St Oswald's Catholic Primary School



Parent Handbook 2026-27

'Living, Learning and Loving Together with Christ'

School Details

SCHOOL ADDRESS

St Oswald's Catholic Primary School,
Hartford Road, Gosforth,
Newcastle Upon Tyne,
NE3 5LE

SCHOOL OFFICE: 8.00am-3.45pm

TELEPHONE: 0191 2852437

EMAIL: office@stoswaldsnewcastle.co.uk

WEBSITE: www.stoswaldsnewcastle.co.uk

INSTAGRAM: @stoswaldsnewcastle

FACEBOOK: St Oswald's Primary School Gosforth

Please refer to our school website for up to date information, news and dates for your diary.

HEADTEACHER: Mr P Marley

DEPUTY HEADTEACHER: Mrs K Morris

SENDCO: Mrs G Summersby

SCHOOL BUSINESS MANAGER: Mrs J Lightfoot

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1. Headteacher's Welcome

Dear Families,



I am very proud to welcome you to St. Oswald's. The education and care of your child is incredibly important to us.

We believe that every child is a unique individual, created and loved by God. At St. Oswald's, we aim to create a welcoming, safe and stimulating environment where every child is valued and encouraged to achieve their potential. Gospel values underpin all that we do. We work hard to develop your child's confidence, independence and self -esteem but, most importantly, we want your child to be happy.

Our curriculum is broad, balanced and delivered by high quality teaching. We aim for all children to fulfil their learning potential, regardless of their ability, by encouraging a positive attitude to work and behaviour in every aspect of school life. It is the individual effort and achievement that is celebrated.

We feel that your involvement in this process is crucial and we will provide frequent opportunities to keep you informed about the ways we are working with your child. Working with you, we will do our best to make your child's time with us happy and productive.

P. Marley

Mr P Marley

2. Bishop Bewick Catholic Trust

We are proud to be part of the Bishop Bewick Catholic Trust, one of four Catholic Education Trusts in the Diocese of Hexham and Newcastle. The Trust was founded on clear principles: to educate the whole child, to ensure every child in its care has an excellent Catholic education and to work together to improve opportunities for all its children to succeed and be happy.

More information about the Bishop Bewick Catholic Trust can be found here by using your smart device to scan the QR code.

3. Local Governing Committee

The Governors

Governors are like a Board of Directors and make decisions about how the school is run. They meet at least once a term in school.

Governors are appointed to help:

- decide what is taught
- set standards of behaviour
- interview and select staff
- help decide how the school budget is spent

School Governors have legal duties, powers and responsibilities. They can only act together, they cannot act individually.

School Governors are:

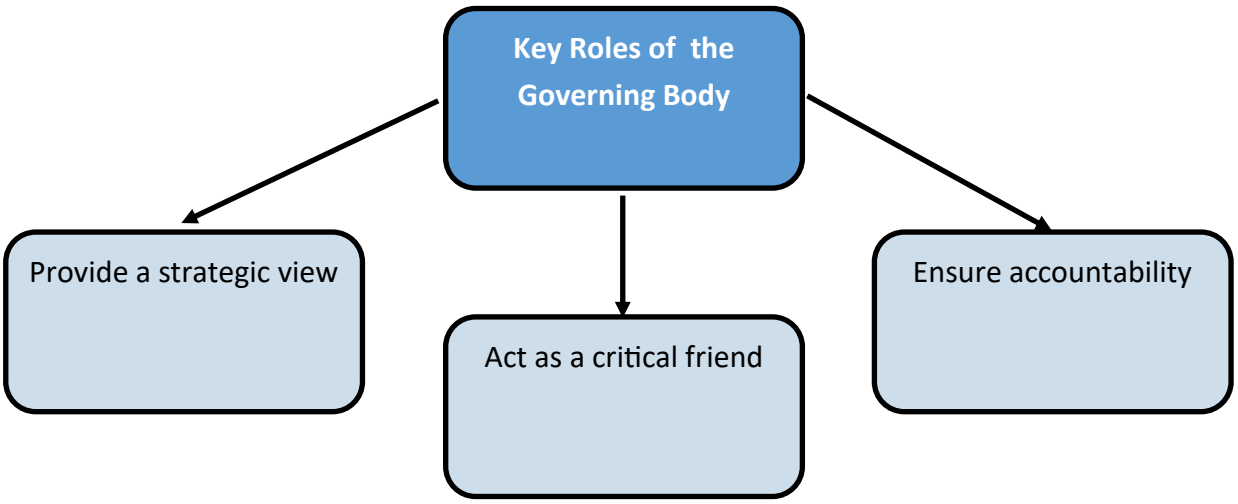
- Foundation governors appointed by the Bishop
- Parents
- Staff

A Parent Governor:

- has a child in school
- is elected by parents of the school
- serves, as do other governors, for four years
- brings views of parents to the Local Governing Committee, but they speak and act as individuals. They do not vote for all parents in general. They have equal status in the work of the Local Governing Committee and have voting rights

The Local Governing Committee can be contacted through the Chair, Mrs A Slater, at the school address.

Additional information regarding our Governing Body can be found on our school website.



4. School Vision

"At St Oswald's, we aim to promote a learning community based on the Gospel values of love, trust and respect where the achievements of everyone are recognised and celebrated.

Living, Learning and Loving together with Christ."

Our vision at St Oswald's is to create a vibrant, caring school community in which every child can achieve their learning potential, develop their unique talents and become the very best they can be in preparation for the next stage in their lives.

Our school aims:

- To create a happy, friendly and supportive environment in which every child can fully develop spiritually, intellectually and socially.
- To provide a calm, safe and stimulating environment for every child to thrive, learn and feel valued.
- To help every child develop in their journey of faith, ensuring that the Gospel values of love, trust, forgiveness, respect and grace are at the centre of everything we do
- To deliver the highest academic standards by providing a range of exciting opportunities and experiences within a rich, innovative and engaging curriculum.
- To ensure all staff have the opportunity for ongoing professional development to deliver consistently high quality teaching and drive improvement throughout the school.
- To promote the physical and emotional wellbeing of children and staff at all times.
- To work in partnership with families, staff, governors and the parish to foster an inclusive family ethos with a caring, nurturing and welcoming atmosphere that gives everyone a sense of belonging within St Oswald's School.



5. British Values

The Government set out its definition of British Values in the 2011 Prevent Strategy. The DfE reinforces the need 'to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values.'

Through the provision of spiritual, moral, social and cultural (SMSC) development for our children, we promote the fundamental British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.

At St. Oswald's, we are committed to serving our community, local area and global community. In doing so, we reinforce British values regularly in the following ways:

Democracy:

Democratic values are an explicit part of the ethos at St. Oswald's. All adults listen to the views of the pupils and value their opinions. Pupils have further opportunities to have their voices heard through our pupil-elected School Council, Eco Council, Mini Vinnies, Well Being Council and Sports Crew and also through pupil interviews. Suggestion boxes are available for children to access.

During the last general election, Year 6 children had the opportunity to hold mock elections as part of a carousel of activities where British values were the focus. The children also had the opportunity to take part in debates. Our local MP has visited school to discuss her role and responsibilities with the children.

The Rule of Law

The importance of laws and rules are consistently reinforced in the classroom, as well as through school assemblies. Class and school rules (or 'expectations' as we call them) are displayed around the school. Pupils are taught to understand the need for laws - that they are there for individual protection, the responsibilities that this involves and the consequences when laws are broken.

Pupils follow a positive behaviour policy. The school council recently created a child friendly adapted version of our policy, to further support the children's understanding of the rewards and sanctions that are used. There was also a competition across school where all children had the opportunity to enhance the child friendly policy to make it even more accessible for all learners. Rewards such as house points, monthly achievers, sticker rewards and the Headteacher's award for upholding our school mission statement are highly valued by children, staff and parents. Assemblies and discussions in class focus on recognising right from wrong and visits from the Police, Fire Service, the School Nurse, our school safeguarding advisors and outside agencies like the NSPCC help to reinforce these messages. Sessions on road safety and Bikeability explain the laws and rules of the road and how to keep safe.

Individual Liberty

Pupils are encouraged to be independent learners, constantly making choices, within a safe and supportive environment. Developing their self-esteem and self-confidence is very important. Pupils are encouraged to understand their personal freedoms and are taught how to use these rights to best effect. All pupils are keen to support charities, whether local, national or global.

5. British Values

Fundraising initiatives involve raising money for Macmillan, British Legion, Children in Need, Comic and Sports Relief, Marie Curie, Daft as a Brush, St Cuthbert's Care, St Oswald's Hospice, Children's Cancer North and CAFOD.

Pupils are taught consideration for others through our Religious Education curriculum, RSE and PSHE lessons. E-safety teaching enables them to make choices in a safe manner. NSPCC workshops enable the children to explore how they keep safe in a wide range of situations.

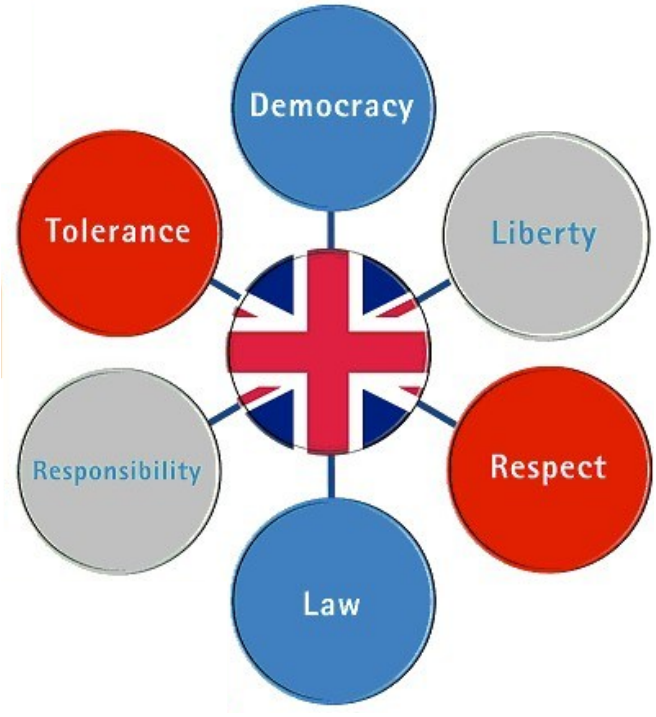
Mutual Respect

Our school's ethos and behaviour policy are based on Gospel values, with the important commandment being, 'Love one another as I have loved you'. We live, learn and love together with Christ. Assemblies, acts of worship and our 'Statements to Live by' constantly promote respect for others and the importance of good manners. All pupils are taught the importance of self-respect, honest and open communication with others and fair play. Pupils work collaboratively and value others' opinions.

Tolerance of those of Different Faiths and Beliefs

As a Catholic worshipping community, pupils are reminded of their place in a culturally diverse society. This is achieved through our Religious Education curriculum and through the spiritual life of the school. Assemblies and classwork promote the diversity of society and the right for each person to be respected and valued equally regardless of ability, gender, faith, heritage or race.

Members of different faiths or religions are invited into school to share their knowledge and enhance learning within assemblies and in class. The children have had a wide range of opportunities to develop their knowledge, tolerance and understanding through workshops, visits to the Synagogue and Mosque and through presentations given by peers from a number of different faith communities.



5. British Values

British Values throughout the Curriculum

A range of our curriculum topics have strong links to the British Empire. The whole school community recognises the importance of the armed forces by participating in Remembrance services and wearing a red accessory to mark the importance of the 11th November. We always remember especially the service men who died from our own parish.



In Year 6, pupils undertake a History topic about the Second World War and the impact that the military had in fighting for the British Empire. They explore the impact of the war on the country. Work is linked with Remembrance and the annual Poppy Day celebrations where children purchase poppies and a minute's silence is held in a thought provoking assembly.

Year 5 attend the 'Just Is' conference. They attend a wide range of learning opportunities at our feeder High Schools and explore many aspects of working together with peers from other schools.





In History, children in Year 3, Year 4 and Year 5 look at the impact and influence on Britain of the Stone Age to Iron Age, Romans, Anglo Saxons and Vikings.

In Year 2 there is a strong focus on the work of Florence Nightingale and how she assisted British soldiers so they could convalesce after being injured. The children also study the Great Fire of London and look at the importance of Samuel Pepys' diary. During the month of November, the children are encouraged to think about the significance of Bonfire Night through studying the story of Guy Fawkes and the Gunpowder Plot.





In Year 1 the children have an opportunity to find out about significant British Monarchs and the impact of the Victorian period.

Reception Class study events within recent memory. PSE is a prime area of learning and through this area, the children are introduced to class rules, turn taking, sharing, tolerance and understanding. They are given a wide range of opportunities to develop in this area through visitors to their class, trips and through spending time with their Special Friends.

5. British Values

As a whole school we work extremely hard to participate in local, national and global projects. Enterprise and fundraising opportunities are always high on the agenda.

The school undertakes daily assemblies and class discussions which uphold the traditional values of empathy, respect and tolerance. These are also taught within formal RHE, PSHE and RE lessons and in an informal nature throughout the school day.

'A key part of our plan for education is to ensure children become valuable and fully rounded members of society who treat others with respect and tolerance, regardless of background.

We want every school to promote the basic British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance for those of different faiths and beliefs.

This ensures young people understand the importance of respect and leave school fully prepared for life in modern Britain.'

-Lord Nash

6. Personal Development

At St Oswald's, we recognise that the primary years are a key time for children to develop their own identity and aspirations for the future. As well as academic development, it is essential that children are given opportunities, through the curriculum and beyond, for personal development. We understand the crucial role we can play in helping children to prepare for their adult lives so they can go on to engage positively in society. The opportunities we can offer them while at St Oswald's will impact upon their future, helping them to develop core values to guide them through their lives.

Personal Development is reflected in our school mission statement of Living, Loving and Learning and in our school values. It was an area graded as 'Outstanding' in our most recent Ofsted Report (Dec 2022)

We want each child to leave the school feeling confident, unique and proud.



6. Personal Development (continued)

Our intent is to teach children how to navigate through life safely, happily and healthily. Children are growing up in a world that is constantly changing and it is the duty of all the staff at school, in partnership with the parents , to teach the children transferable life skills. We teach children about the world around them, relationships, emotions and health, as well as transferable skills to help with life. We consistently promote the British values and our school values.



The vision for Personal Development at St Oswald's is that:

- **Children have opportunities throughout their time at St Oswald's to have rich and varied experiences.**
- **All children develop their 'cultural capital' while at St Oswald's**
- **Physical and mental well-being are prioritised as much as academic achievements**
- **Families are involved wherever possible, to support all areas of their child's personal development**



7. Behaviour

At St. Oswald's, high expectations of good behaviour and discipline are expected from all pupils at all times. Pupils are encouraged to act with responsibility and care towards one another. At St. Oswald's, we try to give our pupils a good grounding in the widely shared values of tolerance, honesty, respect and an openness for the truth which are essential for the conduct of their individual social life.

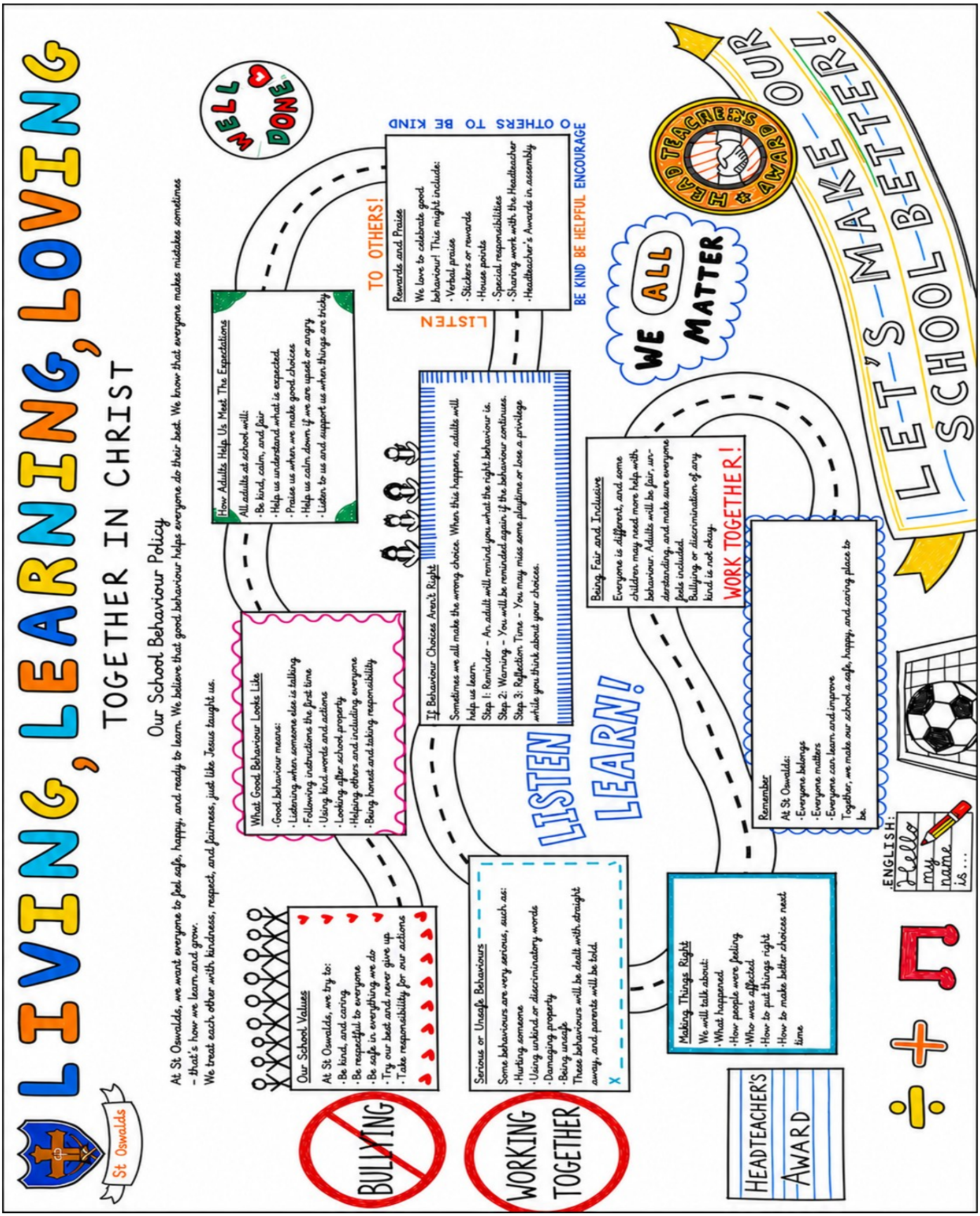
To access our full **Behaviour Policy** document,

please use your smart device to scan the QR code to

be taken to the relevant section of our website.

7. Behaviour (continued)

Our Child Friendly Behaviour Policy, created by the School Council and children across the school.



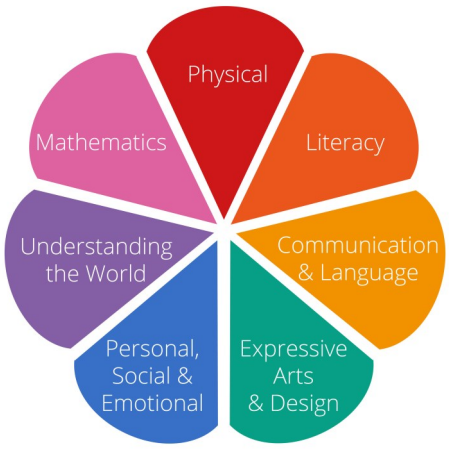
8. Year Group Information

Foundation Stage



The Foundation Stage provision at St Oswald's Primary School consists of a one form Reception Class. We aim to help each child to develop to their full potential by offering a 'principled play based approach to learning and development'. Young children learn best through play and our Reception class team will be able to provide your child with appropriate play and learning experiences for their stage of development and to enable them to access their next steps.

To find out more about the Early Years Curriculum and Learning Goals, please use your smart device to scan the QR code. to be taken to the relevant section of our website.



The Early Years is divided into seven key areas of learning. The prime areas are given significance in igniting children's enthusiasm for learning. These are:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

The four additional areas through which the prime areas are further strengthened are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive art and design



All areas of learning and development are important and interconnected and activities will often cover many of the key areas of development. Each area is divided into different stages of development; staff are therefore able to identify natural next steps and appropriate resources to support them.

8. Year Group Information continued



Activities in Reception class range from whole class teaching sessions, to adult-led work to child-initiated learning. Online learning journals are available for parents to access and contribute towards to ensure a clear dialogue between home and school regarding children's development.



At St. Oswald's, we pride ourselves on treating every child as an individual and our Foundation Stage team are committed to a rich and varied curriculum that is led by children's interests and play.

'It is fun coming to school'

'We learn things that help us.'

'My teachers are kind and help me'

-Reception class

Additional information regarding our Foundation Stage can be found on our website in the 'Curriculum' and 'Class Blog' tabs.

Key Stage 1

Key Stage 1 is made up of a Year 1 and Year 2 class. Our Key stage 1 classes endeavour to build the love of learning that was established within children in Reception. Reading, writing, mathematics and Religious Education form the core of the curriculum with a broad range of foundation subjects extending children's learning experiences.



Themed days, trips, sporting events and class visitors are woven throughout the year to enhance and enrich the curriculum offer and ensure all children are given memorable learning experiences.

Additional information regarding Key Stage 1 can be found on our website in the 'Curriculum' and 'Class Blog' tabs.

'We learn lots of things in lots of different ways.'

'It is sometimes hard but we always keep trying.'

'Our teacher gives us tricky challenges to help us to learn even more.'

-Year 2

Key Stage 2

In Key Stage 2, we aim to continue to provide a safe and stimulating learning environment which promotes independence, resilience and confidence in our 7-11 year old pupils. Our Philosophy for Learning is further embedded to create 'life long learners' in all children. English and Maths basic skills are further embedded and built upon and children continue to develop their understanding of the Catholic faith through Religious Education. Our foundation subjects curriculum offer is extensive and is designed to give children the necessary knowledge and skills for their next steps in secondary school. We believe that our curriculum continues to offer every child the chance to shine and reach their potential. Children are offered the opportunity to learn a Modern Foreign Language, swim with greater confidence and skill and take part in residential visits.



'In Key Stage 2 we are asked to show resilience….the work is challenging and teachers expect the best from us.'

'We have a responsibility to be role models for the younger children in school.'

-Year 6

Additional information regarding our Foundation Stage can be found on our website in the 'Curriculum' and 'Class Blog' tabs.

9. Admissions

To access our full **Admissions Policy** document and information regarding the normal admission route and in-year applications, please use your smart device to scan the QR code to be taken to the relevant section of our website.

10. School Day

School opens	8.35am Rec and KS1 8.30am KS2
Lunch	11:45 –12:45 (Rec) 12.00 - 1.00pm
School day ends	3.05pm Rec and KS1 3:00pm KS2

Independently ran wrap around care is also provided on site

- **Breakfast Club** runs from 7.30 -8.35am
- **After school club** runs from 3.00 -6.00pm

Additional information regarding this provision can be found here.

11. School uniform

· Royal blue sweatshirt *, Royal blue cardigan * (with the school logo);

· Sky blue polo shirt * (with or without the school logo);

· Grey or navy trousers or navy blue skirt or pinafore.

· Grey short trousers (optional during the summer term);

· Pale blue/white checked dress (optional during the summer term);

· All black school shoes. Heels are not considered suitable;

· Socks with skirts/pinafores – white or navy-blue; dark socks with trousers;

· Tights - navy blue plain opaque tights.

· An optional navy blue school book bag * (with or without the school logo).



PE Kit

For PE, pupils are asked to wear a school PE top with a school logo and navy shorts (no logo) with trainers. Hoodies with the school badge on are also available should parents wish to purchase them.

Children are to wear PE kits for school on days in which they have PE lessons. During colder weather children are permitted to wear plain, dark coloured leggings or tracksuit bottoms with either their school jumper or PE hoodies.

Jewellery

The school does not allow pupils to wear jewellery in school due to health and safety concerns. The exceptions to this rule are (1) one pair of small ear-ring studs in pierced ears that can only be worn if pupils are able to remove them independently; and (2) a sensible wrist watch/basic fitness tracker that does not allow connection to a smartphone device.

School uniform marked with a * is available from:

'Tots to Teams', Unit 10b, Airport Industrial Estate, Kingston Park, Newcastle upon Tyne NE3 2EF

or online at: https://www.totstoteams.com/

Email: orders@totstoteams.com

To access our full **School Uniform Policy** document,

please use your smart device to scan the QR code to

be taken to the relevant section of our website.

12. Attendance

It is important for children's continued educational and social development that they attend school regularly and punctually. Regular attendance sets a positive behaviour pattern. School should be a place to which pupils wish to come. It is essential that a school's effectiveness in terms of curriculum delivery be maximised through a high rate of attendance. Punctuality enables teachers and children to make a purposeful start to the school day.
At St Oswald's we aim to:

- promote regular, punctual attendance at school for all children.
- ensure consistency in recording attendance and following up absence.
- work closely with parents to ensure regular communication on individual attendance patterns.
- liaise with the Attendance Service when necessary. There are procedures in place for recording attendance and punctuality and for acting upon information gathered. These systems are based in the school office.

Why attendance matters:

- Less than 5 days' absence = 98%+ attendance
- 14 days' absence = 93% attendance
- 20 days' absence = 89% attendance
- 30 days' absence = 84% attendance

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence.

Concerns regarding attendance would be addressed using the protocol outlined in detail in our Attendance Policy.

To access our full **Attendance Policy** document,

please use your smart device to scan the QR code to

be taken to the relevant section of our website.

13. Data Protection

The General Data Protection Regulation (GDPR) May 2018 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools. The regulations give rights to those about whom data is held such as pupils, their parents and teachers (known as data subjects). This includes: The right to know the types of data being held; why it is being held; and to whom it may be communicated.

To access our full **Data Protection Policy** document,

please use your smart device to scan the QR code to

be taken to the relevant section of our website.

14. Administering Medicine

We welcome, support and include children with long-term medical conditions, short term medical needs and medical technical support.

If a child needs to take **prescribed medicine** during the school day, parents/carers are asked to bring the medication into school in its original packaging with the prescription label and complete a Medical Form available from the School Office. The school will safely store and administer medication where appropriate, in line with legal requirements.

15. Special Educational Needs (SEND)

Every child at St. Oswald's Catholic Primary School is entitled to a broad and balanced curriculum. It is the duty of all members of staff at St. Oswald's to use their best endeavours to ensure that each child with Special Educational Needs and Disabilities has access to the wider curriculum and is fully integrated into the social and academic life of the school.

The governors and staff of the school acknowledge their shared responsibility for making appropriate provision for children with Special Educational Needs and Disabilities. It is our principal aim to enable every child to achieve his or her full potential.

We hope to provide a caring, supportive learning environment in which children with Special Educational Needs and Disabilities can achieve success; Living, Learning and Loving together with Christ.

15. Special Educational Needs (SEND)

We provide a full range of educational and pastoral support to all our pupils in order for them to make good progress.

There are a number of reasons why a child may be identified as having SEN:

- They are having significant difficulties with their learning and making far less progress than expected.
- They have a specific learning difficulty, for example dyslexia.
- They have emotional or mental health difficulties.
- They have difficulties with social communication and interaction.
- They have sensory and/or physical needs, for example visual impairment.

Each child is an individual and will receive unique provision and resources as and when required.

For more information regarding the SEND provision in School, please use your smart device to scan the QR code to be taken to the relevant section of our website.

16. Curriculum Intent

At St. Oswald's, we are committed to providing a broad, rich and enabling curriculum for our learners. We aim to embed a life-long love of learning within our children through our 'Philosophy for Learning' which outlines the key strategies we feel are fundamental in securing knowledge and skills within our pupils.

Our curriculum is designed to ensure children are ready to make the relevant next steps in their individual learning journeys and can confidently demonstrate and apply their understanding in a range of subjects.

Each subject is divided into a criteria of Age Related Expectations that we use to plan and assess and ensure progress across all areas throughout a child's primary school career. Driver words are embedded into learning objectives to ensure appropriate skills and knowledge are taught in different year groups which, in turn, allows children to make links between different subjects and topics as they progress through school.

For more information regarding our Curriculum, please use your smart device to scan the QR code to be taken to the relevant section of our website.

17. School Meals

17.1 Meal Options



Our school meals are prepared on site by our kitchen staff. Pupils can choose from a range of foods which fully complies with government food standards. The school menu runs on a three-week cycle covering a choice of meat and vegetarian dishes. A full set of menus are available to view on our website.

Pupils are also welcome to bring a packed lunch into school. The U.K government produces packed lunch guidance to ensure all children benefit from eating quality food during the school day. Please follow this link to the 'Change 4 Life' website for more information.

17.2 Free School Meals

Your child may be eligible for a Free School Meal (FSM) if they are 3-19 years old and you receive one of the following;

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on-paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit-if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your circumstances regarding eligibility for Free School Meals change, please contact the School

17.3 Universal Free School Meals

Pupils in Reception, Year 1 and Year 2 will automatically receive a free school meal under the Universal Free School Meals program. However, if you think you may qualify for Free School Meals, please register as the school will receive additional Pupil Premium funding for each child who qualifies for FSM.

For more information regarding Free School Meals and details on how to apply,

please use your smart device to scan the QR code to be taken to the relevant section of the Newcastle City Council website.

17. School Meals

17.4 Milk

Children under 5 are offered milk each day.

Children over 5 who wish to have school milk may do so at a subsidised cost.

Orders are placed direct with the supplier, Cool Milk, via online registration at: www.coolmilk.com

17.5 Fruit Scheme

Children in Key Stage 1 are provided with a piece of fresh fruit every day. There is no cost to parents for this.

18. Extra Curricular Clubs

We are committed to providing a wide extra curricular offer for our children through a variety of clubs hosted in school. As well as staff offering provision for extra curricular activities, we also work in partnership with several out-of-school providers to ensure our offer covers a breadth of interests for our children such as Tag Rugby, Drama, Lego, Gymnastics, Football, Multi-skills, Cricket, French, Art, Drama and Book club to name but a few.

19. School Office

The school office is open from 8.00am - 3.45pm and you are welcome to contact us by:

- Phone: 0191 285 2437
- Email: office@stoswaldsnewcastle.co.uk

If your child is unwell or unable to attend school, please notify the office as early as possible to let us know.

Our office team is responsible for keeping you informed of what is going on in school and we will communicate with you in the following ways:

- Via the Arbor app
- Email
- School website

It is vital that we have up-to-date contact details for you at all times to enable us to get in touch with you if your child is unwell and to ensure you receive messages and emails etc. **If your contact details change please inform the school office at your earliest convenience.**

20. Safeguarding Information for Parents

Safeguarding and promoting the welfare of children is of paramount importance and is everyone's responsibility.

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of our Safeguarding Policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school.

For more information regarding Safeguarding in School including all relevant policies, please use your smart device to scan the QR code to be taken to the relevant section of our website.

20.1 Contact Details

Our Designated Person for Child Protection in school is the Headteacher:

Mr P Marley

Additional Safeguarding Leads:

Mrs K Morris (Deputy Headteacher)

Mrs G Summersby (SENDCo)

Mrs S Mooney (Key Stage 1 Lead)

Miss J Gray (Key Stage 2 Lead)

All Designated Safeguarding Leads can be contacted via the school office.

If you are concerned about the safety and welfare of you child or a child you know, you should act without delay:

Children Social Care	Tel: 0191 2772500
Police	Tel: 101 or 999 (emergency)
Out-of-hours Duty Team	Tel: 0191 2328520
NSPCC Child Protection	Tel: 0808 800 5000

20. Safeguarding Information for Parents

20.2 Internet and Phone Safety

Technology plays an ever-increasing part in the way schools teach and the way children learn. At home, technology also influences and changes the way children live and the activities they choose to partake in. While technology provides many fantastic opportunities, it also brings potential risks and dangers:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to and/or the sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing/distribution of personal images without an individual's consent or knowledge .
- Inappropriate communication /contact with others, including strangers.
- Cyber-bullying.
- Access to unsuitable video/internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the internet.



- Plagiarism and copyright infringement .
- Fake news-information that isn't true.
- Radicalisation—exposure to ideas and extreme views.
- Financial commitments for websites, games or songs.
- Illegal downloading of music or video files.
- The potential for excessive use which may impact on social and emotional development and learning as well as communication skills.

E-Safety and proper use of technology, including AI, is an integral part of our Computing curriculum and emphasises the benefits of the correct use of technology to our children whilst also highlighting potential dangers to them. All children are taught age appropriate e-safety content as standard within their Computing lessons; school also highlights and reinforces key messages through initiatives such as Internet Safety Week and Anti Bullying Week assemblies and activities.

Further support documents for parents can be found in the Safeguarding section of our website.

If you are worried about online safety for your child or a child you know, please do not hesitate to contact a member of staff or one of the agencies listed to share these concerns.

20. Safeguarding Information for Parents

20.3 Child Abuse and What to Look For

For information regarding the different types of abuse and some signs to look out for, please view our Safeguarding Policy on the school website which is updated annually.

20.4 If your child is being bullied

Our approach to bullying is informed by the Catholic faith.

"Every human being is created in God's image and likeness and therefore is valuable and worthy of respect."

-Christ at the Centre

The DFE 2014 guidance states that schools should have their own definition of bullying. Bullying is defined by our school community as "a deliberate (on purpose) behaviour that occurs over a long period of time. Bullying is a serious issue that is dealt out by one bully or a group of bullies. When bullies carry out their highly disruptive violence they have a desire to hurt or harm others through words or actions. Other forms of bullying can consist of many online social sites (cyber bulling) - this type of bullying is unacceptable and the fact that people can't see you does not dismiss the fact that this is a highly hurtful event for victims and many victims' families. Bullying causes fear, pain, worry, intimidation and distress for all victims."

Our Anti-Bullying Policy document outlines the procedure that help us to identify and deal with any cases of bullying in school. In the event of reported incidents of bullying the school will be prepared to:

- Take the problem seriously
- Investigate the incident - who was involved (or alleged to be involved) where and when it happened, what happened.
- Interview bully/ies and victims separately
- Interview any witnesses
- Keep victim's parents informed of action taken
- Inform all members of staff about the incident and action taken
- Keep a written record of incident, interviews and action taken
- Decide on appropriate action, such as (but not limited to):

- Obtain apology from bully/ies to victim
- Impose sanctions against bully/ies

-Inform bully/ies' parents

- Hold lessons / class discussions about bullying

- Provide a safe haven during school hours for victim

- Provide support teacher for victim

- Encourage bully to change his/her behaviour

20. Safeguarding Information for Parents

To access our full **Anti Bullying Policy** document,

please use your smart device to scan the QR code to

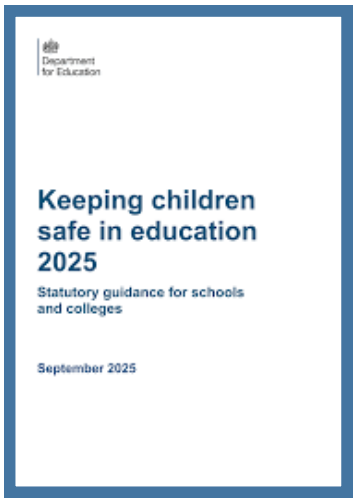
be taken to the relevant section of our website.

20.5 What we will do if we have a concern about your child

If we are concerned that your child may be at risk of abuse or neglect we must follow the procedures in our Child Protection and Safeguarding policy.

These procedures are there to protect all pupils and support families and staff. They are based on the principle that the welfare of the child is the most important thing and comply with our statutory responsibilities.

Child protection is a hugely important and sensitive issue, which can raise questions and a range of emotions. Please rest assured that our priority will always be the welfare of a child. We will do everything we can to support pupils and any actions we take would always be done so with the best interest of the children at heart.



Government guidance on the Protection and Safeguarding of children

can be found in the 'Keeping Children Safe In Education 2025' document.

Please use your smart device to scan the QR code to view this document.

21. Use of Photographs and Images

21.1 Photographs and Images in School

Taking photographs and recording images of pupils contributes to the curriculum in many ways. As well as being a fun part of lessons, visits, trips and after school clubs, it is a good way of recording and celebrating achievement in school. Photographs and images may be used in school for the following;

- As part of a lesson
- For displays in the classroom and corridors
- For use in newsletters

21.2 Photographs and Images on the School Website and Social Media

The school website, Instagram and Facebook pages are used to share information with you and give you a window into your child's life in school. Children are never identified on the website or on social media by their full names. We may share photos of the following types of activities;

- Lessons
- Trips
- Events in school
- Assemblies
- Achievements
- Sporting Events

21.3 Photographs and Images for Reception Class Learning Journals

Reception Class use the online learning journal app 'Tapestry' to document their steps of learning. These journals are available for parents to view and contribute to. Journals are password protected to ensure confidentiality of children's identities and records. When working in small groups, children may appear in photographs on other children's profiles, however, access to Tapestry is strictly to parents/carers and staff of the Reception Class only.

21.4 Permission to Take/Use Photographs and Images

When your child starts at our school, we will ask you to sign a Photograph Consent form which details the ways in which we can use images of your child. We are aware that some parents may not wish for images of their child to be taken, therefore we ask that no photos or videos taken during school performances/ liturgies are shared anywhere.

22. Complaints Procedure

Our school procedure for dealing with complaints is set out below:

- We expect all of our pupils, staff and parents to listen carefully and respectfully to each other.
- The class teacher should deal with minor complaints. If you are not satisfied, contact the Headteacher.
- All serious complaints must be explained to the Headteacher so that an investigation can take place.
- Parents who are unhappy about something should contact us at once. The Headteacher will always meet concerned parents in order to resolve difficulties.
- A parent who is still not satisfied should contact the Chair of Governors. Name and telephone number can be obtained from the school office.

To access our full **Complaints Procedure** document,

please use your smart device to scan the QR code to

be taken to the relevant section of our website.