

# St Vincent de Paul Catholic Primary School



## School Prospectus

Updated May 2024 for  
September 2024 onwards



*Believe, Trust and Be Ready*  
*"That they may have life, and to the full" John 10:10*

# OUR SCHOOL

St Vincent de Paul Catholic Primary School is voluntary aided by the Catholic Diocese of Shrewsbury.

## **Head Teacher**

Miss Bernadette Groarke

## **Chair of Governors**

Mr Mike Dobson

## **School Address:**

St Vincent de Paul Catholic Primary School  
Manor Park South  
Knutsford  
Cheshire  
WA16 8AL  
Telephone: 01565 633637

Email: [admin@stvincents.cheshire.sch.uk](mailto:admin@stvincents.cheshire.sch.uk)

Website: [www.stvincentsknutsford.co.uk](http://www.stvincentsknutsford.co.uk)

## **Local Authority:**

Cheshire East Council  
Westfields  
Middlewich Road  
Sandbach, CW11 1HZ



# OUR LOCATION

Our school is located on the outskirts of the beautiful, historic town of Knutsford, in the north-eastern region of Cheshire.

# HISTORY OF OUR SCHOOL

The first Catholic school in St Vincent's Parish opened on 8 August 1881, at Queen Street, Knutsford. It was built under the supervision of Father Robert Maurice and accommodated eighty children between the ages of three and fifteen years. The first teacher to be appointed was Miss Elizabeth O'Brien, with Miss Walsh as her assistant. In the 1940s Miss Rebbitt became Headmistress, her deputy being Mr O'Gorman. The present school opened in 1967 with Mr. Ronald McCormick as Headmaster and upon his retirement in 1988, was followed in office by Mrs. Gertrude Clementson. Following her retirement, Mrs. Anne Jones was appointed in September 1994. Mrs Roisin Moores was appointed in January 2000 and retired in 2016. Mrs Grainne Davies was appointed in September 2016 and stepped down from the role in July 2019. The present Head Teacher, Miss Bernadette Groarke was appointed in September 2019.

# OUR CATHOLIC ETHOS

## *Credo, Confido, Paratum* *(I believe, I trust, I'm ready)*

Our motto is reflected throughout the mission and aims of our school.



St Vincent de Paul Church

### Mission Statement: *Believe, Trust and Be Ready*

*"That they may have life, and to the full" John 10:10*

We aim:-

- To ensure that the whole school is inspired by Gospel values and the living tradition of the Catholic faith;
- To create a quality environment which is stimulating and which provides love, security and a warm welcome for everyone;
- To develop and build upon the skills and concepts that the child brings to school;
- To extend knowledge and understanding, and inspire fulfillment and enjoyment of the whole curriculum;
- To provide a stable and relaxed environment where children are motivated to learn, can work co-operatively, develop a sensible independence and achieve their personal best;
- To help children to enjoy their particular stage of development and to prepare them for the next stage of their school education;
- To facilitate the training and development of all members of staff and governors, to enable them to make an increasingly valuable contribution to the school;
- To work in partnership with our families, the parish and the wider community;
- To promote and uphold the values of equal opportunities, to ensure that all members feel valued, have self-esteem and mutual respect for one another;
- To recognise that each child is a unique gift from God, and that it is our privilege and responsibility to support their life journey.
- To enable our children to become aware of the world that God has given them and to recognise their vocation and responsibilities within it.



First Holy Communion 2023

## OUR STAFF

<p><b>Head Teacher</b></p> <p><b>Deputy Head Teacher</b></p> <p><b>SENCo</b></p> <p><b>Teacher: Reception</b>  <b>Teachers: Year 1</b>  <b>Teachers: Year 2</b>  <b>Teacher: Year 3</b>  <b>Teachers: Year 4</b>  <b>Teachers: Year 5</b>  <b>Teachers: Year 6</b></p>	<p>Miss Bernadette Groarke</p> <p>Mrs Grainne Davies</p> <p>Mrs Emma Dowler</p> <p>Miss Rachel Quinn  Miss Rachel Billington/ Mrs Emma Dowler  Mrs Helen Cox/Mrs Katherine Jones  Miss Francesca Hyland  Mrs Grainne Davies/Mrs Suzanne Beaver  Mrs Clare O'Keefe  Mrs Siobhan Bullen/Mrs Lorna Fitzpatrick</p>
<p><b>Lead Teaching Assistant</b></p> <p><b>Teaching Assistants</b></p>	<p>Mrs Elaine Ranfield</p> <p>Mrs Sarah Brown  Mrs Jenny Hales  Miss Jess Hughes  Mrs Jo Lees  Miss Becky Fairhurst  Miss Ashley Taylor  Mrs Rachael Thomas  Mrs Faye Ingles  Miss Sophie Atwell</p>
<p><b>School Business Manager</b></p> <p><b>Finance Assistant</b></p>	<p>Mrs Kate Watson</p> <p>Mrs Jo Lees</p>
<p><b>Caretaker</b>  <b>Assistant Caretaker</b>  <b>Cleaners</b></p>	<p>Mrs Teresa Walker  Mr Gordon Harrison  Mrs An Tanner  Mrs Diane Dixon</p>
<p><b>Catering Supervisor</b></p> <p><b>Kitchen Assistant</b></p>	<p>Mrs Marlene Freeman</p> <p>Mrs An Tanner  Mrs Leslie McMullen  Mrs Diane Dixon</p>
<p><b>Midday Supervisor</b></p> <p><b>Midday Assistants</b></p>	<p>Mrs Teresa Walker</p> <p>Miss Jess Hughes  Mrs Diane Dixon  Mrs An Tanner  Mrs Leslie McMullen  Miss Lydia Wisuasti  Miss Ashley Taylor  Miss Sophie Atwell</p>
<p><b>PE Provision</b></p>	<p>Dave Richards (D.R. Sports)</p>

<b>Chair of Governors</b>	Mike Dobson
<b>Vice Chair of Governors</b>	Evelyn Nichols
<b>Foundation Governors</b>	Fr. David Long Steven Graham Hilary Heap Julia Mullan Helen Williams Amy Hayes
<b>Parent Governors</b>	Angela Nield Lisa Benskin
<b>Local Authority Governor</b>	Eve Smith
<b>Staff Governor</b>	Kate Watson
<b>Co-opted Governor</b>	Grainne Davies

## ORGANISATION

St Vincent de Paul is a small, friendly school with seven classes, one for each year group. We aim to foster a happy atmosphere where children and parents feel comfortable, where work is an enjoyable, worthwhile activity and where Christian values are accepted and striven for. We value a good relationship between home, school and church. It is these vital links that will provide our children with a sense of security, stability and self-confidence, at all times during their school lives. The whole curriculum of the school is formulated with this philosophy in mind.

In Reception we follow the Early Years Statutory Framework. From Year 1 to Year 6 our curriculum follows the September 2014 National Curriculum and “The Way, The Truth and The Life” to support the teaching of RE.

Class organisation is as follows:

<b>Class 1:</b>	Reception
<b>Class 2:</b>	Year 1
<b>Class 3:</b>	Year 2
<b>Class 4:</b>	Year 3
<b>Class 5:</b>	Year 4
<b>Class 6:</b>	Year 5
<b>Class 7:</b>	Year 6

*Celebrating King Charles III Coronation*



Within each class the learning experiences are matched to the ability and needs of the individual child. Teaching approaches are flexible and all children have the opportunity to avail themselves of individual, small groups and whole class experiences. The school have maintained an ambitious and broad curriculum in all subjects for all pupils.

## ADMISSIONS

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

- 1) Looked after and previously looked after children.
- 2) Catholic children who are resident in the parish of St. Vincent de Paul, Knutsford
- 3) Other Catholic children.
- 4) Catechumens and members of an Eastern Christian Church.
- 5) Children of other Christian denominations whose membership is evidenced by a minister of religion.
- 6) Children of other faiths whose membership is evidenced by a religious leader.
- 7) Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

(i) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.

(ii) The children of staff will be given increased priority within each category so that the application will be placed at the top of the category in which the application is made after children in (1) above.

## THE SCHOOL DAY

The school day begins at: 8.55am. From 8.45am children can arrive onto the playground. Staff will be on the playground at 8.50am. The whistle will be blown at 8.55am and children will enter school quickly and quietly.

The reception children enter their classroom by the reception playground gate. All other pupils line up when the whistle blows and enter the school building through the appropriate door.

Parents are asked not to accompany their children into school.

### SAMPLE DAY

Times	Sessions
8.55 am	School begins for Foundation stage (FS), Key Stages 1 and 2
10.30 am – 10.45am	Playtime for FS and Key Stage 1
10.45 am - 11.00 am	Playtime for Key Stage 2
12.00 - 1.15 pm	Lunch time for FS and Key Stage 1
12.15pm – 1.00pm	Lunch time for Key Stage 2
2.00pm – 2.15pm	Playtime for FS, Key Stage 1 and 2
3.25 pm	End of the day for FS, Key Stages 1 and 2

### ***The school day finishes at 3.25pm***

Parents should wait for their children in the playground. There will be the opportunity to meet other parents waiting in the playground and notices can be read on the information boards. Please note that for their own safety, pre-school aged children may not use the equipment in the playground, it has not been designed for children their age.

### ***Lateness***

If your child/ren arrives at school late, they need to be brought into school by their parent/carer through the front entrance where they you will be asked for a reason for being late. The answer will be recorded and a late mark issued in the register. Persistent lateness is monitored by the Head Teacher.

**Children should not bring toys to school.**

## SCHOOL TERM DATES 2024-2025

	<b><i>School closes at 3.25pm on:</i></b>	<b><i>INSET Days</i></b>	<b><i>School opens at 8.55am on:</i></b>
<b>AUTUMN TERM 2024</b>		<b><i>2<sup>nd</sup> September 2024</i></b>	3 <sup>rd</sup> September 2024
	25 <sup>th</sup> October 2024	<b><i>4<sup>th</sup> November 2024</i></b>	5 <sup>th</sup> November 2024
	20 <sup>th</sup> December 2024		
<b>SPRING TERM 2025</b>			6 <sup>th</sup> January 2025
	14 <sup>th</sup> February 2025	<b><i>24<sup>th</sup> February 2025</i></b>	25 <sup>th</sup> February 2025
	4 <sup>th</sup> April 2025		
<b>SUMMER TERM 2025</b>			23 <sup>rd</sup> April 2025
	2 <sup>nd</sup> May 2025		6 <sup>th</sup> May 2025
	22 <sup>nd</sup> May 2025	<b><i>23<sup>rd</sup> May 2025</i></b>	2 <sup>nd</sup> June 2025
	22 <sup>nd</sup> July 2025	<b><i>23<sup>rd</sup> July 2025</i></b>	



## THE NATIONAL CURRICULUM

The National Curriculum was updated in September 2014 and consists of:

### *Core subjects:*

Religious Education  
English  
Mathematics  
Computing  
Science

### *Foundation subjects*

Design Technology  
History  
Geography  
Music  
Art  
Physical Education  
MFL (KS2)  
PHSE/RSE



## RELIGIOUS EDUCATION

St Vincent de Paul School aims to be a living and worshipping community of faith. We strive to increase a child's knowledge, experience and understanding, and to establish an awareness of moral values and social behaviour patterns which will provide a sound basis for development through life. Our intent is to help every pupil to achieve their full potential socially, academically and artistically, and to encourage our pupils in the beliefs and practices of the Catholic Church. The outcome of excellent religious education is religiously literate and consciously engaged young people.

We aim to fulfil the purpose confirmed in the Mission Statement by integrating the Catholic identity of our school, not exclusively through religious instruction, but through all aspects of education. We teach the children about God's life and love, and we encourage them to apply this knowledge to their own lives by sharing God's gifts in a respectful and understanding way. We endeavour to foster a respect for other people, their beliefs and lifestyles.

Prayer and liturgy are at the heart of the community life of the Catholic school. The children are involved in a range of prayer and liturgy: classroom prayer, reflections, meditation, assemblies, devotions, special services for times in the school year, celebrations of Mass and the Sacraments. These acts of prayer and liturgy, as well as celebrations for Harvest Festival, Christmas and Easter, play an important part in the close links that exist between the school, home and parish. Mass is celebrated regularly in School, when it becomes the Mass of the day for the Parish. Our Catholic Religious Programme is "The Way, the Truth and the Life", the children in Year 3 are prepared for the First Sacraments of Forgiveness and Holy Communion.

Our religious scheme of work is closely and carefully linked to Relationships, Health and Sex Education and the Science scheme of work.

As a Catholic School, Religious Education permeates the whole curriculum and does not take place only at specific times in the day. Parents have the right to withdraw their child from all or part of the religious education and collective worship provided. Should a Parent wish to exercise this right then he/she should make an appointment with the Head Teacher to discuss the issue.

## SPECIAL EDUCATION NEEDS (SEND)

The school's SEND policy outlines how we identify, assess and track pupils with special educational needs. The Special Needs Register identifies children with SEND and is set up in accordance with the current government guidance. Parents are critical partners in the plan-do-review process and are kept fully informed of their child's development. Specific educational learning programmes are provided for pupils on the register, dependent on need.

Teachers and teaching assistants liaise to plan and deliver individual learning programmes. Outside agencies such as the Educational Psychologist support the school, family and child as necessary. Further details can be found on our school website and in our SEND Policy.

## ASSESSMENT, RECORDING & REPORTING

Ongoing assessment and recording provide evidence of a pupil's achievements. This record includes:

- End of Year reports
- Results of Screening tests
- SATs results
- EYFS outcomes
- NFER tests
- Target setting
- Special Needs Plans
- Individual educational programmes
- Phonic Screening

A Parents' Evening takes place in October, giving teaching staff and parents the opportunity to discuss how the child has settled into the new school year, and the most appropriate way forward, to provide the child with the best opportunity for reaching their full potential. It also provides an opportunity to review progress alongside targets set for the end of the year. A second Parents' Evening takes place in March to further review progress.

Written reports, including achievement, targets and national test results are sent to parents in July. Parents and pupils are invited to comment on their child's report. A drop-in session is also arranged to provide further opportunities to discuss progress.

## SCHOOL PERFORMANCE IN SATs

Governing Bodies are required to provide a summary of National testing including SAT results, both in the school and nationally.

Our School completes the Baseline in Reception, Phonic Screening test in Year 1, SATs in Year 2, Multiplication Check in Year 4 and SATs in Year 6. These results are reported to parents, governors and the local authority.

The Standard Assessment Tests (SATs) are taken at the end of Key Stage 1 (in the academic year when the child reaches the age of 7 years) and at the end of Key Stage 2 (in the academic year when the child reaches the age of 11 years). Teacher assessments are also completed, for moderation purposes.

Please see our website for the most up to date data:

[St Vincent de Paul Catholic Primary School: School Performance Data and Financial Information \(stvincentsknutsford.co.uk\)](http://stvincentsknutsford.co.uk)

## HOMEWORK

### **Key Stage 1:**

The school's reading policy encourages children to read at home and to share the books with their parents.

### **Key Stage 2:**

Children are expected to read a little every day. These may include fiction, non-fiction, plays, auto-biographies or anthologies of poetry.

Homework is set throughout the school in an age-appropriate format. This is usually centred around English and Maths including spellings and times tables.

In KS2 children will record the precise nature of their homework in their homework diary which aids the transition to secondary school. Homework is an ideal opportunity to extend children's class work, while also encouraging a sense of independence and responsibility in the children for their learning. Regular homework also offers an opportunity to provide an insight into the nature of work the children are involved in. We are fortunate at St Vincent de Paul in having strong parental support for homework. It is the expectation that all homework will be completed to a high standard and completed on time.

## HEALTH EDUCATION

The school provides opportunities for teaching RSHE and Citizenship in three curriculum locations:

- As part of the RE syllabus when appropriate.
- Using Ten: Ten and 'A Journey in Love' appropriate to each year group.
- Teaching RSHE and Citizenship in and through other subject/curriculum areas, e.g., Science and English.
- Occasional off-timetable experiences such as 'Friendship Week' activities.

The school Nurse supports our health education programme, where appropriate. The Year 5 and 6 pupils receive information about personal hygiene, puberty and adolescence.

## SPORT

At St Vincent de Paul, we see Physical Education as a vital part of our children's development. We also ensure that children with talents and abilities in sport get the best possible chance to develop further. We endeavour to promote good conduct, co-operation and team spirit.

The school is divided into houses:

St George, St Andrew, St David and St Patrick. The school holds intra-house tournaments and an intra-house sports day in the summer. The children compete individually and in teams to gain house points.

*Foundation Stage:*

The physical development of all children is related to the objectives set out in the Early Learning Goals.

*Key Stage 1:*

Children take part in dance, apparatus gymnastics and outdoor activities.

*Key Stage 2:*

Children take part in dance, games, gymnastics, swimming and athletics. Regular football and netball matches are played between Knutsford and District Schools.

Years 3 - 6 are provided with swimming lessons at Knutsford Leisure Centre.

In the spring and summer terms, tournaments provide friendly competition in football, netball, rounders, 'kwik' cricket, swimming and track sports.

Assistance with football is provided by Dave Richards from D R Coaching.

Swimming tuition is provided by swimming instructors at Knutsford Leisure Centre.

Children representing the school at football and netball fixtures are provided with a school kit. These must be washed and returned to school for the next match.

For safety reasons, football boots and shin pads must always be worn.



## EXTRA CURRICULAR ACTIVITIES

*Music:* Children are given the opportunity to sing in the choir as part of the National Curriculum for Music. Year 4 children are given instrument tuition by Love Music Trust once a week.

*Sport:* Netball training sessions for Years 4 to 6 is provided by Mrs Davies. A sports coach is employed by the school to provide a variety of sports clubs for all pupils.

Other clubs also run at various times throughout the year, for example:

- Board Games
- Lego Club
- Card Games
- Mad Science
- Christmas Crafts
- Judo
- Fencing
- Gardening
- Coding club

## EDUCATIONAL VISITS

Educational visits are undertaken throughout the school year. Many are organised as an integral part of a topic or to complement a particular project.

Visits may include trips to theatres, concerts, exhibitions, museums and sites of historic or environmental importance. Children may be asked to represent the school at sports or musical events. Residential visits are arranged every year for KS2 children.

Supervision of children on school visits is an important priority. The school always ensures a high ratio of adults to children. Parents and other adults assisting with school visits are issued with clear guidelines about their responsibilities and the expected conduct and safety of the children in their care.



## PASTORAL CARE AND DISCIPLINE

At St Vincent de Paul we expect children to behave well in school, to show respect, kindness and consideration for one another, for all staff and for property.

Our Behaviour Policy highlights the value of positive discipline where children are praised and rewarded for good work and behaviour. This policy is on our school website. Central to this policy is the teaching of Christ and the significance this has on the behaviour we expect at school.

St. Vincent's operates a House Points' system.

We have four Houses: St. George – red, St. David – yellow, St Patrick- green, St. Andrew – blue.

The children vote for Year 5 Vice Captains and Year 6 House Captains every September.

House points are awarded throughout the week for all kinds of achievement and for good behaviour.

House point totals are revealed at a whole school assembly and reported in the newsletter.

We follow DfE and Local Authority guidance in our Behaviour Policy.

Our 5 Golden School Rules are:

Love, care and forgive each other.

Be polite and respectful to others.

Listen and learn.

Always try your best and be proud of everyone's achievements.

Move around school quietly.

A policy for effective management of bullying is implemented and is available on our website.

## MEDICAL CARE

Minor injuries are dealt with in school by a member of staff. In the case of more serious injuries, parents are notified immediately and advised to take their child to the doctors, pharmacy or hospital. If parents cannot be contacted the school seeks medical attention.

The school has qualified First Aiders and all Staff have received training in the treatment of anaphylaxis. All incidents are recorded in the accident book. Serious accidents are reported to Cheshire East Council.

Various First Aid boxes are kept in safe, accessible places around school, known to all teaching and non-teaching staff. Appropriate guidelines are displayed on the wall outside the school office. An asthma register is kept, with the names of asthmatic children, indicating their method of treatment, frequency and dosage.

Children with medical conditions and/ or allergies are closely monitored, and details/ photos are made available to all staff.

Parents are asked to administer short term medication at home. In unusual circumstances, if medication is required during the school day, it must be handed in at the school office by the parent, and a consent form must be signed by parents before administration. All medication must be prescribed by a doctor and be in its original container.

## CHARGING AND REMISSION

All activities offered wholly or mainly during normal teaching times will be available to all pupils, regardless of their parents' ability or willingness to help meet the costs. The school maintains the discretion to charge for optional activities provided wholly or mainly out of school hours.

We confirm the right of Local Authority and schools to ask for voluntary contributions for the benefit of the school, whether during or outside school hours.

Voluntary contributions will be sought for funding activities and visits that cannot be met from the school's budget. Failure to make a contribution will not lead to a child being treated differently to any other child in the school. However, if an activity cannot be funded without sufficient voluntary contributions, the Governing Body would want to make this clear to parents at the outset, because, without the voluntary support many activities may have to be cancelled.

## P.T.A.

The Parent Teachers' Association (P.T.A.) is a thriving and very worthwhile part of school life. All parents are invited to join the organisation and to help in any way they can. Many events are arranged, throughout the school year, to raise funding for extra educational and school facilities. They are very supportive at school events - serving refreshments, selling second-hand uniform and providing a friendly but vital link between the parents and the staff. Recently they have been successful in raising funds to purchase our outdoor classroom and help towards the fitness zone on our playground.

## PARENTAL INVOLVEMENT

Many opportunities are created to establish and foster a healthy home/school Partnership.

In the half term prior to Reception class admission, children and parents are invited to an information evening where they get to meet the Head Teacher, Reception Class Teacher/Teaching Assistants, and office staff. The children visit the school for several afternoon sessions towards the end of the Summer Term.

Two Parents' Evenings provide opportunities for discussing children's progress and records of achievement. Parents may make appointments, to discuss their child's progress, at any other time during the school year.

Throughout the year, if there is any concern about a child's progress or behaviour, parents are contacted and a meeting is arranged. If parents have any anxieties or worries about their child, they should make an appointment to see the class teacher or Head Teacher.

Parents are invited to our School Masses and special assemblies. There are also many opportunities to help in school with various activities, ranging from support in English and Maths to assisting on school trips and in baking, art etc.

## PARISHIONERS

Parishioners are warmly welcomed to our school Masses and concerts. In addition, some parishioners help in school with activities such as reading, art, sewing and computing.

## SCHOOL UNIFORM

The uniform comprises the following:

Dark green sweatshirt/cardigan with logo  
White polo shirt (with logo if desired)  
Grey skirt/pinafore/trousers in winter  
Green check/stripe dress in summer  
Trousers: Grey, long in winter, short in summer  
Socks: Grey, green or white. Tights in winter  
Shoes: dark leather—no trainers

**P.E. Kit:** White T-shirt, green shorts and black indoor pumps.

**Forest school / outdoor PE kits:** Black or dark grey tracksuit bottoms, white T-shirt and trainers.

### Second-hand Uniform

Second-hand uniform is available for parents to acquire via school office or at PTA events.

### School Uniform Ordering.

School uniform with our logo on can be purchased online from our uniform supplier - Gooddies

<https://gooddies.co.uk/product-category/schools/st-vincent-de-paul-catholic-primary-school/>

School uniform without the school logo can be purchased from all retail shops.

All school uniform needs to be labelled. It is essential that all clothing be clearly marked with your child's name. This includes P.E. kit, outdoor clothes and shoes.

## JEWELLERY

For reasons of health and safety and safe keeping, no jewellery is allowed in school. If for cultural reasons earrings have to be worn these need to be taken out on PE days and only very small earrings worn at other times.

## HAIR

Long hair must be tied back, for both boys and girls.

We expect hair to be neat and tidy and worn with no extremes of style or colour.

Any style or colour deemed inappropriate by the school will result in a discussion between the child's parent and head teacher in order to find reconciliation.

## SCHOOL DINNERS

Excellent school meals, offering a choice of menu, are cooked on the premises with modern kitchen facilities. Meals must be paid for in advance via ParentPay.

All children in Reception and KS1 children are entitled to free meals. Additionally, free meals are available in certain circumstances and parents are advised to ask at the school office for more information.

Children may also bring packed lunches, which are eaten at the same time as the school meal, in the hall. Our midday assistants supervise the meal and lunch time break.

## **SECONDARY LIAISON**

The Year 6 teacher liaises with the appropriate teaching staff at our feeder school, St Nicholas Catholic High School in Hartford, and other Secondary schools, to ensure a smooth transition between the primary and secondary phases of education. The Year 4, 5 and 6 pupils are invited to visit St Nicholas Catholic High School on several occasions and the Head Teacher of St Nicholas Catholic High School presents an informal evening at St Vincent's to meet the parents of the prospective pupils.

## **ABSENCE**

If a child is absent parents must notify the school immediately, by telephone or email on the morning of absence. A letter or email should then be given/ sent to the child's class teacher/ office upon returning to school, confirming the reason for absence. We operate a first day contact policy to ensure the safety of our pupils. A note is also requested if a child is unable to participate in P.E., games, swimming or playtime.

Parents are required to request permission to take their children out of school for whatever reason. This is done by completing our Request for Absence form, which is available via the school office or from our website.

Holidays taken during term time will not be authorised unless there are exceptional circumstances as made clear in our School Policy.

## **BREAKFAST/AFTER-SCHOOL CLUB**

St. Vincent's Pre-School operates a breakfast club from 7:30am to 8.55am, and an after-school club from 3:00pm to 6:00pm. If you need any more information or an application form, please ring Cath Davies on 01565 651948.

## **PARKING**

St Vincent de Paul School and Manor Park School are in close proximity, therefore parking needs careful consideration to minimise disruption to the neighbourhood.

The Police have requested that parents park their cars on Higher Downs (opposite school) and Thorneyholme Drive (adjacent to school) to avoid congestion on Manor Park South. Parents are then able to walk their children into the playground through the pedestrian gate.

The car park is reserved for staff use only but may also be used by disabled drivers and visitors to the school.

Miss Bernadette Groarke  
Head Teacher

*The information in this prospectus was correct at the time of publication. There may be changes during the school year.*