






# OUR LADY OF GOOD COUNSEL CATHOLIC PRIMARY SCHOOL

## PROSPECTUS 2022 - 2023

### OUR SCHOOL OFFERS

-  A safe and welcoming environment, where your child is valued and known individually by staff
-  An engaging and broad, balanced curriculum
-  A chance to reach their full potential



Dear Parents and Carers,

Welcome to our school. I hope this information will help to explain how the school operates. More importantly, I hope that it conveys our wish to foster a positive and fruitful relationship between the school and yourselves, as we work in partnership in educating your child.

Our Lady of Good Counsel is a small, friendly Catholic school with a characteristic sense of inclusion and belonging. It is a family community of learning with a distinctive educational philosophy based on the Gospels which permeate all its activities. By choosing Our Lady of Good Counsel Catholic School for your child you are, in effect, seeking an alternative model of education. Catholic schools are clear and robust in the principles which guide them and the moral framework within which they educate.

Our aim is to help your child become a resilient, independent learner who is able to move to the next phase of their school career with confidence and self-belief. We work to encourage a realisation of each individual's potential, a 'can do' culture, a thirst for life-long learning and a pride in each other's skills and attributes.

Everyone in school is committed to doing their best, as educational and pastoral professionals, for each and every child. To do this, we try to ensure that our school is colourful, exciting and welcoming to all who enter it – a place where children and adults feel safe, secure and confident enough to experiment and take risks, to enable the delivery of exciting, challenging learning experiences. We know that each of our children comes to school with different experiences, knowledge and skills and that each has different learning needs and preferred ways of learning. We therefore aim to match our provision to the needs of each child through the provision of excellent teaching, a hands on curriculum and a range of enriching experiences, from our after school clubs, to visits to new places.

We take seriously our responsibility to develop not only children's academic knowledge, skills and understanding but also their spiritual, moral, social and cultural attitudes. Through our curriculum, Catholic Life of the school and in our daily acts of Collective Worship, we provide opportunities to explore these four key elements of a rounded education and encourage an interest in local, national and global life-styles and issues.

Having read this information, I would be delighted if you could take the time to visit the school, in order that you can experience our aims for the children being lived out.

Yours sincerely

Mrs Nicola Malthouse  
Headteacher





## **Our School Mission Statement**

### **We Love, Live and Learn in the Light of Christ**

The Our Lady family learn together with love and faith in Jesus,  
to become the people God calls us to be.

Our School is part of the Church's Mission to pass on the good news of Christ's Gospel through learning, worship and the formation of character in a caring environment, which embodies Christian values and discipline. God has created every child out of love and the human dignity of each will be rightfully valued and respected.

Our School community will embrace a spirit of welcome, fairness and understanding as it strives to recognise God's Grace within each of us and within our whole community.





# We Love, Live and Learn in the Light of Christ



## We Love

The children at Our Lady understand the importance of always being kind. As a Catholic School, it is incumbent upon us to show God's love to whoever we meet, whether they are people from within our own school community or those further afield.



## We Live

We accept Our Lady's good counsel to, "Do whatever He tells us." (Jn 2: 1-11), so our children will be educated in a school which lives out Christ's teachings and the Gospel values. This ensures that we think about others before ourselves; be that our friends and family or those in need in our local or global community. We believe that each and every person is made in the image of God and should be treated with dignity, respect and love and we guide the children to enact these values. Empathy, compassion and forgiveness are promoted and offered to all in our daily lives.



## We Learn

As a primary school, the children's education is our core purpose. Through the delivery of our curriculum, we intend to ensure that every Our Lady child is provided with the knowledge, skills and spiritual development, they need to interact successfully with the challenges of modern and diverse society, whilst maintaining a sense of awe and wonder for God's creation. We set high expectations which motivate and challenge every child to be the best that they can be.







## Catholic Life

The Catholic life of the school is rich in opportunities for children to encounter God and to deepen their relationship with Him as a loving, compassionate Father. Through prayer, both traditional and informal, through liturgies and Religious Education lessons, where children receive direct teaching of the faith, through the relationships and support for each other that children, staff and parents enjoy within the school community, we enable children to come to know and love God.

Religious icons can be found throughout the school. Displays of work in RE are of very high quality and can be seen around the school, including the school's main reception area. Each class has a prayer focus area, with a liturgical cloth in the appropriate colour.

The Christian values at the heart of our Catholic faith incorporate the British Values and we aim in everything we do to further each child's sense of commitment and responsibility to themselves, to others and in the wider world.





## Encounter, Discipleship and Missionary Discipleship

In November 2018, Bishop Patrick wrote a letter to be read out at all Masses within the Nottinghamshire Diocese. In his letter, Bishop Patrick outlined his three-fold vision for the coming years: ENCOUNTER, DISCIPLESHIP and MISSIONARY DISCIPLESHIP.



**ENCOUNTER:** Bishop Patrick would like to ensure that people of all ages in our parishes, schools, and chaplaincies are helped to discover, or discover more deeply, the importance of a personal ENCOUNTER with Christ; so that they can become convinced that they are each loved by God and are invited to grow in their relationship with him. In particular, Bishop Patrick would like to see the development of times of Eucharistic Adoration in our parishes, schools and chaplaincies.

**DISCIPLESHIP:** With the personal encounter with Christ, Bishop Patrick would like to encourage each of us to hear and respond to his invitation to be his DISCIPLES, to follow him more closely, and to seek to serve him generously in our daily lives.



**MISSIONARY DISCIPLESHIP:** With a greater recognition of, and openness to, the help, guidance and inspiration of the Holy Spirit, we can all become MISSIONARY DISCIPLES; faith-filled, joyful and outward-looking Christians who are growing in confidence to speak humbly of the difference that knowing Christ makes to our lives, and who bear witness to His love in our service of our brothers and sisters, especially those most in need. The service to which Christ calls us is always the action of the Holy Spirit working in us.





## Parental Involvement

You are your child's first and most important educator. At Our Lady of Good Counsel, we value and appreciate the important role you have to play in supporting your child in developing a positive attitude to school and learning. We encourage our parents to be actively involved in all aspects of school life:

*"Since parents have conferred life on their children they have the most solemn obligation to educating their offspring. Hence parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it".* An extract from the Vatican Document on Christian Education.

Studies have proven that children learn best when home and school work in partnership. At Our Lady of Good Counsel, we offer a wide range of opportunities for parents to actively participate in supporting their children both at school and with home learning. Schools don't educate children alone; parents/carers are children's primary educators and we build on your work.

There are several occasions throughout the school year when parents are invited to join us, in addition to the regular Friday morning Celebration Collective Worship. These include regular class presented liturgies and school Masses as well as our Christmas Carol Service, Nativity performances, class celebrations, school productions and Sports days.

Parents are always welcome in the school. We are pleased to hear from any parents who may be able to help in any way. If you feel you would like to help us with any activities within school, please contact the Headteacher. We always carry out requisite personal checks in line with 'Keeping Children Safe in Education' guidance for the safety of our children.





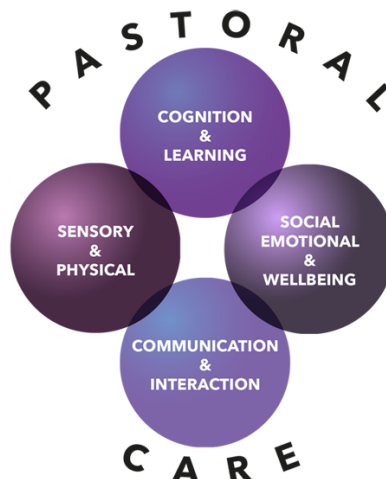
## Pastoral Care

At Our Lady's, pastoral care starts from the moment when the children arrive in school, each day, with their class teacher having an 'emotional check-in' with them. This is repeated again after lunch. This allows for opportunity for your child to understand and communicate how they are feeling – whether it be happy, excited, sad or anxious about something. Children benefit because they learn how to identify their own feelings and articulate them through words.

In more recent times, due to the impact of COVID on the young people of our society, there has been more of an emphasis on the the provision a school makes to ensure the physical, emotional and mental welfare of pupils is met. At Our Lady of Good Counsel School, we take this provision very seriously and have invested heavily in training staff to best support the children. The school currently has four trained Mental Health First Aiders and three ELSA (Emotional Literacy Support Assistant) trained members of staff who are available at any point in the day to offer care and support.

If you have any concerns about your child, the class teacher is available before and after school to discuss immediate concerns with parents, on an informal basis. Alternatively, you can ring the school office to make an appointment. We are committed to involving parents and families in the life of the school.

Communication is a two-way process. We will always endeavour to keep you up-to-date about your child's progress. We would ask that you inform us about the 'ups and downs' in your child's life so that we can provide appropriate help and support. If you or your child have problems or worries, please contact the class teacher or Headteacher so that they can be resolved. Little worries are more difficult to sort out when they have grown into big ones.





## Classes at Our Lady of Good Counsel

Our Lady of Good Counsel Catholic Primary, a Voluntary Academy is a school within the Our Lady of Lourdes Catholic Academy Trust.

We are a 'small' school with one form entry and a current class pupil admission number (PAN) of 25. This ensures we are able to maintain a 'family feel' to the school where every child is known.

In addition, our small classes each have an allocated Teaching Assistant, so parents can be assured that we are well placed to meet the individual needs of all our pupils.



## The School Day

The school gates open each day from 8.35am where the children enter school and begin the day with some early morning task. At 8.55am the class teacher takes the register.

We start the day gathered as a school family in the hall for Collective Worship.

Wednesday takes the form of Class led liturgy or School Mass to which parents and carers are kindly invited. Friday worship is given over to appreciation and gratitude, as we celebrate the achievements of the week. Teachers nominate special mentions and 'Stars of the Week', we count up the Class Dojo points and remember pupil birthdays.

We also celebrate the achievements the children have outside of school - whether that be at football, dance, cricket, swimming or reading at the library. Come and join us in celebration and thanks each Friday at 9.00am in the school hall.



Morning break is at 10.30 – 10.45 am

Lunch is 11.45 – 12.45pm (EYFS/KS1) or 12 – 12.45pm (KS2)

School finishes at 3.05pm for Reception, Year 1 & Year 2, with our Key Stage 2 classes being discharged at 3.10pm each day.





## School Uniform

Our school uniform is a visible enactment of our school identity and the high standards we wish to inspire. Ensuring high standards of personal presentation encourages the children 'to be the best that they can be'.

Uniform can be purchased from <https://sjb-uniforms.co.uk/>



White cotton stiffened collared school shirt worn with a school tie

Knitted royal blue logoed cardigan or V-neck jumper

Dark grey (charcoal) trousers, or shorts; dark grey school dress or skirt; blue and white checked summer dresses

White, black or grey plain coloured socks or tights and dark coloured school shoes (not trainers)



### PE Kit

All children will require equipment for PE lessons: White logoed T-shirt and royal blue shorts for indoor lessons. Children will also need trainers and a royal blue tracksuit for outdoor games.

A swimming costume and towel will be required by all KS2 children taking part in swimming. To support effective development of swimming technique, girls are required to wear a one-piece bathing suit and boys should wear close fitting, short swimming trunks/shorts; long, loose beach style shorts are not permitted as these inhibit the ability to swim. All pupils require a swimming cap.







## Keeping in touch

At Our Lady of Good Counsel we want to build strong relationships with our parents and carers. Working together gives your child the message that school and home are a partnership.

### Letters

We will keep you up to date with events in school via the weekly 'News in School' newsletter. We request that all parents sign up to our email service so that whole school and class correspondence can be sent electronically; this avoids any letters going astray. We may from time to time send leaflets home, and these along with any personal correspondence, will be sent home in book bags via 'pupil post', so please remember to check your child's bag regularly. Newsletter will also be published on our website, as is all of our information for parents. Parents can also opt into our 'Text Round' service which enables us to send short notices/reminders to mobile phones.

### Parent's evening

We hold formal parents' evenings in the autumn and spring terms. These offer a chance for your child's class teacher to meet with you to discuss your child's progress. Targets for the children to work towards will also be shared with you. In July, we send home your child's end of year report and levels of attainment. If you wish to discuss the contents of this report, please contact your child's teacher.

### SEND Children

If your child is identified as having an individual area of need, you will be invited to discuss your child's progress in each term - October, March and June. This provides an opportunity to discuss your child's individual targets as part of the Assess, Plan, Do, Review process.

### Other times

Your child's class teacher is always available to discuss any concerns. Of course, it can be difficult to meet with teachers during the teaching day. Please phone the office to make an appointment to see your child's teacher.





## Food and drink

Under the Universal Infant Free School Meals initiative, all pupils in Reception, Year 1 and Year 2 are entitled to receive a free hot meal in school. The kitchens at Willoughby Foods currently provide our hot school meals; a local supplier who provide excellent meals made from locally sourced products. They offer a wide and varied menu with two meal choices per day, so we are sure that there will be something that your child will enjoy.

All meals, Key Stage 1 and Key Stage 2, need to be ordered via the Willoughby Foods website

<https://www.willoughby-foods.co.uk/parentLogin.asp>.

Orders need to be placed on or before the Tuesday of the week before delivery.



You are free to choose packed lunches, hot lunches or a mixture of the two. Healthy lifestyles are actively encouraged in school, so we ask that packed lunches promote good health. A typical packed lunch might consist of a sandwich (or equivalent), yoghurt, fruit and if you wish, a small treat (crisps or a small cake).

As the number of children experiencing nut allergies is increasing, we kindly request you support us to reduce the risk of anaphylactic shock and ask that, where possible, you avoid sending nut based products, including peanut butter spread, in packed lunches. For further advice, please consult a member of staff.

If you feel your child may be entitled to free school meals, please contact the school office in confidence.



### Snacks

During break time, our children in Key Stage 1 (4-7 yr olds) are provided with fresh fruit every day, via the Government's fruit scheme.

Children from KS2 may bring in a piece of fresh fruit or dried fruit or a healthy cereal bar to be eaten during this time. Cakes, crisps or biscuits should be kept in lunch boxes to be enjoyed at lunch time.

We actively encourage drinking during the day and would encourage you to send your child to school with a water bottle, which they can access during the school day. We only allow water to be consumed during lesson times; juice will be reserved for consumption at lunchtime.





## Illness

If your child is ill and unable to attend school, please inform school on the first day of sickness either in person (if you are bringing siblings to school) or by telephone at your earliest opportunity. Following the completion of the class registers, we will follow up all un-notified absences by telephone.

Any absence for which there is no valid reason supplied will be treated as an unauthorised absence. Both authorised and unauthorised absences are collected and monitored by all schools and this information is shared with our local authority. We will contact you directly if we have concerns about attendance.

### Medicine

If your child has an on-going medical condition which requires medication (eg. Diabetes, asthma, epilepsy, anaphylaxis), it is essential that you complete a Healthcare Plan detailing your child's medical needs and prescribed medicine requirements. Please ensure you update this information where changes in your child's needs change.

Medicines for the management of on-going medical conditions are accepted into school and will be administered in accordance with prescription directions.

In line with Department for Education guidelines, we are unable to accept or administer medicines which are not prescribed by a GP.





## Absence from School

If your child is absent from school, parents are requested to telephone or call in to the school office before 9.00am, or earlier, leaving a message on the school answerphone, on the first day of the absence or to send a dated note indicating the reason for the child's absence. It is essential for the safety of our children that school know as soon as possible of an absence. We have a first day calling system in place: if your child does not appear, we will call you. If we are unable to contact you, we are required to conduct a home visit.

All pupils are expected to achieve full attendance in school, although it is recognised that common childhood illnesses can have a minor impact on attendance levels. At Our Lady of Good Counsel, we recognise the detrimental effect that school absence can have on the progress and development and we aspire each year to reduce our absence levels and so, the school operates a robust monitoring system for attendance data.

Any absence for which there is no valid reason supplied will be treated as an unauthorised absence. Both authorised and unauthorised absences are collected and monitored by all schools and this information is shared with our local authority. We will contact you directly if we have concerns about attendance. Holidays during term time will not be authorised and will be recorded as unauthorised absence.

Parents are requested to avoid any in term absences. Please try to arrange medical and dental appointment outside of school hours. Current guidance to schools advises that we are only able to authorise, in our school register, absence which is due to exceptional circumstances. Absence occurring due to in-term holidays cannot be authorised and Lincolnshire County Council operates an enforcement system for school absence. All requests for absence must be made in writing stating the dates and the reason for the request. No leave of absence will be granted during the week in May for Y6 children taking their SATs.

Above 97%	Above 97%. Less than 6 days' absence a year: Excellent attendance! Pupils with this attendance should have access to the majority of the taught curriculum.
95%	95%. Less than 10 days' absence in a year: Attendance needs to improve! Pupils with this attendance are likely to access the majority curriculum but will miss out on important educational experiences.
90%	90%. 19 days' absence over the year: Pupils with this attendance are missing <u>1 month</u> of school per year and will miss key curriculum areas; it will be difficult for them to achieve their best.
85%	85%. 29 days' absence in a year: These pupils are missing <u>6 weeks</u> of school per year, it will be very difficult for them to access the curriculum and achieve their best.
80%	80%. Pupils with this attendance are missing the equivalent of <u>1 day</u> for every week of school. It will be almost impossible to access all of the curriculum.





## Site Safety

### Car Parking & Drop-off Zone

We are very fortunate to have a well sized car park for the use of parents and carers with an excellent drop off zone which can be used to ease traffic congestion.



At drop off and pick up times, parents are asked to drive and park considerately for the benefit of our local neighbours. Please avoid obstructing access for local residents. Parents should park their vehicles in the parents' car park, or on The Drove, or on one of the side streets off The Drove – avoiding the Yellow Lined School Zone. The disabled parking spaces are for the use of disabled badge holders only.

When arriving for school each morning, parents are encouraged to use the drop off zone; as staff are available on the playground gate from 8.35am, parents can stop their car in the yellow drop off zone, allow their children to alight the vehicle and enter the playground safely to the care of supervising staff. This allows parents to then drive away without the necessity and delay of parking up. The drop-off zone provides additional parking space for end of day collections – again reducing congestion around the site.

Parent and carer vehicles should not enter the staff car park for any reason. Please do not park in front of the school gates as this will block access to emergency vehicles.

### Dogs

For health and safety reasons dogs are not allowed onto the school grounds whether on a lead or not. Please do not tie dogs to our perimeter fence.

### Bikes and Scooters

For the safety of all, please note that children, and their younger siblings, are not permitted to ride bikes, balance bikes, scooters, roller skates or other wheeled transport on the school playground. Children should walk with these items if they need to take them onto the playground.







## Starting School

The policy of the school allows for all children to start school in the September of the school year in which their fifth birthday falls. This could mean that some children would only just have become four years old, while others may only be a month or so off their fifth birthday when they start school.

As soon as we receive the list of Reception place allocations, we contact all new parents to invite them to attend a welcome evening. This enables parents to get to know the school better, alleviating any concerns parents might have about their children coming to school for the first time. We aim to create a strong partnership with parents, one which will continue throughout their child's school career.

Our induction policy really helps our children to settle in to school with children being offered the opportunity to attend school for three afternoons in the summer term before they start. The children start school in September with full school days. We do not operate a part-time system.

It is perfectly normal behaviour for young children to become upset on entry into school and therefore welcome parents into the classroom to help settle your child into the routines of the school day. However, children quickly settle once their parents have left the school site. If you are concerned about how your child has settled, our School Administrator can arrange a check-in and a quick phone call to reassure you with how they are.







## Special Needs

Our school follows the Code of Practice for Special Educational Needs and Disabilities. Children are supported through good quality first teaching. However, if we are concerned that a child needs extra support, we will inform parents so that we can work together to support the child's needs. An ISP (Individual Support Plan) will be drawn up in consultation with the child, parent, teacher and special educational needs coordinator (SENDCO).

Further information about the school's SEND provision can be found on the school's website or by contacting the school office.

We also provide extra support for our most able pupils in the form of small group or one-to-one extra activities and teaching in Literacy, Maths and Science with enrichment activities being planned to support gifted and talented pupils across the school.

## Visits and Trips

Our school is keen to promote a range of different experiences for our children by inviting visitors into school in the form of performance plays, circus skills etc. Class visits are also arranged to support class learning.

Our pupils in Year 6 participate in an annual residential trip. In recent years, this has included visits to the Briars, the Diocesan Residential Youth Centre, at Crich in Derbyshire and a visit to London. Year 5 children will also be offered the opportunity to experience residential visits.

The Governors have formulated a charging policy in line with the Education Act (which emphasises the voluntary nature of contributions to school activities, such as visiting theatre groups, educational trips etc). All parents are politely requested to contribute voluntarily towards such activities as it may become necessary to cancel trips for which insufficient parental contributions have been received.





## After-School Clubs

We are really proud to be able to enrich the lives of the children at Our Lady of Good Counsel with the wide range of extra-curricular clubs that we provide. The clubs change according to the seasons from football in the winter to rounders in the Summer. We also invite children to attend specific training for our Netball and Football teams.



## Wrap Around Care

Our popular Breakfast and After School Clubs provide wrap around care from 7.45am to 5.45pm each day. Booking can be made directly through your ParentPay account, or on the day via the school office. Charges are £3.45 for Breakfast Club (including a range of healthy and delicious breakfast foods) and £7.95 for After School Club, which again includes a range of snacks for the children to enjoy. Siblings enjoy a discounted price at After School Club of £5.45.





## Our Relationship with the Church

Our Lady of Good Counsel Catholic Church  
Jermyn Street  
Sleaford  
Lincolnshire  
NG34 7RU  
01529 302529  
Parish Priest: Fr. Peter Harvey  
Deacon: Rev. Tony Weldon

As a Catholic school, we base our standards firmly upon the Catholic faith, but are glad to welcome children from all denominations and backgrounds to the school. Parents have the right to withdraw their children from Religious Education classes or Collective Worship and are asked to communicate their wishes to the Headteacher in writing. Our Religious Education follows the 'Come and See' Programme, a scheme promoted by the Nottingham Diocese.

The school enjoys a close relationship with Our Lady of Good Counsel Parish Church attending Mass. Father Peter and Deacon Tony are regular visitors to the school leading School Mass on a monthly basis throughout the year, to which parents and carers and all members of the parish are always welcome.

From the start of their education in Reception, children are encouraged to participate in the preparation of Mass and class liturgies. Any Catholic baptised child in KS2, whose parents wish it, will be invited to prepare to receive the Sacraments of Reconciliation and Holy Communion. This programme is organised through the parish.

Every first and third Sunday of the month, the church hosts 'Little Church' where the young children of our parish family can share learning with one another during Mass. The children are supported by parishioners who are dedicated into sharing the teachings of the Church with the children in an informal, child-friendly way. All children are welcome.





## **Policies**

Full copies of our Policies can be seen in the policy files located in our office with the most commonly requested policies being available on our website.

## **Complaints Procedure**

It is hoped that a complaint of any nature, including the curriculum, can be resolved through contact between parents and teachers. A recognised procedure for complaints regarding the school curriculum exists and is available to view on our website.

## **Admissions Policy**

The Our Lady of Lourdes Catholic Academy Trust is the admission authority and is responsible for determining the Admissions Policy. All decisions relating to admission applications will be taken by the Governing Body of the Academy applied for. The admissions process is coordinated by the Local Authority within which, the academy is situated on behalf of the Our Lady of Lourdes Catholic Academy Trust. Further details of our admission policy can be found on the school's website.





# Our Lady of Good Counsel RC Primary School

The Drove  
Sleaford  
Lincolnshire  
NG34 7AT

Tel. 01529 304373

[office.admin@our-lady.lincs.sch.uk](mailto:office.admin@our-lady.lincs.sch.uk)

[www.our-lady.lincs.sch.uk](http://www.our-lady.lincs.sch.uk)



So, that's our school. We are proud of our December 2019 Ofsted report, rated 'Good', which states, "Pupils enjoy coming to school. The family ethos helps pupils to get to know each other well."

If you send your child here, we promise you we will do our best for them and you as a family. Please talk to our parents and children to find out what they love about the school. If you haven't already visited the school, we would be delighted to show you around – please contact the school office.

