



Prospectus

2024/25

Our Lady Queen of Heaven Catholic

Primary School

# OUR MISSION

Listen, Love, Learn

We are inspired, strengthened, and encouraged by our Catholic faith.

We place Jesus at the centre of everything we do and say **listening** to Him with our hearts.

We spread **love** everywhere we go, valuing and caring for each other.

We strive to be the best **learners** we can, using and celebrating our God given gifts.

“For He who is mighty has done great things for me, and Holy is His name.”

Luke 1:49



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# FROM THE HEAD TEACHER

Dear Parents and Carers,

Welcome to OLQOH. I hope this prospectus will be a useful source of information for you as you decide which primary school to send your child to next September.

Please contact the School Admissions Manager, Mrs Hallard, if you have any questions about Our Lady's and for details of when you can visit the School.

Please ensure that all applications to Our Lady's are received by the middle of January 2025, including the paper Supplementary Information Form which is available on our website or via the School Office.

Yours sincerely,

Tobias Melia

Head Teacher [head@olqoh.com](mailto:head@olqoh.com)



"Pupils are rightly proud to be members of this school. The school's mission of 'listen, love, learn' is important to them and they are committed to live by this. Pupils' conduct around the school is of a high standard. This contributes to a very calm, pleasant atmosphere."

**Ofsted 2019**

# SCHOOL LIFE

We offer a Catholic education to children aged from five to eleven years of age. For us to be the right school for your child, your family must be able to support the Catholic ethos of the school.

Children start school in the academic year of their fifth birthday and enter the Reception Year. This is sometimes referred to as EYFS. OLQOH has two Reception Classes: Our Lady's Class and St. Joseph's Class. The school year runs from September to July and our Term Dates and Inset Days for 2023/24 are as follows:

All classes at OLQOH have a Patron Saint and children are also allocated a House Group on admission. They remain in this House throughout their time at Our Lady's, with family members always being allocated to the same House.

As a maintained School, OLQOH follows the National Curriculum, which was updated in 2014. We make use of the Cornerstones Curriculum resources to deliver the NC. Further, as a Roman Catholic School, OLQOH teaches the Come and See Programme in RE Lessons.

In September 2016, OLQOH increased its PAN (Published Admissions Number) from 45 pupils to 60 pupils.



# OUR BUILDINGS

OLQOH has 14 Classes, split between EYFS, Key Stage 1 and Key Stage 2.

We also provide a Breakfast Club, ICT Room, Sports Hall, Chapel and Music Room.

The School capacity is 420 pupils and we have over 40 members of staff working on site.

Most of our Year 6 pupils opt to transition to St Wilfrid's Catholic Secondary School. We strive to guide our pupils carefully, preparing them for secondary school, and later adult life, as lifelong learners.

We are part of the Healthy Schools Initiative, Fairtrade Achiever Award, Eco Programme and School Games Awards.

There are established traditions throughout the school year. These provide treasured moments for children, parents and staff, and include the May Procession, Grandparent's Day and a host of trips and offsite visits.



“Pupils show great respect for one another, playing and working together happily. Pupils are kind to one another and they say that bullying is not a problem in this school.”

**Ofsted 2019**

# AIMS AND ETHOS

The Governing Body and staff of Our Lady Queen of Heaven Catholic Primary School are fully committed to providing a friendly and secure environment where children are encouraged to develop their potential. We strive for each child to develop their academic, physical and social skills to help them become happy, healthy, independent and motivated young people.

We believe that education is a partnership between the home, school and parish and, together with Parents & Carers, we have developed a Home School Agreement, with our shared aims and objectives.

Together we aim to:

- Encourage the child to do their best and achieve their own personal goals.
- Help the children develop high expectations and aim for excellence.
- Teach every child to read well and enjoy books so that they have a strong foundation for learning.
- Foster in each child a love of numbers and mental mathematics.
- Ensure that all children have equal access to the curriculum and encourage their own interests, talents and gifts with enthusiasm.
- Provide extracurricular activities through after school clubs.
- Encourage good behaviour, self-discipline, self-respect, self-confidence and resilience.
- Encourage children to develop their own faith and respect those held by others.
- Teach religious, spiritual, moral, social and cultural values and help children appreciate the world around them.
- Teach children how to express their thoughts, beliefs and relationships with each other through language, arts, music and sports.



# TEACHING AND LEARNING

At Our Lady's we like to move with the times to encourage our pupils onward and upwards in the learning process. We always try to have the latest technology and Internet resources so that our children can have the information and experiences they need.

We use a variety of approaches to teaching so that different learning styles can be accommodated in the classroom. We also invest heavily in books and other equipment so that learning can visually and aesthetically interest our pupils.

For the majority of learning, children work with their Class Teacher and TA, however there are times when they will work with other professionals in ability groupings. The children are assessed each term with groups being changed to reflect assessment data. OLQOH uses a themed approach to topic work, much of which is based on the Cornerstones Curriculum.

In the Reception Classes, pupils follow the Foundation Stage Programme. We have a separate Early Years booklet which provides more information about the curriculum followed at this stage.

For RE we follow the Diocesan Programme for Primary Religious Education in Catholic Schools, Come and See. We encourage all children to extend their learning further through various homework activities. Each child in Years 1 to 6 is provided with a homework book and a chart to monitor their progress at home. All homework is available on the OLQOH website.



“Pupils learn to become responsible citizens who care about the world around them and the people in it. Leaders encourage pupils to be ‘mini-vinnies’. Taking inspiration from St Vincent de Paul, pupils look for ways that they can help others.”

**Ofsted 2019**

# A CATHOLIC EDUCATION

We are a Catholic School, founded by the Catholic Church, owned by the Trustees of the Diocese, Governed by a Governing Body, the majority of whom are appointed by the Bishop. We offer a free education in common with schools controlled by West Sussex County Council.

We are a Catholic Community school, created by individuals coming together to work for common aims. We welcome parents and children from other faiths; approximately sixty percent of our intake are baptised Catholics.

Every pupil who enters our school is a member of God's family.

We come together to pray each and every day. The children use recognised prayers of the Church including the Our Father, the Hail Mary, Our Father and Glory Be. We also invite the children to create personal prayers and provide opportunities for reflection and meditation. The liturgical year provides a framework for our worship, and we reflect each week on the message of Sunday's Gospel reading. Children who become part of our community are enabled to be in touch with God, to know his Church and to learn the meaning of discipleship. Every child in our community is of equal importance, and we value each child for who they are, rather than for what they can do.

We give every child an opportunity for educational development to the highest possible level. We participate in the rituals and traditions of the Catholic faith. The national programme of education Come and See is followed in RE lessons. We are fortunate to have a priest, Fr Nelson, from Crawley Parish, as our School Chaplain. The clergy celebrate regular school and class Masses with us each year. They also celebrate the sacrament of reconciliation twice a year for those who have made their first confession and join the children and staff during the working day on a weekly basis. Each May we have a May procession in honour of Our Lady, Patroness of the school. We also have Rosary club on a weekly basis during October and May and Lenten Devotions during Lent.



Jesus took a little child and set him by his side and then said to them, "Anyone who welcomes this little child in my name, welcomes me, and anyone who welcomes me, welcomes the one who sent me. For the least among you all, that is the one who is great."

**Luke 9:47:48.**

"Our Lady Queen of Heaven is an Outstanding Catholic school.

It explicitly espouses Catholic Christian values through its faith and practice. It is a diverse,

multi-cultural and totally inclusive community in which staff and pupils demonstrate great mutual respect and care. "

**Denominational Catholic School Inspection Report 2019**





The children celebrate their achievements in a Merit Assembly each Friday morning. EYFS, Year 1 and 2 celebrate Christmas with a wonderful Nativity play and KS2 perform a Carol Service. In the Summer Term, Year 6 round off the year with a musical performance.

We encourage all children to see the good in others. We use the Golden Rules to emphasise our behaviour policy.

At the end of Year 6, the majority of our children transfer to St Wilfrid's Catholic Secondary School. The Head Teacher of St. Wilfrid's regularly visits Our Lady's, and he works closely with his staff to ensure a smooth transition for our pupils. As a Catholic school, we are part of a wider network of Catholic schools, across our deanery, our diocese and the Catholic Education Service as a whole. We work closely with the Crawley deanery schools and with the Catholic Schools Service of the Diocese of Arundel and Brighton.

As a Catholic school, we teach RE across many subjects and worship several times a day. We provide over a 1000 opportunities to pray and reflect each year.



# LEARNING SUPPORT

## Special Educational Needs and Disabilities (SEND)

OLQOH is proud of the outstanding work our Inclusion Team undertake to support learners with additional needs. Our SENCo and Inclusion Key Workers manage the specialist programmes that are put in place for all pupils included on the SEND register.

Mrs Kerrigan, our SENCo Head, leads the specialist intervention programmes throughout the school. She coordinates individual and small group teaching and monitors the progress and attainment of children with specific learning needs, alongside our Class Teachers and Teaching Assistants.

We always work closely with Parents and Carers to ensure that we provide the best quality teaching and learning for all children.

Parents who have concerns regarding SEND are encouraged to contact their child's Class Teacher for an initial discussion.

More information on SEND at Our Lady's, including how we support Academically More Able pupils is available on the School website.



## Learning Mentor

Our Learning Mentor, Miss Kelly, helps to prevent “barriers to learning.” She can support families through difficult times and she is available to support the emotional and mental health of our pupils.

Miss Kelly works with a number of pupil groups to help us provide outstanding levels of pupil voice and participation in school life.



## Disability

We are fortunate to have a bungalow style building, which makes disabled access to the school somewhat easier. We have several disabled access points for both visitors and children. Our reception area and pupil entrance is fully accessible and we have three disabled toilets in the school.

We welcome applications from all families and invite parents of children with a disability or learning need to contact us early in the admissions process for an appointment. On successful admission to the school, we will then be able to work together with the family to ensure a successful transition or induction to Our Lady’s.

Our core values, mission statement and the principle of justice guide us to ensure equality of opportunity for all of our pupils, regardless of disability. Our mission statement is always at the forefront of our thinking and is central to each one of our policies.

The number of children with medical needs or disability changes from year to year. We always work with each family on an individual basis to make arrangements to meet the particular needs of their child. Our teaching assistants take on much of this support work with the child. In cases where there is a severe level of need we will work with the LA to ensure appropriate specialist support is in place.

# COMMUNITY SPIRIT

## Educational Visits

Each academic year our pupils are offered educational visits to places of interest, both locally and wider afield. Our Year 6 pupils are currently offered an adventure activity residential visit each Year, at PGL Windmill Hill in West Sussex.



## After School Clubs

The after school clubs on offer vary according to the time of year and popularity. We have a football team who train regularly, as well as a number of specialist short courses targeted at different year groups.

## Sporting Events

The children receive specialist tuition from our in-house PE teacher, Mrs Ward, and we participate in sporting events across Crawley.

OLQOH has been awarded the Gold School Games Award for the past 3 years and this year has achieved the Platinum Award.

Children in KS 2 will complete a term of swimming tuition. This is part of our PE programme and a compulsory element of the National Curriculum.



## Parent Involvement in School Life

We can welcome parents as volunteers in school and to join the Friends of School team. All regular volunteers must be DBS (Disclosure and Barring Service) checked. We have great parental support for our traditional events, at Sports Day, end of term plays, World Book Day and the great seasons of Lent and Christmas. We are also grateful to parents for their support for our homework and educational visits.



Class teachers meet formally with parents two or three times during the academic year with our bi-annual Parent Consultation evenings. We provide an annual report in July.

We have class assemblies on a Thursday. Parents and other family members are most welcome to attend. Dates will be given in advance.

All of our teachers can be easily reached via email and voicemail. Class teachers issue their emails at the start of the school year. They can also be found on the contact pages of the school website.

## Behaviour Management

We lead by example and use the Gospel message to guide us in our relationships with one another. We have well-behaved children in our school and behavioural problems, when they occur, are usually dealt with by the class teacher. With over 400 children on roll, it is inevitable that we have some behavioural incidents. The vast majority of these are dealt with at a local level as soon as the incident occurs, others may require intervention from Senior Managers. Our pastoral care system aims to encourage children to recover from periods of poor behaviour and support them, if required, with professional advice from other agencies such as CAMHS (Child and Adolescent Mental Health Service).

As you can see below, we use the Golden Rules to emphasize our core values for good behaviour. They are displayed in each classroom and feature in assemblies throughout the year.

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Listen to people
- Do be honest

Each class has a regular circle time activity where the children can talk through issues affecting personal wellbeing. We encourage the children to be healthy, both physically and mentally.

Happy children make a happy school. We promote good relationships and appropriate behaviour in class. We encourage active play at break and lunchtime and our curriculum plan provides a number of opportunities for health education.



## Working with West Sussex and Beyond

Our pupils and staff work with a number of local schools and across our Deanery group of Catholic Schools in Crawley North West.

We continue to build international links into our curriculum, for example, through our work with Chanzigi School in Tanzania.

# SCHOOL SERVICES

## The School Library

Children can borrow books from the library during dedicated library sessions. Many of the books are colour coded to aid selection and we have a number of recommended reading lists available to support a wide range of literature at the right level. We use a computerised system to record the loans from the library stock.

Children can also write book reviews for books that they have borrowed. Where a child needs a book that is not available a request can be made for the school to purchase it. We link with the West Sussex Library Service and Crawley Library and encourage the children to take part in the summer reading activities. Reading progress is monitored by the school staff through regular assessments and our reading card system.



## School Lunches at the Refectory

West Sussex Local Authority have chosen Chartwells as the preferred provider for schools and we have been delighted with the uptake and quality of lunches provided. You can find out more about the current menu on their website.

Parents order meals in advance through the online booking facility via ParentPay.

Lunch is provided free for all children in EYFS and KS1. Again, this needs to be pre booked via ParentPay, please.

## Breakfast Club & Afterschool Care

We offer childcare from 7.50am to 8.50am each school day. We have created a 'home from home' for the children called 'The Den' near the school entrance. More details can be found online. Our childcare is provided by school based staff, your child will know them well and see them during the day as well. Children are accompanied from the Den to classrooms each morning by a member of staff. There is afterschool care available from Willow Tree Pre-School who come and collect children daily and use a 'walking bus' to transfer the children. Places can be booked direct with Willow Tree.



# KEEPING YOU INFORMED

## Parent Teacher Consultations

Teachers meet formally with parents at three Parent Teacher consultation evenings each year – we have one per term.

An annual academic report is completed at the end of the summer term.

## Pupil Progress Summaries

Over the course of the Academic Year, children are assessed using age standardised scores. This data supports Teacher Assessments and is shared with Parents and Carers.

## Our Lady's Dispatches

The Head Teacher publishes Dispatches - the school's weekly newsletter. Copies are emailed and are on the website. It is an organisational newsletter with details of upcoming events and news of recent happenings in the school community.

## Email and Voicemail

All members of staff have email and all teaching and administration staff have voicemail. Full contact information can be found on our website. Please note that OLQOH Staff will aim to respond to all emails received within 48 hours of receipt.

OLQOH Staff may, but are not expected to read or respond to emails out of working hours, at weekends or during the school holidays.

## Internet Services

All pupils in access the OLQOH IT system.

IT support is provided by JSPC ([www.jspc.co.uk](http://www.jspc.co.uk))



# THE GOVERNING BODY

The Governing Body meet formally each term. They have four committees: Resources, Teaching, Learning and Curriculum, Assessment and Progress and Religious Education. The Chair of Governors is Maja Jasko. Mrs Jasko can be contact via the School Office.

Chair of Governors	Mrs Maja Jasko	Foundation Governor
	Mr Neville Corke	Foundation Governor
Vice Chair	Mrs Elizabeth Crouch	Foundation Governor
	Mr Alain Peter	Foundation Governor
	Mrs Elizabeth Oliver	Foundation Governor
	Mrs Tonya Tynan	Foundation Governor
	Miss Ify Okolie	Foundation Governor
	Fr Joachim Osigwe	Foundation Governor
	Mr Tobias Melia	Head Teacher
	Miss Linda Kelly	Staff Governor
	Mrs Jan Miles	Co-opted Governor
	Mrs Sandrine Kinga	Parent Governor
Mrs Mary Lamplough	Clerk to the Governors	

All Governors, apart from the Head Teacher, serve for a period of four years. Foundation Governors are appointed by the Bishop and can serve a maximum of two terms.

The Clerk to Governors can be contacted via the School Office.





# SCHOOL STAFF 2024/25

## Administration and Building Management

Mr Tobias Melia	Head Teacher
Mrs Louise Burrows	Assistant Head
Mrs Nina Ware	School Business Manager
Miss Claire Riley	School Secretary
Mrs Gemma Cooke	Administration Assistant

## Early Years Team

Mrs Annabel Jannece	EYFS Teacher (Key Stage Leader)
Miss Laura Baldwin	EYFS Teacher
Miss Suzanna Brown	EYFS Teaching Assistant
Mrs Janice Warren	EYFS Teaching Assistant
Mrs Khyati Gohel	EYFS Teaching Assistant
Mrs Tuesday Guidera	EYFS Teaching Assistant
Mrs Yoshie Butters	EYFS Teaching Assistant

## Key Stage 1 Team

Miss Jo Johnston	Year 1 Teacher
Miss Lauren Marklew	Year 1 Teacher
Miss Clare Reddick	Year 2 Teacher (Key Stage Leader)
Miss Bronwyn O'Donoghue	Year 2 Teacher
Mrs Karen Stoneman	Teaching Assistant
Mrs Kerrie Kennedy	Teaching Assistant
Emma Maxwell	Teaching Assistant
Mrs Sarah Marsh	Teaching Assistant
Miss Emmalene Staples	Teaching Assistant
Mrs Gemma Jabobs	Teaching Assistant
Mrs Amanda Harper	Teaching Assistant

### **Key Stage 2 Team**

Miss Frances Mwale	Year 3 Teacher
Mrs Petronela Loftus	Year 3 Teacher
Mrs Lauren Kluge	Year 3 Teacher
Miss Alex Goodman	Year 4 Teacher
Mr Spencer Adams	Year 4 Teacher
Mrs Lisa Bullett	Year 4 Teacher
Mr Michael Watson	Year 5 Teacher
Mrs Laura McGrath	Year 5 Teacher
Miss Beckie Johnson	Year 6 Teacher (Key stage Leader)
Miss Paige Lee	Year 6 Teacher
Mrs Sarah Cord	Teaching Assistant
Mrs Jaqueline Kehoe	Teaching Assistant
Mrs Rosemary Robinson	Teaching Assistant
Mrs Linda Healy	Teaching Assistant
Mrs Kristina Foote	Teaching Assistant
Mrs Sally Harman	Teaching Assistant
Mrs Patricia Florin	Teaching Assistant (Lead First Aider)
Mrs Sarah Peppard	Teaching Assistant (Lead First Aider)
Miss Dawn Fox	Teaching Assistant
Mrs Liz Alfieri	Teaching Assistant

### **Non-classed Based Staff**

Miss Linda Kelly	Learning Mentor
Mrs Nuria Jamieson	MFL Teacher
Mrs Rosemary Robinson	Music Teacher
Mrs Elaine Ward	PE Teacher
Mrs Ann Westgate	Sports Coach

# APPLYING FOR A SCHOOL PLACE

If your child is already in primary school, please contact us for details of our current vacancies. If we do not have a vacancy, we can keep your details on file and we will contact you if and when a place becomes available. We accept applications from all members of the community but we do prioritise applications according to Catholicity and give priority to siblings. A copy of our full admission policy and oversubscription criteria is enclosed with this prospectus.

Admissions for Reception Classes (60 places) will be coordinated by West Sussex Local Authority (the LA). Parents should have received a letter informing them of the online application process from the LA during October in the year preceding entry at the age of 5.

As a Catholic School we are our admissions authority but the LA will coordinate the admissions process on our behalf. We have a wide catchment area; we accept children from all over Crawley.

Parents will need to complete an application online using the information sent by the LA. They will need to indicate a first, second and third preference of school. We have a supplementary application form (SIF), which enables us to gather additional information. The online application must be made. Our supplementary form enables us to prioritise your application only.

We realise that choosing a school for your child is one of the most difficult decisions that you are likely to make. We hope that prospective pupils and their parents will come to the school for a guided tour, to meet the Senior Management Team and to see the school at work.

Applications must be made online by 15th January 2025. We can accept applications after this date but those who have applied within the application period will receive priority.

Please note that we cannot confirm an application has been successful until West Sussex LA have posted acceptance letters on our behalf after 14th April 2025.

Once admission decisions have been made we can then arrange for induction sessions in Reception Class. This enables successful applicants to meet with their class teacher and other new classmates.

## Special Educational Needs SEN and Admissions

We welcome applications from all children, whatever their ability. If your child has SEND please call Mr Melia to arrange a meeting. We work closely with education and medical agencies to assist families with the start of their child's education. Mr Melia and Mrs Kerrigan, our SENCo, meet with parents prior to admission and liaise where necessary with portage and other services.

If you are applying for a place for a baptised Catholic child, please enclose his/her baptism certificate with your application, this helps us to prioritise accordingly. You may like to bring it along when you come for a guided tour when we can photocopy it for you. If you have any questions, please phone Mrs Walker on 01293 526057.

# Our Lady Queen of Heaven Catholic Primary School

Hare Lane  
Langley Green  
Crawley  
West Sussex  
RH11 7PZ

Telephone 01293 526057

Email [info@olqoh.com](mailto:info@olqoh.com)

Our main entrance is on Hare Lane.

The safety and security of our pupils is very important to us. All visitors are asked to report straight to the School Office on arrival.

The particulars contained in this prospectus were correct in relation to the start of the year 2024-2025. It must not, however, be assumed that there will be no change after the start of, or during, the said year or in relation to subsequent school years.