

# Sacred Heart School Information Brochure



Service Before Self



Jump On Board The School Bus

# School Brochure

Contents	Page Numbers
Mission Statement	2
Welcome from the Headteacher	3
Staff	4
The School	4- 8
School Rules	8
Health and Safety	9- 10
Comments and Complaints	11
Visitors	11
The Curriculum	11- 12
Uniform	13

## Contact Information:

Sacred Heart Roman Catholic VA School  
Sporle Road,  
Swaffham,  
Norfolk.  
PE37 7HL

Telephone: 01760 721330

E mail: [info@sacredheartschool.co.uk](mailto:info@sacredheartschool.co.uk)

[www.shcprimary.co.uk](http://www.shcprimary.co.uk)

# MISSION STATEMENT

The Sacred Heart is a community committed to the education of its pupils within the Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## AIMS

To foster growth in Christian faith and values

To value appreciate and enjoy learning

To work for excellence

To further curiosity and creativity

To aspire to high ideals

To stimulate generous service to others

Dear Parents

I am delighted to be the Executive Headteacher of Sacred Heart and St Martha's, Kings Lynn.

Sacred Heart has been in existence for over 100 years and in September 2019 started a new chapter in the life of the school. We are now fully funded by the government and supported by the Catholic Diocese of East Anglia.

There are no fees for being a student at Sacred Heart and it is open to all.

It is an exciting place to be with many wonderful resources and a site which offers a wealth of opportunities for the children to learn and grow as independent and creative thinkers.

Aidan McGovern  
Executive Head

Contact information

Tel 01760 721330 / 724577

Email: [info@sacredheartschool.co.uk](mailto:info@sacredheartschool.co.uk)

Web: [www.shcprimary.co.uk](http://www.shcprimary.co.uk)

## **Senior Management Team**

Executive Head  
Head of School

Aidan McGovern BA (Hons),  
PGCE, NPQH  
Irene Henden BA (Hons), PGCE,  
QTS

Reception

Beata Bogusiewicz, Faculty of  
Pedagogy & Health Science  
(Polish Diploma of Higher  
Education)  
Rachel Calvert BA (Hons)

Year 1 & 2

Louise Lewis BSc (Hons), PGCE,  
QTS  
Christina Sadler

Year 3 & 4

Martin Smith BSc (Hons), PGCE,  
QTS  
Liselle Dorling

Year 5 & 6

Anna Scrafield MA, PGCE, QTS  
Fiona Hart

## The School

### Arriving at School

Due to Covid restrictions, children from Years 1 - 6 should be dropped off from 8.45am - 9.00am and collected at 3.00pm. Reception class should arrive at 9.00am and be collected at 3.00pm.

### Parking

Please use the car park provided, however, if there are no spaces available please use the car park at Our Lady of Pity Church, two minutes' walk away.

## A typical school day

9.00 am	Registration. Lessons begin.
10.30	Break.
10.45	Lessons.
12.00	Lunch
1.00 pm	Afternoon lessons.
3.20	End of school day and pupils are taken to the playground for collection

Please inform the class teacher, in writing (in emergency, by phone) of any changes to 'going home' arrangements. It is important for the class teacher to know who is collecting the child. Verbal advice from a child cannot be accepted.

## Attendance and Punctuality

Parents are asked to telephone the office on the first day of absence, a letter confirming the absence must be sent in when the pupil returns. Without a letter this counts as an unauthorised absence.

Children should be in school on time. When they miss the first part of the day they can feel out of touch with what is going on.

Illness: Please do not send a child to school if they are ill. For most sickness 48 hours off school is the norm.

## Holidays during term time

Parents must ask permission from the Headteacher, by filling in a holiday request slip, for pupils to miss school. We have long holidays and we ask that you avoid taking pupils out of school in term-time for holidays because when a child misses school it not only disadvantages your child but also others in the class.

## Adverse weather

Please send children to school in wellingtons, and their shoes to change into, if the weather is wet. Kagouls need to be brought into school.

## School closure for snow

The school will usually remain open to 'look after' children but if you think that conditions are too severe do not risk travelling. The safety of our pupils and staff is paramount.

## Newsletter

This is an invaluable form of communication so please read it carefully. Parents also receive a calendar. Both of these items can be viewed on our website:

## Assemblies

Assemblies are important and there is either an assembly or a class act of worship every day.

Each class produces an assembly, during autumn and spring terms. The summer term is given over to sports. etc., to which parents are invited. Dates and times for the class assemblies are on the newsletters and the school calendar.



Dem Bones



*Mass at Walsingham*

**Homework:** Pupils have a homework diary / organiser which parents are asked to check and sign regularly. The homework policy is available on the school's website. **Assessment**

Pupils' work is continually assessed by the teachers and records are kept of pupils' progress.

### **Reports**

An interim report at the end of February and a full report in July.

### **Parents' Evenings**

These are held in the autumn and summer terms. Please refer to the website calendar or newsletters for dates.

### **Prize Giving**

This takes place at the end of the summer term to acknowledge academic achievement and effort and sporting success.

### **Special Needs**

In agreement with parents we can refer pupils for specialist help. Mrs Henden coordinates Special Needs.

### **House System**

There are 4 houses: Carter, Cavell, Nelson and Walpole.

## Rewards

Hard work and academic achievement are recognised and children are praised for their effort and kindness.

House-points and Service awards.

## Sanctions

Please refer to our Behaviour Policy which can be found on the school website. Usually a quiet word and explanation of appropriate behaviour is sufficient.

## Fund raising for charity

Pupils raise funds for those less fortunate through a variety of events throughout the year.

## Educational visits

Pupils enjoy a number of outings and visits during the academic year. Parents are asked to sign a permission slip for their child to attend all organised outings.

## Lost Property

Please make sure that all your child's property is clearly labelled. There are lost property boxes in the cloakrooms.

## Money

Parents are asked to send any money in an envelope that is named and has your child's Year group marked on it.

## Valuables

Please do not let your child come to school with items of personal value. Jewellery, mobile phones, i-pods, etc. are not allowed. If a mobile phone is necessary for any reason they must be handed in at the office on arrival and collected at the end of the day.

## School events

The school expects that parents will support school events e.g. concerts, performances, Prize-giving, Friends of Sacred Heart School activities etc.

## School Rules

We ask pupils to conform with the following:

### Present a neat and well-groomed appearance

- Wear correct tidy uniform with hair tied back with a blue or black band or scrunchie.
- Keep nails short — no nail varnish

## Be mindful of other people

- Walk on the left side of the corridor
- Eat tuck outside

## Take care of all property

- Look after uniform and personal possessions
- Do not bring in valuables
- Sign mobile phones into the Office
- Avoid walking on wet grass
- Report breakages
- Keep classrooms tidy

## Ensure personal safety

- Hand in all medicines
- Sign in and out when arriving late or leaving early
- Bring in any drinks in safe containers — no tins or glass

## Be kind and respectful to others

## Health and Safety

### Health form and permission slip

Parents are asked to fill in a medical form when the child starts school and to confirm that the information still applies each year. This covers — illnesses, injuries, medicines, inhalers, glasses, hearing aids etc. On the same sheet parents give consent for their child to go on outings and to have their photograph taken.

### Medicines

Medicines are not generally administered at school. If children are on antibiotics they are not well enough to be in school.

We are aware that for some children medication is a necessary part of their daily routine e.g. kidney infections or allergies. If this is the case, we need written permission from parents to administer medicine to children.

The letter and the medicine (clearly labelled with the child's name and the dosage), should be handed directly to the Class Teacher for safe keeping.

Younger pupils hand in their inhalers but from Year 3 upwards pupils are responsible for their own inhalers.

## First Aid

A First Aider treats children with minor injuries.  
There are First Aid boxes in every building.

## Accidents

If there is an accident requiring a doctor, parents will be contacted. If necessary, children may be taken to the Doctor's surgery in Swaffham, or be sent to the Queen Elizabeth Hospital at King's Lynn.

An accident form is filled in at school and is sent home to parents. Parents must sign and return this to school.

## Accident / Illness: Contacting parents

In case of an emergency, it is essential that we have telephone numbers where we can definitely get hold of parents. The Secretary will try to telephone parents to ask them to collect the child.

**Children must be signed out before they leave.**

## Fire practices

These are held each term.

## Break and lunchtime

Pupils are supervised at all times on the playground.

Wet lunch playtimes — the pupils have a session in the Sports Hall or Gym and are then brought back to the classrooms.

Sweets are not allowed. The children are allowed to eat a piece of fruit or raw vegetable, brought from home.

## Norse Catering .

The school wants to support parents in their aim to raise their children eating a well-balanced diet.

Please ensure your child has some breakfast before school.

The school employs Norse Catering, who are responsible for the running of the kitchen and its staff. The school provides nutritional, well-balanced meals.

The menu rotates in a termly cycle. There is a choice of a hot meal with vegetables or cold selections from the salad bar. There is always a vegetarian option. As an alternative to puddings, fresh fruit is offered.

## Comments and Complaints

### Who to approach?

In the first place, you may have an informal word with the class teacher.

For serious personal, educational or social problems you should see the Headteacher who will liaise with the Class Teacher.

Please do not attempt to leave complicated messages about difficult private matters with the office— simply ask for an appointment with the Headteacher or deputy, saying that the matter is important.

Formal complaints should be made in writing to the Headteacher.

### Visits and visitors

This is a very important method for teaching children. All pupils have the opportunity to enjoy visits and learn from visitors to the school.

## The Curriculum

The school regards the National Curriculum as a framework for our curriculum programme. All pupils receive a broad education in their years during their time in the lower school. The curriculum includes: Mathematics, English, Science, History, Geography, French, Music, Religious Studies, Art, PHSE, Physical Education, Games and Home Economics for Years 5 and 6.

### Religious Education: Years 1 to 6

Although the majority of our pupils and staff are not Catholics, the Catholic ethos of the school is very important to us. We are sensitive to the varying views and backgrounds of our pupils but we have daily class or school assemblies and a school Mass at least once a term to which all pupils come and participate. Pupils follow "The Way, The Truth and The Life" Catholic syllabus from which they acquire and develop knowledge and understanding of the beliefs, values and traditional Catholic Christianity. Pupils need to have an appropriate 11 positive regard for self and others and their needs and to develop life skills to enable them to participate effectively and safely in society.

## Sex Education

The school has a programme for this area which ties in with the R.E syllabus. We try to pitch the work at the level that the children themselves seem to need. PSHE covers personal and social development, citizenship and relationships. We will introduce the new RSE programme from September 2020.

## Promoting British Values at Sacred Heart School

At our school British values are reinforced regularly and in the following ways:

### Democracy

We have a school council which meets regularly to discuss issues raised in class. Every child on the student council is voted in by their class. The council is genuinely able to effect change within the school.

### The Rule of Law

The importance of laws, whether they be those that govern the class, the school, or the country, are consistently reinforced at our school.

Pupils are taught from an early age the rules of the school and the value and reasons behind rules and laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken.

### Individual Liberty

Pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school we educate and provide boundaries for young pupils to make informed choices, through a safe environment and an empowering education. Pupils are encouraged to know, understand and exercise their rights and personal freedoms and advised how to exercise these safely, for example through our eSafety and PSHE lessons.

### Mutual Respect

Mutual respect is at the heart of our values. Children learn that their behaviours have an effect on their own rights and those of others. All members of the school community treat each other with respect.

## Tolerance of those of Different Faiths and Beliefs

Religious Education lessons and PSHE lessons reinforce messages of tolerance and respect for others. Members of different faiths and religions are encouraged to share their knowledge to enhance learning within classes and the school.

## Uniform

The uniform is available from Birds of Dereham.

There is also a second hand uniform shop at school.

The lists for uniforms are available on the school's website.

In addition, pupils in Year 5 upwards will need an apron and hat for Home Economics.