

Introduction

St. Thomas' Church of England Aided Primary School is situated on one site about half a mile away from the seashore. Originally established in 1905 and extended in three phases up to the present day, the building is a blend of architectural styles ranging from a large modernised Victorian hall to a modern computer suite. There are seven classrooms, an IT suite and a large library and additional teaching space which is in regular use for group work, music, etc. The grounds are extensive, comprising two playgrounds, a sizeable playing field and lawned areas.

As a Church of England foundation, the school has close and valued links with the community of the Parish Church of St. Thomas. The Governors of the school appoint the staff, and are responsible for overall school improvement and the repair and maintenance of the buildings.

As St. Thomas' is a church school, the staff are concerned that the children should grow up as faithful and practising Christians. We wish our school to be a place where Christian attitudes to life are both taught and lived in a way that produces a strongly based community spirit within the school and beyond. Our Gospel Values are embraced by all member of the school community.

The teaching staff are experienced and committed to the school. They employ a range of styles to enable the children to achieve the highest levels in all subjects. We believe that education extends beyond the academic to the development of the whole child in preparation for life not only as a secondary school pupil but also as an adult.

Mission Statement

St Thomas' Church of England
Primary School
Mission Statement



As a Christian School our mission at St Thomas' is to ensure that every member of the school community is valued and respected and has the opportunity to achieve their full potential, acquiring the skills for life-long learning in a safe, happy, inclusive and caring environment.

Contact

St. Thomas' Church of England Primary School
St. Thomas' Road
Lytham St. Annes
Lancashire
FY8 1JN

Telephone 01253 722022
Facsimile 01253 722886

Headteacher: Mr Stephen Maughan

School Hours

Children are allowed onto the playground from 8:45am. They should not arrive at school before then because the main gates are not opened until this time.

School Gate Opens – 1st Bell – 8:45am

Second Bell – 8:55am “In the line at 5 to 9”

Class time – 8:55am – 10:10am

Morning Worship – 10:10am – 10:30am

Morning break – 10:30am – 10:45am

Class time – 10:45am – 12:00noon Key Stage 1

10:45am – 12:10pm Key Stage 2

Lunchtime – 12:00noon – 1:10pm Key Stage 1

12:10pm – 1:10pm Key Stage 2

Class time – 1:10pm – 2:10pm

Afternoon Break – 2:10pm – 2:25pm Key Stage 1

2:10pm – 2:20pm Key Stage 2

Class time – 2:20pm/2:25pm – 3:20pm

If your child arrives late, ie after 8:55am or after 1:10pm a ‘late card’ is given to the child, this is handed to the class teacher who records a late mark in the register. Parents must report to the school office with children who are late, as they need to be included on Dinner Registers, etc. Repeated lateness will be monitored and discussed with parents. If it is considered an ongoing problem, the Headteacher may take further action, as we consider full attendance vital for a good education.

Children should be collected promptly from school at 3:20pm, unless they are involved in pre-arranged after-school activities.

Key Stage 2 parents should wait at the pedestrian gate or on the infant playground.

Gospel Values

We encourage all the members of our school community to live and behave in ways that are founded on 8 Gospel Values. Our overarching value is Love.

Our Gospel Values are:

Kindness
Friendship
Thankfulness
Honesty
Peace
Respect
Self Control

The educational aims of the school could not be achieved in the absence of orderly conduct and satisfactory levels of concentration. Self-discipline and self-motivation are the eventual goals of the school in this area. Pupils are encouraged to develop a sense of respect for themselves, other people and the environment.

The children are expected to be obedient, polite and well-behaved inside the school building and on the grounds. Effort, work and good behaviour are encouraged, recognised and rewarded through the school Merit System. Children are able to earn points for which a cumulative total is kept and certificates and badges awarded when specific targets are met. The individual merits contribute to a team total with recognition for the team with the highest score each week. The children can also earn **FAB** awards for being “**Fantastic And Brilliant**” in any aspect of school life. We award certificates for continuous effort and achievement in mathematics, for living-out our Gospel Values and for consistently being a positive role model. We also encourage children to share their successes in activities they may have done out of school by bringing in certificates or awards to show to the school. All presentations are made in a special “achievers” assembly each week.

The main emphasis of the whole system is placed on encouraging and rewarding the positive. The children enjoy receiving their badges and certificates and are motivated by this.

Governors

St. Thomas' Church of England Primary School is an aided school which serves the Parish of St. Thomas. The Governing Body is made up of fourteen members as follows:

Foundation Governors

Chairman (ex officio) – Mr M Lee

Vice Chairman, Diocesan Representative – Mr R Boyce

Diocesan Representatives

Mrs C Ide

PCC Representatives

Mrs A Palmer

Mrs K Neilson

Mrs C Ide

Mrs S Wrapson

Mrs C Goodridge

Non Foundation Governors

Headteacher – Mr S Maughan

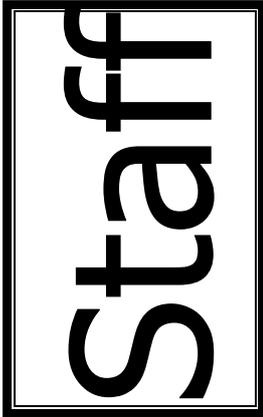
Elected Teacher Governor – Mrs C Robinson

Elected Parent Governor – Mr G Warnock

Elected Parent Governor – Mrs R Kendall

Elected Staff Governor - Mrs C Stones

LEA Representative – Mr M Lee



Teaching Staff

Headteacher	Mr. S. Maughan
Deputy Headteacher	Mrs C. Gilmour
Reception	Mrs. J. Brazier-Clark
Year One	Miss S. Meredith
Year Two	Mrs C. Robinson/Mrs L Currie
Year Three	Mrs. S. Farrar
Year Four	Mrs A Palmer
Year Five	Miss H. Brown/Mrs L Currie
Year Six	Mrs C. Gilmour
Special Educational Needs	Mrs R. Thompson

School Secretary	Mrs. P. Cottam
School Bursar	Mrs. S. Wrapson

Teaching Assistants

Mrs.J.Arciniega, Mrs. T. Burns, Mrs.E.Carey-Halstead, Miss. N. Cunningham, Miss. V. George, Mrs. D. Greer, Mrs. G Harrison, Mrs. L. Haworth, Miss. R. Law-Jones, Mrs. S. Mackay, Mrs. S. Plotnek, Mrs. M. Riley, Miss. E. Russell, Mrs. D. Fox, and Mrs.B. Sayer.

Higher Level Teaching Assistant Mrs. C. Stones

IT Technician Mrs. H. Shields

Site Supervisor Mr. S. Hamilton
Cleaner Mrs. L. Dawson

Mid-day Supervisor Mrs. E. Bailey

Welfare Assistants

Mrs.W.Kudher, Mrs.P.Harkin,

School Kitchen Staff Mrs.D.Wilmott, Mrs.K.Whittaker,
Mrs. L. Benz.

Admission

Procedures for Admission

The intention of this part of the prospectus is to give a clear understanding to parents of what is required before your child starts school. If you have not already visited the school you may wish to make an appointment to see the Headteacher who will be pleased to show you round and to answer any questions you may have.

Once you have decided to request a place for your child at St. Thomas' school your details will be taken and placed on our list for the appropriate year of admission. During the Autumn before your child is due to start, you will be asked to complete an admission form on line. Parents will be notified if their child has gained a place around April, of the year your child starts school.

As a Church school you are required to complete a supplementary information form, which should be returned to school.

If your child is already of school age when you wish to request a place, this must be done through the local authority. Further information is available from the school office.

St Anne's on Sea St Thomas' Church of England Primary School
ADMISSION ARRANGEMENTS
For September 2014

Making an application

Applications for admission to the school for September 2014 should be made on the common application form enclosed with the Local Authority's brochure and also on the Diocesan Supplementary form between September 2013 and Wednesday, 15th January 2014. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority application form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

Applications may also be made on-line on the common application form; the Diocesan Supplementary Form appears when you click "Submit". It should be printed off and handed in to the appropriate school or schools.

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16th April 2014. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

Admission procedures

Arrangements for admission have been agreed following consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area.

The number of places available for admission to the Reception class in the year 2014 will be a maximum of 30

The governing body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds their admission number. By law, no infant class may contain more than thirty children. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority notifies parents of the result. In the event that there are more applicants than places, after admitting all children with a statement of educational need naming the school, the governing body will allocate places using the criteria below, which are listed in order of priority.

1. a) Children in Public Care.

This includes any "looked after child" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school. Supporting evidence from a professional, eg a doctor, psychologist, social worker is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular

reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.

2. Children who have a sibling attending the school on the date of application and on the date of admission. Siblings include step, half, foster, adopted brothers and sisters living at the same address.
3. Children of staff, where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Children whose parents live within the ecclesiastical parish of St Thomas', St Anne's on Sea. A map showing the boundaries is available in school.

- a) Children with parent/guardian worshipping in the life of a Church in membership of Churches Together in England;
"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the six months leading up to the 1st September 2013.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

The lists of Churches can be found on the *Churches Together in England* website at cte.org.uk, and for the Evangelical Alliance at eauk.org; lists are taken as on 1st September 2013. Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

- b) Other children

5. Children whose parents live outside the parish

- a) Children with a parent/guardian involved in the life of a church in membership of Churches Together in England.
"Parental worshipping" is normally taken to mean a minimum of monthly attendance at church at public worship for over at least the six months leading up to the 1st September 2013.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

The lists of Churches can be found on the *Churches Together in England* website at cte.org.uk, and for the Evangelical Alliance at eauk.org; lists are taken as on 1st September 2013. Churches in membership of the equivalent bodies to CTE in Northern Ireland, Scotland and Wales are equally accepted.

- b) Other children

Tie break

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

Admissions information:

In 2013, there were 30 applications for 30 places

Late applications for admission

Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the governors have established their list of pupils to be admitted, then it will be considered alongside all the others.

Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

Waiting list

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will operate for the full autumn term.

Address of pupil

The address used on the school's admission form must be the current one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings. If there is any doubt about this, then the address of the Child Benefit recipient will be used. Parents may be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address as the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to the area proof of the posting is all that is required.

Non-routine or in-year admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals

Where the governors are unable to offer a place because the school is over subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the clerk to the governors at the school by Friday 23rd May, 2014.** Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

Appeals which are received after the deadline will be slotted into the schedule where this is possible. There is no guarantee that this will happen and late appeals may be heard after the stipulated date at a second round of hearings. The schedule is subject to change depending upon the availability of appeal panel members, clerks, venues and the number of appeals for each school (which will vary year on year).

Please note that this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

Fraudulent applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

Deferred admission

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

Twins, etc

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. This may also apply to siblings who are in the same year group.

Nursery

St Thomas' Nursery

We are fortunate to have a Nursery on our school site, which is partly owned by the School Governors. The Nursery takes children from the age of two and a half to school age and there are free sessions available for four year olds and for some three year olds.

The Nursery is involved in events and activities held at school and takes a full part in the life of the school.

Further information can be obtained by visiting the Nursery or by telephoning Mrs Zeal, Supervisor on 789445.

The Governors are not able automatically to allocate places at school to children who have attended the Nursery but must apply the Admission criteria as laid down in the section on Admissions.

Starting school

During the Summer term before children enter the Reception class, parents are invited to an evening meeting. They are given information about the school, an opportunity to meet some members of staff and a chance to look around the school. This meeting is kept as informal as possible so that we can begin the process of getting to know each other.

Children are invited to come into the Reception classroom for several pre-school visits during the summer term. They join in a number of activities and meet the staff with whom they will be working.

During this time you will be given information about our arrangements for admitting the children so that they may have a happy start to school life. We know that this can be a difficult time for parents as well as children. Please be assured that we are sensitive to your feelings and will help in any way we can. We are sure that we share a common aim - to give your children the best possible start to school life.

Classes

The school is a Primary School and accepts children from the September following their fourth birthday, until the age of eleven. Most of the learning is under the direction of the class teacher who is with the children every day. We have additional support staff who work with each class and with small groups. Our admission number is 30 in each year group.

Key Stage 1 (Infants)

- **Reception** (4-5 years)
- **Year 1** (5-6 years)
- **Year 2** (6-7 years)

Key Stage 2 (Juniors)

- **Year 3** 7-8 years
- **Year 4** 8-9 years
- **Year 5** 9 -10 years
- **Year 6** 10-11 years

Curriculum

The whole school works from a skills-based creative curriculum formed from the National Curriculum. Where possible, subjects are planned to tie in with a chosen topic. French is taught in years 3 to 6. Daily worship and Religious Education are seen as having an important influence in promoting the Christian attitudes we hope children will apply throughout their lives. Teaching is based on the Blackburn Diocesan Syllabus for Religious Education. Children are involved as much as possible in leading school worship. We attend church monthly. The children on those occasions, walk with their teachers and parent helpers to and from Church. On the intervening weeks we are led in our worship by the Vicar of St. Thomas' Church.



Extra Curricular Activities

Part of the all round education for our children involves out of school activities. These can include, Netball, Football, Athletics, Tag Rugby, Choir, Music Club, Multi skills, Judo, Badminton, Tennis, Tri-golf, Art, Dance and Gardening Clubs.

Special Educational Needs

All the children are entitled to receive an education that will develop them to their full potential. For some, this requires the provision of additional support in school.

Children with learning difficulties are supported in line with the requirements of the National Code of Practice for Special Educational Needs. Concerns expressed by parents or staff are addressed and appropriate action taken.

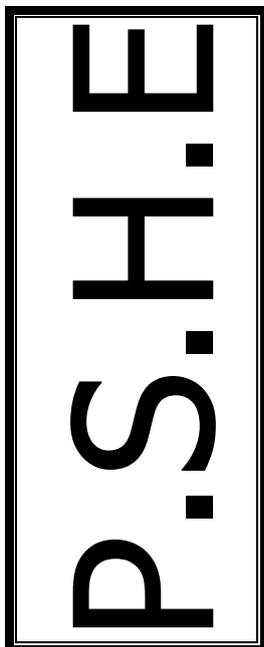
Needs may be met using staff and resources available in school or, if needs demand, the school works closely with the full range of outside agencies.

These agencies may include the Inclusion and Disability Support Service, Social Services and the local Children's Centre.

We closely monitor the progress and attainment of our children with Special Educational Needs to ensure that they achieve their full potential. In some cases a member of staff works with small groups or individual children to provide intensive support. Where appropriate, an Individual Education Plan is drawn up stating the targets and approaches to be adopted for each child. Progress against these planned targets is reviewed regularly.

Throughout this process, where appropriate, the child's views are sought, parents are informed, consulted and involved as their input is valued. Parents are invited to discuss their child's progress and any matters of concern to them. Such discussion may take place formally or informally depending on the level of need.

Personal, Social and Health Education



The school recognises its responsibilities towards the children in this area of their development. The teachers use the SEAL (Social and Emotional Aspects of Learning) materials to help teach elements of PSHE. A programme of Sex and Relationships Education is in place. This is part of a wider study of personal, social, religious and health education which includes:

- * information which is clear and appropriate to their age and maturity.
- * opportunities to develop their social skills and to talk honestly and openly
- * a context of values and beliefs which, deriving from Christian teaching and in harmony with the school's Mission Statement, enriches pupils' understanding of the sexual aspect of their development.

Parents have the right to withdraw their children from aspects of the Sex and Relationships Education programmes, which do not form part of the National Curriculum. Requests for withdrawal should be put in writing to the Headteacher but parents are strongly encouraged to discuss the matter before taking this step. The approach adopted to this subject places it largely within other topics with the result that difficulty may be experienced if this right was to be exercised.

In Year 5 and 6 the programme includes aspects of sex and relationships education which will help the pupils prepare for adolescence and puberty. The school nurse is involved and the children are encouraged to discuss what they learn with their parents.

Any parents wishing to have more information about the school's programme for sex and relationships education are encouraged to contact the school through either their child's teacher initially or the Headteacher.

Assessment

All the children in our school are assessed by the teacher on a regular daily basis. This is part of the professional duties of a teacher. This ensures that we are able to help each child realise their own full potential and for the staff to plan the next stage of learning. This continuous teacher assessment takes place in all areas of the curriculum and is fully supported by all members of staff.

Baseline Assessment and Foundation Stage Profile

On admission to the Reception class the children are assessed, as required, by the Performance Indicators in Primary Schools, baseline assessment materials. This gives the class teacher a good indication of where each individual child begins their education at school. The process is very simple and carried out on a one to one basis with either the class teacher or a teaching assistant. The children are re-assessed at the end of their reception year through the 'follow-up' program, which gives a good indication of progress made. The Reception teacher also assesses the children using the Early Years Foundation Stage Profile, which is a nationally adopted means of monitoring and reporting progress.

National Curriculum Tests

Statutory assessments (SATs) are carried out at the end of Key Stage 1 (age 7) and at the end of Key Stage 2 (age 11). Key Stage One is graded into four levels of attainment, a typical seven year old is expected to achieve Level 2.

Similarly, Key Stage Two is graded into four levels of attainment, and a typical eleven year old is expected to achieve Level 4. The tests cover English and Maths. You will receive the results of these tests (usually with your child's report) in the summer. The results are collated by the Government and published in the national press.

The children in Years 3, 4 and 5 also take the Optional National Curriculum tests as part of their overall assessment in the class. These tests give the children an idea of the tests they will face in Year 6 and also help the staff to assess the children against National criteria and track progress through the school.

Reports

In the Autumn and Spring terms, parent interviews are held when progress and concerns may be discussed with the child's teacher. In the Summer term the annual school report is sent to parents and there is an informal open evening.

In addition to these formal occasions it is recognised that there will be many occasions on which parents wish to speak to the class teachers about some element of their child's school life. This can be arranged, as the need arises, with the class teacher concerned, or through the school secretary.

Homework

The main emphasis of homework is to practise and extend skills in English and Mathematics. In addition to this we expect children to carry out research connected with ongoing work, solve problems and puzzles and carry out a range of activities designed to develop their independence.

Homework is given to all children in school with the volume and complexity increasing as the child grows older. Homework is also seen as a preparation for secondary school life. Parents are kept informed of the homework they should expect for their child.

We aim to ensure that homework does not become a chore for the children. With this in mind an average amount of time per week is suggested for each class and outlined below. (This conforms to the DFE Guidelines for homework).

RECEPTION

Daily phonics work or reading (completion of reading diary by the parents)

Letter and number formation

Bringing in things to support topic work

10 minutes per day

YEARS 1 AND 2

Numeracy work, eg number bonds

Finding out about topics and bringing in useful information and objects

1 hour per week

YEARS 3 AND 4

Daily reading

Phonics work

Numeracy work, eg learning tables, solving problems

Research to support and extend work carried out in class topics

1 1/2 hours per week

YEARS 5 AND 6

Daily reading as appropriate

Phonics work

Reading in preparation for topics

Preparing oral/written presentations

Numeracy and Literacy assignments

Extended research to support class topics using a variety of sources

Year 6 will have additional SAT practice tests during the year

2 hours 30 minutes per week

If the homework is causing a problem the children are encouraged to talk to their teacher about it rather than struggling adversely.

Uniform

School Uniform

The school uniform is;

- Grey long or short school trousers
- Grey skirt or pinafore dress
- White shirt/blouse with school tie or white polo shirt
- Royal blue jumper, cardigan or school sweatshirt
- Dark coloured shoes (preferably black) no high heels or ballet pumps
- Grey or white socks
- In cold weather dark blue, black, grey or white tights may be worn
- During the summer term blue and white summer dresses may be worn

The Friends' Association have a uniform ordering service where they sell the Royal blue jumpers and cardigans with the embroidered school badge, the school tie and embroidered "polo" shirts and other items. They also supply a PE kit pack which consists of shirt, shorts and PE bag. This service can be accessed through the PTFA website – <http://stthomasptfa.org.uk>

The school recommends that all pupils use school bags to alleviate problems with storing larger bags in school.

Please note that any items worn in the hair must be simple and in the school colours.

Extremes of fashion, both in terms of clothing or personal appearance are not allowed in school. We do not allow coloured hair, hair that is spiked or gelled or hair that has patterns shaved into it. Make-up and nail varnish are not allowed. Drawing attention to themselves through extremes of fashion can open children to potential ridicule and distract other pupils from their work. In common with all other schools in the country, the Headteacher reserves the right to make the final decision regarding matters of this nature.

Physical Education Uniform

White or royal blue P.E. shorts, white T-shirts and pumps. Pull on black pumps are ideal as they are easy for the children to put on. P.E. equipment should be kept in a pump bag on the pupil's peg in the cloakroom during the week. Teachers will inform children of a kit for games depending on the activity.

Everything must be labelled. This can avoid mix-ups and prevent children from becoming upset unnecessarily.

It is expected that the children will wear uniform at all times. If this causes a problem, please consult with the Headteacher.

Jewellery in School

For children's safety and to prevent the loss of valued items, **jewellery is not allowed in school**. The only exception to this rule is regarding ear studs which may be worn. Please note

that only gold or silver plain studs are allowed, no dangling ear rings of any sort. The nature of children's play is such that nasty injuries can be caused to ear lobes by all ear rings but particularly those of a dangling nature.

Newly pierced ears require six weeks before sleepers can be removed. To avoid situations where children miss P. E. or swimming lessons because they cannot remove their sleepers parents should arrange for ears to be pierced at the start of the six week summer holiday. Children with newly pierced ears, from which studs cannot be removed, should wear a sticking plaster over the stud to protect the ear. These sticking plasters should be provided by the parents.

During Swimming lessons no ear rings at all are allowed. This is the policy of Lancashire Education Authority which the school applies rigidly.

Children may wear watches if they can tell the time but they should not be worn on P.E., Games or Swimming days to reduce the possibility of them being lost.

Food in School

Lunch, Milk and Fruit

Every infant child is entitled to free school milk until their fifth birthday and when they are 5 or over they are still entitled to subsidised milk. This comes in small cartons for children to drink with a straw.

Parents wishing their child to have milk in school must register them at the beginning of each school year with a company called Cool Milk. Registration forms are available from the school office and this can be done in paper form or on line. Whilst we encourage the infant children to participate in this scheme, children are not obliged to have milk.

Your child may either have a school lunch or bring their own packed lunch. School lunches are cooked on the premises and offer a main course and sweet plus a wide range of self-service salad, bread and fruit. A vegetarian option is always available. School lunches are in two sittings and children have a daily choice of 3 main meals. If your child chooses to bring packed lunch please ensure, for your child's safety, that any drink is in a plastic container and sandwiches are not wrapped in a carrier bag. As we are part of the healthy schools scheme, we ask that packed lunches should contain a good balance of healthy foods. No fizzy drinks or chocolate bars are allowed.

School dinner money is payable a week in advance on Monday mornings. Payments can be made for a half term if you wish. You will be kept informed of the prices for school meals via the school newsletters. Please try to give a half term's notice when children are changing from packed lunch to school meal and vice versa, although we understand that this is not always possible.

We are part of the free Fruit and Vegetable Scheme which entitles all children in the Infants to receive a piece of fruit or vegetable each day.

We do encourage all the children to eat healthily and ask that if your child is in the Juniors you provide them with a healthy snack and not crisps, sweets, biscuits, etc. Infant and junior children can also buy toast with butter or jam during break time at a cost of 10p per day. We ask that reception children pay £3.00 at the beginning of each half term for their toast. Children in Years 1 to 6 can bring water bottles into school, Reception children have access to drinking water throughout the day.

Other Information

Money

Whenever you send money to school, please seal it in an envelope. It should be labelled clearly with your child's name and class, and the name of his or her teacher. Please specify what the money is for, e.g. dinner money etc.

Sickness

If your child is ill and unable to attend school, it is vital that you let us know as soon as possible on the first day of the illness. When your child returns to school please send a written note explaining the reason for the absence. If you fail to inform us on your child's first day of absence, for safeguarding reasons, our policy is to check with you at the first opportunity why your child is not in school.

First Aid

Whenever children play there is always the risk of bumps and grazes. We deal with these just as you would at home. Members of staff have First Aid qualifications. If your child bumps his/her head you will be sent a note and your child should also be wearing a sticker to alert you to the fact. If a serious injury is suspected we will make every effort to contact you immediately so that you can take the child for medical treatment. If the injury requires immediate hospital treatment, we will take appropriate action and contact you as outlined above. It is very important that we have an emergency contact number for you at home or at work and, if possible, an additional emergency contact number e.g. grandparent, aunt, etc..

Medicine

A general rule of thumb is, that a child on medication is probably not fit to be in school. This is not always the case and occasionally a child may need medicine while in school. Unfortunately the staff of the school are not authorised to administer medicine to pupils even by a parent's request. If your child needs to take medicine while in school you are welcome to come in to administer it yourself. If you are unable to come personally you should inform the class teacher, in writing, of the name of a person, not a member of staff, authorised by you to administer the medicine to your child.

Please notify the school immediately if your child suffers from a specific medical problem. This will enable us to make appropriate arrangements for dealing with the condition.

School Health Service

On occasion, health checks such as eye tests, hearing tests, height and weight checks are undertaken in school by medical services. If these are to take place parents will be advised in advance. Our School Nurse holds a monthly 'drop-in' session, the dates of these will be notified in the school newsletter and on the school noticeboard.

Other Information

Holidays

The latest holiday list is available on request from the school office

No leave of absence will be authorised in term time unless there are exceptional circumstances to warrant this leave. Any period of absence is classed as unauthorised where no explanation (phone call or letter) is received from parents or carers. It is, therefore, vital that there is communication between parents and the school regarding any periods of absence, as specific levels of unauthorised absence will result in the issuing of penalty notices.

Attendance

The minimum expected attendance by every child in the Lancashire Authority is 95% per annum.

Road Safety

Your child is a very important person both to you and to our school. We want him/her to develop both physically and emotionally and together we can bring out the best in them. We want to prepare children for the opportunities, responsibilities and experiences of adult life. **Your child's best road safety teacher is you** - basic road safety needs to be taught in the street. When your child is out and about with you, it is your example he or she follows, good or bad. Road Safety Education is taught within school but to reinforce this learning, your help is needed in setting safe examples on the road, for your child to follow.

Children and parents must access the school site via the pedestrian pathway, not the vehicle gate.

Governors' Charging Policy

The charging policy of the Governors is in accordance with the law as stated in the Education Reform Act 1988.

Tuition provided by the school is free of charge. For additional items such as educational visits, voluntary contributions are requested. No child is discriminated against or prevented from participating in such events if a contribution is not made. Visits will not be able to proceed if sufficient contributions are not received.

Costs relating to accommodation are charged for residential visits.

Parents are asked to pay for instrumental tuition provided (termly in advance) and for some other clubs.

Legal Matters

(Information supplied by Lancashire County Council)

In all schools maintained by the county the following arrangements apply. The County Council's liability covers the County Council in respect of claims for compensation made

by anyone suffering bodily injury or damage due to some act or error of the County Council. Where an injury or damage to property arises due to some act or neglect of a Third Party (i.e. some person or organisation other than the County Council) any resultant claim would have to be directed towards the Third Party and not the County Council. If a person suffers a bodily injury where no-one is at fault there would be no legal grounds for pursuing a claim against either the County Council or a Third Party. However, this is a risk which can be covered by a personal accident policy. Parents could arrange such cover on a general "all risks" basis applicable throughout the year or specifically for a particular event (e.g. school visit, holiday etc.)

Other Information

Child Protection

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. Where it appears to a member of the school staff that a child may have been abused, the school is required, as part of the Local Child Protection procedures, to report their concern to the Social Services Department immediately. This could involve a visit to the child's home by a social worker. All adults, whether employed or voluntary, are vetted through the CRB system, to ensure that they are suitable to work in our school.

Anti – Bullying Policy

We have a very comprehensive anti – bullying policy, which has been agreed by the Governing Body and discussed with children and parents. The full policy is available for your information on request. We will not tolerate bullying in any form. All instances of bullying are investigated and dealt with immediately by the staff and Headteacher.

Document Accessibility

Statutory instruments, circulars and memoranda, together with curriculum documents, Governors published minutes and other information, are held in school and may be examined on request. Please allow 15 days notice for certain documents. The school reserves the right to charge reasonable costs of producing copies of documents.

Use of Force to Restrain Pupils

Our policy is that we will explore all possible avenues before we use force to restrain pupils. In the event that it is necessary to use force, staff have clear policy guidance. A copy of this policy can be made available on request – there will be a charge for photocopying.

Parental Involvement

We encourage parents to become involved in the life of the school. Parents wishing to help with school activities are enthusiastically welcomed. Recently parent helpers have been used to listen to children read, working in the classroom, covering books at home and organising lunchtime and after school clubs.

We have a very active and thriving PTFA in whose events you will be invited to join. These activities result not only in raising much needed money which is spent on resources to benefit all the pupils, but also in providing an opportunity for social contact. We encourage all parents

to take an active part in the PTFA events and we hope that you will support it in any way that you can.

Complaints

Details of the school complaints procedure may be obtained from the school office or from the school website.

Absence

We are required to submit detailed information on attendance to the Department for Education and Employment every year.

The figures below are the return for the year 2011 -2012

<i>Total number of pupils on roll for at least one session during the year</i>	214
<i>Overall attendance at school</i>	96.6%