

*"Do not bury your talents, the gifts that God has given you.  
Do not be afraid to dream of great things"  
Pope Francis*



**St. Stephen's**  
Catholic Primary School  
Welling



*St. Stephen's is a Catholic voluntary aided primary school for boys and girls aged 4 – 11 years, situated within the London Borough of Bexley.*



*Dear Parents,*

*I would like to take this opportunity to welcome both you and your child to St.Stephen's School. We are very pleased that you have entrusted your child's primary education to us, and for our part, assure you of our firm commitment to high standards of achievement and behaviour throughout the school.*

*We strive to ensure that all our children have access to a broad, balanced and challenging curriculum and to live our daily lives in accordance with our school mission statement. This underpins all that goes on at St.Stephen's.*

*We are very fortunate to have a dedicated team of teachers, teaching assistants and other staff who strive to make certain that every child reaches their full potential academically, morally, spiritually and physically.*

*We are a Catholic Christian family; we enjoy an excellent partnership with St.Stephen's Parish and the wider community.*

*We endeavour to ensure every child leaves St.Stephen's as a successful, confident and responsible individual, equipped with all the skills needed to continue on their future learning journey.*

*We hope that your child's years at our school will be enriching and rewarding and we look forward to working in partnership with you.*

**S J Oram**  
*Headteacher*



# The Governing Body

On behalf of the governors of St. Stephen’s, I warmly welcome you and your child to our school. I am sure that, like us, you will find in St. Stephen’s a thriving community, rich both in the quality of the education it provides and in the example it affords of living Gospel values.

As governors, we are involved in the overall leadership and management of the school, particularly in regards to maintaining its distinctive Catholic ethos. Those on the governing body reflect the interests of all who have a stake in the school community and its prosperity. Two parent governors are elected, by the parents, every four years.

Most of the governors either are, or have been, parents of children at the school and are members of the parish. We understand your aspirations for the education of your child. It is our objective, together with staff and our Parents’ Association, to do our best to ensure that those aspirations are fulfilled.

Elizabeth Brett  
*Chair of Governors*



# The Parish

The physical closeness between church and school is a great blessing for us at St. Stephen’s, because it encourages strong links between the two. Working together, they help parents to fulfil the promise they made at their children’s baptism, of bringing them up in the practice of the faith. The family is where children first meet God; and a lively combination of family, church and school gives children a Christian perspective on God’s world and on themselves, and encourages a living relationship with Christ.

Canon Edward Perera  
*Parish Priest*

# A Brief History

St. Stephen’s Infants and Junior Mixed School opened on January 10th 1933 next to a little Catholic Church in the centre of Welling. The school, provided by the parish, admitted 72 children to be taught by three Sisters from the Convent of the Daughters of Jesus in Abbey Wood. The Education Authority, questioning the need, had been reluctant to agree maintenance and running costs and yet by September, another classroom had to be added and part of the Church used to house 150 pupils. Children up to the age of 14 unable to attend St. Patrick’s, Plumstead, came in each morning for religious instruction and then dispersed to the council schools.

In the 1930s, the farms and orchards of Danson, Blackfen and Falconwood gave way to housing development. To meet increasing need, a new church and two linked schools, junior and senior, were built on the present site. The schools cost £12,000. They opened on April 20th and September 14th 1936 and special bus services brought children from Bostall Park and Blackfen.

The Second World War saw the disruption of evacuation, absent fathers and a bombed playground in 1943, but as the parish notices record, it was teaching as usual next day. The school continued to flourish and under the provisions of the 1944 Education Act, the junior school became a separate maintained primary school in July 1949. The senior school, later St. Columba’s, became a secondary school for boys and finally left the site for Gravel Hill in 1991. Meanwhile, at various times, the primary school had annexes at Blackfen, Bexleyheath and Bostall Park.

As Welling mushroomed, huddled accommodation was provided mostly by the Parents’ Association. The largest recorded number on roll was 470. Staffing over the years had risen accordingly with a predominance of lay teachers. The link with the Daughters of Jesus was broken in 1993 after 60 years, during which they provided four headteachers and numerous other members of staff.

Efforts to replace the deteriorating premises had a long history but an opportunity seized in 1987 secured permission to build the new school at a cost of £2.4 million. Our current purpose-built school was opened in December 1992 occupying most of the site of its two predecessors. It was officially Blessed by Archbishop Michael of Southwark in March 1993.



# Our Mission Statement

*St. Stephen's is a Catholic school which aims to build a safe and stimulating community in which all may thrive intellectually, emotionally, physically and spiritually.*

At St Stephen's, as members of God's family, we help and support each other as we learn, play and grow; whatever our background. Everyone in our school, parish and home community is important and respected and given the opportunity to develop their faith and live out the Gospel values.

Through Jesus' teachings and example of love, we understand the importance of helping others, supporting charities in our local and global community.

Our school is a caring community where truth, forgiveness and justice are promoted and are at the heart of our learning and throughout our daily lives.

We know that each one of us is made in God's image; we encourage everyone to develop and share the talents that He has given to each of us.

*We aim:*

- *to provide a secure, safe and stimulating environment in which our children's spiritual, emotional, physical, intellectual and creative capacities are developed and extended.*

- *to assist each other on our journeys in faith and to make prayer, worship and liturgy appropriate and meaningful experiences.*
- *to encourage understanding, mutual respect and good relationships between all members of our home, school and parish community.*
- *to develop a sense of responsibility, particularly towards the most vulnerable members of our own, as well as the wider, community.*
- *to provide a supportive environment in which successes are shared and celebrated and difficulties and problems are seen as part of the learning process.*
- *to foster a spirit of reconciliation and forgiveness.*
- *to ensure that all children have access to a broad, balanced and challenging curriculum which meets the needs of all individuals and is regularly under review.*
- *to encourage the living and sharing of our faith in the wide context of the partnership between home, school and parish.*
- *to recognise the presence of God in all, and to be aware of and respect the beliefs and values of others, regardless of race, creed, class and gender.*

# Our Spiritual Dimension

*"The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society.*

*It should practise what it preaches about the dignity and worth of an individual".*

*Cardinal Hume, 1988*

At St. Stephen's, we strive to build on the foundations of faith started in the home and seek to provide an environment where the beliefs and values of the Catholic faith are taught, explained, developed and nurtured.

Religious Education is an important part of the school curriculum. The school has a wide range of R.E. resources which extend our knowledge of our own and other faiths.

There is a daily act of worship either in class or at assemblies. These are undertaken on a regular basis by all staff. Individual classes prepare their own assemblies throughout the year and these are shared with the rest of the school. We celebrate Mass as a whole school each term and on feast days. Class Masses are held regularly in the church.

In Year 3, parents are invited to support their child in a parish-based programme leading to the Sacrament of Reconciliation and First Eucharist. The school's R.E. lessons complement the preparation for this important stage in their faith journey.

We aim to address the spiritual needs of the children in our care and encourage them to pray, celebrate and worship by taking an active part in the liturgical life of the school and parish.

# Links with the Community

We strongly encourage our children to feel a sense of responsibility for the community in which they live, as well as to the wider community.

We have regular visits from the police, fire service and representatives from a wide range of organisations. Fund-raising activities are undertaken on a regular basis in order to raise our children's awareness of those less fortunate than themselves. Our families are always unfailingly generous.



## Equal Opportunities

The 2nd Vatican Council clearly reiterated what has always been fundamental to Catholic belief and teaching - namely the basic equality of all human beings.

- *At St. Stephen's we uphold these values through our Mission Statement which permeates all aspects of our daily school life.*
- *We seek to encourage positive attitudes towards others of different race, class, gender and creed with the provision of a broad and balanced curriculum.*
- *We will not tolerate any behaviour which diminishes another's worth, value or self-esteem. Disciplinary action will be taken where this is considered necessary.*

## Special Educational Needs

*"I have come that you may have life  
and have it to the full"*

*John 10:10*

At St. Stephen's we want to ensure that all children have the same opportunities and that barriers to learning and participation are removed. We want all pupils to be respected, valued and given the opportunity to participate as equal members of the community, so they can reach their full potential. This ethos covers all aspects of school life not just the academic curriculum.

We ensure that we identify pupils with Special Educational Needs and disabilities at the earliest opportunity and put measures in place to ensure their needs are met. We involve parents in this process and keep them informed about their child's progress. We may involve external agencies to provide the best support possible for our children.

In consultation with class teachers, our teaching assistants work with individuals or small groups on a regular basis. The monitoring of Special Educational Needs throughout the school is undertaken by the Inclusion Manager and the Headteacher.

## Working with Parents and Carers

We work in partnership with parents and carers and value the support and contribution they make to school life. We are able to provide a caring and effective learning environment, where expectations and standards are high.

A positive working relationship between home and school is crucial if children are to fulfil their potential and both parents and teachers have a mutual interest in ensuring their children achieve. Teachers will contact parents/carers to keep them informed of their child's progress and well-being.

We ask parents to keep us informed of any significant changes in home circumstance and to let us know at an early stage when there are concerns or worries. We welcome the vital support and contribution that parents make.

### Meeting with your child's class teacher

From time to time, parents may become anxious about some aspect of their child's school life and need to see the class teacher. On these occasions, please telephone the school office or send a letter which will result in a mutually agreed appointment time.

### Meeting with the Headteacher

Any matter of serious concern should be brought to the notice of the Headteacher, either by telephone or letter. An appointment may then be made to discuss the matter.

## Voluntary Help

Please let the school office know if you are able to spare any time to share your skills and expertise with us. Many parents and grandparents volunteer by listening to children read.

### Other ways to support the school

- *Ensure that your child arrives at school on time*
- *Ensure that your child's homework is completed to an acceptable standard*
- *Visit the school website, Facebook and Twitter accounts*
- *Sign up to ParentMail*
- *Make sure that your child is wearing the correct uniform*
- *Check that all belongings are clearly labelled with your child's full name*



# The Parents' Association

Families become members of the Parents' Association when a child starts at St Stephens. The Parents' Association organises many fund-raising events and enjoys wide

support from both parents/carers and teachers.

Its very existence highlights the importance we attach to the partnership between home and school.

The activities of the Parents' Association encourage extra curricular links between the pupils, parents/carers, teachers and parish and help foster a sense of community which we believe is a hallmark of St. Stephen's School.

## School Meals

There are two options for lunch in school. Children can either have a hot, cooked meal or parents can provide a packed lunch. All meals are cooked on the premises.

All children in Reception and Key Stage 1 are entitled to universal free school meals.

## Policies

In order to ensure the safety, well being and education of all pupils, the following policies are available on our website:

- Admissions
  - Appeals
  - Behaviour
  - Complaints Procedure
  - Data Protection
- Governors Charging
  - Equality
  - Inclusion
  - Safeguarding and Child Protection
  - Social Media

## Attendance and Absence

In line with Government guidelines, holidays during term time will not be authorised.

Absence, as with lateness is rigorously monitored and any unexplained absence will be followed up by a letter to parents.

## Organisation of the School

In accordance with the national system, our school is divided into three departments: Early Years, Key Stage 1 and Key Stage 2. The children are allocated according to their

age group.

	CLASS	AGE
EARLY YEARS	Reception	4 - 5
	Year 1	5 - 6
	Year 2	6 - 7
KEY STAGE 2	Year 3	7 - 8
	Year 4	8 - 9
	Year 5	9 - 10
	Year 6	10 - 11

Year groups are in adjacent classrooms and the teacher for each class is responsible for the children's work although pupils may, at times, be working with other teachers and in other parts of the school.

## Homework

Homework is set on a regular basis throughout the school. This will involve a range of tasks which might involve phonics, spellings, times tables, mathematics, language work

and researching information.

We ask that all parents and carers supervise their child's homework regularly in order to ensure that all tasks are completed to the standard required.



# The Curriculum

At St Stephen’s, we are constantly striving to raise our standards of achievement still further and believe that the most effective learning takes place in a structured and challenging environment. It is essential that all children are given access to a broad and balanced curriculum and we provide a wide range of resources to assist children in becoming independent and successful learners.

Teaching methods include a balance of whole class, small group and individual teaching where appropriate. All teachers monitor children’s work on a daily basis by thorough marking, through discussion and a variety of assessment activities. Our Catholic ethos is firmly embedded

within the curriculum and Gospel values influence all that goes on within the classroom and throughout the school.

Class teachers plan their areas of work on a termly basis. These are differentiated in order to address the needs of all children. The learning objectives of English, mathematics and the main topics to be covered are available on our website.

At the end of each key stage (Year 2 and Year 6), your child will be formally assessed using the National Curriculum Standard Assessment Tasks.

Annual reports are sent out to all parents in the summer term indicating the child’s academic progress in all areas of the curriculum. Personal, social and moral development are essential aspects of your child’s education and these are also reported on.

We follow the National Curriculum as laid down by the Government.

English

Mathematics

Science

Religious Education

Arts

Computing

Design and Technology

Geography

History

Music

Physical Education

French (Key Stage 2 only)

# Forest School

Our Forest School area enables our pupils to be educated outdoors, allowing them the opportunity to explore nature. Forest School is designed to extend education from the classroom to the outdoors, with the aim of encouraging independence and self-confidence, whilst also allowing the children to make their own choices and raise self-esteem.

# Sport

Physical Education has high priority at St. Stephen’s and the

school takes part in many local sporting events through the School Games initiative.

Throughout the year, a wide variety of sports are on offer including cricket, football, athletics, swimming, gymnastics and dance. The children are also taught by specialist sports coaches each week.

# Music

We have a strong musical tradition within our school. We have a thriving school orchestra and opportunities are provided for children to learn a range of instruments. Singing is a regular experience for all children and the choir often provide the music for religious festivals and other events.



# Uniform

The school uniform is available from Matthews, Upper Wickham Lane, Welling and other high street stores. Items available from the school office are: Winter hat, scarf, gloves, summer cap, tie, water bottle, PE bag, swimming bag and book bags. Please remember to label your child’s items with their full name. Jewellery cannot be worn to school.

## GIRLS - Winter

Blue cardigan.

White collared blouse  
School tie (*elastic in KS1*)  
Roll blue pinafore (*KS1*)  
Royal blue skirt (*KS2*)  
Black, flat shoes (*velcro until your child can tie laces*)  
Black or blue tights  
Black or navy coat  
Long hair tied back at all times with blue, black or white hair ties

## GIRLS - Summer

Royal blue cardigan  
Light blue and white checked dress  
Black, flat shoes or white sandals (*velcro until your child can tie laces*)  
White ankle or knee length socks  
Black or navy raincoat  
Long hair tied back at all times with blue, black or white hair ties

## BOYS - Winter

Grey jumper  
White collared shirt  
School tie (*elastic in KS1*)  
Grey trousers  
Black or grey socks  
Black, flat shoes (*velcro until your child can tie laces*)  
Black or navy raincoat  
Smart hairstyles with no shaven patterns

## BOYS - Summer

Grey jumper  
Short sleeved white collared shirt  
School tie (*elastic in KS1*)  
Grey shorts  
Black or grey socks  
Black, flat shoes (*velcro until your child can tie laces*)  
Black or navy raincoat  
Smart hairstyles with no shaven patterns

## ALL CHILDREN - PHYSICAL EDUCATION

### Outdoor

Navy tracksuit bottoms  
White T-shirt. White socks  
Black plimsolls (*KS1*) / Black trainers (*KS2*)

### Indoor

White T-shirt  
Royal blue shorts

# Contact Us

## ADDRESS

St. Stephen’s Catholic Primary School  
Ruskin Avenue,  
Welling,  
Kent. DA16 3QG

## TELEPHONE

020 8303 9738

## FAX

020 8303 0052

## EMAIL

*School Office*

[admin@st-stephens.bexley.sch.uk](mailto:admin@st-stephens.bexley.sch.uk)

*School Business Manager*

[sbm@st-stephens.bexley.sch.uk](mailto:sbm@st-stephens.bexley.sch.uk)

## WEBSITE

[www.st-stephens.bexley.sch.uk](http://www.st-stephens.bexley.sch.uk)

## TWITTER

[@ststephenscps](https://twitter.com/ststephenscps)

## FACEBOOK

[St Stephen’s Catholic Primary School](https://www.facebook.com/StStephenCatholicPrimarySchool)



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