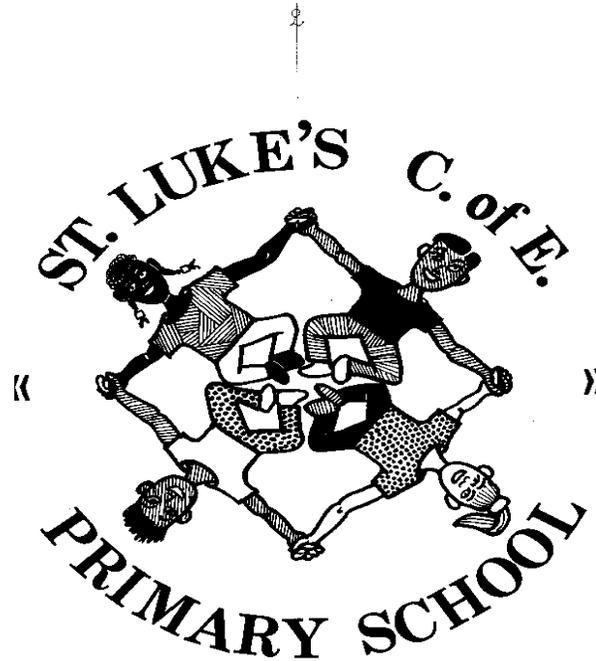


St. Luke's C.E. Primary School



School Brochure 2017 - 2018

St. Luke's C.E. Primary School
Langport Avenue
Longsight, Manchester
M12 4NG

Tel : 0161 273 3648
Fax : 0161 273 3735

Headteacher : Mrs S. Ishaq

E-mail : head@st-lukes.manchester.sch.uk
admin@st-lukes.manchester.sch.uk

St. Luke's Church of England Primary School 2016 - 2017

Dear Parent / Guardian,

Welcome to St. Luke's C. E. Primary School. We look forward to seeing you and your child.

This brochure has been written as your guide to our school. It outlines the ways we can work together. We hope you find it helpful.

If you would like to know more about the school, please do not hesitate to ask, or if you would like to arrange a visit, please let us know.

Mrs. S. Ishaq (Headteacher)

Mrs. J. Stoba (Deputy Headteacher)

OUR MISSION STATEMENT

To provide for the children of our school, a secure and caring environment in which they may achieve their full potential in equipping them for a rapidly changing world.

We believe that children, Parents/Carers and staff should be valued and their range of beliefs respected.

The Governors commit themselves to use all the resources at their disposal to maintain and to raise standards in all aspects of the life of the school.

Introduction

St. Luke's is a voluntary controlled, Church of England primary school. It is a purpose built school with an integral nursery. Our buildings are set in extensive grounds and we cater for children from the age of three to eleven.

St Luke's is a two form entry school of up to 30 children per class, with 2 forms per year group. Nursery has increased capacity to a 65 place intake – all places are full time once your child has settled in. We aim to provide for the children a secure and caring environment in which they may achieve their full potential, equipping them for a rapidly changing world.

We believe in close co-operation between home and school to achieve an effective partnership for your child's education.

Attendance and the School day

The school day begins at 9.00 a.m. and finishes at 3.15 p.m. KS1 children have their lunch break between 12.10 and 1.10 p.m. and KS2 at 12.10-1.10 p.m. Foundation Stage children have their lunch at 11.45 – 1.00 pm. This allows brothers and sisters to leave school together at the end of the day.

Breakfast Club

Children can access a reduced-cost morning club where they can have breakfast and a drink with the 'Magic Breakfast' scheme. Contributions of 20p per child are to be paid upon arrival. Children can arrive from 8:15 a.m. and will be taken to their classes at 8:50, ready for their learning to begin.

Absences

Re: Unauthorised Holidays during Term Time

St. Luke's School considers all requests for taking holidays in term time very seriously. Under the new government guidelines **no** holidays will be authorised during term-time and time off will only be authorised in exceptional circumstances.

It is widely recognised that the educational outcomes and future life chances of children and young people can be significantly impacted upon by periods of absence. Therefore, we want to encourage parents to ensure that their child attends school every day.

St. Luke's School attendance policy states that no holidays will be authorised during term-time. If you are considering time off, then you must put this in writing to the Head Teacher and then arrange a subsequent meeting with the Head.

We would like to warn you that if you request a term time holiday during the academic year 2017/2018 and it is refused, but you continue with your holiday arrangements, we will inform the Local Authority who will consider appropriate legal action. This may then result in a penalty notice being issued for each child and to each Parent/Carer of the child. Each Penalty Notice will incur a fine of £120, which is reduced to £60 if paid within

the first 28 days. Failure to pay the Penalty Notice may result in legal proceedings being taken against you. Other statutory action may also be considered under the Education Act 1996, which may result in you being summoned to the Magistrates Court. If you are found guilty, you will receive a criminal record and may receive a fine of up to £2,500 and/or 3 months imprisonment.

If you wish to discuss any aspect of the policy in more detail, please contact the school on 0161 273 3648 and we will be happy to explain any concerns or answer any queries.

Manchester City Council is striving hard to improve school attendance for all children in the city to give them the opportunity to reach their full potential and improve outcomes for their future. Therefore, we encourage you to work with us for the success of our children. If you would like to discuss any issues arising from this letter, please contact school directly.

If your child is absent from school for any reason, it is very important that you let us know why. Please send a note with your child or telephone the school. This way we can both be sure that your child is not missing school for the wrong reasons.

If your child is not in school and we are unaware of the reason why, then we will ring home between 9.30am – 10.30am to ascertain the reason for absence. We do this as we believe every school day is valuable and we want all our children to reach their highest levels of attainment.

Medical/ Dental Appointments

If your child has to leave school for an appointment at the doctor's or the dentist, please arrange to collect him/her from school. For safety reasons, it is school policy that children are not allowed to leave school during the day, unless they are collected by a parent or responsible adult.

Admissions

At present, children may join our Nursery from the term after their third birthday onwards, depending on the availability of places. Parents/Guardians can put their children's names down at the school.

New Local Authority Admission Procedures came into force from September 2005 – affecting children who would go into Reception Classes from September 2005 onwards.

In October 2016 - packs will be posted to all Parents/Guardians of pre-school children in Manchester. An online Common Application Form will need to fill in and return to be completed and submitted by deadline (otherwise you may not get a place at your preferred school) – giving your preferred choice of school for your child.

In March/April 2017 – you will receive a letter from the LEA confirming a place in a named school – to start the following September.

Please note that, in line with Manchester LEA guidelines, a place in our Nursery does not automatically guarantee a place in the Reception class.

Admissions to our Nursery and Reception

Places are offered to children of nursery age in the same way as the reception class. We have a 65 place nursery class.

You are very welcome to stay with your child during the course of the morning to help them settle in. This is particularly helpful with younger children.

Home School Agreement

Our Home School Agreement, drawn up after consultation with parents and governors, illustrates our belief in how a strong partnership between home and school enables children to achieve their best. It outlines clearly the expectations of the school, parents and children.

When your child joins the school, you will be invited as a family to sign the agreement in the best interests of our whole school community.

Behaviour

At St. Luke's C.E. School we believe that a clear and well understood behaviour and discipline policy makes our school a better place to be in. Your help in this is very important. In addition to school rules, each class has its own plan that is discussed regularly. Please stress to your child the importance of keeping the rules. We want the time spent in our school to be a pleasant experience for all children and adults.

The school (Educations and Inspections Act 2006) retains in conjunction with parents, responsibility for the behaviour of its pupils outside of its premises and out of school hours. If such behaviour warrants rewards/sanctions, the school retains the right to take appropriate action. The school does operate out of school hours detention which can include weekends – under extreme circumstances, you will be given 12 hours notice of an out of school hours detention (see School Discipline Policies and Pupil Behaviour a summary of DfES Guidance April 2007). This has never had to be used at St Luke's.

Parents' Evenings and Reports

We recognise that children progress far better when parents are involved in their child's education. We encourage and value involvement both at home and at school.

Your child's teacher will let you know the type of work that is going on in class and you will be invited to two parents' evenings each year (Autumn and Spring term). These evenings can be very helpful for both parents and teachers. Should you wish to discuss your child's progress at other times, a proper meeting at the end of the day should be arranged with the class teacher. Reports are sent out in the Summer term and there is the opportunity to discuss these with your child's teacher. In addition, there will be

regular Parent Forums to give parents the opportunity to be updated on any current issues or raise any issues of their own.

Homework

Children will be asked to do some work at home including four class projects during the course of the year. Details can be found below.

TIMETABLE FOR HOMEWORK SET

Nursery and Reception

- Foundation stage
- Reading daily
 - One class project to be completed each term and a further project to be completed over the summer break. An overview and guidance will be provided by each class teacher.

Key Stage 1 (Year 1 and Year 2)

- Literacy
- spellings once a week
- Reading
- reading daily
- Numeracy
- once a week
- Topic
- At the beginning of the academic year, each teacher will send home a curriculum booklet which will give details of the year group's curriculum and offer suggestions for ways in which parents/carers can support pupils.
- Project
- One class project to be completed each term and a further project to be completed over the summer break. An overview and guidance will be provided by each class teacher.

Lower Key Stage 2 (Year 3 and Year 4)

- Literacy
- reading daily
 - spelling once a week
 - extended work once a week
- Numeracy
- mental work once a week
 - extension on numeracy key objectives once a week
- Topic
- At the beginning of the academic year, each teacher will send home a curriculum booklet which will give details of the year group's curriculum and offer suggestions for ways in which parents/carers can support pupils.
- Project
- One class project to be completed each term and a further project to be completed over the summer break. An overview and guidance will be provided by each class teacher.

Upper Keystage 2 (Year 5 and Year 6)

- Literacy
 - reading daily
 - spelling once a week
 - extension work once a week
- Numeracy
 - mental recall once a week (e.g. tables)
 - extension work once a week as and when necessary and relevant
- Topic/Science
 - as and when necessary and relevant
- Project
 - One class project to be completed each term and a further project to be completed over the summer break. An overview and guidance will be provided by each class teacher.

For Year 6 homework in Science, Numeracy and Literacy will increase in the Spring Term.

Reading

Reading is probably the most important skill your child will learn. As children grow older, they become more and more dependent on reading skills and this can affect progress in other areas of the curriculum. Please try to listen to your child read each evening and make sure the book is brought back to school the next day. You may wish to write a comment or sign your child's reading record book. At St. Luke's we emphasise the importance of reading. We run a book club, have two fun book days each year and every class visits Longsight Library twice every half term.

Class Projects

As of September 2015, every child will be expected to complete an ongoing class project. This will help them to develop and transfer the skills that they have learnt across different curriculum areas. It is expected that parents/carers will spend some time with their children in helping them to research and complete their projects to a good standard. A copy of the school's presentation policy may be found on the school's website (www.st-lukes.manchester.sch.uk).

To further help with the completion of projects to the required standard, each class teacher will send home some guidance at the start of each project. There will also be an after school 'Projects Clubs' where staff will be available to offer support with completing projects. Children may also want to make use of the school's ICT facilities during this time.

School will send home most of the material that will help the children to complete their projects successfully. However, at times, parents may be asked to source these. The children will be expected to make an oral presentation of their projects to demonstrate their developing understanding. Please note that the different prizes will be awarded to children based on the standard in which the project is completed.

Outdoor Pursuits Curriculum

In order to extend the children's experience and understanding of their local and wider areas, each class in KS2 will make a residential visit for a one night stay to Hathersage each year. The focus for each year group is vastly different. Therefore, it is essential that every child attends this trip to receive maximum benefit from the school's curriculum as the skills they learn will be further developed in class. The enriching activities that they will undertake will help to raise attainment in Literacy and Numeracy as well as other areas of the curriculum.

The dates for the trip for the 2017-2018 academic year are outlined below: –

Year 6H	11 th September 2017
Year 6G	13 th September 2017
Year 5F	18 th September 2017
Year 5H	20 th September 2017
Year 4CF	25 th September 2017
Year 4J	27 th September 2017
Year 3M	2 nd October 2017
Year 3H	4 th October 2017

This year, we are asking for a contribution of £25.00 per child as the rest of the cost will be met by school. Your contribution is vital in helping to offset the cost of the trip. Please could all contributions be paid to the school office by Friday 8th September 2017.

If you **do not** wish for your child to attend, then you **must** make an appointment with the school office to discuss your concerns with the Head Teacher.

International Links

As part of our wider curriculum and with a view to providing opportunities for our children to learn more about the world around them, we have formed international links with China and Australia. Each year, ambassadors from Year 5 are taken on an educational visit to China to learn about its history, culture, education system and to form amicable links and relationships. We have a sister school, Youfu Xu, in Nanjing, where we make our base and provide the children to experience life as pupils in a Chinese school. The experiences have been very fulfilling and enriching. This has proved a very popular for the children.

With our link schools in Australia: Tyyab Railway School and Frankston East Primary School in Melbourne; we have established pen pals. Each class is linked to the adjacent class in Australia. In order to learn more about education and life in each country, the children regularly communicate through e-mail to their pen pals. Again, this has provided the children with a wealth of knowledge as well as opportunities to learn from each other.

The National Curriculum

The National Curriculum applies to children aged from five to sixteen. Reception and Nursery follow the foundation stage curriculum. Years 1 and 2 follow the Key Stage 1 curriculum and Years 3 to 6 follow Key Stage 2. The children will learn English, Maths, Science, Design Technology, Information Technology, History, Geography, Art, Music, Physical Education and Modern Foreign Language (MFL). Spanish is the MFL taught to all classes at St Luke's.

Curriculum, Organisation and Teaching Methods

At St. Luke's School, we encourage the children to reach their full potential. This is best achieved in calm, caring environment with high expectations of behaviour and performance. In addition to the skills based curriculum and religious education, an emphasis is placed on health, pastoral care and guidance of our children. The Every Child Matters (Learning Zone) policy is strongly embedded into our curriculum.

Our classes normally have up to thirty children of mixed ability in them. When appropriate, the tasks they are given are differentiated to match each child's ability through groupings or individual learning programmes.

Children with identified Special Educational Needs will have an appropriate Individual Educational Programme (I.E.P).

We identify children with particular Gifts or Talents – Gifted and Talented programmes allow these children to access work and activities appropriate to their needs.

We try to make learning an interesting experience that makes sense to the children. Where possible, we teach through topics linking together the areas of science, geography, history, art etc., which is aimed towards helping the children in mastering skills in different areas of the curriculum.

In addition to the school staff, we also have extra teachers to help children who have English as a second language.

A new addition to our curriculum is Debate Mate. This curriculum equips children with the skills they need to speak confidently, use persuasive techniques to argue their opinions (without arguing!) and to build confidence and to be articulate when having their say about various issues.

Policy Documents

Copies of the school, council and government policies, etc. are available for parents on the school website (www.st-lukes.manchester.sch.uk). Please ask if you would like to see copies of any of these documents.

Special Educational Needs

The school operates an internal identification, assessment and monitoring system. All teachers are familiar with this and parents are consulted and informed at every stage. The school's Special Educational Needs Co-ordinator (SENCO) is Mrs. J. Stoba.

Our Learning Zone base provides excellent opportunities for SEN children. Qualified staff provides many enrichment activities to support the learning of these children. St. Luke's C.E. Primary school follows the SEN Code of Practice.

If you have any queries or concerns regarding Special Needs, the SENCO is available to talk to by appointment.

The school is able to provide some additional support to children or Parents who may require it. Staff are trained in the management of SEN in our school. Support from other services may also be requested.

Religious Education

Religious Education is taught throughout the school. We follow Manchester's agreed syllabus for religious education which is a multi-faith approach. Whilst Christianity figures clearly, the children will learn about other major religions and beliefs found in contemporary British society.

Parents have the right to withdraw their children from Religious Education and Collective Worship. If this is your intention, you need to do so by informing the Head Teacher.

Collective Worship

We aim to provide the opportunity for the whole school to take part in Collective Worship. Our assemblies may be based on themes, class work or current events and have a different format each day.

Parents are very welcome to join us, particularly on Thursdays, when the children lead our assembly and Friday mornings when we celebrate achievement.

Parents have the right to withdraw their children from Religious Education and Collective Worship. If this is your intention, you need to do so by informing the Head Teacher.

Physical Education

We have a full programme of Physical Education which includes swimming in Year 4 and catch up sessions in Y5 & Y6 for those who have not achieved their 25m lengths. Games/gymnastics and dance are taught throughout the infants and juniors, with athletics introduced from Year 3. Outdoor and adventurous activities are introduced from Year 5.

Sport

Sport is an important part of school life. Many of our children gain a real sense of achievement and success from sport, whilst improving health and fitness. From September 2011, P.E. has been given core subject status, emphasizing it a key part of the National Curriculum.

Small-sided games are taught in P.E. lessons, at playtimes and in after school clubs. The children will learn skills, rules and most importantly how to play in a sporting way. They are encouraged to play well, to win and to respect all players in the game. It is also important to learn how to cope with being unsuccessful despite trying hard.

For reasons of safety, hygiene and comfort the children should bring a change of clothes for P.E. Details of P. E. kit requirements can be found in the section titled School Uniform.

Since September 2011, we have been providing sports activities for both KS1/KS2 at lunchtimes from an external provider who had been promoting positive, healthy, active lunchtimes.

Growing and Changing (Health Education)

Having considered the differing needs of primary aged children, the Governors believe that "Growing and Changing" should be taught throughout the school. The Governors have liaised with the school nurse to structure a programme in which Years 4, 5 and 6 children learn about the physical changes to their bodies during adolescence. If parents/carers object to their children participating in the "Growing and Changing" programme, then they must consult with the Head Teacher.

Extra Curricular Activities

There are many extra-curricular clubs for children to join. These are to support children's learning and development. Every member of staff organises a club, so there are a wide range of clubs to choose from. At St. Luke's C.E. Primary School, we offer a range of extra activities in school, at different times of the year. We are fortunate to have an African Drumming group and a Singing group that practices throughout the year.

Children may also be involved in Drama productions for Christmas, Eid and Summer as well as productions organised by different organisations across Manchester.

We have been involved in the Passport to Sport scheme which has enabled children to participate in a range of additional P.E. activities including: rugby, handball, badminton and street dance.

As these activities take place outside the normal school day, we will request your permission beforehand. The timetable below outlines the clubs that take place throughout the school week.

Extra-Curricular Activities:
CLUBS 2017/18

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.15 – 8.45 A.M.	BREAKFAST CLUB	BREAKFAST CLUB	BREAKFAST CLUB	BREAKFAST CLUB	BREAKFAST CLUB
8.30 – 8.45 A.M.	WAKEY SHAKEY	WAKEY SHAKEY	WAKEY SHAKEY	WAKEY SHAKEY	WAKEY SHAKEY
12.40 – 1.10 PM	HOMEWORK CLUB KS2 (GS)	KS1 MUSIC	SPORTS CLUB KS1 (TT)	SPORTS CLUB KS1 (TT)	
3.15 – 4.00 / 4.15 PM	KS2 ART CLUB (SB) LKS2 SPORTS – MULTI- SKILLS Y6 BOOSTERS (from Spring Term)	INSET	KS1 SPORTS – MULTI- SKILLS P2SP KS2 (SH)	Y6 BOOSTERS (from Spring Term) CYCLING – KS2 (TM)	ILLUSTRATION / CARTOONING CLUB KS2 (AJ)

SB BOOK CLUB HALF TERMLY- opportunity to buy books
SH Passport 2 Sport - responsibility

There will be various other clubs running throughout the year, letters will be sent home asking permission for your child's participation in the club.

School Uniform

At St. Luke's School all children are expected to wear school uniform. We feel it is very important that all our children wear the school uniform as it encourages a sense of identity within the school.

Blue school sweatshirt
Grey/black skirt or trousers
White shirt or school polo shirt
Black school shoes

Children must only wear black school shoes to school. Trainers are not allowed for school, except for during outdoor games. Those children who are caught without the correct school uniform, will be called in for a meeting with the Head Teacher.

NB In LKS2 (Years 3 and 4) and UKS2 (Years 5 and 6), all children are expected to wear a school clip-on tie. In order to distinguish themselves, the children in Years 5 and 6 are also expected to wear the school blazer.

Reasonably priced sweatshirts, polo shirts, tie and blazers with the school's logo are available from the school office.

Clothing for P.E.

Infants: For gymnastics and dance, children should wear black shorts and a white T-shirt, but for games a pair of shorts, T-shirt and trainers or pumps are best. Girls can wear tight fitting black leggings in place of shorts.

Juniors: For gymnastics and dance, children should wear black shorts and a T-shirt or leotard. For games and athletics, a pair of black shorts, white shirt and trainers or pumps may be worn. Girls can wear tight fitting black leggings in place of shorts.

A track or shell suit is perfectly acceptable for games and athletics

Please put your child's name in any clothes worn for school.

School P.E. kits are available to purchase from the school office at reasonable prices.

Jewellery and Valuables

Jewellery should **not be worn** in school. This reduces the possibility of accidents in a very busy and active environment. Other valuables and toys are best kept at home. If your child needs to bring anything of value into school, it should be placed in a named envelope and given to the Head Teacher for safekeeping.

A watch with numerical digits can be worn in KS2.

We will confiscate items and will dispose of certain items at our discretion e.g. sweets.

We cannot accept responsibility for any of these items brought into school.

School Meals

Our school has its own kitchen where the midday meals are prepared. We cater for various tastes and diets and the children are able to choose. This includes a meat, non meat and halal option, which are available each day. It is also possible to send your child with a packed lunch.

If your child needs a special diet for medical reasons, please discuss this with the Head Teacher.

Dinner money is collected **on Monday mornings**. Please pay this promptly at the office or send it in an envelope marked with your child's name and class. If you think you may be entitled to free meals, please ask for a form at the office.

Snacks/Breakfast Club

As mentioned earlier, the Breakfast club operates between 8.15 am and 8.45 am. Toast, fruit and milk/juice is available at a cost of 20p per day.

School Fund

To supplement the school's budget, we have a school fund. This helps to buy those little "extras", such as badges, certificates, party items, etc. Many children bring 20p on a Monday for school fund. We really appreciate any donation.

Governing Body

The Governing Body meets each half term to discuss matters about our school. If you are interested in coming to a meeting, or if you would like to be a parent governor, please let us know. Minutes of our meetings are available if you would like to read them.

Mrs J Holt	-	Chairperson / Co-opted Governor	
Mrs S Ishaq	-	Headteacher	
Miss C Williams	-	Staff Representative	
Mrs S Khan	-	Staff Representative	
Mrs G Nightingale	-	Parochial Church Council	
Vacancy x 2	-	Diocese Representative	
Mr K Ullah	-	LEA Governor	
Mr L Mirazi	-	Parent Governor	
Vacancy x 1	-	Governor	
Mrs S Stockley	-	Co-opted Governor	
Mr T Ahmed	-	Co-opted Governor / Vice Chairperson	“
Mrs J Haynes	-	Co-opted Governor	
Mrs T Tanvir	-	Clerk to the Governors	

Staffing 17/18

Teaching staff

Headteacher	Saeeda Ishaq	Designated child protection person
Deputy HT	Jayne Stoba	Named Child Protection Person, LAC Co-ordinator, SENCO, Professional Development co-ordinator, Pastoral Manager
Assistant HT	Catherine Roddy	Assessment Co-ordinator
<u>EYFS</u>		
Nursery	Cathrine Williams	FS Co-ordinator (TLR2b)/Art Co-ordinator / EYFS Assessment
RL	Jane Louden / Charlotte Hallam (Schools Direct)	
RHH	Nicola Hodgkiss/ Felicity Halliwell NQT/ Cheryl Pugh	(Job share) Support/Intervention in EYFS (focus Sp&L)
<u>KS1</u>		
1M	Faaria Mahmood	RE Co-ordinator
1W	James Warner	Writing Co-ordinator (TLR2b)
2K	Terry Kennedy	Science Co-ordinator
2Y	Younus Khan NQT	
2J	Andrew Jones	ICT & Art Co-ordinator/Collective Worship (TLR2a)
	Nayla Chohan	Science Co-ordinator (TLR2c)
<u>KS2</u>		
3H	Stephanie Hastie	PE Co-ordinator
3M	Nighat Mirza	
3IK	Jade Ibbotson / Charmaine Kelso	(Job share)
4CF	Sue Clarke / Carina Fawcett-Foster	(Job share) PHSE Co-ordinator
4J	Andrew Jones	ICT & Art Co-ordinator/Collective Worship (TLR2a)
5F	Kevin Foster	Numeracy Co-ordinator/Lower KS2 Co-ordinator (TLR2c)
5H	Rosie Hanley	Joint KS1 Co-ordinator (TLR2a)
6G	William Graham	Assessment (TLR2a)
6H	Alexandra Halliwell	Literacy (Speaking & Listening) / Upper KS2 Co-ordinator (TLR2b)
PPA	Timothy Mitchell	Modern Foreign Language / Outdoor Curriculum
	Brigid Kiddle (0.4)	KS1 Co-ordinator, P.E. co-ordinator/To Promote Healthy Lifestyles (Raising Quality of Teaching and Learning) (TLR2b)

Support Staff

Nursery	Shamim Khan, Sandra Stockley, Edward Moss, Michael Davenport, Annetta Martin
RHH	Stacey Miley / Chloe Stockley
RL	Mehwish Mahmud
1M	Farheen Chowdhury
1W	Dionne Harris
2K	Mandy Pritchard
2Y	Samantha Massey
3H	Katherine Long
3M	Joanne Selby-Shore
4CF	Claire Roddy (o.6) / Lorraine Harvey (0.5 SEN)
4J	Tina Duffy
5F	Jasmin Assi
5H	Joanne Cunningham
6G	Michael Addison
6H	Ghazala Salim

Intervention teams

SEN Team

Lead TA	Najama Malik TA Manager, PPA, Lead Learning Mentor, Interventions
SEN 1:1 Support Social & Emotional Support	Lorraine Harvey (0.5 SEN), Nadia Mahmood (Learning Zone), John Haugh, Patricia Thompson, Holly Clarke Saad Bobat,

EAL Team

Isabel Roberts (EMA Co-ordinator), Jade Ibbotson (0.4),
Charmain Kelso (0.6), Ivo Susolik

Network Manager

Gary Nickeas

Unless stated otherwise, presume full time equivalent

Non-Teaching Staff:

Office Manager	Thamina Tanvir
Bursar	Joanne Darlington
Secretary	Nicola McLoughlin
Site Manager	Bernard Spedding
Caretaker	Philip Tierney
Cleaners	Cleaning Contractors

Senior L.O.	Karen Kelly
L.O's	Gail Abraham
	Farzana Arfin
	Cheryl Baker
	Cathryn Cocks
	Pauline Conville
	Salina Chowdhury
	Diane Fallahi
	Pampa Ghosh
	Norma Henry
	Bilkish Humayun
	Amina Ismail
	Barbara Myrie
	Shamim Murtaza
	Hosnerara Musa
	Maria O'Neill
	Sadia Rashid
	Nadia Sarfaraz
	Shamina Sultan
	Julie Yarwood

Kitchen Staff:

Cook in Charge	Joanne
Assistants	Danielle
	Rosemarie
	Susan
	Lottie
	Glen
	Amina

Charges

The 1988 Education Act states that no charges can be made for educational specific visits during school hours for educational purposes. To allow children to make visits to the museums and other places of interest, we do ask for voluntary contributions. Without these, the visits would not be possible, and your support is really appreciated. Please have a word with your child's teacher or the Head Teacher in cases of hardship.

A permission slip for all school trips during school hours is taken home to be signed when your child is admitted to school. Parents need to inform the Head Teacher if there is a compelling reason why your child cannot go on a school trip.

Trips out of school hours will be notified to you by letter and permission needed.

Medical Conditions.

It is essential that you inform school of any medical conditions that may affect your child during their time at school. A letter is sent out in September to update our school's medical records.

It is very important for your child's safety to inform school of any medical conditions.

Should your child need to take medicine or use an inhaler during the day, please discuss this with the Head Teacher.

School Doctor and Nurse

The school doctor and nurse make regular visits to school. If your child has an appointment please feel welcome to come along. If your child catches head lice or something infectious, please keep him or her at home until it is treated, and let us know.

School Entrances

The school is a very busy place throughout the day with deliveries and so on. For safety reasons, **please do not use the school car park** to come in or out of the building. The children should know this is out of bounds. There are a number of pedestrian entrances to the infants and juniors, and a "nursery only" entrance. For security reasons, the only entrance left open between 9.30 a.m. and 3.00 p.m. is at the front of the school (near the office).

Child Protection

Schools have an important role to play in the detection and prevention of child abuse. If there are grounds to believe that a child has been abused, we are required to report the matter. The school's named person in charge of child protection issues is Mrs. J. Stoba, Deputy Head Teacher.

School Travel Plan

We encourage everyone to travel on foot, by bike or to use public transport. This helps prevent pollution and encourages physical fitness.

Complaints

Should you have a complaint or concern about any matter to do with the school, please make it known to us. The following procedure has been written to assist you:

1. On minor day to day issues, it is important to have an informal discussion with your child's teacher.
2. On more significant issues, an informal discussion with the Head Teacher may help.

3. Should the complaint still remain, a formal meeting should be arranged with the Head Teacher.
4. Should the complaint still remain after this meeting, then it should be taken up with the Chair of Governors Mrs. Joan Holt.

Links With Other Schools

We enjoy links with other local primary schools. These are usually through sporting occasions, but we also work in co-operation with other school staff through professional networks.

We have established links with Levenshulme High School for Girls, Trinity High, Manchester Grammar School and The Dean's Trust Ardwick; we have an extensive programme of transition with secondary schools, this gives our year six children some insight of life in a secondary school.

2017 Leavers

The Year 6 pupils who left at the end of the Summer Term transferred to the following Secondary Schools.

Burnage High School (Boys)	-	2
Ceder Mount	-	2
Dean Trust Ardwick	-	39
Eden Boys Leadership Academy	-	2
Eden Girls Leadership Academy	-	1
Levenshulme High (Girls)	-	2
Manchester Communications Academy	-	1
Manchester Enterprise Academy	-	1
St. Peters RC High	-	2
Stretford Grammar School	-	1
Trinity Technology College	-	1
Whalley Range High School	-	1
Wright Robinson	-	1

Attendance

At the start of the 2016/2017 school year there were 450 (October census) pupils on roll.

The latest attendance targets for our school was 95%.

This Year 2016/17, our attendance has been 95%.

Absences are unauthorised if parents have not informed school of the reason for their child's absence.

On the first morning of an absence we operate a system of home phone calls to find out why your child is not in school.

St. Luke's C.E Primary School Calendar for School Year 2017 / 2018

AUTUMN TERM

Teacher Training Days	-	Monday 4 th / Tuesday 5 th September 2017
School opens	-	Wednesday 6 th September 2017
School closed for half-term	-	Monday 23 rd – Friday 27 th October
School re-opens	-	Monday 30 th October
School closed for the Christmas Holiday	-	Monday 25 th December – Thursday 4 th January 2018

SPRING TERM

Teacher Training Day	-	Friday 5 th January 2018
School re-opens	-	Monday 8 th January 2018
School closed for half-term	-	Monday 19 th – Friday 23 rd February
School re-opens	-	Monday 26 th February
School closes for the Easter Holiday	-	Friday 30 th March – Friday 13 th April

SUMMER TERM

School opens	-	Monday 16 th April 2018
Bank Holiday	-	Monday 7 th May
School closed for half-term	-	Monday 28 th May – Friday 1 st June
School re-opens	-	Monday 4 th June
Teacher Training Day	-	Friday 15 th June (tbc nearer the time – dependent upon Eid ul Fitr)
School closes for the Summer Holiday	-	Thursday 19th July at 3.15 pm
Teacher Training Day	-	Friday 20 th July 2018