



ADMISSION INFORMATION

Name St Philip's Church of England Primary School
 Postal Address: Leeds Road
 Nelson
 Lancashire
 BB9 9TQ

Telephone: 01282 614463

e-mail: head@st-philips.lancs.sch.uk

website: www.st-philips.lancs.sch.uk

The school is a voluntary aided primary school, which means that it is provided by the trust set up by the Church of England, and aided by Lancashire County Council.

The Church Authorities
 may be contacted at:
 The Diocesan Board of Education
 Clayton House
 Walker Office Park
 BLACKBURN
 Lancashire
 BB1 2QE
 TEL: 01254 503070

Lancashire County Council
 may be contacted at:
 Area Education Office (East)
 44 Union Street
 ACCRINGTON
 Lancashire
 BB5 1PL
 TEL: 01254 220700

The School Day

The following is an outline pattern of a **typical** day. There are obviously variations to the routine from day to day.



SESSION TIME:	Activity
8.50 am	Teachers Commence Duty. Children arriving at school will be supervised from this time. We regret that before 8.50 am children cannot be our responsibility. From 8.45am children will be permitted to shelter in the building in inclement weather.
8.55 am	School opens with registration and Worship
10.20-10.35am	Morning Teaching Session Infants and Junior have a 15 minute break and the time of this may be variable
11.50am	Lunch Break for KS1 commences
12.00 noon	Lunch Break for KS2 commences
12.55 pm	Afternoon Session - children collected from yard at 12.55pm starting with registration followed by the Afternoon Teaching Session Infants and Juniors have a short afternoon break, but the time of this is variable.
3.30 pm	School Closes There are opportunities for children to stay behind after school for extra curricular activities on some days of the week.

Lunch Arrangements



School meals are cooked on the premises. The education authority ensures that all meals meet or exceed national standards. **A lunch will be provided for every pupil in Key Stage 1, these meals are not charged for under the Universal Free School Meal Scheme.**

For Key Stage 2 pupils - The current price of a meal is £2.10 per day. A packed lunch may be provided from home. In a very small number of cases pupils will go home to have their lunch. We ask that pupils do not switch between school dinners and packed lunches on a daily basis and remain on school dinners or packed lunches for the whole week. If your child has any dietary requirements, or is allergic to anything, please inform the school office immediately.

During off-site educational visits all pupils will be expected to provide a packed lunch. Those pupils who usually have a school meal will not be charged on that day. Any pupils who are entitled to a free school meal will have one provided by the school.



Any parent that feels that their child may be entitled to a free school meal should contact the school office as soon as possible who will support you in applying to your child's entitlement.

Uniform

We have a school uniform that we expect all children to wear. All pupils are encouraged to wear sensible shoes; however, this rule is flexible in agreed circumstances.



GIRLS

Blue sweatshirt with school logo
Dark skirt or trousers
Socks, tights or shalwar
White Polo/Cotton Shirt

In summer girls may wear a pale blue checked dress

BOYS

Blue sweatshirt with school logo
Dark trousers
Socks must be worn
White Polo/Cotton Shirt

We do not allow trainers for day to day wear in school, if your child arrives in school in trainers they will be asked to wear their pumps from their PE kit. Children should wear dark shoes and plain grey or white socks and avoid fashion styles. Open sandals are permissible in Summer.

It is the School's Governors' Policy that all children do not wear scarves of any type, in our school or in our school grounds, in view of their age and in the interests of health and safety.

Physical Education Kit

Royal blue t-shirt with school logo/
White t-shirt
Shorts
PE bag
Pumps/trainers



PE kit is kept in the classroom in a special container and is sent home half-terminally to be washed and returned on the first day back at school after the holiday.

All clothing should be clearly marked with the child's full name. Losses and mix-ups do easily happen it is important that all items of clothing are clearly marked with children's names and this will help us to sort them out. Lost property is collected by the school office – which should always be your first port of call if you find that an item is missing!

School Reading Bags

School Reading Bags are available from the School Office at the price of £3.00.

Hairstyles

The Governors have decided that extreme (shaved half way and left long on top/ lined or patterned hairstyles) or unusual hairstyles are inappropriate to the standards that we are trying to attain and they are therefore not allowed. This is also to support the children on transition to Secondary school in meeting their standards.

Jewellery

As part of the school uniform policy and in common with most other schools, we allow no jewellery. Pupils should not wear rings, bracelets, necklaces or earrings to school. Inexpensive wristwatches are allowed.

To support the school's policy on jewellery, the Local Authority states that children are not allowed to wear jewellery during swimming or PE activities – this includes earrings. The removal, care of, or replacement of any item of jewellery is not the responsibility of any member of staff.

Attendance

Your child's education is very important:

- If your child is too ill to attend school or is absent for any other reason, please contact the school on the first day of absence before 9.30am.
- If you are in any doubt as to whether to send your child to school please contact the school as soon as possible for advice.

Medical Appointments - where possible, please could all routine doctor/dental appointments be made out of school hours as they will have a negative impact on your child's attendance.

Punctuality

When a child is late, even if only by a few minutes, this can cause considerable disruption. It is disruptive not just to their own learning, but to the learning of the rest of the class. 'Lost minutes equal lost learning'. Just 5 minutes late per day equates to 3 days of school missed each year.

Please remember that school starts at 8.55am.