

St Anthony's Catholic Primary School



School Prospectus Spring 2022

MISSION STATEMENT

We are God's



Work of Art

Together with parents we aim to create a safe and positive learning environment where the teachings of Jesus Christ and the Catholic Church are fundamental to the whole life of the school. A place where we value the uniqueness of all members of the school community and there are opportunities for all to realise their full potential.

SCHOOL GOVERNORS

The Governors of the school, who meet at least once per term, have a range of responsibilities for the school, which include the appointment of staff, the maintenance of the building and the overseeing of the school curriculum including links with the wider community.

CHAIR OF GOVERNORS

Mr P Thompson

VICE CHAIR OF GOVERNORS:

Mr P Newsham

FOUNDATION GOVERNORS:

Father P Draper
Mrs M Brooks
Mr T M Fitzpatrick
Mr P Hindle
Mrs S McMurray
Mr A Sudell
Mrs N Sayers

ELECTED PARENT GOVERNORS:

Mrs M Blackhurst
Mrs M McMurtrie

LEA GOVERNOR:

Mr V Nallamilli

ELECTED STAFF GOVERNORS:

Mrs C Livesey

HEADTEACHER:

Mrs R Ballard

DEPUTY HEADTEACHER

Mrs V Berry

CLERK TO THE GOVERNORS:

Governor Services
Lancashire County Council

DIOCESAN REP:

Diocesan Education Centre
Balmoral Rd
LANCASTER LA1 3BT

STAFF

Teaching Staff

Mrs R Ballard Headteacher
Mrs V Berry Deputy Headteacher/ SENCO

Mrs A Carlton Teaching and Learning Leader for Early Years Foundation Stage
Mrs S Noblett Teaching and Learning Leader for Key Stage 1
Mr T Martin Teaching and Learning Leader for Year 3/4
Mrs H Davies Teaching and Learning Leader for Year 5/6

Mrs A Carlton
Mrs L Carroll (Temporary)
Mrs S Chamley
Miss E Clarke
Miss H Davies
Mrs S Eshborn
Miss S Forbes (Maternity leave)
Miss L Martin
Mr T Martin
Miss S Noblett
Mrs A Noonan (Temporary)
Miss H Quarmby
Mrs D Walmsley
Mr P Weir

A range of non-teaching staff assist in the classroom, undertake administration work, supervise school meals and keep the building clean and tidy.

Higher Level Teaching Assistants

Mrs C Boardman Mrs C Livesey Mrs D Walmsley

Pupil Mentoring & Support

Mrs S Knowles Mrs Thornton

Teaching Assistants

Mrs S Alty	Mrs D Ibbotson	Mrs J Lordon
Mr M Billington	Miss K Jaskinska	Mrs H McEntee
Mrs J Cairns	Mrs J Kelly	Mrs K Martin
Mrs E Eastham	Miss D Leighton	Mrs O Rawcliffe
Mr G Holme	Mrs C Livesey	Mrs J Thornton
Miss R Nicholson	Mrs F Majumder	Mr R Dancer
Mrs K Barrow	Mrs L Cragg	Mrs T Woods-Porter

Office Staff

Mrs Lesley Cartwright School Business Manager
Mrs J Ramsden Business Support Officer

Site Supervisor

Mr R Dancer Miss D Leighton

Cleaning Staff

Miss K Jaskinska Mrs J Keane Mrs J Dunkley Miss S Bennett

Welfare Assistants

Mrs H Wood Miss R Howse Mrs J Keane

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

St Anthony's is a Catholic Voluntary Aided School which offers a primary education to children aged four to eleven years.

LOCATION

The school serves the parish of St Anthony's. It is conveniently sited with St Anthony's Church and Our Lady's Catholic High School.

SCHOOL ORGANISATION

St Anthony's has a large multipurpose hall, eleven classrooms, IT Suite, library, rooms for group work and kitchen area. It also has extensive playing fields and separate Infant and Junior playgrounds.

The School has 315 children on roll divided into 11 mixed ability classes covering the seven age ranges within the school.

St Anthony's School is a 1.5 form entry: the maximum number of children who can be admitted each Year is 45.

This figure is determined by reference to the size of the building and is subject to Law.

Normally at Key Stage 1 the school will operate with two Reception classes, and three Year 1/2 classes with no more than 30 children per class.

Reception children follow the curriculum for the Foundation Stage of Learning, which begins when the child is three and is subsequently built on until the end of the Reception Year.

From Year 1, all children follow the programmes of study in the National Curriculum, the National Numeracy Strategy and the National English Strategy.

Key stage 1 children follow a two year programme of study.

In Key stage 2 there are three Year 3/4 classes and three Year 5/6 classes. The teachers work together to share expertise and plan an exciting broad and balanced curriculum. Each child is treated as an individual and the needs of different children are taken into account during the planning process. Children are taught in whole class groups, small groups or as individuals.

At Key stage 2 there is a four-year programme of study.

At times some subjects are taught by teachers other than the class teacher.

In addition, small groups of children drawn from one or more classes work together and receive Special Needs Support as necessary.

THE SCHOOL DAY

- **Due to COVID bubbles the school day is currently operating at staggered times.**

<i>All Classes:</i>	Morning	8.55am	to	12.00 noon
	Morning break	10.30am	to	10.45am
	Lunch	12.00 noon	to	1.00pm
	Afternoon	1.00pm	to	3.15pm

Please ensure that your child is on the playground by 8.50am. KS1 children may come straight into school via the KS1 playground, KS2 are to be ready for when the bell/whistle goes at 8.55am.

We will always take care to ensure the safety of the children, but we cannot accept responsibility for more than 10 minutes before the start of school and for more than 15 minutes after finishing time.

Children who arrive after registration will be noted down in the register as 'Late'.

Please ensure you collect your child on time, however if on a rare occasion you are delayed, please telephone school and we will keep your child safe until you arrive.

Please inform us if your child is being picked up by St Anthony's After School Club or another after school care provider.



ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY FOR SEPTEMBER 2022 TO AUGUST 2023

St Anthony's is a Catholic Primary School situated in the Diocese of Lancaster and maintained by Lancashire County Council.

The Governors welcome applications from Catholic and non-Catholic parents who would like their children educated within the aims and ethos of St Anthony's Catholic School.

St Anthony's is a Catholic Primary School in which the Catholic faith and the teachings of the Catholic Church are important aspects of school life and influence the school curriculum.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The Governing Body is responsible for admissions within the requirements of the law. In doing so, the Governing Body has regard for:

- a. The Advice of the Diocesan Trustees on the nature and purpose of Catholic Schools.
- b. The Governing Body's responsibility towards the school and the Catholic community it serves
- c. The Catholic character of the school and its Mission Statement.

The Governing Body has set the planned admissions number for September 2022 at 45. The Local Authority and other parties required by law have been consulted on this.

In order to discharge the governors' duty to comply with infant class size limits no more than 30 children will be admitted to any one reception or infant class.

ARRANGEMENTS FOR ADMISSION

1. Applications for a place at the school should be made on the Local Authority form or online at www.lancashire.gov.uk/e-admissions, and returned to the Local Authority no later than 15th January 2022.
2. Parents must complete the Local Authority application form. Parents who wish their application to their Catholic school to be considered against the priority faith criteria should also complete the supplementary form. If the school is oversubscribed, 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 application on the basis of the applicant's baptism.

The supplementary information form should **be returned to the school by 15th January 2022**.

3. Each Catholic applicant will be required to produce a baptismal certificate or other evidence of baptism before the closing date for applications.
4. The Admissions Committee of the Governing Body will consider all applications at the same time after the given closing date.
5. Offers will be made by the Local Authority on 16th April 2022.
6. A waiting list for children who have not been offered a place will be kept for the Autumn term in the academic year of admission and will be ranked according to the admissions criteria and not by the date that their application was received or their name was added to the list. Parents/guardians are invited to contact the school if they wish to be informed of the child's position on the waiting list.
7. As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the admission/oversubscription criteria.

ADMISSION/OVERSUBSCRIPTION CRITERIA

The Governors will admit up to 45 children in September 2022. If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised Looked-After Catholic Children and previously Looked-After Catholic Children. This includes children who were looked after but ceased to be so because they became adopted or became subject to a Child Arrangement Order or Special guardianship Order.
2. Baptised Catholic children who live in the parish of St Anthony's with a sibling in the school at the time of expected admission.
3. Other Baptised Catholic children who live in the parish of St Anthony's.
4. Other Baptised Catholic with a sibling in the school at the time of expected admission.
5. Other Baptised Catholic children.
6. Other Looked-After Children and previously Looked-After Children. This includes children who were looked after but ceased to be so because they became adopted or became subject to a Child Arrangement Order or Special guardianship Order.
7. Other children with a sibling in school at the time of expected admission.
8. Children with social or medical needs where the application is accompanied by a declaration from an appropriate medical professional naming the school.
9. Other children.

In the event of oversubscription in any of the above criteria places will be allocated according to the following tie breaker criteria which are listed in priority order:

Applicants living nearest to the school. The distance between an applicant's home and school is measured as a straight line from the centre of the home address to the centre of the school. Distances are measured using the Council's Geographic Information System.

Definitions

Looked After Children

This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989. This is a child in public care who is in the care of a local authority or provided with accommodation by that authority.

A looked after child leaving care through an adoption order, special guardianship order or residence order will retain the same priority for school admissions that they had as a looked-after child.

Sibling

Sibling refers to full brothers or sisters, half brothers or sisters, adopted brother or sister, or the child of the parent/guardian's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. Stepchildren or foster children who live at the same address are also classed as siblings.

Address of Pupil

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. In some cases, for example, where shared parental living arrangements are in place, a child's address may be difficult to determine. In these circumstances, the address used for child benefit purposes, ie, the address of the parent claiming the child benefit, will be used.

If you are moving house and applying for the school and it is not oversubscribed, using your new address may not be a problem. In the event of over subscription it may be possible to consider your application on the basis of an address you are intending to move to. You must be resident at a specific address and not just a stated intention to move to an area. You must provide evidence that you have exchanged contracts on a house or have an offer of a tenancy on a property in which you intend to live and which will be in place when your child would start at the school. This evidence must be submitted as soon as possible and no later than the deadline stipulated. Further evidence, eg utility bills, will also need to be submitted.

Twins, etc

Where there are twins, etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements of infant class sizes. In exceptional circumstances cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits.

Late Applications

Applications received after the stipulated closing date will be treated as late applications. Only in exceptional circumstances, and where appropriate evidence is provided, will applications received after the closing date (but before offers of places have been made) be considered alongside those received on time.

Fraudulent Applications

Where the governing Body discovers that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, where a false address has been provided, then the governing Body is required to withdraw the offer of a place. The application will then be considered afresh and a right of appeal offered if a place is refused.

Appeal Arrangements

If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be considered to be 2 working days after posting by first class post of the refusal to offer a place. The parents must give their reasons for appealing in writing. The decision of the appeal panel is binding on the parents and on the governing body.

Non Routine or 'In Year' Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine or in-year admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Deferred admission (Primary and Infant schools only)

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January.

Part time attendance (Primary and Infant schools only).

Parents can request that their child attends part-time until the child reaches compulsory school age.

Parents may ask to defer accessing an offered reception place until the first day of term after a child's fifth birthday. If your child's fifth birthday is between April and August then they can start school from the September after this takes place. The expectation would be that parents have decided that the child will miss the full reception year and they would have to apply for Year 1 places (if any remained available). Requests for full year deferral with a retained reception start will be considered individually. Parents would be expected to provide substantial and exceptional evidence of the need for this to happen (personal views and reference to national research will not suffice). Further information is on the Local Authority web site at www.lancashire.gov.uk/schools (primary admission information for parents).

ROAD SAFETY

The school will actively support the development of positive attitudes towards road usage. This will be achieved through the integration of appropriate road safety themes and topics into the curriculum.

In addition, efforts will be made to work in partnership with parents in order to further encourage safe practices on or near the road, through the provision of relevant publicity materials and information.

Your child is a very important person both to you and to our school. We want him/her to develop both physically and emotionally and together we can bring out the best in him/her.

Unfortunately, this development can be cut short.

Road accidents are the biggest single cause of injury and death to children aged between 1 and 15 years. We, as a school, can broaden your child's horizons, but it is you, the parent, whose behaviour they will imitate on the road.

Your child is out and about with you either as a pedestrian, cyclist or in your car. It's your example they will follow – good or bad.

Please can we appeal to parents who live close to school to walk to and from school because of traffic/parking problems. If you **have** to use a car **please drive slowly and carefully through the car park.**

Please within the fenced areas of the building
and not down the centre of the car park

Thank you

We have bike stands on the Key Stage 2 playground, available for use by all children in the school.

THE CURRICULUM

We encourage the child's natural curiosity and interest in his/her physical and social environment and we look for opportunities to build personal interests and hobbies.

We try to give the children first hand experience or insight by arranging visits to places of interest and inviting members of the local community to speak to the children about their life and work.

Religious Education

St Anthony's is a Catholic school.

The first concern of the school is to provide a Catholic Christian atmosphere in which the children can develop a personal relationship with God and can grow in the knowledge of their faith.

The teaching of Christ is fundamental to the whole life and curriculum of the school.

The children are encouraged to make a personal contribution to class Masses and to take an active part in the variety of religious assemblies and Collective Worship. Collective Worship is held in class groups, Key stage groups or as a Whole School.

Regular opportunities are provided for the children to receive the Sacraments. Our priest is involved in the link between school and church.

The teaching of Religious Education follows the Way the Truth and the Life RE programme – one of the schemes approved and supported by the Roman Catholic Diocese of Lancaster.

English

While the teaching of Reading, Writing and Listening is to be found in most subjects throughout the school, our approach to the direct teaching of English is through the National Strategy which we supplement with extra focussed writing sessions.

We pay particular attention to the teaching of Reading and we use a combination of several published Reading Schemes and a variety of approaches.

Correct spelling, grammar, neat and legible handwriting, presentation and pronunciation are all part of Language Development and proper emphasis is placed on them.

Maths

Our approach to teaching Maths is in line with the National Strategy. Each lesson is divided into three sections.

- An oral section starts each lesson when children are being encouraged and guided through developing their mental strategies.

Some of this is to promote a speedier level of mental calculation. Other apparatus gives children the tools needed to perform mathematical operations.

- The second part involves the teaching and developing of new topics and concepts, the extension of work previously learnt, or in using and applying these skills within the whole class or group situation.

- The plenary session gives the chance to present, or explain together, aspects learnt during the main activity. It also leads to discussion of skills learnt, problem solving activities or to present children with practical activities to do at home.

Much emphasis is placed on experiencing, understanding and enjoying Maths. A wide variety of mathematical equipment is available to the children throughout the school.

SCIENCE

In Science lessons children explore three main scientific areas:

- Life Processes and Living Things covering aspects of animals, plants and the local environment.
- Materials including grouping, classifying, changing and separating different materials.
- Physical processes including electricity, forces, light, sound and Earth and beyond.

The children are encouraged to observe, record findings, question, predict, hypothesise and reason. Practical experiments are carried out in order to encourage investigative problem solving.

Good use is made of the local and natural environment.

INFORMATION COMMUNICATION TECHNOLOGY

We use computers and control technology in this area of the curriculum. We have a range of systems in school, including CD ROMs. Our computer suite is used to develop the children's ICT skills through a more hands on, systematic approach. The children will have access to email and the use of Intranet and Internet to aid independent study.

HISTORY AND GEOGRAPHY

These subjects are mainly taught through National Curriculum Programmes of study. Study units are developed by the teacher to provide experiences and opportunities appropriate to the children's age and development and to fulfil National Curriculum requirements. They may also include seasonal activities, the study of Current Affairs and cross-curricular themes. We emphasise the relevance of these studies to everyday life. We encourage the development of reference skills and map work.

MUSIC

We try to give the children as broad and as varied an experience of musical expression as possible. We introduce them to music from around the world from diverse cultures. We introduce them to great composers, styles, techniques and notation. We encourage them to make music individually and as a group. We have a specialist music teacher in school one day per week. Keyboard, guitar and drum lessons are available for all KS2 pupils for a nominal fee. All Year 3/4 pupils have lessons at Our Lady's Catholic High School each week. Year 5/6 pupils receive music lessons in school by Lancashire Music Services. There is no charge for this. We also have a school choir and this is proving to be very popular.

PHYSICAL EDUCATION

In Physical Education we are concerned that the children have an understanding of physiology, diet, health and safety. We provide a wide variety of physical activities according to age and ability. Our emphasis is upon participation, skill and co-operation.

To this end, we participate in several inter-school activities such as country dancing, swimming, cross-country, athletics, rounders, kwik cricket, boys/girls football and high five.

We have two soccer pitches, a netball pitch on the school playground and the use of the school hall. A programme of games, PE, sport and fitness is provided for children who wish to get involved after school.

ART

We try to develop appreciation and expression. We study the work of famous artists and teach a wide variety of Art forms and techniques.

These include drawing, painting, modelling, collage and printing. The work may be based on detailed observation or imaginative self-expression.

The children's work is a very valuable part of the visual learning environment created within the school and is often linked to work in other subjects. We hold an Art Exhibition in the Summer Term and parents are invited along.

SEX EDUCATION

The school acknowledges the Church's teaching that sex education is a parental right and duty.

It also accepts that there is a need to provide appropriate sex education as part of a child's personal and social development.

In the school, sex education will be placed within the setting both of the child's physical and emotional development and the child's spiritual and moral growth.

All teachers will seek to meet children's needs by developing a respect for self and for others and a growing appreciation of the dignity of Christian marriage and life.

Parents have a right to withdraw their children from these sessions.

SACRAMENT OF RECONCILIATION, FIRST COMMUNION AND CONFIRMATION

The school has a role to play in helping children come to a better understanding of the meaning of forgiveness and the presence of Christ in the Eucharist. However, the decision as to whether a child is ready to make his or her First Communion is taken by the child's parents on the advice of the parish where they live and worship.

The Sacramental programme is organised at the parish level and takes place in conjunction with Sunday Mass.

Children make their First Confession before receiving their First Holy communion. At an age when they are considered spiritually mature enough to do so.

A good grounding in the Catholic faith also helps the children decide if and when they wish to make a more personal commitment and ask to be confirmed in their parish community.

COMMUNICATIONS

A good working relationship between parent, child, teacher, school, parish and the wider community depends largely upon adequate and efficient communication.

In order to achieve this, the school adopts the following practice:-

1. A preliminary meeting is held each year for the parents of all children who have been offered places and who will be admitted to the school from September in the next academic Year
2. We ask that all parents complete a Pupil Information Form, giving basic information including addresses, telephone numbers, etc. It is essential that this be kept up to date so that we can contact parents quickly in case of illness or accident.
3. Our school website is updated regularly: www.st-anthonys.lancs.sch.uk. Newsletters and parish bulletins are emailed to parents/carers each week.
4. Two formal Parents' Evenings are arranged each year for parents to discuss their child's progress with his/her teacher.
5. The Headteacher and Class Teacher will be pleased to discuss a child's progress at other times during the year. Parents need only email or telephone the school to make a mutually convenient appointment.
6. The school provides a written report for each child at the end of every school Year.
7. Parents are invited to attend Sports Days, School Masses, Church celebrations and many other sporting, religious and cultural events. We also often ask for parent help. Parents are always welcome in school.
8. Parents are invited to join our PTA (FOSTA – Friends of St Anthony).

SAFETY PROCEDURES

CHILD PROTECTION

In our school, because of day-to-day contact with children, we are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. You should be aware, therefore, that where it appears to a member of school 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 the Social Services Department immediately. On behalf for the governors, the LEA initiates a criminal background check on all persons who work with the children in school in either paid employment or as a volunteer.

We are a very concerned school with caring adults. If your children are upset or hurt we will give them a cuddle or a hug. With the younger children the teachers/welfare ladies may sit the children on their knee to comfort them. If there is an "accident" in school your children will be cleaned and changed by a member of staff. We hope that you understand that this is the way we like to work. If you have any objections to this physical contact please make your views known to Mrs Ballard in writing.

Mrs Ballard is the person in charge of Child Protection in school.

SPECIAL EDUCATIONAL NEEDS

We believe that all the children are entitled to experience the full curriculum and our Special Needs policy reiterates this. Many children have educational needs, which can be addressed through a normal differentiated curriculum within the classroom.

Children who are identified as having Special Educational Needs are given Individual Education Plans identifying small specific targets. These are reviewed twice yearly (termly for children under 5 years old) and discussed with the child and his/her parents. If the child is making little or no progress, advice is sought from outside agencies, ie, Educational Psychologist. Children who have made good progress have their needs addressed through normal classroom differentiation.

Mrs V Berry is the named co-ordinator for the Special Needs. Mr M Fitzpatrick is the named governor. Children with special needs include pupils with learning, emotional, medical and behavioural difficulties. As a school, every attempt is made to provide a differentiated curriculum for all children, ranging from the most able, in liaison with parents and LEA Support Services.

AWARDS

Our Awards Assembly is held each Friday.

During the week, a child is identified from each class by the class teacher to receive the class award. We also have a Headteacher award for a child in each class. Citizenship Awards are presented each week. Parents of child to receive an award will be sent a text on the Wednesday evening to invite you to join us in Assembly. The award will relate to effort or achievement in an academic subject, success in sport or the creative areas of the curriculum or an overall positive attitude both to work and to others. A photograph of all the children receiving an award will be uploaded to Earwig each week.

There is an award for the best attendance of the week.

Each child in the school is also allocated a house. Anyone may give house points for good work or good behaviour. Results are collected weekly and there is an overall winner each term.

Children are encouraged to share any success and achievements outside of school.

CHILD RESPONSIBILITY

The school endeavours to educate the children to be responsible members of the community. In order to develop this, children are given various responsibilities within their class groups.

Year 6 children are selected on a rota to act as Prefects with different responsibilities throughout the school. Their duties are to assist with the daily routine, and by example, set high standards of behaviour for the rest of the school.

DISCIPLINE

At St Anthony's we have high expectations for behaviour and this is supported by our OFSTED report which said that behaviour is outstanding throughout the school.

All children have the right to be treated positively and politely by others. Bad language and derogatory, unkind comments are not acceptable within the classroom/school.

Classroom management varies within the individual classroom but the aim within each classroom is to promote a positive, caring environment where each individual is able to achieve their full potential. The environment thus created needs to ensure that a positive working attitude is communicated to all. Each child within the classroom has the right to learn and all members of the class need to respect this right in others.

However, there are some occasions when a child acts anti-socially or irresponsibly and we employ several strategies to deal with this. These are designed to suit the age of the child and the seriousness of the act.

In the majority of cases a stern rebuke from the teacher is sufficient but occasionally the child is deprived of a privilege – playtime, representative games, etc.

Children are encouraged to take responsibility for their own actions and to discuss some incidents with their parents. Comments from teachers may be written in the children's home link/homework booklet. Parents are requested to let school know that this has happened.

More serious breaches of discipline are recorded in the Serious Incident Book and this knowledge is shared with the child and their parents. If there are further incidents parents will be invited in to speak to the Deputy Head Teacher and finally to the Headteacher.

Experience has shown that the child benefits when it is known that the parent and school are working together.

The school reserves the right to suspend a seriously disruptive child.

Persistent misbehaviour at lunchtime could also result in suspension from school during the lunch break, for a limited period.

LUNCHTIME MEALS

All KS1 pupils are entitled to a free hot school meal (universal infant free school meal) each day. For KS2 pupils the cost is £2.30 per day. The menu is on a 3 weekly rota. Payment is required in advance via Parentpay.

Children who bring a packed lunch to school are encouraged to bring healthy options. Food and drink should be brought in unbreakable containers. Each child is expected to bring necessary cutlery.

For the safety and well being of the children the following items are not allowed:

- Vacuum flasks with glass interiors
- Cans and fizzy drinks are not allowed
- Hot liquids

SCHOOL MILK

One third of a pint of milk is available for children on payment of a nominal charge. This amount is payable in advance of each new term.

Milk is supplied free of charge up to the start of, but not including, the term in which their 5th birthday falls.

No refunds or credits can be made.

DRINKING WATER IN SCHOOL

Research has shown that children's health improves with an increased consumption of water spaced out during the day. We encourage the children to bring a bottle of water into school to drink during lesson times.

- Bottles should be clear plastic (maximum 500ml) and only still, unflavoured water may be drunk during class times/breaks.
- Bottles need to be clearly named with a permanent marker.

We ask for your co-operation in keeping to the guidelines.

FRUIT

All KS1 children are provided with a piece of fresh fruit daily.

UNIFORM

Our school uniform is readily available and inexpensive and its smart and distinctive appearance contributes greatly towards a sense of identity, respect for the school and a more mature and responsible attitude generally.

School uniform is available for purchase from the school outfitters:

FR Monkhouse, www.monkhouse.com or Tel: 0161 476 7216,
Top One Uniform, 39 St John's Centre, Preston Tel: 01772 828616
Bang Bang, 91 Lancaster Road, Preston

NAMING CLOTHING

Naming clothing cannot be stressed enough. With so many children wearing similar clothes, much can easily be mislaid. If the items have been named they can be returned to your child.

Boys (Winter) Plain White Shirt with School Tie
School Jumper with School Logo
Grey Trousers
Dark Socks and Black Shoes

Boys (Summer) As above or may wear grey shorts

Girls (Winter) Plain White Shirt with School Tie or Open Necked Blouse
School Jumper with School Logo
Grey Skirt, trousers or culottes
White or Grey Socks or Grey Tights
Black Shoes

Girls (Summer) As above or may wear purple checked summer dress

PE KIT

KS1

- White t-shirt and navy-blue shorts or skort with trainers for indoor and outdoor games and athletic activities; bare feet for gymnastics and preferable for dance (alternatively trainers).
- A dark (black/ purple/ navy-blue) sweater and dark (black/ purple/ navy blue) tracksuit trousers can be worn when cold weather but none of the above with large logos.

KS2

- White t-shirt and navy-blue shorts or skort with trainers for indoor and outdoor games and athletic activities; bare feet for gymnastics and preferable for dance (alternatively sports footwear).
- A dark (black/ purple/ navy blue) sweater and dark (black/ purple/ navy blue) tracksuit trousers can be worn when cold weather but none of the above with large logos.
- Studded, bladed or ribbed footwear (boots) when the surface is soft or slippery (school field).

No borrowing of PE kit is allowed other than from a spare kit box.

Children will change in the classroom under the supervision of the class teacher. In years 5/6 boys and girls will change at either end of the classroom.

SWIMMING

Boys and girls in Years 3 & 4 also require a swimming costume, and a swimming cap. LCC have adopted a safety policy of swimming caps for all. Jewellery is not allowed in the pool. This is the policy of Lancashire County Council.

Swimming aids will be provided by the instructors.

APPEARANCE AND DRESS

The following regulations have regard for safety and respect for good discipline:

- 1 KS2 children are allowed to wear one pair of plain gold/silver stud earrings. Children must not wear earrings on PE days or for swimming. If they forget, they will be responsible for removing their own earrings before PE and swimming and looking after them. Watches must be named.
- 2 Nail varnish or other cosmetics may not be worn.
- 3 A simple ribbon or elasticated hair band (in school colours, black or white) may be used to keep long hair tidy and away from the face. Hard, plastic hair bands are not permitted for safety reasons. School policy is that long hair should be tied back securely, plaited if very long, and kept away from the face.
- 4 Before PE or Games lessons, watches should be given to the teacher in charge.
- 5 The school cannot accept responsibility for any personal items brought into school by the children.

If these instructions are followed a great deal of time and trouble can be saved.

HEALTH CONCERNS

Parents will be aware of the national publicity regarding the ever-present problem of headlice in schools. Best advice on current treatment and practice is to be obtained from the school clinic on 777225/6. Leaflets supplied by the Clinic are available in school. The clinic endorses our school policy, as above, that long hair should be tied back securely.

MEDICINES

A form is available from the office for completion in the event of your child needing medicine during the school day. Otherwise a letter requesting administration must be received from the parents. However -

Medicine will normally only be given by staff if it is antibiotics needing to be administered 4 times a day.

Medicines need to be sent to school clearly labelled with the following:-

- 1 Name of patient
- 2 Name of medicine
- 3 Dosage
- 4 Dosage frequency
- 5 Date and time of dispensing
- 6 Storage requirements (if significant).

Inhalers used by individuals in a class should be kept in a safe place in the classroom. All inhalers must be named.

Staff cannot be held responsible for the non-administration of medicines.

ACCIDENTS

Occasionally, the school needs to contact parents during the day in the event of accident or sickness. It is vital therefore that information about parents' place of work and emergency contacts is kept up to date. Parents are asked to let the school know immediately if there is any change in these details.

In cases of sickness or diarrhoea, children must not return to school until 48 hours have elapsed since the last bout of sickness or diarrhoea.

ABSENCES

Parents have an obligation to see that their child attends school. If a child is absent from school for any reason, we ask you to inform the school personally by email or by telephone. This is important for your child's safety. We need to know where s/he is. A note of explanation on his/her return may also be sent to the class teacher.

In the case of dental appointments, surgery visits, etc., which may have to be made during school hours, parents are asked to notify the school beforehand and also to report to the school office when collecting and returning their children.

Any absence of which the school is not notified is recorded as an unauthorised absence and will be on their record as such. The school must report to the Lancashire Education Authority any inconsistent pupil attendance, if such absences are not explained by a satisfactory written note or medical certificate.

Request for absence must be made in advance as the Headteacher is authorised to grant leave for up to 10 working days in exceptional circumstances and a form for this purpose is available from the office. However, this is discouraged, as it is unsettling and can be disruptive to the child's education. **Holidays will not be authorised during term time.**

Please do not take your child out of school at the beginning of a new school year, as this is when very important changes occur for your child. KS2 SATs exams are held each year during early/mid May and we ask that you do not take your children on holiday during this week.

Analysis of school attendance

Period - 01/09/2020 to 31/08/2021

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
Totals	319	269	84.3	3.1	43	13.5	0.2

There were no absences through truancy

EXTRA CURRICULAR ACTIVITIES

The school seeks to provide as many opportunities as possible to develop skills and interests which are not pursued in depth, or cannot be provided for in the curriculum. They may change from year to year and are necessarily dependant upon the individual talents, interests and availability of staff.

A whole variety of sporting activities are arranged and our policy is to involve as many children who express an interest in an activity as possible. Our sporting activities have included netball, rounders, cricket, swimming, tag-rugby, cross-country running and athletics.

These activities are undertaken voluntarily by the staff and as such we expect children to show loyalty and courtesy towards the teachers who are freely providing these opportunities. We expect them to attend regularly and to ask to be excused personally when they are unable to attend for a valid reason. Children can be stopped from attending a club if other behaviours in school are not as expected.

SCHOOL VISITS

The school greatly values and encourages visits of an educational nature and will continue to seek parental financial support for them. Parents are under no obligation to contribute to school visits that take place during school hours, non-payment will not preclude a child from taking part. In practice, however, since school visits must be self-financing, they will only take place if voluntary parental contributions are sufficient to meet their costs.

Educational visits support National Curriculum topics within a class group.

Every two years, Year 5 & 6 children have the opportunity for a 3 day visit to Robinwood Activity Centre, Penrith.

At times, the children may be taken into the local environment to support their topic work. You may not always be informed of the particular day and time as this is dependant on the weather. Adequate adult/child supervision will occur at all times.

Government legislation has changed regarding any activities off site. Staff must complete a risk assessment for every visit – even if it is just into the local community. All visits have strict adult/pupil ratios which we must conform to. This is dependent upon the ages of the children involved. Consent for local visits will be requested at the start of each academic year, ie walks to look at housing types, the local environment or visits to Our Lady's Catholic High School.

Specific permission will always be sought regarding timetabled visits to a location beyond the local area.

HOME LEARNING

We now use the term 'home learning' which promotes the new journey of learning at home. We feel we have got the balance right between the core learning of reading, English and mathematics with promoting subjects which the children love such as science, art and RE.

At the start of each term your child will be presented with two 'Home Learning' menus. One for you to display somewhere prominently in your home and the other which will be placed inside a brand new 'Home Learning Journal' in which they are to complete their activities. The home learning menu will have a range of activities for you and your child to select from. Children will need to complete all the core tasks and then at least three other activities which will, in the main, be linked to your child's class topic. The aim is for this book is to become a celebration of your child's home learning journey which we hope will be evidenced by photographs, examples of artwork, labelled diagrams, quality writing etc...

Your child will have a term to complete their activities. On the 'hand-in' date, all children who have completed their home learning, will be invited to bring their journals and any other evidence into school. These will initially be shared and celebrated in class on this day. Class teachers will then carefully select a sample of home learning which will be displayed in the hall as part of our showcase afternoon. . Parents, carers and governors will be invited to join us for our showcase afternoon.

Each class teacher will also select 2/3 children, who have shown a commitment to home learning, to be awarded with a special certificate in assembly.

We look forward to sharing and celebrating the wonderful learning your children will produce at home this term. We hope you feel inspired to support them with their home learning journey.

REMOTE LEARNING

Our main platform for remote learning is Microsoft Teams. You can access your class page by the Teams app or www.office.com – then use the log in details supplied by your class teacher. Further information can be found in the 'Home Learning' section of the school website [Home Learning | St Anthony's Catholic Primary School \(st-anthonys.lancs.sch.uk\)](http://st-anthonys.lancs.sch.uk)

Holidays

St Anthony's Catholic Primary School September 2021 – July 2022

AUTUMN TERM 2021

INSET DAY	Wednesday 1 st September 2021	
Re-open	Thursday 2 nd September 2021	
Mid-term closure	Monday 25 th October 2021 to Friday 29 th October 2021	
INSET DAY	Monday 1 st November 2021	
Closure for Christmas	Friday 17 th December 2021 @ 1.30pm	

SPRING TERM 2022

Re-open	Tuesday 4 th January 2022	
Mid-term closure	Monday 14 th February 2022 to Friday 18 th February 2022	
Closure for Easter	Thursday 7 th April 2022 @ 1.30pm	

SUMMER TERM 2022

Re-open	Monday 25 th April 2022
Bank Holiday	Monday 2 nd May 2022
Mid-term closure	Monday 30 th May 2022 to Friday 3 rd June 2022
Jubilee Day	Monday 6 th June 2022
INSET DAYS	Tuesday 7 th June 2022 Wednesday 8 th June 2022
Closure for Summer Holidays	Thursday 21 st July 2022 @ 1.30pm
INSET DAYS	Friday 22 nd July 2022

Listening to your concerns and responding to your complaints

We care about what you think.

We try hard to do our best for all our pupils. We like to know when things are going well, but we also want you to tell us about your worries, concerns or complaints.

If you are unhappy about the way your child is being treated or any of our actions, or lack of action, please feel able to tell us your concern. Our support and respect for you and your child will not lessen in any way

Our promise to you:

- we will deal with your complaint honestly and politely
- it will be looked into thoroughly, fairly and as quickly as possible
- we will keep you up to date with what we're doing.
- we will apologise if we have made a mistake
- we will tell you what we are going to do to put things right

You should, in the first instance, raise the matter with the child's class teacher. If necessary, the issue may be taken further with the Headteacher, either in writing or by making an appointment to discuss the matter. If the issue is still unresolved, the Parent Governor or Chairperson of the Governing body may be contacted for the Governing Body to address the issue on a more formal level.

Please remember the beginning or end of the school day can be a very busy time. If you talk to a teacher at these times, for practical reasons, it may not be possible to sort things out there and then. Be ready for the teacher to say she or he will see you or ring you as soon as possible. This is because we want to give your worries the attention they deserve.

Making a complaint

If you have told us about a concern but are still not satisfied you may wish to make a complaint. We have a complaints procedure to make sure we respond to complaints in the best possible way. Our aim is to resolve complaints as quickly and as effectively as possible. If you want to look at this, we will be happy to give you a copy.

The procedure has three stages, with time limits, to make sure that complaints are dealt with as quickly as possible.

Informal stage

At this stage we would like you to put your complaint to the member of staff involved. If this is not possible, please go to a more senior member of staff or to the Headteacher. If your complaint involves the Headteacher, you should put your complaint to the Chair of Governors via the school.

We hope that your complaint will be resolved at this informal stage but if you are still not satisfied you can complain formally to Mrs Ballard, Headteacher.

Formal Stage

The Headteacher (or Chair of Governors) if appropriate, will fully investigate and arrange to discuss your complaint with you, and then send you a letter with an explanation of the actions the school will take.

Generally, complaints are sorted out at the informal or formal stages.

Occasionally complainants still feel dissatisfied and, if so, have a right to appeal against the outcome of the formal stage to the Complaints Appeals Committee of the Governing Body.

You must let us know if you are not happy within 20 school days of receiving a letter explaining the schools response to your complaint that you wish to go to the next stage.

If the Clerk to the Governors has not heard from you by then we will assume that you do not wish to take things further.

Arrangements for the meeting of the Complaints Committee will be made by the Clerk to the Governors.

We hope very much that our complaints procedure will resolve all complaints in the school but a parent who is not satisfied may refer certain complaints to Ofsted. Any complainant who is not satisfied with the outcome of the Complaints Appeals Committee's consideration may take the complaint to the Secretary of State for Education and Skills.

We keep copies of all correspondence about concerns and complaints. These will be treated with the utmost confidence. You and your child have a legal right to have a copy of your child's records.

All complaints are reported in general terms to the School's Governing Body to enable the school to learn from them.

Insurance Arrangements

The County Council's insurance arrangements in relation to children and parents are as follows:-

- 1 The County Council's liability insurance arrangements provide protection for the County Council in respect of claims for compensation made by any person suffering bodily injury or damage to property owing to some act or error of the County Council.

These arrangements are in respect of the County Council's legal liabilities only and it should be noted that the County Council does not automatically accept liability for any injury or damage which may occur as it would have to be proved that the County Council was legally responsible for the injury or damage suffered, ie it was at fault.

- 2 Where any injury or damage to property arises owing to some act or neglect of a Third Party (ie. some person or organisation other than the County Council) any resultant claim for compensation would have to be directed towards the Third Party and not the County Council.
- 3 If a person suffers bodily injury where no one is at fault there would be no legal grounds for pursuing a claim for compensation against either the County Council or a Third Party.

However, this is a risk which can be covered by a Personal Accident insurance policy which provides limited benefits in respect of injuries suffered by the insured person, regardless of legal liability. Parents could arrange such cover on a general "all risks" basis applicable throughout the Year or specifically for a particular event (eg. a school visit/holiday). It is understood that the National Confederation of Parent Teacher Associations has such insurance available; in any event, advice could be obtained from an Insurance Broker or Insurance Company.

F.O.S.T.A

The “Friends of St Anthony’s” is the school’s parent/teacher association.

It has a dual purpose – to provide social opportunities for parents and teachers to meet informally, and to raise funds for the benefit of the children attending St Anthony’s School.



All parents of children attending St Anthony’s School are automatically members of F.O.S.T.A. Membership is free new members are especially welcome and it is a good way of getting to know other people and making friends.

If you would like to help, we would be pleased to see you at the next meeting.

Look for the next meeting/function on the F.O.S.T.A. notice boards outside school.

Privacy Notice – General Data Protection Regulations

How we use information at St Anthony's Catholic Primary School

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical conditions and information, including Care Plans
- Special Educational Needs and Disability
- Looked After Children and Children Previously Adopted
- Behaviour and exclusions
- Personal preferences (such as dietary preferences)
- Personal needs (such as hygiene procedures)
- Parent / Carer consent lists
- Family / Carer contact details and personal information (such as name, address, email address)
- Safeguarding and Child Protection records
- Relevant medical information given to us by parents/carers and other third parties (such as NHS Trusts, GPs and allied medical professionals, ie physiotherapists, occupational therapists, school nurse)
- School attended after leaving St Anthony's Catholic Primary School
- Photographs
- Information related to Pupil Premium eligibility
- Previously attended school(s)

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to record and monitor behaviour
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard pupils
- to support health and wellbeing
- to promote the school

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 replaced the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

Collecting Pupil Information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Personal data relating to pupils at St Anthony's Catholic Primary School and their families is stored in line with the school's Data Protection Policy and Retention Guidelines in the Information Management Toolkit for Schools.

Who we share pupil information with

Please see our Privacy Notice on the school website for an up-to-date list.

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) and the Catholic Education Service on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **The School Business Manager, St Anthony's Catholic Primary School, St Anthony's Drive, Fulwood, Preston, PR2 3SQ.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

School Business Manager, St Anthony's Catholic Primary School
bursar@st-anthonys.lancs.sch.uk 01772 726621.