

# St Charles RC Primary School Rishton

## School Prospectus September 2022

Welcome to our school





As a Catholic school, we are inspected by the Diocese of Salford. Our last inspection was in March 2017 and they judged the Overall effectiveness of our school to be GOOD. Here are some of the highlights from our report:

*St. Charles' is a good school which provides a caring and nurturing place of learning. The children are enthusiastic about their learning and they are keen to achieve success in everything they do. The teachers are enthusiastic and hard-working and demonstrated a commitment to providing the children with a good level of religious knowledge and understanding.*

*Children's behaviour is outstanding and at all times during the inspection the children were a credit to the school and their parents. The children are encouraged to think of those less fortunate than themselves and they are keen to organise and participate in fund raising activities.*

*The governors are very supportive of the school and the senior leadership team and they regularly visit the school.*

*The children are confident, polite and well-mannered individuals who are enthusiastic about their learning and hold high personal aspirations.*

*The commitment shown by teachers and support staff to providing a caring and nurturing place of learning.*

*A positive welcoming culture permeates the school and everyone is treated with care and respect.*

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## Staff

Head Teacher:	Mr P Kennedy BA Hons QTS
Deputy Head teacher:	Mrs S Lord BA Hons with SEN (Y2 teacher)
Teachers:	Mrs S Parkinson BA Hons QTS (Rec teacher) Miss R Gavin BA Hons PGCE (Y1 teacher) Miss L. Waddington PGCE (Y1 teacher) Mr A Holmes BA Hons Primary Ed (Y3 and Y4 teacher) Mrs H Dewhurst BA Hons PGCE (Y4 part-time teacher) Miss N Ireland B Ed Primary Ed (Y5 teacher) Mrs E Horsfall BA Hons (Y6 teacher)
Office Staff:	Mrs C Holden (Office Manager) Mrs S Rea (Office Assistant)
Teaching Assistants:	Mrs L Byrom BA Hons Mrs E Greaves NVQ4 Mrs M Hale NVQ3 Miss L Hurst NVQ2 Mrs D Slater BA Hons Mrs B Spencer NVQ2 Mrs J Topham NVQ3
Pastoral Lead	Mrs P Hodgson BA Hons (Pastoral Care)
After School Club:	Miss L Hurst (Manager) Mrs T Akhtar (Assistant) Miss J Holden (Assistant)
Site Supervisor: Cleaners	Mr A Fussell Mrs L Fussell Mrs M Van Eysden
School Cook: General Assistants:	Mrs M Rooney Mrs A Baron-Tucker Mrs R Kausar
Lunch time Supervisors	Mrs E Greaves (Senior Supervisor) Mr W Fitzgerald Mrs R Harling Mrs R Hodgson Miss L Hurst Mrs T Akhtar

### **PRELIMINARY DAY VISITS BY PARENTS**

Every year, usually in November, we hold an Open Day for parents to view the workings of the school during the day and to ask any questions prior to selecting the school for your child.

During the summer term, parents of the children who have been offered a place are invited into school where we will explain the school's procedures and practices. Children are then invited to spend some time in school becoming acquainted with the classroom, the teacher and the teaching assistant.

### **LINKS WITH OTHER SCHOOLS**

St. Charles has established links with all the nursery schools in Rishton to help ensure as smooth a transition into full time education as possible. Mrs Parkinson, the Reception class teacher, is the nominated link teacher and contacts the local nursery schools and play groups to ensure a good understanding of the children about to attend St Charles' including any particular needs.

St Charles has a well-established school and community link with St Augustine's High School in Billington. Children in Years 5 and 6 make visits to St. Augustine's to help them prepare for their transfer to high school. The Head Teacher and the Year 6 teacher attend regular meetings with staff at all the chosen high schools to ensure a calm transition to secondary school.

### **ADMISSION POLICY**

St. Charles is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Lancashire Authority as a Voluntary Aided Primary School. The School's Governing Body is responsible for taking decisions on applications for admission. For the school year commencing September each year the Governing Body has set its planned admission number at 30. The co-ordination of admissions is undertaken by the Local Authority.

Although St Charles' is a Roman Catholic school, it is the school's policy and desire that, regardless of religious denomination, every child and family is made to feel welcome, that every child be seen as equal and that all families feel an integral part of our community. Where Catholic children cannot fill all available places at St Charles, our policy is intended to ensure the warmth and love of our school is seamlessly afforded to all children and their families.

Admission to the school will be made by the Governing Body in accordance with the stated parental preferences it receives, subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

1. Looked After and previously Looked After Children, including those legally adopted from overseas;
2. Baptised Catholic children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;\*
3. Baptised Catholic children who have a sibling in the school at the time of admission;
4. Baptised Catholic children resident in the parish of St. Charles, Borromeo, Rishton;
5. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;\*
6. Other children who have a sibling in the school at the time of admission;
7. Other Baptised Catholic Children;
8. All remaining applicants.

*\*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.*

Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

A waiting list will be maintained for the full Autumn Term in the academic year of admission. Any vacancies will be filled from the list using our normal admission criteria.

### THE SCHOOL ORGANISATION

The School is organised into 7 classes. Generally, the work of the School is undertaken in these classes, although often small groups or individuals are withdrawn to receive specialist teaching from our own staff or from specialist teachers.

### ASSESSMENT RESULTS -

*NB: DUE TO THE IMPACT OF COVID 19, NO PUBLISHED DATA HAS BEEN RELEASED FOR 2019/20 OR 2020/21*

The Standard Attainment Tests (SATs) are administered to the children at the end of Key Stage 1 (KS1), which is at the end of Year 2 and at the end of Key Stage 2 (KS2), which is at the end of Year 6.

<b><u>SCHOOL RESULTS FOR KS2 SATS</u></b>			
<b>2018/19</b>			
	READING	WRITING	MATHS
AVERAGE PROGRESS SCORE	-1.7	-1.2	0.3
AVERAGE SCALED SCORES	104	N/A	107
PERCENTAGE OF PUPILS MEETING THE EXPECTED STANDARD IN READING, WRITING AND MATHS			77%
PERCENTAGE OF PUPILS ACHIEVING AT A HIGHER STANDARD IN READING, WRITING AND MATHS			5%

<b><u>NATIONAL RESULTS FOR KS2 SATS</u></b>			
	READING	WRITING	MATHS
2017/18 AVERAGE PROGRESS SCORE	0.1	0.1	0.1
AVERAGE SCALED SCORES	104	N/A	105
PERCENTAGE OF PUPILS MEETING THE EXPECTED STANDARD IN READING, WRITING AND MATHS			65%
PERCENTAGE OF PUPILS ACHIEVING AT A HIGHER STANDARD IN READING, WRITING AND MATHS			11%

<b><u>SCHOOL RESULTS FOR KS2 SATS</u></b>			
<b>2017/18</b>			
	READING	WRITING	MATHS
AVERAGE PROGRESS SCORE	-0.5	+0.8	+0.7
AVERAGE SCALED SCORES	103.7	N/A	104.3
PERCENTAGE OF PUPILS MEETING THE EXPECTED STANDARD IN READING, WRITING AND MATHS			71.4%
PERCENTAGE OF PUPILS ACHIEVING AT A HIGHER STANDARD IN READING, WRITING AND MATHS			10.7%

<b><u>SCHOOL RESULTS FOR KS2 SATS</u></b>			
<b>2016/17</b>			
	READING	WRITING	MATHS
AVERAGE PROGRESS SCORE	+1.15	-0.65	-0.95
AVERAGE SCALED SCORES	105.3	N/A	103.3
PERCENTAGE OF PUPILS MEETING THE EXPECTED STANDARD IN READING, WRITING AND MATHS			60%
PERCENTAGE OF PUPILS ACHIEVING AT A HIGHER STANDARD IN READING, WRITING AND MATHS			7%

## SCHOOL LIBRARY AND HOME READING

The School has a well-stocked Library, in which the children are taught Library Skills and encouraged to research their interests. Most books may be borrowed to read at home.

We also run a continually expanding Home Reading Scheme aimed at encouraging child and parents to read together. Children are encouraged to read as much as possible. If you need any assistance in helping your child to read, please ask your child’s class teacher. Due to the high cost of books, we ask that damage or lost books are paid for or replaced.



## HOME LEARNING

Home learning can have enormous benefits and is important at all stages in a child's education however it can also become a battle for parents. We have a range of online home learning activities which children can access. Our children in Reception and Key Stage 1 will take home reading books to develop these fundamental skills. The further children progress through our school, the more work children will get focused on developing learning from school.

## PASTORAL CARE

The Acting Headteacher of the School and the appropriate Class Teacher are responsible for the well-being of the children in the School and do everything they can to provide a safe and secure environment, where all children are happy. We also have a Pastoral Lead who works with children and families. If a parent wishes to speak to a teacher, after school at 3.30pm is the best time. Parents’ Evenings are held regularly to enable parents to discuss their child’s progress and express any worries they may have.

A teacher with concerns about a child’s behaviour or work will contact the child’s parents to discuss these. Personal, Social and Health Education (PSHE) is taught in all classes and often during Circle Time, when children are encouraged to talk about problems.

## HEALTHY SCHOOLS PROGRAMME

St Charles’ School has achieved the National and the Lancashire Healthy Schools Status. Our aim is always to improve the health of the children and staff in St Charles’ School. There are 12 areas:

Healthy Eating	Sex and Relationships Education
PSHE and Citizenship	Safety
Physical Education	Leadership and Management
Ethos	Curriculum Planning & Implementation
Drug Education	Emotional Health & Well-Being
Community and Partners	Teaching and Learning



## **HEALTHY EATING**

Everyone should begin the day with a good breakfast. Our Breakfast Club is popular with a variety of choices on offer and friendly supervisors who look after the children from 8.00 - 8.55am each day. The Club costs £2.00 from 8.00 and £1.00 from 8.30am.

Children may ONLY bring in fruit to eat at morning break or parents may buy this from school at £6 per half term, payable in advance on ParentPay. **No other morning snacks are permissible.**

Our catering staff provide a variety of healthy lunches each day for the children to choose from. Other children are encouraged to bring a healthy packed lunch: sweets are not allowed. Since September 2014 all KS1 children (Reception, Year 1 and Year 2) have received free school meals under the Government initiative.

School milk is offered to infant children and parents will be given the opportunity each term to say whether they would like their child to receive milk at a subsidised cost of £6 per term. Children who are entitled to Pupil Premium receive free school milk and free fruit if parents request this. Infants also enjoy free fruit each afternoon.

Children are encouraged to drink plenty of water throughout the day, which encourages their concentration and alertness. There are a number of water fountains around the school.

## **EMOTIONAL HEALTH AND WELL-BEING**

We promote self-esteem and self-respect in all our activities so that children can reach their potential. Children who have low self-esteem often find learning difficult. We attempt to raise self-esteem and support pupils so that they can develop good social skills and be able to discuss their feelings and behaviour. It is important for children to talk positively about themselves, their family, their school and their achievements.

## **REPORTS AND RECORDS**

Opportunities for parents to receive verbal reports are available at Parents' Evenings. Short written reports are issued during the year with a longer report at the end of the year. These reports are based on teacher's knowledge of children and records are kept on each child.

Under the Data Protection Act, parents are entitled to make a request in writing to see the records of their own child. A response will be provided within one calendar month in line with Data Protection guidance. This request must be in writing. A fee may be charged for this service.

## **THE SCHOOL CURRICULUM**

Religious Education is a central element of our curriculum. The School follows the Salford Diocese recommended scheme, 'Come and See'. Assemblies are held twice a week and collective acts of worship are a daily feature. All children are taught about the Catholic faith, however parents have the right to withdraw their children from Religious Education lessons, assemblies and collective worship.

Like all schools, we follow the National Curriculum for English, Mathematics, Science, Design and Technology, Geography, History, PSHE, Music, Art and Design, Physical Education and Computing, with our foreign language Spanish taught in KS2.

Two main methods of teaching are used in the School. The first is the teaching of subjects separately and the second is the teaching of subjects using a topic or cross-curricular approach.

Maths and English are mainly taught as separate subjects but creative links are made where possible. A high priority is attached to the development and application of the basic skills of literacy and numeracy.

The other subjects are mainly taught discretely however where possible, links are made between them.

### **AFTER SCHOOL CLUB**

St Charles' provides out of school childcare offering a programme of stimulating and fun activities in a safe and caring environment. There is a charge for the childcare (£3 for the shorter session from 3.30 - 4.30pm and £7 for a full session which runs from 3.30 - 5.45pm). Payment is made through ParentPay or through your Childcare Voucher schemes. Contact school for further information.



### **SPECIAL NEEDS**

Our School SENDCo is Miss Sara Toomey and our Special Educational Needs Policy follows the Code of Practice 2014. A full copy of this Policy is available for inspection in School. We provide support for any child with additional needs alongside help from their parents. A confidential record of children with Special Needs is kept in School and parents are informed if the school has any concerns about their child.

### **SEX AND RELATIONSHIP EDUCATION**

St Charles' School incorporates in its general curriculum, appropriate teachings on the matters of human love, body changes and human reproduction, at a level suitable to the growing child at various stages of development. The School recognises that it is the privilege and responsibility of the family to inform and educate children in matters pertaining to human growth and development, particularly in the sensitive area of sexual development.

### **SAFEGUARDING POLICY FOR CHILD PROTECTION**

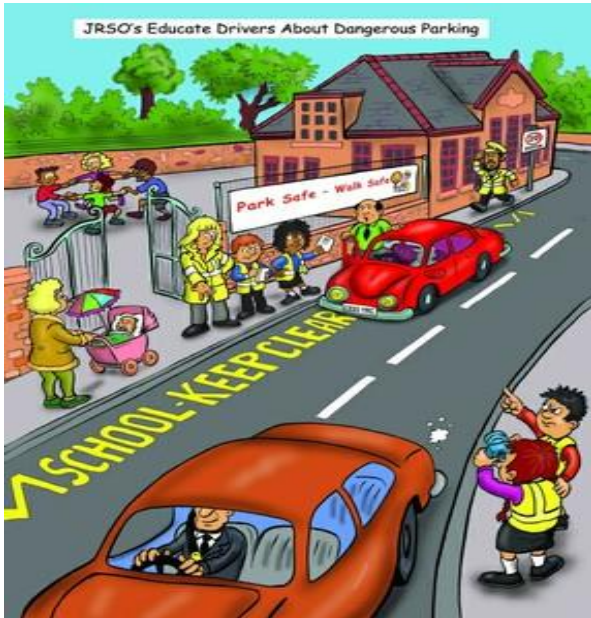
At St Charles' we aim to see Christ in each other and we value each individual child. Our Safeguarding Policy follows appropriate guidelines and should a child give cause for concern, the School will take the appropriate course of action. The School's Designated Safeguarding Lead is Mr Kennedy and the Back-up Lead is Mrs Hodgson.

### **NO SMOKING AT WORK POLICY**

The School Governing Body supports a No-Smoking Policy in St Charles' School. The Policy provides for the prohibition of smoking in all areas of the School, including the playground, and has been in operation since 1st January 1996.

### **ROAD SAFETY**

The School incorporates into its teaching, aspects of Road Safety and has a Travel Plan. Parents are encouraged to reinforce the information given to children, and encourage the children to walk to school, with their parents, if at all possible.



To ensure the safety of your children, the local Police support the School in preventing cars stopping on the Zig Zag Yellow lines at the entrances of the School. It is important for all children to have a clear view of the road when attempting to cross.

In order to safeguard your children, parents are asked to inform all carers, grandparents and taxi drivers that the Lancashire Constabulary will be monitoring our School on a regular basis and any vehicle stopping on the Yellow Zig Zag lines before, during or after School will be documented and fined up to £60.

### STUDENTS

Students from Universities, Colleges and High Schools are welcome to gain work experience opportunities within the School. They enhance and contribute to the children’s education and experience. Children will have opportunities to work with students under the direction of the class teacher. Strict confidentiality will be maintained.

### PARENTAL INVOLVEMENT

Parents are involved in a wide range of activities with the children, either on a regular or occasional basis. The School aims to provide as much information as possible about the Curriculum organisation and special events, in which the children are involved. Weekly newsletters are sent by e-mail each Friday and uploaded to the school website. Printed copies are available from the school office upon request.

### SPORT AND EXTRA CURRICULAR ACTIVITIES

Appropriate curriculum time is allocated to Physical Education (PE). The School aims to provide “out of school” sporting activities for the children and compete in the local Primary School leagues and competitions. Out of school activities are run voluntarily by various teachers for the benefit of the children. They are designed to develop skills and interests to a greater depth than is possible in normal curriculum time. These activities change from time to time, but can include:

- |                      |         |       |           |                            |           |        |
|----------------------|---------|-------|-----------|----------------------------|-----------|--------|
| Football             | Netball | Rugby | Dodgeball | Cricket training           | Badminton | Annual |
| Outdoor Pursuits     |         | Dance | Athletics | Handball                   |           | Choir  |
| Annual Swimming Gala |         |       | Drama     | Musical Instrument Lessons |           |        |

These activities take place either at lunch time or after school. In the case of after school activities, written permission for attendance is required from parents. Day trips are also arranged throughout the year by the Class Teachers. An Outdoor Adventure holiday is usually organised for Year 6.



## **THE SCHOOL DAY**

The School bell rings at 8:55am each morning. From 8:45am children are invited to play on the playground or go to their classroom if it is wet. At present we run a Breakfast Club where children are supervised until 8:45am (8:55am for children in Reception and Year 1). All children have a mid-morning break from 10:25 am till 10:40 am. The lunch break is from 12 noon until 1:00 pm. Children are encouraged to eat School Meals but sandwiches are permitted. There is an afternoon break from 2:15pm till 2:30pm for all children in the Reception class and Key Stage 1. The School day ends at 3:30 pm. In addition, children will take part in the Daily Mile. A chance for children to gain some fresh air and increase their heart rate, which increases productivity and learning.

## **ATTENDANCE**

Parents have the responsibility of either sending a letter to the Class Teacher on the first day of absence, or ringing/sending an email or dojo message to the School Office ([office@st-charles.lancs.sch.uk](mailto:office@st-charles.lancs.sch.uk)) with the reason for their child's absence, particularly if the child is suffering from an infectious disease. Please telephone before 9.10am as parents will be contacted if the School has not received contact from parents/guardians.

Absences make a significant contribution to lowering the achievement of the pupils. Lessons taught whilst children are on holiday cannot be repeated. It is a cause for concern that this loss of education can have a significant effect on the achievement of the children. Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances, such as a bereavement, absence due to respite care for terminally ill siblings/family members, parents in the Armed Forces or visiting seriously ill family members.

If repeated absences occur, the school must inform the Local Education Authority. We are required to report absences to the DfE. As a school our attendance target is 96%.

## **SCHOOL BEHAVIOUR AND DISCIPLINE**

The School operates a Positive Behaviour and Discipline Policy based around our 5 School Values. Our Values are Determination, Friendship, Good Manners, Respect and Responsibility.

These values can be broadly groups into 3 areas:

- Determination - Being determined to do your best
- Responsibility (including Good Manners) - Being responsible for your actions and words
- Respect (including Friendship) - Being respectful to people and treating them how you want to be treated. Being respectful to school property and other people's.

Teachers and support staff continually praise children for good work and good behaviour. Each class has reward systems for behaviour and class work, which may include Dojo! points. A

weekly “Values Award” certificate is awarded to promote positive behaviour. At the end of each half term, children are chosen for two special awards, one for effort and another one for achievement.

Clarification of expected behaviour, which is necessary for your child’s welfare and safety, is included in the Behaviour Policy. Wherever possible, parents are closely involved when serious behavioural difficulties arise in the School.

### **ANTI-BULLYING POLICY**

Bullying in St Charles' School is not tolerated. Our emphasis is on providing a safe and secure environment where all children are encouraged to support and care for each other. Parents and children are encouraged to inform the teachers or Acting Headteacher if there is a problem.

### **POLICY ON CARE AND CONTROL OF PUPILS**

In situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school’s policy for dealing with such situations.

Parents are asked not to bring anything onto the yard, such as dogs, in the morning or at night which might frighten or upset any child.

### **CHARGING AND REMISSIONS POLICY**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils’ education. A voluntary contribution is requested from parents for theatre groups, trips and clubs. The Governing Body reserves the right to make a charge for residential visits organised by the School, either during school time or out of school time. The school has adopted the Lancashire Education Authority’s guidelines for schools wishing to take pupils on Educational School Visits. Mrs Dewhurst is the School’s Educational Visit Co-ordinator. Money for visits and holidays are paid through ParentPay.

### **DINNER MONEY**

Dinner money should be paid on the Monday morning of each week, in advance for that week. Payments and meal selections should be made through ParentPay. If this is missed children will receive a hot meal but this will be chef’s choice. The current rate is £2.40 per day (£12.00 per week). We operate a 3-week rolling menu where children pre-order their meals. More information is available from the school office.

All children in KS1 (Reception, Year 1 and Year 2) are entitled to free school meals. Separately, parents can apply for Pupil Premium funding if they have a low income which means your child will be entitled to free milk, free fruit and snack and free trips. Application forms for Pupil Premium are available from the Pupil Access Team on 01254 220717 or via our school website.

If you wish your child/children to change their dinnertime arrangements, either from packed lunches to school dinners or vice-versa, please speak to the staff in the office.

## PHOTOGRAPHS, WEBSITE AND LOCAL NEWSPAPER FEATURES

The school has a Website: <http://www.st-charles.lancs.sch.uk>

The aims of the site are:

- To reflect the ethos of the school and promote the school in the wider community;
- To provide information to parents and the community about the school and parish events;
- To celebrate pupils' work and achievements in all areas of school life;
- To provide pupils and parents with support on using the Internet and list Web Sites linked to topics covered in school for home study.

Children's photographs will be published on the Website with parent's permission and only if the teacher thinks it is appropriate. Pupils' full names will not be used anywhere on the Website. Parents are asked to consent to this at the start of each Academic Year.

## BUILDING FUND

St Charles' School is a Voluntary Aided School and therefore has to pay for 10% of all our building costs. In the past, the Parish has paid for these costs, but because of the decline in church attendance, the Bishop has asked parents to contribute to the schools building fund. The school has to pay £18 per child per year to this fund. Parents are asked to contribute any amount that they can afford (suggested £15) or choose to pay. Some are choosing to contribute more than the amount requested. The Governors are proud of the way our parents have contributed to the school on an on-going basis and are grateful to those parents who contribute to this fund. This can be through a standing order of £1.25 per month or in full for the year on ParentPay. Please see the payment item on ParentPay if you wish to contribute.



## UNIFORM

Children are expected to adopt the School Uniform and to use the School colours for safety, identification and fairness. Printed School Sweatshirts, Polo Shirts and Tee Shirts are available throughout the School Year from Whittaker's in Blackburn. Local Authority grants are available for families who are in receipt of Income Support or Job Seeker's Allowance (Income based).

### Girls' Uniform

Black shoes, **no ballet style pumps or sporting logos e.g. Nike**  
White or grey socks or tights (black, red or grey)  
White polo shirt  
Red sweatshirt or cardigan with logo  
Grey knee length skirt, pinafore or trousers

### Boys' Uniform

Plain, black ankle high shoes and black laces (**no boots or trainers**)  
Socks should be plain, dark, preferably black or grey, and of a single colour  
White polo shirt  
Red sweatshirt or cardigan with logo  
Grey school trousers (Polyester/viscose). Cotton trousers are not allowed.

**Please ensure  
all Uniforms  
and PE kit are  
be clearly  
marked with  
the owner's  
name!**

*We also have short-sleeved gingham dresses for girls and shorts for boys which can be worn as optional summer wear during the Summer term (after Easter) and the first half of the Autumn term.*

**PE:** Children wear black shorts and a white tee-shirt. Pumps are worn indoors and trainers outdoors. A red school hoodie is optional, as are grey jogging bottoms or leggings.

**SWIMMING:** This is part of the required National Curriculum and children must always bring the required costume, towel and anyone with long hair must wear a swim cap.

### **Earrings**

Children are able to wear stud earrings only to school. Lancashire policy is that children are not allowed to do PE whilst wearing earrings. Please do not get your child's ears pierced at any time other than the beginning of the summer holiday as they will not be able to remove them for PE and therefore will have to miss this important part of the curriculum. If earrings are worn, children must be able to remove earrings themselves before taking part in PE.

## **MEDICINES IN SCHOOL**

Parents must not send medicines into School without authorisation, except asthmatic inhalers which must be labelled with your child's name and should be handed to the Class Teacher. If it is *essential* that a child receives medication during school time, parents must complete a form to be authorised by the Acting Headteacher before the medicine can be administered. If authorised, any medicines should be clearly labelled and in their original packaging.



## **HEAD LICE**

We encourage parents to check for head lice every week, treating any signs of head lice immediately. Leaflets and alert notices are handed out in school if we are aware of an outbreak but we rely on parents to be vigilant and treat their own children.

## **FREEDOM OF INFORMATION**

If you require a copy of the Freedom of Information policy, any other policies or any other information, please contact the school office.

# St Charles' Academic Year Calendar 2022 ~ 2023

## Autumn 1 2022

Monday 5<sup>th</sup> September to 3.30pm on Friday 14<sup>th</sup> October

## Autumn 2 2022

Monday 31<sup>st</sup> October to 2.00pm on Wednesday 21<sup>st</sup> December

## Spring 1 2023

Tuesday 3<sup>rd</sup> January to 3:30pm on Friday 10<sup>th</sup> February

## Spring 2 2023

Monday 20<sup>th</sup> February to 3:30pm on Thursday 6<sup>th</sup> April

Good Friday: 7<sup>th</sup> April  
Easter Sunday: 9<sup>th</sup> April  
Easter Monday: 10<sup>th</sup> April

## Summer 1 2023

Monday 24<sup>th</sup> April to 3:30pm on Friday 26<sup>th</sup> May

Monday 1<sup>st</sup> May - May Day Bank Holiday

## Summer 2 2023

Monday 5<sup>th</sup> June to 2:00pm on Friday 21<sup>st</sup> July



## INCUBATION AND EXCLUSION PERIODS FOR MORE COMMON DISEASES

Parents often ask how long they need to keep their children off school when they contract common childhood diseases. Below is a guide:

<u>DISEASE</u>	<u>NORMAL INCUBATION PERIOD IN DAYS</u>	<u>MIN. PERIOD OF EXCLUSION FROM SCHOOL (subject to clinical recovery)</u>	<u>CONTACT</u>
Chickenpox	11-21	5 days from onset of rash	Home
German Measles (Rubella)	14-21	5 days from onset of rash	Home
Infective Jaundice	15-50 (Commonly 28)	7 days from onset of Jaundice	Home
Measles	10-15 (commonly 10 to onset of illness and 24 to appearance of rash)	7 days from onset of rash	Home
Mumps	12-26 (Commonly 18)	Until swelling has subsided	Home
Whooping Cough (Pertussis)	7-10	21 days from onset of bouts of coughing	Home
Scabies	Until adequate treatment is given		Home

### GUIDE FOR PARENTS

In order to provide a safe and secure environment for your child and to avoid any misunderstanding, we request that all parents and children understand and respect the following practices:

1. If your child needs to leave School during school hours (eg. for a Doctor's appointment) we ask that you send a note in the morning and a copy of the medical appointment before collecting your child from School. Children will not be allowed to leave School simply because they ask.
2. When you come to School during School hours for whatever reason, please always come to the School Office first.
3. No child is allowed out of School without a teacher's permission and parents are respectfully reminded that they must not take their child out of School or from the playground without first contacting a member of staff.
4. Parents are welcome to come into School to discuss any problems or worries, but since the Headteacher might be engaged or teaching, it would be advisable to phone in advance and make an appointment.
5. Children must be in School for 8.55 am. However, they must not arrive before 8.45 am, unless they are attending Breakfast Club. If a child is late, they must enter school by the main entrance.
6. All children should leave the School premises at 3.30 pm, unless they have permission to remain for a club, sporting activity or After School Club.
7. Children who cross the High Street are expected to cross by the Crossing.



### **CARE OF PERSONAL PROPERTY**

1. Clothing must be clearly named, especially coats, jackets, anoraks etc. Footwear such as wellingtons, football boots and pumps should also be labelled.
2. Bags which children use for packed lunches, swimwear etc, should be clearly labelled as should other school bags, pencil cases and so on. Please do not bring large sports bags as there is very little room in the cloakrooms.
3. Children should not bring any valuable items to school. Watches are worn at the owner's risk. Jewellery must not be worn in School. If your child has pierced ears, we ask that they wear only one stud per ear in the lobe of the ear. These must be removed during PE lessons. The wearing of rings on fingers is also dangerous and is not allowed.

Mobile phones are not normally allowed in school for a number of reasons. If you feel that it is essential for your child to have a mobile phone, please consult the Head teacher beforehand for authorisation.

### **EXPECTED BEHAVIOUR WITHIN THE SCHOOL**

1. Children should walk and talk quietly around school.
2. Children must be supervised at all times.
3. The words "please", "thank you", "excuse me" and if necessary, "sorry", should be used at all appropriate times.
4. Title must be used when speaking to all adults, eg Mrs Hodgson.
5. Dangerous toys (knives, nails, sharp objects, elastic bands etc), are not allowed. Swapping, selling, trading or giving toys/items between children in School is not allowed. Expensive toys must not be brought to School.
6. At playtimes and dinner times, as children leave their Classrooms, they are:
  - (a) expected to go to the toilet, wash their hands then
  - (b) put their coats on, if needed,
  - (c) take out such playthings as they need or are allowed
  - (d) go out to play
  - (e) not allowed to climb on the railings or walls
  - (f) expected to be in sight of a teacher or lunchtime supervisor at all times.

### **COMPLAINTS**

For minor difficulties parents are asked to speak to their child's teacher. If any parent wishes to complain about any aspect of the School's organisation, they are asked to speak to the Headteacher. If parents feel that the Headteacher has been unable to satisfy their complaint, they should write to the Chair of Governors. If parents feel that their concerns have not been answered by the school, they may wish to approach the LEA for advice.

## **SCHOOL GOVERNORS**

The Headteacher of the School, in consultation with the Governors, is responsible for the internal organisation and management of the School. The Governing Body meets on a regular basis and have a range of responsibilities for the School. One Governor is appointed by the Local Education Authority (LEA) and Foundation Governors are appointed by the Diocese.

**Chair of Governors and Correspondent Governor:** Mrs E Ramsay

**Foundation Governors:** Mrs M Pollard  
Mrs J Rutter  
Mrs M Walczak

**Appointed by LEA:** Mr P Hird (LEA Governor)

**Elected Parent Governors:** Mrs N Atkinson  
Vacancy

**Elected Staff Governor:** Miss R Gavin  
**Acting Headteacher:** Mr P Kennedy

Governors' minutes are available for anyone wishing to view them. A copy will be made at a small charge for anyone requesting them.

The information in this document relates to the 20221/2023 School Year and was correct in relation to that year on 1 September 2022. However, it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter, either before the start of, or during the School Year in question or in relation to subsequent years.

## **LANCASHIRE COUNTY COUNCIL** **CHILDREN AND YOUNG PEOPLE'S DIRECTORATE**

The Area Education Office  
(East) is at:-  
Lancashire County Council  
44 Union Street

ACCRINGTON  
BB5 1PL  
Tel No: (01254) 220717

The County's Education  
Director

PO Box 61  
County Hall  
PRESTON  
PR1 8RJ  
Tel No: 0845 053 0000