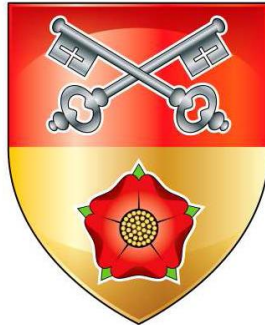


"Love one another as Jesus loved us" (John 13 v 34-35)

Diocese
of Blackburn



**ST. JOHN'S C of E. (VA) PRIMARY
SCHOOL,
CLIVIGER**



EVERYONE MATTERS
Information for Parents, Carers and Children.

"Love one another as Jesus loved us" (John 13 v 34-35)

Prospectus and Information Booklet for 2025-2026

ST. JOHN'S CHURCH OF ENGLAND
(VOLUNTARY AIDED)
PRIMARY SCHOOL

Burnley Road, Cliviger, Burnley, Lancashire. BB10 4SU

Tel: 01282 - 421395

Fax: 01282 - 426882

E-mail: ourschool@cliviger.com

Website: www.cliviger.lancsngfl.ac.uk

Dear Parents/Guardians,

On behalf of the Governors, staff and myself, please accept a warm welcome to our school.

This prospectus and information booklet has been compiled to provide you with information, which will enable you to understand a little more about our school and in particular, our Reception class prior to your child joining us.

I hope you find the information useful and interesting. Please keep it safe so that you can refer to it in future.

Yours sincerely,

Naomi R. Healey
Headteacher

Stuart Jackson
Chair of Governors

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ABOUT ST JOHN'S SCHOOL



Our Mission Statement

'Learn, Pray, Care & Play'

Our church school through its Christian values and caring community seeks to inspire each individual to achieve and grow.

Ethos

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all pupils.

How has St. John's School developed?

History of the School

The school was built in 1838 and it was normal at this time for teachers to have to look after classes of over 100 pupils! It was known as Holme Chapel National School and the school survived in 1851 on an income of less than £1 per week.

There have been alterations and improvements to the school throughout the following years. School now comprises of two buildings, the original school which houses Years 4, 5 and 6, and Church House which is our school hall during the daytime and the new building where Reception, Y1, 2 and 3 are taught.

The new building was completed in March 1997 and provided four new classrooms, toilet facilities, reception and office areas, a Curriculum Den and staff room.

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All about Our School

Every week you will receive a newsletter keeping you informed of events in and around school, church and local community. This may contain information about class trips, events in school, celebrations of good work and behaviour and any other news or information. One newsletter is emailed to your family and it is also placed on the school website every Friday. We also have termly parents' evenings and annual reports.

At St. John's we create relationships of care, respect and kindness to others. Our happy and caring atmosphere provides the security in which our children can shine and reach their own individual potential.

Induction

When you enter your child's name for possible admissions to our school, you and your family are immediately welcomed into our school family. You are, of course, free to visit us and to look around at any time, but please make an appointment prior to your visit, and we will do our utmost to help you and your child to feel 'at home' with us. You will also be given relevant information as laid out in our prospectus, and will be invited to join us at our many activities in the year prior to your child's admission.



Please remember:

- *All our children are different!**
- *They all come in different shapes and sizes!**
- *They come from different home backgrounds!**
- *They are interested in different things!**
- *They all learn differently! AND at different speeds!**

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Our School Staff

The names of the school staff and the roles they have in school are shown below. It is the effective teamwork of these staff that ensures the development and happiness of the children.

Headteacher	Mrs N. R. Healey	
Deputy Headteacher	Mr R. Klee (Y5)	
KS1 leader	Mrs A. Johnston (Y2)	
KS2 leader	Miss L. Moran (Y4)	
SENCO	Mrs. S. Pickup	
Teachers	Mrs C. Kenny (Foundation Stage) Mrs C. Grimshaw (Y1) Mr P. Spencer (Y3) Miss O. Stockwell (Y6) Mrs S. Pickup (Foundation Stage)	
Teaching Assistants and Special Support Assistants	Mrs Stockburn Mrs Blackston Mrs Aggett Mrs Bradshaw Miss Mottram Mrs Sanders Mrs Millington Miss Saunders Mrs Holding Miss McEntyre Mrs Hodson Miss Cressey Miss Bretherton Mrs Gavaghan Miss J Payne Mrs. L Owens	
School Administrator Business Support Officer		
Site Supervisor		
Welfare Assistants	Mrs Marshall Miss Cressey Mrs Whittle Mrs Sanders Miss Ryan	
Kitchen Supervisor	Mrs P. Green	
Crossing Patrol	LCC	

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The Parents

Parents are involved in school in a variety of ways. Parents can help by supporting the school in what they are doing and encouraging their child in everything they do.

We welcome parents to come into school as helpers for craft, cookery, computer work, reading and other activities. Just ask the class teacher or Headteacher if you would be interested in helping in this way. We will carry out DBS checks on every adult to safeguard our children.

Parent's Evenings are held twice a year and provide the opportunity to discuss progress and problems with the class teacher. All parents receive a written report on their child's progress in the summer and a simpler 'End of term' report at the Christmas and Easter holidays. Parents are, of course, welcome in school at any time to discuss progress or concerns about school matters. An appointment, however, is helpful to ensure a member of staff is available.



The Church, Home, School Association

The school has an active and enthusiastic PTA which encourages participation from all parents.

The main aim is to raise money for the school and church which will be of benefit to the children and the staff. The money is put towards things such as equipment and any improvements that are needed. This year it supported a theatre trip, the school texting service, buying waterproofs for school trips to name but a few.

However, as well as fundraising the CHSA organises the fun and enjoyable events for the school families and local residents such as the Chocolate Bingo Night and Summer Fayre.

The CHSA meets **regularly** during term time and the meetings are fun and informal with all parents invited to attend, or just send along their ideas. Most of all we rely on parents to help at events and we are also extremely grateful for all the support we receive.

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The Governors

The Governors are a group of people who meet at least once a term to carry out their responsibilities in running the school, on a voluntary basis. St. John's School is provided for by its Church Trustees which is managed by the Governing Body (a majority of whose members are appointed by the Church) and maintained by the Lancashire County Council. The Governors are responsible for spending the funds available to school to cover all the costs associated with running the school, including staff salaries and maintenance.

Most of the Governors are residents of the Parish and are in regular contact with the School. They provide support in many ways depending upon individual skills and interests.

Chairman	Stuart Jackson
Headteacher	Naomi Healey
Ex. Officio	vacancy
Local Authority Governors	Chris Inckle
Principal Officiating Minister	Paul Holding Claire Holgate
Parochial Church Council Governor	Julie Cambridge Trevor Shanley Clare Woodcock Tracey Canning
Co-Opted Governor	Peter Spencer
Staff Governor	Jane Blackston
Parent Governors	Rebecca Bolton Michelle Leverett

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School Hours

8:50am - 12 noon

1:00pm - 3:20pm

The school will only provide supervision and be responsible for the children's safety from 8:40am. Before this time, the school has no liability to children on the premises prior to that time.

Each morning the classroom doors are open at 8:40am and the children should go straight in. The doors close at 8:55am. If you want to discuss anything at length with them, or in private, then we are always willing to arrange this. You don't have to wait for a parents' evening!

Collection of children

When registering your child in Reception or if they are new to the school please list the approved people who are allowed to pick your child up. The school will then expect the child to **only** be picked up by these named people. If the name is not on the original list, then a password will need to be agreed with the school before the child will be allowed to go home. Please provide a password to the office when you telephone with details of the person collecting your child.

Breakfast Club

Our Breakfast Club was started in 2009 and has 40 places for children of school age. It runs from 7:30am until the start of the school day and provides activities and of course breakfast for those who attend. Costs are £5 for individual sessions.

'St. John's Shooting Stars' - After School Childcare

This facility is based at school.

We provide high quality childcare for our children after school. It runs from 3:20pm until 6pm and the children are in the care of our school staff.

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What does St. John's School teach? Subjects

The school provides a teaching programme that is balanced and broadly based, which seeks to develop the full potential of all children within the requirements of the National Curriculum.

The curriculum includes English, Mathematics, Science, Design Technology, Computing, Religious Education, History, Geography, Art, Music, a Modern Foreign Language (at KS2) and Physical Education. Our afternoons are known as 'Adventurous Afternoons' and we have a huge emphasis on creativity and outdoor learning. Some of this work is delivered in topics across the curriculum and, in addition, a number of Personal and Social Education themes permeate all that we do. These themes include Health Education, Environmental Education and Citizenship.

The school has developed statements of policy and curriculum guidelines for the various curriculum areas, and these have been considered and approved by the Governors. Just ask in school if you wish to read these documents.



Religious Education

RE is taught throughout the school and is based on the Blackburn Diocesan Syllabus. The Christian faith is at the heart of all our teaching and school life in general and we also study World Faiths such as Judaism and Islam.

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Collective Worship

Collective worship takes place every day. Each worship contains time for quiet prayer and/or quiet reflection and the use of appropriate songs or music. This is delivered by members of staff and the Vicar of St. John's is very involved with this important area of school life. The children themselves organise and present class assemblies to the rest of the school as well as taking a regular part in everyday worship. Parents wishing to exercise their right to withdraw their children from Collective Worship and Religious Education should inform the Headteacher.

Adventurous Afternoons, the Curriculum Den and the Curriculum Cabin.

Our Adventurous Afternoons in the Curriculum Den and Curriculum Cabin take learning beyond the classroom and are key features of our curriculum. They allow children to be hands on so they can learn and develop an enjoyment in specific subject areas. Our outdoor setting is used regularly to allow the children to develop an understanding and appreciation for the world around them. Anything from digging, building and exploring to map skills, treasure hunts, geocaching and more! Being indoors inside the Curriculum Den or using the Curriculum Cabin outside is another opportunity for children to become immersed in their learning and readily use the resources around them.

Information Technology

This is an area of our curriculum that is constantly evolving. We use mini ipads to support learning both inside and outside the classroom. We love learning outdoors!

Each classroom is also equipped with a computer and an electronic interactive whiteboard linked to a laptop.

All the computers throughout the school are networked and have a broadband internet connection.

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Sex Education

The school has a Sex and Relationship Education Policy, which is available to parents on request. This is a whole school policy where children are taught in an age-appropriate manner in Year 5 and 6. The statutory requirements in the National Curriculum for Science also encompass areas of Sex Education. Governors review the school's policy on Sex and Relationships Education in their regular meetings.

Assessment

The children's progress throughout the school is measured by teacher assessments, to offer evidence of a child's strengths and their developmental points, and to provide information necessary for the next stage of learning.

There are national tests at the end of Key Stage Two (Y6). These cover English, Maths and Science, and the results of these assessments are included towards the end of this booklet. The results show that our children are achieving above the national levels.

There are also tests for children in Y1, Y2, Y3, Y4 and Y5 which the school uses to provide information about progress in these years.

Our Early Years children are assessed throughout the year inline with the Early Learning Goals.

Children in Y1 are tested on their phonics and in Y4 they take a national times tables test.



Homework

Homework is set for the children throughout the school. In Foundation Stage (YR) this will be done when the teacher feels the children are ready. The amount of homework varies with the age of the children. Parents are encouraged to help their children with reading and other activities that add to the work done at school. We believe it is important

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that such activities should be enjoyable for the family. Our homework policy is in line with government guidelines:

Foundation Stage (YR) and Key Stage One (Y1-Y2)	About 1 hour per week.	Reading, spellings and other literacy and numeracy work.
Y3 and Y4	About 1 $\frac{1}{2}$ hours per week.	Literacy and numeracy, plus occasional assignments in other subjects.
Y5 and Y6	About 30 minutes per day.	Regular weekly schedule with the emphasis on literacy and numeracy but also including other subjects.

Parental Involvement

We believe that it is essential that school and homework together in partnership to achieve the best for every child in our care.

Parents are welcome in school to discuss their child's welfare or education. If at all possible, an appointment should be made at a mutually convenient time for parent and teacher. You can do this by telephoning or sending a note in with your child.



Can you help in school?

Parents or carers are also welcome to help in school. There are many ways your help and your skills can be used. Some people enjoy listening to children read or helping in the library, others like to help with artwork or baking, some with sport. If you would like to help in school, please contact your child's teacher or the Headteacher. If parents volunteer to help, they may be asked to help out in a class other than the one their child is actually in.

Enhanced Learning Department

The school has a Special Educational Needs Register and a list of more able and talented. The children who feature on these have been highlighted as needing varying levels of support to achieve their potential, i.e. children requiring a minimum of extra help to work within the classroom, children who require opportunities and challenge beyond the norm and those who have specialist requirements as outlined in their Educational Health Care Plan (EHCP). The support, at whatever level, is aimed to encourage and guide all children towards achieving their full potential.

Parents will be consulted as children are placed on the register and will be included in the review and consultation meetings as required by the level of support the child is receiving.

The Special Educational Needs Coordinator (SENDCO) monitors the children's progress, liaises with the class teacher to give support and advice as appropriate, and when required, liaises with outside agencies for advice and support. At St. John's the specialist teacher and SENCO is Mrs Pickup.

ATTENDING ST JOHN'S SCHOOL

The information in the following section gives details of various aspects of school life that are relevant when your child is preparing to start school.

What does my child need to wear to school?

SCHOOL UNIFORM

TOPS	Winter Uniform - royal blue sweatshirt with yellow 'St John's C of E school, Cliviger' insignia and yellow polo shirt.
BOTTOMS	Grey tailored trousers or shorts Grey skirt or pinafore dress (<u>to sit on the knee</u>)
	Summer Uniform as above plus - Blue or yellow striped or gingham dress and white socks.
FOOTWEAR & SOCKS	Black shoes no more than 1 inch high Black, white or grey socks/tights
P.E. KIT	School jumper, white t-shirt and black/navy shorts. For the winter months: black/navy joggers Footwear - trainers
JEWELLERY	Only wrist watches are allowed. No earrings. SMART watches are not allowed in school. Nail varnish or make up should not be worn at school
HAIRSTYLES AND HAIR ACCESSORIES	Long hair should be tied up with a plain hair band which matches the school colours (yellow or blue) and these should not be flamboyant in appearance . Hair bows should be no bigger than 10cm. It is at the Headteacher's discretion whether a style or colour of hair is unacceptable. Hair should be cut no shorter than a number 2. Please be aware that if one child has an outrageous hairdo, then many others want the same thing. Please don't send your children to school with outrageous hairstyles.

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Children should not bring unnecessarily large bags to school as there is not the space to store them.

'Please put your child's name in everything!'

We expect children to present themselves smartly and require staff to do likewise. Certain hairstyles and colours are not considered appropriate for school and can bring unwanted attention to children and disrupt learning.

All uniform will be checked on the first day back!

All uniform is mandatory. Jumpers and cardigans can be purchased from the school provider, please contact the school office for details 01282-421395. All other items can be bought from supermarkets.

One of the KS2 classes will go swimming in the summer term. One-piece costumes are required by the girls and suitable trunks for the boys - **long swimming shorts are not allowed by the pool staff!** Each child also needs a towel. Girls and boys are expected to tie their hair back, if it is past their shoulders, and wear swimming caps. **If a child is to be excused from swimming, please send a note in prior to the event.**

***Jewellery**

Our school policy does **not allow** children to wear earrings but they are allowed to wear a plain wristwatch. SMART watches are not allowed in school. For safety reasons, other jewellery will be confiscated but we will not accept responsibility for its safekeeping.

Jewellery of any kind must not be worn in any PE activity and on those days children are asked to leave it at home.

Nail varnish and make up should not be worn at school.

***Labelling**

Wherever possible, your entire child's belongings, clothes, PE equipment, wellingtons, etc should be clearly marked with your child's name. Lost articles can cause a lot of distress to the children.

***Bags**

Space in school for coats and bags is very limited and, therefore we request that children only bring bags that are absolutely necessary.

In the Foundation Stage children are given a Book bag, if this is lost then a £3 contribution to a new one is requested. There is no need for them to

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bring any other bags apart from their PE kits in a drawstring bag, if possible. If children bring a packed lunch to school, then lunch boxes with handles are easier to store.

In Key Stage Two when the children have more things to carry, then we would request that children bring in the smallest bag possible since the large 'fashion' bags take up a lot of room.

What opportunities are there for my child?

Sport

We participate in many local sporting events for the school such as football, for boys and girls, swimming, quick cricket, netball, cross country running, athletics, tag-rugby and many more. One class in KS2 has weeks of swimming lessons every year. Practices and matches are held after school and at lunchtimes. The school has use of a playing field on Mount Lane which is used for a number of activities. Where numbers are limited for these activities, priority is given to the older children. We always try to make the most of any initiatives and our efforts have gained us the active mark for PE, and we are recognised as a 'Healthy School'.

We also arrange an extended residential visit for Y6 each year. Each year we visit the 'Christian Mountain Centre' in Wales where the children enjoyed activities such as abseiling, canoeing, gorge walking to mention a few.



Music

We offer a wide range of musical instruments opportunities to our children.

Tuition for string, woodwind, brass and other instruments can be offered by a teacher who visits the school on a weekly basis.

Extra-curricular activities include a choir.

Medical personnel

School Nurse: Based at St. Peter's Health Centre.

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What can my child eat at school?

School Dinners are great!!

Meal times are considered to be an important part of every child's personal and social development and we strongly advise a school meal which are cooked on site - they are very good and a credit to our kitchen staff. The children are cared for in Church House (school hall) and playground by mid-day supervisors and good manners are expected at all times. Please pay dinner money in advance via Parent Pay

Children who have sandwiches also eat in Church House at the same time. Please do not send drinks in glass bottles or in flasks with glass linings as these can be dangerous. Please do try to encourage healthy eating with foods such as yoghurts and fruits.

There is a **no nut policy** in school. This includes foods which may contain nuts.

Free School Meals

If you think you may be eligible to free school meals for your child then there is a desk at Burnley Central Library where you should take any benefit documentation and also your child benefit book. **You must do this before the start of the Autumn term.** The desk is open during the summer holidays.

Drinks and Snacks



The 'Fruit for Schools' scheme provides a free piece of fruit each day for the children in the Foundation Stage and Key Stage One. KS2 are allowed to bring a healthy snack in for the morning break time.

Each child has their own water bottle to ensure that they are drinking throughout the course of the school day.

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How can I be sure that my child is safe and well at school?

School Security

During the school day access is only via the main entrance which is controlled by a keypad entry system. The playground gates are locked during the school day. Visitors must report to the school office on arrival.

Holidays

Holidays should be taken outside of term time so that it causes the minimum disruption to your child's education. When in very special circumstances this cannot be avoided, you are required to seek the permission of the Headteacher in writing by completing a 'request for absence' form and having a face to face meeting. Absence can only be authorised for up to 10 days in any year under these exceptional circumstances. Anything beyond that time is counted as an unauthorised absence and will be logged as such. Please remember that there are 175 days each year when children are not in school and these should be ample for holidays etc.

Term Dates 2025-2026

	<u>Close On</u>	<u>Re-open On</u>
<u>Autumn Term 2025</u>		Tuesday 2 nd September
Half Term	Friday 24 th October	Monday 3 rd November
Christmas	Friday 19 th December	
<u>Spring Term 2026</u>		Monday 5 th January
Half Term	Friday 13 th February	Monday 23 rd February
Easter	Friday 27 th March	
<u>Summer Term 2026</u>		Monday 13 th April
May Day Bank Holiday	Monday 4 th May	
Half Term	Wednesday 20 th May	Monday 1 st June
Summer	Friday 17 th July	

Illness

In the event of illness, we ask that this is confirmed by telephone on the first day of absence by 9.15am so there can be no doubt about the child's whereabouts. Advance warning of appointments (doctor, dentist, etc.) is helpful and enables us to adjust meal numbers accordingly. It is important that we are notified of the reason for any absence (by telephone or letter); otherwise absence will count as Unauthorised Absence and will appear on the child's report.

If your child becomes ill at school, we will contact you. Please ensure that your child's departure from, or return to, school is reported to the school office so that registers can be altered as required.

We will be asking you to fill in a form giving details of where you can be contacted in an emergency. It is important that you complete a new one each year, when they are sent out, so that this information is up to date and we can always contact you speedily in an emergency.

A teacher can only give medicines, pills, etc. if it is absolutely necessary and if the child has a recent prescription, by parents completing a permission form, obtainable from the school office. We ask that, if at all possible, medicines are not sent to school, but are given before school and after school. It is dangerous for the children to administer their own medicines.

We are advised that many medicines, e.g. antibiotics, can be prescribed 'three times per day' so that doses can be given at home before school, after school and before bedtime. Storage of medicines in school is a problem and our staff cannot be held liable if a medicine is forgotten or given at the wrong time.

Welfare of the Children and Confidentiality

Schools have an important part to play in detection and prevention of child abuse. Because of our day-to-day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

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While we are committed to maintain confidentiality, all staff at the school are aware of the need to alert Social Services when they believe a child has been abused or is at the risk of abuse.

Care and Control of the children

If staff become aware of, or have a need to become involved in, situations where a child may be a risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so upon request.

Vetting via the Disclosure and Barring Scheme (DBS)

Government regulations require that those who work in schools or volunteer to help in schools should have a police check by the DBS (formally the CRB checking). This helps to protect the children in school.

Complaints Procedures

Complaint about a member of staff

Whenever a complaint arises about a member of staff, parents should contact the office in the first instance. It is deemed appropriate an opportunity will be made to speak with the member of staff concerned, to help resolve the complaint.

It is at this stage that most complaints are satisfactorily resolved. If this is not the case, a meeting between parent(s), the member of staff and the Headteacher will be held. At this stage it is hoped that the situation is resolved to everyone's satisfaction. In extreme situations where this is not the case, parents may put the complaint in writing and bring it to the attention of the Chair of Governors, who will consider the problem with a view to bringing the dispute to a satisfactory conclusion. The Chair of Governors will consult with the Discipline-Grievance-Complaints committee who will make a decision on the matter. Any appeal would go to the remainder of the Governing Body for a final decision.

Complaint against a child

Where a parent complains about a child, that complaint must be brought to the attention of the Headteacher. It is not acceptable for the parents to confront the child concerned.

The school will investigate the matter and if deemed appropriate the school's Behaviour and Discipline Policy will be enforced.

In all cases of complaint, the Headteacher will endeavour to bring all disputes to a satisfactory conclusion, to ensure the smooth day-to-day running of the school.

Appeals

If you have asked for your child to be admitted and for any reason, been refused, you may appeal against the decision by writing to the Clerk to the Governors within fourteen days of receipt of the letter of refusal. The Appeals Committee will investigate your case. You may be asked to appear before this panel of three people to state your case.

The Barchester Scheme

The Blackburn Diocese operates, through its Diocesan Board of Education, a saving scheme into which each Voluntary Aided School pays an annual subscription. This fund is known as the Barchester Scheme and the Governors are able to withdraw money to help meet the cost of repairs if necessary and provide a loan facility for large projects.

For this facility we have to pay an annual subscription.

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Where do children go after attending St. John's School?



We have strong links with High Schools to ensure a smooth transition at the end of Key Stage Two. Most of the children at St John's live within a wide catchment area and therefore a variety of high schools are chosen.

High Schools to which children have transferred in recent years include:

SCHOOL	TYPE OF SCHOOL
Unity College	County LCC
Todmorden High School	County Calderdale
Blessed Trinity RC College	Roman Catholic
St. Christopher's C of E High School	Church of England
Bacup and Rawtenstall Grammar	Grammar (non-fee paying)

GENERAL DISCLAIMER

'The information in this booklet was correct in relation to this document at the date specified in the document, but it should not be assumed that there will be no change affecting the relevant arrangements or any matter particularised therein either -

(a) before the start of, or during, the school year in question, or

(b) in relation to subsequent school years'.