

## Our School

St Saviour's is a Church of England Academy, part of the St. Bart's Multi Academy Trust and is situated in the village of Butt Lane. It is within Staffordshire Local Authority. It caters for boys and girls from the ages of three to eleven and serves the Talke & Butt Lane area of the county. Our school setting provides spacious playgrounds and we also have an exceptionally large playing field at the back of the school which has stunning views over Cheshire and the surrounding area.

St Saviour's continues to build and maintain strong links with local Churches. We visit church to celebrate events and festivals and the vicar and church members visit our school to regularly lead Worship. Our strong Christian ethos forms the firm foundation of our school and permeates everything that we do.

## The School Day

<b>8.45am</b>	Nursery Registration
<b>8.50am</b>	Registration
<b>9.00am</b>	Lessons Commence
<b>10.30am</b>	Break (15 minutes)
<b>10.45am</b>	Lessons
<b>12.00pm</b>	Lunch (Key Stage 1)
<b>12.15pm</b>	Lunch (Key Stage 2)
<b>1.00pm</b>	Registration and lessons
<b>3.15pm</b>	Nursery finish
<b>3.10pm/3.15pm</b>	KS1 finish/ KS2 finish

## Attendance

Children at St Saviour's Academy are encouraged to achieve a 97% or higher attendance figure. Exceptional circumstances such as serious medical conditions are taken into consideration.

Attendance is encouraged within school through the use of attendance awards and incentives. These are issued on a weekly, termly and end of year basis for both individual attendance and class attendance. Any class who achieves 100% attendance within a week is rewarded with a free non-uniform day.

A child's attendance is rated using a colour-coded system.

- 'Green' (95-100%),
- 'Yellow' (91-94%),
- 'Red' (Below 90%).

We encourage children and parents to aim to be within the 'Green' category. Regular attendance is very important and any break means that the child is missing valuable learning. However, if your child is obviously unwell please keep them at home; inform us by telephone on their first day of absence. School holiday dates are available well in advance and children are normally expected to take holidays during that time.

## **Admissions Procedure**

### **Nursery**

There is only one nursery intake each year, commencing in September. Your child will be admitted in the academic year (1st September to 31st August) in which he or she is four years of age.

Parents wishing to register their child can do so by contacting the school office during the school day. A copy of the admissions policy is available for parents to inspect. We offer a combination of funded and paid nursery provision.

### **Reception Class**

Children may be admitted into school at the beginning of the Autumn Term of the school year in which they reach the age of five, (i.e. a child who reaches the age of four by 31st August may start in the Reception year in September).

In consultation with the school governors, the Local Authority determines the number of pupils that may be admitted to a school in each year: this is generally referred to as the school's published admission number (PAN).

If the number of pupils seeking admission exceeds the number of available places, the following order of priority will apply: -

- Pupils whose statutory statement of special educational need names the preferred school as the most appropriate mainstream school for meeting their needs.
- Pupils living in the catchment area of the school
- Pupils who have an elder sibling already at the school and who will be attending at the proposed admission date.
- Pupils who are distinguished from the majority of the applicants on medical grounds or they would suffer undue hardship if they were unable to attend the school.
- Other pupils arranged in order of priority according to how near their home addresses are to the school, by the shortest walking route as measured by Geographical Information Systems.
- Looked After Children falling into any of the categories above will be given first priority for places within that category.

All applications are considered against published criteria with no priority awarded for early application. Late applicants will only be considered in exceptional circumstances.

In the summer term before starting school in the reception class in September your child will be invited to visit the school. They will have an opportunity to meet their class teacher and familiarise themselves with their classroom. These visits have proved very successful in helping every child to settle well into school.

## **School Uniform**

Children are encouraged to wear the school uniform as it helps to create a sense of belonging and pride in our school.

Our school colours are red and grey/black and include the following items: -

- Red sweatshirt or cardigan (available from the school office with the school logo).
- White polo shirt
- Grey/black trousers, skirt or pinafore dress
- Girls may wear a red/ white gingham dress in summer
- Footwear - suitable shoes – no trainers.
- Jewellery should not be worn at school (studs need to be worn in pierced ears)

To participate fully in PE your child will need: -

- Red, round neck T-Shirt
- Black shorts (tracksuit trousers if outside)
- Black pumps (trainers if outside)
- Black hooded sweatshirt/jacket

The children in Key Stage 2 go swimming and will need: -

- Swimming trunks (boys)
- Swimsuit (girls)
- Swimming hat
- Towel
- Goggles optional (a permission slip must be completed)

## **Behaviour and Discipline**

The aim of the school is that the children should develop an increasing awareness of self-discipline and understand the need for self-control. Unacceptable behaviour is dealt with through a range of sanctions and positive behaviour is rewarded as set out in our Behaviour and Discipline Policy.

## **The Curriculum**

The curriculum is broad, balanced and relevant. We are continually improving the delivery of our lessons to ensure that we provide learning in context for our children as well as developing more creative opportunities through the introduction of theme days and weeks to promote enjoyment and fun and to create an enthusiasm for learning. We aim to provide educational experiences to help your child develop intellectually, emotionally, socially, spiritually and physically.

## **The Early Years Foundation Stage**

The Nursery and Reception class follow the Early Years Foundation Stage Framework and the children work towards the Early Learning Goals.

The pupils follow a range of both adult led and child choice activities within the indoor and outdoor learning environments.

## **Key Stage 1 and Key Stage 2**

In Years 1 to 6 the school follows the National Curriculum guidelines, providing a broad and balanced and inclusive curriculum. Wherever possible, we take every opportunity to be creative with our timetable so that children have the chance to link and develop their learning across the different subjects.

### **English**

All children take part in a daily English lesson. This involves a structured programme of teaching to ensure continuity and progression. We are keen to encourage an appreciation of language through speaking and listening, reading and writing. The children are encouraged to speak confidently and to listen to the opinions and ideas of others. A comprehensive structured phonics programme helps them to build the appropriate skills essential for reading and spelling. Opportunities to be involved in extended writing activities for a range of purposes, ensures that children become competent writers.

### **Mathematics**

All children are involved in a daily Maths lesson and follow the structured programme of work. The children are also encouraged to develop their mental maths skills as well as problem solving and being able to use and apply taught strategies in their work.

Parents are invited into school to discuss their child's progress in the Autumn, Spring and Summer Terms. We also hold Curriculum Information Evenings. Parents may also contact the school with any concerns at any time. An annual School Report is provided in the Summer Term. Success and achievement are always celebrated.

### **Celebration of Achievements/Awards**

We have a Celebration Worship each week. Headteacher Award Certificates and stickers are presented to pupils to reward good work, effort and improvement as well as good behaviour and caring and kindness.

### **Homework**

The school has a homework policy which aims to ensure continuity and progression throughout the whole age range in preparation for leaving primary school and going to the High School. Children are encouraged to read at home and parents are asked to record comments. Children's reading development, benefits greatly from the support of parents.

Other homework such as spellings, writing and maths activities are also given at times, in addition to work connected with class topics. However, we do aim to ensure that children are not faced with too much homework (the amount will vary according to age) and that an appropriate length of time is given for them to complete the task.

The teaching staff are happy to give advice and guidance about the most helpful assistance that parents may give at home.

## **Special Educational Needs**

At St Saviour's we are committed to ensuring that each child reaches their full potential. Children that are identified as requiring extra support are carefully monitored and their parents are involved in setting appropriate targets for their learning. The Local Authority's Special Educational Needs Service, Psychological Service and Specialist Support Service may be called upon to assist pupils with any Special Educational Needs. The Governors of the school monitor the progress of pupils with Special Educational Needs and there is a nominated Governor with responsibility for Special Educational Needs within the school.

## **Equal Opportunities**

The school is committed to equal opportunities for all and this is set out in our Equal Opportunities Policy. All staff are pro-active in ensuring all the pupil's needs are met. We promote practice that enables individuals to develop to the best of their ability regardless of race, gender or disability. The school has an Access Policy and wherever possible pupils with disabilities are successfully integrated into the school. The governors monitor the policy with the intention of making sure all children gain maximum access to the curriculum.

## **Clubs and Activities**

A varied selection of After-School Clubs and activities are run by school staff and other professionals at different times throughout the year on a seasonal basis. The clubs are intended to appeal to a variety of interests and talents; thus, enriching the curriculum. Children may choose to attend these and permission will be requested from a parent /carer. The clubs available will vary but among them will be Football, Gardening, Film Club, Needlecraft and Book Club. Please see the school website for more details.

## **School Council**

The school has an active school council which is formed of representatives from Year 2 to Year 6. They meet on a regular basis to discuss various issues such as playtimes, behaviour, healthy eating, learning and the curriculum etc. They are given the opportunity to make a positive contribution to the school by giving feedback from their class and to suggest any new ideas they may have.

Each September a Head-boy, Head-girl and prefects are elected (from Year 6) who undertake a variety of roles and responsibilities.

## **Safeguarding Children in Education**

The school has a duty to safeguard and promote the welfare of all children in our care. We have a Safeguarding Policy and a nominated governor for Safeguarding. At times we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

## **Accident and Illness**

In an emergency we must be able to contact parents as soon as possible. Please make sure that the school is informed of any change of address and telephone number from that given at the initial time of enrolment. This also applies to any other contact numbers that you provide.

All injuries are treated with care and entered in the accident book. However, you should be aware that Health and Safety regulations state that we do not use any antiseptic creams or lotions, only cold water, for cleaning wounds. In some cases, when staff feel that it is appropriate, parents will be contacted in order for them to come and collect their child or assess the child for themselves.

Before medication can be given in school, parents must complete the appropriate authorisation for Administering Medicines in School form, clearly indicating the name of the medication and the dosage required. These forms are available in the school office or the school website.

Children who suffer from Asthma should have their named inhaler with them in school at all times. Children with asthma should have their inhalers kept in the classroom by the teacher. Children will be supervised when using their inhaler and note will be sent home to say that an inhaler has been needed/used whilst in school.

Any child in school with an ongoing medical condition/allergy will have a Care Plan set up by negotiation with the parents and health professionals.

## **Friends of St Saviour's**

The Friends group fund raises for our school. They organise a wide range of exciting events throughout the year for pupils and their families. The money raised is always put to good use and as a result the children benefit from extra resources. We encourage everyone to come along to our Friends of St Saviour's meetings and to take part in any way they can. If you are interested in joining and/or helping out in any way please contact the chairperson via the school office.

## **Lunchtime Arrangements**

We have a Healthy Eating Policy within school. School meals are prepared on the premises by our own kitchen staff and the menu on offer is healthy and varied. Payment for school meals can be on either a weekly or daily basis. Information about eligibility for free school meals can be obtained from the school office.

All children in Key Stage 1 are entitled to a free school meal (Reception – Year 2)

Those not wanting a school lunch may bring in a packed lunch from home.

We have a range of healthy snacks available at morning break.

St Saviour's endeavours to be a nut free school.

## **Breakfast Club**

We run a Breakfast Club each morning from 7.50am – 8.50am in the school hall. During this time, children have the opportunity to eat with their friends, socialise and participate in a wide range of activities and games. Please contact the school office for more details.

## **Compliments and Complaints Procedure**

We are always eager to receive feedback from parents and we welcome positive feedback if you think we are doing things well. An annual questionnaire is also sent out to parents, which provides another valuable opportunity for feedback from parents. We encourage an open dialogue between home and school and we expect all our pupils, members of staff and parents to listen carefully and respectfully to each other. Should a parent have a complaint about any aspect of the school then they should firstly approach the class-teacher. If the outcome is not viewed as satisfactory the complaint should be referred to the Principal. Should the consultation with the Principal fails to resolve the situation then the complaint may be directed to the Governing Body and St Bart's Multi Academy Trust. Further details of this procedure are available from the school website.

## **School Visits and Charging Policy**

Day by day educational activities are free of charge to all children. However, many additional activities take place during school hours from time to time and the school may ask for contributions from parents. As a school we rely on the support of parents in regard to school visits and residential trips without which we would have to forego these educational opportunities. However, in cases of hardship parents are asked to contact the school. The Local Governing Committee support school in regard to this.

## **Contact information**

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