



**ST BERNADETTE'S CATHOLIC
PRIMARY SCHOOL**

SCHOOL PROSPECTUS

Welcome

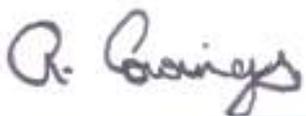
Choosing the right school for your child is one of the most important decisions you will make in their early years.

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.

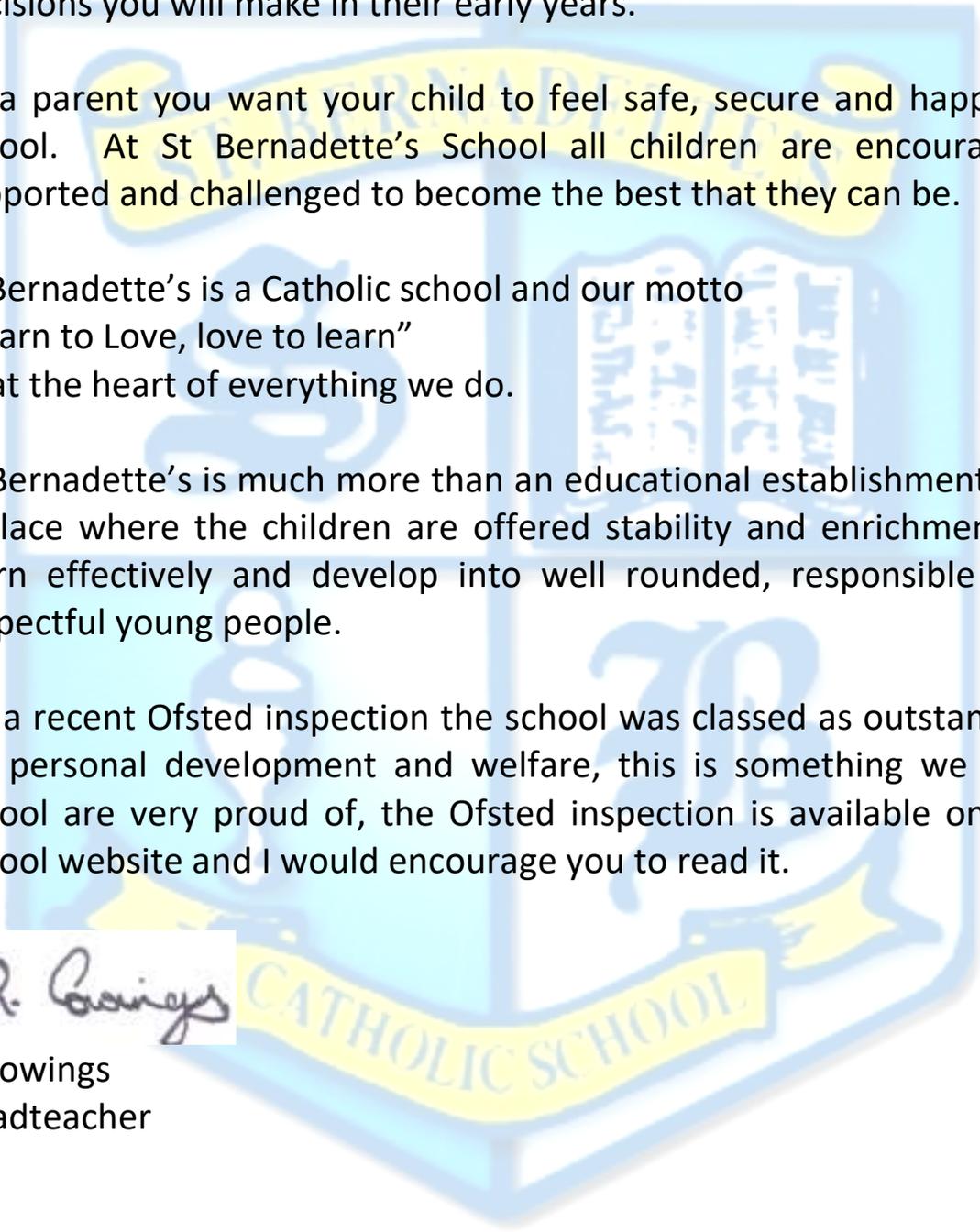
St Bernadette's is much more than an educational establishment it is a place where the children are offered stability and enrichment to learn effectively and develop into well rounded, responsible and respectful young people.

On a recent Ofsted inspection the school was classed as outstanding for personal development and welfare, this is something we as a school are very proud of, the Ofsted inspection is available on the school website and I would encourage you to read it.



A. Cowings

A Cowings
Headteacher



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.

We are proud of the outstanding accreditation given to us by Ofsted in the area of Personal development and welfare. The Inspectors noted that the pupils have excellent opportunities to influence the work of the school, be this through the buddie scheme whereby the older children partner up with younger ones to guide and care for them or through the School Council where the children have the opportunity to improve areas of the school. 'I love school' and 'teachers are great and they always help you' were comments made by the pupils to the Inspectors.

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, Friday enrichment sessions and 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.

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

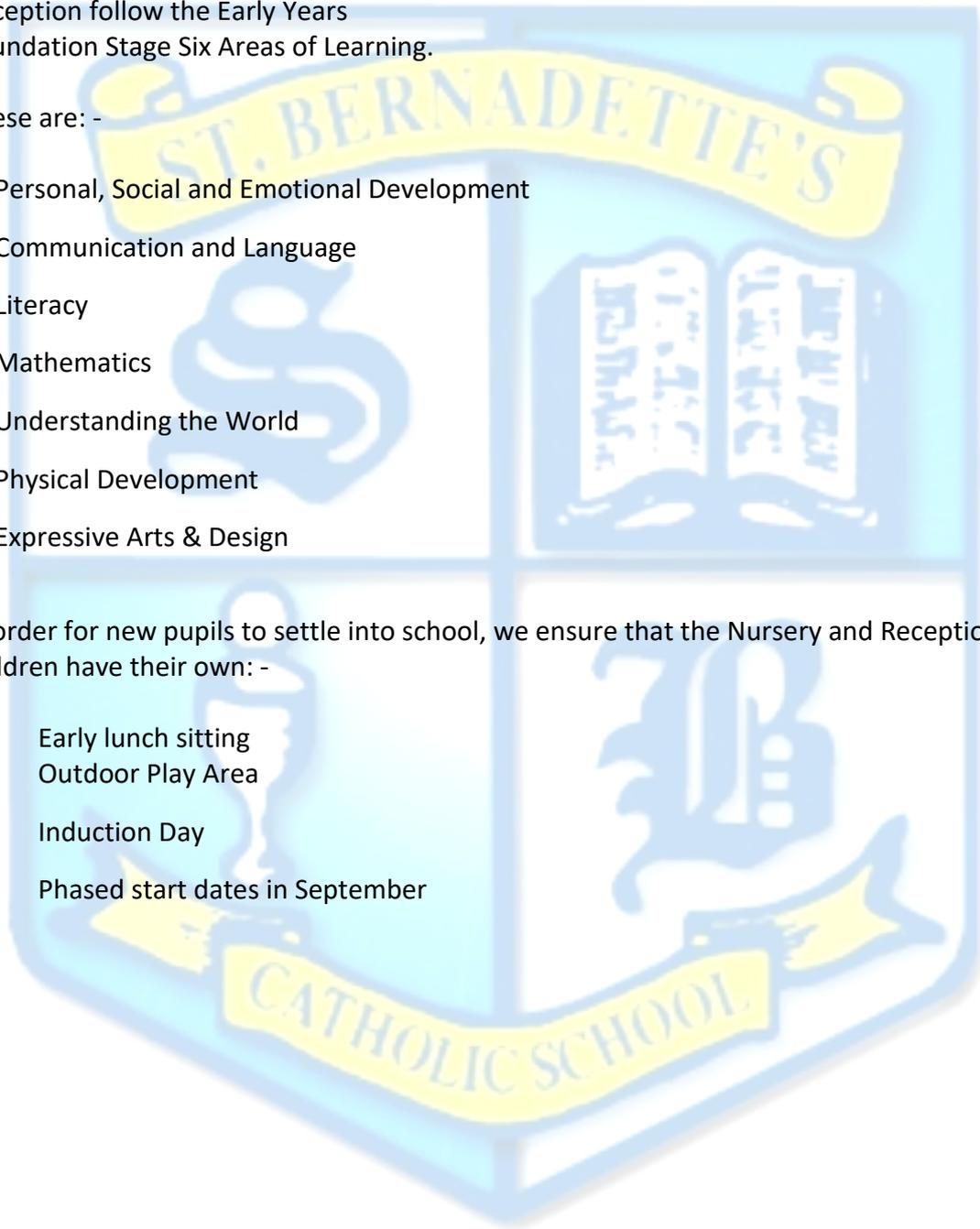
Children may enter Nursery in the school year in which they will be four years old and may start in Reception in the school year in which they will be five years old. Nursery and Reception follow the Early Years Foundation Stage Six Areas of Learning.

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
- Phased start dates in September



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 Leader in school is Miss Cowings. Mr Lavin, Miss Connaire, Mr Carroll and Mrs Bhella are also Safeguarding Leaders.

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 Headteacher, 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, in October and March at Parents' Evenings. 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.

Sanctions

For disobeying rules, dishonesty, vandalism and other unpleasant practices, pupils will be invited to apologise to those affected. Children will be given a verbal reminder. For more serious incidents, they must miss part of their play time or lunch time, may be sent to another class or sent to the Headteacher, Deputy Headteacher or Behaviour Co-ordinator. Parents may be invited into school to discuss their child's behaviour.

For grave misconduct a pupil may be suspended from attendance at school on either a part or a full time basis. Parents are informed and this 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 school in finding solutions to difficult behaviour. We expect all parents to sign the Home/School Agreement (see Appendix) as a consistent approach is needed to achieve success.

Discipline

The discipline in school is a high priority, reflects Christian principles and is based on mutual respect. The purpose of our school and class rules are to encourage pupils to respect themselves and their belongings and to respect other people and their belongings. Our Behaviour Policy and Anti-Bullying Policy is based on a positive code of conduct and strategies are used to promote positive attitudes and values. Copies of these policies can be viewed on our website.

Rewards

For good work, effort, success, helpfulness, honesty, courage and other qualities, children are praised verbally and given rewards such as stickers, stationary stickers, stars, badges, certificates and letters home. Where possible parents are informed of such praise.

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 telephone the school to inform us if your child is off sick **on the first morning of 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 recognise that there are times when it may be necessary for a pupil to take medication during the school day. Parents are permitted to come into school at lunchtime to administer any other medicines on a short term basis.
- 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. Rewards for best class attendance are given termly and may include a trip to the cinema. 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 telephone the school office 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 9:05 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 **Foundation Stage** take turns to bring home a RE bag, and have a weekly reading book to read every night. In addition to this, Reception children have Maths and English homework weekly.

Children in **KS1** have a reading book to read every night, spellings to learn, a reading or writing task and a maths game or activity to complete, weekly.

Children in **KS2** have a reading book to read every night, spellings to learn and English and Mathematics homework to complete each week.

Children in KS1 & 2 may also be given the opportunity to take the class prayer bag home to encourage prayer at home. Some homework may even be set and submitted using software the school subscribes to. Parents will be informed about when homework should be handed in via a termly curriculum letter. The children record homework activities in their home/school record book. It is vital for home/school communication that this book is in school everyday.

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 and extension work to enhance 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. 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 a 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. Money should be posted in the secure post box outside the school office in an envelope marked with your child's name, class and the amount enclosed.

Applications for free school meals must be made online at www.link2ict.org/FSM. 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. Children in KS2 are also encouraged to bring in a piece of fruit from home to eat at break time.

Children have access to filtered water throughout the day and at lunchtimes. Fresh milk may be purchased for consumption at lunchtimes (Cost available from the office).

Healthy Tuck Shop

The School Councillors organise a break time tuck shop, which provides a range of healthy snacks, (juice, toast, etc.)

The tuck shop is currently available to Key Stage 2 children and each year band visits once a week. Parents are asked to pay for their child to use the shop, a half term in advance.

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

The Governors have a policy on charging which is available on the school website. For any non-residential trips parents will be asked for a voluntary contributions towards costs.

No child will be excluded, however, the cost of taking children who are unable to pay will not be borne by others. If insufficient funds are received this may result in trips being cancelled. Any parent finding difficulty with this voluntary contribution is asked to see the Head Teacher confidentially.

School Trips

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

- Residential trips to Paris, Newcastle and Conover 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

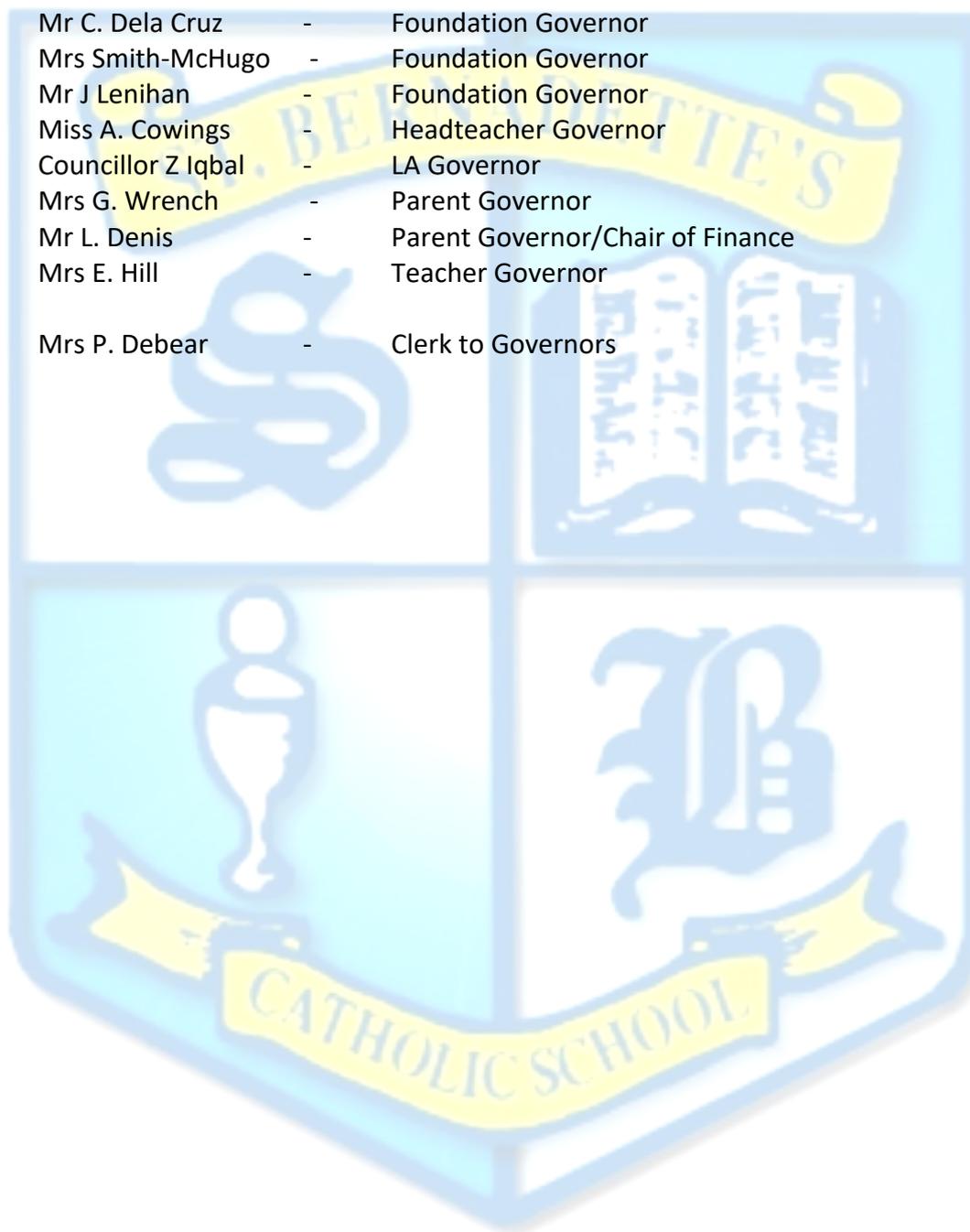
In addition to outside educational trips, we invite a number of visitors into school to provide educational workshops which cover a wide range of interests.

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.

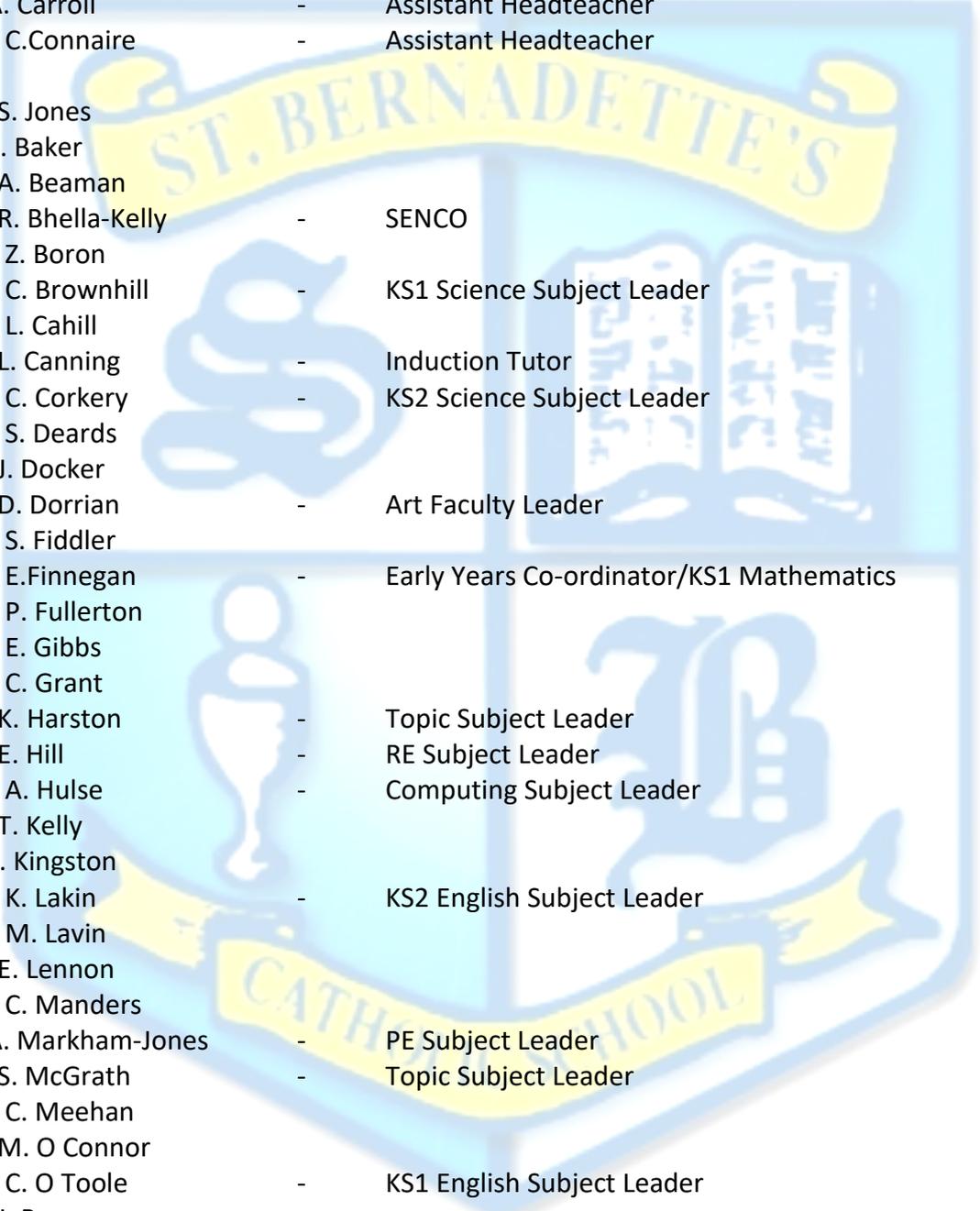
THE GOVERNING BODY

Mr P McMaster	-	Chair of Governors
Rev. Fr Philip Griffin	-	Foundation Governor / Parish Priest
Mrs K Garrett	-	Foundation Governor
Mr C. Dela Cruz	-	Foundation Governor
Mrs Smith-McHugo	-	Foundation Governor
Mr J Lenihan	-	Foundation Governor
Miss A. Cowings	-	Headteacher Governor
Councillor Z Iqbal	-	LA Governor
Mrs G. Wrench	-	Parent Governor
Mr L. Denis	-	Parent Governor/Chair of Finance
Mrs E. Hill	-	Teacher Governor
Mrs P. Debear	-	Clerk to Governors



THE STAFF

TEACHERS



Miss A. Cowings	-	Headteacher
Mr N. Lavin	-	Deputy Headteacher
Mr A. Carroll	-	Assistant Headteacher
Miss C. Connaire	-	Assistant Headteacher
Mrs S. Jones		
Mr E. Baker		
Mrs A. Beaman		
Mrs R. Bhella-Kelly	-	SENCO
Miss Z. Boron		
Miss C. Brownhill	-	KS1 Science Subject Leader
Miss L. Cahill		
Mrs L. Canning	-	Induction Tutor
Miss C. Corkery	-	KS2 Science Subject Leader
Miss S. Deards		
Mrs J. Docker		
Mrs D. Dorrian	-	Art Faculty Leader
Miss S. Fiddler		
Miss E. Finnegan	-	Early Years Co-ordinator/KS1 Mathematics
Miss P. Fullerton		
Miss E. Gibbs		
Miss C. Grant		
Mrs K. Harston	-	Topic Subject Leader
Mrs E. Hill	-	RE Subject Leader
Miss A. Hulse	-	Computing Subject Leader
Mrs T. Kelly		
Mr S. Kingston		
Miss K. Lakin	-	KS2 English Subject Leader
Miss M. Lavin		
Mrs E. Lennon		
Miss C. Manders		
Mr A. Markham-Jones	-	PE Subject Leader
Mrs S. McGrath	-	Topic Subject Leader
Miss C. Meehan		
Mrs M. O Connor		
Miss C. O Toole	-	KS1 English Subject Leader
Mrs J. Ryan		
Miss K. Speake	-	KS2 Mathematics Subject Leader
Mr R. Wayne		

TEACHING ASSISTANTS

Miss J. Baker
Miss E. Barron
Mrs S. Begum
Miss S. Buchanan
Mrs L. Clarke
Mrs M. Colclough
Mrs L. Gray
Mrs S. Heeley
Mrs M. Kerrigan
Mrs J. Lewis
Mrs T. McCarten
Mrs N. O'Brien
Mrs K. O'Brien
Mrs T. O'Neill
Mrs A. Robbins
Mrs J. Robinson

LEARNING MENTOR/PARENT SUPPORT ADVISOR

Mrs P. Payne
Mrs F. Shalvey

OFFICE STAFF

Mrs J. Byng
Miss K. O'Neill
Mrs M. Smallwood

ICT OPERATIONS MANGER

Mr M. Abbott

SCHOOL TECHNICIAN

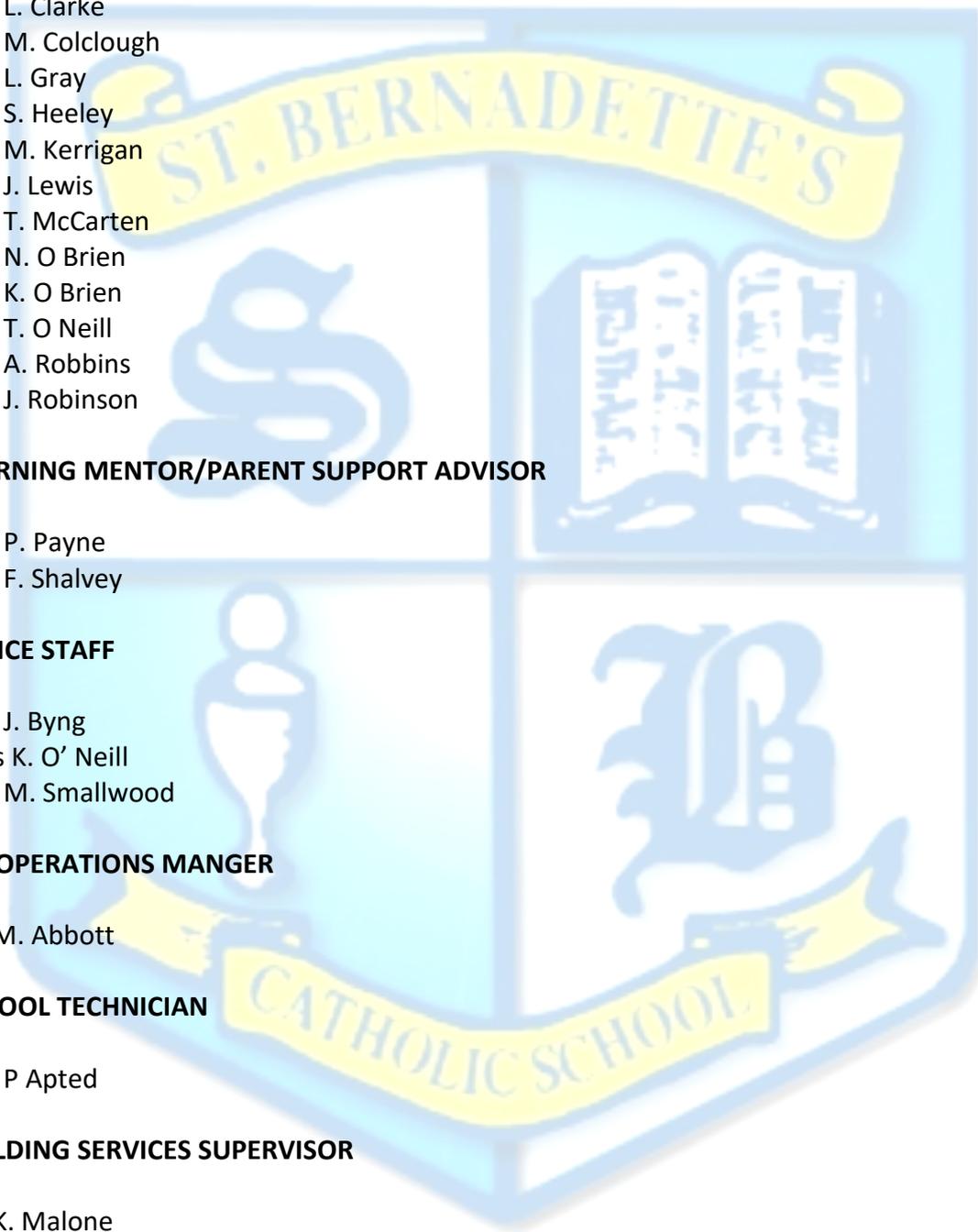
Mrs P. Apted

BUILDING SERVICES SUPERVISOR

Mr K. Malone

SCHOOL COOK

Mrs L. Benton



THE SCHOOL DAY

NURSERY 8:35 am – 2:50 pm Monday to Thursday
 8:35 am – 2.00 pm Friday

RECEPTION 8:45 am – 9.30 am Weekly teaching time – 22 hours
 9.45 am – 11.45 am
 1.00 pm – 2.10 pm
 2.20 pm – 3.00 pm
 1.00 pm – 2.00 pm Friday

KEY STAGE ONE 8.45 am – 10.20 am
 10.35 am – 12.00 noon
 1.00 pm – 3.00 pm
 1.00 pm – 2.00 pm Friday

KEY STAGE TWO 8.45 am – 10.30 am
 10.45 am – 12.15 pm
 1.00 pm – 3.00 pm
 1.00 pm – 2.00 pm Friday



School Uniform

All pupils in school wear School Uniform.

The uniform consists of: -

Winter Uniform

Grey skirt – girls

Grey trousers - boys

Grey jumper/cardigan/sweatshirt (available from the school office)

White hard collar shirt

School tie (available from the school office)

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

Grey, black or white socks or tights

Summer Uniform

Blue and white, check/striped summer dress (girls)

Grey shorts/trousers (boys)

Black flat shoes

White polo shirts with school logo

Nursery Uniform

White polo shirt with grey trousers (boys)

Grey skirt (girls)

Red Sweatshirt /Cardigan with school logo (available from the school office).

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 in Foundation Stage and Key Stage One. In Key Stage Two, children may wear a watch and girls may wear a small stud in each ear. 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.

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 Headteacher 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 Headteacher 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 Headteacher, 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 Headteacher as the professional leader of the school.





'This is a lovely school and everyone, both staff and children, really care for each other'

'I love my school'

'Teachers are great and they're always happy to help'

St Bernadette's Catholic Primary School
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