

St Thomas & St Anne's CE Primary School

Hanwood, Shrewsbury, Shropshire SY5 8JN

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Prospectus

Headteacher ~ Kate Budd

Chair of Governors ~ Judy McFall

Vision Statement

St Thomas and St Anne's Church of England (Controlled) School is committed to providing a quality learning environment where individuality is recognised and celebrated, within the context of a caring community in which Christian beliefs, practice and values are at the centre.

We work towards each child reaching their full potential, developing academic achievement, nurturing talents and encouraging spiritual growth.

Welcome to Our School

I am pleased to welcome you to St Thomas & St Anne's Primary School. This Prospectus has been put together by the children, staff and governors of the school. We hope it gives you enough information to help you form a picture of life at St Thomas & St Anne's Primary School. All schools have their own distinctive 'feel', which makes each one unique. We believe that the 'special feel' about St Thomas & St Anne's has to do with its caring, friendly atmosphere.

At St Thomas & St Anne's we are committed to continuous improvement in the quality of education and service we offer. We aim to create a learning environment that is exciting, challenging, safe and happy. We expect high standards of our children, both in work and behaviour, and aim to achieve this by working closely with you, the parents.

We place great emphasis on developing children's all-round abilities and offer many opportunities for pupils to take part in additional sport, music, drama, art and environmental activities. We have excellent ICT facilities with a purpose-built Computer Suite and have extensive school grounds, including two adventure play areas and a wildlife garden

I hope this Prospectus will answer many of the questions you as parents will want to consider, as you make decisions about your child's education. It's not always easy to communicate this in a prospectus which inevitably contains a lot of information, some of it in legal terms. The best way to find out about St Thomas & St Anne's is to come and visit so that you can really see the school and experience it in action. A telephone call is all that is needed to arrange this.

We look forward to continuing a happy and successful partnership with all our new children and parents.

Mrs Kate Budd
Headteacher

Welcome and Introduction from Judy McFall, Chair of Governors.

On behalf of the Governing Body, I would like to warmly welcome you to St Thomas and St Anne's CE Primary School, Hanwood.

Our aim is to provide a quality learning environment through "Caring, learning and growing together". The Governing Body, strong leadership and energised staff of the school are all committed to support the children in achieving their best.

I am proud to act as Chair for a school that has such a strong focus on its pupils. Our school is an important part of the local community with lots of valued volunteers, close links to the church and many popular events put on by our active Home School Association (HSA).

The school has a welcoming and warm atmosphere, which is often commented on by visitors. We want every child to feel valued in whatever they do.

Whilst challenges exist in the current educational climate, it is schools like St Thomas and St Anne's which are able to adapt effectively whilst maintaining strong values and commitment to providing the best quality of education, that will thrive.

I hope you will get the chance to visit our school and to meet our pupils, who will always speak from the heart!

Many thanks

Judy McFall
Chair of Governors

OUR AIMS

The Aims of St Thomas & St Anne's CE Primary School, as agreed by the Governing Body, are that the school is committed to:

- ◆ Creating a happy purposeful atmosphere within the school based on a spirit of co-operation between all members of the school and its wider community.
- ◆ Fostering the Christian qualities of kindness, respect, good manners and care for others and nurturing spiritual, moral, physical and cultural development.
- ◆ Recognising, valuing and celebrating achievement.
- ◆ Ensuring equality of opportunity for all members of the school community.
- ◆ Providing opportunities for pupils to be involved in active learning, encouraging children to think for themselves and to develop their individual potential and personality to the full.
- ◆ Developing self-awareness and evaluation in pursuit of continuous improvement and raised standards.
- ◆ Offering a broad and balanced curriculum which is underpinned by a clear and supportive approach to personal and social education.
- ◆ Continuing professional development for all staff and governors.
- ◆ A clear partnership between the school and parents and carers in the promotion of high standards of learning and behaviour.

The School Day

| | |
|---------------------|-----------------|
| Doors Open | 8.50am |
| Start of School Day | 9.00am |
| Assembly | 10.30 - 10.45am |
| Break | 10.45 - 11.00am |
| Lunch | 12.00 - 12.55pm |
| Break ~ KS1 | 2.15 - 2.30pm |
| End of School Day | 3.10 pm |

The school values effective communication between home and school and encourages parents and carers to approach the school staff if they have any concern or query. We will not consider any worry too trivial.

Please note that teachers can only be held legally responsible for children during school hours and for just ten minutes at the start and end of the school day.

Formal Parents' Evenings are held each term. The Autumn Term meeting is an opportunity to discuss how children have settled into their new classes, to listen to parents' perspectives of their own child and talk about learning targets for the year ahead.

The second meeting is held towards the end of the Spring Term and is an opportunity to discuss progress to date and to identify any specific targets for the remainder of the year. Any assessment information including reading and spelling test scores, writing and numeracy assessments and interim SAT levels etc will be shared with parents.

Annual reports go out to all parents in the second half of the Summer Term providing information on all Foundation Stage Curriculum areas or the National Curriculum subjects and the wider school curriculum, as well as identifying areas for further development. Attainment in the Foundation Stage Profile and the End of Key Stage Assessment Tests/Tasks is included in the reports of Year R, 2 and 6 pupils. Parents are invited to discuss the contents of the report at a meeting which can be arranged towards the end of the Summer Term and for any non-statutory assessment results to be shared for other year groups.

Emergency Closure

If we are forced to close the school due to extreme weather conditions or for any other reason, an announcement will be made on Radio Shropshire (FM).

School Staff

Headteacher Mrs Kate Budd

Business Manager

Mrs Laila O'Donohue

Administrative Assistants Mrs Sarah Stanley
Mrs Alison Bebb

Teaching Staff

Miss Hannah McGrath

Miss Rhian Davies

Miss Lucy George

Miss Lucy Garbett

Teaching Assistants

Mrs Sally Titley

Ms Sarah Upton

Ms Annette Roper

Mrs Wendy Holm

Mrs Clare Rauch

Lunchtime Supervisors

Mrs Sally Titley

Ms Annette Roper

Ms Sarah Upton

Caretaker

Mr Jim Elsey

The School Governors

The governors have a range of duties, responsibilities and power authorised through various Education Acts. The main aim of the Governing Body is to maintain and improve the standard of education. The governors elected or appointed by various bodies, have a term of office for a four-year period.

FOUNDATION

Rev Graham Phillips

Mrs Alison Bebb

CO-OPTED

Mrs Judy McFall (Chair)

Mr Roger Bebb

PARENT

Mr Paul Corbett

STAFF

Mrs Kate Budd (Headteacher)

Miss Hannah McGrath (Teacher)

LOCAL AUTHORITY

Mr Roger Evans

ASSOCIATE MEMBERS

Mr Keith Packer

Mike Nelson

The partnership between pupils, staff, governors and parents is central to the success of the school.

Do take the opportunity to share any concerns, advice or suggestions you have regarding the work or life of the school. All governors can be contacted via the school.

St Thomas & St Anne's Home School Association

The Association exists to support the life and work of the school, children, parents and teachers and is open to all members of the school community. The Association is a registered charity and is a member of the National Confederation of Parent Teachers' Association.

Termly fundraising and social activities are arranged, with dates and details published in the *Monday Messenger*, the school's weekly newsletter, and also in the Home School Association termly news update.

Meetings of the Association are held regularly; usually held after school or in the evening at someone's house. An Annual General Meeting is held during the Autumn Term at which a committee is elected.

The Association identifies long and short-term projects for its fundraising. Small resource purchases are made regularly. Recent large purchases included hall staging. School trips and visits are subsidised to keep costs to parents low.

As a new member of our school community we hope you will be able to add your support to the work of the group. If you have any queries or would like further information please talk to Laila O'Donohue, School Business Manager.

Visiting the School

We value effective communication between home and school and encourage parents to approach us if they have any concerns. We are happy to arrange appointments for parents and prospective parents to visit at any time during the school day.

Parents' Evenings are held each term and meetings for parents whose children are due to join the Nursery and Reception Classes are held the term preceding entry. During the school year workshop evenings are organised for parents to find out about various aspects of the curriculum and "Work with me" sessions when parents are invited into classrooms to work alongside their child.

Parents, grandparents and the wider community are also invited to our termly Church Services with our local Church of St Thomas in Hanwood and also to our class assemblies. All members of the school community are actively encouraged to play a part in the life and work of the school. Parents and carers can help in school with art and craft work, swimming or helping with clubs or accompanying an education visit. These are just a few possibilities - do speak to a member of staff if you are able to help in some way.

Admission Arrangements

The school follows the Shropshire Council's Admissions Policy which is set out in the booklet "Parents' Guide to Education in Shropshire" which can be accessed from the Council's website www.shropshire.gov.uk/schooladmissions.

Parents of Reception and Year 6 children in Shropshire will be required, in the Autumn term prior to the school year of admission, to complete a Local Authority application form stating preferences for up to three schools. If there are more applications for places than are available within the admission limit the Local Authority's oversubscription criteria for all Community and Voluntary Controlled Primary Schools will apply.

Children with a Statement of Special Educational Needs or EHCP which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1: 'Looked After Children' and children who were 'Looked After' but ceased to be so because they were adopted as defined in the School Admissions Code.

Priority 2: - Live in catchment area;

A: - with older sibling who will already be at the school.

B: - without older sibling already at school.

Priority 3: - Live outside catchment area;

A: - with older sibling who will already be at the school

B: - without older sibling already at the school.

Priority 4: - Proximity of home address to school measured as a straight line

Very exceptionally, where a child has a particular health reason requiring them to attend a specific school, he/she may be given a place before any of the children who qualify under Priorities 2 and 3 above if parents can provide written medical evidence that in the view of the Local Authority makes attending this particular school essential to the medical well-being of the child.

Please see the "Parents' Guide" or www.shropshire.gov.uk/schooladmissions for specific details.

Admission into the Nursery Class

Children have access to a maximum of five terms' nursery provision and can begin attendance in the term following their third birthday. Places will be offered to parents in the term prior to the start of admission. Induction Meetings are held termly for parents of new entrants to the Nursery and children are invited to attend for two sessions in the half term before full time attendance begins.

The Nursery sessions run from 9am - 12noon Monday to Friday offering 15 hours per week free provision. The allocation of places for up to 15 hours per week is decided upon the following priorities.

Children with a Statement of Special Educational Needs or EHCP which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

Priority 1:

'Looked After Children' who are in Public Care as long as they have an eligible birthdate but who need not reside in the school's designated catchment area.

Priority 2:

Children already attending nursery who wish to change the sessions they are attending or increase their sessions if they are not taking their full entitlement.

Priority 3:

Children living in the school's designated catchment area who have a sibling in the nursery or school and that sibling will be attending at the time the younger child starts nursery. If new places are limited, priority can be given to older children.

Priority 4:

Children living in the school's designated catchment area without siblings at the nursery or school. If new places are limited, priority can be given to older children.

Priority 5:

Children out of the school's catchment area with siblings in the nursery or school at the time the younger child starts nursery. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

Priority 6:

Children out of the school's catchment area without a sibling in the nursery or school. If new places are limited, priority will be given to the children living closest to the nursery (distance from home to school measured as a straight line on a computerised mapping system).

Curriculum Content

The school curriculum comprises all learning and other experiences that we plan for our pupils. The central aims of our curriculum are to work in collaboration with families and the local community to provide opportunities for all pupils to learn and to achieve; to promote pupils' spiritual, moral, social and cultural development and to prepare all pupils for the opportunities, responsibilities and experiences of life. The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full, through a well-planned and organised curriculum, effectively taught by qualified and enthusiastic teachers.

For Key Stage One and Two our curriculum is designed so that the core and foundation subjects of the National Curriculum are embedded in cross-curricular themes with curriculum drivers such as spirituality, the environment and outdoor learning.

We operate a 'fitness for purpose' policy on grouping children as we believe that flexibility of organisation is essential to meet children's needs and the demands of the National Curriculum together with the wider school curriculum.

For the Early Years Foundation Stage, the curriculum is based on the revised Nursery and Reception Framework. Learning for young children is a rewarding and enjoyable experience in which they explore, investigate, discover, create, practise, repeat and consolidate their developing knowledge, skills, understanding and attitudes.

Religious Education is provided in accordance with the Local Authority Agreed Syllabus. We are a Church of England Controlled School and hold a strong commitment to teaching the principles of Christianity. Religious Education is taught in every class each week.

Collective Worship is held on a daily basis. A representative from St Thomas' Church leads worship once a week. Through collective worship, we aim to enhance the moral, spiritual and cultural development of all children.

Parents who wish to withdraw their child from collective worship or Religious Education should let the school know in writing of their wishes.

Work is thoroughly planned in detail by class teachers to ensure that work is matched to meet the learning needs of individuals and that every child is challenged to reach their full potential.

We have a Children's School Council with the aim of developing the school community so that pupils have a voice in decisions which affect them. The Council is made up of elected members from each class and a link member of staff.

The School Council meets each half term to discuss suggestions and views from pupils and to reach a consensus regarding any action to be taken. All pupils are encouraged to participate in the decision-making process.

Extra-Curricular Activities

A range of extra-curricular activities is offered to our children. We believe such opportunities outside the classroom and after school hours enrich the quality of education we provide and help children develop their own personal qualities and strengths.

During the past year clubs have included Football, Netball, Tennis, Tri-Golf, Dance, Art and Craft, Lego, Board Games, Coding, Photography and Sewing.

As well as school staff we are very grateful to the parents and members of the wider community who help with or organise clubs. If you would like to be involved with providing extra-curricular activities, we would be very pleased to hear from you.

Early Birds

Early Birds is a before-school club which takes place in school daily during term time. This is run by the school based on the EYFS principles. The club operates from 8 o'clock each morning, offering quality childcare at the competitive rate of £3 per child per session. Children have the opportunity to take part in a range of play and other activities.

Secondary School Transfer

At the end of Year 6 children transfer to secondary school. Most of our pupils go on to The Mary Webb Secondary School, Pontesbury. In September of that year you will be sent details of the LA transfer procedure. Over recent years most children have been offered their first choice of school. An appeals procedure exists if you are not satisfied with the offer of school made to you by the authority.

School Uniform

We have a recommended uniform designed to be practical and attractive.

The uniform is:

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|--------------|--------------------------|-------------|-----------------|
| Girls | navy sweatshirt/cardigan | Boys | navy sweatshirt |
| | navy trousers or skirt | | navy trousers |
| | jade polo shirt | | jade polo shirt |

and in summer:

| | |
|----------------------|-------------|
| blue and white dress | navy shorts |
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(Black trousers or shorts may be worn as an alternative if there is any difficulty in obtaining navy blue.)

| | |
|-----------------------|-------------------|
| For PE children need: | white T-shirt |
| | navy shorts |
| | pumps or trainers |

It would be helpful if all items of clothing, including footwear, could be clearly marked with your child's name. School sweatshirts/cardigans and polo shirts embroidered with the school logo may be purchased from the supplier, Decostitch. School PE kit consisting of white T-shirt printed with the school logo and navy shorts is available from school.

PE Bags and Book Bags are also available to buy from school.

Please visit www.Decostitch.co.uk for pricing and stock information and please contact the school for PE kit, Book Bags and PE Bags.

The School's Policy for Children with Special Educational Needs

All children including those with special educational needs have full access to the National Curriculum and the wider school curriculum. The school identifies and supports children with learning and other special educational needs through a system of SEN support and Education, Health and Care Plan. Parents are kept fully informed at all stages.

In most cases the special educational needs of pupils are met through greater differentiation of tasks and materials, consistent with school-based intervention as set out in the SEN Code of Practice. A small number of pupils may need access to specialist equipment and approaches or to alternative or adapted activities, consistent with school-based intervention augmented by advice and support from external specialists, or in exceptional circumstances, with a Statement of Special Educational Need.

Teachers, where appropriate, work closely with representatives of other agencies who may be supporting a pupil. As a school we have close links with child health services, social services and educational welfare services. The school receives professional advice, guidance and support from the Special Needs Support Services - Educational Psychological Service, Learning Support Advisory Teacher Team, Educational Services for Hearing Impaired Children, Service for Visually Impaired Children, Behaviour Support Service.

SEN provision is reviewed termly by the SENDCO and class teachers, with more frequent reviews being undertaken as appropriate. Parents are kept informed of the progress of their child during the course of the year.

Disability Discrimination

Here at St Thomas and St Anne's we aim to identify all those pupils with disabilities and remove all barriers to their full inclusion into school. We aim for them to access all areas of the curriculum in the widest sense, not only timetabled curriculum but also all the extracurricular provision including trips and visits provided by the school. The school will make every reasonable effort to ensure equal opportunities for staff, pupils and visitors, making realistic allowances for their individual circumstances by removing barriers to learning. Further information can be found in the Equality Scheme policy which is available in the office.

Able, Gifted and Talented

The School's Policy for the Effective Provision for Able, Gifted and Talented Children is reviewed regularly. A Register is updated termly in accordance with agreed criteria:

- ♦ Consistent high achievement above the expected levels for a given subject
- ♦ Rapid grasp of new concepts
- ♦ Recognised characteristics of ability

At St Thomas & St Anne's, we are committed to an in-class approach when meeting the needs of our able pupils, whilst recognising setting, withdrawal and acceleration may be appropriate as part of a general overall strategy.

School Attendance

The Governing Body is responsible for the administration of attendance records. If your child is away from school for any reason you must inform us as soon as possible, preferably by a phone call. The school's policy is to follow up unexplained absences the same day. We must, by law, keep a detailed record of absences for each child and if we do not know why a child has not attended school, this has to be recorded as 'unauthorised absence' and reported to the Education Welfare Service.

Current regulations state that Headteachers may not grant any leave of absence in term-time unless there are exceptional circumstances. Any exceptional cases will need to be discussed with the Headteacher and an application made in writing. If leave is granted the Headteacher will determine the number of days permitted. Annual holidays are not deemed exceptional circumstances.

Parents are encouraged to make medical or other appointments outside of the school day. If for any reason this is not possible, you should report to the school office to sign your child out and sign him or her back in, on your return.

Making Complaints about the Curriculum, Religious Worship and Other Matters

Under Section 409 of the Education Act 1996 the Local Authority (LA) has established arrangements, approved by the Secretary of State, for dealing with formal complaints about the curriculum or any related matter to the governing body, the LA or both. Parents and others who want to find out more about this matter should contact the Headteacher who will be able to let them see a copy of the LA approved arrangements.

For all other complaints or concerns, parents (and others) are encouraged to raise them initially with the Headteacher who will be able to discuss them at a mutually agreed time. Should it not be possible to resolve any complaint or concern satisfactorily in this way the complaint should be put in writing and given to the Headteacher. If you would like assistance in setting out your complaint the school will help you to do this. The school promises to deal with your complaint as follows:

- ◆ Formally acknowledge it within five working days;
- ◆ Tell you the name and telephone number of the person looking into your complaint;
- ◆ Respond to it within twenty school working days or if it is not possible to give you a complete answer tell you what is being done to investigate and how long it is expected to take;
- ◆ Tell you if it has to be dealt with under a special procedure.

If you are not satisfied with the outcome of your complaint you can write to the Chair of Governors who will arrange for the Complaints Committee of the Governing Body to consider what you have to say.

Should you still not be satisfied and want to take the matter further you will be told who else you can write to at that stage.

Educational Visits – Health, Safety and Welfare

School visits and journeys which provide opportunities for learning through direct experience are an integral part of our curriculum. As a school we value the contribution of off-site activities, believing they:

- Raise achievement by boosting self-esteem and motivation
- Develop key skills
- Offer new and exciting challenges
- Develop social education and citizenship, including leadership and team building
- Promote education for sustainable development
- Promote health and fitness

Taking part in services at St Thomas' Church and undertaking fieldwork in the immediate locality form part of the regular routine of the school. For such activities, when children join the school, parents are asked to sign a consent form agreeing to their child being part of those activities. For all other visits including sports events, a letter giving full details is sent to the parents of every child involved and consent forms giving permission for children to accompany the visit are a requirement.

Transport to locations is by hired coach. Where private cars are to be used to transport children, for example to local sports matches, parents are asked for their agreement to this. Parents and staff using their cars are asked to complete a form confirming they hold the appropriate insurance cover and that their cars are properly licensed and have valid MOT certificates.

All our school trips and journeys are covered by an annual travel policy we have in place with the Local Authority.

The school has an Educational Visits Co-ordinator (EVC) who ensures educational visits meet national and local requirements.

Risk assessments are undertaken for all educational visits and journeys. This involves careful examination of what could cause harm during the visit and whether enough precautions have been taken or whether more should be done. The aim is to make sure no one gets hurt or becomes ill. The control measures are understood by all those involved in a visit. Risk assessments explicitly cover how special needs and medical needs are to be addressed. In the event of a serious incident on an educational visit, LA emergency procedures will be followed.

Insurance

Shropshire Council provides insurance cover to protect children should they suffer injury, damage or loss through negligent acts by staff or others engaged on Shropshire Council business. Shropshire Council does not provide any personal accident insurance (i.e. where no-one is negligent or to blame) or cover personal effects.

Healthy Eating

Children are allowed access to drinking water within the classrooms. Research shows that our brains need water to stay active and alert. All children are encouraged to bring water to school daily, in spill-proof plastic sports bottles that they can take home at night and refill.

We belong to the National School Fruit Scheme, a government initiative aimed at reducing the risk of health problems in later life. Under the scheme each child within the Foundation Stage and Key Stage 1 receives a free piece of fruit each school day at break time.

Our school cook provides high quality meals planned to give a balanced diet with sufficient choice available for children with restricted diets.

Weekly Menus are visible at the entrance and on the school website to promote healthier options.

A school meal costs £2.30 payable daily. Children should bring the correct amount each day in a named purse or envelope. Alternatively meals can be paid for weekly or monthly by cheque made payable to Shropshire Council or in cash.

All children in KS1 (Reception, Years 1 & 2) are now entitled to a free school meal every day.

Children under 5 and children eligible for free school meals are entitled to free school milk daily. Children over 5 are now entitled to subsidised milk, so if you would like to take advantage of this please contact the school office for an application form.

If you think your child is entitled to free school meals because you or your partner are in receipt of a qualifying benefit, please collect an application form from the school office.

School Medical Examinations

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school.

The school has a named School Nurse. During your child's first term at school, he or she will be offered a general health check, including a measurement of height and weight, and a hearing test to be carried out by the School Nurse. At some time during the first year at school your child will also have a vision test carried out by the Orthoptist.

Administration of Medicines

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

There may be times when children attending school need to take prescribed medication. Any such medicines needed by a child during the school day should be brought to the school office in the original bottle/packaging prescribed by the doctor with the pharmacist's label.

Parents will be asked to complete a written request for the school to administer medication. Medicines in school are kept in a safe place. A record is kept of all medicines administered.

Asthma inhalers are prescribed medication and parents are asked to complete an asthma healthcare plan and ensure their child brings their blue inhaler to school which will be kept in a safe and accessible place.

Child Protection Policy

At St Thomas and St Anne's CE Primary School we agree that the safety and protection of all pupils is of paramount importance and all staff adhere to the child protection procedures established by the Shropshire Safeguarding Children Board (SSCB).

The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare.

The school has adopted LA procedures for child protection. All staff will adhere to the procedures drawn up by the LA in line with national guidance.

Homework

Research shows that homework can make an important contribution to pupils' progress at school. As well as reinforcing learning in the classroom homework helps children to develop the skills and attitudes they will need for successful independent lifelong learning.

Outline Expectation for Each Age Group

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|----------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------|
| Years 1 and 2 | 1 hour per week | reading, spelling, other literacy work and number work |
| Years 3 and 4 | 1½ hours per week | literacy and numeracy as for Years 1 and 2 with occasional assignments in other subjects |
| Years 5 and 6 | 30 minutes a day | regular weekly schedule with continued emphasis on literacy and numeracy but also ranging widely over the curriculum |