited.



The children are presented with awards for:

- Full Attendance Awards
- Sustained Effort, Progress or Attainment
  
- Serving the school as prefects and head boy and head girl
- Excellence in sporting and non-sporting areas
- Class prizes are books chosen carefully to interest the recipient and emphasise the value we place on reading.

### **Positive Behaviour**

In St Cecilia's we strive to provide a caring ethos where everyone in the school community feels safe, confident, valued and respected. By promoting an environment where everyone can live and work together in a supportive way, enables all to reach their full potential, emotionally, socially and intellectually.

St Cecilia's Junior School is committed to creating an environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct, to accept responsibility for their behaviour and encourage others to do the same.

Outstanding behaviour is central to all we do at St. Cecilia's Catholic Junior School. High standards of behaviour will be expected and promoted at all times in lessons and throughout every aspect of the school's life.

By being good role models and rewarding pupils, it enables us to promote positive behaviour. We will work in partnership with parents to ensure that the school's values become central to the lives of learners.

### **Our 3 school rules:**

Every class will display and promote the following school rules:

- Be **Ready**
- Be **Respectful**
- Be **Safe.**

Our behaviour policy is based on the **Five Pillars of Pivotal Practice**

1. Consistent, calm adult behaviour
2. First attention for best conduct
3. Relentless routines
4. Scripting difficult conversations
5. Restorative follow up.

### **The STANDARD at St Cecilia's Primary School**

At our school, we want to reward our pupils for going '**above and beyond**' the expected standard of behavior. This expected standard is listed below:

- Follow our 3 school rules: READY, RESPECTFUL, SAFE
- Have 97% attendance or more
- Walk safely around our school
- Show good manners & be polite
- Wear our school uniform with pride (including PE. Kit)
- Listen carefully & follow instructions

- Care for everyone in our school & everything in it
- Be helpful to everyone
- Kind words, kind hands, kind feet
- Complete tasks to the best of your ability (including homework)
- Listen to one another
- Try your best
- All forms of bullying are unacceptable
- Best handwriting & presentation in all work (including homework)

### **Recognition and Rewards**

At St Cecilia's we believe that time should be spent celebrating the good behaviour of children across the school and we recognise and reward learners who go '**above and beyond**' our standards.

We use a range of positive recognition strategies to reinforce expected behaviour, so that all children develop their self-esteem and sense of self-pride.

- ❖ Rewards in individual classes consist of: verbal praise, encouragement stickers and certificates. Teaching Assistants work with the class teachers to support this positive ethos.
- ❖ Children will be regularly and consistently praised for behaving in the right way, being polite and demonstrating the school's Catholic ethos. We recognise that the use of praise in developing a positive atmosphere in the classroom cannot be underestimated and can be as effective as a larger, more public reward.
- ❖ Positive notes/phone calls home: these will be given each week to members of the class who have gone **above and beyond** that week.
- ❖ When a pupil produces outstanding work or have shown outstanding improvements in their work, their class teacher will award them a gold star in their book. Children keep a record of their gold stars in a class book and a visual chart in class. Badges are awarded in assembly when children earn a specific amount of gold stars:

30 gold stars = bronze badge

60 gold stars = silver badge

90 gold stars = gold badge

120 gold stars = platinum badge

150 gold stars = supreme badge

The total amount earned by each pupil, will continue through to the following academic year until the end of year 6.

- ❖ One pupil will also be selected from each year group for promoting the Gospel Values, and they will be rewarded with a trophy at the assembly. Their names will appear in the Weekly News, which is sent home each week. Each week, these four pupils will attend afternoon tea with the Headteacher.

- ❖ Weekly recognition of children who demonstrate going '**above and beyond**' the standard of behaviour we expect, will be invited to Hot Chocolate Friday with the Deputy Headteacher and their names will appear in the Weekly News.
- ❖ Positive Recognition Boards displayed in each class demonstrate the words, thoughts and actions of pupils who go **above and beyond** our standard. Pupils will also contribute to 'class ticks' on the board, if they reach their daily target, they will spend the last 5 minutes of the school day doing a fun class activity of their choice

### **Prefects**

Pupils are chosen from Year 6 to serve as Prefects in the Junior School. From these pupils one boy and one girl are asked to be Head Boy and Head Girl.

### **Parental Support**

We rely on your support in the event of discipline problems. We believe that a partnership approach, with open lines of communication, ensures a quick resolution to conflict situations and serves the best interests of the children.

The governing body has the power to discipline beyond the school gate. This covers the school's response to all non-criminal bad behaviour and bullying which occurs anywhere off the school premises and which is witnessed by a member of staff or reported to the school.

The governing body will need to ask the Head Teacher to consider what the school's response should be to:

Any bad behaviour when the child is:

- taking part in any school-organised or school-related activity or
- traveling to and from school
- wearing school uniform or
- in some other way identifiable as a pupil at the school.

Or, misbehaviour at any time, whether or not the conditions above apply, that:

- could have repercussions for the orderly running of the school or
- poses a threat to another pupil or member of the public or
- could adversely affect the reputation of the school.

In all of these circumstances the Head Teacher should also consider whether it is appropriate to notify the police or anti-social behaviour coordinator in their local authority of the actions taken against a pupil.

**Please see our Behaviour Policy on our school website for more information.**