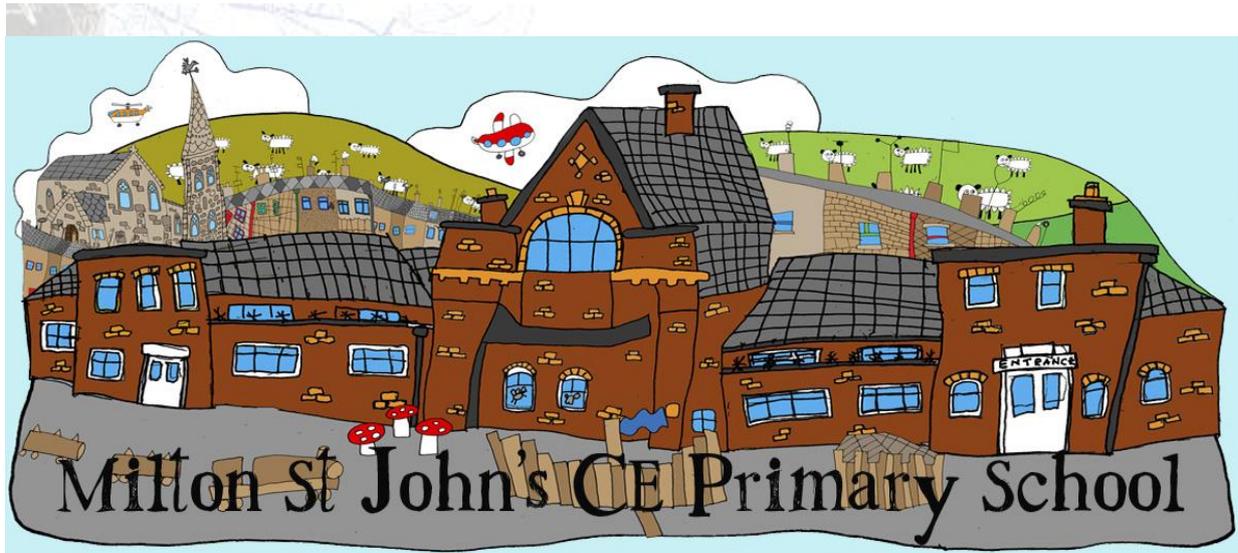


Milton St John's C.E. Primary School

Prospectus 2019



“Learning & Playing Together”



Contents Page

Welcome Note	
Description of the school	
Schools ethos and Aims	
School details	
Admission to School	
Nursery	
The School Day	
School Organisation	
Attendance, Punctuality and Absences	
School Uniform and Clothing	
Valuables and Jewellery	
School Dinners	
Tameside Healthy School Scheme	
The School Curriculum	
Religion Education and Collective Worship	
Sex Education	
Extra Curricular Activities	
Equal Opportunities	
Special Educational Needs	
Homework	
School Policy Documents	
Parents Evening	
Reporting to Parents	
Transferring to Secondary Schools	
School Rules and Behaviour	
Bullying and Racial Harassment	
Charging Policy	
Newsletters	
School Trips	
Medication	
Child Protection	
Bringing your Child to School	
Wrap Around Care	
Complaints Procedure	
Freedom of Information	



Milton St John's Primary School
Mill Lane
Mossley
Ashton under Lyne
OL5 0BN

Tel/Fax 01457 832572

Dear Parents*

Welcome to Milton St John's CE Primary School.

This prospectus has been produced to give you an insight into life at our school. It will answer some of your questions and give you an idea of the way your children will spend their time with us.

The early years are the most important part of a child's school life and at Milton St John's; we aim to focus each child's enthusiasm into a life-long passion for learning. Through a broad and balanced education, we make learning fun and promote positive discipline based on praise.

Parents are partners with us during these crucial years spent at primary school. We aim to support you and hope that you will support the school in providing a stable and well ordered environment.

Parents are encouraged to contact us as soon as they have any concerns and are always welcome to come into school. We are constantly trying to improve all aspects of the school and are always open to new ideas and suggestions.

We look forward to welcoming you into the Milton St John's School Community.

Yours sincerely

Miss L Gallaher
Headteacher

***Parents refers to both parent and carer throughout this Prosepectus**

Description of the School

Milton St John's is a small and friendly primary school close to the centre of Mossley, located approximately ten miles east of Manchester. The school was built in 1913 and continues to provide pleasant surroundings, combined with a friendly and caring atmosphere.

The school is located in a large catchment area, which covers most of Mossley. The village, train station and library are all in easy walking distance. We are also close to the Tame Valley River and Huddersfield Canal. The school is in a very fortunate location to be able to utilise these facilities easily.

We are a Voluntary Controlled Church school, which has strong ties with St John's Church and provides education for children from the age of 4 to 11. The school also has a morning Nursery for children from the age of 3 and we also have the facility for extended hours – wrap around care - for nursery aged children in the afternoons.

All the classes are based in traditional style classrooms which are equipped with an interactive whiteboard, computer and listening/audio aids and we also have a library resource area. Our well resourced library is available for reference work in school and there is a lending section where children from class 2 upwards can choose books each week to take home.

There is playground equipment in the playground, a playing field and a concrete pitch on site. These are very popular for football and sporting events throughout the year.



Our Mission and Ethos Statement

Our Mission and Ethos Statement at Milton St. John's CE Primary School is to embrace each child's spiritual, moral, social and academic abilities so that they all have the opportunity to **SHINE** in the love of God.

SHINE

We **S**how respect.

We are **H**onest.

We **I**nclude others.

We **N**ever give up.

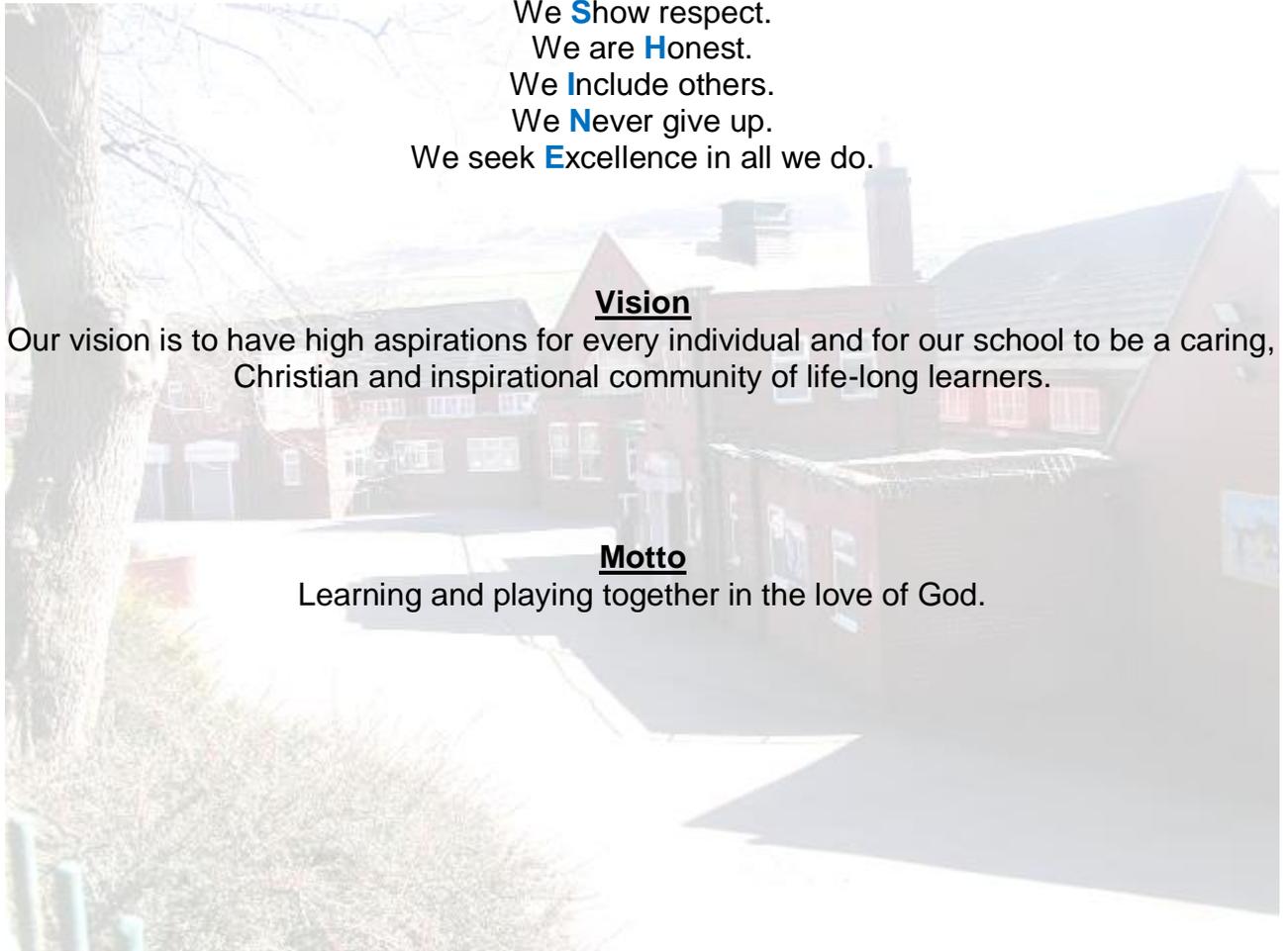
We seek **E**xcellence in all we do.

Vision

Our vision is to have high aspirations for every individual and for our school to be a caring, Christian and inspirational community of life-long learners.

Motto

Learning and playing together in the love of God.



School Details
Milton St John's CE Primary School

School Address: Milton St John's CE Primary School
Mill Lane
Mossley
Ashton under Lyne
OL5 0BN

Headteacher: Miss L Gallaher
Chair of Governors: Mrs M Baker
School Telephone/Fax: 01457 832572
School Email: admin@milton-st-johns.tameside.sch.uk
School Website: www.milton-st-johns.tameside.sch.uk

Local Authority (LA): Tameside Metropolitan Borough Council
Council Offices
Wellington Road
Ashton under Lyne
OL6 6DL

LA Telephone: 0161 342 8355

This prospectus is published in accordance with the requirements of the Education Act 1980, the Education (School Information) Regulations 1981 and the Education (School Curriculum and Related Information) Regulations 1989



Admission to School

At present we have an admission level of 30 children to our Reception Class. Children are admitted in the September of the school year that they are 5 years old.

Children beginning in our reception class from the nursery will visit the main school to meet the teachers and children. We realise that it is a big step when a child comes to a primary school for the first time and we try to make your child feel as welcome and secure as we can.

The school's admissions policy is set by the LA and agreed by the Governors. If you wish to put your child's name down to start in our Nursery you should contact the School Office who will help you with the necessary details.

Unfortunately, there is no guarantee that if your child attends our Nursery that we will be able to provide a place for your child in our Reception class.

Nursery

The Nursery is situated within a separate building adjacent to the main school. Children are admitted on a part time basis for the morning session once reaching their third birthday and this is a fully funded place.

If you wish to **apply** for additional hours for wrap around care in the afternoons please contact the school office who will be able to advise you on how you can apply for a place. If you require any assistance with funding or eligibility for funded extended/wrap around care the staff will be more than happy to assist you with how to access this information.

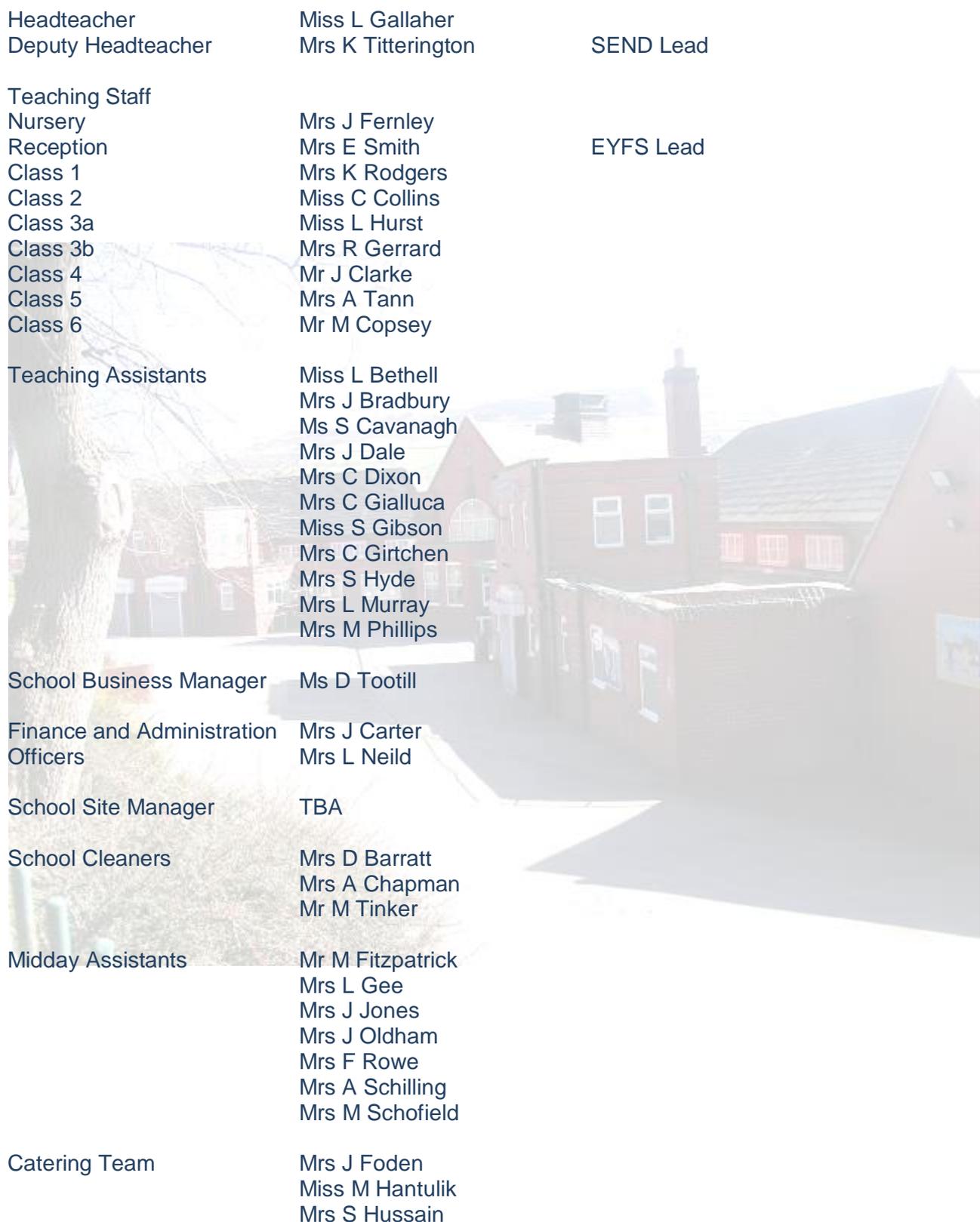
The School Day

School times are:

Morning Session	9.00 am to 12.00 noon	Nursery (Morning session)
	9.00 am to 12.00 noon	Reception/Year 1
	8.55 am to 12.15 pm	Year 2 - 6
Afternoon Session	12 noon to 3.00 pm	Nursery (Wrap around care)
	1.10 pm to 3.10 pm	Reception
	1.10 pm to 3.15 pm	KS1/KS2

School Organisation

Staff List



Headteacher	Miss L Gallaher	
Deputy Headteacher	Mrs K Titterington	SEND Lead
Teaching Staff		
Nursery	Mrs J Fernley	
Reception	Mrs E Smith	EYFS Lead
Class 1	Mrs K Rodgers	
Class 2	Miss C Collins	
Class 3a	Miss L Hurst	
Class 3b	Mrs R Gerrard	
Class 4	Mr J Clarke	
Class 5	Mrs A Tann	
Class 6	Mr M Copsey	
Teaching Assistants		
	Miss L Bethell	
	Mrs J Bradbury	
	Ms S Cavanagh	
	Mrs J Dale	
	Mrs C Dixon	
	Mrs C Gialluca	
	Miss S Gibson	
	Mrs C Girtchen	
	Mrs S Hyde	
	Mrs L Murray	
	Mrs M Phillips	
School Business Manager	Ms D Tootill	
Finance and Administration Officers	Mrs J Carter Mrs L Neild	
School Site Manager	TBA	
School Cleaners	Mrs D Barratt Mrs A Chapman Mr M Tinker	
Midday Assistants	Mr M Fitzpatrick Mrs L Gee Mrs J Jones Mrs J Oldham Mrs F Rowe Mrs A Schilling Mrs M Schofield	
Catering Team	Mrs J Foden Miss M Hantulik Mrs S Hussain	

Attendance, Punctuality and Absences

The attendance record of our children is excellent and we do award attendance prizes at the end of each school year. We also know that a number of children are absent from school for reasons that could, and should, be avoided. We ask that you make every effort to ensure that your child attends school every day. Please telephone the school if your child is unable to attend and inform us of the reason for any absence, followed by a note on their return.

The school does not routinely give permission for holidays in term time, as the children will miss important work.

Parents should ensure that children arrive at school on time. If your child is late, they must enter school via the front entrance and register by signing the late book.

School Uniform and Clothing

We are very proud of our school uniform, which was chosen by the children. It encourages self respect and belonging and supports the ethos of the school, so we insist that all children wear school uniform. Items with the school logo can be purchased direct from our suppliers Monkhouse who are based in Oldham or alternatively myclothing.com.

The uniform is based on the colour royal blue and red of which include:

- Royal blue sweatshirts, cardigans or jumpers
- Red polo top
- Charcoal grey trousers or skirt/pinafore
- White or grey socks or grey tights
- For summer the children can wear red gingham dresses or charcoal grey shorts
- Black shoes

For P.E./Games:-

We will endeavour to do PE outdoors where possible, for this the children will require plain unbranded black/blue sweatshirts and jogging bottoms

- White t-shirt with or without the School logo
- Black/blue shorts
- Black/blue jog bottoms and top
- EYFS/KS1: plimsolls or velcroed trainers
- KS2: plimsolls or trainers

For Swimming (Year 5 and 6):

- Trunks or a plain 'leotard style' swimming costume

On occasions we do understand that children may lose certain items of clothing. Therefore, we would suggest that it is easier to identify if it is clearly marked with your child's name. The school does have a 'Lost Property' area which is displayed at the end of each half term and any clothes that are unclaimed are recycled and forwarded to various charities.

Valuables, Toys and Jewellery

We are concerned about children bringing valuables and toys into school as it can result in problems for the child. The item may be lost, broken, and on occasions, go missing.

Jewellery can be dangerous for your child. Serious injuries can happen when jewellery becomes entangled in clothing or is accidentally caught by another child. For these reasons we kindly ask you not to allow your child to bring such items into school.

School Dinners

There is the option of purchasing a school meal prepared on the school premises by Mellors Catering Staff. They offer a selection of freshly cooked main meals and desserts every day, often including pasta, salad, fresh fruit and yoghurt. These are currently £11.10 per week, to be paid in advance on a Monday (*price correct at Sept 2019*). Please ensure that your child's dinner money is put in an envelope with your child's name and class clearly written on it.

Free school meals are offered to children of families who are on low income in receipt of Employment and Support Allowance (income based), Income Support, Job Seekers Allowance (income based) or guaranteed Element part of State Pension Credit. They are also offered to children of families who are in receipt of Child Tax Credit only, but who are not entitled to Working Tax Credit, and whose annual income (as assessed by the Inland revenue) does not exceed £16,190.00.

Tameside Healthy School scheme

The school is part of the Tameside Healthy School Scheme which promotes healthy eating and lifestyles. As part of the scheme, we do not allow fizzy drinks in school and children are encouraged to drink plenty of water during the day. Research shows that drinking regularly is beneficial to children in helping them to concentrate and to aid the learning process.

All children are allowed a water bottle in class and we ask parents to encourage their child to use this bottle for their lunchtime drink or send a sugar free drink with their packed lunch.

As part of the school's healthy eating policy, infant children are provided with a daily piece of fruit. Children may also bring a healthy snack to eat at mid morning break. Reception children are provided with drinks and a snack for break time. All children in school are also offered a free drink of milk or water with either their school dinner or packed lunches.

The School Curriculum

At Milton St John's, through the National Curriculum, we attempt to provide a stimulating programme of activities through which our pupils can develop all aspects of their abilities and reach their full potential academically, creatively, socially and morally. We believe that this is best achieved with a carefully planned curriculum, which is designed to provide progression and continuity, through meeting the individual needs of each pupil.

Subjects are organised to form a broad and balanced curriculum, to match the needs of the learners ensuring progression and continuity between the two stages.

In accordance with the National Curriculum, each child studies the three core subjects of English, Mathematics and Science. There are also the Foundation subjects; History, Geography, languages, Design Technology, Music, Art, ICT and Physical Education. In addition to the core subjects cross - curricular themes such as personal, social and health education and citizenship are incorporated.

Religious Education and Collective Worship

Milton St. John's is a church school and we have strong links with St. John's Church. In school, we begin each day with an assembly which includes an act of collective worship and is mainly Christian in nature. We also hold special services during the year at St. John's Church.

Our curriculum includes Religious Education and this is based on the 'Tameside Agreed Syllabus'. Within both of these activities the school recognises and develops an understanding of the numerous faiths, values and traditions that exist within the community.

Our aim is to help children have an understanding of religious beliefs and practices so that they may come to terms with their own faith, yet respect the rights of others to hold different beliefs. This encourages greater tolerance and understanding.

(Parents do have the right to withdraw their children from these activities. Further information can be obtained from the Headteacher who will explain our school practices and school ethos.)

Sex Education

Sex and Relationship Education (SRE) is taught throughout the school as part of the PHSE curriculum. Lessons are always at an appropriate level to match the children's age, maturity and understanding

Extra Curricular Activities

Extra curricular activities play an important part of school life and several clubs are organised on a voluntary basis by staff. Clubs take place after school and include various activities eg. ICT, football and art.

Tameside Music Service' provides instrumental lessons for children on various instruments, which take place at lunchtime. For further information, please contact the office.

Equal Opportunities

Every student and all members of staff will endeavour to further this objective by personally contributing towards a happy and caring environment and by showing respect for and appreciation of each other as individuals. The primary objective of this school is to educate, develop and prepare all our students, whatever their sex, colour, culture, religion, origin or ability, for the next step in their learning journey.

In accordance with the 1975 Sex Discrimination Act, the school adopts a policy that gives boys and girls equal access to all benefits and services offered by the school. They have an equal basis to every area of the curriculum regardless of ethnicity, gender or race.

Special Educational Needs

The school's Special Education Needs Policy follows the Tameside SEN Guidelines. We have a named co-ordinator (Mrs Titterington), called the SENCO, who has responsibility for overseeing the support programmes for pupils who need additional help.

Children experiencing difficulties in areas of learning will have an individual learning programme designed for them. The school works in close partnership with parents to achieve our aims of supporting children. If you have any concerns regarding your child, do not hesitate to contact the SENCO.

Homework

Homework is set for all children, details of which are sent to parents at the start of the school year. In the Infant classes this consists mainly of weekly spellings, reading and mathematics. Junior children receive weekly literacy and numeracy homework in addition to spellings and reading. Parents are encouraged to ensure homework is completed and handed in on time. Helping your child at home requires patience and tolerance, but we feel the difference it makes is well worth it.

All children are encouraged to take books home and share the pleasure of reading with their parents. We ask you to find the time to share this experience with your child.

School Policy Documents

School policies are reviewed on a regular basis. Copies of all school documents are available on request.

Parents' Evening

There are two formal occasions through the year when parents are invited into school to look at their child's work and discuss their learning and attainment with the class teacher. Parents are welcome to make other appointments for this purpose and the Headteacher will always find the time to discuss any concerns that you may have.

Reporting to Parents

Children's progress is constantly monitored and recorded. As well as the two parents evenings per year all children receive an end of year report, which records their progress through the whole curriculum.

Transferring to Secondary School

Transfer to a High School takes place at the end of the school year in which the child becomes 11. At the appropriate time, the authority issues information about schools and the transfer procedure in its 'Moving On' booklet. The majority of children transfer to Mossley Hollins High School, with one or two families choosing different secondary schools.

School Rules and Behaviour

We are very proud of the friendly and secure atmosphere that exists in our School. This atmosphere depends upon all members of the school community working together and sharing the same values.

The ethos of Milton St John's is such that good behavior, self discipline, respect and consideration for others is encouraged and expected at all times.

Teaching respect and concern for others shows itself in the high standards of courtesy and good behaviour and is central to the ethos of the school. We ask parents to remind their children of their responsibilities to themselves and others and to be role models who respect others and choose good behaviour.

We expect our children to act with honesty and respect to others
to choose safe behaviour and friendly words
to be helpful and polite
to work well together

We realise that occasionally individual children may let their behaviour fall below our expected standards. In such cases, the child will be made aware of the problem and may suffer a loss of privileges, such as the loss of playtime, or access to our dinner time and after-school clubs. If the case is more serious, we will always endeavour to contact parents and work mutually to overcome the problem. In such cases, we do expect your full support.

Bullying and Racial Harassment

The school does not tolerate bullying or racial harassment of any kind. Incidents of both types of behaviour are taken very seriously indeed. Most incidents can be dealt with effectively by discussion between school, home and the child. However, in very rare circumstances it may be necessary to use 'exclusion' as a form of discipline as outlined in the schools' Behaviour Management Policy.

Charging Policy

The Governing Board of our School has an established policy for when charges can be made. It is a basic principle that the right to a free education for all children will be maintained. However, there will be occasions when parents will be asked to make a voluntary contribution towards the cost of an activity. All children in the intended group take part, regardless of whether their parents have contributed or not. However, if parental response is poor then that activity unfortunately cannot take place.

The resources provided for learning should be treated with care and respect. Occasionally, through accidents or carelessness, resources are damaged or lost. To help children understand and value school property and equipment, the school may expect parents to pay for the damage. Specific information is contained within the policy document.

Newsletters

The school has a regular newsletter to keep you in touch with the school news and activities. These are available from the school website: www.milton-st-johns.tameside.sch.uk and is also emailed to anybody that has subscribed. Where parents do not have an email address, a paper copy will be sent home, if requested.

School Trips

Under government regulations, schools are only allowed to ask for voluntary contributions to finance trips that children will take during the school day. This means that unless enough parents volunteer to pay for their child's place, the trip may have to be cancelled.

All trips organised are considered an important part of the schoolwork, costs are kept to a minimum and are usually subsidised by the school. Any parent who feels they are unable to finance the trip should contact the Headteacher, this information would be treated as confidential.

Medication

If a child requires medication in the school day, the following guidelines must be observed:

- Medicine should be prescribed by a GP or Health Professional and contained in the pharmacy packaging/bottle.
- Medicine must be brought to school by the parent/carer and given to a first aider, where you will be required to complete a medical consent form.
- All medicines must be clearly labelled with the child's name.

Please note that parents must make arrangements to administer medication themselves if:

- The timing and nature of the medication is of vital importance
- Where serious consequences could result if the dose is not administered
- If it is not prescribed medication

Child Protection

The school follows the Local Authority procedures for safeguarding. These can be found on the Tameside Safeguarding website.

Bringing your child to school

The safety of the children is paramount. For this reason we expect parents to make proper arrangements for the safe arrival and collection of their children. Infant aged children must be accompanied by an adult at all times.

For safety reasons, cars are not allowed past the Foundation Stage and Year 1 Building or to park on the yellow zig-zag lines around the school.

Independently Run - Wrap Around Care by 'Skools Out'

An independently run Breakfast Club operates at the school, from 7.30am – 8.55am and also an After School Club from 3.15pm – 6.30pm.

This is run by 'Skools Out'. For further information please contact them directly on 01457 832361.

Complaints Procedure

In accordance with the 'Education Reform Act of 1988', the school follows the Tameside procedures for complaints about the school curriculum and related matters.

Initially, all concerns or complaints should be dealt with on an informal basis with teachers and the Headteacher. If the complaint is not resolved to your satisfaction, then the formal procedures adopted comes into effect.

When making a complaint parents must contact personnel in the following order:

- Stage one: complaint heard by staff member
- Stage two: complaint heard by Headteacher
- Stage three: complaint heard by Governing Board's complaints appeal panel

Complaints will be given fair and speedy consideration to reach a resolution.

Freedom of Information

The Education Regulations (School Curriculum and Related Information) state the following documents should be available in school.

- School and National Curriculum policies in all subjects
- The LEA's curriculum policy statement and subject documents
- The LEA and RE syllabus
- Statutory documents
- The complaints procedure, devised by the LEA and approved by the Governing Board
- All syllabus and schemes of work used in school