



### ***Growing in Faith, Hope and Love 1 Corinthians 13:13***

A warm welcome to you and your child from St Andrew's CE Primary School, where we believe that your child will be as happy, and as successful, as they can be in all they do, if they take advantage of all that we have to offer. All the staff, teaching and non-teaching are dedicated to assist in your children's development to the best of their ability.

We believe that when a strong partnership exists between home and school, a child is more likely to succeed in their 'one-chance' to gain a good education. We want you, and indeed need you, to be continually involved with us in your child's learning. We encourage open and honest discussions about achievements, successes, problems, difficulties and many other areas of children's development. I trust you will always feel welcome, and that our doors are always open to you and your family. When this occurs we can then more easily and efficiently work together for the benefit of your child and all those in school.

I hope you will find this prospectus a useful introduction to our welcoming school, where your child's stay will be happy and one where you as parents can feel you belong. I really believe that you will be able to see your child's talents flourish and their potential realised as you entrust them into our care.

We believe that our excellent facilities and resources provide an ideal environment for effective, stimulating and enjoyable learning to take place.

Simon Charnock  
Head teacher



## Our Mission Statement

We believe that St. Andrew's C.E. Primary School exists to provide life's main opportunities for our children guided by and learning from the example and teaching of Jesus Christ.

These opportunities come from an ethos and curriculum that provide maximum learning experiences for each individual child, no matter what their particular learning abilities may be.

We will aspire to a curriculum which results in the enjoyment of learning, children who feel good about themselves and in which everyone can be good at something. We will encourage pupils to show tolerance and respect for each other, set themselves high standards, to take pride in their work and do their best.

We will provide curriculum enrichment activities including first hand experiences, creative opportunities, visits and visitors.

We will offer every child the chance to achieve as much as they are able.

We will achieve high standards for all children, giving them secure foundations for future learning and success in life.

## Our School Vision

Our school will continue to be a happy, welcoming and inclusive Christian environment, where everyone is treated equally and expectations are high.

We will provide a safe, caring and stimulating environment in which every individual is cared for spiritually, morally, intellectually, physically, socially and emotionally, guided by the values of our Christian faith.

We will combine high standards with a broad, balanced and rich curriculum which encourages creativity and inspires a commitment to lifelong learning.

We will focus our teaching and learning on the needs, abilities and enthusiasms of individuals, providing a tailored approach to supporting all pupils according to their needs.

We will work in partnership with parents, parish and stakeholders to place our school at the heart of the community it serves.

We will build on our strengths and drive our own improvement, set ambitious and challenging targets, recognising that everyone can always do better.

## Our School Values

(Ethos Council—April 2023)

**Love, Trust, Confidence, Hope, Friendship, Forgiveness, Co-operation**

1 Corinthians 13:13

Growing in faith, hope, and love. But of these three, the greatest is love.



### OUR SCHOOL PRAYER



Dear Lord,  
Help us to grow in  
faith, hope and love.  
Help us to share our values  
inside and outside of school.  
God give us confidence to do our best  
and to put our trust in you  
and one another.  
Amen

*'The emphasis that leaders place on the school's values...can be seen in the strong relationships between staff and pupils and pupils' positive attitudes to learning' Ofsted July 2021*



### **School Governors**

Chairperson - Mr Mike Jeffries

#### Foundation Governors -

Rev Vinny Whitworth (ex officio), Mr Ian Campbell Mr Michael Barlow,  
Mr Mike Jeffries, Mrs Valerie Spielmann (Diocesan Governor), Mrs Alison Whitehead

#### Parent governors -

Mrs Laura Griffiths (Vice Chair), Ms Karis Shroeder

#### Staff governors -

Mr Simon Charnock (Head Teacher) Mr John Shawcross (Deputy Head Teacher - co-opted),  
Mrs Emma McCullagh

#### Local Authority governor

Mr Colin Higson

### **School Staff**

Head Teacher - Mr Simon Charnock

Deputy Head Teacher - Mr John Shawcross

#### Class teachers -

Mrs Donna Bainbridge, Mrs Maria Blackhurst, Mr Andrew Glynn,  
Mrs Jan Hunter, Mrs Louise Lee, Mrs Emma McCullagh, Mrs Brenda Richardson,

#### Teaching and Learning Support Assistants -

Mrs Karen Duncan, Mr Chris Hackley, Mrs Toni Lilley, Mrs Jeanette Lyon,  
Mrs Farzana Musaji, Miss Rhiannon Parkinson, Mrs Vicky Weikert, Ms Julie Berry

#### Office Staff -

Mrs Jeanette Lyon, Mrs Helene Ross-Grundy

#### Site Supervisor -

Mr Darren Ratcliffe

#### Lunchtime Supervisors -

Ms Debbie Bailey, Ms Julie Berry, Miss Tina Goodram,  
Mrs Elaine Huyton, Mrs Najma Lulat, Mrs Karen Pollitt

#### Out of School Club -

Ms Debbie Bailey, Miss Tina Goodram,

#### Catering Staff -

Mrs Deb Reilly, Mrs Jill Taylor

#### Cleaning Staff -

Mrs Elaine Huyton, Mrs Karen Pollitt, Mrs Jenny Williams

*'Pupils say that adults in school are kind and caring...and check up on them if they do not seem themselves'*

*Ofsted July 2021*

## School Uniform

We have a school uniform of which we believe encourages and promotes an identity and pride in school and prevents discrimination. All children are expected to wear school uniform. School colours are royal blue and white.

Royal blue V-neck pullover or cardigan; Tie - school colours; Shirt/blouse - white / light blue; School skirt, regulation school shorts or trousers - grey or black; Black flat shoes - not boots. Blue and white summer dresses or grey pinafore, plain grey/black/white socks or tights

From Reception, **all** children wear our recommended uniform with shirt or blouse and tie.

Children may bring trainers for playground wear only; these should be able to be taken on and off very quickly at the start and end of break times.

### Appearance

All pupils should have their shirt/blouse tucked into their trousers/skirt; school shirts and blouses should be suitable to wear with a tie.

Long hair should be tied back. Hair bands, clips etc should be simple and discreet in an unobtrusive colour - blue to match the school uniform would be great. Please avoid extreme hair styles such as any shaved patterns or mohicans.

Make up, false nails, hair dye colouring and nail varnish are not allowed.

### PE clothing

Children should come to school in their PE / Games kit on their timetabled days for PE and Games lessons

**Plain white Polo shirt** -not Tee Shirts or with branded motifs

**School sweatshirt or cardigan**

**Plain black tracksuit bottoms, shorts, skirt or leggings**

**Trainers**

**For indoor sessions - Plimsolls and Plain black shorts (these can be worn or kept in PE bag with plimsolls)**

PE plimsolls and shorts should be kept in school during the week in a drawstring bag which will be provided free of charge for new reception children. Children will sometimes participate in the indoor PE sessions in bare feet. These can also be bought from the school office. **Please label all your child's items of clothing.** Unclaimed items of lost property are disposed of at the end of each half term.

Details of all stockists and approximate costs can be obtained from school.

A school badge is not expected on uniform but the school tie must be worn with uniform except with summer dresses or PE kit.

### Jewellery

Children should **not** wear jewellery to school - this includes bracelets, charity bands, chains or necklaces. Older children may wear their watches but are responsible for these themselves. School will not be responsible for any loss or damage that might occur. **Earrings** (or the clear plastic inserts) **are not permitted**. Parents will find that these rules are in line with our two main feeder High Schools.

### Personal belongings

Parents are advised not to allow children to bring expensive items to school. The school is not responsible for loss or damage to such items if they are brought to school.

### Bags

Due to lack of cloakroom space, children may not bring large bags to school. All new reception children will be provided with a book bag for reading books, homework etc. These can also be bought from the school office.





### Teaching organisation

Reception	age 4/5	30 children
Year 1	age 5/6	30 children
Year 2	age 6/7	30 children
Year 3	age 7/8	32 children
Year 4	age 8/9	32 children
Year 5	age 9/10	32 children
Year 6	age 10/11	32 children

All staff are entitled to weekly time away from their classes for Planning, Preparation and Assessment (PPA) purposes. In most cases your child's class will be taught by a qualified teacher during the absence of their class teacher.

### School hours

#### **Infants**

The school day starts at 8.55a.m. and finishes at 3.20p.m. There is a fifteen minute break in the morning and 10 minutes in the afternoon. Morning lessons finish at 11.45a.m. The afternoon lessons begin at 1pm. (32 hours 5 minutes per week)

#### **Juniors**

The school day starts at 8.55a.m. and finishes at 3.30p.m. There is a fifteen minute break in the morning and ten minutes in the afternoon. The juniors finish morning lessons at 12 noon. Afternoon lessons begin at 1pm. (32 hours 55 minutes per week)

The school opens its doors to children, both Infants and Juniors at 8.45a.m. In the interests of safety, children should not arrive before this time, especially on cold or rainy mornings, without prior permission as there is no supervision. Children should come into school when the doors open so that they are in class by 8.55a.m. School begins with registration at 8.55a.m. for both the juniors and the infants. If your child arrives in school after 8.55a.m., he/she must use the front entrance and sign the late register. A late mark will be entered in the register.

### Admissions Policy

This admissions policy applies to those applying for a place to start in September 2024. For more detail, please refer to our web site at [www.standrewsbolton.co.uk](http://www.standrewsbolton.co.uk) via the *Our School > Admissions Information* section.

There are 30 places available in the Reception year group each year. St. Andrew's has three classes in the Infant department of 30 or less, as the law requires. The number of places available for junior classes is 32.

## Our Curriculum

### Foundation Stage

Children start at school in the September following their fourth birthday. During the first year pupils will be working towards the pre-national curriculum areas of learning and development (Early Years Goals). These are divided into two main areas. The three **Prime** areas are fundamental, work together and move through to support development in all other areas. These are Personal, Social and Emotional Development, Communication and Language and Physical Development. The four **Specific** areas include essential skills and knowledge for children to participate successfully in society. These are Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

### Key Stage One

This covers the next two years of a child's school life, Year 1 and Year 2. During these years each pupil will follow our Learning Challenge Curriculum where the **Foundation** subjects will be Art and Design, Computing, Design and Technology, Geography, History, Music and Physical Education. The **Core** subjects studied will be English, Maths, Science and RE.

### Key Stage Two

This covers the junior age range 7 - 11, Years 3, 4, 5 and 6. Pupils continue to follow the same Learning Challenge Curriculum as in Key Stage 1, where the 2014 National Curriculum is covered through answering a series of questions which helps the children understand why they are learning. Elements of the previous mathematics and English strategies will continue to be followed. At Key Stage 2, the Core and Foundation subjects are as for Key Stage 1 with the addition of a Modern Foreign Language and Personal, Social and Health Education.

Our school web site ([www.standrewsbolton.co.uk](http://www.standrewsbolton.co.uk)) is regularly updated to provide information on the Learning Challenges covered and our Facebook page celebrates our pupil's achievements and experiences.



### **Religious Education**

As a Church School, Religious Education is an essential part of the school curriculum and seeks through a variety of means, including study of the Bible:-

to give opportunities to discover and appreciate the reality of God, through Jesus Christ and in the lives of others and in the created order

to give appreciation of the purpose of life and the standard of conduct implicit in the Christian faith, and, through helping children to be sensitive to the feelings and needs of others, develop a sense of personal responsibility for their own behaviour and its consequences to help children discover the relevance of God through worship, common life and heritage of the Church to make children aware of the existence of other religions and cultures

Parents have the right to withdraw their child from Religious Education but no specific arrangements are in operation. Parents wishing to withdraw their child from Religious Education should contact the Head Teacher so that alternative arrangements can be made.

### **Worship**

There is a daily act of worship, based on the teachings of Christianity. The Vicar of St. Andrew's, Rev. Vinny Whitworth takes a weekly assembly in school and there is a weekly "Celebration" assembly. Each class leads two assemblies per year to which parents are invited. There are regular visits to St. Andrew's Church. Parents have the right to withdraw their child from school worship, but no specific arrangements are in operation. Parents wishing to withdraw their child from school worship should contact the Head Teacher so that alternative arrangements can be made.

*'Leaders have planned a broad and balanced curriculum which is ambitious for all pupils...'  
Ofsted July 2021*

## Physical Education

Our aim is to promote a healthy, active lifestyle and an interest in sport through teaching skills in swimming, invasion games, athletics, gymnastics and dance. We provide an average of 2 hours of physical activity per week in line with government recommendations. We believe that sport should be enjoyed by all, both in a competitive and non-competitive way and design our curriculum to meet these aims. Children in Year 4 will receive a half hour swimming lesson weekly for 10 sessions, currently at Westhoughton Leisure Centre. All children receive specialist teaching throughout the year from a range of external agencies.

## Relationships, Sex and Health Education

Our aim is to help pupils make informed choices to promote self esteem and confidence which will lead to the development of respect for self and others. In Years 5 and 6 pupils will be introduced to aspects of reproduction and an understanding of the physical and emotional changes which occur during puberty and adolescence. Staff and the school nurse will support and deliver such sessions, after parental consent is obtained.

The school has achieved a number of awards and these are displayed at the bottom of this page and we continue to work to such standards.



## Extra-Curricular Activities

There are many extra curricular activities which staff carry out on a purely voluntary basis. Some of these are mentioned below, although they may change from year to year.

The school has a choir which performs at school and community functions such as Harvest and Carol Services. There is a strong tradition of musical productions to which parents, relatives and friends are cordially invited.

During the course of a school year, we usually offer other activities including girls and boys football, athletics, dance, tennis, rugby, gymnastics, dodgeball, cricket, outdoor and adventurous and fitness on a short term basis.

The school takes part in different sporting activities such as inter-school football, athletics, cross country and swimming galas, to the credit of the school. We also offer Before and After School sports sessions to offer further opportunities to be involved in and experience a wider range of competitive sports.

Bolton Music Service provides our children the opportunity to receive specialist music tuition in a range of instruments including woodwind, string, piano, drums, keyboard and singing tuition. As always, our Facebook page celebrates pupil participation in as many of such experiences as possible.

*'Pupils enjoy many enrichment opportunities at school, including a range of after school clubs'*  
Ofsted July 2021







### **Educational visits, visitors and experiences.**

Each year children in school go on trips which are relevant to their classroom learning. These are not only very enjoyable, but very beneficial to the children, helping to bring their learning to life. Trips which have taken place recently include visits to the Bolton Museum, Beeston Castle, Chester, Smithills Hall, Stockport Air Raid Shelters, Liverpool and Smithills Farm. Class teachers invite speakers with relevant knowledge or expertise to speak or work with their classes such as Aqualease, Travelling Shakespeare Company, and The Life Education Centre as well as visits from our emergency service providers. Year 6 have the opportunity each year to participate in a residential adventure activities experiences at Robinwood and Year 5's residential involves a 'kip on a ship' (HMS Belfast) before they visit Harry Potter Studios. Years 3 and 4 have also been given the opportunity to take part in a residential trip to west Wales. Sports coaches are also invited for more specialist PE activities such as mobile climbing walls, Bikeability, Bolton Wanderers Community Trust and Leigh Leopards. We endeavour to offer a range of activities inclusively throughout the year, irrespective of gender or age.

There has been a lot of discussion about safety on school trips in the press. All the activities we undertake at St. Andrew's are carefully assessed prior to the event and well staffed. We have high expectations of the children's behaviour at all times, but even more so on school trips. Members of staff look after the children in the same way in which responsible parents would look after their children in the same situation.

### **The St Andrew's Bucket List**

As we strive to develop the whole child and create life long memories, we aim to widen our children's experiences and inspire them to learn new skills prior to moving to their high school. The St Andrew's Bucket List has experiences that range from simple pursuits, to full day (or night time) experiences. Some are things that are taken for granted, and simple to do and yet may be something they have not yet had a chance to experience. Some will be delivered through our curriculum and some specifically as a Bucket List opportunity.

Needless to say, the experiences of such activities would stay with our children forever and, whilst allowing learners numerous opportunities to develop courage, self-belief, enthusiasm, resilience and teamwork, they will also provide skills that will stand them in good stead for life.

Although the list was extensively discussed by staff, pupils put forward their suggestions and parents also had an input. This list is available via our web site and is filed in each pupil's Record of Achievement.

### **Charging Policy**

The cost of such activities in school time has to be met by voluntary contributions from parents. All trips are organised with the proviso that if insufficient contributions are received, they are cancelled. The school is sympathetic to families, who for personal reasons, find it difficult to contribute. Please contact school if such difficulties arise. Any such contacts will be treated in the strictest confidence. Most extra-curricular sports activities are provided at a nominal charge to parents and the shortfall is covered through the national PE funding initiative.





## Special Educational Needs

The Governors of St. Andrew's School recognise that all children, whatever their gender, race or background, including those with Special Educational Needs share the same statutory entitlement to a broad, balanced, relevant and differentiated curriculum. There is a national Code of Practice which guides all schools in their dealings with children with special needs.

All class teachers differentiate work for their children enabling all to work to their potential. Those children for whom this is not enough are put on the School Action list. These children will also have an Individual Support Plan (ISP) which details how two or three learning targets will be met. These are written and reviewed at least mid-termly. This means that a child always has a plan to work to, even at the start of a new school year in September.

In addition to normal classroom differentiation and an ISP from a variety of sources outside school is drawn on. This could be from Speech and Language Therapists, Occupational Therapists, the Behaviour Support Team, Ladywood Outreach or the Educational Psychologist. If progress is still not being made, consideration will be given to requesting a statutory assessment or additional funding to support a special need.

Detailed records are kept by the Special Educational Needs Co-ordinator. School endeavours to ensure that parents are aware of the targets set for their child. Education and Health Care Plans are discussed during structured conversations with parents that replace the termly parental consultation meetings. As children move to secondary schools, information on any special need is transferred.

### Accessibility

Within the Curriculum, the school aims to provide full access to all aspects of the curriculum by providing additional equipment, support and advice as appropriate to meet specific needs. School is built on three levels with several short internal sets of steps. Recent builds have incorporated ramp access around the exterior and into the building where practical, including into the foyer; disabled toilet facilities are available on one level. The school site would be challenging to anyone requiring wheelchair access. School will continue to respond to the needs of its children as outlined in policies such as the Medical Needs and Special Educational Needs policy.



### Assessment and Reporting

During their first term in Reception class, children are assessed on their abilities in a number of areas by the class teacher in order to ensure that work matches the learning needs (using the Standards and Testing Agency Baseline Assessment). At the end of the Foundation Stage, your child will be formally assessed in line with national assessment requirements. At this stage, these assessments will be carried out as part of your child's normal school activities by the class teacher. The children will not be put into a "testing" situation which might cause them concern or worry. The results are used to ensure that children receive the teaching they need to make good progress in Key Stage One.

Teachers assess children's progress regularly using their knowledge of the children, the children's written, oral and practical work. Statutory Assessment Tasks will be carried out annually in Year 2 and Year 6 and the results reported to parents. Children in Years 1, 3, 4 and 5 will be regularly assessed and the progress data will then be used alongside children's work to help the class teacher assess the level each child has achieved.

### Reporting to parents

Parental consultations are held twice a year, in the Autumn and Spring terms. A written report is sent home to parents annually in the Summer Term and there is an opportunity to discuss these with class teachers if necessary. Parents of children who receive SEN support will have the opportunity to have structured conversations with their child's teacher separate from the scheduled parental consultation evenings. Reports celebrate children's achievements and indicate ways for parents to help their children at home. If worries arise during the year, please come into school to make an appointment with the class teacher or Head Teacher, to discuss these. The sooner we know about difficulties or problems, the sooner we can act to rectify them.

## Behaviour

St. Andrew's is a school with a tradition of high standards of behaviour from its children. We expect children to be punctual, polite and of smart appearance. We expect children to behave at all times, in such a way as to be a credit to themselves, their families and their school. These expectations are an essential ingredient of our academic success and we look to new parents to support us in our endeavour to maintain this high standard of behaviour.

We aim to cultivate an ethos in which good behaviour is the norm and where children accept responsibility for their own decisions and actions and the resulting consequences.

At St. Andrew's School, our aims are:-

to develop good behaviour promoted by self discipline in children

to create conditions in which an orderly community enables effective learning to take place in a climate of mutual respect

The school's approach to the behaviour of the children is built on a clear set of values which are relevant for all people in an orderly, happy society. We wish to foster Christian understanding and values in our children. We have one simple rule -

**Treat others as you would like to be treated.**

*'Pupils feel happy and safe in this welcoming school...Pupils say that adults in school are kind and caring'  
Ofsted July 2021*

## Home/School Agreement

We believe that children will fulfil the behavioural expectations on the basis of encouragement and praise, rather than punishment. Praise and celebration of achievement, however small, underpin all our interactions with each other. A wide variety of rewards are used in school e.g. verbal or written praise, stickers and certificates. Good work and behaviour is celebrated weekly in a special assembly.

Instances of unacceptable behaviour will be discussed with the child by a member of staff, leading to appropriate amends being made wherever possible. We ask that parents support the school in matters of behaviour management, remembering that facts can often be distorted by children and that there are two sides to every story. The school is best placed to judge and take appropriate action in relation to behavioural matters.

All staff are fully aware of what constitutes bullying and the accompanying signs.

We aim to ensure that:

- ◇ all pupils understand we do not tolerate acts of bullying in any form
- ◇ adults are always available to provide support and action
- ◇ new children are aware of the school attitude to bullying
- ◇ children can speak out without fear of being accused of 'telling tales'.

Our Anti Bullying Policy is available on our web site.



## Equal Opportunities

St. Andrew's School is committed to the continued development and practice of a positive policy of equal opportunities. Our aim is to ensure equal access to all our children, irrespective of age, class, colour, disability, ethnic or national origin, gender, or religious belief.

The children's welfare committee, acting for the Governing Body is committed to a Single Equality Policy. Following assessment and consultation the committee has set equality objectives and targets in line with the policy. The policy and action plan are available in school on request and via the website.

## School Ethos Council

The School Ethos Council meets regularly and consists of two elected members from each year group from Year 3 to Year 6. Meetings allow pupils to make a positive contribution towards the running of the school. They have made significant contributions towards new playground equipment, its design, making improvements to the school environment and even interviewing the Head Teacher and Deputy Head Teacher candidates. The Council is co-ordinated by a leading staff member and Rev Vinny Whitworth with support from pastoral staff from Manchester Diocese. They have recently reviewed and updated the school Vision and Values and composed a school prayer, seen on Page 2 of this prospectus

## Pastoral Care

Our prime concern is that the children should be happy and feel secure. The importance attached to pastoral care and developing as a caring school is something which runs through all that we do in the school and is inherent in our Christian tradition. Thus great emphasis is placed on caring for others, giving rather than just receiving. If a problem arises at home which affects the education of the child, parents are encouraged to discuss that matter with the child's teacher. Similarly, a teacher may wish to discuss a problem in school with the parents. We do make one request, however, that if at all possible, an appointment is made for either a meeting with the teacher or the Head Teacher and throughout, communication remains polite and positive. This is simply to ensure the smooth running of the school. Concerns can also be raised by using [pastoral@standrewsoh.bolton.sch.uk](mailto:pastoral@standrewsoh.bolton.sch.uk)

School has links and support from Bolton NHS Mental Health In Schools Team, from whom help and advice can be offered to families and children who request or need it.

## School Meals

Parents have a choice for their children of a meal cooked on the premises, sandwiches from home, or going home. School meals can only be changed termly or half-termly and at least two weeks notice must be given of any change. School meals are provided free by the government for all EYFS and KS1 children and families in receipt of certain benefits. School meals for children in KS2 are charged at £2.47 a day or £12.35 a week. This is payable in advance via ParentPay as we are a cashless office. If packed lunches are brought, we encourage healthy options which should not include crisps, chocolate or sugary fruit snacks/sweets.

School operates a canteen system which will offer a choice of at least two, usually three, home cooked main meals. There is a choice of pudding. Salad and fresh fruit are always available.

Infants are provided with a piece of fruit daily at no charge and juniors can opt either to bring a piece of fruit to school or have toast as a mid morning snack (charged on a termly basis at 45p per day) Children are not permitted to bring sweets to school and are not permitted to have crisps at morning or afternoon break. Children may bring sweets, but NOT lollipops, to school on their birthday to share with other children at the end of the day.

Children may bring a still water, not juice, flavoured or sparkling, in a plastic bottle which can be refilled in the drinking fountains throughout the school.





## Communication

Our intention is to keep all parents fully informed as possible regarding the progress and attainment of their children. Similarly, other information such as trips/events, policy and procedure updates, general concerns and news meriting celebration will be sent via a monthly newsletter, letters, our Facebook page and the School Spider messaging service and via Tapestry for our Reception class families as well as the information stored for reference on our school website.

## Parents, Teachers and Friends Association (PTFA)

The school has a PTFA which raises considerable funds that are spent on enhancing the educational provision for the children. The PTFA has provided the school with much needed resources and equipment e.g. books for the libraries, laminators, as well as generously contributing towards trips and Christmas activities. The PTFA has donated nearly £15,000 to cover the cost of the class Interactive boards. They have also funded a new hall projector, a portable stage for the hall; they have match funded a class set of new laptops, leased 16 I-pads for the school and 32 tablets for use with the Learning By Questions English and Maths resource. We have refurbished an enclosed area accessible from the school hall which is not only useful as a learning area but also a space where children can reflect, worship and be more at peace. The PTFA continually work incredibly hard to raise yet more funds for future projects.

New parents in particular are always welcome. An Annual General Meeting is held every year, usually in September or October, at which the new committee is elected for the following year. Parents who do not wish to be committee members can volunteer to be helpers at just one or two events during the year. All help and expertise is very welcome.

## Out of School Club

St. Andrew's School offers high quality before and after school care on the school premises from 7.30a.m. until 9.00a.m. and from 3.20p.m. until 6.00p.m. during term times. Holiday care is available at St. Andrew's School only if there is sufficient demand. Please ask the school office for further details if you are interested in using the Out of School Club which will include contact details, methods of payment and communication. The sessions are set at a flat rate of £6 in a morning and £12 after school.



## **Attendance Registration**

This takes place at the beginning of morning and afternoon school. It serves two purposes - it is a record of children in the building in case of fire, and it monitors each child's attendance. Parents are asked, **as a matter of priority**, to contact school, by phone or via a message from a brother or sister, on the first day of a child's absence as early as possible and no later than 9.30a.m. If no message is received we will take action, within reason, to ensure the child's whereabouts, using contact numbers we have in school. This is to reassure ourselves of the child's safety. Absence for which we have no reason, will be deemed to be unauthorised and marked as such. Rates of unauthorised absence and lateness will be recorded on the child's annual report. We feel that it is important to develop good attendance and punctuality habits amongst the children and ask for your fullest co-operation in these matters.

### **Collection of children during school hours**

Parents are requested to collect their children at the front entrance, if they need to leave school for a medical or dental appointment during the school day. Prior written notice must be given by parents or appointment card/letter shown on collection. **On no account, must children leave school without permission.**

### **Holidays during term time**

Parents are encouraged to organise family holidays, including visits to a country of family origin during school holiday periods. If it is necessary to go in term time, parents must contact the school to seek authorisation to take children out of school, which will only happen in extreme circumstances. Holidays taken in term time without school's consent, will be marked as unauthorised absence (i.e. truancy). Consent will **not** be given as a matter of course for term time holidays. The full Attendance Policy is available on our school website.

### **Medicines in school**

No member of staff is required to administer medication or treatment as part of their usual duties. It is a voluntary role. However, as part of staff's 'duty of care', administration of essential medication is a duty eg on residential visits, trips or outings.

Decisions about administration of medication and treatment are the responsibility of the Head Teacher.

- At St. Andrew's, the Head Teacher or office staff will administer short term medication subject to the agreed provisos.
- Regular long term administration or treatment may be done by others subject to agreement and relevant training

Teachers with children with medical needs in their class need to be informed in detail of day to day implications of the conditions and any procedures in place in school, including information on what constitutes an emergency. A list of all medical needs will be kept in the register and in the cohort files.

### **Emergency contacts/sick children**

All parents will be asked to provide contact numbers in case a child feels unwell or has an accident during school hours. It is vital that school is informed immediately of any changes in contacts or contact numbers. If children are ill with stomach related illness such as sickness and diarrhoea or contagious illness such as conjunctivitis, adults must keep the child away from school for 48 hours or until medical advice states otherwise.

More detail regarding procedures relating to the medical needs of children, administration of medication and first aid and the storage of medication is available on our web site.

### **Complaints Procedure**

Any parent wishing to make a complaint should follow the following procedure.

In the first instance, contact is best made through the class teacher where most problems can be resolved on an informal basis. An initial phone call or personal visit is preferable rather than an email or note which lack the immediate responses from a conversation.

If the issue is unresolved or for more serious complaints, please make an appointment to see the Head Teacher or a member of the leadership team in their absence.

For complaints where the Head Teacher is unable to deal with the issues, contact may be made through the Chair of Governors as part of Stage 2 of the procedures outlined on the Complaints Policy or the Local Authority thereafter via the Clerk of Governors.

## Safeguarding our children

This school gives the highest importance to the safeguarding and welfare of its children. The governors, Head Teacher and staff will strive to carry out their responsibilities efficiently, effectively and diligently to ensure that this school is a safe, caring and happy learning environment for children.

Alongside the responsibility for ensuring that our children are protected from deliberate harm by unsuitable persons, the school has other responsibilities to ensure that children grow and develop into confident individuals with the understanding of how to take care of themselves.

The school aims

- to create a learning environment for safeguarding and promoting the welfare of children.
- to put into place recruitment procedures that safeguards and promotes the welfare of children.
- to make arrangements for checks on new staff, volunteers and contractors
- to ensure that others who employ or supply staff have efficient arrangements for checks on staff.
- to verify the authenticity of the qualifications of staff
- to check and verify the identity of staff
- to ensure that the school is a well maintained, secure and safe environment for its children
- to ensure that there are staff qualified in first aid to support staff and children
- to promote positive behaviour where children can thrive and create a climate where bullying or harassment is unacceptable
- to meet the additional needs of children with special educational, medical or physical needs
- to give children the knowledge that will enable them to make sensible decisions for themselves, for example misuse of alcohol and drugs (RSHE, Science and Life Education Caravan), road safety, stranger danger, internet safety
- to ensure that information regarding staff and children is well protected and not passed on to those who have no need to know but can be shared appropriately to support the child

### Child Protection

The school is required to have a Child Protection Policy and procedures in place to address concerns about the safety and welfare of children. A copy of the Child Protection Policy and Procedures is available on our website or a copy is available to parents on request. If you have any questions about the policy, please do not hesitate to contact school.

Through their day to day contact with children, and direct work with families, school staff are particularly well placed to observe outward signs of abuse or neglect, changes in behaviour, or failure to develop. Parents/guardians should be aware, therefore, that where it appears to a member of the school staff that a child may have been, or is being, abused, the school is required as part of the local child protection procedures, to report their concern to Children's Social Care immediately. The school **cannot** withhold information, including contact addresses or phone numbers of parents or guardians, if it feels that the safety of a child or children may be at risk.

The teachers responsible for Child Protection are Mr. Charnock, the Head Teacher, and Mr Shawcross, the Deputy Head Teacher.

*'The arrangements for safeguarding are effective...Staff are clear on the procedures to follow if they have concerns about a pupil' Ofsted July 2021*

### Photographs

From time to time, photographs may be taken of your child involved in activities. They are for curriculum records, for use in display or our website or for publicity purposes. A generic permission form should be completed along with the Home School Agreement prior to any photographs being taken.



## School holiday pattern 2023-24

### **AUTUMN TERM [73 days]**

Term begins:	Wednesday 6 <sup>th</sup> September 2023
School closes for half term:	Friday 20 <sup>th</sup> October 2023
Half Term:	Monday 23 <sup>rd</sup> October – Friday 27 <sup>th</sup> October 2023
School re-opens:	Monday 30 <sup>th</sup> October 2023
Term ends:	Friday 22 <sup>nd</sup> December 2023

### **SPRING TERM [53 days]**

Term begins:	Tuesday 9 <sup>th</sup> January 2024
School closes for half term:	Friday 16 <sup>th</sup> February 2024
Half Term:	Monday 19 <sup>th</sup> February - Friday 23 <sup>rd</sup> February 2024
School re-opens:	Monday 26 <sup>th</sup> February 2024
Term ends:	Thursday 28 <sup>th</sup> March 2024

### **SUMMER TERM [64 days]**

Term begins:	Monday 15 <sup>th</sup> April 2024
<i>Bank Holiday:</i>	<i>Monday 6<sup>th</sup> May 2024 (School Closed)</i>
School closes for half term:	Friday 24 <sup>th</sup> May 2024
Half Term:	Monday 27 <sup>th</sup> May – Friday 31 <sup>st</sup> May 2024
Half Term begins:	Monday 3 <sup>rd</sup> June 2024
Term ends:	Friday 19 <sup>th</sup> July 2024

**Total: 190 days.**