

**OUR LADY OF MOUNT CARMEL CATHOLIC FIRST SCHOOL ACADEMY**

**Supplementary Information form for Admission Applications**

The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Academy Representatives as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the academy community. **This does not affect the right of parents who are not of the faith of this academy to apply for and be considered for a place here. We welcome applications from all faiths.**

Child's Surname	
Child's First Name(s)	
Date of birth	
Address	
Name of parents / guardians	
Contact Names & Numbers	

Please tick the appropriate box:

Is the above named child a Baptised Catholic?	Yes		No	
Is the certificate of Catholic Baptism attached?	Yes		No	

A certificate of Catholic Baptism/Reception should be provided in order for the application to be considered in a Catholic category. Failure to provide evidence of Catholic Baptism/Reception may affect the criterion the child's name is placed in.

Please note that you must also complete a local authority application form. This supplementary information form is only for school use to enable the governing body to rank applicants using the published criteria.

I certify that the above information is correct.

Signed: ..... Date: .....



**Our Lady of Lourdes**  
Catholic Multi-Academy

Archdiocese of Birmingham

Our Lady of Mount Carmel Catholic First School Academy

Part of the Our Lady of Lourdes Multi Academy



**Our Lady of  
Mount Carmel**  
CATHOLIC FIRST SCHOOL (ACADEMY)

## Information for parents



Every Child Matters  
**Quality Mark Silver**





Dear Parents

Our information pack has been designed to help you gain insight into the life and work of Our Lady of Mount Carmel Catholic First School Academy. In addition, you are cordially invited to make arrangements to discuss with her any matters of particular interest to you and your family.

Every effort is made by a highly professional and dedicated staff to ensure that each child has every opportunity to develop his/her potential to the full. It has long been a tradition at Mount Carmel that parents and teachers work closely together to ensure that all children at the school derive maximum benefit from their education during the years they spend with us. I am sure that you in turn will wish to help to maintain and strengthen that tradition.

At Our Lady of Mount Carmel we pride ourselves on being a happy, welcoming and caring community, which seeks excellence in fulfilling the educational, social and spiritual needs of all children. We have a long tradition of successful partnerships with parents, teachers, governors, non-teaching staff, clergy, parishioners and learning support services. All of this helps to ensure that the children in our care are a respected part of our caring Christian community where they can feel valued and secure, and make the best possible start to their school life.

Since July 2014 the school has formalised its partnership with other Redditch and Bromsgrove Catholic schools to create a Multi-Academy. This consists of: Our Lady of Mount Carmel Catholic First School, Saint Peter's Catholic First School, Saint Bede's Catholic Middle School and Saint Augustine's Catholic High School.

Yours sincerely

Mrs M Woods

Head Teacher

## Key Information:

Address: Downsell Road, Webheath,  
Redditch, Worcs B97 5RR

Telephone No: (01527) 546398

School Hours: 8.55 a.m. – 3.10 p.m.

The number of children on roll averages approximately 300.

## Communication:

There are a number of way that you can keep in touch with what is happening in school. The primary form of communication is via our website: <http://www.mountcarmelfirstschool.co.uk> We also produce a newsletter on a Friday which you can sign you to receive via email, get a paper copy and it is also uploaded onto our website. We also use text messaging, facebook and twitter posts to send out important reminders or notify you of any changes to planned events. We use home/school link books to communicate with you about your child on a one to one basis. We have an open door policy and will always make time to meet with you if you have any concerns.

## School Staff:

**HEAD TEACHER:** Mrs M. Woods (Deputy Safeguarding Lead)

**RECEPTION:** Mrs T Mitchell (Reception Co-ordinator / SENCo / Designated Safeguarding Lead / Assistant Head Teacher)

**CLASS RN** Mrs N Kitching / Mrs N Gurr  
**CLASS RG** Miss G Goode

**KEY STAGE 1 (Years 1 / 2)**

CLASS 1T (Year 1) Miss M Thompson  
CLASS 1W (Year 1) Mrs C. Wright  
CLASS 2LB (Year 2) Mrs L. Burrows (Key Stage1 Co-ordinator / Assistant Head Teacher)  
CLASS 2H (Year 2) Mr Z. Scott  
Mrs L. Saunders

**KEY STAGE 2 (Years 3 / 4)**

CLASS 3R (Year 3) Mrs AM Rooney (Key Stage 2 Co-ordinator / Senior Assistant Head Teacher)

CLASS 3N	(Year 3)	Mrs R. Nicholas
CLASS 4B	(Year 4)	Mrs E. Barratt (Deputy Safeguarding Lead/ Assistant Headteacher)
CLASS 4S	(Year 4)	Mr A. Sweeney Mrs L. Johnson Mrs J. Sparrow (RE Co-ordinator) Mrs S. Hicks

**SCHOOL CHAPLAIN:** Father Jason Mahoney

**OFFICE STAFF:**

Office Manager	Mrs R. Kennedy
Admin Assistant	Mrs S. Hathaway
Finance Officer	Mrs K. Lane

**TEACHING ASSISTANTS:**

Mrs K. Monk	Mrs S. Moynihan	Mrs C. Barrett
Mrs N. Murray	Mrs R. Finch	Mrs E. Churchill
Mrs T. Browne	Mrs J. Baylis	Mrs L. Turnbull
Mrs M. Maissa-Brown	Mrs L Ganderton	

**CLEANER IN CHARGE:**

Mrs L. Edwards

**CLEANING STAFF:**

Mrs F. Jones	Mrs S. Thirtle	Mrs C. Chambers
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**LUNCHTIME SUPERVISORS:**

Mrs J. Healy	Mrs J. Golby	Mrs S. Thirtle
Miss L Edwards	Mrs S. Cattell	
Miss L. O'Callaghan	Mrs A. Bibi	
Mrs S. Moynihan	Miss B. Boyle	

**SCHOOL CARETAKER:**

Mr L. Shakespeare

## **ACADEMY REPRESENTATIVES (GOVERNING BODY)**

### **FOUNDATION ACADEMY REPRESENTATIVES:**

Mrs J. Kembery (Chair)

Mrs E. Heaven (Vice-Chair)

Mr P. Cranshaw

Mr K. Kennedy

Mrs R. Shearer

Mrs A. Crompton

Mr M. Birkinshaw

Fr. Jason Mahoney

### **STAFF ACADEMY REPRESENTATIVES:**

Mrs A. Rooney

Mrs T. Harrison

### **PARENT ACADEMY REPRESENTATIVES:**

Mrs L. Clark

### **HEADTEACHER:**

Mrs M Woods

### **CLERK TO THE ACADEMY REPRESENTATIVES:**

**Our Lady of Mount Carmel First School**  
**Mission Statement**

**“Love God and love one another.”**

**OUR VISION**

We are a Catholic School, which looks to Christ for the basis of its existence.

We aim to be a happy, welcoming, worshipping and caring community.

We seek excellence in fulfilling the educational, social and spiritual needs of all our children.

We aim to ensure that every child enjoys learning, experiences success and develops their full potential.

We seek to encourage a dynamic interaction between home, parish and school.

We wish to foster, through our Christian beliefs, an understanding of differing faiths, views, peoples, cultures and customs.

**OUR AIMS**

**For our pupils .....**

- To provide positive encouragement so that every pupil feels valued and listened to for the unique contribution they can make.
- To develop in each child a sense of social and moral responsibility and encourage respect for others and for the world around us.
- To provide a rich broadly balanced curriculum which encourages self-discipline, a lifelong love of learning and a lively enquiring mind.
- To encourage the children to understand, respect, pray for and help those in need, regardless of their background, faith or culture.
- To provide a variety of extra-curricular activities.
- To prepare them for a seamless transition to Middle School.
- To use a range of teaching styles to take into account the children’s different learning styles
- To use ICT to enhance the quality of teaching and learning across the curriculum.
- To provide regular opportunities for sincere moments of prayer, reflection and worship.

- To provide the opportunity for baptised Catholic children to be prepared for the Sacraments of Reconciliation and First Holy Communion.
- To help all pupils to set high personal standards of achievement in both their work and behaviour.

**For our families .....**

- To ensure that everyone who enters the school feels welcomed into a caring, Catholic community.
- To develop regular and effective channels of communication so that parents and guardians feel true partners in their child's education.
- To seek opportunities to include families in the day to day life of the school.
- To provide parents and guardians with feedback on their child's development through termly parent evenings, curriculum evenings, annual written reports and opportunities for regular informal meetings.
- To encourage families to accept their parenting responsibilities and support the school in its work.

**For our staff .....**

- To ensure that every member of staff feels valued and confident to contribute to the school as a whole
- To enable all staff to develop personally and professionally
- To build quality teams that enable staff to work collaboratively for the benefit of the children.
- To provide support and encouragement for all staff and to recognise their achievements.

**For our whole community .....**

- To promote active links between families, school, governors and the community beyond.
- To develop parish links by working in partnership with parish clergy, school chaplain, parish groups, deacons and parish sisters.
- To encourage all members of our community to take an active part in every aspect of school life, including the celebration of Mass and other liturgies.
- To provide a safe and secure environment so that each member of the community feels respected and valued.

	<b>Timetable for Admissions and Transfers Intakes for September 2018</b>		
	<b>First/Primary Schools</b>	<b>Middle Schools</b>	<b>High Schools</b>
<b>Applications Open on</b>	<b>1<sup>st</sup> September 2018</b>	<b>1<sup>st</sup> September 2018</b>	<b>1<sup>st</sup> September 2018</b>
<b>Closing Dates</b>	<b>15<sup>th</sup> January 2019</b>	<b>15<sup>th</sup> January 2019</b>	<b>31<sup>st</sup> October 2018</b>
<b>School Offer Notification Dates</b>	<b>16<sup>th</sup> April 2019</b>	<b>16<sup>th</sup> April 2019</b>	<b>1<sup>st</sup> March 2019</b>

If you live in **Worcestershire** and your child is due to start school in Reception or to transfer from First to Middle school or Primary/Middle to High school during the school year 2018/2019, then you must apply to Worcestershire County Council for his or her school place – the opening and closing dates for applications are as above.

#### **How do I apply?**

- **Apply online** at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions)
  - You will need an email address
  - You will be sent an email to acknowledge receipt of your submitted application
  - If you do not have access to the internet, you can get online at any Worcestershire Library.
  - Join the Library and use your Library card to get one hour internet access free each day.
  - Training on “How to get online” is available free to all Worcestershire Library members.
- Or telephone School Admissions on 01905 822700 if you need assistance.

**If applying after the closing date deadline**, you will need to visit [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) or telephone: 01905 766524 to request a Late application form.

N.B. Places in schools are allocated on the basis of applications made online on or before the closing date. Therefore, it is very important that you apply by the closing date as applications received after the deadline may be classed as late and you may be unsuccessful, even if you have a child there already or live very close to the school. (you are advised to refer to the 2018/2019 Admissions and Transfers to Schools information for Parents book at [www.worcestershire.gov.uk/schooladmissions](http://www.worcestershire.gov.uk/schooladmissions) for full details)

#### **Parents of children resident outside Worcestershire**

If you wish to apply for a place at any Worcestershire school, you must complete an application provided by your “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places.

If you are not resident in Worcestershire, then you should obtain admission details from your home LA, even if your preferences include schools within Worcestershire.

	<p>Our Lady of Mount Carmel Catholic First School Academy</p> <p>Proposed Admission Arrangements for the academic year 2019/2020</p>	
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Our Lady of Mount Carmel Catholic First School Academy is part of Our Lady of Lourdes MAC. The admissions authority for the school is the Board of Directors of the Our Lady of Lourdes MAC who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of Our Lady of Mount Carmel Catholic First School Academy.

The admissions process for Our Lady of Mount Carmel First School Academy is part of the Worcestershire Local Authority co-ordinated admissions scheme. To apply for a place at Our Lady of Mount Carmel First School Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming Our Lady of Mount Carmel First School Academy on the application form. Applications need to be made by 15<sup>th</sup> January 2019. A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 16<sup>th</sup> April 2019, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term 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.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does

not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors is the admissions authority and has responsibility for admissions to this school. The Board of Directors has set its admission number at 60 pupils to be admitted to the Reception class in the school year which begins in September 2019. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority to children living closest to the school determined by the shortest distance (see Note 5).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at <http://www.birminghamdiocese.org.uk/parish-map/> and will be applied to the admission arrangements for the academic year 2019/2020.

A map of the parish boundary is available at the school and parish or by post on request.

#### Oversubscription Criteria:

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (See Note 3 below).
2. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Mount Carmel who have a brother or sister (see Note 4 below) attending Our Lady of Mount Carmel First School Academy at the time of admission.
3. Baptised Catholic children (see Note 2 below) living in the parish of Our Lady of Mount Carmel.
4. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending Our Lady of Mount Carmel First School Academy at the time of admission.
5. Other Baptised Catholic children (see note 2 below).
6. Non-Catholic children who are looked after or previously looked after (See Note 3 below).
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending Our Lady of Mount Carmel First School Academy at the time of admission.
8. Non-Catholic children who have a parent employed at Our Lady of Mount Carmel Catholic First School Academy for two or more years at the time at which the application for admission to Our Lady of Mount Carmel Catholic First School Academy is made.
9. Non-Catholic children.

## **Note 1**

Children with an Education, Health and Care (EHC) Plan that names the school **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

## **Note 2**

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

## **Note 3**

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

## **Note 4**

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household

## **Note 5**

Distances are calculated using the GeoCode Points for each property and the GeoCode point for the school. The Local Authority uses a software package called Arcview GIS to determine distance. Ordnance Survey supplies the coordinates that are used to plot an address within this system.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according

to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, allocate the final place by random selection (lottery). Someone totally independent of Worcestershire's Children's Services will supervise this process.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

## **SCHOOL ENTRY**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child's fifth birthday, when they will have begun to be of compulsory school age.

Where a place is offered in the school, the pupil will be entitled to take up that place, on a full-time basis in the September following their fourth birthday.

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2020.

A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age.

Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child's admission until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate in-year application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2019/2020 admission round will be

withdrawn if the child does not take up that place by the first day of the summer term 2020.

**APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP** Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or that the child is summer born, ie a child born between 1<sup>st</sup> April and 31<sup>st</sup> August. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Reception in September 2020, then the original application is withdrawn and the parents must submit a fresh application for Reception 2020 when applications open in the autumn term of 2019. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Reception the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

## **APPEALS**

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

## **REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

## **LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications received between 16<sup>th</sup> January 2019 and 28<sup>th</sup> February 2019 will be considered as being submitted on time only in the following circumstances:

- a) Where a family have just moved address.
- b) Where it is agreed that individual circumstances apply and the delay was reasonable given the circumstances of the case.

In each case independent supporting documentary evidence will need to be submitted with the application. In all other circumstances, or if the application is not received until after 28<sup>th</sup> February 2019, late applications (including late changes to on time applications), will receive a lower priority, and will only be considered after the applications received (or deemed to be) on time. You are encouraged to ensure that your application is received on time.

## **CHANGE IN PREFERENCE**

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

## **WAITING LIST**

In addition to their right to appeal, children who have not been offered a place at Our Lady of Mount Carmel First School Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list. The waiting list will be maintained until the last day of the summer term 2020 and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **IN YEAR FAIR ACCESS PROTOCOL**

The Board of Directors of Our Lady of Mount Carmel First School Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

### **APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (IN-YEAR ADMISSIONS)**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting the School Office and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

## APPENDIX

### DEFINITION OF A “BAPTISED CATHOLIC”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. *Catechism of the Catholic Church*, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. *Code of Canon Law*, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the *Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church*. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the *Rite of Reception* took place (Cf. *Rite of Christian Initiation*, 399).

### WRITTEN EVIDENCE OF BAPTISM

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”. A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept.

Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

**NEW ADMISSIONS:**

Children in Worcestershire Schools can be admitted at the age of four in the September of the school year (1<sup>st</sup> September – 31<sup>st</sup> August) in which they have their fifth birthday. For example, in September 2018 we will have just one intake, with all the children who are 5 by 31<sup>st</sup> August 2019 being eligible for admission in September 2018.

If you would like to visit to look around the school, or have any queries, please contact our school office (Tel: 01527 546398), and we will be happy to arrange a mutually convenient appointment or find an answer to your query.

Alternatively, please email the school on: [office@mountcarmel.worcs.sch.uk](mailto:office@mountcarmel.worcs.sch.uk).

**STARTING SCHOOL:**

In the Summer term before your child is due to start school we will invite you to come into school for some transition visits. A number of sessions will be offered for you and your child to spend time in the classrooms with class teachers and teaching assistants. This is a valuable opportunity for both parents and children to get to know the school staff, reception classrooms and daily routines. The class teacher will also visit your child in their pre-school or nursery setting to begin to get to know your child and have the opportunity to gain valuable information from the staff who already know your child. Parents will be invited into school for a 'New Intake' evening when all the information you require about starting school at Our Lady of Mount Carmel Catholic First School will be shared.

**PRE-SCHOOL GROUP:**

The school has an independently run pre-school facility on site for children aged 2 years 9 months onwards. The children in the pre-school have access to all the school facilities and this has enormous educational and social benefits, ensuring above all a smoother transition into full time schooling. Applications for admission are made separately from school admission applications, and visitors are welcomed during morning sessions. Contact number is 01527 550341.

**BREAKFAST/AFTER-SCHOOL CLUB:**

The school has an independently run breakfast and after-school club facility on site. For further information, please contact: 01527 550341.

**LINKS WITH OTHER SCHOOLS:**

Mount Carmel has extremely close links with all the schools in our Multi-Academy and particularly with St. Bede's Catholic Middle School, which is the school that the majority of our children transfer to at the age of nine. At the age of thirteen the majority then transfer to St. Augustine's Catholic High School.

Regular liaison meetings are held between the schools during the course of the year and the children have the opportunity to visit St. Bede's both formally and informally during their time at Mount Carmel.

We also take part in a wide range of Music and Sports Events with MAC Schools, Redditch First Schools and Catholic Schools across Worcestershire.

## **SCHOOL BUILDING AND FACILITIES:**

The school was built in the late 1960's, but has regularly been updated and expanded and currently has 10 classrooms, resource areas, an excellent library and learning hub. A central hall is used for assemblies, Masses, P.E. and lunchtimes. At the rear of the school there is a large playground area, field area, prayer garden and a separate forest school area. All classrooms have access to a range of IT equipment including tablets and iPads used to enhance teaching and learning.

## **SCHOOL FUND:**

### **What is our school fund?**

At Our Lady of Mount Carmel Catholic First School we pride ourselves on the rich and varied curriculum we provide including a wide range of enrichment activities and workshops helping to bring the children's learning to life throughout the school.

As you will be aware, there is an ever increasing pressure being placed on school budgets and so, in order to ensure that we can continue to offer the children a wide range of exciting experiences in the future, we kindly ask for a small termly donation to our school fund.

### **How can you help?**

The recommended contribution is £10.00 per term per child ( a maximum of £15.00 per term per family where there is more than 1 child) but any contribution at all is much appreciated.

You can make a voluntary donation in the following ways:

- Via ParentPay
- Via cheque to 'Our Lady of Lourdes MAC'

## **CURRICULUM INFORMATION**

Our curriculum for pupils aged 5 – 9 consists of:

- \* Religious Education for all pupils
- \* Foundation Stage programme with its associated Early Learning Goals for children in their first year at school
- \* National Curriculum Core subjects – English, Maths and Science
- \* National Curriculum Foundation subjects – History, Geography, Computing, Physical Education, Design and Technology, Music, PSHE and Art and Design
- \* French is also taught in yr 3 and yr 4

Our School Curriculum Plan has been designed to enable us to cover the Programmes of Study for Key Stage 1 (ages 5-7) and part of Key Stage 2 (ages 7-11) of the National Curriculum Programmes of Study outlined above. In addition, our whole curriculum includes a range of practices to promote:

- The spiritual and moral development of the child;
- Positive values and attitudes;
- Good health and the personal and social development of the child;
- Effective partnership with parents, parish and local community.

The school has ten mixed ability classes, with two classes in each year group. A variety of teaching approaches – whole class, group and individual – are all used as appropriate. Classes are usually taught by their own Class Teacher, but they do also receive input from other teachers who have a subject responsibility in the school. Curriculum information for each year group is available on the year group curriculum pages of the website.

### **RELIGIOUS EDUCATION:**

The children follow the Curriculum for RE in Catholic Primary Schools for the Archdiocese of Birmingham, which strongly supports our programme of Sacramental preparation for First Reconciliation and Communion. This is complemented by the Walk With Me programme of reflection during Advent and Lent running alongside it. At the heart of this programme is an attempt to foster a child's personal relationship with God and show them how they can create a better world by their faith in the risen Jesus. This method of religious teaching puts children at the centre of the teaching process and uses activities such as drama, music, art and creative writing to help them to understand the 'good news' of Jesus more clearly and relate it to their everyday lives. Religious Education must help us to live everyday as people who love God and those around us.

We run the Sacramental Programme of First Reconciliation and First Holy Communion in Yr 3. This programme runs from November to June, with parents, school and Parish all having an important role. During the programme, a series of family learning workshops are held around key themes accompanied by Masses at Our Lady of Mount Carmel Catholic First School as a preparation for First Communion Day in June.

Our Catholic ethos permeates the whole curriculum and is not limited to the R.E. curriculum. The whole aim of the school is the Christian growth of the children, not simply in their own Faith but in the awareness of the world as maturing Christians. Whilst admitting mainly Catholic children, the

school greatly appreciates the support and encouragement it receives from non-Catholic parents who wish their children to receive a Christian education. These families are a valued part of our school community and all the Catholic Schools within the Redditch Partnership of Schools.

Our Lady of Mount Carmel's Behaviour Policy (which can be found on the website) embraces an ethos of pastoral care to promote high standards of general behaviour, self-discipline and self-esteem and to show respect, consideration, and courtesy to others at all times. The Catholic Faith and Christian themes of forgiveness and reconciliation are central to this policy. We aim to live our school mission: **"Love God and Love One Another"**.

As a school, we are constantly aiming to reaffirm the Catholic Virtues:

- Curious and Active
- Compassionate and Loving
- Intentional and Prophetic
- Faith-filled and Hopeful
- Grateful and Generous
- Attentive and Discerning
- Learned and Wise
- Eloquent and Truthful

in order to prepare the children in leading happy and fulfilled lives.

#### **ENGLISH:**

The aims of our English teaching are that the children should become confident, enthusiastic readers, competent writers, and learn to listen and speak in a variety of situations. Reading is a daily activity, and children are expected to take their reading book home and share it with a parent each day. Phonics teaching is a daily part of teaching in the Foundation Stage and Key Stage 1 and spelling, punctuation, grammar and handwriting play a prominent part in our teaching. We utilise a contextualised Literacy approach which ensures that skills, knowledge and understanding are developed through high quality and engaging texts.

#### **MATHEMATICS:**

At Mount Carmel we follow a mastery approach to the teaching of mathematics, setting high expectations of all our pupils. Children develop a deep understanding of the mathematics they are learning through the use of concrete, pictorial and abstract representations, in order that future learning is built upon firm foundations. Part of this approach includes adopting a 'growth mindset', where children are encouraged to believe they are all capable of learning and doing mathematics, given sufficient time, good teaching, appropriate resources and effort. Children are encouraged and are supported to learn basic number facts in a fun and engaging way, as well as to develop fluency in procedures. Using these skills combined with a deeper conceptual understanding, children are to be able to solve increasingly complex problems.

#### **COMPUTING:**

ICT is becoming an increasingly important part of our lives. In the curriculum it is taught as a specific subject with children learning computer science and programming skills. However, it is also an

important cross-curricular tool and is used in most areas of the curriculum in a variety of ways. It is important that schools strive to keep abreast of the constantly advancing world of ICT.

Each class has an Interactive Whiteboard, a multimedia projector and use of digital cameras. We also have two class sets of network linked tablets and a set of iPads which can be used within individual classrooms.

### **SCIENCE:**

Exploring and investigation are central to our Science work and we are proud to have achieved the Primary Science Silver Quality Mark which recognises the high standard of science provision across the school. We encourage the children to develop their knowledge, scientific thinking and experimental skills. Wherever possible, this is achieved through a range of practical investigations. The children are encouraged to make predictions, plan the investigations, make careful and appropriate measurements and interpret their observations. We also hold an annual whole school 'Science Week' which includes STEM projects and visiting scientists!

### **INTERNATIONAL PRIMARY CURRICULUM:**

Children learn through a series of IPC units of work. Each unit of work has a theme including, for example: The Romans, Treasure, Rainforest, Buildings Now and Then, and Fit for Life. Each unit of work lasts on average between four and eight weeks and children learn many of their subjects through this one common theme so that their learning has meaning to them.

The development of skills is the main component of the IPC and learning activities have been designed so that children can develop these skills. This development of skills even applies to the personal learning goals which emphasise adaptability, resilience, thoughtfulness, cooperation and respect and which, as a result of progressive skill development, help children to become able and inspired learners.

The IPC focuses on a skills-based approach, developing adaptable and resilient globally-minded learners, prepared for the fast-changing world that they'll be living and working in. The learning, based around a key theme, has distinct outcomes which focus on a combination of knowledge, skills and understanding across the foundation subjects. The IPC has been designed for children of all abilities and all learning styles, and encourages learning in groups as well as individual learning.

### **PSHE:**

The PSHE curriculum aims to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become active, responsible citizens. Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of their school and communities. In doing so they learn to recognise their own worth, work well with others and become increasingly responsible for their own learning. They reflect on their experience and understand how they are developing personally and socially, are involved in many spiritual, moral, social and cultural issues that are part of growing up. They also find out about institutions that affect their lives and about their responsibilities, rights and duties, individuals and members of communities. They learn to understand and respect our common humanity, diversity and differences so that they can go on to form effective, fulfilling relationships that are an essential part of life and learning.

**MUSIC:**

Music plays a hugely important part in the life of the school. Children have opportunities to sing, compose and perform; appraise a variety of music; and some will begin to develop reading and notation skills. A school choir helps to lead our singing in Masses and are involved in many events including the Parish Carol Concert and Parish Concert. In KS2, children also have the opportunity to learn guitar and violin.

**PHYSICAL EDUCATION:**

Through our physical education curriculum, we aim to ensure that all pupils:

- develop competence to excel in a broad range of physical activities
- are physically active for sustained periods of time
- engage in competitive sports and activities
- lead healthy, active lifestyles

In Yr 3 and Yr 4 pupils have swimming lessons (there is no cost for this though parents are asked to contribute towards the transport costs).

Sports Stars also offer a wide variety of after school sports clubs for different ages, including football, hockey, netball, athletics, gymnastics, and dance.

**ART:**

Children's creativity and imagination is fired using a range of stimuli. Children are given opportunities to express ideas and feelings through a wide range of materials and techniques. We currently hold the prestigious Artsmark Award for our provision of Art, Music, Dance and Drama.

**FRENCH:**

In Year 3 and Year 4 each class has a lesson of French every week. The focus of these sessions is on the spoken language, with a range of games, activities and music used to encourage confidence and develop a good foundation before the children move on to St. Bede's.

## **ASSESSMENT**

During their years at Mount Carmel the children will be assessed in a variety of ways:

- During their first term in the Reception Class a “baseline assessment “is compiled on each child, and this is used as a basis for discussion with parents.
- Continuous assessment of achievement in all areas ensures that at all stages pupils reach a level of attainment which is appropriate to their capabilities.
- Diagnostic Tests in Reading and Mathematics provide useful information on the progress of individuals and classes.
- Statutory National Curriculum Tests for pupils at the end of Key Stage 1 (age 7) and Year 1 phonics provide parents with additional information on levels of attainment. In Yr3 and Yr4 we also use non-statutory National Curriculum assessments to help us to track the children’s progress.

During the Summer Term parents receive a written progress report on their child’s achievements in National Curriculum subjects and other subjects and activities.

## **SPECIAL NEEDS**

### **SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)**

As Catholic Academies, within the Our Lady of Lourdes Catholic Multi-academy company, we recognise the gifts and needs of each individual as a valued part of our community. Although it may be considered that all children at some point in their education have individual special needs, there are groups of pupils throughout the spectrum of ability who have further and additional individual requirements. We are committed to working for quality and equality of opportunity for all pupils. We believe that every teacher is a teacher of every pupil; including those with SEN.

The SEN Code of Practice 2014 identifies pupils as having SEN if they do not make at least expected progress once they have had Quality First teaching and additional support. Pupils will then be placed on the school’s SEN register. As part of the Assess, plan, do, review cycle outcomes and targets will be identified. Strategies, support and interventions will be discussed with parent, pupil, teacher, SENCO and, if appropriate, outside agencies.

Where a pupil is identified as having SEN, schools should take action to remove barriers to learning and put effective special educational provision in place. This SEN support should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil’s needs and of what supports the pupil in making good progress and securing good outcomes. This is known as the graduated approach. It draws on more detailed approaches, more frequent review and more specialist expertise in successive cycles in order to match interventions to the SEN of children and young people.

For further information, please refer to the SEN Policy and School Offer which can be found on the school website.

For The Local Offer in Worcestershire Schools please refer to the website: [www.edulink.networcs.net/senreform](http://www.edulink.networcs.net/senreform)

### **SAFEGUARDING:**

The Designated Safeguarding Lead for child protection is Mrs T Mitchell (Assistant Headteacher).

The Deputy Designated Leads for child protection are Mrs M Woods (Head Teacher) and Mrs E Barratt (Assistant Headteacher).

The Governor with responsibility for child protection is Mrs J Kembery (Chair of Academy Representatives).

Our Lady of Mount Carmel follow policies and procedures in accordance with Worcestershire Safeguarding Children's Board (WSCB). A copy of our Safeguarding Policy can be found on the school website. Our policy and procedures are reviewed at least annually.

We also provide parent information leaflets, drop ins and support on an individual basis.

### **HEALTH AND WELFARE:**

Class teachers, in consultation with our Senior Leadership Team, are all responsible for pastoral care.

All children in Reception will have their learning and eyesight tested by nurses. Height and weight will be measured by healthcare assistants during the first year. Parents are informed of all medical examinations and permission is sought before they are carried out.

No medicines will be given to children in school unless they are accompanied by a completed form – obtainable from the school office - from parents giving full details of the exact dosage and frequency of administration. Parents are requested to inform the school of any recent medical history that may affect the child's general development and education.

School must be notified immediately if your child is going to be absent from school, followed by a letter when the child returns to school. Please let us know in writing if your child is going home with another child since without permission from a parent we are unable to alter the arrangements. It is government policy that schools cannot authorise holidays during term time (further information can be found in the attendance policy on our school website).

It is also important that the school is kept informed of any changes to pupil contact details so that in the event of an accident or illness, we are able to get in touch immediately.

In the event of very heavy snowfall parents are asked to check the school website: [www.mountcarmelfirstschool.co.uk](http://www.mountcarmelfirstschool.co.uk), and we also use a text service to send important information out to parents as quickly as possible.

During school year 2017- 2018 the school had a 96% attendance rate.

### **SCHOOL MEALS:**

We have a hot meals service brought on site by Baileys Catering and meals can be ordered online (please see link on our website). Those children who bring packed lunches are encouraged to have a "Healthy Lunch Box".

**All** children in the Reception, Year 1 and Year 2 are entitled to Universal Free School Meals.

In addition to this, you may be eligible for Free School Meals if you or your partner are claiming either;

- Income Support
- Job Seekers Allowance – Income Based
- Employment and Support Allowance - Income Related
- Support under part V1 of the immigration and Asylum Act 1999
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- Guarantee element of State Pension Credit.

Please contact school for further information.

### **FRUIT FOR SCHOOLS:**

Children in Reception and Key Stage 1 classes have the benefit of free fresh fruit every day at morning break. This initiative is to encourage healthy eating and reduce litter problems in schools. Children will not need to bring a snack for break time.

### **MILK:**

Milk can be provided daily (**free for under 5's and families entitled to free school meals**). Orders must be made by using the "Cool Milk" link on the school website even if your child is entitled to free school milk. The web address is <https://www.coolmilk.com/>

### **PARENTAL INVOLVEMENT:**

The education of children is the joint responsibility of parents and teachers and is clearly outlined in the 'Home-School Agreement' section of the 'Home-School Link' books. As equal partners in the children's education, it is vital that home and school should be kept in harmony, and opportunities are made to keep parents regularly informed about the aims and activities of the school.

Formal meetings are held every term at which work can be viewed and parents and teachers are able to discuss the children's progress. Parents are also encouraged to make appointments to see the teaching staff at any time during the school year if they are concerned about any aspect of their child's education.

During the year we run a variety of family learning programmes for parents (and children) to help to improve parents' knowledge and understanding of the curriculum and to look at ways in which you can support your child's learning at home.

We actively encourage parents and parishioners to join us at special events and Masses which take place through the year.

**P.F.A:**

We are incredibly fortunate to have a very lively and enthusiastic Parents and Friends Association which contributes greatly to the life of the school. A number of events are arranged throughout the year for both children and parents. In addition to raising funds for the benefit of the school, these events also serve a valuable social function. New members are always welcome!

**CLUBS and ACTIVITIES:**

We offer a wide range of lunchtime and after school clubs including: football, athletics, cricket, dancing, gymnastics, singing club, art club, science club, maths club, gardening, cookery, running and Irish dancing. We also offer family fitness sessions during the year.

Violin and guitar lessons are taught by peripatetic teachers during school hours.

Our Year 4 pupils have the opportunity to participate in a PGL Residential Trip to Boreatton Park.

**CHARGING and REMISSION POLICY:**

Some subjects forming part of the curriculum require the payment of fees for transport (Swimming and Educational visits) and entrance fees (Educational Visits). In order for these events to take place, voluntary contributions from parents/carers are sometimes requested. Parents who find difficulty in paying should contact school who will deal with the matter in confidence. There is no element in the school budget to cover such fees, and if voluntary contributions failed to meet the cost of the event/activity, it would be liable to cancellation.

**CAR PARKING:**

Since there is only a limited amount of parking at the front and rear entrances to the school, for evening school events such as concerts and parent evenings it will usually be possible for cars to enter via the rear gates and park on the playground. Parents are asked to be careful not to park on double yellow lines or block neighbours' garages or driveways near the school.

## SCHOOL UNIFORM

It is the school policy for the children in **Years 1-4** to wear the following uniform:

### **BOYS**

White shirt  
Red jumper (with school logo)  
Grey trousers  
\*Red tie  
Black or grey socks  
Black school shoes (not trainers)  
Red book bag (named & with school logo)

### GIRLS

White blouse  
Red jumper \ cardigan (with school logo)  
Navy blue skirt \ pinafore \ trousers  
Red gingham dress for summer (optional)  
White or navy blue socks / tights  
Black school shoes (not trainers or sandals)  
Red book bag (named & with school logo)  
All hair accessories should be in keeping with school colours.

### **Year R**

To simplify the process of getting changed for PE lessons, in their first year at school our **Reception children** may wear a white polo shirt and red sweat shirt (both with school logo).

### BOYS

White polo shirt (with school logo)  
Red sweat shirt (with school logo)  
Grey trousers  
Black or grey socks  
Black school shoes (not trainers)  
Red book bag (named & with school logo)

### GIRLS

White polo shirt (with school logo)  
Red sweat shirt (with school logo)  
Navy blue skirt \ tailored trousers  
White or navy blue socks / tights  
Black school shoes (not trainers \ sandals)  
Red book bag (named & with school logo)

For Physical Education Lessons the children should wear red T-shirts and navy games shorts. Black pumps should also be worn. Warm tracksuit tops and bottoms should also be available for the winter months. **ALL ITEMS OF CLOTHING SHOULD BE CLEARLY NAMED AND KEPT IN A NAMED DRAWSTRING PUMP BAG.**

In Reception and KS1, the children will require blue wet weather clothing which will fit over their usual clothing and coats and a pair of Wellington boots. We recommend mac-in-a-sac or regatta makes, available from outdoor stockists such as Winfields of Feckenham.

In Years 3 and 4 the children will be timetabled for outdoor games throughout the year and it will be necessary for them to have additional warm kit and boots \ trainers.

Items of jewellery should not be worn. If children have to wear earrings in pierced ears these must only be small studs. Even these can be a hazard in P.E. and Games lessons, however, and it is preferable for them not to be worn. Nail varnish is not allowed.

One option is to use our on-line uniform site for the purchase of items with our school logo. All items are dispatched within 24 hours for a delivery charge of £2.50 to your home or workplace.

[http://www.mandsyourschooluniform.com/Our\\_Lady\\_of\\_Mount\\_Carmel\\_School\\_Redditch.html](http://www.mandsyourschooluniform.com/Our_Lady_of_Mount_Carmel_School_Redditch.html)

Another option is to purchase a red school jumper / cardigan from any shop at a reasonable price, then hand it into the school office and have it embroidered with the school logo for £2.50.

To take advantage of this service:

1. Buy your jumper or cardigan.
2. Take it to the school office before the 15<sup>th</sup> of any month.
3. Ensure it is in a bag with your child's name on.
4. Put your child's name on the jumper using a laundry pen

An order form can be found on our website in 'Parents/ School Uniform Order Form'.

**ADDRESSES:**

The address of the Diocesan Schools Commission is:

Rt. Rev. M. Stock  
St. Mary's House  
Coventry Road  
Coleshill  
Warks B46 3ED  
Telephone: 01675 464 755

**PLEASE NOTE:** The information in this booklet applies to the academic year 2018/19 and though the particulars are correct in relation to this year, it should not be assumed that there will be no change affecting relevant arrangements before the start of or in relation to subsequent school years.

## TERM DATES FOR ACADEMIC YEAR 2018/2019

### AUTUMN TERM 2018

<b>TERM STARTS</b>	Wednesday 5 <sup>th</sup> September 2018 (Break up Thursday 25 <sup>th</sup> October 2018)	
<b>HALF TERM</b>	Monday 29 <sup>th</sup> October 2018 – Friday 2 <sup>nd</sup> November 2018	
<b>TERM ENDS</b>	Friday 21 <sup>st</sup> December 2018	75 days

### SPRING TERM 2019

<b>TERM STARTS</b>	Tuesday 8 <sup>th</sup> January 2019	
<b>HALF TERM</b>	Monday 18 <sup>th</sup> February 2019 – Friday 22 <sup>nd</sup> February 2019	
<b>TERM ENDS</b>	Friday 12 <sup>th</sup> April 2019	65 days

### SUMMER TERM 2019

<b>TERM STARTS</b>	Monday 29 <sup>th</sup> April 2019	
<b>HALF TERM</b>	Monday 27 <sup>th</sup> May 2019 – Friday 31 <sup>st</sup> May 2019	
<b>TERM ENDS</b>	Friday 19 <sup>th</sup> July 2019	55 days
		TOTAL 195 days

#### **INSET DAYS: Staff training – school closed to pupils**

**Monday 3rd September 2018**  
**Tuesday 4th September 2018**  
**Friday 26th October 2018**  
**Monday 7<sup>th</sup> January 2019**  
**Monday 22nd July 2019**  
**Additional Day – Monday 6<sup>th</sup> May 2019 – May Day**