

St Fidelis Catholic Primary School

Prospectus



September 2023

Compassion, challenge, excellence: bringing children to Christ through education

Table of Contents

Our Mission Statement	3
Our Leadership Team	4
St Fidelis- Our School's Patron Saint	5
Our Parish of Our Lady of the Angels	6
How our Nursery is organised	7
A Typical Day in our Nursery	8
A Typical Day in our Reception	9
A Typical Day in Years 1-6	10
Working Together for our child	11
Academic results	12
Growing as a Christian	13
Becoming a Reader	14
Becoming a Mathematician	15
Developing our Talents	16
Children with Disabilities	17
Communicating with the School	18
School Uniform	20
Mobile Phones	21
Attendance and punctuality	22
Safeguarding and Child Protection	23
Disciplining our child	24
Governing body	25
School buildings and grounds	26
Admission arrangements	27
Contact details	28

Our Mission Statement

As a Catholic school we endeavour to create a living and caring Christian community, where we aspire to ignite within everyone the light of Christ.

We strive to:

- i) Educate the whole person to their full potential: spiritually, morally, academically, emotionally, socially, culturally and physically
- ii) Respect, love and value ourselves and others as unique individuals and children of God
- iii) Encourage everyone to pray and develop a deeper personal relationship with God
- iv) Support parents and carers as the first educators of the child
- v) Enhance the essential relationship between the school, family and parish.

Our mission can be summarised in three key words: **compassion, challenge and excellence**, bringing children to Christ through education.



Our Leadership Team



Mark Hannon
Executive Head Teacher



Catherine Quirke
Head of School



Deborah Atherton
Assistant Head Teacher & SENCO
Phase Leader for Years 1 & 2



Ben Kennor
Assistant Head Teacher
Phase Leader for Years 3 - 6



Patsy Sheriden
Early Years Foundation Stage Leader

St Fidelis- Our School's Patron Saint

St Fidelis started his life in Germany as Mark Rey in 1577 where he trained as a lawyer and philosophy teacher. Disgusted by the greed, corruption and wrongdoing by the other lawyers at his work, he became a priest. He later became a Franciscan Friar and changed his name to Fidelis. He gave away all his money and belongings to poorer people. Fidelis served God with his work in preaching, caring -for and healing sick soldiers. He led a group of Capuchin brothers in preaching against violence in Switzerland. Fidelis was very successful in his work and dedicated to God spending his nights in prayer.

He was eventually martyred for his preaching. He died on 24 April 1622 and this is the date we celebrate his feast day each year.

“Woe to me if I should prove myself but a half-hearted soldier in the service of my thorn-crowned Captain.”

There is much we can learn from St Fidelis:

- **Generosity**

We should give often to charity.

- **Hard work**

Like St Fidelis, we should try our very best in all that we do.

- **Courage**

We should stand by our beliefs whatever we might face.

- **Commitment**

As St Fidelis said, we should give everything we do, all our efforts.



Our Parish of Our Lady of the Angels

The relationship between our parents, our parish and our school is essential to the development of our children. These links do not come about merely by chance. We work hard to ensure that the children in our care, their parents and other family members all realise that we are not an island. St Fidelis is the jewel in the crown of the parish of Our Lady of the Angels. Part of our history is that the school is built on ground that was once the orchard of the Franciscan Friars.

Our school benefits from having chaplains who come from the Friary to celebrate feast days in the Church calendar through the celebration of Mass and special assemblies.

We also use the church to celebrate special whole-school Masses throughout the year and our Key Stage 2 children hold their Christmas Carol Service there.

Our commitment to our faith is borne out through the activities and involvement that many staff and pupils participate in, in the parish. Each year the parish hosts a Bazaar which the children are encouraged to help out with, through donations and attendance. Other activities include parish barbecues and Family Fun Days.

St Fidelis also works with the parish to prepare parents and children for the Sacraments of Reconciliation and Eucharist when the children are in Year 3. This next step on the Christian journey is a very special time for children, parents and staff and of course goes on beyond Year 3.

The school encourages all children to take part actively in the spiritual life of the church also, either by reading, singing, playing a musical instrument or serving at Mass.

Choosing St Fidelis for your child means that they will become part of a much larger community where theirs and your contribution is valued and nurtured.



How our Nursery is organised

St Fidelis Nursery offers 26 places from one of the following options:

- 30 hours funded care plus lunch
(Monday – Friday, 8:30am – 3:10pm)
- 15 hours funded care plus the opportunity to “top up” to 30 hours plus lunch
(Monday – Friday, 8:30am – 3:10pm)
- 15 hours funded care
(Monday – Friday, 8:30am- 11:30am or 12:10pm-3:10pm)

The Nursery session begins at 8:30am and will end with a “soft” end of day, meaning that children can be collected between 3.10pm and 3.20pm.

Children in the Nursery are taught by a team of qualified staff which consists of a qualified teacher, nursery nurse, and at least one teaching assistant.

There is an emphasis on learning through play using a range of resources, equipment, activities and games. As well as climbing frames, a playhouse and wheeled toys, there is a challenging trim trail and lots of engaging activities set up both inside and outside the Nursery.

The Nursery has its own outdoor play area with toys and equipment. Children are encouraged to play and learn outside for a period each day, whatever the weather. Parents are encouraged to ensure children are suitably dressed and always have a coat with them.

Our Nursery curriculum has been followed successfully for many years and covers all aspects of development in the Government's Early Years Foundation Stage Guidance. Children are assessed regularly through observation (not testing) and opportunities are given for learning through carefully planned play situations, as well as through more formal (but fun) teaching times.

Our Foundation Stage covers the seven areas of the Early Years Foundation Stage (EYFS) and religious education. The eight areas are:

- Religious Education
- Personal, Social and Emotional Development
- Communication and Language
- Mathematics
- Literacy
- Understanding the World
- Physical Development
- Expressive Arts and Design

Full time (8:30am-3:10pm) children in the Nursery have lunch in the school hall from 11:30am to 12:00pm, with hot meals being provided by the school's catering provider, Harrisons.

A Typical Day in our Nursery

- 8:30** **School gates are open:** children are welcomed by a member of staff and taken to the Nursery. The children go straight into activities of their choice.
- 9:15** **Adult input:** the children have a taught lesson led by the teacher or nursery nurse, based on one of the eight areas of learning.
- 9:30** **Free flow activities:** children have access to indoor and outdoor provision. Children learn through a variety of play-based activities, supported and guided by teachers and teaching assistants. The children independently access the snack area during this time, where they have access to milk, water and fresh fruit.
- 11:00** **Adult input:** the children have a taught lesson led by the teacher or nursery nurse, based on one of the eight areas of learning.
- 11:30** ***Morning part-time children go home (15 hours a week).***
- 11:30-12** **Lunchtime:** the children eat their lunch in the school hall.
- 12:10** ***Afternoon part-time children arrive (15 hours a week).***
- 1:30** **Adult input:** the children have a taught lesson led by the teacher or nursery nurse, based on one of the eight areas of learning.
- 1:45** **Free flow activities:** children have access to indoor and outdoor provision. Children learn through a variety of play-based activities, supported and guided by teachers and teaching assistants. The children independently access the snack area during this time, where they have access to milk, water and fresh fruit.
- 2:45** **Adult input:** the children take part in music and movement activities as they prepare to be collected.
- 3:10** **Nursery session finishes:** children are picked up from the Nursery by their parents and carers.



A Typical Day in our Reception

- 8:30** **School gates are open:** at the start of the academic year the children are met at the school gates by their Reception teacher and teaching assistants. As the children become more independent they are welcomed through the playground gates by other school staff and go straight into their classrooms, where they hang up their coats and unpack their books and materials for learning. They then have time to play on the Reception outside area with their friends to start the day in an active and social way.
- 8:50** **Registration:** the class teachers welcome the children into the classroom to start the day formally. By being on time all our children are able to have a quiet and settled start to the day. Lessons begin with our school prayer.
- 9:00** **Mathematics:** is taught every day.
- 9:20** **Free-flow activities:** children have access to indoor and outdoor provision. Children learn through a variety of play based activities, supported and guided by adults. Children have access to milk or water and a piece of fresh fruit.
- 11:30** **Phonics:** helps the children to learn sounds to develop reading and writing skills.
- 12:00** **Lunch:** school dinners are cooked daily on site in our production kitchen. Our meals offer two choices, both of which are nutritionally balanced and, importantly, tasty.
- 1:00** **Teacher input:** children have a taught input based on the topics they are learning about at that time.
- 1:30** **Free-flow activities:** children have access to indoor and outdoor provision. Children learn through a variety of play based activities, supported and guided by adults.
- 3:10** **School day finishes:** Reception children are picked up from the playground by their parents and carers.



A Typical Day in Years 1-6

- 8:30** **School gates are open:** children are welcomed through the playground gates and straight into their classrooms, where they hang up their coats and unpack their books and materials for learning. They then have time to play on the playground with their friends to start the day in an active and social way.
- 8:50** **Registration:** the class teachers welcome the children into the classroom to start the day formally. By being on time all our children are able to have a quiet and settled start to the day. Lessons begin with our school prayer.
- 9:00** **Mathematics:** is taught for one hour every day
- 10:00** **English:** is taught for one hour every day
- 11:00** **Break:** during the morning break the children in Reception have the opportunity to play together in their outdoor area. The children from Year 1 and 2 play together on the infant playground and trim trail. The children from Year 3 to 6 play together on the junior playground. Between May and September the children can also use the school field.
- 11:15** **Lesson**
- 12:15** **Lunch:** school dinners are cooked daily on site in our production kitchen. Our meals offer two choices, both of which are nutritionally balanced and, importantly, tasty.
- 1:15** **Assembly:** this offers an opportunity for the different year groups across the school to meet together to reflect, pray, learn and sing together.
- 1:45** **Lessons**
- 3:20** **School day finishes:** Year 1 and 2 children are picked up from classrooms by their parents and carers at 3:20pm. Year 3 to 6 children are picked up from the infant playground at 3:20pm.

A wide range of other subjects are taught across the course of the school week: Religious Education, Art, Computing, Design Technology, History or Geography, Latin (Year 3-5), Meditation, Music, Physical Education and Science.

Working Together for our child

Books sent home: one Friday every month the children bring home their English, Maths, Religion and other selected pupil books so that they can share their learning in the classroom with their families. Parents and carers are actively encouraged to write a positive comment addressed to their child in each of these books as it reinforces the value we all place on learning, pride and progress.

Calendar: a school calendar of key events is available to view on the school website and is a useful tool to help organise everyone's busy schedules.

My Child At School: parents are encouraged to download the app to their phone or other device, or visit www.mychildatschool.com so that they can view their child's attendance, purchase uniform, pay for school meals and other school trips.

Newsletter: the school sends out a newsletter that contains school news as well as useful information about forthcoming events. The newsletter is emailed directly to parents and carers or available to collect as a paper copy from the school reception area. Parents and carers are encouraged to read this newsletter as it is a useful way to keep an up-to-date knowledge of what is happening within school.

Prayer: daily prayer allows children to build on their relationship with God. It is an essential part of our daily routine in school, and so we would encourage all our families to make some time each day to pray with their child at home too.

Reading diaries: above and beyond everything else that families can do to help our children achieve academically, we believe that daily reading support with a parent or carer makes the most significant positive difference. Whether through reading a story to, or listening to a book read by a child, we can all help our children to become confident readers and that it is this skill above that frequently unlocks access to all the other rich parts of the school curriculum.

Tapestry: parents of children in Nursery and Reception (also called the Early Years Foundation Stage or EYFS) have access to their child's online learning journal. Parents are able to see pictures and information about what their child has been doing each week. Parents and carers are encouraged to write a positive comment on each observation. Parents can also upload observations and pictures of activities that they have completed at home to form part of their child's learning journal.

Twitter: every day we try to post some photos or video clips of excellent learning from some part or another of our school. Hundreds of people now follow the school's Twitter feed and receive these examples of school life to their phone or tablet without having to do anything. It is a great way to develop a deeper understanding of what a wide range of opportunities the children have access to through the school day and to stimulate a conversation at home. Simply download the Twitter app and search for **@headstfidelis**

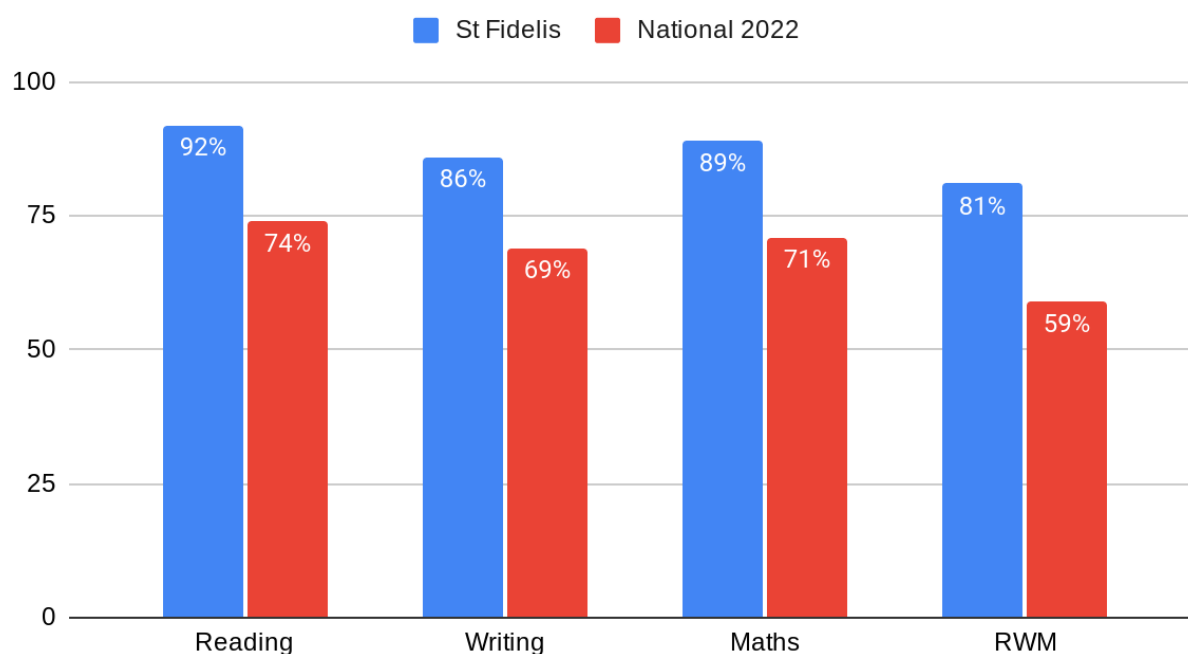
Website: the school website contains a range of useful information from key policies to information regarding safeguarding and governance- www.st-fidelis.bexley.sch.uk

Academic results

We want every child to achieve the very best academic results that they are capable of. We believe every child, if correctly taught, supported and encouraged can make rapid progress from wherever they might start off.

Academic results in 2017, 2018 and 2019 have all been significantly above the national average in all tested subject areas, with the school well above the national average on the key academic measures. There were no national tests in 2020 or 2021, because of the coronavirus pandemic. In 2022, results were again significantly higher than the national average in all tested subjects.

KS2 SATS Outcomes 2023



More assessment data and analysis, showing the high performance of the school's children at every key phase (end of Reception, Yr1 Phonics, Key Stage 1 and Key Stage 2 tests) is accessible through the school website; simply follow the "Academic" link.

Growing as a Christian

St Fidelis is a Catholic community and this is at the heart of everything we do. We believe that everybody is created in the image and likeness of God and we ensure that through everything we do, we value and respect the uniqueness of the individual and nurture the whole child. We seek to build empathy for others and encourage acts of kindness towards local and global charities.

Other Faiths: throughout their time in the school, children will be given the opportunity to learn about the other major world faiths: Judaism, Hinduism, Islam and Sikhism. We believe this is essential because in order to be rounded and informed individuals, children need the opportunity to understand other cultures and religions.

Prayer: daily prayer allows children to build on their relationship with God. Our children are taught the skill of meditation, relaxing the body and mind so that we can become closer to God.

Reconciliation and First Holy Communion: during Year 3, the families of all baptised Catholic children are offered the opportunity to ask the school to prepare and support their child in taking the next steps in their faith journey, through these two sacraments.



Religion Lessons: the children have two religion lessons a week and a reflection lesson. This gives them the opportunity to develop their knowledge and understanding about their faith through taught lessons that follow our programme of study “The Way, The Truth and The Life”, as well as learning to develop their own personal response and reflection regarding their faith, through learning about saints and the work of other inspirational people.

Relationships & Sex Education: the school follows the ‘life to the full’ programme developed by ten:ten. It's structure is based on ‘A Model Catholic RSE Curriculum’ by the Catholic Education Service which was highlighted as a work of good practice by the Department of Education. It is an entire platform of creative resources which includes interactive video content and story-based activities. The programme employs a wide range of teaching tools, original worship music and an accompanying programme of classroom prayers. More information and some examples of resources can be found on the school website in the Parents section.

Worship: children take part in assemblies during the week and during this time they get an opportunity to share their faith through discussion, drama, music and stories. This is an invaluable experience that is often reflected in the children’s thoughtful responses. There are several whole-school masses throughout the year, which involve high levels of child participation through prayers, hymns, dance and donations to our local food bank. Every class has a central prayer area that is the focus of their daily prayer. This is updated regularly and reflects the Liturgical year.

Becoming a Reader

Reading is seen as a core life skill and enjoyment for reading is promoted here at St Fidelis, right from Nursery through to Year 6. Children in Nursery are exposed to books through the 'Read Every Day, Talk Every Day' (RED TED) initiative. It encourages children to read for pleasure at home and school with an adult. Children are rewarded with prizes such as stickers and certificates for reading regularly. In the Spring term, Nursery follows the NELI (Nuffield Early Language Intervention) programme which involves sharing a story book each week and learning new vocabulary together.

From Reception through to Year 2, reading is taught through the use of phonics, where children use the alphabet sounds to help them sound out the words to read. Children take a book home on a daily basis for parents to read with and a comment is recorded in the reading diary about how the child has read. These books are colour coded so the book taken home to read is accessible and age appropriate.

Children in Reception to Year 2 have access to Reading Eggs, an interactive online resource. Children have their own login to use the programme at home and can work through activities at their own pace.

Children in Year 3 to Year 6 are able to choose books which have been colour coded to help them choose texts that are both accessible and challenging. A comment is recorded in their reading diary and monitored.

At St Fidelis our reading lessons follow the Reciprocal Reading approach. This approach helps children to build on their comprehension skills of summarising, clarifying, predicting and questioning and these are taken up as 'roles' by the children.

A typical Guided Reading lesson would have children reading colour coded books in a small group with a teacher. The children would be given a 'role' to relate to the book and discuss it with the other children in the group. This is then recorded in the child's reading diary.

Children in Years 3 - 6 have access to Reading Plus in class and at home. This software tracks a child's reading speed, understanding and knowledge of vocabulary and allows them to make rapid improvements in their reading.



Becoming a Mathematician

At St Fidelis we follow the Maths Mastery approach from Reception up to Year 6. Maths Mastery is grounded in research from Singapore and Shanghai, areas that are recognised as having some of the strongest teaching practice internationally. They promote an engaging, detailed and deep curriculum to support all children in succeeding in Maths.

Within our Maths lessons we follow a structure comprising 6 parts. Within this, the children complete a talk task with a partner before then completing a task independently. They are also exposed to two direct teaching sessions which support good progression of understanding. In lessons children answer in full sentences, helping to develop their language skills, as well as their understanding of mathematical vocabulary. Resources such as cubes and bead strings are commonplace as children make connections between resources, pictures and written workings out.



To further support our children with Maths we use two computer programmes - Sumdog and Times Tables Rock Stars. Years 2 - 6 use Times Tables Rock Stars, in school and at home, to help them confidently and quickly recall their multiplication facts. This is crucial as it underpins so many other mathematical concepts such as fractions. Children from Reception to Year 6 access Sumdog for their homework. This is a personalised programme which progresses children on according to their responses.

Developing our Talents

We are fortunate to be able to employ Music and PE specialist teachers to work alongside our class teachers to support the development of every child's particular talents to the fullness of their potential. We commit significant time within the school timetable, right across the school, to the teaching of these subjects as we recognise the importance of a truly broad and balanced curriculum.



Special educational needs SEN

Our school is committed to every child achieving their full potential. Some children, either for part or all of their time in school, may be considered as having SEN. We strive to identify these specific needs as early as possible and to work in partnership with parents to set in place strategies and resources that assist each individual to succeed and make progress. If a teacher feels a child may be identified as needing SEN support, the class teacher will discuss this with the parent(s)/carer(s).

Children may then receive support through: a target focus group in their area of difficulty in class, a specialist support worker in the school, or the teacher may use specific strategies that will help the individual child learn more effectively. If they are not making progress despite all the support in place, or they are displaying a specific learning difficulty that needs advice from a lead professional in another agency; the teacher would seek further advice from someone who is an expert in that particular field of difficulty.

A child is put forward for statutory assessment if they have a moderate to severe learning difficulty that results in them not making progress in school despite all of the support given through SEN support. These children require specific, targeted support at a stage further than above. These children receive an Education and Health Care Plan (EHCP) which sets out their targets and recommendations for how these targets can be achieved. This is a legal document that ensures the school is given the resources that are needed from Bexley borough. The full policy can be downloaded from the school's website.

Children with Disabilities

At St Fidelis we want every child and adult to feel welcome. All our buildings are accessible to wheelchair users. There are disabled toilets within the Nursery, near the School Office and also beside the Year 5 classrooms. The school has been modified to improve access for wheelchair users and our governors are committed to making further improvements as we continue to develop the school buildings.

As and when the need arises, arrangements for the admission of children with disabilities are made in liaison with the local authority depending on the suitability of the building and the facilities for the disabled.

Communicating with the School

Contact information: The school office holds detailed information on every child, including addresses, telephone numbers, email addresses, any changes to this information should be reported to the school office as soon as possible to ensure the appropriate contacts can be contacted in times of an emergency.

End of day collection arrangements: Parents/carers are asked to complete a form giving information on who will be collecting your child/children at the end of a school day and their relationship to the child. It is important to ensure that all adults who may pick up your child are listed as your child will not be allowed to leave school with anyone else.

Late collection: St Fidelis operates a staggered finish time: Nursery and Reception at 3:10pm and year groups 1-6 at 3:20pm. If children are not collected by 3:45pm the school will ask Jacqueline's Gems (the breakfast and after school club provider located on site) to take responsibility for the children. This service will incur a charge which is the emergency rate that the provider sets. A similar process will be followed where children attending an after school club (such as football or dance) are not collected on time. If there are exceptional circumstances that will result in a delay in collecting children punctually, parents are asked to contact the school office.

Messages sent home: We try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed. We use an electronic service called Bromcom which enables us to send letters and messages directly to parents by email and text. To use this service you must ensure you have provided up-to-date email addresses and primary mobile numbers. The office will generate a letter for you to sign up for this service.

Medical information: The school must be made aware of any allergies/medical conditions and should be reported to the school office in the first instance.

Parental consent – child's photograph: Sometimes photographs of children are used in school publications i.e. on the school's website or in newsletters. If you **do not** wish your child's photograph to be used in the publications mentioned, you must inform the office and complete the relevant consent form.

Payment options: The school offers an online payments system and we encourage you to use this to pay for dinner money, trips, uniform items, after-school clubs and school fund. Paying in this way is much more convenient and will save time as well as reduce the chances of money being lost. The system is called 'My Child at School' which is very easy to use and offers you the flexibility to make online payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that payments are secure and use the highest level of card security ensuring funds reach the school safely.

Universal free school meals: In London, primary school children in Reception to Year 6 are entitled to a free healthy school lunch. Previously, this has only been offered to children in Reception to Year 2 and children in other school years if their parents are receiving any of the welfare benefits. Registering for free meals could raise an extra £1,345 for our school, to fund valuable support like extra tuition, additional teaching staff or after school activities. It is therefore important to sign up for free school meals, even though your child is currently automatically entitled to this, so that our school receives as much funding as possible.



School Uniform

Boys:

Navy-blue V-neck jumper

Grey trousers

White shirt

School tie

Grey socks

Summer:

Grey shorts or trousers and a white polo shirt

Navy blue or black coat

Plain black flat school shoes, no trainers or boots



Girls:

Navy-blue cardigan

Navy-blue skirt or tunic

Grey trousers

White blouse

School tie

White socks or navy tights

Summer:

Light-blue and white checked dress

Navy blue or black coat

Plain black flat school shoes, no trainers or boots



PE Kit:	Navy-blue tracksuit Navy-blue shorts White t-shirt White trainers PE kit must be kept in a suitable labelled bag
Headwear:	Warm hat, scarf and gloves for winter months Baseball cap/summer hat for summer months
Hair, etc:	Long hair to be tied back Neat and tidy with no extreme hairstyles No earrings
Equipment:	School bag (No handbags or oversized sports bags) - - St Fidelis book bag for Nursery and Reception - St Fidelis rucksack for Years 1 to 6 No mobile phones No earrings or jewellery to be worn

Summer uniform can be worn for the Summer 1 and 2 half terms through to the end of the Autumn 1 half term (October). Many items of uniform are available to purchase through the school's online shop. Parents are not required to buy these items from the school and can source the majority of uniform items from a range of other suppliers. As a Catholic school, we believe parents are the first educators and are grateful for the support shown in the maintenance of high standards of appearance and presentation by all our children.

Mobile Phones

As a Catholic school, we believe that all pupils have the right to learn in an environment in which they feel safe, happy and supported and are free from the potential distraction, which could arise from mobile phones and smart watch technology.

The large majority of children are not allowed to bring mobile phones or smartwatches to school as they present a number of issues for the school for example;

- the high monetary value of phones/smartwatches
- the integration of cameras into phone/smartwatches leading to potential child protection and data protection issues with regard to pupils filming each other, inappropriately taking pictures of events/each other and using or distributing images inappropriately.
- The potential for mobile technology to be used to bully other students
- The potential to access inappropriate content in school.

Pupils in Year 5 and 6 who travel to or from school without a parent or carer can be permitted to bring a mobile phone to school. Parents must complete a mobile phone request form in advance of permission being granted-the schools Pupil Mobile Phone Policy is available on the school website.

Pupils benefit from regular access to a range of technologies including Chromebooks and iPads, tablets, computers, cameras and microphones in a range of their lessons. They regularly receive lessons about e-safety to better help our children be safe, responsible and respectful in their online activities.

Behaviour and learning

Good behaviour in schools is central to a good education.

Even successful schools need to be continually working to maintain high standards of behaviour.

Creating a culture with high expectations of behaviour will benefit both staff and pupils, establishing calm, safe and supportive environments conducive to learning.

In St Fidelis we have three key agreements. Pupils are expected to:

- Keep their hands and feet to themselves
- Follow instructions
- Treat everyone with respect.

In St Fidelis we aim to:

- Encourage good behaviour and respect for others
- Secure an acceptable standard of behaviour of pupils
- Promote, among pupils, self-discipline and proper regard for authority
- Prevent all forms of bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- Ensure that pupils complete any tasks reasonably assigned to them in connection with their education
- Otherwise regulate the conduct of pupils.

In St Fidelis we understand that:

- Pupils should be taught explicitly what good behaviour looks like
- Some pupils will need additional support to reach the expected standard of behaviour
- When pupils do misbehave, schools should be able to respond promptly, predictably and with confidence to maintain a calm, safe learning environment, and then consider how such behaviour can be prevented from recurring
- Parents are the first educators of their children and will be involved in the measures needed to ensure all children behave well in school.

In St Fidelis, we use the STEP model when we are faced with challenging circumstances:

- Space
- Time
- Empathy
- Patience

Attendance and punctuality

If your child is absent from school for any reason you should telephone the school office on the first day of absence and follow this up in writing when your child returns to school. Any time taken off besides that for illness must be authorised by the Executive Head Teacher or Head of School, in advance. Absences will only be authorised for medical appointments or exceptional circumstances.

We have a duty to monitor each child's attendance. Where attendance falls below the average range the school will ensure families are aware this is the case, so that where possible, improvements can be made. If a child's attendance continues to give particular cause for concern, these cases will be referred on to the local authority's Education Welfare Officer for formal investigation.

Children with perfect or exceptionally high annual attendance rates receive a special pupil certificate at the end of the academic year. Because of the support of families across the school, St Fidelis has excellent rates of attendance.

School starts at 8.50am each day. Children who arrive after this time will be marked late. Children who arrive late after 9.15am will be marked as absent for the morning session. There is a generous window of time from 8:30am for dropping off children before school starts. Children who arrive late hamper their own learning and disrupt the teaching opportunities for the rest of their class.

Where a child is late on several occasions, the school will ensure families are aware this is the case, so that improvements can be made. As is the case with so much in St Fidelis, because of the support of parents, overall school rates of punctuality are excellent.

Safeguarding and Child Protection

St Fidelis Catholic Primary is committed to safeguarding and child protection of children who are at risk of abuse or neglect. The school has a responsibility to protect and promote the welfare of children, specifically from the following categories of abuse:

- physical
- emotional
- sexual
- neglect
- radicalisation and extremism.

The school works hard to establish and maintain an environment where children feel secure, are confident to talk, and are listened to. As part of this commitment the school has a clear statement that it shares with all children:

Who can you talk to if you are worried?

**If someone is trying to make you feel bad
So that most of the time you are frightened or sad
Just remember to tell**

**So whoever it is, whether they're big or small
Do what we've told you and stand up tall
And remember to tell**

**If someone is hurting you day after day
And whatever you do they just won't go away
Just remember to tell**

**Telling is brave and telling is cool
Telling is something we do in this school
So remember to tell**

If the school has serious concerns regarding any child's welfare, these will be referred to Social Services. Miss Quirke, Mr Kennor and Mrs Atherton share responsibility for safeguarding and child protection for all pupils. The school's policy is available to download from the school website.

Disciplining our child

St Fidelis Catholic Primary is committed to safeguarding and child protection of children. The school seeks to work in partnership with parents to achieve this.

All children and young people need to have appropriate boundaries set for them that reflect their age and level of responsibility. At times this will include sanctions for unacceptable behaviour. Some families and cultures use physical punishment as a way of managing difficult behaviour, however UK law protects all children up to the age of 18 against the use of “unreasonable” physical punishment, this means any punishment using an implement and / or leaving a mark on the child. It is also illegal to use prolonged stress positions or sanctions that are considered emotionally harmful.

Parents may find the following leaflets, produced by Bexley Council, useful sources of further information:

- [Disciplining Your Children- a Guide for Parents](#)
- [10 Tips to Understand the Needs of your Children](#)



Governing body

The Governing Body is responsible for the strategic planning and monitoring of all areas related to the school. They approve the school budget, oversee expenditure, recruit staff, monitor achievement and progress, scrutinise the curriculum, and plan the maintenance and development of the premises.

Good governance means holding the Executive Head Teacher and Head of School to account, being a critical friend and supporting the leadership role to ensure our school delivers the exceptional outcomes we all expect for our children.

The Governors receive reports from the Senior Leadership team each term. As well as the overall Governing Body they are organised into several sub committees: Curriculum (which receives information on how the curriculum is delivered and outcomes for children), Finance (which receives information on the school's finances, health and safety and the school buildings) and staffing (reviewing how the teaching in our school supports learning).

Governors play an important role in holding senior leaders to account and provide a level of challenge and oversight. The role of governors requires strategic thinking and is not operational. Day to day tasks are the responsibility of the senior and middle leaders. All of our Governors commit to ensure their knowledge and understanding is up to date and broad enough to ensure our Governing Body can play a crucial role in leading our school.

School buildings and grounds

The primary school, consisting of fourteen classrooms, is housed in one long single-level building. There is a large assembly hall with attached production-kitchen which prepares school meals each day. The school benefits from other specific specialist rooms including a teaching kitchen, two conference rooms, music room, mathematics intervention room, speech and language room and play therapy room. A multi-faith library and meditation space is located in our very own double decker bus. All classrooms are linked to the school's extensive computer network with over two hundred and fifty chromebooks across the school. Every classroom is also equipped with an interactive whiteboard.

The Nursery is contained in a separate building and comprises a large outdoor play area, classroom base, toilets and cloakroom area. The Nursery is accessed via its own gate.

To the rear of the main school building are two tarmac-surfaced Key Stage Two playgrounds, which are complemented by a junior trim trail, cycle shelter and barked play area. There is a large grass field which is edged by a secure environmental garden which includes a pond and various habitat areas, as well as two infant trim trails set into artificial grass. A small, covered infant play area runs along the side of the main building and there is one tarmac-surfaced Foundation and Key Stage One playground.



Admission arrangements

St Fidelis is a two-form entry system. This means that we take in a total of 60 children to two Reception classes each year. This brings strength to the school's teaching and learning in that teachers are able to plan together and through this collaboration improve the quality of education the school is able to offer.

Children in Reception classes generally start school in September, but depending on when they are five, parents may elect for younger pupils to start later in the academic year (those born between March and the end of August). All applications for admission to the school are made via Bexley Council's Common Application Form as well as the school's own Supplementary Form.

Admission to the Nursery is a separate process and does not guarantee admission to primary school.

All parents have the right to appeal if they are refused a school place. Full details are available in the admissions policies, both of which are available to download from the school website.

Contact details

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