

St Anne's RC Primary School

Prospectus



St Anne's Mission Statement

Working, Learning, Caring, Play Together

At St Anne's RC Primary School, we work together, learn together, play together and care together in God's love to enable each unique person to achieve their full potential. We aim to meet the needs of every child through a challenging, enriching curriculum, where everyone feels valued and respected.

We aim to always provide a safe, secure and stimulating learning environment through inclusive partnership between children, parents, our school, our church and the wider community.

This school prospectus has been written for parents and carers to provide some initial information regarding school policies, routines and regulations. Copies of all policies can be found on our website or requested from the school office. We hope this will enable you all to work, live and grow in Our School Mission.

School Aims

By living in and through Our School Mission every day, St Anne's aims and associated objectives are embedded Catholic values, principles and beliefs.

- We aim to provide a warm, happy and secure environment within which successful learning can take place, which reflects the diversity of race, gender and the inclusive nature of our school.
- We aim to enable individual children of all abilities to develop spiritually, physically, socially and intellectually in the fullest possible way.
- We aim to encourage the children to have a spirit of responsibility, compassion and thoughtfulness towards each other.
- We aim to help give each child experiences to stimulate imagination and to encourage the full development of intellectual, physical, emotional, spiritual, moral and social potential.
- We aim to provide an opportunity to develop the children's understanding of and respect for other cultures. The aim is to provide equality for all children and to help them reach their full potential.
- We aim to encourage children to appreciate those interests and activities, which make life full, enjoyable and rewarding.
- We aim to help children to learn about themselves and their own immediate environment and to set this knowledge in the context of the wider society.
- We aim to involve parents in the education of their children and to seek their help in our efforts to teach good manners, self-discipline and behaviour that is acceptable to all.

Staff Working at Our School

Headteacher	Miss Wordsworth
Deputy Headteacher	Mrs Regan
Assistant Head Teacher	Mrs Haggett
Assistant Head Teacher	Mrs Clegg
Interim SENDCo	Mrs Delves
Interim EYFS Lead	Mrs Ball

Class	Teacher	Class Teaching Assistants	Additional SEND Needs and/or Intervention TAs
Nursery (3 staff)	Mrs Heslop (M-Th)	Mrs Bowman Miss Mehmood	<u>EYFS</u> Miss Kaur - SEND support
Reception Rabbits	Miss Harrison	Miss Parr (M,T,Th,F)	
Reception Fox	Mrs Ball	Miss Miara	To be deployed by SLT Mrs Grimes (T, W, Th am)
1 OB new Rec mix	Miss O'Brien	Mrs Hodson	
1S new Rec mix	Miss Sweeney	Miss Amin	
2R new Yr1 mix	Miss Yorke	Mrs Hough	<u>KS1</u>
2MH new Yr1 mix	Mrs Mitchell M, T, W Mrs Haggett Th,F	Miss Lyons-Clarke	Miss Garstang 1:1 - Y2
3K new Yr2 mix	Mrs Karamat	Mrs Boyle	To be deployed by SLT Miss Ashfaq
3D new Yr2 mix	Miss Dooley	Mrs Blakebrough (M,T) Mr Winstanley – 3 days Mrs Parr – 2.5 days	
4DK (3L)	Mrs Delves M, T Mrs Khatun W, Th, F	Mrs Lewis Ms Boniface	<u>KS2 –</u> To be deployed by SLT Miss Freeman W, Th Miss Mohammed
4WD (3K)	Miss Walker-Daniels	Mrs Seers Mr Hill Miss Shirley Campbell (EHC) - AM only	
5H (4WD)	Miss Horner	Mrs I Butterfield	
5W (4W)	Miss Wilson	Mrs Singleton Mrs Campbell (EHC) - PM only	
6D (5H)	Mr Dickinson	Mrs Elcock M-Th	
6T (5S)	Miss Thomason	Miss Lee Doherty Mr Foster	
Therapeutic Support – Messy Play Family Support Worker CARITAS Support Worker		Miss Freeman – F Mrs Michelle Garside – T, W, Th Mrs Helen Kiely - T	

Admin Team	
Business Manager	Mrs Loftus
Office	Mrs Peers Miss Garside

Lunchtime Organiser Team	
	Mrs Kaur Mrs Kaur Mrs Qadir Mrs Kaur Mrs Mairia Mrs Owen Miss Rogers

Cleaning & Caretaking Team	
Caretaker	Mr McAreavey
Cleaners	Mrs Nosheen Mrs Mairia Ms Seabridge Mrs Alves

Kitchen Team	
Cook	Mrs Browne Mrs Graham Mrs Lewis Mrs Nosheen

Communication between Home, School and Parish

Our Parish and links

We have strong links with the parish of St Anne's. The Parish Priest, Fr. David Glover, is always available to parents, staff and children who wish to speak to him about Sacramental Preparation or any other issue.

Our Parents and Carers

We realise, as a school the importance of a good working relationship with parents and carers. We therefore aim to support our children and their families to succeed in all parts of life. We welcome all enquires and aim to communicate regularly with parents/carers through letters, newsletters, text messages, email, meetings, external notice boards and our website. It is our intention that parents/carers can fully appreciate the work of our children and the school, by being more aware of the curriculum and school life.



We hold meetings and send regular class curriculum overviews as well as a weekly newsletter to inform parents of curriculum matters, celebrate achievement and inform of coming events.

The Sacramental Programme

The Sacramental Programme is the means by which our baptised children complete their journey into full membership of the Catholic Church.

Children make their first Holy Communion in Year 3 - a public declaration that they are now fully a part of this community, this "Communion" of God's family. They also make their first confession. The programme itself strives to help our children to grow into this community, and feel a real sense of belonging to the wider Family of God. The Sacrament of Confirmation is now reserved for pupils in high school.

The Sacramental Programme runs in parallel with the Year Three RE Syllabus in RC schools in the Diocese of Salford. Whilst most of the children who attend our programme will be in Year 3, here at St Anne's, we also extend a warm welcome to children from other schools that live in our Parish.



The programme involves a close partnership between the parish, the home and the Catholic school. Each part of it is important, as it forms a part of the child's experience of God, which will remain with them for the rest of their lives. We know that this will be a very positive experience, and we trust that our parents /carers support their children, at every step of their journey.

Reporting to Parents

There are two opportunities in the school year where parents have the opportunity to meet with the teachers. These are normally held in the autumn and spring terms.

A written report is given at the end of the academic year and parents are given the opportunity to come into school to discuss this.

Parents are welcome to see the Head Teacher or any member of the Senior Leadership Team on any matter by appointment. Class teachers will be happy to speak to parents about their child after school or by appointment.

Assisting in school

Parents, friends and grandparents who have some spare time and feel they could help in some capacity in the school are always welcome. All persons helping in school require a police check, references and a health check. The school will give out the necessary forms and send them to the relevant body to be processed.

Transition

We make points of transition as smooth as we can for pupils. New pupils to Nursery or Reception are invited to stay and play visits with parents and home visits are carried out for all children entering Nursery. At the end of each year pupils will spend time with their new teacher and visit their new classroom. Teachers take time to share information about the children, which personalises the approach. Families are also invited to meet the staff who will be working with their child. Early in Nursery and Year 6 you will be asked by the local authority to choose a primary or high school for your child to attend. Support with completing these applications is always available.

General information

Uniforms

EYFS Uniform: White polo shirt, grey or black trousers/ dress/ skirt, navy jumper/ cardigan, plain black shoes/boots/ trainers and white, grey or black socks or tights.

KS1 & KS2 Uniform: White shirt and school tie (blue and silver), grey/ black trousers/ dress/ skirt, navy jumper/ cardigan, plain black shoes/ boots/ trainers and white, grey or black socks or tights.

Jumpers/ cardigans: Please ensure that these are navy blue- be advised that these do not need to have the school St Anne's badge on them.

Shoes: We expect the children to wear plain black shoes, boots or trainers.

Tracksuit bottoms, football shirts or jeans are not considered to be appropriate uniform and are therefore not permitted.

Hair: Children should tie long hair back neatly- with unfussy bands / bobbles / slides to avoid it being pulled or caught, especially during playtimes and PE. Children should not have **tramlines or patterns cut** into their hair (again to avoid competition between children over latest trends).

Jewellery: The wearing of any kind of jewellery *except* watches in school is not allowed. School cannot be held responsible for any lost or damaged items. Children who want to have their ears pierced, should wait until the beginning of the summer holidays to allow healing time, after which the earrings can safely be removed while in school. **If a child is wearing stud earrings, the expectation therefore, is that the child will be able to remove these earrings for PE lessons.** It is not permissible to cover earrings with a sticking plaster. Children may wear a watch -but again for safety reasons- this must be removed during PE lessons.

PE kit:

Navy Shorts

Plain white T-shirt or white T-shirt with or without the school logo

Black plimsolls /trainers

Black plimsolls are most appropriate for indoor and outdoor activities although older children may wear trainers for outdoor activities.

Bare feet for Gymnastics

Children may wear tracksuits for outdoor PE, especially in cold weather.

Football shirts or strappy tops are not permitted for PE lessons or after school clubs.

School Bags: We would like all children to have a St Anne's school bag. From September 2022, rucksacks and fashion bags must not be brought to school as there is no room to store them.

School Meals

St Anne's is a healthy school. Our school meals are cooked on site and comply with Government standards. A choice of hot food is

available and children can select salad vegetables to accompany their meal from the salad bar.

Menus are provided and displayed in advance and children are free to alternate between school dinners and packed lunches with one week's notice given



School Office. Cost of these meals is £2.25 per day, £11.25 per week.

In line with our Healthy School Policy, we ask parents to provide a balanced packed lunch containing for example a sandwich, fruit, a biscuit and drink. Please do not send fizzy drinks, sweets or chocolate (including chocolate covered sandwiches, biscuits and cakes). Nuts or products containing nuts must not be sent into school. We have some children who would suffer an extreme reaction if nuts were present in the environment. Children are rewarded for eating healthily with stickers given by lunch time staff.

We ask that dinner monies be paid for online via the School Comms Website. More information regarding online payments can be obtained from the School Office. School meals are free for children in Reception to Year 2 inclusive.

Punctuality

Please ensure that children are on time for school. The school bell rings at 8.40am and all children are expected to be in class by 8.45am for the start of lessons. Latecomers cause disruption for pupils and teachers, and learning time is lost. All latecomers are recorded in a 'Late register' in the main entrance. Children should be collected punctually by a responsible adult (over the age of 16) at the time their class finishes (3pm for Years 1-6 and 2.55pm for EYFS).

Attendance and Holiday

Your child's safety is of great importance to us. St. Anne's have a policy of first day calling for children's absences so that we can chase up unexpected absences promptly.

If your child is ill, please inform us by phone on the first day of absence before 8.45am telling us how many days you expect your child to be absent from school. If your child is not able to return on the day you state in your phone call then we would ask you to ring again. If we do not receive a phone call from you on the first morning of absence, then we will call each of the contact numbers you have given us until we find someone who can explain your child's absence. Please make sure you give us enough numbers to ensure that we will find someone to speak to. If you wish to leave a mobile number or work number to be used in emergencies as well as your usual contact numbers then please speak to Mrs. Shaikh in the school office. It is important that you give us as many numbers as possible because our system will fall down if we run out of people to ring. In extreme situations, where we have a real concern about a child's safety then we will hand the matter over to a social worker or the police.

In line with government guidelines, we do not allow holidays in school time. If there is an exceptional circumstance, you must put your request in writing to the Headteacher. Your request will then be considered and you may be called to a meeting, or be informed of the decision by letter.

Unexplained absence is termed 'unauthorised', which can be regarded as truancy and may result in a penalty notice being issued by the Local Authority.

Doctor and dentist appointments should be taken outside of school hours. However, we recognise that hospital appointments may occur during the school day. In all circumstances, the appointment card should be shown to the School Office.

Admissions

The school has a waiting list for admissions to Nursery. A form should be completed and returned to the School Office. Children are admitted to Nursery each September. All other admissions to the school are the responsibility of the local authority. If you would like to be shown around our school, you would be very welcome! Please contact us.

Sickness

The school has limited facilities for staffing or caring for sick children. Should your child be unwell in the morning, it is advisable to keep him/her at home. If a child becomes unwell during the day, we will contact you if we feel the child should return home. It is therefore important that we have at least 2 emergency phone number.

Change or Special Circumstance

Please notify the school office of changes to address or telephone number. If you feel that your child has been affected by a change of circumstances at home or at school or if your child has a medical concern please make an appointment to speak to the Headteacher or Deputy to discuss what support he/she might need in school.

No Smoking Policy

St. Anne's School operates a 'No Smoking Policy' and we ask parents, visitors and employees to abide by this policy and to make our school a smoke free environment. This also includes smoking within the school grounds. This includes the use of electronic cigarettes.

Dogs

We ask that your own dogs (with the exception of guide dogs and hearing dogs) are not brought onto the school grounds. Our current Interim Headteacher does have a school therapy dog, called Buddy. Your permission will be sought if your child is going to be working with Buddy.

Bikes and Scooters

Children may travel to school on a scooter or bikes, but these must be pushed in the school playground. At this time, you are unable to leave bikes and scooters at school during the day, so please take them with you as you leave the premises.

The Curriculum

Curriculum Delivery

At St. Anne's we are extremely proud of our bespoke curriculum. We aim to provide our children with a broad and balanced curriculum in accordance with the provision made under the Education Reform Act. The children will follow the National Curriculum Framework, which sets out the most important knowledge and skills that every child has a right to learn.

The National Curriculum includes the core areas of English, Mathematics and Science. These subjects and in particular English and Mathematics count for over 40% of lesson time and emphasise the strong commitment the school has in developing basic skills of English and Maths. Religious Education and Science are also core subjects at St Anne's. The other compulsory subjects called Foundation Subjects include: Computing, Design Technology, History, Geography, Art and Design, Music, PE, Personal, Social and Health Education and Citizenship.

In delivering the curriculum, we use a subject led approach, concentrating on building children's knowledge. We are committed to making learning exciting and we use many other professionals to enhance the curriculum. All classes make good use of ICT as a teaching and learning aid.

Our children are taught in parallel classes of single age groups. Lessons are delivered using whole class, individual and group teaching, depending upon the nature of the activity. Differentiated work is always set. On occasion, we make use of outside help and visits to specific locations to help us deliver the planned curriculum.



Religious Education

All schools are required to teach Religious Education. In Catholic schools, Religious Education is considered a core subject accounting for 10% of all curriculum time. The children learn about Religion and in particular about the Catholic faith. They are encouraged to learn from Religion and in particular to develop their own relationship with God through prayer and reflection.

The governors are required to remind parents of their right of withdrawal education. However, parents are also strongly reminded that the school expects pupils and therefore they are expected to be in sympathy with its overall philosophy.



Worship and
attention to its

Assessment

St Anne's believes strongly in "Assessment for Learning". Assessment for Learning offers supportive comments and carefully worded questions (written or spoken) which help the child to improve the work they are doing. Whenever possible, we make this feedback 'in the moment' as this is proven to have the best impact.

Assessment for Learning also gives children the opportunity to work alongside each other to support each other's learning as well as allowing children time to think and reflect on their learning. Target setting forms an integral part of our assessment and marking policies.

In addition, the children are regularly tested in spellings, times tables and other parts of the taught curriculum. The school also draws on a range of standardised tests to help in gaining an overall view of the progress being made by the child.

At the end of the Key Stages, the children are tested in line with every other school in England and Wales. Results are fully reported to parents and comparisons made with national averages. Statutory assessments also take place at the end of Reception, the end of Year 1 in phonics and a times tables test in Year 4.

Special Educational Needs and Disability

Through living by Our School Mission, we recognise that our children are individual and unique, and therefore we aim to plan a curriculum to suit the needs of all pupils, including those with additional educational needs. We recognise that many pupils will have additional educational needs at some point in their school life and it is our aim, within the resources available, to meet these needs in order to enable all pupils at St Anne's to reach their full potential.

We keep rigorous records of our pupil's achievements and progress. If we feel your child is not making their expected progress, the SENDCo will contact you to discuss an Individual Education Plan. Parents/carers of children, who are identified as having a special educational need, will be regularly informed of progress through meetings and letters.

Children with long term medical needs are also classified as having an additional need and will need access to a regularly updated Health and Care plan to ensure the school is aware of their needs. This may involve meeting with outside professionals and our school nurse.

Our School Offer and SEND policy is available on our website and in a hard copy in the school office.

Respectful Relationships and Behaviour Management

Good behaviour is essential for the safety, well-being and learning of all children. We believe all children have the right to learn and all teachers have the right to teach. We expect our children to behave well by living the values of the school mission and so bring credit upon themselves, their parents/carers and the school.

Our school policy aims to promote and reward positive behaviour on an individual basis, through the 'Zones of Regulation' theory. This involves children learning to understand their learning behaviour and regulate themselves to be ready for learning. Included in this is a Key Stage celebration assembly which enables the children to be actively involved in celebrating their achievements and behaviour each week. Parents/carers will regularly be informed of good behaviour and invited into school to celebrate this with the children.

The policy also recognises that on occasion, children make poor behaviour choices and sanctions are required. This usually involves the loss of free time. Sometimes, this behaviour may need reporting to you as parents/carers and this will take place in the form of a red letter from your child's phase leader. If this behaviour continues, the head teacher may ask to speak to parents/carers, to plan a more supportive behaviour plan.

Some pupils may require individual plans to support their behaviour; this may be due to additional educational needs or behaviour concerns. School is committed to working with parents/carers to support child behaviour and develop individual behaviour systems where necessary.

Our school policy on behaviour is in accordance with National and Local Authority regulations including those on exclusion, and positive handling of pupils. These policies and procedures are available on our website or from the school office.

Homework

St. Anne's School has recently revised its homework policy. Your child will be given weekly spelling and number bonds/times table homework and will be expected to read every night. Please ensure that you support your child with their homework and sign their reading diary when you have heard them read. There will be occasions when your child may be asked to research a topic or complete extra homework as part of a school topic or in preparation for school assessments.

Home-School Agreement

To enable us all to work together successfully and meet the needs of our children, we ask our parents and carers to sign our home school agreement. We also ask parents to sign a Code of Conduct to ensure that our pupils are safe and protected.

Pupil Premium

St. Anne's receives Pupil Premium funding from the Government. The amount given is based on the number of children receiving free school meals and all schools need to demonstrate that this funding is being used to improve performance. It is therefore important to complete an application for free school meals or speak to the School Office (who can check for you) if you feel your child is entitled to them – this includes parents with children in Reception–Year 2 who currently receive free school meals.

Breakfast and after school care

St Anne's provides a Breakfast Club which runs from 8am to 8.45am daily. Breakfast Club is organised by the school office and is on a first come basis. Please contact the school office for further details. We no longer offer after school care.

School organisation

Entrance and Exit Points

Point A	Point C	Point D	Point E
By staff car park	Top corner of KS2 playground	Half way down KS2 playground	By church

Timings of Day

	Gate to be used at entry and exit time	Entry Time	Morning Break	Lunch Break	Afternoon Break	Collection Time
EYFS	Point E	8.40am – 8.45am for all		11.30am (N) 11.35am (Rec)		2.55pm
Year 1S	Point A		10.30am	11.45-12.30pm	2pm	3pm
Year 1OB	Point D		10.30am	11.45-12.30pm	2pm	3pm
Year 2	Point E		10.30am	11.45-12.30pm	2pm	3pm
3S	Point C			12-12.45pm		3pm
3K	Point D			12-12.45pm		3pm
4DK	Point C			12-12.45pm		3pm
4WD	Point D			12-12.45pm		3pm
5H	Point C			12.15-1pm		3pm
5S	Point D			12.15-1pm		3pm
6T	Point C			12.15-1pm		3pm
6C	Point D			12.15-1pm		3pm

Pupils Welfare and safety

Safeguarding and Child Protection

At St Anne's, we are committed to keeping all children safe and to promoting their welfare. The Designated Safeguarding Lead, Miss Wordsworth, and Deputy DSLs, Mrs Regan, Mrs Haggett, Mrs Clegg and Mrs Delves are responsible for safeguarding in our school. We follow the Child Protection Guidelines as agreed by the LA. We appoint a governor to oversee and support school in this role. Our safeguarding governor is Mr A. Nightingale. All designated officers received updated DSL training every 2 years.

Where it is felt that a child is at risk of being neglected or abused, one of the safeguarding leads will, as necessary, call upon the appropriate agencies (e.g. social services, education welfare) to support the families concerned in accordance with school and Local Authority guidelines.

All persons working, training or volunteering in the school have DBS clearance.

Our health and safety policy is in line with the LA's guidelines. All these policies are available to view on the school website www.stannescrumpsall.co.uk or by contacting the school office.

Vulnerable children

Outside "specialist" agencies can be called upon to support vulnerable children and their families as and when necessary.

These include:

- Bereavement counsellors
- Behaviour Support
- Emotional Well Being Team
- Education Welfare
- Social Services
- Educational Psychologist
- School Nurse
- Speech and Language Therapist
- CAMHS
- Caritas Social worker who works on site 1 day a week
- Messy Play Therapist

Emotional Health and Wellbeing

As well as catering for your child's educational and physical needs, we are also concerned that his/her emotional needs are met within school. We hope that your child will get to know and trust their class teacher and other members of staff well enough to confide in them if they have a problem. Our Caritas social worker is fully trained to support children and families at St Anne's. We also employ a Messy Play Therapist for one day per week to support children in this area. Teaching staff have undertaken mental health awareness training.

Educational Visits

As a school, we see the value in providing children with a variety of experiences to enhance their learning. We therefore aim to enable groups, classes and individuals to attend out of school visits throughout the year. This includes day trips, sports events, religious experiences and residential as well as local trips on foot. When planning visits, we put the safety and security of children at the centre. Before a trip takes place, a detailed risk assessment is drawn up to ensure the Health and Safety of all children and adults. Parents and carers are welcome to view this by appointment. We ensure that fully qualified staff accompany the children on all visits, along with a school first aider. We only use vehicles which meet with Local authority regulations and have fully fitted seat belts.

As such experiences are seen as paramount to children's learning, we ask parents/carers to sign a Local Trips permission form, which allows pupils to be taken by foot to local areas of interest, without continually seeking permission. (All the above procedures will still be in place). For further, more extended trips, school will seek parent/carer permission. Visits will not take place in Autumn Term due to the Covid 19 response.

Recent legislation stipulates that financial contribution from parents to cover the cost of some of the activities must be voluntary. On occasions, activities may need to be postponed, if there are insufficient contributions to cover cost.

To view some of the trips the children took this year, see our Twitter feed on the school website.

Accidents

Accidents do occasionally occur. Minor injuries will be dealt with by first aiders in school. If an injury of a more serious nature occurs, we will contact parents immediately. It is vital that the school holds up to date emergency contact information. We must have a minimum of 2 contacts on school records. A list of all staff qualified to administer first aid is available in school. All staff have had emergency defibrillator training, the defibrillator is situated in the school's main foyer area.

Security

The Governors and teachers are committed to providing the highest possible safety for both children and visitors to the school. We are aware, however, that despite our efforts to ensure the existence of an accident free zone, events can occur which result in injury to the child or his/her property. A high level of liability insurance cover is maintained to protect the school against claims arising out of such accidents. This insurance would only apply where a degree of negligence on the part of the school or its officials could be proved.

Confidentiality

We have clear guidelines regarding the confidentiality of information supplied to us by pupils, parents and outside agencies. Our Confidentiality policy is available at the school office and on the website, should any parent wish to view it.

Policy and Documentation

Statement on Racism, Sexism and Disability Equality

"Members of St Anne's Catholic Primary School Community wish to declare themselves totally committed to an ethos of racial, gender and disability equality, and justice for all. Staff accept responsibility for developing this in every aspect of school life. It is a fundamental principle on which the school runs. It is regarded as essential that all persons having some involvement with the school support this principle".

Charging and Remission Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards the pupils' education. The Governors aim to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Administration of Medication

In general, staff will administer no medicines. Children with a permanent or long-term medical dependency will be catered for, with parental permission. Parents must see the School office and fill in a medical form before any medicines can be administered in such cases. All medicines are locked away in the school office and are only administered by a first aider.

Complaints Procedure

Every school has to provide parents with an opportunity to raise concerns. The following arrangements have been adopted to enable parents to exercise this right.

Concerns expressed by parents should in the first instance be discussed directly with the Class Teacher. It is usual for most complaints to be settled this way.

If the Class Teacher cannot settle the complaint, the Phase Leader will become involved, either at the request of the teacher or the parent.

If the complaint is still not resolved, the Head teacher or Head of School will become involved.

After investigation by the Head Teacher, should the matter still not be resolved, then the complaint should be put in writing to the Chair of Governors who will apply the procedures outlined in the school's Complaints Policy. A copy of this policy is available on the school website and at the school office on request.

Secondary Education

The vast majority of our pupils continue their education at Our Lady's Catholic High School and we have an excellent transition programme set up with the school. The governors recognise the right of all parents to choose whichever school they wish for their children in deciding upon secondary education.

The information contained in this prospectus was updated in readiness for the 2021-2022 academic year. The particulars it contains about the school were correct at the time. It must not be assumed that there will be no changes affecting the relevant arrangements or certain matters before the start of, or during this school year or subsequent years. Such changes could arise from the variation in Government legislation or the LA policy insofar as it would affect Voluntary Aided Schools. Enquiries about the content of this document and any other enquiries can be made either to the school Business Manager, Mrs Kath Loftus or the Interim Executive Headteacher Mrs Rachel Jacques.

For further information on the school and school policies please refer to the school website:

www.stannescrumpsall.co.uk



St Anne's RC Primary School: Home School Agreement

In partnership together, families, school and parish are working to meet our mission, which is to, *'work together, learn together and care together in God's love to enable each unique person to achieve their full potential.'*

Everyone wishes to do their best for the children in everything we say and do, to set an example through good citizenship based on Gospel values so that our children too will aspire to be like our patron St Anne.

We will work together to promote relationships based on Gospel Values by:

1) Together we will:

- a) Tackle any concerns
- b) Keep channels of communication open in all directions
- c) Encourage our children to do their very best at all times, and value that effort
- d) Encourage our children to take pride in their school environment
- e) Eliminate bullying
- f) Support individuals in their personal faith development
- g) Be considerate to everyone particularly the school neighbours

2) The School will:

- a) Teach the National Curriculum and RE
- b) Provide extra curriculum enhancement whenever possible
- c) Provide opportunities for spiritual development
- d) Maintain a link with all school Catholic Parishes and other faith communities where possible
- e) Not tolerate bullying and will implement strategies to eliminate it
- f) Recommend and support a practical and affordable school uniform
- g) Provide an environment which conforms to health and safety regulations
- h) Keep parents informed of their children's progress
- i) Provide homework as set out in our homework policy
- j) Keep parents informed about school activities through regular letters home, and notices
- k) Be considerate to our school neighbours

3) The Family will:

- a) Make sure my child arrives in time for school properly equipped
- b) Make sure my child attends regularly, providing a letter if he or she is absent

- c) Attend Parents' Information evenings to discuss my child's progress
- d) Support the School in its aim to have 100% of pupils wearing school uniform
- e) Support my child with reading and other opportunities for home learning
- f) Keep the school informed of any concerns that might affect my child's work or behaviour
- g) Support the School's Policy and Guidelines to promote positive behaviour
- h) Work with the school to eliminate bullying
- i) Ensure an adequate amount of sleep and a healthy diet
- j) Be considerate to our school neighbours, particularly when parking

4) The Child will:

- a) Follow our School Rules - Our school rules will be posted in the classrooms and around school. We reward those children who keep our school rules. If the school rules are broken, a system of sanctions will be put into operation.

Bullying will not be tolerated!

5) The Catholic Parish will:

- a) Support the school with regular, meetings between the priest and the staff.
- b) Promote attendance at the school through displaying information about the school, advertising open mornings etc.
- c) Involve the school whenever possible in parish events; it is expected that children and parents will, whenever possible, attend these events.
- d) Involve the school to leading one school mass or celebration a month.
- e) Share the responsibility with parents and the staff of developing the faith of the children.

Data Protection Act 1998 (GDPR) – Privacy Notice

We St. Anne's RC Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

PLEASE INFORM THE SCHOOL OFFICE IF YOU CHANGE ADDRESS OR TELEPHONE NUMBER OR IF ANY OTHER OF YOUR PERSONAL DETAILS THAT WE HOLD FOR YOU CHANGE.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We will ask you to read, sign and return privacy notices with regards to how we use your personal information. Full details of our Data Protection Policy (GDPR) and a copy of our privacy notices can be found at <https://www.stannescrumpsall.co.uk/key-information/policies>

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE), and, where appropriate we will send to relevant national health service personnel (e.g. school nurses) information on individual pupils changing school (or address) to ensure continuity of health care. If a child moves to another school we will ensure a handover of appropriate data we hold, and we will cooperate with other schools s/he has attended to endeavour to complete any outstanding issues.

If you require more information about how the School, the LA and/or DfE store and use this data please go to the following websites:

- <https://www.stannescrumpsall.co.uk/key-information/policies>

and

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Parent Friendly Safeguarding Policy

Working, Learning, Caring together in God's love.

This policy reflects the values and aims of St. Anne's R.C. Primary School in relation to safeguarding. At St. Anne's, we are dedicated to ensuring that all pupils remain safe and free from harm. We are committed to playing a full and active part in the multi-agency response to child protection concerns. Additionally, the school has a legal duty to safeguard and promote the welfare of children and to have a child protection policy.

Through their day to day contact with pupils, and direct work with families, school staff have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local child protection procedures to report their concern to Social Care immediately. To avoid any misunderstandings therefore, parents of children who sustain accidental injuries, which result in cuts/bruises/fractures, should inform the school without delay.

Principles:

- Children have a right to be safe, to be listened to, valued and respected
- Parents have a right to be informed of any concerns regarding their child
- Children are best protected when parents and school can work together
- All staff paid and unpaid are given appropriate training and support
- All staff paid and unpaid are subject to rigorous recruitment checks

Principles in practice

In order to ensure children are effectively protected we ensure that:

At St Anne's, we are committed to keeping all children safe and to promoting their welfare. The Designated Safeguarding Lead, Miss Wordsworth, and Deputy DSLs, Mrs Regan, Mrs Haggett, Mrs Clegg and Mrs Delves are responsible for safeguarding in our school. We follow the Child Protection Guidelines as agreed by the LA. We appoint a governor to oversee and support school in this role. Our safeguarding governor is Mr A. Nightingale. All designated officers received updated DSL training every 2 years.

All school staff are trained to Level 1 Safeguarding annually. The Safeguarding Team meets on a weekly basis to discuss concerns and cases. There is a safeguarding slot in staff meetings to discuss safeguarding matters. A parent friendly child protection leaflet and a child friendly leaflet are provided for all children and their families.

The safeguarding policy is accessible on the school website.

The safeguarding policy is reviewed by the governing body annually.

The governors oversee all matters pertaining to safeguarding policy and practice in school.

Safeguarding reports are provided to the full governing body termly.

Partnership

School will inform parents of any concerns about their children (providing it does not compromise the pupil's safety) and will help support them as necessary.

Prevention:

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights and encourages them to speak about any concerns. The school will also address the issue of children's safety through the curriculum.

Responding to Concerns:

School will refer all allegations or concerns that a child has been or is likely to be abused or neglected to Social Care within the Children's Services Department. School will consult with other agencies when it has concerns that a child may have been abused or neglected. School will discuss with parents any concerns they have about children. Parents will be kept informed of what has happened.

Child/Child Abuse:

Physical and emotional abuse of children by other children will be dealt with through the school's anti-bullying policy. Parents will be kept informed.

Child Protection Conferences:

School will attend conferences and provide information about children and families. School will keep confidential child protection records separately from a pupil's academic and other school records.

Confidentiality:

Information from parents about possible child abuse cannot be kept confidential. Information and records about children on the Child Protection Register will be given only to those people who need it and will be kept strictly confidential by them.

A Full copy of the schools Safeguarding policy is available on the school website.
<https://www.stannescrumpsall.co.uk/>