# St Anne's RC Primary
# School Prospectus 2026-2027

*Together we grow in faith, knowledge and love.*
*Together we show respect, kindness and confidence.*
*Together our community shines.*

**Our Mission Statement highlights the power of unity and shared values in fostering growth and positive relationships within a community. At St Anne's we work together with respect, kindness and confidence to truly make a difference. We aim to meet the needs of every child through a challenging, enriched curriculum. Providing a safe, secure and stimulating learning environment. We know when we come together our community thrives and shines.**

**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 their 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

| Senior Leadership Team | |
|---|---|
| Headteacher | Miss Wordsworth |
| Deputy Headteacher | Mrs Regan |
| Assistant Head Teacher | Mrs Delves |
| Assistant Head Teacher | Mrs Ball |
| School Business Manager | Mrs Stott |

| Leading Teacher (phase lead) | |
|---|---|
| Early Years - Nursery and Reception | Mrs Ball |
| Year One and Two | Ms Sweeney |
| Year Three and Four | Ms Oliver |
| Year Five and Six | Mr Worrall |

| Class | Teacher | Class based TA | TA working across year group |
|---|---|---|---|
| Nursery H | Ms Harrison<br>Mrs Ball (1 day) | Mrs Bowman<br>Mrs Lewis | Miss Cizmja |

| | | | |
|---|---|---|---|
| Reception G | Ms Gillespie | Ms Doherty | |
| Reception W | Mrs Whalley<br>Mrs Ball (Th-F) | Mrs Kaur | |
| 1HM | Mrs Heslop<br>Miss McCafferty<br>(Th-F) | Ms Miara | Ms Staszak |
| 2S | Miss Sweeney | Mrs Thomas<br>Ms Ali | |
| 2B | Miss Boardman | | |
| 3O | Miss Oliver | Mrs Garstang | |
| 3N | Ms Nicol | Mrs Seers | Miss Parr |
| 4G | Ms Garner | Ms Boyle | Mr Bibby |
| 4LC | Ms Lyons -Clarke | Mrs Lunn | |
| 5K | Mrs Karamat | Ms Fiyaz | |
| 5WD | Miss Walker-Daniels<br>Ms Kershaw | Mrs Singleton-Davies | Mrs Blakebrough |
| 6J | Mr James | Ms Sheard<br>Mrs Elcock | |
| 6W | Mr Worrall | | Mrs Beal<br>Mr Bibby |
| The Hive (Resourced Provision) | Miss Yorke | Mrs Hough<br>Miss Jokowicz | Mr Bibby |
| **Support Staff - whole school** | | | |
| Family and School Support Worker | | Ms Parr - Becky | |

| **Admin Team** | |
|---|---|
| Business Manager | Mrs Stott |
| Office | Mrs Slatford<br>Miss Samuels<br>Ms Matthewman -temp |
| **Lunchtime Organiser Team** | |

| | |
|---|---|
| | Mrs Kaur<br>Mrs Qadir<br>Miss Rogers<br>Miss O'Malley |
| **Cleaning & Caretaking Team** | |
| Caretaker | Mr McAreavey |
| Cleaners | Mrs Nosheen<br>Mrs Alves<br>Mrs Graham<br>Ms Osahon |
| **Kitchen Team** | |
| Cook | Ms O'Neill |
| | Mrs Graham<br>Mrs Nosheen<br>Ms Orshansky |

## Communication between Home, School and Parish

**Our Parish and links**

We welcome our new Parish Priest to the St Anne's community - Father Gilbert. We look forward to working alongside him.

**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 aspects of life. We welcome all enquiries and aim to communicate regularly with parents/carers through the newsletter, Arbor app - inapp messages, emails, meetings, social media platforms (Facebook and Instagram) 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 provide regular class curriculum overviews, as well as a weekly newsletter to inform parents of curriculum matters, celebrate achievement and inform them about upcoming events.

**Reporting to Parents**

***We encourage our parents and carers to read our 'Parental Communication Policy' which can be found on our school website.***

There are up to four opportunities in the school year where our parents have the opportunity to meet with the teachers. We hold 'Meet the Teacher' sessions at the start of each Academic year.

We then offer up to three 'Open Afternoons' for parents and families to see their child's work and celebrate their progress with them..

We arrange for one parent evening meeting throughout the year ,this normally takes place in Autumn term.

Termly attainment summary reports are provided in Spring term.

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 further if appropriate to do so.

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

Please view our Parent/ Carer Communication Policy for further information on communication.

**Transition**
We strive to make all points of transition as smooth as we can for pupils. Pupils new to Nursery or Reception are invited to stay and play visits with parents and home visits are carried out for all children entering Nursery and those new to our Reception. At the end of each year, pupils will spend time with their new teacher/classroom staff and visit their new classroom. Teachers take time to share information about the children, this personalises our approach. Families are also invited to meet the staff who will be working with their child. Early in Nursery and Year 6, parents 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 St Anne's School badge on them.
**Shoes:** We expect our 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.*

**Summer uniform is encouraged with the warm weather.**

**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 (bracelets, necklaces etc) in school is not allowed. *None-smart* watches are permitted . School cannot be held responsible for any lost or damaged personal 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 before coming into school. **Children are allowed to wear small stud earrings but these must be removed for PE lessons for Health and Safety reasons. If a child cannot remove their own earrings, they will not be able to participate so it is best that earrings are not worn on PE days.**
**If your child wears a bracelet, anklet or necklace for religious reasons, please understand the accountability lies with parents with this. We again cannot take responsibility for any damaged or lost items.**

**PE kit:**
Navy Shorts
Plain white T-shirt or white T-shirt with 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.

**School Meals**



St Anne's is a healthy school and we offer a Dual Halal service. Our school meals are cooked on site and comply with Government standards. A choice of hot food is available and children can select salad and vegetables to accompany their meal from our salad bar. Three Menus are provided and displayed in advance and our children are allowed to alternate between school dinners and packed lunches with one week's notice given to the School Office. The cost of these meals is £2.25 per day which equates to £11.25 per week.

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

Parents are encouraged to speak to the office if they are unsure if they're entitled to Free School Meals.

In line with our Healthy School agenda, 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.

**Punctuality**
Please ensure that children are on time for school.. Latecomers cause disruption for pupils and teachers and valuable learning time is lost. All latecomers are recorded in a 'Late register' in the main entrance. Children should also be collected at the end of the day punctually and by a responsible adult (over the age of 16) at the time their class finishes.

**Attendance and Holidays**
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.
At St Anne's, we want every child to grow in faith, knowledge and love. Coming to school on time every day helps your child make friends, build confidence, and succeed in their learning. Daily School Timings
8:35 am – Morning gates open.
8:45 am – Class registration starts.
8:50 am – Gates close. If you arrive after 08:50 am, please bring your child through the main office.
9:15 am – Registers Close-arriving after 09:15 am is marked as an unauthorised absence (U code) for the morning.
1:00 pm – Afternoon registration.
3:05 pm – 3:25 pm – Afternoon gates open for pickup.

**What to Do If Your Child Is Absent-**

1. Call Us Early: Phone the school office before 9:00 am every day your child is off.
2. Emergency Contacts: Please ensure we have at least 3 up-to-date phone numbers so we can reach you.
3. Slightly Unwell or Appointments? If your child feels better later in the morning or returns from a medical appointment, please bring them in for the afternoon session (1:00 pm). Half a day of learning is always better than missing a whole day!
4. 3 Days of Absence: If your child is off for 3 continuous days, our safeguarding team will check in with you and may carry out a friendly home visit to offer help.

**Attendance Targets:**

100% - 95% 🟢 GREEN ⟶ Excellent! Giving your child the best chance to succeed.
94% - 91% 🟡 AMBER ⟶ Room for improvement. We will contact you to offer support.
90% or less 🔴 RED⟶ Persistent Absence. Requires a formal support plan.

Holidays & Avoidable Days Off

Term-Time Holidays: Cannot be authorised by the Headteacher. Unauthorised holidays will be referred to Manchester City Council and will result in a penalty fine.

Birthdays & Days Out: Birthdays, treats or routine single days off are not valid reasons to miss school.

Minor Ailments: Mild coughs, colds and headaches can usually be managed in school.

**Manchester City Council Fines (National Framework)**

Threshold: 10 unauthorised sessions (equivalent to 5 days) within a 10-week window will trigger legal action.

First Fine: £80 per parent, per child if paid within 21 days (rising to £160 if paid within 28 days).

Second Fine (within 3 years): Flat rate of £160 per parent, per child.

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 at least 3 contact numbers to ensure that we 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 the school office. It is important that you give us as many numbers as possible because the communication system will fall down if we cannot make contact . 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.

Unexplained absence is termed 'unauthorised', this 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, evidence of appointments must be provided- this can be added to Arbor, sent via email or shown in person to the office staff.
Please be aware that if the appointment falls in the morning - we encourage you to bring your child in as soon as the appointment is complete - this is the same with afternoon appointments where we encourage you to bring your child into school and receive their morning registration mark.

**Admissions**

Nursery admissions are completed by our in-house school admissions team. Please return completed application forms to the main office. When spaces become available you will be contacted to begin the admissions process of a home visit and stay and play session.

Reception- Year 6 admissions to the school are the responsibility of Manchester Local Authority. Parents need to apply for places through the Local Authority. Once a place is secured, parents will be asked to complete a school admissions form and attend an admissions meeting with a member of the Admissions Team.

If you would like a visit/ tour of our school, you would be very welcome! Please contact us to arrange a mutually convenient time.

**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 and monitor in the first instance. If a child becomes unwell during the day, we will contact you if we feel the child should return home. Staff have to make their professional judgement as to whether a child is well enough to be in school, consideration is taken for the individual child, other children and staff. Parents must understand we have children and staff with a wide range of health conditions so safety is a priority. It is therefore important that we have at least 3 emergency phone numbers.

**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 and our school dog) are not brought onto the school grounds.

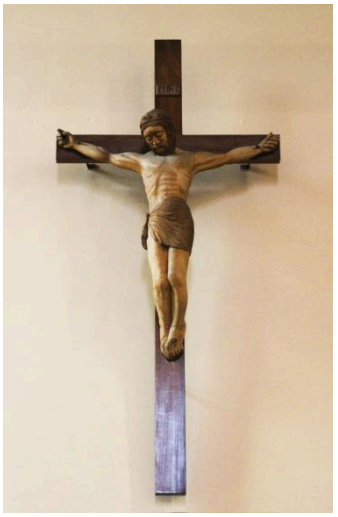
**Bikes and Scooters**
Children may travel to/from school on a scooter or bike, but these must be dismounted and pushed along the school playground. On the Key Stage Two playground there is a secure storage facility for bikes / scooters. This is locked throughout the day. School are not responsible for items stored there during the school day.

## 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 and Spanish in KS2.

In delivering our curriculum, we use a subject led approach, concentrating on building upon the children's knowledge. We are committed to making learning exciting and we use lots of enrichment experiences, trips and visitors- within and outside of school to enhance our curriculum. All classes make good use of ICT as both 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 provided where appropriate this may be through lesson planning , task, resourcing and/or additional support.



**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.
At St. Anne's, we believe that Catholic Life and RE are not just subjects but the foundation of our entire school family and mission. Because our Catholic ethos and the Lighting the Path curriculum are so deeply woven into our daily life, children will naturally encounter the Catholic faith and Gospel values through the general atmosphere of our school community.

Parents do hold a legal right to withdraw their children from RE, Collective Worship, or both. Should a parent wish to exercise this right, they are asked to notify the school by contacting the Headteacher in writing.
Before making a final decision, we warmly invite parents to meet with the Deputy Headteacher to discuss their concerns. This conversation allows us to share how our curriculum—particularly the Dialogue and Encounter branch—is designed to be inclusive and deeply respectful of all faith backgrounds. If a parent still wishes to proceed, the school will make safe arrangements for the supervision of the child, though alternative religious instruction is not provided.

**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 beginning and 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, with 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 class teacher will liaise with you in the first instance and Mrs Delves, our SENDCo, will contact you to

discuss an Individual Support Plan. Parents/carers of children, who are identified as having a special educational need, will be regularly informed of progress through meetings and letters. Individual Support Plans are updated each term by class teachers in liaison with Mrs Delves and a copy is sent home to parents.

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 Medical Policy can be found on our website.

Our School Offer and SEND policy are also available on our website and a hard copy can be found in the school office.

**Respectful Relationships and Behaviour Management**

Positive 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 wrong behaviour choices and consequences are required. We discuss logical consequences with the children so that they understand their behaviour. Sometimes, this behaviour may need reporting to you as parents/carers and this will take place in the form of a phone call or a meeting with the class teacher and SENDCo.

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 behaviour, wellbeing 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. The amount of work given increases depending on the Year group your child is in. In addition to this, 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. Please see the policy for further details on the school website.

**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 7.30am to 8.35am 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.

**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 Delves, Mrs Ball and Miss Parr are responsible for safeguarding in our school. We follow the Child Protection Guidelines as agreed by the LA. Our Chair of Governors is our Safeguarding Lead. All designated officers receive 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
- Early Help
- Surestart
- Behaviour Support
- Emotional Well Being Team
- Education Welfare
- Social Services
- Educational Psychologist
- School Nurse
- Speech and Language Therapist
- Occupational therapist
- CAMHS

**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. We work with a wide range of outside professionals and providers including an Educational Psychologist, Speech and Language Therapist, Occupational Therapist and Alternative Provision. Our school Family and School Support Worker, Becky works closely with our parents, pupils and community to build a strong Parental partnership.

**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.

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 costs.

To view some of the trips the children took this year, see our social media pages and the school website.

**Accidents**
Accidents do occasionally occur. Minor injuries will be dealt with by first aiders in school and you will be alerted via Medi-Tracker. 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 3 contacts on school records. We have some staff with Paediatric First Aid training and others with Outdoor First and Emergency First Aid.

**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.
For children who have asthma, their inhaler is stored in a red bag in a cupboard in the classroom so that it is accessible as and when needed.

**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 concern is still not resolved, a member of the senior leadership team will become involved.

If further investigation is needed by the Headteacher and should the matter still not be resolved, then the complaint's procedure should be followed. A copy of this policy is available on the school website and at the school office on request.

**High School - KS3**
Our pupils now attend a wide range of High Schools across Manchester once completing their Primary years. We have strong links with many of these schools including Our Lady's Catholic High School which is the Catholic school within our cluster. The governors recognise the right of all parents to choose whichever school they wish for their children in deciding upon KS3 education.

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

www.stannescrumpsall.co.uk