



A New Start Awaits...

Welcome to St Gregory's Catholic Primary School



'Where moments become memories' ♥



Welcome to Saint Gregory's

MEGAN SCULLION, ASSOCIATE PRINCIPAL

Welcome to St Gregory's Catholic Primary School, the beginning of your learning journey with us. As a Catholic school, we are part of the Romero Catholic Academy, which includes seven Primary Schools along with Cardinal Wiseman Secondary School.

We understand how important it is for your child to have an excellent start to their school life and we offer a caring, nurturing environment with a holistic approach to educating our children. We cherish the uniqueness of each individual child and help them achieve their God-given potential.

Providing a high-quality curriculum, which is full of active learning experiences, is one of our key aims. Through the delivery of our curriculum, we recognise the importance in providing our children with opportunities to grow, not only as learners, but personally and socially too. We want to ensure that every child who is a member of our school leaves us secure enough in both skills and knowledge to move onto their next stage of education, but also with enough self-confidence to move forward and chase their dreams.

“St Gregory's is a caring and inclusive school. Parents and carers say that their children are very happy at school and that it feels like a 'village school in the city'.

Pupils say that they are taught to respect and look after one another.”

OFSTED
2018



Saint Gregory's Catholic Primary School

A Place Where ...

Positive parental, community and parish involvement is encouraged ...

The individual faith journey of each child is valued and supported, and time is dedicated for prayer, for stillness and for worship ...

Enabling children to reach their God-Given potential is prioritised ...

Children's growth and independence are supported through positive relationships ...

We celebrate our differences ...

Every child is recognised as a unique individual created in God's image ...

A happy, safe and secure environment for teaching and learning is provided for all ...

St Gregory's is a place where moments become memories ...

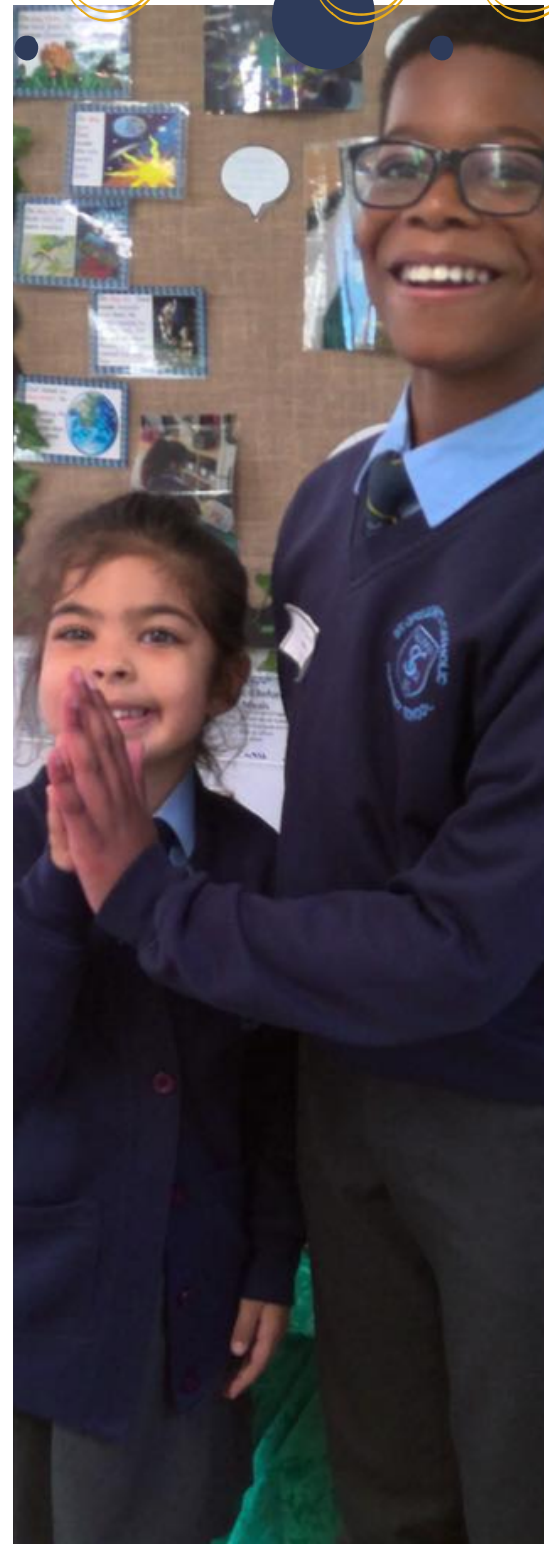


Our Mission

Our Mission Statement, 'Learning and Growing in the Service of God' underpins everything that we do. We achieve our Mission through....

Spirituality

- We pray together daily and make worship a priority in our school community.
- We respond to the call of God and through our example encourage the children to do the same.
- Each member of our community, regardless of race or creed is regarded as a precious individual, and is treated as such, thus nurturing a school community which is a model of justice and love enabling the development of self-discipline.
- We actively seek to promote the basic virtues of honesty, fairness, politeness and race equality so that this will become a way of life for the children.
- We journey with parents, parish, clergy and community to prepare the children for the Sacraments of Reconciliation, First Eucharist and Confirmation so developing their personal commitment and growth in Jesus.
- We encourage the children to develop a caring attitude and to take on responsibilities.
- The children enjoy a fabulous Friday starting with a whole school Celebration Assembly. We share the 'WOW' children – the star workers of the week. We also share Key Stage 2 'Values and Virtues,' house points, sports reports, class attendance award and children who achieve their pen license. 'Golden Bear' is presented to children who have shone back in their classrooms in Early Years.



'Learning and Growing in the Service of God'



Our Mission

School Community

- We recognise the special individual role of clergy, Governing Body, teachers, parents, support staff, ancillary workers and children in our school whilst promoting and maintaining the mutual support between these 'parts of the whole'.
- Together with all who work in the school, we aim to further develop the partnership of parents in all areas of our school life.

Parish Community

- Our school is an active part of the St John Fisher Parish Family.
- We hold the Mass and the need to pray together as a parish family on Sunday, sacred.
- We value and support all aspects of our parish life and community

Through Curriculum

- We strive to develop a Christ-Centred teaching and learning environment in which a broad and balanced curriculum is delivered.
- We promote a discipline for learning to encourage self-belief, confidence and independent learning in the children, empowering them to develop a sense of citizenship knowing how to work co-operatively and collaboratively.
- In acknowledging the value of each person, we strive to provide equal opportunities for all. We recognise and respect, in particular, Special Educational Needs Disability (SEND) and a need for an enhanced understanding of race, creeds and cultures. We identify the more able children and our Inclusion policy addresses issues to ensure needs are met.

Through the Wider Community

- We reach out to touch the lives of those in need by fund-raising for recognised charities – home and abroad and through involvement in projects answering need e.g. Love in a Box Campaign. We recognise our role in the local community, and therefore take part in Social Action projects.
- We recognise we are part of a multi-cultural society and as such encourage greater involvement e.g. visiting places of worship for other faiths, inviting outside guests into school.
- We aim to be inclusive and meet the needs of the disabled and other minority groups.





The Local Governing Body

The Local Governing Body works with the Associate Principal and Executive Principal in order to manage the school in partnership with the Board of Directors of the Academy and the Trustees. The Local Governing Body make decisions about how the school is run. It also acts as a critical friend.

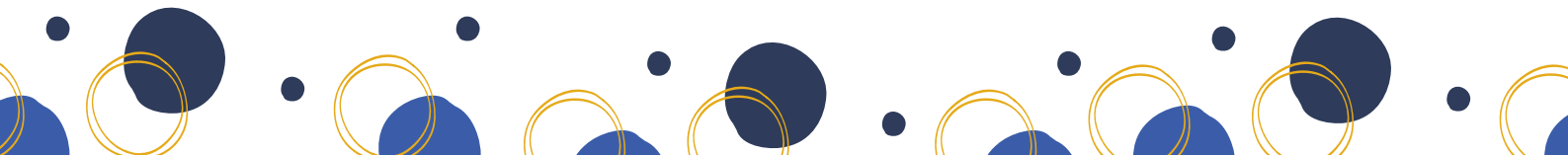
Currently, St Gregory's Local Governing Body comprises of 8 Academy Foundation Representatives. Every Academy Foundation Representative receives training to help them carry out their duties.

Academy Foundation Representative members are also made up of parents and staff at the school.

Academy Foundation Representative at the school

(All Academy Foundation Representative may be contacted through the school)

Name	Status
Mr Paul O'Donnell	Chair of Local Governing Body
Mr Charley Enemaku	Vice-Chair of Local Governing Body
Fr. Des Devenney	Academy Foundation Representative (Parish Priest)
Mrs Tracey Seery	Academy Foundation Representative
Mr Anthony Avery	Academy Foundation Representative
Miss Leanne Wale	Academy Foundation Representative
Ms Monijesu Folayan	Parent Academy Foundation Representative
Mrs Jill Swiadek	Staff Academy Foundation Representative
Mrs Dee Williams	Academy Link Director
Mrs Megan Scullion	Executive Principal
	Associate Principal



St Gregory's Staff

'Educating the mind without educating the heart is no education at all'
Aristotle

Leadership Team

Mrs Dee Williams	Executive Principal
Mrs Megan Scullion	Associate Principal
Miss Lisa Downing	Assistant Principal
Miss Rebecca Mullen	Leader of Learning
Mrs Claire Webb	Leader of Learning
Mrs Kerry McCormick	Leader of Learning

Support Staff

Miss Monique Kenion	Nursery Manager
Mrs Charlene Ellis	Higher Level TA
Mrs Emma Loakes	Higher Level TA
Mrs Jill Swiadek	Higher Level TA
Mrs Neha Kapoor	Higher Level TA

Teaching Staff

Mrs Gemma Tate	Class Teacher YR (3 days)
Miss Rebecca Mullen	Class Teacher YR (2 days)
Mrs Claire Webb	Class Teacher Y1
Miss Olivia Scanlon	Class Teacher Y2
Mrs Laura Walker	Class Teacher Y3 (3 days)
Mrs Aimee Waters	Class Teacher Y3 (3 days)
Mrs Kerry McCormick	Class Teacher Y4
Miss Katie Stimpson	Class Teacher Y5
Miss Lisa Downing	Class Teacher Y6
Mr George Lindley	Specialist PE Teacher

Teaching Assistants

Mr Oliver Duggins	TA
Mr Jamie Hastings	TA
Mrs Debbie Galbraith	TA
Miss Louise Edwards	TA
Miss Tammy Edwards	TA
Mrs Kelly Taylor	TA
Ms Samantha Whalley	TA

Additional Staff

Mrs Kate Carpenter	Office Manager
Mrs Jo Ryan McGough	Admin Assistant
Mr Brendan Wollams	IT technician
Mrs Lorraine Sweatman	Learning Mentor
Mr John Sweatman	Site Services Officer
Mrs Linda Mockford	Catering Manager
Mrs Sharon Hill	Catering Assistant

Lunchtime Staff

Mrs Laura Hancox	Lunchtime Supervisor
Mrs Donna Hadley	Lunchtime Supervisor
Mrs Sarah Bromwich	Lunchtime Supervisor
Mrs Michelle Faulkner	Lunchtime Supervisor
Miss Louise Edwards	Play Leader
Vacancy	Lunchtime Supervisor

Care Club

Mrs Lorraine Sweatman	Care Club Manager
Vacancy	Play Worker

Meet the Early Years Team

The following staff will play a key part in your child's first years at St Gregory's.



Miss Mullen
EYFS Leader of Learning
& Reception Teacher



Mrs Tate
Reception Teacher



Mrs Ellis
Reception
Higher Level Teaching Assistant



Miss Edwards Reception
Teaching Assistant



Miss Kenion
Nursery Manager



Mrs Galbraith
Nursery
Teaching Assistant

The School Day

The school doors will be open from 8.40am – 8:55am for the children from Reception to Year 6 to “drift in” to the classroom. Parents are asked to encourage children to go into school and teaching staff will monitor the door to ensure security and pass on any important messages to class teachers.

Nursery doors will open at 8:30am for morning children and 11:30am for afternoon children.

The nursery entrance is located at the bottom of our Car Park.

Please press the intercom to gain access for the Nursery.

We hold Care Club before and after school in a designated area of the school. Further details can be obtained from the School Office or from Mrs Sweatman. You will need to apply for a place.

7.45am – 8.40am	Care Club in operation
8.30am	Nursery opens doors for morning children
8.40am	<i>Children go into school and activities will be provided in the classroom.</i>
8.50am	<i>Registration (Children are recorded as late after 9.00am)</i>
10.15am-10.30am	Year 1/2 Break time with a piece of fruit provided by the school
10.50am–11.05am	KS2 children break time (children can bring a piece of fruit and/ or a fruit drink from home)
11.30am	Morning nursery ends
11:30am – 12:30pm/1:15pm	Lunch break Children can bring a packed lunch or have a hot cooked dinner.
11:30am	Nursery opens doors for afternoon children
12:30pm/1:15pm	All classes begin afternoon lessons
3.15pm	<i>School day ends for Reception to Year 6</i>
3:30pm	<i>School day ends for afternoon nursery children accessing wraparound care</i>
3.15pm – 5.30pm	Care Club in Operation

Nursery Timetable

8:30a.m.	Door opens for morning children. Register taken at 9:00 a.m.
9:00a.m.	Child initiated learning
10:15a.m.	Snack time
11:30a.m.	School day ends for morning children. Full time children have lunch
11.30am	Doors open for afternoon children
1:00p.m.	Child initiated learning
1.45p.m.	Snack time
2.30p.m.	Nursery finish time
3:30p.m.	Nursery finish time for those accessing wraparound care
3.30p.m – 5.30pm	Care Club in Operation

Appointments for Class Teachers

You can book an appointment to discuss any concerns with your child’s class teacher via a note or you can phone the Admin team to make an appointment. You may also choose to send an email to staff. Should you wish to take your child out of school (e.g. to attend a medical appointment) or deliver an item to a child between 8:50am and 3:15pm parents/carers must report to the front reception office area.

The School Day

Lunchtime Arrangements

Our staggered lunchtime starts at 11:30am and finishes at 12:30pm for Nursery.

For Reception, lunchtime starts at 11:30am and finishes at 12:30pm. The children are supervised by the Lunchtime Supervisors. Hot meals are provided by the school if required. All of our children in reception are entitled to a free school meal. Alternatively, children may bring a packed lunch and drink from home in suitable, secure containers clearly marked with the child's name. Please note that we are a nut-free school.



We expect children to be sensible and well behaved during the lunchtime sessions. Consistent inappropriate behaviour may result in a child having to go home at lunchtime.

Our Lunchtime Supervisors have regular training sessions and work hard to improve the quality of play and care at lunchtime. All school meals provided must meet the Nutritional Standards set by the Government to promote healthy living.

Nursery and Reception children have a dedicated playground for break and lunchtimes. They have access to interactive playground equipment and their own dedicated toilet area.

During the day all Nursery and Reception children have access to fruit, milk and fresh drinking water.

Our Curriculum Offer

Our approach to the curriculum is to design a programme of learning that is inspiring and challenging for all, and fit for the 21st century. The curriculum has to be organic, dynamic, responsive to change, relevant and engaging to prepare the children for the world of tomorrow. The world is changing so fast that we cannot predict what it will look like when our children are adults. We know that 80% of the jobs that will exist when your children reach adulthood do not yet exist because of the rate of technological change. We must ensure that our children can cope with change and have developed a currency of skills that they can apply in number of contexts. At the heart of our curriculum is a skill-based approach, building up as the children move from Nursery to Year 6.

The Shape of Our Curriculum

Our curriculum maintains RE, English and Mathematics at its core but will give them more relevance in real life usage. Underpinning all learning is new technology for children who have access to Computing on demand (including iPads and netbooks). The structure of the curriculum means that the traditional timetabling of separate often unconnected subjects has been replaced with a system that sees the core skills of the curriculum taught through themes connected through project work. The themes create context and relevance. The curriculum has been designed to ensure that the children can see how the skills they are learning are transferable and to enable them to reach their aspirations for the future.

We strive to ensure that St Gregory's is a vibrant, exciting place of learning that offers our children opportunities that excite and stimulate. Educational visits, our outdoor area and the local community are all explored to bring the curriculum alive for the children. We have begun to explore digital animation and have a very comprehensive website, Facebook page, Twitter and Instagram account

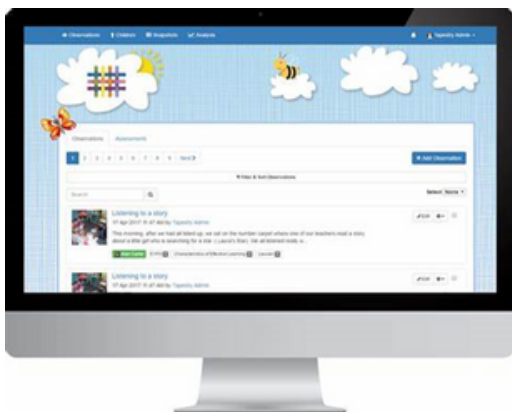


Home Learning

We are committed to working in partnership with parents at home to allow children to develop and build on what they have learned in class. Our curriculum has seen a big increase in home learning with children enthused to find out more by using the Library or the Internet to deepen learning.

Every child has a home reading book and it is your responsibility to hear your child read every night and sign their reading diaries. In addition, children will bring home phonics or spelling work to support them with their writing. Additional tasks may be sent which will support your child's individual targets and needs.

Children in Nursery and Reception all have an online learning journal (Tapestry), where you will be able to see some of the things your child has been learning about as well as contribute to their journal, which will enable staff to have a much broader understanding of your child as well as create a wonderful memory of their early years to look back on.



"Connecting home and school makes for a great community of learners!"

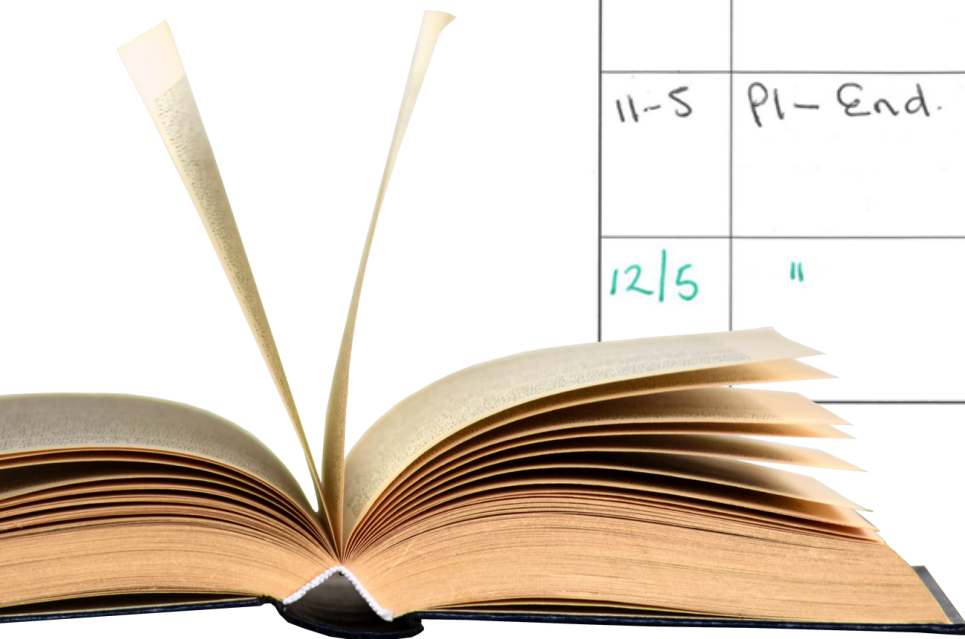
Reading

We begin our phonics teaching on the first day that all children are in school. The Phonics Shed phonics scheme is taught at Saint Gregory's. Your child will be given their first book during their first few weeks at school. It is important to read daily with your child. Please fill in their reading diary, given with their first book, when you read a schoolbook with them at home. Please see below for a reading diary example. Throughout the year we build on your child's reading skills at their own pace so by the end of the year they can read and understand simple sentences. Above all, we want your child to have a love of reading and enjoy it!

We aim to read with your child at least twice a week in school. We expect children to read at home 5 times a week. Sometimes your child may keep the same book. This may be to practise reading the sounds and words or to develop a fuller understanding of the text. This will increase their confidence. Alongside 1:1 reading and our phonics sessions, you will see your child developing their reading skills in the Early Years environment through role play and games.

Here is an example of a reading diary. Staff will sign the diary when they hear your child read at school. Please note a simple comment should be left each evening by an adult after reading at home.

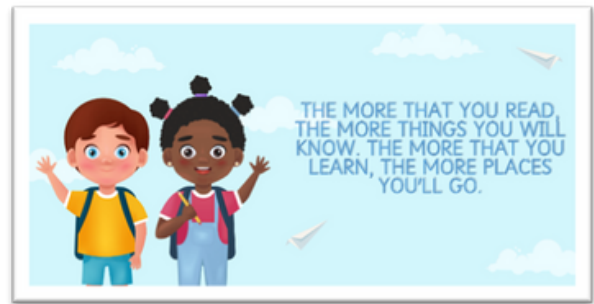
Date	Book and page number	Comments
10/5		Super confident read - well done Isaac 😊 5.0
	A Trip to the beach	
11/5	p1-end	A great, confident read. Well done Mummy
11-5	P1-End.	Well read Isaac Nanny Mummy
12/5	"	Clear, confident reading Isaac! 😊 left



Helpful hints for reading

- Allow a quiet time when you can enjoy reading with your child.
- Encourage your child to read the whole sentence - perhaps re-reading the sentence with them if they make a mistake.
- Look at the first sound for help in working out non-decodable words, then carry on. Non-decodable words are words that we cannot sound out, we just have to know them.
- Use the pictures to get a clue.
- Discuss what has been read, ask questions about the story and the characters.
- Praise your child.
- Encourage your child to take care of books.
- Read stories to your child as well. It's good fun and helps them with ideas for story writing.
- Above all, enjoy reading together!

Top tips for handwriting



Preparation for your child involves developing four key areas:

1. Gross motor control: The control and co-ordination of the big movements the body can make.
2. Fine motor control: Being able to fine tune the movements of the arm, hand and fingers.
3. Visual control: Making sure the hand and eye movements are working well together.
4. Spatial control: Helping children to be able to move themselves confidently in a space with an awareness of direction (left and right/side to side/up and down) and helping them to transfer this sense of space on to paper.

Here are some things that you can do at home to develop these key areas:

- Play with a ball, e.g. kick, catch, throw and bounce.
- Play with hoops and frisbees.
- Enjoy finger rhymes such as “Tommy Thumb”.
- Encourage your child to make and model things, e.g. cutting, sticking, moulding and threading.
- Encourage your child to experiment with a range of tools and equipment like scissors, felt tips, crayons and hole punches.
- Share jigsaws together.
- Provide opportunities for painting, colouring and drawing.
- Enjoy household tasks together, e.g. mixing ingredients, using a dustpan and brush or digging in the garden.

This all provides excellent preparation for more formal work on letter formation and helps to develop a “perfect pencil grip”

Voluntary fund

We often provide children with a range of additional enrichment and experiences. This year, we are setting up a voluntary fund for Early Years. Donations from parents and carers will enable us to obtain resources to support children's learning. Some examples of this would include baking activities, art and craft activities, small world provision, outdoor learning enhancements and playdough ingredients.

If you would like to contribute to this fund, please add £20 or a smaller amount that you can afford to our collection pot in the office.

Thank you for your support.



Liturgy and Collective Worship



The school plays a major role in the preparation of children for the Sacraments of Reconciliation, Eucharist (both in Year 3) and Confirmation (Year 6), together with parents, families and the Parish Community. Our Celebration Assembly on a Friday is open to all. This is a wonderful time to reflect on the week and praise the children who have shone in their learning across all areas of the curriculum. Our House system is based on a point system as a reward for good behaviour or super learning with children from Nursery to Year 6 being awarded with House Points.



Father Des visits us regularly and during the year we invite other representatives from various organisations and charities to talk to the children. We share festivals of other cultures during the year e.g. Diwali, Hannukah, Chinese New Year, Passover. Parents and friends are invited to attend on special occasions. Assemblies reflect the interests and work of the children. Faith Focus and Multi-cultural weeks are organised so that we can deepen our understanding of other faiths. The children are given the opportunity to pray with members of the school community every school day. They pray as a class, year group, key stage or as a whole school in Assemblies. The school uses the Diocesan R.E. Strategy "Learning and Growing."

Relationships and Sex Education

Relationship, Sex Education (RSE) at St Gregory's School is based on new government guidelines that were introduced in 2020. This new program will start in Reception and continue all the way up to Year 6 and is called Ten:Ten. It places RSE in the context of the Church's teaching about life, love and family.

The Governing Body recognises that the prime responsibility for Relationship, Sex Education must rest with parents and any teaching in school will be in support of parents. It is the policy of the school to keep parents fully informed about the programme of Relationship, Sex Education offered by the school and to ensure that they are given the opportunity to see resources used in class.

The Governing Body recognises and respects the right of parents to withdraw their child from any element of the Relationship, Sex Education Programme which is not part of the National Curriculum. Throughout the school we abide by the Archdiocese of Birmingham recommendations, ensuring that biological aspects of Relationship, Sex Education are not taught in isolation, but within the context of our Religious Education Programme.

Pastoral Care

The pastoral care of children is the responsibility of all adults in our school community but in the first instance it is the responsibility of the class teacher who is concerned not only with the spiritual development and academic progress but also with the personal, social and health development of your child.

We try to combine high expectations with a caring, listening and sympathetic approach. Children, staff and parents are all encouraged to discuss any problems in complete confidence with the Associate Principal (Mrs Megan Scullion). Our Learning Mentor (Mrs Lorraine Sweatman) supports children who have low self-esteem, have experienced bereavement or similar needs.

House Points

The school operates an exciting House System. All the children in Nursery to Year 6 are divided into four houses. All rewards given inside and outside the classroom are collated into these house groups giving children incentives, enthusiasm, belonging and pride in their house. Each house is put in the care of a pastoral leader (one teacher from Key Stage 1 and one from Key Stage 2) and they meet regularly



BELGRADE



HERBERT



GODIVA



TRINITY

Preparing your child for school and promoting independence

Your child will really benefit from being as independent as possible when they start school. We will of course always be on hand to help but children feel a real sense of achievement when they can accomplish things by themselves!

Children in Reception will have access to an outdoor space throughout the day, so being able to put their coat on and zip it up independently will really help them-as will being able to put on a pair of wellies or taking off their jumper when they get hot. Learning to tie shoelaces can be tricky, so provide opportunities to practise this skill. Also explore different types of fastenings, for example velcro, zips and buttons. Promoting independence also means that they can get straight to their playing and learning without having to stop and ask an adult for help.

Another important part of being independent at school is being able to use the toilet independently, including washing and drying their hands. It will also be helpful if they are able to blow their nose on a tissue and put it in the bin.

Having lunch independently may also be new to your child. If they will be having hot dinners, practise using a knife, fork and spoon. If they are taking a packed lunch, practise opening the packets and containers of food they will be taking. Your child could help you to pack their book bag for the school day as they will be expected to put away their own things at home time.

Your child will also really benefit from having experience being away from you for short periods of time over the Summer, such as going to a friend's house to play. This will really develop their confidence and stand them in good stead when it comes to saying goodbye on that first morning at school.



Practices and Procedures

Child Protection

In the interest of safeguarding children, there may be occasions when the school has to consult other agencies without a parent's prior knowledge. The school's first concern is the child's welfare and the school has a duty to act to protect the child at all times. We follow the procedures laid down by the Coventry Safeguarding Children's Board. The school has a Child Protection Policy and training is given regularly to all staff.



Absences

If your child is ill, please let the office know before 9.20am. You can leave a message on the school's answer phone (press option 1). If your child has not arrived in school and we have not been informed of absence by 9.20am, we will make a courtesy telephone call to ensure the safety and whereabouts of the child. An explanatory note should be brought in after every absence. When a child needs to attend an appointment at a dental clinic, hospital etc then the parent/carer should advise the school of this in advance, in writing, stating the arrangements for collecting the child from school. Please be advised that the expected attendance is 97%. If a child has poor attendance, the Learning Mentor or Academy Attendance Officer will visit your home and if not addressed a fine may be incurred for lateness and non-attendance. Attendance is monitored daily and acted upon if necessary.

Attendance and Punctuality

Legally, children are not allowed to be absent from school. If your child is absent due to illness, we ask that you telephone the office on the first day and put an explanation, in writing, when the child returns to school.

Parents should be aware that there are now strict rules regarding authorised and un-authorised absences. All absences within term time will be un-authorised and a holiday form must be completed (collect from the office) – if a holiday exceeds four days a penalty notice will be incurred and issued from Coventry City Council. The details are: £60 per parent, per child – e.g. family of four charges incurred £240.



Practices and Procedures

Prescribed Medicines

Staff will administer prescribed medicines, but only on receiving a completed school medicine form. We have a form available from the office which must be filled in should your child need an inhaler or prescribed medication. Non-prescription medicines must be subscribed by parents (e.g. Calpol). Usually medicines are to be taken three times daily – this could be before school, on arriving home and before bedtime. If this is not appropriate then the following procedure must be followed, prior to the child going to his/her classroom.

1. Collect and complete a medicine form from the school office.
2. Label the medicine.
3. Take form and medicine to the school office.

At no time must medicines or tablets be brought into school by the child.

** This is the responsibility of the parent. **

Health and Safety

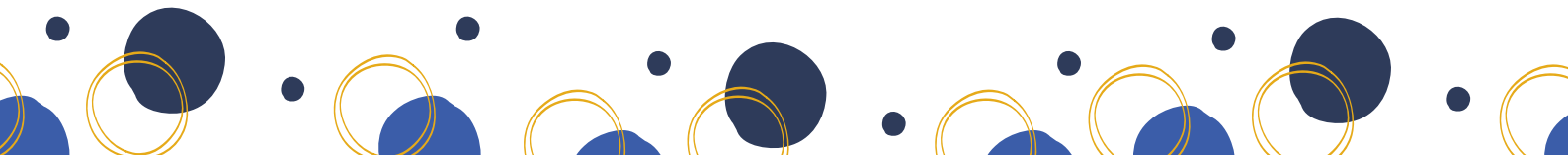
Health and safety issues are the responsibility of all who work in the school. We expect pupils to become increasingly aware of health and safety issues as they gain in maturity.

- Exercise responsibility for their personal health and safety and that of others.
- Observe standards of dress, consistent with safety.
- Observe all instructions of staff given in an emergency.
- Correctly use all things provided for their safety.
- No animals are allowed on site due to health and safety issues.

The school is a non-smoking site. We ask parents and visitors to respect this policy once through the school gates. If you are caught smoking you will be asked to leave school site immediately.

Accident Procedures

All members of staff work with the Associate Principal, Site Services Officer and Office Manager (who is nominated as our Health & Safety representative) and all problems must be reported to them or recorded on our Health & Safety Record system. All of our support staff hold recognised First Aid qualifications and some staff have Pediatric First Aid qualifications.



Practices and Procedures

Head Lice

Please check your child's head regularly for head lice. As detailed in our policy, we will contact you if we see moving lice. We advise a treatment for the whole family, then the child may return to school.

Parents have tried many methods: -

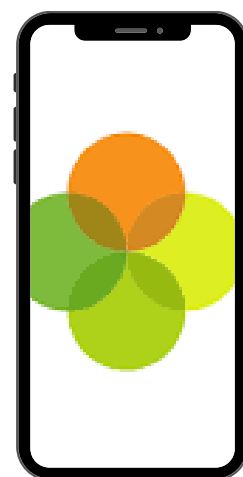
- Wet combing with conditioner
- Lotion from the chemist
- Tea tree oil

Monies

Money for school trips and lunches are paid for online using our cashless system on Arbor. The office does not accept any cash payments/cheques.

Use of Arbor

We currently use a system called Arbor for all of our communication and payment methods. So that you are kept well-informed and are able to access information about your child in a timely manner, please ensure you have access to the Arbor App. This is available to download from the App Store both Apple, Samsung and Google devices. If you are struggling, please come and speak with a member of our office staff who will be pleased to help you.



Pupil Premium Funding

Your child may be eligible for extra funding depending on your family circumstances.

Please visit the following website to see if you are eligible to apply:

https://www.coventry.gov.uk/info/54/benefits/168/free_school_meals

We hope you have a
fantastic learning journey
at Saint Gregory's Primary School.

We'll see you soon!

