“In everything we do today, we’re following Jesus and his way.”
## Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>School Details</td>
</tr>
<tr>
<td>4</td>
<td>Headteacher’s Message</td>
</tr>
<tr>
<td>5</td>
<td>General Information</td>
</tr>
<tr>
<td></td>
<td><em>Mission Statement, aims, school structure, uniform, admissions</em></td>
</tr>
<tr>
<td>9</td>
<td>Learning and the curriculum</td>
</tr>
<tr>
<td></td>
<td><em>EYFS, key stages 1 and 2, RE, RSE, computing, homework, SEN</em></td>
</tr>
<tr>
<td>13</td>
<td>Outside of the school day</td>
</tr>
<tr>
<td></td>
<td><em>Breakfast Club, After-school provision, extra-curricular clubs</em></td>
</tr>
<tr>
<td>15</td>
<td>Looking after the children</td>
</tr>
<tr>
<td></td>
<td><em>Pastoral care, behaviour, child protection, absence and illness, food</em></td>
</tr>
<tr>
<td>19</td>
<td>Getting involved in school life</td>
</tr>
<tr>
<td></td>
<td><em>Parent helpers, PTA</em></td>
</tr>
<tr>
<td>20</td>
<td>Money matters</td>
</tr>
<tr>
<td></td>
<td><em>Valuables, charging, building fund</em></td>
</tr>
<tr>
<td>22</td>
<td>Site information</td>
</tr>
<tr>
<td></td>
<td><em>Access, parking, security, complaints</em></td>
</tr>
</tbody>
</table>
School Details

The information in this prospectus relates to the current school year and updates can be found on our school website

Headteacher  Mr Paul O’Rourke
Deputy Headteacher  Mrs Sinead Hukowski
Assistant Headteacher  Mrs Lucy Byfield
Chair of Governors  Mr Michael Blundell
Parish Priests  Fr Witon and Fr Chinedu
School Address  Gordon Road, Enfield, EN2 0QA
Telephone  0208 363 3729
Website  www.st-georges.enfield.sch.uk
Email  office@st-georges.enfield.sch.uk

“It is important to realise that the Catholic identity of our schools is not exclusively related to religious instruction and the integration of academic studies into a unified whole. The Catholic School has a single Christian vision, an integrated concept of what makes a fully authentic and mature human being. The educational process is not confined to the curriculum, nor to the academic, technical, artistic or sporting achievement of the school. The Catholic School should be seen as offering the possibility not only of exploring the mystery which God is but also demonstrating the Gospel in action. It must be consistent throughout and in every aspect reflect the Christian faith which is its soul, its inspiration and its justification"

‘The Future for Catholic Schools’
Address by Cardinal Hume:
Headteacher’s Message

Thank you for showing an interest in St. George’s, a happy, thriving and popular school. I have great pleasure in introducing our current school brochure, which I hope you will find informative and useful in answering any questions you may have about our school. Although it contains factual information, it will also give you a little flavour of life at St George’s.

We believe that school life must be a partnership between home, school and parish. Children need to be aware of their parents and teachers working together. It gives them security and confidence which they need if they are to develop good attitudes to learning. As parents you are the foremost educators of your children and your support is vital for your child’s learning in school.

Our faith is at the heart of our school and is drives all our relationships, policies and practices. We believe that children should be encouraged to work hard and do their best, become independent and self confident as learners and that they should be encouraged to develop a set of core moral values, based on the teachings of Jesus. We also believe that these core values will help children to develop as young people and prepare them for the contributions that they will make in the work place and communities during their adult lives. We recognise the unique nature of each child and celebrate what every individual adds to our school family.

If you would like to arrange a visit to see the school in action, please contact the school office and they will be pleased to make an appointment for you.

Yours sincerely

Mr P O’Rourke

Headteacher
Our Mission Statement

Following Jesus and His way, we
Aim to be the best we can be and to respect everyone. We
Inspire each other to learn, play and pray
Together as children, staff, home and Parish. We grow in
Holiness by putting Love into Action every day.

Our School Aims

- Encourage the spiritual development and prayer life of each child and help them to develop their relationship with God.
- Offer a place where differences and problems are talked through and prayed through together and where success is shared and celebrated.
- Provide a secure and happy environment where quality teaching and learning can take place
- Deliver a curriculum that meets the intellectual, physical and creative needs of each child as well as delivering spiritual, emotional and pastoral care.
- Foster a respect for diversity, and recognise the rights of others, regardless of gender, race or ability and to offer equal opportunities to all, whilst ensuring the promotion of British values.
- Value the contribution of home, school, parish, community and diocese in our daily lives.

In everything we do today we're following Jesus and His way.
General Information

The school is ‘three-form entry’ (three classes in each year group) situated close to Enfield Town. It is part of the Enfield Deanery within the Diocese of Westminster. The buildings originally date from 1938 but there have been many changes and additions over the years. We have two halls for PE, one of which also serves as an assembly hall and dining hall. One playground, complete with climbing equipment, is for the use of key stage 1 pupils, another playground is for use by older pupils. This also contains our popular Reading Garden. Our early years children also have a dedicated outdoor learning space. Our Oratory and Rosary Garden provide calm spaces for quiet prayer and reflection.

School Structure

**Early Years Foundation Stage** – Reception Classes

**Key Stage 1** – Year 1, Year 2

**Key Stage 2** – Year 3, Year 4, Year 5, Year 6

School Hours

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School starts</strong></td>
<td>9.00am</td>
</tr>
<tr>
<td><strong>Breaktime</strong></td>
<td>10.30am – 10.45am</td>
</tr>
<tr>
<td><strong>Lunch (KS1)</strong></td>
<td>12 – 1.30pm</td>
</tr>
<tr>
<td><strong>Lunch (KS2)</strong></td>
<td>12.20 – 1.30pm</td>
</tr>
<tr>
<td><strong>School ends</strong></td>
<td>3.30pm</td>
</tr>
</tbody>
</table>

At the beginning of the day there is a member of staff on duty from 8.50am.

On arrival at school the children are asked to wait in the playground until they line up when the bell goes at 9am. Parents are very welcome to wait with their children but are not permitted to take their children to the classroom. If the weather is bad the children may go straight to their classrooms at 8.50am.
The school needs to be informed of who is normally responsible for collecting your child. Please notify the class teacher or the school office if there is a change to the arrangements for collecting your child.

**School Uniform**

School uniform looks smart and also contributes to a feeling of belonging to our community. We specify colours and types of garments, but to keep costs lower for parents, there is not a particular supplier that the uniform must be purchased from, with the exception of the school tie which is purchased from the office.

In the interests of the children’s safety the school has adopted a no jewellery policy. Stud earrings may be worn in pierced ears but a pair must be worn. Children may wear watches but not smart-watches.

**Boys**

**Winter**
- White shirt
- Grey trousers
- Navy V neck jumper
- Grey socks
- Sensible shoes (no trainers or boots)
- Navy and gold tie

**Summer**
- Grey trousers
- White short sleeved shirt and tie, or
- White Polo shirt.

**Girls**

**Winter**
- White blouse
- Grey tunic or trousers
- Navy V neck jumper or cardigan
- White socks or white or navy tights
- Sensible shoes (no trainers or boots)
- Navy and gold tie.

**Summer**
- Blue and white checked dress, or
- White polo shirt
- Grey skirt.

**PE Kit**

Blue shorts
White T. shirt.
Plimsolls (not trainers)
Jogging bottoms and tops must be worn during cold weather
These are to be kept in school in a draw string bag.

**Please clearly mark all uniform with your child’s name**

*In everything we do today we’re following Jesus and His way.*
Admissions

The school admits 90 children each year to the reception year group. More information on admissions can be found on the web site or by contacting the school office by e-mail or phone. The admissions policy is available on the school website and parents should familiarise themselves with the admissions criteria within it. The deadline for submitting applications is January 15th each year.

It is very important that parents submit an online application to the London Borough of Enfield and also a Supplementary Information Form (SIF) obtained from the school office and returned to the school.

If you have recently moved into the area and require an in-year admission, you need to follow a similar process. Advice and guidance is provided on the London Borough of Enfield admissions website.

School Inspection

The most recent school Ofsted report (2007) and Diocesan inspection report (2018) are available from the school website, or from the school office.
Learning and the Curriculum

Early Years Foundation Stage (EYFS) Children in Reception follow a programme of work planned from the Foundation Stage Curriculum which incorporates seven areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

In the Foundation Stage we place a strong emphasis on learning through structured play, helping children to become more independent as learners and becoming accustomed to school routines and practices.

The school attaches great importance to good relationships between home, school and the parish. We consider our school to be a community of people providing a rich Christian environment within which all children can prosper in their learning.

Key Stages 1 and 2 The National Curriculum is a framework used by all maintained schools to ensure that teaching and learning is broad, balanced and consistent. The document sets out:

- The subjects taught
- The knowledge, skills and understanding in each subject
- Standards of attainment in each subject
- How progress is assessed and measured

As a Catholic school we ensure that Religious Education is at the heart of our curriculum alongside the other core subjects of English, mathematics and science. We are proud to offer dedicated, specialist teaching in the foundation subjects of Spanish, PE and music for both key stages. History, geography, art and design, design and technology, and computing are also foundation subjects that we teach as part of our broad, balanced curriculum.

Details of curriculum coverage is on our school website in order to keep parents as informed as possible.
**Religious Education**

We follow the RE programme ‘The Way, the Truth and the Life’. We recognise that each person is on a personal ‘faith journey’ and this has to be taken into consideration when providing for children’s needs. The School, the family and the parish will help to lead the children to understand their religion, enabling them to talk and reason with others and grow in their relationship with God. The Church recognises the important role that parents have as the first educators of their children in matters of the faith at the Sacrament of Baptism.

The school provides opportunities for prayer and reflection each day through collective worship, assemblies and Mass. We also hold very special spirituality days.

The parish priests from Our Lady of Mount Carmel and St. George are regular visitors and greatly support the work of the school. Mass is celebrated in our community at 8.25am each Friday in term time, and whole school mass is celebrated at certain times during the year.

We feel that education is about the growth and development of the whole person and we aim to integrate our pupils’ intellectual, spiritual, moral, emotional and physical development thus assisting progress towards Christian maturity.

Parents have the right to withdraw their children from RE lessons and acts of collective worship.

**Relationships and Sex Education**

Relationships and Sex Education (RSE) is taught through Personal, Social and Health Education (PSHE) and the diocesan All That I Am programme. The programme is developmental to meet the physical, spiritual, moral and emotional requirements of the children.

Parents have a right to withdraw their children from SRE lessons if they wish to do so.
Computing

Computing is important for all our children. It will impact on all their working and home lives in the future. We have a dedicated class ICT suite, as well as a small ICT group suite. Classrooms are well-equipped to deliver an engaging and meaningful computing curriculum.

Homework

Formal homework is given to children throughout school and is appropriate to their age and development. The school homework policy can be found on the website. There are, however, a number of ways in which parents can effectively help their children at home, such as:

- reading to their children and listening to them when they bring a book home
- taking their children to use the local library
- talking to their children and encouraging them to talk in order to extend their vocabulary
- playing with them
- helping them learn tables and spelling lists
- helping their children when they are doing research or reference work
- encouraging their children with outside interests e.g. Brownies, Cubs, swimming etc.

We really encourage these strategies to ensure a balanced education.

Special Educational Needs

We believe that each pupil has individual and unique needs, and we aim to help all children to do their best, achieve well and make good progress. However, some pupils require more support than others to help them achieve. If a child is experiencing continuing difficulties with their work or behaviour their situation will be discussed with parents and the special needs co-ordinator (SENCO).

The school has a number of Learning Support Assistants (LSA’s) and intervention strategies to support pupils needing additional help. Occasionally and where
difficulties are more severe, the school will seek the support and advice of an Educational Psychologist.

The school’s special needs policy can be found on the school website.

**School Council**

Children from each class are elected by their peers to sit on the School Council. This helps the children to begin to understand about the democratic process, learn about teamwork and to make a positive contribution to the school.

The councillors work with a small budget and can identify and prioritise improvements they would like to make to the school.
Extra-Curricular Activities

A programme of clubs runs throughout the school year. Some of these clubs run at lunch time, some after school, and some before school. They are designed to add a further dynamic aspect to our curriculum. They include sport, languages, dance, drama, computing, maths and music.

Breakfast and After School Provision

Breakfast Club  The school runs a Breakfast Club from 8am each morning in St George’s Hall (Scout Hut!). There is a modest cost for this activity. It is a very popular provision and spaces fill up quickly. As well as games and activities, the children receive a nutritious breakfast. Staff from the breakfast club will take the children into school for the beginning of the school day.

After School Provision (ASP)  This club runs from 3.30pm until 6pm each afternoon. Again, it is popular and spaces fill quickly. There is a charge for this provision which includes a healthy snack at the end of the school day school before transferring to St George’s Hall. Parents can collect their children at any time before 6pm. Children participating in after school clubs will be taken to the ASP if they are booked in.

Both Breakfast Club and ASP have additional security measures to keep the children safe.

Travelling to School

Travelling to school by car can be stressful and not always time efficient. The school is keen wherever possible to promote alternatives to the car as a means of travelling to and from school. To this end we support the national walking to school initiative.

Children with parental permission, are allowed to cycle to school on their own (helmets must be worn). We have cycle and scooter storage facilities inside the school grounds.
Please do think carefully about whether you need to drive to school each day, whether you might car share with another family or park and walk. (see the section on ‘Parking’).

Pupils in year 6 are allowed to walk to and from school with parental permission. Parents of year 6 children wishing who wish them to travel unaccompanied by bus need to contact the school for a special risk assessment form.
Pastoral Care

Prayer and collective worship are the heartbeat of our school and all relationships are based on Gospel values. At all times we promote an atmosphere of welcome, positive encouragement, trust, praise and forgiveness. Our behaviour ‘golden rules’ have been developed with this ethos in mind.

Behaviour
Golden Rules

1. In everything we do today, we’re following Jesus and His way

2. We listen to all adults
We do what they ask us to do and we don’t interrupt or answer back.

3. We walk around the school quietly and sensibly
We walk on the left hand side of the corridors. We don’t come into the building at break time or lunchtime unless we have permission from an adult.

4. We work hard and try our best
We don’t distract others.

5. We are gentle
We keep our hands and feet to ourselves.

6. We are kind and respectful
We treat others how we wish to be treated. We choose our words carefully and we always say sorry and forgive one another. We always tell the truth.

7. We play together nicely
We let others join in our games. We don’t leave anyone out.
Expectations for good behaviour are high at St George’s. All parents are asked to sign a home-school agreement. A school-wide behaviour strategy enables children to achieve certificates and rewards for following the golden rules. Each week, some children from each class are nominated by their teacher to receive a special merit in assembly, have their name in the newsletter and their parents receive a special text.

If a pupil’s behaviour should become an issue, the teacher and school leaders will work closely with parents to resolve the issue, seeking external professional support if appropriate.

The school follows its positive behaviour policy and anti-bullying policy which are published on the school website.

**Child Protection**

St. George’s School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Every child has the right to protection from abuse and exploitation as well as the right to have enquiries made to safeguard their welfare. At St. George’s we have policies and procedures in place for handling any causes for concern that may arise. Staff monitor children’s welfare and report concerns to the child protection officer or one of the child protection team. The school has a legal duty of care under the Children Act to refer cases causing concern to the relevant authorities.

Children know that they have trusted adults with whom they can talk about their concerns. In addition, posters around the school remind them of the child protection leads. A facility on the website allows children to email the Headteacher directly from home so that help can be organised for them promptly.

**Absence**

Absence from school should only be for illness or for other exceptional circumstances. Parents are requested to phone the school office on the first day of absence and leave a message reporting their child is absent.
Any absence due to illness should be reported by telephone or e-mail to the school office on the first day of sickness and should be followed up with a note explaining the reason and length of the absence. If your child is absent for more than three days and you have visited your GP please provide medical evidence which can take the form of prescriptions or appointment cards.

Parents may request leave of absence during term time and there is a special form on the school website for this purpose. Leave of Absence cannot be granted for family holidays and will only be granted in exceptional circumstances.

**Medication and Illness**

**Health Assessments**  Once children start school full time, parents receive information about health screening from the school nurse service. The school nurse also checks height and weight and hearing at selected stages.

**Medicines**  As a general rule no medicines can be administered by staff in school. If a child is prescribed antibiotics, parents should ask for a three-dose course (meaning no lunchtime dose is necessary) or they can arrange to come into school to administer the dose personally. It may be necessary for children who are asthmatic or anaphylactic to have medicines kept in school. Please contact a member of the office staff with all the necessary details if this applies to your child. In the case of more serious ongoing conditions such as diabetes or epilepsy, we seek advice from the school nurse so that the child’s needs are met. Arrangements should be made after discussion with the welfare staff.

**Illness**  On occasions your child will be unable to attend school due to illness. Please phone and leave a message reporting your child absent on the first day of absence and send an accompanying letter detailing the reason for absence upon your child’s return to school. In the case of a stomach bug your child must be excluded from the school for 48 hours following the last episode of illness.

**Accidents**  Should your child become ill or sustain an injury in school they will receive treatment from the first aider in the medical room. If we feel that a child needs further treatment or is too unwell to remain in school, we try to contact the parent or one of the other emergency numbers you give us. If this is not possible we
will take your child to the casualty department at either the North Middlesex Hospital or Barnet Hospital and stay with them.

**Headlice** If you notice that your child has headlice please treat them according to your pharmacists advice. They must not return to school until this has been done. Please inform the school office if your child is affected.

*Please keep you emergency contact list (at least two contacts) up to date so that we are always able to contact you in an emergency.*

**Food**

It is vitally important that all parents remember that St George’s is a **nut-free** school.

**Morning Snack** Children in Reception and key stage 1 are provided with a piece of fruit each day which they have at their mid-morning break at 10.30a.m. Children in key stage 2 are allowed to bring a piece of fruit or vegetable to school, which they can eat at morning break.

**Water** Children should bring a filled, reusable plastic water bottle with them each day. It should be clearly labelled and taken home at the end of the day. Drinking water is available in the playground and is served with school lunch.

**School Lunch** Meals are prepared on the school premises by Enfield Caterers who offer a well-balanced and nutritious menu which is available on the school website. There is a choice of hot meals and a vegetarian option as well as a choice of dessert. If your child has specific dietary requirements, please complete a form and a menu can be designed for them. Lunches are paid for in advance using the ParentPay system.

**Universal Free School Meals** Children in reception, years 1 and 2 are entitled to a free school meal. This government initiative is aimed at improving the eating habits in children and improving their performance at school. If you believe that your child is entitled to free school meals, it is still worth applying as funding can be released to the school to spend on the children. Please contact the school office for further information.
Packed Lunches
If your child chooses to bring their own lunch to school, we ask that you ensure that they are healthy and do not include sweets, fizzy drinks or nuts/nut-based products.

Parental Help

We are fortunate and grateful that parents are able to give freely of their time to support the work of the school by working with teachers in many of our classes. All offers of help are appreciated. If you feel that you can help please see the Assistant Headteacher who will be pleased to guide you further.

Please note: all parents wishing to provide voluntary support in school will be required to complete a Disclosure and Barring Service (DBS) check before being allowed to work with children. They will also receive an induction, which includes the school child protection procedures.

Parent Teacher Association (PTA)

The work of the PTA is essential and vibrant element in the life of our school. All parents are automatically members of the PTA and we encourage everyone to consider how they can be an active part of its work. We have a very hard working committee who assist with the work of the school by raising funds and organising social events.

There is an Annual General Meeting (AGM) held each year and the committee are always looking for new members. If you are interested please contact one of our office staff who will put you in touch with the chair of the PTA. It is a great way to contribute to the life of the school.
Money and Valuables

Children should not bring money or valuables to school unless specifically requested to do so because accidents and losses can easily occur. Children are not permitted to bring mobile phones to school with the exception of Year 6 children who walk home alone. Phones belonging to Year 6 children are given to the class teacher and stored securely in the office during the school day.

Charging and Remissions

If a day activity/trip is planned it will be necessary to ask parents for a voluntary contribution to cover the costs e.g. transport and admission fees. It may be necessary to cancel these visits where insufficient voluntary contributions are received.

In the event of financial difficulties, parents are asked to discuss the matter with the Headteacher. Charges may be remitted provided that sufficient funds are available.

School Building Fund

The quality of Catholic schools is such that the Government have granted many of them ‘voluntary aided’ status. This means that although the schools are in the state system, we can retain our traditions and organise the school on the basis of the teachings of the Church. But, in return, we are required by law to raise 10% of the cost of developing and maintaining the school buildings.

St George’s is a voluntary-aided school. This means that while most of our income is derived from local Government funds, as a Catholic school, we must contribute 10% of the cost for major improvements and for the maintenance of our school buildings. If the money is not raised, the work cannot be undertaken.

Through the contribution of families and the generous support of parents to the School Building Fund we have together been able to provide the facilities that the children now benefit from in our school. Recent projects include the replacement of our aging school boiler system. Most recently the fund has been used to introduce crucial security systems in the school to keep our children and staff safe.
There is an ever continuing need to refurbish our existing facilities to meet the requirements of today’s education standards and improve the learning environment of the school for the benefit of all the children, staff and parents. We ask parents for a contribution of at least £15 per term (£45 per year) which can be paid through the ParentPay system. Gift Aid forms are available from the school office.

**Access**

The school has 2 access points for parents and children, in Halifax Road and Gordon Road. The whole site is accessible via ramped access points and there are toilet facilities for the disabled. The Cheviot Close entrance is reserved for staff, visitors or for visits to the office.

**Parking**

Parking around the school in the morning and at the end of the school day can be difficult and we recommend you give yourself sufficient time to park and arrive in school on time. Please park sensibly in the side roads taking care not to upset local residents by selfish parking.

*Please remember that you are ‘ambassadors’ for the school and park legally and with consideration at all times.*

**Security**

The school site is locked once children are in their classrooms and there are keypads to restrict access. There is a strict protocol for all visitors to the school who must go the Cheviot Close office entrance. All staff have ID badges and DBS checks on those employed in school are extremely thorough.

Fire drills and lockdown procedures are regularly practised so that the children know exactly what to do in an emergency.
The governors take the health and safety concerns around the school site very seriously and regularly inspect the premises.

**Expressing Concerns**

We know that occasionally parents may wish to express a concern regarding some aspect of their child’s school life. This query should be dealt with by the class teacher in the first instance and if the parent is not satisfied the matter should be brought to the attention of the year leader. If parents are still not satisfied with the outcomes they can discuss their concerns with the phase leader and ultimately the Deputy Headteacher or Headteacher. The school complaints policy is available from the school website.