

**OXTON ST SAVIOUR'S
CHURCH OF ENGLAND
(Voluntary Aided)
PRIMARY SCHOOL**



School Prospectus

2017 – 2018

'Live in Peace with Each Other'

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Welcome to the Staff and Governors

GOVERNING BODY	
CHAIR OF GOVERNORS: Mrs S Gerrie	Parent Governor: Mrs A Williams
Foundation Governor: Mr N Porter	Parent Governor: Vacancy
Foundation Governor: Miss J Keller	Acting Head teacher Governor: Miss K E Cooke
Foundation Governor: Mr G Edwards	Staff Governor: Miss K Cooke
L.A. Governor: Mr A Brighthouse	Foundation Governor: Mrs S Deakin
Foundation Governor: Ms J Parry	Clerk to the Governors: Mrs S Ainsworth

ACTING HEAD TEACHER (Assessment, Behaviour, Safety and Well-being Leader)	Miss K Cooke
BUSINESS MANAGER, SENIOR LEADER, CLERK TO THE GOVERNORS	Mrs S Ainsworth
OFFICE ADMINISTRATOR	Mrs J Mulla

ACTING DEPUTY HEADTEACHER, SENIOR LEADER, HEAD OF KS1, TEACHER (Mathematics, IT Leader)	Mrs A Bell
SENIOR LEADER, HEAD OF RECEPTION, TEACHER (RE, Music Leader)	Mrs H Jones

SENIOR LEADER, HEAD OF KS2, TEACHER (Science Leader)	Mrs P Stewart
MIDDLE LEADER, SENCO	Mrs R Greaves
MIDDLE LEADER, TEACHER (Reading, Speaking & Listening Leader)	Miss L Down
MIDDLE LEADER, TEACHER (Writing & History Leader)	Mrs J Rodgers
CLASS TEACHER (MFL and EAL Leader)	Mrs R Copland
CLASS TEACHER (Geography Leader)	Miss R Duckworth
CLASS TEACHER (PE Leader)	Miss R Gerrard
CLASS TEACHER (Music Leader)	Mrs V Shaw
CLASS TEACHER (Art Leader)	Mrs C Wilkinson
CLASS TEACHER (DT Leader)	Ms L Milburn
TEACHING ASSISTANT (TA Line Manager and F2 KS1 Support)	Ms B Latters
TEACHING ASSISTANT (Lower KS2 Support)	Mrs C Linforth
TEACHING ASSISTANT (Intervention and KS1 Support)	Mrs R Shields
TEACHING ASSISTANT (Pastoral Leader and Upper KS2 support)	Mrs M Booth
APPRENTICE TEACHING ASSISTANT (Foundation 2)	Miss C Cowling

SITE MANAGER	Mr W Ross
CLEANER	Mrs C Mills
SENIOR SUPERVISORY ASSISTANT	Ms B Latters
ACTIVE PLAYGROUND LEADER	Mrs J Skidmore
SUPERVISORY ASSISTANT	Mrs E Read
SUPERVISORY ASSISTANT	Mrs S McKay
SUPERVISORY ASSISTANT	Mrs D Sparks
SUPERVISORY ASSISTANT	Mrs P Naylor
SUPERVISORY ASSISTANT	Mrs S Taylor
SCHOOL NURSE	Mrs R Simcock

KITCHEN STAFF: Mrs J Byrne Cook-in-Charge

SCHOOL CROSSING PATROL

Ingestre Road - Mrs Schless and Holm Lane – Mrs Read

SCHOOL CLASSIFICATION: A Church of England Aided Co-Educational school for children aged between 4 and 11

Committees of the Governing Body 2017/18

PERSONNEL & PAY	<u>Mrs S Gerrie</u> , Miss K Cooke, Miss J Keller, Miss J Parry
CURRICULUM, TEACHING & LEARNING, ACHIEVEMENTS & STANDARDS	<u>Miss J Parry</u> , Mrs S Gerrie, Miss K Cooke, Miss J Keller, Rev Dr J Kennedy
FINANCE & RESOURCES	<u>Mr G Edwards</u> , Miss K Cooke, Mrs S Gerrie, Mr A Brighouse, Mrs A Williams, Mr N Porter
PREMISES, HEALTH & SAFETY	<u>Mr G Edwards</u> , Miss K Cooke, Mrs S Gerrie, Mrs A Williams, Mr N Porter
ADMISSIONS	<u>Mrs S Gerrie</u> , Miss K Cooke , Miss J Keller, Revd Dr J. Kennedy

*Chair of each committee is underlined

Governor/Subject Links

SUBJECT	LINK GOVERNOR	SUBJECT LEADER
NUMERACY	Mrs A Williams	Mrs A Bell
WRITING	Vacancy	Mrs J Rodgers
SEND	Miss J Parry	Mrs R Greaves
PUPIL PREMIUM	Miss J Parry	Miss K Cooke
R.E	Mr N Porter	Mrs H Jones
SCIENCE	Revd Dr J Kennedy	Mrs P Stewart
HISTORY	Mrs S Deakin	Mrs J Rodgers
MUSIC	Miss J Keller	Mrs V Shaw
GEOGRAPHY	Mrs S Deakin	Miss R Duckworth
IT	Mr G Edwards	Mrs A Bell
READING/S&L	Vacancy	Miss L Down
D.T	Mr G Edwards	Ms L Milburn
M.F.L/E.A.L	Mr A Brighouse	Mrs R Copland
P.E	Revd Dr J Kennedy	Miss R Gerrard
FOUNDATION 2	Miss J Keller	Mrs H Jones

Affiliation to the School

As the title of the school indicates, this is an Aided Church of England establishment affiliated closely to the Oxton St Saviour's Parish Church. As such it provides Religious Education and Collective Worship in accordance with the rites, practices and doctrines of the Church of England; interpreting human knowledge to the children through the Gospel; with the ethos of the school community as a whole further contributing to and reinforcing the children's spiritual and moral growth as part of their overall development.

Mission Statement

The phrase: 'Live in Peace with Each Other' is displayed around the school. It encapsulates our belief that St Saviour's is a family school, guided by the teachings of the Bible, where children are nurtured and supported through their spiritual, academic, social and emotional journey. It also reflects the view that the relationship between our school and the families that we serve is mutually respectful and supportive.

PURPOSE

Our main aim at Oxton St Saviour's C of E Aided Primary School is to nurture happy, independent and spiritual pupils who confidently take responsibility for their own learning within a caring Christian community. We wish to instil in our children a sense of self-worth and a passion for life-long learning so that they feel equipped morally, spiritually and emotionally to enter the world and make a positive contribution.

VISION

Our vision for the future is rooted in what we value today – we wish to see a vibrant, caring, thriving community where all staff and children alike are valued and respected for what they are and for what they can contribute. We will continue to be rooted within our wider community creating socially conscious, caring individuals who value the contribution that they can make within the wider world.

VALUES

Our values remain firm – we will continue to encourage, within our children, the values of respect, responsibility, good manners and honesty in their communication with others in all social situations. We will gently develop their awareness of the world as a challenging and often competitive place with ever changing advances in technology. We will support our children in making informed choices, equipping them to face challenges with resilience and confidence, rooted in the core values of church, education and family.

Locating Documents and School Information

The following documents can be located on our website pages. If you can't find the information that you require, call the school office and we will be happy to help you.

School Newsletters	Code of Conduct	Clubs and groups
School VLE	Welcome from the Head teacher	Church News
Web Links	Pupil Premium Information	School Prospectus
Questionnaires	Admission Policy	School Year Dates
Building Work	Policies and Procedures	Safeguarding Information
Equality Information	Parish Map/School Location	Curriculum Provision
PE & Sports Provision	Ofsted and SIAMS Inspection Results	Attendance
SEND – School Offer	Assessment, Attainment and Progress	Grant Funding
PTA Information	Year Group Pages with Curriculum Information	Letters to parents

THE ROLE OF THE SCHOOL

- To organise and implement the National Curriculum and Religious Education having regard to the needs, experience, interests, aptitudes and stages of development of the children and the resources available to the school, so that each child may be helped to develop to his/her potential.
- To keep under constant review the work, organisation and administration of the school.
- To evaluate the standards of teaching and learning and ensure that proper standards of professional performance are established and maintained.
- To ensure that the progress of the children is properly monitored and recorded.
- To determine and implement a policy of pastoral care for the children.
- To promote among the children a self-discipline and proper regard for authority by encouraging good behaviour on the part of the children; ascertaining that the standard of good behaviour is acceptable to all; making the disciplinary measures taken for regulating the conduct of the children known to all within the school and ensuring that such measures are implemented.
- To ensure the maintenance of good order and careful supervision of the children at all times during the school day, whenever they are present on the premises or on authorised school activities elsewhere.
- To provide regular information to the parents about the school curriculum, the attainment and progress of the children and other matters relating to the extra-curricula activities and pertinent administrative arrangements with which the parents need to be concerned.
- To advise and maintain liaison with other schools and establishments with which the school has a partnership.

CLASS STRUCTURE

Number of children on roll: 247

As our school has a standard intake number of 35 children per year group we employ five (full time equivalent) teachers and two teaching assistants within Reception and Key Stage One. There is a Reception class, a Year One class, a vertically grouped Year One/Year Two class and a Year Two class. The infant classes are organised to ensure that there are less than thirty children in each class. Our data from the last ten years tells us that children in all these classes achieve at levels higher than the Wirral and the National averages. The school has ensured that children's social, spiritual and emotional development is a main focus in

their formative years. Children are selected for the different classes based upon factors such as gender balance, friendship groupings and emotional readiness.

When the children enter KS2 (Juniors) they come together as a full class and receive support from a teaching assistant on a regular basis. The high level of adult support in all classes throughout school has ensured that our children consistently attain at levels which are equal to or higher than the Wirral and the National averages in statutory testing.

TEACHING METHODS AND CLASSROOM ORGANISATION

The school follows the 2014+ National Curriculum. Some aspects of the curriculum are prescriptive but there is sufficient flexibility to allow the school to choose subjects and topics relevant to the specific requirements of the area in which the children live.

The teaching methods and organisation of the classroom will vary, with the children working either together as a whole class or in small groups of mixed or roughly equal ability, developing their social and leadership skills, or as individuals working independently but still under the close supervision of the teacher. Both the teaching method and organisation adopted will be that best suited to the subject or topic to be taught, the activities to be undertaken and the range of ability and level of understanding and work rate of the children.

At all times the main concern will be the needs of the individual child. Furthermore, whilst teaching content with a definite subject emphasis takes up much of teaching time allocated to the weekly work programme, account is also taken of the need to introduce appropriate subject matter from different areas across the curriculum when dealing with a particular integrated topic.

SCHOOL SESSIONS

MORNING

9.00 a.m. - 11.45 a.m.

Registration: 9am breaks for play: 10:25am – 10:40am 2pm – 2:10pm (Reception/KS1)

Lunch: 11:45am -1:00pm (Intervention teaching also takes place during aspects of this time)

Collective Worship: 3:10pm each day.

AFTERNOON

1.00p.m. - 3.30 p.m.

NOTIFICATION OF ABSENCE

Please inform the school, as soon as possible, either by telephone, or in writing, or most preferably, in person, if your child is to be absent from any of its activities. This is to assure the class teacher that each child is in safe hands. We will call you before 10am if your child has not arrived in school and we have not heard from you.

The official Application for Leave of Absence for Child from School must be completed by parents in advance of any absence taken in term time apart from illness. This form can be obtained from the school office.

If, for any reason, a parent deems it necessary that a child be excluded from a P.E. lesson, or any other class or school activity, it is essential that the class teacher should be informed accordingly, well beforehand.

HOLIDAYS

Please ensure that holidays are only booked during school closure periods. Holidays cannot be booked in school time unless an exceptional circumstance arises. In the event of an exceptional circumstance, a meeting should be arranged with the Head teacher to discuss the time required. This meeting should take place prior to the booking of the holiday. If the request is turned down by the Head teacher, parents have the right to appeal to a sub-committee of the governing body set up to consider holiday requests. In line with the school's Attendance Policy, fixed penalty notices may be issued for unauthorised absence.

HOME-SCHOOL RELATIONS

Parents have a crucial role to play in the education of their children and it is the policy of the school to promote the establishment of that kind of home-school partnership, reflected in the Home/School Agreement, which will:

- help to establish an ethos of understanding and openness in home-school relationships which can provide opportunities for the free flow of information and exchange of ideas in both directions, and
- encourage parents to play a positive role in supplementing and supporting the children and the school.

The hope is that all parents come to regard themselves as complementary educators of their children, thereby making themselves fully aware of what is taking place in school, and attending and participating in its educational and religious activities as well as its social

events. Parental recognition of the value of such home-school partnership can bring tremendous gains to the children in terms of their educational progress and overall development.

One important aspect of these relationships is that related to the parents ensuring that any homework set by the class teacher is completed and returned to school. In this respect please note that any such homework is designed purely to meet the immediate needs of the children and further their learning in the classroom. This having been said we would appreciate written notice from any parents who wish to exercise their legal right to refuse homework for their children.

Parent Teacher Association

A further aspect is the parents' membership of the **PTA** which is available to all parents of those children attending the school. Indeed they are positively encouraged to join this Association both as a most valuable means of bringing home and school together in the enjoyment of its social activities and of promoting interest in the welfare and education of all of the children in the school.

WRITTEN COMMUNICATION WITH PARENTS

All communication from school will be provided, by email or in paper form, to the oldest child in each family to bring home to their parents. Where a second copy of documentation is requested by parents this can be provided in several ways:

- posted to a parent in stamped addressed envelopes provided by the parents themselves.
- via email
- duplicate copies provided to the child to bring home. Parents to arrange for collection.
- made available in school for a second parent to pick up.

The school provides parents with a weekly newsletter which will be brought home by their oldest child each week and is also posted on the school website. This newsletter contains important information about events and meetings within school together with a celebration of children's achievements throughout the week.

MEETINGS WITH PARENTS

The school has an open-door policy which means that parents/carers are free to contact school at any time to discuss their child's progress. The following opportunities are also available for parents/carers to meet with the classroom staff and the Head teacher:

- **September - Learning Links meetings:** This is a useful opportunity for parents to meet their child's new class teacher(s), familiarise themselves with the classroom and be presented with a detailed explanation of the year's academic and social expectations.
- **October-** Parents' Evening 1: On this occasion we will update you on how well your child has settled into his/her new Year Group and provide you with a progress report and any standardised test results. Targets for future development will be given to you together with ways in which you can support your child's progress.
- **March** – Parents' Evening 2: This will be an opportunity for you to look at your child's school work and learn about their progress relative to that of average expectations for a child of their age. Targets for development will be reviewed and discussed.
- **July** – Open Evening: This will be an opportunity for parents to discuss further comments raised on their child's annual report.

REPORTING TO PARENTS

Once a term, report cards are sent home with the children to indicate their progress through the National Curriculum, their effort levels and behaviour indicators.

BEHAVIOUR AND DISCIPLINE

Like most institutions a school cannot function effectively without discipline. So every effort is made to foster in the children an acceptance and recognition for their own decisions and actions, and their consequences. For this purpose a set of reasonably demanding and acceptable rules, together with rewards and sanctions, have been devised by the children, teachers and supervisory assistants. These rules are intended to promote self-discipline and establish an orderly and happy community in which the most effective learning can take place, and where its members have a respect and real concern for one another and their school environment.

EXCLUSIONS

Fixed term exclusions are rare within school and there has never been a permanent exclusion. Exclusion is a sanction used by the school only in cases deemed as serious breaches of the school behaviour code. A child may be at risk of exclusion from school for:

- verbal or physical assault of another child or adult;
- persistent and repetitive disruption of lessons and other children's learning;
- extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

The school has a zero tolerance approach to any form of bullying.

Climate of Cooperation

It is our policy to provide the climate and conditions in which the children are encouraged to develop positive attitudes towards their learning activities and to one another – where, whatever their ability, their efforts are recognised and appreciated when they give of their best – and where the value of setting a good example to others is emphasised. The teachers play their part by each accepting responsibility for the overall standard of behaviour of the children through influencing them by their own example, teaching skills and rapport with the parents, whose support in encouraging the children to observe the school rules is a most crucial factor in this respect. Behaviour problems in a large school population may never be completely eliminated, but by the parents acting in partnership with the teachers many problems can be prevented from arising in the first place; and all can be solved amicably with parental cooperation and backing.

SUPERVISION

1. GENERAL SCHOOL DAY SUPERVISION

Unless going home for lunch at midday no child may leave the school premises at any time during school hours without a previous written request from the parent, guardian or legal custodian of the child concerned. Nor will any child be allowed off-site unless accompanied by the person making the request. Other unauthorised persons seeking to take a child out of school will be asked to leave the premises, including the playgrounds, playing fields and other areas within the school boundaries.

2. SUPERVISION BEFORE AND AFTER SCHOOL

It is generally accepted that the Local Authority's and school's responsibility for the safety of the children begins ten minutes before the school commences (8.50 a.m.) and ten minutes

after school closes (3.40 p.m.). Members of staff will supervise children during these time periods.

Where changes in the time of release of a child from school are to be made the parents concerned will be notified well in advance, whether the changes made be permanent or temporary. Advance notice will also be given of children who may be staying after school to participate in after-school activities. In this case the parents will be informed precisely as to when and where they may collect their children. If the school is to be closed in an emergency details will be posted on the Home Page of the school website.

3. CLASSROOM SUPERVISION

During the school day no class or group of children is left unsupervised by the class teacher in the classroom, or anywhere else on the school site, unless in an emergency when a teacher colleague will be appointed to watch over them. Those children unfit to take part in physical activities will remain under the class teacher's supervision as 'participating spectators'. If, during outdoor physical activities, the weather is not suitable for spectating, the children concerned will be attached to another class indoors, for the time being.

4. BREAK AND LUNCHTIME SUPERVISION

During the morning, afternoon and lunchtime breaks the children will play in the playground if the weather is fine and be occupied in their classrooms when it is wet. To ensure adequate care for the children, in or out of doors, members of staff whether teachers, supervisory assistants or both, will patrol the area occupied by the children, in and around the school building, not simply remain on call in case of emergency.

Adequate cover for emergencies such as the treatment of an injured child will be provided by the teacher appointed to administer first aid.

ADMINISTRATION OF MEDICINES TO CHILDREN

It is accepted that children who are unwell should not be sent to school. At the same time, there are those whom the doctor has advised to attend school whilst still needing to take medicine. In such cases the teaching staff will be most reluctant to accept responsibility for the administration where:

- the times at which it is administered may be crucial to the outcome of the treatment.
- some medical or technical knowledge or skills may be required to administer it properly.
- intimate contact with the child may be necessary.

It is for these reasons that teachers cannot be instructed to administer all medicines to children and that the responsibility for doing so lies with the parents themselves, even to the point of their coming into school to do so.

Only medicine which has been prescribed by a doctor and has the child's name clearly printed upon it will be administered in school. Parents will first be required to fill in a medical form.

'BUMPED HEAD LETTER'

If a child bumps his/her head, he/she will be issued with a 'Bumped Head letter' for parent/guardian information. A member of staff will also endeavour to inform the parent/guardian of the incident verbally on the day.

ACTION IN THE EVENT OF SERIOUS ILLNESS OR INJURY

When a child becomes ill or is injured in school it is the duty of the parent, custodian or legal guardian to collect the child and take him or her home, or to the doctor or hospital. It is therefore crucial that the school be given the relevant home and work numbers of both of the child's parents, or of the custodians or legal guardians, together with any other emergency number such as that of a relative. This will enable the parents, or other appointed persons concerned, to be informed immediately of the occurrence and to come to some agreement as to what action should be taken.

Where parents or other above-mentioned people cannot be contacted at the time and hospital treatment is deemed necessary an ambulance will be called and a responsible member of staff will accompany and remain with the child until the parent or other responsible person arrives.

Only under exceptional circumstances would the Head teacher (or her designated representative) take a child to hospital by car, and only then if covered for doing so by the legally necessary car insurance.

For the children's safety in this matter all parents or other legally responsible persons should be willing to provide the school with the following information:

- Name, address and home and work telephone numbers of both of the child's parents/custodians/legal guardians and of those appointed to act in their stead.
- Name and address of the child's doctor.
- The child's date of birth and details of any chronic illnesses or allergies.

It is imperative that parents provide the school with any change of address and/or phone number immediately that the change has been made. This will support the school in contacting families when a child becomes ill or has an accident.

SCHOOL MEALS

HOT DINNERS

Hot meals are available to all children from the beginning of the new academic year apart from those in Reception whose admission is 'staggered'. These meals are free for all children in Reception and Key Stage One.

All KS2 hot meals are paid for through ParentPay (cost: £2.30 per day.)

PACKED LUNCHES

If a parent wishes to provide a packed lunch for the child this should be enclosed in a suitable lunch box clearly named. The lunch should include a drink (in a plastic container or carton) and a spoon, if necessary. Water is available for all children, if desired. For health & safety reasons any lunch boxes not claimed after one week will be disposed of.

We ask that you do not provide your child(ren) with nuts or peanut butter sandwiches. This is due to the fact that there are several children in school with a nut allergy and, as you may know, very serious side effects can occur if these children come into contact with nuts in any form.

Sweets and chocolate bars should not be included in the packed lunch as we try to encourage healthy eating during the school day.

SNACKS

Children may bring water (in a plastic container) and/or fruit to eat during morning break and a further bottle of water which may be consumed during lesson time. All containers should be clearly named. Healthy snacks are sold at break time each morning.

EXTRA CURRICULA ACTIVITIES

A broad range of extra curricula activities are organised for the children each year. Those organised by the school are free of charge. Those organised by private companies incur a charge. Any child entitled to 'Pupil Premium Funding' will be eligible for support from the school for any extra curricula activity, please arrange a meeting with the head teacher if this applies.

Current activities which will run this year include: Spanish, French, Science, football, netball, cross country running, dance, tag rugby, homework clubs, cricket, judo, choir, swimming and athletics.

The school takes part in a range of competitive sports against other schools. These include events such as: football, netball, swimming and cross country running. The school requires the highest possible standards of behaviour from children during these events. It also requires that parents arrive promptly to pick up their children at the end of each event.

EDUCATIONAL VISITS

Parental permission will be sought before children are taken out of school on higher risk school visits. For lower level visits such as walks in the locality, parents will be informed but permission will not be sought.

Parents will be provided with as much information as possible about all visits, i.e. the date; the purpose of the visit; the appropriate clothing and footwear to be worn; whether food will be provided or a packed lunch is needed; whether any voluntary financial contribution or 'spend' is required; and the departure and expected return times from and back to school.

CHARGING POLICY

The school follows national guidelines on charging parents. Please refer to our Charging Policy in the 'Policies and Procedures' page of our website.

It is also the policy of the Governing Body:

- to ensure that on occasions where charges may be levied, no pupil is disadvantaged solely by parental inability to pay.
- to leave to the Head teacher's discretion, the proportion of the costs of an activity which can be properly charged to public or non-public funds.
- to require parents to pay for damage to school property for which their children are responsible (where reimbursement is appropriate).
- to continue to encourage and support work of the PTA fund raising activities to sustain and subsidise a wide range of school activities and the maintenance of the School Fund in its voluntary capacity.
- to submit to the Head teacher and Chairperson any issue which may require a decision over the implementation of the policy in any particular circumstance.

SCHOOL UNIFORM

Children are required to wear the school uniform for the following sound reasons:

- It has practical advantages in that, for example, children can be easily identified and most effectively supervised and kept secure when outside the school building, particularly when on educational visits.
- It promotes pride in the school and a unity of spirit and loyalty amongst the children.
- It avoids competition, rivalry and discrimination.
- Uniform standards of dress tend to foster uniform standards in other areas of school life such as good general behaviour and respect for one another.
- It avoids long discussions as to what is most suitable clothing for school and is less costly in that it does not suffer the wear and tear resulting from being worn outside school hours.
- For health and safety reasons a change of clothing and footwear for Physical Education and Games is essential. The school has a statutory obligation under the current health and safety regulations in this respect. No member of staff ever loses sight of the need to exercise the same standard of care for the children in matters of Health and Safety as that which is exercised by caring parents.

Please note that all items of clothing should be NAMED, since each year many unidentified items of clothing are continually being left unclaimed. The school will do its utmost to reunite uniform to owners but reserves the right to dispose of uniform after reasonable steps have been put into place to advertise its loss.

OTHER WEARING APPAREL

For reasons of safety children should not wear jewellery and other items of adornment such as earrings, bracelets, chains and large hair combs. These are not only liable to be damaged or lost, but can be a source of danger during physical activities such as Games, P.E. and Swimming.

Furthermore the more valuable the above items the more difficult and time-consuming is it for the teacher to provide adequate security for them. In this connection too, the teachers cannot be expected to accept responsibility generally for the loss of or damage

to personal property, for whilst they may exercise reasonable care regarding its safekeeping there is always the possibility of items being lost or damaged when actually being worn, especially during playtimes.

Concern for the children’s health as well as their safety demands also that all children should be either barefooted or wear pumps or trainers (as indicated later) with their P.E. kit, during Physical Education activities. This not only allows for safety and freedom of movement but to ensure the continued cleanliness and comfort of their normal school uniform, once the physical activities are over. For health and safety reasons, too, long hair should be tied back during physical activities.

Tattoos, track lines and hair which has been gelled to stand upright is discouraged by the school. Unless the school is undertaking a non-uniform day, all children will be expected to wear school PE kit for sports lessons and full school uniform for other lessons (including black shoes). Trainers and/or boots are not permitted as part of indoor uniform.

UNIFORM

School uniform can be purchased from our Marks and Spencer website or from Birkenhead Market shop.

	WINTER	SUMMER
BOYS	Royal blue and gold striped tie. Long or short grey trousers. White shirt. Royal blue jumper or cardigan. Grey socks. Black shoes.	Royal blue and gold striped tie. Long or short grey trousers. Yellow or Royal Blue Polo shirt. Royal blue jumper or cardigan. Grey socks. Black shoes.
GIRLS	Royal blue and gold striped tie. Grey pinafore dress/skirt or grey straight-legged classic cut trousers (i.e. not tight fitting boot-legged or flared). White shirt. Royal blue cardigan or jumper. White socks or grey tights. Black shoes.	Light blue or gold, check or striped dress. Royal blue cardigan or jumper. White socks. Black shoes.
	Hair accessories i.e. ribbons, slides and hairbands should be small, plain and either royal blue, gold or white.	

BOYS AND GIRLS	The following items should all be kept in a SMALL NAMED P.E. bag
RECEPTION AND KS1	Plain royal blue shorts. Plain white T-shirt.

	Black pumps or white pumps or training shoes (all without laces). Blue tracksuit
KS2	Plain royal blue shorts. Plain white T-shirt. Black or white pumps (indoor). Blue Tracksuit. Black or white trainers with same colour laces. Football kit including boots is optional for extra curricula football activities.

CROSSING PATROL

All children, including those accompanied by their parents, should cross the road only under the supervision of the crossing warden and so help to breed good road safety habits. There are two wardens, one stationed in Holm Lane and the other in Ingestre Road.

PARKING

Cars parked immediately outside the school entrances and exits are a considerable threat to the children's safety. It is much safer for all drivers and pedestrians if cars are parked down the hill or in the lay-by provided at the top of the hill.

No child is allowed to enter or leave the school through the main school car park gate because of its constant use by visitors and trades people. A pedestrian gate is available for visitors and trades people to the school during the school day. Your co-operation in supporting us in this respect will be appreciated.

Due to the size of the school car park, its use is restricted to staff only unless permission has been gained from the Head teacher or her nominated representative. There is, however, a disabled car parking bay which can be used with permission from the Head teacher.

Parents are requested to show due consideration to the school's neighbours by parking away from their driveways.

COLLECTION OF CHILDREN

We will only release children into the care of individuals who have been notified to us by their parent/legal guardian. Children will not be allowed to leave the premises unsupervised at the end of the school day unless a letter is provided by the parent/legal guardian.

BEFORE AND AFTER SCHOOL CARE

Before and after school care is provided by a private company (Firbobs) who work from a school group room next to the Year Two classroom.

Hours of working are:

7:45am – 9.00am

3:30pm – 5:45pm

Further details concerning charges and activities can be obtained from the Firbobs website or by visiting the club in school and speaking to the owner (Mrs Carrie Stacey).

CODE OF CONDUCT

The school endeavours to work in close partnership with families and will strive to resolve all issues in a way that is in keeping with its Christian ethos. Therefore, any issues which arise will be dealt with calmly and with respect for all points of view. The Governing Body encourages all families to address staff with the same calm and respectful manner.

Updated: September 2017

Miss K E Cooke

(Acting Headteacher)