

Welcome to Newchurch St. Nicholas



Start children off on the way they should go and even when they are old they will not turn from it.

Proverbs 22:6

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Statement of intent

Welcome to **Newchurch St. Nicholas** This is an exciting time for your family as your child begins their school life here. We hope that your child will be very happy, and enjoy many achievements, while they are here. If you do have any concerns at all, please speak to your child's teacher in the first instance or, if you wish to, arrange to see myself, Mrs. Thistlethwaite (headteacher) via the school office.

As a Christian family we equip our pupils with the necessary skills and knowledge to become responsible , well educated, citizens of the future.

Through : -

- Nourishing minds with knowledge and hearts with Christian values
- Succeeding to maximise everyone's potential,
- Nurturing self belief and social moral and cultural understanding.

Nourish, Succeed, Nurture

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About our school

- 1.1. Newchurch St. Nicholas is a one form entry primary school. It is a single level building . We are very fortunate to have large , airy classrooms which create a calm learning environment. We are also very lucky to have lots of outdoor space .

2. Your child's first teacher

- 2.1. Miss Parkinson is the teacher of the reception class; she is assisted by Mrs. Towers our reception class teaching assistant.

3. The school day

- 3.1. Children come into school from 8:35 a.m. and the school day starts at 8:45 a.m.
- 3.2. The school day ends at 3.00 p.m. and children may be collected from their classroom door.
- 3.3. Please inform us if you have to change your collection arrangements during the day, or if you will be late collecting your child.
- 3.4. Ideally, please let your class teacher know if your child is going home with someone else by bringing a short note into school, or phoning the office. If we do not know of any changes, we will have to call you to check arrangements for safeguarding reasons.

4. Parking

- 4.1. Parents are requested not to drive in to the school carpark to drop off or collect children at the beginning and end of the school day, unless by prior arrangement with the school if there are special circumstances.
- 4.2. Reducing traffic around the school site makes it a much safer area for children and we appreciate all parents' co-operation with this.

5. Medicines

- 5.1. All prescribed medicines, including asthma inhalers and epi-pens, which children may need at school must be handed in to the school office.
- 5.2. Prescribed medicines must be clearly labelled with the child's name, contents and exact dosage required, and must be accompanied by a form signed by a parent giving permission and clear instructions for their administration (copies of this are available in the school office).

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5.3. These prescribed medicines may be collected from the school office at the end of the school day.

5.4. If your child has a more serious or long term medical condition, please ask for a care plan which we will complete with you and the school nurse so that we meet the needs of your child.

6. Uniform and jewellery

6.1. All items should be clearly marked with your child's name, including the following:

- Tops
- Jumpers
- Trousers/skirts
- Shoes

6.2. During the summer term, the following amendments to the school uniform will be made:

- Pupils can wear shorts rather than trousers
- Summer dresses can be worn

6.3. No jewellery should be worn to school.

6.4. Children with pierced ears **may wear plain studs only**, except for P.E. when these must be removed .

6.5. When participating in indoor PE lessons, all pupils must wear the following:

- **black shorts**
- **white t shirt**
- **Black pumps**

6.6. When participating in outdoor PE lessons, all pupils must wear the following

- **Navy blue or black tracksuit**
- **white t shirt**
- **Black trainers**

7. Payments

7.1. Please ensure that all money sent into school is sent in an envelope, clearly marked with your child's name, the amount enclosed and what it is for, on the outside of the envelope.

7.2. Payments can also be made to the school bank account

8. School lunches

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8.1. In line with DfE legislation, all reception, year 1 and year 2 pupils will be entitled to a free school lunch. You do not have to do anything unless you wish to opt-out of universal free school meals for infants, in which case please let us know.

8.2. Hot meals, cooked from fresh ingredients, are provided daily by Lancashire Catering group

8.3. Weekly menus are sent home in the newsletter each week. Children are able to select on a daily basis whether they would like a school meal or packed lunch and we cook the meals which have been ordered, meaning your child will always receive their choice of meal.

8.4. From year 3, parents who wish for their child to continue to receive school meals should send payment into school . The cost from September 2021 will be £2.35 a day

For those children who bring a packed lunch from home, we ask parents to provide a healthy and balanced lunch which will meet your child's nutritional requirements.

8.5. The following items should not be put into a packed lunch:

- Ring pull tins
- Cocktails or kebab sticks
- Chocolates and sweets (a chocolate biscuit is acceptable)

8.6. Organic milk is available to all children having a school lunch.

8.7. We ask all parents to please make sure that they notify us in writing of any allergies or dietary requirements your child may have, even if you have already provided us with this information verbally.

9. Absences

9.1. If your child is ill, please keep them at home until they are well enough to return to school.

9.2. Please telephone on the first morning of your child's illness and update us regularly if the illness continues.

9.3. Details about exclusion periods for infectious illnesses are available from the school office.

10. Security

10.1. All visitors must report to the school office on arrival and departure.

10.2. All pupils arriving after 8:45 am or leaving the school premises before 3.00pm (i.e. medical appointments, going home because of illness) must report to the school office and be signed in and out on the 'INVENTORY' system.

11. School prospectus

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11.1. An up-to-date copy of the school prospectus, which contains further information about the school, is available on our website.

11.2. Please ask in the school office if you would like a paper copy.

12. Homework

12.1. Children are expected to read at home each evening and we may request that children follow up work done in school. This type of homework usually falls into one of three categories:

- Specific information to be learnt to support a particular subject (such as learning number bonds or spellings).
- Individual studies based on the pupil's own research (such as research for a history topic).
- Reinforcement and/or completion of work already undertaken in class (such as practice of shape recognition after an activity has been completed in class).

12.2. Throughout the school we have a half termly homework menu. On the menu there are a range of activities which support your child's learning.

12.3. We expect you to give your child every encouragement and to support their efforts. A cheerful, positive attitude on your part will ensure that homework does not cause undue stress and anxiety for you or your child. Parental interest in children's work is greatly appreciated, and the willingness to give time and effort at home is valued highly in school.

13. Data protection

13.1. The information stored on the school's data management system is used to assist the school in its management of pupils' personal and academic records.

13.2. The information these records contain is treated confidentially by those members of staff who have a legitimate right to use it.

13.3. Access to the data is governed by a series of computer passwords known only to those authorised by the headteacher.

13.4. An example of the type of personal information required by the school and stored on the school's management system includes:

- Name, date of birth, address and telephone number of the child.
- The names of his/her parents or guardians.
- A record of two emergency contact names.
- The child's religion (if any).

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- The name and address of the child's doctor and details of any special medical conditions which need to be made known to those caring for the child in school.
- Type of mid-day meal taken.
- The method of travel to school.
- Ethnic group and language spoken at home.

13.5. Much of this information is contained on the school admission form, which all parents/carers are asked to complete when registering their child for school.

13.6. In order for that data to be kept up-to-date and accurate, parents/carers are requested to ensure that any change in their child's personal details are made known to the school as soon as they occur.

13.7. The type of academic data stored on the data management system includes details of the child's class registration group, the results of national curriculum assessments, teacher assessments and other standardised testing.

13.8. As a registered data user, the school takes every precaution to ensure that pupil data stored on school computers is held and used only for specified and lawful purposes and is not disclosed in any manner incompatible with those purposes.

14. The school and parents

14.1. During the school year, there are many informal opportunities for parents to visit and participate in school life. For example, class assemblies, harvest festival, Christmas nativity, sports day and open day.

14.2. Our school has always enjoyed an open and friendly relationship with parents.

14.3. We try to encourage a happy home/school relationship, as this enables the children to have a secure environment, which is conducive to learning. It cannot be emphasised too strongly that in every aspect of the school's relationships with its pupils, success depends very largely on co-operation with parents.

14.4. No school can hope to achieve its objectives unless both parents and teachers are working together to a common end.

15. Home contacts

15.1. There are certain opportunities during the school year for formal and informal contacts between home and school.

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- 15.2. In the early years, parents are frequent visitors to the school, bringing and collecting their children. If you wish to pass on information, or you feel there may be a problem, you are welcome to see the class teacher before the start or at the end of the school day.
- 15.3. Parents wishing to discuss matters in more detail are welcome to do so; however, we would appreciate the opportunity beforehand to arrange a convenient time.
- 15.4. When your child starts school it is important, for both the child and the class teacher, to be aware of who will collect your child from school.
- 15.5. If there is a change to normal routine, please let the class teacher know before hand, so that your child is collected and taken home by an appropriate adult.
- 15.6. If for some reason you are unexpectedly delayed, and unable to collect your child at the end of the school day, please telephone the school on 01706 229478 beforehand.
- 15.7. This enables the teacher to check that your child waits inside school until they can be collected. This is very important for your child's safety.

16. Special educational needs and disabilities (SEND)

- 16.1. Where children experience temporary or long-term difficulties for a variety of reasons and need help over and above what most others require, they may have special educational needs or disabilities.
- 16.2. Provision for SEND covers all learning difficulties, whether physical, intellectual or emotional.
- 16.3. For pupils with physical disabilities the school offers the same broad and balanced curriculum it offers to all pupils.
- 16.4. The school is fitted with ramps at the front door . Corridors are of sufficient width to accommodate wheelchairs. There are accessible toilets on the floor.
- 16.5. Pupils with SEND are given the opportunity to realise their full potential. We do this by ensuring that they have access to a broad, balanced and relevant curriculum, and that any learning difficulties are identified early.
- 16.6. Our mission statement affirms the dignity and self-esteem of every child.
- 16.7. The day-to-day operation of the SEND Policy is co-ordinated by the special educational needs coordinator (SENCO), Cillian Stephenson and overseen by a designated governor, Simone Cudworth
- 16.8. Children with SEND receive individual and group programmes of learning to supplement their classroom shared experiences.

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- 16.9. We enjoy a close working relationship with outside support agencies including the educational psychologist and speech and language therapists.
- 16.10. We encourage and value parental involvement in the identification of pupils with SEND and the assessment process.
- 16.11. Should a parent have a concern about their child's learning ability they should, in the first instance, discuss these with the class teacher and/or the SENCO.
- 16.12. If these concerns continue then they should be brought to the notice of the headteacher. Concerns that cannot be resolved at this level should be put in writing to the governor who is responsible for SEND provision at the school.
- 16.13. If the school is alerted to the need for a child to receive SEND support, either by the parents or by external support agencies, the school will do its best to ensure that the appropriate resources are available including staffing and equipment.

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