

## Holy Family Catholic School Diocese of Northampton

### Aims, Values and Beliefs

We believe our school should be a happy and caring place where children want to come and where they will feel secure. As teachers we aim to create an environment in which children can experience the joy of learning, be valued as important members of the school and belong in a community that celebrates their differences.

We recognise that each child is of equal value and that it is our privilege and responsibility to accept each child into our community. Beginning from their first day and throughout their stay with us, we should have high expectations of all children in order to encourage them to develop their potential to the full.

We believe that every individual in the school should be accorded the respect and dignity that is the right of every person. In all our relationships, we should try to be fair, consistent, encouraging, understanding and compassionate. As a Catholic school, we believe religious education should permeate and indeed, inspire the whole life and work of the school, and we believe it is our responsibility to instil respect for religious and moral values and appreciation of other races, religions and ways of life.

We aim for genuine excellence for each individual in every sphere of activity: academic, pastoral, social, physical, moral and spiritual. We do not see knowledge as a means of material prosperity and success, but as a call to serve and be responsible for others. *Pursuing Excellence in Education*

We believe that education is the shared responsibility of parents, teachers, children, Church and the community. Parents have a right to expect that what a child is taught is what a child needs to know and that education should develop a sense of self-respect and the capacity to live as independent, self-motivated people with the ability to function as contributing members of co-operative groups.

We believe that each child has a right to be taught all areas of the curriculum and that we should aim always to cater for the needs of all children, enabling them to develop concepts, attitudes, values and skills through stimulating and relevant experiences. We should help children to develop lively, inquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills.

We believe that children enjoy success, and become more effective learners once their image of themselves is positive and good.

We believe this can be achieved by our working through open and participative structures.

We would like to emphasise the words of Archbishop Murphy in 1958,

“ You cannot educate the mind and neglect the heart. When they leave school they will forget quite a number of subjects, but there is one subject they will never forget and that is you. Your person is going to have a greater influence on their future life than all blackboards in the country.”

The Headteacher and Staff  
September 2009

## Holy Family Catholic School Diocese of Northampton

### Admissions Policy and Criteria

Holy Family Catholic School is a Voluntary Aided school in the trusteeship of the Diocese of Northampton. The school is conducted, by its Governing Body, as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community, mindful always of the deprived and marginalised. The Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school. The Governing Body exercises its responsibility for admission by setting up an Admissions Committee which reports to the Governors at their meetings.

The Governors intend to admit into the Reception Year, in September 2010, 60 pupils without reference to ability or aptitude. Children born between 1 September 2005 and 31 August 2006 (inclusive) will be admitted in September 2010.

Children with a statement of special educational needs whose application has named Holy Family Catholic School will be admitted in accordance with the regulations and the policy of the Local Authority. (It should be noted that in such cases the Admissions Authority is the Local Authority).

Thereafter, in reaching a decision concerning a child's admission to the school, the Governors will bear in mind that the school is a Catholic School and (always mindful of exceptional circumstances supported with appropriate evidence or reports in a particular application) a child admitted should be a baptised Catholic, as prioritised in C below:-

- A. Catholic Looked After children in the care of a Local Authority <sup>2</sup>
- B. Baptised Catholic children whose parent(s)/carers attend Mass in the Catholic Parishes of Holy Family, Langley and St Augustine's, Datchet and whose application listed Holy Family Catholic School on the Local Authority's Common Application Form and is supported by their Parish Priest's completion of our Form B.**
- C. Non-Catholic Looked After children in the care of a Local Authority<sup>2</sup>

*Pursuing  
Excellence  
in Education*

Any remaining places will be offered in the order stated, using the following criteria: -

1. Children who have a sibling who will be on the school roll at the time of proposed admission <sup>3</sup>
2. Baptised Catholic children of parent(s)/carers who attend Mass at other Catholic parishes. A Letter of Support from the Parish Priest will be required, confirming Mass attendance.
3. Children who are **baptised/dedicated** members of other Christian churches as recognised by the Churches Together in England <sup>4</sup>. Evidence of Baptism/Dedication and a Letter of Support provided by a Minister where the family worship, will be required.
4. Children of other world faiths whose parent(s)/carers are seeking a Christian environment for their children's education.
5. All other applicants.

In the event of applicants in any of the above categories being equal in all other respects, the Governing Body will make a 'tie-breaker' decision based on whichever applicant lives closest to the school, by means of the same measurement process as that employed by the Local Authority.

The Admissions Committee will adhere strictly to the stated criteria when allocating places which will be equally but independently applicable to both Nursery and School applicants.

- Pupils will be admitted into Nursery in the academic year of their 4th birthday and into the Reception Year in the academic year of their 5<sup>th</sup> birthday.
- The number of school places available is 60 and 52 full time equivalent in Nursery. The Governing Body may extend this number to a maximum of 64 in KS2 classes only.
- Applications for children due to start in Year Reception/Nursery in a given Autumn Term must be received by 1<sup>st</sup> February of the previous academic year, after which they will be deemed late. Applications for Year Reception must be submitted via the school's own application Form A, supporting Form B and the Local Authority's Common Application Form. Applications for Nursery are only required to complete the school's Forms A and B.
- Application Forms A and B are available, on request, from Holy Family Catholic School. Parents are asked to contact the Admissions Committee to establish the exact date for submission of their Form B.
- Late/in year applications will only be considered **after** those received by the due time, subject to place availability and the standard admissions criteria.
- A child's name may be placed on a Waiting List on written parental request. In the case of any new place availability, all names so held will be considered equally and places offered to those who fulfil our admissions criteria most closely.
- Parents/Carers have a right of appeal against non-admission to **statutory** schooling, heard by an independent panel. In any such cases these must be submitted, in writing, within fifteen working days of receipt of confirmation of non-admission. The main purpose of an appeal is to establish that correct procedures have been followed.
- The school will comply with all relevant requirements and agree any changes in its admissions arrangements with the Secretary of State for Education.

## NOTES

1. All references to the word 'Catholic' shall be defined as baptised in accordance with the rites of the Catholic Church or enrolled in a baptismal programme. A Catholic Baptism Certificate or evidence that the child will be baptised Catholic, will be required.

2. This includes, firstly, any Catholic then any child/young person who is subject to a full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989 or is remanded or detained into Local Authority accommodation under Criminal Law.

3. Siblings are considered to be those children who live at the same address and either: -

- a) have one or both natural parents in common
- b) or are related by a parent's marriage
- c) or are adopted or fostered

*Pursuing  
Excellence  
in Education*

4. Churches Together in England: -

Antiochian Orthodox Church, The Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church, Transatlantic Pacific Alliance of Churches, United Reform Church, Wesleyan Holiness Church.

5. The Local Authority 'Home School Transport Policy' details current legislation and provision for primary school age children.

6. Should the Governing Body make a place allocation inadvertently, on the basis of intentionally misleading or fraudulent information, that place will be withdrawn.

During the academic year 2008/2009, an initial 146 applications were received for school entry in September 2009.

## Parents – School – Community

We welcome and encourage parents to take an active interest in their children's education. Assemblies, Christmas productions and similar school-related events are, at times recorded on DVDs, videos or photographs. Any/some of these may be offered for sale to our children's families.

### How can you help?

The more adults we have in school the better. All are welcome and there are many ways to help. The best way is just to take an interest in children...you don't need any expert training or skills. Here are some of the ways parents have helped in the last few years.

Organised Cricket Club	Helped children with Cooking and Sewing
Tidied the Library	Ran Football Clubs
Ran Arts and Craft Afternoons	Helped on organized trips
Talked to children about their work	Helped with children's Reading
Donated gifts for functions	Attended a variety of Events
Helped with Fund-raising	Donated Free Gifts
Found us ways of buying things cheaply	Maintained school Gardens
Provided contacts –e.g. mending computers	Erected a Hut
Built an Environmental Area	Organised Coffee Mornings
Organised After School Activities	Set-up and ran a Crèche
Produced a School Magazine	Built a slide
Volunteered services for TLC weekends	Cleaned and maintained the Pond Area
Painted and Decorated parts of school	

*Pursuing  
Excellence  
in Education*

### How do we let you know?

We send NEWSLETTERS home frequently. Sometimes children forget to deliver. It helps if you occasionally empty their bags! Our school Newsletter is also available on our school website.

We have a COFFEE MORNING each week which all parents and friends are welcome to attend.

We often have SOCIAL EVENTS and INFORMATION EVENINGS for you to attend.

We support a FIRST HOLY COMMUNION and RECONCILIATION programme, involving parents and parish, and share many celebrations with our CHURCH.

We have a lively, active and very successful PTA.

On sending their children to school all parents are automatically members of the PTA and are cordially invited to attend meetings and events. Meetings are held monthly. The Association aims to improve the quality of education available to our children and to this end have donated in the region of £90,000 during the last 10 years. Despite this, fund-raising is kept to a minimum and the emphasis is on enhancing the community of our school.

Joining is a good way to learn more about school and a lovely way to meet new people.

### Parent – Teacher Relationship

Try to get to know your child's teacher. You can drop the children into their classroom every morning and go in to collect them each evening. We have PARENTS' EVENING each term. It is obligatory that parents attend the Parents' Evening in the Autumn Term.

## Out of School Activities

Some of the Activities which have been organised over the years are listed below:-

Ice Skating	Basket Ball	First Aid
Pottery	Theatrical Face Painting	Keyboards
Needlecraft	Computer Club	Table Tennis
Computers	Arts Club	Guitars
Cricket	Gymnastics	Yoga
Martial Arts	Computer Fun	
Tennis	Star Gazing	
Children's Golf	Sailing	
Cookery	Roller Blading	
Street Dance	Skiing	
Football	Lego Technic	
French for Fun	Craft Club	
Football Training	Drama	
Fit Kids	Pot Design	
Pony Riding	Maths Workshop	
Chess	Line Dancing	

*Pursuing  
Excellence  
in Education*

We also run the normal football, netball and athletics throughout school, usually at lunchtimes and run by members of our own staff.

Many children choose to participate in Choir, Musicians, Recorders and Guitars, all run by either our Music Specialist or other teachers, also at lunchtime.

Gymnastics Clubs are currently being run before and after school and at lunchtime.

Holiday Sports Camps are organized by school staff during the Easter and Summer breaks.

### Publicity / DVD / Photographs

During their time at Holy Family Nursery/School children may have the opportunity of having their photograph taken and published for publicity or information purposes. Articles about our school may appear in local/national press or on the internet. Similarly, photographic / DVD records of our children's performances e.g. concerts and plays, or indeed examples of their work or projects, may be taken at various times throughout the year. Parents are requested to inform the Headteacher, in writing, should they wish to withdraw their child from any such records or activities.

### Home / School Partnership

Holy Family School aims to assist parents in fulfilling their obligation to educate their children in accordance with the principles and teachings of the Church. When parents accept the offer of a place at Holy Family School, they are asked to read, then sign our Home/School Partnership agreement. This document sets out how, based on our Gospel values, we intend to serve the needs of all children and how we expect and depend on the support of our parents in ensuring that children receive the best possible standard of education.

## Curriculum

All children follow the National Curriculum, which covers:

Religious Education	English	Maths	Science
ICT	History	Geography	Music
PE/Games	Art	Design Technology	

Also included are:

Health Education	Social and Personal Development	Nutrition
Citizenship	Moral and Spiritual Development	Cookery

The National Curriculum subjects are sub-divided into Attainment Targets, which, in turn, have 8 levels of achievement. The majority of children reach Level 1 by the end of Year 1. Level 2 is that of an average 7 year old and Level 4 an average 11 year old. Children are formally assessed at ages 7 and 11. Parents will be given detailed information regarding their own child's performance. Each term's work is planned in detail. These plans are available on request for parents to view.

As well as National Curriculum subjects, school endeavours to arrange a variety of creative experiences for all pupils which involves working with artists, musicians, theatre groups, sports coaches etc.

### Sex Education

It is the policy of the Governing Body that, in order to comply with the National Curriculum and the principles guiding Christian family life, Sex Education is taught as part of the Growing, Changing and Healthy Lifestyle programme covered in Science, PHSE and R.E. The programme, currently used in school and which has the approval of the Catholic Church, is 'Journey in Love'. Individual children's needs for information are always met as appropriate, with care and sensitivity.

*Pursuing  
Excellence  
in Education*

### Religious Education

The religious development of our children is the most important element of our school. Whilst the essence of a Catholic school is about the way we live together in all we do, Religious Education is taught explicitly as a subject on the timetable.

Our school follows the recommended Diocesan syllabus for the teaching of Catholic education "Here I Am" (Nursery – Year 6). Children start and end each day with prayers. The Headteacher and Deputy Headteacher lead an Assembly each Monday and Tuesday and each class is responsible for leading an Assembly for the whole school on a rota basis.

We work closely with Holy Family Parish to prepare children for the Sacraments of First Holy Communion and Reconciliation. In these programmes we expect parents to support and participate. We hold regular meetings for parents to share in the religious development of their children at this time.

We have Mass regularly in school and celebrate all the festivals of the Catholic year. The school is often visited by clergy from the Parish and children attend Mass at Holy Family Church when possible.

### Sports

The Governing Body places great importance on the provision of a broad and varied physical education programme. A P.E. Specialist plans National Curriculum requirements for P.E. and Games for all children from Reception to Year 6. Each class has a 30 minute P.E. and a 1 hour Games lesson each week and other physical activity on a daily basis.

Children in Years 3 – 6 are taught to swim. Weekly swimming lessons take place for up to 8 weeks in each term. School asks for voluntary contributions from parents to cover the charge made by the Local Leisure Centre for use of these facilities.

In addition to curriculum time, teams are fielded to represent the school in Soccer, Basketball, Netball and Tennis in local 'friendly' and league inter-school competitions, after school and at weekends. Parents often assist in the running and training of these teams, as well as with transport to and from match venues, usually local schools.

All children have the opportunity to participate in a variety of sports as part of the school's After –School Activities programme held each term.

In May each year, all children in Year 6 have the opportunity to participate in a water-sport activity trip to La Fosca in Northern Spain, where they receive instruction from qualified instructors in sailing, snorkeling, canoeing and wind-surfing.

### 11+

The majority of our children transfer to St. Joseph's Catholic High School and St. Bernard's Catholic Grammar School. Year 6 children sit the 11+ examination in the final Autumn Term to determine which Secondary School is best suited to their ability.

## School Organisation

### Time of School Day

8.15	Children may be delivered to the playground and left under the supervision of a Teaching Assistant.
8.40	Children may be left with their teachers in the classroom; parents are welcome to accompany their children to their classrooms, to help settle them or to leave a message with the class teacher
8.50	Day begins for Yrs 3 - 6
9.00	Day begins for Yrs R - 2
10.55 - 11.15	Breaktime
12.20 - 1.25	Lunchtime
3.20	School finishes for Yrs R - 2
3.30	School finishes for Yrs 3 - 6

### Nursery

8.30 – 11.30	morning session	12.30 – 3.30	afternoon session
--------------	-----------------	--------------	-------------------

### Hours in School

Yrs R – 2	Yrs 3 - 6	
9.00 – 9.55	0.55	-
8.50 – 9.55	-	1.15
10.00 – 10.55	0.55	1.00
11.20 – 12.20	1.00	1.00
1.30 – 3.20	1.50	-
1.30 – 3.30	-	2.05
<b>DAILY TOTALS</b>	<b>4.55</b>	<b>5.15</b>
<b>WEEKLY TOTAL</b>	<b>24.35</b>	<b>26.15</b>

*Pursuing  
Excellence  
in Education*

The school is organised as a two-form entry, i.e. 60 children (2 classes of 30 children) in each year band. At present the school is organised as follows:

NURSERY	3 – 4 year olds
Year R	4 – 5 year olds
Year 1	5 – 6 year olds
Year 2	6 – 7 year olds
Year 3	7 – 8 year olds
Year 4	8 – 9 year olds
Year 5	9 – 10 year olds
Year 6	10 – 11 year olds

All the staff in each area plan and organise their work together to ensure all children receive similar work.

When children are very young they spend the majority of time with one teacher; as they get older they may have other specialist teachers for various subjects. All of our children are taught Music and P.E. by specialist teachers.

### Nursery

We have a purpose built Nursery on the site, which opens for morning and afternoon sessions. This is an integral part of the school. Admission to Nursery cannot guarantee a place in school; preference, however, is given to Catholic children who attend the Nursery. Our school's Admission Policy operates for admissions to Nursery.

### Curriculum Complaints Procedure

The school operates a Curriculum Complaints Procedure should any parent become unhappy with the way things are being taught, or with what is being taught. A copy of this policy is available at the school.

## Administration

It is expected that all children wear our school uniform, much of which can be purchased from school.

### Boys

Dark grey trousers  
White shirt  
Royal blue school polo shirt in summer (optional)  
Royal blue jumper  
School tie  
Sensible shoes/Indoor footwear / shoe bag

### Girls

Dark grey skirt/pinafore dress.  
White shirt  
Royal blue school polo shirt in summer (optional)  
Blue/white check dress in summer (optional)  
Royal blue jumper or cardigan  
School tie  
Sensible shoes/Indoor footwear / shoe bag  
Girls may wear dark grey trousers in the Spring Term when the weather turns particularly cold.

### P.E.

White T-shirt (plain or with school logo)  
Royal blue shorts or leotard  
Suitable kit for outdoor games lessons e.g. trainers, boots, socks, sports shirt, tracksuit

### P.E.

White T-shirt (plain or with school logo)  
Royal blue shorts  
Suitable kit for outdoor games lesson e.g. trainers, boots, socks, sports shirt, tracksuit

*Pursuing  
Excellence  
in Education*

### School Meals

Children may bring their own packed lunch or buy one at school. Orders for a school packed lunch must be made by the child at morning registration. Families on Income Support are entitled to free school meals. Further details can be obtained from the School Secretary.

We ask that parents strive to provide a 'healthy' lunch for their children.

### Valuables – Lost Property – Sweets

It is a great help if all your child's clothing and possessions are clearly labelled. As our uniform is all the same colour, we cannot spend time looking for unmarked items. Each day any lost items are placed in the corridor by the pottery area. Parents are welcome to come in and look for lost uniform. Occasionally we sell uniform that has been unclaimed for several weeks.

Children should never have large amounts of money at school. Any money brought in to school by the child should be sent in a sealed envelope with the child's name written on it. Children should hand this to their teacher for safekeeping. We ask that parents do not allow children to bring in expensive games or toys. Similarly, children are discouraged from bringing mobile phones to school; provision for any exceptional circumstances must be made through an authorized arrangement with the headteacher.

For reasons of Health and Safety, we do not allow the wearing of jewellery in school. If pierced earrings are worn, they may only be of the simple 'stud' design. We ask that children do not wear pierced earrings on days when they have P.E., Games or Swimming. Children will be required to remove earrings during P.E./Games lessons.

We do not allow the eating of sweets in school. Children are encouraged to eat fruit at playtimes. Fruit is provided free of charge to children in Years R – 2.

### Absences – Withdrawal from School – Holidays

Please send a note or telephone, as soon as possible, when your child is absent from school.

We cannot allow children to leave school unaccompanied during school hours. If you need to take your child out of school during school hours, please arrange for them to be collected and always collect from school Reception.

More and more parents are taking their children on holiday during school time. This means children will miss part of the National Curriculum. We are allowed by law to grant up to a maximum of 10 days' leave. Please think seriously before committing yourself to a holiday in school time. Should you require time off school for your child, you are asked to complete a request form available from School Reception.

Total number of children of compulsory school age on Roll for at least one academic session for academic year ending August 2008 was 422. Percentage of pupil sessions missed through unauthorized absences, 0%. Percentage of pupil sessions (half-days) missed through authorized absences 4.48%.

### Behaviour

We encourage respect and good manners in both adults and children. It is very important that all adults who come into contact with the children in school set a good example for them to follow. We try to be just and fair with children. Should there be a problem which is difficult for us to cope with on our own, we ask parents to help and support us so that, together, we may overcome any difficulties and ensure that our children enjoy their time in school.

### **Homework**

From the earliest days, children take home books to read and words to learn. This is soon supplemented with spellings and number. Reading continues throughout their stay; gradually children are asked to do more work at home. By the time a child transfers to Secondary School they will be in the habit of working regularly at home. We ask all parents to support school to ensure that homework set is completed.

Parents must be aware that homework is counter productive if it causes anxiety and anguish in the home or the child. Should homework be the cause of any issue with the child or parent, it should always be brought to the attention of the school.

### **Sex Education**

It is the policy of the Governing Body that sex education will take place on a planned and structured basis as part of the National Curriculum and within the context of Christian family life. Further, the discretion of the teachers to deal with related matters appropriately, as they arise, will be respected.

### **Special Educational Needs**

The Governing Body of Holy Family School is committed to making provision for those children with special educational needs and seeks to do what it can to help and support the staff. Designated members of the Governing Body have responsibility for Special Needs provision.

All staff at Holy Family School accept that they are teachers of children all of whom have special needs at different times and see it as a privilege and professional challenge to ensure that the needs of every child in their care are recognised, professionally assessed and catered for. We have high expectations of all children and work with the belief that all children can succeed. We care about children as individuals and are concerned with their development, regardless of background or ability. We work openly together to share ideas and materials and help each other with problems, and are committed to researching and employing the most effective teaching methods to achieve progress and improvement with each child.

We recognise that there will be some children for whom we will need the help of other professionals. We have good working relationships with the educational psychologist, speech and language therapists, physiotherapists, occupational therapists, etc. We are required by law to implement the statutory requirements of the Special Educational Needs Code of Practice and a copy of our Special Needs Policy is available on request. This document explains in detail how support is provided for children with special education needs.

*Pursuing  
Excellence  
in Education*

### **Statement on Charging for School Activities**

#### **Charges**

The Governing Body will apply any charges for services it provides and offer remission that it considers appropriate. The Governors reserve the right to levy a charge in any circumstances permissible under the Education Reform Act.

#### **Voluntary Contributions**

Parents may be asked to make voluntary contributions for any visit or journey organised by the school and approved by the governors. Although the matter of a voluntary contribution will not be a factor in deciding whether a pupil is allowed to participate in an activity to be financed by voluntary contributions, the school reserves the absolute right to determine whether the total level of voluntary contributions is sufficient to enable the activity to take place.

#### **Remission**

The governors will apply the statutory minimum remissions to any charges, which they make: that is, in respect of pupils whose parents are in receipt of Income Support or Family Credit or Jobseekers' Allowance. Any further remission of charges will be at the absolute discretion of the governors. Individual cases of financial difficulty will be dealt with in strict confidence; parents should talk to the Headteacher in the first instance.

#### **Breakages**

The governors reserve the right to ask parents to contribute to the cost of replacement items incurred as a result of breakages, loss of or damage to books, equipment, materials other than the normal fair wear and tear.

#### **Charging in Kind**

Where parents indicate in advance that they wish to own the finished product of a practical activity, they may be asked to provide or pay for ingredients, materials, equipment, etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way. However, we would hope to be in a position to provide these items free of charge.

## Staff

Mrs Anne O'Connor  
Mr Brendan Bolger

Headteacher  
Acting Deputy Headteacher

### TEACHING STAFF

Mrs Yvette Bowler  
Miss Sarah Caswell  
Mr Joseph Cockerell  
Mrs Ev Coyne  
Mrs Anne Delaloye  
Miss Clare Delaloye  
Mrs Clare Doyle  
Miss Vicky Durbin  
Mrs Lydia Fry

Mrs Debby Grew  
Miss Helena Jaszczolt  
Miss Aisling Kashishian  
Mrs Fiona Kennedy  
Mrs Barbara McNeillie  
Miss Catherine Mellor  
Mrs Catherine Peers  
Miss Kelly Robinson  
Miss Louise Tattersall  
Miss Clare Wingfield

Mrs Belinda Yianoullou  
Mrs Sue Martin

ICT Co-ordinator  
ICT Assistant

### TEACHING ASSISTANTS

Mrs Aileen Barker  
Mrs Mandy Brophy  
Mrs Debbie Cook  
Mrs Simonetta English  
Mrs Carole Gonoud  
Mrs Mary Healy  
Mrs Karen Hust  
Mrs Bobby Keogh  
Mrs Julie Lynch  
Mrs Ceri McDonnell  
Mrs Deana O'Reilly  
Mrs Mary Pearmaine

Miss Catherine Blount  
Mrs Chris Chandler  
Mrs Diana Eggins  
Mr James Flisher  
Mrs Maria Greaves  
Mrs Clare Hendy  
Mrs Maria Jimenez  
Mrs Susan Lambi  
Mrs Deann McCoy  
Miss Lauren Mc Neillie  
Mrs Carole Palmer  
Mrs Sandra Whelan

### ADMINISTRATION STAFF

Mrs Sharon Burton  
Mrs Chris Condron  
Mrs Gina Da Silva  
Mrs Ann Sable

Receptionist  
Finance Assistant  
School Secretary/Admissions  
Bursar

### NURSERY

Mrs Cathy Mayor  
Mrs Catherine Euden  
Miss Emma Herring  
Miss Helen Wheeler

Teacher in Charge  
Nursery Assistant  
Nursery Nurse  
Nursery Nurse

### CLEANING STAFF

Mr Alan Gillow  
Mrs May Black  
Mrs Margaret Ghulam  
Mrs Kim O'Keeffe  
Mrs Denise McCuish  
Miss Clare McGuinness  
Mrs Jean Saunders

Site Manager



# GOVERNING BODY

## FOUNDATION GOVERNORS

Mr Kieran McKeown (Chair of Governors)  
Mrs Catherine Franke  
Mrs Linda Rogulska  
Mr Mike Barker  
Mrs Doreen-Ann Donovan

Canon Kevin O'Driscoll (Vice-Chair)  
Mr Paul Delaloye  
Mrs Gina Settembrini  
Mr Graham Tucker  
Mrs Celia Barker

## ASSOCIATE GOVERNORS

John Connolly

## PARENT GOVERNORS

Mr Graham Jones

Mr Alain Boase

## LOCAL AUTHORITY GOVERNORS

Mrs Linda Doucet

*Pursuing  
Excellence  
in Education*

## STAFF GOVERNORS

Mrs Anne O'Connor  
Mr Brendan Bolger

Miss Clare Wingfield  
Mrs Gina Da Silva

## RESPONSIBLE OFFICERS

Mrs Maggie Waller

## NON-TEACHING STAFF GOVERNOR

Mrs Mary Healy

## CLERK TO THE GOVERNING BODY

Mrs Chris Condron

**Contact:** Chair of Governors - 01753 595611  
Other members of the Governing Body can be contacted in the first instance by telephoning the School  
Reception - 01753 541442

# Governing Body Committees

- 1. ADMISSIONS** Mr Kieran McKeown  
Mrs Anne O'Connor  
Mrs Gina Da Silva
- 2. ADMISSIONS APPEALS** Co-opted Member:  
Mrs Julie Dendy
- 3. HEADTEACHER'S PERFORMANCE & MANAGEMENT**  
  
Mr Kieran McKeown  
Canon Kevin O'Driscoll  
Mrs Catherine Franke
- 4. HEARINGS** Mr Kieran McKeown  
Mrs Anne O'Connor\*  
Mr Mike Barker  
Mrs Gina Settembrini\*\*
- 5. DISCIPLINE (PUPILS)** Mr Kieran McKeown  
Mr Paul Delaloye  
Mrs Gina Settembrini
- 6. SPECIAL NEEDS** Father Kevin O'Driscoll  
Mrs Linda Rogulska  
Co-opted Member:  
Mrs Ev Coyne
- 7. RELIGIOUS EDUCATION** Mr Kieran McKeown  
Mrs Anne O'Connor  
Co-opted Member:  
Miss Catherine Mellor
- 8. FINANCE** Mr Kieran McKeown  
Mrs Anne O'Connor  
Mr Brendan Bolger  
Mr Paul Delaloye  
Canon Kevin O'Driscoll  
Co-opted Members:  
Mrs Maggie Waller  
Mrs Ann Sable
- 9. PERSONNEL** Mr Kieran McKeown  
Mrs Anne O'Connor  
Canon Kevin O'Driscoll
- 10. PREMISES** Mr Kieran McKeown  
Mrs Anne O'Connor  
Mr John Connolly  
Co-opted Members:  
Mrs Ann Sable  
Mr Stuart Mackay  
Mr Alan Gillow

\* non-Headteacher related

\*\* Headteacher related

September 2009

*Pursuing  
Excellence  
in Education*