



A-Z of

information for parents

Please find below information you may find useful with regards to St. Nicholas' routines, policies and procedures. If you require any further information please do not hesitate to contact the school on 01706 229478

Appointments during the school day

No child is allowed out of school during the day unless accompanied by an authorised adult. If your child has an appointment during the day we may ask to see confirmation of the appointment and he/she must be collected from the school office. We ask that all the appointments are made outside of the school day where possible.

Assessment

Children are assessed regularly by their teachers. We hold parents' consultation evenings twice a year and a written report is sent home in the summer term. Parents are notified when there are any issues causing concern to provide the best possible opportunity for each child to achieve his or her full potential. This may include planning for extra support for children who may need it.

Charging for trips and activities

Teachers seek to enrich our curriculum through visitors and trips. Children have positive memories of these activities which bring learning to life. Where possible teachers will look for free activities but from time to time the school may need to ask for voluntary contributions towards the cost of some of these experiences. Unfortunately when there have been insufficient contributions it may be necessary to cancel an activity.

Complaints

Any complaints about school matters should first be discussed with class teacher before being brought to the attention of the headteacher. If the complaint is not resolved, a formal complaint may be made firstly to the chair of the governing board and secondly to the local authority. The procedure to register a complaint is available from the school office or on the website.

Data collection sheet – information

On entry to the school, you will be asked to complete a form giving details of addresses, telephone numbers of parents or nearest relatives as well as other vital pieces of information for use in an emergency. Please ensure that you inform us of any changes.

The data collection sheet also records any medical conditions that your child may have. It is important you update us if there are any changes in your circumstances.

Eco-schools

St Nicholas have a proactive Eco schools committee. We are proud of their work to make the school more eco-friendly and the group have won a number of awards for their work.

Ethos

As a Church of England primary school our ethos is based on our six key Christian values. We also have an Ethos group who are active in the local community working with the local sheltered housing and church parishioners.

First aid

We have members of staff trained in first aid and paediatric first aid. Should an emergency arise in school, we will administer first aid. If we feel that further medical help is required, we will notify parents/carers immediately. A letter will be sent home to inform you if your child has had a head bump or accident to inform you of how the accident happened.





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Free school meals

Children are eligible for free school meals if the parents are in receipt of particular benefits. This is different to infant free school meals and we request that if you are in receipt of benefit you still apply as soon as your child starts school.

Applications for free school meals are dealt with by the area education office. If you think you may be entitled you can telephone them on (01254) 220711. If your child is in receipt of free school meals school will receive additional funding to support your child's learning.

Health

From time to time children will be invited for hearing, vision, dental and medical examinations. Parents will be informed of such visits in advance. School nurses visit the school on a regular basis. Health education is taught as part of the school curriculum.

Please do not hesitate to contact your child's class teacher if you have a concern about health issues that your child may have.

Holidays during term time

From 1st September 2013 new DfE regulations came into force regarding taking children out of school for a holiday from .A request for leave should be returned to school at least four weeks before the holiday date .The current law does not give any entitlement to parents to take their children on holiday during term time. It states that any application for leave must be in exceptional circumstances and that the headteacher must be satisfied that the circumstances warrant the granting of the leave. The school issues fixed penalty notices for unauthorised holidays and persistent absence.

If you do need to ask for permission for an exceptional absence you'll need to complete a holiday request form which is available from the school office.

Please do not book any holidays before completing one of these forms .Any absences where permission has not been sought in advance or after permission has been declined will be recorded as an unauthorised absence inline with the school's attendance policy and a referral will be made regarding a fixed penalty notice.

If your child is unable to attend school for any reason please telephone the school office before 9 am on the first day of absence .If you don't contact us it may be necessary for a member of staff to conduct a home visit.

If your child has sickness or diarrhoea we ask that they do not return to school for 48 hours as this type of illness is very infectious.

Inspection of documents

The school website has copies of all key school policies for your information and guidance. If you require details of any other document please feel free to contact the school office.

Jewellery and valuable personal items

Jewellery should not be worn in school except for watches.

Children with pierced ears are requested to only wear small studs for health and safety reasons. We request that these are removed for PE activities. When earrings cannot be removed we ask that parents provide plasters to place over the earrings

Any toys, electronic games or other valuable items should be left at home unless the teacher has requested them for a particular project. School cannot be held responsible for the loss of any such item on school premises.

Lost property

We ask that all uniform items are labelled and named . When named property is found it is immediately returned to its owner. We do not collect lost property in school.

Lunchtime arrangements

The school employs lunchtime supervisors to look after the pupils during the lunch break .Staff from Lancashire County Council catering service provide cooked food meal on the premises. All children eat their lunch in the dining room whether they have school meals or packed lunches.





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Medicine

The school has responsibility for the safety and welfare of pupils and it regularly reviews arrangements to ensure that the medical needs of the pupils are met at school.

There may be times when children attending school need to take medication. Medicines needed by a child during the school day should be brought by the parent/carer to the school office. These medicines must be in the original bottles/packaging in which prescribed, clearly labelled:

-Pupil's name -Contents

-Dosage -Date

Asthma inhalers are prescribed medication and parents are asked to complete an asthma card.

As children may need immediate access to their inhaler and epiPen they are kept in a safe and readily accessible place.

Inhalers should be taken to sporting events and used prior to or during exercise or if an episode of asthma occurs. Please speak to the school office if your child has any other medical condition that requires making medication.

Milk

Semiskimmed milk is provided each day for all children if it is ordered by their parent/carer. This is provided by Cool Milk. Parents/carers must order and pay for milk directly to Cool Milk. Milk is free for under fives and to those children on free school meals.

Mobile phones

It is school policy that mobile phones should not be brought into school. The exception to this is for year 5/6 children who walk home. Children bringing phones to school must personally hand it to a member of office staff when they arrive at school in the morning and collect it from the office at the end of the school day. It is expected that no phones will be brought into school unless there is a permission slip held on file. If there are other exceptional circumstances where you feel your child needs to bring their phone to school please speak to the office staff.

Money in school

Please ensure that all monies sent into school are in a sealed envelope with your child's name, amount and the purpose of the money. If you are sending in money for more than one thing on the same day it is essential that you use separate envelopes for each item. Children are encouraged to hand any envelopes into the class teacher first thing in the morning. Staff will not go through a child's bag to look for money unless the child is in the reception class.

Musical instrument tuition

We are pleased to be able to offer pupils at our school instrument tuition. Lessons take place weekly in school time. Parents are invited to termly performances.

Newsletter

We write a newsletter each week during term time. The newsletter contains information regarding school diary dates and the learning which has taken place that week. The newsletter is always posted on the school website and always on display on the noticeboard in the main entrance.

Packed lunches

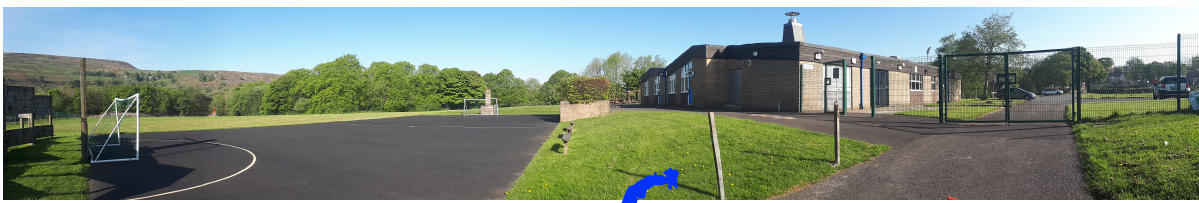
If you wish your child to bring their own packed lunch they should be placed in a small labelled lunch bag. Still drinks should be in unbreakable container. We encourage children to eat healthy meals. So that parents are aware of what their child is eating (or perhaps more importantly, not eating), we ask children to take uneaten items home.

Parentmail

School communicates primarily with parents through this app. It is important that we have up-to-date contact details for you including your email address.

Children may re-apply their own sunscreen which must be provided in a clearly named container and kept in the child's schoolbag





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PE kit

It is important for pupils to wear correct clothing for physical activities.

Indoor PE:

Pupils will need a pair of slip - on pumps, black shorts and white T-shirt for PE and movement lessons.

Outdoor games

For outdoor games and pupils will need a pair of trainers and a navy or black tracksuit.

All PE and games kit should be kept in and named, drawstring bag in the cloak room. It is important that the kit is always in school as lesson times may vary.

No jewellery should be worn during PE . Children with pierced ears are required to remove earrings themselves.

Please make sure or your child's uniform and kit is clearly marked .

Saint Nicholas Church

We have close links with our local church and we support them in their seasonal activities. We visit the church regularly for worship, praise and play and special celebrations.

Sun protection

We encourage children to bring in a named sun hat during the warm summer months. School staff are not permitted to apply suncream to children.

Children may re-apply their own suncream which must be provided in a clearly named container and kept in their own school bag .

Swimming

Swimming is currently offered to year three children. Pupils attend Marl Pits for a weekly lesson.

Tuck

Break time snacks are provided for the children. Key stage one children are provided with free fruit each day in line with the government's national food scheme. Toast is available to purchase at 20p a slice. We also have a healthy fruit tuck shop for 20p a piece.

Uniform

It is school policy that all children wear uniform when attending school or when participating in a school organised event outside normal school hours.

Wearing a uniform promotes sense of pride in school and engenders a sense of community and belonging to our school .

Uniform:

Trousers – grey

Skirt/pinafore– grey

Polo shirt shirt– light blue/white

Sweatshirt/cardigan Navy blue with school logo

Shoes – Black (not trainers)

Uniform can be purchased from Ann's in Bacup and the uniform shop online.

Visitors to school

At St Nicholas, we take the issue of security very seriously. All visitors to the school must come to the office to sign in and obtain a visitor's sticker.

Water

Research shows that our brains need water to stay active and alert. All children are provided with a plastic bottle with the school logo on. These are sent home for cleaning on a Friday and must be returned on Monday morning.

Worship

As a Church of England school ,high importance is given to the daily act of worship .We come together as a family to reflect on Jesus's teachings and how we can apply these to our daily lives. On Friday we take part in celebration worship . Parents and carers are warmly invited to these weekly events. We also encourage the children to share the achievements from outside of school with us during these weekly celebrations.

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