

# **ST BERNADETTE'S CATHOLIC PRIMARY SCHOOL**

# **SCHOOL PROSPECTUS**

**At St Bernadette's Catholic School, you will find us caring,  
hardworking and co-operative.**

**We follow the ways of Jesus using our talents and gifts to  
make our school special.**

**We show respect to all and welcome you.**

## Welcome

Choosing the right school for your child is one of the most important decisions you will make in their early years.

As a parent you want your child to feel safe, secure and happy at school. At St Bernadette's School all children are encouraged, supported and challenged to become the best that they can be.

St Bernadette's is a Catholic school and our motto "Learn to Love, love to learn" is at the heart of everything we do.

St Bernadette's is much more than an educational establishment it is a place where the children are offered stability and enrichment to learn effectively and develop into well rounded, responsible and respectful young people.

Our Ofsted inspection noted that staff and pupils are proud to be part of this forward-looking and hard-working school community. Pupils talk excitedly about their school and look forward to attending each day. Staff and pupils model the values of 'respect, kindness, resilience and unity' at every turn. Together everyone contributes enthusiastically to a culture founded on mutual respect. The Ofsted inspection is available on the school website and I would encourage you to read it.

A Cowings  
Head Teacher

## Aims of the School

As a Catholic school, St Bernadette's aim is to create a religious and moral climate, which will enable the child's love of the Catholic faith to develop and mature and thus, enhance the development of the whole child. Qualities such as responsibility, sincerity, honesty, tolerance and those that reflect the Christian values, in general, will enable the child to take a full part in their secondary education and in society as a whole.

In order to develop the whole child spiritually, morally, academically, culturally and socially our aims are to give each child: -

- An understanding of how they grow in body and faith and how this is a fundamental part of God's plan for us and our future.
- A sense of self-discipline, personal well-being, acceptable behaviour and an awareness of the needs of others to prepare for a life in a multi-cultural society.
- The ability to become independent learners able to solve a range of problems.
- Access to a good quality education in all subjects that will equip them with the skills necessary to become citizens of the future. The school promotes breadth and depth, relevance and differentiation and recognises that these should be the keystone of the curriculum provided within school.

## Curriculum Information

All learning experiences are planned to offer the broadest educational opportunities to pupils. Every day offers opportunities to acquire new skills and knowledge. Learning is delivered through assemblies, visits, themed weeks, after school clubs, as well as through timetabled lessons for particular subjects. We operate a combination of setting and mixed ability grouping depending on the subject. As a Catholic school, RE forms 10% of the teaching timetable, it is considered to be a core subject and we follow the diocesan scheme of work: 'Learning and Growing as the People of God'.

A range of strategies are used to motivate and address the needs of all learners. Whole class teaching, group work, paired work and individual study is used at appropriate times. Pupils are given the opportunity to use their initiative, make decisions, work co-operatively and independently, supported by the class teacher. Resources are varied and include practical materials, textbooks, worksheets, audio-visual, ICT and interactive resources, which are all intended to support learning. Resources and other information is also contained on the school's website for parents and children to access.

## The Early Years Foundation Stage Curriculum

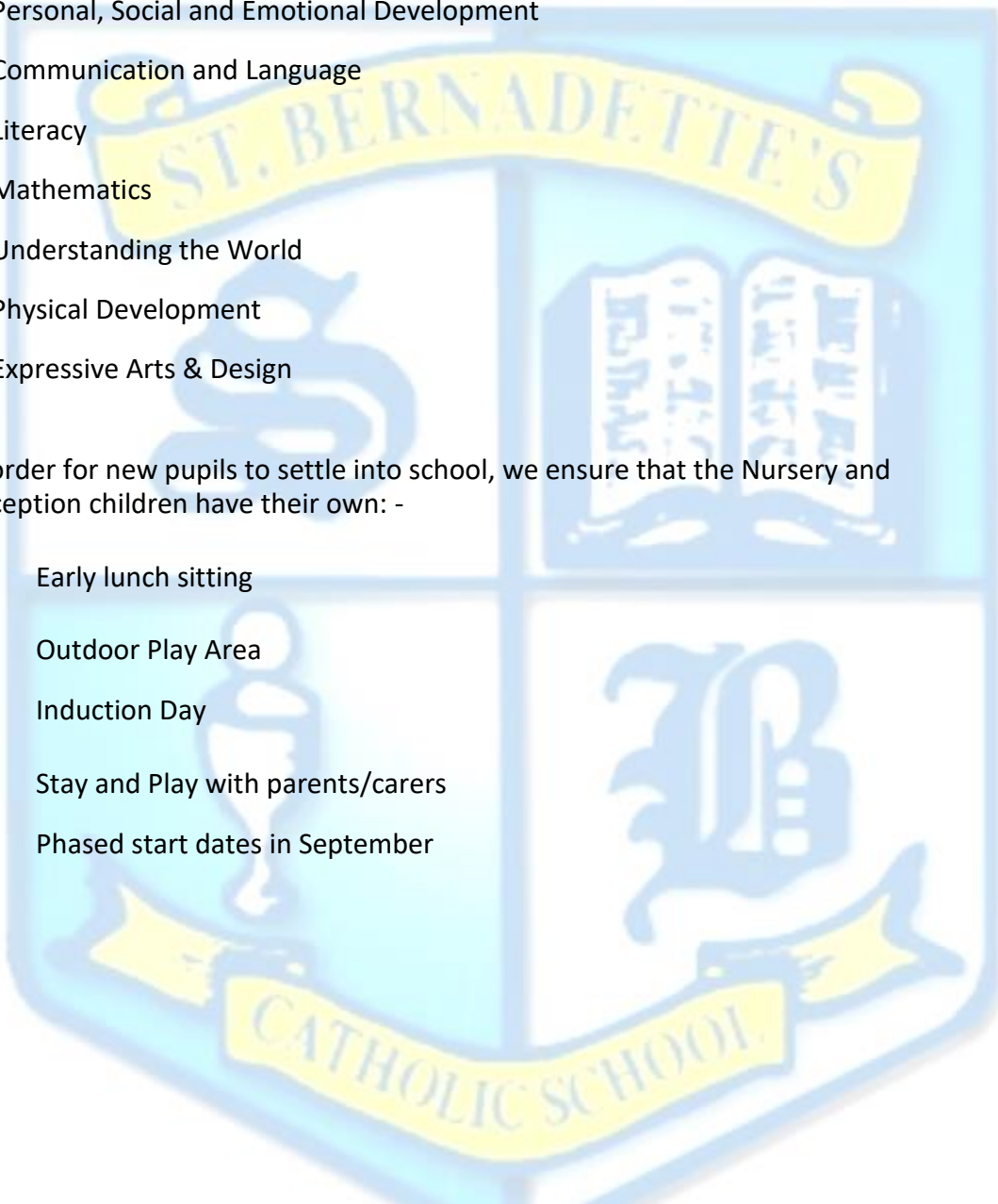
Children may enter Nursery in the school year in which they will be four years old and may start in Reception in the school year in which they will be five years old. Nursery and Reception follow the Early Years Foundation Stage Six Areas of Learning.

These are: -

1. Personal, Social and Emotional Development
2. Communication and Language
3. Literacy
4. Mathematics
5. Understanding the World
6. Physical Development
7. Expressive Arts & Design

In order for new pupils to settle into school, we ensure that the Nursery and Reception children have their own: -

- Early lunch sitting
- Outdoor Play Area
- Induction Day
- Stay and Play with parents/carers
- Phased start dates in September



Early Years  
Foundation Stage

## Key Stage One and Two

Children in KS1 (age 5-7, Y1 and Y2) and KS2 (age 7-11, Y3-Y6) follow the National Curriculum. The National Curriculum consists of: -

### Core Subjects

- Religious Education
- English
- Mathematics
- Science

### Non-Core Foundation Subjects

- History
- Geography
- Design & Technology
- Music
- Modern Foreign Language (French)
- Computing, Physical Education
- PSHCE

Delivery of these subjects range from discrete, subject specific lessons to cross-curricular elements taught through other subjects and dedicated curriculum days.

### Setting and Subject Specialist Teaching

Children from Reception to Year 6 are taught in ability groups or sets for English and Mathematics. Children are assessed at the end of each term and maybe moved to another set depending on the results of these assessments. A subject specialist approach to teaching some foundation subjects in KS2 is used to enhance the quality of teaching and learning. Specialist teachers regularly liaise with class teachers and the Special Needs Department to ensure all children's needs are adequately met.

### Modern Foreign Language

Each week the children have specialist teaching of a modern foreign language (French). The children then continue that language as they progress through the school. A range of conversation topics are taught and the children in Key Stage 2 also start to write in their modern foreign language.

## **Assessment**

Assessment is a tool which allows judgements to be made about pupil attainment and progress. It is integral to planning and allows teachers to identify learning and ways to move learning forward.

Both Nursery and Reception follow the Early Years Foundation Stage Curriculum. The age related development matters are used as a tool to assess learning.

In KS1 and KS2 there are tests and assessments during the year to ascertain the children's knowledge and ability in both the core and foundation subjects.

Children in Year 2 and Year 6 are assessed in line with the Government Policy through the Standardised Assessment Tests (SATs). The results of these assessments are reported to parents in July.

## **Special Educational Needs**

At St Bernadette's we follow guidelines set out in the DFE Code of Practice, the Special Educational Needs and Disability Act and the LA Standards for Inclusion.

We believe that each child in our care is special and endeavour to meet their needs. We have procedures in place to identify those with difficulties in communication and interaction, learning behaviour, social and emotional development and those with physical and sensory problems.

For these children, individual programmes (With specific targets) are created and regularly reviewed, giving extra support in school where necessary. Parents are always notified of the individual programmes either by letter or through meetings. Sometimes, outside agencies are also invited to the meetings to advise and support, this vital partnership enables us to plan and provide for our children's needs.

## **Disability**

Our school policy takes into account the Special Educational Needs Code of Practice, the SEN and Equality Act and Success for Everyone, the LA Standards for Inclusion. Our admissions policy does not differentiate between children with or without special educational needs or disability. We have adaptations in place for physically disabled and visually impaired children. Our Inclusion and Special Needs policies can be viewed on our website.

## **Safeguarding Policy**

Our first priority is your child's welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. Any parent wishing to view the policy may do so on the school website. The Designated Safeguarding Leaders in school are Miss Cowings, Mr Carroll and Miss Finnegan.

## **Care & Control Policy**

If staff become aware of, or have a need to become involved in situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on the school website.

## **Equal Opportunity**

We recognise the rights of every child to receive an education which takes into account cultural diversity, gender, socio-economic background and special educational needs.

## **Consultation with Staff**

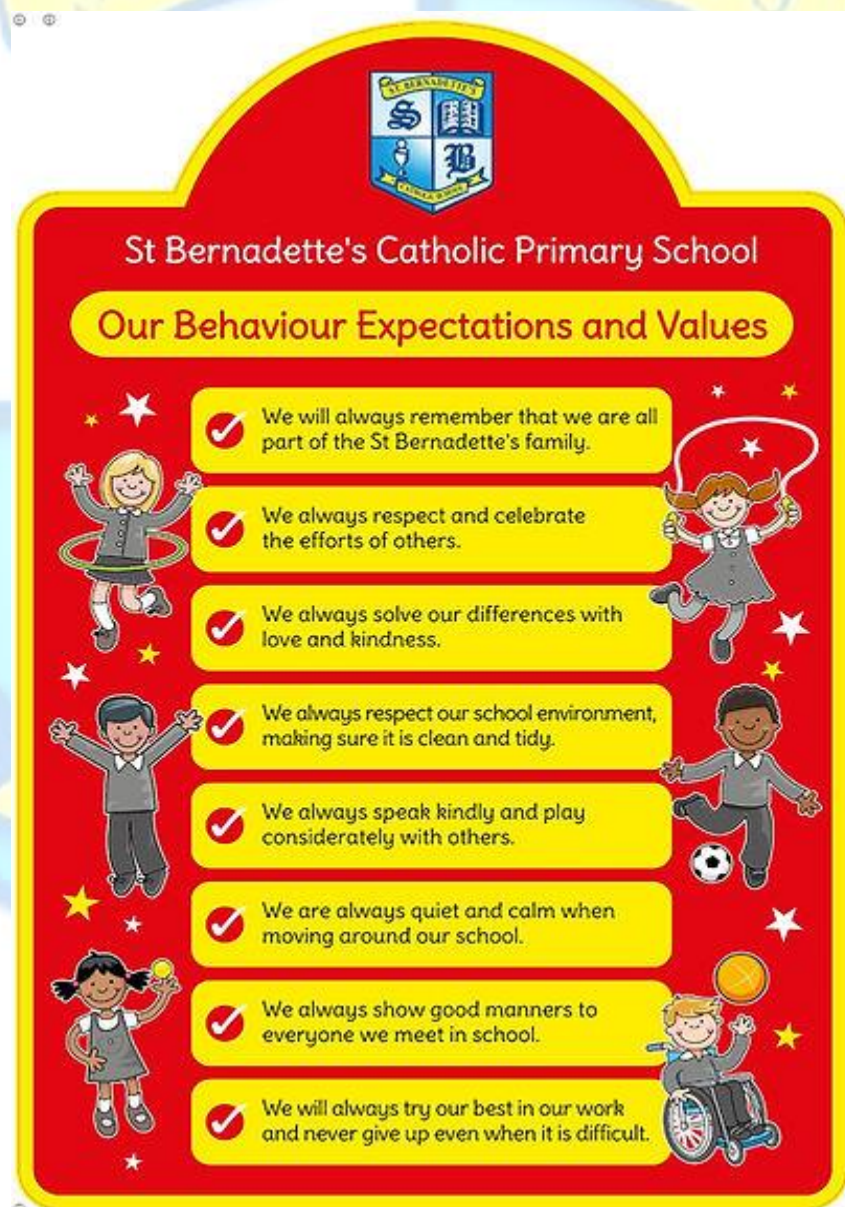
The Head Teacher, Deputy Head and staff are always willing to discuss progress or problems. Parents are requested to make an appointment regarding any concerns or complaints. An informal chat, to prevent minor problems developing, may also be arranged **at the end of the school day** with the class teacher. We also have a Pastoral Care Manager who co-ordinates the pastoral care within the school. Furthermore, the school has two part-time Learning Mentors who deal with issues such as attendance and first day absence and give emotional support to pupils throughout school.

Parents have the opportunity to formally discuss their child's progress during Parents' Evenings in the Autumn and Spring terms. These evenings are held to give information regarding the curricular, aspects of school life and we believe enhance the important partnership between home and school. Written reports are provided to parents, at the end of the school year. Termly reports are also provided for parents.

## Our Behaviour Expectations and Values

Our Catholic ethos promotes positive relationships based on respect; pupils are helped to make moral choices about their behaviour and their contribution to the school community. Our behaviour expectations are based on Christian values. We expect children to be polite, co-operative and considerate of others. Staff are committed to creating a school environment where these qualities are seen to be important and are positively encouraged and reflected in their own conduct. Classroom behaviour is based on simple expectations and values that the children can understand and have confidence in and which relate to all aspects of school life.

Below are the 8 positive behaviour statements that are displayed around the school and prominently in classrooms.





## Rewards

Children are praised and rewarded for good work, effort, success, helpfulness, honesty and other positive qualities. Rewards include verbal praise, stickers, and Track It points, which children can 'spend' termly in our stationery shop. In addition to these rewards, children can earn a weekly behaviour star for upholding our Behaviour Expectations which are proudly displayed in the classroom. This star contributes towards a behaviour certificate and a special behaviour badge, for which parents are invited to a school assembly. We also send home a weekly *Star of the Week* certificate to recognise good work, effort and behaviour.

## Sanctions

When rules are disobeyed, or in cases of dishonesty, vandalism, or other inappropriate behaviour, pupils will be asked to apologise to those affected. For more serious incidents, children may miss part of their playtime or lunchtime, be sent to another class, or referred to the Head Teacher, Deputy Head Teacher, or Assistant Head Teacher. In such cases, parents may be invited to school to discuss their child's behaviour.

For grave misconduct, a pupil may be suspended from school on a part-time or full-time basis. Parents are informed and the sanction is reported to the Chair of Governors and/or the Chief Education Officer.

Parents are ultimately responsible for their child's behaviour and are expected to work with the school in finding solutions for difficult behaviour. We expect all parents to sign the Home/School Agreement (see Appendix), as a consistent approach is key to achieving success.



## Medical Care

If your child is unwell please keep him or her at home. Children suffering from **sickness or diarrhoea should remain at home for at least 48 hours, free of symptoms.**

- Please contact the school if your child is off sick **on the first morning of absence. This can be done via the school website <https://www.stberns.co.uk/pupil-absence>**
- In cases where illness is suspected at school, parents are contacted by telephone and are requested to take their child home.
- It is essential that the school is able to contact a parent, relative or close friend in an emergency. We require all parents to complete (**and keep up-to-date**) an emergency contact address and telephone number information sheet.
- Asthmatic children should have inhalers in school every day. Teachers will look after the inhalers in Key Stage One and pupils keep their inhalers in their trays in Key Stage Two.
- Similarly, children who have allergies and who are on medication should have this available at school (e.g. prescribed antihistamine or epi-pens.)
- Parents should ensure that their child's inhaler/medication is labelled with the child's name and it is their responsibility to ensure the medication is in date. Parents are reminded that we are not in a position to oversee or administer medicines. Medicine should be given before school and upon returning home.
- We understand that there may be occasions when a pupil needs to take medication during the school day. If a medication is prescribed to be taken four times a day, the school will administer it once daily.
- Pupils with a long term medical condition will need a care plan in school to allow staff to administer medication.
- In case of a bump to the head, a pro-forma is sent home to inform parents.



## Attendance and Absence

Attendance figures are checked each week and a variety of initiatives encourage full attendance and good punctuality. Certificates, non-uniform day and watching a video are all incentives for 100% attendance. The Learning Mentor works closely with Education Welfare in dealing with families who repeatedly keep their children away from school for no specific reason.

In the event of absence please note the following: -

- Parents are requested to email the school (<https://www.stberns.co.uk/pupil-absence>) by 9:30am on the first day of an absence **and** send a letter of explanation on the child's return to school. (N.B. a Doctors' Note is required if your child cannot attend swimming.)
- We require prior written notice if your child is to be taken out of school for a medical appointment.
- When collecting your child during the school day, please report to the school office first.

If a child arrives at school later than 8:45am then they will receive a late mark. The amount of late marks and absences will be included in your child's end of year report. Children arriving after 8:55 am will be marked as an unauthorised absence.

## Safety and Security

All visitors must report to the school office, situated at the front entrance and will be asked to sign in.

It is the responsibility of the parent to collect their child from school. Any children who are not collected are taken down to the school office. **Parent's lateness often causes distress to a child so we ask you to be prompt collecting your child. The staff also have many other duties and commitments at the end of the school day.**

For the safety of our children parents may not park in the school car park, or use the drive for turning. Please refrain from parking on the yellow zigzag lines outside school. West Midlands Police often do spot checks and issue Fixed Penalty Notices for cars parked illegally. The school has a Travel Plan in conjunction with the Local Authority, which promotes 'green travel' i.e. walking and cycling to school. Children in Key Stage Two are encouraged to cycle to school. Bikes can be stored in the bike shed available on the junior playground. **Helmets must be worn.** Parents should ensure children have a lock to secure their bikes and wear a helmet and other safety clothing.

## **Homework**

Children in the Foundation Stage have a weekly reading book to read every night. In addition, Reception children are asked to complete 20 minutes on Numbots each week, a fun and engaging maths programme aimed at improving fluency in number. They also have the opportunity to take home the class prayer bag and are encouraged to write and illustrate a prayer with their family, which can be shared with their class upon returning to school.

Children in KS1 are given a reading book to read every night, spellings to learn, and are asked to complete 20 minutes on Numbots weekly. They, too, have the opportunity to take home the class prayer bag and are encouraged to write a prayer with their family to share with the class.

Children in KS2 also have a reading book to read nightly, spellings to learn, and are set 20 minutes on TTRS (Times Tables Rock Stars) weekly, a programme designed to improve times table fluency. Additionally, children in Year 5 and Year 6 are set weekly comprehension and maths homework. As with younger pupils, they have the opportunity to take home the class prayer bag and write a family prayer to share with their class.

Effective home-school communication is essential, and it is important for children to bring their Communication Record to school every day. This record allows parents to note when they hear their child read; please remember to sign this record after each reading session. Your involvement helps support your child's progress and fosters a strong partnership between home and school.

## **What is the provision made for pupils with outstanding ability?**

The same as children with Special Educational Needs, children who are seen as being 'very able', have a right to the best provision possible. Such children's needs are identified in the planning process and work provided aims to offer opportunities to develop problem solving, hypothesising, independent learning and thinking skills. This is achieved through providing a variety of settings and differentiated high quality tasks to deepen and challenge the children's learning. There are also opportunities to take part in inter-school competitions.

## **Holiday Requests**

In line with Local Authority policy, holidays during term time will not be permitted. If, however, parents still take holidays, after 10 days the child's name will be taken off roll and another school will need to be found for the child.

## **School Meals**

The meals provided at St Bernadette's are cooked on the premises, are of a high quality and meet minimum nutritional standards. The school cook works closely with parents if children have specific allergies, to ensure the meal their child is provided with is suitable. St Bernadette's promotes healthy eating and a varied menu is provided on a daily basis using fresh ingredients. Children in Reception to Year 2 will be provided with the universal free school meal as part of the Government initiative. The costs for children in other year bands are available from the school office. Meals should be paid for in advance on a weekly or termly basis. Payments will be made through the ParentPay system and parents will be sent an activation letter so that they can create their child's ParentPay account.

Applications for free school meals must be made online at:  
<https://www.cloudforedu.org.uk/ofsm/birmingham>.

All applications will be treated with confidence. In addition, if you are eligible for free meals, but decide not to receive them, it is very important that you still complete the online application, as this affects school budget. Again, this will be treated in confidence.

## **Packed Lunches**

Children may bring a packed lunch, if they do not wish to have a hot meal. However, we request that, in line with the school's Healthy Eating Policy, no crisps or chocolate are allowed (except for Fridays) and sweets or fizzy drinks are not permitted on any day. In order to maintain our National Healthy School Standards Award, these measures need to be adhered to.

## **Fruit and Drinks**

St Bernadette's is part of the National School Fruit scheme whereby, all children aged 3 to 6 receive a free piece of fruit each day. The school provides fruit for children in Key Stage 2, or alternatively, they can bring a piece of fruit from home.

Children are asked to bring a water bottle filled with water each day and are provided with filtered water at lunchtimes. Children in the Foundation Stage are provided with free fresh milk, while children in Key Stage 1 and Key Stage 2 can purchase milk for consumption at lunchtimes (This can be purchased via ParentPay).

## **Breakfast Club**

Children are given the opportunity to have their breakfast each morning at school. Breakfast includes a range of cereals, fruit, fruit juices and toast.

The club starts at 8.00 am. There is a small cost payable by parents, which covers the cost of food only. (Prices available from the office).

## Charging Policy for School Activities

### School Fund

School fund is a contribution we ask from families to help subsidise trips and workshops arranged throughout the year. The cost of the school fund is £10 per child. This amount will be payable through your ParentPay account and can be paid in instalments. Residential trips will still be chargeable and will be paid via instalments on your Parent Pay account.

### School Trips

Throughout the school year, trips and visits are organised to enhance pupil experience. Activities organised have included -

- Residential trips to Paris, Pioneer Centre and Condoover Hall
- Camping in Wales
- Theatre visits
- Alton Castle Diocesan Youth Retreat Centre
- Visits to Museums and historical sites
- Visits to Religious places of worship
- Parliament
- Sky Academy
- Farm & Zoo visits

In addition to outside educational trips, we invite a number of visitors into school to provide educational workshops which cover a wide range of interests.

### School Council

School Council consists of one democratically elected child per class, from Year 1 to Year 6. The School Council meet every half term to discuss matters which are deemed important by the children. The School Councillors agree to a pledge which they adhere to throughout the year. Minutes are posted to each year band to ensure all pupils are aware of the items discussed.

### Mini Vinnies

At St. Bernadette's, we have dedicated team of Mini Vinnies, a group of 7 to 11-year-olds who form part of the St. Vincent de Paul Society. Their role is to be the religious and spiritual voice of the school, representing Years 3-6. The group meets regularly to pray, discuss concerns, and plan events that put their faith into action by helping others. They embrace the motto 'Turning Concern into Action,' aligning with Catholic Social Teaching and the principles of 'see, think, and do.'

## THE GOVERNING BODY

Mr J Lenihan	-	Chair of Governors
Miss A Cowings	-	Head Teacher Governor
Fr Fretch Ballesteros	-	Foundation Governor / Parish Priest
Mrs K Quinlan	-	Foundation Governor
Mr C Dela Cruz	-	Foundation Governor
Mrs M Winters	-	Foundation Governor
Mrs T Moran	-	Foundation Governor
Councillor Z Iqbal	-	LA Governor
Mrs G Wrench	-	Parent Governor / Chair of Finance
Mrs V Panayiotou	-	Parent Governor
Mr A Carroll	-	Teacher Governor
Mrs M Smallwood	-	Clerk to Governors



## STAFF

Early Years Nursery	KS1 Reception	KS1 Year 1
Mrs Rainey Mrs Buchanan Mrs Robbins Miss Barron	Mrs Jones Miss Coley Miss Belcher Mrs O'Brien Miss O'Neill	Miss O'Toole Miss Bowden Mr Lavin / Miss Lavin Mrs Clarke Mrs Begun Miss McCarten
KS1 Year 2	KS2 Year 3	KS2 Year 4
Mrs Hill Miss Hussain Miss O'Brien Mrs Robinson Mrs Richardson	Mrs Kidner Miss Gibbs Miss Adu Mrs O'Brien	Miss Lakin Mr Markham-Jones Mr Wayne Ms Khan
KS2 Year 5	KS 2 Year 6	
Miss Grant Miss Friar Ms Mohamed Mrs Colclough	Mrs Canning Miss Boron Mrs Brownhill Miss Aramanviciute	
Senior Management	Office Staff	
Miss Cowings – Head Teacher Mr Carroll – Deputy Head Teacher Miss Finnegan – Assistant Head Teacher	Mrs Byng Mrs Smallwood Miss O'Neill	
I.T. Technician	Reprographics	
Mr Abbott	Mrs Apted	



## THE SCHOOL DAY

**NURSERY**                      8:45 am – 3:05 pm                      Monday to Thursday  
8:45 am – 2.00 pm                      Friday

**RECEPTION**                      8:45 am – 10.00 am  
10.25 am – 11.45 am  
1.00 pm – 3.10 pm  
1.00 pm – 2.00 pm                      Friday

**KEY STAGE ONE**                      8.45 am – 10.20 am  
10.45 am – 12.15 pm  
1.00 pm – 3.15 pm  
1.00 pm – 2.00 pm                      Friday

**KEY STAGE TWO**                      8.45 am – 10.30 am  
10.45 am – 12.10 pm  
1.00 pm – 3.15 pm  
1.00 pm – 2.00 pm                      Friday

Please note, doors will open at 8:30 a.m. each day to allow lessons to begin promptly at 8:45 a.m.

At the end of the school day, Nursery doors will open at 3:05 p.m. and Reception doors will open at 3:10 p.m.



## SCHOOL UNIFORM

All pupils in school wear School Uniform.

The uniform consists of: -

### Winter Uniform

Grey skirt / Pinafore / Grey straight leg trousers - girls

Grey trousers - boys

Grey jumper/cardigan/sweatshirt

White hard collar shirt

School tie

Black, flat shoes (not boots, plimsolls or trainers)

Grey, black or white socks or tights

### Summer Uniform

Girls –Grey skirt / pinafore / grey straight leg trousers / white polo shirt

Boys - Grey shorts/trousers / white polo shirt

Black flat shoes

### Nursery Uniform

Boys - Grey trousers / white polo shirt

Girls - Grey skirt / Pinafore / Grey straight leg trousers / white polo shirt

Red Sweatshirt /Cardigan with school logo

### PE Uniform

Black P.E shorts, Plain white T-shirt Black plimsolls—KS2 are allowed to wear trainers for outdoor games lessons.

(Kit must be kept in school during term time)

Dark tracksuit for winter games

Swimming costume (not bikini), trunks (not long shorts) and a towel.

Please note: All clothing/bags must be marked clearly with your child's name.

Reading Bags and PE Bags with the school logo may also be purchased from the office.

### Presentation and personal property

Children's hairstyles should be suitable for school. Shaven/patterned or coloured styles are not appropriate and children with longer hair should have it tied back. Hair-bands if worn should be plain and simple—they should not be a fashion statement. A plain dark coloured band is acceptable.

On health and safety grounds, the wearing of jewellery is not permitted (including ear rings). In Key Stage Two, children may wear a watch. Children must not bring valuables to school (including mobile phones, except where this has been agreed for children who walk home alone). The School and Governing Body will not be held responsible for loss of, or damage to, personal property.

## **How will my child's spirituality and faith be developed?**

Our school is within the parish of Holy Family, Small Heath and we have a close spiritual link with the Church. The children attend Mass, usually at the beginning and end of a term and on Holy Days of Obligation. As well as following the Catholic Religious Education programme laid down by the Diocese, the children develop their spirituality and faith through weekly assemblies, Religious Celebrations, World Faith Week and through the Sacraments of Reconciliation and Holy Communion, in Year 3 and Confirmation in Year 6. They also celebrate year band Masses throughout the year in school.

Our Parish priest is Father Fretch Ballesteros, a Vocationist, who is a regular visitor in school. Father Fretch works closely with the children and parents in our sacramental years, but also works with year bands who are preparing for their class mass. Sister Maura Halpin is also a great support to our staff, children and parents in school. As a sister of Mercy, she supports our community in their joys and sorrows often praying with them and completing home visits.

## **What is the school's policy on Relationship and Sex Education?**

The children's relationship and sex education is based on the Catholic Framework and revolves around the sanctity of love and marriage. School uses the "Life to the Full" programme of work to support the teaching which has been devised by a Catholic organisation and promoted by the diocese

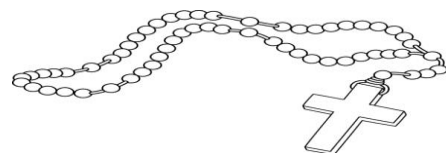
As children move through the school their sex education is geared to their stage of development, allowing the children to develop a growing awareness of themselves, their place in society and their relationships with others. Parents are invited to meetings to hear the content of lessons and view resources. Parents should arrange a meeting with the Head Teacher if they wish to withdraw their child.

## **How can we as parents become involved in the life of the school?**

We value the successful partnership that exists between home and school and welcome parents who take an active part in supporting the life of the school. We have Inspire Meetings for RE in Year 3 and an Open Week where parents are able to work with their child on a wide variety of activities, as well as holding exhibitions of children's work that parents are invited to.

Coffee mornings are organised for parents to get together and get to know other parents. We rely greatly on parental support when it comes to raising money for charities or school fund, through events such as book or cake sales.

We also welcome parents who are able to offer some of their support within school. We often call on parents for school trips, or help walking to Church and have a number who are supporting within class, hearing readers etc. who go on to gain professional qualifications.



## **What do I do if I have a concern or complaint?**

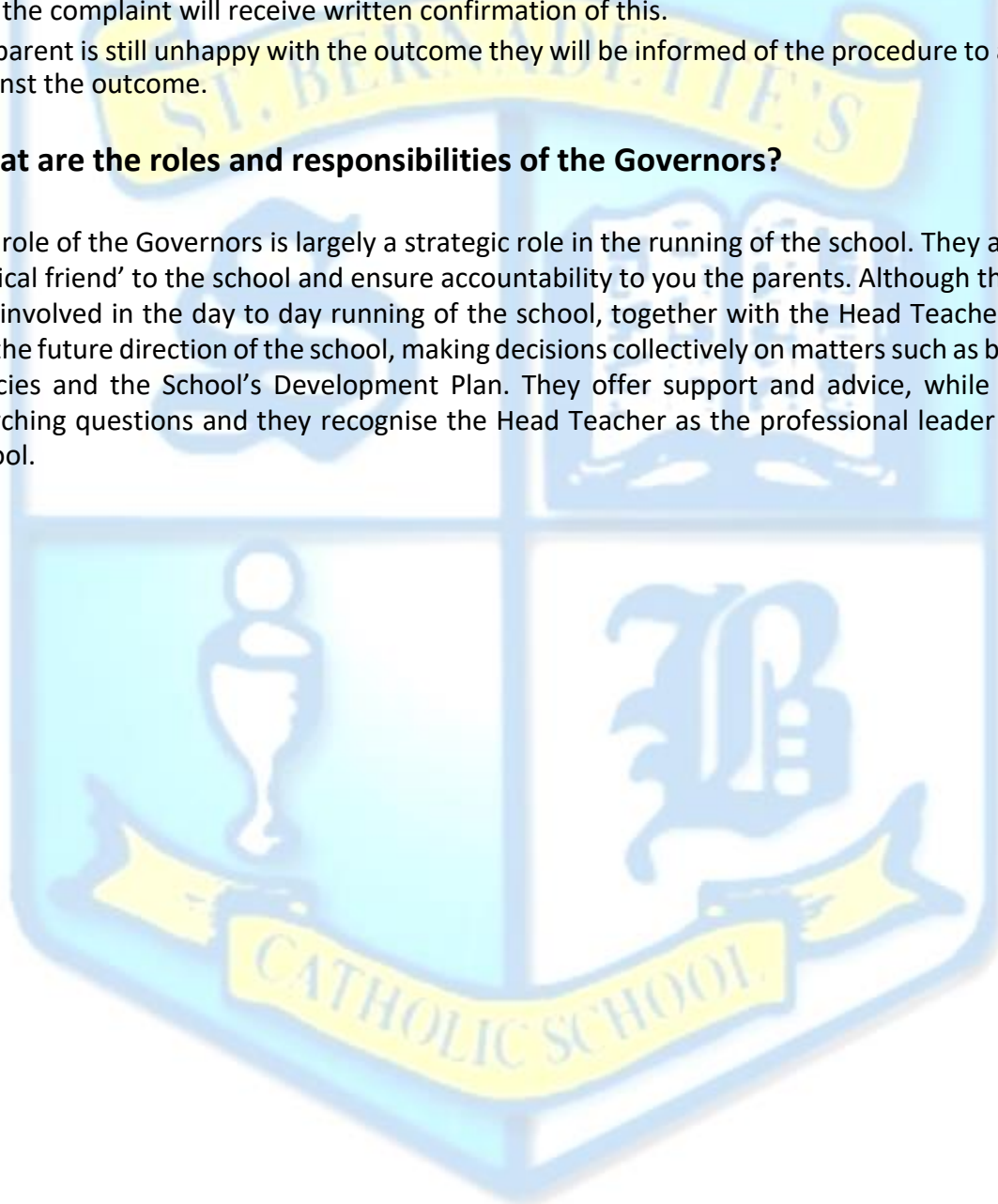
The Governors have adopted the LA policy on dealing with complaints. At St Bernadette's we endeavour to promote regular communication between parents and the school to deal with issues as they arise. In the first instance we ask that you talk to your child's class teacher. The Head Teacher is always willing to see any parent who wishes to discuss a problem.

If the avenues prove unsatisfactory then a letter detailing the complaint should be sent to the Chair of Governors. A panel of Governors will convene and act impartially with the intention of resolving the matter. As far as the Governors are concerned the group decision will be final and the complaint will receive written confirmation of this.

If a parent is still unhappy with the outcome they will be informed of the procedure to appeal against the outcome.

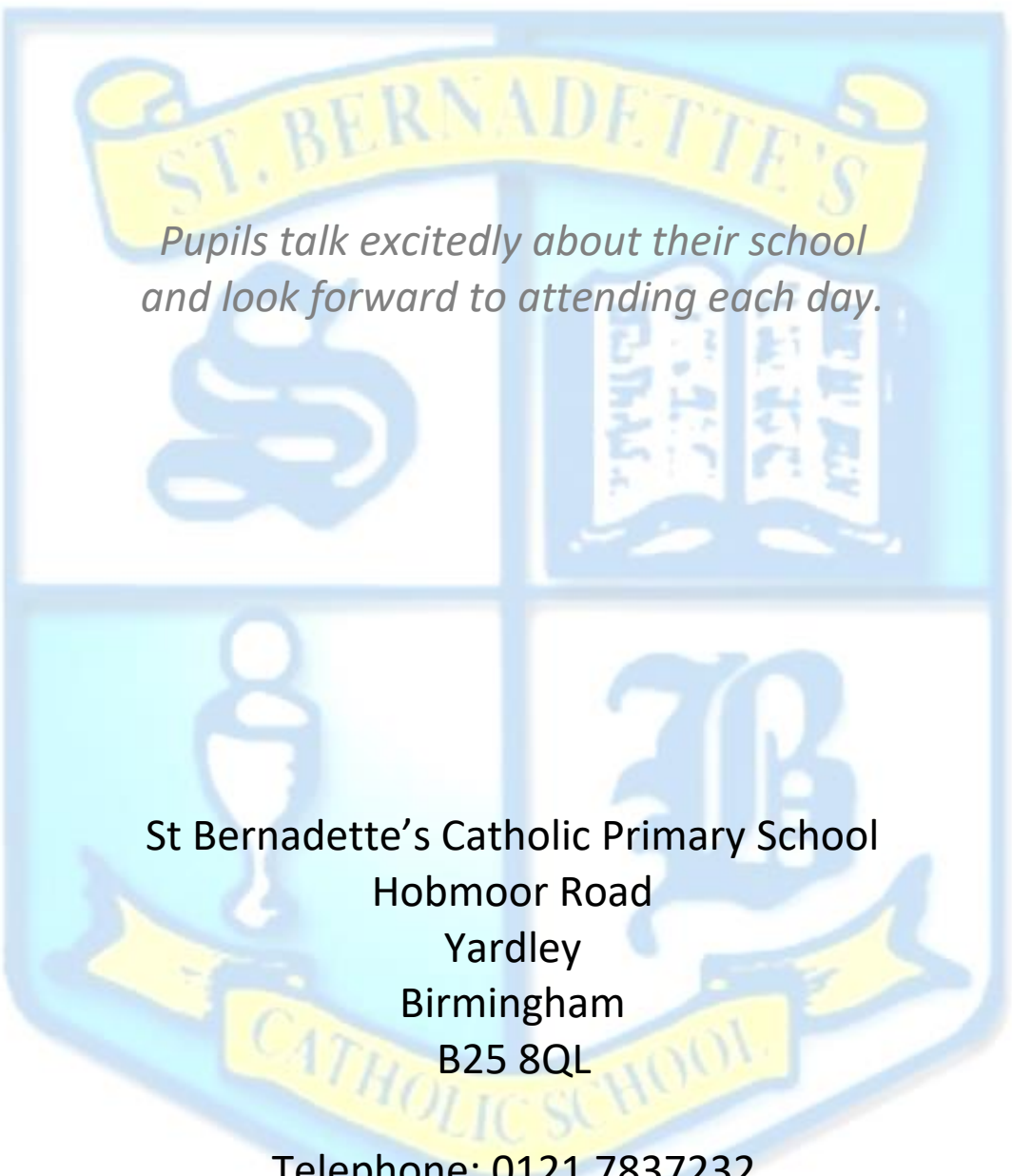
## **What are the roles and responsibilities of the Governors?**

The role of the Governors is largely a strategic role in the running of the school. They act as a 'critical friend' to the school and ensure accountability to you the parents. Although they are not involved in the day to day running of the school, together with the Head Teacher, they set the future direction of the school, making decisions collectively on matters such as budget, policies and the School's Development Plan. They offer support and advice, while asking searching questions and they recognise the Head Teacher as the professional leader of the school.



*Staff and pupils model the values of 'respect, kindness, resilience and unity' at every turn.*

*Pupils talk excitedly about their school and look forward to attending each day.*

The school crest is a shield-shaped emblem divided into four quadrants. At the top, a yellow banner with blue text reads 'ST. BERNADETTE'S'. The top-left quadrant contains a blue stylized figure. The top-right quadrant shows an open book with text on its pages. The bottom-left quadrant features a blue chalice. The bottom-right quadrant contains a large blue monogram 'SB'. At the bottom, a yellow banner with blue text reads 'CATHOLIC SCHOOL'.

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Yardley  
Birmingham  
B25 8QL

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Email: [enquiry@stberns.bham.sch.uk](mailto:enquiry@stberns.bham.sch.uk)

Website: [stberns.bham.sch.uk](http://stberns.bham.sch.uk)