

St. Vincent's Catholic Primary School



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Statement of Catholic Ethos

St. Vincent's Catholic Primary School was founded by the Sisters of Charity of St. Vincent de Paul in 1897 to serve the Catholic children of Mill Hill, Edgware and neighbouring parishes. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

St. Vincent's School is a place where the Gospel of Our Lord is lived out in a meaningful way which incorporates the children, teachers and parents; welfare staff, administrative staff, the caretaker and all those, of all faiths, who work in or have contact with the school.

We are a caring school where the individual is a valued part of the happy atmosphere among the children and the staff. Prayer is at the heart of the school day and weekly we share whole school and phase group acts of collective worship. Throughout the year liturgical faith practices will be shared across the school, including our annual Lenten Penitential and Easter Passion celebration in KS2.

The Catholic nature of the school permeates all areas of the school life. Our challenging and well planned RE curriculum aims to ensure that all children have access to rich, creative experiences where they develop their knowledge and understanding of our Catholic faith. This not only includes studies of scripture and traditions of the Catholic Church, but also what it means to be Christian and living life with Jesus as your example. Our Catholic Faith is important in all areas of the curriculum and influences the full spectrum of our teaching. It also guides us in our dealings with the children on behaviour, emotional development and moral teachings.

The school works on the foundation of Christian education already present in the home and family. It becomes the community experience preparing the child to take his/her place in the Christian community. We have strong links with our parishes and we nurture our children to take their place in those communities. Education in the Catholic Faith aims to lay a foundation for further Christian development so that the children become at home with Catholic Life and practice.

Preparation for the Sacraments of Reconciliation and the Eucharist (First Holy Communion) are carried out in the Parishes. Celebration for First Communion Mass is in keeping with each Parish's policy on preparation for the Sacraments and parent sessions are also organised as part of those programmes. Eucharistic and non-Eucharistic Liturgies are held throughout the year in school in celebration of our Catholic faith.



Our Mission

Caritas Christi Urget Nos.

The love of Christ urges us to care for each other and strive for excellence in everything we do.

St. Vincent's Catholic School was originally founded to provide for the educational needs of Catholic families in this part of the Diocese of Westminster.

The Constitution of the School states: -

"Religious observance and education in the school shall be in accordance with the rites, practices and doctrines of the Catholic Church."

The Bishops and the Governors of the school intend that pupils should receive an education of a high standard provided by teachers dedicated to the task of the Christian formation of children and young people in an atmosphere pervaded by Gospel values and the message of Christ and this means that Religious Education, whilst given full expression in the prayer life of the school, its acts of worship and instruction in the faith, it is not limited to these. As the Bishops have said, "The beliefs and values it communicates should inspire and unify every aspect of school life. It should provide the context for, and substantially shape, the school curriculum, and offer living experience of the life of faith in its practical expression." (Statement from Bishops' Conference 1988).

Partnership with parents, the primary educators of their children, has long been a principle embedded in Catholic education. The Governors value and welcome, above all, the cooperation of parents in seeking to achieve these aims for pupils attending the school.

Key elements in achieving this are:

- enabling each child to learn and develop skills and knowledge in: Religious Education, language, mathematics, science, information technology/computing, geography, art, design technology, history, physical exercise, music, modern foreign languages, personal, social and health education (PSHE), social interaction and other world religions, centred on the Catholic faith.
- seeking to find that worship, prayer and spirituality are central to school life
- employing high quality teachers committed to excellence and in full sympathy with the Catholic faith
- ensuring excellence in governance, leadership and management of the School and its resources
- ensuring high quality support/administrative staff committed to excellence
- developing excellence in parental involvement
- developing excellence in local community involvement
- maintaining and developing buildings and resources to the highest possible standard



St. Vincent's School Governing Body

<u>Name</u>	<u>Type of Governor</u>	<u>Name</u>	<u>Type of Governor</u>
Ms Phillippa Weekes	Foundation and Chair	TBA	Local Authority Governor
Mrs Maria Joyce	Foundation & Deputy Chair	Dr Christophe Galichet	Parent Governor
Fr Eugene Curran	Foundation	Mr James Sutherland	Parent Governor
Mr Liam Tierney	Foundation	Mr B Imomoh	Parent Governor
Sr Ann Byrne	Foundation	Ms Pamela Femi-Ojo	Parent Governor
Mr Trevor Fitzgerald	Foundation	Mr Mathew Gibson	Teaching Staff Governor
Emily Julian	Foundation	Miss Marie Tuohy	Headteacher

Our role: As School Governors we are responsible for devising and setting overall school policy. We are responsible for appointing the Headteacher to whom we delegate the overall day to day running of the school. Whilst we have an important role to play in the running of our school, the individual Governors, Foundation, Local Authority or Parents have no real influence on their own. Our influence lies within the whole Governing Body which meets regularly throughout the school year to discuss issues that affect the school and its pupils. By working closely with the Headteacher and the school staff our aim is to provide the best possible education for your child/ren. However, we realise that we will not always get it right and there may be occasions when we have not met your expectations. If this happens we would be grateful if you could follow the school's Complaints Procedure which is set out below.

If you have any concerns your first point of contact should be your child's class teacher. Many complaints or potential issues can be resolved quickly and efficiently by discussing your concerns with them in the first instance. You may email them via office@stvincents.barnet.sch.uk, or put your concerns to them in writing. If the class teacher is unable to rectify the issues raised, you can then escalate your concerns to the Key Stage Leader who will try to find a resolution that is acceptable to everyone.

If they are unable to address your concerns, or if you feel that your voice is not being heard, you are welcome to bring the issue to the attention of the Deputy Headteacher. If the matter is still unresolved an appointment can be made with the Headteacher. As a last resort you can write to me as Chair of the Governing Body and I will take your concern to the whole Governing Body for consideration. Unfortunately, individual Governors are unable to deal with individual issues and it is our policy not to entertain any complaints that are sent to the school anonymously.

Thank you for reading this. Please keep it in a safe place for future reference.

Phillippa Weekes
Chair of Governors



School Building Fund and School Fund

Dear Parents/Carers,

St Vincent's Catholic Primary School provides our children in the parishes of Mill Hill and Edgware, as well as those further afield, with a Catholic education and a foundation for future life. Our exceptional school was founded by the Sisters of Charity of St Vincent de Paul in 1896 and continues today as a Voluntary Aided School in the London Borough of Barnet. We are very proud of our children and their achievements and the school premises that we currently occupy. We benefit greatly from former generations of Catholics, whose contributions have been used to achieve many of the facilities that we have today. However, throughout the academic year, we need to continue to maintain the school to a high standard and in accepting a place for your child at St Vincent's, you join the collective desire to maintain our Catholic ethos and independence as a Voluntary Aided school. As a VA school we only receive 90% of the funds from the local authority required to maintain the school building and grounds and are, therefore, obliged to find the remaining 10% for the upkeep of the school from families who have chosen to send their children to our school. Additionally, there are increased maintenance needs now that our school building is over 20 years old.

There are increasing amounts of remedial works required in school plus necessary maintenance & improvements. Last year, and only with parental support, we had roof repairs carried out, which cost over £300,000. This year we are redecorating the last six classrooms along with all the corridor spaces and that will cost in the region of £25,000. We have appreciated voluntary donations of any amount, from £100 per year per child, to at least £150 per family towards the **Building Fund**, with which we are able to forge ahead with future building and maintenance projects in the coming months. **We also ask for a minimum of £10 contribution per child per year towards the School Fund** – this is for the little academic & extra-curricular extras throughout the year, thank you.

We would be extremely grateful if these funds could be paid separately for banking purposes, thank you.

To reduce administration and to come in line with the financial year, we request that the funds be paid during the **Autumn term, i.e. before our Christmas break**. If for any reason, you have difficulty in paying the above, please feel free to contact me. Any donation, however small, will be very gratefully received. If you are a taxpayer, and have not already done so, please consider signing a Gift Aid Form (in New Parent Forms and available from the School Office). If you have previously signed a gift aid form and your circumstances have changed and you no longer pay tax, please advise the Headteacher in writing so we can amend our Diocesan Gift Aid records accordingly for audit purposes, thank you.

We are very grateful to all our parents for their cooperation and help, and we are all very proud of the Headteacher, staff and children at St. Vincent's for their incredible achievements – particularly during these last few exceptional years. Thank you for choosing St Vincent's for your child's educational journey. With your continued support, their time at our school will be immeasurably memorable. Once again, the office staff would appreciate it if all payments could be made during the Autumn term to begin planning for your child's experiences. We look forward to working with you, our St. Vincent's community, in the coming years.

Yours sincerely,

Phillippa Weekes
Chair of Governors



Payment Information

HOMEWORK BOOKS/CONSUMABLES: This is £40 per year per child and helps to provide homework books, online subscriptions and extra resources for such things as DT/Science Projects and Forest School. Payment information will be sent within two weeks from your child's enrolment date.

COOL MILK: Every child in the UK is entitled to FREE School Milk until their **fifth** birthday. Children over five are still entitled to subsidised milk. If you wish your child to receive free or subsidised milk register at www.coolmilk.com. The milk is delivered to school and distributed according to the milk registers we receive from Cool Milk. When registering please ensure you put your child's start date. As this contract is directly with Cool Milk please speak to them in the event of any queries, thank you.

GIFT AID



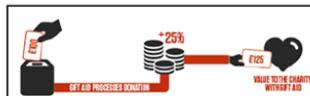
Understanding Gift Aid

St Vincent's Catholic Primary School

Diocese of Westminster
Vaughan House, 46 Francis Street, London SW1P 1QN
Tel: 020 7798 9025/9351 | Charity Number 233699
Email: giftaid@rcdow.org.uk

What is Gift Aid?

Gift Aid is a Government scheme enabling charities to reclaim the tax paid by a donor on eligible donations. Gift Aid can increase every eligible donation to the school by 25% (25p on every £1 donated) at no extra cost to either the donor or the school.



Here are some examples of how much extra money your child's school could get in just one year

Amount given per term	Total given per year	25% given from Gift Aid	Total with Gift Aid
£10	£30	£7.50	£37.50
£15	£45	£11.25	£56.25
£30	£90	£22.50	£112.50

How do I sign up for Gift Aid?

In order to help the school this way, you must pay tax in the UK. If you do, simply complete a Gift Aid form and sign a declaration saying that you are a UK taxpayer and that you pay more tax than the amount that the school will reclaim.

How much tax must I pay?

You can Gift Aid all your donations providing the amount of tax that you've paid (from your wage, salary, pension or investments) is more than the amount claimed. For example, if you give the school £45 a year, you will need to have paid at least £11.25 in tax.

Is Gift Aid Confidential?

Yes. And you don't have to tell the school how much you earn or give any other personal details.

Can both parents give with Gift Aid?

Yes. If you both pay tax, you should both sign separate Gift Aid forms and make sure that the school knows who is giving what if, for example, you pay by cheque and have a joint bank account.

What happens to higher rate taxpayers?

If you pay the higher rate of tax, you can also get back some of the tax that you have paid for yourself when you complete your tax return. What this means is that if, for example, you give £100 a year and Gift Aid it, the school gets an extra £25 and you get £25 back as well – so it only costs you £75 to give £125.

How does Gift Aid work?

To qualify, the parents needs to fill out a Gift Aid Declaration form. This is a statement from a parent to the school confirming that they would like to Gift Aid their donations. If the school uses an online giving system, such as ParentPay, you may not have to complete a separate form. Please check this with the School Business Manager.

It is the responsibility of the parent to ensure that they pay sufficient tax to cover their donations. Parent should let the school know if they:

- want to cancel their Gift Aid Declaration
- change their name or home address
- no longer pay sufficient tax on their income and/or capital gains

Can I use Gift Aid when I give to other causes as well?

Yes, but you will need to sign a separate Gift Aid declaration for each charity and keep the overall amount that is reclaimed by all the causes you support to no more than the amount of tax that you've paid.

Why does the school need to raise funds?

Most Catholic schools are "voluntary aided" and what this means is that, unlike ordinary state schools, they have to raise 10% of the cost of maintaining and developing the buildings. The school therefore has no choice but to ask parents to make a contribution.

PAYMENTS: We encourage parents to make **all** payments online however, from time to time we will ask you to bring money for charity events for example. In that case please ensure that any payment is in a sealed envelope, clearly labelled with the child's name, class and contents.

PAYMENTS SUMMARY:

- **Building Fund:** £100 per child /£150 per family per year
- **Homework Books/Consumables:** £40 per child per year
- **School Fund:** £10 per child per year



General School Information

ADMINISTRATION: The office is open from 8:30am to 3:30pm. The answer phone and emails will be monitored throughout the day.

PACKED LUNCHES AND SNACKS: All packed lunches need to be healthy and nut/seed free. Snacks should be fruit or vegetables only, **no** sweets or chocolate – Nursery/Reception/KS1 are provided with fruit/vegetables. Children should not be having after school snacks on the premises unless they are attending after school activities, in which case please comply with the above. **PLEASE REMEMBER WE ARE A NUT FREE SCHOOL.**

BIRTHDAY CELEBRATIONS - No sweets, chocolate, cakes or party bags to be given to the class for birthday celebrations. As an alternative, we encourage parents to purchase a book to share with their class.

WATER BOTTLES - containing water only. Bottles must be clearly labelled with your child's name. No glass bottles, glass thermos flasks or cans. No fizzy or caffeinated drinks to be brought into school or on school trips.

PICK UP ARRANGEMENTS - Fill in 'Collection at End of School Day Form' (on website) in September. If there is an emergency and you need to advise of a change of pick up, please leave a message on the 'collection' line or email by **2.30pm at the latest.**

EXTRA CURRICULAR CLUBS - All contact information of providers is available on our website. Please refer to their fliers if you need to be in contact or you need to confirm dates. Parents are responsible for informing the club leaders of any allergies/medical conditions.

CHILDREN NOT COLLECTED ON TIME - All children who are not picked up by 3.30pm at the latest, will be sent to Little Vinnies after school club, you will receive a text to inform you and a charge of £7 will be incurred.

VALUABLES - must not be brought to school. School will not take responsibility for valuable items. This includes smart watches, tags/trackers, name brand clothing and footwear, toys of any type. Mobile phones are allowed for Independent travellers in Y6 ONLY and must be handed into the class teacher on arrival.

DOGS - are not allowed in the playground unless being carried.

ABSENCE - SICKNESS: Contact the school absence line, option no. 1, by **9.00 am** on the first day stating clearly the reason for absence (*please specify reason - do not say 'unwell'*). You do not need to telephone every day, only if the sickness absence runs into week two.

ABSENCE – OTHER: There is an "Exceptional Leave Request" form (on website). This must be applied for in advance to the headteacher. Time off will only be granted in extenuating circumstances or on compassionate grounds. A definite date of return must be given and adhered to. The child may be taken off the register if they do not return by the agreed date. Please note - homework will be set for the time the child is absent.

Any absence which is not covered by the above will be recorded as "unauthorised". Our registers are monitored regularly by the Local Authority and returns of numbers are sent to the DfE.



ARRIVING/LATENESS AND PUNCTUALITY: Punctuality is very important. The school gate opens at 8.45am. All children should be in class by 8.55am for registration; the gate will close at this time. A child arriving after this time will be registered as late. All data on punctuality is related to attendance and shared with the Local Authority. Lateness disrupts the start of the morning session and under Government guidelines, can constitute unauthorised absence. Parents of children who persistently arrive late will be contacted by the Headteacher and asked to come and discuss the matter so that School and parents work together in the best interest of the child. Regularly arriving late to class is also upsetting for the individual as well as the other children.

BREAKFAST AND AFTERSCHOOL CLUBS: Please see the school website for breakfast and after school provision:-

St Vincent's provides an early morning and after school nurturing club for children starting in Nursery and other children from the different age groups are also welcome to attend. Little Vinnies will run in the EYFS classes and outdoor learning area.

Please see the school website for breakfast and after school provision run by Coach Nick and Ultimate Primary Sports.

CONTACT DETAILS: In line with General Data Protection Regulation (GDPR) please remember to advise the School Office, in writing, of any changes to contact telephone numbers, particularly mobile numbers and email addresses so that you receive all school texts and emails. Please also remember to advise of any change of address.

COMMUNICATION: On occasion when parents have a particular concern about their child, they should contact the School Office who will signpost you to the most appropriate person.

EDUCATIONAL VISITS: These are paid for by a donation made by each parent to cover the cost when trips are arranged. You will receive a letter by email stating the amount of money due. In cases of need please contact the Headteacher personally in writing.

MEDICINE USED IN SCHOOL: The school's policy is to only issue prescribed medication in exceptional circumstances and with written parental consent detailing medication and dosage, records kept of time and dosage and who administered are held in the medical room.

Inhalers/Epipen: If your child uses an inhaler/epipen, please complete a medication form available from the School Office and provide an inhaler/epipen to be kept in school.

Allergies: If your child currently has, or develops an allergy please advise the School Office **immediately**.

SCHOOL DIARY OF EVENTS: The events diary can be seen on the school website this will include class assembly dates. Please check the diary at regular intervals for updates. Other items of news, class blogs, extra-curricular clubs, are also available on the website, including a School Governors page. Please take time to familiarise yourself with our website, thank you. Website: <https://stvincents.school>



SCHOOL LUNCH: Currently children from Reception to Y6 are entitled to a free school meal (USFM). Please advise the School Office whether your child will be taking up USFM or bringing a home packed lunch. Children cannot change from day to day, however, if there is a need to change during the term please speak to the School Office.

PACKED LUNCH: If you prefer to provide your child with a packed lunch please remember we are a nut and nut product free school. We encourage a healthy, balanced diet at all times and as such we do not allow sweets, chocolate bars, fizzy or caffeinated drinks to be included in their packed lunches.

SCHOOL POLICIES: School Policies are available on the school website.

PRIVATE FOSTERING: Thousands of children across the UK are being cared for today by someone who isn't a close relative. If this lasts for more than 28 days, it is considered a private fostering arrangement and the school needs to know. Please inform the office if you know of a child being privately fostered.

PARKING: Please park safely and sensibly, being mindful of crossing, zig zags, double yellow lines and please be courteous to our neighbours. We are aware that parking on The Ridgeway is limited but please note the school car park is for STAFF ONLY.

WALK TO SCHOOL: On Fridays a member of staff is on hand to accompany children and parents to walk from the cemetery on Milesplit Hill to the school.



Uniform Guide

Nursery Uniform
Plain navy joggers (no logos), plain navy shorts in summer
Yellow school T-shirt
School sweatshirt
Plain all black or plain all white trainers – No logos or flashing lights

Reception to Y6 Winter Uniform (September to Easter)
Long grey trousers or navy pinafore/skirt,
White cotton shirt
School sweatshirt or School cardigan
Tie
Grey socks with trousers or white socks or navy tights with pinafore/skirt
Plain black shoes (see below)
Navy coat (see over)
Hat – navy school logo or plain navy
Scarf & gloves – plain navy

Reception to Y6 Summer Uniform (Easter to October)
Long or short grey trousers or yellow gingham summer dress/skort
School yellow polo shirt shirt
School sweatshirt or School cardigan
Grey socks with trousers or white socks or navy tights with pinafore/skirt
Plain black shoes (no open toe sandals)



PE Uniform (Reception to Y6)
Yellow school PE shirt
Winter - Plain navy joggers (no logos) Summer – plain navy shorts
School sweatshirt
White ankle socks
Plain all black or plain all white trainers – No logos or flashing lights

FURTHER INFORMATION ABOUT UNIFORM

TIES: A school tie is part of the winter uniform to be worn with a white shirt. Infant tie is elastic.

SHIRTS: White cotton shirt (not polo shirt) to be worn by all children as part of winter uniform. Yellow polo shirts are part of summer uniform only.

SKIRTS and PINAFORES should be plain, navy blue A-line or pleated and be at least to the knee.

TROUSERS: Grey ‘school’ trousers; leggings are not acceptable.

SHOES: black or navy sensible shoes to be worn to school **without logos or flashing lights**; no boots. No laces for the infant children please. Trainers are to be worn **ONLY** for PE or football, not at playtime.

PE: Trainers should be plain all black or all white – **no logos or flashing lights**.

WELLINGTON BOOTS: can be any colour. These are used for Forest School and can be left in school. **Please label clearly.**

LUNCH BOXES: Lunch boxes should be simple, inexpensive boxes. **Labelled – on the outside.**

SCHOOL BAGS: School uniform bags with school logo. **Please label clearly.**

HAIR ACCESSORIES/STYLES: Shoulder length hair to be tied back.

We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps. (See **Halo Code** pledge below)

No hair dye or other hair products such as gel or sprays.





Hair accessories such as beads, hair bands, weaves etc should be in school colours only (white/yellow/navy)

Haircuts should be appropriate and sensible for school. Extreme haircuts such as patterns shaved into the hair are not acceptable and may result in parents being asked to take their child to the hairdresser/barber.

JEWELLERY: Jewellery such as rings, necklaces and bracelets must not be worn in school for health and safety reasons.

Pierced ears - plain studs only, gold, silver or school colours (white/yellow/navy)

Watches - inexpensive wrist watch marked with the owner's name Y1-6 only.

NAIL VARNISH: Nail varnish is not to be worn at school.



The Halo Code

For Schools

Our school champions the right of staff and students to embrace all Afro-hairstyles. We acknowledge that Afro-textured hair is an important part of our Black staff and students' racial, ethnic, cultural, and religious identities, and requires specific styling for hair health and maintenance.

We welcome Afro-textured hair worn in all styles including, but not limited to, afros, locs, twists, braids, cornrows, fades, hair straightened through the application of heat or chemicals, weaves, wigs, headscarves, and wraps.

At this school, we recognise and celebrate our staff and students' identities. We are a community built on an ethos of equality and respect where hair texture and style have no bearing on anyone's ability to succeed.