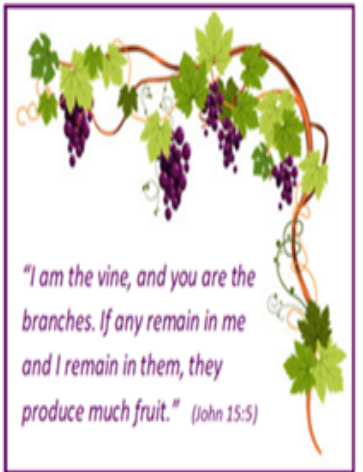




Scotforth St Paul's CE Primary and Nursery School

*Learning, growing and caring as part of God's family.*

Jesus (the gardener) nourishes and tends us as we learn and grow, so that we can all flourish. As a vine, we are one, but all unique and special to Him. We care for each other, as God cares for us.



Scotforth Road, Lancaster, LA1 4SE

# School Prospectus 2024/2025

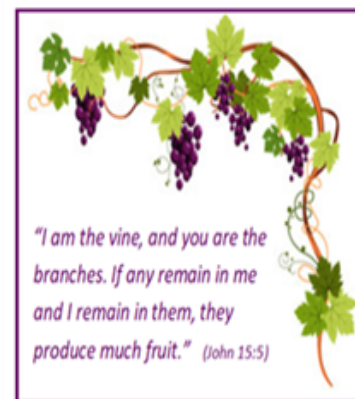




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Tel: 01524 65379 Email: [head@scotforth-st-pauls.lancs.sch.uk](mailto:head@scotforth-st-pauls.lancs.sch.uk)

Website: [www.scotforth-st-pauls.lancs.sch.uk](http://www.scotforth-st-pauls.lancs.sch.uk)

[www.facebook.com/Scotforth.St.Pauls](https://www.facebook.com/Scotforth.St.Pauls)

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The information in this document relates to the **2023/2024** school year and was updated in February 2024. 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 Walsh or the School Business Manager, Mrs Malin or Business Support Officer, Mrs Pearce.

## Our School Vision

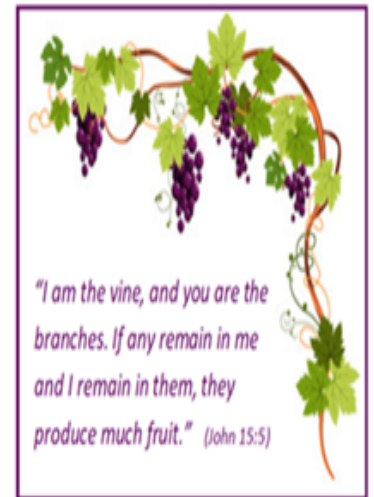
Our vision is central to everything we do in school. It is underpinned by some words of Jesus, which helps us to understand our place within God's family, our school and the world.



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## RATIONALE

Because they are Children of God, we want the very best for all the children at Scotforth St Paul's. Our children **learn** through an inspiring and creative curriculum, taught through **fun and focused** activities. This enables them to develop emotionally, intellectually and spiritually into well rounded people who understand their place as a global citizen. With nurture and support, they **grow to be the best that they can be**, knowing that they're a special part of God's family, made uniquely and special to Him, with both talents and things they find difficult. Our Christian values thread through everything we do; they help us **make good choices** about our behaviour and how to **care** for others and our amazing world which God created for us.

As a school community, and part of God's family, we all want to learn, grow and care together, so our vision is as much for the adults connected to school as the children.

# Our Aims

- To help your child develop as a well-rounded 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 a healthy lifestyle a priority
- To encourage caring, co-operative and respectful relationships
- To encourage good behaviour, discipline and a positive attitude to learning
- To provide information about the curriculum, the policies and practices of the school, and any events which take place during the school year via the school newsletter
- To arrange regular parents' meetings with teachers and be happy to arrange to see you if 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 wellbeing.
- To set homework appropriate to age and ethos, and encourage pupils to learn for themselves both inside and outside school

## 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.

It is important that all children attend school every day so that they have the best opportunity to reach their full potential. 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.

Parents should request any have of absence (except sickness) by completing a holiday request form, available from the office. Holidays during school time will not be authorised unless there are exceptional circumstances, and if the leave is taken it will be recorded as an unauthorised absence. Penalty notices may be issued if there are persistent unauthorised absences.

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.

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 why a child is absent.

**In the case of Diarrhoea & Vomiting (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.

# Admissions

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

For 2024/5 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 size number each year, and 26 in Nursery.

## Reception Admissions

Parents may officially register their child at the school between 1st September 2024 and 15th January 2025 prior to the September 2025 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 some time in school, meeting the staff and the other children. Additional information will be made available at the special induction meetings for parents.

The agreed number of children to be admitted is 30.

## Appeals Procedure

The school's admission appeals are supported by Lancashire County Council. If the Governing body cannot offer a school place, parents have the right to make an appeal. This appeal should be submitted using the link below within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal forms and advice on how to complete them is available on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admissiondecision/primary-school-appeals/>

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeal Panel is binding to all parties, ie the family and the school.

## 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.

# Clothing - School Uniform

Our active school uniform is smart, simple, readily available and reasonable in price. We hope it will instil in our children a sense of pride in themselves and in their school, as well as allowing the children to be as active as possible. The basic colour is bottle green sweatshirt/cardigan, white or green polo shirt, with black or dark grey jogging bottoms, leggings or skorts (no logos or stripes). Plain black trainers should be worn.

Uniform - will consist of:

School jumper with logo (available from Uniform shop in Lancaster) or a jumper of the same style and colour and/or School zipped top (available from Uniform shop in Lancaster) or a buttoned/zipped cardigan of the same colour

White or green polo shirt

Black or dark grey (charcoal) active leggings/jogging bottoms/tracksuit bottoms - plain and no obvious logo

Black or dark grey (charcoal) shorts/skorts - plain, no obvious logo and a decent length (no hot pants or equivalent)

Plain black, dark grey or white socks (ankle or knee length)

Plain black trainers (if laced, please ensure your child can fasten these themselves)

School fleeces, reversible coats and book bags are also available from the Uniform shop.

Because we will be wearing trainers for outdoor PE and bare feet for indoor PE, tights will not be suitable with the new active uniform.

Your class teacher may ask you to provide a pair of black shorts/skort, if your child does not choose to wear them anyway, when the class are due to use gymnastics apparatus - for safety reasons. No extra PE kit will be needed.

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. Sensible watches are permitted. Long hair should be tied back.

## **Supplier of uniform with logo**

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.

# 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.

Our Safeguarding leads are :

Mrs.K.Walsh, Miss.S.Huddleston, Mrs.R.Atkinson & Miss.E.Flynn

Contact Number- 01524 65379

## Communication

In order to keep parents informed of the activities taking place, a weekly Newsletter is the main focal point of our communications system. This normally celebrates what has happened in school that week as well as sharing information about upcoming events. Weekly newsletters are always published on our website. The newsletter is sent directly to your inbox every Friday. If you do not wish to receive the newsletter, please contact "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. Copies of termly letters, class information & blogs can be found under the class section on our website. Please visit [www.scotforth-st-pauls.lancs.sch.uk](http://www.scotforth-st-pauls.lancs.sch.uk).

Keep your eye on the school Facebook pages as Information and links to the website are posted regularly.

Parent Teacher consultation evenings are held three 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 Head Teacher is always available to talk to parents during these evenings. At the end of the school year, reports on your child's achievements are issued to all parents.

Staff are usually available for a brief chat at the 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 parents' evening—come and speak to us if you have a worry or concern or even just a suggestion! Please inform us if anything happens at home that may impact your children.

Your worries or concerns are never regarded as trivial and will be dealt with confidentially and without judgement. During the school day the office staff will be available for general enquiries. It is essential that we work together for the benefit of the children.

# 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 and are inclusive, invitational and inspiring.

Collective worship, based on our Christian values and vision, involves all staff and children and can be whole school, Key Stage or class. The Worship Team plan and lead these services. Once a week our school worship is conducted by our Vicar or Curate. We welcome parents to join with us when their children are involved, and every Friday for our "Friday Family Worship". 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.

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

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. If you do not want your child to participate in worship, please talk to either the class teacher or Head Teacher.



# Educational Visits

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.

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.

If a large amount is required eg. A residential, we ask for a non refundable deposit. The balance can be paid on a weekly or monthly payment plan. As much notice as possible will be given if payment from parents is required.

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.



# Curriculum

Our policy aims to promote excellence and the highest possible standards for all our pupils to ensure they reach their full potential. The Christian foundation of this school is reflected in its ethos and values. As part of our curriculum we include activities which promote moral, social, spiritual, cultural, physical, intellectual and emotional development.

A variety of study methods are used based on whole class teaching and small groupings whilst continually setting individual targets and monitoring individual's progress. Our curriculum is flexible ensuring we give the time needed for our pupils to gain Deeper 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** 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, Computing, 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.

**Our creative planning ensures children are taught through a cross curriculum, practical, investigative approach, which engages the children & helps them develop the core skills & knowledge in each subject.**

We also study aspects of PSHE and Citizenship, 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 include many activities:

- ⇒ Speaking and listening (including drama).
- ⇒ Shared reading and writing with the whole class.
- ⇒ Spelling techniques and grammar rules with the whole class.
- ⇒ Independent tasks such as comprehension, handwriting, phonics, spelling, developing sentence structure and extended writing. During this session, the children may 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.

Reading is crucial to our curriculum. We encourage the children to read and listen to a wide range of quality literature and aim to foster a love of reading in every child.

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.

From Reception, children are taught to differentiate sounds by careful listening through a structured daily phonics time based on the Jolly Phonics scheme. 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 taught by their class teacher in their year groups.

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 are decodable and 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 to 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.



Celebrating World Book 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. It is essential for teachers to develop the children's mathematical understanding by asking them to justify/prove/clarify their thinking by also using these three stages in reverse.

## 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.



# 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 laptops & iPads. Each class has a set of iPads and has access to the laptops and each class uses an interactive whiteboard. We make full use of computing throughout the curriculum.



# 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, 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.

# 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.

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.

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.

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	Lunch Time Clubs	

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.



# Music

In music our children perform, compose, describe & compare, listen to a wide variety of music. We investigate different styles and find out about music throughout history and around the world. 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.

For more information & lesson prices 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 invite guests into school, so that the children in all classes experience live music.

## 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 during the afternoon. Other instruments, such as woodwinds/brass can be offered

subject to demand.

Please ask for further details at the school office or visit [www.lancashiremusichub.co.uk](http://www.lancashiremusichub.co.uk)

## 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.



# 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 follow the RSE (Relationship and Sex Education) scheme published by the government.

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..

## Equal Opportunities

We believe we have a duty to ensure that our pupils are made aware of the many peoples who make up our world and celebrate similarities & differences between us all. 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.

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.



# Early Years Foundation Stage (EYFS)

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 assessments are made using the Evidence Me App and sent home weekly to parents.

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!



# Behaviour

The Scotforth St Paul's School Behaviour programme is based on children learning how to make wise choices. 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 to take responsibility for their choices. 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 will make a record of the incident. 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 policy is available on our website.

# First Aid

Accidents and injury are all too common where children are concerned. 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.

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. For additional information, please see our separate 'Supporting Children with Medical Needs Policy'.

In cases such as these, written permission forms must be completed after discussion with the Head Teacher, 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, please contact the school in confidence.

# SCOT4ALL

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

Further information and details of current events can be found on the SCOT4ALL area of the school website.

SCOT4ALL organises events and activities for children and families throughout the year. Although everyone is a member, you will not be expected to be involved in every event. We know that people are busy and as such, we would ask that you support whenever you can, by helping to organise, run or support events. The group also provides support for each other. A SCOT4ALL Facebook group enables good communication & a support network. Please search for us and ask to join the group. SCOT4ALL provides much needed resources to enhance the children's experience at school.

## 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 and maths facts practice 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.

# Meals

We have Healthy Schools status and our cooked freshly made school meals are cooked on site. All Reception & KS1 children are entitled to a free school lunch. Nursery and KS2 children may order a school lunch at a cost of £2.60 per day/£13.00 per week. All menus are planned to comply with School Food Standards and all new dishes are tested by children. Our meat is Red Tractor Farm Assured, our fish is MSC certified and our eggs are free-range Lion brand. LCS use a number of organic products throughout our menus. There is always fresh fruit and salad, bread and locally produced yoghurt available daily. To make the most of seasonal produce we change our menus a minimum of twice a year.

Dinner money is collected in advance 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 a weeks' worth of dinners 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 provide healthy options. Fizzy drinks and sweets are not allowed. Additionally all nuts and kiwi fruit are **prohibited** due to several pupils & staff 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.



# 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	Knitting Club
Cricket club	Rounders club	Multi-skills sports club	Lego Club
Stay & Play club	Art/Craft Club	Fencing Club	Korfball Club
Library club	Chess club	Science club	Dance 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.



## 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. EYFS/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, yellow zig-zag lines and access ways for the school. Children are not allowed in the car park, which due to safety reasons, it is for staff, deliveries, disabled visitors and emergency vehicles only.

In order to maintain safety, we employ a one way system in the mornings. Our safety record is excellent and we rely on you as parents to maintain this.

# School Day

School opens at 8.45am. 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. All children should be 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

## Special Educational Needs

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 or 1:1 interventions. If extra help is needed we may involve outside agencies for advice and support.

We also support children with emotional and social needs. They may spend time with our Learning Mentor, Play Therapist or other outside agencies if necessary. This would be done in consultation with parents.

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

Our SENCO is Mrs. Atkinson. Please contact her via email at [fsks1leader@scotforth-st-pauls.lancs.sch.uk](mailto:fsks1leader@scotforth-st-pauls.lancs.sch.uk) for any queries relating to SEN provision.

## 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 Lancaster landmarks and each week, one House wins the House Points Trophy. We also award "Time to Shine" certificates each week to all children across all year groups to celebrate their unique talent & ability 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.

# GDPR/Data Protection

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.
- .. 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 whichever 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).



# Early Years Foundation

## Breakfast Club, After School Club & Holiday Club

Both Breakfast Club, After School Care & Holiday Club 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 £5.00 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)

Holiday Clubs are open for 8 weeks (4 weeks summer, all half terms and 1 week at Easter) from 8am until 6pm offering full and half day care

Families who wish to use any of the wraparound childcare services can register and book places through 'The IPAL' booking system. This, along with guidance can be accessed from the club **website**: <https://www.scotforthplayschemes.co.uk/registerandbookings> (click register & book now)

**Breakfast Club is £5.00 per child per session**

**After School Club session 3.10pm-6.00pm = £8.75 per child**

**Nursery After School Club = £10.50**

**Nursery Playscheme = £29**

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

### Holiday Playscheme:

**Breakfast 8.00am-8.30am**

**Full day: 8.30am-6.00pm = £26.00**

**Half day: 8.30am-1.15pm = £15.00 or 1.15pm-6.00pm = £15.00**

Parents are welcome to pay for fees using childcare vouchers and we can also provide information for parents wishing to claim tax credits. Payments are accepted by childcare vouchers, bank transfer (09-01-27 account number 78181016 and card.

For further information or to arrange an appointment contact:

**Marie Smith** on 07796569719 or email:  
[admin@scotforthplayschemes.co.uk](mailto:admin@scotforthplayschemes.co.uk)

## Governors of the School

Our Governing body is made up of people from various backgrounds and help the Head Teacher with decision making and any other day to day issues as necessary in the smooth running of the school. A full list of Governors is included in the prospectus and further details of their roles can be found on our website .

Mr.K.Weatherill (Chair of Governors)	c/o school Tel: 65379
Mrs.K.Walsh (Head teacher)	c/o school Tel: 65379
Mrs.A.Goddard (Chair of Finance & Staffing)	c/o school Tel: 65379
Mr.L.Carson-Brown	c/o school Tel: 65379
Dr.R.Rigby	c/o school Tel: 65379
Mr.M.Hammond (Chair of Building H & S)	c/o school Tel: 65379
Mrs.K.Stephens	c/o school Tel: 65379
Mrs.N.Miller	c/o school Tel: 65379
Mrs.J.Couchman	c/o school Tel: 65379
Mrs.J.Weatherill	c/o school Tel: 65379
Rev.C.Haydon	c/o school Tel: 65379
Mr.B.York	c/o school Tel: 65379
Mrs.E.Ogwo	c/o school Tel: 65379
Mrs.H.Patchett	c/o school Tel: 65379
Miss. S.Huddleston ( Staff Governor)	c/o school Tel: 65379

## **Staff of the School**

### **TEACHING STAFF**

Head Teacher: Mrs.K.Walsh  
Deputy Headteacher/Y6: Miss.S.Huddleston  
Assistant Head: Mrs.R.Atkinson- EYFS, Nursery, SENDCO  
Miss.H.Walsh- Y6/Y1 part time  
Mrs. J. Cross - Y5 part time  
Mrs. S. Dowson- Y5 part time  
Mrs.T. Mayor - Y4 part time  
Mrs. S. Belshire- Y4 part time  
Mrs. J. Redmayne- Y3  
Mr. D. Manning —Y2  
Mrs. A. Boyle—Y1  
Miss. G. Marshall - YR

### **IN-CLASS SUPPORT STAFF**

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  
Miss. E. Green  
Miss. R. Elliott  
Mrs. H. Arthington  
Mrs. N. Hill  
Miss. R. Smith  
Miss. S. Lockett (Teacher, Learning & Communication Support Worker)  
Rosie (Reading Dog)

### **ADMINISTRATIVE STAFF**

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

### **SITE SUPERVISOR/CLEANER**

Mr. D. Cocker/ Mrs.A. Gargan/Mrs.S.Kearns

### **KITCHEN STAFF**

Cook in charge Mrs. D. Bazeley  
Kitchen Assistant Miss.A.Gibson

### **WELFARE STAFF**

Ms. S. Barnes  
Mrs. H. Arthington  
Mrs. C. Lemmon  
Mrs. S. Kearns  
Mrs. B. Tang  
Miss. R. Smith  
Miss. A. Dutton  
Mrs. W. Law

# **SCOTFORTH ST. PAUL'S C of E PRIMARY & NURSERY SCHOOL**

## **TERM AND HOLIDAY PATTERN 2023/24**

### **AUTUMN TERM 2023**

Open after Summer	Monday 4 <sup>th</sup> September 2023
Closure after school	Friday 20 <sup>th</sup> October 2023
Open after half-term	Tuesday 31 <sup>st</sup> October 2023
Closure after school	Thursday 21 <sup>st</sup> December 2023

### **SPRING TERM 2024**

Open after Christmas	Monday 8 <sup>th</sup> January 2024
Close after school	Friday 9 <sup>th</sup> February 2024
Open after half-term	Monday 19 <sup>th</sup> February 2024
Close after school	Thursday 28 <sup>th</sup> March 2024

### **SUMMER TERM 2024**

Open after Easter	Monday 15 <sup>th</sup> April 2024
May Day holiday	Monday 6 <sup>th</sup> May 2024
Close after school	Friday 24 <sup>th</sup> May 2024
Open after half term	Tuesday 4 <sup>th</sup> June 2024
Close after school	Friday 19 <sup>th</sup> July 2024

The scheduled Teachers' Training Days are as follows:

Inset Day	Friday 1 <sup>st</sup> September 2023
Inset Day	Monday 30 <sup>th</sup> October 2023
Inset Day	Friday 22 <sup>nd</sup> December 2023
Inset Day	Monday 3 <sup>rd</sup> June 2024
Inset Day	Monday 22 <sup>nd</sup> July 2024

## **TERM AND HOLIDAY PATTERN 2024/5**

### **AUTUMN TERM 2024**

Open after Summer	Tuesday 3 <sup>rd</sup> September 2024
Closure after school	Friday 18 <sup>th</sup> October 2024
Open after half-term	Monday 28 <sup>th</sup> October 2024
Closure after school	Thursday 19 <sup>th</sup> December 2024

### **SPRING TERM 2024**

Open after Christmas	Monday 6 <sup>th</sup> January 2025
Close after school	Friday 14 <sup>th</sup> February 2025
Open after half-term	Monday 24 <sup>th</sup> February 2025
Close after school	Friday 4 <sup>th</sup> April 2025

### **SUMMER TERM 2024**

Open after Easter	Tuesday 22 <sup>nd</sup> April 2025
May Day holiday	Monday 5 <sup>th</sup> May 2025
Close after school	Thursday 22 <sup>nd</sup> May 2025
Open after half term	Monday 2 <sup>nd</sup> June 2025
Close after school	Friday 18 <sup>th</sup> July 2025

The scheduled Teachers' Training Days are as follows:

Inset Day	Monday 2 <sup>nd</sup> September 2024
Inset Day	Friday 20 <sup>th</sup> December 2024
Inset Day	Friday 23 <sup>rd</sup> May 2025
Inset Day	Monday 21 <sup>st</sup> July 2025
Inset Day	Tuesday 22 <sup>nd</sup> July 2025

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 SAT's week which will be in May 2025