



Saint Norbert's Catholic Primary Voluntary Academy

Welcome Brochure (2022-2023)



**Artsmark
Gold Award**
Awarded by Arts
Council England



Saint Norbert's Catholic Primary Voluntary Academy



STAFF

Headteacher	Mrs P Tonge
Deputy Headteacher	Mr A Dawson
Parish Priests	Father Matthew Jakes / Father Lim Gamsi
Class Teacher: Reception/Nursery	Mrs T Belton
Class Teacher: Years 1 & 2	Miss L Marsden
Class Teacher: Years 3 & 4	Miss S Tonge
Class Teacher: Years 5 & 6	Mr A Dawson
Child Support Assistants:	Mrs S Mell Mrs J Fowler Miss M Woodmansey Mrs K Bentley Mrs K Blewett
Business Manager Secretary	Mrs J Walmsley Mrs D Fletcher
Caretaker	Mr T Bennett

Safeguarding

Designated Safeguarding Lead	Mr A Dawson
Deputy Designated Safeguarding Lead	Mrs P Tonge

SENDCO and Medical Needs

SENDCO	Mrs P Tonge
Designated Senior Lead for the Medical Conditions Policy	Mrs P Tonge

Breakfast Club

Breakfast Club Manager	Miss M Woodmansey
Breakfast Club Playworker	Mrs J Fowler

Goldstar out-of-school Club

Goldstar	Miss M Woodmansey Miss Sophia Jaques
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GOVERNORS

Chair of Governors	Mrs M Robinson
Vice Chair	Mr C O'Mara
Other Foundation Governors	Mr C O'Mara Mrs F Robinson Mr R Pender Mrs H Fowler
Parent Appointees	Mr D Coggrave Mr O Fillingham
Trust Link Governor	Mr G Green



I N T R O D U C T I O N

We would like to welcome you and your children to Saint Norbert's Academy and wish you all a long and happy relationship with us.

We believe that, being a Rights Respecting School, we can offer a warm family atmosphere where all the children and staff work cooperatively to achieve high standards of education within a caring environment which reflects our Catholic ethos.

As your child grows, we hope to encourage self-confidence, self-esteem, self-discipline and respect for the rights of others.

We would like your child to feel valued in our Academy and we encourage these values within the framework of our Mission Statement:

"To live, love and learn in the footprints of Jesus."



www.stnorbertscrowle.co.uk



@StNorbertCrowle



01724 710249



MISSION STATEMENT:

'To live, love and learn in the footprints of Jesus'

"An excellent Catholic school is guided and driven by a clearly communicated mission that embraces a Catholic Identity rooted in Gospel values, centred on the Eucharist, and committed to faith formation, academic excellence and service".

From "The Catholic School Standards Project"

We will enable all our children to:

Live

To live life to the full, achieving the fulfilment of potential (spiritual, intellectual, physical, psychological, social, moral, aesthetic and religious capacities of each child).

Love

To love and serve others by developing a personal relationship with Jesus Christ, a communal transparent witness to the Gospel message of the love of God and neighbour, especially the poor and marginalized.

Learn

To learn through a commitment to academic excellence, relevant cross-curricular religious education and faith formation programmes, educating and engaging the whole child in all dimensions.

What is special about us?

Our school is special in its welcome. As we are all made in God's image, we extend the hand of friendship to everyone into our school and Catholic community. We learn from Jesus as role model; we are honest and respect one another. Through the Gospel and our rights respecting school values, we forgive and expect to be forgiven.

What is most important to us?

We are passionate about achieving excellence, aiming to foster a love for wisdom and a passion for the truth. We aim to enable every child to make swift academic progress in our nurturing Catholic community, and to integrate faith, culture and life.

In order to support the development of the children in our school, parents, staff and children will therefore agree to work closely together in the Christian family of our school. The nature of this agreement is outlined in this document.

AWARDS AND REWARDS

As a Gold 'Rights Respecting School', the children are fully aware of their rights and how each person should be treated with respect. We encourage positive behaviour through a system of rewards. Our Good Behaviour Policy is the result of a collaborative effort between children, parents, governors and staff. Our reward system includes stickers, praise in assemblies, prizes and the weekly issue of 'Good Behaviour', 'Good Work' and 'Following the Footprints' badges.

Our established 'merit system' provides ample opportunities for us to celebrate children's successes in all areas of school life. Please view our Good Behaviour Policy for more information.

HOME-SCHOOL AGREEMENT

Before your child begins at St Norbert's, you are asked to sign a copy of the Home-School Agreement.

PARENT PARTNERSHIP

Our aim is to establish a firm partnership between parents and teachers from the very beginning so that the education and the development of all children can be shared.

In the case of parents living at different addresses, we will make every effort to keep both parties fully involved and included in all aspects of school life.

Parents and children are always welcome to visit our school before the children start with us. We are happy to discuss any aspect of your child's education and development within the school. Please telephone **01724 710249** to arrange a convenient time.

ST. NORBERT'S NURSERY

Our Nursery, led by Mrs Belton, operates in the Early Years unit. This is open to all children in the term after their third birthday. For further information, please contact the Secretary, who will be very happy to provide further details.

BEFORE YOU START

In order to help children settle happily into our Academy, there will be an induction session for parents and children where they can become familiar with their new friends, teachers and surroundings. There will also be an opportunity to make an appointment to visit your child in his/her own home at a mutually convenient time. It will also be very helpful to us if you can use this opportunity to tell us as much as possible about your child in order to find out about his/her personal interests so that we can build in some personalised learning. This establishes a friendly relationship in familiar surroundings, enabling your child to feel more confident before beginning school.

As children reach statutory school age and enter Reception Year, parents are invited to a meeting with the Headteacher and the Class Teacher to have a short informal chat. This provides an opportunity to ask any questions that they may wish to raise.

The Headteacher and Staff are always available to answer any queries or discuss concerns. Since the beginning of the day is a busy time, it is usually more convenient to talk to teachers after school. The Headteacher holds termly 'Drop in' sessions to give parents the chance to discuss privately - and at length - any concerns or suggestions they may have, which may affect the Academy or individual children. At the same time, the Headteacher, who is also Special Needs Co-ordinator, will be available to answer any queries regarding any additional needs. We aim to bring out the best in every child enabling them to make swift progress and fulfil their potential.

TIMES OF ACADEMY SESSIONS

RECEPTION AND NURSERY

Reception	8.30am – 11.30am	12.40pm – 3.00pm
Nursery	8.30am – 11.30am	12.00pm – 3.00pm

REST OF THE SCHOOL

8.30am – 12.00 noon (doors open from 8.20am)
(morning break 10.30am – 10.50am)
1.00pm – 3.00pm

COLLECTIVE WORSHIP

This usually takes place at 8:30am on Mondays and 2:30pm on Fridays
Worship takes place in classes on Tuesdays, Wednesdays and Thursdays – times vary

GOLDSTAR OUT OF SCHOOL CLUB

This runs daily from 3pm until 6pm and includes a healthy tea-time snack, as well as a range of activities. Bookings and payment – which should be completed in advance – can be made using Parentpay. The cost per session is £8.20 per child, with a discounted price of £7.30 for other children from the same family making a booking on the same day. Please contact our school office for details.

BREAKFAST CLUB

There is a daily Breakfast Club every day from 7.45am, during which activities are provided. Children are offered a good selection of nutritious food. The session costs £2.10 per day.

FRUIT

Children in the Early Years and Key Stage One will receive free fruit during the day. Children in Key Stage Two may bring a fruit snack to eat during playtime.

HOLIDAYS AND ABSENCES

Please note that holidays should not be taken during term-time. There is now a legal requirement for all absences to be covered by a letter or a phone call, otherwise absences must be recorded as unauthorised. Holidays taken in term-time will lead to a fine.

HOLIDAY DATES 2022-2023

School opens for children:

Monday 5th September

Monday 31st October

Tuesday 3rd January

Monday 20th February

Tuesday 18th April

Monday 5th June

School closes:

Thursday 20th October

Friday 16th December

Thursday 9th February

Friday 31st March

Monday 1st May (May Day)

Friday 26th May

Friday 21st July

FRIENDS OF ST. NORBERT'S PARENT-TEACHER ASSOCIATION (PTA)

We are very grateful for all the help which we receive from parents and friends of the school. While we appreciate that not all parents will be able to find the time to attend every meeting, new members are always made welcome.

During the year, the Friends group organises a variety of events and fund-raising activities. Proceeds are used to support the Academy in its purchase of resources and activities for the children. We are always looking for new ideas and will welcome your support.

Thanks to the Friends, every child at St. Norbert's Academy receives a Christmas present, which is brought personally by Father Christmas!

ACADEMY CURRICULUM

St. Norbert's Academy is committed to offering an academic curriculum of excellence within a caring, Christian environment.

Our aims are:

- a) to help pupils use language and number effectively;
- b) to help pupils to develop in the basic areas of competence needed for varying employment patterns in a rapidly-changing world;
- c) to help pupils to understand the world in which they live, and the interdependence of individuals, groups, nations and the environment;
- d) to help pupils to develop lively, enquiring, imaginative and creative minds, with the ability to question and argue rationally and to apply themselves to tasks;
- e) to help pupils to develop fit, healthy bodies and equip them with a wide range of physical skills;
- f) to help pupils develop aesthetic awareness;
- g) to help the children appreciate human achievement and aspirations;
- h) to help pupils to develop interests and skills which will enable them to enjoy and make the best use of leisure time;
- i) to help pupils to develop a set of reasoned attitudes, values and beliefs, based on the Christian principles of the Catholic Faith;

- j) to help children understand the multi-cultural nature of society, to foster respect for those of different religions, beliefs and ways of life, and to develop an attitude which is opposed to discrimination of any sort;
- k) to help children to develop a sense of self-respect with the capacity to live as both independent, self-motivated and self-disciplined adults and as contributory members within their own families and society as a whole;
- l) to find out about children's interests in order to personalise learning;
- m) to teach children how to keep safe both in and out of school.

EARLY YEARS

Every opportunity is taken to ensure that children can access the full curriculum as soon as possible during their Early Years. Under the supervision of Class Teacher and the guidance of the Nursery Nurse, initial learning takes place through role "playing" and structured "play" which teaches children about their world, about themselves and about others. It also develops the skills of language, imagination and creativity and helps to develop their perseverance and concentration skills and encourages a positive attitude to learning. The basic skills of reading, writing and number and scientific enquiry are highlighted alongside these activities. Physical development is also targeted as a prime area.

We know how important the role of parents is in the education of their children. The average child learns more in the first five years of their life than during the whole of the rest of his/her life. Our children are encouraged to take home library books and a variety of quality reading material from school. Reading activities take place daily in school and one-to-one reading will also take place with your child regularly each week. Parents are also encouraged to supplement this reading by hearing their own child read and by recording their progress in the Reading Record Book.

HAND-IN-HAND

We have a pre-school leaflet which we give to the parents of all new starters. It contains details of ways in which you can help prepare your child for school and make it easier for your child to settle into the new routine. These are handed out at the induction days.

RELIGIOUS EDUCATION

Every opportunity and encouragement is given to enable all those connected to the Academy to grow in faith and spirituality. We have a variety of teaching methods appropriate to the age and ability of the pupils. Learning and growth in the Faith are promoted through the children's own personal experiences, together with active participation in all aspects of their Religious Education. These are combined with the 'Come and See' scheme of work and supported by the Religious Education Curriculum Directory for Catholic Schools, plus scripture, liturgy and traditional prayers, focused on a living faith that acknowledges the integrity of other faiths.

The Church's insight into the human person, the concern we have for the well-being of each individual and the quality of relationships in our community are at the heart of all that we do to enable our young people to develop both spiritually and morally. Opportunities for celebration and worship include whole-school and class assemblies, masses, carol services and daily prayer. Parents are invited to share in our worship every term.

We do hope you and your children will take part in these opportunities for worship. However, if you do not wish to be included, we will respect your right to withdraw your children from this aspect of our school life.

RELATIONSHIPS AND SEX EDUCATION (RSE)

'Journey in Love' and 'TenTen' are the recommended resources for Catholic schools which we use for Relationship and Sex Education; they have been designed to support the Religious Education, PSHE and Science curricula taught within school.

Throughout our work, children and young people are encouraged to marvel at the wonder and beauty of God's creative love. This is reflected in each stage of a person's growth in the Primary Years through a series of suggested, progressive and developmental tasks, activities and reflections which focus on physical, social, emotional, intellectual and spiritual development.

As with all aspects of learning, children are naturally curious and many will have questions related to their lessons. Opportunities to discuss questions form part of the lessons and again these are treated with care and understanding. Our approach highlights the importance of parental input and children will be told to discuss their lessons at home.

As a parent, you have the right to withdraw your child from RSE lessons at anytime if you wish to do so, though not from those elements which also form part of the Science curriculum.

Further details can be found on our website.

HANDWRITING

Children are taught to use joined cursive script as soon as they have gained confidence in their handwriting. By the end of Year 1, most children should be using joined writing.

THE NATIONAL CURRICULUM

The school curriculum comprises all learning and other experiences that each school plans for its pupils. The National Curriculum forms one part of the school curriculum. The National Curriculum is organised into blocks of years called 'Key Stages' (KS). 'Key Stage 1' refers to Years 1-2 (up to 7 years); 'Key Stage 2' refers to Year 3-6 (from 7 to 11 years). At the end of each Key Stage, your child's teacher will formally assess his or her performance to measure your child's progress.

The National Curriculum provides pupils with an introduction to the essential knowledge that they need to be educated citizens. It introduces them to the best that has been thought and said; and helps engender an appreciation of human creativity and achievement.

The National Curriculum is just one element in the education of every child; it provides an outline of core knowledge around which teachers can develop exciting and stimulating lessons to promote the development of pupils' knowledge, understanding and skills as part of the wider school curriculum.

The National Curriculum is a planned programme of study which all children must follow. It is comprised of: English, Maths, Science, Computing, RE, History, Geography, Music, Art, Technology, Modern Foreign Languages (French) and Physical Education (PE). Each subject has age-specific programmes of study. Personal Social Health Education and Citizenship is also taught throughout the school.

HOMEWORK

The school follows a structured programme of homework. This provides children with a Homework Diary, into which we can record a range of activities based on the National Curriculum.

Homework is given on a weekly basis and parents are regularly consulted to assess whether the type and amount of homework is appropriate for their child. All parents are most welcome to discuss ways in which they would like to personalise the homework programme further with Class Teachers.

THE WIDER CURRICULUM

Basic skills are taught in the form of interesting and stimulating themes over a two-yearly cycle of National Curriculum subjects. We encourage the children to learn in a practical way and also use the outdoor environment as a regular teaching and learning opportunity. Regular visits and visitors significantly enrich our provision.

ASSESSMENT

Right from their very earliest days in school, your child is assessed using 'Development Matters' and the Early Years Foundation Stage Profile. This process is ongoing and progress is closely monitored. Close contact is kept with you, as we recognise the importance of working together at this early stage.

Throughout a child's education at St. Norbert's, continuous assessment by Class Teachers will take place to inform the next stage of learning. This will be supplemented by more formal tests, as appropriate and in accordance with the Department for Education's statutory assessment arrangements. Please consult our Assessment Policy for further details.

REPORTING TO PARENTS

Stay and Play sessions provide Nursery parents with opportunities to discuss progress from an early stage.

Throughout the school, we provide a choice of afternoon or evening parent consultation meetings at least once per term, in November, February and July. An end-of-year written report for each child is sent to parents prior to the final consultation meetings of the year in July. There are also additional opportunities to see the Headteacher on an individual basis in termly 'drop-in' sessions. However, you are welcome to see children's work at any time during the term; we simply ask that you give Class Teachers sufficient advance notice, please.

For children with special needs, additional meetings are held each term to review personalised targets. The Headteacher is very happy to discuss any aspect of your child's education. Please telephone or visit the office if you wish to make an appointment.

QUALITY LEARNING

We make every effort to maximise learning time in school and to minimise any wasted or disrupted time. Classroom organisation is a critical issue for teachers. Each class is organised to encourage independence and effective learning. A variety of strategies is used by the Class Teacher.

Within each class, there may be two or three levels of differentiated work set by the Teacher during any given lesson; this enables us to meet the needs of different children. There will also be times when small groups of children will be working together collaboratively in a lesson. Children may also be working individually on projects that they are developing.

Teachers at St. Norbert's plan thoroughly for the term ahead, which is part of our two-year long-term programme. This includes all subjects from the National Curriculum, which are spread evenly within the framework of a number of themes or topics. Our Homework Diary provides parents with details of each term's themes. More information about the school curriculum can be found on our website.

EXTRA-CURRICULAR ACTIVITIES

As well as the full range of National Curriculum subjects, the school also provides a range of extra-curricular activities. These include musical tuition, Speech and Drama, Football, Dance, Multi-Sports, Cookery, Arts, Library and Choir. Please check the Homework and Events Diary, issued each term, to find out more about each term's available activities.

We offer a wide range of lunchtime and playtime indoor and outdoor activities.

PASTORAL CARE

The pastoral care of the children is the responsibility of all staff with the help, support and guidance of the Headteacher. The named person is Mrs Mell and she is available throughout the day. The Safe School Ambassadors, also led by Mrs Mell, are a group of children who help to ensure all the children's well-being and happiness. They collate the results of termly pupil questionnaires and provide a welcome friend at the Friendship Stop.

CLASS GROUPS

As our school has small numbers of children within a year group and mixed-year groups within a class, there will be occasions on which children from the same year group are taught in different classes. Each decision is always made holistically, after professional consideration of a child's ability and maturity, and will be made in the best interests of the child.

KEEPING HEALTHY

We are a Healthy School. Our curriculum provides plenty of opportunities to learn about keeping healthy. During the Reception Year, children have a basic health screen. If a child has a serious or recurrent problem, it is essential that the parents notify us.

ACCIDENT/ILLNESS

Minor first aid is given at school where necessary. If a child has an accident or is taken ill while at school, we will contact parents. All staff have had training in First Aid. **Please make sure that you provide us with a reliable, up-to-date contact telephone number.**

MEDICINES

Medicines should not be brought in by children. Instead, parents should always report to the School Office if the giving of prescription medication is required so that this might be strictly monitored. Please view our Medical Needs Policy for more information. Mrs Tonge is the Designated Senior Lead for the Medical Needs Policy.

CHILDHOOD INFECTIONS

An information leaflet, giving useful guidelines to parents on the more common childhood illnesses, is available. Please do not send children to school if they are feeling unwell or have had sickness or diarrhoea within the previous 24 hours.

OUR UNIFORM

We have a very strict uniform code and our school is renowned for smart, well-presented children. Please adhere to the uniform and do not buy things that are *'a bit different'*, such as fashion blouses or fashion skirts, as it undermines the uniform code. Thank you for your cooperation.

Where to buy uniform

Ties and jumpers/cardigans are available from Shah's, West Street, Scunthorpe. All other uniform is available from high-street shops.

Boys' Winter Uniform

Plain-black school trousers (no jeans/ studs), white shirt, dark-green school jumper and green-gold school tie. Black socks and black shoes. No trainers are allowed.

Girls' Winter Uniform

Plain-grey skirt or pinafore dress – not fashion wear (plain-black school trousers - no jeans/studs - are an optional extra), white shirt (long or short-sleeved), dark-green school cardigan, green-gold striped tie, white socks or grey tights and black shoes. No trainers are allowed. Hairbands and bobbles should be green.

Boys' Summer Uniform

Black shorts or trousers, white short-sleeved shirt - which may be worn open-necked in warm weather, plain-black socks and black shoes or sandals. No trainers are allowed.

Girls' Summer Uniform

Green and white short-sleeved gingham checked dress (**checks not stripes**), school cardigan, plain-white socks and black shoes or sandals. No trainers allowed.

PE

All children **must** have white T-shirts, black shorts and black canvas plimsolls. In cold weather, children may wear black jogging bottoms or a black tracksuit. No trainers or ordinary footwear are/is allowed unless children are participating in an inter-school competition or otherwise advised. No logos, thank you - this is to ensure that our uniform remains affordable.

Sunhats

Green legionnaire-style hats can be purchased from the school. Please enquire at the office. Other sun hats are allowed.

PLEASE MAKE SURE THAT ALL ITEMS OF CLOTHING AND BELONGINGS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

JEWELLERY /HAIRSTYLES ETC

Jewellery - including earrings - is not allowed in school. Severe hairstyles, such as shaved or coloured hair, are not permitted. Children should not come to school wearing nail varnish, any piercing (including earrings) or with patterned socks. Girls or boys with long hair should wear their hair tied back; this reduces the spread of head lice, as well as keeping the child's hair tidy.

MOBILE PHONES/ELECTRONIC DEVICES

For a number of reasons, these are not permitted and should not be brought in to school.

WATER

All children are asked to bring a water bottle from which to drink in class and throughout the day. These can be purchased from the office. Other drinks should not be brought in to classrooms.

EDUCATIONAL VISITS

Children are regularly taken out on educational visits. Please encourage and support your child. Voluntary contributions will be requested to cover the cost of these outings. No child will be excluded owing to financial difficulties. Please see the Headteacher in confidence.

LUNCHES

The present weekly charge is £12 (£2.40 daily) where applicable. There is a choice of a hot meal, vegetarian hot meal or jacket potato; children can also order sandwiches if they wish to. Order sheets - for the following week - should be emailed to the school office by Thursday morning. We operate a cashless payment system – Parentpay; please contact our school office for details.

Packed Lunches should be healthy and well-balanced. Please do not send sweets or chocolate bars. Fizzy drinks or hot drinks are also not allowed. Children bringing packed lunches will require a cup and spoon.

Free School Meals

Families on low income may be eligible for free-meals and clothing. Forms are available from our office or the North Lincolnshire Council Local Link:

Email: customerservice@northlincs.gov.uk
Telephone: 01724 296850

Crowle Community Hub
3 Market Place
Crowle
North Lincolnshire
DN17 4LA

One week's notice is required if you intend to change from hot meals to packed lunch. Please inform the Secretary.

MORNING ENTRY TO SCHOOL

Children in the Early Years should arrive at the entrance situated in Saint Norbert's Church car park. Children in Key Stages One and Two should arrive through the pedestrian gate situated on Fieldside.

TRAVEL PLAN

Please do not park cars on or opposite the yellow hash-lines outside school as this is a road traffic offence and can be a danger to our children. Please do not park on the paths around school, or in St Norbert's Church car park, as this is a driveway to a private residence.

Please consult our website for details of our ongoing and comprehensive Travel Plan.

DISCLAIMER

The information given in this document applies to the academic year 2022-2023 and was correct at the time of printing in the Summer (Pentecost) Term 2022. Please be aware that changes may be necessary during the forthcoming year.



**ST. NORBERT'S CATHOLIC PRIMARY VOLUNTARY ACADEMY
HOME-SCHOOL AGREEMENT**

The Mission Statement of our school is: To Live, Love and Learn in the Footprints of Jesus. In order to support the development of the children in our school, parents, staff and children will therefore agree to work closely together in the Christian family of our school, as follows:

As a parent or guardian, I shall:

- See that my child goes to school everyday, properly rested, on time, in school uniform with appropriate PE kit.
- Label my child's clothing with his or her name.
- Make the school aware of any concerns or problems, both in and out of school, which might affect my child's work or behaviour.
- Make staff aware of problems and allow time for the school to mediate where there may be issues arising between other pupils or their families.
- Support the school's policies and guidelines for behaviour.
- Support my child in homework and other opportunities for home learning.
- Attend parents' evenings and discussions about my child's progress.
- Be involved with my child's life at the school, supporting the spirituality promoted by the school's ethos.
- Inform the school if my child is absent.
- Update the school with appropriate contact numbers.
- Not take family holidays in term time.
- Not send my child to school with dyed or severe hairstyles, wearing nail polish or with piercings, including ear piercing.

Signature _____

As the school, we shall:

- Care for your child's safety and happiness.
- Provide mediation to resolve any issues within the school community.
- Enable your child to achieve his/her full potential as a valued member of the school community.
- Provide a balanced curriculum and meet the individual needs of your child.
- Achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Keep you informed about school matters in general and about your child's progress in particular, sharing with you any concerns.
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.
- Award good attendance, behaviour and academic success.

Signature _____

As a child at Saint Norbert's, I shall:

- Attend school at all times and on time.
- Bring all the equipment I need everyday (e.g. PE and swimming kits).
- Take letters home.
- Wear the school uniform and be tidy in appearance.
- Do all of my class work and homework as well as I can.
- Be polite and helpful to others. Care for and respect everyone's individuality and background.
- Keep the school free from litter and graffiti.
- Be a good ambassador for the school.
- Show respect for the environment, others' property and property with the school.
- Share all my problems with the teacher / named person.

Signature _____



St. Norbert's Catholic Primary Voluntary Academy,
Fieldside,
Crowle,
Scunthorpe
DN17 4HL

Headteacher Mrs PMA Tonge
Tel: 01724 710249 Fax: 01724 711436
E-mail: admin@stnorbertscrowle.co.uk

APPLICATION FOR ADMISSION TO ST. NORBERT'S NURSERY

Name of child: _____ Date of Birth _____

Details of Nursery attended: _____

Number of sessions per week: _____ AM/PM/ FULL DAY (circle as appropriate)

Full name of Parents/Guardians: _____

Address: _____ Home Tel: _____

_____ Work Tel: _____

_____ Mobile No: _____

Postcode: _____

Medical Requirements _____

Emergency Tel: _____ (Grandparent/relative)

Name of Family Doctor: _____ Tel No: _____

Religion of Child: Catholic/Other (Please specify): _____

Reason for applying for admission to St Norbert's Catholic Academy: _____

Parent Declaration:

I/we _____ (names) declare that we support the Home-School Agreement, including its Good Behaviour Policy. We will expect the same high standards of behaviour from my/our child _____ (child's name).

Signed _____ (both parents/guardians).

Please complete and return to school for submission to the Governors. Please also provide your child's Birth Certificate and Baptismal Certificate with this application form. You will be notified of their decision as soon as possible following the next meeting of the Admissions Committee.



St. Norbert's Catholic Primary Voluntary Academy,

PERMISSION SLIPS

General Data Protection Regulation (GDPR) and Photographs

Further information about GDPR and privacy notices can be found on our website (www.stnorbertscrowle.co.uk).

Please see Appendix 1 at the end of the Welcome Brochure to indicate your preferences regarding photographs.

Walking Around Crowle

I agree that my child _____ can, under supervision, join in walks around Crowle to support their class work.

Signed _____ Print _____

Internet Use

I agree that my child _____ can use the internet to support their class work under the supervision of the class teacher. You (as parents and children) will also be asked to sign an Acceptable Use Agreement (Appendix 2).

Signed _____ Print _____

Scooters – Lunchtime (if required at a later date)

I agree that my child _____ can use his/her own scooter during the lunchtime break.

Signed _____ Print _____

Calpol

I agree that my child _____ can be given Calpol during the school day, if required.

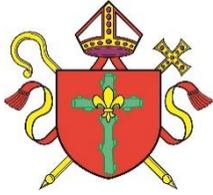
Signed _____ Print _____

Contenance and Changing

I agree that my child _____ can be changed – in accordance with the school's Contenance Policy – if required.

Signed _____ Print _____

Appendix 1



Dear Parents/Carers,

Occasionally, we may take photographs and/or videos of the children at our school. We may use these images/videos in our school's prospectus or in other printed publications that we produce, as well as on our website and occasionally social media. Images/videos published by the school may also be used by the Academy Trust for their newsletters, website and promotional materials.

From time to time, our school may be visited by the media who will take photographs or film and pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulations May 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer the questions below, then sign and date the form where shown.

You are at liberty to withdraw your consent at any time. Please contact the school Business Manager in order to withdraw consent for any or all of the items detailed below.

Please complete and return this form to the school office as soon as possible (please sign overleaf to confirm your decision). Please circle your answer

	Please circle answer
1. May we use your child's photograph in the school prospectus for publicity purposes?	Yes / No
2. May we use your child's photograph on the school website to demonstrate the educational opportunities we provide and for publicity purposes?	Yes / No
3. May we use your child's photograph on adverts, leaflets and posters for publicity purposes?	Yes / No
4. May we use your child's photograph in our newsletters to illustrate the activities the children have taken part in?	Yes / No
5. May we use your child's photograph on displays within school to illustrate the activities the children have taken part in?	Yes / No
6. May we use your child's photograph in external newsletters (i.e. Diocese Board of Education Newsletter) to illustrate the activities the children have taken part in and for publicity purposes?	Yes / No
7. May we record your child's image on video or webcam to demonstrate aspects of the curriculum we offer in school?	Yes / No
8. Are you happy for your child to appear in any photographs taken by the media for use in the local press?	Yes / No
9. May we continue to use your child's photographs on the above items you have given permission for once they have left the school for a period of up to 2 years unless you have withdrawn your consent?	Yes / No

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Declaration

I have read and understood the conditions of use stated below.

I understand that I can withdraw my consent at any time by contacting the Business Manager in the school Office.

Parent/Carer's Name (in block capitals):

.....

Child's Name (in block capitals): Class:

Parent/Carer's Signature: Date:

Conditions of use

1. This form is valid for the period of time your child attends this school, plus an additional 2 years unless you contact the School Office to withdraw your consent. The consent will automatically expire after this time.
2. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
3. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason (see point 2 above).
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on videos, on our website, in our school prospectus or in other printed publications.
5. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Appendix 2



St. Norbert's Catholic Primary Voluntary Academy Pupil and Parent Acceptable Use Agreement

Keeping safe: "Stop; think before you click!"

Pupil name: _____

- I have read the school 'Rules for responsible ICT use' (on display in all classrooms).
- My teacher has explained them to me.
- I understand these rules are there to help keep me safe, and my friends and family safe. I agree to follow the rules.
- I will use educational social media sites (e.g. our learning platform) in a safe and responsible way.
- I will use digital cameras appropriately. I will not take a picture of someone without their permission.
- I will use the computers, internet and e-mail and other ICT in a safe and responsible way.
- I understand that the school can check my computer files, and the Internet sites I visit, and that if they have concerns about my safety, they may contact my parent/carer.
- I know I am not allowed to bring in any of my own electrical devices e.g. MP3 players, games consoles, handheld gaming, mobile/smart phones, smart watches (etc) into school.

Pupil's signature: _____

Date: / /

- As a parent/guardian I agree not to upload or share photographs - taken of children (other than my own) at school events - on social networking sites, nor make them available to the public without permission.
- As the parent/guardian of _____, I have read and understood my child's responsibilities in relation to school computing facilities.

Parent/guardian signature: _____

Date: / /

Appendix 3

General Data Protection Regulations

New regulations came into force in May 2018 regarding Data Protection. Please confirm below the email address you would like the school to use for our group email service; the mobile phone number you would like us to use for the text messaging service; and also that you are happy for these to be used for this purpose. Unfortunately, if confirmation is not received, we will not be able to send communication to you by these methods.

Name:

Email address to be used for communication from St Norbert's:

Mobile phone number to be used for the text messaging service:

I am happy for my details to be used by St Norbert's Catholic Primary Voluntary Academy in this respect:

Signed:

Date: