

Holy Infant & St Anthony RC Primary School



School Prospectus





Mitre Street,
Astley Bridge
Bolton
BL1 6QJ

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Website Address: www.holy-infants.bolton.sch.uk

Holy Infant & St. Anthony R.C. School is a primary school maintained by Bolton Local Education Authority and lying within the Roman Catholic Diocese of Salford. The school admits children from 4 to 11 years.

The school serves the parish of Holy Infant & St. Anthony, Astley Bridge, and caters principally for children who are baptised Catholics and whose parents intend to raise them in the Catholic faith although we welcome all denominations.

Most pupils transfer at the age of 11 to nearby Thornleigh Salesian College for their secondary education.

Welcome to our school

Dear Parent

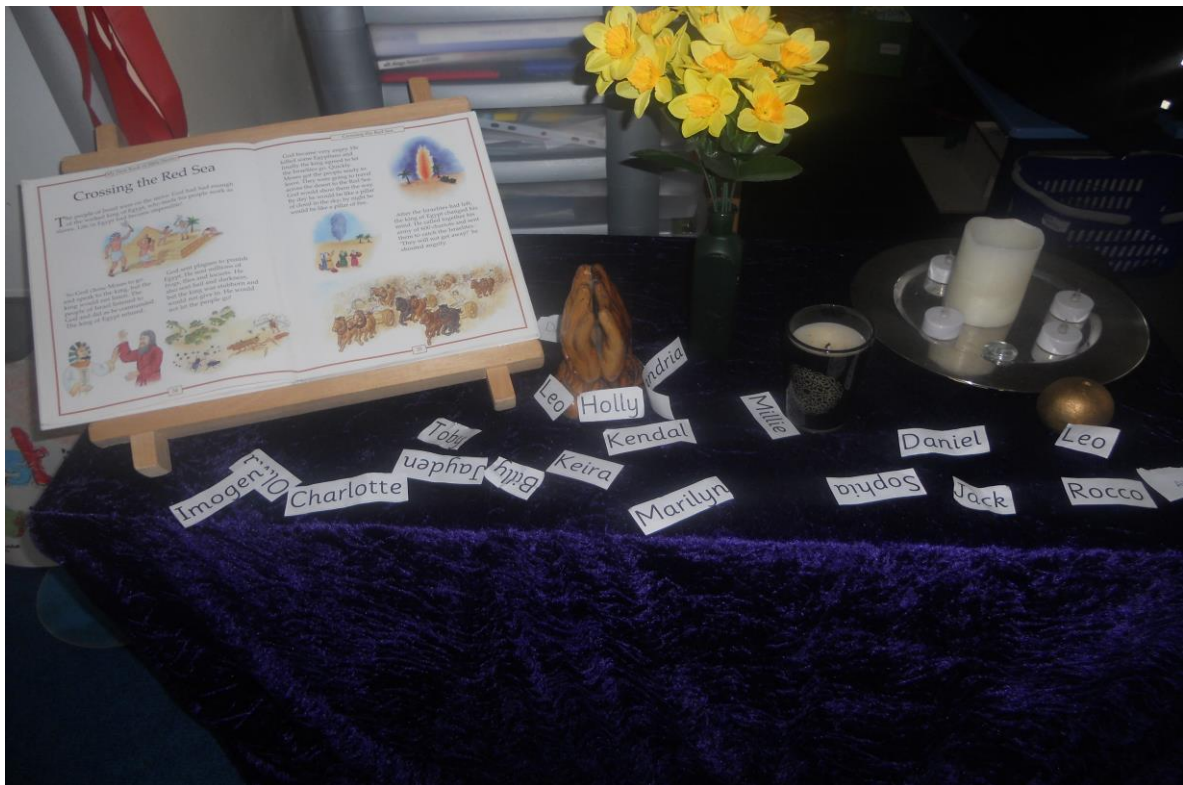
Thank you for your interest in Holy Infant & St. Anthony RC School. This brochure will give you information which we hope you will find helpful.

If there is anything else that you would like to know, or if you would like to arrange a visit to our school, please do not hesitate to contact us.

We place great importance on the role that happy relationships play in making our school successful and in ensuring the highest quality of education for your child. We hope that you will find us approachable – we are here for you and, even more importantly, as you will see from our Mission Statement, for your children.

We very much look forward to working together with you in the future,

Mrs D Furlong
Head Teacher



HOLY INFANT & ST ANTHONY **RC PRIMARY SCHOOL**

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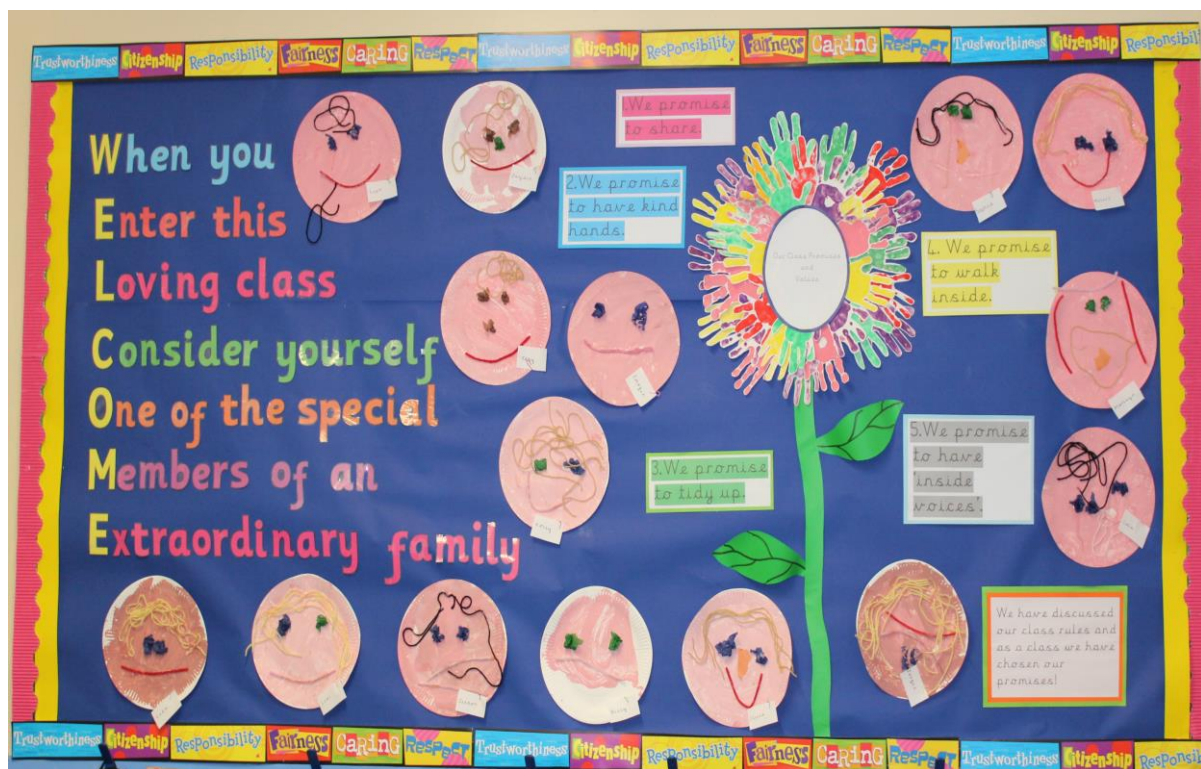
**Inspiring each other to excellence, guided by the light of Christ.
Mission Statement**

Our Mission Statement

At Holy Infant and St Anthony Roman Catholic Primary School, we aim to grow and learn together in our understanding of God and the world He created. We welcome all into our loving, happy and caring environment which reflects the teachings of our Lord, Jesus Christ. We encourage our children to aim for excellence in all aspects of their education and lives.

We achieve this through:

- Promoting excellence in Teaching and Learning with high expectations for all.
- Striving to witness the teachings of Christ reflected in all aspects of the school's life and in the relationships within our whole school community.
- Working in partnership with parents and families, who are the first educators of their children, the parish and the wider community.
- Ensuring that all children are given equal opportunity to achieve excellence; spiritually, academically and socially.
- Nurturing the care and welfare of all our children.
- Encouraging children to develop self-discipline, self-respect and self-confidence so that they can contribute to the good of all.
- Recognising that this is a community where we enjoy learning and grow together to become lifelong learners.
- Providing outstanding experiences, which will recognise the gifts of each individual and fulfill each child's entitlement to a broad and balanced curriculum.



SCHOOL GOVERNORS

Dr Marguerita Leyden	Chair of Governors Chair of Curriculum & School Effectiveness Comm. (Foundation Governor)
Mrs Mary Conway	Vice-Chair of Governors Chair of Staffing & Resources Comm. (Foundation Governor)
Mrs Joanne Howard	Local Authority Governor
Mrs Diane Furlong	Head Teacher
Dr Frank Cave	Foundation Governor
Mr Gerard Ginty	Foundation Governor
Mrs Philomena Tarkowski	Foundation Governor
Mr Les Eckersley	Foundation Governor
Fr Kieran Anderson SDB	Ex Officio Foundation Governor
Mr Peter Humphreys	Elected Parent Governor
Mrs Stacey Haynes	Elected Parent Governor
Ms K Grime	Elected Staff Governor
Mr D McIlroy	Associate Member

STAFF LIST

Senior Leadership Team

Mrs D Furlong, Ms K Grime, Mr C Napoleon & Mrs S Walsh

Teaching Staff

Mrs D Furlong
Ms K Grime

Mr C Napoleon

Mr C Forrest
Mrs R Wright
Mrs J Foster
Miss A Wood
Miss E Lawrie
Mrs N Harding
Miss L Rawlinson
Mrs R Blake

Head Teacher & Designated Safeguarding Lead
Acting Deputy Head Teacher, Deputy Designated
Safeguarding Lead, Year Three Teacher,
R.E Lead and Music Lead
Assistant Head Teacher, Deputy Designated
Safeguarding Lead, Year Five Teacher
English Lead and P.E. Lead
Year Six Teacher, Maths Lead, Assessment Lead
Reception Teacher, EYFS Lead and ICT Lead
Reception Teacher, EYFS Lead & Art/D&T Lead
Year One Teacher, Geography Lead
Year Two Teacher, History Lead
Year Three Teacher, Science Lead
Year Four
SENDCo

Support Staff

Mrs S Walsh
Mrs K Eckersley
Mr A Dunlevy

School Business Manager
School Administrator
Site Supervisor

Teaching Assistants

Mrs P Booth
Mrs M Montell
Miss A Woolfrey
Mrs A Coleman
Mrs A Buckley
Miss L Greenhalgh
Miss N Hendry
Miss E Jackson
Mrs. K Kettle
Mrs L Parker
Ms J Grundy
Mr D Hayes
Mrs C Sandiford

Whole school intervention
Whole school intervention
Whole school intervention
EYFS
Whole school intervention/OOSC/Lunch
KS1/Lunch
KS2/Lunch
KS2 (1:1)
Whole school intervention/OOSC/Lunch
EYFS/SMSA Team Leader/Lunch
EYFS/Lunch
KS1/Lunch
KS2/SMSA/Lunch

School Meal Supervisory Assistants

Mrs L Parker
Mrs A Buckley
Mrs N Natha
Mrs C Sandiford
Mrs A Smith
Mrs M Zangaria
Mrs A Wood

SMSA Team Leader
School Meals Supervisory Assistant
School Meals Supervisory Assistant/OOSC
School Meals Supervisory Assistant
School Meals Supervisory Assistant/OOSC
School Meals Supervisory Assistant
School Meals Supervisory Assistant/OOSC

School Kitchen

Miss C Hodgkinson
Ms M Nahid & Mrs D Rainford

Kitchen Manager
Kitchen Assistants

ADMISSIONS POLICY

Holy Infant & St. Anthony RC Primary School is a Catholic School in the trusteeship of the Diocese of Salford. It is maintained by Bolton Local Authority and is a Voluntary Aided School. The Governing Board is the Admissions Authority and is responsible for taking all decisions on applications for admissions. Bolton Local Authority undertakes the co-ordination of admissions arrangements.

For the school's year commencing September, the Governing Board has determined that the number of children to be admitted to the Reception Class will be 30.

The school's role is to participate in the mission of the Catholic Church by providing a curriculum, including Catholic religious education and worship, which will help children to grow in their understanding of the Good News and in the practice of their faith. The school will help the children develop fully as human beings and prepare them to undertake their responsibilities as Catholics in society. The school requires all parents applying for a place here to understand and respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the Catholic faith to apply for a place within our school.

The Governing Board will determine admissions to the school.

If there are fewer than 30 applications, all applicants will be offered places.

If there are more applications than the number of places available, the following oversubscription criteria will be applied:

1. Baptised Catholic Looked After Children and baptised Catholic previously looked After Children, this includes Looked After Children from overseas
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parish of Holy Infant & St Anthony (A map of Parish boundary can be accessed through either the school or the church).
5. Looked After Children and previously Looked After Children, including from overseas.
6. Baptised Catholic Children of members of all staff, who have been employed at the school for two or more years at the time the application is made.
7. Other children who have a sibling in the school at the time of admission.
8. Other Baptised Catholic Children.
9. All remaining applicants.

**Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.*

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school which is measured "as the crow flies" as distance from home to school by the local authority. In the event of distances being the same for two or more applicants, places will be allocated by the method used by the local authority which is "random allocation".

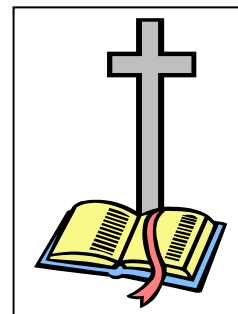
Notes for Applicants:

- a. All applications will be considered at the same time and after the closing date for admissions which is **15th January**. Applications received after this date will be **treated as a late application** and will not be considered until **after** the main allocation of places has taken place. BMBC will confirm places on **16th April**.
- b. A **Looked After Child** is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that **status** after becoming subject to an adoption, residence or special guardianship order. This policy includes previously Looked After Children from overseas.
- c. For a child to be considered as a Catholic evidence of a Catholic Baptism or reception into the Catholic Church is required. Written evidence of reception into the Catholic Church can be obtained by referring to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place. If, for example, a child has been baptised in the Church of England and the parents are subsequently admitted to the Catholic Church through the RCIA programme, the child must also be admitted to the Church by the Rite of Reception. The Governing Board will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception. Those who have difficulty obtaining written evidence of baptism for a good reason, may still be considered as baptised Catholics but only after they have been referred to the parish priest who, after consulting with the Salford Diocesan authority will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
- d. Home Address is considered to be the address where the child normally lives. Where care is split and a child moves between two addresses, the household in receipt of the child benefit would normally be the address used but the admission authority body reserves the right to request other evidence as fit the individual circumstance. Applicants should not state the address of another relative or person who has daily care of the child.
- e. 'Sibling' is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- f. A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria.

- g. For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. If there are places available but more applicants than places then the published oversubscription criteria will be applied.
- h. If an application for admission has been turned down by the Governing Board, parents may appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful, to submit the appeal. Upon receipt of the appeal, 20 school days will be permitted for the additional evidence provided and the reason for the appeal to be considered. Parents will be given at least 10 school days' notice of their appeal hearing. Decision letters regarding the appeal will be sent within 5 school days of the hearing wherever possible. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- i. The Governing Board reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.
- j. It is the duty of governors to comply with regulations on class size limits for children aged between rising five and seven. The Governing Board may exceed the regulations for twins and children from multiple births where one of the children is the 30th child admitted. This also applies to in-year applicants who are Looked After/previously Looked After Children of UK service personnel or children who move into the area for whom there is no other school available within a reasonable distance.
- k. If a child is a "summer born child", parents may request that the date their child is admitted to school is deferred to later in the school year. However, the child must start school before the end of that school year. If a parent wishes their child to be educated out of their normal school year (kept back a year), they must discuss this with the school before applying. However, the final decision on this rests with the Head Teacher.
- l. Parents may request that their child attend school part-time until he/she reaches his/her fifth birthday.

THE CURRICULUM

RELIGIOUS EDUCATION



As a Catholic school, our faith is central to all that we do. We aim to work with families and our parish to support children in their spiritual and faith development both through the more structured Religious Education curriculum and through our ethos and attitudes towards one another and God.

All classes follow the Salford Diocesan Guidelines: “Come and See”, supplemented by additional resources where appropriate, which provide a consistent programme of Religious Education throughout the school.

Salford Diocese use “The 5 Ws” framework for reflection, self-evaluation, inspection and celebration of teaching and learning in R.E. through section 48 Inspections.

The curriculum is supported by a variety of celebrations and acts of worship throughout the school and year; these take place both within the school and in our nearby church.

Assemblies are held in school each day. Our Friday assemblies are dedicated to the celebration of the children’s achievements both in and out of school and we invite all our parents and friends to share in celebrating these achievements with us. Wednesday Word assemblies and Key Stage assemblies also take place on a regular basis and these dates are advertised in our fortnightly newsletter.

Class and whole school masses are held regularly in church, and additional services, for example Key Stage celebrations and Stations of the Cross, are held in school. Again, parents and friends are very welcome.

Class prayers are said each day and each class plans a longer session of worship each week, where children can reflect further on the week’s R.E. work or upon events in school or the wider world.

In Year 3, parish catechists work with staff, parish priest and parents to prepare children for the sacraments of Reconciliation, Confirmation and Communion.

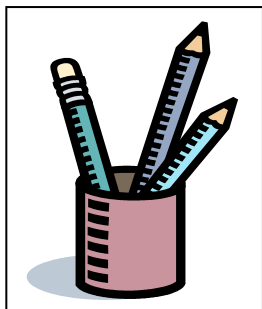
We welcome all faiths and embrace the rich variety of our community in Astley Bridge.

Our charity work includes CAFOD, Manchester Children’s Hospital and local needy causes.

Our GIFT Team are an elected group of children who support others in our worship.

ENGLISH

The school teaches the National Curriculum and places great importance on the key skills of Reading, Writing, Speaking and Listening.



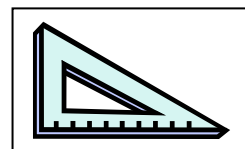
These skills are vital to all areas of learning and we aim to ensure that each child can express themselves fluently in both speech and writing. To support this we use a range of carefully structured activities and experiences which promote development of fluent, enthusiastic reading and of thoughtful, neat and imaginative writing in all areas of the curriculum.

Phonics are taught on a daily basis throughout Foundation Stage and Key Stage One; where necessary, such work is continued with individual children in Key Stage Two.

Children should be heard read at home every night.

MATHEMATICS

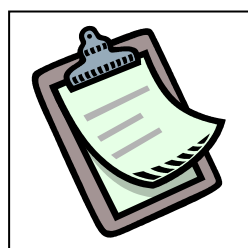
We place great emphasis on helping children to develop a positive attitude and enjoyment of Mathematics. We provide a range of activities through the National Maths Curriculum which promote practical, investigative, mental and problem solving skills, supported by mathematical apparatus, computers and calculators where appropriate. All children learn to use concrete and visual approach to ensure a thorough understanding before moving to more abstract methods.



These enable children to:

- Think clearly, logically and confidently
- Appreciate number, space and pattern
- Use quick recall of facts to develop skills and knowledge
- Appreciate Mathematics as a means of communication
- Apply their skills to real-life situations

SCIENCE



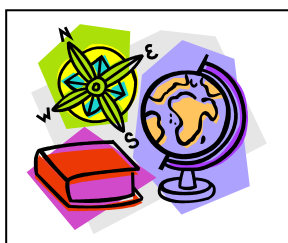
Through Science we aim to develop children's knowledge and understanding of the world in which they live, and to investigate their surroundings using their senses. Throughout the school opportunities are provided for the development of the scientific skills of observation, questioning, measurement, comparison, classification, experiment, prediction and analysis.

COMPUTING



Becoming a confident user of technology is an essential skill for our children's future. We seek to provide them with firm foundations here with a range of opportunities to develop their computing skills. All classes have permanent access to at least one computer and an interactive whiteboard that helps make teaching and learning a really exciting experience. Both Key Stages have access to a bank of 30 laptop computers to support teaching and learning in the classroom. We have subscribed to this educational website which provides online access at school and at home for all children. Purple Mash is an online creative space specifically designed for learners aged 5 to 11, providing a collection of fun educational activities in the form of projects, games, apps and creative tools which allow the children to develop a variety of key skills such as coding. Have a look for yourself – www.purplemash.com
Teachers use iPads on a regular basis to enhance provision.

OTHER SUBJECTS



At Holy Infant & St. Anthony we aim to provide access for all children to a broad and balanced curriculum. In addition to the core subjects detailed above, all pupils are taught:

- History
- Geography
- Art & Design
- Design Technology
- P.E.
- Music
- Spanish (Modern Foreign Language)

Personal, Social and Health Education and Citizenship are also taught across the school. A particularly strong emphasis is placed on this during the first two weeks of the school year, which helps children to settle quickly into their new class and to explore and reflect on how they can best learn and grow through the year.

Learning in all curriculum areas throughout the school is effectively supported by educational visits, both day and residential, and use of additional support staff, for example from Bolton Schools' Music Service, in school.

At the start of each term you will receive an 'overview' of the work which your child is due to complete in each subject area that term, to assist you in supporting your child's learning. It will also contain ideas for how you can work with your child at home, in addition to information on class targets in Reading, Writing and Numeracy.

THE FOUNDATION STAGE CURRICULUM

Children in Reception class follow the Foundation Stage curriculum. This is organised into seven key areas:

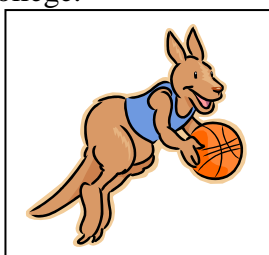
- Personal, Social and Emotional Development
- Physical Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Expressive arts and design



An emphasis is placed on children learning through first hand experiences, supported by talking to adults and other children. A wide range of activities are very carefully planned for, including indoor and outdoor play.

SPORTS PROVISION

Sports activities include football, netball, cricket, rounders, athletics, cross-country, tag rugby, swimming – to name but a few! The school takes part in inter- school matches in various sports and also participates in a number of activities in liaison with Thornleigh Salesian College.



Practices and matches are usually held after school.

In addition to the school playgrounds, Astley Bridge Park is also utilised by the school for games and athletics lessons.

Additional professional sports coaching sessions are led by school Staff and Bolton Active Living Staff.

MUSIC TUITION

MUSIC: A singing school is a happy school! The enjoyment of this creative and expressive subject is promoted throughout the school.

Music is an integral part of our school week. The Music Curriculum is delivered by Bolton Music Service across the school with additional opportunities for children in Year 4 to learn a brass instrument. There are regular opportunities for children to develop musically throughout the year such as:



- Weekly hymn practice and daily assemblies.
- Whole school singing opportunities
- KS1 Christmas performance & KS2 Christmas concert
- Year 6 summer production
- Wider opportunities Brass lessons for Key Stage 2.
- School Choir & participation in the annual Bolton Schools Music Association Festival at Victoria Hall.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

At times during their school life many children may experience particular individual needs, which may be short or longer term. The school keeps a register of Special Educational needs, which is regularly reviewed; the Special Educational Needs co-ordinator then works with staff to plan programmes for individual pupils and to identify appropriate methods of support. This may include:

- Individualised work within the whole class context
- Additional in-class support from the teacher/classroom assistant
- Support in an individual or small group from a learning support teacher

Where a child's needs cannot fully be met by these methods a request for a formal Statement of Special Educational Needs and Disabilities may be made; this would then detail additional resources and support.

A number of outside agencies work with us in school to support children with special needs these include



- 'Focus' Learning Support Service
- Complex Learning Difficulties Service
- Educational Psychologist
- Speech Therapy
- Occupational Therapy
- School/Community Nurses
- Behaviour Support Service
- Ladywood Outreach School

At all stages of these processes parents are consulted and kept fully informed; their support and participation in supporting their children's needs is highly valued. We believe that by working together we can make every effort to ensure that all children receive the maximum possible access to the curriculum so that children with special needs or disabilities are not treated less favourably than other pupils.

At Holy Infant & St Anthony, we place our children at the heart of all we do. We have high ambitions for all our pupils, including the disabled, expecting all to participate and achieve in every aspect of school life and thus to maximise their potential. We make all children welcome regardless of race, colour, creed or impairment. The Governors have drawn up an Accessibility Plan to help to ensure the achievement of these aims; a copy of this is available in school.

ASSESSMENT

Foundation Stage Profile assessments are carried out in Reception and national SAT assessments are carried out at the end of Years Two and Six. In addition to these teachers make on going assessments and records of pupil progress. At the end of Year One there is a Phonics Reading Test.

Assessments are then used to both identify individual needs and to inform teachers' planning. Children are assessed through teacher assessments and standardised tests.

HOMEWORK

Homework is any task or piece of work that pupils are asked to complete outside school. As such it may take a variety of forms – reading, learning, written work or finding out about something, for example. All of these tasks provide opportunities for the reinforcement and extension of school work, and so are an important means of supporting your child's learning. Whilst usually set by the class teacher, homework may occasionally be set by other staff, with children being given a date by which the completed work should be returned to school.

The amount, type and frequency of homework will depend on the age of your child.

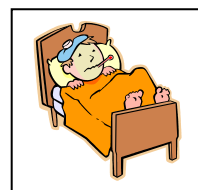


In Key Stage One most tasks will not be written but will consist of reading and learning spellings or number facts.

As your child moves up the school tasks become more formal and will include written activities in various subjects as well as reading, spelling and learning facts such as multiplication tables.

From time to time, following discussion with you as parents, individual work may be set to support a child's particular learning needs. Similarly, pupils may sometimes be asked to finish work not completed in school.

If a child is absent due to long term absence or injury, it may be possible for the school to provide appropriate work to be completed at home. You will appreciate that we need to consider each case individually to ensure that we are providing for the best interests of your child. We are always happy to discuss this with parents.



As in all areas of learning, your support as parents is vital to your child's success, and we place great value upon it. There are several ways in which you can help your child at home:



- Ensure that your child has a quiet place and time in which to complete homework
- Encourage your child to complete their work carefully and to return it to school on time
- Take time to read with your child and to help them to learn number facts and spellings
- Wherever possible, encourage your child to complete written tasks independently. If you do need to help them, it is helpful to us if you make a note of any assistance you have given.

If your child has difficulty in completing work set, or cannot complete the work on time, please do not hesitate to contact us – and do reassure your child that there is no need to worry. We are here to help!

PASTORAL CARE

All staff at Holy Infant & St. Anthony have every concern for the children in their care. If you as parents are at all worried about your child, you are strongly encouraged to contact us and to speak to your child's teacher or to the Headteacher.

Similarly, from time to time school staff may contact you to discuss matters concerning your child. We do aim to deal with any issues as quickly as possible so as to ensure the continued happiness and well-being of your child. Open communication between school and home is very important to us, and in addition to these individual arrangements parents' meetings are held regularly so that you have the opportunity to meet teachers to discuss your child's progress.



WORKING TOGETHER

As the first educators of your children, your support as parents is invaluable to us; we know that children achieve best when home and school work together in a positive partnership.

Our 'Home-School Agreement' forms a firm basis for this partnership:

HOME-SCHOOL AGREEMENT

The aim of Holy Infants & St Anthony R C Primary School is to ensure that pupils do their best in all aspects of school life and are well prepared to meet the challenges of the future.

Pupils achieve their best when teachers and parents support each other in partnership.

In partnership, families expect the school to:

- provide a safe, orderly and caring school environment;
- provide a curriculum and teaching that will enable each child to achieve their best;
- encourage personal and social development, respect and self-discipline;
- issue regular information about progress and achievement and early warning of problems;
- be open, welcoming and supportive of parents, visitors and members of the local community.

In partnership, the school expects each family to:

- ensure children attend school regularly and on time;
- ensure children are in school uniform or are appropriately dressed and bring the correct books and equipment;
- take an interest in progress, homework, activities and attend at parents' evenings;
- support the standards, rewards and sanctions in the School's Behaviour Guide;
- make staff aware of any concerns or problems that affect the child's life at Holy Infants & St Anthony R C Primary School

In partnership, the school and family expect each pupil to:

- arrive at school on time;
- bring the right books and equipment to school;
- not disrupt the learning of others;
- follow the teachers' instructions first time;
- work as hard as possible at all times;
- behave in a sensible and caring way towards each other.

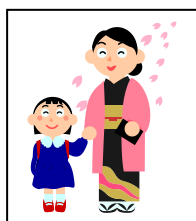
Parents' Evenings are held in the Autumn and Spring Terms; here you will have the opportunity to view your child's work and to meet teachers to discuss your child's progress. Written reports are sent out in July of each year.

In addition to these formal arrangements, you are always welcome to speak to either your child's class teacher or to the Headteacher should you have any questions or concerns. Please contact us should you have any queries at all about your child's school life. However, we would remind you that from 9:00 onwards is teaching time and classes and teachers may not then be disturbed.

Similarly, if the need arises your child's teacher may contact you to discuss your child's progress; again your support here is much appreciated.

Regular weekly newsletters are uploaded onto our School Website each Friday; these contain information and news on recent and forthcoming events in school. In addition to these further letters may be sent home, containing more specific information.

HELPING IN SCHOOL

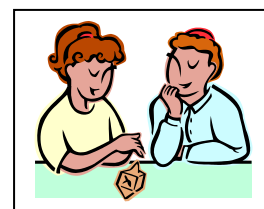


We are always eager to enlist any voluntary parental support within our school, whether it be on a regular weekly basis or on an occasional basis, for example helping out on school trips or visits. Whatever your skills or interests – Art, English, Maths, computers, sport – we can probably make good use of them here. Whether you are a parent, grandparent or friend, don't be shy; please speak to any teacher should you be able to help in any way.

Please note that in order to safeguard our children, any such regular volunteers must undergo an enhanced Disclosure Barring Service check before working here; this will be arranged by school.

FUND RAISING

We have a committed Parent and Teacher Association (PTA) which is a small, friendly group of people who actively fund raise for 'extras' for the school and its' children. Examples of their efforts include providing end of term discos and entertainers for the infant children.



The PTA are always keen to recruit new members, if you are interested in joining, please leave your contact details at the school office and we will contact you.

GENERAL INFORMATION

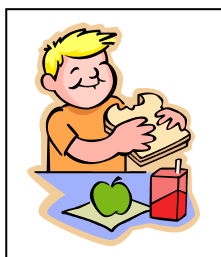
SCHOOL HOURS

8.45am – 3.30pm

Doors open at 8:45 a.m. Please try to ensure that your child does not arrive at school before this time, particularly in cold or wet weather. Please note also that there is no supervision available before 8:45 a.m. Once at school, all pupils should wait in the relevant playground rather than on the street or park, for safety reasons.

Please use the Church car park for parking at the beginning and end of the school day. This helps to avoid congestion, particularly around the yellow lines on Mitre Street. Please ensure that you do not stop on the yellow zig-zag lines – this is enforced by parking attendants and the Police.

SCHOOL MEALS



School meals are prepared in our well-equipped kitchen, and are served daily in the hall; there is a choice of menus and service is cafeteria style. Current charges are available from the school office; at the time of writing they are on a discounted price of £2.30 per day/£11.50 per week per child, which should be paid in advance each Monday. (As with all money this should be sent to school in a labelled envelope or container.)

Families in receipt of certain benefits may be entitled to claim Free School Meals; further information is available from the office or from Pupil and Student Services at the Town Hall, telephone 333333.

If your child is on a special diet but wishes to have school meals, please contact us to discuss your child's requirements.

Current Government legislation stipulates that School Meals for children in EYFS and Key Stage One will be free.

FRUIT AND MILK

Children in Reception, Year One and Year Two are provided with a free piece of fruit each day as part of the Government's 'Fruit for Schools' scheme. Children in Reception will also receive a small carton of milk each day.



SNACK

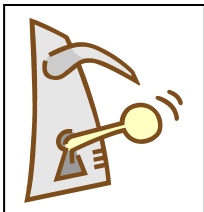
School also provides an optional snack service. Snack is served daily at break time for a charge of £1 per week (correct at the time of writing) and must be paid for in advance.

Examples of what's on offer are toast, crumpets, brioche, yoghurt, raisins or crackers. Please note that, in line with government legislation, crisps and sweets are not acceptable as playtime snacks.

WATER

Children throughout the school are encouraged to drink as much water as possible during the day; this helps to keep them healthy, hydrated and alert. There is a drinking fountain in Key Stage One. Key Stage Two children have a water tap in each classroom to fill their water bottles. These **MUST** be of the wide-necked sports variety, to avoid spillages at the dispenser/taps. You will need to ensure that your child brings their bottle home each evening to be washed, and that they return it to school each morning.

SECURITY



For the protection of both children and adults, we do have set security procedures.

At the start and end of the school day children, supervised by teachers, enter and leave the building via the doors to the Infant and Junior playgrounds; these doors may only be opened from the inside. **If**

any parents are still in school after doors are closed at 9:00

they MUST leave via the main school doors. Failure to do so may mean

that doors remain unlocked and that children are placed at risk.

At all other times, entry is only by the main entrance on Mitre Street, which has the added security of a key fob security lock.

Please note that all visitors must report to the School Office upon arrival.

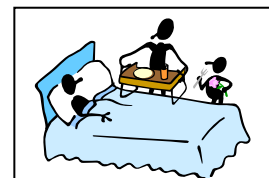
Under no circumstances are children allowed to open the school doors.

ABSENCES

By law the school is required to record both lateness and absence; totals of lateness and absence have to be submitted to the LEA and Department for Education each term.

Please note that only absences due to illness, treatment at the doctor/hospital/dentist etc. or due to **special** family circumstances may be recorded as 'Authorised', other absences, including unexplained absence, must be recorded as 'Unauthorised'.

Because of this, it is VITAL that you inform the school as soon as possible, in writing, in person or by telephone, should your child be absent for any reason.



We ask that appointments for treatment be made outside school hours as far as possible; however, should you need to take your child out of school for treatment, an authorisation slip known as an Exit Permit should be obtained from the office.

It is important that your child arrives on time in order to start lessons at 8:55a.m., since lateness not only affects your child's education, but can also be upsetting for the child concerned.

It is obviously in your child's interests that they are punctual and that reasons for absence are supplied, and we greatly appreciate your co-operation in this.

Requests for Leave of Absence

Please note that we cannot give permission for your child to go on holiday in term time unless it is for exceptional circumstances – please ask at the school office for more information.

ALL forms of absence have a detrimental effect on your child's education; for this reason the school does not authorise the taking of holidays during term time.

ILLNESS AND MEDICINES

When children are taken ill in school it may be necessary to contact parents, and so it is important that we have up-to-date emergency contact numbers – home, work, relatives or neighbours – for ALL children.

Please notify the School Office immediately of any changes to addresses or telephone numbers.



For long and short term illness or conditions such as asthma, where regular prescribed medicines are required, medication may only be given in school with **written parental consent and a Medical Health Plan will need to be completed at the School Office.** The medicine must be clearly labelled with the child's name and dosage amounts/times and must be handed in at the School Office for safe-keeping.

Please do not hand medicines in to class teachers or teaching assistants, as there are no secure storage facilities for such items in classrooms.

Please note that medicines must not be sent into school without prior consultation.

On no account should medication of any kind be kept in the possession of children.

We hope you appreciate that these rules are there for the protection of your child. It is important that school is kept fully informed of any health problems which may affect children in school, and of any special arrangements required – in this way we can ensure that we continue to do the best for your child.

STATEMENT OF THE GOVERNORS' CHARGING AND REMISSIONS POLICY
(EDUCATION REFORM ACT 1988)

The Governing Board recognises the valuable contribution that a wide range of educational activities, including trips, clubs, in-school visits and residential experiences, can make towards pupils' personal, social and wider education, and aims to promote and provide such activities, both as part of a broad, balanced curriculum for pupils and as additional optional activities.

The Governing Body reserves the right to make a charge for school-organised activities in the following circumstances:

- **School journeys in school hours:** the board and lodging element deemed to take place in school hours
- **Activities outside school hours:** the full cost of journeys and visits deemed to be optional extras taking place outside school hours.
- **Individual instrumental tuition:** the cost to pupils of providing musical instrumental tuition for small groups of four pupils or less
- **Non-prescribed public examinations:** the cost of entering a pupil for a public examination not prescribed in regulations

The school may seek voluntary contributions for the benefit of the school or in support of any school activity whether residential or non-residential, during or outside school hours. Such contributions will be voluntary, with no obligation to contribute; pupils will not be treated differently according to whether or not their parents have made a contribution in response to the request.

Where a residential visit takes place in school hours, the Governors may remit board and lodging costs for pupils whose parents are in receipt of income support or family credit.

In other instances, remission will be at the discretion of the Governors

Please note that where a charge is made or contributions asked for, should sufficient interest not be shown it may not be possible for the activity to go ahead.

POLICIES AND PROCEDURES

Copies of all other relevant school policies and procedures are held in the school and may be viewed there on request. Some policies can also be found on the School's website.

UNIFORM

Uniform can be purchased from either:

Harrisons, Blackburn Road, Tel. 307382 or

Smart Clothing, Bolton Market Complex, Blackhorse Street. Tel. 392610.

A full list of school uniform is included below.

Please do ensure that all items of clothing are clearly marked with your child's name or initials – and check that this is still legible after each wash! This makes it much easier to track down missing items. We would ask that you also please check regularly to ensure that your child has not come home in another child's uniform – this is easily done when thirty children are getting changed after a P.E. lesson!

SCHOOL UNIFORM

Grey trousers, skirt, pinafore dress or shorts

Maroon striped or checked dress

Pale blue polo shirt

Maroon sweatshirt or **Maroon** cardigan

Grey or **white** socks

Grey tights

Black or **Navy Blue** Shoes (*not trainers please*)

P.E. KIT

Indoor:

Gym shoes

Plain white T-Shirt (or with school logo)

Maroon Shorts

Outdoor:

Black Tracksuit bottoms/leggings

Black Sweatshirt/Tracksuit top

Trainers

Gym bag for Kit

***Jewellery must not be worn
during P.E. lessons***

The following items are optional:-

Sun Caps

Book Bags

These should be kept in a small, labelled drawstring or carrier bag.

Please note that, for safety reasons, jewellery other than small ear studs and watches are not allowed.

Due to lack of storage space in school, any bags brought to school must be as small as possible – drawstring or carrier bags which can be hung on pegs are best.

**Similarly, lunch boxes should be as compact as possible,
so that they fit neatly and safely onto the trolleys.**

Thank you for your support in this matter!



School Holidays 2022/2023

Autumn Term

INSET Days (Children not in school)	Monday 5 th September 2022
INSET Days (Children not in school)	Tuesday 6 th September 2022
Term Begins	Wednesday 7 th September 2022
Half Term Holiday	Monday 24 th - Friday 28 th October 2022
School opens	Monday 31 st October 2022
End of Term (School finishes at 1:15pm)	Thursday 22 nd December 2022
INSET Days (Children not in school)	Friday 23 rd December 2022

Spring Term

Term Begins	Monday 9 th January 2023
Half Term	Monday 20 th - Friday 24 th February 2023
School Opens	Monday 27 th February 2023
End of Term (School finishes at 1:15pm)	Thursday 6 th April 2023

Summer Term

Term Begins	Monday 17 th April 2023
Bank Holiday	Monday 1 st May 2023
Half Term	Monday 29 th May - Friday 9 th June 2023
School Opens	Monday 12 th June 2023
End of Term (School finishes at 1:15pm)	Friday 21 st July 2023

*Autumn Term 2023 begins on **Monday 4th September 2023***



School Holidays 2023/2024

Autumn Term

INSET Days (Children not in school)	Monday 4 th September 2023
INSET Days (Children not in school)	Tuesday 5 th September 2023
Term Begins	Wednesday 6 th September 2023
Half Term Holiday	Monday 30 th - Friday 3 rd November 2023
School opens	Monday 6 th November 2023
End of Term (School finishes at 1:15pm)	Friday 22 nd December 2023

Spring Term

Term Begins	Monday 8 th January 2024
Half Term	Monday 19 th - Friday 23 rd February 2024
School Opens	Monday 26 th February 2024
End of Term (School finishes at 1:15pm)	Thursday 28 th March 2024

Summer Term

Term Begins	Monday 8 th April 2024
Bank Holiday	Monday 6 th May 2024
Half Term	Monday 27 th May - Friday 7 th June 2024
School Opens	Monday 10 th June 2024
INSET Days (Children not in school)	Monday 8 th July 2024
End of Term (School finishes at 1:15pm)	Friday 19 th July 2024

*Autumn Term 2024 begins on **Monday 2nd September 2024***