

St. John Bosco Catholic Primary School



School Prospectus

St. John Bosco Catholic Primary



Welcome to St. John Bosco Catholic Primary School. The purpose of this booklet is to provide you with some general information about our school which we hope will be useful to you and help to make your child's stay with us happy and fulfilling.

St. John Bosco School is a Catholic primary day school for boys and girls for all abilities from 4 to 11 years of age. The school also has a nursery class for children of 3 to 4 years of age. We are part of Bishop Chadwick Catholic Education Trust.

Bishop Chadwick Catholic Education Trust

Evolve Business Centre

Cygnets Way, Rainton Bridge South Business Park

Houghton-le-Spring, Tyne & Wear

DH4 5QY



ST. JOHN BOSCO SCHOOL DAY

Nursery	8.45-11.45am Morning Session	12.15-3.15pm Afternoon Session
Key Stage 1	8.55-10.45am 11.00am-12.00	1.00-2.15pm 2.30-3.15pm
Key Stage 2	8.55-10.45am 11.00am-12.00	1.00-3.15pm

Registers are closed at 9.15am.

Key Stage Liturgies are held weekly with a class Liturgy held on a Wednesday.

The teaching day for infant pupils is 4 hours 25 minutes.

The teaching day for junior pupils is 4 hours 50 minutes.

St John Bosco School is a Roman Catholic primary school situated in the middle of a residential estate on the North side of Sunderland serving the parish of Sacred Heart and St. John Bosco. There is a very strong Catholic ethos throughout the whole school community. The majority of pupils live in the local area, but a small proportion travel in from outside the local area. The school is becoming increasingly popular which means that pupils from further away are showing an interest in attending our school.

The school was built in 1968 and a Foundation Stage unit was added and officially opened by Bishop Kevin Dunn in March 2005. We celebrated the school's 50th Anniversary during the Summer Term of 2018 with lots of special events.

We aim to provide a safe, happy and responsible environment in which children can learn, enjoy and be valued as a unique individual. A shared responsibility between the school and home is key to ensuring your child's time at our school is a positive experience. We want all of our children to feel welcomed, happy and fulfilled. We recognise that all children are different and that these differences create opportunities for adults and children alike to learn more about ourselves and each other.

Our School Organisation is as follows:

Headteacher	1
Deputy Headteacher	1
Class Teachers	7
Nursery Nurses	2
Special Needs Support Assistant	1
HLTA's	2
Teaching Assistants	5
Site Supervisor	1
School Business Manager	1
Admin Assistant	1
Lunchtime Supervisors	4
Cleaning Staff	2
Kitchen Staff	3

AFTER SCHOOL CLUBS AT ST. JOHN BOSCO



The following clubs offer opportunities to many of our pupils:

Clubs are charged on a termly basis in advance (apart from Homework Clubs which are free)



Day	Year group	Club	Time
Monday	Year 3 - Year 5	Singing Club	3.15-4.15pm
	Year 1 - Year 6	Performing Arts	3.15-4.30pm
Tuesday	Year 1 - Year 4	Gymnastics	3.15-4.30pm
	Year 6	Homework Club	3.15-4.15pm
	Year 3 - Year 5	Art Club	3.15-4.15pm
Wednesday	Year 4 - Year 6	ICT Club	3.15-4.15pm
	Year 4 - Year 6	Cookery Club	3.15-4.30pm
	Reception/Year 1/Year 2	Mixed Sports	3.15-4.15pm
Thursday	Year 1 - Year 4	Multi Sports	3.15-4.30pm
	Year 1 - Year 3	Musical Instruments Club	3.15-4.15pm
	Year 4 - Year 5	Football Club	3.15-4.15pm
	Year 6	Reading Comprehension Club	3.15-4.15pm

Our Breakfast Club



Our Breakfast Club runs every morning from 8am providing pupils with a nutritious breakfast followed by a fun fitness session with our specialist sports coach.

We charge £2 per child per day which is paid in advance of the days required on a Monday morning. We welcome all year groups from Reception to Year 6.



Music Lessons

Our Pupils are encouraged to learn how to play a musical instrument from Year 1 onwards and we have wonderful specialist teachers who come into school each week to teach the Violin, Flute, Clarinet, Drums and Chalumeau. Places, however, are limited for this wonderful opportunity and we do have a waiting list of prospective musicians!

Sport at St. John Bosco

We have a KS2 football team (open to both boys and girls) who participate in the Sunderland Primary league each year.

We have taken part in many competitions and tournaments including: Tennis, Kwik Cricket, Rugby, Skipping.

Our Year 3 and Year 4 pupils have the opportunity to learn to swim at the Aquatic Centre (rotated each year)

SAFEGUARDING RESPONSIBILITIES

The following personnel are responsible for matters related to Child Protection:

Designated Person:

Mrs L. Peart

Nominated Deputies:

Mr P. Roddy

Mrs G. Gray

Governors with Safeguarding Responsibility:

Mr I. McDonough

Mrs M. Bradley



Governor Nominated Deputy:

Mrs D. Rushworth

CHILD PROTECTION

Parents should be aware that the school would take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a pupil may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB procedures and inform social care of their concern.

SPECIAL EDUCATIONAL NEEDS

Children who have a Statement of Special Educational Needs have their statement reviewed annually with all parties involved.

We recognise that children with special needs are more vulnerable to abuse and exploitation.

MEDICINES IN SCHOOL

In order to keep all children safe we ask you not to send medicines or tablets into school. Prescribed medication can be administered in line with the school's 'Policy for Administering Medication' and upon receipt of a signed consent form (available on the school website or from the school office).

HEALTH AND WELFARE

It is **VITALLY IMPORTANT** that you provide us with up to date Emergency Contact Numbers for all children so that we can contact someone should your child fall ill or have an accident in school. Staff are trained to deal with first aid and all accidents are recorded in school.

If your child has Asthma, it is important that you provide us with an in-date inhaler marked with your child's name. Inhalers will be kept in an appropriate place in the classroom and will be available to use whenever required. It is the responsibility of parents to ensure that the inhaler is fully charged and functioning properly.

SCHOOL ATTENDANCE

If your child is sick or away from school for any reason, please ring, call, text or write to let us know at once. This is very important, as the school is legally required to report reasons for absence. If you need to take your child out during the day, it is very important that you:

- ◆ Let us know in advance
- ◆ Collect your child from the main reception as children cannot be allowed to meet you off school property.
- ◆ Sign the appointments register



PUNCTUALITY

If you are very occasionally unavoidably late, don't worry—we would always rather children came to school late than not at all. However, if your child was frequently late we would contact you to see if there was a specific problem with which we could help. Because registration time is a vital part of the day when the days plans are shared and explained missing this session disadvantages children and can also be disruptive to the teacher and other children.

ARRANGEMENTS FOR LUNCH IN SCHOOL

Dinner money should be paid online during the week in which meals are taken. Payment should be made at ParentPay (account available from the office).



The introduction of Universal Infant Free School Meals in September means that all children from Reception to Year 2 are entitled to a free school meal each day. **Please still apply for free school meals if you are entitled as it provides vital additional funding for our school.**

Some of our children bring a packed lunch. Please note that we do not have refrigerated storage for packed lunches or facilities to warm food and ask that you bear this in mind when considering options. We encourage pupils to bring a healthy packed lunch including a piece of fruit.

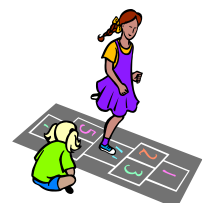
Some families will be eligible to receive free school meals. (you can apply on line at <https://www.togetherforchildren.org.uk/families/free-school-meals>)

ANTI-BULLYING POLICY

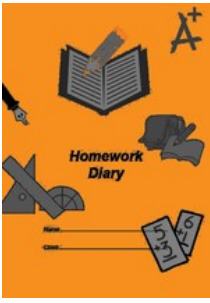
Bullying is wrong and damages individual children. We therefore do all we can to prevent it, by developing a school ethos in which bullying is regarded as unacceptable.



We aim, as a school, to produce a safe and secure environment where all can learn without anxiety. This policy aims to produce a consistent school response to any bullying incidents that may occur. We aim to make all those connected with the school aware of our opposition to bullying, and we make clear each person's responsibilities with regard to the eradication of bullying in our school.



HOMEWORK



We have a Homework Policy in order to develop an effective partnership between school and home and to encourage our pupils to develop the confidence and self-discipline needed to study on their own.

Homework is given on a regular basis and each child has a homework diary in which parents, children and teachers can record their observations and suggestions.

Homework/study support clubs are available for Year 5 and Year 6 pupils.

ASSESSMENT AND REPORTING TO PARENTS

Assessment is an on-going process throughout your child's schooling as it is a vital tool for teachers when planning the school curriculum.

More formal assessments occur at the end of each academic year with the following statutory tests being carried out:

EYFS	<i>Reception</i>
Phonics	<i>Year 1</i>
End of Key Stage 1 SAT's	<i>Year 2</i>
End of Key Stage 2 SAT's	<i>Year 6</i>
Multiplication Tables Check	<i>Year 4</i>

Each term we hold a series of Parents Evenings providing you with the opportunity to discuss your child's progress. Parents are involved in target setting for their child and are warmly welcomed to our curriculum celebration days.

COMPLAINTS POLICY

We hope to be able to resolve any complaint parents might have. In the first instance, complaints should normally be made to the Headteacher, and in most cases we find that complaints can be dealt with successfully at this informal level. If the complaint remains unresolved, parents may approach the Governing Body. Full details of the process are available in our Complaints Policy on the school website.

ACCESS TO DOCUMENTS

Most of our documents can be found on our school website. The website contains lots of useful information including copies of school policies and procedures:

www.stjohnboscosunderland.org.uk

Lots of information about what your child will learn in school can be found in the 'Curriculum' section and our 'Parents' section provides links to educational websites which you may find useful when working with your child at home.

If there is anything you would like to see but cannot find on our website please ask at the School Office and we will try to accommodate your request if at all possible.



CHARGING POLICY

All education during school hours is free and we do not charge for any activity undertaken as part of the National Curriculum.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school will invite parents to contribute to the cost of the trip. These contributions are voluntary, however, if insufficient contributions are received, we have the right to cancel any trip and will make this clear to parents from the outset. Any trip may include children whose parents have been unwilling or unable to make any contribution. These children will not be treated differently from any others and will never be excluded from a trip on that basis.

The school has a transport budget which covers the cost of educational visits each financial year. This budget is divided equally amongst year groups. Once this funding has been used, voluntary contributions are essential in order to continue to provide educational visits.

Free School Meals

Pupils in receipt of free school meals are entitled to a free packed lunch should any trip be organised during the school day that crosses lunchtime. Parents of pupils who qualify for free school meals must register their claim on the Together for Children Portal before the school is able to provide free meals. (Further information is available from the School Office)

All Reception, Year 1 and Year 2 children are offered a free school meal through the Government's Universal Free School Meals initiative.

Swimming

We organise weekly swimming lessons for Key Stage 2 pupils in Years 3 and 4 (rotated through the year) at the Aquatic Centre. As this is part of the curriculum, there is no charge for this activity. Parents must give written permission and are informed of the session dates each term.

Books and Materials

We do not charge for books or materials except where parents have indicated that they wish to purchase the product.

Music Lessons

We provide pupils with music lessons for which there is currently a nominal charge of £6 per half term (£36 per school year).

After School Clubs

We presently charge a varying amount between £1 and £2 per session for our after school clubs which is payable in advance. We do not charge for Homework Clubs.

Residential Activities

We will charge for any residential activities which include board and lodgings.

Fund Raising

We occasionally raise money for school funds by organising various events and this helps to fund outings and buy equipment and materials.

ADMISSION POLICY

Our latest Admission Policy can be found on our school website

St. John Bosco Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body 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 Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The admission policy criteria will be dealt with on an equal preference basis.

The governing body is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the coordination of admission arrangements during the normal admission round for reception year admission in September.

Parishes served by the school

The school serves the parish of Sacred Heart & St. John Bosco, Sunderland.

Our Oversubscription Criteria is as follows:

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

First priority in each category will be given to children who will have an older sibling attending the school in September 2022.

1. Looked-after and previously looked-after children, including children previously in state care outside of England who have ceased to be in that state care as a result of being adopted (see note 2)
2. Catholic children who are resident in the parish of Sacred Heart & St. John Bosco, Sunderland. (see note 3)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 4 & 5)
6. Children of other Christian denominations whose membership is evidenced by a minister or faith leader. (see note 6)
7. Children of other faiths whose membership is evidenced by a minister or faith leader. (see note 7)
8. Any other children.

UNIFORM

Girls

- ◆ Royal blue sweatshirt
- ◆ White polo shirt
- ◆ Grey skirt, pinafore or school trousers
- ◆ Black school shoes

Boys

- ◆ Royal blue sweatshirt
- ◆ White polo shirt
- ◆ Grey school trousers
- ◆ Black school shoes



PE Kit (children come to school dressed in their PE kit on the day they have PE)

White t-shirt

Navy/Royal Blue shorts

Royal blue jogging bottoms

Black gym shoes

School uniform with the school logo on is available to purchase from:

Little Gems,
High Street,
Sunderland

Or from their online shop:

<https://theschooloutfit.co.uk/>

Privacy Notice (How we use pupil information)



The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment Information (such as EYFS, Phonics, KS1/2 SAT's)
- Relevant Medical Information
- SEN Information (including EHCP)
- Exclusions/Behavioural Information
- Religion (Confirmation of Baptism - RC, other denominations)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to comply with our admission criteria

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education Act 1996 - Section 537A

States that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83

Places a duty on the Secretary of State or others to conduct research.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Personal data relating to pupils at St. John Bosco RC Primary School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally.

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- our local authority
- the Department for Education (DfE)
- Relevant NHS staff including school nurses, SALT, CAMHS
- Why we share pupil information
- We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.



Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **Mrs G. Mason, School Business Manager, St. John Bosco RC Primary School.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs L. Peart, Headteacher
St. John Bosco RC Primary School
Bradford Avenue
Sunderland
SR5 4JW
Telephone 0191 5368090