



ST VINCENT'S SCHOOL

A Specialist School for Sensory Impairment and Other Needs

Pupil guide



Registered Charity No. 1102657

Company limited by guarantee in England No. 5010874



Welcome to St Vincent's. Please read through the following pupil information with your family. We look forward to seeing you soon.

School Uniform

Pupils aged 4-19 are expected to wear a uniform in school

Primary School

Pale Blue Polo Shirt

Mid grey regulation uniform trousers/skirt

Mid grey regulation style jumper/cardigan

Black shoes - (NO trainers)

BOYS: Black/grey socks (NO sports socks)

GIRLS: Grey/black tights or white/grey socks.

In the summer a pale blue and white check dress may be worn

Trainers and swimming kit will be required for P.E. lessons

Secondary School Boys

Pale blue shirt with tie or pale blue polo shirt

Mid grey regulation uniform trousers

Mid grey regulation "V" neck jumper

Black shoes (NO trainers)

Grey/black socks (NO sports socks)

Secondary School Girls

Pale blue reverse collar blouse, pale blue shirt with tie or pale blue polo shirt if preferred

Mid grey school skirt - knee length or mid grey regulation trousers

Mid grey regulation style "V" neck jumper or cardigan

Black low-heeled shoes (NO trainers)

Black/Grey tights or grey/white socks

Ties and PE kit are available to buy from school

Please label all clothing

Long hair must be tied back off the face

No jewellery

No make-up or nail varnish to be worn in school

Residential pupils require clothing for out of school activities

School days & times

| | Primary | Secondary |
|-------------------|---|-----------------------------|
| Assembly | Monday 8.50am Wednesday 9.00am | Monday - Thursday 8.50am |
| Registration | 9.00am | |
| Break | 10.50 - 11.10am | |
| Lunch | Monday - Thursday 12.05 - 1.00pm Friday 12.20 | |
| End of School Day | Key Stage 1 3.15pm Key Stage 2 3.30pm | Key Stage 3/4 3.45pm |
| | Friday 1.00pm | Friday 1.00pm |



Daily Journals

Pupils are issued with daily journals as a means of recording homework and information sharing between home, school and group.

Homework

Homework is recorded in the Daily Journal. Residential and extended day pupils are afforded home work club. Day pupils are provided with guidelines on completing homework.

Out of School Activities

All residential and extended day pupils are encouraged to participate in the enrichment activities available. Many activities are provided throughout the week both on and off school premises. Pupils choose which activities they wish to join. Social skills are part of the planned programme for the out of school activities.

Residential and extended day

| | |
|------------------|--|
| 3.45pm | Received into residential groups |
| 3.45-4.30 | Free choice options |
| 4.30-6.00 | Homework club, independence and key session working |
| 6.00pm | Evening meal |
| 7.00pm | Evening activities choices |
| 8.00pm | Care group activities |

Children's Rights

All staff seek to ensure that the five outcomes of the Every Child Matters Agenda are embraced

- **Be Healthy** • **Stay Safe** • **Enjoy and Achieve**
- **Make a positive contribution** • **Achieve Economic Well Being**

House system

Primary and KS3 pupils are allocated to a merit group; Ash Elm and Oak. The school operates a positive rewards scheme through the merit system. Merits are given for effort and attainment grades for class work and for good citizenship. House Merit totals are reported on a weekly basis to the whole school during assembly. Merits are totalled for each house across the school year with the winning house being announced at the end of year final assembly.

For KS4 and Post 16 pupils School operates a letter of commendation or sanction system as designed by the School Council.

Letters of commendation will be awarded to those pupils who are deemed to be making significant progress in work, behaviour, consistently maintaining high performance, exceeding set targets or contributing significantly to a social activity.

Pupils in these years will receive letters of sanction for unacceptable levels of work, behaviour or for consistently maintaining a low performance in work and the community.



Equal Opportunities

At St Vincent's we work to give equality of opportunity to all.

Safeguarding/Child Protection Policy & Procedures

All staff are responsible for safeguarding as outlined within the Safeguarding Statement, Safeguarding//Child Protection Policy. The named persons responsible for Safeguarding issues are:

Mr. S Roberts - Principal

Mrs. Julie Bradshaw - Safeguarding Child Protection Co-ordinator

Office Manager - Safeguarding Administration Officer

Mrs. E Jones & Dr. F. Knight - Safeguarding/Child Protection Governors

Within school we all practise a Specialist Protocol for Care and Guidance of Visually Impaired pupils which is to always:-

Say hello to pupils to signify our presence;

Walk on the left of corridors and use left hand side of double doors for safety of all;

Ensure advice is given on guiding other pupils when using sighted guide techniques;

Be aware of pupils using trailing techniques as a method of orientation.



School Council

The school operates a School Council. The Council is the voice of the pupil. All form groups are represented by an elected form member who attends the School Council. The Council puts forward suggestions from the pupils as to how they want the school to be run, changes to be made and activities introduced. The school council elects two members to represent the school at the Liverpool Schools Parliament.

School Lunches

Lunches consist of a choice of menu including a daily choice of hot meal, assorted sandwiches, and jacket potatoes with a choice of filling and salads. All pupils eat lunch in the main school dining room. Residential pupils have evening meal and breakfast within their groups. St Vincent's has achieved the 'Healthy Schools Award'.

Family Liaison Officer

We have a Family Liaison Officer Mrs Julie Bradshaw. Julie is a point of contact for you and your family should you need to discuss any matters with her.

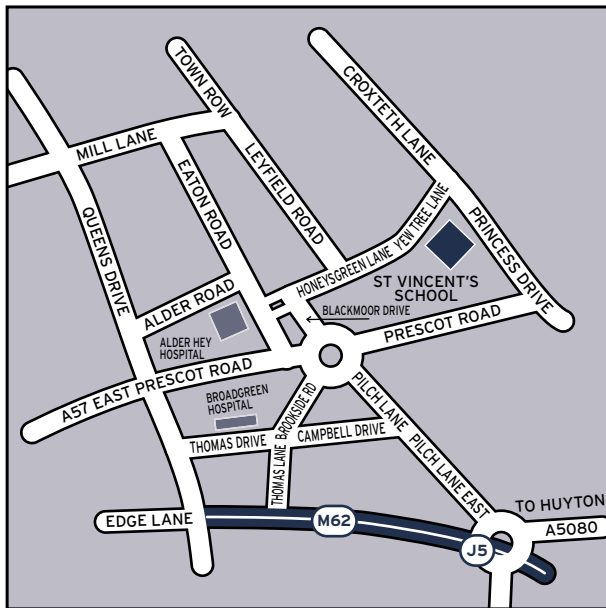
Thank you for taking time to read this. Working together with you and your family is an important role for us as a school. Please do not hesitate to contact us at any time.



Our Mission Statement

Inspired by the example of St Vincent, we work together in a safe and caring atmosphere, where a high standard of education and care is provided. We encourage a sense of achievement, self worth, moral responsibility and mutual respect, honouring all faith traditions and beliefs. Each one of us in our community is special and unique. Gifts and talents are valued and nurtured through all our work.

We are outward looking in our approach to the wider educational and social community and we encourage all our young people to become independent and to integrate fully into society.



Directions

Turn off the M62 at Junction 5. From the East take the third exit, from the West the first exit.

Then turn immediately left onto Pilch Lane East.

Continue to major roundabout and take 3rd exit onto Blackmoor Drive.

At the junction turn right onto Honey's Green Lane, which leads onto Yew Tree Lane. St Vincent's School is on the right.

If you would like to know more about St Vincent's then please do not hesitate to contact the school.

Tel: 0151 228 9968
Fax: 0151 230 5070
www.stvin.com
office@stvin.com

Yew Tree Lane
West Derby
Liverpool
L12 9HN