

St Charles RC Primary School Rishton

School Prospectus September 2016



Welcome to our school



ST CHARLES' ROMAN CATHOLIC PRIMARY SCHOOL RISHTON



MISSION STATEMENT “BRING FORTH CHRIST”

St Charles said: “Bring Forth Christ” - therefore we aim to welcome the love of Christ into our own lives;
see Christ in everyone;
encourage everyone to show Christ’s love.

St Charles School is a Roman Catholic Community which aims to provide the best education possible and help each child to grow in the knowledge of Christ’s teaching in a loving environment where everyone is treated with respect.

WELCOME TO ST CHARLES!

We hope that you and your child will enjoy many happy years in the school. We are very proud of the happy atmosphere of the school alongside our excellent results.

The last **OFSTED** inspection was in November 2015 when the general comment read:

“The Leadership Team has maintained a good quality of education in the school since the last inspection. Positive relationships underpin the school’s work and help pupils to grow in confidence. Staff are energetic and work hard to make learning fun and interesting. Pupils also benefit from a broad range of additional activities, which enrich their learning.”

Pupils enjoy coming to school and this is reflected in their high level of attendance. They are happy and have a positive attitude to learning. Behaviour is good and pupils have a highly developed sense of right and wrong and feel safe. They relate well to each other and to adults and have a good awareness of their responsibilities towards others.

Achievement for the majority of pupils, including those who have special educational needs and /or disabilities, is good. Teaching is lively and engaging. Lessons are carefully planned to ensure that pupils are challenged and make good progress”.

The full report is available from the school office.

The Religious Education inspector also reported, in March 2012:

‘Overall this is a good Catholic school and has outstanding elements in Welcome and Welfare. The school is well led by a devoted Headteacher who gives a strong, purposeful and energetic direction for the school. Leadership and management of the Headteacher, who is the RE Coordinator, gives governors an honest assessment of the school’s strengths and areas for improvement. Her staff team support her well and the school benefits from high quality relationships. Problems are resolved sensitively, allowing the welcoming atmosphere to thrive.’

We were also awarded the **National Healthy Schools** award in 2007.

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Staff from September 2016

Headteacher:	Mrs V Baker BA Hons PGCE ALCM CCRS NPQH.
Deputy Headteacher:	Mr P Kennedy BA Hons QTS
Teachers:	Mrs P Kennedy BA Hons QTS (Y6 teacher) Miss Harriet Hargreaves BA Hons PGCE (Y5 teacher) Mrs J Troughton MA PGCE (Y4 teacher) Miss A Gunn BA Hons (Year 3 teacher) Miss R Gavin BA Hons PGCE (Y2 teacher) Miss E Daniels / Mrs Mulcock (Y1 teacher) Miss A Madera BSc Hons PGCE (Rec teacher) Mrs U Hurst BA Hons PGCE (PT teacher) Mrs M McKiernan Cert Ed EY Cert CCRS (Reading support) Mrs Mulcock Part-time teacher
Office Staff:	Mrs C Holden (Office Manager) Mrs S Rea (Office Assistant)
Teaching Assistants:	Mrs L Byrom BA Hons Miss Mairi Enticott Mrs M Fenton NVQ3 Mr T Gavin NVQ3 Mrs E Greaves NVQ4 Mrs M Hale NVQ3 Mrs C Garcia-Hebson BA Hons Mrs P Hodgson BA Hons Miss L Hurst NVQ2 Mr R Slater NVQ3 Mrs B Spencer NVQ2 Mrs J Topham NVQ3 Mr E Welsh (Sports Apprentice)
After School Club	Mrs L Montgomery (Manager) Miss L Hurst (Assistant) Mrs Spencer (Assistant)
Site Supervisor: Assistants	Mrs E Houldsworth Mrs G Robinson Mr W Fitzgerald Mrs C Palmer
School Cook: Assistant Cook:	Mrs D Chatburn Mrs R Curwen
Lunch time Supervisors	Mrs E Greaves/ Mrs M Fenton(Senior Supervisors) Mr W Fitzgerald Mrs E Greaves Mrs R Harling Mrs R Hodgson

Miss L Hurst
Mrs G Robinson
Mrs B Spencer

PRELIMINARY VISITS BY PARENTS

Every November, we hold an Open afternoon 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. For 2016, it is at 2pm on November 24th.

A meeting is held for parents only in the summer term to explain the school's procedures and practices. Children are then invited to spend some time in the classroom becoming acquainted with the classroom, the teacher and the teaching assistant. Last year the meetings were on three days in mid-June from 3.45 to 4.30pm.

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 Madera, 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, Billington. Children in Years 5 and 6 make visits to St. Augustine's to help them prepare for their transfer and St. Augustine's pupils attend the Leavers' Mass at St Charles to help welcome the new pupils. Mrs Baker and the Year 6 teacher attend regular meetings with staff at St Augustine's 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 Children's Services as a Voluntary Aided Primary School. The School's Governing Body is the Admissions Authority and is responsible for taking decisions on applications for admission. For the school year commencing September 2016 the Governing Body has set its planned admission number at 30.

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. In times 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.

- 1a Baptised Roman Catholic Looked After Children and children who were previously Looked After Children.
- 1b Looked After Children and children who were previously Looked After Children.

- 1c Baptised Roman Catholic children with exceptional medical and/or social needs where these needs can only be met at this school.
- 2 Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in the parish of St Charles Borromeo, Rishton.
- 3 Other Baptised Roman Catholic children who are resident in the parish of St Charles Borromeo, Rishton.
- 4 Other Baptised Roman Catholic children, who will have a brother or sister attending the school at the time of admission, and are resident in another parish.
- 5 Other Baptised Roman Catholic children who are resident in another parish.
- 6 Other children with exceptional medical and/or social needs where these needs can only be met at this school.
- 7 Other children who will have a brother or sister attending the school at the time of admission.
- 8 Other children.

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

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.

Level 2B is considered average for a child at the end of Key Stage 1 (KS1).
Level 4B is considered average for a child at the end of Key Stage 2 (KS2).

Results for KS2 SATS

READING.

Level	2015	2014	2013	2012	2011
5	38%	59%	37%	57%	43%
4	53%	37%	48%	29%	47%
3	9%		15%	14%	10%
N	0	4%			

WRITING.

Level	2015	2014	2013	2012	2011
5	13%	22%	15%	5%	3%
4	62%	70%	67%	52%	70%
3	25%	7%	18%	33%	27%
2	0			5%	

GPS (Grammar, punctuation and spelling)

Level	2015	2014	2013
5	59%	59%	41%
4	29%	23%	22%
3	12%	18%	33%
2	0	0	4%

MATHS.

Level	2015	2014	2013	2012	2011
6	0	7%		10%	
5	41%	44%	41%	25%	50%
4	47%	48%	33%	45%	47%
3	12%		26%	15%	3%
2	0			5%	

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 parent 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 and loss is paid for.



HOME LEARNING

Home learning has enormous benefits, makes a considerable contribution to pupils' progress and is important at all stages in a child's education.

Parents are informed of the home learning expected in their child's class at the beginning of the year. This will include reading, maths and literacy activities and other topic based research. Government guidance states a minimum of:

Reception, Year 1, Year 2	10-15 minutes each evening
Years 3 and 4	15-20 minutes each evening
Years 5 and 6	30 minutes each evening

Little and often is the key to success!

PASTORAL CARE

The 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. If a parent wishes to speak to a teacher, after school at 3.30pm is the best time. Parents who have concerns are asked to contact the Headteacher for an appointment. 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 their concerns. Personal, Social, Health and Citizenship Education (PSHCE) 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.

There are 12 areas:

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

Our aim is always to improve the health of the children and staff in St Charles' School.

HEALTHY EATING

Everyone should begin the day with a good breakfast. Our Breakfast Club is popular with a variety of choices for sale and two friendly supervisors who look after the children from 8.00 - 8.55am each day. The Club costs £1.80 from 8.00 and £1.50 from 8.30am. You will need to sign your child into Breakfast Club.

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. 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. From September 2014 all KS1 children (Reception, Year 1 and Year 2) may receive free school meals.

School milk is offered to all 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 at St Charles' encourage 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 towards the end of the Autumn and Spring terms 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 2 weeks. 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 Diocesan scheme - The Way, The Truth and The Life and 'Come and See'. Assemblies are held three times 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, Music, Art and Design, Physical Education and Computing, with French 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 mainly 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 taught mainly through planned topics. Often these topics have an emphasis, for example the topic "Houses" as taught in Year 1, includes History, Geography, Science, Art and Design.

The times allocated to teaching all the subjects of the Curriculum are:-

Key Stage 1 = 22 hours 15 minutes per week

Key Stage 2 = 23 hours 30 minutes per week

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 (£7 per session) but it attempts to be affordable to parents who might also be eligible for additional support through the childcare element of the Working Tax Credit. Holiday Club is also available during the school holidays.



SPECIAL NEEDS

Our Special Educational Needs Policy follows the Code of Practice 2003. 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

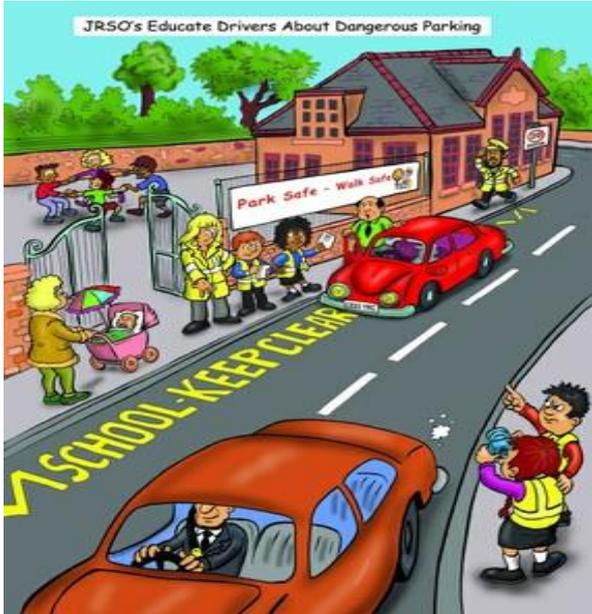
At St Charles' we aim to see Christ in each other and we value each individual child. Our Safeguarding Policy follows appropriate guidelines and should a child give cause for concern, the School will take the appropriate course of action. The School's Designated Senior Leader is Mrs Baker.

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. Monthly newsletters are sent home with the eldest child and uploaded to the school website. A copy is displayed in the main entrance and on various noticeboards around school.

SPORT AND EXTRA CURRICULAR ACTIVITIES

Approximately 10% of the 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 include:

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

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. The School competes very successfully in the local leagues in Football, Swimming and Netball.

Day trips are also arranged throughout the year by the Class Teachers. An annual Outdoor Adventure holiday has been organised in the last few years for Year 6.



THE SCHOOL DAY

The School bell rings at 8.55 am each morning. From 8.45am children are invited to come into school and go to their classroom or to play on the playground - unless it is wet. At present we run a Breakfast Club where children are supervised until 8.55am when the bell rings.

The lunch break is from 12 noon until 1.15 pm. Children are encouraged to eat School Meals, but sandwiches are permitted if eaten in the Dining Room. Children who go home for dinner become the responsibility of their parents and must not return before 1.00 pm. The School day ends at 3.30 pm.

ATTENDANCE

Parents have the responsibility of either sending a letter to the Class Teacher on the first day of absence, or ringing or sending an email to the School Office (bursar@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 9.10 am as parents will be contacted if the School has not received a 'phone call.

If repeated absences occur, the school must inform the Local Education Authority.

We are required to report absences to the DfE and in 2014/15, attendance was 97.4%.

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.

The Government has amended key legislation relating specifically to the authorisation of leave in term time which comes into force on 1st September 2013¹. This decision has been made to dispel the myth held by many parents that there is an entitlement to time off school for holidays in term time. As of 1st September 2013 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. Penalty notices are enforced from 02 November 2015 for unauthorised absences (e.g. 10 sessions in one term).

SCHOOL BEHAVIOUR AND DISCIPLINE

The School operates a Positive Behaviour and Discipline Policy with five simple rules:

ALL CHILDREN IN ST CHARLES' SCHOOL ARE EXPECTED TO:

BE POLITE AND FRIENDLY

BE KIND AND HELPFUL

WORK HARD AND QUIETLY

PLAY CAREFULLY AND SENSIBLY

LOOK AFTER EACH OTHER, OUR SCHOOL AND OUR SURROUNDINGS

Teachers and support staff continually praise children for good work and good behaviour.

A Rewards System for behaviour and class work includes housepoints and a weekly "Star of the Week" certificate. At the end of each half term, children are chosen for a special award for effort and achievement.

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

ANTI-BULLYING POLICY

The school has an 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 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 Baker is the School's Educational Visit Coordinator.

Money for visits and holidays may be paid by cheque or cash. Cheques should be made payable to St Charles' School. Each payment should be placed in a marked envelope with your child's name on it, the amount of money inside and what it is for.



DINNER MONEY

Dinner money should be paid on Monday morning of each week, in advance for that week. After each holiday, dinner money is collected on the morning we return to School. The current rate is £2.20 per day (£11.00 per week). We currently operate a 'Fun Friday' when children who normally take a packed lunch can purchase a school dinner by bringing £2.20 on that day (pizza or fish fingers).

From September 2014 all children in KS1 (Reception, Year 1 and Year 2) are entitled to free school meals. Separately parents can apply for Pupil Premium which means your child will be entitled to free milk, free fruit snack and free trips. Application forms for Pupil Premium are available from the Pupil Access Team on 01254 220717.

Cheques may be written for dinner money and made payable to LCC Schools Account. If you prefer to pay for a month's school meals, please do so in advance. It is not possible to give change from cheques, but credits will be carried over to the next month. If you wish your child/children to change their dinnertime arrangements, either from packed lunches to school dinners or vice-versa, we require at least **one full week's written notice**.

All money for dinners, trips, photographs etc, must be placed in separate envelopes with your child's name and class, the amount enclosed and what it is for, written on the envelope, for example JULIE SMITH YR5 £9.25 TRIP TO THEATRE. Please give the envelope to your child, who will then give it to the teaching assistant. It can then be recorded and put in the Class Money Box, which is sent to the Office. Alternatively, call in at the office. Any amounts over £11.00 will be receipted.

PHOTOGRAPHS, WEBSITE AND LOCAL NEWSPAPER FEATURES

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

The aims of the site are:

- To celebrate pupils' work and achievements in all areas of school life;
- 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 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. If a pupil's first name is used, they will not be photographed. If a photograph is used, the pupil will not be named. Parents are asked to sign the consent form for this when they start at St Charles.

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. Please see the office if you wish to complete a form for this.



UNIFORM

Children are expected to adopt the School Uniform and to use the School colours for the sake of 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
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

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

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.

We also have short-sleeved dresses and shorts which can be worn as optional summer wear during the Summer term 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 school hoodie is optional.

GAMES: PE, games and swimming are part of the required National Curriculum and children must always bring the required equipment.

Earrings

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, 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 contact the Headteacher to discuss arrangements before the medicine can be administered.



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 2016 ~ 2017

Autumn 1

Monday September 5th to Tuesday October 25th, 3.30pm

Autumn 2

Monday November 7th to Wednesday December 21st, 2.00pm

Spring 1

Wednesday January 4th to Friday February 10th, 3.30pm

Spring 2

Monday February 20th to Friday 24th March, 3.30pm

Summer 1

Monday 10th April to Thursday April 13th 2pm
Tuesday April 18th to Friday 26th May 3.30 pm

Monday 1st May – May Day Bank Holiday

Summer 2

Monday June 5th to Friday July 21st, 2.00pm

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 lollipop lady/man.



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. In other words, all essential property should be labelled so that it can be returned immediately if lost. 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. Please do not allow your child to have their ears pierced during the school year. 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.

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 McKiernan.
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 Class Rooms, 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.

Foundation Governors:

Chair of Governors and Correspondent Governor: Mr N Yates c/o St Charles' School

Fr Martin Dowd (Vice Chair)	Mrs E Ramsay	Mrs M Worden	Mrs M Pollard
Mr P Birch	Mr D Rogers		

Appointed by LEA:

Mrs L Harling

Elected Parent Governors:

Mr L Beveridge
Mrs S Parkinson

Elected Staff Governor:

Mrs P Hodgson

Headteacher:

Mrs V Baker

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 2015/2016 School Year and was correct in relation to that year on 1 January 2016. 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
The Globe
St James Square
ACCRINGTON
BB5 0RE
Tel No: (01254) 220500

The County's Education
Director is:-
Robert Stott
PO Box 61
County Hall
PRESTON
PR1 8RJ
Tel No: 0845 053 0000