



# PROSPECTUS

## 2024-2025

GUARDIAN ANGELS  
CATHOLIC PRIMARY  
SCHOOL

THE SCHOOL IS A HAVEN OF CALM AT THE HEART OF ITS LOCAL COMMUNITY. LEADERS HAVE CREATED A FRIENDLY AND WELCOMING PLACE FOR PUPILS TO LIVE OUT THE SCHOOL'S ETHOS. PUPILS FEEL SAFE AND ARE HIGHLY POSITIVE ABOUT THEIR EXPERIENCES. THEY ENJOY WORKING WITH THEIR TEACHERS, LEARNING NEW THINGS AND THEY ACHIEVE WELL

OFSTED FEB 2024

# EXECUTIVE HEAD TEACHER

## Message



**HELEN MILLIGAN**

Executive Head Teacher

Welcome to Guardian Angels Catholic School.  
Thank you for taking the time to read this booklet. It will help you to know more about the life and work of our school.

As a Catholic school, Christ is firmly at the centre of all that we do and we pride ourselves on the positive ethos we create which is embedded through our mission statement:

**Guided by the teachings of the Church we pray, work, celebrate, and care for each other and other people using the gifts we have been given by God the Father, Son and Spirit.**

Guardian Angels is proud to be part of Our Lady and All Saints Catholic Multi-Academy Company. As part of this partnership, we work together to secure the very best Catholic education for our pupils, whilst striving to always be 'Strong in Faith'.

It is our mission to give the children the best possible education while they attend Guardian Angels School, in order to prepare them for life in the society of the 21st century.

We strive to provide a high-quality education for all pupils. We set high expectations, excellent teaching and a secure, stimulating environment. We always aim to foster a spirit of justice and universal brotherhood in accordance with the message of the Gospel and the teaching of the Church.

A positive attitude to learning will be developed, so that we lay firm foundations for learning. We aim to create a culture of achievement for all.

Guardian Angels Catholic Primary School are committed to the making of opportunities that will enable all children to succeed and we will do this by generating feelings of self-worth and mutual respect, and by establishing the school at the heart of the local community. We will foster these aims through the development of the Catholic faith in the ethos of our school.

The children are well behaved and take pride in, and look after the school and its grounds. We aim to provide a wide range of balanced learning opportunities for all children to help them grow into independent and responsible people. The children are encouraged to learn in an atmosphere of care, security and stability, built on a solid foundation of the teachings of Christ.



# OUR MISSION STATEMENT

**Guided by the teachings of the Church we pray, work, celebrate, and care for each other and other people using the gifts we have been given by God the Father, Son and Spirit.**

## OUR AIMS

- To recognise that God is at the centre of everything
- To encourage children to recognise they are unique and accept each other for who they are.
- To encourage co-operation with each other, to be sensitive to each other's needs, and develop an awareness and an appreciation of our races, religions and ways of life.
- To develop their relationship with God so they can experience his love for each one of us through prayer.
- To provide a curriculum that is broad and balanced that fulfils the National Curriculum requirements and Diocesan R.E guidelines.
- To create a happy, organised and stimulating working environment where we show respect for each other.
- To encourage children to follow Jesus' example through fostering moral values and attitudes.
- That all staff, governors, parents and parish will work together as a team and provide an example of Christian values.
- To encourage all parents to take an active part in their children's spiritual, intellectual, social and cultural development, through meeting for Sacramental preparation, Masses, parents evenings, assemblies and other school activities.



# WHAT WE OFFER



- One class per year group with good levels of learning support assistants throughout the school to support the children
- Staff who liaise from the day your child starts school to the day they move to secondary school to provide, security, consistency, continuity and progression
- A broad and exciting curriculum with a wide range of extra curricular activities
- A dedicated staff committed to raising standards, meeting the needs of every child and so enabling everyone to reach their full potential
- A school that is going from strength to strength - recognised by Ofsted and the local Education authority
- A positive working relationship with parents, encouraging involvement in all aspects of school life.
- A school where children's voices are heard through a wide range of opportunities including questionnaires, pupil interviews on a range of subjects
- A wide range of extra curricular clubs, ranging from sports related to crafts, gardening and computing.

Guardian Angels School opened in 1955 and serves the Parish of Mother of God and Guardian Angels in Shard End, Birmingham.

It is a single storey building housing 8 classrooms, numerous teaching group rooms, a school library, art room and cooking room.

The school hall is multi-purpose, being used for P.E, assemblies, masses, concerts, breakfast club, lunch times, displays and for parish events.

There is a large playground, a play area, a Multi-Use Games Area (MUGA), an outdoor classroom, orchard area, school allotments and a delightful peace garden located within the school grounds.





# THE CURRICULUM

The school curriculum is based on the Early Years Curriculum (Reception class) and the National Curriculum (Years 1-6). The staff and governors are committed to developing the curriculum in such a way as to make it not only broad and balanced but also relevant and meaningful to the children in school. The school has been developing a more creative approach to the curriculum which enables children to have a more practical 'hands on' approach to learning, with strong cross curricular links.



## EARLY YEARS CURRICULUM

A WELL PLANNED AND RESOURCED CURRICULUM TO PROVIDE OPPORTUNITIES FOR ALL CHILDREN TO SUCCEED IN AN ATMOSPHERE OF CARE AND WHERE THEY FEEL VALUED. THE FOUNDATION STAGE IS ORGANISED INTO SEVEN AREAS OF LEARNING:

Prime areas  
Personal, Social and Emotional Development  
Communication and Language  
Physical Development

Specific areas  
Literacy  
Mathematics  
Understanding the World  
Expressive Arts and Design



# RELIGIOUS

## *Education*

As a voluntary aided Catholic School the religious ethos is to be found across the whole curriculum and not just within the RE timetable. The whole aim of the school is the Christian growth of the children, not simply their growth in Faith but in their growing awareness of the world as a maturing Christian. We believe that links between home, school and parish are vital.

We use the curriculum strategy for Religious Education in the Catholic Primary Schools of the Archdiocese of Birmingham – Learning and Growing as the People of God.

The children come together for collective worship throughout the school week; this can be in Mass, a full school assembly, hymn practice and class assemblies. The children also experience collective worship in the form of daily class prayer.



Each class has their own celebration of the Mass and the children are involved in the planning and participation of the celebration. In addition, we celebrate whole school Masses with the Priest weekly, our school feast day, holy days of obligation and other significant occasions.

In Year 3, Catholic children are prepared for the reception of the Sacraments of Reconciliation and Holy Communion and in Year 6 for Confirmation.

The programme of preparation is a joint commitment between the school and the parish. Parents are encouraged to play their part in the home-based aspects of the programme and also support celebrations organised as part of the programme.



All pupils, regardless of their religion are expected to respect all aspects of the Catholic life of the school. Clear policies and structures are in place for the pastoral care of children and for the provision for children with Special Educational Needs. Sex and Relationship education is offered as part of the curriculum, in consultation with parents and within the context of Gospel values. The children are encouraged to think of others less fortunate than themselves and are involved in fund raising projects throughout the year. Support for the needy is an integral part of the school's mission. The school regularly supports a chosen charity during Lent.

THE RE INSPECTION TOOK PLACE IN JANUARY 2019 AND THE REPORT STATES THAT

"THE SCHOOL'S CURRENT CREATIVE CURRICULUM INCLUDES ELEMENTS THAT SUPPORT CATHOLIC LIFE. AS THIS CURRICULUM DEVELOPS, THERE IS AN OPPORTUNITY TO INCLUDE LINKS TO THE CSPP AND A GREATER AWARENESS OF OTHER FAITHS AND RELIGIONS"



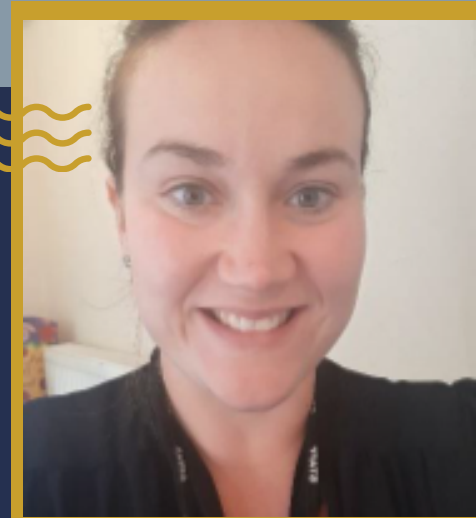
# SPECIAL EDUCATIONAL NEEDS (SEND):

Some children find aspects of their learning difficult and may need extra help to cope with the curriculum. At first the class teacher provides this help, with advice from the school's Special Needs Co-ordinator (Mrs Potter). Some children may go on to receive extra help either individually or in small groups for a variety of needs and curriculum areas. We are also able to offer support with speech and language. Advice on children's learning and behaviour problems is sought from external agencies where appropriate, including the Beacon Behaviour Support Service and the Educational Psychologist. We also have a Pastoral Lead (Mrs Tennant) who is able to support both children and families.

We aim to enable all pupils to develop their abilities, interests and aptitudes as fully as possible.

When special needs are identified it is our intention to fully consult with parents. The school follows the national Code of Practice on the identification and assessment of special educational needs. A copy of the Code is available in school for parents to consult. We liaise with other agencies where appropriate to set up support strategies. These include:

1. Pupil and School Support
2. School Psychological Service
3. Beacon Behaviour Support
4. Speech and Language therapist
5. Communication and Autism School



Some children will require additional help and support over a long period of time, whilst other support will be over a relatively short period and perhaps in one area of the curriculum.



## DISCIPLINE AND BEHAVIOUR:

Discipline in the school follows Christian principles. The purpose is to develop the character of the children to respect their own person and belongings and to respect other people and their property. This is collated within our behaviour policy which is available on the school website.

Behaviour in Guardian Angels School is good. We expect our children to behave well and they do. Their good behaviour in lessons and on the playground has been observed by many visitors to the school. Everyone in school is responsible for supporting children with their behaviour. The school has developed a system of behaviour management, which is based on clear classroom and school wide rules, consistently upheld by a reward/sanction system. It is built on making choices and showing the Catholic Virtues in actions.



**THE SCHOOL HAS HIGH EXPECTATIONS OF PUPILS' BEHAVIOUR. PUPILS KNOW WHAT IS EXPECTED OF THEM. THEY ARE GIVEN OPPORTUNITIES TO LEARN THIS AND HOW TO HAVE POSITIVE RELATIONSHIPS WITH OTHERS. PUPILS ARE MATURE AND COURTEOUS, INCLUDING WHEN MOVING AROUND THE SCHOOL AND AT BREAKTIME. PUPILS LEARN THE EXPECTED ROUTINES WELL FROM THE START OF THEIR TIME AT GUARDIAN ANGELS. THEY TALK POLITELY TO EACH OTHER AND PLAY WELL TOGETHER**  
OFSTED FEB2024.

# STARTING SCHOOL

At Guardian Angels we aim to help your child to settle into school life as quickly and easily as possible.

## The School Day

| KEY STAGE 1                        | KEY STAGE 2           |
|------------------------------------|-----------------------|
| 08.55 am – 11.45 noon              | 08.55 am – 12.30 noon |
| 12.30 pm – 3.15 pm                 | 1.15 pm – 3.15 pm     |
| (Reception class 12.30pm – 3.10pm) |                       |

There is a 15-minute break in the morning for all children and an optional afternoon break each afternoon for Reception and Key Stage 1 children.

### Remember

- Starting school is an important step for both children and parents. If you are happy about your child starting school they will be looking forward to coming.
- Staff understand parents' concerns and will be glad to discuss these at the end of the school day. Please do not hesitate to come in if you have any worries

SCHOOL TERM AND HOLIDAY DATES for 2024-2025 can be found on our school website.

School will also be closed for a May Bank holiday and on teacher training days throughout the year.

### Assemblies

- Each day there is a daily act of worship. This may take place as whole school, key stage or as a class.

### Keeping parents informed

- Most of the everyday essentials, forthcoming events, sports news etc, are communicated through the school's newsletter. This is published on our website and emailed to parents on Fridays however a paper copy can be requested from the school office if needed. Parents can also access lots more information on the school website.



### Water in school

- As a Healthy School we promote the drinking of water in all classes. The children should have a sports type water bottle. Please ensure the bottle is taken home on a weekly basis to be washed.

### Snacks

- Children in Reception and Key Stage 1 receive a piece of fruit or vegetable daily. Children in Key stage 2 are encouraged to bring a piece of fruit for morning break. As a healthy school fizzy drinks, sweets or chewing gum are not allowed in school.



## ATTENDANCE AND PUNCTUALITY

The School Attendance Policy is available to view on the school website.

Achievement is directly affected by attendance. We need to ensure that the children attend as regularly as possible as every day really does make a difference.

### Procedures:

- Please ensure that your child is at school by 8.50am each morning. Children arriving in school after the register has been taken are marked absent.
- There may be days when your child is absent from school owing to illness; we will require a phone call explaining the reason before 9.30am. If we do not receive a phone call on each day of absence, we will instigate a phone call to establish that the child is safe and well.
- Punctuality is also very important. Any child arriving at school after the gates are closed, must be escorted by an adult and be signed in using the online system.
- If your child needs to leave school early, for whatever reason, please report to the school office. Your child will be collected from class and brought to you.
- You will be asked to provide evidence for appointments such as a letter or appointment card.
- Children may not be taken out of school without prior permission of the Executive Head teacher or Head of School. Neither are they permitted to leave school unaccompanied during school time.
- Holidays during term time will not be authorised as it does have an adverse impact on the children's education. If you decide to take your child out of school during term time you should write a letter to the chair of governors to inform the school.
- The expectation is that children will attend all school days unless they are unwell. The table below shows how absence can have a detrimental effect on children's learning.





My child has to take medicine during the school day:

As a general rule, we ask parents not to expect teachers either to give medicine at school or to take responsibility for medicine. Please do not therefore send medicine to school with children. We do however make two exceptions to this rule:

- Where a child suffers from a long-term illness e.g. asthma and regular medication is required. Parents are requested to see the Headteacher and fill in a medical consent form.
- Medication that needs to be administered 4 times daily. Doses less than 4 times daily do not require to be administered at school. Parents are requested to fill in a medical consent form

## *Other Useful Information*

### Charging and Remissions Policy:

There are occasions when parents will be asked if they are prepared to make voluntary contributions to enable certain activities e.g. educational visits to take place. No child will be prevented from participating in the activity should their parents not make a voluntary contribution. However, such plans might well be abandoned if insufficient voluntary contributions are made. For activities outside school hours, the optional nature of the activity and the cost of the same will be made clear to parents.

### School Fund:

The school relies greatly on the collection of school fund. Contributions allow the school to greatly subsidise trips and productions from outside companies. This is vital to the financial running on the school. This should be paid through ParentPay

### School Meals:

School Meals are provided and are very good value. Payment can be made online through Parent Pay or through Pay Point at some stores. Please contact the school office for information on current prices.

### Packed Lunch:

Parents may prefer their child to have a packed lunch. This should be brought in a suitable container. Uneaten food will be returned. Children should not bring glass bottles or glass containers into school.

## FREE SCHOOL MEALS



Free school meals are supplied to all Reception and Key Stage 1 children and children whose parents are in receipt of Income Support. Free school meals may be applied for if you are in receipt of Income Support. The application should be made online by visiting <https://www.cloudforedu.org.uk/ofsm/birmingham> and completing a new application form. Once you have completed this form you must click save and submit the document. The necessary checks will then be made with the Department of Works and Pensions who will update the free school meal database and notify us if you are eligible to receive free school meals.

#### Breakfast Club:

The school organises breakfast club between 8.00 and 8.30am each day. Please contact the school office for a registration form.

#### Complaints Procedure:

In the first instance, parents should discuss any problems or concerns with the child's class teacher. Most problems can be sorted out this way. If you are still dissatisfied, there are three levels at which complaints could be considered.

#### The Head or School / Executive Head Teacher:

If you are worried about something concerning your child at school you should first ask to discuss the difficulty with the Head or School / Executive Head Teacher. You can do this by telephoning the school, writing a letter or making an appointment to meet. It may be suggested to you that it would be more appropriate for you first to talk with another senior member of staff or one of the teachers.

#### The Governors:

Most complaints will have been resolved by this stage but, if you are still unhappy, the next step is a formal complaint to the Local Governing Board in writing. Send in the letter to the Chair of Governors at the school. Try to keep a copy of the letter; it may help you later. The Governors will let you know who will investigate your complaint and how they will deal with it.

Further details can be found on our school website or upon request from the school office

#### Homework:

We believe that a strong partnership between school and home is very important. Parents are rightly keen to support their children's learning at home. The school has a policy of regular, timetabled homework, when children will take work home with them to complete. This is a good opportunity for parents to talk with their children about schoolwork. A copy of the homework guidance is available on the school's website.



## KEEPING YOUR CHILD SAFE

At the start and end of the school day:

- All children should enter the school building from the playground areas where the gates will be opened at 8.45am. At the end of the school day, children are collected from the playgrounds.
- Please arrive promptly at 3:15pm to collect your child. If you are going to be unavoidably detained, please telephone the school so that we can reassure your child.
- Please do not park your car in car park at the beginning and end of the school day. This is the main pedestrian entrance for families arriving at school.
- Children who arrive early for school and are on the school site before school begins, remain the responsibility of their parents

#### Dogs:

For health and safety reasons, dogs are not allowed anywhere on our school site.

#### Building Security:

Perimeter fencing and security-coded doors have been installed to protect all children, staff, helpers and visitors in school. To ensure security procedures are kept, we ask parents to enter and leave the school building by the main entrance and speak to a member of the office staff.

#### No smoking:

The school site, including the car park, is non-smoking in line with government regulations.





# SCHOOL UNIFORM

Guardian Angels is a fully uniformed school. Uniform must be purchased through our online payment system ParentPay or from local shops and supermarkets.

The following must be adhered to by pupils. Pupils not arriving at school in appropriate uniform as per the policy may be sent home and asked to change into their uniform. Please ensure all uniform is clearly labelled with the child's name.



## Winter Uniform (September to Easter) -Boys:

- Plain grey or black trousers
- White shirt
- Black or grey socks (no colours or patterns. No white socks)
- Black and Yellow School Tie
- Black jumper
- Smart, plain black 'Clarkes style' shoes (no canvas, boots or heels)

## Winter Uniform (September to Easter)-Girls:

- Plain grey pinafores, black/grey skirt or trousers
- White blouse
- Black, white or grey socks or tights (plain)
- Black and Yellow School Tie
- Black jumper or cardigan
- Smart, plain black 'Clarkes' style shoes (no canvas, boots or heels)



## Summer Uniform (After Easter):

As winter uniform apart from:  
Yellow collared polo shirts may be worn instead of a shirt and tie. This applies to boys and girls.

Please note that the polo shirt should be yellow, not white. -Girls may wear a yellow gingham/stripe summer dress instead of the shirt, tie and skirt. -Boys may wear plain grey school shorts.

## P.E Kit:

- Plain black P.E Bag
- Plain black shorts (or plain, black track suit bottoms for cold weather)
- Yellow T-shirt
- Plimsoles for indoor work, trainers for outdoor work for Years 4, 5 & 6
- Plimsoles for Years Reception, 1, 2 & 3

## Jewellery:

A simple, plain watch is permitted. Simple gold or silver stud earrings. No other jewellery is allowed. This is due to safety reasons.

## Hairstyles:

Extreme haircuts are not permitted. No tramlines are permitted. Girls hair is to be tied back using plain black Alice hair bands or black elastic hair ties with no added accessories.

## Swimming Kit:

Swimming is a part of the National Curriculum and all children must attend lessons when their year group participate. Children must bring a towel and appropriate swimwear. Swimming bath rules state that 'Bermuda' or long shorts are not permitted for boys. Girls should wear a plain one piece swimsuit, bikinis are not permitted.

Note: The swimming baths does not allow earrings to be worn in the pool, therefore on these days please send your child in without earrings

# CHILD PROTECTION

The Governors recognise their statutory responsibility to make sure that appropriate arrangements are in place to safeguard and promote the welfare of children: Section 175 of the Education Act 2002 and Keeping Children Safe in Education. This policy applies to all staff, governors and volunteers working in the school and will be reviewed annually.

This school recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe environment in which children can learn and develop.

- The staff and governors of this school are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to.
- We will try and ensure that children know that there are adults in the school whom they can approach if they are worried.
- We recognise that because of the day-to-day contact with children, school staff are well placed to observe the signs of possible abuse.
- This school recognises its responsibility to discuss with Education and Children's Services' and Referral Teams any significant concerns about a child which may indicate physical abuse, emotional abuse, sexual abuse or neglect.
- This school recognises its duty to work with other agencies such as: Children's Services, Police, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service in protecting children from harm and in responding to concerns about possible abuse.

## **The Designated Member of Staff for Child Protection:**

The Designated Senior Lead for Child Protection is a member of the Senior Management Team and in this school is Mr Spindlow. Additional DSLs are Mrs Milligan, Mrs Tennant, Mr Johnson, Miss Wood, Mrs Potter and Miss Hickey, Miss Carr

