

# 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
Assistant Head Teacher - SENDCo			Mrs Delves
EYFS Lead			Mrs Ball
Class	Teacher	Class based TA	TA working across year group
Nursery H	Miss Harrison	Mrs Bowman Mrs Hussain (s)	
Reception HB	Mrs Heslop/ Mrs Ball	Mrs Miara	Miss Kaur Miss Johnson (Wednesday)
Reception MC	Miss McCafferty	Miss Parr	
1 S	Miss Sweeney	Miss Bradley	Mrs Freeman Mrs Grimes Miss Johnson (s)
1OB	Miss O'Brien	Mrs Hodson	
2Y	Miss Yorke	Mrs Hough	Mrs Garstang
2W	Mrs Wilson	Miss Morgan (s)	
3K	Mrs Karamat	Mrs Singleton	Miss Ashfaq (s)
3D	Miss Dooley	Mrs Seers	Miss Choudhry (s)
4J	Mr James	Mrs Boyle	Mrs Boniface
4WD	Miss Walker	Mrs Lewis (W-F) Mrs Blakebrough (M,T)	
5WO	Mr Worrall	Mrs Elcock (M-Th)	Ms Campbell Ms Parr (W-F 2.5 days)
5WI	Miss Wilson	Miss Lyons-Clarke	
6B	Mrs Beal (previously known as Miss Horner)	Mrs Butterfield	Miss Doherty (E)
6T	Miss Todd	Mr Foster	
PSHE development & curriculum enhancement teacher - 3 days - Mrs Khatun			
Family Support Worker CARITAS Support Worker		Mrs Garside – T, W, Th Ms Lavelle-Connaughton -Monday	

Admin Team	
Business Manager	TBC

Office	Mrs Peers Miss Garside
Lunchtime Organiser Team	
	Mrs Kaur Mrs Kaur Mrs Qadir Mrs Kaur Miss Rogers
Cleaning & Caretaking Team	
Caretaker	Mr McAreavey
Cleaners	Mrs Nosheen Mrs Miara Ms Seabridge Mrs Alves Mrs Graham
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 upcoming 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 (bracelets, necklaces etc) *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 before coming into school. **Children are NOT to wear any form of earring to school; this is a safety risk.**

### **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. 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 to the School Office. Cost of these meals is £2.25 per day, £11.25 per week.



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.

Parents are encouraged to speak to the office if they feel 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. The school bell rings at 8.35am 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. During Autumn 1 we have a staggered pick up time. From Autumn 2, EYFS pick up time is 3.10pm and KS1 & KS2 3.15pm.

## 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 Miss Garside 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 uploaded to ParentsApp

### **Admissions**

All 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. 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 school dog Maple has been at St Anne's since December 2022 after an in-depth consultation process. Maple is a Cavapoo and is a low-shedding dog. She is currently undergoing training. Maple supports children in many ways and is an important member of our St Anne's family. If you have any questions or wish to inform us of any reason your child may not wish to work with her, please contact Mrs Clegg.



### **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 and Latin in KS2.

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 of pupils from religious worship and education. However, parents are also strongly reminded that the school exists to give a Catholic Education to its pupils and therefore they are expected to be in sympathy with its overall philosophy.



### **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, Mrs Delves, 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**

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 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 Headteacher 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. The amount of work given increases dependent 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 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	8.30am for all		11.30am (N) 11.35am (Rec)		3.10pm
Year 1S	Point A		10.30am	11.45-12.30pm	2pm	3.15pm
Year 1OB	Point D		10.30am	11.45-12.30pm	2pm	3.15pm
Year 2	Point E		10.30am	11.45-12.30pm	2pm	3.15pm
3S	Point C			12-12.45pm		3.15pm
3K	Point D			12-12.45pm		3.15pm
4DK	Point C			12-12.45pm		3.15pm
4WD	Point D			12-12.45pm		3.15pm
5H	Point C			12.30-1.15pm		3.15pm
5S	Point D			12.30-1.15pm		3.15pm
6T	Point C			12.30-1.15pm		3.15pm
6C	Point D			12.30-1.15pm		3.15pm

## **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 Hagggett, Mrs Clegg, Mrs Delves, Mrs Ball and Mrs Garside 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 Mrs C. Harrison. 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](http://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 have school staff trained in Messy Play Therapy for individual children. 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.

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 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 2022-23 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 Headteacher Miss Wordsworth.*

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

[www.stannescrumpsall.co.uk](http://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

### Privacy Notice – Parent / Carers Use of your child's personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils. We, St Anne's RC Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Shane O'Neill (see 'Contact us' below).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

#### Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention periods are set out by the Department of Education which sets out how long we keep information about pupils.

#### Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities

- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

### Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

#### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

#### Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Shane O'Neill

- Telephone (answerphone) 0161 212 1681
- Email: [datarequests@globalpolicing.co.uk](mailto:datarequests@globalpolicing.co.uk)
- Website: [www.globalpolicing.co.uk/data](http://www.globalpolicing.co.uk/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, Mrs Ball, Mrs Garside 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 Mrs C. Harrison. All designated officers received updated DSL training every 2 years.

All school staff are trained to Level 1 Safeguarding annually. The Safeguarding Team meet 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 on 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/>

# Parent Conduct Policy

## Purpose and scope

At St Anne's RC Primary School, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

## Our expectations of parents and carers

- We expect parents, carers and other visitors to:
- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

## Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

## **Breaching the code of conduct**

- If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.
- Depending on the nature of the incident, the school may then:
  - Send a warning letter to the parent
  - Invite the parent in to school to meet with a senior member of staff or the headteacher
  - Contact the appropriate authorities (in cases of criminal behaviour)
  - Seek advice from Manchester City Council regarding further action (in cases of conduct that may be libellous or slanderous)
  - Ban the parent from the school site
- The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.
- The headteacher will consult the chair of governors before banning a parent from the school site.