

## **Welcome...**

St. Crispin's School is situated in the Stoneygate district of Leicester, in two large Victorian houses overlooking Victoria Park; the rooms are light, airy and centrally heated. The school is divided into three departments' foundation/ nursery, primary and secondary with an age range from 2+ to 16 years of age. St. Crispin's School aims to help children of all abilities to raise their national curriculum levels. Our small class sizes (16 pupils in each year group) and differentiated programme enables children to work according to their ability allowing them to continue to progress academically and socially. All children are set individual learning targets in order to improve their academic ability and national curriculum levels.

Our school motto 'respite finem', 'Look to the End' summarises the ultimate aim of the School. We endeavour to see that by the time children leave St. Crispin's School, they are well prepared for their life ahead. We promote the desire to work hard, a code of consideration for others, self discipline, the art of friendly competition and the spirit of community life.

This prospectus aims to provide an introduction to some of the key elements of the school in order to help you in making your choice about the education of your child. The information is organised in 4 clear sections:

- General information (**relevant to all children**);
- Foundation/Nursery (**2 to 4 year olds**)
- Infant and Junior School (**5 to 11 year olds**)
- Secondary School (**11+**)

Please refer to those which are appropriate to your needs. A full contents page can be found on page 3.

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## General information for all departments

### The overall aims of the School are:

- To safeguard children whilst helping them to enjoy, achieve and gain confidence.
- To promote self-esteem and good communication skills.
- To allow children to achieve a good academic standard and realise their full potential.
- To target set and monitor each child's progress throughout the school from Foundation to Year 11; using Individual Education Plan's, the schools unique tracking system and the LEA Early Years Foundation Stage (EYFS).
- To foster family ideals of sharing, caring, politeness, respect for other people's property, beliefs, and culture.
- To treat all children as individuals

### Facilities

The school has a fully fitted computer suite; a dedicated GCSE computer suite; three interactive whiteboards and overhead projectors together with educational software appropriate to the differing age ranges; a science laboratory; well stocked, up to date reading and reference libraries; a dining room and a whole school community room. Outside there are two separate, large, secluded, fenced in gardens and playgrounds, one each for the junior and senior school.

### Safety

Safety is taken very seriously and all main doors are key-padded for security. Sensor lights illuminate dark areas at night. All staff and have fully enhanced CRB checks.

### Curriculum

Children follow the full National Curriculum laid down by the Department for Education and Skills for small schools.

Foundation, Foundation 1 & Foundation 2	EYFS and National Curriculum for Key Stage 1
Years 1 and 2	National Curriculum for Key Stage 1
Year 3 - 6	Key Stage 2 National Curriculum
Years 7 - 9	Key Stage 3 National Curriculum, SAT's, Functional Skills in ICT, Maths, English
Years 10 and 11	Key Stage 4 GCSE (9 /10subjects) Functional Skills/Maths/English/ICT GNVQ Courses where necessary

### Term times

The academic year consists of three terms: Autumn, Spring and Summer, with a 1 week holiday at each half term; the school is closed for public Bank Holidays. St. Crispin's has holiday links with other providers for holiday play schemes – please ask at the office for details.

### Important times in the school day

Foundation (sessional)	1.00pm-4.00pm
Foundation 1 (sessional)	8.30am – 12.00pm 1.00pm – 4.00pm
Foundation 1 – Year 4 (full time)	8.30am - 3.30pm*
Breakfast Club Foundation 2 to Yr 11	8.00am- optional extra school age pupils
Doors Open – Junior Building	8.40am
Doors Open – Senior building	8.30am
Registration – Foundation 2 –Year11	8.45am
Assembly/PSHE/Circle Time	8.50am
School ends Year 5 – 11	5.10pm

\*Aftercare/Prep charge starts at 3.40

In certain circumstances children may leave early with written prior agreement in order to catch busses, trains or attend other agreed activities.

### **Lunches (whole school nut free zone)**

Lunch is supervised by staff in the dining area. All children are requested to bring a healthy packed lunch to school and no sweets, fizzy drinks or nuts are allowed; children are encouraged to bring hot food in flasks in winter. Milk and biscuits are available at morning break and squash and biscuits at the afternoon break. Filtered water is available throughout the day but children must provide their own named water bottle.

### **House System**

There are four houses: DeMontfort, Wyggeston, Newton and White. Siblings where possible are placed in the same house.

The house system allows for house merits to be collected for good conduct, academic work and sporting prowess. The child with the most merits in the winning house at the end of the academic year collects the house merit cup at prize giving.

### **Homework**

Years 1 – 4 have daily homework; if they stay for aftercare this will be completed at school. Children staying until 5.10pm will normally have completed their homework, under supervision at school; private reading should be continued on a daily basis at home. Years 5 – 9 could expect one piece of weekend homework. Children in Years 10 and 11 can expect one piece of homework set per GCSE, subject per week.

### **Parents' Evenings & Reports**

These are held annually but the Head and staff are able to see parents at other times by appointment, or at the end of the day to discuss matters of a more immediate nature.

Reports are issued twice yearly at the end of the Autumn Term and the end of the Summer Term. These include the individual SMART targets that your child has been set in each subject; these targets are monitored the following term on a monthly basis by staff.

### **Scholarships**

Scholarships are available at the Head's discretion but National Curriculum Levels and impeccable behaviour is expected at all times.

### **Gifted and Talented Children**

We have a gifted and talented register of academic and artistically creative children and these children attend courses and conferences that are made known to us by other agencies. Gifted and Talented children in Year 10 and 11 attend the Humanities and Mathematics Conference in Oxford and have attended Loughborough University for a Science Conference. Some of these courses are free, some are paid for by the school and some are charged out at cost.

Gifted and talented children may work above their year group dependant on their maturity; but only after full consultation with parents, child and staff.

### **CReSTeD Registration: "Specialist Class" teaching for dyslexic children**

St. Crispin's has been inspected by CReSTeD, the Council for the Registration of Schools Teaching Dyslexic children and is registered as supporting dyslexic children in specialist classes where necessary. CReSTeD is supported by the British Dyslexia Association and the Dyslexia Institute.

St. Crispin's has qualified teachers who are sympathetic to children with specific learning difficulties. A peripatetic SpLD teacher comes in on a weekly basis to support dyslexic children who require an individual programme of work (optional extra). We believe that all children can succeed if they are learning in a relaxed environment. At St. Crispin's we try to develop children's strengths in order that they may perform to their full potential. Although individual support is provided in our small classes, additional lessons, screening tests and assessment tests can be arranged in-house at an additional charge. All children are set targets to raise standards.

Our fully differentiated programme of work together with our unique individual tracking system recently praised by Ofsted (May 09) ensures that all our children whatever their ability remain on target.

Contrary to popular belief dyslexic children do not hold other children back; they are usually very hard working and determined to succeed; dyslexic children can also be on the gifted and talented list and gain excellent results across all subject areas. The longer that they are here at St. Crispin's the more chance they stand of remediation of their difficulties as their confidence grows in a small and caring environment.

**ESOL – English as an second/additional language**

Children who have English as a Second Language can partake in ESOL lessons (English for Speakers of other languages); or the LAMDA English Speaking Communication Awards. This tuition is available as an optional extra.

**Religion/Personal, social and health education (PSHE)/Citizenship**

Foundation to Year 6 has a daily morning assembly which are age and topic appropriate, and focus on PSHE issues and Religious Festivals. Secondary children have assembly three times a week. Parents are invited to give assemblies on their religious festivals and customs and children visit local churches, temples, synagogues and mosques as part of their studies. We welcome speakers into the school to talk to the children and have close links with our local community police and the fire service who talk to the children on health and safety issues. Circle Time and Team Building activities are encouraged. RE is taught throughout the school from Foundation to Year 9. Christianity alongside all religions and issues of a moral or ethical nature are discussed within the RE programme.

Once a week a whole school celebration assembly is held when children take it in turns to present an assembly (under the supervision of their form tutor) that is morally suitable and language appropriate for three year olds. This extended assembly is a time when the school meets together to celebrate good work from all age groups; certificates are presented and bronze, silver and gold awards are given out.

Children are encouraged to work hard and play hard. They are taught the three R's of 'Respect, Responsibility and Reason' to encourage them to think about other people and their feelings.

**Recent Trips and Speakers**

Senior	Junior	Infants
Battlefields Tour - Ieper	Conkors – Team Building	Knighton Park - Bradgate Park
Geography Field Trips - Dorset		Newarke House Museum
Wimbledon 2010	Fire Safety/Life Skills Bus	Fire Safety/Life Bus
Connexions Careers advice	RISIA The Tempest	Conkors
Life Bus	Leicester University Arboretum	Pets World
RAF – Team Building & Mathematics Day	RAF – Team Building	Visit from the Rabbi
The Royal Shakespeare Company Drama Workshop on Romeo & Juliet	Angel Theatre Co Puppets	Teddy Bear's Picnic
Journeys End	Leicester Magistrates	Book Bus

**Community work**

At St Crispin's various charitable works is undertaken by all the children within the school. The main charities we support are: Macmillan Coffee Morning, Operation Christmas Child, Readathon, and Carol Singing at our local residential home.

**Sporting Life**

A generous and full sporting curriculum is carried out throughout the school and all children are expected to participate unless there is a medical reason. The PE staff instruct all children from Foundation to Year 11. Currently we offer football, rugby, netball, rounders, hockey, athletics, badminton, basketball, cricket, tennis, orienteering, dance, creative movement Hi 5 and Cross Country. All sports lessons take place at local leisure centres or sports grounds. Inter-house sports matches are arranged at the end of term, allowing for friendly competitive sport. Children also compete with local schools.

### **Early Birds Breakfast Club – Foundation 2 and above**

An Early Birds Breakfast Club operates in the Foundation Room at No 4 building from 8.00am to 8.30am to accommodate parents who need to drop their children off early at School. This ensures that children are taken care of in a safe and supervised environment by the Foundation staff. A maximum of 16 places are available for Foundation 2 to Year 11 children. The cost is £1.50 per session, and payable weekly in advance; this service should be booked via the office or the nursery staff. Breakfast is served up to 8.20 to those who would like it with a choice of toast, cereal, juice, tea or hot chocolate. Parents are reminded that it is illegal to leave children unattended prior to 8.30 am after which time staff comes on duty on the playground to supervise children before entering school for registration. Any junior child left unattended will be taken into the breakfast club by staff and a service charge will be made to parents.

Foundation & Foundation 1 children may be pre- booked to attend Breakfast Club, but due to the ratio of staff to children for Foundation & Foundation 1 the cost is **£8.00** per half hour session and is payable weekly in advance.

### **After Care - Foundation 2 to Year 4**

After care provided for Foundation and Foundation 1 children is in the form of playtime (optimal extra). For children in Foundation 2 to Year 4 who remain at school until 5.10pm there is a mixture of playtime and homework. Squash and biscuits are served. The service should be booked in advance in order that the children understand they are remaining at school and that the staff ratio to children is met. In case of any emergency which stops you from picking your child up when expected, please advise the school if possible, children will always be well cared for until they can be collected. Junior children in Years 3 and 4 who stay to prep daily are charged school fees equivalent to the Year 5 - 8 fee scales. Friday night is club night for the whole school, a time when children throughout the school can mix together socially and partake in some Friday night fun.

***'There is a very happy atmosphere in the before and after school provision, where caring staff demonstrate their knowledge of children as individuals.'* For more information visit the Ofsted website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk), 2009**

### **School Uniform Outfitters – 64 London Road, Oadby, LE2 5DH, 0116 216 0665**

Full school uniform is required for all children from Foundation to Year 11. The uniform is as simple and serviceable as possible and parents are requested to ensure that children are correctly attired, with all garments named with sewn in name tapes. No non-uniform items may be worn. 2+ and 3+ children do not wear the school blazer but there is a blue school duffle coat available to order but the school fleece is still required.

Full details of the uniform are available from the school office.

### **Notice to Leave St. Crispin's School**

A term's notice in writing, or payment of a term's fees in lieu of notice, is required before the removal of a child or the deposit is forfeited. Children requested to leave because of anti-social behaviour forfeit their deposit and the fees are non-refundable.

## St. Crispin's school staff list – September 2011

As part of St. Crispin's School Policy to Safeguard Children an enhanced check is in place for all our staff and volunteers.

<b>Name</b>	<b>Qualification</b>	<b>Position / Subjects Taught</b>
Mr. John Lofthouse	MBA	Joint Head & Bursar
Mrs. Denise Lofthouse	MA Educational Studies; BA (Hons) Humanities; ALAM, RSA Dip SpLD; RSA TESLA Cert.	Head teacher, English, Drama, Elocution, Specific Learning Difficulties & Teaching English as a Second Language
Mrs H. Arnold	BSc – L. 3 Teaching Assistant	Classroom Support - Aftercare
Mrs. M. Atkin	Cert. Ed.	Key Stage 1 Co-ordinator (Core- Subjects)
Mrs L. Bailey	Level 3 NVQ	Early Years/Classroom Assistant Aftercare
Miss E. Cockbill	BA Geography – Cert Ed Credit	GCSE Geography/English
Mrs. C. Coyle	BA (Hons) French, PGCE	French
Mrs. L. Cowley	B. Ed.	Core subjects (Key Stage 2)
Miss. H. Culleton	BSc (Hons) Textile Knitwear Tech. PGCE	Art & Design & Textiles, Games
Mrs. C. Elliott	Registered Teacher of Royal Academy of Dance, BTDA, RSA Dip	Ballet & Dance , Peripatetic
Mrs H. Hackney	B.Ed In Maths and Computing - PE	Mathematics, Games
Mr P. Kieres	B.Ed Physical Education	PE, RS, PSHE, Citizenship, Maths
Mr R. Lester		Examination Officer
Mr. C. Lofthouse	MA in Education, Special Educational Needs and Inclusion BA (Hons) Historical Studies	Senior Master - History, PSHE/Cit/Games
Mr J. Lewis	Batchelor of Science in Physics, PGCE	Science Years 7 AND 8, ICT, Rugby, Chess, Maths – ICT years 3 - 11
Miss. K. Massey	NNEB – Level 4	Team Practitioner Early Years
Mr D. Plummer		Music – Saxophone, Clarinet, Peripatetic
Mrs K. Pole	NNEB – Open University Certificate in Early Years Practice Level 4	Team Practitioner Early Years
Miss D. Patel	A Level Media Studies, Film Studies. AVCE Health & Social Care. BA Hons Media Studies	Temporary PA/Secretary to the Head
Mrs A Reddecliffe	BSc Hons. Chemistry, PGCE MA Education Management	Science: Years 5, 6, 9, 10, 11
Miss A. Robinson	NVQ Business & Administration Level 1 & 2, NVQ Customer Service Level 1 & 2	PA/Secretary to the Head (Maternity Leave from September 2011 – May 2012)
Mrs G. Springate	Childcare & Education Group Care and Education L. 3	Senior Key Worker
Mr N. Sciville		Site Manager
Mrs G. Tonks	BA (Hons) Combined English & French	English Years 10 and 11
Mrs P. Young	BA Hons. (Psychology) Dip SpLD	Peripatetic SpLD



## Foundation/Nursery (2 to 4 year olds)

St. Crispin's school has a long pedigree of offering outstanding early years education and is pleased to announce the acquisition of The Grange Nursery School (on the retirement of the Reverend Helen Bence in 2009) to further add to this strong portfolio.

Our Foundation Profile scores have been consistently high over the past few years and we perform well against other LEA grant funded nurseries.

### **Admissions**

Children may start in our Foundation Unit as soon as they turn two years old and can leave at school age to go into state schooling or elect to stay at St. Crispin's. All that we ask is that parent's keep us informed as to their choices and that if they wish to go into Foundation 2 that they book a place as this class is limited to 16 children and first priority is given to parents who have made their intentions clear on admission to the Foundation unit and paid the full £250.00 school deposit; next priority is given to siblings who already attend the school subject to them being booked in; after that places are awarded on a first come first served basis.

We write to all parents in the January before they are due to start main school to ask parents to confirm their next choice of school; this is to ascertain numbers and to comply with the Nursery Education Grant (NEG) which requires us to pass on records to your child's next school whilst at the same time giving St Crispins full term's notice in writing.

### **Staff**

The Foundation Department is manned by qualified and experienced childcare professionals trained at L.3 and above. Our caring and experienced staff ensures young children feel safe and happy in our environment. All our nursery staff have in-depth knowledge of the requirements of the Early Years Foundation Stage Curriculum and keep their Continuing Professional Development up to date. St. Crispin's have been part of the initial LEA pilot scheme for the EYFS since September 2008 and staff regularly attends training courses run by Leicester City Council on this excellent programme of tracking, observation and planning.

At St. Crispin's we have an excellent ratio of staff to children which allows us to give our children the individual attention that they need and deserve. We ensure that we always conform to the strict government guidelines set out in the EYFS on (which is 1:8 for 3+ children and 1:4 for 2+ children) and as such we are sorry but sessions booked cannot be altered or exchanged for other days, neither can missed sessions be made up.

### **Our commitment to parents and children are as follows:**

- To deliver personalised learning, development and care to help children get the best possible start in life.
- To work with parents to support their young children.
- To use the key person system to allow your child to feel safe and cared for.
- To provide regular information in the form of newsletters, wall displays, photographs, examples of children's work, reports, and discussions and children's message books.
- To have an 'Open Door' Policy and to 'meet and greet' on arrival and departure.
- To deliver a well planned personal experience for your child that builds on observations and reflection of their play that supports areas of learning, language and communication.
- To recognise that play underpins all development and learning and to balance adult-led and child initiated learning.
- To challenge gifted and talented children.
- To identify and respond early to the needs which could lead to learning difficulties.
- To work with outside agencies.
- To provide personalised learning, development and support.

All children in the Foundation Department follow the Statutory Framework for the Early Years Foundation Stage, alongside the areas required for the National Curriculum for Key Stage 1. The Foundation Profile includes the areas of learning.

<b>The Six Early Learning Goals</b>	
Personal, social & emotional development	Knowledge and understanding of the world
Communication, language and literacy	Physical development
Problem Solving, Reasoning and Numeracy	Creative development

The sessions at St. Crispin's are structured and timetabled with a good balance of both indoor and outdoor play with literacy and numeracy activities that are stimulating and interesting to your child. Readiness to read is encouraged and children are expected to develop at their own rate as they are all unique individuals with differing needs. Children use the PC's and the new interactive whiteboard in the foundation unit and have great fun with the educational software.

We are always striving to bring out a child's true potential and want school to be a place where children feel confident and happy, and progress both at their own stage of development but also in line with government NEG requirements.

We foster a sense of achievement in children as they learn the social and academic life-skills in an environment that promotes the ideals of sharing, caring, politeness and consideration of others giving the children the confidence to communicate with adults and other children in standard play.

Full time children access the wider range of educational activities on offer at St. Crispin's. Children benefit from lessons with the school's visiting Music and Singing teachers. They enjoy PE with the PE staff, visit the IT room and enjoy the visits of the Book Bus, the Fire Service and other visiting speakers. Parents are actively encouraged to come in and talk to the children about their faiths and customs.

Creative Dance is on offer as an additional extra for both boys and girls; as is the LAMDA Speaking of Verse and Prose for 4 year olds upwards.

### **Pre-School Group (Pre-prepare) - Outreach**

In order to prepare you child for school, we have a Pre-prepare group for parents/carers and toddlers to serve the local community. This group meets once a month in the Foundation/nursery at St. Crispin's from 1.45 to 3.15; where the children can meet and play with our 2+ children. These sessions need to be booked in advance and cost £1.50 to cover the cost of refreshments.

The Pre-prepare group is not restricted to children who are entering St. Crispin's and we welcome anyone who would like to come and visit. However this is also a good opportunity for children joining the school to get to know staff and enjoy the school facilities before they start in the Foundation Unit.

### **Foundation – aged 2+ (Sessional)**

Initially children aged two years old attend for two sessions – Tuesday and Thursday afternoons until 3.30 in order to allow them to settle in with children of their own age, to grow in confidence and begin to socialize with other children and to commence working on the Early Years Foundation Stage curriculum (EYFS). Usually this is sufficient for children starting nursery for the first time. In the case of two year olds who are ready for a more varied day these sessions can be built up to ten sessions, becoming full time, subject to places.

On entering the Foundation Unit your child is assigned a Key Person. *'A key person has special responsibilities for working with a small number of children; giving them reassurance to feel safe and cared for and building relationships with parents'* (EYFS Practice Guidance) and this member of staff will liaise with you regarding any aspect of your child's education to ensure that your child's needs are being met. The Key Person usually changes each year this is so your child learns to socialise with more adults giving them an opportunity to grow in confidence without becoming too attached to one member of staff.

Our staff will be happy to talk to you about settling in your child and will do all they can to allay your concerns. We are happy for parent to come in and stay for a while until their child settles or to drop their child off and just say goodbye.

We have an induction afternoon prior to them starting school full time where children come in and meet their teachers and find their coat peg.

In the term in which they turn 3, children can attend full time 8.30-3.30. A full time place is for 10 sessions (Monday to Friday).

### **Foundation 1 – aged 3+**

At 3+ children are expected to attend for a **minimum of five sessions** in order that they may access fully the advantages of being in a School environment. These can be morning or afternoon but cannot be for a full day unless they attend ten sessions a week. The reason for this is to ensure that at St. Crispin's we have quality time to ensure that your child fulfils the teaching and learning requirements of the EYFS and that they do not repeat activities that have already been carried out during (say) a morning session; therefore keeping their learning interested and stimulated.

Children can build their week up from five sessions (subject to availability) and many of our children attend full time (ten sessions) from 8.30 until 3.30. This allows children to utilize all the facilities of School and for those that stay full time there is an extended learning curriculum so that they do not cover the same work twice.

Children are encouraged to read as soon as it is felt that they are ready for this and staff liaise with parents to discuss expectations. Children on the school reading scheme read as far as possible on a daily basis to an adult other than when special activities are planned. Parents are shown how to encourage and work with their child on this important skill.

**Parents must give a full term's notice in writing if their child is not entering Foundation 2 or they will be charged the full fees.**

### **Aftercare- LATE COLLECTION CHARGE applies**

We also provide an aftercare service until 5.00pm; it is manned by competent professionals who continue the day with fun activities. We like the nursery children to leave the premises before the remaining school pupils are dismissed at 5.10pm. The charges for this service are available on the schedule of fees.

### **Foundation 2 – aged 4 + (maximum of 16 places)**

If parents wish children to continue their education at St. Crispin's, they may progress into our main school (subject to availability).

The nursery grant is still applicable for some children dependant on their date of birth. Unfortunately because of the competitiveness of our fees we cannot give a sibling discount on Nursery/Foundation Fees; but a 10% sibling discount is applied when two children are in Foundation 2 and above.

Letters will be sent out during January to Foundation 1 children to ascertain who would like to continue into Foundation 2 at St. Crispin's. First priority will be given to those with older siblings in the school and to those who elected on first registering their child that the intention is to continue into our main school. At this point a further deposit of £125 becomes payable (unless this has already been received) to secure the place in our main school making the full deposit £250 again this deposit is

non-returnable if the place is not taken up but is refunded at the end of your child's stay at school as long as all fees have been paid and library books returned.

### **Fees**

Places in the Foundation Unit are awarded after the application form has been completed, the NEG form signed, a copy of the birth certificate/passport has been received and the deposit of £125.00 paid.

If you elect to pay by standing order or monthly this will run for the academic year from August through to the following July. The deposit is non-refundable if the place is not taken up and the fees for that term are due; otherwise the deposit is returned the month after the final payment has been received assuming all fees are paid up to date. Fees can also be paid by cheque/cash on the first day of term; or can be paid for by nursery vouchers.

Additional sessions may be arranged up front, at an extra cost (subject to availability) but the fees for this need to be calculated by the bursar according to your requirements and the date of birth of your child; but session dates cannot be exchanged.

### **Nursery Education Grant (NEG) age 2+**

The places for two year olds are not funded by the Nursery Education Grant (NEG), this grant is payable in arrears the term after your child has turned three years of age; hence the variance in fees on the fees schedule.

### **Nursery Education Grant (NEG) age 3+**

The school applies for the grant on your behalf (once it becomes applicable) all that is necessary is a signed form to say that you would like the School to collect the grant for your child and a copy of the birth certificate or passport. For children who are claiming the nursery grant our fees are calculated on St. Crispin's receiving the grant and parents are asked to sign a form to state that this is the case.

For parents paying by Standing Order the nursery grant has already been taken into account and is reflected in the monthly amount.

If you intend to claim the NEG elsewhere you must advise us because **additional fees** would be payable to those outlined on the schedule.

For parents paying on or before the first day of term, the grant is payable one term in arrears; the reduction in fees will become active the following term and therefore the full fees are payable for the first term. The grant partially funds a maximum of five out of ten sessions per week (mornings, afternoon or all day; the remainder being billed and is due on the first day of term.

Under the Nursery Education Grant terms and conditions parents are required by the government to advise us as soon as possible as to where the next school placement is for their child and what date they will be transferring from. St. Crispin's will as part of the EYFS ensure that all records are transferred to the next school placement and that the transferring school is invited in to see our setting.

We seriously hope that you will decide that you would like St Crispin's to continue to educate your child as we believe that by giving them the best start in education,

children will thrive and realise their true potential, but as our places are limited to 16 in Foundation 2 it is not possible to keep all children at School.

***'the children's good achievement in the Early Years Foundation Stage is, in part, due to the favourable staffing ratios and high quality individual support which is given to each child'[www.ofsted.gov.uk](http://www.ofsted.gov.uk), 2009***

## Infant and Junior School (5 to 11 year olds)

### **Admissions**

We do not have an entrance examination for our children entering primary schooling. The Head feels very strongly that all children should be given a chance to develop at their own pace and should not be tested for ability at this stage. Parents are asked to bring previous school reports with them to the initial appointment in order that an overview of the child's academic and behaviour ability is available. Our class sizes are small and we do not go over 16 in any year group therefore our places are limited.

Standards and expectations are high at St. Crispin's and a hard working ethos is expected. St Crispin's follows the National Curriculum for Small schools and children receive a broad and balanced education. The emphasis is on all children achieving their true potential and every effort is made to ensure that quality learning takes place. Strong emphasis is placed on reading and children are encouraged to read daily to an adult whenever possible.

Our places are awarded primarily on a first come, first served basis, subject to academic and behavioural reference or report; with priority given to those with siblings already in school. In the event of there being a limited number of places in a year group, final selection will be based on interview. Places may be taken up at any stage of the academic year in line with our admissions policy, assuming that fees due to other schools have been settled and full notice given. Children joining half way through a term are charged fees on a pro rata basis.

### **Key Stage 1 - Year 1 and 2**

A structured timetable is followed with individual records continued from Foundation Level for each child under the guidance of the core-subject teacher and assistants. Children follow the work outlined in the National Curriculum; this covers all Key Stage 1 work, resulting in the National Curriculum Tests assessment at the end of Year 2 aiming for Level 2a and Level 3 for more academic children. Children gaining a Level 3 in Literacy and Numeracy are awarded a 10% academic bursary until the end of Year 6.

Topic work for Science, History, Geography Art and Design, Craft, Drama, Games, Singing, French, Music and Movement together with ICT takes place. Caring staff and small class sizes ensure that all children fulfil their potential. Children are encouraged to better themselves rather than competing against others. Homework is set for children but at infant level if it is not finished at home, it is completed at school; as we value parents having some quality play time with their young children. During lunch and playtime children are fully supervised and encouraged to play together with balls, hoops and skipping ropes or to use the climbing apparatus and swings(weather permitting), in a fully supervised, secure environment. A trained first-aid officer is always on duty.

***'They (pupils) achieve well against national expectations at the end of Key Stage 1'***  
***[www.ofsted.gov.uk](http://www.ofsted.gov.uk), 2009***

### **Junior School – Year 3 to 6**

Juniors work towards the Key Stage 2 National Curriculum Tests in Year 6 (these tests are externally marked). Children in years 3 - 5 sit optional tests for their age group in May. The timetable of the day is well structured and the children have access to a full, varied and differentiated curriculum.

Each child's progress and national curriculum levels are carefully monitored. Weekly records are kept both in respect of the effort being made and the national curriculum level being achieved. Year groups have a class teacher who is responsible for their academic achievement and well-being. Class teaching provides a quiet learning environment where the teacher can recognise the individual learning needs of each child. The secondary specialist teachers for French, RE, PSHE, History, Geography, Games and Music generally teach the children in the Junior School and this continues through to Senior School allowing for a continuum through to GCSE level with staff really knowing the children and their strengths and weaknesses, ensuring that children continue to make good progress.

Children benefit greatly from this and it allows for children's studies to continue without the usual 'catch up' which often happens as children transfer from a junior school to a new secondary school.

***'The quality of education overall is consistently good. The dedicated staff team have ensured that the school continues to meet pupils' complex individual needs. Staff are extremely knowledgeable of the specific needs of dyslexic pupils, adapting programmes of study, resources and the pace of learning accordingly. Every pupil at the school has an individual educational plan with individual targets to help them make the appropriate levels of progress. Pupils settle well and acknowledge that they do better here than in larger schools.'*** [www.ofsted.gov.uk](http://www.ofsted.gov.uk), 2009

### **Sport**

A full sporting programme is available from Year 3 upwards with children visiting the local sports centres and swimming baths. Three sessions of sport take place each week and children swim all year round. Matches against other houses and other schools take place; and we have taken part in the Leicester Schools Junior High Five League and the local Badminton tournaments.

### **Art and Drama**

St. Crispin's has a high standard of art, an annual art competition is held annually and two productions take place at Christmas and the end of the summer term. The LAMDA syllabus takes place in school alongside many differing instruments. Extra curricular lessons are charged out.

### **Monitors**

In the Junior School there are school monitors in Year 6 who help in the dining room, collect registers and carry messages for staff. 'Community Service' is given to children who display unsatisfactory behaviour whilst at school.

### **Clubs**

Friday night is club night or film night and the staff put on a varied and interesting selection of clubs that children can sign up for. This is a time when the senior children and the junior children can meet and socialise, allowing us to foster friendships throughout the school.

### **Charitable work for the Community**

Each year the junior children take part in Readathon and elect to read six books in two weeks and to try and raise some money for this valuable cause. We find that this week long activity encourages reading and allows for workshop activities to be shared throughout the junior building.

Annually the junior choir sings at the local Residential Home and recently we have invited the residents to school to watch our infant nativity.

**Transfer to St. Crispin's Secondary School 11+ examinations**

At St. Crispin's we expect our children to transfer to our secondary department and academic bursaries are automatically awarded to children who gain Level 5 in the English, Mathematics and Science National Curriculum Tests. In February parents are written to, to offer their child a place in Year 7; this offer is subject to the child's good behaviour and work ethos; at this point parents/guardians must either accept the place or give a term's notice in writing. Once this place has been accepted by parents in writing, it becomes a firm offer leaving us with limited places in our Senior School. The majority of our children remain with us preferring the smaller school environment.

**Transfer to local Grammar School for 11+ examinations**

If children are to sit entrance for selective grammar schools we must be notified in advance as references will be sought by the secondary school concerned. A term's notice must always be given, or the full fees are due.

***'Children display positive attitudes towards their work and each other, and over time they make good progress. [www.ofsted.gov.uk](http://www.ofsted.gov.uk)***

Secondary School (11+)

## **Secondary Level – Year 7 to 11**

St. Crispin's junior children gain automatic transfer into our secondary department assuming that their work ethos and behaviour is good (maximum intake of 16). In practice this means that we usually only have a few places remaining in our secondary department for September entry. An entrance assessment day is held in March for any places remaining at Secondary level. Please telephone the school secretary to find out current availability.

At St Crispin's we ask that children give of their best, work hard and respect staff and other children. If children follow this code of conduct then teachers can get the best out of them and their standard of work will be good. Children cannot learn unless they are happy and staff cannot teach unless children adhere to certain guidelines. A whole school behaviour policy is in force and the school will not tolerate unsociable behaviour of any description. (See Welcome Pack with full school rules).

### **Academic Life**

- The aims of the senior school are to provide all children with a broad, balanced and differentiated curriculum; for children to enjoy their studies and to leave school with the maximum grades and examinations that they can achieve.
- Our department is designed specifically for individuals who would benefit from an academic education in a small, hard working less pressurised family environment.
- We cater for gifted and talented children, dyslexic and delicate children; all with good conduct who are prepared to work hard towards their academic studies.
- Small classes enable us to develop self-esteem, which in turn promotes learning. Children are expected to earn privileges that allow them to work in the IT Room, stay indoors at break and possibly by Year 11 allow them to leave the school premises with parental permission during lunch-time as long as all work is up to date and they are back promptly for afternoon lessons.
- All children are individually tracked and monitored in every subject area.

### **Year 7, 8 & 9 (Key Stage 3)**

Children in Years 7 to 9 follow the full National Curriculum and take the optional National Curriculum Tests each year for their respective age group. Children are expected to raise their National Curriculum levels or bands (dependant upon ability) by the end of each academic year. Initial assessments are made in spelling, handwriting speed and reading, and ongoing records and reports are kept allowing us to assess progress, and monitor children's individual value added scores. Individual targets are set for all children irrespective of ability and all children are expected to take an active part in the school's social and sporting life. Individual child SMART targets are found on every subject report. Parents are kept informed if their child is underachieving or not behaving.

### **Year 9 - Functional Skills in English, Maths and ICT**

These are new stand alone qualifications that will form part of the sixth form diplomas, as such the school is taking part in the pilot scheme for these examinations; these are being incorporated into the Year 9 curriculum in order that we can keep children's options open to allow for more career and university choices.

### **GCSE options**

The children in year 9 are allowed to help put together the GCSE programme to be studied in Year 10/11. Options vary from year to year dependant upon the interests of the majority of the Year 9 children. They select from a number of options and then these are timetabled accordingly, usually children manage to study all their favourite options.

<b>GCSE Core subjects (6/7subjects)</b>	<b>Optional subjects (3)</b>
English	History
English Language	Geography
Mathematics	PE
Double Integrated Science (2)	Art
French	textiles
Triple Science Option for L.7 candidates (3)	Functional Skills L. 1 and 2

### **Year 10 and 11 (Key Stage 4 GCSE)**

A full GCSE course allowing for up to 10 subjects are followed by children in Year 10 and 11. Other subjects are available as an optional extra. Academic children may take triple science to make 10 subjects in all. Second languages may be studied at GCSE level at an additional cost to the fees; these lessons take place after 4.00pm and can include German, Punjabi, Spanish, Arabic or Hindi.

### **Community Link to Further Education Courses for less academic children**

Alongside our GCSE course, there is a part time day release course linked with Leicester College. We are similarly linked with VESA Leicester City Cluster, who offer children taster sessions in practical subjects like carpentry, bakery, light engineering, photography and painting and decorating; in order to provide a stepping-stone to practical courses on offer at Colleges of Further Education.

### **Work related learning**

Children in Year 10 undertake a week of work experience during the spring term and write up a work experience journal which they use for a GCSE speaking and listening assignment. Employers are asked to give the student a reference which goes in their file for when they leave school. Children are encouraged to use their initiative to find their own placements. In Year 10 and 11 children are encouraged to study on their own, and take part in voluntary service, in order to develop their social skills, in preparation for the outside world.

### **References**

It is a requirement of data protection that children and parents give their permission for academic and social references to be given by the school to other academic institutions or places of work. These references include information on punctuality, attendance, behaviour and academic achievement. It is therefore essential that children are at school promptly at 8.40am for registration at 8.45am daily.

### **Prefect System**

St. Crispin's has a Head of School, prefects, four House Captains and Librarians. These children are selected on behaviour and leadership qualities.

### **Voluntary Service**

Children who enjoy helping out in the junior department can volunteer their services if they so wish. Children must be up to date with schoolwork and feel they have the time to do voluntary service. This service will be recorded onto the child's record of achievement for reference purpose.

### **Connexions**

Careers advice is given to parents and children in year 10 and 11. The Connexions Service provides advice and guidance on careers, Further Education, E2E (entry to employment) and apprenticeships. Children are encouraged to visit the Open Days of all the Schools and Colleges both in Year 10 and Year 11.

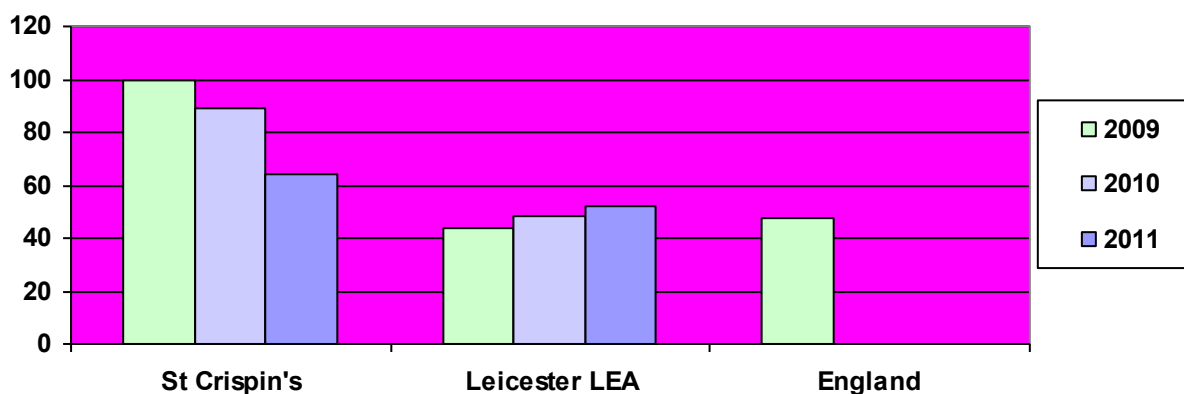
Our 'old year 11 children' come into school to discuss their A level courses with the new cohort to supply helpful, inside information on local sixth form colleges.

## GCSE performance record 2009-2011 – CreSTeD registered Dyslexia

Statistically our percentage pass rate is excellent, being significantly higher than the government’s national average. The majority of our children move into Higher and Further Education – usually being accepted by the Sixth Form Colleges of their choice for A level or equivalent courses. Many now are finishing University with good degrees and moving on to Higher Academic Courses.

Of our 2011 cohort candidates, 64.3% of them, i.e. nine out of fourteen children, were granted access arrangements for their special educational needs and these results reflect their progress since entering our School. Their determination to succeed and their contribution to school Life whilst at St Crispin’s should be remembered; these statistics should be looked at with this in mind. We would like to wish them all the very best for the future.

**Table 1: Percentage of children sitting GCSE’s in 2011 gaining 5 or more A\* to C GCSE including English/English Literature, Mathematics and Science.**



**Table 2: St Crispin’s School results are significantly above both the national average and the local LEA averages at GCSE level; St Crispin’s as a CreSTeD registered school also has a very high proportion of access arrangements each year.**

	Number of candidates	% children with 5 Grades A* - C Including English, Mathematics & Science	% of children with 5 grades A* to C	Grades A* - G	SEN
<b>GCSE 2011</b>	14 children	64% English/Lit and Maths	74%	100%	64.3%
<b>GCSE 2010</b>	9 children	100% English and Science 89% Maths	100%	100%	33.3%
<b>GCSE 2009</b>	6 children	100%	100%	100%	67%

***‘by the time they leave school at Year 11, children have achieved very well against both local and national expectations for the number of passes including English and Mathematics at Grades A\* to C, and successfully gain places at their chosen post-16 destination school or college’[www.ofsted.gov.uk](http://www.ofsted.gov.uk)***

The only way to make your mind up is to see our school in action. Please telephone the school Secretary for an appointment to view.

Thank you.

Denise Lofthouse