Holy Infant & St Anthony RC Primary School

School Prospectus
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.
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. H McGrath
Head Teacher
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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.
When you
Enter this
Loving class
Consider yourself
One of the special
Members of an
Extraordinary family

We promise to:

- Be kind and gentle
- Be honest inside
- Work hard outside
- Be safe

We have dedicated our class and your child to make sure we have a safe and fun learning environment.
## SCHOOL GOVERNORS

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<th>Name</th>
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<tr>
<td>Mrs. M. Leyden</td>
<td>Chair of Governors</td>
<td>Foundation Governor</td>
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<td>Mrs. M. Conwy</td>
<td>Vice-Chair of Governors</td>
<td>Local Authority Governor</td>
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<td>Mrs. H McGrath</td>
<td>Head Teacher</td>
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<td>Dr. F Cave</td>
<td>Foundation Governor</td>
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<td>Mr. G Ginty</td>
<td>Foundation Governor</td>
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<td>Mrs. P Tarkowski</td>
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<td>Mrs. J Howard</td>
<td>Elected Parent Governor</td>
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<td>Mr P Humphreys</td>
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<td>Miss L Cooper</td>
<td>Staff Governor</td>
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STAFF LIST

Senior Leadership Team
Mrs. H McGrath, Miss L Cooper & Mrs. C Seddon

Teaching Staff
Mrs. H McGrath  Head Teacher & Designated Safeguarding Lead
Miss L Cooper  Deputy Head Teacher, Deputy Safeguarding Lead, Year 6 Teacher and English Lead
Mrs. V Pennington  Reception, EYFS Lead
Mrs. R Wright  Reception, ICT Lead
Mrs. J Foster  Year One, Science Lead (Maternity Leave)
Miss A Wood  Year One, P.E. Lead
Miss E Lawrie  Year Two
Mr. C Forrest  Year Three, Maths Lead
Ms K Grime  Year Four, R.E Lead and Music Lead
Mrs. N Harding  Year Four, Science Lead
Miss H Booth  Year Five Curriculum Design Lead (History, Geography, D.T & Art)
Mrs. R Blake  SENDCo

Teaching Assistants
Mrs. A Buckley  Whole school intervention
Mrs. A Coleman  EYFS
Mrs. K Kettle  Whole school intervention
Mrs. J Lavender  Whole school intervention
Mrs. M Montell  Whole school intervention
Ms R Farrimond  KS2
Miss N Hendry  KS2
Mrs. L Parker  EYFS
Miss E Jackson  KS1

Support Staff
Mrs. C Seddon  School Business Manager
Mrs. K Eckersley  School Administrator
Mr. A Dunlevy  Site Supervisor

School Meal Supervisory Assistants
Mrs. L Parker  SMSA Team Leader
Mrs. A Buckley  School Meals Supervisory Assistant
Mrs. A Coleman  School Meals Supervisory Assistant
Mrs. N Natha  School Meals Supervisory Assistant
Mrs. C Sandiford  School Meals Supervisory Assistant
Mrs. A Smith  School Meals Supervisory Assistant
Mrs. M Zangaria  School Meals Supervisory Assistant
Mrs. A Wood/Mrs. C Anderson  School Meals Supervisory Assistant (Job share)

Kitchen Staff
Mrs. J Noble  Kitchen Manager
Miss C Hodkinson  Kitchen Assistant
**ADMISSIONS POLICY**

Holy Infant & St Anthony is a Roman Catholic primary school provided by the Diocese of Salford and maintained by the Bolton local education authority as a voluntary aided school. The school’s Governing Board is the admissions authority and is responsible for taking decisions on applications for admission.

The admission number for the school year commencing **1st September** shall be **30**.

Admissions to the school will be made by the Governing Board in accordance with the stated parental preferences it receives, subject to the following set of criteria which will be used to form a priority order should there be more admission applications than the school has places available.

1. Baptised Roman Catholic children who are in public care.
2. Baptised Roman Catholic children who have brothers or sisters attending the school at the time of admission and who are resident in the parish of Holy Infant and St Anthony.
3. Other baptised Roman Catholic children who are resident in the parish of Holy Infant and St Anthony.
4. Other baptised Roman Catholic children who have brothers or sisters attending the school at the time of admission and who are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are in public care.
7. Other children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor or social worker.
8. Other children who will have a brother or sister attending the school at the time of the admission.
9. Other children.

If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be digitally measured using the L.A. system, determined by “As the crow flies”. In the event of such children living equidistant from the school according to these criteria, then a lottery system will be employed.
Notes

a) The Governing Board is the admissions authority. The admissions committee is comprised of the following governors: Chair of Governors, Parish Priest, Head teacher, Parent Governor and independent clerk.

b) In the Autumn Term all parents who have expressed an interest in a school place will be sent a copy of the Local Authority ‘Primary Admission Booklet’ which gives details of the LA co-ordinated admissions arrangements. These are available from local authority offices, public libraries and primary schools.

c) Parents must complete a common application form and express two preferences for primary school admission. The closing date for all applicants is 15th January 2019. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.

d) Parents will be informed of the governors decision by Bolton LA on 16th April 2019. An offer of a place does not guarantee a place for brothers and sisters in subsequent years.

e) Each Roman Catholic applicant will be required to produce a baptismal certificate.

f) Parents should check carefully whether they are resident within the parish boundaries of Holy Infant & St Anthony.

g) All applicants resident within the parish of Holy Infant & St Anthony will be required to provide proof of address, by supplying an original, up-to-date utility bill or family credit book.

h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.

i) If in any category there are more applications than places available, priority will be given on the basis of proximity to school. This will be determined by the nearest, safest walking routes from the front door of the house to the entrance door of the school. This will be digitally measured using the LA system. In the event of such children living equidistant from the school according to these criteria, then a lottery system will be employed.

j) Where a child lives with parents with shared responsibility, each for part of the week, the ‘home’ address will be determined as being where the child resides for the majority of the school week.

k) The term ‘brothers or sisters’ will be taken to include step brothers and sisters, foster children and children of partners living in the same household. The Governing Board reserves the right to give special consideration to twins or triplets etc. to prevent breaking the sibling link.

l) If the school is oversubscribed a waiting list will be maintained. This will be ordered according to the admission over-subscription criteria.

m) Late applications will be considered in accordance with the published admissions criteria. If the school is oversubscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

n) The Governing Board reserves the right to admit children with proven and exceptional medical and social needs where admission to the school might best help satisfy those exceptional needs, providing such application is submitted with appropriate evidence from a doctor or social worker.

o) Parents are asked to read and confirm receipt of the Governors’ published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.

p) If an application for admission has been turned down by the Governing Board parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors.
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.
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.

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

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](http://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

Morning session: 8:55 to 12:00

Afternoon session: 1:05 to 3:30

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 £1.40 per day/£7.00 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.

Please note that, in line with government legislation, crisps and sweets are not acceptable as playtime snacks.

Children in Key Stage Two can purchase toast each Tuesday and Thursday for 20 pence each day.
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 8:55 a.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!

<table>
<thead>
<tr>
<th>SCHOOL UNIFORM</th>
<th>P.E. KIT</th>
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</thead>
<tbody>
<tr>
<td>Grey trousers, skirt, pinafore dress or shorts</td>
<td>Gym shoes</td>
</tr>
<tr>
<td>Maroon striped or checked dress</td>
<td>Plain white T-Shirt (or with school logo)</td>
</tr>
<tr>
<td>Pale blue polo shirt</td>
<td>Black or Maroon Shorts</td>
</tr>
<tr>
<td>Maroon sweatshirt or Maroon cardigan</td>
<td>Gym bag for Kit</td>
</tr>
<tr>
<td>Grey or white socks</td>
<td>Jewellery must not be worn during P.E. lessons</td>
</tr>
<tr>
<td>Grey tights</td>
<td></td>
</tr>
<tr>
<td>Black or Navy Blue Shoes (not trainers please)</td>
<td></td>
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</tbody>
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*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 2019/2020

#### Autumn Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>INSET Days (Children not in school)</td>
<td>Monday 2&lt;sup&gt;nd&lt;/sup&gt; September 2019</td>
</tr>
<tr>
<td>INSET Days (Children not in school)</td>
<td>Tuesday 3&lt;sup&gt;rd&lt;/sup&gt; September 2019</td>
</tr>
<tr>
<td>Term Begins</td>
<td>Wednesday 4&lt;sup&gt;th&lt;/sup&gt; September 2019</td>
</tr>
<tr>
<td>Half Term Holiday</td>
<td>Monday 21&lt;sup&gt;st&lt;/sup&gt; - Friday 25&lt;sup&gt;th&lt;/sup&gt; October 2019</td>
</tr>
<tr>
<td>School opens</td>
<td>Monday 28&lt;sup&gt;th&lt;/sup&gt; October 2019</td>
</tr>
<tr>
<td>End of Term (School finishes at 1:15pm)</td>
<td>Friday 20&lt;sup&gt;th&lt;/sup&gt; December 2019</td>
</tr>
</tbody>
</table>

#### Spring Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>Monday 6&lt;sup&gt;th&lt;/sup&gt; January 2020</td>
</tr>
<tr>
<td>Half Term</td>
<td>Monday 17&lt;sup&gt;th&lt;/sup&gt; - Friday 21&lt;sup&gt;st&lt;/sup&gt; February 2020</td>
</tr>
<tr>
<td>School Opens</td>
<td>Monday 24&lt;sup&gt;th&lt;/sup&gt; February 2020</td>
</tr>
<tr>
<td>End of Term (School finishes at 1:15pm)</td>
<td>Friday 3&lt;sup&gt;rd&lt;/sup&gt; April 2020</td>
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</tbody>
</table>

#### Summer Term

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Term Begins</td>
<td>Tuesday 14&lt;sup&gt;th&lt;/sup&gt; April 2020</td>
</tr>
<tr>
<td>Bank Holiday</td>
<td><strong>Friday 8&lt;sup&gt;th&lt;/sup&gt; May 2020</strong></td>
</tr>
<tr>
<td>Half Term</td>
<td>Monday 25&lt;sup&gt;th&lt;/sup&gt; May – Friday 5&lt;sup&gt;th&lt;/sup&gt; June 2020</td>
</tr>
<tr>
<td>School Opens</td>
<td>Monday 8&lt;sup&gt;th&lt;/sup&gt; June 2020</td>
</tr>
<tr>
<td>INSET Day (Children not in school)</td>
<td>Monday 6&lt;sup&gt;th&lt;/sup&gt; July 2020</td>
</tr>
<tr>
<td>End of Term (School finishes at 1:15pm)</td>
<td>Friday 17&lt;sup&gt;th&lt;/sup&gt; July 2020</td>
</tr>
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#### Autumn Term 2020 begins on:

**Wednesday 9<sup>th</sup> September 2020**
School Holidays 2020/2021

Autumn Term

INSET Days (Children not in school)                      Monday 7th September 2020
INSET Days (Children not in school)                      Tuesday 8th September 2020
Term Begins                                           Wednesday 9th September 2020
Half Term Holiday                                      Monday 26th - Friday 30th October 2020
School opens                                          Monday 2nd November 2020
End of Term (School finishes at 1:15pm)                Friday 18th December 2020

Spring Term

Term Begins                                          Monday 4th January 2021
Half Term                                            Monday 15th - Friday 19th February 2021
School Opens                                         Monday 22nd February 2021
End of Term (School finishes at 1:15pm)               Thursday 1st April 2021

Summer Term

Term Begins                                          Monday 12th April 2021
Bank Holiday                                         Monday 3rd May 2021
Half Term                                            Monday 24th May – Friday 4th June 2021
School Opens                                         Monday 14th June 2021
INSET Day (Children not in school)                    Monday 5th July 2021
End of Term (School finishes at 1:15pm)               Friday 23rd July 2021

Autumn Term 2021 begins on:

Wednesday 8th September 2021