



ACADEMY PROSPECTUS

Welcome to Our Lady & St. Benedict Catholic Academy, Abbey Hulton. This prospectus is an introduction to our aims, organisation and daily routine. We hope it will answer some of your questions. If you have any queries or would like further information, please do call in to see us. Parents are most welcome to view the academy by appointment.

Academy Address:

Our Lady & St. Benedict Catholic Academy
Abbey Lane
Abbey Hulton
Stoke-on-Trent
ST2 8AU

Telephone Number: 01782 234646

Website: www.ourladyandstbenedict.co.uk

Principal: Mrs S Clowes

Vice Principal: Mrs J Exon

Chair of Governors: Mrs D Jones

WELCOME TO OUR LADY AND ST BENEDICT CATHOLIC ACADEMY

Our Lady and St Benedict is a part of the Newman Catholic Collegiate and is an academy catering for children between the ages of 3 and 11 years. We welcome children and families of all denominations into our care.

Our academy was built in 1938 to serve the parish of Our Lady and St Benedict and originally housed both parish church and school. We are situated on a large open site boasting a sports field, a wildlife area, which supports our forest school curriculum, and is surrounded by mature trees.

The academy catchment area mirrors the parish boundary and includes Abbey Hulton, Ash Bank, Werrington, Milton, Baddeley Green and Stockton Brook.

At Our Lady and St Benedict we recognise and respect the uniqueness of each and every individual in our family. We aim to provide a happy, safe and secure environment where our children can grow to reach their potential and develop their relationship with God.

An exciting and creative curriculum is continually being planned by our staff, which caters for every individual's needs.

We recognise the vital role played by parents in the successful school career of their children. We issue regular communications, arrange parent meetings and class events; all aimed at keeping you well informed and involved with your child's schooling. We hope that your time with us will be long, happy and rewarding.

OUR MISSION STATEMENT

‘Loving, Learning and Looking forward with Christ.’

At Our Lady and St. Benedict Catholic Academy we aim to:

- Provide opportunities for every member of our community to strengthen their spiritual relationship, belief and faith with Christ and one another through daily prayer, worship, liturgy and learn to live out their relationship based on the teachings of the Gospel Values.
- Believe every person matters and that they are entitled to equality of opportunity. Each individual’s unique God-given talents are nurtured and celebrated and through an excellent Catholic education. Each member will achieve their full potential and come ever closer to understanding their vocation.
- Be committed to a strong, loyal and supportive partnership between pupils, parents, Governors, staff, parishioners and community, where the teaching of Christ and the Church are used as our guide to ever strengthen this relationship and service to one another.
- Endeavour to provide an environment in which children understand that they are made in the image of God and develop self-discipline, respect and care for all, through their words, actions and thoughts.
- Encourage all through the teachings of Christ and the examples of Our Lady and St. Benedict, to be privileged to act as ambassadors for the academy now, and for their future place within God’s world.

‘Let them prefer nothing whatever to Christ. And may He bring us all together to everlasting life.’

Rule of Saint Benedict

ADMISSIONS OVERSUBSCRIPTION CRITERIA

The Directors in accordance with the directives from the Archdiocese of Birmingham will consider requests for places in the academy. The criteria is as follows:

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and St Benedict, Abbey Hulton, who have a brother or sister (see Note 3 below) attending Our Lady and St Benedict at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady and St Benedict, Abbey Hulton.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady and St Benedict at the time of admission.
5. Other Baptised Catholic Children (see Note 2 below) who have a brother or sister (see Note 4) attending another school in the Newman Catholic Collegiate (see Note 5 below)
6. Other Baptised Catholic children (see note 2 below).
7. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
8. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady and St Benedict at the time of admission.
9. Non-Catholic Children who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
10. Non-Catholic children.

Note 1: Children with an Education, Health and Care (EHC) Plan that names the academy MUST be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

Note 2: In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest. Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) which should be returned directly to the school. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3: A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 4: For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

Note 5: The Newman Catholic Collegiate consists of the following schools:

- St Peter's, Cobridge;
- St Wilfrid's, Tunstall;
- St Mary's, Norton;
- St George and St Martin, Birches Head;
- Our Lady and St Benedict, Abbey Hulton;
- St John's, Kidsgrove;
- Our Lady of Grace, Biddulph;
- St Joseph's, Goldenhill;
- St Margaret Ward, Tunstall.

Note 6: Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address. In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria. For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place. The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number. A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required. If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit. If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

CHILD PROTECTION

We are legally bound by a Duty of Care to act upon any concerns we may have about a child in our academy. This includes evidence of injury which may appear non accidental and any disclosures which children make to an adult which may arouse concern. Whilst we are required to refer any such concerns to the appropriate authority, such referrals are done with absolute confidentiality.

THE ACADEMY DAY

MORNING SESSION: 8:40am Doors open

Our Nursery and Reception Class have their own entrance via the Foundation Stage playground at the rear of the building. This can be accessed by the pathway leading from the main playground between 8:50 – 9:00.

Key Stage 1 and 2 children enter directly into academy, independently, from the playground doors at 8.40am. Members of staff are available at the door between these times to meet and greet families.

We are a Bike It academy and all children and families are encouraged to cycle or scoot to the academy. Storage facilities are available in the main playground at the owner's risk. Bike and scooter locks are recommended.

LUNCH BREAK: 11.30 – 12.45 Nursery
11:40 – 12:45 Reception
12:00 – 12.55 KS1
12.15 – 1.10 Years 3 & 4
12:20 – 1:10 Years 5 & 6

AFTERNOON SESSION: 12:45 – 3.00 Nursery & Reception
12:55 – 3.10 KS1
1.20 – 3.20 KS2

Our Nursery and Reception Class use their own entrance and exit at the end of the day.

KS1 and KS2 staff escort the children from the academy via the playground exit. Parents meet their children in the playground.

SECURITY GUIDANCE

- Children are not allowed to leave the school unless staff are aware and can see who is picking them up, or in the case of older children, written permission to walk or cycle home on their own has been given by the parent to the class teacher.
- If for any reason parents are late picking up their child, the child will wait in the seating area by the office.
- Parents are asked to inform the academy via note or telephone if another adult is collecting their child. It is important to let staff know before 2pm on the day.
- Children going home with other children must have a note from parents to inform their class teacher that they are going home with friends.
- Parents picking their child up in academy hours should come to the main entrance to collect their child and sign them out.
- For the safety of all pedestrians, parents are requested not to park in the academy grounds or opposite either of the academy gates, taking into account the zig zag lines and other parking restrictions. Suitable off road parking is available directly in front of the academy.
- Latecomers should come into academy via the main entrance where the late book can be signed and children given their registration and dinner mark.
- We are a non-smoking academy and parents are asked not to smoke anywhere on the premises, including the playground and playing fields. We also ask that you do not smoke near to the school entrances.
- For health and safety reasons, pets are not allowed on the academy premises. Parents are asked not to bring dogs or any other pets on to the academy grounds.
- Cyclists are asked to walk their bike in through the gate and store it immediately. Bikes should not be ridden in the playground whilst families are accessing academy.

ORGANISATION AND CURRICULUM

We are a one form entry academy from Nursery through to Y6.

Our Nursery admits children from 3 years of age. Children can only start in the September after they turn 3. To apply to start in September, please visit www.stoke.gov.uk/admissions and ensure to select the academy as your first choice. If you require any help completing the form, parents are welcome to seek advice from the school office.

Nursery & Reception classes form our Foundation Stage Unit and follow the 'Development Matters' Curriculum. The areas of learning are divided between Prime areas which comprise personal, social and emotional development, communication and language and physical development and Specific areas which comprise literacy, mathematics, understanding the world and expressive arts and design. Children's progress is continually assessed throughout the phase against the age related outcomes defined in Development Matters to ensure they are developing effectively and that at the end of Reception Class they are well prepared for KS1.

Key Stage 1 comprises Year One and Year Two.

Key Stage 2 comprises Year 3, Year 4, Year 5 and Year 6.

We follow the National Curriculum, as recently developed by the DFE. We aim to make learning exciting, stimulating and accessible by careful and creative planning and delivery.

Each class takes part in our Forest School which operates within the academy grounds for half a day per class for a term per year.

We encourage Educational Visits to enrich the children's learning experiences and aim to arrange at least one visit per term to support current project work.

Punctuality is important to ensure children can access the whole curriculum and children are encouraged to be on time.

Parents Evenings are arranged to inform parents about their child's targets and how they can be supported at home and also to discuss their child's progress with their class teacher. Each child receives an annual report on progress.

Homework is important to support the learning in academy and parents are encouraged to work alongside the academy in helping their child.

We have an Awards Assembly on Friday morning to celebrate our individual, class and house successes during the week.

Discipline is very important in our academy and we all aim to be STARS; which require us to be Safe, a Team, to Achieve, to Respect and to Smile. The children are regularly reminded of their responsibility to behave appropriately. Our behaviour policy has been developed by children, parents, academy committee members and staff and recognises good behaviour with a daily

sticker. Children collecting a specified number of stickers over the term enjoy an end of term treat together.

Bullying is treated very seriously. The children are made aware that if they have any issues, they may talk to the Principal, any member of staff that they feel comfortable with, or our peer mediators or their friends, who will endeavour to help them.

Parents are welcome to make an appointment to come and discuss any problems they have with their child's class teacher.

We have an effective and successful Academy Council, which meets regularly to discuss issues ranging from decisions relating to academy life, to matters raised by the children themselves.

We have a Head Boy, Head Girl and Monitors from Y6. They have responsibility for areas such as meeting guests, representing the academy at local events, assisting with security and health and safety, helping Foundations Stage children, assisting staff and supporting team sport. We also have a team of trained peer mediators and playground leaders to promote happy healthy break times.

Every Christmas we present academy performances, in which all our children take part.

Foundation Stage present their own production for parents on an alternative afternoon date.

RELIGIOUS EDUCATION

Religious Education extends across the curriculum into the daily life of our children; it governs how we treat each other and encourages respect for one another. The teaching of R.E. takes 10% of curriculum time and we follow the scheme of work set out by The Archdiocese of Birmingham.

Children are prepared for the sacraments of Reconciliation and Holy Communion in Years 3 and 4 and for Confirmation in Years 5 and 6, bi-annually. Responsibility for this teaching is shared between academy, parish and home.

We start our week with a whole academy liturgy and also have regular academy Masses, which usually take place in our church, adjacent to the academy. Traditionally these are shared on a Thursday morning and parents and friends are warmly invited to join us.

During the year we have various Special Assemblies, when parents and friends are welcome to join us.

SPECIAL EDUCATIONAL NEEDS

We regard all children as special and look to provide a curriculum accessible to each of our children. If, however, the class teacher feels that a child may need some extra help, they will approach the Special Educational Needs Co-ordinator (SENCo) for additional support and begin on the Special Educational Need (SEN) Code of Practice. Parents will be consulted at all times and encouraged to work with the academy in support of their child.

Children referred to the SENCo develop a learning passport which is tailored to their specific needs. These are incorporated into the class teacher's plans and progress against the plan is monitored and reviewed regularly. Parents are kept fully involved and informed of their child's progress by the class teacher and/or SENCo.

Our SENCo is supported by the expertise of the specialist SEN team of the Local Authority.

Accommodation for pupils with disabilities is regularly reviewed. Ramps for wheel chair access are located at both entrances to the academy and toilet facilities are available at the Foundation Stage end of the academy.

A copy of the Special Educational Needs Policy is available from academy or is available on our website.

ABSENCES FROM ACADEMY

Regular and punctual attendance is essential to ensure your child's progress.

If your child is ill, then the academy needs to be informed either by telephone on the day of absence. You may leave a message if you call before the school office opens.

In line with local authority guidelines, Directors do not authorise holidays taken during term time. Special leave of absence requests are considered on an individual basis with supporting evidence. Leave of absence forms are available from the school office.

The academy will pursue any irregular attendance with the Education Welfare Officer.

If a child is present in school, then, with very few exceptions, they are expected to take part in all lessons, including forest school, P.E. and swimming, and to participate in outdoor break and lunch times.

HEALTH AND SAFETY

The academy MUST have at least TWO emergency contact numbers in case of illness and this information must be kept up to date. You can do this via the school office.

It is vital that the academy have knowledge of any medical condition or allergy that a child has.

Staff are not permitted to administer medication. If a child needs to have medication, then the parent/guardian must come into academy to administer. Alternatively, the medication may be kept safely in the academy and a child may administer it themselves, overseen by an adult.

Medicine may only be kept in the academy on the signed agreement of the Head Teacher.

Prescribed medicines must have the child's name and a valid date attached. Other medicines should be labelled and also be within their 'best by' date.

A note or telephone call, from a parent or guardian is required:

- If a child is absent from academy
- If a child has to leave academy early
- If a child is going home to another child's house after academy
- If a child has to be excused from P.E. or swimming (Absence of more than three weeks will require a medical note)
- If an adult other than parent/guardian is picking up the child from academy
- If the child is to walk or cycle home from academy unaccompanied

SEX EDUCATION

We have a Relationships and Sex Education Policy, which was compiled by staff, parents and Directors of the Newman Collegiate, and is based on Christian principles. It upholds the values of family life and God's creation.

Sex Education is geared to the stage of the child's development and is not simply concerned with basic facts, but allows children to develop a growing awareness of themselves, their place in society and their relationship with others.

Some of the content is also covered within the Science and PSHE curriculum.

Our School Nurse supports the teaching of Sex Education to our older children. Parents are fully informed of the content of such visits and have the right to withdraw their child from the sessions.

ACADEMY UNIFORM

We believe that academy uniform is very important; not only does it give the children a sense of pride, community and belonging, but allows us to see the real child and not what they are wearing.

WINTER UNIFORM

Years 1 to Year 6:

Pale blue shirt

Academy tie

Academy V-neck jumper/cardigan

Grey trousers, culottes or skirt

Black, sensible shoes

Foundation Stage:

Pale blue polo shirt

Academy V-neck jumper/cardigan

Grey trousers, culottes or skirt

Black shoes which are easy to fasten independently

SUMMER UNIFORM

Pale blue short sleeved shirt or polo shirt

Grey shorts, trousers, skirt or culottes

Blue checked summer dress

Academy V-neck jumper/cardigan

Sensible black shoes

PE KIT

Black shorts

White t-shirt

Black pumps

During colder weather black joggers and a school jumper can be worn

FOREST SCHOOL KIT

For forest school, we recommend that your child wears old clothes as they may get quite muddy. Your child will require: trousers, t-shirt, jumper, shoes (ideally wellingtons, but old trainers/walking boots will be sufficient).

Your child will also require waterproof trousers and jacket for wet conditions.

JEWELLERY

Jewellery is not permitted in the academy as children regularly take part in sports and other activities at break-times and throughout the day in Foundation Stage. A watch suitable for telling the time may be worn at the wearer's risk.

It is not permitted to wear any jewellery during P.E. or Forest School for reasons of safety. Children will be expected to take off any watch they are wearing for such activities. Teachers are unable to take responsibility for items removed during such sessions.