

Our Lady Immaculate Catholic Primary School Parents' Handbook



*As a loving family,
we learn and grow together
on a journey with Jesus.*

Parents' Handbook

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Our Lady's Catholic Primary School Parents' Handbook

Thank you for choosing our school. We feel privileged to support you at this very important time in your child's life. When we reviewed our Mission Statement in Autumn 2016 it was clear that our pupils and their parents feel like they belong to our school family and so we hope that you come to know us as a loving family for you and your child. We believe that a close relationship with our families results in the best outcomes for our pupils so please do not hesitate to bring any concerns to us straight away.

Mrs. R. Keating (Headteacher)

This booklet has been put together so that parents will have, in one folder, information about school procedures and policies. Some of the information in this handbook can also be found on the school website.

www.ashtonourladys.wigan.sch.uk

Mission Statement

As a Catholic School our Mission Statement underpins and informs everything that we do. The pupils, parents, staff, governors and parish were involved in its creation in Autumn 2016.

As a loving family, we learn and grow together on a journey with Jesus.

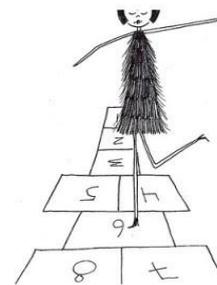
Our last Ofsted Inspection took place in March 2017 (The school was rated as Good), our Religious Education Inspection was in May 2017 (the school was rated as Outstanding). Inspection reports are available from the school office and on the school website.

General Information

We operate a Breakfast Club from 7.45 a.m. and an After School Club until 5.00 p.m. Please see enclosed handbook.

The playground is open from 8.45 a.m. and the children are allowed to enter school at 8.45 am. Children are to wait in the playground until the teacher in charge allows them into school.

At the end of the school day please meet your child at the fence on the infant playground. If for any reason you will be late to pick up your child, please telephone school (01942 708438). If you are more than 15 minutes late your child will be placed in After School Club for which you will be charged.



Parents who accept a place at Our Lady Immaculate must understand that this means that the organisation of our classes is based on vertical grouping, when pupils from different year groups are placed into the same class. This will mean that each year your child may be with different children, some from his/her year group and some from another year group. Whilst your child is in the Reception year group there will also be children from Year One in the same class. The arrangement of classes is reviewed on an annual basis to ensure the best possible provision for all pupils across the school.

School Security

High security fencing surrounds the site. During the day all external gates are locked and all visitors to the site must enter the building via the main entrance. Here visitors must sign in and are given an identification badge to wear while they are on site. Many doors are fitted with magnetic locks operated by a fob.

Smoking – Our School operates a NO SMOKING Policy.

Pastoral Care

The welfare and happiness of each child is the immediate concern of the class teacher and the general concern of the whole staff. We are also proud of the fact that in our school the older children show a caring attitude to the younger ones.

Parents are requested to contact the class teacher (in the first instance) or Headteacher immediately if there are any worries or concerns.

We also need to know in confidence if there are any home problems, which may cause a child to be unhappy at school. It is vital that we are made aware of custody and access rights in the event of parental separation. These matters will be kept confidential; shared only between the Senior Leadership Team and the staff in class.

Relationships between School, Parish, Parents and Community are excellent. Parents are actively invited to take part in many activities and we are always looking for volunteer helpers. We are frequent visitors to Church.



Every child and every adult is as important as the next. By working together we are able to produce the best possible environment for each child's learning experiences to be as successful as possible.

Parking

Car parking can be a problem. We wish to avoid injury to the children so we ask you not to park on yellow lines or zigzags. If your child attends Breakfast Club or After School Club, you **MUST NOT** bring your car into the staff car park but park on the main road. The Church car park is also available and is just a short walk away.

Water



The children are encouraged to drink water throughout the day to keep their brains hydrated and active. Research shows that it is only water that has this effect and so as a healthy school we don't allow juice or other drinks to be drunk throughout the day. There are a number of water stations around school that can be used to fill up water bottles with fresh, cool water.

A water bottle will be given (free of charge) to your child as they start school. Replacements can be bought for £1.60.

Lunch

Children may either bring in a packed lunch or have a school meal (cooked on site). Children in Reception, Year 1 and Year 2 are entitled to a Free School Meal. Please see attached information on Universal Free School Meals.

Drinks brought with packed lunches must be in cartons or plastic bottles. Sweets and chocolate are discouraged and chewing gum is not allowed. Please provide a lunchbox if your child is to have a packed lunch. All waste will be sent back home in the lunch box so you can monitor what your child is eating.



Snacks etc.

We currently offer the option to purchase a healthy snack of milk / orange juice / toast at play time in the mornings for children throughout the school.

Children may however bring in one healthy snack from home for morning playtime. All infants are offered a piece of fruit during the day.

TOAST & DRINK PRICES

	Daily	Weekly
TOAST	20p	£1.00
MILK	30p	£1.50
ORANGE / APPLE JUICE	35p	£1.75
TOAST & MILK	49p	£2.45
TOAST & JUICE	53p	£2.65

Snacks are to be paid in advance (weekly), preferably using Parent Pay (see Page 10 for more details) or cash into the school office.

Medication

Parents or Guardians have prime responsibility for their child's health and it is essential that they provide the School with information about their child's medical condition.



All prescribed medication to be administered in School must be accompanied by the Parent's or Carer's written consent. Medicine forms are available in the office for this purpose. The parent/carer should complete the Medicine Form and a first aider will complete and sign the 'Agreement for the Administration of Medicines form' before any medication is given. A First Aider will sign the 'Record of Medicine Administered' sheet every time a child receives medication. If a child refuses medication the parent will be informed.

Medicines should only be taken in school when absolutely essential. The advice from the Department for Education (DfE) states that schools should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container, as dispensed by a pharmacist, clearly labelled with the child's name, dosage and contents, and 'in date'.

Parents are encouraged to ask about medicines being provided in dose frequencies which enable it to be taken outside school hours. For example, if a medicine needs to be taken three times a day that could be in the morning, after school and at bedtime.

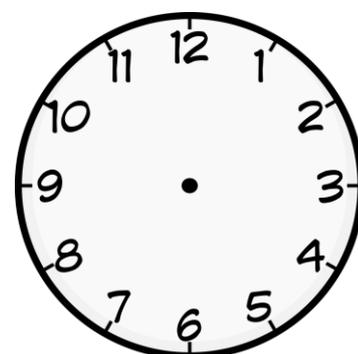
If parents wish to come into School at lunchtime to administer medication to their children, the School will provide facilities for them.

Attendance and Punctuality

These are monitored closely within school on a weekly basis.

Doors will be open from 8.45am for children to go to class ready for school to start at 9.00am. The school gates will be **LOCKED** from **9.05 a.m.**

Lateness – Once the doors are closed, a Parent is to sign a child in at the Inventory Screen in the foyer – not an older sibling. Infant children are not to be taken straight to the classroom.



THIS IS EXTREMELY IMPORTANT FOR THE SAFETY OF ALL THE CHILDREN.

Persistent lateness will be classed as unauthorised absence.

Certain absences are not authorised, for example; visits to relatives, shopping or holidays. Our Lady Immaculate Catholic Primary School strongly discourages holidays during term time as this will interrupt continuity of learning. Only in exceptional circumstances will a holiday be authorised. If you wish to take your child out of school during term time a form must be completed prior to the absence. These are available from the school office.

Any family taking a child out of school during term time for an unauthorised holiday may be subject to a fine of £60.00 per child per parent.

Collecting children during the school day

When a child needs to leave school during the day please notify school and arrange that s/he is collected by an adult. School should be informed who the adult is. Please complete the Inventory Screen in the foyer to sign your child out. If your child is returning after an appointment, please inform the school office and complete the Inventory Screen to sign your child in so that his/ her presence on the premises can be noted for dinner arrangements and/or security and evacuation purposes.

Absence from school

Parents must contact school to inform us of any absence and the reason why. Staff would appreciate it if this call could be made before 8.30 a.m.



The school has a duty to ensure that our pupils are safe and so you will be contacted if no notification has been received before 9.30 a.m. School will try all contact numbers in order. If no contact is made social services will be called.

On the child's return to school a written explanation of their absence is required to enable us to record the absence correctly. We are required to distinguish between authorised and unauthorised absence.

Charging Policy

Whenever there is an Educational visit, we ask parents for a voluntary contribution towards the cost. However, it must be made clear that, according to the 1988 Education Reform Act, there is no obligation to contribute and children will not be treated differently according to whether their parents have made a contribution in response to the request.



However, it needs to be stated that if a considerable number of parents did not contribute, such visits would have to be cancelled because of a lack of funds.

We also ask for a voluntary contribution towards the cost of swimming tuition and transport and also towards the replacement of any lost reading books.

Class Dojo

We use Class Dojos throughout our school to support our Positive Behaviour Policy. The children really enjoy the immediate praise for their positive behaviour and work well as a class to achieve the Class Dojo winners for the week.

It is a great resource for parents as you can log in and check on how your child's day went with the click of a button. Once you set up an account you can check on your child through the Class Dojo website (www.classdojo.com) or the app for parents. When you use it, you will see a daily report that will tell you what percentage of the day we acknowledged and awarded your child for positive behaviour.

It is also an easy and fast way for you to communicate with your child's class teacher and stay up to date on events in school. Teachers will use Dojo as their primary day-to-day method of communication with you. Teachers will be sending class messages through the app (similar to group emails) about homework and various day-to-day updates.

There is an option to message your class teachers; I would ask this function is used for queries, quick updates regarding your child and acknowledgement of your child's positive behaviour of the day or week. Teachers will not always be able to reply to your messages during the day and we ask that you understand that messages sent after 5:30pm will not be replied to until the next day.

You do not need an iPad or iPhone to check your child's profile; you can use www.classdojo.com/parent to login. On your contact details form we have asked for your email address; with that we can create a parent code for Class Dojo for you. Please make it a priority to join this site.

Archdiocesan Fund

Parents are asked to contribute £10 per family to the Archdiocesan Schools Building Fund once a year. As a voluntarily aided school this fund provides capital for the 10% contribution toward building costs.

ParentPay

We use ParentPay to collect payments. You will be able to create an account and access it from any mobile device to make payments for dinner money, trips, music lessons etc.



Uniform

Uniform can be purchased from 'Slater's', Wigan and Sportsline, Ashton.

All children are to start school in **SEPTEMBER** in **WINTER UNIFORM**.

All pupils are expected to wear the school uniform at all times and to take pride in their appearance.

The wearing of jewellery, temporary tattoos and nail varnish are not allowed for safety reasons. **NO EARRINGS**. Watches may be worn, but as with all private belongings, the school cannot be held responsible if they are lost, stolen or broken.

The school uniform is as follows: -

Girls

- Pale blue polo-shirt with school motif
- **Grey** skirt / **grey** trousers - (Trousers – high waisted and styled – sample in school)
- Navy sweatshirt / cardigan with school motif
- Black shoes – **NO** trainers
- **Grey** knee high socks or **grey** tights

Boys

- Pale blue polo-shirt with school motif
- **Grey** trousers
- Navy sweatshirt - with school motif
- Black shoes – **NO** trainers
- Grey Socks

Hairstyles

Boys: -

Boys should not wear their hair excessively long or short. Hair length must not be less than a No 3 cut. Extreme styles are not allowed. Hair gel must not be worn. Hair must be natural colour.

Girls: -

No extreme hairstyles. Hair extensions are not allowed. Hair must be natural colour. Long hair should be tied back with a dark coloured bobble. Hairbands and bows should be blue and of a reasonable size.

Please ensure **all** articles of school uniform are labelled with your child's name.

During the summer term girls may wear a pale blue checked summer dress and boys may wear grey shorts.

Boots may only be worn **to** and **from** school. A change of shoes must be brought in.

P.E. kit to be kept in a school drawstring bag with school logo (available from 'Slater's', Wigan and Sportsline, Ashton).

P.E. Kit – White T shirt with blue sleeves (with school motif) and navy shorts

Pumps – NOT heavy training shoes

All items or clothing to be labelled and PE kit will be sent home half termly to be washed.

We ask that personal items; toys, video games, expensive trainers, clothing or other equipment are left at home.

Mobile Telephones

Children who walk to / from school by themselves may bring these into school and leave them in the Office – they will not be allowed to access them during the day but we understand that a child may need one for emergency situations.

Reading folders with carry handles may be bought from 'Slater's', Wigan and Sportsline, Ashton for reading books and other homework. There is no need and no room for other bags! Juniors who may need outdoor kit from time to time should bring it in a bag, which will fit inside their PE bag.

NO BIG BAGS PLEASE



Swimming

Swimming kit (Years 3 & 4) should be brought in a small bag and taken home again on the same day. Lessons are provided at Ashton Leisure Centre and are part of the National Curriculum for P.E. Therefore, children may only be excused from these lessons for medical reasons. Long hair must be tied back (unless a swimming cap is worn). Boys must wear swimming trunks, not swim shorts. Girls must wear a one piece swimming costume.



Sun Hats and Sun Cream

During hot weather children are allowed to wear a sun hat when they go out to play (please remember to put their name in it). Also, please apply 'once a day' sun cream to your child (12 hour long) **before** they come to school. Thank you.

Home / School Communication

Informal teacher/parent communication is encouraged. Usually this takes place at 3.15pm. It is appreciated by the teachers if parents give notice of their wish to see a particular teacher, so that workbooks etc. may be at hand to refer to if necessary, and also because some afternoons may be inconvenient because of after-school staff-meetings, courses etc. Parents are asked to avoid speaking with the teacher at 9.00am, so that the teacher may give their full attention to settling the children in. If an urgent message needs to be passed on, please approach a member of non-teaching staff to briefly explain.

Parent Teacher consultation meetings take place in the Autumn and Spring terms, which are a chance for parents to see the teacher on an individual basis. These meetings should be kept to five minutes. If parents or teachers feel that longer is needed, then an alternative appointment should be made. Written reports are sent home in the second half of the summer term and parents are invited to see the teacher if they think it is necessary.

In the first half of the Autumn Term teachers will send home class information including; homework arrangements, timetable and long term plan.

The Headteacher is always willing, whenever possible, to meet parents to discuss with them any matter concerning their child. If any parents have an important matter to discuss they should ring for an appointment so that sufficient time is available for a full and valuable discussion.

If any parent feels the need to make a complaint, a copy of the Complaints Policy is available from the office or on the website.

Homework Policy

A variety of books are used to allow reading practice at home. Individual Reading Records should be kept in children's book bags to aid communication about their progress. Class Reading Records are also kept to ensure that teachers have a reliable record of where children are up to and how regularly their books are changed.

Spellings / keywords will be issued on a weekly basis and tested regularly. Key words for Reception and Key Stage 1 are words which are the most commonly used in the English language. KS2 spellings are commonly misspelt words and spelling patterns identified in the National Curriculum.

In KS1 classes, further homework is issued, under the discretion of the class teacher, to support work done in class. In the Junior classes regular homework is set in Literacy and Numeracy. Other homework may be set to support work done in class.

Reception	1 hour / week approx.	phonics, cursive letter formation, reading and key words, reading
Years 1 & 2	1 hour / week approx.	Reading, spellings, other literacy work and number work
Years 3 & 4	1.5 hours / week approx.	Reading, spellings, literacy and numeracy as for years 1 and 2 with occasional assignments in other subjects
Years 5 & 6	30 minutes a day approx.	regular weekly schedule with continued emphasis on literacy and numeracy with occasional assignments in other subjects

Teachers are responsible for:

- Establishing homework procedures (inc. communicating them to parents);
- Ensuring that children have a clear understanding of the tasks involved and a common understanding of the high expectations held of them;
- Preparing and following up homework tasks;
- Rewarding quality work with appropriate recognition reflecting the school reward system;
- Taking appropriate action for children who may not have completed their tasks (Contacting parents if appropriate)
- Communicating to parents the availability of internet access for those without access to a computer.

We ask pupils to:

- Tackle homework promptly and with a positive attitude;
- Take Reading records (Rec-Y6) and spelling sheets/files (Y1- Y6), home and return these records in line with class arrangements;
- Be organised: remembering to take homework home and return it on time;
- Take responsibility for their own learning and completing work within an agreed time;
- Take pride in presentation and content, acknowledging the high personal standard expected. (Children should apply the same rules for pen/pencil use as in class work – no coloured pens, no writing in felt tip, etc).



We ask parents to:

- Provide suitable, quiet surroundings where pupils can do their homework, i.e., not in front of the television;

- Encourage younger family members to play quieter games if in the same room;
- Make it clear to children that you value homework, and support the school in explaining how it can help their learning;
- Encourage children to persevere with a task and give support if appropriate.
- Give due importance to non-written tasks such as listening to children read on a regular basis and signing the reading records to indicate homework has been completed.
- To check book bags at least once a week
- Assist with the learning of weekly spellings and tables;
- Keep school informed of any changes in the child's circumstances which may affect learning or the completion of homework.

Making homework manageable:

Homework should not be a stressful experience between parent and child. This leads to poor learning and defeats the whole purpose. Please contact the class teacher if this is happening.

Every child will have the majority of their homework given on the same day each week with a week to return it. This day will be chosen by the teacher and communicated to parents and children. On occasion, homework tasks may be given on a different day or their return required more quickly (e.g. when a homework task is feeding into a subsequent lesson).

We aim to mark (where it is appropriate) and respond to homework regularly. Not all homework will be formally marked. Different methods of feedback can be used other than written comments e.g. learning spellings/tables for a test.

Pupils with additional learning needs

We set homework for all children as a normal part of school life. We aim to ensure that all tasks set are appropriate to the ability of the child. If a child has special needs, we endeavour to adapt any task set so that all children can contribute in a positive way.

Failure to complete any intervention homework activities will (except under exceptional circumstances) result in the child being withdrawn from the intervention group and the place being offered to another child.

Monitoring and review

It is the responsibility of our governing body to agree and then monitor the school homework policy. This is done by the curriculum committee of the governing body. Parents complete a questionnaire during the school's OFSTED inspection, and our governing body pays careful consideration to any concern that is raised at that time, or in between OFSTED inspections, by any parent. Our governing body may, at any time, request from our head teacher a report on the way homework is organised in our school.

Assessment

Each term there will be a formal assessment of pupils' knowledge and skills. Informal assessments take place throughout the year. These are used by teachers to identify next steps in learning for each child.

Both formal and informal assessments are used to track children's progress and set targets for future attainment.

National Tests (at time of printing)

Y1 Phonics

Y2 End of Key Stage Tests in Reading and Mathematics

Y6 End of Key Stage Tests in Reading, Spelling, Grammar and Mathematics

Curriculum

The school's curriculum includes all subjects in The Early Years Foundation Stage. A variety of teaching methods are used to ensure the best education. These include whole class teaching, group work and independent learning.

Areas of Learning in the Foundation Stage	
Three prime areas:	Personal, social and emotional development
	Physical development
	Communication and language
Four specific areas:	Literacy
	Mathematics
	Understanding the world
	Expressive arts and design

The pupils cover the areas of learning, contained within the Early Years Foundation Stage as well as Religious Education. High priority is given to learning through play, continuous provision and practical activities. There is a lovely outside area, where pupils can grow their own flowers and plants as well as play with a wide range of resources. Inside, pupils can paint, explore play dough and use the computers.



Key Stages One and Two work on the National Curriculum

Core Subjects	English (Literacy and Drama) Maths (Numeracy) Science Religious Education
Other Subjects	Modern Foreign Languages (French) Personal, Social, Health Education and Citizenship
Foundation Subjects	Art Geography History Music P.E. Computing Design Technology

Religious Education

As a Catholic School we follow the "Come and See" Scheme of Work as directed by the Archdiocese. Children take part in daily worship and visit Church. Sacramental Preparation is a joint responsibility between home, school and parish. The parish organises a Preparation Programme for Eucharist for parents and Year 4 pupils each year, which is held in the parish centre during the evenings.

Personal, Social, Health Education and Citizenship

This is taught across the curriculum as well as a subject in its own right. We have recently introduced a new Programme (Heartsmart) which will help pupils to understand their own emotions.

We teach Sex and Relationships Education. The Catholic Church has always recognised that it is the privilege and responsibility of parents to educate their children in matters of personal growth and development, particularly in the sensitive area of their moral education and sexual development. Therefore, the teaching offered in school is intended to support the role of parent. Parents are fully

consulted about Policy development in these areas and advised of their rights of withdrawal from non-statutory elements of the curriculum.

Important Names, Addresses and Telephone Numbers

Archdiocese of Liverpool in partnership with Wigan Education Authority

Our Lady Immaculate Catholic Primary School,
Downall Green Road,
Bryn,
Wigan,
WN4 0LZ

Telephone: 01942 708438

Fax No: 01942 776614

e-mail: enquiries@admin.ashtonourladys.wigan.sch.uk

Headteacher: Mrs. R. Keating

Designated Safeguarding Lead	Mrs. R. Keating
Deputy Designated Safeguarding Lead	Mrs. C. Dawson
Pastoral Lead	Mrs. J. Boffey
Breakfast & After School Club Manager	Mrs. G. Gordon

Governing Body as at June 2017

Foundation Governors

Rev. Fr. J. Gorman
Mrs Barbara Forshaw
Mr G Chambers
Mr B Porter
Miss A Corcoran
Mrs. K. Mills
Miss A. Corcoran
Mrs. G. Vandenberg

Representative Governors:

Parent Governors

Mrs. K. Gillard
Mrs. S. Arnold
Mrs. R. Keating
Miss J. Rodgers
Mr. C. Myers

Headteacher Governor

Staff Governor

LA Governor

Clerk to the Governors

Local Authority