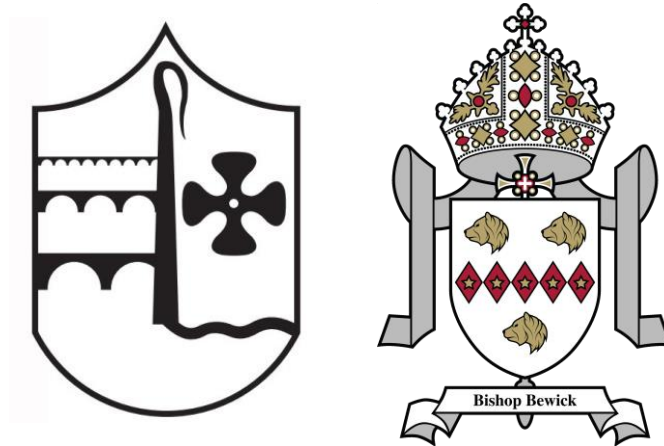


St. Cuthbert's Catholic First School

Part of the Bishop Bewick Catholic Education Trust



Prospectus 2022-2023

In God's family, we love, we grow, we learn

PRINCE EDWARD ROAD
TWEEDMOUTH
BERWICK UPON TWEED
NORTHUMBERLAND
TD15 2EX

TELEPHONE: 01289 307785

E-mail: admin@st-cuthbertsrc.northumberland.sch.uk

School website: www.st-cuthbertsrc.northumberland.sch.uk

Head teacher
Mrs Clare McGregor

Chair of Governors
Mrs Barbara Simpson

Parish Priest
Father Paul Jenkins

Welcome and Introduction from the Headteacher

On behalf of the staff, governors and pupils I offer you a very warm welcome. St Cuthbert's is a small, friendly school where children are encouraged, supported and nurtured in a strong Catholic environment to reach their full potential.

The school was founded by, and is part of, the Catholic Church. The school is to be conducted as a Catholic School in accordance with canon law teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Hexham and Newcastle. In April 2022 we joined the Bishop Bewick Catholic Education Trust (BBCET), we are one of a group of 39 Catholic schools in a Trust from the Tees to the Tweed.

We believe in an equal partnership between home and school, as parents you are the first educators of your child and this responsibility continues as your child travels along their educational journey. Building a strong partnership between home and school will produce the best outcomes for your child.

St Cuthbert's is a very special place where every member of staff develops positive relationships with the children which enable them to feel secure, valued and able to learn. The Catholic Faith is central to the day to day life of our school, we place great importance on the Catholic life of our school community, Collective worship and Religious Education.

There is an open door policy here and if at any time you have a concern, worry or question please let us know as soon as possible so that we can resolve it. I hope you find all the information you need in this prospectus, however we always welcome visits to our school, to see first hand what our wonderful school has to offer.

Clare McGregor

Head teacher

Our Mission

In God's family, we love, we grow, we learn

Our Vision

- ✚ We believe that the community of St Cuthbert's, at all times and in all that it does, should strive to serve as witness to the Catholic Faith in Our Lord Jesus Christ.
- ✚ We believe that parents are the first and foremost educators of their children and that we are called to support them in their God-given task.
- ✚ We believe that the school has a duty to ensure that each child is valued and encouraged to achieve human wholeness - spiritually, morally, emotionally, intellectually in a happy, secure and strongly Christian environment.
- ✚ We believe that the school has a duty to provide the best possible education for each and every child so they achieve their full potential.

General information

Maintenance

The school was founded by, and is part of, the Catholic Church. The school is to be conducted as a Catholic School in accordance with canon law teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Hexham and Newcastle.

School

Classification; Academy status

Age range	3-9 years
Reception – Year 4 hours	8:55am-3:00pm
Nursery hours	8:55-11:55am (morning session) 12:15-3:15pm (afternoon session)
Breakfast Club	8:15-8:55am daily
Cuddies After School Club	3:00-5:15pm daily

Organisation

Class 1	The Early Years Unit (EYFS), catering for nursery and reception age children.
Class 2	The Key Stage One Class, catering for children in years 1 and 2.
Class 3	The Key Stage Two Class, catering for children in years 3 and 4.

Early Years is made up of nursery and reception children. Many of the children who attend our nursery decide to stay for reception although being at our nursery does not guarantee a place in reception (see admission arrangements on the school website). The children in nursery benefit from having a teacher full time which really helps prepare them for school.

We offer full day provision at a cost of £10 per session (3 hours) children may qualify for a free place; please ask at the school office. Children can either bring a packed lunch or have a school dinner for £2.20

Security & Access

Your children are in our care and while parents and visitors are most welcome, in the interests of security everyone must report to the main door in the first instance. The office staff will be happy to help you. Parents should not enter the school via pupil entrances that are opened to allow children access at appropriate times.

The car park is for staff use only and parents are not permitted to enter / leave school via the car park. Access to EYFS – EYFS entrance, via the path at the front of the school; EYFS gate will be locked at 9am Access to Class 2 & 3 – children must be on the main yard before 8:55am; please note there is no supervision before this time.

We expect all children to be brought to and collected by an adult.

St Cuthbert's Local Governing Committee

Chair of LGC	Barbara Simpson (Foundation Governor)
Vice Chair of LGC	Peter Johnson (Foundation Governor)
Foundation Governors	Sheila Johnson Judy Crow Fr Paul Jenkins

Elected Parent Governors	Louise Martin
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Staff (teacher) Governor	Fiona Bruce
Headteacher	Clare McGregor

There is more information on our website about each of our governors. If you are interested in becoming governor please feel free to have a chat with Mrs McGregor.

Teaching & support staff

Early Years	Mrs Katie Turnbull (Tue-Fri) & Mrs Caroline Wilson (Monday)
Years 1 & 2	Miss Abbie Thompson (Maternity cover)
Years 3 & 4	Mrs Kiera Thorpe (Mon – Thurs) & Mrs Caroline Wilson (Friday)

Deputy Head / Deputy designated safeguarding lead Mrs Kiera Thorpe

Headteacher/Designated safeguarding lead Mrs Clare McGregor

Higher level teaching assistant Mrs Adele Gillon

Teaching assistants Miss Fiona Bruce Miss Anne Wallace

Mrs Linda Moffat Miss Karen Prior

Miss Louise Martin

Non – teaching staff

School administrator Mrs Louise Newton Caretaker Mr George Allan

School cook Mrs Kristina Smilgiene Catering Assistant Mrs Anna Kopec

Lunchtime supervisors Mrs Shirley Strachan Miss Louise Martin Mrs Kara Wedderburn

Cleaner Mrs Lizander Horsfall

Ofsted Section 5 Inspection report – February 2018



We are immensely proud of the report findings which affirm everything we do in St Cuthbert's to ensure your children have the best possible education. The report can also be found on our school website and the Ofsted website. Here are some of our favourite quotes from the report;

“Pupils thrive in the inclusive atmosphere of this welcoming school”

“All staff and governors now share the same high aspirations for their pupils”

“Pupils’ outcomes are good across the whole curriculum; Current pupils make swift progress”

“Pupils’ achievement in reading is extremely high”

“Teachers create an excellent climate for learning where pupils concentrate and engage fully”

“Teaching assistants are knowledgeable in many subjects, capably building pupils’ skills across the curriculum”

“The early years leader and her team are highly skilled”

“Children’s behaviour is impeccable”

Diocesan Inspection Report – 5 & 6th February 2020



“The Catholic Life of St Cuthbert’s is outstanding. The headteacher, staff, governors and families share a clear vision for the school. The school is growing a positive presence in the town of Berwick-upon-Tweed.”

“It is a warm, welcoming and prayerful school with a strong ethos that underpins all the school strives to achieve.”

"The school is a very supportive and joyful community."

The full inspection reports can be found on our school website [here](#)

Bishop Bewick Catholic Education Trust

St Cuthbert's is part of Bishop Bewick CET which comprises 38 other Catholic schools from the Northern part of the Diocese across Northumberland, Newcastle and North Tyneside. We work together to achieve our 5 goals;

Goal 1 – 'Love your neighbour as yourself'

Goal 2 – We have to be greater than the sum of our parts

Goal 3 – A great education has the power to transform lives and through this the wider communities individuals serve

Goal 4 – We believe that each individual is unique and has a purpose in life. Schools should therefore pay regard to the 'formation of the whole person' including developing their spirituality

Goal 5 – Everyone is valued and cared for as if one family

Find out more about our Trust [here](#)

The Berwick Partnership

St Cuthbert's is part of The Berwick Partnership, all Headteachers meet half termly and year group teachers also meet regularly. These meetings strengthen liaison between schools, build good relationships and are a means of sharing good practice. We are extremely lucky to strong partnership which values these opportunities.

St Cuthbert's pupils feed in to both Berwick and Tweedmouth middle schools.



Liaison with Middle Schools

Our children transfer to either Berwick or Tweedmouth Middle Schools in Year 5. Regular liaison meetings are held with the head teachers of both schools. In this way we hope to ease the transition of pupils from St Cuthbert's First School to their respective middle.

Year 4 pupils attend a range of transition activities with children from other schools, hosted by the receiving middle school.

Attendance/Absence from School

At St. Cuthbert's we believe that good attendance is central to good learning and achievement. A child's attendance record is regarded as a serious matter. We record and monitor attendances, a legal requirement and expect a minimum of **96%** attendance.

You should contact us by **9.30am** on the first day of absence if your child is ill either by telephone, in writing or in person. If no contact has been made by 9:30am it will be followed up by our office staff.

Where a child's level or pattern of absences becomes a concern we will discuss this with the parent or carer and may involve the services of our Educational Welfare Officer (EWO) to help improve the situation.

Appointments

Please try to avoid appointments in school time; if children are removed from school for medical or dental appointments they should be signed out at the school office. On their return, a return time should be recorded. Please bring the appointment card or letter to the office so that it can be copied. Please complete an Administration form to **ensure we have the most up-to-date emergency contact information** and do

remember to let us know during the year if these change. The office holds administration information files on all children with 2 parents/carers contact numbers and 2 emergency contact numbers.

Requests for Leave of Absence, including holidays

We discourage taking holidays during term time. It makes it difficult for your child to catch up with their work when they return. Holidays will be unauthorised and may result in the Educational Welfare Officer (EWO) contacting you and issuing you with a Fixed Penalty Notice (FPN).

We follow the Berwick partnership leave of absence in term time policy which can be found on our website.

Punctuality



It is important that all children arrive on time for the beginning of the school day. This helps them start each day in the right way. Children who have not arrived in school by 8.55am will be marked as a late arrival unless parents have previously notified school of a reason for absence. Parents will be asked to sign the late book at the office and will be contacted if the time of their child's arrival at school becomes a cause for concern. **Please note children are the responsibility of their parents before 8:55am, please ensure your child is supervised until the teachers are on the playground.**

Contacting school



Should you wish to contact the school in the first instance we recommend that you speak directly to your child's class teacher. If you feel the matter is more serious then you may speak to the head or deputy head teacher. We contact parents through 'teachers2parents' text and e-mail messaging service as well as phoning with regard to attendance, behaviour or safety issues.

Access to documents

Documents required to be available are kept by the Governors and the Head Teacher, and may be seen on request. These include policies, curriculum statutory documentation, schemes of work, complaints procedure, Religious Education syllabus, Governors reports and minutes.

Assessment



Children in EYFS are formally assessed at the beginning of Reception using the RBA (Reception Baseline Assessment), and again at the end of Reception against the ELG's (Early Learning Goals) to ascertain if they have reached a 'Good Level of Development'. Children's progress across the Early Years Curriculum is closely monitored throughout the year.

Children in year 1 undertake statutory DFE Phonics Check Assessment.

At the end of Key Stage 1 (year 2), there is a statutory assessment made of their progress in Reading, Spelling, and Maths (SATs).

Children in all years are assessed at the end of every half term, pupil progress meetings are held with staff to ensure children are 'on track' and if they are not then we act quickly to find the right support.

Parent consultations take place twice per year and we urge you to attend these so you can help your child to achieve their best. A formal written report is sent home in the summer term regarding your child's achievement and progress across the curriculum. We have an open door policy and parents can make an appointment to speak with their child's class teacher at any point.

The Catholic Life of the School

“*The Catholic Life of St Cuthbert’s is outstanding.*” (Diocesan inspection 2020) Our children learn right from the start of school to appreciate the community in which they belong and are encouraged to be good friends with everyone. Our children learn quickly the importance of looking after not only people in the school community, but also in the wider world through fundraising and doing good deeds for others. We strongly support the work of CAFOD and the children enjoy taking part in workshops and assemblies led by Barbara Simpson our local CAFOD representative and also our Chair of Governors. Our ‘Mini Vinnies’ who are the smaller section of the St Vincent DePaul Society support the local community in various ways including; sending Christmas cards to the elderly, collecting for the local food bank & clothes bank and inviting parishioners in for a cuppa and cake!

Collective Worship

“*The quality of Collective Worship is outstanding because prayer and worship are central to the life of the school.*” (Diocesan inspection 2020) St Cuthbert’s is a prayerful place where children are encouraged to think, reflect and have the opportunity to develop their own involvement in organising and leading Collective Worship, Liturgy and Mass. Collective worship occurs daily in school in many different forms.

THE CURRICULUM

We offer our pupils offer a curriculum which is balanced and broadly based in line with the National Curriculum requirements and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society
- prepares pupils at the school for the opportunities, responsibilities and experiences of later life

We also aim to offer a curriculum which demonstrates personalisation, choice, coherence and relevance. We endeavour to teach skills across the curriculum e.g. maths skills that link with problem solving and technology, writing skills with science and RE, or social subjects that link art and drama. In all areas the emphasis is firmly based on active learning. Although the areas of the curriculum are illustrated individually, they are in fact interrelated.

Within the varied curriculum we aim to provide equal opportunities for all our children, regardless of ability, gender or race. Multi-cultural, anti-racist and inclusive education is actively promoted in this school, as is education for Active Citizenship.



Religious Education

RE is at the core of our curriculum and so 10% of the timetable is allocated to this subject. The school follows the RE programme for the Diocese of Hexham and Newcastle ‘*Come and See*’. A list of topics is circulated to parents at the start of each term, with ideas for home activities that will support your child. These can be found on our website.

Mathematics and Numeracy



A carefully structured and balanced maths programme called ‘White Rose’ is followed in key stage 1 and 2. This involves number, money and measurement, shape, position and movement, information handling and problem-solving and enquiry. The emphasis is on interactive maths and practical work, with children taking

an active part in their own learning. A wide range of resources is used, so that mathematical skills and concepts can be developed. We use mathematical games, computer software and mathematical equipment to introduce and reinforce ideas and concepts. The children's learning is regularly assessed through formative and summative assessments. Each child is allocated a Maths Whizz account from the start of Year 1 – this can be accessed both at school and at home and children who access this regularly tend to thrive in maths.

English Language and Literacy



This includes four elements; talking, listening, reading and writing. Since language permeates the whole curriculum, it is impossible to view in isolation. At all times, teachers are active in developing listening skills, children take part in discussions, report back on experiences orally and in written form where appropriate, and reinforce the skills of reading. Our resources for the teaching of language are extensive to help us to ensure that each aspect is adequately covered. National Guidelines are followed to ensure balance and progression for each individual.

Guided reading occurs daily in every class this is an extremely important part of developing children's comprehension and confidence in reading. We use a range of schemes to support these sessions. Children also have an individual reading book that they take home and a reading record and we ask parents to sign each time they read with their child.

We follow a structured phonics programme 'All Aboard Phonics' to support our reading and phonics - this is a DfE validated synthetic phonics programme and reading scheme. From Nursery to Year 2 children are taught daily in small groups according to their ability. In Year 1 children prepare for the statutory phonics screening check. Years 2, 3 & 4 devote their session to specific teaching of spelling, punctuation and grammar.

Science



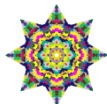
In Science children are encouraged to observe, explore and ask questions about living things, materials and natural phenomena. The activities used to promote learning are practical and encourage children to explore using their senses. Children are encouraged to record their observations in a variety of ways including pictures, diagrams, charts and writing. As they become older children are encouraged to offer explanations for their observations and to apply their knowledge and understanding of scientific ideas to everyday things and personal health.



Computing

From the earliest age children are taught computing from using a mouse, keyboard and touch screen to producing text, graphics, data and algorithms. Children use the computers for internet research and are explicitly taught about internet safety. Computing is used to enhance the curriculum wherever possible.

Art and Design



In art we encourage children to develop their artistic and creative abilities within the whole of the creative curriculum and cross curricular areas. We ensure the children experience a wide range of opportunities to develop a breadth of art techniques and skills. They are also encouraged to plan and to manipulate a range of materials so that they can develop skill and originality. Children are encouraged to evaluate and appreciate their own work and the work of others in order to develop their appreciation of the arts. We are committed to the wider development of young people and encourage collaborations with professional artists and art organisations.

Design and Technology



The design technology curriculum often links with other subjects e.g. History and Geography, Science or PHSE. The teachers from both key phases have met to plan a curriculum which shows a progression of skills taught. Teachers use a variety of resources to plan topics and children learn to design and make using a variety of media. Through the teaching of Design & Technology at St Cuthbert's we aim to give the children the opportunity to: Be creative and design products which solve real or imagined problems for a range of purposes; Begin to apply their understanding of diet and nutrition to food technology and to design and make some food products; Begin to evaluate their work against a design criteria; Begin to develop an understanding of the impact of design technology on a daily basis.

Music



All children in key stage 2 receive weekly expert violin tuition from a peripatetic teacher. The children are encouraged to make music and to develop an appreciation of different types of music. At St Cuthbert's we follow the interactive 'Charanga' musical school across KS1 & 2 – a digital resource to support teaching the new curriculum. The learning within this scheme is based on: Listening and Appraising; Musical Activities - creating and exploring; and Singing and Performing. We are lucky enough to have visits from local musicians to support our children's wider education.

Modern Foreign Languages



The school recognises that our children have right to learn about other cultures and communities. The learning of foreign languages is an important part in this process. The school has specific weekly French lessons for our KS2 children. Children in the Foundation Stage and Key Stage 1 have opportunities throughout the year to develop their basic foreign language skills with their class teacher.

Relationship and Sex Education & PSHE



Our Relationship & Sex Education Policy is in line with Government and CES guidelines. We follow the Ten:Ten programme; 'Life to the Full' for Primary, this is a fully-resourced curriculum scheme of work in Relationships and Health Education (RHE) for Catholic primary schools. Approved by Catholic dioceses throughout England and Wales, the entire teaching is underpinned with a Christian faith understanding that our deepest identity is as a child of God – created, chosen and loved by God. The programme is fully inclusive of all pupils and their families.

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.

PSHE

We follow the diocesan long term plan for PSHE which inter-relates PSHE with RSE, Science, and RE including the universal church topics.

SEN



At St Cuthbert's we employ strategies for the early identification of children experiencing difficulties in any areas of the curriculum. Pupil's progress is monitored carefully by the Head Teacher and class teachers, starting with Foundation assessments on entry into school. If class teachers feel that a child is struggling or that they have a specific need, which may be a special educational need, steps will be put into place to ensure that child is catered for so that they can fully access the curriculum. Parents will always be informed and involved in this process. Where necessary, an individual education programme (IEP) may be drawn up to help the child with their specific needs. Wherever possible support will be provided in the classroom

however sometimes individual or small group work may be more appropriate to meet the needs of the individual.

The School Council



The School Council is the voice of the children. The Council consists of two representatives in each year from across the school from Reception to Year 4. New representatives are elected each school year. The Council meets at least once every month where they contribute to school improvement and work together to ensure the health and wellbeing of all members of the school community. Being a School Councillor provides the opportunity to learn real-life skills take on responsibilities and be involved in decision making. In the last academic year the council dealt with playtime games, safety and bullying. Everyone really loves the responsibility of being on the school council. Each year we take part in the Berwick partnership's 'Pupil Voice' conference.

Homework



In line with Government guidelines, regular reading homework is given in all classes. As children progress other areas of the curriculum are taken into consideration, e.g. spelling, maths, handwriting, special needs. We greatly value parental support with homework. Children are rewarded with house points for completion.

Website www.st-cuthbertsrc.northumberland.sch.uk

Please ensure you keep up to date with our school website which has more detailed information as well as policies and a calendar for the school year. Our Facebook page can also be accessed via the website.

Home/School Agreement



In line with a government directive we ask all children and parents or carers to sign our Home/School Agreement. This aims to develop links between home and school, sharing common ideas and working together for the benefit of the children. Parents, children and the school are asked to sign this agreement at the start of your educational journey with us. We understand that a strong partnership between home and school ensures the best outcomes for your child.

Extra Curricular Activities



We always do our best to provide a range of extra curricular activities each week for our children. These clubs usually run on a half termly basis. Examples of our clubs include: cricket, football, violin, bible detectives, gymnastics, film, board games, rugby, gardening and scrabble.

Cuddies club runs daily 3-5:15pm at a cost of £2:50 per hour/ £5:50 for the whole session – please contact the office to book.

School Uniform



White polo shirt
Red school jumper or cardigan **with the school badge**
Grey shorts / pinafore / skirt / trousers

Red and white summer dress
Black shoes – easy fastening

PE Kit

Red t-shirt with the school badge
Plain black shorts (no logos or emblems)
Black plimsolls / trainers (easy fastening)
School hoodie / jumper
Black jogging bottoms (no logos or emblems)

PE kit is worn to school every Tuesday. Uniform can be ordered and purchased from the school office.

All uniform should be clearly marked with child's name. Jewellery is not allowed in school, except for wristwatches, which have to be removed for PE, Games and Swimming etc. **If parents wish to have their children's ears pierced, it is suggested this is done at the beginning of the Summer Holiday, so that by the time the autumn term starts, studs can be removed.** Any child who has not followed this advice will not be able to do PE of any sort and will be asked to remove any earrings during the school day. If a child cannot remove his/her own earrings they will be asked to place a plaster over them, to avoid any potential accidents in the playground. We greatly appreciate the support of parents in this policy.

SCHOOL MEALS



All children in Reception – Year 2 receive free school lunches under the Government's 'Universal Infant Free School Meal Programme'.

Children in other year groups are charged at £2.20 per day for lunch and this should be paid via your Parent Pay account.

You may qualify for Free School Meals – in ANY year group check out the criteria [here](#) . If you do qualify please apply! Your child will get extra benefits in school.

Free fruit is provided for all children every day and milk is available daily to all children until the term after their 5th birthday. After this children may pay for milk – please contact the office to order this for your child.

Swimming



What does the National Curriculum in England say about swimming?

- All schools must provide swimming instruction in key stage 1 or key stage 2.

In particular, pupils should be taught to:

- swim competently, confidently and proficiently over a distance of at least 25 metres.
- use a range of strokes effectively (for example, front crawl, backstroke and breaststroke).
- perform safe self-rescue in different water-based situations.

The attainment targets should be measured and recorded by the time pupils leave in year 6.

*****Therefore it is vital your child does not miss swimming lessons*****

Why do we at St Cuthbert's facilitate swimming in every year group from Year 1?

- We believe that swimming is a *vital* life skill and one which is essential as we live next to both the River Tweed and the North Sea and so we want every child to be confident in the water.

Contributions

- Children walk to the Swan Centre from September to October half term and then again for the whole of the summer term, we hire a bus for the winter months. We ask for a voluntary contribution of £2:50 per week, your contribution allows the children to travel by bus in the winter months, if we don't have enough contributions we would have to walk all year round no matter the weather! This is payable via your Parent Pay account.

Dress code

- Swimsuits for girls (no bikini/ or tankinis please), swimming trunks for boys, goggles if desired & a clean towel
- Avoid 'tricky' clothes on swim days e.g. tights.
- Your child should be able to dress and undress themselves & look after their belongings (please practise if they find this difficult)

Swimming days

- Class 2 (year 1&2) Thursday afternoons
- Class 3 (year 3&4) Friday afternoons

Please make sure your child has everything they need for swimming on the correct day each week in a named bag.

Accessibility Arrangements



At St Cuthbert's First School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. We plan to continue to evaluate provision for all pupils, staff, parents and visitors to St Cuthbert's First School through our accessibility plan which can be viewed on our website. Our school has the following facilities; a disabled toilet, ramp access and a designated disabled parking bay.

We hope this has given you all the information you require. If you need anything further please do not hesitate to contact us, we are here to help.

Kind regards

Clare McGregor

Headteacher

St Cuthbert's Catholic First School

Part of the Bishop Bewick Catholic Education Trust

Prince Edward Road

Berwick Upon Tweed

01289 307785

[Visit our website](#)