

# 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. They must be followed and this is achieved through promoting and focusing on positive behavior by all the staff in the school. Children need to know and respect the rules so that they can play a successful role in the school and wider society. We expect all children to behave in a way which promotes our school ethos and values.

### 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 - **class 4 through class 6**  
**Years 3/4** side entrance near nursery  
**Year 5/6** side entrance in back playground – **Class 19** corridor door outside classroom

#### End of the day

Time	Exit
3.15-3.25pm	<b>Reception/Years 1/2</b> own classroom doors - <b>class 4 through class 6</b>
3.20pm	<b>Year 3</b> nursery playground <b>Year 4</b> Train playground through main entrance
3.25pm	<b>Year 5</b> side entrance in back playground <b>Year 6</b> class 17 and 18 hall doors class 19 corridor door outside classroom

**NURSERY** 8.30-8.40am Morning session starts  
Morning session finishes 11.30am  
Afternoon session 12.30-3.30pm



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## Contact Us



The main school number :01132639292  
Email: [info@stbartsleeds.org.uk](mailto:info@stbartsleeds.org.uk)

If you want to email about specific year groups

[reception@stbartsleeds.org.uk](mailto:reception@stbartsleeds.org.uk) please use this to contact Mrs Brown (Assistant Headteacher) about nursery or reception

[year1year2@stbartsleeds.org.uk](mailto:year1year2@stbartsleeds.org.uk)  
Mrs McCaffrey Assistant Headteacher

[year3year4@stbartsleeds.org.uk](mailto:year3year4@stbartsleeds.org.uk)  
Mr Waters Assistant Headteacher

[year5year6@stbartsleeds.org.uk](mailto:year5year6@stbartsleeds.org.uk)  
Mr Needham Deputy Headteacher

You can contact Mrs Wainwright at [headteacher@stbartsleeds.org.uk](mailto:headteacher@stbartsleeds.org.uk)

Keep up to date by following us on:

Twitter: @StBartsCofE  
Facebook: @StBartsLeeds

Or check our website: [st-bartholomews.leeds.sch.uk](http://st-bartholomews.leeds.sch.uk)



## Uniform

We expect all children to wear uniform, none 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 and 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 a red or white t-shirt. They should have 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 during the year. 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.

## 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.

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.

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## Applying for a School Place

All applications for a place in reception for September 2022 must go through Leeds admissions. The deadline was in January, if you have missed this please ask at the office and we can let you know what you would need to do.

In year admissions. If you want your child to move to our school you will need to complete an in-year transfer form. This is available on line, please ask if you need support with this.

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.

## 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.

We need our children safe at all times.

## **Special Educational Needs**

We welcome all children and will support children who have additional needs as much as we can. We have two Special Educational Needs Co-coordinators and a team of staff with a wealth of experience and knowledge including our own Speech and language Therapist. 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 and unfortunately due to staffing and health and safety regulations we are not always able to meet everyone's needs. 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 insist payments are made in advance. Late payments will result in your place being withdrawn.

## **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.

# 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**— Billy Waters, Lisa McCaffrey, Kath Brown

**Business Manager**—Sian Meyrick

### Class Teachers

#### Nursery

Maria Harvey

#### Reception

Faye Ingleson

Alana Poole

Rachel Hainsworth

#### Year 1/2

Laurie McSkimmings

Jo Fields/Emily Schofield

Rebecca Watson

Megan Hartnett

Jack Waddle

#### Year 3/4

Tom Emmerson

Nicole Le Brocq

Emma Matley

Tom Blackburn

Paul Horsey

#### Year 5

Tom Mulvihill

David Leadbeater

Stephanie Parker

#### Year 6

Daisy Christie

Lyndsey Smith

Paige Martin

#### Launchpad

Sarah Appleton

### Support Staff

#### Nursery

Mary Stead

Emma Howden

Camille Grange

Audra Abartyte

#### Reception

Gurbux Panesar

Sarah Rusling

Courtney Mills

Victoria Gilbert

Hayley Giliker

#### Year 1/2

Emma Henty

Fiona Ivinson

Zdenka Kissova

Zdenka Cisarova

Lisa O'Brien

Jasbir Sagoo

Kirsty Oliver

Kate Bedford

Samir Kowcun

#### Year 3/4

Sue Bent

Kath Morris

David Middleton

Janet Roberts

Aidan Clipsham

Katarina Mocova

#### Year 5

John Cunningham

Debbie Langan

Joanne Migilley

#### Year 6

Alison Best

Serena Breslin

Sam Dyer

Steven Hoyle

#### Launchpad

Chris Dawson

Naomi Grange

Rebecca Tramontano

**ICT Technician**—Paul Worsnop

**Speech and Language Therapist** -  
Rebecca Clegg

**Family Support Lead**—Collette  
Lawson

**Family Support Assistant**—Sue  
Handley

**Attendance and Administration**  
Jo Drake  
Lee Stead  
Sarah Busby