



# Scotforth St Paul's C of E Primary & Nursery School

"Let faith be your shield"

Scotforth Road, Lancaster, LA1 4SE

## School Prospectus 2019-20



# Scotforth St. Paul's C of E Primary and Nursery School

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The information in this document relates to the **2019/2020** school year and was updated in June 2019. However, it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter during the school year in question, or in relation to subsequent school years. Please see the school website for the most up to date information.

Please see our separate Nursery prospectus on our website. It is also available on is available from the school office .

Details of our Complaints Procedure, Data Protection Policy, Insurance Arrangements and Document Access Policy are available on our website, or on request from the school office.

For further information on any matter please contact the Headteacher, Mrs Aylott or the School Secretaries, Mrs Malin & Mrs Pearce.

# Mission Statement



**Scotforth St Paul's**  
**C of E Primary & Nursery School**

"Let faith be your shield"

## Mission Statement and Principles

**We learn, grow and care in God's family**

### Key Principles

Pupils positively understand their worth and potential-and that of others

Pupils develop skills, knowledge and enthusiasm for ongoing learning through an inspiring curriculum

Pupils grow in emotional and spiritual resilience, surrounded by God's love

## **Our Educational Aims**

To enable children to be literate, numerate and confident with technology.

To be aware of Christian ideas and beliefs, and respect those of other faiths.

To provide a broad, balanced and sequential curriculum giving breadth of experience and variety of study methods.

To cater for the study needs of each child according to his/her experiences, development and abilities.

To give deeper study for the more able and supportive help for those in need.

To promote the child's intellectual and emotional well-being, by providing warm secure relationships with the class teacher and other adults in the school.

To accept that all pupils are entitled to equal regard, just as they are entitled to equality of opportunity in learning.

To promote the involvement of pupils' families in supporting the school objectives and the pupils' learning.

To develop a caring community where children and adults learn respect and care for each other.

To emphasise the positive achievements of pupils as individuals, and with others, both in school and in their outside activities.

To raise the children's awareness of the need to conserve and protect the environment.



# Admission to school

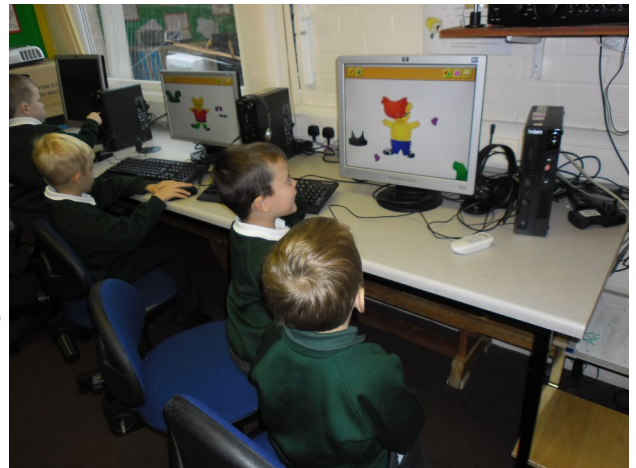
The school was provided by Church of England Trustees to serve principally persons resident in the Scotforth area of Lancaster. Admission is controlled by the Governors who take into account the policy agreed by the Diocesan and County Education Authorities.

The agreed number of children to be admitted is 30.

## Reception Admissions

Parents may officially register their child at the school between 1st September 2018 and 15th January 2019 prior to the September 2019 admission. If there are fewer than thirty applications for the places, all children are admitted automatically. If the school is over-subscribed the Governors consider applications. The criteria are available on the school website, along with the admissions policy. Apply online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools).

Parents of children to be admitted to the reception year are informed by letter sent out on 16th April. In the term prior to admission, new entrants to the Reception class, along with their parents, will be invited to spend several afternoons in school, meeting the staff and the other children. Additional information will be made available at special induction meetings for parents.



## Nursery Admissions

Details of our Nursery Class admissions procedures can be found in our separate Nursery prospectus, and on our school website. Admission to the nursery does not guarantee a place in our Reception class.

## Appeals procedure

Where a child has not been offered a place at the school, parents have a right of appeal against the decision of the Governors. In these circumstances, a letter of appeal should be sent to the Appeals Committee setting out the grounds of the appeal. The letter should be addressed to:

The Clerk to the Appeals Committee

Appeals Panel

Scotforth St. Paul's C.E. Primary & Nursery School

Scotforth Road

Lancaster

LA1 4SE

This should be returned to the school within fourteen days of notification of refusal.

# Attendance and absence

## Reporting an absence

If your child is unfit for school please send a written message or telephone **ON THE FIRST DAY** of absence informing the school of the reason for absence.

For the safety of our children if we have not received a message by 9.30 a.m. we will endeavour to make contact in order to establish the reason for absence. Parents should be sure their child is ready to come back after illness, especially if this has been infectious, before sending them back. If a child has been sick in the night, please do not send them to school the next day. Children may not return to school for **48 hours** after the last episode of vomiting and/or diarrhoea. This helps avoid the spread of disease to others and is the advice from Public Health England.

There is a requirement on school to differentiate between "authorised" and "unauthorised" absence. School has a duty to classify any absence for which no message has been received as "unauthorised".

Our school sessions start at 8.55 a.m. and 1.00 p.m. If a child is late for school this will be recorded in the School register, and late -comers are required to be signed in at the office by an adult.

## Leave of absence

**As of 1<sup>st</sup> September 2013 the law changed, meaning that Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.**

As a result of these changes the Governing Body took the decision to make the following changes to our school attendance policy and procedures:

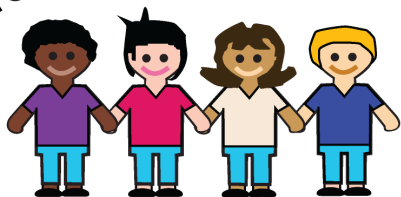
- \* There is an "application for leave of absence" form- this must be completed well in advance of the proposed absence, and does not guarantee authorisation of the absence.
- \* The headteacher will (most likely) need to meet applicants to discuss any application on its merits.
- \* Penalty Notices (fines) are extremely likely to be used if parents choose to remove their child/ children from school during term-time without the permission of the headteacher, with the potential for subsequent loss of the child's school place due to unauthorised absence.

Good attendance at school is vital because even short periods of absence can mean that a child's ability to keep up with school work may be significantly reduced. Friendship groups can also be affected by time away from school and this can be upsetting for children.

We hope all parents will acknowledge and understand the limitations placed on schools in granting any leave in term time. Therefore, we need parents to support the school in our efforts to reduce unnecessary absence and thus minimise the impact on the education of our pupils.

# Breakfast Club, After School Club & Holiday Club

Scotforth After School Club



Both Breakfast Club and After School care is provided onsite by an independent not-for profit company.

Breakfast Club is open to any Scotforth School pupil, and runs every day during term-time from 7:45am until school starts. Currently the cost is £4.00 per pupil a day, and includes a healthy breakfast. The club provides a caring, safe and

stimulating environment for pupils who need to be at school before 8.45 am and is rated "Outstanding" by OFSTED.

Scotforth After School Club provides an excellent after school childcare service for the parents and children of Scotforth St Paul's School. Situated mainly within three spacious areas within school and the surrounding outdoor play areas, children enjoy a wide variety of activities including: sports, baking/cooking, arts & crafts, music, drama, team games and lots more.

During after school club, children enjoy socialising and exploring different kinds of play with their friends, as activities are planned in age appropriate groups and include a mixture of indoor and outdoor play. Each group has a qualified member of staff providing play opportunities and caring for children's individual needs.

The club is packed with games, toys, and has many interactive tools for children to enjoy playing with their friends while learning through play. Substantial, healthy hot and cold snacks are served daily and space to relax and complete homework is provided.

The club accepts all 'childcare vouchers' and can give details to parents wishing to apply for childcare tax credits.

**Open:** 3.10p.m - 6.00p.m - Monday to Friday (Term - Time)

## **Breakfast Club**

Cost for Breakfast Club is £4.00 per child per session.

## **After School Club**

£15.00 per family - annual registration fee

After School session 3.10pm - 6.00pm = £8.00 per child

Nursery After School Club = £10.50

Nursery Full Day Playscheme = £28.00

Accepts government funding for 3 and 4 year old's  
(30 free hours)



## **Holiday Playscheme**

Breakfast: 8.00am - 8.30am = £2.00

Full day: - 8.30am - 6.00pm = £22.00

Half day:- 8.30am - 1.15pm = £12.50

1.15pm - 6.00pm = £12.50

Healthy snack bar = 50p (Summer only)

Parents are welcome to pay for fees using childcare vouchers and we can also provide information for parents wishing to claim tax credits. We accept cash & cheques made payable to "Scotforth After School Club" or if you would like to pay via bank transfer then please contact us.

**For further information or to arrange an appointment contact:**  
**Marie Smith** on 07796569719 or email: [scotforthasc@hotmail.co.uk](mailto:scotforthasc@hotmail.co.uk)



# Charging Policy

It is unlikely that a full term will go by without each child being involved with at least one visit to a place outside school with the class, or by a visit from somebody to the school. Often it is necessary to ask parents for a voluntary contribution towards the cost of these valuable activities which cannot all be met from school funds. In cases like this the Governors' charging policy will apply:

The Governors of Scotforth St Paul's Church of England Primary and Nursery School will invite voluntary contributions of no less than a specified amount to cover the cost of any proposed activity requiring funding.

Parents will be invited to contribute a specified level of funding if they wish their child to take part in the activity.

No child will be excluded from such an activity on purely financial reasons and any parents requiring financial assistance should contact the Headteacher in confidence.

The Headteacher will decide, depending upon the response to the request for voluntary contributions, whether a particular activity can proceed.

In the case of activities that take place either wholly outside or more than one half outside school time, an appropriate charge will be made providing the activity is not specifically to fulfil the statutory duties of the Governors relating to the National Curriculum or to Religious Education.

If the activity involves board and lodging, a charge will be made for that part of the cost no matter when the activity takes place.

Under the Freedom of Information Act, there will be a charge of 25p per page of photocopying if records/minutes etc. are requested under the terms of the Act.



# Child Protection

For the protection of our children, on behalf of the Governors, the LA initiates an enhanced DBS (Disclosure and Barring) check on all who work with children. This applies to all those in paid employment in the school as well as to all voluntary helpers.

The school has a detailed and comprehensive Safeguarding and Child Protection Policy in place which follows the recommendations laid down in the LSCB Child Protection Procedures. The policy identifies those people in school who are responsible for the management and co-ordination of Child Protection and Safeguarding procedures, however the safety and wellbeing of our pupils is the responsibility of everyone at school. We also are members of Operation Encompass, which helps us support children following incidents of Domestic abuse.

The school recognises the importance of confidentiality and assures parents that correct procedures which ensure confidentiality will be observed at all times. We take child protection and safeguarding very seriously.

## Clothing - School uniform

The school uniform is smart, simple, readily available and reasonable in price. We hope it will instil in our children a pride in themselves and in their school. All Scotforth St Paul's children wear school uniform. The basic colour is bottle green sweatshirt/cardigan, white or green polo shirt, with grey or black skirt/trousers. Shoes are to be black or brown and of sensible style. Boots and trainers are not permitted, and neither are extreme haircuts/hairstyles or hair colours. Summer uniform may be worn after the Easter holidays unless otherwise announced, but it is optional. Summer uniform is green and white check dress or grey tailored school shorts. Sandals must be black, brown or navy and of sensible style e.g. not flimsy, high, strappy or jelly style.

Sweatshirts, polo shirts and (optional) reversible fleece/waterproof coats with the school name and badge can be obtained from our supplier Uniform and Leisurewear, 57 King Street, Lancaster (opposite M & S ) telephone number 01524 388355 or visit the website <http://www.ualonline.com/>. Alternatively many local shops/ supermarkets sell the basic uniform.

Please ensure all items of clothing are **clearly marked with the child's name**, in order that mislaid items may be identified and returned.

For safety reasons, **children are not allowed to wear any jewellery in school**. Rings, earrings, bracelets and necklaces are all forbidden. (If a child is to have pierced ears, please do this at the start of the Summer holidays so that earrings may be removed prior to the start of term.) Any child wearing earrings will not be able to take part in PE/games or swimming. This is for safety reasons. Sensible watches are permitted.



# Classes

For 2018/2019 the school is organised into eight classes:

In EYFS (3-5year olds) there are 2 classes: Nursery and Reception

In Key Stage 1 (5 - 7 year olds) there are 2 classes: Year 1 and Year 2.

In Key Stage 2 (7 - 11 year olds) there are 4 classes: Year 3, Year 4, Year 5 and Year 6.

The average class size is 30. This is our maximum admission number each year, and 26 in Nursery.

## Collective worship

The school is conducted in accordance with the principles of the Church of England. Religious Education and worship are important aspects of our curriculum.

All staff and children are involved in providing collective worship assemblies. Once a week our school worship /assembly is conducted by the Vicar or the Curate (usually on a Tuesday). We welcome parents to join with us when their children are actively involved, and every Friday for our "Celebration worship assembly". At festival times in the year, Christmas, Easter, Harvest, etc. as well as at ends of term we hold our worship in St Paul's Church. Parents, relatives and friends are welcome to join with us on these occasions, and encouraged to do so.

The Vicar and the lay clergy come into school regularly to talk with the pupils, and we also welcome in other local clergy and members of NISCU.

The nature of the Blackburn Diocesan Religious Education Syllabus and the principles that govern the running of the school ensure that the experience of the children is related to an awareness of Christian values, standards and responsibilities. We also study other major world religions such as Islam and Judaism.

The Governors expect that in choosing a Church of England School parents are thereby committing themselves to their child's participation in the religious life of the school, and will, hopefully, take part in collective worship involving parents and pupils at school and at St. Paul's or other local churches. Our school ethos is firmly based on Christian values and we ask that all parents support this ethos.



# Communication between home and school

## From Us to You

In order to keep parents informed of the activities taking place, a weekly Newsletter is one of the focal points of our communications system. This normally details forthcoming events as well as activities undertaken during the previous week. There is also a section for the parents to advertise or promote any events within the community, for a small charge. Weekly newsletters are always published on our website too. If you would like to receive a copy of the newsletter sent directly to your inbox, please email "admin2@scotforth-st-pauls.lancs.sch.uk."

At the beginning of each term you will receive a letter which outlines the themes and activities that your child will be undertaking during the term. Also half termly grades for effort, attitude to learning and progress are given for each child and a copy sent home for you, so that you can support your child's learning.



*Weekly*

**Scotforth Newsletter**

## From You to Us

Parent Teacher consultation evenings are held several times a year. This is a good opportunity to look at your child's work and discuss progress with your child's class teacher. The Headteacher is always available to talk to parents during these evenings. At the end of the school year, detailed reports on the child's achievements are issued to all parents.

Staff are usually available for a brief chat staff at the beginning or end of the school day but parents are asked to remember that the priority of staff at these times is the organisation of the children, so we would ask you to be aware of the constraints upon teaching staff. Parents who wish to talk to individual teachers about more detailed matters are asked to make an appointment by contacting the member of the teaching staff or the school office.

We will always contact you if we are concerned about your child. We would like to think that you will do the same. Please do not wait for a parent's evening- come and speak to us if you have a worry or concern or even just a suggestion!

Your worries or concerns are never regarded as trivial and will be dealt with confidentially. During the school day the office staff will be available for general enquiries.

# Curriculum

Our policy aims to promote excellence and the highest possible standards for all our pupils. The Christian foundation of this school is reflected in its ethos and values. We undertake to include in our curriculum all those activities which promote moral, social, spiritual, cultural, physical, intellectual and emotional development.

A variety of study methods is used based on whole class teaching and small groupings whilst continually setting individual targets and monitoring individual's progress. Our curriculum is sympathetic to the time needed for our pupils to gain understanding and to apply their learning through activity and collaboration with others.

Our curriculum is based upon the statutory requirements of the 2014 National Curriculum, where the core subjects **English, Mathematics, Science and Computing** help to direct our teaching and planning. **Religious Education** has a special place in our curriculum and is taught as a subject in its own right. Reference is also made to the presence of God and His influence across curriculum boundaries.

The foundation subjects **History, Geography, Design & Technology, Physical Education, Art and Design, and Music** combine to help us to provide a broad and balanced curriculum for all our pupils. A **Modern Foreign Language (French)** is taught throughout KS2.

We also study aspects of PSHE and Citizenship, which although not compulsory, we believe are important life- skills. **Our curriculum is knowledge and skills based, with creative & cross curricular links, which helps us achieve very high standards whilst making learning fun!** The breadth of the curriculum helps to develop in our children skills of independent investigation and the spirit of enquiry. The following sections are intended to give an overview of each subject area.

## English

Our English curriculum is based on the 2014 curriculum. Our children undertake literacy work each day to develop their language skills. Lessons cover many skills including

- ⇒ Speaking and listening.
- ⇒ Shared reading and writing with the whole class.
- ⇒ Spelling techniques and grammar rules with the whole class.
- ⇒ Independent tasks including comprehension, handwriting, phonics, spelling, word processing and listening to stories on headphones. During this session, the children work in groups either independently or with the teacher on guided reading or writing.

Additional time is given for extra writing activities, class stories and reading.

Talking and listening are essential ingredients in order for our children to communicate. Each literacy unit begins with structured work analysing and talking about texts. We understand that children need to be able to think and speak about a topic in order that they then may confidently write about it.

Where possible we try to link our Literacy to topic work so that children practice skills such as planning, drafting and taking notes in other subjects. Using this strategy, we aim to promote an enthusiastic response from our children, resulting in successful learning.

# English - Early reading

From Reception, children are taught to differentiate sounds by careful listening. Through a structured daily phonics time, children move through the six phases of "Letters and Sounds". At the end of Year 1, children's phonic ability is tested using a national test and parents are informed of the results. The children are grouped by ability, rather than age, for phonics sessions and are taught in smaller groups than whole class lessons.

Reading offers a wonderful insight into knowledge, literature and communication. Within our reading scheme we have "guided" reading books and "home/school" books. All these books are colour coded for easy recognition and graded in order of difficulty. They include decodable words based on the stage of phonics the child is at. Parents are encouraged to become involved by reading to, by listening to or just talking about books, with their children. Reading diaries are used to record books read at home and comments/questions about how the reading went. It is really important that children are heard read every day at home, as in a class of 30 children it is impossible to do 1:1 reading with every child every day.



## Mathematics

Our mathematics curriculum is based around the 2014 National Curriculum with the emphasis on developing depth of children's understanding of fundamental mathematical concepts (this is commonly referred to as the "Mastery Approach"). Lessons focus on developing fluent mathematical thinkers who can use their reasoning skills to explore relationships and solve increasing complex problems. Children learn that mathematics is an interconnected subject that is fundamental to our everyday lives. A typical lesson usually consists of a minimum of three parts including -

- ⇒ Oral work and mental calculation; whole class to rehearse, sharpen and develop mental and oral skills
- ⇒ Main teaching activity; teaching input and pupil activities where children work as a whole class, in groups, in pairs or as individuals
- ⇒ Plenaries are used throughout the lesson to identify progress, summarise key facts and discuss next steps.



New concepts are introduced to children in a very practical way enabling them to build on existing knowledge. Children then move on to representing their ideas using pictures, diagrams, and various other models before they can then use abstract signs and symbols to illustrate their work. Whilst this is the usual sequence of learning, it is not unusual for teacher to develop the children's mathematical understanding by asking them to justify/prove/clarify their thinking using these three stages in reverse.



## Science

Our science curriculum develops in the children a scientific approach which will consist of planning a systematic line of enquiry, questioning, observing, making their own hypothesis, investigating and checking at each stage of the proceedings.

The children are encouraged to enquire, explore and observe so that they can ask questions about themselves and their environment. They are encouraged to test or experiment in order to progress towards answers to their questions. They learn to look for links and patterns in their studies and to record their findings as accurately as possible in ways appropriate to their age and ability. They learn to draw conclusions from their work.



## Computing

Computing is viewed not only as a subject in its own right, but applicable across all subject areas. Our children are introduced to this technology in the Reception class using a wide range of hardware and software including, iPads, programmable toys and art packages. As the children progress through the school, they:

- Undertake control technology
- Create and develop data bases
- Interrogate interactive programs
- Present written documentation
- Use desk top publishing
- Explore adventure programs
- Create multi-media presentations
- Write and debug computer programs
- Create and edit images and animated sequences
- Online Safety is key and is taught in every year group.

As developments take place we continually update our hardware and software. We have a computer suite consisting of a mixture of desktops and laptops. Every classroom within the school has access to the Internet and we have e-mail links with schools in other countries. Each class has access to the use of ipads, laptops and an interactive whiteboard, video conferencing facilities and we make full use of computing throughout the curriculum.



## Religious Education

Religious Education supports our children in developing their own beliefs, values and attitudes through an exploration of shared human experiences and the place and significance of Christianity, and other religions in the contemporary world. Within this there will be particular emphasis on Anglican beliefs and practices, however we also study other major world faiths such as Islam, Judaism etc.



Religious Education is provided within the timetable according to a syllabus provided by the Diocese of Blackburn and approved by the Governors.

Parents have the right to withdraw their children from Religious Education. However, R.E. permeates the curriculum and the governors remind parents that in choosing a Church of England school they are thereby committing themselves to their child's participation in the Christian life of the school, of which R.E. is an important part.

## Geography and History

Geography and History are planned and taught as creatively as possible throughout the school. Links with other subjects are made whenever possible. For example, whilst learning about Lancaster, children draw detailed sketches of local buildings, take an educational visit to key landmarks, children also study the origins of local place names, write their own newspaper articles making use of local census information and in computing spreadsheets are created to show the length of different historical periods.

Units of work are planned to develop children's use of technical vocabulary. A growing awareness of their local area and the wider environment is established further and an understanding of chronology is cultivated.



Children learn to interpret photographs, artefacts and other sources of evidence using first hand experience wherever possible and secondary sources when this is not. Educational visits are frequently planned to aid progression, and to enhance enthusiasm towards these subjects.

## Design Technology

Design and technology gives the pupils the opportunities to design, construct and evaluate products using a wide range of materials and components ranging from reclaimed packaging to raw materials, such as plastic and wood. The children are taught to use basic hand tools and various fixing techniques. Health and safety implications in the use of tools, adhesives and the various materials in use, are constantly stressed. Nutrition and food technology is taught throughout both Key Stages. Children look at where food comes from and use a variety of key skills to make both sweet and savoury recipes.

The children are taught to be self-critical in order to improve the quality of design and manufacture. A child will work individually or as a member of a group, according to the demands of the particular task.



## Physical Education

Physical Education activities aim to develop positive attitudes to physical activities and a healthy life style.

In Key Stage 1 fundamental skills are taught through a variety of games (athletics), gymnastics and dance activities are taught and explored. In Key Stage 2 the children will additionally experience swimming, athletics, outdoor and adventure activities. Years 4, 5 and 6 currently have one term each of swimming at Lancaster University. The children in year 6 have the opportunity to experience some of their outdoor education on a residential visit.

It is essential that children have a complete change of clothes (including footwear) for all P.E. activities. The clothing needed for indoor P.E. is:

A white t-shirt/ extra white polo shirt

A black pair of shorts/ skorts

A pair of pumps (barefoot for gym.)

Obviously, warmer clothing might be needed for outdoor activities. At Key Stage 2 a plain (no logos!) black or grey tracksuit or joggers and jumpers are a useful addition to a child's P.E. clothing in addition to the indoor kit stated above. Trainers are for use outside only. Please make sure that **all** kit is **named**. No hoods please for safety reasons.

The national curriculum requires all children to participate in P.E. and also to understand rules about safety, including reasons why jewellery should not be worn. No jewellery is ever allowed to be worn, as this is Local Authority policy and for the safety of all our children. Swimming is undertaken on a rolling rota from Y3-Y6 and is held at Lancaster University swimming pool.

We also enjoy taking part in a number of local inter-school sports tournaments, for example: netball, athletics, tag-rugby, swimming, cricket and rounders to name but a few.





## Music

In music, we encourage our children to perform, compose and listen to a wide variety of music. In addition to class music lessons, we currently offer instrumental tuition on keyboard, violin, 'cello, flute, clarinet and guitar. This service is provided by the Lancashire Music Service, with costs starting from £6.25 per lesson. For more information please visit [www.lancashiremusichub.co.uk](http://www.lancashiremusichub.co.uk). Often children learning these instruments will play in ensembles and assemblies/concerts.

Our children perform musically to the local community whenever the opportunity arises, for example in the local schools' music festival. We also take Y5 & Y6 annually to the Peace Prom, a fabulous event in Liverpool with live orchestra and choirs.



## Art and Design

Art and design is taught both as a pure subject and will also form part of the work covered in other curriculum areas.

The children are encouraged to observe and respond to their environment and to convey their ideas and feelings through their work. They are given the opportunity to use different media and experiment with different techniques learning basic concepts e.g. colour. Each class will study the influences and styles of designated artists.



Sometimes children may be asked to bring resources from home - often items of household waste e.g. empty boxes or cartons. It is essential to have protective clothing to wear over school uniform during craft lessons. An adult's old shirt buttoned up the back offers ideal protection.



## French

The modern foreign language we study at Scotforth is French. French gives children in Key Stage 2 the opportunity to learn a modern foreign language at a basic level, and we aim to give the children a positive and confident attitude towards language learning. We have worked closely alongside teachers from Ripley St Thomas CE Academy, Lancaster Girls' Grammar School and Lancaster Royal Grammar Schools to develop an effective and fun syllabus and to ensure progression throughout the Key Stage. The children are taught to communicate on various subjects such as animals, sports, the weather and family. They also learn about different aspects of the French culture such as Christmas traditions. The lessons are interactive and involve a range of activities such as mime, drama, songs, food tasting, art and story telling. The focus is on speaking and listening rather than writing and reading, but in Year 5 and 6 the children have increased contact with the written language and are encouraged to use French/English dictionaries to create their own stories.

## PSHE and Citizenship

Personal, Social and Health Education helps pupils to acquire the skills, knowledge and understanding, attitudes and values which are necessary to make sense of their life experiences and to feel confident and informed. We will be following the RSE (Relationship and Sex Education) scheme published by the government when it becomes statutory in 2020.

# Multi-cultural awareness

We believe we have a duty to ensure that our pupils are made aware of the many peoples who make up our world. There are many opportunities for this in assemblies, formal lessons and literature.



The issue of race is considered to be very important and pupils and staff are to be encouraged to be vigilant and confront verbal statements or actions, which may offend a child or adult. The victim of such offence will be reassured and the offender discouraged from any repetition. It is likely we will involve parents in such circumstances.

# Early Years Foundation Stage

Since 2007 all Reception aged children have been part of the Early Years Foundation Stage. A comprehensive statutory framework that sets standards for development, learning and care of children from birth to five. Records from nursery/pre-school are used alongside baseline assessment to inform the class teacher of a child's ability and attainment and allow an informed curriculum to be planned. A balance of child and teacher-led activities are built around a different topic each half term, and these cover the seven areas of learning:

The 3 prime areas are:

- Personal, social and emotional development
- Communication, and language
- Physical Development

The 4 specific areas are:

- Understanding of the world
- Literacy
- Mathematics
- Expressive arts and design

Development. During each half term observations are used to inform assessment in each area.

At the end of the year all assessments are passed onto Y1 and a written report given to parents. The assessments are based on children's achievements in each area. Children are assessed as below, expected or exceeding in relation to the Early Learning Goals.

Children in nursery and reception classes have a learning journey that parents are welcome to view at any time, and we ask you to contribute evidence too!



# Discipline & Behaviour

The Scotforth St Paul's School Behaviour and Discipline programme is based on children learning how to make wise decisions for their own behaviour. Decision making is taught just as reading and mathematics are. We all make mistakes, but the only failures are mistakes we do not learn from. At Scotforth St. Paul's School children are encouraged to look at the consequences of their behaviour. When these consequences bring about undesirable results, children are helped to look at the problem and then plan for better ways to meet their needs. A plan is not a punishment, it is an opportunity for good decision making and growth. Just as God forgives us, we forgive others and so we work on a restorative justice approach.



It is of paramount importance that children understand these rules. In order to achieve our aim that pupils learn self-discipline for the benefit of themselves, the school family and the wider community, parental responsibility is essential. Serious cases of inappropriate behaviour are brought to the attention of the Headteacher who may wish to record the incident in the incident file. When this is the case, parents are informed of the nature of the incident and are expected to support the school in trying to eliminate anti-social behaviour.

The school does not tolerate bullying in any form and will do everything it can to eradicate this extreme form of behaviour. The co-operation of parents in this matter is vital and is much appreciated. The school's behaviour and discipline policy is available upon request.

## Equal Opportunities

The school considers it most important to emphasise our single equalities plan & policy and to interpret the policy through class and staff organisation. When pupils are involved in group work or assisting staff of the school, they are not chosen because of their gender, disability, race or creed. Our single equalities policy and plan are available on our website.

## First Aid

Accidents and injury are all too common where children are concerned; we have a clearly defined policy for dealing with them. First Aid supplies are available in several areas around school. All accidents involving minor injury are treated appropriately by an adult and are reported to the child's class teacher. If the child receives an injury to the head, parents will receive a "bumped head" letter informing them of the incident and detailing further symptoms which may occur following the injury. If the injury is more serious, qualified First Aiders are involved and the Headteacher is informed. In the event of serious injury, parents will be contacted as soon as possible. If the child needs to be sent to hospital parents will be notified as soon as is practicable.

# FOSSY

This Association consists of parents, teachers and friends of the school with one principal object in mind, namely the support of activities at Scotforth St. Paul's C.E. Primary & Nursery School. **All parents** of children at Scotforth School are automatically members of FOSSY, there is no membership charge.

All parents are invited to attend functions connected with the school, whether the occasions are educational evenings, social functions or money raising events. Much equipment has been provided for the school and school building extensions have been financed by the association.

There is tremendous support for the association and when attending some of the events, especially social ones, it will be found that they are most enjoyable occasions. An Annual General Meeting is held at school to appoint committee members.

Further information and details of current events can be found on the FOSSY area of the school website.



## Homework

From the Reception year, children will have some form of 'Homework'. This will be related to early reading or number skills. As children progress through the school the homework asked for will increase in relation to age and ability. This will mainly be reading tasks, but in Y6 in preparation for high school a wider variety of tasks will be given. Children are encouraged to talk with their parents about their school work. It is vital that parents/carers help and support their children by hearing them read every day and when children are fluent readers, support is still given by discussing content of books, characters and generally "reading between the line". Parental involvement is seen as very important to each child's development, and part of the home-school partnership. See Appendix 5: Home-school agreement and the homework policy on our website.

## Instrumental tuition

The school makes use of Lancashire Schools' Music Services and currently offers instrumental tuition by their specialist staff on keyboard, piano, guitar, violin & cello. The cost of this tuition varies depending on whether you choose a group or individual lesson for your child. In the main, tuition takes place within school time and is taught in small groups. Other instruments, such as woodwinds/brass can be offered subject to demand. Please ask for further details at the school office.



# Jewellery

Jewellery and/or make-up are not worn at school by pupils. Items of special value to a pupil can cause upset if they are mislaid. Jewellery can be dangerous to not only the owner but also to other pupils during many school activities. In order to help children learn to tell the time, watches only, are permitted.

If a child is to have pierced ears, please do this at the start of the summer holidays in order for the healing period to be over before returning to school. Please note, any children wearing earrings/jewellery will not be permitted to take part in PE/games/swimming due to safety reasons. Thank you for your co-operation in this matter.

# Meals

We have Healthy Schools status and are proud of our meals: Freshly made school meals are cooked on site and are available free to all KS1 children and at a cost of £11.50 per week (at time of printing) i.e. £2.30 per day to all Nursery and KS2 children. One day's notice is needed to go on to school meals. Ideally please give us a week's notice of going off meals. Dinner money is collected in advance, on **Monday** morning, and should be brought to school in an envelope marked as follows:

MEALS  
NAME OF CHILD  
AMOUNT ENCLOSED  
CLASS

Cheques should be made payable to: **Scotforth School Fund** or payment can be made by card via Scopay. For more information about Scopay please contact the school office. Please note, if a debt of more than £25 per child is accrued, no further school meals will be permitted until the debt is cleared-parents will be required to provide a packed lunch. Packed lunches are allowed, but we ask that parents avoid unhealthy options. Fizzy drinks and sweets are not allowed. Additionally **all nuts and kiwi fruit** are **prohibited** due to several pupils having serious allergies to these products. Thank you for your co-operation.

Free school meals are available for families on low incomes or in receipt of certain benefits. Please ask the school office for more information on the eligibility criteria and application form.



# Medicines

For additional information, please see our separate 'Supporting Children with Medical Needs Policy'. If a child needs medication at school, parents need to discuss this matter with the Headteacher. When a child has a long term condition, a care plan will be written with you in conjunction with the relevant health care professional.

In cases such as these, written permission forms must be completed after discussion with the Headteacher, and returned to school, before medication can be given.

If a child needs access to an asthma inhaler, we would ask that the relevant forms, obtainable from the office and on the website, are completed before the child brings the inhaler into school.

Children are encouraged to be responsible for their own asthma medication and will keep it with them at all times.

If a child has any medical needs at all, during the school day, please contact the school in confidence. A telephone appointment can easily be arranged with the designated school nurse Mrs

# Out-of-school activities

One of the ways we try to widen a child's interests and skills is to offer extra curricular activities. These activities will vary from term to term subject to the availability of staff and to the time of year. At various times throughout the year the following activities may be offered:

|                  |                  |                                 |
|------------------|------------------|---------------------------------|
| Athletics club   | Football club    | Netball club                    |
| Cricket club     | Rounders club    | Multi-skills sports club        |
| Stay & Play club | Art/Craft Club   | 11+ club ( Y6)                  |
| Library club     | Chess club       | Science club                    |
| Knitting Club    | Y6 homework club | Y6 prep for Grammar exams club. |

Occasionally extra-curricular activities have to be cancelled at short notice. Under these circumstances the children involved are asked about parental instructions for their collection. Any child in difficulties is supervised in school until the usual time for the completion of the activity.



The school regularly competes in a great number of inter-school events and activities, including:

|               |                 |              |
|---------------|-----------------|--------------|
| Swimming      | Football        | Netball      |
| Quiz teams    | Athletics       | Rounders     |
| Kwik-Cricket  | Music festivals | Orienteering |
| Cross country |                 |              |

If an event against another school is postponed the teacher in charge will check with our children to discover if any parents were intending to meet their children at the other establishment. Those parents will then be contacted as soon as possible. The children needing supervision will be looked after in the usual way.

Parents should ensure that children know what to do in such circumstances.

# Safety

The safety of your child is of the utmost importance. At the beginning and end of the day, parents are asked to ensure that appropriate arrangements are made to ensure the continued safety of all our children. Please ensure that you keep us informed of any change to your contact details and arrangements for care of your child. FS/KS1 children are handed to parent/carers at the end of the day (3.10pm). KS2 children are dismissed from the upper yard at 3.10pm into your care. Traffic congestion and dangerous parking can threaten the safety of the children. Please exercise vigilance when parking vehicles and ensure they are well away from crossings, zig-zag lines and access ways for the school. All children know that they are not allowed in the car park, which due to safety reasons is for staff, deliveries, disabled visitors and emergency vehicles only. Our safety record is excellent and we rely on you as parents to maintain this.

# School day

The school day begins at 8.55 a.m. and ends at 3.10 p.m. When children arrive at school they go straight into class, between 8.45a.m. and 8.55 am, where a member of staff will be waiting to greet them. We would ask that all children are in the classroom 8.55 a.m. in order that we may have a prompt start to the day, but that they do not arrive prior to 8.45 am as there is no staff supervision until that time and the gates are not open. We start promptly and any late children must be signed in at the office by a parent/carer. The KS2 lunch break lasts from 12 noon to 1.00 p.m with EYFS & KS1 lunch commencing at 11.45 a.m & 11.50am. The children in Key Stage 1 have a break of fifteen minutes duration each morning and 10 minutes each afternoon. Children in Key Stage 2 have a break of 15 minutes in the morning only. Collective worship assembly accounts for approximately 15 -20 minutes each day. The school is open for pupils for 190 days of the year. Before and after school child care is available for parents who require it. This is provided by our partner Scotforth After School Club. (See Pg 6.)

# Sex/Relationship Education

The school curriculum includes the teaching of Personal and Social Education, of which Health Education and Sex and Relationships Education are important elements. Sex Education is taught with care and sensitivity and the content of the lessons will be appropriate to the pupil's age and understanding. As a Church school, we believe that the teaching of sex education should take place within a moral, family-based and Christian framework.

On specific occasions, parents will be informed of talks offered to the pupils by the class teacher and/or school nurse. Our School nurse currently is Mrs Kath Fox, who can be contacted via the school office, or at the Ashton Road Clinic.

# Special Educational Needs/Disability

Our school curriculum offers all pupils access to the whole curriculum and provides pupils with individual opportunities for working at their appropriate level. We admit children with disabilities and make any reasonable adjustment necessary to enable equality of access to the curriculum and life of school. The school's accessibility plan further covers these issues. We ensure children with SEN/D make good progress. We use the code of practice as a basis for organising our SEN/D provision.

If we find that a pupil is falling behind we will take action to meet their needs ourselves. This may include group interventions. If extra help is needed we may involve outside agencies for advice and support.

Further details can be found under the section SEND Local Offer on the Information for Parents menu on the school website.

Extension and enrichment activities are also planned into the whole curriculum for the pupils with appropriate gifts/talents, including links with the Lancaster Grammar Schools.

## Recognising achievement

Whilst each child develops through the school, he/she will have his/her own qualities to contribute to the class and whole school community. We encourage each child to play as active a part in school life as possible. Emphasis is placed upon praise, and responsibility is given to children at an early age.

In recognising achievements throughout the whole range of our curriculum, praise for children's efforts plays an important part in emphasising positive behaviour models. We operate a house system within school, and children gain points for their houses during the week. The houses are named after four great civilisations, and each week, one House wins the House Points Trophy. We also award "Scotforth Super-Star" certificates each week to children who have excelled at something, and their names are published on the weekly newsletter. Friday worship is open to parents and is a joyful occasion when we celebrate children's achievements each week.

At the end of each term, a range of awards are presented to children who have shown excellence in their work throughout the term, made particularly pleasing progress in maths, reading or writing, or have shown skill within the creative arts.





# Data Protection/GDPR

The information stored on our computer system is very similar in content to that recorded in the school admission register and on the pupils' personal record cards. It is used to assist the school in the management of personal and academic records and is treated confidentially by those members of staff who have a legitimate right to use it. Access to the data is carefully controlled and we are compliant with GDPR 2018 (General Data Processing Regulations. )

The type of personal information required by the school and stored on the computer includes:

- ♦ The name, date of birth, address and telephone number of the child.
- ♦ The names of his/her parents or guardians.
- ♦ A record of two emergency contact names and telephone numbers.
- ♦ The child's religion (if any).
- ♦ The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school.
- ♦ The type of mid-day meal taken.
- ♦ The method of travel to school.
- ♦ Ethnic group and language spoken at home.

Much of this information is contained on the school admission form, which all parents are asked to complete when registering their child for school. In order that data can be kept up to date and accurate, parents are requested to ensure that any change in their child's personal details are made known to the school *as soon as they occur*. It is envisaged that for statistical purposes, data will be stored for a maximum of five years after the child has left the school. The majority of the information will, however, be destroyed within two years of the child leaving. The type of academic data to be stored on computer will include details of the child's class registration group, the results of national curriculum assessments, teacher assessments and other standardised testing. A pupil's school record is always passed on with them to which ever school they move to.

As a registered data user, the school will take every precaution to ensure that pupil data stored on computer will be held and used only for specified and lawful purposes and will not be disclosed in any manner incompatible with those purposes. Any parent wishing to examine the data related to their child, should apply to the Headteacher for access. As laid down by the Data Protection Act, a fee may be payable for photocopying . (Currently 25p per page).

## **Governors of the School**

### **FOUNDATION GOVERNORS:**

Mr. H. Roberts  
18 Oaklands Court  
Aldcliffe  
LANCASTER  
LA1 5AT

Tel: 36056

Mr. K. Weatherill (Chair)  
28 Bentham Road  
LANCASTER  
LA1 4JX

Tel: 60597

Mr Gavin Gomersall  
15 Alderman Road  
LANCASTER

Tel: 65379

Mrs. A. Quainoo  
c/o school

Tel: 65379

Ms Imogen Jolley  
c/o school

Tel: 65379

Mrs.A.Goddard  
c/o school

Tel: 65379

Mrs.R.Long  
c/o school

Tel: 65379

Mrs.K.Stephens  
c/o school

Tel: 65379

Rev/Dr.R.Aetchner (from 1/9/19)  
vicar

### **PARENT GOVERNORS:**

Mr. L. Carson-Brown  
c/o School

Mrs. F. Urquhart  
c/o school

Tel: 65379

Mr. M. Hammond  
c/o school

Tel: 65379

Mrs.S.Pyle  
c/o school

Tel: 65379

### **HEADTEACHER:**

Mrs A. Aylott  
School

Tel. 65379

### **STAFF GOVERNOR:**

Mrs R. Atkinson  
c/o school

Tel. 65379

**L.A. GOVERNOR:**

Mr J. Mynott  
c/o school

Tel. 65379

**CLERK TO THE GOVERNORS:**

Mrs. F.Graham  
Local Authority.

Area Education Office  
School Services Division  
P.O. Box 606  
White Cross Education Centre  
Quarry Road  
LANCASTER  
LA1 3SQ

Tel. 581100

## Staff of the School

### TEACHING STAFF

Head Teacher: Mrs. A. Aylott  
Deputy Head: Miss. S. Huddleston -Y5/Y6  
Assistant Head: Mrs.R.Atkinson- EYFS YN  
Mrs. J. Redmayne- Y6 part time  
Mrs. S. Dowson- Y5 part time  
Mrs.T. Mayor -Y4 part time  
Mrs. S. Belshire-Y4 part time  
Mr. D.Manning- Y3  
Mrs. L. Cross —Y2  
Mrs. A. Boyle—Y1  
Mrs.P.Browne - YR

### IN-CLASS SUPPORT STAFF

Mrs. J. Cocker  
Ms E. Flynn (Learning mentor and TA Co-ordinator)  
Mrs. K. Joel  
Miss.R. Kierzek  
Mrs. E. Todd-Bryce  
Mrs. D. Ventress  
Mrs.T.Whiteside

### ADMINISTRATIVE STAFF

Mrs. A.Malin - School Business Manager  
Mrs. J. Pearce - Business Support officer

### SITE SUPERVISOR/CLEANER

Mr. D. Cocker

### KITCHEN STAFF

Cook in charge Mrs D. Bazeley  
Mrs. A. Lofthouse

### WELFARE STAFF

Ms. S. Barnes  
Ms.J.Broadley  
Miss.R.Elliott  
Ms. E. Flynn  
Mrs. C. Lemmon  
Mrs. P. Los  
Miss.J.Ryan



## Attendance At Scotforth St Paul's

We have an excellent record of attendance here at Scotforth St Paul's and try hard to keep it that way.

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In Scotforth St. Paul's Primary School, the Headteacher is the person authorised by the 'proprietor' i.e. the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained **prior** to making any bookings. Leave of absence **SHALL NOT** be granted unless:

- a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
- the Headteacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

We understand that children are sometimes ill, and when that is the case, we are happy that home is the best place for them so that with some T.L.C they are soon better! We appreciate the prompt notification of illness from parents (by 9.30am the same day please), and will always contact parents if we are unsure of why a child is absent. In the case of D & V a period of 48 hours must elapse since the last episode before returning to school.

Full details of our Attendance Policy and Procedures can be found on the school website.

Our absence rates for 2017/18 are:

Attendance: 97.05%  
Unauthorised absence: 0.24%



**Scotforth St Paul's**  
**C of E Primary & Nursery School**

"Let faith be your shield"



# Scotforth St. Paul's C.E. Primary and Nursery School

## Home-School Agreement

2019-20



Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Scotforth St. Paul's has a duty to provide an education for all our pupils, but that education starts in the home and is continued as a partnership between home and school. Parents are a child's first and enduring teachers. They play a crucial role in helping their children learn. Children achieve more when schools and parents work together. Parents can help more effectively if they know what the school is trying to achieve and how they can help. Home-school agreements provide a framework for the development of such a partnership. This agreement sets out the role of the school, parents and pupils in this vital partnership. We look forward to sharing in your child's progress and achievements.

### The school will aim:

- To help your child develop as an individual with Christian values and attitudes, that will last them their whole life
- To create a safe, secure and happy place for children to learn and grow
- To provide a broad and balanced curriculum whilst making basic skills in mathematics, literacy and computing a priority
- To encourage caring, co-operative and respectful relationships
- To encourage good behaviour and discipline
- To provide information about the teaching programmes, the policies and practices of the school and any events which take place during the school year
- To arrange regular parents' meetings with teachers and be happy to arrange to see you whenever you have concerns or questions
- To let you know if your child is having difficulties at school or we are concerned about their physical or emotional health.
- To set age-appropriate homework and encourage pupils to learn for themselves inside and outside school

Signed: \_\_\_\_\_  
(on behalf of the school)

### As a parent/guardian I will aim:

- To support Scotforth St. Paul's School as a worshipping Christian school
- To ensure that my child attends school regularly and punctually and inform the staff by 9:30am the same morning if they are absent
- To abide by the school's attendance policy
- To support the school behaviour policy and help to reinforce my child's understanding of the rules
- To hear my child read **every day** and when they are fluent, to discuss books with them
- To inform the school if there are to be any changes in the arrangements for bringing my child to and from school
- To ensure my child fully supports the school's uniform code
- To maintain a two-way dialogue between home and school by completing the home/school reading record, reading the newsletter, attending parents' evenings and supporting other home/school initiatives
- To let the school know if there is anything worrying or troubling my child including any home circumstances which may adversely impact them (confidentially)

Signed: \_\_\_\_\_  
(parent/guardian)

### As a pupil I will aim:

- To do my classwork and any reading or homework as well as I can, and on time
- To take good care of our school, the equipment, grounds and buildings and everyone in it
- To always try to live the school values by being kind, considerate and responsible, and not to hurt anyone in any way
- To attend school each day and on time
- To bring all the equipment I need every day
- To wear the school uniform correctly and be tidy in appearance, including hair styles

Signed: \_\_\_\_\_ (pupil)

**SCOTFORTH ST. PAUL'S CE PRIMARY & NURSERY SCHOOL**

**TERM AND HOLIDAY PATTERN 2019/20**

**AUTUMN TERM 2019**

|                      |                             |
|----------------------|-----------------------------|
| Open after Summer    | Tuesday 3rd September 2019  |
| Close for half-term  | Wednesday 16th October 2019 |
| Open after half-term | Monday 28th October 2019    |
| Closure after school | Friday 20th December 2019   |

**SPRING TERM 2020**

|                      |                           |
|----------------------|---------------------------|
| Open after Christmas | Monday 6th January 2020   |
| Close after school   | Friday 14th February 2020 |
| Open after half-term | Monday 24th February 2020 |
| Close after school   | Friday 3rd April 2020     |

**SUMMER TERM 2020**

|                      |                        |
|----------------------|------------------------|
| Open after Easter    | Monday 20th April 2020 |
| May Day holiday      | Friday 8th May 2020    |
| Close after school   | Friday 22nd May 2020   |
| Open after half term | Tuesday 2nd June 2020  |
| Close after school   | Friday 17th July 2020  |

The scheduled Teachers' Training Days are as follows:

Inset Day Monday 2nd September 2019  
Inset Day Thursday 17th October 2019  
Inset Day Friday 18th October 2019  
Inset Day Monday 1st June 2020  
Inset Day Monday 20th July 2020

Absence during term time can only be authorised in exceptional circumstances. If you do have to take your child out of school in term time, you should complete a Leave of Absence Form (available from the School office or our website) for the Headteacher's consideration at least 2 weeks beforehand. No leave may be taken for Year 6 and Year 2 pupils during May due to SAT's.