

**ST. PAUL'S**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL



ENGAGE - INSPIRE - ACHIEVE

*'Encourage one another and build each other up'*  
Thessalonians 5:11



**Welcome Booklet**

**The Christian family of St Paul's... moving forward together.  
A caring, exciting and happy school where everyone  
succeeds!**

The information in this welcome booklet is provided mainly for the benefit of parents and carers who may be considering their child's admission to the school. We hope that you find the contents useful. Please do not hesitate to contact the school should you require any additional help or information.

## Admissions

Children who will be five during the school year (1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021) are admitted in the autumn term. The maximum number of children that we can admit is 40.

When a school is oversubscribed on parental preferences, then the following priorities apply in order:

1. Looked after children and those who have been previously looked after,
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned (see note (i) below, then
3. Children with older brothers and sisters attending the school when the younger child will start, (see note (iii) below), then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight-line (radial) measure will have priority.

Notes (i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.

In allocating remaining places, the distance between home and school becomes a factor. You may ask to see the admissions policy if you wish.

Admission booklets containing application forms are available from <http://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/>

These must be returned to the local authority by 15<sup>th</sup> January 2020, for them to allocate places. You are asked to state your first and second school preferences.

Firm offers of a place are issued by letter during April 2020. There is an information evening for new parents in May once places have been allocated.

You are very welcome to visit before you make your choice, and we strongly advise you to do so. If you wish to make an appointment to look around the school, or to register your child's name, please contact Mrs Wootton or Mrs Clarke at the school office.

## School Organisation

Our school is organised into three units depending on the child's age:

EYFS Unit	Reception
Infant Unit	Year 1 and Year 2
Lower Junior Unit	Year 3 and Year 4
Upper Junior Unit	Years 5 and Year 6

Each of these units is led by a Unit Head who is an experienced teacher and member of the Senior Leadership Team. Due to our varying admission numbers between year groups, some classes have mixed age teaching. Classes are organised after considering a wide range of factors including each child's academic and social needs.

The structure of the school varies every year depending on the number of children on roll and the academic and social make up of the children in each cohort. The classes as at 1<sup>st</sup> September 2019 are as follows:

<b>EYFS Unit</b>	
Amazing Acorns	Reception/Y1 - Two classes within one unit
<b>Infant Unit</b>	
Super Sycamores	Year 1 and Year 2
Outstanding Alders	Year 2
<b>Transition Unit</b>	
Enchanted Elms	Year 3
Marvellous Maples	Year 3 and Year 4
<b>Junior Unit</b>	
Dazzling Elders	Year 4 and Year 5
Wonderful Willows	Year 5 and Year 6
Mighty Oaks	Year 6

## The School Day

- School starts at 8.50am and finishes at 3.10pm for all children.
- All children have a break between 10.30am -10.45am.
- Infant children have their lunch break from 11.45am
- Junior children break for lunch at 12.05pm

## The Curriculum

In accordance with the National Curriculum 2014, the school aims to provide a broad and interesting curriculum, which will enable consistency and continuity and motivate children. We are very committed to and proud of our achievement in all areas of the curriculum, including the arts and physical education.

Over the past 6 years, the school has been working with a Creative Curriculum in which foundation subjects are taught through whole school topics. Each year the children are consulted about which topics they have enjoyed and what they would like to cover the following year. A whole thematic approach ensures children's views are taken into account when choosing the new topics. Each term the school also sets aside time to cover 'Themed Weeks' e.g. 'Lose Yourself in a Book Week' where the children work in groups across the school and enjoy a carousel of activities linked to the theme.

Copies of the Creative Curriculum Topic plans are available to view on the school website.



### EYFS Unit

In the EYFS Unit, children progress through Development Matters as they follow the Early Years Foundation Stage (EYFS) Curriculum. Much of this early learning is developed through structured play and planned learning experiences.

There are seven areas of learning. The Prime Areas are  
Physical Development (PD)  
Personal, Social and Emotional Development. (PSED)  
Communication and Language (CL)

The Specific Areas of learning are  
Literacy (L)  
Mathematics (M)  
Understanding the World (W)  
Expressive Arts and Design (A)

Areas of continuous provision available inside and outside include sand, water, role-play, writing office, malleable, construction, small world and block play, fine motor skills, quiet reading and listening area, workshop, physical equipment, music and art.



### Parent Curriculum Workshops

Each year we hold a series of workshops for parents to ensure they are aware of how the curriculum is taught and to enable parents to best support their children. These workshops are held after school and cover topics such as Phonics, Practical Mathematics, Reading Skills, Writing Skills and Basic Computing skills.

### Road Safety

Children learn about Road Safety as part of PSHE (Personal, Social and Health Education). From Reception to Year 2 they also follow the Right Start Pedestrian Training Programme, which uses both first hand experience and classroom activities to teach children how to keep safe on the roads. Children in Reception have the opportunity to learn to ride a bike and Y6 have the opportunity to study Cycling Proficiency Modules 1- 3 which range from classroom based activities to on the road training with Bikeability.

Along with Alder Grange Technology College and Bright Futures Nursery, the school has a joint travel plan that strives to educate and inform children about sustainable and safe travel to and from school.

We encourage all parents to walk their child to and from school. For those who are required to drive we would ask that parents park a little walk away from school. This is to ensure that the grounds are safe for young children and families to walk around and so that you have five minutes of essential talk with your child each morning and at the end of the school day.

We also ask that parents do not park in the staff car park or in the disabled parking bays unless they have a parking blue badge.

### Religious Education and Collective Worship

We are very much a school family here at St Paul's moving forward together. We are a caring, inclusive, excited and happy school where everyone succeeds. We are a Church of England school, our school motto is Engage - Inspire, and Achieve is deeply embedded through Thessalonians5:11 'Encourage one another and build each other up'. Although aspects of all other religions are taught our teachings and values are Christian based. Religious Education is taught in accordance with the Lancashire Agreed Syllabus and the Diocesan of Manchester Syllabus. There is a daily act of Collective Worship as required by the 1944 Education Act.

The Christian nature of the school is reflected in every aspect of school life, and the school has very positive links with the Church and the wider community.



The school attends St Paul's Church throughout the school year with special celebrations taking place during Harvest, Christingle, Christmas and Easter and there is an opportunity for children new to Reception and those leaving Year 6 to attend a special service. Reverend Chris and Reverend Julie lead weekly collective worship within the school.

There is an expectation that all children regardless of their faith or culture attend church as part of their life at St Paul's Church of England Primary School. Parents who wish to withdraw their children from Collective Worship for religious reasons should discuss the matter with the Headteacher.

### Induction into school

To ensure we get to know each child and provide the best support we can in making the move to school, our initial intake is staggered over the first couple of weeks. This is done using the following criteria:

- First intake - First day of term (Wednesday 5th September) - The youngest children
- Second intake - Those with a sibling in school
- Third intake - Those who have attended a nursery
- Fourth intake- Those who have not attended nursery and/or children with additional needs and/or - Start dates to be discussed 1 to 1.

### Extra-Curricular Activities

We are proud of the range of extra-curricular activities offered at the school. These change according to availability and time of the year. We currently offer:

Netball Club	Football Club
<i>Cricket Club</i>	<i>Badminton club</i>
Tag Rugby Club	Athletics Club
Recorders	Guitar
Clarinet/Saxophone/Flute	Eco Club
Cookery Club	Sewing Club
RE Make	Cross Country
Maths Club	Writing Club
Craft Club	Science Club
Choir	Heart Start & First Aid
Music	Fencing Club
Drama	Book Club
Knit and natter	Photography
Mindfulness & Yoga	

To enable the maximum number of children to take part, different activities are offered to different age groups throughout the year.



## **Inclusion**

The mission statement of our school affirms our commitment to valuing the individuality of all of our children and giving all of our children every opportunity to achieve the highest of standards. We do this by respecting and taking account of pupils' varied life experiences and needs. We also offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children matter.

We aim to ensure that our school promotes the individuality of all our children, irrespective of ethnicity, attainment, age, disability, gender or background and that all pupils have a common curriculum experience.

<https://stpaulsrawtenstall.co.uk/wp-content/uploads/SEND-Local-Offer-1.pdf>

## **Children with Special Educational Needs and Disabilities**

Many children need extra help and support from time to time. Some children may have a special educational need, due to physical disability, social, emotional and behavioural or learning difficulties. We have systems in place to identify such difficulties and to provide support for the children so that they are able to access the curriculum and achieve their full potential. When a specific need has been identified for a child, he/she will be placed on the SEND Register and an Individual Education Plan (IEP) will be created to support them. This plan will be reviewed on a termly basis and parents/carers will be provided with a reviewed copy of the IEP at Parents' Evenings. It is our aim to provide the specific support needed for a period of time to enable the child to make the required progress so that they can eventually be removed from the SEND register. Support is offered by specialist teachers, support in class, targeted groups and at times advice from Educational Psychologist and/or other agencies.

Please discuss any concerns you have with either our SENDCo Mrs Horrocks or the Head teacher.

## **Children with English as an Additional Language**

Children who do not have English as their first language are supported by Teaching Assistants and targeted support provided both within the class and through our EAL Leader Mrs A Gul. Every effort is made to ensure that they have full access to the curriculum.

### Able Gifted and Talented Children

At St Paul's we acknowledge that we have a number of able children in the school - some very able, some talented and possibly some gifted children.

The school has a policy in place which outlines how we ensure that these children are catered for effectively. We encourage parents/carers to inform school of any specific talents which are not academic. Procedures are in place to identify the children in each category and a register is kept. Teachers identify activities and opportunities for these children to develop thinking skills and independent working. Support is provided where appropriate by our AGT leader Mrs K Ormerod.

Children's Talents are celebrated throughout the year by attending AGT events.

### Forest School

Our Forest School at Larkhill rise provides a positive and unique learning experience for our children. Children have the opportunity to explore, enquire, problem solve and expand their vocabulary through working outdoors in a stimulating environment.

There is no such thing as bad weather only bad clothing!

We recommend your child wears the following:

For cold weather - Waterproof coat, hat, socks, gloves and wellingtons

For warm weather - Sun hat, water bottle and sun cream

At all times - Waterproof coat and trousers.



Please be aware that your child will come home dirty and their clothes will need regular washing.

### The PTA

We have an active PTA, which organises social/fund raising events in school and also gives you an opportunity to meet other parents, carers and staff, and to become involved in school on a more informal basis.

The PTA organise annual events such as the Christmas Hamper Raffles, Easter Eggstravaganza, family fun nights, film nights and termly themed discos. These events prove to be extremely popular and are a great way to meet new friends whilst raising valuable funds for school.



Over the past few years monies raised by PTA members have helped to fund school trips and visitors to school as well as buying extra resources such as digital cameras for use in class, climbing equipment for the Foundation Unit and staging for school productions and more recently an outdoor classroom for the Forest School, an outdoor reading area, and ICT equipment.

### **Pastoral Care**

All members of staff have a duty of care to all children, and are responsible to the Headteacher for the welfare of all children in their classes. The school is in contact as necessary with other agencies concerned with the welfare of pupils, and co-operates closely with Attendance Officers, Children's Social Care and the school's Psychological and Medical Services. We also have a Child and Family Support advisors (Mrs Horrocks) who is involved with working with families and children to enhance pastoral care within school.

### **Safeguarding our children**

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop or thrive. Parents should be aware therefore that a school has a duty of care to protect all children and is required by law to report immediately any concerns or disclosures made by a child to Children's Social Care as part of the Local Child Protection Procedures.

Our school work alongside all agencies and are part of the Encompass project.

### **Attendance**

As a school, we feel very strongly that children attend school regularly. We encourage parents to ensure that children are in school and are punctual unless there are valid reasons. If your child is absent for any reason please send a note or ring up school and leave a message as soon as possible. If no reason is given for an absence, you will receive a phone call asking for an explanation. If no contact is made then your child will be marked as unauthorised and a record of any messages left will be held on your child's attendance record.

As a school, we monitor each child's attendance very closely and awards are given out through a whole school celebration assembly. We also send letters out to families where attendance is a cause for concern. We aim to work positively with families to address attendance issues; however at times we may need to seek support or guidance from the local authority Pupil Attendance Support Team (PAST).

Please do not send your child to school if he/she is ill or return them to school until he/she has fully recovered, as there are no facilities or extra supervision for sick children. Medicines can be administered by school staff if written permission is granted by a parent or carer - Please complete the necessary forms at the school office. For more information please refer to the school's Whole School Attendance Policy a copy of which can be obtained from the school office or website.

### **Applications for Leave**

For the benefit of your child, we would ask that you avoid taking your child out of school for any reason during term time.

Any such requests for leave must be via an absence request form available from the school office. These forms must be completed at least two weeks prior to the child being taken out of school. Only under extenuating circumstances, the Head teacher may grant authorised leave after considering the child's attendance and lateness record and the reason behind the request. However, this will depend on previous applications and the pupils' attendance over time.

However, the Whole School Attendance Policy clearly states that leave will only be granted in 'exceptional circumstances'.

A copy of the school's holiday list for 2019/20 is available on the school website.

Where possible please make non-urgent medical or dental appointments out of school time; however, if this is not possible an Exit Pass must be obtained from the office prior to the child attending the appointment, a copy of the letter will remain on your child's attendance file.

### Data Protection Act

The school is registered under GDPR and makes every effort to comply with its terms. The school's administrative system holds personal details about your child as supplied by parents on the admission form and data sheets. Only appropriate staff has access to this data, which is protected by access levels and passwords. You will receive an annual request to check that it is correct and up to date. The school's information management system also holds assessment data relating to your child. Our personal statement can be viewed on our school website.

### Useful Addresses

Education and Cultural Services  
PO Box 61  
County Hall  
Preston  
PR1 8RJ  
Telephone: 01772 254868

Area East Education Office  
44 Union Street  
Accrington  
BB5 1PL  
Telephone: 01254 220711  
Telephone: 01254 220714

*If you require any further information, please do not hesitate to contact us on  
01706 215893*