St Bart's Quick Guide To: **St Bartholomew's C of E Primary School**

Welcome to Our School

We are a large, welcoming Church of England, inner city, multi-cultural church school, which bases its ethos and vision on Christian values. We value the contribution that everyone makes to school life, placing great importance on creating fulfilled and happy people.

Our Christian Vision Believe Achieve Respect Together Succeed

B-We believe we will flourish in God's family.
A-We know that everyone at St Bart's can achieve.
R-We respect everyone in our school family.
T-Together we support and help each other.
S-as part of God's family we support everybody to succeed.

THE AIMS OF THE SCHOOL

Our aims are:-

- To ensure a high quality education for all our children.
- To support their personal and cultural development.
- To prepare the children for life.

SCHOOL RULES

Rules in school are necessary for the well being and safety of children and staff. We expect all children to behave in a way which promotes our school ethos and values.

R - respect (staff and children)
U - uniform (wear at all times)
L - listen (to everyone)
E - excellence (do your best)
S - safe (stay safe)

Bullying

We do not tolerate bullying or discrimination of any kind. Fortunately, incidents are rare at our school but if they do occur we deal with them immediately. Please report any concerns to a member of the Senior Leadership team.

SCHOOL DAY/TIMES

The school day begins at 8.50 am. The school doors open at 8.30am; each year group has an identified door to come into school.

Start of the Day - 8.30-8.50am
Reception/Years 1/2 own classroom doors except class 3 who use spare room door **Years 3/4** side entrance near nursery **Year 5/6** side entrance in back playground

End of the day	
Time	Exit
3.20pm 3.20pm 3.25pm	**Reception/Years 1/2** own classroom doors except class 3 who use spare room door **Year 3** nursery playground **Year 4** Train playground through main entrance. Collect from fence **Years 5/6** Class 11 & 13 hall corridor door next to library Class 12 side entrance in back play-ground Class 14 & 15 hall doors

NURSERY 8.30-8.40am morning session starts
morning session finishes 11.30am

Cashless School

We are now a cashless school and we ask that any payments are made through Parent Pay. If you need help with this please ask at the office. We can still take card payments.

St Bart's Quick Guide To: **St Bartholomew's C of E Primary School**

Contact Us

The main school number :01132639292
Email: info@stbartsleeds.org.uk

If you want to email about specific year groups

reception@stbartsleeds.org.uk please use this to contact Miss Ingleson (EYFS Lead) about nursery or reception

year1year2@stbartsleeds.org.uk
Mrs McCaffrey Assistant Headteacher

year3year4@stbartsleeds.org.uk
Mr Needham Deputy Headteacher

year5year6@stbartsleeds.org.uk
Mr Needham Deputy Headteacher

You can contact Mrs Wainwright at
headteacher@stbartsleeds.org.uk

Keep up to date by following us on:

Facebook: @StBartsLeeds

Or check our website: st-bartholomews.leeds.sch.uk

Uniform

We expect all children to wear uniform, non of which has a logo to ensure you can purchase it from all major shops.
It consists of grey or black trousers, skirt or dress. White or red polo shirt and red jumper or cardigan. Children can wear black shoes or trainers.
Children should come in their PE kit on the days they have PE. This should be grey or black joggers, leggings or shorts and school shirt. They **MUST** wear trainers for PE.

School Dinners

Leeds Catering provide the school meals and they ensure they meet all the appropriate food standards.
We are a nut free kitchen and can provide for different dietary requirements.
We run a 3 week menu that changes in spring. Menus are available on the website.
All children in reception and years 1 and 2 are entitled to free school meals.
You may also be eligible to 'benefits related school meals' provided by the government.
Please ask at the office if you need support with this.

HALAL MENU

We do offer a Halal option on some days. Yu must register at the office for this. Please be aware that your child must the have the Halal option on the day it is served.

Child Protection

We have 6 designated staff who take overall responsibility for safeguarding in school.
Miss Lawson is our Designated Safeguard Lead and Family Support Lead.
We follow all Leeds procedures and policies and keeping our children safe in and out of school is a priority.
If we have any concerns we will act quickly and will report to the relevant agencies if we need to.
If you have any questions or need any support please ask.

Attendance and Punctuality

Excellent attendance is vital for children to flourish and achieve.

All children should be in school and on time unless they are too unwell to attend.
If your child is not attending school we expect parents to inform us and explain the reasons.
We do not authorise holidays in term time and will only authorise absences in exceptional circumstances, **this must be applied for using the correct form in advance.**
Being on time is vital. Every time your child is late for school they miss reading and the start of lessons, catching up is difficult.

St Bart's Quick Guide To: **St Bartholomew's C of E Primary School**

Applying for a School Place

All applications for a place in reception for September 2027 must go through Leeds City Council admissions. The deadline is 15th January 2027, if you have missed this please ask at the office and we can let you know what you would need to do.

NURSERY

We manage our own nursery admissions and we can advise you if we have a place available. We offer places to children after their third birthday if there is one available.

Full details of the sessions and an application form are available at the office.

We are a friendly and inclusive school and look forward to welcoming new children

QUICK GUIDES

IF YOU NEED MORE DETAILED INFORMATION LOOK AT OUR RANGE OF SUBJECT SPECIFIC QUICK GUIDES

If you require paper copies of any information from our website please ask at the office.

Religious Education and Worship

Our RE lessons and daily worship are inclusive and respectful of all our children. We teach about a range of religions and beliefs with a Christian focus.

If you wish to discuss withdrawing your children from lessons or worship please arrange to see Mrs Wainwright.

No Smoking Policy

We do not allow smoking or vaping in our school or on our site.

Parking

Parking outside school is very limited due to our location. We ask that where possible you walk to school with your children. If you do drive please do not park on the zig-zag lines or the curbs. Please also be considerate of the local residents who need access to their properties at all times.

We would also ask that you turn off your engine whilst waiting, this protects the environment and is better for people walking by.

Strawberry Lane is now a School Street and driving between on it between 8.15-9am and 3-3.45pm is prohibited and you could be fined. You will need to find a safe place to park and walk to school.

Special Educational Needs

We welcome all children and will support children who have additional needs as much as we can. We have three Special Educational Needs Co-coordinators and a team of staff with a wealth of experience and knowledge. We work closely with outside agencies to ensure our children's needs are identified and met.

If you have any questions or want to discuss your child's needs please make an appointment.

See our Core Offer and Inclusion Policy on our website for more details.

Breakfast Club, After School Club and Play Scheme

Our school managed provisions are very popular We try to provide enough places and ask you only use these provisions if you need childcare. If we cannot meet your needs we will add you to a waiting list.

The school subsidises these provisions in order to keep the cost as low as possible for you but we do expect payments are made in advance.

Late payments will result in your place being withdrawn.

Free Breakfast Club

We now offer a free club for reception to year 6 opening at 8am.

If you want to sign up for this ask at the office.

Complaints

We hope that your children are very happy at school and you do not have any problems or concerns. However we know that sometimes things can go wrong or you may have a concern or complaint. We ask that you come and see us about this as we want to deal with any issues as soon as possible and often a conversation at an early stage often prevents problems growing.

We hope that your experience at St Bart's is a happy and successful one.

Please see our website for the full complaints procedures

St Bart's Quick Guide To: **St Bartholomew's C of E Primary School**

Our Staff

Headteacher—Jane Wainwright
Deputy Headteacher— David Needham
Assistant Headteachers— Lisa McCaffrey, Kath Brown
Business Manager—Richard Arron
EYFS Lead—Faye Ingleson

Class Teachers

Nursery
Nina El Ghitaoui

Reception
Alana Poole
Faye Ingleson

Year 1/2
Rachel Hainsworth (Maternity)
Megan Hartnet
Rebecca Watson
Jack Waddell

Year 3/4
Steph Parker/Jo Fields
Emma Rawlins
Tom Blackburn
Megan Hartnet/Emily Scholfield

Year 5/6
Kattie Dixon
Paul Horsey
David Leadbeater
Lyndsey Smith
Daisy Christie

Stellar
Sarah Appleton

Support Staff

Nursery
Emma Howden
Camille Grange
Molly Dickinson

Reception
Gurbux Panesar
Amanda Lavery
Zdenka Cisarova
Naomi Baker
AM Kath Morris

Year 1/2
Fiona Ivinson
Lisa O'Brien
Jasbir Sagoo
Kate Bedford
Emma Henty
Mineeta Ryatt
Hayley Giliker
PM Kath Morris

Year 3/4
Fiona Ivinson
Mary Stead
Aidan Clipsham
Amy Kirby
David Middleton
Joy Igbojjonu

Stellar
Rebecca Tramantano
Kirsty Oliver
Andrea Hopkins
Syeda Pollobi

Year 5/6
Alison Best
Sam Dyer
Zdenka Kissova
Chris Dawson
Chris Holloway

ICT Technician—Paul Worsnop

Designated Safeguarding Lead/ Family Support —Collette Lawson

Attendance and Administration
Jo Drake
Sarah Busby