

St Paul's Catholic Primary School



Our school is a place of learning, a place of love.

Spiritual – We celebrate our life in Christ.

Teamwork – We play and work together.

Polite – We are polite and respect everyone we meet.

Always – We always try to do our best.

Understanding – We try to understand peoples' feelings.

Learning – We love to learn about our world in many different ways.

Sharing – We share our time, our gifts and our belongings.

Prospectus 2025-26

The Information in this Prospectus relates to the current School year and is updated annually. It should not be assumed, however, that there will be no change in any of the arrangements or particulars.



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General Information



Park Lane, Cheshunt

EN7 6LR

Telephone: 01992-635060

Email: admin@stpauls373.herts.sch.uk <http://stpauls.herts.dbprimary.com>

A Voluntary-aided school in the Diocese of Westminster

Maintained by Hertfordshire LA

Chair of Governors: Mrs Sharon Robson

Headteacher: Mrs Katie Worton-Geer

Deputy Headteacher – Ms Netta Costanzo



Headteacher's Welcome

On behalf of the pupils, parents, governors and staff, a very warm welcome to St Paul's Catholic Primary school. St Paul's is a very special place with a caring and supportive Catholic ethos committed to high expectations and pupil outcomes. As a Catholic school, Christ is at the centre of everything that we do, in every aspect of our school life. 'Our school is a place of learning, a place of love.' We welcome new members of our school to walk in the steps of St Paul as we work and play together. We aim to ensure that everyone is valued, respected and welcomed.

Our vision is to place children at the centre of all we do in school, ensuring we enable children to grow into confident, capable and caring individuals. This means developing children who have strong moral values, achieve high academic standards, are socially and emotionally literate and who are creative and forward thinking.

We are a one form entry school, with children aged 3-11 years. We are proud of our school and hope you enjoy looking through our website. You are more than welcome to visit us at any time. We would love the opportunity to show you around.

I look forward to meeting you.

Katie Worton-Geer

Headteacher

Our Mission Statement

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Sharing – We share our time, our gifts and our belongings.

Let the children come to Me, and do not hinder them, for the kingdom of God belongs to them. Luke 18:16

What does the Mission Statement mean to the children in our school?

“We learn together, and we learn to respect each other.”

“We try to care for others.”

“We learn to take care of the school grounds and the trees.”

“In St. Paul’s School I feel really happy and never sad. I can always turn to anyone in our school community for help if I need it.”

“It is okay to make mistakes, because that is how we learn.”

“To me, our mission statement means that we should follow the footsteps of Jesus and try to be good people, and that we should co-operate and work together as a school community.”

“The mission statement means that our community lives in joy, peace and understanding, and we pray and work together and learn new things.”

“I think that the mission statement is the backbone of the school and means that we must take St Paul’s example and treat God and everyone with love.”

“We love each other like a family.”

“I feel safe at school.”

Ofsted 11 -12th October 2022

St Paul’s Catholic Primary School continues to be a good school.

“Pupils love to attend St Paul’s and are proud of their school. Pupils talk passionately about how they respect that people are all different. **‘There is something for everyone here,’** is a typical comment from a pupil describing the school. Pupils enjoy supporting each other in their many roles of responsibility. These include as mental health ambassadors, which pupils started in response to the pandemic.”

The inspector commented on how our children support each other, respect all people that are different and respond positively to the high expectations for everyone they achieve well.

The report also highlights our ambitious curriculum, our wide range of opportunities to complement the curriculum and how teachers, supported by support staff, make lessons engaging and memorable. We are particularly proud of this as it recognises how we have carefully designed our curriculum to ensure our children build their knowledge over time.

“Behaviour at the school is orderly. Pupils understand the behaviour policy well. They learn to manage their behaviour successfully and are supported through ‘zones of regulation’ and the ‘20-20-20’ provision. Pupils respond positively to the high expectations for everyone to achieve well.”

High quality teaching and learning would not be possible without a dedicated and caring staff, who work diligently to value and develop each child’s individual skills and abilities.

“Leaders have carefully considered the ambitious curriculum in place. They ensure this responds to the diversity within their community. Leaders’ design of the curriculum has taken into account the knowledge pupils need to learn at each point, so they are prepared for their secondary education.”

We are pleased how the report recognised how we promote inclusion and diversity here at St Paul’s and adapt our curriculum accordingly, so all children achieve. We are immensely proud of our hardworking children who continue to make the most of the wide variety of opportunities they are offered.

“Staff provide well for pupils with special educational needs and/or disabilities (SEND). Staff are trained effectively to identify, quickly and accurately, when pupils find learning difficult. Parents and pupils are closely involved with the plans that are put in place. Pupils use the strategies staff teach them to overcome any difficulties with learning. As a result, pupils with SEND become increasingly independent and successful learners.”

Our Aims

Every Child Counts, Every Moment Matters

At St Paul's School we aim to provide a Catholic education of the highest quality rooted firmly in the Roman Catholic tradition where:

- all members of our community are provided with opportunities to develop their spiritual, moral, academic, physical, and social potential,
- all members of our community are equally valued, and their achievements celebrated,
- all members of our community share their gifts with each other and realise their potential as unique individuals.

In order to fulfil these aspirations, we seek to:

- create an environment where the Catholic life of the school is brought alive by religious teaching and the regular experience of prayer and worship,
- establish an atmosphere of acceptance where all can find recognition of their particular faith journey,
- set expectations for the highest standards of learning and behaviour,
- build a school community inspired by gospel values through service to others,
- develop a strong and close relationship between school, home, parish, and the wider world
- Spend 10% of curriculum time as RE

St Paul's School Governors

The Governors are a group of people who give their time voluntarily to ensure the school maintains its high standards. Foundation Governors are appointed by the Catholic Church and are responsible for the Catholic ethos of the school.

- Foundation Governor Mrs Karen Popely
- Foundation Governor Rita Odumosu
- LEA Governor Mrs Sharon Robson (Chair)
- Headteacher Mrs Katie Worton-Geer
- Associate Governor Father Clement
- Staff Governor Mrs Netta Costanzo
- Parent Governor Ngozi Onyejeli
- Parent Governor Jade McBrearty
- Co-opted Governor Sally Beckford

VIEWING THE SCHOOL

We welcome the chance to show our school to interested visitors. Parents who wish to send their children to St Paul's are invited to a tour of the school by the Head, visit the classrooms and talk to pupils.

PRE-SCHOOL VISITS AND MEETINGS WITH PARENTS OF NEW CHILDREN

Children allocated a place in Nursery or Reception are invited to pre-arranged 'taster' visits. Home visits are carried out by the Early Years Team prior to a child starting at the school.

A meeting for parents of new children is held towards the end of the Summer Term prior to their child's admission to Nursery or Reception to discuss, in a friendly relaxed atmosphere, the experience of starting school from the view of the child, parent and teacher.

Children who come into our Reception are invited to attend sessions in the Summer Term to acquaint themselves with the Reception environment.

Another meeting is also held in the September your child starts to discuss the school day, routines and answer any questions.

Parents are invited to make a contribution to school life in whatever way they feel able. This may involve, for example, helping the teachers during school time or with the Parent Association in fund raising activities.

There are regular opportunities to discuss your child's progress with their teacher and information evenings about the curriculum. Parents are also invited to assemblies, open mornings, Masses, and other celebrations and will be kept informed of developments within the school, through newsletters, year handbooks, letters, school website and meetings.

Safeguarding



St Paul's Catholic Primary School Safeguarding Statement

Our school is a place of learning, a place of love

St Paul's Primary and Nursery School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We believe the safeguarding of our pupils is vitally important and is the key to our success as a caring, community school.

“Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.” Keeping Children Safe in Education 2022.

All schools have a clear responsibility placed on them by the Children Act 1989, and by guidance from the DfE to safeguard the welfare of their pupils. In doing so, schools are expected to consult with the Children, Schools & Family Service if they believe there is a possibility that a child may be suffering from abuse or neglect.

St Paul’s Catholic Primary School and Nursery will ensure that:

All suspicions and allegations of abuse will be taken seriously and responded to swiftly.

- the welfare of the child remains paramount
- all children have the right to be protected from harm
- all staff and volunteers working at the school have a responsibility to report concerns to the designated member of staff

We have several policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy, which can be viewed in the statutory section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child’s welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child’s welfare. We actively support the Government’s Prevent Agenda to counter radicalism and extremism.

Our Designated Senior Person for Child protection (DSP) is Mrs Katie Worton-Geer (Headteacher).

Our Deputy DSP is Ms Netta Costanzo (Deputy Headteacher),

Our Designated Safeguarding lead is Mr Katie Cook (Assistant Headteacher) and Mrs Sally Beckford (Office Manager)

The Designated Governor for safeguarding is Mrs Karen Popely

What you can do

Parents and carers play a role in safeguarding children in their community. If you have any concerns, no matter how small, you should report them to someone who you trust will listen. The school is

required to have a designated child protection officer for this purpose. Parents and children should speak to the safeguarding officer if they have any concerns about a child or staff member.

If you think a child or young person may be in immediate danger, call 999. Otherwise contact Children's Services on 0300 123 4043.

Policies

The following policies can be found on our school website. We ask that parents read these and contact us if they have any further questions. Should you require a hard copy please let the school office know.

- Anti Bullying
- Attendance
- Behaviour
- Charging and Remissions
- Child Protection
- Complaints
- Equality and Accessibility
- EYFS
- GDPR data protection
- Health and Safety
- Home School Agreement
- Home learning
- Inclusion
- Lockdown
- Online Safety
- Packed Lunch
- Preventing and Reporting Racist Incidents

- Pupil Premium
- Reducing the need for restrictive interventions in schools
- Relationships Health and Sex Education
- Safeguarding
- SEN
- Volunteers

Parents' Good Drive Code

In the interest of child safety, consideration to others and good neighbourliness to those living near the school, we ask all parents to follow this simple code when driving their children to and from school in a vehicle.

- **NEVER** stop or park on the yellow lines or zigzag marked areas outside the school.
- Unless there is a special need, please do not ask to drive in to the school grounds as parking spaces are limited.
- Try to arrive well before school starts to minimise the danger to children who walk and cross the road.
- Do not park on the grass verges or across driveways as we do get complaints from local residents.
- Ask yourself, "Is it really necessary to drive my children to school today?" A little exercise is good for everyone.

Remember: An accident avoided could be your child's life saved!

Part 2

Daily Life



About Our School

St Paul's School is a Catholic Voluntary-Aided one form entry Primary School, maintained by Hertfordshire County Council within the Diocese of Westminster. The school serves primarily the Parish of St Paul's, Cheshunt with some children coming from the Parish of Our Lady of the Immaculate Conception and St Joseph's (see Admissions Policy).

The school has 8 classrooms. In addition, there are several smaller teaching and resource rooms. The Hall is centrally located, and a dining room area is adjacent. Meals are cooked on site, with children being offered a choice of 3 hot meals or a packed lunch. There are two library areas.



There are separate playgrounds for the Nursery, Key Stage 1, and Key Stage 2. The school also has its own playing field.

Our Classrooms are vibrant and well resourced. Pupils benefit from the displays around the school which reflect their learning as well as seasons of the liturgical year.



School Organisation

The Teachers

Headteacher	Mrs K Worton-Geer
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Deputy Headteacher	Ms N Costanzo
Assistant Headteacher	Mrs K Cook (maternity leave) and Mrs L Crook
Early Years Foundation Leader	Mrs L Crook
KS1 Leader	Mrs K Allen
KS2 Leader	Mrs K Cook
Nursery	Mrs L Crook
Reception	Miss A Richardson
Year 1	Miss A Camadoo and Ms Gordon
Year 2	Mrs K Allen and Miss Y Khan
Year 3	Mrs D Taleb
Year 4	Miss R Williams
Year 5	Mrs E Bekiri
Year 6	Mr S Drew
SENCO	Ms N Costanzo

The Learning Support Assistants

Miss L Barton	Miss L Paton
Mrs J Cody	Mrs B Pell
Ms Y Evans	Miss C Ward
Mrs L Kennedy	Mrs J Werake
Miss A Marranzini	

School Support Staff

Office Admin	Miss M Arrango Carvajal
Office Admin	Miss G Hayward
Site Manager	Mr P Burns

School Structure

CLASSES

The school is organised into three sections;

- Early Years Foundation Stage (EYFS): Nursery Class and Reception Class
- Key Stage 1 (KS1): Year 1 and Year 2
- Key Stage 2 (KS2): Year 3, Year 4, Year 5, and Year 6

The whole school comes together for Assemblies and Masses.

School Timetable

	AM	PM
NURSERY	9am – 12am or whole day	9am – 3.00pm
RECEPTION KS1 (INFANTS)	8.45am – 12.00pm (with 15 minutes break)	1.00pm – 3.15pm (with 10 minutes break)
KS2 (JUNIORS)	8.45am – 12.00pm (with 15 minutes break)	1.00pm – 3.15pm

School Day and Absence

School doors open at 8.40am and children must be in class by 8.45am when lessons start. School finishes at 3.15pm. We expect all children to arrive promptly and to be picked up at the correct time.

If your child is not at school due to illness, please ring the school office on 01992 635 060 and leave a message on our absence line or you can email the school. This should be done before 9am.

Uniform

Boys Years 1-6	Girls Years 1-6
Winter	Winter
<p>Gold Shirt (top button must be done up) School tie (tied correctly) Navy jumper (plain with V-neck) Navy trousers Black or navy socks (Some socks have coloured toes and heels. These are acceptable) Black Smart Shoes not trainers</p>	<p>Gold shirt (top button must be done up) or blouse School tie (if wearing a shirt and tied correctly) Navy jumper or cardigan Navy skirt, culottes, pinafore dress or tailored trousers Navy tights or Navy socks Black Smart Shoes not trainers</p>
Summer	Summer
<p>Gold polo shirt with school Badge Navy Tailored shorts/Navy Trousers</p>	<p>Dress (small yellow check or striped) Gold polo shirt with school badge Navy skirt, culottes, pinafore dress or tailored trousers White ankle socks or long white socks</p>

Nursery and Reception Uniform	PE Kit Years 1-6
<p>Nursery Class Royal blue sweatshirt with school emblem Royal blue jogging trousers and gold polo shirt may be worn, but are not compulsory Trainers</p> <p>Reception Class Royal blue sweatshirt with school emblem Royal blue jogging trousers Gold polo shirt Navy Shorts can be worn in the Summer Trainers</p>	<p>PE Kit Gold round neck T-shirt with school badge on Navy shorts Trainers Girls should also include a pair of socks in Winter, when wearing tights. Trainers</p> <p>Winter A navy or black tracksuit may be worn. There should not be any writing on the top or bottoms. Sports logos are acceptable.</p> <p>All children should participate in PE lessons, unless a letter from home is received stating a good reason why not. If a child has forgotten their PE kit, then a spare one will be given.</p>

Can be purchased from: ORC Printwear Promotions Ltd, Unit 2 Hillgrove Business Park, Nazeing, Essex EN9 2HB via the website

Jewellery

If ears are pierced, one small stud may be worn in each ear. Looped earrings are not allowed. Children who do wear earrings should be able to remove them for PE and swimming lessons. If ears have recently been pierced, then they must be covered with tape and the earrings removed after six weeks. Children in Juniors may wear a watch and accept responsibility for their own property. Smartwatches are not allowed.

Tattoos and Nail polish are not allowed.

Hair

All long hair should be tied back, preferably with navy, gold, or black hair ties. It is recognised that this is not always possible.

Shaved lines, patterns, logos in hair, coloured and highlighted hair are not allowed.

Year 1 to Year 6 School uniform without a logo can be purchased from most Supermarkets. The Gold Shirts and Blouses, Nursery and Reception Uniform, Polo Shirts and PE T-shirts with logo on can be purchased from **ORC Printwear Promotions Ltd, Unit 2 Hillgrove Business Park, Nazeing, Essex EN9 2HB**. Link to their website is on our school website under parent's tab and Uniform. All Uniform must be labelled with your child's name and class.

We have recently reviewed our school policy to include non-branded polo and PE tops although we would still like every child to have at least one special set of logo school branded uniform for special occasions like school photo, special masses, and events etc.



School Ties, Book bags, PE Bags and hats are available from the school office and can be paid for using School Gateway.

School Lunches

St Pauls is a nut free school

Lunch is between 12pm and 1pm. Children may bring their own packed Lunch, please check our Packed Lunch Policy on what is allowed, or they have a choice of a varied lunch provided by Hertfordshire Catering.

Each day they have a choice of a meat option, Vegetarian Option, Jacket Potato or Packed Lunch option followed by dessert.

Wednesday is Roast Dinner Day and Friday is Fun Meals of Pizza or Fish.

If your child has special dietary requirements, our cook will almost certainly be able to cater for them. All you have to do is complete the special menu form which is available on HCL website - [Special diet application \(hcl.co.uk\)](http://hcl.co.uk)

School meals are paid for in advance on a weekly, half termly or termly basis and paid via School Gateway.

Universal Free School Meals

For Children in Reception, Year 1, and Year 2

The Government has introduced a scheme for Free School Meals for all children attending the first three years at school.

This initiative is seen as a major scheme to improve eating habits in the young, with evidence showing a significant link between a good diet and a positive impact on performance at school.

Year 3 to 6

Your child may qualify for a free meal if you receive any of the following

- Income Support
- Income based Job Seekers Allowance
- Income-Related Employment Support Allowance
- Child Tax Credit (providing you're also not entitled to Working Tax Credit and have an annual income of no more than £16,190)

- Pension Credit (Guarantee Credit)
- Support under part VI of the immigration and Asylum Act 1999
- Working Tax Credit run on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Milk

Milk is available at a subsidised rate for all children in the school. Parents will be informed of the cost per term. If your child is eligible for free school meals, they will also receive free milk.

Fruit and Vegetable Scheme

The Government promote healthy eating at an early age, the government provides all foundation and Key Stage 1 children with a free piece of fruit or vegetable which is eaten at morning break.

Break- Time Snacks

Key Stage 2 Children may bring a piece of fruit to eat at morning break.

Drinking Water

Children should bring a filled, plastic water bottle with them to school each day. It should be clearly labelled with their name and taken home at the end of the day. Water is also provided to all children at Lunch, and we have a water fountain to refill water bottles if needed.

Part 3

Curriculum



What is the National Curriculum?

The National Curriculum is a framework used by all maintained schools to ensure that teaching and learning is balance and consistent. All children aged 5 to 16 in state and maintained school must be taught according to the National Curriculum.

It sets out:

- The subjects taught
- The knowledge, skills and understanding required in each subject
- Standards or attainment targets in each subject that teachers can use to measure how your child is progressing and plan their future learning
- How your child's progress is assessed and reported Within this framework, schools are free to plan and organise teaching and learning in the way that best meets the needs of pupils. Similar to many schools, St Paul's Catholic school uses a cross curricular approach based on a theme for foundation subjects (History, Geography, DT, Art) teaching in a creative way.

National Curriculum Key Stages (Since 2014)

Every state -funded school must offer a curriculum which is balanced and broadly based and which:

- Promotes the spiritual, moral, cultural, mental, and physical development of pupils at the school and of society, and
- Prepares pupils at the school for the opportunities, responsibilities, and experiences of later life. The school curriculum comprises all learning and other experiences that each school plans for its pupils. The national curriculum forms one part of the school curriculum.

Here at St Pauls, we take pride in our curriculum approach to ensure we have a broad and balanced offer for all children, which promotes enrichment opportunities. Please see the curriculum page on our website for further details.

Key Stages

The national curriculum is organised into blocks of years called 'key stages' (KS). At the end of each key stage, your child's teacher will formally assess their performance to measure your child's progress.

Foundation Stage - Nursery and Reception Class

The early years foundation stage (EYFS) sets standards for the learning, development, and care of your child from birth to 5 years old. In Nursery (3 to 4 years) and Reception (4 to 5 years) children cover the areas of learning set out below. Areas of learning your child will mostly be taught through games and play.

The areas of learning are:

- Communication and language
- Physical development
- Personal, social, and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design more information can be found in our EYFS policy (on school website).

Key Stage 1

Children are aged between 5 and 7 and they are taught in Years 1 and 2.

Key Stage 2

Key Stage 2 Children are aged between 8 and 11 and they are taught in Years 3, 4, 5 and 6

Religious Education

All children participate fully in religious education and worship. Religion is taught following the guidelines in the Curriculum Directory of the Bishops Conference in England and Wales. Parents have the right to withdraw children from RE lessons. Please talk to the Headteacher about this.

At St Paul's we hope that children will come to learn of God's love and compassion for everyone. Through example, commitment and instruction, they are led to develop a loving, trusting relationship with God and with each other. The goodness and richness of life, the sense of togetherness and belonging are emphasised.



All children take part in daily acts of worship. During the Spring and Summer Terms, each class presents an assembly to the rest of the school and for any parents who may wish to attend. Masses for the whole School, to which parents and friends are invited, are held on special feast days and other occasions such as the start of Advent and Lent. From time to time there are other celebrations and Masses for Key Stages or classes.

First Communion Masses throughout the months prepared by a member school.

Formal preparation for Reconciliation takes place in Year 3. For religious education and the programme of sacramental catechesis to be effective, it is important that parents are involved and willing to play their part in the formation and instruction of their children.



are organised at the Church of May and June. The children are of the Parish, who comes into

the Sacraments of Eucharist and place in Year 3. For religious education and the programme of sacramental catechesis to be effective, it is important that parents are involved and willing to play their part in the formation and instruction of their children.



CONSULTATION EVENINGS AND ANNUAL REPORTS

In the Autumn and Spring terms, the school holds consultation evenings when parents meet with their child's teacher to discuss progress, attainment, and behaviour. There is also the opportunity for parents to look at their children's work.

An "Open Evening" is arranged for the summer term when children may show their parents their own work and take them to visit the rest of the school. A written report for each child is given to parents in July.

When starting at St Paul's School, all children, parents, teachers, and Governors are invited to sign a

Home School Agreement

partnership agreement that focuses on everyone's commitment to high levels of achievement for all pupils.

Homework

Homework in English, Maths, RE and Theme work, e.g. spelling, number facts and simple research is given to all children with differentiation of activity and time dependent on age and ability. Parental help in listening to their children read and reading with and to them is considered to be vitally important at every stage.

The school's Homework Policy is available on the school website.

Extra-Curricular Activities

The children are offered a variety of extra-curricular activities. This provision will vary according to the expertise of the staff willing to undertake this voluntary work. These are some of the clubs that children have been offered this year: Football, Irish Dancing, Netball, Athletics, Choir, Hip Hop Dance, Rounder's, Speed stacks, Cooking, Stretch and Relax, Multisport, Chess and Homework.

Educational Visits

Children take part in a variety of educational visits that support and reinforce the learning taking place in the classroom. These visits can only take place if parents are willing to contribute towards the costs. Year 6 children participate in a week long residential trip in May.

Breakfast and Afterschool Club

We have an on-site Breakfast and After school club. Details below.



Orchid Kids Club
Breakfast and afterschool club
 Register today

CLUB TIMES

Breakfast Club
 7:30am - 8:40am £6.00 per session

After school club
 3:15pm - 5:45pm £10.00 per session (Nursery 3pm)
 For one hour session £6.50

Book now:
 Call Maria:
 07533732595

Email:
 orchidkidsclub2018@gmail.com

Website
 www.orchidkidsclub.com

We offer a sibling discount of £1 per session excluding the one hour session.



Special Educational Needs

The school provides an inclusive learning environment. The school has a Special Educational Needs Policy in line with the Special Educational Needs Code of Practice. The school's Special Educational Needs Offer is available on the school website. Children with special educational needs may require a carefully structured individual education programme of work, sometimes developed in consultation with advisory teaching staff, the School Psychological Service, and members of the Schools' Medical Service. However, this programme takes place as much as possible in the classroom alongside their peer group.

Assessment of children's needs is regularly reviewed. Parents are consulted where significant changes in arrangements occur. Some children have Personal Education Plans or Education Health Care Plans in order to address specific targets and these are discussed with parents.

Ms Netta Costanzo is the Special Needs Co-ordinator (SENCO) for the school.

Part 4

Caring for your child



Accessibility

Wheelchair users are able to move around within the school and there is a disabled toilet. The doors to the Key Stage 2 classrooms and Dining Room have ramps and there is a platform lift between the Dining Room and the Key Stage 2 end of the school. Good lines of communication are in place between the school and the specialist advisory services e.g. for hearing impairments, vision impairments, autism etc.

Pastoral Care

The ethos of the school can be summed up in the words of the School Mission Statement. The approach to school life is religious in its broadest sense. Children are encouraged to see the whole of life as meaningful, even in its smallest detail. It is hoped that they will begin to perceive their own uniqueness and place in the pattern of things. It is stressed that all of life is a gift from God to be used in the development of self and the building of community through service to others.

Children at St Paul's are expected to be honest and courteous, to work to the best of their ability, to obey school rules and to work together. They are expected to respect each other, all staff, and everyone associated with the school. Pupils and staff promote a happy, caring, hardworking atmosphere where everybody can make a positive contribution to the life of the school. Children are encouraged to seek help for any emotional or work-related problems they may encounter.

Health Assessments

The
School

Nurse makes an annual visit to the **Reception Class** to screen children's height, weight, vision, and hearing and to **Year 6** for a height and weight check in line with the Local Health Authority care policy. Parents are provided with written results.

Medical Information

If
your

child has a serious or recurring medical problem, please inform the school. If your child has an allergy, it is very important that the school is given all details and the necessary medication.

Illness at School

All
our

staff are regularly trained in basic first aid. Should your child become ill at school you (or your emergency contact) will be telephoned to collect them. We ask that an ill child are collected as soon as possible as the school has no facilities to look after ill children.

Accidents at School

If
your

child has an accident at School, the same procedure will be followed as above. However, sometimes it may be necessary for us to act swiftly. We may seek further advice from the Doctor's Surgery or Hospital.

Sickness Guidelines

If
your

child has a stomach bug, we ask that they do not return to school until 48 hours after the last bout of sickness. If your child has chicken pox they must not return to school until all spots have scabbed over.

Headlice

If
you

notice your child has head lice, please treat with medication recommended by your pharmacist at the earliest opportunity. They must not return to school until that has been done. Please inform the school office if your child is affected so that the class

teacher is aware.

Administering Medicines

It is not routine for our staff to administer medicine during the school day. This includes common proprietary medicines such as Calpol or paracetamol and prescribed antibiotics. If a child is on a course of antibiotics, the parent should either ask their GP for a three-dose course which eliminates the need for a lunchtime dose, or they may personally come into school to administer a lunchtime dose. Children with asthma or a nut allergy should have their inhaler or EpiPen in school every day in a clearly named box. In the case of a serious ongoing condition such as diabetes or epilepsy we seek advice from the School Nurse so that the child's needs are met. Arrangements for the latter should be made after discussion between the Headteacher and the parent. There is a form available from the office for parents to complete if it is necessary for their child to receive prescribed medication during the school day. However, this is in exceptional circumstances only. Children may not bring in self-administered medication such as throat sweets.

Please keep your contact list up to date so that we are always able to contact you in the case of an emergency.

Parents Association

All parents are automatically members of the Parents Association. The Parent Association exists to foster a close bond between parents, teachers, and children, to fundraise to help the children attending the school and to support the school in any way possible.

Each year a committee is formed, and a variety of functions, events and activities organised for parents, staff, and children. The Association donates monies to school funds which are used to enrich the educational provision for the children.

For further information, please contact the Chairperson or Secretary of the Association, respectively, via the school office.

School Building Fund

Catholic schools have been granted "voluntary aided" status. This means that, although the school is in the state system, it can organise itself on the basis of the teachings of the Church. In return for this, the school is required by the Government to raise 10% of the cost of maintaining and improving the school buildings and its facilities. The School's Building Fund relies solely on the financial support of the parents who decide to send their children to a Catholic school. If your child comes to this school, you

are asked to make a voluntary monthly contribution to the Building Fund. We ask parents to contribute £10.00 per month per family. This can be paid either as a single annual amount or in instalments. Contributions can be made via School Gateway. Gift Aid is a government scheme that allows the school to reclaim the tax paid on contributions. Forms are available from the School Office. All you have to do is to sign a form saying you are a UK taxpayer and that the tax you pay is more than the amount the school will reclaim. If you are a higher rate taxpayer, you can claim additional tax relief on your annual tax return.

Behaviour

Respect for all

At St Paul's, we believe that every person is equally important and to grow educationally, socially, emotionally, and spiritually children need to be in an environment in which they feel safe. We at St Paul's acknowledge our legal duty under the Equality Act 2010 and our duty in terms of safeguarding and supporting all pupils.

Our behaviour policy reflects the values, ethos, and philosophy of St Paul's in relation to behaviour support. It is a working document and as such it reflects both the practices that are carried out and those to which the school is striving.

At St Paul's, everyone has a part to play in the promotion of high standards of behaviour. We aim to create an environment in which pupils can learn and develop to their full potential. We encourage good behaviour through high expectations and mutual respect between pupils, and staff and pupils.

At St Paul's, all staff working with our children receive training in behaviour support. This training is called "Hertfordshire Steps." The term "Steps" comes from the following inclusion statement.

"The process of taking necessary Steps to ensure that every young person is given an equality of opportunity to develop socially, to learn and to enjoy community life."

This statement reflects the philosophy, policy, and practice at our school. Our approach has an emphasis on consistency, on the teaching of internal discipline rather than imposing external discipline, and on care and control, not punishment. It uses techniques to de-escalate a situation before a crisis occurs and, when a crisis does occur, it adopts techniques to reduce the risk of harm.

Rationale

At St Paul's it is recognised that appropriate behaviour and good order is a necessary pre-requisite to effective teaching and learning. Every member of staff strives to develop the whole person, including spiritual, moral, social, and cultural education.

Within our school community, we aim:

- To develop a moral framework, based on Catholic teaching, within which responsibility and sound relationships can flourish.
- To be welcoming and inclusive.
- To create a firm and consistent approach throughout the school.
- To maintain, encourage and promote positive behaviour, self-discipline, and respect.
- To encourage independence and personal confidence.
- To uphold our school values as a rights respecting school.

- To encourage consideration for others in the community by promoting respect, courtesy, tolerance, teamwork, trust, and honesty.
- To support the development of self-esteem and self-respect by distinguishing between a pupil and that pupil's behaviour.
- To develop pride in the school, in work, in effort as well as achievement.

Please see our behaviour policy on our school website for further information.

