



~ ~ ~ PROSPECTUS ~ ~ ~

Acorn Road  
Hemel Hempstead, Hertfordshire  
HP3 8DW

Telephone: 01442 264835  
Fax: 01442 246418

Website: [www.albertthegreat.herts.sch.uk](http://www.albertthegreat.herts.sch.uk)

St Albert's is a Voluntary Aided school.



*Parents considering applying for admission to the school are very welcome to visit the school by arrangement.*

*Please telephone the school office to make an appointment.*

*Details of the school's current Admissions Policy may be found in this prospectus*



"Our Mission Statement is the heart of our school."

## Our Mission Statement

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*"The more I learn about the world in which I live,  
the closer I grow to God."*

Our mission is to grow in the knowledge and love of God and to live, develop and share an understanding of the Christian Catholic way of life.

## Welcome

On behalf of the Governing Body and staff, we would like to extend to you a warm welcome to St Albert the Great Catholic Primary School. Our school has been recognised as being good with elements which are outstanding and our children have an excellent attitude to their work and a great respect for each other. We are very proud of our successes and achievements and hope that the information contained in this prospectus will answer many of your questions about the school and help you make an informed decision with regards to your child's education. This prospectus is not however, a substitute for personal contact. Close relationships between you and the school bring us all into community and help us to reach a better understanding of the children in our care. The education we strive to provide can only be achieved where the home, the parish and the school each plays its part in;

- creating a Christian caring community
- teaching children self-discipline; and
- providing a good, sound education for the future.



## Statement of Catholic Identity

"The Mission Statement helps me follow Jesus' footsteps."

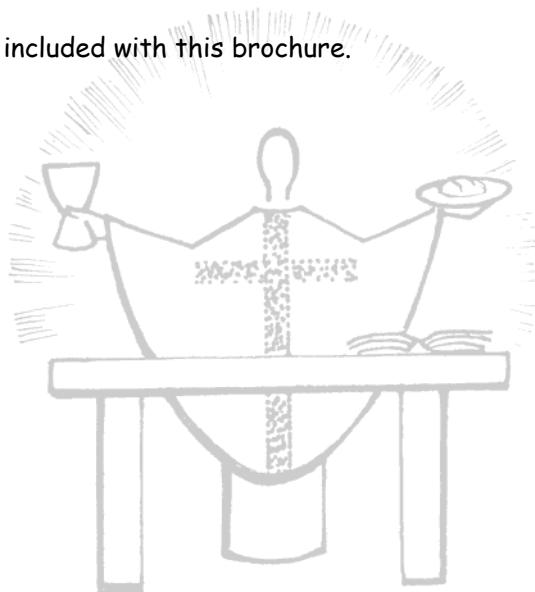
St Albert the Great Catholic Voluntary Aided Primary School is in the Trusteeship of the Archdiocese of Westminster. The Trust Deed of the School states that the purpose or object of the Trust is "the advancement of the Roman Catholic religion in the area." The Articles of Government of the School state that the "Religious observance and education in the School shall be in accordance with the rites, practices and doctrines of the Roman Catholic Church."

The Governors of St Albert's wish, therefore, to emphasise that the curriculum, management and conduct of the school are to be understood in the context of the educational traditions of the Catholic Church. The content of the whole curriculum of the school is a reflection of the life and teaching of Jesus Christ as understood and proclaimed by the Catholic Church. The School seeks to ensure that its management and conduct are permeated with the social and moral values of the Gospels.

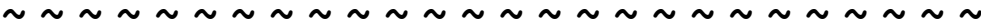
### BUILDING FUND

As a Voluntary Aided school the Governors rely on parental contributions for the cost of essential repairs, maintenance and improvement of our school building. It is suggested that families pay approximately £100 per annum. This can be through standing order of £7 per month or annual contributions.

A standing order form is included with this brochure.

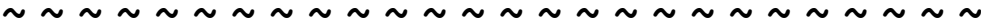


### Catholic Ethos



St Albert's is a Catholic Primary and Nursery School. The Gospel values form the core of our curriculum and the teaching and practice of our faith underpins our school life. We worship God through our prayer-life and celebrations. We teach our children to behave according to Catholic moral values. Relationships are built through mutual respect and understanding. We are an Inclusive School.

### Equal Opportunities



Our Mission Statement and the aims which underpin it confirm our commitment to equality of opportunity at St. Albert's. We believe that all people are made in the image of God and are capable of infinite possibilities. We aim to encourage all pupils to be positive and confident about themselves in their faith, uniqueness and diversity. We aim to be aware of the needs of each child as an individual, offering differentiated opportunities where appropriate. It is our desire to promote their development and welfare on an equal basis.

The Governors fully endorse the Statement on Equality of Race and Opportunity in Catholic Schools issued by the Bishops of the Diocese of Westminster in September 1999 on which the school policy is based.



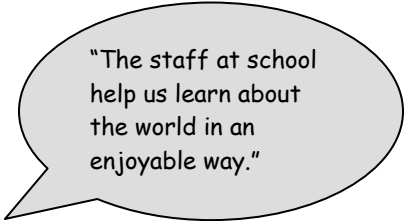
# St Albert the Great Catholic Primary School

## The School Staff 2008-09

Head teacher: Miss. Louise Farrell  
Assistant Head teachers: Miss. Alison Bryant (Achievement and Standards and Inclusion Co-ordinator)  
Mrs. Caroline Gavigan (Catholicity)

### **Nursery:**

Nursery Manager: Mrs. Caroline Rivers  
Nursery Nurse: Mrs. Angela Lewis  
Nursery Assistant: Mrs. Emma Redman  
Learning Support Assistant: Mrs. Joan Hebbs



"The staff at school help us learn about the world in an enjoyable way."

### **Reception:**

Class Teacher: Mrs. Michelle Anderton  
Teaching Assistants: Mrs. Jacky Fernandes, Mrs Allison Phipps

### **Year 1:**

Class Teacher: Miss. Gemma Fuller  
Teaching Assistant: Mrs. Clare Jevon

### **Year 2:**


Class Teacher: Mr. Michael Crisp  
Teaching Assistant: Mrs. Sarah Nolan

### **Year 3:**

Class Teachers: Mrs. Katie Michaels and Mrs. Maria Fitzgerald  
Teaching Assistant: Mrs. Julie Kelliher

### **Year 4:**

Class Teacher: Miss. Zoe Steeden  
Teaching Assistant: Mrs. Veronica Jones



The school staff are kind and I can always talk to them, sometimes I even crack a joke with them!

### **Year 5:**

Class Teachers: Mrs. Joan Holyoak and Mrs. Sarah Wickens  
Teaching Assistant: Mrs. Sharon Isitt

### **Year 6:**

Class Teachers: Mrs. Caroline Gavigan and Mrs. Melanie Lulham  
Teaching Assistant: Mrs Sharon Isitt

### **Other teaching staff:**

Mr. Danny Byrne  
Mrs. Mary McDonagh

### **Office Staff:**

Mrs. Anna Palmer  
Mrs. Angela Langley

### **Midday Supervisors:**

Miss. Kelly Baird (Senior MSA)  
Mrs Julie Baker  
Mr. Jake Edwards  
Miss. Sue Edwards  
Mrs Susan Lay  
Mrs Allison Phipps  
Miss. Nicola Wright

### **Kitchen Staff:**

Mrs Rachel Stewart (Cook)  
Miss Yuvonne Bullock (Assistant)

**St Albert the Great Catholic Primary School**

**Caretaker:**

Mr. Cliff Buss

"All the staff in the school work really hard to make sure that everyone is happy."

**Cleaning Staff:**

- Mrs. Anne Brown (Nursery)
- Mrs. Allison Phipps (Reception, Years 1 & 2)
- Mrs. Sue Edwards (Years 3 & 4, admin areas)
- Miss Yuvonne Bullock (Years 5 & 6, admin areas, ICT suite)

**Other School Support:**

- School Chaplain: Father Raymond Legge
- PCSO: Richard Barnes
- Peripatetic Brass Teacher: Darrel Bonser
- Peripatetic Guitar Teacher: Toby Newcombe
- Peripatetic Violin Teacher: Kay Geradine
- Peripatetic Woodwind Teacher: Christine Sheridan
- Police Officer: Jo Stewart
- School Nurse: Alison Adams

**Governors:**

- Mr. Lee Jevon Chair (Parent)
- Mr. Graham Skeggs Vice Chair (Foundation)
- Mr. James O'Hare (Foundation)
- Mrs. Vee Camparini (Associate)
- Mrs. Caroline Doyle (Foundation)
- Miss. Louise Farrell (Head teacher)
- Mr. Alan Holyoak (LEA)
- Mr. Marc Jevon (Parent)
- Mr. Sanjit Joseph (Foundation)
- Father Raymond Legge (Parish Priest)
- Mrs. Kathy Little (Foundation)
- Mr. Marc Tavernier (Foundation)
- Mrs Sarah Wickens (Staff)

"I trust the adults at school to help me solve my problems."

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\*All staff and governors have been checked and confirmed as suitable by the Criminal Records Bureau

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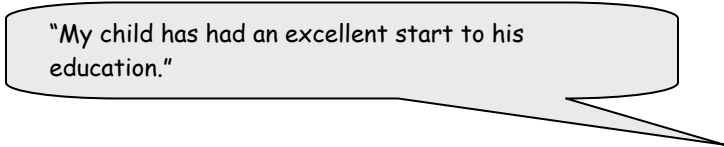
## The Foundation Stage at St Albert's

Parents can choose the best moment for their child to start their schooling in either Preschool, Nursery or the Reception class; with statutory schooling starting in the Reception year. The Foundation Stage is the name given to this period of education when children are aged between 3 to 5 years old. During this stage, the children work towards a series of goals. Children further their understanding by playing, talking, observing, experimenting, testing, reflecting, responding to adults and to each other.

### *Pre-School*

At St Albert Preschool, we believe that children flourish best in a happy, ordered and positive environment in which children are encouraged to play, explore and learn with other children. We cater for 22 children 3 year olds at present. Parents of these young children can use their Nursery Education Grant to pay for this facility.

The Preschool has afternoon sessions from 1.00pm. to 3.15pm. and fees are payable in advance for this facility.



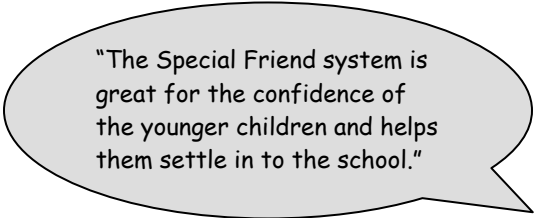
"My child has had an excellent start to his education."

### *Nursery*

The Nursery staff give the children as many experiences as possible. Nursery rhymes and role play are very important part of the sessions. The children learn to be creative; they develop an understanding of the world about them; they play inside and outside the classroom. Working in close association with parents, children are encouraged to begin to learn their sounds and numbers.

The Nursery has morning sessions from 8 40a.m. to 11.40 a.m.

Registration is at 9.00 a.m. Children must be collected promptly at the end of the morning.



"The Special Friend system is great for the confidence of the younger children and helps them settle in to the school."

### *Reception*

The day becomes more structured in this year. By the end of the Reception year, children will be ready for the formal teaching in Year 1 when

the full National Curriculum is taught.

Morning sessions are 8.50 a.m. to 12.00 noon for KS1 and 8.55 a.m. to 12.05 p.m. for KS2.

# St Albert the Great Catholic Primary School

Infant children will be supervised in their classrooms from 8.50am. Junior children should not be on the school grounds before 8.40am. Afternoon sessions are 1.00 p.m. to 3.30 p.m. Children should be collected promptly at 3.30 p.m.



I Love Platin  
with my Friends.

Deena

## St Albert's Curriculum



St Albert's provides a balanced programme offering a wide range of educational opportunities and experiences within the context of our Catholic faith. Our curriculum is implemented following the guidelines of the National Curriculum.

The Religious Education Policy is drawn up in accordance with Vatican, Diocesan and local church guidelines. The school teaches the importance of love of God and neighbour, of personal awareness and self-esteem, with a view to the development of warm stable relationships with others. This needs to be understood by children in the context of Catholic values and principles. Education in personal and sexual relationships is part of the general curriculum. The school supports parents in their duty to develop every child's understanding of God's creative love, as embodied in human reproduction, at a level suitable to the age of the growing child. The school makes every effort to consult with parents and involve parents in what is being taught.

At St. Albert's we aim to provide the children in our school with a personalised curriculum so that all their needs are met and so that they all feel a sense of achievement. All our children have full curriculum entitlement and our curriculum planning and continuous assessment of their progress and understanding enables us to take account of each child's individual needs. Teachers enhance the learning experience at St Albert's through a range of activities which include:

"The best thing about our lessons is that they are fun."

## Literacy and Maths

We base our teaching in Literacy and Maths on the Primary National Strategy and aim to deliver high quality learning and teaching for all children.

Our Literacy curriculum provides opportunities for our children to develop their reading and writing skills while studying a range of fiction, information and poetry texts. We also work with them to further develop their speaking and listening skills and spelling strategies. In the early years we follow the 'Letters and Sounds' framework to help children learn their phonics

During our Maths lessons the children in all classes study five units throughout the year. These are as follows:

Unit 1 - Counting, partitioning and calculating

Unit 2 - Securing number facts, understanding shape

Unit 3 - Handling data and measures

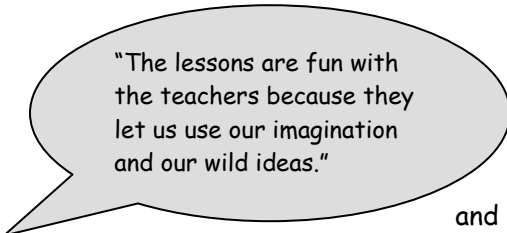
Unit 4 - Calculating, measuring and understanding shape

Unit 5 - Securing number facts, relationships and calculating

We continually look for links between what the children are studying in Literacy and Numeracy with other subjects to ensure that our curriculum is stimulating, purposeful and creative.

## Science

In our ever changing world it is essential that our children will be able to understand new discoveries and concepts of the future. We help them prepare for these changes by offering an extensive science curriculum which increases their understanding of the world in which we live. As in all subjects the topics studied are continually reviewed so that the children can build on their learning and develop their investigative science skills.



"The lessons are fun with the teachers because they let us use our imagination and our wild ideas."

## ICT

Our ICT curriculum offers our pupils the opportunity to use and increase their controlling and monitoring skills and their understanding of how data can be used and stored. Most importantly they are also taught how to use

the Internet safely. ICT permeates throughout the curriculum to enhance the children's learning in all subjects.

## Religious Education

At St. Albert's we follow the 'Here I Am' R.E. scheme. Each year all the children in the school study the same topics at the appropriate level. We then celebrate their learning during our Rejoice assemblies, to which parents are invited. This year's topics are:

Myself, Beginnings, Judaism, Babies, Homes and Families, Invitations, Friends, Other Faiths, Initiation and Signs and Symbols.

We are very fortunate to have links with St. Joseph's, a convent in Bethlehem. We promote these links during our R.E. lessons and assemblies, increasing the children's awareness of other societies and cultures.

## P.E.

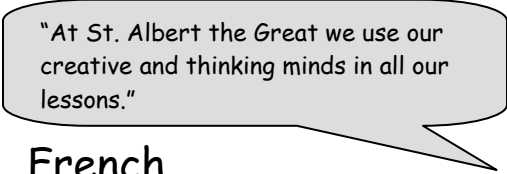
All children in the school are entitled to two hours of P.E. a week. We belong to the School's Sports Partnership Trust which enables us to work closely with other local schools and obtain a huge variety of P.E. resources that can be used both during lessons and after-school clubs.

## History and Geography

Teachers in all classes encourage the children to be creative. These subjects are often taught through topic work which promotes creativity. Links between curriculum areas are planned for and learning is made as fun as possible.

## Healthy Living

We work together as a community to ensure that all children eat a lunch that meets the minimum recommended nutrition standards. Staff raise awareness about healthy eating and drinking by identifying opportunities within the formal curriculum. Physical activity is encouraged.



"At St. Albert the Great we use our creative and thinking minds in all our lessons."

## French

In our Junior classes the children learn French through games, drama and role play. We have a variety of resources to aid their learning and pronunciation.

## Music

One of the highlights at the end of the school year is the music recital morning. The children show off how well they have done learning musical instrument through the year. In the Foundation Stage the children play simple tunes on the ocarina. In Year 4 all the children play a brass instrument either the Tenor Horn or the Trombone while older children can choose to have lessons on a wide range of instruments.

## Extra-Curricular Activities

A range of sporting and musical activities are available for the children at different times of the school year.

## Assessment for Learning

Children are taught to become aware of what they have to do to progress in their learning. They are taught the importance of assessing their own achievements. All junior children are encouraged to take ownership of their learning; they are given opportunities for private study when they work towards their personal academic targets. All infant class are keeping a class journal. This is a record of the learning that has taken place in class. The class teachers allow time to discuss this journal with the children.

## The School Council

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There are twelve elected children on the school council from Year 1 to Year 6. Meetings are held regularly and issues from class can be raised at school council meetings.

"Our School Council helps to make decisions to make our school a better place to grow closer to God."

The school council leads initiatives for school improvement. These initiatives include taking responsibility for the recycling of paper in school, playground activities, reviewing school uniform and many other projects.

Elections take place at the beginning of each term.






## Our approach to behaviour at St Albert's

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Discipline in a Christian community is about self discipline. We actively teach, by example and discussion, that we are called:

- to respect ourselves
- to show love, care and respect for others and our environment
- to tell when we have a problem so that adults may help us
- to choose to do what is right
- to say sorry and restore friendships when we have failed
- to make the correct choice



We try to behave well all the time and make sure that everyone can wear their I.A.L.A.C. badge. We remember that we are followers of God.

We do not allow children to sort out their problems by hurting, physically or verbally. It is our aim to provide the framework for the growth of self discipline which we believe that parents will also be following.



"Our I.A.L.A.C. badges remind us that we are special in very different ways."

In our school everyone has the right to wear their I.A.L.A.C. (I Am Loveable And Capable) badges and we have recently introduced eight special values that were suggested by the

children to help us live out the Gospel Values so that everyone's badges remain intact.

These special values are:

**Kindness, friendship, goodness, WWJD (What Would Jesus Do?), courage, honesty, understanding and forgiveness.**

Each class has adopted a value and will promote this throughout the school.

Should any child appear to have particular problems with regard to their behaviour in school parents will be invited in to discuss the perceived difficulties so that an appropriate course of action, for the good of the child, may be agreed.

We have developed a Behaviour Policy in consultation with parents, staff and Governors. New parents and pupils are asked to sign the school's home/school agreement.

Bullying, racism and sexism are dealt with promptly.

We rely on support from parents and ask that they show this by ensuring that their children adhere to our policies, including the School Uniform policy.





## Public Access Documents

Documents issued by the Department of Education and Skills are available in school for inspection.

### *Charging and Remission Policy (Section 110, Education Reform Act)*

In accordance with the above act, the Governors have decided that visits, journeys and swimming must be funded by voluntary contributions. If there is not good support from parents, these activities may have to be cancelled.

For the annual residential journeys a charge will be levied for the board and lodging element. The balance of the journey must be funded by voluntary contributions. We would not want children to be excluded on grounds of cost, i.e. if parents face having financial difficulties/in case of hardship. Please contact the Headteacher who will deal with all queries in the utmost confidence.

Parents may be charged for cookery and craft items where they have indicated in advance that they wish to keep the end product made by their child.

## Leave of Absence

Parents are expected to confine family holidays and outings to the school holiday periods. Full attendance is expected from all pupils, except in cases of illness. Holidays taken during school periods will normally be designated as unauthorised absences.

Children who are taken out of school and who miss significant periods of time through additional holidays and outings do find it hard to catch up with their work on their return. In exceptional circumstances only, parents are asked to apply for periods of leave for their children using the appropriate form. Please ask in the school office.

## Sickness

In the interest of Health and Safety it is imperative that parents inform us of a child's absence from school by 9.15 a.m. on the first day of absence. We also have to publish attendance figures and this necessitates data collection on reasons for pupil non attendance.

## Medical/Dental Appointments

Please try to arrange these out of school hours whenever possible. If you are not able to do this, please send an explanatory note.

## Child Protection

The school works in partnership with parents to support children in every way possible. However, the Children's Act 1989 places a clear responsibility on schools to ensure that they work together with other agencies to safeguard and promote the welfare of all children.

As a result, if concerns are raised within the school or a child or a parent reports a situation involving possible abuse, we are required to report our concerns to the Social Services. This is in line with Government and Hertfordshire County Council policy.

Copies of this and all other school policies can be obtained via the school office.

## St Albert's Uniform Policy

The Governing Body of St Albert's has adopted a uniform policy for the Nursery and for the school. The requirements of the policy are available when pupils are offered a place. The PTFA run the school shop and orders can be made at the school office or on-line

[www.stalbertsptfa.com](http://www.stalbertsptfa.com)

## PTFA (Parents, Teachers and Friends Association)

The PTFA is a very good way to bring together parents, teachers and others to raise money and to support the school. It provides an opportunity for everyone to work together towards a common goal. All parents, teachers and friends can get involved even if they only have a small amount of time available. The school will benefit from the additional funds it will raise and the increased opportunity for parents to be more involved in school life.

*What does our PTFA do?*

- Raise funds to help the school provide "extras" for the pupils.
- Run social events for parents and children.
- Provide support for school trips and outings and other special events.
- Organise meetings to inform parents about up and coming events

If you could spare a little time once or twice a year for different events and would like to be part of St Albert's PTFA, please leave a message via the contact link on the web page or talk to one of the committee members.

**"The experiences we have at this school change our lives."**

## Admissions to St Albert's Nursery

St Albert the Great School is a Catholic foundation intended for the education of Roman Catholic children. The admission of pupils rests with the Board of Governors. Accordingly, the Governors will consider applications for admission to the Nursery made on behalf of eligible pupils by parents or guardians who are prepared to give positive support to the school's Catholic Aims and Ethos.

The Governors intend to admit up to thirty pupils into the Nursery in each school year. Consideration will be given and offers of places will be made to eligible pupils in accordance with the following criteria and order of priority:

1. Looked After Children from Catholic Families
2. Practising baptised Catholics with a letter of support signed by the Parish Priest, who are resident in the parishes of Our Lady Queen of All Creation, Adeyfield and the Church of the Resurrection, Grovehill. (A letter proforma and guidance notes are available from the school office)
3. Practising baptised Catholics with a letter of support signed by the Parish Priest, who are resident in other parishes. (A letter proforma and guidance notes are available from the school office)
4. Other baptised Catholics.
5. Non Catholic Looked After Children
6. Baptised Christians of other denominations whose parents or guardians are in sympathy with the Aims and Ethos of the school.
7. Children whose parents or guardians are in sympathy with the Aims and Ethos of the school.

In each case of the expected presence of a brother or sister already in the school when the child is due to start will increase priority within that category. After this, priority within a category will be accorded to a child who;

- has special pastoral needs, and whose application is supported by the local church
- has special medical needs, and whose application is supported by local health authorities

The admission of pupils with a statement of Special Education Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

'Under the Education Act 1996 the governors are obliged by law to admit any child with a Statement of Special Needs where this school is named in the Statement'

In the event of over-subscription, the geographical proximity of the child's home to the school by the shortest safe walking route will be taken into account.

The Governors reserve the right to give extra priority to a child who has special pastoral or medical needs, and whose application is supported by the local church or health authorities.

The Governors meet annually to consider applications that may be made any time from birth but must be submitted according to the timetable notified to all parents by Herts. County Council. Parents will be informed if a place is available for their child by the date as notified on that timetable.

Children whose birthday falls between 1<sup>st</sup> September and 28<sup>th</sup> February will be admitted to Nursery in September, those whose birthday falls 1<sup>st</sup> March - 31<sup>st</sup> August are admitted in January. Applications must be made on the Governors' Nursery Registration form.

# St Albert the Great Catholic Primary School

The DCSF require that parents complete a separate admissions form for entry to a Reception class.

## Admissions to St Albert's Reception

St Albert the Great School is a Catholic foundation intended for the education of Catholic children. The admission of pupils rests with the Board of Governors. Accordingly, the Governors will consider applications for admission to the school made on behalf of eligible pupils by parents or guardians who are prepared to give positive support to the school's Catholic Aims and Ethos.

The Governors intend to admit up to thirty pupils into the Reception Class in each school year. Consideration will be given and offers of places will be made to eligible pupils in accordance with the following criteria and order of priority:

1. Looked After Children from Catholic Families
2. Practising baptised Catholics with a letter of support signed by the Parish Priest, who are resident in the parishes of Our Lady Queen of All Creation, Adeyfield and the Church of the Resurrection, Grovehill. (A letter proforma and guidance notes are available from the school office)
3. Practising baptised Catholics with a letter of support signed by the Parish Priest, who are resident in other parishes. (A letter proforma and guidance notes are available from the school office)
4. Other baptised Catholics.
5. Non Catholic Looked After Children
6. Baptised Christians of other denominations whose parents or guardians are in sympathy with the Aims and Ethos of the school.
7. Children whose parents or guardians are in sympathy with the Aims and Ethos of the school.

In each case of the expected presence of a brother or sister already in the school when the child is due to start will increase priority within that category. After this, priority within a category will be accorded to a child who;

- has special pastoral needs, and whose application is supported by the local church
- has special medical needs, and whose application is supported by local health authorities

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'Under the Education Act 1996 the governors are obliged by law to admit any child with a Statement of Special Needs where this school is named in the Statement'

In the event of over-subscription, the geographical proximity of the child's home to the school by the shortest safe walking route will be taken into account.

The school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. St Albert's will admit 30 children whose birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August to school in September.

The Governors meet annually to consider applications that maybe made any time from birth but must be submitted according to the timetable notified to all parents by Herts. County Council. Parents will be informed if a place is available for their child by the date as notified on that timetable.

In the event of a place not being given, parents will be informed if they have the right of appeal.