



ST PHILOMENA'S CATHOLIC PRIMARY SCHOOL

WELCOME PACK



2026 - 2027

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MISSION AND VALUES

A very warm welcome to St Philomena's Catholic Primary School!

We are delighted to welcome you and your child to St Philomena's Catholic Primary School. At St Philomena's, we are proud to be a welcoming, caring and ambitious Catholic community. We want every child to feel known, valued and supported while being encouraged to achieve their very best.

Our vision is simple:

To share the love of God, every day, in everything we learn, do and say.

Our Catholic mission places Christ at the centre of school life. We strive for excellence, act with respect and serve others. Our values shape the way we learn, the relationships we build and the opportunities we provide for our children:

EXCELLENCE

"Whatever you do, do with all your heart." - Colossians 3:23

We have high aspirations for every child. We encourage pupils to develop their knowledge, skills, confidence and individual talents and to take pride in doing their very best. We want children to become enthusiastic, independent learners who are willing to persevere, take on challenges and learn from mistakes.

RESPECT

"Love your neighbour as yourself." — Mark 12:31

We believe that every person deserves to be treated with kindness, dignity and compassion. Children are encouraged to listen to others, value differences and understand the importance of treating people as they would wish to be treated themselves. Respect is central to the way we build relationships and create a safe, happy and inclusive school community.

SERVICE

"Serve one another humbly in love." — Galatians 5:13

We encourage children to recognise the gifts they have been given and to use those gifts to help and serve others. Through school, parish and community activities, children learn that service is an important part of living out our Catholic faith. We want our children to understand that leadership, kindness and service are not simply things we talk about; they are things we put into practice every day.

CATHOLIC LIFE

Our Catholic faith is at the heart of everything we do. Catholicity is not simply part of the Religious Education curriculum; it underpins the life of our whole school community and influences the way we learn, worship, care for one another and serve others. We want our children to understand that faith is something we live through our choices, our relationships and the way we treat others.

Prayer is naturally woven throughout the school day. Children have opportunities for prayer in the morning, before and after meals and at the end of the school day, alongside daily collective worship,

Gospel reflection and the celebration of Mass. Throughout the year, we celebrate important moments in the Catholic liturgical calendar, including:

- Advent and the preparation for Christmas
- Christmas
- Lent
- Holy Week and Easter
- May devotions and the Crowning of Mary
- The month of the Holy Rosary in October
- Saints' feast days
- Important celebrations in the life of the Church

Our children have opportunities to celebrate Mass and other important occasions both in school and in church. We have strong links with Our Lady of the Crays Church and greatly value our relationship with our parish community. Catholic Social Teaching helps children to understand how their faith connects with the world around them. Children explore themes including human dignity, solidarity, compassion, justice, care for creation and responsibility for others.

Our faith is also expressed through service. During the year, children take part in charitable activities, fundraising and community initiatives, including support for organisations such as CAFOD. We want our children to understand that faith is not simply something we learn about; it is something we live.

We warmly encourage parents and carers to join their child's class for Mass. Family members and friends are also very welcome to join us for these celebrations.

KEEPING CHILDREN SAFE

Keeping children safe is everyone's responsibility.

We have clear safeguarding procedures and all staff receive appropriate safeguarding training. We work closely with families and, where necessary, external agencies to ensure that children are safe and supported. If you have a safeguarding concern about a child, please contact the school immediately.

Designated Safeguarding Lead (DSL)

Mrs Anderson — Headteacher

Deputy Designated Safeguarding Lead (DDSL)

Mrs Williams — Deputy Headteacher

You may also speak to your child's class teacher, who will ensure that any concern is passed to the appropriate member of staff. Safeguarding policies, including the online safety and mobile phone policy is available on the school website.

SCHOOL STAFF

Our staff team is committed to providing the highest standards of education, care and support for every child. The following information introduces the key members of staff and their roles within our school community.

Mrs Anderson: Headteacher

Mrs Williams: Deputy Headteacher

Reception Teacher: Mrs Standing

Year 1 Teacher: Mrs York

Year 2 Teachers: Mrs Buivydiene / Mrs Ermis

Year 3 Teacher: Ms Wedderspoon

Year 4 Teacher: Mr Oliveri

Year 5 Teachers: Mrs Williams / Mrs Didd

Year 6 Teacher: Mrs Omilegan

Mrs Armstrong: SENCO

Mrs Coleman: Office Administrator

Mrs Krishna: Finance Administrator

Mr Hill: Premises Manager

Teaching Assistants: Mrs Miller, Mrs Heffernan

Higher Level Teaching Assistants: Mrs Brazier, Mrs Beeson, Mrs Esther, Mrs Kallie

Catering: Chef Richard

Your child's class teacher must always be the first point of contact.

THE SCHOOL DAY

Key Times

Gates open: 8.45am

Bell rings: 8.50am

Registration: 8.50am - 9.00am

9.00am: Gates close

Lunch: 12.00pm–1.00pm

Gates open: 3:10pm

Key Stage 1 dismissal: 3:20pm

Key Stage 2 dismissal: 3:30pm

Gates close: 3:40pm

Please ensure that children arrive and are collected promptly. If your child arrives after registration, please follow the school's late arrival procedure and report to the school office.

Arrival

If your child requires additional support when arriving at school in the morning, please speak to your child's class teacher, who can liaise with the SENCO and arrange appropriate support. We have a Nurture provision open each morning to support children who find the start of the school day challenging. Parents and carers are most welcome to accompany their child to the Nurture provision, where a member of staff will be available to support them. For safeguarding reasons, parents and carers are not permitted to accompany children into other areas of the school without a member of staff, unless they hold the appropriate DBS clearance.

Collection

Your child's safety remains our priority. Children may only leave school with an adult who has been authorised to collect them. If an alternative adult is collecting your child, please ensure that the school is informed in advance and that the appropriate collection procedures are followed. If your usual collection arrangements change, please contact the school as early as possible.

If a child is not collected, we will follow our safeguarding procedures and, where appropriate, the child will be placed in the school's after-school provision, for which a charge will apply.

ATTENDANCE AND PUNCTUALITY

Regular attendance is essential to children's learning, progress, wellbeing and sense of belonging. Every school day matters. Children who attend regularly are better able to maintain continuity in their learning, build secure relationships and make good progress.

If your child is unable to attend school, please notify the school by 8.00am on the morning of the absence using the school email address **admin@st-philomenas.bromley.sch.uk**. If a child is absent and the school has not received a reason from a parent or carer, we will follow our attendance and safeguarding procedures to establish the reason for the absence.

Both the morning and afternoon registers count as attendance sessions. One full day of absence therefore represents two missed sessions. Parents and carers are asked to arrange routine medical and other appointments outside school hours wherever possible to avoid absence.

Requests for holidays during term time will not be authorised in accordance with current Department for Education statutory requirements. For further information, please refer to the Attendance Policy on the school website.

COMMUNICATION WITH SCHOOL

We endeavour to provide parents and carers with clear, timely and accessible information. Our main parent and teacher communication system is Seesaw. Important information, messages and updates will be shared through Seesaw.

We also communicate with families through:

- Evidence Me (EYFS only)
- School emails
- The school newsletter
- The school website
- Letters and information from the school office, where appropriate

The school website is an important source of information, particularly for term dates, policies, newsletters and general information.

Your child's class teacher will always be your first point of contact for all questions and concerns. Teachers can be approached on the playground before or after school, contacted through Seesaw, or contacted via the school office. Where a matter cannot be resolved by the class teacher, it may be referred to the Deputy Headteacher and, where appropriate, the Headteacher.

Whilst the school office team will be happy to help with administrative enquiries, in most cases they will direct queries or concerns to the class teacher. If you do need to speak to the office staff, in the

first instance please contact via email using **admin@st-philomenas.bromley.sch.uk**. If you need to contact the office in person, please avoid the busiest periods at 8.50am and between 3.20pm and 3.30pm, to allow children to enter and leave the building safely.

UNIFORM

At St Philomena's, our uniform is a visible expression of our mission and our high expectations. Wearing the correct uniform helps children develop a strong sense of belonging and pride in being part of the St Philomena's community. A consistent uniform also promotes equality and helps every child feel like a valued member of our school family.

We ask all parents and carers to support us by ensuring that children attend school each day in the correct uniform. Please ensure all clothing and personal belongings are clearly labelled with your child's name.

Boys

- Royal blue and gold school tie*
- Royal blue V-neck jumper with school logo and gold stripe*
- White shirt
- Grey shorts
- Grey, navy or black socks
- Black school shoes with no logos, coloured soles, lights or prominent branding

Trainers and boots are not permitted. Long trousers are not part of the school uniform.

Girls

- Royal blue and gold school tie*
- Royal blue V-neck jumper or cardigan with school logo and gold stripe*
- White shirt
- Grey skirt or pinafore dress
- Royal blue checked summer dress with collar and short sleeves
- White socks during the summer term
- Grey, navy or black socks during the winter months
- Black school shoes with no logos, coloured soles, lights or prominent branding

Trainers and boots are not permitted. Dresses with shorts attached are not permitted.

Outdoor Clothing

Children should have suitable outdoor clothing for colder and wet weather.

- Plain navy or black coat or jacket without patterns or branding

PE Kit

- Blue school PE T-shirt with school logo*
- Navy or black shorts
- Plain black trainers or black plimsolls, including black soles and logos
- Plain blue drawstring PE bag

During colder weather, pupils may wear a plain navy or black tracksuit for outdoor PE.

We encourage pupils to take pride in themselves and their appearance, reflecting the high expectations we have for every member of our school community.

- Long hair should be tied back for safety and hygiene reasons.
- Extreme hairstyles, including shaved patterns, tramlines and Mohicans, are not permitted.
- Make-up and nail varnish should not be worn.
- Jewellery is not permitted, including earrings, bracelets and necklaces, because of the safety risks they may present, particularly during PE.

We aim to keep uniform affordable and ensure that families have access to reasonably priced options. Only essential branded items need to be purchased from our approved supplier, Graduates, on Orpington High Street.

The following branded items must be purchased from Graduates:

- School V-neck jumper
- School cardigan
- School tie
- School PE T-shirt

All other uniform items may be purchased from a supplier of your choice, provided they meet the requirements of our uniform policy.

FOOD AND DRINK

We encourage children to develop healthy eating and drinking habits during their time at St Philomena's. Every child should bring a clearly labelled water bottle to school each day. Children have access to water throughout the school day. In support of healthy eating and good oral health, juice and other sugary drinks are not permitted in school.

Through Mayor's Meals, all children receive a free school lunch provided by Nourish Catering. The current menu is available on the school website. Children can choose from the available daily options, including a meat option, vegetarian option or jacket potato, alongside salad and a bread basket. Dessert choices vary and often include a cake or biscuit, jelly or fruit.

Lunch is a protected one hour period during which children are encouraged to take the time they need to eat their lunch. The remainder of the lunchtime period is dedicated to outdoor play. During lunchtime, children are supported in developing appropriate cutlery skills and table manners. Staff provide guidance and assistance where needed, while encouraging children to become increasingly confident and independent. We have a duty to protect children who have food allergies. Please do not send foods containing nuts into school.

As part of the Government's School Fruit and Vegetable Scheme, children in the infant classes receive a portion of fruit or vegetables free of charge for their playtime snack. Junior children are encouraged to bring a portion of fruit or vegetables from home for their playtime snack.

MEDICAL INFORMATION AND MEDICATION

Please ensure that the school is aware of any medical condition, allergy or dietary requirement affecting your child. If your child requires medication to be available in school, please complete the Medication Form, available on the school website, and return it either directly to your child's class teacher, via Seesaw or email. Medication should be handed directly to the class teacher. *Please note that the Office Administrator is unable to process medication requests; the class teacher must be the first point of contact for all matters.*

If your child is unwell, please keep them at home and inform the school office by 8.00am on the morning of the absence. Where your child has experienced vomiting or diarrhoea, a 48-hour period of absence following the last episode applies, in line with current health guidance.

If your child becomes unwell during the school day, we will contact you using the contact details held by the school.

It is essential that we always have:

- A current telephone number for you
- An alternative emergency contact
- Up-to-date medical information for your child

Please tell the school immediately if any of these details change.

CURRICULUM

At St Philomena's, we provide an ambitious, broad and academically rigorous curriculum, underpinned by high expectations for every child. Rooted in our Catholic mission, we strive for excellence and ensure that every pupil is challenged and supported to fulfil their potential.

Our Early Years Foundation Stage (EYFS) curriculum follows the statutory EYFS framework. From Year 1 onwards, pupils follow the National Curriculum, with carefully sequenced learning designed to build secure knowledge, understanding and skills and enable children to make strong progress.

We keep parents informed about their child's progress through goal-sharing meetings twice a year and a formal end of year report. Termly curriculum newsletters are shared to provide an insight into what your child will be learning and how you can provide support at home. For further information, curriculum overviews are published on the school website.

HOME LEARNING

Learning continues beyond the classroom, and parents and carers play an important role in helping children develop positive learning habits. Homework is designed to reinforce, practise and consolidate learning.

Core areas of homework include:

- English
- Mathematics

- Spelling
- Times tables
- Religious Education

Children should read regularly at home, either independently or with an adult, according to their age, reading ability and level of independence. Parents and carers are encouraged to listen to their child read, discuss books, ask questions and encourage children to read widely for pleasure.

English homework will include reading, spelling, vocabulary, grammar, punctuation, writing or comprehension. Mathematics homework reinforces and consolidates mathematical knowledge and skills taught in school. This may include number facts, calculation, problem-solving, arithmetic and times tables.

Through our Steps in Faith programme, our Religious Education home learning encourages pupils to explore Catholic Social Teaching and consider how the teachings of the Church can be lived out in everyday life.

We use Purple Mash to set English and Mathematics homework where appropriate. Digital activities provide opportunities to practise and consolidate learning and, where available, receive immediate feedback. We use Times Tables Rock Stars to support pupils in learning and recalling multiplication and division facts. Regular practice helps children develop fluency, accuracy and confidence and supports them in becoming increasingly independent mathematicians. You will receive login details for Purple Mash and Times Tables Rock Stars (TTRS) from your child's class teacher when your child starts school.

For further information, please see the school's Homework Policy on the school website.

OUTDOOR LEARNING

Our beautiful school surroundings provide many opportunities for learning beyond the classroom. We believe that outdoor experiences help children develop independence, resilience, curiosity and a deeper appreciation of God's creation.

Our permanent orienteering course gives children opportunities to develop navigation, problem-solving, geographical and mathematical skills while working collaboratively.

Through forest education, children develop practical skills, creativity, resilience and confidence while building a stronger connection with the natural world. Forest education takes place termly as part of our curriculum.

Our school garden gives children opportunities to grow food, learn about sustainability and understand the importance of caring responsibly for our environment.

Children participate in Bikeability and Scootability annually, helping to develop important road safety, cycling and travel skills.

PE AND SPORT

Sport and physical activity are an important part of life at St Philomena's. Our PE curriculum provides children with regular opportunities to develop physical skills while also building confidence, resilience, teamwork and sporting integrity.

Children receive two hours of PE each week through the curriculum. Alongside this, we offer additional sporting opportunities through clubs, competitions and events. We want every child to experience the enjoyment and benefits of being active and to discover sports and activities that they can enjoy both in school and beyond.

Children should bring their PE kit into school on Monday. It will normally be sent home on Friday so that it can be washed and returned the following week. Families who prefer to leave their child's PE kit in school may do so and collect it at the end of the half term.

EDUCATIONAL VISITS AND CURRICULUM EXPERIENCES

We believe that an excellent education extends beyond the classroom. Throughout the year, children take part in a wide range of visits, curriculum experiences, themed days and enrichment opportunities designed to bring learning to life and create memorable experiences. These opportunities complement our curriculum and enable children to apply their learning in meaningful and engaging contexts.

We work hard to keep the cost of visits and experiences as low as possible. We carefully select cost-effective opportunities and use fundraising where possible to help reduce costs. In order to provide children with a broad and varied programme of enrichment experiences, it is necessary on some occasions to ask parents and carers to contribute towards the cost of a visit or activity.

Information about visits and experiences will always be shared with families in advance. All trip-related consent and payments are managed through ParentPay, our central payment system. Parents and carers will therefore need to have access to ParentPay in order to provide consent and make any required payment. A deadline will normally be provided so that we can confirm bookings, staffing and other arrangements.

Some curriculum experiences taking place in school may also involve a small charge to cover additional resources, specialist visitors or activities. Full details will be provided to families in advance and this will be managed by ParentPay.

You will receive information about accessing our school communication systems, including ParentPay, when your child starts school.

CLUBS AND WRAPAROUND CARE

Throughout the year, children have the opportunity to take part in a wide range of clubs and enrichment activities. These opportunities allow pupils to discover new interests, develop their talents, build confidence and spend time with friends in different settings.

We also offer wraparound care, providing children with a safe and relaxed environment outside the formal school day. Booking forms can be downloaded from the school website and emailed to the school office. Breakfast club runs from 7.45am – 8.50am and afterschool club runs from 3.20pm – 5.45pm.

Timetable

Breakfast Clubs

Monday	Tuesday	Wednesday	Thursday	Friday
BASKETBALL £7.30 a session	BALLET £7 a session	MULTI-SKILLS £7.30 a session	FRENCH FREE	LACROSSE £9 a session
<i>Skills Academy</i>	<i>Studio 88</i>	<i>Skills Academy</i>	<i>Mrs Anderson</i>	<i>MB Coaching</i>
Years K2	Years R - 6	Years K2	Years R - 6	Years 3-6
<i>Booking: Skills Academy</i>	<i>Booking: Studio 88</i>	<i>Booking: Skills Academy</i>	<i>Booking: Parent Pay</i>	<i>Booking: MB Coaching</i>

Break Time Clubs

Monday	Tuesday	Wednesday	Thursday	Friday
DRAWING CLUB FREE	BOARD GAME CLUB FREE	CARD GAME CLUB FREE	DRAWING CLUB FREE	BOARD GAME CLUB FREE
<i>Mrs Miller</i>	<i>Mrs Miller</i>	<i>Mrs Miller</i>	<i>Mrs Armstrong</i>	<i>Mrs Armstrong</i>
Years R - 6	Years R - 6	Years R - 6	Years R - 6	Years R - 6
<i>No booking required.</i>	<i>No booking required.</i>	<i>No booking required.</i>	<i>No booking required.</i>	<i>No booking required.</i>

WEDNESDAY	THURSDAY
CROSS COUNTRY FREE	HOLY CLUB FREE
<i>Mrs Anderson</i>	<i>Chaplaincy Team</i>
Years R - 6	Years R - 6
<i>No booking required.</i>	<i>No booking required.</i>

Lunch Clubs

Monday	Tuesday	Wednesday	Thursday	Friday
GARDENING CLUB FREE	BOOK CLUB FREE	CHOIR FREE	TTRS FREE	UKULELE FREE
<i>Mrs Anderson</i>	<i>Mrs Williams</i>	<i>Mrs Anderson</i>	<i>Mrs Anderson</i>	<i>Mrs Anderson</i>
Years R - 6	Years R - 2	Years KS1 and KS2	Years R - 6	Years R - 6
<i>No booking required.</i>	<i>Booking: Parent Pay</i>	<i>Booking: Parent Pay</i>	<i>No booking required.</i>	<i>Booking: Parent Pay</i>
ART CLUB FREE (From Autumn 2)	COMPUTING CLUB FREE	DT CLUB FREE	CHESS FREE	FOOTBALL £ 8.50 a session
<i>Mrs Standing</i>	<i>Mrs Buivydiene</i>	<i>Mrs York</i>	<i>Mr Oliveri</i>	<i>Skills Academy</i>
Years R - 6	Years R - 6	Years R - 6	Years R - 6	Years 5 - 6
<i>No booking required.</i>	<i>No booking required.</i>	<i>Booking: Parent Pay</i>	<i>Booking: Parent Pay</i>	<i>Booking: Skills Academy</i>
		LEGO CLUB FREE	SPANISH CLUB FREE	
		<i>Mrs Williams</i>	<i>Mrs Ermis</i>	
		Years R - 6	KS2	
		<i>Booking: Parent Pay</i>	<i>Booking: Parent Pay</i>	

After School

Monday	Tuesday	Wednesday	Thursday	Friday
TAEKWONDO	DRAMA	FOOTBALL £8.50 a session	NETBALL FREE	DRAMA
<i>Juventus</i>	<i>Centre Stage</i>	<i>Skills Academy</i>	<i>Miss Wedderspoon</i>	<i>Centre Stage</i>
Years R - 6	Years R - 2	Years R - 6	KS2	Years 3 - 6
<i>Booking: Juventus</i>	<i>Booking: Centre Stage</i>	<i>Booking: Skills Academy</i>	<i>Booking: Parent pay</i>	<i>Booking: Centre Stage</i>

ADDITIONAL AFTER SCHOOL CLUBS BEGIN AFTER OCTOBER HALF TERM

Monday	Tuesday	Wednesday	Thursday	Friday
FENCING £9.90 a session	TENNIS £9.90 a session	ROBOTICS £9.90 a session	GYMNASTICS £9.90 a session	STREET ART £9.90 a session
<i>Three Thirty</i>	<i>Three Thirty</i>	<i>Three Thirty</i>	<i>Three Thirty</i>	<i>Three Thirty</i>
Years 1 - 6	Years R - 6	Years R - 6	Years R - 6	Years R - 6
<i>Booking: Three Thirty</i>	<i>Booking: Three Thirty</i>	<i>Booking: Three Thirty</i>	<i>Booking: Three Thirty</i>	<i>Booking: Three Thirty</i>

Information about clubs, availability, booking arrangements and any associated costs will be shared with families through Seesaw, email and the school website at the beginning of term.

MUSIC AND PERFORMANCE

Music is an important part of life at St Philomena's. We want every child to have the opportunity to discover and develop their musical talents, whether they are just beginning to learn an instrument or are already confident performers. Throughout their time at St Philomena's, children experience a wide range of musical opportunities.

Tuition in ukulele, recorder and percussion is offered free of charge, providing all children with the opportunity to explore a variety of instruments and develop their musical skills and confidence. Children may also participate in our school orchestra and choir, both of which are available at no additional cost. Children wishing to take part are invited to express their interest via Seesaw.

For pupils who wish to pursue individual instrumental tuition, we also offer fee-paying lessons in piano and violin, and the opportunity to join a rock band. Children interested in individual instrumental tuition should express their interest through Seesaw, after which teachers will provide the relevant booking form for Bromley Music Trust or Rocksteady, who provide peripatetic music tuition during the school day.

Performance is an important part of our musical life. Children perform regularly as classes and ensembles in school and have opportunities to perform in churches, cathedrals, community events and professional concert venues. Our choir performs annually at the O2 Arena and, on a biennial basis, at Fairfield Halls.

Further information can be found in our Music Policy and Music Development Statement on the school website.

HOUSES

Every child at St Philomena's belongs to one of our four Houses:

Canterbury | Faversham | Aylesford | Walsingham

Our House system brings children of different ages together and helps create a strong sense of belonging across the school. Throughout the year, children have opportunities to work with members of their House through competitions, sporting events, challenges, activities, service and celebrations.

These experiences encourage children to build friendships beyond their own year group, work as a team and develop confidence and leadership skills. Being part of a House gives every child another opportunity to contribute to our community, celebrate one another's achievements and develop the values of teamwork, responsibility and service.

Siblings are placed in the same House, creating a strong sense of belonging that extends beyond the pupil to the whole family. This enables families to share in House challenges, events and celebrations, fostering a wider community spirit and encouraging meaningful family involvement in school life.

PUPIL LEADERSHIP

We believe that children should have meaningful opportunities to use their voices, take responsibility and serve others. Across the school, pupils can take on leadership responsibilities such as:

- Prefects
- House Captains
- Sports Captains
- Play Leaders
- Librarians
- Gardeners
- Eco Warriors
- Wellbeing Leaders
- Subject Ambassadors
- School Council representatives
- Chaplaincy Team members
- Lunchtime Leaders

Children are encouraged to express an interest in leadership opportunities at the beginning of each academic year. Positions are generally held for one year, with opportunities refreshed annually so that as many children as possible can experience leadership and responsibility.

As children reach Year 6, they take on increasingly senior responsibilities, including supporting younger pupils and helping to develop leadership across the school. We teach children that leadership is not simply about having a title or position. True leadership is about kindness, humility, responsibility and service.

BEHAVIOUR AND POSITIVE RELATIONSHIPS

We place great importance on the wellbeing of every child and want all pupils to feel safe, valued, listened to and supported. Our Listening Ear provides children with a safe and trusted space to share worries or concerns. Where children need additional emotional support, our ELSA provision (Emotional Literacy Support Assistant) provides targeted support to help develop the skills and confidence to manage feelings and challenges. Our Chaplaincy Team plays an important role in supporting and praying with children, helping to explore faith and find comfort, hope and encouragement. We work closely with families to ensure that children receive the appropriate support and that their wellbeing remains at the heart of school life.

Our behaviour policy is rooted in our Catholic values of Excellence, Respect and Service. We use a clear graduated approach of four stages to ensure behaviour is managed consistently, fairly and proportionately. The stages are a framework rather than a fixed sequence. Staff use professional judgement and consider the seriousness, frequency and context of the behaviour, as well as the age and individual needs of the child.

Stage One — Everyday Behaviour Support

Low-level behaviour is managed by the class teacher through reminders, redirection, encouragement, positive reinforcement, reflection and support to return to learning.

Stage Two — Formal Behaviour Response

Where behaviour is repeated or Stage One strategies have not been effective, a more formal response may be used such as loss of recreation time, time in an alternative classroom or another appropriate consequence. Parents or carers will be informed and the behaviour will be recorded formally.

Stage Three — Individual Behaviour Support

Where behaviour is persistent, escalating or indicates that additional support may be needed, the school will review the situation with the child and parents or carers. The SENCO may be involved and an Individual Behaviour Support Plan will be put in place.

Stage Four — Senior Leadership Response

Where behaviour remains serious, persistent or has a significant impact on safety, wellbeing or learning, the Headteacher will become involved. Suspension or exclusion may be considered where appropriate.

For further information, please see our Behaviour Policy and Anti-Bullying Policy on the school website.

WORKING IN PARTNERSHIP WITH FAMILIES

Children succeed when home and school work together.

We value the partnership we have with our parents and carers and recognise the important role families play in supporting their child's learning, wellbeing, faith and development. We are committed to working together in the best interests of every child and to maintaining positive, respectful relationships between home and school.

As a School we will:

- provide a Catholic education rooted in Gospel values;
- provide a safe, supportive and caring environment in which children can succeed;
- support every child to achieve their full potential;
- provide a broad, ambitious and inclusive curriculum that meets the needs of all children;
- provide a wide range of enrichment opportunities, including outdoor learning, sport and the creative arts;
- provide appropriate homework to support and consolidate learning;
- promote high standards of behaviour and maintain a safe and respectful environment for all;
- monitor children's progress and communicate regularly with parents and carers;
- communicate clearly through Seesaw, email, newsletters, the school website and other appropriate channels;
- respond to parent and carer communications in a timely manner, in accordance with school procedures; and
- promote good attendance, address concerns promptly and work with families to provide support where appropriate.

We ask parents and carers to:

- support the Catholic ethos, mission and values of the school;
- ensure that children attend regularly, arrive punctually and that the school is informed promptly when they are absent;
- ensure that children wear the correct school uniform and bring the necessary equipment, including their PE kit when required;
- support the school in maintaining high standards of behaviour;
- support children with reading, homework and learning at home;
- encourage children to participate fully in the opportunities and enrichment activities available to them;
- inform the school of any circumstances or concerns that may affect their child's learning, behaviour or wellbeing;
- attend parents' evenings, meetings and other appointments where appropriate, and work in partnership with the school;
- support the school's policies and procedures;
- check Seesaw, emails, newsletters and other school communications regularly and respond where necessary;
- keep medical, contact and emergency information up to date;
- communicate with staff respectfully and constructively and raise concerns through the appropriate channels;
- treat all members of the school community with care and respect, both in person and online; and
- raise concerns directly with the school rather than approaching other children, parents or carers about school matters.

We believe that strong relationships between children, families and staff create the foundations for a successful school community. By working together, communicating openly and supporting one another, we can provide children with the encouragement and support they need to succeed.

Further information can be found in our Home School Agreement on the school website.

PTA

We are very fortunate at St Philomena's to have a PTA that is an important part of our school community. The PTA raises funds which are used to provide additional resources, equipment and experiences that enhance the children's education and support the work of the school.

Our PTA is about much more than fundraising. It provides an opportunity for parents, carers, staff and friends of the school to come together, build relationships and support one another. The PTA helps to promote a strong sense of belonging and reflects the Catholic values of service, generosity and care for others. When your child joins St Philomena's, you become part of our wider school community and are warmly welcomed as part of our PTA family. All parents and carers are

encouraged to engage with and support the PTA, whether by attending events, sharing ideas, volunteering or becoming more actively involved.

WELCOME TO THE ST PHILOMENA'S FAMILY

We are very pleased that you have chosen St Philomena's for your child. We hope that your family will quickly feel part of our school community and that your child's years with us will be filled with faith, friendship, discovery, achievement and joy.

We want every child to leave St Philomena's knowing that they are loved by God, believing in their own potential and understanding that they have a responsibility to use their gifts in the service of others. Together, we can help our children to succeed academically, spiritually, socially and personally.