

# HOLY CROSS CATHOLIC PRIMARY SCHOOL

Company No: 07696905

Registered Office: Queen's Drive, Swindon, Wiltshire, SN3 1AR

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[www.holycross.swindon.sch.uk](http://www.holycross.swindon.sch.uk)

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## SCHOOL PROSPECTUS

# 2024 - 2025

*Learn, Grow, Love, Live*



## MISSION STATEMENT

Holy Cross Primary School is a Catholic School. We seek to provide a broad, balanced Christian education which aims to help each child develop their full potential.

We are a worshipping community which recognises the uniqueness of the individual and aims to promote the Gospel values of love and respect for God and one another. We open ourselves to others and respect their ways of thinking and living.

The school encourages effective communication and good relationships with home, parish and the wider community.

### Learn, Grow, Love, Live

At Holy Cross Catholic Primary School we learn about ourselves and about the world.

We grow in faith,  
we act with kindness, generosity and love  
to ourselves and others.

We live life to the full and have a future full of hope.



***“This is an inclusive and nurturing school with positive relationships amongst staff and pupils. Pupils’ behaviour in lessons and around the school is excellent. They are supportive of each other and show kindness.”***

***“Prayer unites the school community and is central to the life of the school.”***

Diocesan Inspection 2022

# Welcome to our Amazing School



Hello and welcome to our amazing school. I am so proud to be the headteacher of Holy Cross Catholic Primary School where working alongside the wonderful staff and pupils is an absolute privilege.

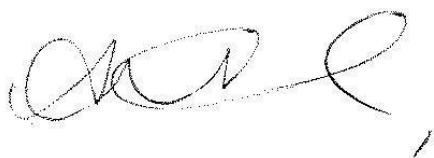
As a headteacher, I am often asked what makes our school special? This is such a difficult question to answer – after all, what makes an 'ordinary' school 'extraordinary'? Parents and visitors frequently tell me that there is a special 'feel' to our school and whilst I wholeheartedly agree, this is tricky to put into words; however, let me try...

I will start with the Holy Cross curriculum which has been designed to provide unique and diverse opportunities that will inspire a lifelong passion for learning, and this extends far beyond the academic subjects traditionally thought of when 'curriculum' is discussed. Our children have opportunities to live out our mission of 'Learn, Love, Grow, Live' so that they succeed as happy and ambitious individuals in a community where they have a voice and a sense of belonging. Children are given the opportunity to apply skills learnt within the classroom to their own world and this is when learning becomes real and exciting. Whether using their maths skills to calculate the costs of seeds for the gardening club; using their English skills and geographical knowledge to write to the prime minister about climate change; or making bread and fruit smoothies to support their science topic on healthy eating, learning at Holy Cross Catholic Primary School is fun, purposeful and engaging.

As a headteacher, I fully believe that alongside a great curriculum, for learning to be fully effective there needs to be outstanding behaviour built around a solid culture of respect and dignity. Our curriculum, our moral values and our relationships stem from gospel values where we strive to reflect God's loving presence in all that we do. Close links to our local parish strengthens the bond between home, school and church and a strong community has been created where every individual is respected and valued. Behaviour at our school is consistently referred to as 'excellent' or 'outstanding' and this makes our school an absolute pleasure to part of.

And finally, there's the physical environment. Whilst from the road our school could be accused of looking a little 'uninspiring', step in through the front door or the gates and you will be presented with a fantastic learning environment where children benefit from collaborative working hubs; classrooms with direct access to outside space; inspiring libraries; music and arts facilities; and a wide range of sporting equipment for all. A happy, vibrant space where all are welcome and diversity allows difference to be not only accepted, but celebrated.

So, in answer to the original question, I believe all of these things are what make our school so special. Our school is a community where all are welcomed, valued and celebrated: a community that I am so proud to be a part of.



Mrs S Dowdeswell  
Headteacher



# School Governance



## Welcome from the Chair of the Board of Trustees

As Trustees (also known as Governors), we are very proud to be part of the local community and are fully committed to working with the Head Teacher and her staff, the children and parents/carers to ensure that we keep encouraging our pupils to Learn, Grow, Love and Live in all areas of life!

Part of the Board's role is to set the vision and strategic direction of the school. To achieve this, we work with the school leadership team to identify where the school needs to develop to ensure your child receives the best possible education they can in a safe, secure and nurturing environment.

Our Trust Board consists of a diverse group of people from different walks of life, including parents. Each governor brings a different skill set that allows us to support and challenge the leadership team as a 'critical friend' (as required by the Department of Education). The key work of the Board is to monitor and improve all aspects of the school, including raising attainment and achievement and ensuring your child's needs are carefully met.

As trustees we understand the challenges that all schools face but the way our school staff and children have achieved so much continues to amaze us – we are so proud of them all!

With very best wishes  
Alistair Flockhart  
Chair of the Board of Trustees  
2024/25



**Learn, Grow, Love, Live**



# Aims of our School

Our aim when designing the Holy Cross Curriculum was to provide a child-centred framework that would deliver unique and diverse opportunities for all of our pupils. We want to inspire a lifelong passion for learning and a desire within our pupils to explore and connect with their immediate world whilst promoting curiosity in all they have yet to discover. We search to exploit every opportunity for children to grow, explore and succeed as happy and ambitious individuals in a community where they have a voice and a sense of belonging and we strive to provide a challenging and engaging learning environment: an environment that encourages children to question, problem-solve, collaborate and imagine. We work hard to provide opportunities for our children to view the world from different perspectives, to explore and connect with the natural environment, and to have an innate wish to 'know more' and 'understand more'.

At Holy Cross, our Catholic faith is central to all that we do. We work to ensure our whole curriculum, our moral values and our relationships stem from gospel values and that our children are continually reminded of God's loving presence in all that we do. Close links to our local parish strengthens the bond between home, school and church and promotes a community framework that supports faith and spiritual wellbeing: a community where every individual is respected and valued.

We know that for children to be effective learners, they need to be happy, confident and curious and this is the driving force behind all we do.



***Pupils are proud and happy to come to Holy Cross Catholic Primary School. They talk about how the school's values support them to be kind, respectful and show tolerance. They know that all people should be treated equally, regardless of differences.***

Ofsted July 2023

**Learn, Grow, Love, Live**

# Our School



## Senior Leadership Team

Mrs S Dowdeswell	Headteacher
Mrs T Moran	Deputy Headteacher
Mrs D Barkham	School Business Manager
Mr M Toogood	Assistant Headteacher
Mrs J Rutherford	EYFS Phase Leader
Mrs G McDowall	Key Stage 1 Phase Leader
Mr J Green	Lower Key Stage 2 Phase Leader
Mrs R King	Upper Key Stage 2 Phase Leader
Mrs E O'Neill	Special Needs Coordinator (SENDCO)
Ms M Silva	Special Needs Assistant

## Support Staff

Mrs R Fernandes	Office Manager
Mrs S James	Admin Assistant

## Chair of Governors

Mr A Flockhart	Chairperson
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## Contact Details

Address	Holy Cross Catholic Primary School Queen's Drive Swindon Wiltshire SN3 1AR
Telephone Number	01793 527679
E-mail	<a href="mailto:admin@holycross.swindon.sch.uk">admin@holycross.swindon.sch.uk</a>
Website:	<a href="http://www.holycross.swindon.sch.uk">www.holycross.swindon.sch.uk</a>

## Other Useful contacts

Holy Rood Parish Church – Fr. Lucas	01793 522062
St Peter's Parish Church – Fr. Lucas	01793 874400
Holy Family Church – Fr. Obi	01793 297256
St Joseph's Church, Wroughton – Fr. Obi	01793 812330

# The School Day

## Reception, Year 1 and Year 2

8.45 am – School starts

11.45 am – Lunchtime

12.45 pm – Afternoon session starts

3.15 pm – School ends

## Years 3, 4, 5 and 6

8.45 am – School starts

12.15 pm – Lunchtime

1.15 pm – Afternoon session starts

3:15 pm – School ends



The school cannot take responsibility for children arriving before 8.45 am. If you arrive early, please wait with your child until the school doors are opened.

We believe that it is important for children to become more independent and as such encourage parents of reception children to take them into class and then leave them, and for year 2 to 6 to leave them at the class room door, and at the school gate when parents feel this is appropriate for their child.

# Breakfast Club and After School Care

Children taking part in Breakfast Club or Morning Care can arrive from between 7.30-8.30am. Parents have the option of ordering a warm, healthy breakfast.

After school care is provided in two sessions:

Half session 3.15pm - 4.30pm

Full session 3.15pm – 6.00pm

Children must be collected no later than 6.00pm. Sessions must be booked and paid for in advance via ParentPay. Current costs are available on our website.



# Applying for a School Place

## Applications for Reception

Students will be admitted at the beginning of the school year following their fourth birthday without reference to ability or aptitude. It is expected that the families of all applicants who are not Roman Catholics, or committed members of another Christian denomination, will understand the benefits of a Christian education and will support the Catholic Ethos of the school.

Places for September are offered in accordance with the school's Admissions Policy (working alongside Swindon Borough Council) which is available on the school website. [www.swindon.gov.uk](http://www.swindon.gov.uk)

Children start school in the September after their fourth birthday.

You can apply for a place from autumn the year before they are due to start reception. It's important to apply as soon as you can to secure a place at our school. If your child has an older brother or sister at your chosen school, you must still apply.

To apply for a place at this school in the normal admission round, you must complete the local authority Admissions Form which is accessible by registering and applying online via the Swindon Borough Council website. For those living in Swindon, applications may be made online at: [Swindon Borough Council's 'Citizen Portal'](http://www.swindon.gov.uk/info/20071/school_places_and_admissions).

**Please refer to the following website for details of application deadline dates and how to apply for a place at our school:** [https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions](https://www.swindon.gov.uk/info/20071/school_places_and_admissions)

If you wish to apply on faith grounds please also complete our [supplementary form](#). You must include your child's baptism certificate to support your application, and children will then be ranked in accordance with our school's Admissions Policy.

Applications submitted after the deadline, will be considered by Swindon Borough Council, however, parents must apply via the portal: [Make a late primary school admission](#).

For children joining us in Reception at the beginning of the academic year, parents will be advised of the placement offer during April by the local authority in which you live, on our behalf. If you are unsuccessful in being offered a place at this school, you have the right of appeal to an independent appeal panel.

## Order of Priority

In the event of oversubscription (i.e. more applications than available places) priority will be given to children who will have a brother or sister at the school at the time of enrolment.

Catholic looked after and previously looked after children

- Catholic children who are resident in the school's designated parishes of Holy Rood Swindon, St Peter's West Swindon, St Joseph's Wroughton and Sacred Heart Royal Wootton Bassett;
- Other Catholic children;
- Other looked after and previously looked after children;
- Children who are a Catechumen;
- Any other children.

## Tiebreakers

Where children have identical ranking, priority within each category will then be determined by random allocation, according to the criteria set in the school's Admission's Policy.

## Appeals procedure

Parents/carers have the right to appeal against the refusal by the Governors to admit their child and should put their appeal in writing to the Clerk to the Governors at the school. Appeals will be arranged by the Local Authority.



### In Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be placed on a waiting list and ranked in order of priority. Only children ranked as priority will be admitted where there is an available place. Applications should be made in writing to the Admissions Officer at the school address, using the school's In-Year application. You can collect it from the school.

Any supporting documentary evidence, for example, a baptism certificate or proof of a house move, should be provided to the school with your application.



# Welcoming our Reception Children

## **We offer the following induction to children new to the Early Years Foundation Stage**

We know that starting school can be a daunting time for children and their families. To make this transition as smooth and easy as possible we offer the following:

### **Summer Term Visits**

New children who will be attending Holy Cross Catholic Primary School in September will be invited to make two 'taster' visits to the school in the summer term. This will allow them to meet their new teachers and class friends. As a parent/carer you are invited to the school for an information evening to meet the teachers, look around the new classes and have an opportunity to ask questions.

### **Starting school**

Children will attend part-time in small groups for the first two weeks of term to help them to settle into school. From week three these hours will gradually increase to full time. Children with EHCPs will follow an individualised plan for starting school. This helps the children settle successfully into school routines at their pace as well as build positive relationships with their new class.

### **Home visits**

During the first two weeks of school, we like to come and visit your child at home for a short amount of time. You can sign up for a visit on the information evening in July. Two members of staff, the class teacher and teaching assistant, come to visit and meet you and your child in a familiar environment e.g. at home.

### **Visiting the School**

Prospective parents/carers are welcome to come and view the school. A member of the Senior Leadership Team or office will be available to show you around and answer any questions you may have. Tours are conducted as required. Please contact the school office to make an appointment

Parents/carers of children transferring to the school and parents/carers of children moving into the area are welcome to visit the school at any convenient time, but are asked to telephone the school office to make an appointment.



**Learn, Grow, Love, Live**



# School Uniform

We believe that a uniform looks smart, wears well, is cheaper for parents/carers and contributes to a feeling of belonging to the school. School uniform is compulsory. All of the compulsory items are available at The Famous School Branches, the school uniform shop on Sanford Street, SN1 1HE ([www.famousbranches.com](http://www.famousbranches.com)). Other items of clothing such as trousers, skirts, PE kit can be purchased from other retailers such as Tesco, Matalan, Asda etc.

All items of uniform are required to be smart, modest and safe. Any parents/carers experiencing difficulty in providing the uniform should contact the Headteacher as help may be available.



## BOYS

Summer Style (from Easter until the end of October)	Winter Style (from November until Easter)
White polo shirt Green sweatshirt or green V-necked sweater Grey or black shorts or trousers White, black or grey socks Plain black shoes	White Polo Shirt Green sweatshirt or green V-necked sweater Grey or black shorts or trousers White, black or grey socks Plain black shoes

## GIRLS

Summer Style (from Easter until the end of October)	Winter Style (from November until Easter)
White polo shirt Green sweatshirt or green cardigan Grey skirt, grey shorts or grey pinafore dress or green and white gingham small check dress White, black or grey socks Plain black school shoes	White Polo Shirt Green sweatshirt or green cardigan Grey skirt or grey trousers or grey pinafore dress  White, black or grey socks or grey tights Plain black school shoes

*(Skirts should be no shorter than 5 cm (2 inches) above the knee and without slits)*

**PE CLOTHING** - all children require a change of clothing for PE as follows:

White plain t-shirt or 'house' colour t-shirt  
Plain green or black shorts  
Trainers or daps  
White or black socks

## SWIMMING CLOTHING

### GIRLS

One-piece swimsuit (no bikinis)  
Towel  
Swimming hat for long hair  
Swimming bag for kit

### BOYS

Swimming trunks  
Towel  
Swimming hat for long hair  
Swimming bag for kit

We recommend that all items are labelled.

### Uniform rules which every pupil is expected to observe include:

1. The school uniform must be worn correctly at all times. If for any reason this is not possible then a letter should be written to the Headteacher. We believe it is important that girls are helped to appreciate that modesty in dress helps to demonstrate self-respect. To this effect, skirts should be no shorter than 5 cm (2 inches) above the knee and without side slits. For health and safety reasons, skirts should not be longer than mid-calf length.
2. Hair must always be neat and clean. Exceedingly long or short hair or hair which is artificially highly coloured or stylised will be commented upon and a change requested. For boys: hair should be no longer than meets the top of the collar and no shorter than a No 2 haircut in a standard style. For girls: long hair should be tied back e.g. pony tail, plaits. Hair decorations are not permitted.
3. Because of the risk of loss or theft or the risk of injury, no jewellery of any form is allowed. Exceptions are made in the case of studs and watches. Studs must be plain without any parts that may catch or cause injury. They must be worn as a pair with one stud in each ear. This applies to all children.



**Learn, Grow, Love, Live**



# Our Curriculum

Our aim when designing the Holy Cross Curriculum was to provide a child-centred framework that would deliver unique and diverse opportunities for all of our pupils. We want to inspire a lifelong passion for learning and a desire within our pupils to explore and connect with their immediate world whilst promoting curiosity in all they have yet to discover. We search to exploit every opportunity for children to grow, explore and succeed as happy and ambitious individuals in a community where they have a voice and a sense of belonging and we strive to provide a challenging and engaging learning environment: an environment that encourages children to question, problem-solve, collaborate and imagine. We work hard to provide opportunities for our children to view the world from different perspectives, to explore and connect with the natural environment, and to have an innate wish to 'know more' and 'understand more'.

At Holy Cross, our Catholic faith is central to all that we do. We work to ensure our whole curriculum, our moral values and our relationships stem from gospel values and that our children are continually reminded of God's loving presence in all that we do. Close links to our local parish strengthens the bond between home, school and church and promotes a community framework that supports faith and spiritual wellbeing: a community where every individual is respected and valued.

For full details of our exciting curriculum please go to our website: <https://www.holycross.swindon.sch.uk/index.php>



# Clubs

At Holy Cross, we offer a range of extra-curricular activities children are welcome to join in. Children can dive into more fun activities, building lasting friendships and creating memories beyond the classroom, all before heading home for quality family time. Our clubs provide an energising end to the school day, children can join in with group activities that are all set up ready for them to enjoy.

Each club/activity has a limited number of places and pupils are asked to sign-up for the activity. This year we have a football club which has a range of fixtures and matches against other schools in the local area. Chaplaincy, Art, Netball, Dance, Chess, Gardening are just some of the other clubs we offer.



# Homework

It is important to realise that if children of this age have worked hard all day at school, after school they are ready for a change of activity. Children should have time after school to follow their own interests, engage in social activities and join community associations such as Cub-Scouts and Brownies. These are a very important part of a child's education and should not be neglected. We do, however, think that homework helps strengthen the understanding of learning between home and school and allows you to support your child in their learning journey.

All children have some homework every week. This might consist of the following:

1. Maths homework might consist of multiplication tables.
2. Spelling is an important aspect of writing. Most children will have regular spelling homework.
3. Reading is an essential skill both for academic achievement and personal enjoyment. As a school, we encourage parents to actively share and enjoy books with their child.

We expect that on the occasions when your child receives homework, you will assist the school by ensuring that the homework is completed. You will find lots of support on our website to support your children with their homework.

# Special Educational Needs and Disability

We are proud to be an inclusive school. We are dedicated to meeting the needs of pupils with Special Educational Needs and work closely with children, staff, parents and outside agencies to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. We endeavour to be as inclusive as possible and it is our ambition that the needs of pupils with special educational needs and/or disabilities are met in a mainstream setting wherever possible, where families want this to happen.

Many children have a special educational need at some stage in their school life.

A child might have difficulties in the following areas:

- Communication & interaction
- Cognition & learning
- Sensory & Physical Needs
- Social, Emotional & Mental Health

At Holy Cross we aim to:

- Identify any special needs as soon as possible
- Provide appropriate teaching programmes that help to ensure success
- Monitor and assess progress
- Keep parents informed and involved at all times
- Enrol the help of outside agencies when appropriate

All children are tracked regularly and the data is used for targeted intervention for SEND provision. Your class teacher is always happy to discuss any concerns or problems you may have.

Our Special Educational Needs Co-ordinator (SENDCo) is Mrs E. O'Neill and Ms, M Silva is our Assistant SENDCo.

Copies detailing the school's SEND policy are available on the school website or by request.

## Behaviour

We aim to foster an ethos that through encouragement, praise and reward for appropriate and responsible behaviour, reflects the principles outlined in our vision statement.

Good behaviour and effective discipline are essential to the smooth running of our Catholic school. These help to promote a happy, caring and secure environment in which learning can take place and where there is respect between all members of the school community. Discipline involves a respect for oneself, others and property. It encourages tolerance, courtesy and consideration for others as reflected in the teaching of the gospels.

Our emphasis is placed firmly on encouragement and praise for effort, achievement and good behaviour, with a reward system shared by the whole school. The Behaviour and Anti-Bullying policy can be found on our website.





# School Meals

School meals are cooked on the premises and are served in the hall. Parents log onto ParentPay to make meal choices and payments. Water is served with the meal and fresh fruit or yoghurt is supplied as an alternative to the dessert offered for the day. These meals are nutritious and represent excellent value for money.

Funded school dinners are available for Foundation Stage and KS1 pupils. Drinks must be brought in a sealed container marked with the child's name. Please note that cans and glass bottles are not allowed. Children are not allowed to drink from bottles at the table. Straws may be brought or beakers are provided.



Milk is provided free as part of the CoolMilk scheme to children up to the age of 5 – parents must apply for this directly with the provider (CoolMilk) and can choose to pay for the milk beyond the age of 5. A piece of fruit is also provided to Reception, Year 1 and year 2 children every day free of charge as part of the EYFS scheme.

## A typical dinner menu at Holy Cross Catholic Primary School:

Red Choice (Meat)	Green Choice (Veg)	Vegetables	Dessert
Chicken Keema with Basmati Rice, Naan Bread & Natural Yoghurt	Omelette Popover	Country Vegetables & new Potatoes	Chocolate Chip Cookie
Beef Pasta Bolognese with Garlic Bread	Jacket Potato with choice of: cheese, baked beans or tuna	Peas, Sweetcorn	Raspberry Ripple Iced Roll
Oven Baked Ham & Pineapple	Jacket Potato with choice of: cheese, baked beans or tuna	Sliced Green Beans, Sweetcorn	Strawberry Mousse
Roast Beef with Yorkshire Pudding	Roast Quorn Fillet with Yorkshire Pudding	Broccoli, Carrots, Roast Potatoes, Gravy	Mini Fruit Muffin
Hot Dog	Gluten Free Veggie Burther	Baked Beans, Peas & Chips	Chocolate Crispy Cake

Any parent wishes to apply for free school meals, an application form is available from Swindon Borough Council [https://www.swindon.gov.uk/info/20032/schools\\_and\\_education/408/free\\_school\\_meals&gt](https://www.swindon.gov.uk/info/20032/schools_and_education/408/free_school_meals&gt)

# Payments

Holy Cross is a cash free school. We use an online payment system called **ParentPay**. This enables parents to make on-line payments and bookings for morning care and breakfast club, school lunches, trips/activities, swimming sessions and after school care.



### How it works

Once the school receives a child's completed New Starter paperwork, we will provide the parent/carer with an Account Activation letter for ParentPay, then you're ready to get started by simply logging onto your account on the ParentPay website. Help is available in the '[Get started](#)' section on the ParentPay website and passwords can be changed. All bookings (lunch, morning or afternoon care and trips) are completed using this site.

ParentPay is committed to operating a safe, secure solution and to protecting personal data. Please see their [Internet security](#) section for more information on their policies and for advice on making internet payments safely <https://www.parentpay.com>.

## Pupil Premium Funding

### What is Pupil Premium?

Pupil Premium was introduced by the Department for Education (DfE) in 2011, as additional funding for pupils who receive Free School Meals and are Looked After Children. The Pupil Premium is additional funding to help schools close the attainment gap between pupils from low-income and other disadvantaged families, and their peers.

### Why should you apply?

At Holy Cross, we get an extra £1,455 for every eligible pupil who is registered for free school meals. This extra money could make a real difference to the quality of education we offer.

For example, we've previously used pupil premium funding for:

- Educational provision/resources
- Academic interventions
- Wellbeing and self-esteem building interventions
- Support with funding the cost for school trips
- Trips and activities for Pupil Premium children



Families who receive certain benefits may be eligible for free school meals. Your child is eligible for free school meals if you're in receipt of one of the following benefits:

- Income Support
- Working Tax Credit run-on
- Universal Credit
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- The guarantee element of State Pension Credit

If you believe you may be eligible, please apply via the website: [www.swindon.gov.uk/schoolmeals](http://www.swindon.gov.uk/schoolmeals)

If you think you may be eligible for Pupil Premium funding and would like further advice, please contact the school office for more information.

# Safeguarding

Holy Cross Catholic Primary School wants to work with children, parents/carers and the community to ensure the safety of children at all times.

Safeguarding is the responsibility of all and therefore all staff know the policies and procedures related to safeguarding. Our prime concern is always the well-being of our pupils and if we act it is to protect the individual. Every school is required to have a Safeguarding team at Holy Cross they are:

## **Designated Safeguarding Lead**

Mrs T Moran

## **Headteacher & Deputy DSLs**

Mrs S Dowdeswell

## **Deputy DSLs**

Mrs E O'Neill

Mrs G McDowall

Mr J Green

Mrs M Silva

Mrs J Rutherford

All policies related to safeguarding, including Online Safety are available from the School Office.

Here is the link to the safeguarding section of our website:

<https://www.holycross.swindon.sch.uk/safeguarding.php>

The Safeguarding team regularly update parents and carers on current issues and events surrounding safeguarding in the local community and nationally.

# Attendance

In order to learn, children need to be in school and therefore at Holy Cross School we are committed to working with our families to ensure all children are in school where effective learning and social skills can be developed to the full. The school will work closely with the Education Welfare Officer to ensure families are supported in meeting their legal obligation in providing an education for their children.

## **Why attendance and punctuality matters?**

Please do not let your children miss out on the education they deserve by taking a holiday during term time. There are 175 non-school days in a year when family holidays can be taken. Days off school result in lost learning.



Attendance during one school year	Equals - day's absent	Which is approximately weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons
70%	57 days	11 1/2 weeks	290 lessons
65%	67 days	13 1/2 weeks	340 lessons

Absences for holidays during term time will not be authorised. Please refer to our Attendance Policy on the school website for full details.

### Reporting Absences

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8am or as soon as practically possible by calling the school admin office staff.

If parents/carers of absent children have not contacted the school when the registers are checked then the school will contact them either by telephone or text message and the parent/carer must advise the school the whereabouts of the absent child and the reason for absence.

***This procedure has been put in place to prevent a child being absent from school without the parents/carers being aware that the child is missing. It works well if parents/carers remember to telephone as soon as they know that their child is going to be away from school. It ensures that the children are safe.***

If your child has suffered from vomiting, he/she should not return to school for 48 hours. We appreciate that this may be inconvenient but this is to reduce the risk of infection for all children in school.

If the sickness absence is likely to be longer than you anticipated, we ask you to telephone us again and keep us informed. No letter is needed if you have telephoned the school.

If your child has to leave school during the day for a medical, dental or other appointment, we require a letter in advance so that the permission of the Headteacher may be obtained. This will also prevent the school from telephoning to find out why your child is not at school. Children are not allowed to leave the school by themselves during school hours and must be collected by a parent/carer. Please contact the school if you are allowing another adult to collect your child so that we are aware of this change.

## Medical Care

If your child has any form of medical condition that could affect them in school, or that could require a particular form of treatment or care, please let us know. Information will be treated as confidential.

If your child suffers from an allergy or has an allergic reaction to any items please ensure that the school is aware of this, and that prescribed medication is provided to the school where needed.

# Accessibility

Whilst there is no parking available on the school site, the school has an arrangement with STFC where parents can use the County Ground car park free of charge to drop off and pick up children from the school.

# Parental Involvement

We welcome parental involvement within school in many ways. If you would be willing to come into school to support the children with their learning, or with school trips etc, please do speak to a member of staff and we would be delighted to discuss these opportunities with you.

# Parish Involvement

***Pupils appreciate the strong links with the parish and the opportunities for the school to use Holy Rood church for whole school worship and celebrations. Parishioners in return are extremely positive about the attendance of pupils at the parish Mass and parish events.***

**Diocesan Inspection 2022**

The Parish of Holy Rood is a friendly and harmonious Catholic community with multicultural and socially mixed congregation, situated in the centre of Swindon. Our local Parish Priest is Father Lucas. The school is involved in many activities within the local parish and the children thoroughly enjoy attending different masses or services including Mass, Nativity Service and Harvest.



# School Website

The school website [www.holycross.swindon.sch.uk](http://www.holycross.swindon.sch.uk) is regularly updated and constitutes an excellent source of information for parents. Updates include the school newsletter, calendar, meal choices, and information about particular events.



Additionally, both parents/carers are requested to down an app called **School Ping** using the email address supplied to the school for each parent/carer – this is the text messaging service used by the school to relay information about events, pupil issues, permission forms to activities etc.

Parents can also download the **ParentPay** app to enable them to make bookings for their child's lunch, morning care and after school, and to pay for trips.

Parents are also encouraged to download our **Mobile App** – please search for **Holy Cross CPS** on your mobile phone – so that you can be kept updating with regular school newsletters and other items on our website.



***“Our school is such a happy place to be. The teachers are so friendly and teach us lots of interesting things. I have made so many friends at school and we have a great time playing together on the field. My school is the best!”*** Year 4 child 😊

**Learn, Grow, Love, Live**

