



# BROCHURE 2018/19

## English Martyrs' Catholic Voluntary Academy

(part of Saint Robert Lawrence Academy Trust)

Bracken Road, Long Eaton, Nottingham, NG10 4DA

Telephone: 0115 973 3209

[enquiries@englishmartyrs.derbyshire.sch.uk](mailto:enquiries@englishmartyrs.derbyshire.sch.uk)



English Martyrs' Catholic Voluntary Academy takes its responsibilities for safeguarding children very seriously. All staff and volunteers are subject to relevant checks. Safeguarding concerns are reported to the Headteacher as the named person who will liaise with outside agencies.

The information contained in this booklet relates to the School Year 2016-2017. Although correct at the time of publication in October 2016 it should not be assumed that there will be no changes affecting the information before, during or after the year 2016-2017.

## **Welcome**

English Martyrs', formed in 1965, is a Catholic Voluntary Academy, part of the Saint Robert Lawrence Catholic Academy Trust, in the Diocese of Nottingham and admits children between the ages of 4 and 11 years.

Our vision is to educate children in the spirit of the Gospel Values and the traditions of the Catholic Church, nurturing the talents and potential of each individual. Throughout the academic year our staff, pupils and parents worked to develop a new mission statement. This reflects our beliefs and ambitions and is at the heart of all we do.

*At English Martyrs' we walk with Jesus and*

*Love one another*

*Inspire and respect*

*Grow in friendship*

*Have faith*

*Trust in God*

Parents and visitors to our Academy comment on the warm and friendly welcome they receive. We aim for every child to have a happy and vibrant education at English Martyrs' one that is caring and supportive, working in a stimulating and structured environment, where all children are encouraged to reach their full potential. Each child is valued as a unique individual.

We were absolutely delighted with both our Ofsted inspection (in April 2008) and Canonical Inspection (Jan 2015), both inspections recognised all the great things we do at English Martyrs' achieving outstanding in both, in all areas. We are very proud of our achievement!

A copy of our report is available as a download from the OFSTED website [www.ofsted.gov.uk](http://www.ofsted.gov.uk) as well as on our website

If you are a prospective parent looking for an admission place for your child, I would be delighted for you to come along, meet us in person and look around our Academy. Please telephone the office on 0115 9733209 for an appointment.

**Kate Mann**

Headteacher

## **Governors**

Chair of Governors	Dr C Henry (St Francis of Assisi, Long Eaton)
Vice Chair of Governors	Mr M Brassil (St John the Evangelist, Stapleford)
Foundation Governor	Rev M Sylvester (St Francis of Assisi, Long Eaton)
	Mr D Boott (St Francis of Assisi, Long Eaton)
	Dr R Gooch (St Francis of Assisi, Long Eaton)
Parent Governor	Mr P Wood Mrs N Smith
Support Staff Governor	Mrs H McElhone
Headteacher	Mrs K Mann

## Teaching Staff

Mrs K Mann Headteacher	BA (Hons) Human Resource Management and Geography, University of Derby & Keele, PGCE, CCRS, NPQSL
Mrs T Chibbaro	BEd (Hons) Primary Education, University of Derby
Miss E Coxhead	BEd (Hons) Primary Education with QTS, University of Derby
Miss T Dickson Senco	BA (Hons) Primary Education, Liverpool John Moores University
Mrs G Ellis	BA (Hons) International Studies with Politics, Nottingham Trent University, PGCE
Mrs H Gooden	BA (Hons) Economics, University of Nottingham, PGCE
Miss K Macdonald UKS2 Phase Leader	BSc (Hons) Zoology, Newcastle University, PGCE
Miss K Mannion Deputy Headteacher	BA (Hons) Primary Education (5-11) English and Drama, University of Brighton
Mrs L Oldershaw	BSc Geography, University of Nottingham, PGCE
Mrs J Pettifer LKS2 Phase Leader	BA (Hons) Education, Nottingham Trent University, PGDE
Miss E Pugh	BSc Information Management, Loughborough University, PGCE
Miss Radford Assistant Headteacher	BA (Hons) Primary Education with RE, University of Winchester
Miss N Sweeney	BSc Geography, Primary PGCE University of Manchester

## Support Staff

Mrs L Draycott, Mrs S Hall, Mrs S Jenkins, Mrs M Kent, Mrs H McElhone, Miss J Shaw  
Mrs A Shaw, Mr J Shelton, Mrs K Sutton, Mrs C Taylor, Mrs J Thompson

## Administration Staff

Miss R Hughes, Mrs C Huckerby, Miss E Raiseborough

## Lunchtime Staff

Mrs Barnes, Mrs Doran, Mrs Hlland, Mrs Cobb, Mrs Murphy,  
Mrs Jones, Miss Smith, Mrs Vickers, Mrs Langton

## Kitchen Staff

Mrs T Cowlshaw, Mrs L Meaden, Mrs L Munn, Mrs J Pike, Mrs T Shenton

## Site Staff

Miss K Sutton, Mrs J Vickers

## ADMISSION POLICY AND PROCEDURES

### THE ADMISSIONS PROCEDURE

The Saint Robert Lawrence Academy Trust invite applications from parents of children approaching school age that is children whose 5<sup>th</sup> birthday is on or between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014. Children will be admitted into school in September.

#### **From 15<sup>th</sup> November 2017**

School brochure and supplementary form sent to all families on the waiting list held by the school

**Derbyshire applicants:** This applies to children living in Derbyshire i.e. NG10 postcodes  
Parents to apply for a school place either online, by telephone or by post

**Online:** [www.derbyshire.gov.uk/admissions](http://www.derbyshire.gov.uk/admissions) applications open Monday 13th November 2017

**Telephone:** Call Derbyshire tel: 01629 533190

**Nottinghamshire applicants:** This applies to children living in Nottinghamshire i.e. NG9 postcodes  
Parents to apply for a school place either online, by telephone or by post

**Online:** : [www.nottinghamshire.gov.uk/admissions](http://www.nottinghamshire.gov.uk/admissions) applications open Monday 13th November 2017

**Telephone:** 0300 5008080

**Post:** Request a paper form from Nottinghamshire County Council (details as above)

#### **All applicants:**

**Complete and return the supplementary form and send it with a copy of the Baptismal Certificate directly to English Martyrs' Academy**

**Closing date for applications: Midnight 15<sup>th</sup> January 2018**

#### **16<sup>th</sup> January 2018 onwards**

Any application received after this date will be considered as late and will not be ranked according to the admissions criteria

#### **National Offer Day 16<sup>th</sup> April 2018**

If you have applied online you will be able to log back on to the website and see the result. You will also receive an email about your place. If you have not given an email address you will be notified by letter, posted second class on offer day

**Admissions Policy for Catholic Primary Voluntary Academies in  
The St Robert Lawrence Catholic Academy Trust**

Academy	Published Admission Number	Parish(es) served	Located within Local Authority
<b>English Martyrs Catholic Voluntary Academy</b> Bracken Road, Long Eaton, Derbyshire, NG10 4DA	40	St Francis of Assisi, Long Eaton  The Assumption, Beeston  St John the Evangelist, Stapleford	Derbyshire
<b>The Priory Catholic Voluntary Academy,</b> Raglan Street, Eastwood, Nottingham NG16 3GT	30	Our Lady of Good Counsel, Eastwood	Nottinghamshire
<b>St Joseph's Catholic Academy</b> Chesterfield Road, Matlock, Derbyshire DE4 3ET	30	Our Lady & St Joseph, Matlock with Our Lady and St Teresa of Lisieux, Wirksworth All Saints, Hassop with English Martyrs, Bakewell	Derbyshire

This policy will apply for admission into Reception Class for the academic year 2018-19.

The Catholic Primary Voluntary Academies listed above are under the Trusteeship of the Diocese of Nottingham and belong to the Nottingham Diocesan family of schools. They are founded by and are part of the Catholic Church and seek at all times to be a witness to Jesus Christ. Religious education and worship are in accordance with the teachings and doctrines of the Catholic Church. This does not affect the right of parents or carers who are not of the faith of these schools to apply for and to be considered for places. We ask all parents or carers applying for a place to respect this ethos and its importance to the school community.

Our academies are principally provided to serve the Catholic communities of Derbyshire and Nottinghamshire. The Governors also welcome applications from all parents and carers, regardless of faith or background, who would like their children to be educated in a Christian environment.

The Saint Robert Lawrence Catholic Academy Trust is the admission authority for the academies in the Trust and is responsible for determining the admissions policies for the Academies in the Trust. On behalf of the Trust the admissions process for The Priory Academy is coordinated by Nottinghamshire County Council and for English Martyrs Academy and St Joseph's Academy by Derbyshire County Council.

All decisions relating to admission applications will be taken by the Governing Body of the Academy applied for.

**Parents residing in Nottinghamshire should consult Nottinghamshire County Council's website [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.**

**Parents residing in Derbyshire should consult the Derbyshire County Council's website [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk) which gives full details of the admissions process, including information on the admissions cycle.**

### **Application Procedure and Timetable**

Applications must be made on the Common Application Form provided by your home Local Authority. Applications must be made to your home Local Authority by the national closing date of 15<sup>th</sup> January.

In addition **all applicants wishing to apply for a place under a faith criterion** (oversubscription criteria 1-7) should complete the Supplementary Information Form. This form can be downloaded from the Local Authority website within which the school is located and is also available from any of the schools. The completed form, together with any required evidence, (see notes 3-8), should be returned to each Catholic school for which a preference has been made also by the national closing date of 15<sup>th</sup> January.

**If you do not provide the additional required evidence and return it by the closing date your child will be ranked in a lower admissions category and this may affect your child's chances of being offered a place.**

### **Admission of Children below Compulsory School Age, Deferred Entry and Summer Born Children**

If your child is offered a full time place before s/he reaches compulsory school age, you have the option of deferring the child's entry up until the term in which the child reaches compulsory school age (a child reaches compulsory school age on the prescribed day following his/her fifth birthday or on his/her fifth birthday if it falls on a prescribed day. The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August). A place will be held and will not be offered to another child provided the place is taken up within the same academic year.

Parents can request that their child attends school part-time until the child reaches compulsory school age.

Parents of summer born children, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception Year rather than Year 1. However, parents need to be aware that **if** the request is approved (*see below on decisions on applications for 'admission outside of normal age group'*) they will need to apply again in the next admissions round for a place in that Reception Year and should be aware that a place is not guaranteed as the application will be considered alongside all other applications in that year and the Oversubscription Criteria will still apply.

### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of the normal age group for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. The school anticipates that children will be educated out of their normal age group in only a small number of very exceptional circumstances.

Should you wish to seek a place for your child outside of their normal age group you should still make an application for a school place for your child's normal age group **and** you should also submit a request for admission out of the normal age group at the same time, following the procedure set out by your home local authority.

A decision will then be made on which age group the child should be admitted taking into account the circumstances of each case and the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Once that decision has been made the oversubscription criteria will be applied to determine if a place can be offered at the school.

Your statutory right to appeal against the refusal of a place at a school for which you have applied is unaffected. However the right to appeal does not apply if you are offered a place at the school but it is not in your preferred age group.

The school is not required to honour a decision made by another admission authority on admission out of the normal age group.

### **Late Applications**

Late applications will be administered in accordance with your Local Authority Primary Coordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

### **Applications during the school year (In-Year Applications)**

Details of the application process are available from the school and from the Local Authority within which the school is located. Once an application has been made, it will be passed to the Admissions Committee of the Governing Body for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place. If the published admission number has been reached, the child will be only offered a place if the Admissions Committee decides that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil.

Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days of issuing of the offer letter issue or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

In cases involving school transfers that do not require a house move or where there is no need for an immediate move, arrangements may be made for the child to start school at the beginning of term to minimise disruption to their own and other children's education.

If your application is refused you have a statutory right to appeal (see 'Appeals' below). Your appeal should be lodged within twenty school days after the date of the decision letter.

### **Waiting Lists**

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's Waiting List. The Waiting List will normally remain open until the end of the Autumn Term in the application year. However, schools may maintain the Waiting List until the end of the academic year. Please contact the school to request further details.

Waiting Lists are maintained in the same order as the oversubscription criteria listed below and not in the order in which applications are received or added to the Waiting List. This means that your child's position on the Waiting List may change during the year.

Any late applications will be added to the Waiting List in accordance with the oversubscription criteria.

Inclusion on a school's Waiting List does not mean that a place will eventually become available.

### **Appeals**

If a child is not offered a place, parents/carers have a statutory right to appeal. This should be done by writing to the school setting out your grounds for appeal no later than twenty school days after the decision letter has been received. The appeal will be arranged on behalf of the governors by the Catholic Schools Appeals Service and will be heard by an independent panel. The decision of the panel will be binding on the school.

### **Fair Access Protocols**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. This includes admitting children above the published admissions number to schools that are already full. The academies listed in this policy participate in the Fair Access Protocols operated by the Local Authority within which they are located.

### **Infant Class Size Regulations**

Infant classes may not, by law, contain more than 30 pupils with a single qualified teacher. Parents/carers should be aware that when the Governing Body is considering applications for places, they must keep to the 30 limit. Parents/Carers do have a right of appeal in accordance with the Infant Class Size Regulations if the school is oversubscribed and their child is refused a place.



### **Applications for twins / multiple birth children**

Where a place available is offered to a child from a twin or multiple birth the Governors will normally offer places to both twins, triplets etc even if this means exceeding the published admission number as long as the governing body decides that the education of pupils in that year group would not be detrimentally affected.

### **Attendance at Nursery**

Attending a nursery, or a pre-school setting on the site of the school, does not give any priority within the oversubscription criteria for a place in the school. Attendance at the school's nursery does not guarantee that a place will be offered at the school and for children attending the school's nursery, application to the reception class of the school must be made in the normal way, to the local authority and using the Common Application Form.

### **Fraudulent Information**

The Governing Body reserves the right to withdraw the offer of a place or, if a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained on the basis of fraudulent or intentionally misleading information.

### **Oversubscription Criteria**

Where schools have more applications than places available, Governors will draw up a ranked list based on the criteria listed below and will allocate places accordingly.

Children who have an Educational Health and Care Plan (EHCP) (see Note 1) which names the school will be admitted. This will reduce the number of places available.

1. Catholic looked after or previously looked after children. (*See Notes 2 and 3*).
2. Catholic (*see Note 3*) children living in the parish(es) served by the school
3. Catholic (*see Note 3*) children living outside the parish(es) served by the school
4. Other looked after or previously looked after children (*see Note 2*).
5. Catechumens, Candidates and members of Eastern Christian Churches (*see Notes 4, 5 and 6*)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion (*see note 7*)
7. Children of other faiths whose membership is evidenced by a religious leader (*see note 8*)
8. Any other children not within categories 1-7.

**First priority** within the Oversubscription Criteria will be given to applications from children who will have siblings (*see note 9*) attending the school at the proposed time of admission.

### **Distance measurement**

Within each criterion applications will be ranked on distance with priority (after sibling priority) given to children who live nearest to the academy. Measurements will be taken in a straight line from the entrance to the child's home to the principal entrance to the main administrative building of the academy. This will be calculated by the relevant County Council's computerised distance measuring software. In the event of needing to discriminate between pupils living in the same block of flats, where the same distance measurement is produced, the lowest numbered flat(s) will be treated as closest to the academy.

### **Tie-breaker**

In a very few cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place (e.g. children who live at the same address or have the same distance measurement). In this exceptional situation, if there is no other way of separating the applications then the governors will admit the additional child above the published admission number. If however, admission would result in the legal limit of 30 children being exceeded, then the place will be allocated by the drawing of lots supervised by someone independent of the Academy.

### **Notes (these form part of the oversubscription criteria)**

1. An Education, Health and Care Plan (EHCP), is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A “looked after child” is a child who is:

(a) in the care of a Local Authority, or

(b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989) at the time of making an application to a school.

A “previously looked after child” is a child who:

(a) ceased to be looked after because they were adopted (this includes children who were adopted under the Adoption Act 1976 [see s.12 adoption orders] and children who were adopted under the Adoption and Children’s Act 2002 [see s.46 adoption orders] , or

(b) became subject to a child arrangements order (under the terms of the Children Act 1989 s.8, as amended by s.12 of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or

(c) became subject to a special guardianship order (see S.14A of the Children Act 1989 - an order appointing one or more individuals to be a child’s special guardian [or special guardians]).

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into full communion with the Catholic Church signed by a Catholic Priest and stamped with the parish stamp. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (i.e. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest.

4. ‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens or a letter of verification signed by the parish priest and stamped with the parish stamp.

5. ‘Candidate’ means a candidate for reception into the Catholic Church. This will normally be evidenced by a letter of verification signed by the parish priest and stamped with the parish stamp.

6. ‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. ‘Children of other Christian denominations’ means children who are members of a Church or religious community that practises Trinitarian baptism recognised by the Catholic Church, and is normally evidenced by a Baptism Certificate , a Certificate of Dedication or a letter of verification signed by the minister of religion for that church.

8. ‘Children of other faiths’ means children who are members of a religious community that does not fall within the definitions 3-7 above. This is normally evidenced by a Baptism Certificate, a Certificate of Dedication or a letter of verification signed by the religious leader of the community.

9. 'Siblings' means a child who lives as a brother or sister in the same house, including natural brothers or sisters with either one or both parents in common, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, or the child of a parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It also includes natural brothers or sisters where the child for whom the school place is sought is not living in the same family unit as the same address as that sibling.

10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. Home Address: The governors of each school use the same definition as used by the Local Authority within which the school is located.

12. For the purposes of this policy, parish boundaries are as shown on the map available on the school website.

## ORGANISATION OF THE ACADEMY

The academy was built by the Catholic Diocese of Nottingham and opened in September 1965. A two classroom extension was opened in September 1970, and a further class in April 1998.

### CLASS ORGANISATION

Much of the education terminology has changed in recent years, and the one that seems to cause new parents the most confusion is the year grouping so here is a brief explanation.

<b>Early Years Foundation Stage - EYFS</b>	<b>Key Stage One – KS1</b>	<b>Key Stage Two – KS2</b>
Reception 5 year olds	Y1 Year One 6 year olds Y2 Year Two 7 year olds	Y3 Year 3 8 year olds Y4 Year 4 9 year olds Y5 Year 5 10 year olds Y6 Year 6 11 year olds

At present there are 10 classes organised in single age or mixed age groups. This enables us to cater for the fact that each year group in key stage one consists of 40 children and key stage two 45 children. It is also a very effective way for teachers to work together sharing their expertise for the benefit of the children.

There is a multi-purpose hall used for assemblies, physical education and school meals, which are cooked on the premises, and a library and administrative office.

### SCHOOL HOURS

	<b>Key stage 1</b>	<b>Key stage 2</b>
<b>Morning Session</b>	8.50am – 12.00pm	8.50am – 12.15pm
<b>Afternoon Session</b>	1.10pm – 3.10pm	1.15pm – 3.10pm

The time during which pupils are formally taught, including the teaching of religious education, but excluding registration, breaks, or the statutory act of collective worship is as follows:-

	<b>Actual Time (per week)</b>	<b>DfE recommended minima</b>
<b>EYFS/Key Stage 1</b>	21 hours 30 mins	21 hours
<b>Key Stage 2</b>	23 hours 30 mins	23 hours 30 mins

During the winter months when inclement weather of a serious nature is envisaged e.g. heavy snow or fog parents are always able to collect their children early if they are worried about a late arrival home. Because many of the younger children are met off the school transport, it is never possible to ask for the buses to come early; this would result in some youngsters having no-one to meet them.

### THE CURRICULUM

At English Martyrs' Catholic Voluntary Academy we offer a broad-based curriculum which promotes the spiritual, moral, cultural and physical development of our pupils and prepares them for the opportunities, responsibilities and experiences for adult life.

On entry to the school the younger children experience the Foundation Stage. This is to prepare them for the National Curriculum which is taught throughout Key Stage One and Key Stage Two. The National Curriculum of a Catholic academy comprises the core subjects of Religious Education, English, Maths and Science alongside the other subjects of Computing, Design Technology, History, Geography, Music, Art, Languages and Physical Education.

## **RELIGIOUS EDUCATION AND THE CATHOLIC LIFE OF THE SCHOOL**

Religious education is central to the life of our school community reaching out into all aspects of it, at all times. The Catholic Faith is presented to all pupils through the experience of living, working and praying together; through the Scriptures; the Liturgy and through Catholic Social Teaching. Class liturgies and school masses are an important feature of our school year and family and friends are always invited to come along and worship with us.

We have an active Year 6 Chaplaincy team who are supported by school staff working closely with the Chaplains from the Becket. We follow the 'Come and See' scheme of work, which gives all children the opportunity to explore the wonder and mystery of our faith. It has been developed to respond to the needs of children today in their faith journey, enabling them to grow in their religious literacy and understanding. Come and See provides a programme of three topics per term, one each based on the themes of Church, Sacraments and Christian Living.

The main focus of each term is:

<b>Autumn</b>	<b>Life and Creation – God the Creator</b>
<b>Spring</b>	<b>Dignity and Incarnation – God our Saviour</b>
<b>Summer</b>	<b>Purpose and Redemption – God the Holy Spirit</b>

Two weeks of each school year are also devoted to other faiths, when the children are encouraged to develop an understanding and a growing respect for those of other major world faiths.

### **The Church, The Sacraments, Christian Living**

As part of the Rejoice element classes will celebrate with a prayer time or liturgy/Mass. Where possible we invite priests and parents to join us on these occasions. When holy days occur during term time all children celebrate Mass. Parents and friends are welcome to join celebrations. The times are advertised in our newsletters and parish bulletins.

The law does allow parents to withdraw their children from RE and collective worship however no alternative arrangements will be in place if this were to happen.

## **THE OTHER CORE SUBJECTS**

All children study the core elements of Maths, English, and Science.

English and Maths is taught through a cross curricular approach alongside daily skills sessions in reading, writing, maths and phonics for KS1 and the EYFS. Right from starting school children will be learning to read and bringing reading material home each day – your enthusiastic involvement in this process is vital to their enjoyment and eventual success in mastering the most important element of early learning.

## **NON-CORE SUBJECTS**

The non-core subjects are Computing, History, Geography, Music, Design Technology, Languages, Art, and PE which ensure that all children get a well-balanced curriculum which develops all aspects of their ability.

The curriculum is lively and engaging and taught in a 'cross curricular' manner. The children take part in theme days, trips and a variety of enrichment activities to ensure that all learning styles are met.

## **PHYSICAL EDUCATION/SWIMMING/SPORT**

Sport and team games form part of the PE curriculum of the school. The time allocated varies from year group to year group and from term to term. Through their school career, children will experience a wide variety of sporting and athletic situations. During Key Stage 2 the children will have the opportunity to go swimming.

Each child is expected to take part in all physical education activities but permission to be excused will be granted on the production of a medical certificate or a note from the parent. Verbal requests cannot be accepted.

We enter teams in the local football, netball, rounders and cricket competitions. We have a multi-purpose hall for indoor use and outside we have play areas and a field.

## **SEX AND RELIGIOUS EDUCATION**

We keep parents aware of the nature and content of what is taught during Years 5 or 6 and we give parents the opportunity to view materials before teaching commences.

The policy on Sex Education forms a part of the broader policy on Personal and Social Education. Education in sexuality begins at Key Stage 1 when children are taught that living things grow and reproduce. Human reproduction is taught in Year 5 or 6 as part of the programme of study at Key Stage 2. HIV and AIDS awareness are not taught but should children ask questions on this they will be answered factually.

Section 241 of the Education Act gives parents the right to withdraw children from any or all parts of a school's programme of Sex Education other than those elements which are required by the National Curriculum Science Order. Parents will be given the opportunity to view any video materials the school intends to use with children and should they have serious concerns over these then they should enter into discussion with the Headteacher.

## **SPECIAL EDUCATIONAL NEEDS**

We are keen to assist all children who need extra help and the school follows in full the DfE Code of Practice. When a child is considered to have a learning difficulty parents are involved in discussion and advised as to the way in which school and home can work together in supporting the child. If you think your child needs additional or more specific help please make an appointment to discuss this further. Please see the school website for SEND Policy, Schools Information report and Local Offer.

Those children who have long term needs which require the additional provision of resources or specialist teaching through a 'statement of educational needs' or Educational Health Care Plan are generally taught within mainstream classes, whenever appropriate. Progress for children with special needs is reviewed on a regular basis. Our policy emphasises the need for early identification of learning difficulties in order that these may be addressed quickly. Identification of a weakness at an early stage in the child's schooling does not necessarily mean serious long-term concerns; in many cases problems are resolved as the child matures.

Miss Dickson is the Special Educational Needs Co-ordinator and Dr Henry is the SEND Governor who oversees provision for special needs children and the monitoring of their attainment and progress. Please contact the school to make an appointment to see either the class teacher or Miss Dickson if you are concerned about your child.

## **HOMEWORK**

All schools are now required to have a homework policy and we have followed the guidelines from the Department of Education and consulted with parents through a parent forum.

Homework refers to any work or activities that pupils are asked to do outside lesson time, either on their own or with parents or carers. Doing homework helps children to develop important skills, in particular those of independent learning. Homework does not just mean formal exercises carried out by the children without the help of adults. Particularly in the case of younger children, it is the involvement of parents and carers in joint activities, which can be very brief, which is most valuable to children's learning.

Regular reading is vital, regular reading with parents and carers and looking at books together is very important for all children of primary school age. All children should either read to their parents or carers for at least 10 to 20 minutes a day even if they are independent readers.

More information about homework will be in the class newsletter which your child receives each half term from their class teacher.

## **EXTRA-CURRICULAR ACTIVITIES**

The after school opportunities available to your child depends on his/her age and the season of the year. These activities are organised by members of staff. These include football, netball, rounders, and a choir. La Jolie Ronde offer French lessons at lunchtimes and private music lessons are available for children in year 3 upwards.

## **SCHOOLFRIEND CLUB**

Schoolfriend Club is a breakfast and after-school club facility which runs on the school premises. It provides after care each morning from 7.30 until 8.40am and from 3.10pm until 5.45pm in the evening.

## **VISITS**

Educational visits are planned in accordance with the curriculum area being studied. They are a valuable learning experience, and also provide social and emotional benefits as well. Under the 1988 Education Reform Act, we are allowed to ask for voluntary contributions for various activities with the understanding that these visits may have to be cancelled if sufficient funds are not available. These visits can only take place with the cooperation and support of parents.

A residential visit is arranged each year for the children in year 6 to the Briars Residential Centre at Crich, near Matlock.

## **BEHAVIOUR**

The school expects a high standard of behaviour from the children, with great emphasis being placed on self discipline and respect for one another.

The school Behaviour Policy is based upon a positive ethos aiming to praise and reward good behaviour. This includes teacher praise, the giving of house points in the juniors, and other tangible rewards.

Great emphasis is placed on co-operation between home and school. When problems arise they are dealt with sensitively and firmly. If a persistent problem occurs, parents are usually invited into the school to discuss how, as a partnership, school and parents can best move forward.

A full copy of the policy is available from school, along with a code of conduct for the children to follow. Older children are given responsibility as prefects and monitors and are encouraged to help with our younger children. We also have a school council which meets regularly. This allows children's ideas and concerns to be taken seriously, and for them to learn the value of appreciating each others views and ideas.

## **ANTI-BULLYING**

An incident of bullying is never ignored by staff and all children are encouraged to be positive in their reaction to such incidents and to report it. We have 'worry boxes' in school for children to use to inform us of their concerns in confidence.

## **HOME/SCHOOL/COMMUNITY/LINKS**

Co-operation between parents and school is essential if children are to make the most of their years in school.

Each term you will be invited to a parents evening to discuss your child's progress. At the end of the year every child will bring home a written report. We regularly seek parent's views on the day to day running of the school by questionnaire, and we also have a suggestion box for parent's to air their views.

We send home regular parents newsletters which will give you all the latest news and information on forthcoming events. These are sent via email and also published on our website.

All parents are welcome to visit school at any time. Most teachers will be able to see you quickly for a few minutes before the start or at the end of the day. An appointment is preferable as it ensures quality time with the staff member. The senior leadership team are also available to meet parents to discuss more serious concerns regarding their child, an appointment must be made for this type of appointment via the school office.

There are various opportunities for parents to take part in the life of the school.

Parents are asked to contribute to school life by spending time in school helping with swimming or various curriculum activities; we also welcome your help in those areas where you may have specialist knowledge, skills or experience. Parents often join school groups going on local or other visits. We always encourage those parents who are interested to get further involved by becoming a governor or joining the many and changing working –parties that exist, helping with practical jobs around the site or supporting our school parent/teacher association known as the Friends of English Martyrs'.

## **FRIENDS OF ENGLISH MARTYRS'**

There is an active Friends of English Martyrs' (FEM) Association that organises a variety of social, educational and fund raising events throughout the year. As a parent you are automatically a member of the association and your thoughts and suggestions regarding activities will be more than welcome.

The aims of FEM are to provide opportunities for parents to meet socially, and to arrange activities which will encourage co-operation between school and home for the benefit of the children. The FEM have provided the school with outdoor climbing equipment and have provided money to help towards the cost of school trips.

All parents are entitled to attend Committee Meetings, which are arranged two or three times a term to organise the various functions which take place.

## **ARRIVAL AT SCHOOL**

Children are supervised from 8.40am each morning when the bell goes and they are able to enter the classroom. There is no supervision before this time and we prefer that children are not dropped off before 8.40, if you choose to drop your child/ren off before 8.40am their safety remains the responsibility of parents/carers. School day starts at 8.50am and ends at 3.10pm.

Punctuality is very important and getting the children into good habits is essential, the school gates are closed at 8.50am and after this time children must be signed in at the school office using the VisitorPod Any child not collected at home time will remain in school so that the necessary arrangements can be made for their safe return home.

## **PARKING**

The school takes safety and security very seriously, and we work with the Diocese, Local Authority and the Police to ensure the safety of all our pupils, staff and visitors. The school (in-line with Derbyshire County Council policy and with the support of Derbyshire Police) strongly discourage parents from driving their child to the school building; instead we ask that you use one of the initiatives in place by the school: park and stride, park and glide or walking bus.

We ask parents to respect the yellow and white lines that have been painted on Bracken Road, in places where parking should not take place. Due to the narrowness of the road, residents' drives can be obstructed by vehicles parked on the opposite side of the road, as well as immediately across drives. Obstructed driveways can cause particular difficulties for residents who rely on their vehicles for work or business.

We offer a walking bus four times a week giving you the opportunity to drop your children off a little way away from the school and for the children then to walk the last bit of their journey accompanied by several members of staff.

## **CHILD PROTECTION**

We are required to follow the revised procedures in cases of suspected child abuse. The Headteacher is required to refer any concerns, which the staff may have, to the Social Services Department for further investigation. These procedures are designed to protect children. When we do refer a concern, we are not accusing a parent of abuse but simply requesting that further investigation take place to see whether or not a child is at risk.

## **SECURITY**

We need to make sure that all of our children are safe during the day. Therefore all of the doors around the school can only be opened from the inside. If you need to enter the building please report to the school office via the main entrance. Visitors are asked to sign a visitor's book and are issued with a visitor's badge.

## **COMPLAINTS**

As a school we have excellent relationships with our parents and we actively encourage open discussion about any concern however slight. Both the teaching staff and the Headteacher make themselves available and aim to be approachable and considerate in their dealings with everyone. However, should you have a serious complaint about the school curriculum or any other related issues, which cannot be resolved in this way.

A copy of the full complaints procedure is available for reference in school and on the website. Should it not be possible to settle the matter through informal discussion with the Headteacher or other school staff you should write either to the Clerk of the Local Governing Body or Chair of governors, via the school office.

If a formal complaint is to be lodged, the Headteacher will provide you with copies of the relevant documents explaining the arrangements for considering the complaint in more detail.

## **ABSENCES**

The school has a structured response for dealing with attendance concerns. When attendance falls below the expected level of 95% close monitoring will be put in place. We will communicate our concerns with parents/carers if attendance falls below our expected levels. This may be in writing, by telephone or in person.

The school employs an Education Welfare Officer who works with families to overcome any barriers that may be preventing a student from attending regularly. Parents of students whose attendance is below expectation may be invited to attend an Attendance Panel. The aim of this meeting is to improve future attendance and prevent the need for referral to the local authority.



Lateness is monitored monthly. Pupils arriving after 8.50am will be marked with an 'L' code. All registers close at 9.00am and any pupils arriving after 9.00am will be marked with a 'U' which is an unauthorised late arrival. Persistent lateness is dealt with in the same way as poor attendance. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure.

In situations where a child is absent from school parents should inform the school, preferably before school opens, giving the reason for the absence. This can be communicated by telephone, personal message or letter from the parent/carer. We cannot accept a verbal message from a child. If we do not receive a message the absence will be unauthorised. The school should be notified of all known absences beforehand. This may include medical appointments. The school should be given a copy of any letters relating to the absence.

The school will not grant any leave of absence during term time unless there are exceptional circumstances.

A leave of absence is granted entirely at the head teacher's discretion and is **not a parental right**. In accordance with government guidelines, the application must be made 4 weeks in advance by completing a leave of absence request form. The application form is available from the school office. The head teacher must be satisfied that there are exceptional circumstances which warrant the leave.

Leave of absence that has not been approved will therefore be unauthorised and may lead to a referral being made to the local authority for action. It is entirely the local authority's decision as to whether or not a penalty notice is issued.

For your information, penalties are set at £60.00 if paid within 21 days rising to £120 if paid after 21 days but within 28 days. If the penalty is paid, the absence covered by the Penalty Notice cannot be cited again. Failure to pay will result in prosecution under Section 444, Education Act 1996

Please be aware when two parents/carers are issued with a penalty notice for the same child both penalty notices must be paid. The fine will apply to each parent for each child who fails to attend regularly and punctually.

Parents will be issued with a copy of the child's attendance record with the annual report.

#### **UNAUTHORISED ABSENCES (Academic year 2015/16)**

Number of pupils of compulsory school age on roll for at least one session	296
% of half days missed through authorised absence	2.2
% of half days missed through unauthorised absence	0.4

#### **SCHOOL MEALS**

Every child in reception, year 1 and year 2, in state-funded schools and academies, is offered a free school lunch each day.

If a child has a medical condition requiring a special diet this can be catered for. Please contact the academy if you require further details. Provision is also made for children to bring sandwiches, which are also eaten in the Dining Hall.

The mid-day meal is cooked on the premises. Children are encouraged to have a little of everything and to eat the food they have requested. They will never be forced to eat a particular food if this is genuinely unpalatable to them. Experience has shown that some children are reluctant to try food which they have never tasted before, and if allowed to persist with this practice, they quickly become fussy! To prevent this occurring, staff on duty do attempt to encourage such children to at least try 'new' types of food.

#### **PUPIL PREMIUM**

Pupil Premium entitles the school to extra funding of approximately £1300 a year from the government for each child eligible. This money can be used to reduce the cost of trips for families, fund additional educational trips, free milk, additional resources to support the child etc. If you think you qualify please contact the school office for an application form. To be eligible, you or your partner must be in receipt of: Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The Guarantee element of State Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit).

## **ILLNESSES**

In the event of a child's illness whilst at school, the home will be contacted and arrangements made for the child to be collected from the academy. For that reason, parents and carers should ensure that current emergency phone numbers are made available to the school. Children requiring immediate hospital treatment will be accompanied by an adult from the school and arrangements will be made with the parents to join the child at the hospital.

## **MEDICINES IN SCHOOL**

All our staff are used to dealing with children who are sick or hurt and can attend to the knocks and bruises which children suffer.

Parents are responsible for the administration of 'over-the-counter' medicines to their child and should make arrangements for someone to visit the school to administer this medicine. The school is permitted to administer prescribed medicines to children if required.

**Non-prescription medication** will not be routinely kept or administered at school.

### **Long term prescribed medication**

Where a child suffers from an on-going condition such as asthma or diabetes, arrangements can be agreed for the child to self-administer medicines. Parents are asked to complete a specific medical form at the start of medication or a new school year. The child's class teacher will hold supplies of medication which the pupil has access to. Please ensure that your child has an inhaler in school and the necessary paperwork has been completed if your child suffers from asthma.

Where a child is unable to self-administrate it may be possible for a member of staff to be trained to administer this medication.

## **MEDICAL INSPECTIONS**

New procedures mean the end of the previous routine medical inspection for all children coming into the Reception Class. If you have any worries about your child's health please see your own doctor or we can arrange for the Community Physician to come into school to see you and your child.

Health visitors/nurse may visit to test hearing and eyesight. Treatment will never be given without your approval in advance. Parents are always welcome to attend if they so wish.

## **DATA PROTECTION**

The academy is registered with the office of the Data Protection Registrar, and has been placed on the register of data users and computer bureau.

It is important that school records held on the computer, are kept up to date. Therefore, it would be appreciated if you could inform the school (in writing) of any change of circumstances as soon as possible. Should you wish to view the information regarding your child, please telephone the office.

When the children start school their parents are asked to complete a form stating that they have no objection to the FEM being given their name and telephone number, solely for their use. This is to enable a class representative system to work.

## **SECONDARY EDUCATION**

During the Autumn Term of your child's final year at English Martyrs' Catholic Voluntary Academy, you will need to apply to the secondary school to which you wish your child to transfer. It is generally accepted that English Martyrs' Catholic Voluntary Academy is one of the feeder schools for St John Houghton Catholic Academy, Ilkeston and The Becket School, West Bridgford.

## SCHOOL UNIFORM

We consider it important that children attending English Martyrs' come to school in an appropriate form of dress, which will not only be functional but will help them to adopt a responsible attitude to the school and the task of learning. The school uniform should be encouraged.

Uniform is available from Uniform Embroidery Service from Tesco ([www.tesco.com/ues](http://www.tesco.com/ues)) , Morleys, 118 Bramcote Avenue, Chilwell, NG9 4DR, telephone 0115 9258046 and Just-Schoolwear, 73 Derby Road, Long Eaton, NG10 1LU, telephone 0115 9652869. The school office sells school ties.

<b>BASIC UNIFORM</b>	
<b>Boys (Winter)</b>	<b>Girls (Winter)</b>
White/grey shirt Royal blue and gold tie Grey flannel trousers Grey socks Brown/black shoes Royal blue pullover or sweatshirt	White blouse Royal blue and gold tie Grey skirt White socks Brown/black shoes Royal blue pullover or sweatshirt Grey Trousers (in the winter months)
<b>Boys (Summer)</b>	<b>Girls (Summer)</b>
Short sleeve white shirt Royal blue and gold tie Grey shorts Grey socks Brown/black shoes Royal blue pullover or sweatshirt Sunhat	Royal blue & white check/stripe dress Royal Blue cardigan/pullover/sweatshirt White socks Brown/black shoes Sunhat
<b>No polo shirts to be worn</b>	

Sensible and appropriate footwear should be worn at all times. Fashion shoes, raised heels, open sandals and boots above ankle height are all examples of inappropriate footwear, which are not permitted.

The wearing of jewellery by young children in school cannot be allowed, as it constitutes a safety hazard. If it is absolutely necessary for a child to wear ear jewellery, this is limited to a single stud per ear which **must be removed** if the child is taking part in swimming or PE lessons

Long hair **must** be tied back for health and safety reasons. Hair must not be excessively short or long. Fashion hairstyles are discouraged for both boys and girls.

### PE UNIFORM

White polo shirt with school logo or plain white T-shirt, plain blue shorts or skirts, black plimsolls. Older pupils may require tracksuits and football boots or trainers for outdoor games. An optional hoodie is also available and can be ordered directly from the academy. A bag to keep their PE uniform in which can be hung on a coat peg will also be required.

PE uniform will be sent home half-termly for washing.

**Please label all your children's clothing, footwear and belongings.**

<b>BUS TIMETABLE</b>			
<b>SERVICE 517 effective 6<sup>th</sup> October 2015</b>			
<b>Mornings</b>		<b>Afternoons</b>	
The Nurseryman	0745	English Martyrs' Academy	1510
Lace Road Beeston	0755	Hickings Lane	1523
Cator Lane/ Bramcote Avenue	0800	Stapleford Lane	1535
Bramcote Avenue/Lane	0805	Attenborough Lane	1540
Attenborough Lane	0810	Bramcote Avenue/Lane	1545
Stapleford Lane	0813	Beeston Bus Station	1550
Hickings Lane	0825	The Nurseryman	1555
English Martyrs' Academy	0838		
<b>AM Route Description</b>			
Wollaton Road, Lace Road, Station Road, Wollaton Road, Broughton Street, Cator Lane, Bramcote Avenue, Bramcote Lane, School Lane, Attenborough Lane, Nottingham Road, Swiney Way, Stapleford Lane, Toton Lane, Church Street, Hickings Lane, Ewe Lamb Lane, Nottingham Road, Station Road, Longmoor Lane, Longmoor Road, 2 <sup>nd</sup> Briar Gate, Bracken Road, English Martyrs' Academy			
<b>PM Route Description</b>			
Reverse of above			
<b>Notes from Nottinghamshire County Council</b>			
<ol style="list-style-type: none"> <li>1. The conditions of travel on this journey are set out in the leaflet issued with the travel permit by the Authority.</li> <li>2. The bus will stop for pupils to board and alight at the places named and at intermediate service stops, where available, if signalled accordingly.</li> <li>3. The bus will depart at the times stated: the times for subsequent stops are approximate.</li> <li>4. Pupils must travel on the bus to which they allocated to prevent overloading.</li> </ol>			

<b>Term Dates 2017/18</b>		
<b><u>Term</u></b>	<b><u>Start</u></b>	<b><u>Finish</u></b>
Autumn 1	Friday 1 <sup>st</sup> September	Friday 20 <sup>th</sup> October
Autumn 2	Monday 30 <sup>th</sup> October	Friday 22 <sup>nd</sup> December
Spring 1	Monday 8 <sup>th</sup> January	Friday 16 <sup>th</sup> February
Spring 2	Monday 26 <sup>th</sup> February	Thursday 29 <sup>th</sup> March
Summer 1	Monday 16 <sup>th</sup> April	Friday 25 <sup>th</sup> May
Summer 2	Monday 4 <sup>th</sup> June	Monday 23 <sup>rd</sup> July
School will also be closed on 7 <sup>th</sup> May 2018 for May Day School will close for INSET on; Friday 1 <sup>st</sup> September 2017, Friday 22 <sup>nd</sup> December 2017, Monday 12 <sup>th</sup> March 2018, Monday 25 <sup>th</sup> June 2018, Monday 23 <sup>rd</sup> July 2018		

# Privacy Notices: Information about pupils in schools, alternative provision, pupil referral units and children in early years settings



## Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Derbyshire County Council by informing Cecilia Emery. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <https://www.derbyshire.gov.uk>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the LA.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.derbyshire.gov.uk> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact: Cecilia Emery, Company Secretary, English Martyrs' Academy – [enquiries@englishmartyrs.derbyshire.sch.uk](mailto:enquiries@englishmartyrs.derbyshire.sch.uk) or 0115 9733209

# ENGLISH MARTYRS' CATHOLIC VOLUNTARY ACADEMY

## DIRECTORY

### **St Francis of Assisi, Long Eaton**

Rev M Sylvester, 199 Tamworth Road, Long Eaton  
Telephone: 0115 9734816  
pp@lecatholic.org.uk

### **St John the Evangelist, Stapleford**

Rev P Harvey, The Presbytery, 17 Nottingham Road, Ilkeston  
Telephone: 0115 9325642

### **The Church of the Assumption, Beeston**

Rev C Thomas, Church of the Assumption, Foster Avenue, Beeston  
Telephone: 0115 9255324  
frcathomas@live.com

### **Saint John Houghton Catholic Voluntary Academy, Kirk Hallam**

Headteacher: Mrs J McCarthy, Abbot Road, Kirk Hallam, Ilkeston  
Telephone: 0115 9322896  
admin@st-johnhoughton.derbyshire.sch.uk

### **The Becket School, West Bridgford**

Headteacher: Mr J McGeachie, The Becket Way, Wilford Lane, West Bridgford, Nottingham  
Telephone: 0115 9824820  
mail@becketonline.co.uk

### **Long Eaton Health Clinic**

The School Nurse, Midland Street, Long Eaton  
Telephone: 0115 8554000

### **Children and Younger Adults Department**

Derbyshire County Council, County Hall, Matlock, Derbyshire, DE4 3AH  
Telephone: 01629 580000  
contact.centre@derbyshire.gov.uk

Ian Thomas, Strategic Director of Children & Younger Adults