



**OXTON ST SAVIOUR'S  
CHURCH OF ENGLAND (Voluntary Aided)  
PRIMARY SCHOOL**

**SCHOOL PROSPECTUS**



**2021 - 2022**

**'Live in Peace with Each Other'**

'Love the lord your God with all your heart, with all your soul, with all your mind and with all your strength'

'Love your neighbour as yourself'

This, the greatest commandment, inspires our community to grow together in Christ our Saviour, to love and serve one another, to reach out in witness to our neighbours, live in peace with one another and promote life in all its fullness.

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## Welcome to the Staff and Governors

GOVERNING BODY	
<b>CHAIR OF GOVERNORS: Mr G Edwards</b>	<b>VICE CHAIR OF GOVERNORS: Mrs S Gerrie</b>
<b>Parent Governor: Mrs A Williams</b>	<b>Parent Governor: Mrs T Williams</b>
<b>Foundation Governor: Mr N Porter</b>	<b>Headteacher Governor: Mr A Ramsden</b>
<b>Foundation Governor: Miss J Keller</b>	<b>Staff Governor: Mrs C Wilkinson</b>
<b>Foundation Governor: Mr G Edwards</b>	<b>Foundation Governor: Vacancy</b>
<b>L.A. Governor: Mr A Brighthouse</b>	<b>Clerk to the Governors: Mrs S Ainsworth</b>
<b>Foundation Governor: Ms J Parry</b>	<b>Vicar Reverend Dr Joe Kennedy</b>

<b>HEAD TEACHER (Assessment, Behaviour, Safety and Well-being Leader)</b>	<b>Mr A Ramsden</b>
<b>BUSINESS MANAGER, SENIOR LEADER, CLERK TO THE GOVERNORS</b>	<b>Mrs S Ainsworth</b>
<b>ADMINISTRATIVE OFFICER</b>	<b>Mrs J Mulla</b>

<b>DEPUTY HEADTEACHER</b>	<b>Miss R Shaw</b>
<b>SENIOR LEADER, TEACHER 0.6 (Mathematics, IT Leader)</b>	
<b>SENIOR LEADER, HEAD OF RECEPTION, TEACHER (RE Leader)</b>	<b>TBC</b>
<b>SENIOR LEADER, HEAD OF KS2, TEACHER (Science Leader)</b>	<b>Mrs P Stewart</b>
<b>SENIOR LEADER, HEAD of KS1 TEACHER (Literacy Leader)</b>	<b>Miss L Down</b>
<b>MIDDLE LEADER, SENDCO</b>	<b>Mrs J Rodgers</b>
<b>CLASS TEACHER (MFL and EAL Leader)</b>	<b>Mrs R Copland</b>
<b>CLASS TEACHER (Geography and History Leader)</b>	<b>Miss R Duckworth</b>
<b>CLASS TEACHER ( PE Leader)</b>	<b>Miss R Gerrard</b>
<b>CLASS TEACHER (Music Leader)</b>	<b>TBC</b>
<b>CLASS TEACHER (Art Leader)</b>	<b>Mrs C Wilkinson</b>
<b>CLASS TEACHER (DT Leader)</b>	<b>Ms L Milburn</b>
<b>TEACHING ASSISTANT (TA Line Manager KS1 and pastoral support)</b>	<b>Ms B Latters</b>
<b>TEACHING ASSISTANT (Foundation 2)</b>	<b>Miss C Cowling</b>

LITTLE ACORNS (wrap around care)	
<b>Senior Playworker</b>	<b>Miss B Latters</b>
<b>Playworker</b>	<b>Miss C Cowling</b>
<b>Assistant Playworker</b>	<b>Mrs P Naylor</b>
<b>Assistant Playworker</b>	<b>Miss L Doran</b>
<b>Assistant Playworker</b>	<b>Miss E Stevens</b>
<b>Supply Assistant Playworker</b>	<b>Miss E Smith</b>

<b>SITE MANAGER</b>	<b>Mr W Ross</b>
<b>CLEANER</b>	<b>Mrs C Sanders</b>
<b>SUPERVISORY ASSISTANT</b>	<b>Mrs S Robinson</b>
<b>SUPERVISORY ASSISTANT</b>	<b>Mrs E Smith</b>

**KITCHEN STAFF: Mrs J Byrne Cook-in-Charge**

**SCHOOL CROSSING PATROL**

**Ingestre Road - Mrs Schless and Holm Lane – Mrs Read**

**SCHOOL CLASSIFICATION: A Church of England Aided Co-Educational school for children aged between 4 and 11**

**Committees of the Governing Body 2021/22**

<b>PERSONNEL &amp; PAY</b>	<u>Mrs S Gerrie</u> , <u>Mr G Edwards</u> , <u>Mr A Ramsden</u> , <u>Miss J Keller</u> , <u>Miss J Parry</u> , <u>Mrs T Williams</u> , <u>Revd Dr J Kennedy</u>
<b>CURRICULUM, TEACHING &amp; LEARNING, ACHIEVEMENTS &amp; STANDARDS</b>	<u>Miss J Parry</u> , <u>Mr G Edwards</u> , <u>Mr A Ramsden</u> , <u>Miss J Keller</u> , <u>Rev Dr J Kennedy</u> , <u>Mrs C Wilkinson</u>
<b>FINANCE &amp; RESOURCES</b>	<u>Mr G Edwards</u> , <u>Mr A Ramsden</u> , <u>Mr A Brighouse</u> , <u>Mrs A Williams</u> , <u>Mr N Porter</u>
<b>PREMISES, HEALTH &amp; SAFETY</b>	<u>Mrs A Williams</u> , <u>Mr G Edwards</u> , <u>Mr A Ramsden</u> , <u>Mr N Porter</u>
<b>ADMISSIONS</b>	<u>Mrs S Gerrie</u> , <u>Mr A Ramsden</u> , <u>Miss J Keller</u> , <u>Revd Dr J. Kennedy</u> , <u>Mr N Porter</u>

\*Chair of each committee is underlined

**Governor/Subject Links**

<b>SUBJECT</b>	<b>LINK GOVERNOR</b>	<b>SUBJECT LEADER</b>
<b>NUMERACY</b>	<u>Mrs A Williams</u>	<u>Miss R Shaw</u>
<b>WRITING</b>	<u>Vacancy</u>	<u>Miss L Down</u>
<b>SEND</b>	<u>Miss J Parry</u>	<u>Mrs J Rodgers</u>
<b>PUPIL PREMIUM</b>	<u>Miss J Parry</u>	<u>Mr A Ramsden</u>
<b>R.E</b>	<u>Mr N Porter</u>	<u>TBC</u>
<b>SCIENCE</b>	<u>Revd Dr J Kennedy</u>	<u>Mrs P Stewart</u>
<b>HISTORY</b>	<u>Mrs T Williams</u>	<u>Mrs R Duckworth</u>
<b>MUSIC</b>	<u>Miss J Keller</u>	<u>TBC</u>
<b>GEOGRAPHY</b>	<u>Mrs T Williams</u>	<u>Miss R Duckworth</u>
<b>IT</b>	<u>Mr G Edwards</u>	<u>Miss R Shaw</u>
<b>READING/S&amp;L</b>	<u>Vacancy</u>	<u>Miss L Down</u>
<b>D.T</b>	<u>Mr G Edwards</u>	<u>Ms L Milburn</u>
<b>M.F.L/E.A.L</b>	<u>Mr A Brighouse</u>	<u>Mrs R Copland</u>
<b>P.E</b>	<u>Revd Dr J Kennedy</u>	<u>Miss R Gerrard</u>
<b>FOUNDATION 2</b>	<u>Miss J Keller</u>	<u>TBC</u>

## Affiliation to the School

As the title of the school indicates, this is an Aided Church of England establishment affiliated closely to the Oxton St Saviour's Parish Church. As such it provides Religious Education and Collective Worship in accordance with the rites, practices and doctrines of the Church of England; interpreting human knowledge to the children through the Gospel; with the ethos of the school community as a whole further contributing to and reinforcing the children's spiritual and moral growth as part of their overall development.



## Mission Statement

The phrase: 'Live in Peace with Each Other' is displayed around the school. It encapsulates our belief that St Saviour's is a family school, guided by the teachings of the Bible, where children are nurtured and supported through their spiritual, academic, social and emotional journey. It also reflects the view that the relationship between our school and the families that we serve is mutually respectful and supportive.

***"Love the Lord your God with all your heart, with all your soul, with all your mind and with all your strength." Deuteronomy 6:5***

***"Love your neighbour as yourself" Matthew 7:12***

This, the greatest commandment, inspires our community to grow together in Christ our Saviour, to love and serve one another, to reach out in witness to our neighbours, live in peace with one another and promote life in all its fullness.

At Oxton St Saviour's CE Aided Primary School we recognise each individual as a child of God and encourage the potential of each member of our school community to know the love of Jesus, to embrace the gifts of the Holy Spirit and to flourish within this distinctive, Christian environment. Our aim is to equip individuals with the Christian Values and life skills needed to "Live in peace with each other" (Romans 12:16-18), to take their place in the wider world and to make a contribution to it.

Our Christian values are:

- Generosity
- Compassion
- Courage
- Forgiveness
- Friendship
- Respect

## Locating Documents and School Information

The following documents can be located on our website pages. If you can't find the information that you require, please contact the school office.

School Newsletters	Code of Conduct	Clubs and groups
GDPR Information	Welcome from the Headteacher	Church News
Web Links	Pupil & Sports Premium Information	School Prospectus
Questionnaires	Admission Policy	School Year Dates
Building Work	Policies and Procedures	Safeguarding Information
Equality Information	Parish Map/School Location	Curriculum Provision
PE & Sports Provision	Ofsted and SIAMS Inspection Results	Attendance
SEND – School Offer	Assessment, Attainment and Progress	Grant Funding
PTA Information	Year Group Pages with Curriculum Information	Newsletters and letters to parents

## THE ROLE OF THE SCHOOL

- To organise and implement the National Curriculum and Religious Education having regard to the needs, experience, interests, aptitudes and stages of development of the children and the resources available to the school, so that each child may be helped to develop to his/her potential.
- To keep under constant review, the work, organisation and administration of the school.
- To evaluate the standards of teaching and learning and ensure that proper standards of professional performance are established and maintained.
- To ensure that the progress of the children is properly monitored and recorded.
- To determine and implement a policy of pastoral care for the children.
- To promote among the children a self-discipline and proper regard for authority by encouraging good behaviour on the part of the children; ascertaining that the standard of good behaviour is acceptable to all; making the disciplinary measures taken for regulating the conduct of the children known to all within the school and ensuring that such measures are implemented.
- To ensure the maintenance of good order and careful supervision of the children at all times during the school day, whenever they are present on the premises or on authorised school activities elsewhere.
- To provide regular information to the parents about the school curriculum, the attainment and progress of the children and other matters relating to the extra-curricular activities and pertinent administrative arrangements with which the parents need to be concerned.
- To advise and maintain liaison with other schools and establishments with which the school has a partnership.

## CLASS STRUCTURE

<u>Foundation Stage</u>	<u>Key Stage 1</u>	<u>Key Stage 2</u>	
Reception Class	Year 1	Year 3	Year 5
	Year 2	Year 4	Year 6

## TEACHING METHODS AND CLASSROOM ORGANISATION

The school follows the 2014+ National Curriculum. Some aspects of the curriculum are prescriptive but there is sufficient flexibility to allow the school to choose subjects and topics relevant to the specific requirements of the area in which the children live.

The teaching methods and organisation of the classroom will vary, with the children working either together as a whole class or in small groups of mixed or roughly equal ability, developing their social and leadership skills, or as individuals working independently but still under the close supervision of the teacher. Both the teaching method and organisation adopted will be that best suited to the subject or topic to be taught, the activities to be undertaken and the range of ability and level of understanding and work rate of the children.

At all times the main concern will be the needs of the individual child. Furthermore, whilst teaching content with a definite subject emphasis takes up much of teaching time allocated to the weekly work programme, account is also taken of the need to introduce appropriate subject matter from different areas across the curriculum when dealing with a particular integrated topic.

## SCHOOL SESSIONS

<u>Morning 9am - 11.45am</u>		<u>Afternoon 1.00pm - 3.30pm</u>	
Registration:	9.00 am		
Breaks for play:	10.25-10.40am	Breaks for play:	2.00pm – 2.10pm (F2/KS1)
		F2/KS1 Lunch:	11.45am – 12.45pm
		KS2 Lunch:	12.00pm – 1.00pm
		Collective worship:	3.00pm

The Headteacher or a member of staff will be on the gate from 8.40am in the morning. Doors open at 8.50am. A member of staff will be on the gate from 3.25pm until all of the children have been collected.

## NOTIFICATION OF ABSENCE

Please inform the school, as soon as possible, either by telephone, or in writing, or most preferably, in person, if your child is to be absent from any of its activities. This is to assure the class teacher that each child is in safe hands. We will call you before 10am if your child has not arrived in school and we have not heard from you. For safeguarding reasons, we do not accept emails as notification of absence.

The official Application for Leave of Absence for Child from School must be completed by parents in advance of any absence taken in term time apart from illness. This form can be obtained from the school office.

If, for any reason, a parent deems it necessary that a child be excluded from a P.E. lesson, or any other class or school activity, it is essential that the class teacher should be informed accordingly, well beforehand.

## HOLIDAYS

Please ensure that holidays are only booked during school closure periods. Holidays cannot be booked in school time unless an exceptional circumstance arises. In the event of an exceptional circumstance, a meeting should be arranged with the Head teacher to discuss the time required. This meeting should take place prior to the booking of the holiday. If the request is turned down by the Head teacher, parents have the right to appeal to a sub-committee of the governing body set up to consider holiday requests. In line with the school's Attendance Policy, fixed penalty notices may be issued for unauthorised absence.

## HOME-SCHOOL RELATIONS

Parents have a crucial role to play in the education of their children and it is the policy of the school to promote the establishment of that kind of home-school partnership, reflected in the Home/School Agreement, which will:

- help to establish an ethos of understanding and openness in home-school relationships which can provide opportunities for the free flow of information and exchange of ideas in both directions, and
- encourage parents to play a positive role in supplementing and supporting the children and the school.

The hope is that all parents come to regard themselves as complementary educators of their children, thereby making themselves fully aware of what is taking place in school, and attending and participating in its educational and religious activities as well as its social events. Parental recognition of the value of such home-school partnership can bring tremendous gains to the children in terms of their educational progress and overall development.

One important aspect of these relationships is that related to the parents ensuring that any homework set by the class teacher is completed and returned to school. In this respect please note that any such homework is designed purely to meet the immediate needs of the children and further their learning in the classroom. This having been said we would appreciate written notice from any parents who wish to exercise their legal right to refuse homework for their children.

### **Parent Teacher Association**

A further aspect is the parents' membership of the **PTA** which is available to all parents of those children attending the school. Indeed, they are positively encouraged to join this Association both as a most valuable means of bringing home and school together in the enjoyment of its social activities and of promoting interest in the welfare and education of all of the children in the school.

## **COMMUNICATION WITH PARENTS**

All communication from school will be provided, by text, email or in paper form, to the oldest child in each family to bring home to their parents. Where a second copy of documentation is requested by parents this can be provided in several ways:

- posted to a parent in stamped addressed envelopes provided by the parents themselves.
- via email
- duplicate copies provided to the child to bring home (parents to arrange for collection).
- made available in school for a second parent to pick up.

The school provides parents with a monthly newsletter which will be e-mailed to all parents, put on the school noticeboard by the school gate and is also posted on the school website. This newsletter contains important information about events and meetings within school together with a celebration of children's achievements throughout the month.

All calendar dates and letters to parents are also posted on the website. We also have a text messaging service where short messages and reminders are also sent to parents.

## MEETINGS WITH PARENTS

The school has an open-door policy which means that parents/carers are free to contact school at any time to discuss their child's progress. The following opportunities are also available for parents/carers to meet with the classroom staff and the Head teacher:

- **September - Learning Links meetings:** This is a useful opportunity for parents to meet their child's new class teacher(s), familiarise themselves with the classroom and be presented with a detailed explanation of the year's academic and social expectations. These are normally run in the third week of September. The PowerPoint used during the meetings is also posted on the school website on each class page.
- **October- Parents' Evening 1:** On this occasion we will update you on how well your child has settled into his/her new Year Group. Targets for future development will be discussed, together with ways in which you can support your child's progress.
- **March – Parents' Evening 2:** This will be an opportunity for you to look at your child's school work and learn about their progress relative to that of average expectations for a child of their age. Targets for development will be reviewed and discussed.
- **July – Open Evening:** This will be an opportunity for parents to discuss further comments raised on their child's annual report.

## REPORTING TO PARENTS

Once a term, there will be opportunities for parents to meet with their child's teacher where their progress can be discussed in-line with the National Curriculum, their effort levels and behaviour indicators. An end of year report will be sent to parents in July.

## BEHAVIOUR AND DISCIPLINE

Like most institutions a school cannot function effectively without discipline. So every effort is made to foster in the children an acceptance and recognition for their own decisions and actions, and their consequences. For this purpose, a set of reasonably demanding and acceptable rules, together with rewards and sanctions, have been devised by the children, teachers and supervisory assistants. These rules are intended to promote self-discipline and establish an orderly and happy community in which the most effective learning can take

place, and where its members have a respect and real concern for one another and their school environment.

All staff, children, governors and parents recognise that we have the right to learn in an orderly community in which effective learning can take place. As part of our commitment to this right, we have reviewed our behaviour policy and simplified our school rules to enable all our children to embrace them, whether they are four years or eleven years of age. Our three key rules are:

### **“Ready, Respectful and Safe.”**

We have discussed with the children what these words mean, how they can use these words to help them in school and what their behaviour may look like when they are ready, respectful and safe.

- We are **READY** to learn: we arrive at school on time; we have our equipment ready and we show that we are listening.
- We are **RESPECTFUL**: we listen when others speak and we respect the property of our friends and the school.
- We are **SAFE**: we move around school in a safe manner; we follow instructions to keep ourselves safe in school and when we are on a school trip; we use equipment safely and we stay safe online.

### **EXCLUSIONS**

Fixed term exclusions are rare within school. Exclusion is a sanction used by the school only in cases deemed as serious breaches of the school behaviour code. A child may be at risk of exclusion from school for:

- Verbal or physical assault of another child or adult;
- Persistent and repetitive disruption of lessons and other children’s learning;
- Extreme misbehaviour which is deemed outside the remit of the normal range of sanctions.

The school has a zero tolerance approach to any form of bullying.

## Children's guide to anti-bullying

**What is bullying?**

**S T O P**

**Several Times on Purpose**

**Types of bullying**

Physical

Verbal

Emotional

Cyber

Racist

Homophobic

**If you have a problem, remember what to do:**

Tell an adult in school – it doesn't have to be your class teacher.

Tell a friend or playground buddy.

Put a note in any of the listening boxes in school.

Tell your parents or someone who you know well.

**KEEP OUR SCHOOL A HAPPY SCHOOL AND A SAFE SCHOOL**

**Climate of Cooperation**

It is our policy to provide the climate and conditions in which the children are encouraged to develop positive attitudes towards their learning activities and to one another – where, whatever their ability, their efforts are recognised and appreciated when they give of their best – and where the value of setting a good example to others is emphasised. The teachers play their part by each accepting responsibility for the overall standard of behaviour of the children through influencing them by their own example, teaching skills and rapport with the parents, whose support in encouraging the children to observe the school rules is a most crucial factor in this respect. Behaviour problems in a large school population may never be completely eliminated, but by the parents acting in partnership with the teachers many problems can be prevented from arising in the first place; and all can be solved amicably with parental cooperation and backing.

# SUPERVISION

## 1. GENERAL SCHOOL DAY SUPERVISION

No child may leave the school premises at any time during school hours without a previous written request from the parent, guardian or legal custodian of the child concerned. Nor will any child be allowed off-site unless accompanied by the person making the request. Other unauthorised persons seeking to take a child out of school will be asked to leave the premises, including the playgrounds, playing fields and other areas within the school boundaries.

## 2. SUPERVISION BEFORE AND AFTER SCHOOL

It is generally accepted that the Local Authority's and school's responsibility for the safety of the children begins ten minutes before the school commences (8.50 a.m.) and ten minutes after school closes (3.40 p.m.) Members of staff will supervise children during these time periods. A member of staff, normally the Head or Deputy, will be on the gate at 8.40 a.m. in the morning and 3.25 p.m. on the evening.

Where changes in the time of release of a child from school are to be made the parents concerned will be notified well in advance, whether the changes made be permanent or temporary. Advance notice will also be given of children who may be staying after school to participate in after-school activities. In this case the parents will be informed precisely as to when and where they may collect their children. If the school is to be closed in an emergency details will be posted on the Home Page of the school website.

## 3. CLASSROOM SUPERVISION

During the school day no class or group of children is left unsupervised by the class teacher in the classroom, or anywhere else on the school site, unless in an emergency when a teacher colleague will be appointed to watch over them. Those children unfit to take part in physical activities will remain under the class teacher's supervision as 'participating spectators'. If, during outdoor physical activities, the weather is not suitable for spectating, the children concerned will be attached to another class indoors, for the time being.

## 4. BREAK AND LUNCHTIME SUPERVISION

During the morning, afternoon and lunchtime breaks the children will play in the playground if the weather is fine and be occupied in their classrooms when it is wet. To ensure adequate care for the children, in or out of doors, members of staff whether teachers, supervisory assistants or both, will patrol the area occupied by the children, in and around the school building, not simply remain on call in case of emergency.

Adequate cover for emergencies such as the treatment of an injured child will be provided by the teacher appointed to administer first aid.

We employ sports coaches at lunchtime who organise and supervise sporting activities for the children.

## ADMINISTRATION OF MEDICINES TO CHILDREN

It is accepted that children who are unwell should not be sent to school. At the same time, there are those whom the doctor has advised to attend school whilst still needing to take medicine. In such cases the school office will be most reluctant to accept responsibility for the administration where:

- The times at which it is administered may be crucial to the outcome of the treatment.
- Some medical or technical knowledge or skills may be required to administer it properly.
- Intimate contact with the child may be necessary.

It is for these reasons that teachers cannot be instructed to administer all medicines to children and that the responsibility for doing so lies with the parents themselves, even to the point of their coming into school to do so.

### Prescribed Medicines

Prescribed medicines are those that have been prescribed by a doctor, dentist or other healthcare professional. These medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. **The school cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosage on parent's instructions without first consulting with the parent and the prescriber and/or community pharmacist.** Ideally medicines should be prescribed in dose frequencies which enable them to be taken outside school hours and parents should be encouraged to ask their prescriber about this.

### Non- Prescribed Medicines

School office cannot give a non-prescribed medicine to a young person under 16 without their parent's written consent as advised by NHS Wirral Commissioning Group. NHS advise that ***"Over the Counter Medicines in schools and nurseries" states- "This is clear that administration of non-prescription medicines (over the counter medicines) can be administered following written permission by the child's parent and/or carer. GPs and other***

***prescribers should not be required to write to confirm that it is appropriate to administer over the counter medicines – parents can provide this consent”***

We ask that parents clearly marked their child’s name on the non-prescribe medicine container and complete a form available from the school office.

### **‘BUMPED HEAD LETTER’**

If a child bumps their head, they will be issued with a ‘Bumped Head letter’ for parent/carer information. A member of staff will also endeavour to inform the parent/carer of the incident verbally on the day.

## **ACTION IN THE EVENT OF SERIOUS ILLNESS OR INJURY**

When a child becomes ill or is injured in school it is the duty of the parent, custodian or legal guardian to collect the child and take him or her home, or to the doctor or hospital. It is therefore crucial that the school be given the relevant home and work numbers of both of the child’s parents, or of the custodians or legal guardians, together with any other emergency number such as that of a relative. This will enable the parents, or other appointed persons concerned, to be informed immediately of the occurrence and to come to some agreement as to what action should be taken.

Where parents or other above-mentioned people cannot be contacted at the time and hospital treatment is deemed necessary an ambulance will be called and a responsible member of staff will accompany and remain with the child until the parent or other responsible person arrives.

Only under exceptional circumstances would the Headteacher (or her designated representative) take a child to hospital by car, and only then if covered for doing so by the legally necessary car insurance.

For the children’s safety in this matter all parents or other legally responsible persons should be willing to provide the school with the following information:

- Name, address and home and work telephone numbers of both of the child’s parents/custodians/legal guardians and of those appointed to act in their stead.
- Name and address of the child’s doctor.
- The child’s date of birth and details of any chronic illnesses or allergies.

It is imperative that parents provide the school with any change of address and/or phone number immediately that the change has been made. This will support the school in contacting families when a child becomes ill or has an accident.

## **SCHOOL MEALS**

### **SCHOOL DINNERS**

Hot meals or sandwiches/wraps are available to all children. These meals are free for all children in F2 and KS1.

All KS2 school meals are paid for through ParentPay (cost: £2.30 per day.)

### **PACKED LUNCHES**

If a parent wishes to provide a packed lunch for the child this should be enclosed in a suitable lunch box clearly named. The lunch should include a drink (in a plastic container or carton) and a spoon, if necessary. Water is available for all children, if desired. For health and safety reasons any lunch boxes not claimed after one week will be disposed of.

We ask that you do not provide your child(ren) with nuts or peanut butter sandwiches. This is due to the fact that there are several children in school with a nut allergy and, as you may know, very serious side effects can occur if these children come into contact with nuts in any form.

Sweets and chocolate bars should not be included in the packed lunch as we try to encourage healthy eating during the school day.

### **SNACKS**

Children may bring water (in a plastic clear container) and/or fruit to eat during morning break and a further bottle of water which may be consumed during lesson time. All containers should be clearly named.

## **EXTRA CURRICULAR ACTIVITIES**

A broad range of extracurricular activities are organised for the children each year. Those organised by the school are free of charge. Those organised by private companies incur a charge. Any child entitled to 'Pupil Premium Funding' will be eligible for support from the

school for any extracurricular activity, please arrange a meeting with the Headteacher if this applies.

Current activities which will run this year include: STEM, football, netball, cross country running, dance, tag rugby, homework clubs, cricket, judo, choir, swimming and athletics.

The school takes part in a range of competitive sports against other schools. These include events such as: football, netball, swimming and cross country running. The school requires the highest possible standards of behaviour from children during these events. It also requires that parents arrive promptly to pick up their children at the end of each event.

## EDUCATIONAL VISITS

Parental permission will be sought before children are taken out of school on higher risk school visits. For lower level visits such as walks in the locality, parents will be informed but permission will not be sought.

Parents will be provided with as much information as possible about all visits, i.e. the date; the purpose of the visit; the appropriate clothing and footwear to be worn; whether food will be provided or a packed lunch is needed; whether any voluntary financial contribution or 'spend' is required; and the departure and expected return times from and back to school.

## CHARGING POLICY

The school follows national guidelines on charging parents. Please refer to our Charging Policy in the 'Policies and Procedures' page of our website.

### **It is also the policy of the Governing Body:**

- To ensure that on occasions where charges may be levied, no pupil is disadvantaged solely by parental inability to pay.
- To leave to the Headteacher's discretion, the proportion of the costs of an activity which can be properly charged to public or non-public funds.
- To require parents to pay for damage to school property for which their children are responsible (where reimbursement is appropriate).

- to continue to encourage and support work of the PTA fund raising activities to sustain and subsidise a wide range of school activities and the maintenance of the School Fund in its voluntary capacity.
- To submit to the Headteacher and Chairperson any issue which may require a decision over the implementation of the policy in any particular circumstance.

## SCHOOL UNIFORM

Children are required to wear the school uniform for the following sound reasons:

- It has practical advantages in that, for example, children can be easily identified and most effectively supervised and kept secure when outside the school building, particularly when on educational visits.
- It promotes pride in the school and a unity of spirit and loyalty amongst the children.
- It avoids competition, rivalry and discrimination.
- Uniform standards of dress tend to foster uniform standards in other areas of school life such as good general behaviour and respect for one another.
- It avoids long discussions as to what is most suitable clothing for school and is less costly in that it does not suffer the wear and tear resulting from being worn outside school hours.
- For health and safety reasons a change of clothing and footwear for Physical Education and Games is essential. The school has a statutory obligation under the current health and safety regulations in this respect. No member of staff ever loses sight of the need to exercise the same standard of care for the children in matters of Health and Safety as that which is exercised by caring parents.

Please note that all items of clothing should be NAMED, since each year many unidentified items of clothing are continually being left unclaimed. The school will do its utmost to reunite uniform to owners but reserves the right to dispose of uniform after reasonable steps have been put into place to advertise its loss.

School uniform can be purchased from our Marks and Spencer website or from Wirral uniform centre, Birkenhead.

	WINTER (Autumn & Spring Term)	SUMMER (Summer Term)
<b>BOYS</b>	Royal blue and gold striped tie. Long or short grey trousers. White shirt. Royal blue jumper or cardigan.	Long or short grey trousers. White Polo shirt. Royal blue jumper or cardigan. Grey socks.

	Grey socks. Black shoes.	Black shoes.
<b>GIRLS</b>	Royal blue and gold striped tie. Grey pinafore dress/skirt or grey straight-legged classic cut trousers (i.e. not tight fitting boot-legged or flared). White shirt. Royal blue cardigan or jumper. White socks or grey tights. Black shoes.	Light blue checked dress. Royal blue cardigan or jumper. White socks. Black shoes.
	Hair accessories i.e. ribbons, slides and hairbands should be small, plain and either royal blue, gold or white.	

<b>BOYS AND GIRLS</b>	<b>PE KIT</b>
F2 & KS1	Plain royal blue shorts. Plain white T-shirt. Black pumps or white pumps or training shoes (all without laces). Blue tracksuit
KS2	Plain royal blue shorts. Navy blue sweatshirt Plain white T-shirt. Black or white pumps (indoor). Navy blue Tracksuit bottoms. Black or white trainers with same colour laces. Football kit including boots is optional for extra curricula football activities.

On the day that your child has a PE lesson they should come into school wearing their PE kit (that should always include the sweatshirt) for the whole day.

## OTHER WEARING APPAREL

For reasons of safety children should not wear jewellery and other items of adornment such as earrings, bracelets, chains and large hair combs. These are not only liable to be damaged or lost, but can be a source of danger during physical activities such as games, P.E. and swimming.

Furthermore, the more valuable the above items the more difficult and time-consuming is it for the teacher to provide adequate security for them. In this connection too, the teachers cannot be expected to accept responsibility generally for the loss of or damage to personal property, for whilst they may exercise reasonable care regarding its

safekeeping there is always the possibility of items being lost or damaged when actually being worn, especially during playtimes.

Concern for the children's health as well as their safety demands also that all children should be either barefooted or wear pumps or trainers (as indicated later) with their P.E. kit, during Physical Education activities. This not only allows for safety and freedom of movement but to ensure the continued cleanliness and comfort of their normal school uniform, once the physical activities are over. For health and safety reasons, too, long hair should be tied back during physical activities.

Tattoos, track lines and hair which has been gelled to stand upright is discouraged by the school. Unless the school is undertaking a non-uniform day, all children will be expected to wear school PE kit for sports lessons and full school uniform for other lessons (including black shoes). **Trainers and/or boots are not permitted as part of indoor uniform.**

## CROSSING PATROL

All children, including those accompanied by their parents, should cross the road only under the supervision of the crossing warden and so help to breed good road safety habits. There are two wardens, one stationed in Holm Lane and the other in Ingestre Road.

## PARKING

Cars parked immediately outside the school entrances and exits are a considerable threat to the children's safety. It is much safer for all drivers and pedestrians if cars are parked down the hill or in the lay-by provided at the top of the hill.

No child is allowed to enter or leave the school through the main school car park gate because of its constant use by visitors and trades people. A pedestrian gate is available for visitors and trades people to the school during the school day. Your co-operation in supporting us in this respect will be appreciated.

Due to the size of the school car park, its use is restricted to staff only unless permission has been gained from the Headteacher or her nominated representative. There is, however, a disabled car parking bay which can be used with permission from the Headteacher.

**Parents are requested to show due consideration to the school's neighbours by parking away from their driveways.**

## **COLLECTION OF CHILDREN**

We will only release children into the care of individuals who have been notified to us by their parent/carer. Children will not be allowed to leave the premises unsupervised at the end of the school day unless a letter is provided by the parent/carer.

## **BEFORE AND AFTER SCHOOL CARE**

Before and after school care is provided by school. 'Little Acorns' staff are all employed by Oxton St Saviours and they work from a school group room next to the Year Two classroom.

Hours of working are:

7:45am – 9.00am

3:30pm – 5:45pm

Further details concerning charges and activities can be obtained from the 'Little Acorns' section of the website or by contacting the school office.

## **PARENT PAY**

The schools preferred method of making payments to school is ParentPay. ParentPay is a secure online system that enables parents to pay for items such as dinner money (KS2 only), school trips and activities. ParentPay is also used as a platform to send emails to parents including newsletters and letters.

## **CODE OF CONDUCT**

The school endeavours to work in close partnership with families and will strive to resolve all issues in a way that is in keeping with its Christian ethos. Therefore, any issues which arise will be dealt with calmly and with respect for all points of view. The Governing Body encourages all families to address staff with the same calm and respectful manner.

# SAFEGUARDING

Our school is fully committed to the safeguarding of all children in our care. The contact below can be accessed at any time if a member of our school family has any concern whatsoever concerning the safety of a child or children who attend Oxton St Saviours CE (Aided) Primary School.

**Nominated Officer for Child Protection:**

Mr A Ramsden (Headteacher)

**Deputy Child Protection Officers:**

Miss R Shaw (Deputy Head)

**SINGLE POINT OF CONTACT**

**Supporting Children at Risk of Exploitation**

<b>Nominated Officer</b>	Mr A Ramsden Headteacher	<b>Deputy Officer</b>	Miss R Shaw Deputy Head
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**OPERATION ENCOMPASS**

**Supporting Children at Risk of Violence**

<b>Nominated Officer</b>	Mr A Ramsden Headteacher	<b>Deputy Officer</b>	Miss R Shaw Deputy Head
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And finally... The information contained in this Prospectus relates to the School year 2021/2022. Please be mindful that although correct at the date shown below, there may be changes during the year not reflected herein. The School website provides up to date information.

Headteacher: Mr A. Ramsden  
B.Ed. Hons NPQH