SAINT NORBERT'S CATHOLIC VOLUNTARY ACADEMY

Mission Statement: To live, love and learn in the footprints of Jesus.

Welcome Brochure

OUR LADY OF LOURDES
CATHOLIC MULTI-ACADEMY TRUST

Our Lady of Lourdes Catholic Multi-Academy Trust. Registered address: 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham, NG2 1RT. A company limited by guarantee registered in England and Wales (company number: 07743523).

Contacting or Visiting Us

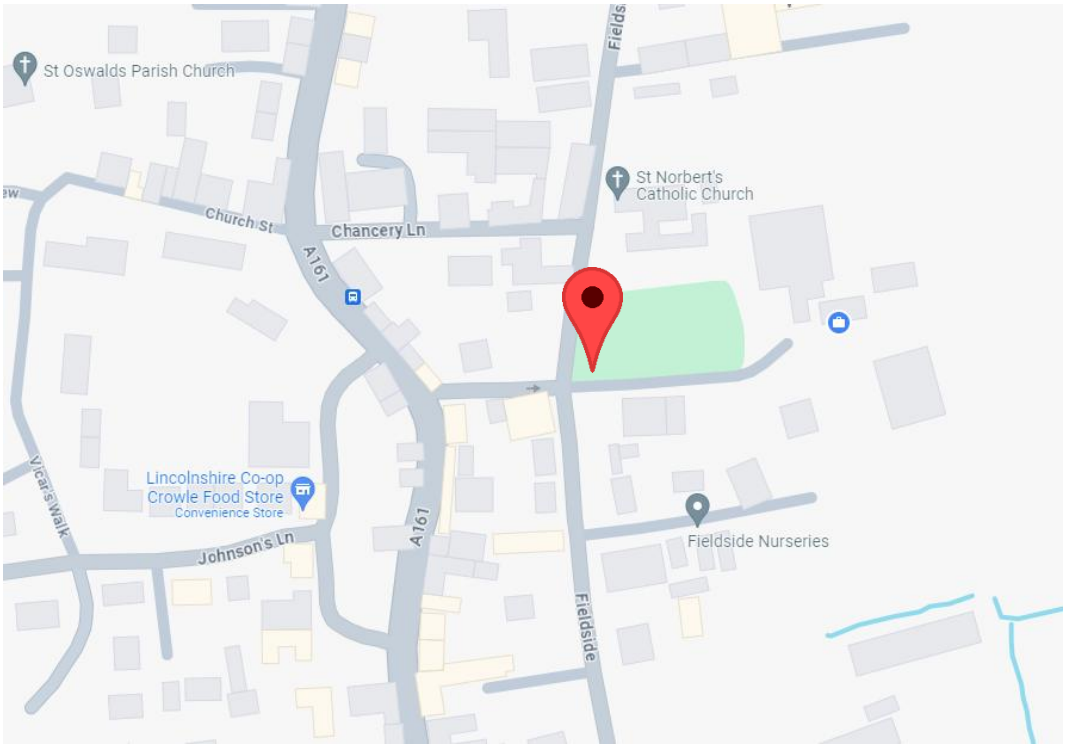
OUR ADDRESS

Fieldside
Crowle
Scunthorpe
North Lincolnshire
DN17 4HL

NAVIGATING TO US

What3words: ///gravest.northward.stuck

Google Maps: Saint Norbert's



EMAIL

In the first instance, all email enquiries should be directed to: admin@stnorbertscrowle.co.uk, please.

TELEPHONE

You can contact the main school office on: 01724 710249

Staff

Headteacher	Mr A Dawson
Parish Priest	Canon Matthew Jakes
Deputy Headteacher	Mr S Walker
Class Teacher: Reception/Nursery	Mrs L O'Neill
Early Years Practitioner	Mrs H Burkill
Class Teacher: Years 1 & 2	Mr S Walker
Class Teacher: Years 3 & 4	Miss S Tonge
Class Teacher: Years 5 & 6	Mrs C Pitois
Music Teaching:	OLoL Music Service
Child Support Assistants	Mrs S Mell Mrs M Maczka Mrs K Blewett Mrs L Nettleton Mrs K Amys
Business Manager	Mrs J Walmsley
Secretary	Mrs D Fletcher
Caretaker	Mr C Jennings
Cleaner	Mr W Whitwood
Breakfast Club	Mrs M Maczka (Manager) Mrs L Nettleton (Assistant)
Goldstar After-School Club	Mrs K Amys (Manager) Mrs M Maczka (Playworker)

Safeguarding

Designated Safeguarding Lead	Mr S Walker
Deputy Designated Safeguarding Lead	Mrs L O'Neill

SENDCO and Medical Needs

SENCO	Miss S Tonge
Designated Senior Lead for the Medical Conditions Policy	Mr A Dawson

Governors

Chair of Governors	Mr S Antrobus (Foundation)
Vice Chair	Mr D Coggrave
Other Foundation Governors	Mrs H Fowler Mrs A Goss Mr G Heane Mrs T Dyson Mrs C Wiley
Parent Appointees	Mr D Coggrave Miss J Barrass
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 – as a Rights Respecting School – we offer a warm family atmosphere in which all children and staff work cooperatively to achieve high standards of education. Ours is a caring community which reflects our Catholic ethos and mission in twenty-first century Britain.

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:

Mission Statement: To live, love and learn in the footprints of Jesus.

www.stnorbertscrowle.co.uk

St Norbert's Catholic Primary Voluntary Academy

01724 710249

Our Mission

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.

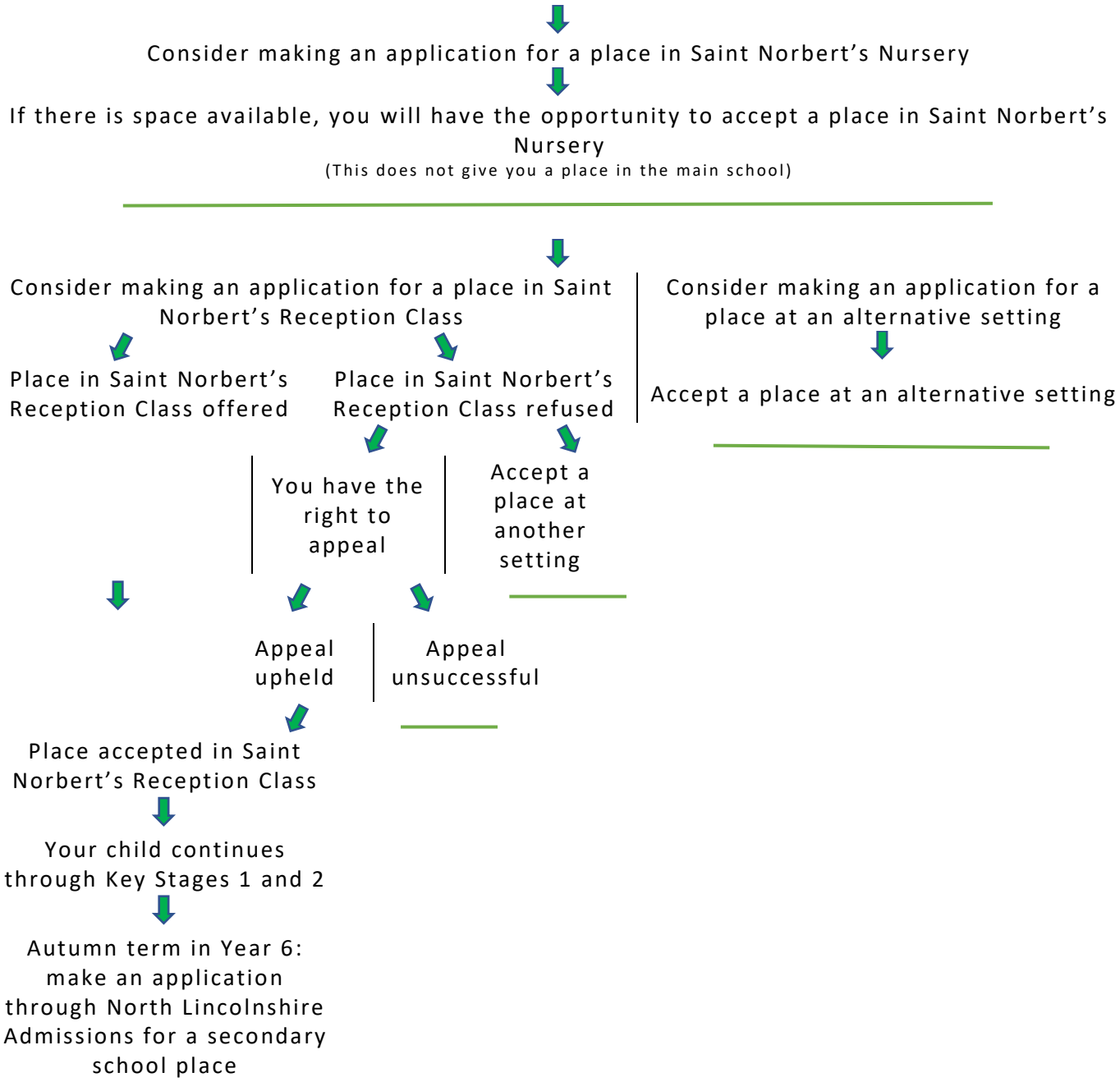
In order to support the development of the children in our school, parents, staff and children will therefore agree to work closely together in the Christian family of our school. The nature of this agreement is outlined in this document.

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.

Your child's journey: from Nursery to Year 6 and beyond



NURSERY

Our Nursery operates within the Early Years setting and is separate from the main school. This is open to all children in the term after their third birthday. For further information, please contact the school office staff, who will be very happy to provide further details.

Taking a place in the Nursery will not guarantee a place in the school's Reception class and parents/guardians should apply through North Lincolnshire Admissions, subject to the Admissions Policy of Our Lady of Lourdes Multi-Academy Trust.

ADMISSIONS

The Our Lady of Lourdes Catholic Multi-Academy Trust is the admission authority for all the schools within the Trust and is responsible for determining the admissions policy. On behalf of the Trust, the admissions are coordinated by the relevant Local Authority.

All decisions relating to admission applications will be taken by the school's Local Governing Body. Applications must be made on the Common Application Form provided by the Local Authority, North Lincolnshire County Council. Further information can be found on their website.

WHEN YOUR CHILD IS ALLOCATED A SCHOOL PLACE

Prior to entering the Reception Year, parents are invited to a 'New Starters' meeting with the Headteacher and the key staff; this provides an opportunity to ask questions and is a general introduction to life at Saint Norbert's.

In order to help children settle happily into our Academy, there will be a period of induction for children so that they can become familiar with their new friends, teachers and surroundings. Additionally, we will also seek to visit your child in his/her own home at a mutually convenient time so that you can use this opportunity to tell us as much as possible about your child. This establishes a friendly relationship in familiar surroundings, enabling your child to feel more confident before beginning school. Our aim is to find out about his/her personal interests so that we can create opportunities for personalised learning.

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. Parent consultation meetings provide the opportunity to discuss any concerns or suggestions; at the same time, the Headteacher, and / or Special Needs Co-ordinator, will be available to answer any queries regarding additional needs. We aim to bring out the best in every child, enabling him or her to make swift progress and fulfil his or her potential.

HOME-SCHOOL AGREEMENT

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

AWARDS AND REWARDS

As a 'Rights Respecting School', the children are taught about their rights and how each person should be treated with respect. Our Good Behaviour Policy - available to view on the school website - is the result of a collaborative effort between children, parents, governors and staff. We therefore encourage positive behaviour through a system of rewards, which includes stickers, praise in assemblies, prizes and the weekly issue of 'Good Behaviour', 'Good Work' and 'Following the Footprints' badges. Our established system of merits and certificates also provides ample opportunities for us to celebrate children's successes in all areas of school life.

The School Day

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 (prayer and liturgy)

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

PARKING OUTSIDE SCHOOL

Wherever possible, please consider parking away from the school entrance and walking the remainder of the journey. Please do not park vehicles on or opposite the yellow lines outside school as this is a road traffic offence and can be a danger to children. Furthermore, please do not park on paths around school.
St Norbert's Church driveway is part of a private residence and must not be used to access the school or to drop off.

MORNING ENTRY TO SCHOOL

All children should arrive through the pedestrian gate situated on Fieldside. Unless using Breakfast Club, children may otherwise arrive from 8:20am. Learning begins **by** 8:30am so it is important that children are ready, settled and comfortable in their classrooms before this time.

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.

LEAVING SCHOOL AT THE END OF THE DAY

Children will usually leave at staggered times (youngest first) onto the school playground. Children are not permitted to ride bicycles or scooters on the playground or on the pathway leading into school at this time, to minimise the risk of accidents.

GOLDSTAR OUT OF SCHOOL CLUB

This is available every day from 3pm until 6pm and includes a healthy snack meal, as well as a range of activities. Bookings and payment – which should be completed in advance – can be made using Arbor. The cost per session is £10.20 per child, with a discounted price of £8.20 for other children from the same family making a booking on the same day. Please contact our school office for details.

HOLIDAYS AND ABSENCES

Please note that we are unable to authorise holidays during term-time; as such, these are usually defined as unauthorised absence and may lead to a fine. All absences must be reported via a telephone call on the day in question or in writing beforehand (in the case of a medical appointment, for example).

Term Dates

2026 - 2027

School opens for children:	School closes:
Thursday 3rd September	Friday 23rd October
Monday 2nd November	Friday 18th December
Monday 4th January	Thursday 11th February
Monday 22nd February	Thursday 25th March
Wednesday 14th April	Monday 3rd May (May Bank Holiday)
	Friday 28th May
Monday 7th June	Wednesday 21st July

2027 - 2028

School opens for children:	School closes:
Monday 6th September	Friday 22nd October
Monday 1st November	Friday 17th December
Wednesday 5th January	Thursday 10th February
Monday 21st February	Friday 31st March
Wednesday 19th April	Monday 1st May (May Bank Holiday)
	Friday 26th May
Monday 5th June	Friday 21st July

Our Parent-Teacher Association: The Friends of Saint Norbert's

We are very grateful for all the help received from parents and friends of the school. Whilst 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 school 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 even receives a Christmas present, which is delivered personally by Father Christmas!

Our Curriculum

We are committed to offering an academic curriculum of excellence within a caring, Christian environment. Further details can be found on our website, which also includes termly curriculum newsletters sharing details of the learning planned in your child's class for the term ahead.

OUR AIMS

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 the Class Teacher in Reception and Early Years Practitioner in the Nursery, learning takes place through adult-led and child-initiated activities which teach children about their world, about themselves and about others.

Provision is closely matched to our bespoke curriculum plans. We also develop language, imagination and creativity whilst encouraging perseverance, good concentration and a positive attitude to learning. The basic skills of reading, writing and number and scientific enquiry underpin 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 than during the whole of the rest of his/her life.

At St Norbert's, and where children are still being taught phonics through our Read Write Inc. programme, they will each bring home:

1. A ReadWriteInc. book bag book which matches their current learning in school.
2. A ReadWriteInc. e-book – shared via Oxford Owl – of the same level which studied in class.
3. A 'sharing' book from a selection of age-appropriate books to read with an adult at home. These books should be read by the adult and enjoyed together during 'story time' to develop a love of reading.

Parents are also encouraged to supplement this reading by hearing your own child read, recording progress in the Reading Record Book.

RELIGIOUS EDUCATION

Every opportunity and encouragement is given to enable our pupils to grow in faith and spirituality; we use a variety of teaching methods appropriate to their age and ability. Learning and growth in 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 our diocesan scheme of work, fulfilling the requirements of the Religious Education Curriculum Directory for Catholic Schools, plus scripture, liturgy and traditional prayers, focused on a 'living faith' which also 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 any time 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.

KEY STAGE ONE (KS1) AND KEY STAGE TWO (KS1)

The school curriculum comprises all learning and other experiences that each setting designs for its pupils. Our approach is underpinned by the National Curriculum and 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)

Throughout and at the end of each year, your child's teacher will assess how successfully he or she has achieved our school curriculum-related expectations.

Our school curriculum provides pupils with instruction in the essential knowledge that they need to be educated citizens. It introduces them to the best that has been thought and said, helping to engender an appreciation of human creativity and achievement. But our planned curriculum is just one component in the journey of every child as he or she moves through life at Saint Norbert's; 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. In short, we aim to develop the 'whole child'.

At Saint Norbert's, our KS1 and KS2 curriculum is comprised of: English, Maths, Science, Computing, RE, History, Geography, Music, Art, Design Technology, Modern Foreign Languages (French in KS2) and Physical Education (PE). We have established programmes of study which are bespoke to our setting, outlining the specific knowledge and skills children will be taught (our 'intent'). Personal Social Health Education, Relationships Education and Citizenship is also taught throughout the school.

THE WIDER CURRICULUM

We know that academic success is important and we strive for high standards. However, we also celebrate creative, physical and spiritual achievement. We are strategic in our holistic approach to each child's development, our guiding principles being to nurture talent, develop virtues and inspire values which prepare our children to lead full and rewarding lives.

From the first days at Saint Norbert's, our 'Whole Child Curriculum' enables us to focus beyond purely subject-specific study; our provision for each child is therefore planned before his or her journey through school begins. In this way, we can ensure that attention has been paid to every aspect of what we believe to be a crucial set of experiences for each learner.

All pupils are encouraged to participate in, engage with and commit to school life. A wide range of experiences is offered, from participation in local festivals and events, to sporting fixtures, creative opportunities in Art and Design Technology, musical activities and many more. Our work is further underpinned and enhanced by our close ties with the church community and our Gospel values. 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.

A wide range of extra-curricular activities is offered by school staff and visitors, including revision booster clubs, sports, gardening, arts and crafts, our library, drama and music. Wherever possible, clubs are free-of-charge to give all pupils equal opportunity to participate.

HOMEWORK

The school follows a structured programme of homework. We provide children with a Homework Diary, into which we also record key events; homework tasks themselves are shared by Class Teachers – usually on Fridays.
Homework is set on a weekly basis and families are welcome to discuss ways in which our homework programme might be further personalised with Class Teachers.

ASSESSMENT

At Saint Norbert's, we recognise the importance of feedback as an integral part of the teaching and learning cycle, and aim to maximise the effectiveness of its use in practice. We are mindful also of the research surrounding effective feedback and the workload implications of written marking, as well as research from cognitive science regarding the fragility of new learning. We adopt different approaches depending on the curriculum subject.

The aims of assessment and feedback in our setting are:

- To redirect or refocus either the teacher's or the learner's actions to achieve a goal;
- to be specific, accurate and clear;
- to encourage and support further effort;
- to ensure that feedback is meaningful;
- to put the onus on children to correct their own mistakes, rather than providing correct answers for them;
- to alert the teacher to misconceptions, so that the teacher can address these in subsequent lessons.

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 also be supplemented by more formal assessments from time to time, as appropriate and also 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.
We provide face-to-face parent consultation meetings in the Advent (Autumn) and Lent (Spring) terms. An end-of-year written report for each child is sent to parents with an optional opportunity to meet with Class Teachers in July, if required. 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, work may be scaffolded or additional challenge provided during any given lesson; this enables us to meet the needs of different children. There will also be times when small groups of children may be working together collaboratively in a lesson. Children may work individually on projects that they are developing.
Teachers at St. Norbert's plan thoroughly for the term ahead, which forms part of our two-year, long-term curriculum plan. More information about the school curriculum can be found on our website.

Pastoral Care

The pastoral care of the children is the responsibility of all staff with the help, support and guidance of the Headteacher. Our '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 have many responsibilities, including attending to our Buddy Bus Stop.

CLASS GROUPS

There may occasionally be a need for children from the same year group to be taught in different classes. If this *is* ever necessary, 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 and our curriculum provides many opportunities for children 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 families notify us so that we can make reasonable adjustments to accommodate individual need.

ACCIDENT/ILLNESS

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. Mr Dawson is the Designated Senior Lead for the Medical Needs Policy.

CHILDHOOD INFECTIONS

Information from the NHS, giving useful guidelines to parents on the more common childhood illnesses, is available here: https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/. Please do not send children to school if they are feeling unwell or have had sickness or diarrhoea recently. Do contact the school office for further advice if you need it.

Uniform

We have a long tradition of simple and smart uniform, which is explained to all families upon accepting a place at Saint Norbert's. Our primary aim is to enable children to focus on learning, rather than becoming preoccupied with their appearance in school. We also seek to ensure that costs remain low and offer support with uniform wherever possible. Please adhere to the uniform and do not buy things that are *'a bit different'* - such as fashion blouses or fashion skirts - as this undermines our efforts to keep costs low and creates a perception of pressure on other children to *'keep up'*. Thank you for your understanding and support.

If you have any difficulty getting uniform for your child, please contact the Headteacher – Mr Dawson – in confidence.

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

- Dark green school jumper
- White collared shirt
- Green-gold school tie
- Plain black school trousers (no jeans)
- Black socks
- Black shoes - no trainers are allowed

Girls' Winter Uniform

- Dark green school cardigan
- White collared shirt
- Green-gold school tie
- Plain grey school skirt or plain grey pinafore dress (not fashion wear); plain black school trousers (no jeans) are an option
- With a skirt or pinafore dress: white socks or grey tights
- With optional trousers: black socks
- Black shoes - no trainers are allowed

Boys' Summer Uniform

- Dark green school jumper
- White short-sleeved collared shirt
- Green-gold school tie
- Plain black school shorts or trousers (no jeans)
- Black socks (plain)
- Black shoes or sandals - no trainers are allowed

Girls' Summer Uniform

- Dark green school cardigan
- Green and white gingham checked short-sleeved dress (checks not stripes)
- White socks (plain)
- Black shoes or sandals - no trainers are allowed

PE Uniform

All children:

- White T-shirt
- Black shorts
- Black canvas plimsolls or all-black trainers with no visible logos
- In cold weather, black jogging bottoms or a black tracksuit
- No logos - this is to ensure that our uniform remains affordable

All-Weather Play Uniform

All children:

- Warm waterproof coat/jacket (any colour)
- Wellington boots (any colour)
- 'Bag for Life' in which to store wet/muddy wellies
- Gloves / scarf for colder weather play (any colour)
- Please aim for the most inexpensive items – they are likely to get wet and muddy

NAME LABELS
Please make sure that all items of clothing and belongings are clearly marked with your child's name.

SUN HATS
All children should have a sun hat so that they can continue to play safely outside in sunny weather. Green legionnaire-style hats can be purchased from the school office. Other sun hats are allowed and we always encourage the use of the most inexpensive option.

JEWELLERY
Jewellery - including earrings - is not allowed in school at any time, including non-uniform days.

HAIR AND MAKEUP
Severe hairstyles, such as coloured hair or shaved patterns, are not permitted. Children should also not come to school wearing nail varnish.
Long hair - on girls or boys - should be tied back; this reduces the likelihood that head lice may spread, as well as keeping hair tidy. If needed, hairbands, clips or bobbles should be black or green and discreet.

MOBILE PHONES / SMART DEVICES
For a number of reasons, these are not permitted and should not be brought in to school or on any school visit.

LEAVERS' MERCHANDISE
Leavers' merchandise, including - but not limited to - items such as hoodies, hats or t-shirts, is not endorsed by the school and restricts our efforts to keep uniform costs low. Our preferred approach is to allow Year 6 Leavers to have their white school shirts signed by friends and staff on the last day of term, if they so wish. Unless specifically invited to wear non-uniform during the year, children should wear school uniform at all other times.

Lunches

The present weekly charge is £13.50 (£2.70 daily) for a child in KS2. For a child in Nursery, the weekly charge is £12 (£2.40 daily). For a child in Reception or KS1, school meals are free. There is a choice of a hot meal, vegetarian hot meal or jacket potato; children can also order sandwiches if they wish to. Orders are submitted using our online form. We operate a cashless payment system – Arbor – and one week's notice is required if you intend to change from hot meals to packed lunch; please inform the school office.

Packed lunches should be healthy and well-balanced; please do not send sweets or chocolate bars. We are also unable to allow hot food in packed lunches.

WATER
We want to provide a healthy environment for all our pupils to thrive, so we are proud to be a water-only school; this means that we promote water and plain reduced fat milk (skimmed and semi skimmed, lactose free and soya milk) as the only drinks available at school (unless for medical reasons). Schools are ideally placed to provide an environment that helps pupils to be as healthy as possible giving them the best chance in life. As part of that commitment, we are uniquely placed to provide an environment where the healthy and most affordable choice is the easy one.

We care about our pupil's health and wellbeing so we will continue to promote water as the best option and help pupils understand the importance of healthy drink choices and the benefits of consuming water. We will also ensure our staff are committed to model healthy drinking habits.

Drinking water is provided at lunchtimes for all children, whether taking a school meal or bringing a packed lunch. 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 if required. Other drinks should not be brought in to school.

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

Educational Visits

Children are regularly taken out on educational visits. Please encourage and support your child. Voluntary contributions will be often be requested to cover the cost of these outings, which may otherwise be impossible to organise. However, no child will be excluded owing to financial difficulties. Please see the Headteacher if you encounter any difficulty; any such conversation will always be treated in strict confidence.

Disclaimer

The information given in this document applies to the academic year 2026 - 2027 and was correct at the time of printing in the Advent (Autumn) Term 2026. Please be aware that changes may be necessary during the forthcoming year.

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OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Trust, school and home agreement

Nottingham Diocese Multi Academy Trusts

CATHOLIC SCHOOLS Moving Forward Together

The Our Lady of Lourdes Catholic Multi Academy Trust

Our Lady of Lourdes Catholic Multi-Academy Trust was formed on 1 September 2018 of the 21 Catholic primary and secondary schools in Nottingham City and Nottinghamshire. The 15 Catholic schools in Lincolnshire joined OLoL on 1 September 2022, creating a Trust of 36 Catholic schools. We place the person and teachings of Christ at the centre of everything we do and work in close partnership with the Diocese of Nottingham and our sister Catholic MATs.

Our Lady of Lourdes Catholic Multi Academy Trust Mission Statement

We are a partnership of Catholic schools. Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.
By placing the person and teachings of Jesus Christ at the centre of all that we do we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing.
- Working together so that we can all achieve our full potential, deepen our faith and realise our God-given talents.
- Make the world a better place, especially for the most vulnerable in our society by doing 'little things with great love'. *(St Therese of Lisieux)*

Trust Values and Virtues and principles of Catholic Social Teaching

Our Trust values are inspired by our two patrons, Our Lady of Lourdes and St Thérèse of Lisieux.

In our Catholic schools, everything we do is rooted in the Gospel and inspired by the principles of Catholic Social Teaching. We seek to nurture children who live out these principles of dignity, solidarity, the common good, preferential option for the poor, peace, stewardship, subsidiarity and participation, enabling them to become compassionate, responsible and active members of their communities.

These principles provide a shared language through which we encourage our children to put their faith into action, recognising the dignity of every person, caring for one another and striving for the common good.

Through our partnership with families, we aim to create a community where every child feels valued, supported and inspired to fulfil the unique gifts that God has given them.

The Our Lady of Lourdes Catholic Multi-Academy Trust is committed to placing the holistic development of every child at the heart of its mission. Alongside academic excellence through high-quality teaching and learning, we are dedicated to nurturing each child's faith, spirituality, character and well-being so that they may flourish and achieve their full potential.

For all 13,000 children across the Our Lady of Lourdes Catholic Multi-Academy Trust to thrive, it is essential that the Trust, our schools and parents work together in a spirit of partnership and solidarity. By sharing a common commitment to our Catholic values and aspirations, we can provide every child with the strong foundations they need to grow in faith, succeed in learning and confidently embrace the next stage of their lives.

Use of Technology and Social Media

The Our Lady of Lourdes Catholic MultiAcademy Trust recognises the advantages and benefits of technology and social media for both research purposes and promoting the work of the Trust. The Trust will use photographic material to promote the work of individual academies and the work of the Trust as a whole, on promotional material, including on social media. Where such material is used, parental permission will be sought through annual consent documents.

Whilst the use of social media is a positive means of communication, it should be used responsibly. The Trust Online Safety Policy outlines responsibilities of the Trust, schools, parents/carers and pupils when using social media. It is the expectation that when social media is used, it is used appropriately and in line with Trust Policy.

With the rapid advancement of technology, recording devices and cameras have become increasingly compact and easily wearable. While these innovations offer many advantages, they also present significant challenges in protecting the privacy, dignity, and security of our school and trust communities. It is the expectation that such devices are not used to record any meetings or conversations which take place within the school site.

Responsible and Ethical Use of Artificial Intelligence (AI)

The Our Lady of Lourdes Catholic Multi-Academy Trust recognises that Artificial Intelligence (AI) technologies are becoming an increasingly important part of education and everyday life. When used appropriately, AI can enhance learning, support creativity and improve efficiency. However, its use must always reflect the values of our Catholic community and be underpinned by honesty, integrity and respect for the dignity of every individual.

The Trust expects all members of its community to use AI responsibly, ethically and safely. AI should be used to support and enhance learning rather than replace independent thought, personal effort or authentic work.

The use of AI must never compromise the privacy or rights of others. Users must not upload, share or process personal, confidential or sensitive information relating to pupils, staff or families through AI platforms and in accordance with data protection legislation. Similarly, AI must not be used to generate, manipulate or distribute content that could cause harm, spread misinformation, facilitate bullying or harassment, or damage the reputation of individuals, schools or the Trust.

The Trust is committed to educating pupils about the opportunities and risks associated with emerging technologies, enabling them to become responsible digital citizens who use AI with discernment and integrity. Parents, carers and schools share a collective responsibility to model and promote the ethical use of technology, ensuring that innovation is embraced in ways that uphold our Catholic values and contribute positively to the common good.

As a Trust we will ensure:

- Faith and spiritual development for all.
- Pupils learn about virtues and how to put their faith into action.
- Ensure that safeguarding remains everyone's responsibility by maintaining a strong culture of vigilance where every child is safe, listened to and protected from harm.
- A supportive, caring learning environment where all children are safe.
- Academic achievement and development of your child is given the highest priority.
- A culture of excellent behaviour in all schools.
- Rewards and achievement systems in all schools.
- A teacher in every classroom, supported by teaching assistants who support our vulnerable pupils and an effective behaviour/ support staffing in all secondary schools.
- Headteachers and leadership teams who are supported by all the functions of the Trust with school improvement, finance and HR teams.
- All staff are supported, cared for and do not come to any verbal or physical harm from either children or parents.
- Ensure that Artificial Intelligence (AI) is used responsibly, ethically and safely across the Trust in accordance with the Trust's AI Charter, promoting innovation whilst upholding academic integrity, protecting personal data and ensuring that all use of AI reflects our Catholic values and commitment to the dignity of every individual.

School Agreement

At Saint Norbert's we will provide:

- An education accessible to all pupils based upon the Catholic ethos and moral principles consistent with the teaching of the Catholic Church
- Opportunities to work proactively with families and external agencies to safeguard pupils and promote their physical, emotional and mental well-being.
- A safe, caring, well-ordered environment, based upon mutual respect for all who make up the school community.
- Promote excellent attendance by working in partnership with families to identify and remove barriers to regular school attendance.
- An inclusive education, which provides identification of SEND needs combined with high quality provision for pupils with SEND.
- The promotion of high standards of behaviour and the opportunity to take on responsibilities.
- In line with the Trust searching and confiscation policy, electronic screening devices including a hand held metal detector (arch or wand) may be used to scan pupils as they enter the premises for the safety of all pupils.
- A system of rewards and where necessary, sanctions that are designed to be firm, fair and just.
- A well managed school in which each child is treated as an individual whose intellectual, social, emotional, physical and spiritual needs are met.
- A quality of education from well-qualified staff in both the academic and pastoral fields, so that high standards are achieved.
- Appropriate access to the National Curriculum, using a variety of teaching modes designed to motivate and sustain interest.
- Ensure there is regular and proactive communication about your child's achievement and well-being, which will include staff-parent and staff-pupil consultation.

- An acknowledgement of emails by Admin@ during school working hours. If communication is in relation to a complaint, the school will follow the Trust complaints procedure, which is available on the school website.
- A timely response to emails, phone calls or requests for meetings, in line with Trust communication guidance.
- A range of extra-curricular activities designed to enrich the educational experience which are inclusive and reflect cultural diversity in ways which are consistent with the Catholic ethos of the school.
- Where Parental permission is provided, the school and/or OLOL CMAT, will use photographs of pupils and school events to celebrate and positively promote the life of the school through social media.
- Educate and support pupils to use Artificial Intelligence (AI) thoughtfully and responsibly, helping them to understand both its opportunities and limitations, promoting digital literacy and critical thinking, and ensuring that any use of AI within school is safe, appropriate and consistent with the Trust's AI Charter and the Catholic values.

Pupil Agreement

At Saint Norbert's I will:

- Participate positively in the Catholic Life and Mission, Religious Education and Collective Worship.
- Attend school regularly and punctually, come properly equipped for lessons and in school uniform.
- Listen to all staff and work hard.
- Be kind and caring to others.
- Be polite and helpful.
- Ask for help if I have a problem.
- Report any safeguarding concerns or worries to school staff.
- Help to keep the school tidy.
- Try to read each day at home and do my homework.
- Undertake work set, class work, coursework or homework and take responsibility for my own learning.
- Be polite and respectful to all staff in the school.
- Show respect for all visitors who come into the school.
- Respect the fabric and physical environment of the school.
- Behave on journeys to and from school and when wearing in a manner that reflects credit upon myself and the school.
- Give priority to any school event in which I am involved.
- Follow the Trust's Social Media Code of Conduct found in the Online Safety Policy.
- Follow the school's policy on the use of mobile phones.
- Use Artificial Intelligence (AI) and other digital technologies safely, honestly and responsibly, ensuring that they support my learning without replacing my own thinking or effort, and always acting with integrity, respect and kindness and Catholic Social Teaching principles.

Parents/ Carers Agreement
At Saint Norbert's I/we will:

- Support and work with the school and encourage a positive attitude to catholic education and encourage their participation in the development of their faith and the Catholic Life of the school.
- Be respectful and polite to all staff in the school during all meetings or communications. Offensive language, insults or personal attacks on school staff will not be tolerated.
- Refrain from using any form of recording device or technology during meetings or conversations with staff on the school site unless explicit prior consent has been granted by the school.
- Be respectful and polite to other Parents/Carers. Ensure any concerns regarding pupils and/or Parents and Carers are reported directly to school.
- Make sure that my child attends school regularly and is on time each day.
- Phone school on the first day of any absence, in line with the attendance policy.
- Collect my child on time from school and from any educational visits or sporting events.
- Let the school know if any problems outside school may affect my child's work, behaviour or well-being.
- Send my child to school wearing full school uniform and with the correct equipment.
- Support the school's behaviour policy.
- Encourage my child to read at home and do any other homework/remote learning set by the school.
- Sign my child's diary and check they are completing all homework.
- Attend parent's evenings and any discussion sessions on my child's progress.
- Read letters and other communications from school and reply as necessary.
- Respect residents by driving safely and parking appropriately when dropping off / collecting my child.
- Follow the Trust's Online Safety policy.
- Send written/email communication to the admin@ email address and not to teacher's individual emails.

- Ensure that any work submitted as a pupil's own is genuinely representative of their understanding and abilities and complies with the expectations of the school.

Breach of the Trust, School, and Home Agreement

- The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of this agreement rests with the Headteacher.
- At all times school serves as a witness to our Catholic faith, ensuring catholic virtues are central to all that we do. Our aim is to always maintain highly positive relationships with our community and we will work sensitively in collaboration with our families to ensure that potential issues are resolved prior to any other measures being taken; this could take the format of face to face, reconciliation, or mediation meetings. The school will always aim to resolve any parental concerns informally in the first instance.

On the very rare occasion that the Trust – School - Home agreement is not followed by a parent or carer then the headteacher will consult with the Trust before further measures are imposed e.g. removing Parents' right to enter the school site.

*Please note that unreasonable, abusive or offensive communication, including on social media platforms is unacceptable and the school reserves the right to address any such problems as they feel appropriate in discussion with OLoL Trust.

Application for Admission to Saint Norbert's Nursery

Principal: Mr A Dawson
Tel: 01724 710249
Fax: 01724 711436
e-mail: admin@stnorbertscrowle.co.uk
website: www.stnorbertscrowle.co.uk

Address: Fieldside
Crowle
Scunthorpe
DN17 4HL

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 Contact (Grandparent / Relative): _____ Tel No: _____

Name of Family Doctor: _____ Tel No: _____

Religion of Child: (I.e. 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 the school's 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. Please also provide your child's Birth Certificate with this application form. You will be notified of our decision as soon as possible following the next meeting of the Admissions Committee.

Please note that A place in the school Nursery does not guarantee a place in the school's Reception class. Parents should apply through North Lincolnshire Admissions for a place in Reception, subject to the Admissions Policy of Our Lady of Lourdes Multi-Academy Trust.

Permissions

General Data Protection Regulations (GDPR): Communications and Photographs

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

Please see **Appendix 1** on the next page to indicate your preferences regarding photographs.

Arbor

We use the 'Arbor Parent App' to communicate with families. Please download the app, which is available to download from the usual app stores (i.e. Google Play Store and Apple App Store).

When the app is downloaded, please 'allow notifications'; newsletters will appear in your app. We will also use app notifications to send through messages - such as club cancellations, emergency school closures in the winter months, reminders of events - so it is essential that notifications are activated.

The app will allow you to update general details regarding your own child, such as address changes, new telephone numbers or updated medical details. Our office staff will be notified when a change has been made.

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

_____

Telephone numbers to be used for communication from St Norbert's:

_____

Walking Around Crowle

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

Signed _____ Print _____

Calpol

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

Signed _____ Print _____

Continence and Changing

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

Signed _____ Print _____

Appendix 1

CONSENT FORM – PUPIL PERSONAL DATA

During a child's time with us, as a Trust/School, we will gather information about them which we will use for various purposes. A Privacy Notice has been provided on our school website in relation to the use of this information.

There are some things that we cannot do unless you tell us that we can. We have set these out in the tables attached. Please could you read this form very carefully and tick the appropriate options. This will let us know which of these things you are happy for us to do, and which you are not.

If you are not happy for us to do any of the things in the tables attached, then this will not affect your child's place at the Trust/School. You are completely free to refuse to provide your consent to any of these things. You do not have to provide reasons for refusing your consent, but we are happy for you to give us additional information if you choose to so that - as a Trust/School - we understand any concerns that you have and can take appropriate steps where necessary.

Photographs and Videos

Some of the information in the attached tables refers to photographs and videos of your child. We assure you that as a Trust/School we take the issue of potential misuse of photographs and videos of our pupils very seriously. We ensure that we have internal policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anybody without the required permissions. These controls include:

- Standard Code for School Uniform (ensuring pupils are dressed correctly)
- Data Protection Policy
- CCTV Policy
- IT Security Policy & Usage Policies
- Retention and Destruction Policy/Schedule

Where appropriate consent has been given, the Trust/School may provide photographs and videos to the media, or the Trust/School may be visited by the media who will take videos and photographs. When these have been submitted to or taken by the media the Trust/School has no control over these.

You may change your mind in relation to any of the consents that you have provided at any time. This includes withdrawing your consent to anything that you have agreed to here. To withdraw your consent to any of the above, or otherwise amend your position, please write to us at: admin@stnorbertscrowle.co.uk or DPO Tamer Robson & Teresa Bettelley dpo@ololcatholicmat.co.uk.

This consent will otherwise continue until your child leaves the Trust/School, or your child reaches the age of 13 years old, at which point the Trust/School will seek consent directly from your child in relation to the above matters. Please note that it may not be possible for printed materials to be withdrawn immediately and that these may be in circulation for a period of time after consent is withdrawn &/or a child has left the school - in these cases, updates will be made as soon as practicably/viably possible.

Celebrating Achievements & Promoting the Trust/School

Across the Trust & School, we are very proud of the achievements of all our pupils, and we want to be able to celebrate these achievements both within the Trust/School and with others. We also look to celebrate, share and further our Catholic identity with members of our families and friends, our Parishes, our Diocese and further afield. To do this we hope to use a wide range of platforms to share information, photos and videos which celebrate, promote and develop our Catholicity.
We may also want to report on significant events which involve our pupils and be able to promote the Trust & School to attract new pupils to show, as a Catholic Education Provider, the quality of the education, social contribution and pastoral provision available. It is important to us, as a Catholic Trust & School, that we deliver the teaching mission of making Christ known to all people. All of this could involve certain activities such as [including but not limited to] events, work displays etc. features in promotional material including websites, prospectuses, newsletters, sharing on social media (e.g. live streamed Liturgies on YouTube or other platforms and pre-recorded events.

In this regard, I am happy for the Trust/School to use: (Please indicate **Yes or No** for each category below)	**Yes**	**No**
Photographs of my child		
Videos of my child		
My child's **name** with **class name** or **year group**		
I am happy for the information selected above to be used for the following: (Please indicate **Yes or No** for each category below)	**Yes**	**No**
On internal screens and/or internal noticeboards which may also be viewed by visitors to the school site		
On the Trust/School/Parish websites (including the Chaplaincy Be Inspirational site)		
In the Trust/School/Parish newsletters & prospectuses		
On the Trust/School/Parish social media sites (which includes but is not limited to: YouTube, Twitter, Instagram etc) (including the Trust-wide Chaplaincy Be Inspirational site)		
In news media (newspapers, websites and television)		
When an event, streamed internally within the Trust, is recorded (live-streamed Mass etc)		
When Live-streaming (for example live-streamed Mass &/or Liturgies etc, via YouTube or Microsoft Teams Live) where the audience is beyond the Trust, (for example Parents, Grandparents, Parishioners, the Nottingham Roman Catholic Diocesan Education Service) and the stream may be automatically recorded and remain available to view on YouTube etc.]		

Provision of Pastoral Care within the Trust/School

It is important that, as a Catholic Trust/School, our pupils are supported not only in school but also more widely in the parish, especially at times of need. So that the Diocese and Catholic support agencies are able to provide that support and pray for the pupils at our school, we need to provide information to them (including full name, date of birth, address, contact details, name/contact details of parent/carer) .

	Yes	**No**
In this regard, I am happy for the Trust/School to share my child's personal details with the Diocese and Catholic Support Agencies with provision of pastoral care within the community of the Catholic Church.		

Artificial Intelligence (AI)

The role of AI is to assist in reducing workload and streamlining processes, enabling staff to focus on personalised teaching and student support. Decisions, particularly those impacting students or staff, will always rest with human professionals. We are dedicated to safeguarding personal and sensitive information, ensuring that all AI systems used within our Trust comply with data protection laws and uphold the highest standards of privacy. We will apply AI with a strong ethical framework, ensuring fairness, transparency, and integrity in all applications.

An AI Charter has been developed to ensure AI is used ethically and in line with all other Trust Policies and statutory guidance. Where AI is used, a robust risk assessment will be carried out in the form of a Data Protection Impact Assessment (DPIA). AI will not be used for automated decision-making. All AI-generated outputs will be critically evaluated by staff to maintain the integrity of outcomes.

Pupil work may be entered into AI and the outputs will be thoroughly checked by teaching staff for accuracy. Pupils' work is their Intellectual Property, and we therefore ask for consent from parents before student work may be uploaded to AI.		
	Yes	**No**
In this regard, I am happy for the Trust/School to share my child's work with AI systems.		

Child's name:		**Child's D.o.B:**
Form completed by (please print name):		
Parent Signature: ***Required on all forms for the use of AI, and for all pupils below the age of 13***		**Date:**

July 2025

Appendix 2

Acceptable Use of School IT Systems – Agreement for Parents

- I agree that my child _____ can use the school's IT systems and equipment when appropriately supervised by a member of school staff. I agree to the conditions set out below for pupils and will make sure that my child understands these.
- 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.

Signed _____ Print _____

Acceptable Use of School IT Systems – Agreement for Pupils

Pupil name: _____

I understand that rules help keep me safe online and when using technology. I agree to:

- Use the internet and school devices safely and responsibly.
- Use cameras respectfully — never take or share photos without permission.
- Use email, messaging, and other digital tools appropriately.
- Allow the school to check my files or online activity if needed for safety reasons.
- Leave personal devices (like phones, smartwatches, or gaming consoles) at home.