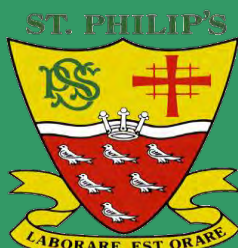


St. Philip's Catholic Primary School



“Let Your Light Shine”



School Prospectus 2022-23

Contents

	Page
Welcome letter from the Headteacher	3
Mission Statement	4
Contact details	5
Ten good reasons for choosing St. Philip's	6
Our History	7
Our Location and Facilities	8
Our Staff	10
Peripatetic Teachers	11
Our Governors	12
Our Pupils	13- 15
Inclusion statement	
Equal Opportunities	
Accessibility	
Higher attaining children	
Special Educational Needs and Disability (SEND)	
Pupil Premium	
The School day	15
The Curriculum	16-23
Focus on the Foundation Stage	24-25
Starting School - Children and Parents	26
Additional information	26-29
Homework	
Assessment	
Attendance and absence figures	
Behaviour	
The role of parents	
Charging policies	
Voluntary aided status	
Complaints	
Secondary education	
Friends of St. Philip's	29
Online safety	30
Admissions policy	30
School Uniform details	31
Academic Results	32-33

Welcome Letter from the Headteacher

Dear Prospective Families,

Welcome to St. Philip's Catholic Primary School and thank you for your interest in our School. I hope this prospectus will act as a guide to the way St. Philip's strives to live out our Mission.



St. Philip's is a family and creates a welcoming, caring and safe environment for our children. In an atmosphere of trust and mutual respect, each member is valued. We recognise that all children are unique and offer appropriate support and challenge. All our children are encouraged to reach their potential, to celebrate their successes, while becoming confident and independent individuals. We want all members of our school community to "Let their Light Shine."

Our School is proud of its strong community. We value our partnership with parents, parishes and the wider community. Parents play a crucial role as an integral part of our school community and we appreciate their involvement in the life and the work of the School.

At St. Philip's, children are encouraged to be respectful and sensitive to the needs of others. Children are given opportunities within the classroom to develop their nurturing skills. They have opportunities to become, playground buddies or may be elected to the School Council and R.E. Council. In addition, our school supports many charities including The Uckfield Food Bank, Mission Together and CAFOD.

At St Philip's, we foster a love of learning in our children and to allow every child to work to the best of their ability, striving for excellence in all we do. Our curriculum is exciting and engaging, so that it is enjoyable and relevant for children, while at the same time maintaining rigour and high expectations. We recognise that you will expect the very best education for your child. At St. Philip's you will find excellent opportunities for your child to achieve their potential; we nurture the individual child's strengths and interests. We have a very successful music programme, which is run by the East Sussex Music Service and we also compete regularly against local schools in sporting events and are proud of our achievements and positive sporting behaviour. We host an annual sports tournament for Catholic schools in the Diocese.

By the time children leave St. Philip's we hope they will have embraced all the opportunities available to them, enjoyed their time at St. Philip's and developed their confidence and independence. We hope we will have helped them to learn the skills and attitudes necessary to take on the new and exciting challenges of secondary school and to become responsible aware citizens in 21st Century Britain. .

I look forward to meeting you and to answering any questions that you may have.

Yours sincerely,

Joanna Sanchez
Headteacher



St Philip's Catholic Primary School

Our Mission Statement

St Philip's is a welcoming community where everyone belongs.
With Christ at the centre, we pray together and show our love for God by
living the Gospels.

Showing care and compassion for each other, we are kind and sharing;
treating each other fairly and with respect. We value everyone as unique
children of God.

We create a caring, stimulating environment where everyone feels safe and
secure.

We foster a love of learning, embracing challenge and never giving up.
With support and encouragement, we learn from our mistakes and always
strive to do our utmost.

We find the best in all, nurturing our individual strengths and developing
the confidence to allow everyone to reach their potential, preparing
ourselves for the journey ahead.



St. Philip's Catholic Primary School

St. Philip's is a Voluntary Aided Catholic Church School, in the Diocese of Arundel and Brighton, but operates as part of the maintained (state) school system administered by East Sussex County Council.

Headteacher:

Mrs Joanna Sanchez BA (Hons), PGCE, NPQH

Assistant Headteacher:

Mrs Sarah McCurdy BA (Hons)

Inclusion Leader:

Mrs Angela Squizzoni BEd (Hons), BA, PGDip Dyslexia, CCRS

Chair of Governors:

Mrs Penny Heath (please contact via the school office)

Postal Address:

St. Philip's Catholic Primary School, New Town, High Street, Uckfield,
East Sussex TN22 5DJ

Telephone: 01825 762032

Fax: 01825 748706

School Office Email: office@stphilips.e-sussex.sch.uk

Web Site Address: www.stphilips.e-sussex.sch.uk

All visitors to the school are requested to come to the front entrance and report to the school office.

To safeguard our children, all visitors to the school will be asked to sign in and wear a visitor's badge. Regular volunteers/ visitors will be subject to a DBS check.

To apply for a place at the school, please contact the School Office, alternatively you can download forms from our website.

10 Good Reasons for Choosing Our School

Written by the School Council.

- We have great outdoor space, a large field and play equipment.
- The teachers are kind and make sure we understand our learning.
- The classrooms are big and we get to work with different children.
- It's very easy to talk to people – the wellbeing is exceptional.
- The learning is fun!
- There are exciting school trips and special events in school.
- We have a whole room for computing and use IPADs too.
- We have a wide variety of sports opportunities and teams.
- We have two car parks so pick up and drop off is a snap!
- We have great classroom environments.



Our History

St. Philip's Catholic Primary School has a long and proud history. There has been a St. Philip's School in Uckfield for over 130 years.

It was first established in 1885 by Lady Philippa Howard and then re-formed in 1896 by the Sisters of Mercy. The sisters were involved in the running of the school for over 100 years. The school has log books dating right back to 1885 and these are a rich historical resource. We celebrated our centenary in 1985.

St. Philip's School used to occupy a site at the other end of town in Church Street, but moved into the present building just after World War II. We have now celebrated over 70 years in our present school building, but it has gone through many changes and a series of building projects has given us virtually a new school. An extensive St. Philip's Building Project was completed in 1998 and the new buildings were opened officially by Bishop Cormac Murphy O'Connor (later Cardinal Archbishop Emeritus of Westminster) in April 1999.

In 2014, the playground project was completed after the sale of the convent, providing a new KS1 playground. In 2015 we completed our all-weather play area on the field, thanks to contributions from the Friends' and the Governors' Fund. More recently, we completed a new office, entrance area, nurture room and remodelled infant classrooms thanks to funding obtained from the DFE and the Governors' Fund. We are currently creating an outside classroom.

St. Philip's Catholic Primary School has close links with the Catholic Church of Our Lady Immaculate and St. Philip Neri in Uckfield. Together with St. Paul's Catholic College, Burgess Hill (secondary), it forms part of the Mayfield deanery provision for Catholic education.



Our Location and Facilities

The school is situated on the main road through Uckfield, next to Our Lady Immaculate and St. Philip Neri Church. It is built on a large open site with pleasant rural views.

St Philip's provides education for boys and girls aged between 3 and 11. We currently have approximately 180 children on roll.

The pupils in EYFS/Key Stage 1 (Infants) are accommodated in three classrooms built on the ground floor within the historic building. Pupils in Key Stage 2 (Juniors) occupy classrooms on the first floor upstairs.

We have seven classrooms, together with a hall, library, four group rooms, a computer suite, staffroom, offices and an outside classroom.

We have developed dedicated outdoor play spaces for the youngest children, with additional play equipment to enhance their development and learning.

Our disabled access is excellent. We have ramps, railings, a lift to the first floor, and disabled toilets on both floors. The school has been able to integrate children with physical disabilities as a result of all this work and access to the school site for adults with disabilities is good.

The school has a large playing field with two football pitches and an all-weather play area, in addition to two hard playground areas, one of which can be used for netball. Our facilities for encouraging sport and games are excellent. We have built an exciting outdoor play area, which can be used by children during playtimes and PE lessons.

Our infant playground area was opened and blessed by the Bishop in 2011; it incorporates an outside area for our Yr 2 class. The School Council were instrumental in designing and choosing new playground equipment, including our pirate ship HMS St Philip's, which was funded by our very supportive Friends' Association.





The Staff of St. Philip's Catholic Primary School

The Senior Leadership Team:

Headteacher:

Mrs Joanna Sanchez BA (Hons), PGCE, NPQH

Assistant Headteacher:

Mrs Sarah McCurdy BA (Hons)

Inclusion Leader: Mrs Angela Squizzoni BEd (Hons), BA, PGDip Dyslexia, CCRS

Senior Teacher: Mrs Mel Costen BEd(Hons)

Teaching Staff

Miss Katie Nolan	Mr Michael McCurdy	Mrs Ruth Burman
Miss Ellie Shaddick	Mrs Natalie Brown	Mrs Mel Costen
Mrs Grace Britton	Mrs Sarah McCurdy	Mr Josh Davis
Mrs Anna Thompson		Mrs Laura Miles-Lewis

Teaching Assistants

Mrs Drysdale Level 3 EYFS	Mrs Masrani	Miss Quinell	Mrs Everest
Mrs Smith (Higher Level)	Mrs Neill	Mrs Crees	Miss Pescott
Mrs Gregory (Higher Level)	Mrs Drysdale	Mrs Ward	

Each class has a full-time class teacher. In addition, we have a team of Teaching Assistants who support children across the school.

Office Staff

Business Manager: Ms Morrison

Secretary: Mrs Carless

Finance Administration: Mrs Wills and Mrs Foden

Lunchtime Teaching Assistants:

Mrs Neill	Mrs Masrani
Mrs Drysdale	
Mrs Ward	Mrs Quinnell
Mrs Everest	Mrs Crees

Mid-Day Supervisory Assistants:

Mrs Schofield Mrs Begum

Site Management Staff:

Caretaker: Mr Marsh
Cleaner: Mr Layton

Breakfast Club Staff

Mrs McLaughlan Miss Pescott

The following people have the fully certificated First Aid at Work or First Aid in Schools qualification:

Mrs Carless Mrs Foden Mrs Everest Mrs Crees Mrs McLaughlan (Paediatric)

Mrs Smith (Paediatric) Mrs Neill (Paediatric) Mrs Drysdale (Paediatric)

In addition to the people listed above, who are employed directly by the school governors, we also have people working in the school but employed by East Sussex County Council and its contractors.



Miss Young is a peripatetic violin tutor.



Ms Lindsey is a peripatetic music tutor visiting the school to give recorder lessons to Year 4.



Miss Young is a peripatetic piano tutor.

The Governing Body of St. Philip's Catholic Primary School

Governors work with the Headteacher to make decisions about how the school is run. School Governors have legal duties, powers and responsibilities. They meet as a body at least once a term and conduct detailed business through a series of committees.

St Philip's Governors are a dedicated team who share a real concern and interest in the life and work of the school.

Parent governors are elected by the parent body, Foundation Governors are appointed by the Bishop and the LA Governor by the Local Authority. Governors visit our school to monitor progress on the School Development Plan.

Foundation Governors, appointed by the Bishop to represent the Catholic Church:

Chair of Governors: Mrs Penny Heath

Vice-Chair of Governors: Mr Michael Evans*

Mrs Jen Anthony*

Mrs Veronica Jones

Mr Michael Evans*

Parent Governors, elected by the parent body:

Mrs Stephen Green*

Mrs Elizabeth Aviles-Rendon*

Staff Governor, elected by school staff:

Mr Josh Davis

Local Authority Governor (nominated by East Sussex County Council):

Co-opted Governor

Mrs Debbie Rowland *

Headteacher

Mrs Joanna Sanchez

Associate Governors

Ms Lisa Morrison (School Business Manager)

Clerk to Governors

Mrs Fiona Wills

* = Governors with children attending the school

Our Pupils

We have approximately 180 pupils enrolled at St. Philip's. They are arranged into seven classes. These are all single-age classes from Y1-6 and Nursery and Reception operate as a Foundation stage Unit. The school offers a Catholic education. The governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in the parishes of Uckfield, Herons Ghyll and Heathfield. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths or none who support the religious ethos of the school.

Starting School at Age 4+: Although children are of compulsory school age from the beginning of the term following their fifth birthday, schools must provide for the admission of all children in the September following their fourth birthday. Parents can choose for their child to start school on a part-time or fulltime basis in the September following their fourth birthday. It is recommended that any decision about whether a child attends part-time or full-time is reached in discussion with the headteacher (and, if appropriate, staff at the child's pre-school setting).

Inclusion

Inclusion is an ongoing process that celebrates diversity and involves the identification and minimising of barriers to learning and participation that might be experienced by any pupils, irrespective of age, ability, gender, ethnicity, language and social background, and the maximising of resources to reduce these barriers. At St Philip's we believe that every pupil has an entitlement to develop their talents. Educational experiences are provided which develop pupils' achievements and recognise their individuality. Diversity is valued as a rich resource, which supports the learning of all. In this school, inclusion recognises a child's right to a broad, balanced, relevant and challenging curriculum, which is appropriate to their individual abilities, talents, and personal qualities. We take account of the Disability Discrimination Act 2006 and the Special Educational Needs Code of Practice.

Equal Opportunities

We regard the cultural diversity of our school community as a valuable resource in our curriculum planning and in the creation of our school environment. We aim for children to have a positive self-image and respect for each other's cultural background.

We are committed to ensuring that every individual at every stage of learning, regardless of sex, ethnic origin, religion or class, has access to and participates in the full curriculum in a way which takes proper account of their needs and abilities.

Accessibility

In line with the SEN and Disability Act 2001, St. Philip's has an Accessibility Action Plan to ensure equal access to the curriculum and to enhance the school's ability to respond positively to children with a range of disabilities. Ramps and a lift ensure full access to all areas of the school. There are two disabled toilets, one on each floor. The school admits any pupil according to our Admission Policy whether they have a disability or not.

Higher attaining children

Since relative ability changes over time, learners may be regarded as higher attaining at different points in their school life. Tracking is used to identify under-achievement and exceptional achievement and to ensure all children are making good progress.

Teachers provide for these children in a variety of ways including differentiated activities, groups working with teaching assistants or other adults, providing extension activities and specialised challenges.

Special Educational Needs and Disability (SEND)

St. Philip's has a whole school approach to provision for children with Special Educational Needs. As a Catholic school, we are committed to the integration of all children as part of our community. At St Philip's, children are assessed regularly against clear criteria. In academic subjects such as reading, writing and maths, pupils who are not expected to achieve age related expectations for their year group, are given targeted support.

We have a written Special Needs Policy which parents are welcome to see. You can see this, and copies of all policies, on our website.

Whatever the child's ability, the school will aim to identify learning needs, make appropriate provision and monitor an individual's progress. The school staff will liaise closely with parents in seeking to provide the best for the children. We ensure that every child gets what they need not that every child gets the same.

Pupil Premium

Pupil Premium, which is additional to main school funding, must be used to address current underlying inequalities, by ensuring that funding to tackle disadvantage reaches the pupils who need it most. Eligibility for the Pupil Premium has been extended to pupils who have been eligible for free school meals (FSM) at any point in the last 6 years and children adopted from care. Please let us know if your child falls into this category. At St Philip's we ensure that teaching and learning opportunities meet the needs of all of the pupils. More details on the use of this funding, and how it will be used in school can be found on our school website.

The School Day



Learning with application, concentration, dedication and commitment: attitude is as important as ability.

The school day starts at 8.45am

The gates are opened at 8.35am. We would encourage parents/ carers **not** to leave children unsupervised before the gate is open. The children should line up at 8.45am. We need to make a prompt start to lessons and would encourage all children and parents to be punctual. There is an assembly every morning, which is a collective act of worship.

Morning break:

Morning break is from 10.30 – 10.45am.

Lunchtime:

Infant lunch is from 12.00 – 1.00pm.

Junior lunch is from 12.05 – 1.00pm.

Afternoon break (Infants only)

Afternoon break is from 2.15 – 2.30pm.

The school day ends at: 3.10pm for Infants 3.15pm for Juniors

Lunchtime

During lunchtime children may either have a school lunch or bring a packed lunch. We encourage parents to provide a packed lunch that is healthy and sensible. Children are asked to take home any uneaten food so that parents will know if their child is eating their lunch. Any food containing nuts is not allowed as we do have members of our community with nut allergies.

Good quality, mid-day meals are prepared in our school kitchen. Children are generally offered a choice of 3 main courses with vegetables and there is a choice of desserts. The emphasis is on healthy eating. There is a vegetarian option, a healthy choice meal or jacket potato with filling available each day. Children make their choice from the menu, during morning registration. Careful attention is paid to children's dietary needs.

Parents/ Carers may use Parent Pay to pay for their child's school lunch online. Please talk to the office staff for more details about this method of payment.

If you think that your child may be entitled to a free school lunch please ask at the school office. We are happy to advise parents of their entitlement. All children in YR, Y1 and Y2 are entitled to free school meals.

Snack time

We encourage healthy eating in the school. Foundation stage and KS1 children are provided with a free piece of fruit or vegetable for break time. No sweets, crisps or biscuits please. All pupils are encouraged to bring a bottle of water into school every day.

The School Curriculum

Education at St. Philip's School is exciting, stimulating and challenging. All children are provided with a wide range of learning opportunities based upon the local environment, first hand experience, observation and problem solving. The teaching and the work set is matched against the ability, needs, interest and experience of the children. The curriculum includes R.E. and all those subjects that make up the National Curriculum. We also introduce Spanish in KS2. Our Ofsted Report (December 2019) stated that, “Pupils enjoy coming to school and have very positive attitudes to learning. Leaders have high ambitions for all their pupils. Teachers make sure that there are interesting lessons and activities to stimulate and challenge pupils.”

We teach the **National Curriculum** throughout the school. **RE, English and Maths** are at the heart of what we teach and the central core skills that we develop in every child, in order to enable them to fulfil their potential; to make a valuable contribution to the community; and to prepare them for secondary schools and the world of work.



Pupils collaborating and learning together.

Our curriculum is outlined in distinct subjects and plans for building on prior skills and knowledge, enabling good progression. Each term children have an overarching focus that holds this work together, for example “We’ll Meet Again,” “Water, Water Everywhere.” Themed days, visitors and trips are used to enhance the children’s experience and develop their enthusiasm and a love of learning. We want our children to develop into life-long learners with a passion for learning.



Religious Education and Worship

St. Philip's is a Catholic school within Our Lady Immaculate & St Philip Neri Parish and we maintain strong links with the Church, which is next door to the school. Acts of Worship take place each day with the whole school or each Key Stage or in a class; these are led by the Headteacher, classteacher or the clergy. We hold regular Liturgies and Masses, in the school and the church and families are encouraged to join us.

Parents have the legal right to withdraw their child from Religious Education and Worship. As this is a Catholic school, it is not expected that parents would request the withdrawal of their child from assemblies or Religious Education.

Our School motto, "Let your Light Shine".



Supporting the development of faith

We work closely with the Parish, Diocese and other Catholic schools to promote the development of faith through Religious Education, catechesis and evangelisation.

Children are prepared for First Communion usually during Year 3. This is a parish-based programme but it is run with the full support of the school.

Many schools have a programme of Personal, Social and Health Education but in a Catholic school this is very important and, like R.E. this permeates every aspect of the curriculum and our ways of working. Children meet weekly in Pastoral Care Groups. These are groups from across the school year groups led by a teacher and a teaching assistant. Family groups are kept together and the groups remain constant throughout the child's time at St Philip's. Children therefore have an opportunity to develop long lasting friendships with children outside of their own year group. PSHE. includes health and sex education. As with all our school curriculum subjects, there are policies and schemes of work, which all parents can see. Parents have a statutory right to request that their children are withdrawn from Sex Education lessons. Please make an appointment to see the Classteacher if you wish to discuss this matter. Copies of all documents are kept in school and can be viewed or copies requested.



Music and Drama

There are many opportunities for pupils to take part in musical and dramatic events. Each class takes responsibility for assemblies, Liturgies and Masses, which parents are invited to come and see. At Christmas time we put on an Infant and Year 6 Nativity play and also a Carol Service. Year Six pupils put on a musical drama production to celebrate the end of their time at St Philip's.

The East Sussex County School of Music provides pupils with opportunities to learn violin, guitar, keyboard, cello and recorder.



Sport

Sport is a great strength of the school. We encourage sport for all children in order to experience the enjoyment of sports and games and to help children to take responsibility for developing their fitness.

Both EYFS/Key Stage 1 and Key Stage 2 organise Sports' Days which provide all children with the opportunity to participate and to enjoy being active.

Our Sponsored Walk gives an opportunity for adults and children to work as a community to raise money for the school in a fun and healthy way.



Both KS1 and KS2 participate in the Top Play and Top Sports Festivals at Uckfield Community and Technology College. We also encourage competitive sports and team games. Our school teams have been very successful for a number of years.

We have our own specialist PE teacher, Mrs Miles-Lewis, who works with staff and children to improve teaching and opportunities for competition in our school.

Each year we host the St Philip's Tournament, when we welcome other Catholic schools in the Diocese to compete in a netball and football tournament.



Educational Visits

Pupils learn a tremendous amount from first-hand experiences and so we try to organise many visits to our local area. We are very fortunate in having such superb school grounds that provide a fabulous resource for learning. Our school has an interesting history with modern sections improving a Victorian building. We have easy access to the church next door, which is a resource for learning as well as a place of worship.

Children are regularly taken on visits within the local community to shops, the library, the police station, the river, and to various interesting local buildings such as Bridge Cottage.

During the school year, the children can enjoy a wide range of educational visits. Some of the places we have visited in the past include Herstmonceux Science Centre, Bodiam Castle, Bignor Roman Villa, Preston Manor in Brighton, Drusillas and Smugglers' Caves in Hastings.



Year 6 take part in a residential trip undertaking outdoor adventurous activities such as abseiling and sailing. Year 6 also have the opportunity to go on retreat as part of their Leaving Day celebrations.

All school trips are carefully planned by experienced staff and supervised appropriately, according to official guidelines, recommendations and legislation.



Extra curricular

St Philip's is pleased to offer all children access to our successful Breakfast Club. This is available five mornings a week from 7.45am - 8.45am and is run by our own staff members - Mrs Laughlin, Mrs Everest and Miss Pescott. Children can have a healthy breakfast, play games and enjoy craft activities before the start of the school day. The charge of £4.50 per day covers the cost of care and a simple breakfast including toast, bagels, cereal, fruit and a drink. Booking and payment must be made in advance. We also offer a range of after school clubs, including tennis, karate, multiskills, football and netball. We also have an after school drama club.

Focus on the Foundation Stage - The Curriculum in the EYFS

Children's work in Reception and Nursery focuses on their direct explorations with their environment where they learn to question and make discoveries about the world for themselves, in order to further their learning.

Play is used as a vehicle for children's learning at this stage as through play they develop their social skills and discover what things can do which will therefore lay the foundations upon which all future learning will be based.

There are also strong links with the outdoor environment, being used as a teaching tool to enhance children's learning, with children having direct access to the outdoor environment throughout the day.

Creativity and art are important parts of the Early Years Curriculum.

Most of the children's learning will take place through play based exploratory activities, alongside which they will participate in focused group activities for focused teaching.

The main focus in the early years will be on gaining understanding about the world around them, as well as supporting them in their social understanding to provide them with the necessary skills to support them in later life.

There is also a strong focus on supporting early reading. We use the Twinkl Phonics government accredited programme and each child will receive reading books and sounds to share at home in order to support and build upon the learning they do in school.

“The Reception class is well organised. Staff assess the children thoroughly and use their knowledge of each child to plan suitable activities. Exciting equipment and resources are readily available indoors and out....adults interact positively and productively with the children, helping move their learning forward.” Ofsted (2016)



Starting School – Children and Parents

In April, you will receive a letter informing you of the governors' decision and, if you are offered a place at the school, there will be an acceptance form for you to fill in confirming that you accept the place being offered. Parents who are offered places at St. Philip's will be given further opportunities to visit again throughout June and July in order for us to give you more information about starting school and to enable you to start to become part of our school community.

Before the children start school, the Reception teacher visit local playgroups and liaise with group leaders. The children will also be invited to attend a settling in session during July so that they get used to the classroom and meet their new teacher. We also hold a 'Teddy Bears' Picnic, where new and existing Reception families can start to get to know each other.

Admissions in September are staggered over a period of several days. This allows children to enter school part-time, in smaller groups, and helps ensure a happy and stable beginning to their school career. It may take a few days of gentle induction before your child is attending according to what will become their normal pattern (i.e. part-time or full time, morning or afternoon sessions, staying for lunch etc.).

Additional Information

Homework

Homework is seen as an important part of the learning process. Children are encouraged to extend their school work into their homes, to expand on and organise their own work, to search for information and to solve problems. We would not expect a child to spend much more than one hour uninterrupted working time at home. The Homework guidelines can be viewed on the school website.

Assessment

All children will be formally assessed at the ages of 4, 7 and 11. This assessment will be carried out by your child's class teacher using national tests. Parents will receive a full report of the results at the time their child reaches this stage.

Teachers continuously assess the children throughout the year, by looking at their work, in discussions, tests and specially designed tasks. In this way they can plan better for the work provided.

Attendance and absence figures

St. Philip's Catholic Primary School has excellent attendance figures and a very low rate of absence, even through the Covid pandemic. The latest official figure was 94%.

We are grateful to all our parents for their continued support in ensuring that their children come to school on time, ready to learn, and for the fact that absences are properly notified to the school by letter or telephone call.

The attendance policy is available to view on the school website and copies are also held at the school office. *Please be aware that we do not authorise holidays in term time.*

Behaviour

The general behaviour of pupils is a matter of great importance to the well being of the community and the running of the school. Through our Courtesy Code children are encouraged to show politeness, respect and thought for others in their dealings with one another and with adults. They are encouraged to cultivate the qualities of honesty, kindness and fair dealing.

At St Philip's we feel strongly that if children are not well behaved then learning cannot take place. A lot of time, care and attention is given to the children; problems that arise are dealt with through discussions and may be recorded. Children are listened to and effort is taken to find out the cause of the problem.

There is a school behaviour policy that details our expectations. The rules that we have in school are there for a good reason, usually with the child's safety in mind. If a pupil's behaviour causes concern, parents are consulted.

Bullying will not be tolerated; we take great care to ensure that this does not happen. We strive to be a listening school and ask children to tell us of any concerns that they may have. A recent survey found that pupils feel that the incidence of bullying is rare and that incidents will be dealt with promptly and fairly. We cannot help if we do not know what is happening; this is detailed in our 'Anti-Bullying Policy'.

Oftsed (2019) noted that, "Pupils feel safe and secure in school. They say there is no bullying. They are confident to turn to staff if any problems arise and know they will be listened to."

The Role of Parents

Children make the most progress when parents are fully involved in their children's learning and we actively encourage parental involvement. We aim to work in partnership with parents in the education of their children. It is important that children are happy and at ease with the education process. The more aware parents are of the work of the school, the easier it is to develop this.

We hold Parent Consultation evenings and pupils' reports to give parents information and create the opportunity to discuss pupils' development and progress. Our Open Day gives parents and other interested persons the opportunity to view the school as a working environment. Should parents wish to raise any matters, particularly those of an urgent nature, they are encouraged to approach the class teacher first. If the class teacher is unable to resolve the issue, parents can make an appointment to talk to a member of the Senior Leadership Team. Matters that cannot be resolved by the headteacher may be referred to the Chair of the Governing Body.

Parents are encouraged to join with us in the various celebrations, activities and events that occur throughout the year. Many of these are held in conjunction with our Parish community and this strengthens our spirit of community and shared beliefs.

Parents help in many ways including reading, design technology, art, Maths and by accompanying groups on visits to name a few.

Charging Policies

In line with the East Sussex policy on charging, parents are not obliged to pay for activities which are National Curriculum entitlement, however, we will tell you the cost of each activity and ask you to make a contribution towards this cost. Obviously we rely on the goodwill of parents or we would have difficulty funding these activities. Full payment for activities not within the National Curriculum must be made by parents. A detailed policy is available on the school website.

Voluntary Aided Status

St Philip's voluntary aided status means that Governors have certain responsibilities. These include:

- Ensuring Catholic teaching is part of the curriculum and liaising with the Parish Priest to help the school achieve this.
- Determining Admission Policy
- Employer of school staff
- Managing finances
- Owning and managing the school buildings including paying for maintenance and structural improvements

Being voluntary aided helps St. Philip's achieve its mission to provide a Catholic education promoting the academic, physical, spiritual and social development of each child in a stimulating environment and with a broad and balanced curriculum.

As a voluntary aided school we need to fund 10% towards all capital costs within the school such as building maintenance and projects. To meet its obligations, Governors are heavily dependent on donations from parents. All parents are asked to make a donation subject to personal circumstances in recognition of the fact that they are selecting a voluntary aided school to provide an education experience for their child that is consistent with their faith and beliefs. The School is able to claim Gift Aid on contributions made by tax payers who have completed a Gift Aid declaration. Details will be sent to you prior to your child starting school.

Complaints

Any problems will be dealt with by the class teacher or the teacher concerned. If this is not resolved, an appointment should be made with a relevant member of SLT. Should the headteacher be unable to resolve an issue, you will need to write to the Chair of the Governors via the school. A copy of the Complaints Procedure Policy is available on the website.

Secondary Education

The majority of our children transfer to either St. Paul's Catholic College, Burgess Hill or Uckfield College for their secondary school provision. Over the last few years we have also had children move on to Mayfield, Stoneyhurst, Christs' Hospital, Tonbridge Grammar and Skinners. We enjoy strong links with St Paul's and Mayfield through their teaching staff. In addition we also have long established links with Uckfield College, our local community secondary college.

The Friends' of St. Philip's School

The Friends' of St. Philip's School is a very active social and fund-raising group, which contributes a great deal to the life of the school. All parents are automatically members of the Friends' Association.

The Friends' Committee organises many activities and events over the course of the year, to which everyone is welcome. We are enormously grateful for the fund-raising efforts that have recently enhanced dramatically the information technology and play facilities within our school.

Regular features of our social calendar include: a Christmas Pantomime (created and performed by parents and staff for the pupils and for adult audiences); an Annual Quiz; Summer Fayre; Bingo and discos for the children. We have even held 'Phifest' – our very own music and camping festival

Safeguarding

At St Philip's we fully recognise our responsibilities for safeguarding children. The safety of the child is paramount. The five main elements to our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equipping children with the skills needed to keep them safe
- develop and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with his/her agreed child protection plan
- establish a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ensure children know that there are adults in the school whom they can approach if they are worried
- include opportunities in the EPR curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DFE.

Online Safety

Our Online Safety policy is for staff and pupils. Online Safety includes Internet technologies and electronic communications such as mobile phones. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards

and awareness for users to enable them to control their online experience. Online Safety is not confined to school premises, school equipment or the school day. Our Online Safety policy builds on Online Safety Guidance from East Sussex County Council, BECTA, and the government.

Our Safeguarding and Online Safety policies are published on our website.

Admissions Policy

The Admissions policy was finally determined by the Governing Body of St. Philip's Catholic Primary School on 12th April March 2021. A copy of the policy is published on our school website and copies are available from the school office.

Admissions in the last 6 years

Category	2017	2018	2019	2020	2021	2022
1 (Catholic looked after)						
2 (Catholic siblings)	3	4	4	1	4	2
3 (Catholic Children)	2	8	7	8	1	2
4 (Other Looked after)				1		
5 Catechumens			1			
6 Siblings	5	4	4	14	10	2
8. Other Christians		1	8	4	3	2
9. Other Faiths						
10. Other children	6	13	6	2	7	8
	All first choices were admitted	All first choices were admitted	Furthest distance 1631m	Furthest distance 206m	All first choices were admitted	All first choices were admitted

SCHOOL UNIFORM

At St. Philip's School, we support the wearing of a school uniform. It gives a sense of identity and belonging, helps to set a standard of smartness, and is usually less expensive. It is almost impossible to create a series of complicated rules governing every possible eventuality. The most important rule is 'PLEASE CONSULT US' before sanctioning any dramatic change in appearance, hair, jewellery, footwear or adornment.

From the beginning of the autumn term, pupils may be in summer or winter uniform.
From the beginning of term 2 (Oct/ Nov) pupils must be in winter uniform.

WINTER UNIFORM from October half term

BOYS – grey trousers, white shirt, bottle green pullover (available from the office with the school crest) and school tie (green with yellow stripes), grey or black socks.

GIRLS – green skirt or tunic, or grey tailored trousers (not jersey), white blouse, green cardigan or pullover (available from the school office with the school crest) and school tie, White socks or bottle green tights.

Footwear: black shoes (not boots) that fit firmly to the feet.

Hair Accessories: all hair accessories should be in school colours i.e. black, white or bottle green.

SUMMER UNIFORM after Easter until October half term (weather permitting).

BOYS – grey shorts or trousers, bottle green polo shirt (available from the office with the school crest), grey or black socks.

GIRLS – bottle green and white checked summer dress, white socks. Girls may wear grey shorts or trousers and bottle green polo shirt if they prefer.

Shoes: please note that during warmer weather children's feet need to be enclosed within sandals (not open or strappy).

Jewellery: One pair of stud earrings and a watch only are allowed to be worn. All jewellery must be removed by the pupil for P.E. lessons.

Hair: all long hair must be tied back as due to our exciting curriculum we are often active, cooking or doing experiments!

SPORTS WEAR FOR P.E. LESSONS:

For both boys and girls – bottle green shorts, P.E. shirts with the school crest (or plain white T-shirts), bottle green tracksuit bottoms and fleece.

Footwear: black or white trainers.

Many reputable shops will also sell the basic items of our school uniform. The school office also has available second-hand items of uniform.

Academic Results

As well as the high pass rate at the expected level, many pupils achieve the higher levels.

COMPARATIVE TABLES OF ASSESSMENT RESULTS: (Green represents above national)

EYFS Good Level of Development

	2018 school	2018 national	2019 school	2019 national	2022 school	2022 national
GLD	80%	71.5%	83%	71.8%	65.4%	65.2%
APS	41.5	34.6	38	34.6	32.7	31.1

Y1 Phonics Test Results

	2018		2019		2022	
	School	National	School	National	School	National
All pupils	83%	81%	93%	85%	76.7%	76.2%

KEY STAGE 1 RESULTS

2022	School Expected Standard	National Expected Standard	School Greater Depth	National Greater Depth
Y2 Reading	78.6%	67.5%	17.9%	18.1%
Y2 Writing	67.9%	58.6%	10.7%	8.3%
Y2 Maths	75%	68.3%	28.6%	8.3%

2019	School Expected Standard	National Expected Standard	School Greater Depth	National Greater Depth
Y2 Reading	83%	75%	38%	25%
Y2 Writing	83%	69%	21%	15%
Y2 Maths	79%	76%	28%	22%

2018	School Expected Standard	National Expected Standard	School Greater Depth	National Greater Depth
Y2 Reading	80%	76%	27%	26%
Y2 Writing	73%	70%	17%	16%
Y2 Maths	87%	76%	23%	22%

KEY STAGE 2 RESULTS

2022	School Expected Standard	National Expected Standard	School Greater Depth	National Greater Depth	School Expected progress	Scaled Score (100 is expected)
Reading	75.8	72.1%	17.9%	18.1%		105.1
Writing	75.8%	69%	10.7%	8.3%		
Maths	79.3%	71%	24.1%	22.4%		105.2
RWM	72.4%	59%	3.4%	7.2%		
SPAG	79.3%	72%	37.9%	21.3%		106.3

2019	School Expected Standard	National Expected Standard	School Greater Depth	National Greater Depth	School progress	Scaled Score (100 is expected)
Reading	82	73	30.3	27	0.3	104
Writing	94	78	42.4	20	2.9	
Maths	94	79	30.3	27	1.2	105
RWM	82	65	12.1	11		
SPAG	85	78	30.3	36		106

2018	School Expected Standard	National Expected Standard	School Greater Depth	National Greater Depth	School progress	Scaled Score (100 is expected)
Reading	100%	75%	41%	28%	3.6	110.3
Writing	100%	78%	22%	20%	0.9	
Maths	100%	76%	52%	24%	3.8	109.8
RWM	100%	64%	15%	10%		109.7
SPAG	100%	78%	56%	34%		