



**Welcome to Saint John Fisher  
Catholic Voluntary Academy**

**Mission Statement**

**For I know the plans I have for you; plans to give you hope and a future. Jeremiah  
29:11**

I am a pupil at Saint John Fisher Catholic Voluntary Academy.

I know that God made me and that he loves me very much.

I want to grow in God's love and be the best that I can be.

Every day I will get to know God better in prayer and meditation.

I will always follow the school rules because I know that they are there to help me and to make this a happy school where all the children can learn.

I will show care and respect for everyone I meet at all times.

I will always try my best, even when I find things difficult.

I will come to school every day unless I am really too ill to attend.

I will always tell the truth, even if I have done wrong.

I will take care of the school building, grounds and everything in it.

My parents and everyone who works at Saint John Fisher will work together and always try their best to help me make the most of my God-given talents.

## **Welcome to our Academy**

Dear Parents and Guardians,

On behalf of the Directors, our members of staff and our school and parish community we would like to welcome you and your child to St. John Fisher Catholic Voluntary Academy. We hope that your association with us will be both happy and rewarding.

This prospectus, which provides information about our school and its daily routine, will hopefully provide you with some of the answers to the many questions you will want to ask about St. John Fisher Academy.

St John Fisher Catholic Voluntary Academy serves the Parishes of English Martyrs, Alvaston and St Ralph Sherwin, Chellaston. The school is organised into single aged classes that cross 3 educational stages. The Reception year is part of the Foundation Stage. Years 1 and 2 form Key Stage 1. Years 3/4/5/6 form Key Stage 2. There are approximately 228 children in the school at the time of print.

Although Saint John Fisher has seen many changes since it began as two classrooms in the Convent of Mercy in January 1953, the British Values, reflected in the Gospel values on which it was founded remain unchanged. The Catholic Faith remains central to the life of Saint John Fisher School. Our guiding aim is to create a positive and caring environment in which individuals are encouraged to develop a personal knowledge of Jesus Christ and a deep understanding of the values and the practice of the Catholic Church.

An essential aspect of the strong Catholic ethos on which our school is founded is that we share the Church's view that:

'Parents must be acknowledged as the first and foremost educators of their children.'

We understand that for many parents your child starting school for the first time is a very exciting time but it can also be an anxious time for many parents who want to be sure that they are doing everything correctly.

Mrs Harlow the School Business Manager and her admin team are happy to help you with any questions you may have regards to your child starting at our school, whether it is about completing paperwork, reading forms, claiming free school meals, uniform, school procedures, or to make an appointment to see a teacher. It is easy to contact us; you can call in, telephone, or email.

We strive to develop open, co-operative and positive relationships between the home and the school with Parents and Carers becoming active partners in their children's education. Through our relationships with our children, our parents and with one another we aim to show the children how to bring God into their daily lives so that their faith is not merely something to be learned but a life to be lived.

We aim to provide a school environment which is at once happy, caring and secure, yet at the same time, one which challenges the children to step out of their 'comfort zone', strive for excellence and make the most of their unique God given talents.

We encourage you to visit our school before making such an important decision and offer parent 'tours', do ring and book on one of these.

The Leadership Team

Mr Paul Ackers, Mr Jonathan Grattidge, Miss Catherine Endsor, Mrs Paula Harlow

### **School and Parish Links**

We are very fortunate in our close parish links. Fr Mark Brentnall, our Parish Priest, is a regular visitor to our school. Mass is celebrated regularly in our school. Some of the Masses are for the whole school; others are House Masses (you will find more information about our House System below). Saint John Fisher children lead the readings at a Sunday Mass once a half term. This is an important community link with our parish; we warmly invite and encourage all our pupils and their families to attend these Masses whether or not they are Catholic.

Preparation for the Sacraments is done through the Parish but our teaching of Religious Education is an important part of that preparation. RE is central to our curriculum and we enjoy rich Liturgical life which ensures prayer is an important part of our daily life. Many of our parents are also active parishioners and they support us in our mission.

All children, regardless of their faith backgrounds are made very welcome and we find all of our children love to take part in the Liturgical life of the school.

**Saint John Fisher**  
**(Our Patron Saint)**

The Patron Saint of our school is St. John Fisher. He was born in Yorkshire in 1469. He was such a brilliant student that he studied at Cambridge University when he was only 14. He gained a Double University degree before training for the priesthood.

In 1502, he became the special spiritual adviser to the mother of Henry VIII, Lady Margaret Beaumont. Together they founded two colleges at Cambridge University. They also worked to provide money for students and to improve the teaching at both Oxford and Cambridge Universities.

In 1504, he was appointed Bishop of Rochester. He wrote about many spiritual matters and his sermons were famous throughout Europe. He defended the traditional Catholic Doctrines and was renowned and respected for his holiness.

He was appointed confessor to Catherine of Aragon, Henry's first wife. However, Henry turned against John Fisher when he refused to support Henry's divorce from Catherine and when he refused to recognise him as head of the Church in England, instead of the Pope.

John Fisher was outspoken in his criticism and condemnation of the King's behaviour. He was eventually sent to the Tower of London in 1534, where he joined Saint Thomas More. This did not deter him and he continued to write about religious matters. Pope Paul III made him a Cardinal before he was convicted of high treason and sentenced to death in June 1535.

He was canonised in 1935, 400 years after his execution.

We acknowledge his courage and commitment to his Faith. St John Fisher did not give up his beliefs, even when he faced death.

We pray that we may follow St John Fisher's example and always try to be strong in our Faith.

**Address**                    Alvaston Street,        **Telephone**    01332 572154

Alvaston,  
Derby,  
DE24 0PA

**Email**      [admin@stjohnfisher.derby.sch.uk](mailto:admin@stjohnfisher.derby.sch.uk)  
**Website**     [www.stjohnfisher.derby.sch.uk](http://www.stjohnfisher.derby.sch.uk)

### **School Directors**

**The Foundation Directors appointed by the Bishop of Nottingham are:**

**Parish Priest**                      Fr M Brentnall

#### **Directors**

**Chair**                                N. Weightman

**Vice Chair**                        M.Tumelty

**Foundation Directors**        H.Nutman  
    D.Waby  
    J Ludlow  
    P Hurd

**Company Secretary**        P.Harlow

**Clerk to Directors**         H.Childs

**Headteacher**                 P.Ackers

**Parent Director**             K Ashmore

**Staff Director**                C.Endsor

Both the Chair and the Clerk to Directors can be contacted through the school address.

**School staff**

**Administration**

Helen Childs

Geraldine Trowbridge

Jessica Willmott

**Business Manager**

Paula Harlow

**Premises/ Cleaning**

Mark Bridges

Sharon Campbell

Anne McElkerney

Judy Madden

**Headteacher**

Paul Ackers

**Deputy Headteacher**

Jonathan Grattidge

**Learning Mentor**

Pam Wilcox

**Midday Supervisors**

Marilyn Adams

Dawn Jones

Anne Leggett

Judy Madden

Janina Wroblewski

**Teaching**

Luke Bell

Gemma Curtis

Catherine Endsor (Assistant Headteacher)

Lisa Farmer – EYFS Lead

Lauren Finlay

Joanna Gilhooly (SENDCo)

Megan Holanda

Kerry Padian

Leanne Piano

Stephanie Long

Michelle Flaherty

**Teaching Support**

Stacey Bird

Susan Cripwell

Debbie Doherty

Anne Leggett

Nicola Richardson

**Cover Teacher**

Elaine Sanger

## **Essential Information – Please find below essential information listed in alphabetical order**

### **Access to Documents**

Copies of all documents at school can be viewed in accordance with the Freedom of Information Act 2005, providing that this does not breach individuals' rights under the Data Protection Act.

### **Accidents**

- In the event of an accident (other than minor) or illness occurring at school we will contact you as necessary. So it is vital that we have an up to date telephone number for yourself or an emergency contact number. In such cases we will keep your child at school until she/he is collected.
- If an incident needs emergency hospital attention, we will phone for an ambulance and advise you accordingly.
- If your child receives a bump on the head at school, she/he will bring a letter home to give you information and advice.

**Admissions** Please see policy, available to download from the website

### **Arrival and Departure**

School starts	8.55am - all
Morning break	10.25-10.40am - Infants 10.50-11:05am - Juniors
Lunch time	11.55- 13:10pm -Infants 12.10 -13:10pm – Juniors
Home time	15:15pm

Children should arrive at school between 8.40 and 8.55, when the school whistle will be blown for the beginning of morning school, which starts with Wake & Shake for KS2 on the junior playground. Supervision of children, by staff, begins at 8.40am. Parents are asked to note that children cannot be supervised before this time. In bad weather the responsible members of staff will make a decision about bringing the children in early.



Year R and Year 1 children should be dropped off at the side gate to the infant playground. Year 2 – Year 6 should be left on the junior playground via the gate near the cycle shelter.

As Alvaston Street is a busy, dangerous road, we ask you to be very mindful of the safety of all the pupils and local residents if you use a car for transport to and from school. Please do not come into the school grounds with a car, or park in front of the gates, or by the Nursery wall, or park opposite the school entrance, or in the spaces allocated to the school buses. **It is requested that parents do not park in Manifold Drive.**

**The yellow lines should be observed on both sides of the road and parents are asked not to park within them.**

After school, please collect your child/children, from the classroom door but please be mindful of the car park and ensure young children are properly supervised. Children are regularly reminded that, (unless it is their normal practice and they have their parents' permission to walk home on their own) they must wait with the Class Teacher. Parents are asked to reinforce this message.

Very occasionally we understand parents may be unavoidably delayed, we would normally expect a parent to arrange for another adult to collect their child, however if this is not possible parents need to contact the school immediately. Please note parents collecting their children late more than once per term will be charged for their childcare. If parents know that another adult will be collecting their child, they need to note this in their child's home school diary. If it is unexpected they must inform the school of the name of the adult collecting their child.

## **Behaviour**

Please read our Mission Statement, behaviour and anti-bullying policies carefully.

Our emphasis is on rewarding good behaviour but we have clear sanctions in place for those children who do not adhere to our high expectations with regards to their behaviour and conduct. We operate a behaviour system called 'Good to be Green' for KS2 and 'Brilliant Bees' for KS1 which are celebrated each week in our assembly. The policy is applied fairly to all our children, there are no exceptions.

Bullying is simply not tolerated in any shape or form and will be dealt with promptly and firmly. We expect all adults, including our parents and carers to set a good example for our children in the way they conduct themselves and talk to one another, particularly whilst on the school premises. Any parent who has an issue with another child must on no account take the matter into their own hands but should refer the matter either to the Class teacher or if it is a serious matter to the Headteacher or Senior member of staff.

### **Charging and Remissions**

During the course of the year you will be invited to support aspects of your child's education, making voluntary contributions for visits, performances, bakery, craftwork etc. If we are unable to collect sufficient funds, some activities may have to be cancelled. The Leadership should be approached when this may cause genuine hardship.

### **Child Protection**

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where we have reason to be concerned that a child may be subject to neglect, ill-treatment or other forms of abuse, the Headteacher has no alternative but to follow Derby City Child Protection and Safeguarding Procedures and inform Social Services of its concern.

**Parents will NOT BE notified of the school's actions, if school thinks that the child will be placed at further risk.**

### **Communication**

Your child's success at school depends on a successful home-school partnership. We try to keep you informed about your child's life at our school and hope that you too keep in touch with his/her Class teacher, the Headteacher or school Business Manager, as appropriate.

- Your child will be issued with a home school diary which will be used for home school communication/ homework. Your child must bring their home school diary with them to school every day.
- Information is regularly sent out in a newsletter. Newsletters and all other letters will be sent out via email and will also be uploaded to the website. If parents do not have an email address, they can request in writing to have a paper copy of the letters.
- Information will be also be displayed on our school website [www.stjohnfisher.derby.sch.uk](http://www.stjohnfisher.derby.sch.uk)

- School will often send parents messages via group call, our text messaging service, so it is important your contact telephone numbers are kept up to date.

### **Complaints Procedure**

As a Catholic Academy we place great importance on the role of the parents/Guardians and we endeavour to listen to any concerns you may have. Any concerns you may have should always be addressed to the class teacher in the first instance, if you feel they have not been resolved, ask for it to be passed on to the Headteacher. Very occasionally the school finds that it is unable to resolve a concern to their satisfaction, if this is the case the procedures to make a formal complaint are set out in our Complaints Policy, a copy of this is available on request.

### **Data Protection**

The Directors, through the Headteacher, intend to comply fully with the requirements and principles of the Data Protection Act 1984. All staff involved with the collection, processing and disclosure of personal data are aware of their duties and responsibilities, within these guidelines.

The school is registered with the Office of Data Protection. It is important that you sign the Data Protection form agreeing to your child's personal details being kept on the office computer and that you notify us in writing of any changes to those details.

All parents will receive an annual form to complete, giving us these details. This information is essential for routine administration matters and emergencies, should they arise.

Should you wish to view the information regarding your child or the school's Data Protection policy, please make an appointment to do so.

### **Dogs**

**Are not allowed anywhere on the school premises.**

### **Dress Code**

We expect the standard of dress to reflect the high expectations we have in all respects for our pupils. Their uniform is an essential aspect of instilling in our pupils a sense of pride and belonging to our Saint John Fisher family. Uniform is available to purchase from Uniform Direct, Babington Lane, Derby.

**Girls (winter)**

- grey skirt, trousers or pinafore
- white long sleeved blouse
- maroon and gold tie
- embroidered maroon cardigan or jumper
- white knee length socks
- maroon or grey tights
- black sensible shoes

**Girls (summer)**

- summer dress – red/white check
- knee length grey shorts, grey skirt, trousers or pinafore
- embroidered or plain - white polo shirt
- embroidered maroon cardigan or jumper
- short white socks
- black sensible school shoes
- black or brown sandals

**Boys (winter)**

- long grey trousers
- white long sleeved shirt
- maroon and gold tie
- embroidered maroon jumper
- grey/black socks
- black sensible school shoes

**Boys (summer)**

- grey shorts or long grey trousers
- embroidered or plain - white polo shirt
- embroidered maroon jumper
- grey socks
- black sensible shoes
- black or brown sandals

## **Dress Code for P.E/Games**

### **Boys and Girls**

#### **Indoor**

- maroon shorts
- white PE shirt, embroidered or plain
- black pumps - for indoor wear

#### **Outdoor**

- Plain black, navy or grey tracksuit/leisure suit,
- Trainers

Children will be told about appropriate swimming kit before lessons are arranged.

**NB All items of clothing and personal property should be clearly labelled, with the child's name, for easy identification.**

Children are allowed to wear a small cross. Watches may be worn at parents' own risk but must be removed for all sporting activities. Small stud-type earrings may be worn but the school will not accept responsibility where such items become damaged or lost or cause personal injury. Children must be able to take these out for themselves for P.E activities (or provide surgical tape to cover them over) for safety reasons.

Children should not have fashionable inserts cut into their hair e.g. logos, or tramlines or wedges. Children with long hair should have it tied up or back, with a small functional band. Dyeing or bleaching of hair is not allowed in any form.

### **Extra Curricular Activities**

We provide a variety of after school activities, please see list below. If we have any parents with hidden talents who could help out at these clubs, please contact the school.

- Gymnastics
- Multi-Sports
- Football
- Multi-Sports

- Rugby
- Musical Theatre
- Cycling
- Arts and Craft

### **Head Lice**

Occasionally, like all schools, we have cases of head lice in school. Don't panic !

Unfortunately it is a common problem in communities of any sort; you will be sent a letter with information and advice.

In extreme cases, you may be asked to keep your child at home, until their head is clear of eggs – otherwise children keep infecting each other.

### **Health**

- The School Nurse visits our school to carry out routine health checks and is always contactable by telephone. Please ask at the school office.
- Health problems may affect a child's performance at school. If your child is experiencing any health problems please let us know, in confidence, so that we may be aware of the situation.

**Homework** is given out on Thursday and collected in on a Tuesday. Please read the Homework Policy carefully.

### **House System**

The children are placed in one of our seven Houses. Each class teacher is responsible for a house. The Houses develop in our pupils a sense of belonging and pride in their contribution to school life. They also enable our children to come together in mixed ages for various activities such as Sports day, Mass and Mission Days. Siblings will be placed in the same house.

Our Houses are:

House Of Reverence  
House Of Courage  
House Of Right Judgement  
House Of Wisdom  
House Of Knowledge  
House Of Understanding  
House Of Awe & Wonder

## **Meals and Snacks**

Pupils are asked to have a bottle/flask of water with them each day. The bottle should be clearly labelled with your child's name. We do not allow any drink other than plain water in class (sandwich children may bring juice with their packed lunch). All children in the Foundation Stage and at Key stage 1 are given free fruit each day. Key Stage Two pupils may bring fresh fruit for the morning playtime.

There is always a healthy choice and children have daily access to the salad bar at no extra cost. Sandwiches are also prepared for those children who prefer them. Special diets can be catered for. At the moment school meals cost £2.15 per day, £10.75 per week. Dinner money needs to be paid in advance via our online system ParentPay. **All KS1 (Infant) children will receive a school meal free of charge, known as a Universal Free School Meal.**

Sandwiches should be brought into school in a box labelled with the child's name. Fizzy drinks, sweets and glass bottles **are not allowed.**

Fruit should be pre-peeled if a child is unable to do it and stored in a separate plastic container.

If you think you qualify for free school meals whether your child is in **KS1 or KS2 PLEASE COMPLETE AN APPLICATION FORM.** Application forms are available either from the School office, school website or Derby City Council Web site. All enquiries are treated confidentially.

Our Midday Supervisors and Play Leaders look after your children at lunchtime. They ensure that they have a good lunch, take care of any minor mishaps, nurture good manners and encourage the children to eat all of their lunch, whether it is prepared at home, or at school. The Midday Supervisors and Play Leaders ensure the children are safe and behave at lunchtime; they make a note of any significant incidents and make sure these are brought to the Class teacher's attention.

### **Medicine (Please see our Medication in Schools Policy for administering medicines)**

- All teachers, teaching assistants and administrative staff have a current First Aid Certificate
- We are not allowed to use medicated creams or lotions on cuts or bruises. We can only wash an affected injury and apply a plaster or bandage if necessary, if the child is not allergic to them.
- Children with asthma should give a clearly labelled and named inhaler to the class teacher where they are kept in a First Aid Box that is centrally located.

### **Parental Involvement**

We expect our parents to support us by ensuring their children wear the correct uniform (all named), do their homework and reinforce our Mission Statement (even when, as is almost unavoidable, your own well brought up child very occasionally falls short of our high expectations).

We strongly encourage parents to be as involved in their child's education and the life of the school as their time will permit. It may be that you can spare 15 minutes, three or four times a week to read with a child, it may be that you are not confident about your reading skills but could help with art and craft or perhaps you could help with sports or transporting; whatever your talent we would welcome your help.

Any adult helping in school on a regular basis will be asked to have a DBS check. Do not let the odd parking fine etc put you off applying; we simply need to ensure that any adult helping in school does not pose a danger to our children. Please contact the school office for more information. It can be annoying but it is a small price to pay for ensuring the safety of our children.

St. John Fisher Academy is fortunate to have an active P.T.F.A. They welcome and encourage all parents to take an active part in the work and activities they carry out in whatever way they can. Some parents become members and attend all their meetings, others are unable to give this level of commitment but offer to help at the various events they hold throughout the year. The P.T.F.A of St John Fisher regularly run social and fund-raising events. These are not only enjoyable but, also a very valuable aspect of our parish and local community life.



### **Parish Community**

Pupils visit English Martyrs Church as part of their RE programme of Preparation for the Sacraments and at various times to lead the Mass, which Father Brentnall celebrates.

School and Parish combine for seasonal events such as the Parish Christmas Bazaar, Carol Service and Fairtrade coffee mornings.

### **Punctuality and Attendance**

Please read our Attendance Policy Carefully.

We expect all our pupils to attend school regularly and arrive punctually.

As a Catholic school we seek to work in partnership with our parents and carers to ensure the best possible start for each child entrusted to our care. Regular attendance and punctuality are an essential part of this partnership.

### **Absence during term time**

We have adopted a **zero tolerance** with regards to holidays during term time.

No term time absences will be authorised unless there are very exceptional circumstances. This is in line with the Department for Education statutory regulations as from 1st September 2013. Parents should contact the learning mentor re these very exceptional circumstances, who will liaise with the Headteacher.

Parents who take their children out of school during term time and the absence has not been authorised may be issued with a Penalty Notice.

**Pupil Progress Reports:** We hold termly parent afternoon/evenings to update you on your child's progress and to update you on their most recent assessment outcomes and how they compare to their age related expectations. If you have any concerns in between these appointments, the Classteacher would much rather you contacted them and we encourage you to arrange to see them rather than wait until your next appointment; as we are more likely able to resolve problems if we know about them sooner rather than later.

Members of the Leadership Team are always available outside of school at the beginning and end of each day and Class Teachers are also available in class if you have anything you wish to discuss.

### **Racist Incidents in School**

Racism or hatred due to prejudice against any persons for reasons of sex, gender reassignment, race, disability, sexual orientation, religion, age, maternity and pregnancy are completely contrary to the Gospel values which underpin all we do. Any such incidents either verbal or physical will not be tolerated at all and will be dealt with very seriously.

### **Smoking**

Please note that Saint John Fisher is strictly a **NO SMOKING** area. No smoking is permitted anywhere on the School premises, this includes E cigarettes.

### **School Year**

School terms, holiday dates and diary dates are displayed on the school website. We endeavour not to change these but sometimes changes are unavoidable do please check the website regularly.

### **Transfer to Secondary**

At the age of 11+ our pupils usually transfer to St. Benedict's RC Academy, which provides their secondary education. Saint John Fisher has strong links with St. Benedict's Academy. Year 5 pupils are invited to a Fantastic Fives open day in the summer term and Year 6 pupils visit the school during their last term. Senior Staff visit our school to meet the children. St Benedict's PE Co-ordinator encourages the children to participate in lunchtime clubs. Parents are also invited to meetings at St. Benedict's Academy.