Holy Infant & St Anthony RC Primary School

School Prospectus



Mitre Street,
Astley Bridge
Bolton
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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 Primary 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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Our Mission Statement

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

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.

We also have four school values that guide our actions in school:









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 Diane Furlong	Head Teacher
Fr Kieran Anderson SDB	Ex Officio Foundation Governor
Mrs Christine Appiah	Elected Parent Governor
Dr Frank Cave	Foundation Governor
Mr Les Eckersley	Associate Member
Mr Martin Gething	Foundation Governor
Mr Gerard Ginty	Associate Member
Mr David McIlroy	Foundation Governor
Miss Ashleigh Woolfrey	Elected Staff Governor

STAFF LIST

Senior Leadership Team

Mrs D Furlong, Mrs N Lomax, Mr C Napoleon, Mr C Forrest & Mrs S Walsh

Teaching Staff

Mrs D Furlong	Head Teacher, Designated Safeguarding Lead (DSL), SENCo, Inclusion & Diversity Lead, Art Lead, Joint RE Lead
Mrs N Lomax	Deputy Head Teacher, Deputy DSL, Year 1 Teacher, English Lead, PSHE Lead, RSE Lead, Teaching and Learning Lead
Mr C Napoleon	Assistant Head Teacher, Deputy DSL, Year 5 Teacher, Assessment Lead, Attendance Lead, Pupil Premium Lead, P.E. Lead, Mentor
Mr C Forrest	Year 6 Teacher, Maths Lead, Behaviour Lead, Mentor
Miss A Wood	Reception Teacher, EYFS Lead, Joint RE Lead & Music Lead
Mrs N Harding	Year 1 Teacher, Science Lead
Mrs A Seale	Year 2 Teacher, Geography Lead
Mrs E Bellamy	Year 3 Teacher, History Lead & DT Lead
Miss A Woolfrey	Year 4 Teacher, Art Lead, Computing Lead & Staff Governor

Support Staff

Mrs S Walsh	School Business Manager
Mrs K Eckersley	Administrator & Family Liaison Officer, Deputy DSL
Mr A Dunlevy	Site Manager

Teaching Assistants

Mrs P Booth	Classroom Support and Cover
Mrs A Buckley	KS2 (1:1)/OOSC/Lunch
Miss L Greenhalgh	Classroom Support EYFS/Lunch
Miss N Hendry	KS2 (1:1)
Mrs K Kettle	KS2 (1:1)/Pastoral intervention/OOSC/Lunch
Mrs M Montell	Classroom Support and Cover
Mrs L Parker	Classroom Support KS1/KS2 (1:1)/Lunch
Mrs C Pollitt	Classroom Support EYFS
Mrs C Sandiford	Classroom Support KS2 (1:1)/Lunch
Mrs N Waite	Classroom Support and Cover

School Meal Supervisory Assistants

Mrs S Prescott-Kilkenny	School Meals Supervisory Assistant
Mrs A Smith	School Meals Supervisory Assistant/OOSC
Mrs A Wood	School Meals Supervisory Assistant/OOSC
Mrs M Zangaria	School Meals Supervisory Assistant

School Kitchen Staff

Miss C Hodkinson	Kitchen Manager
Miss N Bonner	Kitchen Assistant

School Kitchen Staff

Mrs S Riley	Cleaner
Ms A Umarji	Cleaner

ADMISSIONS POLICY & ARRANGEMENTS

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.

The waiting list will only be maintained for the statutory period (until 31 December). After 31 December, parents wishing their child continue to be considered for a school place will need to reapply using the procedure for 'In Year' admissions.

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. For 'In Year' admissions, waiting lists will be held for one term:

Term 1: 1 September to 31 December

Term 2: 1 January to 12 April

Term 3: 13 April to 31 August

After a waiting list ends on 31 December, 12 April or 31 August, parents wishing their child continue to be considered for a school place in the next school term will need to reapply.

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 Religious Education curriculum and through our ethos and attitudes towards one another and God. We welcome all faiths and embrace the rich variety of our local community. We learn about other faiths and celebrate them too. We support the work of the Parish in preparing children for the sacraments of Reconciliation and First Holy Communion.

All classes follow the Salford Diocesan Scheme, "Come and See", which provides a consistent programme of Religious Education throughout school.

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.

As a Catholic school, we pray together each day in a variety of ways. We regularly visit Holy Infant and St. Anthony Church for class and whole school masses. Parents, carers and wider family members are invited to school to join in with us at particular times e.g. for class assemblies.

Our GIFT Team are an elected group of children who support others in our worship.
Our Faith in Action Team work to support others in the local community.

NATIONAL CURRICULUM

The school teaches the National Curriculum (revised in 2014). This includes the following subjects: English, Maths, Science, Computing, History, Geography, Physical Education, Art and Design, Design and Technology, Music and a Modern Foreign Language (KS2). All subjects are taught as distinct subjects, although links will be made to other areas of the curriculum when appropriate. We use a range of schemes to support teaching and learning. Our aim is to provide a broad, balanced, rich and sequentially organised curriculum, which is underpinned by reading.



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.



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

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

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

- 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, 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 Screening Test.

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

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.

We are proud to announce that we are a myHappymind Bronze Accredited School!

This means that, as a school, we consider the mental health and wellbeing of our children as one of our top priorities. We have created a whole-school culture that helps build our children's resilience, confidence, and self-esteem, as well as teaching them how to self-regulate during stressful times.

This Accreditation badge has been awarded thanks to all the effort our staff, children, governors, and parents have put in to bring the lessons of myHappymind to life across our school.

To learn more about the myHappymind for Schools programme, visit their website here: https://myhappymind.org/

This programme is a whole school approach grounded in science and dedicated to building positive mental wellbeing. myHappymind helps children understand how their brains work and creates a culture that helps to build children's resilience, confidence, and self-esteem.

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

We believe in a two-way partnership between home and school and we seek to enhance the children's education at all times, realising that everyone connected to the child has a role to play.

In partnership, parents expect the school to:-

- provide a Catholic education.
- provide a happy, safe, orderly, caring and spiritually aware school environment;
- provide information on curriculum areas, so that support can be given at home;
- provide a curriculum and teaching that will enable all children to achieve their best;
- encourage personal, spiritual and social development, respect and self-discipline;
- issue regular information about pupil progress and achievement and early notification of any problems;
- be open, welcoming and supportive of parents, visitors and members of the parishes and local community;
- promote high standards of behaviour so we can maintain a safe environment for all children
- provide an induction programme for our new intake and their parents
- respond to communications from parents and carers in a timely manner, following school policies
- encourage good attendance and address any concerns with parents or carers where necessary
- prepare children for transfer to secondary school.

In partnership, the school expects parents to:-

- support our school's Mission Statement, our aims and Catholic ethos.
- have a willingness to support their children in participating in the practices and observance of the Roman Catholic Faith.
- ensure children attend school regularly and on time;
- enable children to wear the school uniform, PE kit and bring the required equipment and books;
- ensure children are collected from school on time;
- take an interest in progress, homework, school activities;
- attend Parents' Evenings and other meetings about your child;
- support the school to make sure my child maintains a consistently high standard of behaviour
- make staff aware of any concerns or problems that affect the child's life at Holy Infant & St. Anthony RC Primary School;

- demonstrate respect for the school and its staff at all times and not subject staff to verbal abuse, threatening behaviour, comments on social network sites, harassment or physical assault.

In partnership, the school and parents expect each pupil to:-

- have a willingness to participate in the religious life of the school;
- work and play amicably with other children and follow the school behaviour code.
- arrive in class on time;
- bring reading books, homework and P.E. kit as required;
- respect the learning of others;
- follow the class and school rules;
- try their best;
- show respect at all times to all staff, other children and visitors;
- demonstrate respect for the school premises and its resources;
- take and deliver communications between home and school.

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 8.45 am 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 correspondence may be sent home, containing more specific information. All communication is via the 'School App for Parents' (more information can be obtained from the School Office).

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 complete an application and undergo an enhanced Disclosure Barring Service check before volunteering here; this will be arranged by school.

FUNDRAISING

Our Parent Teacher Association (PTA) is a valued part of the Holy Infant & St Anthony school community. Made up of parents, family members and staff, the PTA works in partnership with the school to enrich the experiences of our children and strengthen links between home and school.

Throughout the year, the PTA organises a variety of popular events and activities, including Christmas and Summer Fairs, family bingo nights, school discos and other community events. These occasions not only raise valuable funds for the school but also provide opportunities for children, families and staff to come together, build friendships and create lasting memories.

Funds raised by the PTA help provide additional resources, experiences and opportunities that enhance school life and support our pupils' learning, wellbeing and enjoyment.

The PTA is always keen to welcome new members and volunteers. Whether you can help regularly, support a single event or simply share ideas, your involvement can make a real difference. There is no long-term commitment, and all parents, carers, grandparents and family members are warmly invited to get involved.

Interested in joining us?
Please leave your contact details with the school office and a member of the PTA will be delighted to get in touch.

"Working together to create memorable experiences and opportunities for every child."

GENERAL INFORMATION

SCHOOL HOURS

8.45 am - 3.30 pm

Doors open at 8.45 am. 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 am. 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 £2.77 per day/£13.85 per week per child, which should be paid in advance each Monday.

Families in receipt of certain benefits may be entitled to claim Free School Meals; to check if your child is eligible please follow this link to apply: https://lgfl.net/services/free-school-meals. Current Government legislation stipulates that School Meals for children in EYFS and Key Stage One will be free.

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

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 an individual bottle of milk each day.

SNACK

School provides all children with a slice of toast. However, children may bring their own HEALTHY snack. Please note that, in line with government legislation, chocolate, 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. All children have access to 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. Reception Class and Year 3 will be provided with a new water bottle at the start of the academic year.

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 by a member of staff.

If any parents are still in school after doors are closed at 8.55 am 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 am, since lateness not only affects your child's education, but can cause disruption to the education of the other children. It 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 term illness or conditions such as asthma, where **regular prescribed medicines** are required OR for short term illness or conditions where medicines have been **prescribed for 4 times a day**, 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.

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

We want our children to be proud to wear our school uniform and have a feeling of belonging to our school community. It is generally accepted that children (and adults) who look and feel smart are inclined to develop a positive attitude towards their learning and take pride in their work.

Uniform with school logo can be purchased from:

- Harrisons, Blackburn Road, Tel. 307382 or
- Smart Clothing, Bolton Market Complex, Blackhorse Street. Tel. 392610.

Non-logo items can be purchased from most supermarkets e.g. Asda.
Pre-loved uniform can be purchased from the school office.

Please ensure that **all items of clothing are clearly labelled with your child's name** – and that labels remain legible after each wash. This helps us to return any lost items quickly. We also ask that you regularly check that your child has not accidentally brought home another child's clothing - this is easily done when items are often removed outside the classroom during the school day!

School will allow for certain adaptations to the uniform policy, for example, a black or grey head-scarf may be worn for religious reasons. Any adaptations for religious, cultural and/or medical reasons should be discussed with the Headteacher.

SCHOOL UNIFORM

Smart **grey** trousers, shorts, skirt or pinafore dress
Red striped or checked Summer dress (optional)
Pale blue polo shirt (school logo optional)
Claret V-neck sweatshirt or c**laret** cardigan **with school logo**
Plain **grey** or **white** socks or **Grey** tights
Plain **black** sensible school Shoes *(no visible branding and not trainers)*

Jewellery, Make-up & Personal Appearance:

Children are only permitted to wear:

- One pair of small stud earrings
- A watch (not a smart watch)

No nail varnish, false nails or make-up.
No tattoos.
Hair should be neat, tied back, appropriate for school and of natural appearance and colour.
Hair accessories should be simple, small and claret/black.
Use of products or shaved patterns, lines or designs to create extreme or unnatural hairstyles not allowed.

P.E. KIT*

Indoor:
Plain **Black** Gym shoes
White sports performance T-Shirt **with school logo**
Loose **Black** Shorts (mid-thigh to knee length) or skort (no visible branding)

Outdoor:
Trainers
Black Tracksuit bottoms/leggings (no visible branding)
School sweatshirt or cardigan should also be worn.

Optional: ***Sun Caps***

*Jewellery must not be worn during PE, games and swimming lessons and children must be able to remove their own earrings. Glasses should be removed for PE. If a child needs to wear glasses for medical reasons, a suitable retention band must be provided.

All children will be provided with a book bag at the start of the academic year.



Due to lack of storage space in school,
children should not bring any additional bags to school.
Lunch boxes should be compact,
so that can be stored safely on the trolleys.
Thank you for your support in this matter!



School Holidays 2026/2027

Autumn Term

INSET Days **(Children not in school)**	Tuesday 1st September 2026
Term Begins	Wednesday 2nd September 2026
Half Term Holiday	Monday 26th October - Friday 6th
November 2026	
School opens	Monday 9th November 2026
End of Term **(School finishes at 1:15pm)**	Friday 18th December 2026

Spring Term

Term Begins	Monday 4th January 2027
INSET Days **(Children not in school)**	Friday 12th February 2027
Half Term	Monday 15th - Friday 19th February 2027
School Opens	Monday 22nd February 2027
End of Term **(School finishes at 1:15pm)**	Thursday 25th March 2027

Summer Term

Term Begins	Monday 5th April 2027
Bank Holiday	Monday 3rd May 2027
Half Term	Monday 24th May - Friday 4h June 2027
School Opens	Monday 7th June 2027
End of Term **(School finishes at 1:15pm)**	Friday 23rd July 2027

Year 1 children must not be absent from school week commencing 14th June 2027

Year 6 children must not be absent from school week commencing 10th May 2027

Autumn Term 2026 begins on Monday 6th September 2027

School Holidays 2027/2028

Autumn Term

INSET Days **(Children not in school)**	Monday 6th September 2027
Term Begins	Tuesday 7th September 2027
Half Term Holiday	Monday 25th October - Friday 29th
October 2027	
School opens	Monday 1st November 2027
End of Term **(School finishes at 1:15pm)**	Tuesday 21st December 2027

Spring Term

Term Begins	Thursday 6th January 2028
INSET Days **(Children not in school)**	Friday 18th February 2028
Half Term	Monday 21st - Friday 25th February 2028
School Opens	Monday 28th February 2028
End of Term **(School finishes at 1:15pm)**	Thursday 13th April 2028

Summer Term

Term Begins	Monday 24th April 2028
Bank Holiday	Monday 1st May 2028
Bank Holiday	Monday 29th May 2028
Half Term	Tuesday 30th May - Friday 9th June 2028
School Opens	Monday 12th June 2028
End of Term **(School finishes at 1:15pm)**	Friday 21st July 2028

Year 1 children must not be absent from school week commencing 12th June 2028

Year 6 children must not be absent from school week commencing 8th May 2028

Autumn Term 2028 begins on Monday 4th September 2028