

Ashworth Road
Waterfoot
Rossendale
BB4 9JE

Headteacher: Miss C Hartley

Tel: 01706 214081



Be Awesome, Shine Bright!

PROSPECTUS

2020/21



Headteacher's Welcome

On behalf of all the pupils, staff and governors at St Anne's, may I warmly welcome you to our school!

At St Anne's Church of England Primary School we strive to ensure that children are happy learners who make good progress across a broad and balanced, creative curriculum. Ofsted judged the school as 'Good' in all areas in May 2018.

As a church school, we believe in the importance of giving our pupils an education underpinned by our core Christian values respect, thankfulness, forgiveness, faithfulness, hope and love. You can't help to notice the 'family' feel at St Anne's, where children learn in a safe, secure and happy environment.

St Anne's is an inclusive school, welcoming children from all faith, and non-faith, backgrounds. We are committed to delivering a curriculum that meets the needs of every child including those with barriers to learning such as special educational needs and/or disabilities. Being a smaller than average school allows us to get to know each child very well and personalise their learning experiences.

Our school is a hive of activity from 7.45am, starting with Breakfast Club, until 6pm when the After School Club closes. As well as creative lessons covering the whole National Curriculum, days are also filled with educational visits, special visitors, music teachers, outdoor learning, drama opportunities and a range of extra-curricular activities through the year (such as Craft club, Choir, Football Clubs and much more). We are also members of the Rossendale Sports Partnership and regularly have specialist coaches in school who help us prepare for competitions. **NB. Due to COVID 19, there are some temporary restrictions in place.**

At St Anne's, we have high expectations and are proud of our children. We expect children to do their very best in everything, regardless of their ability. This includes how children conduct themselves – we are often praised by visitors to the school on the behaviour of our young people. We also recognise and celebrate their achievements in all they do, both inside and outside of school.

Choosing the right school for your child is a big decision, and we appreciate that the decision is an act of trust. Our aim is to ensure that your child is extremely well-cared for, and that the time they spend at St Anne's is happy and successful.

It is hoped that this prospectus will provide you with lots of useful information about our school. In addition to this, please take a look at our website and 'follow us' on our Facebook page.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Monchey".

Headteacher



Be Awesome, Shine Bright!

Our Mission

"At St. Anne's, we aim to be a caring, **Christian school**, within the community, where everyone is **respected** and **valued**.

To be a school where all individuals are encouraged to build on their strengths and aspire to be the **best they can be**."

'... let your light
Shine before others,
that they may see your
good deeds and glorify
your Father in heaven.'

Matthew 5:16

Our Vision

Our vision has the promise by Jesus of '**life in all its fullness**' at its heart. At St Anne's, we believe:

- in our children and each other,
- we are uniquely created in the image of God,
- we were made to be awesome,
- that together we are family,
- we were created to live in community,
- in equipping the St Anne's family to be the best we can be,
- in our individual talents and abilities, and
- we can make a difference

'I thank you
because I am
awesomely
made...'

Psalm 139:14

'...I come that
they may have
life, and have it
to the full.'

John 10:10

Our Values

At **St Anne's CE Primary School** the following core values underpin all that we do. They are reflected in the daily life of the school and our relationships with others.

- Respect
- Thankfulness
- Hope
- Forgiveness
- Love
- Faithfulness

As a church school, we strive to achieve the highest standards, with the life of Christ as our example. Our school welcomes everyone to its family.

We are proud of our close links with St Anne's Church. Reverend Rod Bevan is well-known to the children, and he leads lively and exciting worship assemblies every Tuesday. The children love his choice of songs!

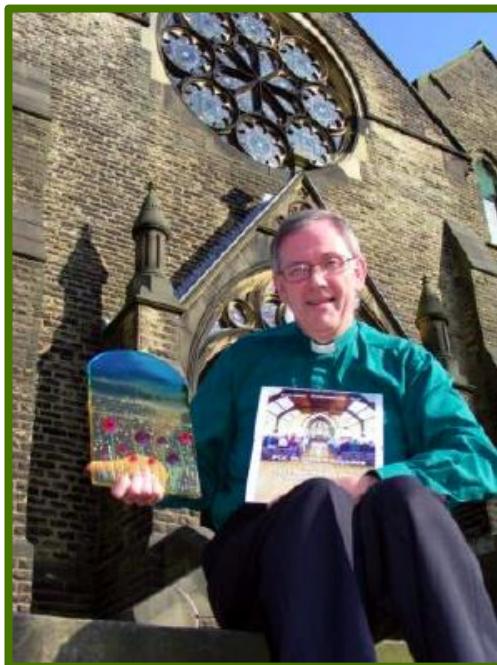
RE is taught throughout the school and is based on the Blackburn Diocesan Syllabus for RE. The Christian faith is at the heart of all our teaching and school life in general, but we also explore and learn about other faiths such as Islam and Judaism.



Collective worship takes place every day. This involves singing worship songs, listening to Bible stories and Christian messages then applying these to our own everyday lives. There is also time for reflection and prayer. On Wednesdays we welcome the local 'Open the Book' team who share re-enact and tell Bible stories to us. Friday's worship focuses on celebrating achievements of our children, and we welcome family members to join us.

As a Church of England Primary school, we value our time together in worship. Children learn about important values which we believe will shape and prepare them positively for the future. Concerts and performances usually take place in church too. Children take part in several services at church throughout the year, which family members are all welcome to.

Whilst we encourage all children of all faiths to attend worship, parents have the right to withdraw their child from collective worship, and on the rare occasion this occurs we request that this is discussed with the Headteacher.





Staff List 2020/21

School Business Manager	Mrs Stansfield
Business Support Officer	Mrs Boughey
Site Supervisor	Mr Lloyd
Headteacher	Miss Hartley
Assistant Heads	Mrs Duffy Mrs Webb
Nursery Teachers	Mrs Parker Mrs Begum
Reception Teacher	Mrs Duffy
Year 1 Teacher	Miss Georgina Woodward
Year 2 Teacher	Mrs Surkitt
Year 3 Teacher(s)	Mr Foster Mrs Holt
Year 4 Teacher	Mrs Swanney (on maternity leave) Mrs Dawn-Marie Wood
Year 5 Teacher	Mr Davies
Year 6 Teacher	Mrs Webb
Teaching Assistants	Mrs Chudoba Mrs Jones Ms O'Sullivan Mrs Taylor Mrs Gibbons Mrs Ali Mrs Lynch Ms A Maden
KS2 Lunchtime Sports Lead	Mr Wademan
Senior Midday Supervisor	Mrs Dawson
Welfare Assistants	Mrs Ross Ms Maden Ms Derbyshire Mrs Noon Miss Bell Mrs Gooding
Kitchen Manager	Ms Hunton
Kitchen Assistant	Mrs Grindrod
Cleaning Staff	Mrs Grindrod
After School Club	Mrs Dawson (Supervisor) Mrs Cumming Mrs Gooding Mrs O'Sullivan
Breakfast Club	Mrs Grindrod Mrs Begum Ms Maden



Governors List 2020/21

Chair of Governors	Mrs Kath Slaughter
Vice Chair of Governors	Mrs Nicola Cowdery
Foundation Governors	Mrs Sheila Lynch Mr Robert Haigh Mr David Robinson Rev'd Rod Bevan Mrs Amanda Robinson Mrs Kath Slaughter VACANCY
LA Representative	VACANCY
Staff Governor	Mrs Karen Duffy
Parent Governors	Mrs Nicola Cowdery VACANCY
Ex-Officio/Headteacher	Miss Charlotte Hartley
Ex-Officio	Rev. Rod Bevan
Clerk to Governors	Ms Katie James (LCC Governor Services)



Our Curriculum

The National Curriculum

A 'curriculum' is a list of content to be taught and learnt – a course of study for schools, colleges and universities. From September 2014, schools in England have followed a new National Curriculum - a course of study decided by the Department for Education.

Structure of the National Curriculum

At St Anne's CE Primary School, there are three phases in total:

- Early Years: ages 3-5 (Nursery & Reception); the National Curriculum does not cover this phase. For details of the Early Years Foundation Stage's seven areas of learning and the 17 early learning goals.
- Key Stage 1: ages 5-7 (Years 1-2)
- Key Stage 2: ages 7-11 (Years 3-6)

For Key Stages 1 and 2, there are three core subjects:

- English (spoken language, reading, writing, including grammar and punctuation)
- Mathematics (including number and place value, calculations, fractions, measurements, geometry)
- Science (including 'working scientifically')

In addition, there are **foundation subjects**; for Key Stages 1 and 2, these are:

- Art and Design, Computing, DT, Geography, History, Music and PE

A foreign language is also a foundation subject in Key Stage 2. Our pupils in Nursery, Reception, Year 3, 4 5 & 6 are taught French.

Religious Education

As a Church of England school we place great emphasis on RE. Our syllabus is based on current Blackburn Diocesan RE Guidelines.





How we deliver our curriculum

Like all schools in England, we must follow the National Curriculum – it sets out subjects and content which we must teach. Within this, however, there is flexibility so that we can interpret and plan to meet the needs and interests of our children now and for the future. The key aim for all our teaching and learning is to provide opportunities for all pupils to learn, to enjoy and to achieve.

The core subjects of English, Maths and RE are taught discretely. Some aspects of Science are also taught discretely and some aspects are taught as part of a topic.

To meet the requirements of the National Curriculum foundation subjects, all classes follow a topic. The 'topic-based' approach to the curriculum which we follow at St Anne's means we group certain subjects around a broad theme. We have created a skills and knowledge based continuum which includes coverage of the new National Curriculum, as part of a broadly balanced curriculum which meets the needs of St Anne's pupils, taking regard of the school setting and local, national and international developments. The new computing curriculum is incorporated throughout each topic.

Teaching staff broaden the experience of the topics for the children through promotion of the outdoor curriculum, off-site visits and visitors into school and shared experiences with the wider school community.

Music & PE specialists work alongside class teachers to develop teachers' skills and subject knowledge and provide further enrichment activities e.g. brass ensemble/inter-sports competitions and clubs.

NB: Due to COVID-19, there are currently some restrictions in place.

See the school website for further information: www.st-anne-edgeside.lancs.sch.uk





A typical school day

- 7.45am Breakfast Club opens (main school hall)
- 8.45am Morning Nursery Class begins
- 9.00am Morning registration
Children reflect on learning and targets
- 9.10am Close of register
Collective worship (assembly): Monday & Tuesday
- 9.30am Lessons
- 10.30am Break time (KS2 have split breaks, the 2nd being at 10.45am)
- 11.45am End of Morning Nursery Class
- 12.00pm Lunchtime Reception/KS1
- 12.10pm Lunchtime KS2
- 12.15pm Afternoon Nursery Begins
- 1.00pm Afternoon lessons
- 2.15pm KS1 breaktime (15 minutes)
Collective worship (assembly): Wednesday, Thursday & Friday
- 3.15pm End of school/nursery day
- 3.15 pm After School Club (ends at 6.00pm)

Pupils arriving after 9.30am will be recorded as an unauthorised absence if school has not been informed and given a valid reason for the lateness.



Being Active & Healthy

Sports Accreditation

- St Anne's were awarded the ***Silver School Games Award*** for our commitment, engagement and delivery of competitive sport in 2018-19.



Rossendale Sports Partnership

- As members of this partnership we often have specialist coaches delivering sessions to our children in a variety of different sports (e.g. cricket, badminton, football, athletics).
- We take part in inter-school competitions in a variety of sports.
- We offer a variety of extra-curricular after school clubs such as running, football, netball, athletics, cricket, karate, basketball and rugby clubs.

Sport England Primary Spaces Award

- We were awarded a grant of £30,000 for a multi-sports facility which was completed in July 2015.
- We are the only school locally to have received such an award.

Swimming

- We use part of our Sports Premium funding to provide additional swimming lessons for our Year 3-6 pupils.
- These take place at Marl Pits, Rawtenstall, by qualified ASA instructors.

School Milk

- Milk is provided for Nursery and Infant Classes. All children receive free milk until the date of their 5th Birthday. Once they are 5 there is a subsidised milk scheme administered by a company called Cool Milk. Their website is www.coolmilk.com. On this site you are able to register and pay for your child to continue receiving school milk. A leaflet will be given to every child with their Reception induction pack.
- If you have a statutory entitlement to free school meals we will provide your child with milk at no cost to yourselves.
- Water is always available throughout the school day.

Fruit Snacks

- Children in Nursery, Reception, Year 1 and Year 2 are entitled to free fruit that they are offered every morning at playtime. Please advise us if your child has any allergies to any fruit.
- Children in Years 3-6 are asked to bring fresh fruit snacks only (not fruit-style snacks).





Admission

Each September the school will provide places for a maximum of 30 children in the Reception class, a number that has been agreed upon after consultation between the governing body and the Local Authority.

All children who reach the age of five during the school year are eligible for admission to Reception at the start of the Autumn Term.

The governors will not place any restriction on admission unless the number of applications exceeds 30.

If this is the case, places will be allocated using the following criteria:

Criteria
1. Looked after children and previously looked after children.
2. Children whose exceptional medical or social circumstances mean that their needs can only be met at this school.
3. Children whose parent(s) / guardian(s) is regularly involved in the devotional life of St Anne's CE Church.
4. Sibling of a pupil already attending the school at the time the application is made and who will still be in school at the date of admission.
5. Children who attend the school nursery and who are eligible for Early Years Pupil Premium, the Pupil Premium or the Service Premium.
6. Children whose parent(s)/guardian(s) is regularly involved in the life and worship of a Christian Church (other than the Parish Church of St Anne's) which is a member of Churches Together in Britain and Ireland.
7. Other children.

A copy of the FULL policy can be seen on the school's website.



School Performance at St Anne's

2019 Performance at St Anne's

	National	School
Key Stage 2	2018	2019
Combined Expected+	64%	76%
Combined Higher	10%	6%
Reading Expected	75%	88%
Reading Higher	28%	35%
Reading Average Scaled Score	105	106
Reading Progress	0	4.7
Writing Expected	78%	82%
Writing Greater Depth	20%	35%
Writing Progress	0	4.5
Maths Expected	75%	82%
Maths Higher	24%	6%
Maths Average Scaled Score	104	104
Maths Progress	0	0.8
GPS Expected	77%	82%
GPS Higher	34%	18%
GPS Average Scaled Score	106	105
Key Stage 1	2018	2019
Reading Expected	75%	77%
Reading Greater Depth	26%	23%
Writing Expected	70%	77%
Writing Greater Depth	16%	20%
Maths Expected	76%	77%
Maths Greater Depth	22%	23%
Year 1 Phonics	82%	83%
EYFS	2018	2019
Good Level of Development	72%	76%
Exceeding in all areas	-	24%

NB: Due to COVID-19, there is no attainment and progress data for 2020.



Accidents/Medical

- Parents of children needing regular medication such as those with asthma must consult the Headteacher or school office staff in the practicalities of administering the inhalers etc. Full instructions must be provided with the medication. The class teacher will keep inhalers/other medication in a safe place in the classroom. Consent forms will need to be signed.
- If short term medication has to be brought to school, it must be taken to the office and a consent form MUST be completed and signed with details of times and dosage. We are willing to administer prescribed medicines that require 4 doses a day but must have your written authorisation to do so.
- Accidents happen from time to time, such as minor cuts and bruises, where children fall over. The majority of our school staff are First Aiders (many Paediatric trained). Wipes and plasters may be used.
- If your child bumps their head, they will be sent home with a 'Bump to the Head' letter.
- In the unlikely event of a serious accident, school will contact parents/carers by telephone. Therefore, it is of vital importance that phone numbers kept in school are up-to-date. Please inform us as soon as changes take place.
- During the ongoing Coronavirus pandemic,** children must not be sent to school if they are displaying any symptoms (continuous new cough, high temperature, loss of smell/taste); if a child displays symptoms within school, the risk assessment procedures will be adhered to.

Healthcare

The School Nursing Team, based at Bacup Primary Care Centre (01282 628267) are involved with our pupils and carry out the following core work:

- Reception children & Year 1 children
 - Questionnaire issued regarding health needs
 - National childhood measurement Programme (incl. heights & weights)
 - Eyesight check by the Orthoptist Service
 - Hearing check by the Audiology Service
- Year 6
 - Parental & Pupil questionnaires issued
 - National childhood measurement Programme (incl. heights & weights)

Intranet provide flu immunisations to all children (where consent has been obtained).





Lunchtimes

School Meals are Great!!

- Meal times are considered to be an important part of every child's personal and social development and we strongly advise one of our school meals which are cooked on site – they are very good, meet all nutritional standards and are a credit to our kitchen staff. The children are cared for in the hall and playground by mid-day supervision staff and good manners are taught and expected at all times.
- We operate a 'menu ordering system' where the children choose their own meals in advance for the season's menu. This has proven very successful with the majority of children completing their order forms in class. However, for the younger children or on request, forms can be sent home to be completed and then returned to school.

Children may go home for lunch but must be accompanied by a parent or known adult. The lunchtime break is from 12.00 noon until 1.p.m (12.10 pm – 1 pm for juniors). – do you think we should take this out ?

Dinner Money/Pupil Premium

- Children in the Reception, Year 1 and Year 2 classes are all now provided with a school meal free of charge as they are in receipt of the government introduced Universal Free School Meals.
- Even if your child does not have to pay for their meals because they are in Reception, Year 1 or Year 2 but you receive one of benefits stated below, please register for free school meals, even if your child brings a packed lunch, as this is worth over £1320 per pupil in funding for our school.

If you receive any of the following benefits you may be eligible to free school meals for your child:

:

- Income Support.
- income-based Jobseeker's Allowance.
- income-related Employment and Support Allowance.

If you think you may be eligible please telephone the Pupil Access Team on 01254 220614. You simply need your National Insurance Number, date of birth and surname. Alternatively apply online: www.lancashire.gov.uk/children-education-families/schools/free-school-meals

Payment

- For KS2 children **not** on Free School Meals there is a charge of £2.40 per day (£12.00 per week) for a school meal. Payment should be made at the beginning of the week using the SCOpay website. If you require any assistance in setting up your account please contact the school office and they will assist you.

Packed Lunches

If you prefer your child to bring a packed lunch from home, please send it in a named lunchbox/carrier. We do not allow drinks to be sent to school unless they are part of a packed lunch (other than water). Please do not send fizzy drinks or any glassware, just fruit juice etc. Chocolate and sweets are also not allowed but yoghurt tubes / cartons, or fruit should be sent instead.

At St Anne's our aim is to use as little single-use plastic as possible. Please help us and our planet by NOT sending single-use plastic into school (wherever possible).





Extended Care

Breakfast Club

- Our Breakfast club caters for children of school and Nursery age.
- It runs from 7.45 a.m. until the start of the school day and provides activities and a healthy breakfast.
- It costs £3.00 per day and should be paid at the beginning of the week via our on-line payments facility in the same way as paid school dinners. The children are served breakfast by our cook and supervised by our Breakfast Club Supervisors. There is no requirement to pre-book simply turn up on the day the service is required.

After School Club (ASC)

- Our After School Club offers working parents 'worry free' childcare which is open to all children from the school community.
- The club is run by experienced staff, which plan and prepare fun and exciting activities that are of interest to all the Early Years and Primary age children. Children are free to choose a range of activities or they can even relax in front of the television. Activities are based on the following acronym to ensure that all the areas for development are covered.

Social development
Physical development
Imaginative development
Cognitive development
Emotional development
Spiritual development

Activities may include: -

- Baking
- Painting
- Craft activities
- Reading
- Computer based activities
- Dancing
- Drawing
- TV/Video
- Singing/Music
- Outdoor play/exercise

Cost & Snacks

The cost is £6.50 per child, per session. Children may access the facility as needed but are required to book in advance. There is a requirement to set up a contract (available from Reception) should you require care on a regular basis for the same days. During each session, the children are given a light snack, this is not a meal but intended to keep them going until teatime. Fees should be paid at the beginning of the week via our on-line payments facility SCOPAY.



Extended Nursery Care

See Nursery prospectus for more details and information.



Attendance

At St Anne's we place high value on attendance, as good attendance means more learning!

Lateness

Please ensure your child arrives on time. If your child is late for school (after 9 am) you must first sign in at the main school office and complete the late book. You will then be given a registration slip to take to your child's class teacher. This is so the member of staff knows they have been signed in.

(NB: During the COVID-19 pandemic, children are able to arrive between 8.50 and 9.15am)

IMPORTANT: Lateness after 9.30am must be classed as an unauthorised absence for that morning and will affect your child's overall attendance record.

Reporting absence

- School must be notified if your child is absent for any reason. Please phone or send a note before 9.30 am explaining absences on the first day of absence. This is a legal obligation. Any absences not covered in this way have to be recorded as unauthorised.
- If you think your child has an infectious illness, please keep him/her at home to give time for recovery (48 hours from last symptoms). It is particularly important not to send your child to school with upset stomach troubles as infections can easily spread.

Medical appointments

- Wherever possible, these should be made outside of school hours. If this is not possible, please notify the office and provide a letter or appointment card for our records. If your child is arriving late because of a medical appointment, please make it clear whether we need to order a school lunch that day.

Holidays

- It is the Governors' policy not to authorise any holiday during term time. Holidays taken in term time are likely to incur a penalty notice(s).
- Where you feel that there may be exceptional circumstances, an application must be made in writing to the Headteacher and the Chair of Governors, for consideration.

Exceptional circumstances

- Absence for other serious and extenuating circumstances may be authorised at the discretion of the headteacher.

Rewarding attendance

- Weekly certificates for the class with the highest attendance.
- Individual certificates for 100%.

Time off = learning lost ☺



General Information

Communication

Here are just a few of the ways we communicate. A leaflet is available with further details:

1. Newsletter

Every Friday you will receive a newsletter [via email](#). We also add the newsletter to the school website on the same day (www.st-anne-edgeside.lancs.sch.uk).

2. Texting

We regularly use a school to home texting service and will from time to time send home reminders to the mobile phone number of the first contact for your child. This enables quick communication with either one person, a class group or the whole school at one go – please ensure we have your details.

3. Email

It is important that the school office have your email address as this is an important method of sending information in an eco-friendly way.

4. Facebook page

Class updates and key diary dates are published on the school Facebook page. Please like and share!

Appointments

Parents are always welcome in school but if at all possible when a longer chat is needed, an appointment should be made at a mutually convenient time for parent and teacher. You can do this by telephoning or sending a note in with your child.

Please keep your contact details up to date?

It is important that your child's personal details are kept up to date. This is particularly true of the emergency contact person for your child. We must have a telephone number where we can contact you or an adult known to your child, in case of illness or emergency school closure. Please inform us of any changes in circumstances – we will always contact the first number given of the first contact person.

Special Educational Needs

- The school has a Special Educational Needs Register and if we think a child will benefit from extra support of any kind we will liaise with parents to see what we can do to help. The support, at whatever level, is aimed to encourage and guide all children towards achieving their full potential.
- The Special Educational Needs Coordinator is Mrs Duffy who in liaison with the Headteacher and parents, ensures that all children's support needs are dealt with.
- Parents will be consulted prior to children being placed on the register and will be included in review and consultation meetings as required by the level of support the child is receiving.
- The Special Educational Needs Coordinator (SENCO) monitors the children's progress, liaises with the class teacher to give support and advice as appropriate, and when required, liaises with outside agencies for advice and support.



- **Equal Opportunities**
- All pupils will be treated equally, regardless of gender, race, cultural background or any physical or sensory disability.
- It is the responsibility of staff to promote good practice in equal opportunities and to ensure that when identifying a special need, it is an educational one and not one of language or physical difficulty.
- At St Anne's we do not tolerate any form of discrimination whatsoever.

Child Protection

- If an issue of concern arises, then parents/guardians will be informed by the Headteacher and a referral for support may sent to agencies that can assist.
- However, if a child discloses information of a very serious nature, parental permission will not necessarily be sought. The Headteacher is the Designated Senior Person for Child Protection in school.
- School has a Designated Senior Leader for Child Protection – Miss Hartley.





Compliments/Complaints

Compliments

We love to hear your thoughts on what is working well. We have a special display board and file in the main building where these are on show. Please ask for a postcard from the office to write down your compliments!

These really do brighten our day, and the children and visitors love reading them too.

Complaint about a member of staff

If a situation arises that you are not content with, we want to work in partnership with you to resolve this as quickly as possible.

- Whenever a complaint arises about a member of staff, parents should contact the office in the first instance.
- If it is deemed appropriate an opportunity will be made to speak with the member of staff concerned, to help resolve the complaint. It is at this stage that most complaints are satisfactorily resolved.
- If this is not the case, a meeting between the parent(s), the member of staff and the Headteacher will be held. At this stage it is hoped that the situation is resolved to everyone's satisfaction.
- In extreme situations where this is not the case, parents may put the complaint in writing and bring it to the attention of the chair of governors, who will consider the problem with a view of bringing the dispute to a satisfactory conclusion. The chair of governors will consult with the Discipline-Grievance-Complaints committee who will make a decision on the matter. Any appeal would go to the remainder of the Governing Body for a final decision.

Complaint against a child:

Where a parent complains about a child, that complaint must be brought to the attention of the class teacher or Headteacher. We respectfully ask that parents do not confront the child concerned.

The school will investigate the matter and if deemed appropriate the school's Behaviour and Discipline Policy will be enforced. In all cases of complaint, the school will endeavour to bring all disputes to a satisfactory conclusion, to ensure the smooth day-to-day running of the school.

At St Anne's the safety and well-being of our children is central to all that we do. Our Staffing, recruitment, child protection and induction policies ensure that every effort is made to provide a safe, secure and enjoyable learning environment for all. This takes place through thorough checking of personnel which in turn is supported by the relevant CRB and identity checks.



PTFA

- At St Anne's we have an active PTFA who organise a range of events through the year and also run our monthly "100" Club draw, 1st prize £100, 2nd prize £25, 3rd prize £10 – see the letter further on.
- We are always looking for more volunteers who can help as little or as much as they want. Please see Mrs Duffy or Mrs Chudoba to get involved.
- The money raised by the PTFA helps by additional resources for our children and supports educational visits.

School rules and behaviour

At St Anne's, we believe a disciplined, supportive and caring environment for all members of the school community, based on the example and teaching of Jesus Christ is essential. We offer the children the opportunity to develop self-discipline and encourage and reward high standards of conduct. We also aim to ensure that our core value of 'forgiveness' is demonstrated and understood.

*'Bear with each other and forgive one another if any of you has a grievance against someone.
Forgive as the Lord forgave you.'* (Colossians 3:13)

Staff, pupils and parents are expected to work in partnership. This is a successfully proven model.

Our Rules

These are displayed around school and in classrooms. Children are reminded of them regularly.

1. Be kind and helpful.
2. Listen carefully and follow instructions.
3. Be honest.
4. Always do our best and work hard.
5. Be polite.
6. Move around school quietly and sensibly.
7. Look after our school and everything in it.

Rewards for Positive Behaviour

Children respond well to a system which recognises their positive behaviour. We have whole school systems and individual class systems. Whole school systems include Golden book, House Points and Class Captain certificates. These are all celebrated in our Golden Book Assembly on a Friday afternoon, which parents and family members are always invited to.

Sanctions for Unacceptable Behaviour

Inappropriate behaviour must be discouraged at all times. Children will be discouraged from continuing unacceptable behaviour by:



1. Staff indicating their disapproval e.g. age appropriate language, or a disapproving look and silence and brief wait time for the behaviour to cease.
2. Warning system (up to 3): provide a warning/alarm for the behaviour (ie. 'I am warning you that shouting at people in class is not acceptable.' This is your 2nd warning/alarm. This is your final warning and if the behaviour happens again...'. It's important that the child is made aware of next steps.
3. Time out within/outside the classroom.
4. Loss of privilege e.g. playtime (behaviour sheet to be completed).
5. Deputy Headteacher/Key Stage leader informed to remind children of expected behaviour (behaviour sheet to be completed; copy kept and one sent home & text sent to parents from office).
6. Headteacher informed to remind children of expected behaviour (behaviour sheet to be completed; copy kept and one sent home & text sent to parents from office).
7. Class teacher and/or Headteacher speak to parents about their child's behaviour (this may occur earlier if felt it would improve a child's behaviour).

Exclusion

This is avoided as much as possible and is a last resort if all other strategies have been tried.

Exclusion will be considered if:

- A child is repeatedly rude to a member of staff
- A child deliberately hurts another child and/or staff member
- A child deliberately damages property that does not belong to them
- A child repeatedly refuses to do what is asked of them by a member of staff
- A child is repeatedly bullying another child.

Support for children experiencing behavioural difficulties

This is a policy for children and adults in the school. We must be realistic and acknowledge that there may be a small number of children who do not respond to a positive approach. In such circumstances it is important that staff do not feel that they have failed. Children with special needs regarding their behaviour require individual and specific attention via the SEN policy.





Uniform

Our own uniform featuring our St Anne's logo is available from Ann's Children's wear in Bacup at 5a Union Street, OL13 0AA Tel: 01706 875127 (www.annschilrenswear.co.uk). General uniform is also available from local supermarkets/outlets. **Please label all uniform with your child's name.**

Boys

- Grey trousers
- White polo shirt
- Dark green sweatshirt
- Sensible, flat, black shoes.

Girls

- Grey skirt, pinafore or trousers
- White shirt
- Dark green sweatshirt / cardigan
- Green / white checked dress in summer
- Sensible, flat, black shoes (fashion shoes are not considered appropriate)

PE Kit

- Pair of pumps / Black shorts / White T-shirt.
- It is essential that each child has a PE kit for wearing during PE lessons.
- Trainers are not acceptable for indoor work, but are ideal for outdoor lessons.
- Junior children also need jogging/track-suit bottoms and a jumper for outdoor P.E. lessons.

Swimming

- One-piece costumes are required for the girls and suitable trunks for the boys – long swim shorts are not allowed by the pool staff!!
- Each child also needs a towel.
- Girls are expected to tie hair back and wear swimming caps.
- If a child is to be excused from PE or swimming, please send a note prior to the event.

Jewellery

- Only very plain studs for pierced ears and a plain wristwatch please. For safety reasons other jewellery will be confiscated but we can't accept responsibility for its safekeeping.
- We would prefer children not to have their ears pierced during term time - for juniors, this means missing about six weeks of swimming.

Hair

- Long hair should be tied up with a plain band. It is at the Headteacher's discretion whether a style or colour of hair is unacceptable. Please be aware that if one child has an outrageous hairdo, then many others want the same thing. Please don't send your children to school with outrageous hairstyles – they can look great but cause problems when everyone wants one!



Can You Help in School?

There are many ways your help and your skills can be used. Some parents enjoy listening to children read or helping in the library, others like to help with artwork or baking, some with sport. If you would like to help in school, please contact your child's teacher or the Headteacher. If parents volunteer to help, they may be asked to help out in a class other than the one that their child is actually in. All volunteers will be subject to a DBS check (Disclosure and Barring Service).



Holiday List 2020/21

AUTUMN TERM 2020

Re-open	Wednesday 2 September 2020
Half term closure	Monday 26 October - Friday 30 October 2020
Re-open	Monday 2 November 2020
Closure after school	Friday 18 December 2020

SPRING TERM 2021

Re-open	Monday 4 January 2021
Half term closure	Monday 15 - Friday 19 February 2021
Re-open	Monday 22 February 2021
Closure after school	Friday 26 March 2021

SUMMER TERM 2021

Re-open	Monday 12 April 2021
May Day Closure	Monday 3 May 2021
Half term closure	Monday 31 May- Tuesday 8 June 2021
Re-open	Wednesday 9 June 2021
Closure after school	Friday 16 July 2021



Holiday List 2021/22

AUTUMN TERM 2021

Re-open	Thursday 2 September 2021
Half term closure	Monday 25 October - Friday 29 October 2021
Re-open	Monday 1 November 2021
Closure after school	Friday 17 December 2021

SPRING TERM 2022

Re-open	Tuesday 4 January 2022
Half term closure	Monday 14 - Friday 18 February 2022
Re-open	Monday 21 February 2022
Closure after school	Friday 1 April 2022

SUMMER TERM 2022

Re-open	Tuesday 19 April 2022
May Day Closure	Monday 2 May 2022
Half term closure	Monday 30 May- Tuesday 7 June 2022
Re-open	Wednesday 8 June 2022
Closure after school	Wednesday 20 July 2022



Privacy Notice

St Anne's Church of England Primary School holds the legal right to collect and use personal data relating to pupils and their families, and may also receive information regarding them from their previous school, LA and/or DFE. Personal data is collected and used in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you if your consent is needed and how the data will be used.

What is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (eg. name, pupil numbers, addresses)
- Characteristics of data (eg. ethnicity, language, nationality, free school meal eligibility)
- Attendance information
- Assessment information (national curriculum test results)
- Relevant medical information
- Information relating to SEND
- Behavioural information

How long is data stored?

Personal data relating to the pupils at St Anne's CE Primary School and their families is stored in line with the school' Data Protection Policy and the IRMS retention schedules.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.



Sharing information

The school routinely shares information with:

- The DFE
- Our local authority
- Schools that the pupils attend after leaving us
- The NHS (incl. school nurse)
- Children's Social Care (where requested to protect a child)

The National Pupil Database (NPD) is managed by the DFE and contains information about pupils in the schools in England. St Anne's CE Primary School is required by law to provide information about our pupils to the DFE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DFE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Providing statistics
- Providing information, advice or guidance

The DFE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

St Anne's CE Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact ***The Data Protection Officer, St Anne's CE Primary School.***

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by breach of the Data Protection regulations.

If you have a concern about the way your personal data is being collected and/or used, we request that you raise your concern with school in the first instance. Alternatively, you can contact the Information Commissioner's Office on 0303 123 1113 or <https://ico.org.uk/concerns>