



# HEADTEACHER'S REPORT

SPRING TERM 2010

# HOLY CROSS R C PRIMARY SCHOOL

## School Organisation – Spring 2010

RECEPTION	Mrs J Trainor	29
YEAR 1	Mrs A Johnson	29
YEAR 2 RED	Mrs S Hain	20
YEAR 2 GREEN	Mrs P Morris	22
<b>TOTAL KS1</b>		<b>100</b>
YEAR 3	Mrs J Fanshawe/Mrs M Clark-Sutton	23
YEAR 4 RED	Mrs C Gelder	21
YEAR 4 GREEN	Mrs C Wright	22
YEAR 5	Miss N McCartan	29
YEAR 6 RED	Mr A James	23
YEAR 6 GREEN	Ms R Lalor	24
<b>TOTAL KS2</b>		<b>142</b>
<b>TOTAL KS1 AND KS2</b>		<b>242</b>
NURSERY	Mrs J Rudd (am)	26
	Mrs J Rudd (pm)	26
	Miss G Brewis (Nursery Nurse)	
<b>TOTAL NURSERY</b>		<b>52</b>
<b>TOTAL SCHOOL</b>		<b>294</b>

## Support Staff

Miss L Buglass		Office Manager
Mrs K King	p/t	Administrative Assistant
Mrs B Hadfield		KS2 Teaching Assistant
Mrs M Walker	p/t	KS2 Teaching Assistant
Mrs C Bryden	p/t	KS1 Teaching Assistant
Mrs L Alexander	p/t	KS1 Teaching Assistant
Mrs C Todd	p/t	KS1 Teaching Assistant
Special Support Assistant for statemented pupils	p/t p/t	Mrs D Marshall (5 hours) Mrs I Young (8 hours)
Lunchtime Supervisor		Mrs I Young
Supervisory Assistants		Mrs M Crossman Mr J Waldock Mrs L Marshall Mrs E Scott Mrs J Patterson Mrs A English Vacancy
Caretaker		Mr J Waldock

## CURRICULUM LEADERS

		To Shadow
ENGLISH KS1 KS2	Mrs A Johnson Miss R Lalor	(Miss R Lalor) (Mrs A Johnson)
MATHEMATICS	Mr A James	(Mrs P Morris)
SCIENCE	Mrs M Nicholson	Mrs J Trainor (during maternity leave)
RE	Mrs P Morris	(Miss R Lalor)
ICT	Miss N McCartan	(Mr A James)
ART & DESIGN TECHNOLOGY	Mrs C Gelder	(Mrs C Wright)
PE	Mrs C Wright	(Mrs C Gelder)

MUSIC & DRAMA	Mrs J Fanshawe	(Mr A James)
GEOGRAPHY/HISTORY	Mrs J Trainor	(Miss N McCartan)
PSHCE	Mrs A Johnson	(Mr A James)
INCLUSION & ASSESSMENT GIFTED & TALENTED	Mrs S Hain	
MODERN FOREIGN LANGUAGES	Miss R Lalor	
CHILD PROTECTION	Mrs A M Burns	
EDUCATION OF CHILDREN IN PUBLIC CARE	Mrs A M Burns	
CONTINUED PROFESSIONAL DEVELOPMENT	Miss R Lalor	(Mrs A M Burns)
NURSERY	Mrs S Hain Mrs J Rudd	

### **LEADERSHIP & MANAGEMENT**

Mrs J Trainor	Co-ordinator Foundation Stage
Mrs P Morris	Co-ordinator KS1/Foundation Assessment
Mrs M Nicholson	Co-ordinator KS2 Assessment
Miss R Lalor	Assistant Headteacher
Mr A James	Deputy Headteacher
Mrs A M Burns	Headteacher

### **STAFFING**

Although staffing problems prevail the new Office Manager commenced duty at the end of last term and this has improved the overall situation. Miss L Buglass has already built up positive relationships and become a valuable team member with considerable skills and expertise.

The teaching assistant on long term illness is currently on a phased return.

Mrs Hain and Mrs Rudd will continue to work full time to cover the Year 1 post. Currently a teacher is on long term sick having completed a phased return. Mrs Nicholson's maternity leave was being covered by Mrs Clark-Sutton. However to avoid two classes being disrupted during the other teacher's absence, Mrs Clark-Sutton is

covering Year 3 full time. Year 6 part time is being fulfilled by additional support from Mr James and a supply teacher, Mr A McDonald, who previously covered two long term sickness absences.

A teacher who returned from long term sickness at the end of the Autumn term is absent from 04/03/10 for surgery.

Miss N McCartan has completed her probationary period and has been awarded Qualified Teacher status.

## **CONTINUED PROFESSIONAL DEVELOPMENT**

### Performance Management

The planned timetable for classroom observation for teachers will begin this term and will extend to the Summer term. The observations will be linked to targets in the School Improvement Plan in English, Maths and Religious Education.

## **COURSES**

### Mrs J Rudd

Early Years Foundation Stage Conference	15/01/10
Observation Assessment & Planning	27/01/10

### Mrs J Trainor

Early years Foundation Stage Conference	15/01/10
Phonics Assessment Course	03/02/10

### Mrs A Johnson

School based Tutor Training SCITT	
ELS Course	29/01/10

### Mrs P Morris

RE Co-ordinators Training	25/02/10
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### Mrs S Hain

Gifted and Talented Training	24/02/10
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### Mrs L Chidlow

SENCO Training	12/01/10
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### Mrs C Gelder

Developing Mental Maths & Literacy Progression	27/01/10
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### Miss N McCartan

Developing Knowledge & Skills in RE	26/01/10
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### Ms R Lalor

Literacy – Subject Leader Network	21/01/10
Leading Teacher Network	02/02/10

### Mr A James

Budget Planning Tool	24/02/10
Nursery Hours Entitlement	18/01/10
Mathematics –Subject Leader Network	21/01/10
<u>Mrs A Burns</u>	
RE Inspector Training	28/01/10
<u>Mrs C Bryden</u>	
ELS Course	29/01/10
<u>Mrs S Simpson</u>	
HLTA Training	03/02/10
<u>Miss L Buglass</u>	
SIMS Census Training	20/01/10
SIMS Budget Planning	02/02/10
Budget Planning Tool	24/02/10
<u>Lunchtime Staff</u>	
Behaviour and Healthy Eating Course	02/02/10
	03/02/10
	04/02/10

## **CURRICULUM**

### Assessment

In line with all North Tyneside Primaries our school is now exclusively using the Local Authority Pupil Tracker in order to monitor pupil progress in Maths, Reading and Writing. Cohort profiles enable staff to closely track progress, particularly of vulnerable groups. Assessment week was held the week beginning 8<sup>th</sup> December 2009.

The assessment data for this term has been submitted to the Wallsend Intervention Team, in order to identify the areas of support within the partnership. Mrs Travis Timms from the team worked with Year 6 Booster group for the first half of this term. Two Teaching Assistants also from the team worked with a small group of Year 5 pupils in Mathematics. In spite of every effort this group did not make the required gains, therefore we have persisted with this group but have decided to try a different approach. The boys and girls from the group are being taught separately and we have witnessed improved progress.

We intend to introduce the use of the tracker for recording end of year standards in Religious Education.

### SATs

A full report using the now available RAISEonline and Key Stage Results will be presented to the Curriculum Sub-Committee (dtba).

The formula used to calculate the value added score is not published. We feel that our contextual value added is skewed due to the measurement of Free School Meals.

In completing the census form for the DCSF in January, it is evident that our number of free school meal claimants continues to decrease. Although our catchment remains the same, many of our families are in receipt of other benefits, which preclude them from free school meal entitlement. Consequently, this has an impact on our budget and places the school in a higher benchmark for SATs results comparisons and affects the contextual formula of the RAISEonline.

### Curriculum Monitoring

Subject leaders have reviewed their Action Plans and present their statement updates at a full staff meeting.

### Religious Education

A scrutiny of work was carried out in February 2010 and completed on 1<sup>st</sup> March 2010 by the management team.

The outcomes of the work scrutiny have been fed back to staff to improve performance. The 'Radio to Live By' project is progressing well (Please see Arts section).

### Literacy and Numeracy

A scrutiny of work in Maths and Writing was carried out on 1<sup>st</sup> February. The focus for writing was marking and feedback. An example of the scrutiny pro-forma is included for information. (Appendix i) The focus for mathematics was the delivering of the calculation policy. The outcomes have been fed back to staff to improve performance.

Booster classes in Maths and Literacy commenced at the beginning of term for targeted pupils in Year 6, working in small groups. This is being delivered in 20 half days by Mrs. M. Nicholson (using 'Keeping in Touch' days). A learning walk specifically to look at targets is to be carried out before the end of term.

To promote World Book Day on 5<sup>th</sup> March 2010, pupils and staff dressed as characters from books.

The National Assessment system "Assessing Pupil Progress" is now being implemented throughout the school. Staff meetings at the beginning and end of each half term ensure the process is ongoing.

Following the DCSF Mathematics pilot initiative we have continued with the 1:1 Tuition. Intervention is extended to 6 pupils with a teacher teaching each pupil for 1 hour per week for 10 weeks, in addition to the school day. Miss N McCartan and Miss C Smith have continued as tutors and Mrs. Conway has joined the team. The programme is personalised learning, targeted to specific needs of each child. The funding is paid into standards fund.

### ICT

Miss N McCartan has enrolled the school in BECTA (British Education Communication and Technology Agency) in order to progress towards the accreditation of Next Generation Learning Charter in Information Technology. This is a 3 year commitment to improving ICT throughout the school and ensuring safe and secure practice.

The revised school website is almost completed.

On 9<sup>th</sup> February 2010, National E Safety Awareness Day, was highlighted in school by Classteachers rehearsing our e-safety 'Think Before You Click' procedure. Children were also introduced to new 'traffic light' 'Stop, Think, Go' poster to remind them of safe use. They were also made aware of the website.

In order to clear the old library a list of the defunct ICT equipment for disposal accompanies the report (Appendix ii)

### The Arts

Through the Local Authority, Penny Whistle classes continue for both Year 4 classes. The Local Authority music provision has extended the funding for the guitar club. The guitar club remains very popular and both opportunities provide valuable experiences for the children.

Year 5 visited the Shipley Art Gallery on 11<sup>th</sup> January 2010 as part of our annual gallery visits.

Tai Chi lessons began at the end of January on Mondays as a voluntary lunchtime club. They continue to be beneficial and the feedback from the Year 5 pupils is very positive.

### Creative Partnerships

Through Creative Partnerships there has been a series of production meetings this term to produce the "Radio to Live By". Mr Steve Thompson from the media department of Teeside University is providing technical expertise as a creative practitioner. The children have written and recorded songs linked to the 'Statement to Live By'. Fr. John has contributed to the programmes with reflections on the statements.

Members of the parish and local community have also been interviewed, e.g. Mrs Mauchline talked to them about 'Importance of Listening' linked to the statement "I listen to what you say. I show that I am listening to you" in her role as a counsellor. (eg included Appendix iii)

Throughout the project the children have learned how to use 'Audacity' software which is used for recording and editing the programme. 15 high quality headphones with built in microphones as well as a professional 2 channel mobile digital recorder have been purchased through the project funding. The project is to be completed by the end of March 2010.

### Early Years

Mrs J Trainor has worked with the Early years and Key Stage 1 staff to update the Early Years Policy (Appendix iv).

Mrs Trainor will make a short presentation to Governors at the Governors Meeting. At present Mrs Trainor is piloting the Communication Toolbox for Birth to 7 Years Old, which involves story telling and recall, and used with children with delayed or concerning communication.

## Nursery Hours

Reforms to the Early Years Curriculum Entitlement for three and four year olds will come into effect from September 2010. This will mean that the placements will extend to 15 hours. Parents can use their 15 hour entitlement in a more flexible setting also including more than one setting. Presently Nursery funding in North Tyneside covers part time (12.5 hours) so funding will have to be increased and the current organisation will need to be organised in a way to accommodate the entitlement. This raises issues such as length of sessions, staffing, safeguarding and accommodation. Consequently it would be helpful to have a task group to explore options.

## Physical Education

Year 4 are receiving dance coaching in preparation for the North Shields Dance Festival on 1<sup>st</sup> March 2010 at the Parks. Year 5/6 Boys are attending an after school club in preparation for this festival. The theme for the festival is "Step back in time". Year 4 Green are performing to the music of *The Pink Panther* and the Year 5/6 boys are performing a dance routine to *War*. Year 4 Red will be participating in the Wallsend Dance Festival on 29<sup>th</sup> March 2010 at the Playhouse. They will also be performing a routine to *The Pink Panther*.

## Special Needs

The Special Needs list has been reviewed. Currently there are 30% of pupils on the register. This is above the national average. Annual individual reviews are carried out.

Presently, a number of agencies are working with the school. These include Educational Psychology, behaviour Support, Language and Communication Service, Speech Therapy, Occupational Health as well as the South West Area Children's Team.

There has been an increase in more extreme behaviour problems over the last couple of years. Family crisis appears to be on the increase. It has been increasingly difficult to secure a 'statement' and the dynamics of our re-organisation, creating the 2 small Year 6 classes have helped. The staff have had training and are particularly skilled in managing difficult behaviour, but problems are time consuming and impact on learning. It is important to avoid upheaval for pupils so the reduction of PAN (Planned Admission Number) is of great benefit.

## Extra Curricular

Boys and girls football training will take place again on Tuesday lunchtimes. Mrs L Alexander, assisted by Mrs C Todd, give generously of their time to this club.

A number of Year 6 boys have attended a dance club after school on Tuesday and will participate in the Annual North Shields Dance Festival and Wallsend Dance Festival. Year 4 pupils have also received dance coaching and will also be participating in the festivals.

Mr. K. Sykes has been coaching Rugby after school on Monday. Year 6 pupils will be able to participate in the next Rugby festival.

There is a Tai Chi lunch time club for Year 5 pupils on Monday lunchtimes.

## Gardening Club

The Gardening Club will open again this term. We are awaiting another estimate for an exterior light for over the pond. At present we have been chosen as one of a hundred schools nationwide to participate in growing 'lettuce' for the Chelsea Flower Show. The club are also to be part of the Gardener's World Campaign to grow extra vegetables and distribute them to the community. Mrs Alexander deserves great credit for her work.

## **BUDGET**

The budget update accompanies this report. Staff absence has impacted on the budget – However so far we are still managing to stay within the deficit. The full effect will be more evident in the new budget. We are awaiting the indicative budget for 2010/2011. Due to the time factors involved, it is recommended that we follow our established practice, that the full Governing Body delegates the power of budget ratification to the Finance and Premises Sub-Committee.

The school fund has been audited. Accounts have found to be in order and no issues to be addressed. The FMSiS file was submitted at the end of last term. Mr. S. Cheshire met with the headteacher on 22<sup>nd</sup> January 2010 to complete the assessment. We are awaiting the report but have been informed that we have passed. The assessor complimented the high quality of the files submitted. Mr. James deserves credit for the standard. The process was daunting, particularly without an office manager. The Chair of Governors, Chair of Finance and the Finance Committee made very valuable contributions towards the accreditation.

## **PREMISES AND MAINTENANCE**

The Key Stage 1 window and door refurbishment is almost completed. The 'Rok' company have been very co-operative and the project has been very efficiently overseen by Mr. B. Williamson. 5 site meetings were attended by the headteacher and caretaker. We have tried to keep disruption to a minimum for the children and only had to close the Nursery for one day for health and safety reasons. The newly created Nursery entrance at the front of the building and path has had a significant improvement for security and safeguarding. We are awaiting the security door touch pads for Nursery and staff entrances.

During the chronic weather conditions we managed to stay open. However, an exterior wall adjacent to the car park and gate was effected by the extreme temperatures and became unsafe. This had to be dismantled. A quote for a rebuild has been sought.

Following the site visit for security, Mr. C. Davison from the Local Authority is following up the installation of the small fence at the side of the car park. The low fence adjacent to the new Nursery entrance is also to be replaced. The improvements will be funded by the Local Authority.

## Fingerguards

As part of the Key Stage 1 refurbishment, finger guards are to be fitted to the doors. Plans have been drawn up for Key Stage 2 doors in order to obtain costings.

### Portable Electrical Equipment Testing

In line with our annual contract, all portable electrical equipment in school will be booked for testing at the end of this term for next term.

### Electrical Testing

We are now obliged to have a full electrical test for the building on a 5 yearly cycle. The cost will be in the region of £2708. This will need to be planned for in the next budget. We have been advised that it is possible to split the cost by doing the work in two phases (one in each building).

## **PARENTS AND COMMUNITY**

Parents and grandparents continue to give their time and expertise to work to support our school. We are very grateful for the £2500 donation from the PTA for the school to purchase a Multimedia Projector system, £168 to subsidise a school outing and also the donation of £1000 for new blinds in Key Stage 1.

The PTA continue to work tirelessly in support of our school, organising events and fund raising. The mini Christmas Fayre was a huge success. The Parishioners group supplied items for a craft stall which helped fund raise a total of £845. The PTA wrote to Fr. John and the ladies to thank them for their support.

The Mother's Day sale will take place on 12<sup>th</sup> March 2010.

### Charities

£152.39 was raised for the People's Kitchen charity.

During lent there will be a collection for CAFOD and St.Cuthbert's Care. Each class is organising a fund raising activity for charity.

### Community Cohesion

Our school took part in the North Tyneside Holocaust Memorial Day held on 27<sup>th</sup> January 2010. The theme of the day was the 'Legacy of Hope'. The ceremony was opened by the Mayor. In attendance were Councillors, representatives from other faiths and from the Local Authority.

The school was one of the schools chosen because of its commitment to equality and dignity, which is promoted in the work they do. The children said and signed the school Mission Statement and explained what it meant to them in every day life, and what it meant to belong to a community. This was followed by our presentation on our gospel values linked to the legacy of hope, witnessed in our statements to live by.

People were very moved by the depth of understanding as the children pledged to stand up for Human Rights and to combat oppression.

There was a commemorative book for people to write a short message supporting the aims of Holocaust Memorial Day. Rabbi Lewis complimented the children. We were very proud of the children and grateful to Miss Lalor who prepared them for the event.

### Breakfast Club

Following the changes to the Fuel 4 Kids programme with the cessation of the universal free breakfast offer, Mrs Patterson, Mrs C Young and the headteacher met before Christmas to take this matter forward. Consequently school received funding through the criteria school with Free School Meals eligibility over 25% or in the 20% Most Disadvantaged Area.

We were pleased that Breakfast Club has been re-established and resumed on 25<sup>th</sup> January. The Local Authority provided funding through Extended Schools, therefore we are able to continue to offer a free breakfast for 2009/2010. This will be reviewed annually.

### **LIAISON**

#### St Thomas More

Year 6 will visit St Thomas More this half term in preparation for September.

The Catholic Partnership of Headteachers next meeting is scheduled for March. Date to be arranged.

#### Churchill Community College/Mini EAZ

The headteacher regularly attends EAZ meetings. The next meeting is scheduled for 10<sup>th</sup> March.

Pupils from Churchill Community College who are working towards their Junior Sports Leadership Certificate will be working with Year 3 at lunchtimes on sports activities.

Mr Ian Aird from Churchill is working with Miss N McCartan and Mr A James to update our website.

Near the end of last term the headteacher met with Mr A Strachan, Extended Schools Director, in order to complete our audit. Our school fulfils the extended schools criteria through our provision, as well as being able to signpost services in the area.

#### School Centred Initial Teacher Training

Mrs Trainor and Mrs Johnson delivered a training session which included the demonstration of the teaching of Communication, Language and Literacy Development and these were videoed for use on the SCITT Teacher Training programme. Mr James regularly represents school for SCITT and serves on the management team. Another trainee began her practice in January with Mrs A Johnson acting as their school based tutor. Cross moderation of student grading is carried out with Jubilee Primary School.

Mr James gave a talk to the SCITT trainees in Langdale on 'Life in a Catholic School'.

## Wallsend Partnership of Schools

The headteacher has attended regular Management Team meetings. The next meeting is scheduled for 19<sup>th</sup> March 2010. Mrs C Young attended the Governing Body Joint Committee meeting on behalf of our school on 2<sup>nd</sup> March 2009 at 5.00 pm at Burnside College.

Following the Autumn term's intervention work, Mrs J Carr gave valuable feedback to staff on any issues arising for Teaching and Learning.

## Travel Plan

Mrs C Young has worked with the School Council, headteacher and Mr R Rothwell from the Local Authority to produce a school travel plan. The first draft has been completed. The group met on 11<sup>th</sup> January and 25<sup>th</sup> January 2010. The School Council produced a questionnaire for parents. (Appendix v). Another meeting is scheduled for 4<sup>th</sup> March 2010.

## Attendance

Headteacher met with Educational Welfare Officer to identify any persistent absentees. The school had already followed up absence with the parents of pupils.

## Complaint

An official complaint was received by the school. It was dealt with in line with the complaints policy and fully investigated and dealt with by the Chair of Governors, and by a subsequent Appeal Panel of Governors.

Even though there was no culpability on the part of the school, the school have taken action on any recommendations by the Chair and Panel to make sure that our systems remain rigorous and appropriate.

The process is now over and has been taken as far as possible by the school and the Local Authority, although parents do have recourse to the Secretary of State.

## Racial Incident Monitoring

There have been no racial incidents so far this term.

## **MAIN EVENTS**

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|----------|--|
| 06/01/10 | Headteacher attended Wallsend Partnership Management - Churchill |
| 06/01/10 | Governors Self Evaluation Task Group                             |
| 08/01/10 | School Nurse Drop in   |
| 11/01/10 | Year 5 visited Shipley Gallery re Containers/Made Clay Pots      |
| 12/01/10 | PTA Committee Meeting  |

- 13/01/10 EWO Early Bird visit  
Year 1 Hearing and Sight Tests  
Headteacher met with EWO re Attendance and persistent absences
- 14/01/10 Governors Sub-Committee Meeting
- 15/01/10 EWO Early Bird – Encourage Punctuality
- 18/01/10 Management Team Meeting
- 19/01/10 Key Stage Meetings  
Educational Psychologist visited Nursery  
School Nurse visit to Year 6
- 20/01/10 Governors Self Evaluation Task Group  
Headteacher attended EAZ Meeting
- 22/01/10 FMSiS Assessment with Headteacher
- 25/01/10 Mrs G Close, Speech & Language worker observed Reception pupil  
School Nurse visit – Hand washing sessions with Reception pupils
- 26/01/10 Speech Therapist met with SENCO, parent of Year 3 pupil and  
Classteacher  
School Nurse visit
- 27/01/10 Headteacher and Deputy Headteacher attended Holocaust Memorial  
Service at the Cobalt with Year 6 pupils
- 01/02/10 School Nurse visit - Hand washing session with Reception
- 05/02/10 School Nurse Drop In
- 08/02/10 School Nurse visit – Hand washing sessions with Year 1
- 09/02/10 Year 3 visit Bede's World
- 09/02/10 Management Team Meeting
- 10/02/10 School Improvement Partner visit  
Appeal Hearing - Governors
- 11/02/10 Budget Monitoring  
Richard Rothwell visited Mrs Young (Governor) and Headteacher
- 22/02/10 Year 5 visited Marden CLC for ICT  
Management Team Meeting
- 25/02/10 Year 4 Mass in Church

## **FORTHCOMING EVENTS**

02/03/10	Year 5 Mass in Church Wallsend Partnership Committee Meeting – Mrs C Young Governor and headteacher
05/03/10	World Book Day School Nurse Drop In
08/03/10	Year 4 visit to Marden City Learning Centre (ICT) Mrs L Alexander and Mrs A Burns to meet with Ms Laura Taggart re Sustainable Schools
09/03/10	Education Psychologist to visit school
10/03/10	Headteacher to meet with Investors in People
11/03/10	Governor ICT visit: Mrs C Young Year 6 Mass in Church
12/03/10	Headteacher to attend Headteachers' Briefing PTA Mother's Day Sale
16/03/10	Governor Curriculum visit: Mr P Shiel Deputy Headteacher meeting SCITT students for QA Management Team Meeting
17/03/10	Literacy Learning Walk
18/03/10	EWO Early Bird visit
23/03/10	Governing Body Meeting
25/03/10	School Improvement Partner Visit
29/03/10	Wallsend Dance Festival RE Learning Walk
30/03/10	Finance & Premises Sub-Committee Meeting Parents' Consultations (2 <sup>nd</sup> evening 20/04/10)
01/04/10	School Nurse Drop In
d.t.b.a.	Year 3 Mass in Church
d.t.b.a.	Fire Drill

Finally, I would like to thank Chair of Governors; Mr N Huscroft, Governors and staff for their commitment, support and hard work during this term.