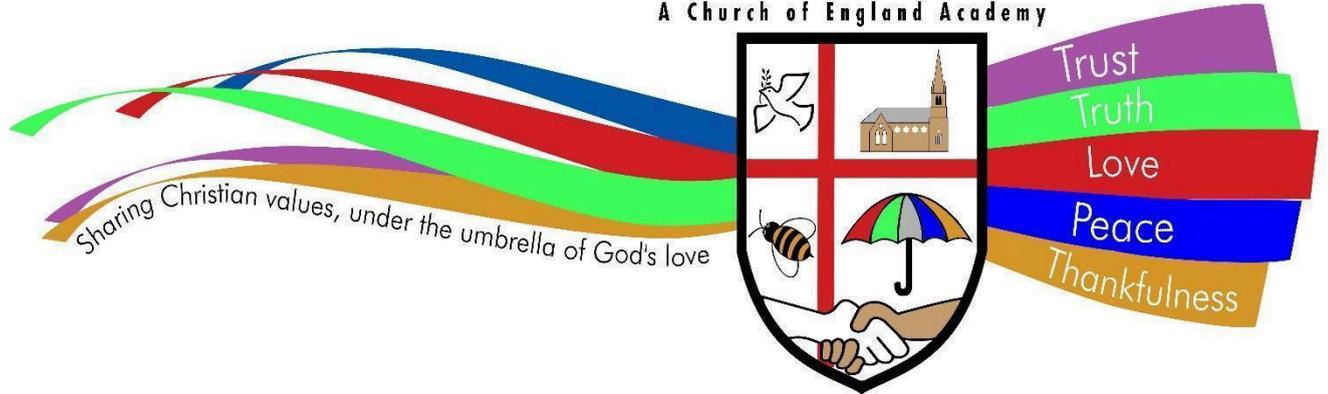


St Luke and St Philip's Primary School

A Church of England Academy



School Prospectus 2023/24



Welcome to St Luke and St Philip's Primary School: A Church of England Academy



On behalf of everyone at St Luke and St Philip's, we would like to welcome you to our school. We believe that our school is a very special place for children to learn and we are always very pleased that parents and carers choose our school as the place for their children to embark on the next stages of development and growth.

St Luke and St Philip's converted from a Church of England Voluntary Aided Primary School to an Academy in May 2014. We are now a member of the Cidari Multi Academy Trust.

Our school provides a grounding in the Christian faith for all its children with emphasis on collective worship as part of its daily life. Christian values are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

Our vision statement is: 'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

We have a very strong link with St Luke with St Philip's church and many pupils attend a wide range of local churches and establishments. We promote the Christian education and ethos through our curriculum and our acts of Collective Worship are Christian in nature.

We have a dedicated staff team who provide well planned and organised lessons and activities. A wide range of curriculum enrichment activities are also provided to enhance children's learning. We have a supportive and hard working group of governors who are highly skilled in different areas. Governors and staff work together to provide our children with the very best learning opportunities. We encourage our pupils to be responsible for their learning, to grow in confidence and become independent. We believe that our children learn best when members of staff and parents work in partnership and so we value your involvement with your child's education.

Children coming into the school bring a wealth of knowledge and understanding about the world around them. It is our aim to build on these skills and promote a willingness and enthusiasm to learn more. At St Luke and St Philip's we see education as the beginning of a journey, where the experiences children have form their very being and forge their character.

We are very proud of our school and our pupils' achievements. We believe that the combination of our committed staff, the determination of our pupils and the support

of their families helps to make our school a fun and creative place to learn and belong to.

St Luke and St Philip's Primary School: A Church of England Academy
Prospectus 2023/2024

A Church School - Different and Special

How is a church school different and special?

We hope to help children to grow in Christian life and love as they move from class to class.

How do we help children grow as Christians?

We teach them the stories about Jesus, and the beautiful stories Jesus told, the parables. We get them used to praying in different ways.

We have a very good music staff, so we teach them Christian songs and hymns, old and new. We especially remember Jesus' last supper, the crucifixion and his rising from the dead. We try to foster a sense of wonder and excitement in the children.

Do the children worship in church?

There is a Christian assembly every day in school. The children come down to church to worship on special days.

Am I welcome to take part?

You are welcome to come to any of the acts of worship in church or in school.

So there are strong church - school links?

Yes, very strong. There is great friendship between church members and school staff, and the school staff are very supportive of the church in many different ways.



About St Luke and St Philip's School, A Church of England Academy

St. Luke & St. Philip's Primary School, a Church of England Academy provided by the Cidari Education mainly for the education of children residing within the Parish of St. Luke with St. Philip. The School is open to children outside the Parish and admission to the school is controlled by the Governors.

The Headteacher, in consultation with the Governors, is responsible for internal organisation, management and discipline of the school. The Governors, who meet at least once a term, have a range of responsibilities for the school. The Church chooses eight of the Governors and the Academy Trust chooses three. The Board of Governors includes two Parent Governors, one elected by the parents and one nominated by the Church.

The Work of the School

The main aim of the school is to give your child every chance to develop the abilities which he/she possesses to the full, educationally, morally and spiritually within a happy school environment. Teaching is organised in accordance with National Curriculum guidelines. The core subjects of Mathematics, English and Science and Computing and Design Technology, the foundation areas of History, Geography, Music, P.E., Art, and Technology, and Religious Education are all taught, sometimes as separate subjects, and sometimes as part of a cross-curricular thematic approach. Children may work in special groups for a variety of reasons, not necessarily because they are experiencing difficulties in a particular subject areas but also because they are particularly talented in that area.

Vision Statement

The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.

- To help every child to realise their maximum potential.
- To work at all times with consideration for the Vision Statement of our school.
- To create a happy school for all concerned.
- To help children learn that courtesy; good manners and consideration for others are important qualities.
- To ensure a good command of English, the ability to communicate with others and to encourage an enjoyment of reading.
- To develop a knowledge and understanding of basic mathematical skills.
- To encourage scientific curiosity and to develop scientific skills, through appropriate practical and investigative work.
- To explore the relationship between the earth and its people through the study of place, space, and the environment.
- To introduce children to the past, based on historical evidence and chronological order.
- To help children gain an appreciation and understanding of how design and technology may influence the economy and improve the quality of life.
- To foster musical responsiveness in each child through listening and participation.
- To enhance and extend learning across the whole curriculum through the use of Information and Communication Technology.
- To assist the development of each child physically within a framework of enjoyment, fair play and good sportsmanship.
- To develop the child's visual perceptions through a variety of artistic experiences, both practical and appreciative.

The Curriculum

St. Luke and St. Philip's Primary School is a Church of England Academy, and religious worship and teaching, based on a syllabus adopted by the Blackburn Diocesan Council for Religious Education, are important aspects of the curriculum. The Diocese staff visit the school on a regular basis. We expect that all children will

take part in religious education and in school assemblies, and any special services held in school or Church during school time. Although the Governors recognise the right of parents to withdraw their children from religious education and collective worship no alternative provision is provided at this school. Parents should be aware that the religious aspects of our school life extend beyond the bounds of collective worship and formal religious education lessons. A programme of Health Education develops understanding of the body and of good habits of personal care and hygiene. It is now also a statutory requirement to teach Relationships Education at key stages 1 and 2. Relationships Education will build positive foundations for healthy and safe relationships of all kinds. This will start with family and friends, how to be kind, and exploring online friendships.

Extra-curricular activities

Sports activities vary from year to year as we work closely with the School Council to find out what our children would like. We currently offer after school such as, multi-sports, football, library, dodgeball and Choir.

Educational Visits

Visits play an essential role in our work and take place on a regular basis. These vary from places in the locality for instance the Church, library, Blackburn Rovers Football club. Further afield we have visited the Museum of Science and Industry, Jodrell Bank and a residential trip to for children in Year 5/6.

Achievement

SATs

In the summer term of Years 2 and 6, the children carry out the required Standard Assessment Tasks and Tests (SATs). The class teacher assesses each child's development in speaking and listening, reading and writing, mathematics and science. In addition each child undertakes a test in reading, writing, spelling, punctuation and grammar and mathematics. Year 1 children will also take the Phonic Screening Test and Yr 4 children take the Multiplication Test; these are both taken in the summer term. Parents are informed of how their child has done at the end of the summer term as part of their child's annual school report.

Special Educational Needs

Children's progress is constantly monitored and assessed and careful records are kept. Occasionally we find that a child does not make the progress we expect. If this were the case parents would be consulted and appropriate steps to support the child taken. An Individual Education Plan may be made with individual targets, review dates and ideas to help parents to support their child at home. If targets continue not to be met, outside agencies such as Educational Psychologists, Speech and Language Therapists or Behaviour Specialists may be called upon for extra support. After further consultation with parents the Local Authority (LA) may have to make a statutory assessment based on specialist advice. The LA may then draw up an EHC Plan. This describes all of the child's needs and all the special help that should be provided.

Behaviour in School

Our School Rules are:

1. Follow instructions the first time.
2. Keep hands, feet and objects to yourself.
3. Speak and behave respectfully at all times.

High Expectations

We have a clear set of behaviour expectations which are shared across the school and are essential; these are mostly matters of common sense to ensure the safety of our children. The emphasis in the school is to praise positive behaviour, attitude and effort and to increase children's awareness of the need to make a positive contribution to their community. We have a Behaviour Policy which is consistently applied by all adults who work in school.

What happens if a child behaves inappropriately?

- The child will be given warnings depending on the nature of their behaviour
- They may be given 'time out' to calm down and reflect
- If the inappropriate behaviour continues, the child will be spoken to by one of the leadership team in school.

- In the case of serious or persistent misbehaviour that could endanger or distract other children. The head teacher will discuss the child's behaviour with them and parents/carers will be notified.

Working together to improve behaviour

We will always try to work with parents. Good behaviour is the result of a partnership between home and school and standards set at home and school should complement each other. If any pupil lets his or her standards of behaviour fall, we will inform parents and discuss it with them. It may be that sanctions outside school can help to reinforce sanctions being used in school.

DAY TO DAY INFORMATION

Charging Policy

It is not the policy of the Governors of St. Luke and St. Philip's School to make charges for any educational activities undertaken on the school premises.

The Governors recognise the great value of educational visits for pupils and wish to support and encourage staff organising such events. However, with no funds available to support the costs of outings, parents will be requested to make voluntary contributions to cover the cost of any visits. Should the voluntary contributions be insufficient to pay for the trip then it will have to be cancelled.

Code of Conduct

These rules form the policy at St. Luke and St. Philip's for the maintenance of good order and safety within the school.

1. Children should be outside the building at break and lunchtime unless supervised by a teacher.
2. Children should play in a sensible and friendly manner which will not hurt or upset other children.
3. Children should stay in the area allowed for play on any particular day.
4. Children **MUST NOT** leave the school premises without the permission of a member of staff during school hours.

5. Children are expected to use the toilets and cloakrooms in the proper manner.
6. In the interests of safety children should walk at all times in the building.
7. Respect for the school buildings, equipment and other people's property is important in our community.
8. Children should show respect for adults and consideration for other children. Politeness and good manners are encouraged.
9. The children must arrive at school for the opening time of 8.55am but are welcome to come into the building any time from 8.45am. Parents should be at school to collect children, where necessary, at 3.30 pm.

Children who keep these rules will be rewarded. A record will be kept and should any children regularly break these rules and persistently misbehave, the pupil's parents will be invited to come into school in order to discuss the situation with the Headteacher.

Our School Rules are:

1. Follow instructions the first time.
2. Keep hands, feet and objects to yourself.
3. Speak and behave respectfully at all times.

We encourage children to **STOP, THINK AND MAKE A GOOD CHOICE.**

GENERAL INFORMATION

School Times:

School doors open at 8.45am. School starts for all pupils at 8.55am

Lunch-time:

12.00pm - 1.00pm

School closes for all pupils at 3.30 p.m.

Please make sure that your child is in the playground at least five minutes before the starting times, but not before 8.45am. Supervision by staff is not available before this time.

Dinner Money

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. However, if you are on a low income you might be entitled to benefits, please enquire at the Rights, Advice and Entitlements Office at the Town Hall for advice. By registering with them you will help generate income for the school.

School meals are charged at £2.20 per day (£11.00 per week) and are paid through Parent Pay. You will be given a Parent Pay login once your child starts school.

SCHOOL UNIFORM POLICY

Aims and objectives

Our policy on school uniform is based on the belief that school uniform:

- promotes a sense of pride in our school;
- helps to create a sense of community and belonging towards the school;
- identifies the children with the school;
- supports our commitment to inclusion;
- prevents children from wearing 'fashion clothes' that could be distracting in class;
- is practical, smart and designed with health and safety in mind;
- is considered good value for money by most parents;

Expectations

We expect all pupils to comply with this uniform policy, which will be monitored. Any pupil who falls short of these requirements will be advised of this fact by their class teacher and given the opportunity to improve. Continued failure to comply will be brought to the attention of the Headteacher.

The Role of Parents

We believe that one of the responsibilities of parents is to ensure that their child has the correct uniform and PE kit, that it is clean, in good repair and that the child's name is written on all items.

The Role of Governors

The governing committee supports the Headteacher in implementing the School Uniform Policy. It considers all representations from parents regarding the uniform policy and liaises with the Headteacher to ensure that the policy is implemented fairly and with sensitivity. It is the governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities. Governors ensure that the School Uniform Policy enables children to dress sensibly, in clothing that is hard wearing, safe and practical.

Where to buy School uniform

Branded school uniform can be purchased from Whittaker's

Address: 20-26 Church Street, Blackburn, Lancashire BB1 5AL

Telephone Number: 01254 676047

Website: <http://www.whittakersschoolwear.co.uk>

School Uniform List

Winter Uniform – Autumn and Spring Terms

Our uniform is based around Post Office red and grey

Children are required to wear the following:

- Red jumper / cardigan
- Year 6 pupil only - plum sweatshirt
- Grey skirt / trousers
- White polo shirt / blouse
- Black sturdy shoes - no heels permitted

It is essential that all items of clothing are marked with the child's name.

Red sweatshirts and white polo shirts can be bought from most supermarkets without our school logo or if you wish to have the clothing embroidered with the school's logo, these are available from Whittaker's School Wear, Blackburn.



Optional Summer Uniform from Easter onwards

- Grey shorts
- Red and white checked dress
- Black sturdy school shoes

P.E. Kit

- Black shorts (no logo)
- Plain white t-shirt
- Black pumps
- Drawstring pump bag



Swimming

Swimming lessons are provided by the Local Education Authority as part of the curriculum. Children in Year 3 attend the swimming baths for a half hour session each week and our aim is to ensure that all pupils are able to swim before they move to their high schools. Our Year 2's have the chance to experience the swimming baths in the summer term to prepare them and build their confidence for the lesson they

will start in year 3. Please make sure that your child has a swimming costume. Pupils must wear a swimming cap.

Headscarves/Hijab

These may be worn for religious reasons but must be shoulder length and plain black.

Jewellery

Jewellery is also not allowed in school except for a wrist watch ('smart' watches are not permitted). Valuables such as these can easily be damaged or lost, and could also present a safety hazard. If your child has pierced ears, a pair of plain studs is acceptable, but even these must be removed during P.E. lessons and are not allowed at all during swimming sessions

Hairstyles

Hairstyles should be appropriate for school, i.e. no "mohicans", no designs cut into hair, no extremely short hair (no-guard or number 1) or bright coloured highlights. All long hair (shoulder length or longer) should be tied back. Headbands or hair bobbles should be red or black.

Nail Varnish, tattoo transfers and makeup

Children are not permitted to wear make-up to school, this includes the wearing of nail varnish and transfers / temporary tattoos.

School Bags

There is no reason for children to bring large bags into school. There is a great shortage of space in the cloakrooms and large bags exacerbate the problem. Lunch boxes can be carried and stored on trolleys.

Equality Impact Assessment

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring and Review

The governing committee monitors and reviews the school uniform policy through its committee work by: seeking the views of parents, to ensure that they agree with and support the policy; considering, with the Headteacher, any requests from parents for individual children to have special dispensation with regard to school uniform.

Breakfast Club

We have a Breakfast Club every morning starting at 7.50 a.m. until school time. The daily cost for Breakfast Club is:

- £1.00 for one child

If you are entitled to free school meals, the daily cost is half price.

Absence

Should your child be away then you should contact school to inform us of the reason for the absence. A telephone call (54866), a written note or a personal word with your child's teacher will suffice. Please contact school before 9.30 a.m. We are required by law to mark in the register the reason for every absence.

We believe that it is vital for every child to attend school as regularly as possible. From September 2013 the Local Authority guidance on holidays during term time changed. No holidays in term time will be permitted. Extended Leave, for emergency reasons only, may be permitted but a meeting must be arranged with the Headteacher to discuss this fully. Please try and make dental and medical appointments for after school. If your child has an appointment during the school day, please collect and return your child to school promptly.

From Autumn 2021 to Spring 2022 the absence rate of the pupils on roll at St Lukes and St Philips was 7.56%. This figure includes authorised absences associated with religious holidays celebrated by Muslim pupils, pupils on roll but attending other educational establishments and pupils making extended visits to see relatives in the Indian subcontinent. As a school we aim that all children have at least a 96% attendance for the year.

Medical

It is the policy of the school not to administer medicines or tablets during the day. Children who are taking medication are best kept at home where a close eye can be kept on them.

An exception to this is for asthma sufferers who need to use an inhaler during the school day. These children keep their medication in the classroom in clearly labelled bags.

Children who need to visit the dentist/clinic/hospital etc. during school hours should be collected from school by an adult.

The nurse regularly visits school and facilities are made available for them to undertake routine screening and medical examinations of pupils. Appointments are made for individual pupils and parents are invited to attend their children's medicals.

Parents/carers Visiting School

Parents/carers are our partners in educating the children in our care and we therefore encourage and maintain close links between home and school. Throughout the year there are opportunities for parents to become involved in many ways, such as assisting during visits, helping in the classroom or library, or attending one of our parent/pupil sessions.

Class teachers are always happy to meet with parents to discuss any matters of concern but we would ask that if at all possible you make an appointment. This enables the class teacher to address your problem without having to also supervise the class at the same time.

If a situation arises that is really urgent then please come into school and contact either the Head or Deputy Head and we will do our best to deal with the matter immediately.

Meet the Teacher

Each year, on at least two occasions, you will be invited into school to discuss your child's progress and wellbeing. Please remember that your child's teacher has up to thirty children to care for, so please make every effort to make an appointment to discuss your child's progress with their class teacher. You are welcome to contact the school at any time.

Our Reception class teacher will organise an Induction meeting for new parents during the term before your child starts school. The School will contact the parents of children starting school in September and all parents and new children are welcome to join in the activities, and to meet the Reception class teacher and Support Staff.

School Website

Information regarding our school can be found on the school website at www.stlukesblackburn.co.uk Up to date information regarding the curriculum, clubs and events are available for parents to look at. Newsletters and holiday lists will also be posted on the website or can also follow us on Facebook.

Smoking/Vaping

Smoking is not allowed on any part of the school site. It is hoped that parents will assist us by setting a good example to the children when coming onto the premises.

Security

We are very conscious of our responsibilities towards the safety of pupils and they are supervised by members of staff continuously from 8.45am until 3.30pm. No pupil is allowed to leave the safety of the premises unless accompanied by a responsible adult.

We ask that parents play their part in providing for their children's safety by making sure that pupils are adequately supervised on their way to and from school, and that they are picked up promptly at 3.30pm from the correct entrance.

Pupils whose parents arrive after 3.30pm wait inside school on the chairs by the main entrance until collected.

Parents arriving with pupils after 9.00am are asked to use the front entrance of the school and report to the Office and sign the late register. This helps us to keep a record of persons in the building. Similarly, parents collecting pupils during the day should first ask at the office.

Reports

Summary reports will be available at the end of each term this allows parents to track the progress of their child/children. A full report, which will include

attendance and progress, will be sent home at the end of the spring half term. Parents will then have the opportunity, when they have received their child's report, to meet the class teacher to discuss the report.

Road Safety

We seek the assistance of parents in respecting the yellow zig-zag markings outside the school entrances and parking away from them. Young children should always be accompanied to and from school.

Parental Requests

Parents may at any time request a hard copy of any information or articles published on our website. Requests should be made to the school office.

Complaints

Should you have a complaint or query concerning any aspect of the School you are invited to contact the Headteacher to discuss the matter. If the Head is unable to provide a satisfactory explanation you have the right under Section 23 of the Education Reform Act 1988 to address your complaint to either the Clerk to The Governors (Via the School) or Cidari Multi Academy Trust, Clayton House, Walker Park, Blackburn BB1 2QE

High Schools

We enjoy close links with local High Schools and we welcome their Staff into School to speak to our older pupils. On occasions we visit High Schools to enter sporting events, watch their plays or productions, and to use their facilities.

During June and July we liaise closely with the High School staff from the High Schools our pupils will be transferring to. The children experience several transitional days helping them to adjust to their next big step. Children with additional education needs will have extra time and support in the transition process allowing them to feel confident and secure in their new educational setting.

Nursery

As with the High School transition process, we offer a similar programme for our new starters in reception. We invite Parents/Carers to the open morning and Afternoon to allow parents/carers to visit our school and see our Early years foundation department. New starters will experience transition days before they start school. When the new school year starts we introduce the children slowly with a half day to start with a reduced number of children for the first three weeks of the autumn term. Children with additional educational needs will be offered additional support from both Nursery and school.



Meet the Staff

Miss S O'Connell – Headteacher

Miss A Webster – Deputy Head & Inclusion Manager

Mrs B Patel – Reception Teacher

Mrs J Jackson – Year 1 Teacher

Miss E McGarry – Year 2 Teacher

Miss L Brown – Year 3 Teacher

Mrs N Alli – Year 4 Teacher

Mrs S Patel – Year 5 Teacher

Mrs L Fleming - Year 6 Teacher

Mrs C Holden - KS2 Lead / Curriculum Lead / Maths Lead

Miss S Patel - HLTA

Miss C Nelson – Level 3 Learning Support Assistant

Mrs S Connelly – Level 3 Learning Support Assistant

Miss K Mellor – Level 3 Learning Support Assistant

Mrs C Charnley – Level 3 Learning Support Assistant

Mrs R Milton – Level 3 Learning Support Assistant

Mrs N Shah – Level 2 Learning Support Assistant/ Breakfast Club Lead

Mrs S Shah - Level 2 Learning Support Assistant

Miss F Kara – Level 2 Learning Support Assistant

Mrs T Smith - Level 2 Learning Support Assistant

Miss L Birch - Learning Support Assistant

Mrs K Ashby - Learning Support Assistant

Miss R Holmes - Apprentice Learning Support Assistant

Miss T Dean – Pupil Wellbeing Lead / Attendance Officer

Mrs M Rain - Administration Manager

Miss M Noblett - Administration Assistant

Miss N Gouldthorpe – Site Supervisor

Mrs B McEvoy – Catering Manager

Mrs J Roberts – Catering Assistant

Mrs L Bence – Catering Assistant

Miss J Roberts - Catering Assistant

Mrs S Parveen – Welfare Assistant

Mrs M Bibi - Welfare Assistant

Miss N Greenwood - Welfare Assistant

Miss S Jones - Welfare Assistant

Miss G Attwood - Cleaner

Miss R Maher - Cleaner