

**ST CHARLES'**  
CATHOLIC PRIMARY SCHOOL



## **KS2 Brochure Information for Parents/Carers**

**2022 - 2023**

***Together we follow in Jesus' footsteps in our living and learning.***

## Contents

| Content                         | Page   |
|---------------------------------|--------|
| Head Teacher Welcome            | 3      |
| School Mission                  | 3      |
| Staffing                        | 4      |
| General Key Stage 2 Information | 5 - 14 |



## **Welcome to Key Stage 2**

I am delighted to welcome you to Key Stage 2. I thought it might be useful for you to find out about the routines.

We are excited to continue to support your child on their learning journey. As a school community, we will continue to nurture and care for your child whilst they are in our care. Our mission is to 'follow in Jesus' footsteps in our living and learning' and we feel privileged to be able to support children on their learning journey.

We are very proud of our school, our pupils and their success. We believe St Charles' is an amazing school and the relationship we have with our children and their families enables us to create our distinctive ethos. I am delighted and proud to be Head Teacher at such a fun and vibrant school where pupils, staff, governors, parents and the school community work extremely hard and have high expectations of one another. We are committed to the highest standards of teaching and learning – achieved through a combination of challenge, support, encouragement and praise – to ensure that all our children fulfil their potential.

By the time your child is ready to move on to high school, we will have together, encouraged him or her to have developed a sense of personal value and achievement, and a self-confidence that will carry on to adult life.

Like your child, I am looking forward to what Key Stage 2 has to offer them and, also like your child, I am filled with a sense of excitement and anticipation at what the next few years will bring. I am confident that, by parents, staff and governing committee working together in partnership, the future holds nothing but the very best for each child.

If you do have any questions or queries, please do not hesitate to contact the staff team.



Mrs Nealings  
Head Teacher





## **School Mission**



St Charles' is our school with Jesus at the heart,  
where we share the joy of the Gospel.  
We work to the best we can be and live life to the full.  
We love, care and respect everyone.

*Together we follow in Jesus' footsteps in our living and learning.*

## **Key Stage 2 Staffing 2022/2023**

| <b>Class</b>                 | <b>Teacher</b>   |
|------------------------------|--|
| Year 3                       | Mr Gray<br>       |
| Year 4                       | Miss Greatrex<br> |
| Year 5                       | Mr Smart<br>    |
| Year 6<br>Key Stage 2 Leader | Miss Thomas<br> |

## **Teaching Support Staff**

Miss Hamer, Miss Salter, Mrs Walsham, Mrs McCabe, Mrs Shuttle, Ms Kaur and Mrs Clasper will support learning across the Key Stage.

Mrs Binney, Deputy Head Teacher, will teach within Key Stage 2.

## Times of the School Day

|                   | Key Stage 2  |
|-------------------|--|
| School door opens | 8:40am   |
| School day starts | 8.50am   |
| Break             | 10.30am  |
| Lunch             | 12.10pm  |
| Afternoon break   | Movement break or daily mile depending on curriculum content being taught. |
| School day ends   | 3:20pm   |

Please make sure that you are familiar with the times of school sessions. It is really important for your child to start school on time. This allows them to settle in and organise their belongings and start the day in a calm and positive way.

If you are late in the morning, please take your child to the office so they can be signed in and enter the school without disturbing the class. Please **do not** disturb the children who have started their learning in the classroom. Punctuality is monitored by a member of the senior leadership team.

It is equally important for you to be on time to collect your child at the end of the school day.

## Prayer and Liturgy



Children in Key Stage 2 will take part in prayer or liturgical prayer daily, either as part of the whole school community, in their class groups or in smaller groups. Daily prayers are shared four times a day in addition to any liturgical prayer taking place. There will be opportunities for you to join school in prayer and liturgical celebrations.

## Community

Our parish Church is St Charles' Catholic Church, Gosforth. The children in Key Stage 2 will attend Mass on feast days throughout the school year. If you are able to volunteer and accompany the children walking to church on these days, your help and presence would be appreciated.

The Mini Vinnie SVP group in school will be helping strengthen links between school and parish.

The children in Year 4 who have been baptised Catholic are eligible to make their First Holy Communion. Information can be obtained from the parish priest or on the school website.

## Relationship Sex Health Education

As part of our bespoke RSHE curriculum, we are incorporating materials and teaching resources from the **Life to the Full** programme by TenTen Resources. TenTen is an award-winning Catholic educational organisation that is well-respected and very experienced in this field of work, and the

programme is endorsed by the Catholic Education Service, the Department for Education and our Diocese.

TenTen compliments our philosophy in that it appreciates the foundational role that parents have in educating and nurturing their children on these matters. You can have access to resources which will not only keep you informed about what is being taught in school, but will also give you the opportunity to engage your children in discussion, activity and prayer.

Consultation regarding the content delivered within school took place in July 2020.

You can view the materials used within school on the parent portal using the access information below:

[www.tentenresources.co.uk/parent-portal](http://www.tentenresources.co.uk/parent-portal)

You will need the following login credentials for our school:

Username: **st-charles-ne3**

Password: **ne3-music**

If you have any questions, please do not hesitate to contact the class teacher. Curriculum maps will inform you when sensitive content is being taught.

### **Extra-Curricular Activity**



We try and offer a broad range of clubs as part of our curriculum offer. You will be notified in advance of the clubs on offer. Some of the clubs will require a small charge if an external provider is used.

If your child is in receipt of free school meals or pupil premium funding, one club will be funded for your child to access each academic year. To arrange this for your child, contact the school office.

If your child has additional needs, we may be able to provide additional staffing for your child to access an extra-curricular club. Please speak to the assistant SENDCo Mrs Hague, if you feel as if your child may benefit from this.

### **Lunch**

School meals cost £2.20 per day and can be paid for on Parentpay. If you provide a packed lunch for your child, we ask that no nuts or egg are included due to children in school having severe allergies. Meal patterns must remain the same for the full term.

Please complete the link below if you think you could be eligible for free school meals.

[Apply for free school meals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-free-school-meals)

The menu changes every week with 3 weekly options.



Please inform the School office in writing of any special dietary requirements, so that this can be passed on to Mrs Cavina the school cook.

### **Snacks and Water Bottles**

Key Stage 2 children can bring in a healthy snack daily e.g. a piece of fruit or dried fruit.

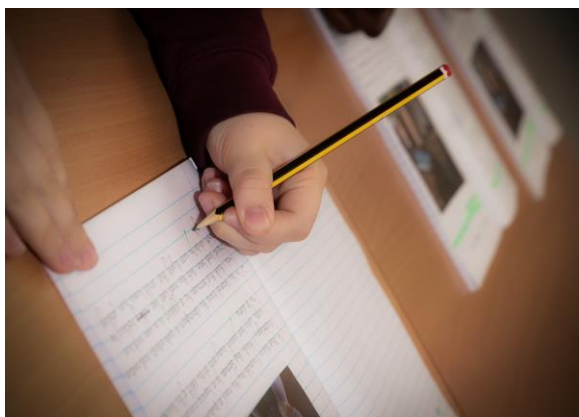
Please be cautious of cereal bars as they usually have a high sugar content and can contain nuts.

Each day children must bring in a clearly labelled water bottle filled with **water only**, your child should bring this home daily to be cleaned.

### **Collection at the end of the day**

You must provide school with a list of known adults who are able to collect your child from school. You do this by completing the Pupil Collection form. You can update this list if you need to by contacting [office@stcharlesprimary.uk](mailto:office@stcharlesprimary.uk) or telephoning the school office. If you would like your child to walk home, you must notify the school office.

### **Homework**



You can support your child at home by reading with your child or encouraging them to read independently each day. Older children or confident readers may read independently in Key Stage 2. This can be acknowledged in their reading record book.

Each week your child will be allocated the following homework:

| Subject     | Task  | Frequency           |
|-------------|---|---------------------|
| English     | Reading   | Daily 10-20 minutes |
| English     | Grammar   | Weekly              |
| English     | Spellings   | Weekly              |
| Mathematics | Tasks linked to current curriculum and revisiting previous learning | Weekly              |
| Mathematics | Times Table Rock Stars  | Daily 5 minutes     |
| Mathematics | Mathletics  | Optional            |

If your child is taking a long time to complete their homework, please let the class teacher know and they may make some adjustments for your child. Children with additional needs may be set homework matched to their individual targets or level the

If you need support in helping your child at home, staff will be able to help you. Just ask any member of the staff team.

### **Mobile Phones**

Children are not permitted to use a mobile phone in school. Children are asked to place their device in the class box, switched off at the beginning of the school day. The device is collected from the box at the end of the school day.

### **PE**

Children across Key Stage 2 will continue to wear their PE kit to come to school on their PE days. Children will access a swimming block for 2 weeks as part of the Key Stage 2 PE curriculum. This will take place in Year 4 Summer term (May 2023). The children will access 9 hour lessons over the two weeks.

### **Rights Respecting School**



We are a Rights Respecting School which means we follow the articles set by the United Nations Convention on the Rights of the child. Your child may talk about their rights and bring home the Rights Rucksack at some point in the year.

### **Parent Consultations**

A parent consultation evening will be hosted during Autumn and Spring terms. Parents are invited to discuss with the class teacher how their child has settled into the new school year, comment on their progress and attainment and next steps in learning.

If you have any queries or concerns regarding your child, you should contact the class teacher in the first instance. You can do this by telephoning the school office or emailing [office@stcharlesprimary.uk](mailto:office@stcharlesprimary.uk)

Teachers will return any telephone calls at a convenient time for you and when they are not teaching. They do try to return calls within a 24-hour time period. Please do not hesitate to contact us if you have any queries.

### **Communication**

We try and communicate effectively with our school community. We use the school website, twitter text messaging and email to communicate with families. Unfortunately, in a busy school, things can change due to factors beyond our control, but we will try and give you as much notice as possible when this happens.

Newsletters are uploaded on the school website from the Head Teacher monthly and general letters are added as they are sent home.

Letters and the majority of the correspondence is sent to families electronically.

School Twitter: [@stcharlesprimary@StCharlesPrimNE](https://twitter.com/stcharlesprimary)

School website: [www.stcharlesprimary.uk](http://www.stcharlesprimary.uk)



## **Volunteers**

We are always grateful if any one has time to come into school and help listen to reading or help out with trips and visits. If you are interested in volunteering in school, please contact the school office.

## **Pastoral care**

On top of our RSHE curriculum and other well-being activities in our curriculum, we offer emotional support through Rainbows bereavement programme. If your child has suffered any loss which may be due to family separation, death of a loved one or any other reason, they may benefit from this programme. Mrs Clasper leads the programme in school. If you feel your child may benefit, you can contact the school office and add their name to the expression of interest list.

NSPCC assemblies and school nurse visits take place in Key Stage 2.

Children in class will share their feelings using the '3 houses' activity. They share things that are going well, wishes and worries. Emotions boxes are also available in each class and the school office for children to talk to a trusted adult in school.

## **Health and Safety**

A reminder that play equipment in the playground should not be used before and after school. If your child walks to school on their own, you may wish to make them aware of the dangers of crossing roads etc. We do advise children do not climb the trees on Regent Green.

As children get older they may start accessing their own mobile device. E safety sessions held in school can support you in keeping your child safe. Information can be also found on the school website to assist you with the most up to date digital safety information.

## **House Groups**

All children will continue in their allocated 'house' group. The children can accumulate points for their house when they earn individual points. Houses are based on seven Northern Saints and are all associated with a learning behaviour: St Aidan (Reasoning), St Hilda (Respectful), St Cuthbert (Resilience), St Oswald (Resourceful), St Bede (Reflective), St Margaret (Responsible) and St Benet Biscop (Risk-taking). Children can be awarded house points for:

- 'Living out' the footsteps
- Being a good role model to others through their attitude and behaviour
- Showing the qualities of their, or another house e.g. not giving up when a task gets hard
- Producing high-quality work at the best standard for them
- Other positive behaviours that any staff in school notice can be rewarded

## **School Uniform**

Children in Key Stage 2 wear a white shirt and school tie. Please ensure that all school bags are small due to the lack of storage in the Key Stage 2 corridor.



Please refer to our school uniform policy for details of our school uniform. Children should have a school uniform and a PE uniform that includes an outdoor PE kit. Children will come into school wearing their PE kit on days when they participate in PE.

School uniform can be purchased from Tots to Teams at <https://totstoteams.com/> or telephoning 0191 271 5454. A selection of second-hand uniform is available and you can find out further information from Mrs Ambrose or Mrs Phillips. Families needing financial assistance with purchasing uniform, can access the Community School Clothing Scheme.

### **School Attendance and Punctuality**

We encourage pupils to be punctual and to have good attendance at school. This will help them progress in their learning and not fall behind. Starting the day on time gives your child the best possible start to the school day.

Attendance is monitored regularly by the senior leadership team and reported to Governors. When needed, an external Attendance Officer may become involved to support parents with attendance matters.

All appointments should be made, where possible, outside of the school day. You must inform the school office if your child needs to attend an appointment. You can email [office@stcharlesprimary.uk](mailto:office@stcharlesprimary.uk) or telephone the school office.

Punctuality is very important. If a child arrives after 8:50am they may not receive their attendance mark for the morning session and a reason for lateness must be provided. Once the classroom doors are closed at 8.50am all late pupils must enter via the school office. Children can enter the school site from 8.40am and parents can use the drop off zone until 8.50am as the school playground is supervised by staff.

Regular and punctual school attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Children who lose school time miss out on their entitlement to the National Curriculum and the range of exciting activities we offer. Furthermore, it has an effect on their progress, performance and often their confidence.

#### **How can I help my child get the best out of school?**

- Be aware of the impact of regular absences - missing school is missing out.
- Build up good habits of punctuality and attendance. These start early in life, so even before your child starts school, establish good routines, such as reading before bedtime and going to bed on time.
- Make sure your child understands the benefits of regular attendance at school.
- If your child is off school, you must let the school know why and tell them when they can expect your child back.
- It can be difficult, but try to make all appointments for the doctor, dentist, optician after school hours or during the school holidays where possible.
- Don't let your child stay off for reasons like going shopping, birthdays, minding the house, looking after brothers and sisters.
- Avoid taking family holidays in term time.
- Take an active interest in your child's school work and offer support with homework.

- Attend parents' evenings to discuss your child's progress.
- Don't let your child stay off school for a minor ailment.
- Each school day is split into two sessions and the attendance register is taken every morning and afternoon. If your child is poorly first thing but improves by lunchtime, send them into school for the afternoon session.
- If your child recovers from illness before the end of the week, send them back to school even if it's only for one day - every day counts.

### **Absences/Illness**

If your child is unwell, the best place for them is at home with a responsible adult. A sick child will not be able to cope with school activities and if the illness is infectious there is a risk of other children and staff becoming ill. School will not provide home learning for any child that is absent due to sickness.

Families must contact school by telephone or email on the first day of a child's absence providing the reason. If the absence continues you should keep the school informed.

If your child has had diarrhoea or sickness, please allow **48 hours** after their last episode before your child returns to school. If an absence is prolonged, do keep us informed of progress. If your child becomes unwell during school time we may need to contact you quickly, so please ensure that we hold **accurate and up-to-date** information (including at least three alternatives) on your emergency contact form. Please inform us immediately of any changes to these details.

As well as needing to know about your child's health, it is also helpful if you let us know if your child is upset about something at home, for example a death in the family, a parent going to work away from home for a few weeks, etc. If children are upset and we know the reason why, then we can support them much more effectively. In the same way, if anything happens in school to upset your child, we will tell you about the incident.

### **Medicine**

If medicine is required three times per day it should be taken at home in the morning, at tea time and at bed time. Parents are responsible for the administration of medicines to their children. If your child requires medicines four times per day, you will be required to complete a medical form from the school office. No medicine will be administered without a form being completed and given to the school office. It is your responsibility to ensure all medication is in date and has been prescribed to your child by a doctor or equivalent.

With regard to asthma sufferers, children should be trained in the use of their inhalers. Younger children's inhalers are kept in the class first aid bag. All inhalers should **be in original packaging** and be clearly labelled for the child with correct dosage by the pharmacist or GP. Children should use a spacer when using their inhaler.

Paracetamol (Calpol) is kept in school and if you give consent, we can administer this to your child if they feel unwell whilst at school. We will contact you for your permission before we do this.

We appreciate that when your child is unwell, you may feel anxious about how they will cope at school. If this is the case, please do not hesitate to speak to a member of staff. We are always willing to talk through any worries you may have and work with you to do the best thing for your child.

## **Safeguarding**

Our school recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and maltreatment and will follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding policy apply to all staff and governors and are consistent with those of Newcastle Children Safeguarding Partnership.

### **Core Principles**

Our core safeguarding principles are as follows.

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance.
- Safer children make more successful learners.
- Representatives of the whole school community of pupils, parents, staff and governors will be involved in policy development and review.
- Policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an interim review.

The statement and core principles demonstrate the school's understanding that, to carry out its role effectively, it must:

- Give priority to the welfare of the child
- Understand the importance of respect
- Recognise the relationship between safety and learning
- Value the opinions and contributions of the whole school community
- Ensure staff are appropriately trained
- Develop and maintain effective procedures
- Comply with the prevailing legislation and consider prevailing guidance

**The Designated Lead for Safeguarding and Child Protection (DSL) is Mrs Louise Nealings (Head Teacher).**

**The Deputy Designated Person is Mrs Kaye Binney (Deputy Head Teacher).**



**Mrs Binney**

The school also has a safeguarding link governor.

The named person to support children with additional needs is Mrs Nealings (SENDCo) and Assistant SENDCo is Mrs Hague.



**Mrs Hague**

### **Online Safety**

You can access advice from the school website and information is sent out regularly to make you aware of current digital media, trends and platforms. You can also access advice from the following websites:

[Online challenges - advice for parents - UK Safer Internet Centre](#)

[Keeping children safe online | NSPCC](#)

[Digital Parenting | Vodafone](#)

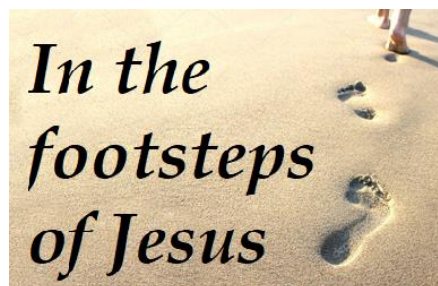
[Child Safety Online: A practical guide for parents and carers whose children are using social media - GOV.UK \(www.gov.uk\)](#)

If you have any concerns and require advice regarding online safety for your child, please do not hesitate to contact any of the staff team.

### **Behaviour**

We expect all children and parents or carers to fully support the school mission by respecting and caring for each other. Good behaviour is good manners and being polite; in school it is also learning behaviours that are important. You can support your child with this by ensuring they wear the correct uniform, are on time and have completed their homework. School and home should work together to ensure that all children are supported with their behaviour to ensure that they fully access all learning opportunities.

### **School Rules 'The Footsteps'**



'The Footsteps' have been developed in collaboration with the children, staff and wider community and are rooted in our distinctive Catholic ethos and school mission:

#### **RESPECT FOR ALL**

- Treat everyone with respect
- Always be polite and use good manners
- Look after our school equipment and environment

## **READY TO LEARN**

- Always be your best
- Keep going when things are difficult
- Show good behaviour at all times

## **WORK AS A TEAM**

- Include everyone
- Be a good friend
- Be a role-model

## **AIM HIGH**

- Take pride in everything you do
- Rise to every challenge
- Be aspirational

The Behaviour Policy and summary can be found on our school website.

## **Educational Visits**

Educational visits are an essential part of the work going on in the classroom. You will always be informed of these in advance and any special clothing, lunches and voluntary contributions that may be required.

## **Curriculum**

Science focus days will take place across the academic year in 2022-2023.

The children will experience the Take One Picture project from the National Gallery for 2 days in Autumn term as part of the Music, Art, Dance and Drama (MADD days).

Year 3 will participate in African drumming lessons in Spring term.

Year 4 will participate in Samba music lessons in Spring term.

Year 5 and 6 will learn to play the Glockenspiel as part of their music curriculum.

Road safety lessons take place in Year 4.

Bikeability lessons take place in Year 5.

## **Team Challenge**

All classes in Key Stage 2 will access a Team challenge adventure day. These dates will be shared with you in advance so your child can wear appropriate clothing.

## **Parent and Teacher Association (PTA)**

We ask parents to support activities as much as they can as the PTA's work, both visible and hidden, is crucial and benefits all of our children. The PTA have purchased playground equipment, new books for school and made donations towards school trips. New members are always welcome.

## **School Dog**





Poppy is looking forward to seeing your child progress through Key Stage 2.  
Poppy is a Cavapoo and has been in school since she was a puppy.

### **After School Childcare**

Happy Days Club provides childcare for children before and after school on the school site. This is an independent company who operate on the school site. For further information visit <https://happydaysclub.co.uk/>.

### **Admissions into High School**

You will need to apply for a high school place for your child during the Autumn term of Year 6. Applications are made through Newcastle Local Authority website.

If you require any further information please visit the school website or contact the school office.

If you have any queries, please do not hesitate to contact any of the staff team.

We all look forward to working with you over the next four years.

Mrs Nealings and the staff team