

# Hornby St Margaret's C E Primary School

Headteacher: Mr. K Stafford-Roberts

Main Street,  
Hornby,  
Lancaster.  
LA2 8JY



Tel/Fax: 015242-21496  
[www.hornby.lancs.sch.uk](http://www.hornby.lancs.sch.uk)  
[head@hornby.lancs.sch.uk](mailto:head@hornby.lancs.sch.uk)

## **A Partnership in Education**

Dear Parents,

Welcome to Hornby St. Margaret's C of E Primary School. We hope that this will be the start of a long and happy association. We are all very proud of our school and hope that you will come to share that feeling with us. Through this handbook we have tried to tell you about the school's aims, the activities and opportunities available to the children and practical points of procedure that you will need to know.

We think of our school as a large family supporting each other through mutual trust, with the aim of providing the best we can offer for our children. We form a team of whom you are an important part. Your interest, help and support are required at all times if your child is to achieve his or her best.

Our aim is for us to get to know each other as well as possible so that your child can be educated in a happy environment based on Christian principles, friendship, co-operation and understanding. By our working closely together we can build and maintain a school where consideration and courtesy will provide a firm basis from which our children will be prepared to face life with confidence in the twenty-first century.

If you would like to find out more after reading this prospectus, please visit our website or call into school. I would be happy to show you around!

Yours Sincerely

Kerry Stafford-Roberts  
Headteacher



## Our Ethos and Values

The School's Mission Statement declares

**“It is the aim of the school to develop the academic potential of each child; and to cater for the social, moral, physical and spiritual requirements of the individual in a happy and secure Christian environment.”**

The staff and governors firmly believe that the following aims are fundamental to the whole ethos of Hornby St. Margaret's C of E Primary School. We aim:

To provide a warm, friendly environment in which each child can feel happy and secure and can develop respect for themselves, for others and for the school.

To provide a curriculum that enables each child to reach their potential by providing a balance of the academic, the practical, physical and cultural aspects of education.

To provide experiences that will develop lively, enquiring minds.

To foster an enjoyment in learning and, as children progress through the school, to develop self-motivation, organisation and independence.

To match the curriculum to the abilities, needs and experiences of our children.

For children to find success and satisfaction in their achievements.



*“Children are in a friendly, safe and caring atmosphere.”*

Parent comment

## The School

Hornby, St. Margaret's, C of E Primary School is a Voluntary Aided Church of England school, maintained by Lancashire Education Authority. We offer a primary education to children aged 4 – 11.

The school building houses three classrooms a library and a hall which is used for assemblies, physical education, drama and musical activities and as a dining room.

The school is particularly fortunate to have large grounds and these are used as much as possible for education. Environmental work is encouraged and the children maintain parts of the garden. We have planted some trees to provide shade and improve the school's environment. We have a large adventure play area and an excellent tarmac area.



We are very much part of village life and enjoy strong support from the local community. We are also fortunate in having a willing and able governing body drawn from members of the local community. The members are able to offer the school a range of expertise, which supports the Headteacher and staff in their decision-making and development planning. As a Church of England Voluntary Aided School we are closely linked with St Margaret's Parish Church.

*"The teaching staff are a strength of the school."*

Parent comments

## **School Staff**

Mr K Stafford-Roberts	Headteacher
Mrs A Hamlett	Deputy Headteacher Foundation stage and KS1 teacher (Infants)
Mrs S Cottam (currently on maternity leave) Mrs D Stevenson	Key Stage 2 teacher (3 days)
Mrs J Shaw	Key Stage 2 teacher (2 days) Special Needs Co-ordinator (½ day per week)
Mrs J Barker	Music/RE teacher (1 day per week)
Ms J Allen	Teaching Assistant (Infants)
Mrs J Whitehead	Teaching Assistant (Infants)
Mrs M Harvey	Teaching Assistant (special support)/ Welfare
Miss K Yost	Teaching Assistant (juniors)
Mrs Y Burns	Welfare Assistant
Mrs J Whitehead	Welfare Assistant
Mrs C Sharpe Mrs C Harrison	Bursar Administration Assistant
Mrs J Hurtle	Cook
Mrs S Smithson	Peripatetic recorder/piano teacher
Mr C L'Heureux	Peripatetic drum / guitar teacher

## **Governing Body**

### **CHAIRMAN**

Mr Tony Ewens

### **LA REPRESENTATIVE**

Mr P King

### **EX-OFFICIO**

Rev M Hampson

### **FOUNDATION GOVERNORS**

### **DIOCESAN BOARD OF EDUCATION REPRESENTATIVES**

Mr T Somers

Mr T Ewans

Mrs S Race

### **PAROCHIAL CHURCH COUNCIL REPRESENTATIVES**

Mr D Conner

Mrs C Tutton-Wood

Mrs E Allison

Mrs M Norris

### **HEADTEACHER**

Mr K Stafford-Roberts

### **PARENT REPRESENTATIVES**

Mrs H Astin

Mrs D Brown

### **STAFF REPRESENTATIVE**

Miss K Yost

Co-opted - Mrs A Hamlett Deputy Head



## **The School Organisation**

The infant class is organised to include Reception, Year 1 and Year 2 and is taught by Mrs Hamlett. She is supported by a teaching assistant at all times.



The junior children are organised as one class taught by Mrs Cottam and Mrs Stevenson with specialist teachers who are supported by a teaching assistant at all times. This class uses both of the junior classrooms.

Each teacher is responsible for the education and pastoral care of the children in their class.

The children in each class may be taught individually, in a small group or as a whole, depending on their needs and the activity at a particular time. It is in this way that teachers are able to cope with the range of development found within each class. The children are encouraged to be independent and to organise and obtain the resources they require. From time to time, other groupings may be set up to provide a particular opportunity for learning or to give individual children extra help and support.



## School Hours

8.50 am	Children may be in the playground
8.58 am	Bell
9.00 – 10.25 am	Registration and Session 1
10.25 – 10.40 am	Morning Break
10.40 – 11.00 am	Collective Worship
11.00 am – 12 noon	Session 2
12 noon – 1.00 pm	Lunch
1.00 – 2.00 pm	Session 3
2.00 – 2.15 pm	Afternoon break
2.15 – 3.30 pm	Session 4
3.30 pm	Dismissal

Thursdays only:

To facilitate swimming lessons the lunch hour runs from 11.45am. – 12.45pm.

*“Teaching is good overall and some is outstanding. Pupils’ progress is constantly assessed and, at Key Stage 1 and for English and mathematics at Key Stage 2, work is provided at different levels of difficulty so it caters well for the mixed ages and abilities in each class...”*

Ofsted Nov '11

# **The Curriculum**

We follow the statutory National Curriculum. More information on this is available from the [DfE website](#). Our plans are on our [website](#)

The National Curriculum consists of three core subjects - English, Mathematics and Science and eight 'foundation' subjects – Computing, Design & Technology, History, Geography, Physical Education, Art & Design, Languages and Music. Religious Education and PSHE are also taught throughout the school.

Teachers continuously monitor children's progress and in addition at the end of Reception, Year 1, Year 2 and 6 compulsory government assessments are undertaken.

## **Our aims in the subject areas are summarised as follows:**

### **English**

We aim to ensure that all children become competent and confident speakers, listeners, readers and writers. Every child participates in a daily literacy lesson.

Reading is taught through stories, poetry, plays and topic work. We use a variety of reading schemes including Oxford Reading Tree, class book collections and the school's library. The aim is to develop reading as a means of communication and to foster a love of books and literature. Children are encouraged to take books home to read with parents and this help is greatly valued by staff.

Children are encouraged to write in many forms e.g. stories, poetry, plays, letters, newspaper articles, reports and explanations. Phonics, grammar, spelling and handwriting are taught directly and through the discussion and re-drafting of the child's work.



Performing a play about slavery.



## Mathematics

It is our aim that all children should develop a positive attitude to mathematics, to learn mathematical facts and skills that will help them to solve problems and to interpret mathematical information. We aim to encourage a positive attitude to the subject and, for all children, mathematical learning grows from direct practical experience as well as skills which mean they can apply what they know to new situations.



## Science

All pupils study Life Processes and Living Things, Materials and their Properties and Physical Processes on a two-year rolling programme in Key Stage 1 and over four years in Key Stage 2.

To encourage enthusiasm and knowledge the children, whenever possible, investigate these topics practically. They learn how to relate findings, draw conclusions, understand and record how things are and predict the ways in which they might change.

Testing the strength of a paper towel



## History

We aim to provide the pupils with an experience of history, which is both valid and stimulating. The infant children are taught about everyday life, leisure, work and culture of people in the past, and they are encouraged to compare it to their own experiences. The junior children are taught about important episodes and developments in Britain's history and in the history of other ancient civilisations.



Meeting the mayor at Lancaster town hall

## Geography

The pupils are given the opportunity to investigate the physical and human features of their own surroundings and those of contrasting localities. The children are taught skills such as map reading and are given the opportunity to undertake fieldwork related to their thematic studies.

All the children are encouraged to appreciate their natural environment and will look at ways to sustain and improve it.



Working at a European day in Lancaster

## Computing

Computers play an ever-increasing part in daily life and it is necessary for children to become computer literate and to apply these skills across the curriculum. The children have access to computers, including interactive whiteboards, in every classroom and hall and we also have programmable floor toys that can follow a given route. All classrooms are connected to broadband internet by Lancashire's filtered internet service.

## **Design & Technology**

The pupils are given the opportunity to develop their design and technology capability through combining their designing and making skills with knowledge and understanding, in order to design and make a variety of products. Pupils work with a wide variety of materials including card, wood, food, textiles and construction kits.

Making scarecrow heads for the Wray festival.



## **Art & Design**

Art is taught as a subject in its own right as well as to support other curricular areas. The children develop skills and techniques using a variety of materials and tools. The work of famous artists is studied in both key stages and when possible the children experience the work of living artists through visits and workshops.



Landscapes by Key Stage 1

## Music

All children have a weekly lesson taught by a music specialist. All aspects of music are experienced – singing, composing, listening and playing.

Working with a jazz musician



Performances take place in Church at Christmas. Singers and musicians perform locally to community groups especially at Christmastime. Children also regularly participate in the Lancaster Schools' Music Festival, when the pupils meet with others from local schools to perform a collection of choral items. Children also regularly perform in assembly.

Lancaster University cheerleading session





## Physical Education

The school provides a range of Physical Education – gym, dance, games, athletics and swimming. The Key Stage 2 children have the opportunities to participate in Outdoor Education including attending residential courses.



Rafting

A sports day is held in the summer term and junior-aged children compete in inter-school swimming galas, football and rounders matches. Children also participate in activities through our partnership with Wennington Hall High School and Lancaster Royal Grammar School.



On our red nose day sponsored walk

## Religious Education

Religious Education (RE) is provided in conformity with the rites, practices and doctrines of the Church of England as laid down in the School's Trust Deed. The contribution of RE to the implementation of the School's Mission Statement and the aims of the School is fundamental to the Christian Education, which the school seeks to provide.

RE follows the syllabus recommended by the Blackburn Diocese Board of Education. The teaching of Christianity predominates and the children also receive an introduction to other faiths. When appropriate, visits are made to learn at first hand about the worship and work of the Church.



*"Pastoral care and the church influence are strengths of the school."*

Parent comment



Visiting a Mosque with our link school in Nelson



## **Collective Worship**

Collective Worship takes place daily. The Vicar & Church Wardens of St Margaret's Parish Church lead an act of worship every week.

We believe that Collective Worship helps to develop spiritual awareness and understanding, respect and tolerance for each other, focuses on commonly held values and concerns and provides opportunities for reflection and affirmation of faith.

There is no statutory right of withdrawal within a voluntary aided school however the Governors would wish to respond sympathetically to parents with strong conscientious grounds for requesting withdrawal from worship. Parents need to recognise that there can be no withdrawal from the Christian ethos of the school.

Details of the arrangements should be discussed with the Headteacher.



Harvest Worship

## **Sex Education**

The Governors have agreed that Sex Education will be taught in school as part of the Personal, Health and Social Education programme. We consider that appropriate and responsible sex education is an important part of preparing pupils for adult life. However, parents are the key figures that should help their children to cope with the physical and emotional aspects of growing up and preparing them for the challenges and responsibilities which sexual maturity brings. Questions that arise from the children during these sessions will be answered in line with the guidelines laid down in the school's Sex Education Policy. It is normal practice for the boys and girls to be taught in separate groups with support from our school nurse.

Parents may, if they wish, view the videos and resource packs used in school.

Parents may withdraw their child from all or part of the sex education programme. Arrangements for this should be discussed with the Headteacher.

**More detailed policy statements for specific curricular areas are available for inspection in School or on [our website](#). Please contact the Headteacher for details.**

## **Extra – Curricular Activities**

The School seeks to widen the children's education through clubs operating during the lunchtime and others after school.

Swimming sessions are available at Hornby Pool on Tuesday evenings when instruction is available at a reasonable charge for all children who have reached their 5<sup>th</sup> birthday. After school clubs are arranged for children and we have offered multisports, cricket, art and board games during the last year.



*“There is an interesting and varied curriculum. External activities are a strength of the school”*

Parent comment

Private instrumental tuition in piano, violin and woodwind is available to children in Key Stage 2. Further details about this are available from the school office. The music teacher offers guitar & ukulele lessons. Recorder lessons, at a small fee, are also available to all children.

The school will notify parents of the starting dates of clubs and gain written permission for their children to participate in after school activities. Parents should make arrangements for the collection of children from school. Whenever possible, advanced warning will be given of cancellations. If clubs or events have to be cancelled at the last minute, teachers will inform parents or arrange for supervision of children in school until the normal finishing time of the club or activity.

## **Educational Visits/Charging Policy**

From time to time, we arrange educational visits linked to current classroom work. Parents are requested to sign a permission slip for local low risk trips at the start of the year. Parents are asked to make voluntary contributions towards these trips to cover the costs of transport and entrance fees. We are very grateful for the support we receive from parents, as without this we are unable to finance such trips. However, whether or not a voluntary payment is made all children will receive the same treatment.

# **Inclusion, Equality and Safeguarding**

## **Special Educational Needs & Disability**

The school recognises every child's right to have full access to the National Curriculum at their own level of attainment whether they have difficulties in learning or are able, gifted and talented. For those children who experience difficulties; the school aims to recognise these as early as possible and work to overcome them. A specialised teacher is employed as a Special Needs & Disability Co-ordinator. Individual Educational Plans are written in consultation with the parents/carers, the child and the class teacher. Some problems may involve the school seeking advice from outside agencies; if this is considered necessary the parents/carers are always informed.

If you would like to know more about Special Needs, policies are available in the office or on [our website](#). Should you feel your child has special needs please discuss this with the class teacher, the Special Needs Co-ordinator or the Headteacher.

## **Equality**

Our Single Equality policy outlines the commitment of the staff, pupils and governors of our school to ensure that equality of opportunity is available to all members of the school community. For our school this means not simply treating everybody the same but understanding and tackling the different barriers which could lead to unequal outcomes for different groups of pupils in school, whilst celebrating and valuing the achievements and strengths of all members of the school community. These include:

- Pupils
- Staff
- Parents/carers
- The governing body
- Multi-agency staff linked to the school
- Visitors to school
- Students on placement

We believe that equality at our school should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth.

At our school, equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination.

## **Safeguarding**

We take the protection of our children very seriously. Our [Child Protection Policy](#) also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which prioritise the needs of the child.

All safeguarding concerns are always handled confidentially if you wish to discuss a concern at any time.

Our Designated Senior Persons are the Headteacher and Deputy.

### **School Volunteers**

The school very much appreciates the time and commitment given by parents and friends of the school to improve our children's lives. People help with reading, number games, the library, gardening, design activities, transport and after school sports clubs. Some parents are able to make a certain time each week; others come as and when they can.

If you feel you can help us in any way please let us know

## **Guidelines for Home and School**

The Local Authority has a duty to provide an education for children of school age, but a child's education starts in the home and is continued as a partnership between home and school. So that this partnership will give every child the best possible chance of success, the partners should be clear about what each can reasonably expect of the others. The responsibilities are laid down in the School's Home School Agreement. These forms are issued each September and should be returned to the office.

### **Homework**

Homework forms part of our curriculum planning. From the earliest days in school the pupils are encouraged to take home their reading books and library books. Older children are also given spellings and maths facts to learn. More formal homework, including research, increases with the age and ability of the child. The amount is in line with the government's recommendations and is detailed in the homework policy.

However, the most important thing you can do to help your children at home is to find the time to talk to them about their school work or about their general interests. It is a great source of motivation if children see that their parents have an interest about what they are doing at school.

### **Helping your child at home**

Education is an ongoing partnership between home and school and you can play an important part. Please show an interest in everything your child does, by just talking and listening, as this is the most valuable thing of all. Encourage your child to ask questions and if you do not know the answers try to find them out together. Visiting museums, the countryside and places of interest can be an exciting way of stimulating your child's desire to learn. The control and discussion of television programmes is another way of developing your child's understanding.

Encourage your child to read to themselves, to you, to go with you to the library, to choose books together, to talk about books and their content, to buy books and look after them, and to ask you about words they do not understand. Check that your child understands what they are reading as often children read the words without really understanding the text. Read to your child at every opportunity, not only at bedtime. If your child sees you enjoy reading, they will probably follow your lead.

Help with number and mathematics by playing card or dice games; anything that involves counting or number bonds. Ask your child to help with shopping (paying and checking the

change), cooking (weighing and measuring liquids) and any jobs around the house where estimating or measuring is required.

Encourage writing. Perhaps ask relatives to write or email to your child so that these can be answered. Encourage the writing of stories, poems or articles related to any special hobby or interest and ask your child to bring them to School.

Encourage your child to draw, paint and model at home. Do you have any special skills you can pass on to your child?

But remember, always encourage, never force, and always give praise for what can be done and has been achieved, rather than criticism for what has not been accomplished.

### **Pastoral Care**

The School aims to have an ethos in which children feel secure; their viewpoints are valued; and they are encouraged to talk and are listened to. Pupils are provided with suitable support and guidance so that they know to which adults they can turn if they are worried or in difficulties. The School works with parents to build an understanding of its responsibility to ensure the welfare of all children. This recognises that children may occasionally need to be referred to investigative agencies as a constructive and helpful measure. The School's practice is guided by its Child Protection Policy.

### **Behaviour in School**

Our aim is to keep rules to the minimum to ensure the welfare and safety of the children in our care while fostering the self-discipline of each child. Attitudes of respect, appreciation and tolerance of others are actively developed in an atmosphere of co-operation. Praise and rewarding positive behaviour are seen as important ways to nurture the children's confidence and potential.

Procedures have been drawn up to deal with any difficult behaviour that occurs. As far as possible matters are dealt with by each class teacher but occasionally action is required by the Headteacher.

If these actions fail to solve the problem we would request the parents/carers to come to school to enable the matter to be discussed jointly with the staff. Failure at this level would indicate the need to involve appropriate support services. The final sanction available to the Headteacher is exclusion from the School.

### **Your Child's Progress**

Liaison and contact between home and school is essential for your child's progress. During the autumn term you will be invited to school to discuss with your child's teacher how well your child has settled and what sort of start he or she has made to the year. A further formal meeting is held in the spring term. Please try to attend these meetings whenever possible. We want to understand your child fully and we need your help and support to be really effective.

However, there are many other opportunities for you to have contact with the staff in school to discover what your child is doing and how they are progressing. If you are ever worried about anything in school please do not hesitate to contact us.

A written report on your child's work and progress throughout the year is provided towards the end of the summer term.

## **Admission Arrangements for September 2016**

### **Making an application**

Applications for admission to the school for September 2016 should be made on-line at [www.lancashire.gov.uk](http://www.lancashire.gov.uk) (search for School Admissions) between September 2015 and 15<sup>th</sup> January 2016. It is not normally possible to change the order of your preferences for schools after the closing date.

Parents **must** complete the Local Authority electronic form, stating three preferences. Parents who wish their application to this Church school to be considered against the faith criteria **should** also complete the supplementary form. If the school is oversubscribed, a failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria as the Governing Body will have no information upon which to assess the worship attendance.

**Applications should be made on-line on the common application form; the Diocesan Supplementary Form appears when you click "Submit". It should be printed off and handed in to the appropriate school or schools.**

Letters informing parents of whether or not their child has been allocated a place will be sent out by the Local Authority on 16<sup>th</sup> April 2016. Parents of children not admitted will be informed of the reason and offered an alternative place by the Authority.

### **Visiting School before Admission**

Parents are always welcome to visit school before completing an application form. Please contact the office to arrange an appointment.

Once places have been offered and accepted, parents are invited to an informal meeting in the summer term prior to the children starting school to meet with members of staff and the PTA. At this meeting we aim to explain the routines, organisation and activities the school provides.

Following this, the School runs a series of visits for new pupils. These help to familiarise the children with the staff, the layout of the building and to meet other children in the school.

Parental participation helps provide an early link between home and school and makes the whole process easier for both parents and children

### **Before School Supervision**

We have supervised care from 8.20 – 8.50a.m. To cover the costs of staffing we are currently charging £1 per morning. Full Breakfast Club facilities are available at Hornby Day Nursery. Please see page 21 for their details.



## **Extended Services in Liaison with Hornby Day Nursery**



The previous village school has been fully restored to provide modern purpose made nursery facilities which include an Out of School and Holiday Club.

The Out of School Club provides a pick up and collection service before and after school. (The Nursery is a 10 minute walk from school.)

The Nursery is open from 7.30am to 6.30pm Monday to Friday 50 weeks of the year (closed Christmas and New Year).

For further details contact:

Hornby Day Nursery, 1, Station Road, Hornby

Tel. 015242 22288

Email: [Hornbydaynursery@aol.com](mailto:Hornbydaynursery@aol.com)

Web: [www.hornbydaynursery.co.uk](http://www.hornbydaynursery.co.uk)

*“The curriculum is enhanced well, especially through good partnerships. For example, links with other schools provide opportunities for pupils to engage in sports tournaments, an enterprise scheme and a residential experience. Pupils across school enjoy working with specialists, such as an artist in residence...”*

Ofsted Nov '11

## **Information about School Performance**

**The National Curriculum Assessment Results of pupils in Year 2 & Year 6 are not published where there are fewer than eleven pupils in the year group.**

**For reports of recent school inspections and other school data information please follow the link from the [school website](#).**

## **Health and Safety**

### **The School Nurse**

- Checks vision and reports any defects to parents. She will advise on the arranging of further appointments with an optician or specialist.
- Provides drop-in sessions at school during the next school year.

If you are concerned about your child's health do contact the school nurse or your GP. If you are not sure where to go we will be happy to advise you.

### **Accidents**

Bumps and grazes occur in the playground and are easily dealt with. If there was a serious accident we would make every effort to get in contact with you, but if the injury required emergency treatment we would take the appropriate action e.g. your child may be taken to a doctor or hospital. If you have any objection to this, please let us know in writing. Bumps on the head need particular care. If your child bumps their head at school we will inform you by letter. If they show any sign of dizziness, sickness or headache you should contact your doctor at once.

**It is important that we have up-to-date telephone numbers of your place of work so you can be contacted.**

### **Medicines**

Generally children should not bring medicine to school. In cases where children have recovered, but need to finish off a course of antibiotics, we are advised that a dose before school and another on their return home is perfectly satisfactory. Alternatively parents may come up to school at lunchtime to administer the medicine. In exceptional cases medicines may need to be given during the day in which case arrangements must be made with the Headteacher using the [medicine form](#).

If your child suffers from asthma and needs an inhaler the school should be informed and a clearly named inhaler provided. Your child should be responsible for their own inhaler. If parents have concerns about any form of medication they should contact the Headteacher.

Please do not send your child to school if they are unwell as they will not be able to work properly and their illness may spread to others.

## **School Uniform**

The school has a uniform and whilst not obligatory it is strongly endorsed by the Staff, Governors and PTA. Those parents who wish to send their children to school in uniform are advised to buy long or short grey flannel trousers, or grey skirts or pinafore. Girls may wear trousers and may also wear red or blue gingham summer dresses. Red polo shirts and navy blue school sweatshirts with the school logo may be purchased from the PTA in a variety of sizes; a price list is available on request. School shoes should be black, brown or navy. Trainers are not acceptable for general school wear. No jewellery, apart from stud earrings is permitted but these must be removed for all PE lessons.

Children are required to have appropriate sportswear and footwear for PE. A plain white t-shirt with black or navy PE shorts and pumps are ideal for indoor work and should be kept in a bag on the child's cloakroom peg. Children may be requested to bring additional clothing for games work during cold weather.

The PTA has a range of good quality used school uniform which also helps to raise funds for school.

Goggles may only be worn for swimming if there is a formal request by parents. Long hair must be covered in the pool with a swimming hat and boys must wear trunks **not** shorts and girls a one-piece swimming costume. Each child should have an old shirt or craft apron for art and craft activities –this can be left in school.

### **Lost Property**

All items of clothing and personal possessions must be marked clearly with the child's name as we cannot return unnamed property, so it will go into 'Lost Property'. If something goes astray please ask to check. The best way to avoid losing clothing is to name everything.

## **School Meals**

Infant children are entitled to funded school meals. School meals are prepared in our own kitchen and offer a choice of a main course and a dessert. If your child prefers to bring a packed lunch please put it in a named box with a plastic flask for their drink. Glass containers are not allowed in school.

Two welfare assistants supervise the children during lunchtimes.

## **National Fruit Scheme**

Under a government scheme the infants are provided with a piece of fruit daily. There is no charge. We discourage the eating of sugary items at playtime and sweets should not be sent into school.

## **Money**

Whenever you send money into school please seal it in an envelope clearly labelled with the child's name, what the money is for and how much money is enclosed, preferably in the 'Friday' bag.

Dinner money is collected on a Monday morning and should be paid for one week in advance - half-termly bills will be issued if preferred. Cheques for dinner and milk payments should be payable to 'Lancashire County Council'.

For administrative purposes, we need to know well in advance if you wish your child to change from packed lunches to school dinners or vice versa, a minimum of two weeks notice is needed.

## **Parent Teachers' Association (PTA)**

The PTA is a flourishing organisation of which you, as parents, are members. The PTA aims to promote good relationships with staff and parents. They are involved with the social and fund-raising events of the school. During the years, the PTA has raised considerable amounts of money to buy items of equipment which would otherwise be beyond our means. Just as important, though, are the social links forged between home and school.

The present Chairperson is: Sue Race  
The PTA website link is on [our website](#).

## **Attendance**

### **Children going home during the day**


We are legally responsible for children on the premises from 8.50am until normal home time. If children have an appointment during the day, they must be collected via the office as we need to record that they have left the premises. We should also appreciate advance notice if children are going to be taken out of school.

### **Leave from school.**

We strongly discourage parents from taking children on leave or holiday during term time since so much vital work is missed. The Headteacher will only approve absence in exceptional circumstances, on receipt of a prior request from the parent with whom the child usually resides. We will only consider requests for leave in term time over 10 school days where prior permission is sought and, again, the parent is also able to demonstrate exceptional circumstances. The maximum leave that will be granted in such instances is 20 school days.

### **Late Marks**

If children have not arrived in school by the end of registration then they receive a late mark. If your child arrives at school after 9.10 a.m. they should report to the office and their reason for lateness is noted. Please see the attendance policy for full information.



*“The school offers a good quality of care. Pupils’ attendance is high; they enjoy school, are happy and feel safe....”*

Ofsted Nov '11