



# Holy Cross Catholic Primary School

## Prospectus 2025—2026



### Mission Statement

We share in Christ's life so He can guide our thoughts, words and actions



Laburnum Drive, Walmley,  
Sutton Coldfield, B76 2SP

Phone: 0121 675 2158  
E-mail: [enquiry@holycross-sch.net](mailto:enquiry@holycross-sch.net) [www.holycross-sch.net](http://www.holycross-sch.net)  
Part of St John Paul II Multi-Academy Trust



We are delighted to welcome you to our school, which is part of the St John Paul II Multi Academy Trust and we hope that this is the beginning of a very happy, cooperative and successful partnership.

As you can see from our Mission Statement, as a Catholic School, we believe that Jesus is at the centre of everything we do and we therefore strive to create an environment where all children are happy and safe and able to fulfil their potential.

Our school (along with an on-site pre-school nursery) is a very caring and successful learning environment where Ofsted said:

'Pupils are exceptionally well behaved. They have strong, respectful relationships with adults and each other. (Ofsted 2022)

We were awarded a 'good' judgement in our last RE inspection (February 2022) where it was stated:

'A strength of the school is that the parish, school, governing body, and home all work together and actively participating in Catholic Life, fully supporting the school's mission statement.'

A child's school life is a milestone and we want to do everything possible to ensure it is a calm, stimulating and enjoyable process.

This booklet is designed to give you as parents and carers all the information you need to feel confident about your child's school life.

We hope that you find this useful and that you and your child will enjoy an active and happy life at Holy Cross Catholic Primary School.

If you require any other information or you wish to look around the school, please contact the school office for an appointment.



**Mrs M Walsh**  
Executive Principal



**Mrs C Gorman**  
Head of School

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## **Contact details**

Holy Cross Catholic Primary School

Laburnum Drive

Walmley

Sutton Coldfield

B76 2SP

School Office: **0121 675 2158**

E-mail: [enquiry@holycross-sch.net](mailto:enquiry@holycross-sch.net)

Web site: [www.holycross-sch.net](http://www.holycross-sch.net)

Holy Cross Pre-School Nursery / Kids' Club **0121 675 1191**

## **Times of Sessions**

8.35 to 8.45 Children arrive 8.45 Start of school

11.55 to 12.45 EYFS and Year 1 Lunchtime

12.00 to 12.40 Years 3 and 4 Lunchtime

12.10 to 12.50 Year 2 Lunchtime

12.35 to 13.15 Years 5 and 6 Lunchtime

3.10 EYFS and KS1 3.15 KS2 End of the day (32.5 hrs a week)

## **Local Governing Board**

Mr Kevin Grady (Chair)

Mrs Michelle Walsh

Ms Mireia Mangual

Mrs Karen McGuigan

Dr Chris Davies

Miss Katie Gamlen (Staff Rep)

Mrs Charlotte Gorman

Mrs Kerry Spillane

Mr Morgan Williams

Mrs Maria Webb

## List of Staff

**Executive Principal**

Mrs Michelle Walsh

**Head of School**

Mrs Charlotte Gorman

**Inclusion Leader**

Mrs Abigail Weir

**EYFS**

Miss Alice Prior

**Year 1**

Miss Taylor Warren

**Year 2**

Mr Andy Hunt

**Year 3**

Mrs Mary Hope

**Year 4**

Mr Richard Mayor

**Year 5**

Miss Katie Gamlen

**Year 6**

Miss Ciara Small

**Teaching Assistants**

Mrs Victoria Burton

Mrs Jennifer Gilligan

Mrs Aimee Hayward

Mrs Beverley Boyle

Mrs Sarah Hawker

Miss Sarah Cotter

Mrs Van Rensburg

### **Before and After School Club**

Miss Osborne - Kids club Manager

Mrs Keeley - Deputy Kids club manager

Mrs Barron-Exall

Mrs Hammond

Miss Smith

Miss Langdown

### **Office Staff**

Mrs Kate Pilling (3 days)/Mrs Helen Naraine (2 day)

**Catering Supervisor**

Mrs Tammy Watts

**Lunchtime Play Coordinators**

Mrs Maureen Ansermoz Mrs Hui Han (Cindy)

Miss Siobhan Kain, Miss Kerry Lovelock.

## Admission Criteria—admission policy—8 strands

1. Baptised Catholic children (see note 2) who are looked after or previously looked after
2. Baptised Catholic children living in the Parish of Holy Cross and St Francis Sutton Coldfield who have a brother or sister attending Holy Cross Catholic Primary School at the time of admission. (not the date a place is offered or accepted)
3. Baptised Catholic children living in the parish of Holy Cross and St Francis Sutton Coldfield.
4. Other Baptised Catholic children who have a brother or sister (see Note 4 below) attending Holy Cross Catholic Primary School at the time of admission. (not the date a place is offered or accepted)
5. Other Baptised Catholic children
6. Non-Catholic children who are looked after or previously looked after
7. Non-Catholic children who have a brother or sister attending Holy Cross Catholic Primary School at the time of admission.
8. Non-Catholic children

For further information see the school's admission policy.

## Attendance

We aim for 100% attendance and children should only not attend school if they are unwell. We constantly strive to improve our attendance.

If your child is ill and unable to attend school, please inform the school office by voicemail by **9.30am** of the reason for absence and likely date of return. If possible, all medical appointments should be made for outside of the school day. Your cooperation is appreciated.



## Punctuality

It is very important that your child arrives on time for school before **8:47am** to avoid disruption at the start of the day. The gate opens at 8:35am to enable children to have a calm start to the day. Please collect your child promptly at the end of the day to avoid causing any anxiety. If you are delayed, please contact the school office so that the class teacher can be informed. If your child is being collected by another adult please send a note into the class teacher, or call school office 675-2158.



## Holidays

Holidays **must be avoided in term time** to minimise disruption to your child's education. The school will provide holiday dates in advance so holidays can be booked avoiding term time dates. Our school follows Government guidelines in regard to holidays and therefore holidays in term time **will not be authorised**. Parents requesting holidays in term time due to extenuating circumstances need to complete a request form stating the dates and the reason for requesting the time. The Executive Principal decides whether or not the holiday absence will be authorised. Your cooperation in this matter is appreciated.

## Behaviour and Wellbeing

All the staff are responsible for your child's welfare and care while they are in school.

A child's class teacher has a special duty and interest in those in their specific class.

The Executive Principal takes overall responsibility for the welfare of all the children and therefore any sensitive or serious concerns will be referred by staff to the Executive Principal who will decide on the appropriate course of action.

It is important that parents keep the school informed of any circumstances that might affect their child's behaviour and /or performance in school so that the school can support the child appropriately.

Holy Cross Catholic Primary School is committed to the safety and welfare of all its pupils and all adults in the school follow the school's Safeguarding and Child Protection Policy and Procedures. The school will take appropriate actions, in line with the policy, to safeguard children; including on rare occasions the involvement of external agencies.

The school believes that a calm, stimulating and happy environment is one in which children can flourish and high standards of behaviour are expected and encouraged at all times. The school has a clear and agreed Behaviour Policy which is clearly understood by all. A copy of this and of relevant policies are available on the school website or on request from the school office.

## Safeguarding

The school is committed to the safeguarding and welfare of all our children, and we have four staff who are Designated Safeguard Leads (DSLs).

Holy Cross Catholic Primary School is part of Operation Encompass involving Birmingham Children's Trust, Birmingham City Council, and West Midlands Police. This will formally be known as Operation Encompass. Operation Encompass has been established to help schools provide in-school support to children who have been present at, exposed to or involved in any domestic abuse incident. We know that children can be significantly harmed, physically and/or emotionally, during these situations, and that it also negatively affects their learning and behaviour in class. Therefore, as part of the Operation Encompass procedure, and to help mitigate the resulting negative impact, the school will now receive a confidential phone call or email from West Midlands Police before 9am the morning after a child or young person has been witness to, or involved in, any reported domestic abuse incident. If you have any further questions about this, please do not hesitate in contacting the school office.



## Inclusion

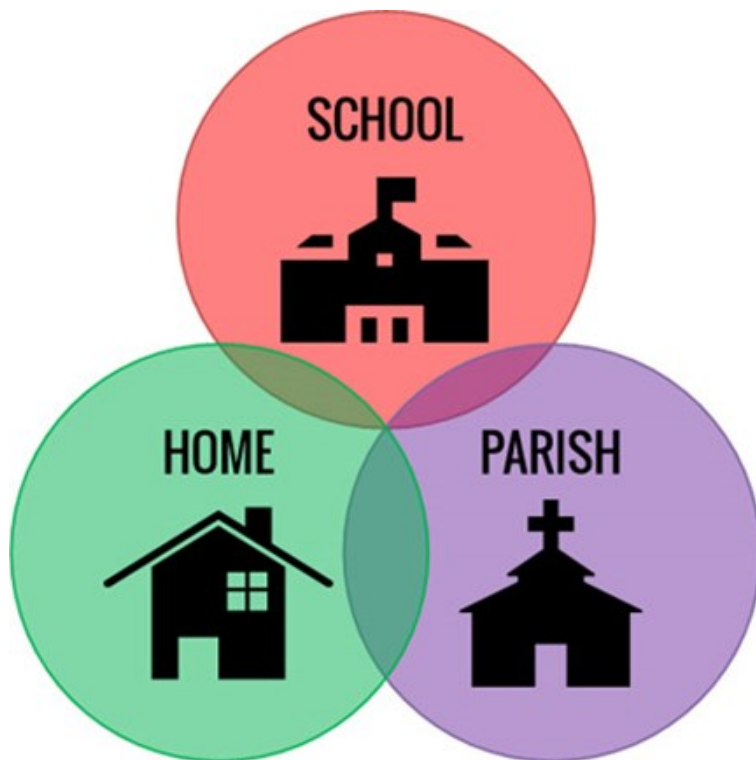
Holy Cross Catholic Primary School is committed to Inclusion and strives to provide an education that is suited to the individual child's needs. The more able and/or those with specific moderate learning difficulties or have English as an additional language are supported through an adaptive teaching approach. When necessary, Pupil Profiles are drawn up and reviewed regularly. Our Inclusion lead is Mrs Weir.

## Complaints Procedure

Any concerns about the curriculum or any other school related matter should be addressed in the first instance with the appropriate class teacher. Any further complaint will be dealt with following the complaint policy which can be found on our website.

## Home/ School/ Parish Partnership

Central to the success of your child's education is the home/ school/ parish partnership. The school has a clear 'Home/ School Agreement' which details our commitment to ensuring your child has a successful education at Holy Cross. We expect all members of our community to participate fully in this partnership which is based on respect, good communication and commitment. All new families to the school will be given a copy of the Home/ School Agreement to sign. Please also refer to the school's Homework Guidance which can be accessed via the school which will greatly support each child to reach their full potential.



## The School Curriculum

Teaching and Learning in the Foundation Stage (Reception) is in line with The Foundation Stage Curriculum.

## The Foundation Stage

The Foundation Stage Curriculum is grouped under seven areas of learning:-

### 3 Prime Areas:

**Personal, Social and Emotional Development**

**Physical development**

**Communication and Language**

### 4 Specific Areas:

**Literacy**

**Mathematics**

**Understanding of the world**

**Expressive Art and Design**



Children in all Nursery and Reception classes work within the Foundation Stage Curriculum. This means that there are close links between Nursery and Reception classes, which makes for a smoother transition for your child. The areas covered in Reception Class are described as *Early Learning Goals*.

## Early Learning Goals

The Early Learning Goals form the final part of the Foundation Stage Curriculum, and it is these goals that the children will be working towards achieving by the end of their year in Reception Class. These Early Learning Goals provide a smooth transition to the National Curriculum, which begins in Year 1.

## Key Stages One and Two

After the Foundation Stages, comes Key Stages 1 and 2 (Years 1-6). The school follows the National Curriculum : R.E, RSHE, English, Mathematics, Science and Computing, History, Geography, Art and Design, P.E, PSHE, Music and Modern Foreign Language.

### Assessment

The children follow planned programmes of study and are assessed at regular intervals to determine how well they are progressing. At the end of Key Stage 2 (Year 6), the children are tested more formally and the results in these assessments are made known to parents. In Year One, all children will complete the Year One Phonics screening check and in Year 4, they will complete a multiplication check.



### Religious Education

This is a Catholic School and prayers are said each day. Please help your child to say the traditional prayers at home and try to attend Mass regularly. Children should have a basic concept of God and Religion. As a Church School, we like to stress the Gospel virtues of honesty, truthfulness, obedience and respect for adults as well as for each other. In Key Stage 2, the Year 3 children receive the Sacraments of Reconciliation and First Holy Communion. The children in Year 6 are prepared for the Sacrament of Confirmation. Parents are asked to attend meetings in preparation for these Sacraments.

### Extra Curricular Activities

These activities are provided throughout the year, they vary from season to season or with the staff expertise available. We have enjoyed a variety of sports and activities e.g. football, cricket, rounders, netball, tennis, tag rugby, choir, chess and dance. If your child is involved in any after school activity, please ensure that he/she is collected promptly.

Year Six are offered a residential experience in the Summer term.

## School Uniform

Available from Crested Schoolwear and Clive Marks or more widely other retailers including second hand. Please contact school if you have any financial concerns regarding the purchasing of school uniform.

### Winter Term

Bottle green skirt/pinafore dress or grey trousers

White blouse/shirt and red tie

Bottle green cardigan or jumper

Plain white sock or plain red or green tights (with skirts)

Sensible dark, low heeled school shoes - no trainers/no fashion boots

Grey socks (with trousers)

Trousers must be school cut, not flares or fashionable styles.

**Please note for the first half term of the Autumn term, children may choose to wear Summer or Winter uniform.**

### Summer Term

Green check dress (not striped)

White socks (with dresses)

Polo shirt with school logo

Grey trousers/shorts

Grey socks (with trousers/shorts)

Bottle green cardigan or jumper

*Sensible dark, low heeled school shoes - no trainers/no boots*

**PE Kit**      Black shorts  
                  Dark green polo shirt  
                  Black pumps/Sports Trainers (Outdoors)  
                  Drawstring P.E. Bag  
                  Round green neck sweat shirt

Haircuts should be sensible, neat and clean, without extremes of fashion such as colours, tram-lines, patterns, partly shaved heads etc. These styles may be fun and fashionable but are not deemed appropriate for school. Long hair should be tied back discreetly for hygiene and safety reasons. Hair bobbles/accessories should be red, green, black white or neutral. Hair accessories should be small in size due to health and safety reasons.

Apart from stud earrings (one stud per ear) and watches (no smart watches are allowed), children may not wear jewellery, for safety reasons; any jewellery will be removed. Nail varnish and make up must not be worn. Children who wear stud earrings will need to remove them on PE /swimming days.

Children will need to bring a school bag suitable for reading books, letters etc. everyday. Please ensure your child's name is clearly visible. Children are also asked to bring in a transparent water bottle (clearly labelled) so that they have access to drinking water throughout the day.



## Emergencies

We **must** be able to reach every child's parent, a relative or friend, in case of emergency. We ask all parents to fill in a form giving at least two emergency contact numbers. We also use a system called 'My Child At School' which enables us to send you an email message straight to your mobile. In the interests of your child, please keep us up to date about any changes in your contact details.

You will be informed of any illness or injury occurring during the day of which the school thinks you should be aware. In the event of a serious accident, every effort will be made to contact you; if this is impossible, the child will be taken to hospital for treatment and you will be contacted as soon as possible.

Please do not send your child to school if he or she is unwell. We do not have the facilities to care for sick children, and illnesses soon spread. If your child has been sick or suffered with diarrhoea they need to stay at home for 48 hours.



## Parents' Consultation Evening

There will be opportunities throughout the year to discuss your child's progress with his/her teacher. There are two Parents' Evenings during the year, one in the Autumn term and one in the Spring term. You will be notified of these dates in advance; you are required to book your appointment via My Child At School app.

### PLEASE NOTE THE FOLLOWING POINTS:-

Please make sure your child is in school by 8.45am (The gate will be opened from 8.35am and closed at 8.47am) and collected from school at 3.10pm EYFS & KS1 and 3.15 KS2 by the Main School entrance. Please note Laburnum Drive and Hillary Drive are both Car Free Streets during drop off and pick up which means unless you have a exemption from Birmingham City Council or a Blue Badge, you will not be permitted to park or drive along the road.

If you arrive late for school, i.e. the gate is closed, please press the buzzer for the school office. You will then be asked to accompany your child to the main entrance where you will need to sign your child in, and provide a reason for lateness.

If you want to see the teacher, please make an appointment via the school office either email [enquiry@holycross-sch.net](mailto:enquiry@holycross-sch.net) or call (0121) 675-2158 and he/she will see you at a mutually convenient time.



## Outdoor provision

For children in Early Years, some learning activities will take place outdoors as this enhances young children's learning. Please provide you children with a sensible outdoor coat and wellington boots. We have a Forest School on site and each class will take part in Forest School activities throughout the year.

## Healthy Snacks (we are a nut-free school)

Children in Early Years and Key Stage 1 will have a healthy snack each morning before playtime. This will consist of a portion of fruit or vegetable. This will be provided free of charge. No other snacks are allowed during the school day. Drinking water is available throughout the day. Children can bring in a healthy snack such as: a piece of fruit, vegetable, breadsticks or plain rice cakes from home; no other snacks are permitted. Children to bring in plastic drinking bottles clearly labelled with their name and class. These should be refilled at home every morning with fresh drinking water, no juice or squash is allowed.

Please do not let the children bring toys or loose money to school, as these items are easily lost or broken.

We are a cashless school, all payments to be made via My Child at School app.

## Sickness/Absence

If your child is ill/unwell in the morning before school, please do not send him/her to school. Please notify school via voicemail on the first day of absence before 9.30am.

If your child requires medication during the school day, school staff are only allowed to administer medication that has been prescribed by a doctor for four times a day. Please make sure that it is still in the original container and you have signed the permission slip (held in the office) to allow us to administer it. If you make alternative arrangements then please let your child's teacher know who will be coming to administer the medication to your child.

If your child suffers from any allergies, please ensure that you have informed the school as this information is recorded for the safety of your child.



## Meals

A school lunch costs £2.55, and should be paid for in two weeks advance via your MCAS account. Details will be given in the school newsletter. Application forms for free meals are available from the school office. If you wish your child to change from school meals to sandwiches, or vice versa, notice must be given in writing two weeks in advance. This can be done by emailing [enquiry@holycross-sch.net](mailto:enquiry@holycross-sch.net)

Your child may bring in a packed lunch if you prefer. Lunchboxes should be labelled with your child's name. Confusion leads to distress when items get mixed up or become lost. Drinks should be in plastic containers; cans or glass bottles are not allowed for safety reasons. We are a healthy eating school. Guidance is provided for parents on how to ensure your child receives a healthy packed lunch.

## Wraparound Care (Kids' Club)

Nursery and Kids' Club opening hours		
Session	Start time	Finish time
Morning Kids' Club	7.50am	9.00am
Full day Nursery	9.00am	3.00pm
Afternoon Kids' Club session 1	3.00pm	4.30pm
Afternoon Kids' Club session 2	4.30pm	5.30pm
Nursery morning session only	9.00am	12.00pm
Nursery morning session and lunch	9.00am	12.30pm
Nursery afternoon session and lunch	12.00pm	3.00pm

We hope all the points we have mentioned will help your child to settle into school life quickly. This should help him/her gain confidence and self assurance and be able to enjoy and take a full part in school life.

