

# St Paul's Church of England Primary School Oswaldtwistle



*'Don't let anyone look down on you because you are young but set an example for the believers in speech; in conduct; in love; in faith and in purity (1 Timothy 4:12).'*

## Information for Parents 2023-24



# A message from the Senior Leadership Team

Welcome to St Paul's! We are proud to be a Church of England school which maintains effective links with the Church of St Paul's and Parish of Oswaldtwistle. St Paul's was quite rightly judged to be a good school by OFSTED in September 2021, and we are continuing our journey of improvement as we move towards outstanding. In January 2020, we were judged to be 'Excellent' in all areas in our SIAMs inspection where it was noted, "Spiritual development is the golden thread that runs through the curriculum and beyond."

Our small class sizes mean we can provide a personalised education for all our pupils in a safe and healthy environment. We aim to ensure our children develop into happy, well rounded, respectful and confident individuals by modelling and teaching our Christian Vision.

We have the highest expectations of all our children for behaviour, academic achievement, attitudes to learning, and attendance; and we also maintain a good partnership with our parents – our staff are always willing to listen!

Our strategic, long term commitment is to improve even further and achieve outstanding standards for all pupils. We have a strong team, committed to providing the very best outcomes for our pupils and improved life chances for our community. Due to this genuine dedication, strong leadership, high quality of teaching and engaging provision, pupils at St Paul's leave this school having made real achievements thus reflected in the academic and non-academic progress they make.

Best wishes,



Mrs R. Wells  
Headteacher



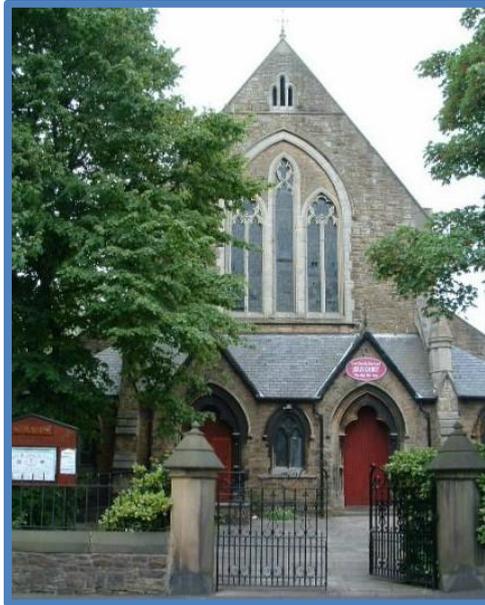
Mrs E Brown  
Deputy Headteacher



Mrs E Procter  
Key Stage 1 Lead

# St Paul's School Mission Statement

*Working, learning, playing and worshipping together*



## Our School Aims

- To inspire a love for learning in children and adults and to enable them to operate as independent learners and thinkers
- To provide a relevant, personalised curriculum for all. To equip each child with the basic skills, knowledge and understanding appropriate to their needs through a broad, balanced and creative curriculum designed to promote their spiritual, moral, social and cultural development in preparation for adult life.
- To encourage a mature and positive attitude to work, to relationships and to life in general
- For children to value themselves, have excellent standards of behaviour and respect for others
- To foster a social, moral and religious awareness that will enable each child to become a happy, well balanced individual with a sense of belonging to a community.



### **Breakfast Club**

We operate a free breakfast club beginning at 8.20am each morning. Children are provided with a nutritious breakfast and a calm environment, ready for a smooth transition to the beginning of the school day. Children attending Breakfast Club must enter school through the main School Office Entrance by 8.30am.

### **Opening and closing times**

The school gates open at 8.45am, and pupils are invited to come straight into school to settle themselves for the day. Registration is from 8.50-9.00am.

The end of the school day is at 3.20pm (3.10pm for Reception Class). Please pick your children up promptly at the end of the school day, as children often become distressed if parents are late. If you are inadvertently delayed, please contact us at school.

### **Playtimes**

Infant children have playtime in the morning from 10.20-10.35am. Junior children have their morning break from 10.45-11.00am. In the afternoon, Infant children have playtime from 2.05-2.20pm. Junior children have 'brain break' times as needed in the afternoons.

### **Collective Worship**

There is an act of collective worship each morning from 9.00-9.20am. This is led by staff, clergy from St Paul's Church, or other visitors. On Fridays parents are invited to the school's Celebration Worship time at 9.00am.

### **Lunchtime**

Lunchtime at St Paul's are happy and calm. There are games and activities on the school playground every day. Classes go into the hall on a rota basis to eat lunch. A member of the Senior Leadership Team is always on duty over the lunch period.



# Attendance and Punctuality

## **Lateness**

Children are expected to be at school by 8.50 am. Doors open at 8.45am and close promptly at 8.50am. If your child arrives after this time they must be brought to the main school entrance where you will be asked to provide a reason for being late. We have a range of awards and incentives in school to promote good punctuality. We monitor rates of lateness and we will contact you to discuss how to improve this if it becomes an issue.

## **Illness**

Government guidelines suggest that every child should have a minimum attendance rate of at least 96%. Children should only be kept at home if they are too ill to attend. If your child improves during the day, please bring them into school. If you are unsure, please bring them into school as we can always contact you if we feel they are not well enough to attend. Please telephone school on the first day of an absence by 9.10a.m. Again, we monitor rates of absence and we will contact you to discuss the matter if this is a cause for concern. Please note that any absence of longer than 3 days requires medical evidence e.g. medical card, prescription, etc. We follow Public Health England guidelines for certain illnesses e.g. sickness & diarrhoea, so we may ask you to keep your child off school for a specified period to ensure infection control. Please try to arrange all medical / dentist appointments out of school time i.e. in the holidays or after 3.20 p.m.

## **Holidays During Term Time**

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time. There is no automatic entitlement in law to take leave during school time. All applications for leave must be made, in advance, by the parent of residence using the 'Request for leave of absence' form from the school office.

Requests will only be authorised if the circumstances surrounding the request are considered to be exceptional. Full details of our policy and procedures are available from the school, but it is important that you understand that leave in term time will not be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional. 'Exceptional' would be classed as once within the primary school years. In considering the request, we will also look at various factors such as:

- The timing of the request
- Pupils should not be absent both immediately before and during assessment periods e.g. SATs or any other public examinations.
- When a pupil's attendance record already includes any level of unauthorised absence
- Where a pupil's attendance rate is already below 95% or will fall to or below that level because of taking leave

- Other periods of leave which the pupil may have had, either during the current or previous academic year
- Any period of leave taken without the agreement of the school, or more than that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date. Readmission cannot be guaranteed.



## School Uniform

We have high expectations for school uniform, and children should wear full uniform every day. All clothing should clearly named. Uniform is available from Whittakers in Oswaldtwistle Mills or Abbey Street Uniforms in Accrington town centre.

- Royal blue and gold V-neck jumper or cardigan with school logo
- White shirt with royal blue tie
- Royal blue, grey and gold tartan pleated skirt or grey trousers
- Grey socks (below the knee if worn with a skirt) or grey tights
- Plain black school shoes (No trainers)
- PE Kit in school every day (white T-shirt, black shorts black pumps)
- Outdoor coat with hood (we play out during all weathers!)
- Sun hat
- Blue gingham dress can be worn during the Summer Term (May-July)

All children need their Reading Book Bag in school every day. No other bag is needed.



If children are required to cover their heads for religious reasons, the scarves should be black or royal blue, and secure when worn but easily removed in an emergency. They should also not impair the hearing. Some families require that children cover their arms and legs at all times. The school will respect this. All P.E. clothing is required to be named and kept in a named P.E. bag on your child's coat peg in the cloakroom. We do not allow the wearing of jewellery whilst doing P.E. or sports lessons because it could be dangerous.

#### **Jewellery & Nails**

On health and safety grounds we do not allow children to wear jewellery in our school. The exceptions to this rule are medical jewellery, small stud earrings and watches. Earrings **MUST** be removed for PE by the child; the school follows LCC guidelines which states that it is not acceptable to 'tape over' earrings. Artificial nail extensions are also not permitted due to health and safety. Nail varnish is also not to be worn, as it is not in keeping with our smart school uniform.

#### **Extreme haircuts and styles**

The school does not permit children to have haircuts that could serve as a distraction to other children. This includes very closely shaved parts of the head including 'tramlines', hair dye and/or hair extensions. Long hair should be tied back, and large hair accessories should not be worn.

#### **Footwear**

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes with platform soles or high heels in school, so we do not allow this. All shoes including sandals should have a heel strap for safety. We do not allow children to wear trainers to school; these are appropriate for sport or as leisurewear but are not in keeping with the smart appearance of a school uniform. We require all children to wear the type of shoe described in the uniform list.



## School Meals

We have our own school kitchen where the meals are cooked on-site, offering a nutritious menu which uses a range of fresh produce. The school operates a cashless payment system. Dinner money is £2.45 payable weekly in advance using ParentPay. Your child can bring a packed lunch, if you prefer, but non-fizzy drinks must be in a plastic container, not glass. Children in Reception to Year 2 qualify for Universal Free Meals. If you feel that your child is eligible for free school meals, you should contact the Area Office on 01254 220714, regardless of the age of your child, as this attracts further funding for school and your child.

### **Milk and Fruit**

A daily portion of fruit is provided daily for all Infant children who would like it. Milk is available daily for all Reception children.

### **Tuck Shop**

The school runs a 'tuck shop' at morning playtime where toast or crumpets can be purchased for £5 per term. This should be paid using ParentPay termly. Children should not bring in snacks from home.



## Collective Worship & Religious Education

The Religious Education studied at our school follows the Blackburn Diocese Board of Education syllabus. The emphasis is on Christianity, with Islam, Hinduism and Judaism also studied. Every class has a weekly RE lesson. Each day, there is an act of Collective Worship, usually led by either by a member of the Senior Leadership Team, staff or member of the clergy. These times of 'coming together' are an important and enjoyable part of the day.

During worship children hear stories from the Bible, other literary sources and from other religions and cultures. In prayer they exercise and explore their relationship with God, of his love for them and how it is expressed through the life of Jesus Christ. Parents are invited to join us each Friday for our 'Celebration Worship' and for class worships.

The worship and religious education provided by the school is in accordance with the Church of England Foundation. This foundation is also reflected in the curriculum and the whole life of the school community. You have a right to withdraw your child from collective worship and Religious Education. Please contact the Headteacher for guidance. However, as a Church School we place great value on our collective worship and would strongly recommend that your child partakes in this aspect of school life.



## Pastoral Care & Behaviour

Our school operates a positive approach to managing behaviour and discipline, and we have the highest expectations for behaviour. OFSTED 21 *"Pupils behave well in the calm and orderly environment that leaders have created. Pupils enjoy their learning."* We operate a range of rewards for good behaviour, as well as consequences for behaviour which falls short of what is expected. We appreciate your support in all aspects of ensuring your child's behaviour remains good so that all children can learn and enjoy.



## School Organisation

The children spend their first year in Foundation Stage (Reception Class) which is unique to their learning. Children then move on to Key Stage 1 for two years and then Key Stage 2 for four years. Finally, at the age of eleven and on completion of Year 6, the children move on to secondary school. We have excellent relations with our local secondary schools, Mount Carmel RC High School, Rhyddings High School and Accrington Academy to ensure a smooth transition for our pupils. Projects are organised throughout Year 5 and Year 6 to engage pupils from high schools to work together with teachers.

Classes are straight aged and housed in seven well-resourced classrooms. Each classroom has a reading area, a worship area, an interactive whiteboard. The children also use laptops and iPads for ICT lessons and to support their curriculum learning. In addition, the school has a large hall and well-resourced library.



## Curriculum

Through our broad and balanced personalised curriculum, including enrichment activities such as visits and visitors to school, along with carefully planned and well taught lessons, St Paul's ensures that pupils are highly motivated and achieve well. The school follows the National Curriculum and the Early Years Foundation Stage curriculum. Details are published on the school website in the form of curriculum overviews and knowledge organisers for each class.

In the Foundation Stage, children develop the key building blocks for success in future years. The stimulating and well-resourced environment allows children to develop key skills such as communication, literacy and numeracy as well as important social skills. From Year 1 to Year 6, the curriculum includes RE, maths, English, science, geography, history, music, art, computing, DT and PE. A strong emphasis is placed on developing and applying high levels of numeracy and literacy.

### **Curriculum Enrichment**

We have developed a St Paul's Passport which sets out a guarantee of rich experiences children will have when they attend our school; this ranges from visiting the theatre to an outdoor residential stay! We also hold an enrichment week every term which focuses on a range of themes which are important to our children. Theme weeks from previous academic years included 'Raising Aspirations', 'World Faiths' and 'Olympic Sports' and 'Passport Around the World'. We also offer other enhancements including Military Education and Forest School which help promote a range of skills including team work, resilience, curiosity, problem solving, independence and self-confidence.

### **PE and Sport**

Sport is an important part of the National Curriculum. All our children engage in two lessons of PE per week and these are a balance between games, dance, gymnastics, athletics and swimming. The school also employs specialist coaches from outside school to deliver aspects of PE to the children. St Paul's is part of the Hyndburn Sports Partnership as well as the local Sports Primary Cluster, where children of all ages have access to a wide range of sports and competitions.



### **Relationships and Sex Education**

Relationships & Sex Education will be appropriate to the child's age and experience and is presented in the context of Christian family life, of loving relationships and of respect for others. At Key Stage One and lower Key Stage Two our Relationships Education will be covered in a cross curricular way, with links to the PSHE and science curriculum. In Years Five and Six, Sex Education will form a more discrete element of the programme. It will include units of

work on puberty and human reproduction. Class teachers will be involved in talking to both boys and girls. The full policy is available on the school website or from school.

### **Extra-Curricular Activities**

St Paul's offers our children a wide range of extra-curricular activities throughout the school year and for different age ranges. Clubs and activities offered include:

Gardening	Drama	Recorders
Football	Typing	Gymnastics
Percussion	Athletics	Netball
Boxercise	Tag Rugby	Multiskills
Cross-Country	Choir	Knitting

### **Homework**

The quantity and frequency of homework increases as the children move through school. This work will cover such areas as:

- Learning spellings and multiplication tables
- Reading
- Extension/consolidation work
- Research work
- Completion of unfinished classwork

We feel that it is of vital importance that children should read at home on a regular basis - DAILY IN MOST CASES - and we recommend parents spend time reading with their children in a quiet relaxed atmosphere. A home/school reading programme is in operation and further information and advice on how you can help your child is always available from class teachers.

Children in Key Stage 2 at school will be set more specific homework tasks as they establish valuable learning habits for their time at high school. Staff appreciate parent's support in ensuring homework is completed and returned to school on time. If you have any queries homework, please do not hesitate to contact the class teacher to discuss this.



### **Educational Visits**

Throughout the year the school organises educational visits during normal school hours to a variety of locations. These visits are designed to stimulate academic opportunities through creating memorable learning experiences. The use of visits and visitors are designed to complement and extend the range of activities within the curriculum. A voluntary contribution is asked to cover the cost of trips. All coaches used to transport the children have

fitted seatbelts. Strict health and safety guidelines are adhered to and risk assessments are in place.



## Admissions Policy

All pupils will be given equal consideration for admission to our school, irrespective of gender, race, disability or Special Educational Needs, and in line with our admissions policy. A copy of our admission policy is available on the school website or from the school.

## Parents' Evenings

### **Autumn Term**

Parents' Evening is set in October where parents have a short appointment time to talk about your child's progress and how he/she has settled in. A short report will be sent home before Christmas with a attendance update, progress and current grades.

### **Spring Term**

The next Parents' Meeting (usually in February) is an opportunity for you to talk in depth to the teacher about your child and their progress. A short report will be sent home before Easter with a attendance update, progress and current grades.

### **Summer Term**

All children receive another written report in July with progress comments on all National Curriculum subjects. This report will include results of EYFS/National Curriculum assessments if your child is in Reception, Year One, Year Two or Year Six. There is an opportunity for you to come into school to speak to the teacher about the report if you wish.

## Safeguarding & Child Protection

As schools have daily, close contact with children, it is possible to observe signs of possible abuse, failure to thrive, or changes in a child's behaviour. Parents/carers should be aware that, where it appears to a member of staff that a child may have been a victim of abuse of

any form, the school is required by law under the Safeguarding & Child Protection Procedures to report their concerns to Social Services immediately, and if necessary, without contacting the child's parents. Mrs R Wells is the Designated Senior Leader (DSL) for Safeguarding & Child Protection, and Mrs E Brown is the back-up DSL. Mr G Fielding is also Designated Senior Leader trained along with Miss L. Maden, Mrs S Egan and Mrs E Procter.

### **Child Safety**

Your child's safety, whilst in our care at school is always paramount. No unauthorised person other than the known parent(s)/guardian(s) of a child will be permitted access to your child during school hours. Please let school know if any person/relative is not allowed contact with your child, so that appropriate action may be taken. You will always be informed if anyone approaches school regarding your child.

We ask you to collect your child from school if they are to be absent for a medical appointment. If parents are late/detained at the end of the school day, please contact school as soon as possible. Children wait at the school office, in safety, until contact can be made with the parent and appropriate arrangements are agreed.

Although we welcome parents and visitors into school, security is important. All outer doors are fitted with secure closures and the entrance to school, during the school day, is through the main front door (again, through a security system.) All visitors must report to the school office before entering school, to be signed onto the premises and issued with a security badge. Any unknown person on the school premises during the school day will be challenged by any member of staff and asked for verification of identity. If identity is not clearly verified, appropriate action will be taken, involving the police if necessary. We see our school as an open, welcoming school, but trust that parents will feel reassured and see the reasoning behind apparent restricted access to pupils.



## First Aid

Most teaching and support staff in school have received first aid training and four members of staff have received paediatric first aid training. Well stocked first aid boxes are kept in central areas in school. All accidents are recorded in the Accident Book and parents and carers are notified of any first aid treatment given via a slip sent home or text message (head injury only).

## Head Lice

Head lice are an on-going problem in most schools and one to which parents need to be alert. Please check for head lice every week and treat immediately. Girls should always come to school with long hair tied back.

## Use of Pupil Images and Names

On entering school, parents are asked to sign a photograph permission slip and only those pupils with such permission will have their photographs published on the school website, social media or local media. Pupils' full names will never be used alongside photographs. This permission will stay in place for the duration of the child's time at St. Paul's, which will form part of a celebration and reflection of their time with us.

## Home School Agreement

It is vital that school works in partnership with parents/carers for children to achieve their very best. As such we have a Home School Agreement which we ask parents and children to sign. Please take time to look over St Paul's Home School Agreement, a copy of which you are asked to sign and return to school.



## Car Parking

With no car park and being situated on a busy main road, traffic congestion is a serious problem, especially at the beginning and end of the school day and when school events take place. It is recommended that children and parents walk to school, if possible, to ease the congestion. If it is necessary to travel to school in a car, then the access to school must always be kept clear for deliveries and emergency access. It is also requested that consideration is given to the residents who live on neighbouring roads by not blocking driveways.

## Medicine in School

It should not be necessary to send medicines to school. If a course of antibiotics must be completed and the child is well enough to come to school, school will only administer medicine which is required 4 times per day. If your child requires medicines that need to be administered in school, please complete the appropriate Medical Form available from the school office. Medicines should be dropped off and collected each day from the School Office by the parent, and not left with children. As needed medicines e.g., throat sweets should not be brought into school. A copy of the school's medical policy is available on the school website or from the office.

## Complaints Procedure

If you have a concern about anything we do you can tell us by telephone, in person or in writing. If any of these are difficult for you, a friend or adviser can speak to us on your behalf. Most concerns or complaints will be sorted out quickly either by putting things right or by explaining the School's actions to you. Try to go to the member of staff involved or your child's class teacher who will either deal with your issue or pass you on to someone who is more able to help. If you have already told us about a concern but are not satisfied with how we have responded, you may wish to make a complaint. We have a complaints procedure, which is available on the school website or please contact the school office.

# The School Team

## **Senior Leadership Team**

Headteacher - Mrs R. Wells  
Deputy Headteacher - Mrs E Brown  
Key Stage One Leader – Mrs E Procter

## **EARLY YEARS FOUNDATION STAGE**

### **Reception**

Class Teacher – Miss O Yates  
Teaching Assistant – Miss A Taylor  
Teaching Assistant – Mrs T McKillop

### **KEY STAGE ONE**

#### **Year 1**

Class Teacher – Miss L Maden  
Teaching Assistant – Miss P Bradshaw  
Teaching Assistant – Mrs D Pinder

#### **Year 2**

Class Teacher – Mrs E. Procter  
Learning Support – Mrs J Harrold  
Teaching Assistant – Mrs C Bellew

### **KEY STAGE TWO**

#### **Year 3**

Class Teacher – Mrs T Hildersley  
Teaching Assistant – Mrs Bi

#### **Year 4**

Class Teacher - Miss A. Davies  
Teaching Assistant – Mrs Perkins  
Teaching Assistant – Miss Taylor

#### **Year 5**

Class Teacher – Mrs E Brown  
Teaching Assistant – Mrs L. Melling

#### **Year 6**

Class Teacher – Mrs E. Poynton  
HLTA/Teaching Assistant - Mrs L. Woodward

**Catch up Intervention Teacher** Miss R. Baines

### **Pastoral Support Team**

Reading Mentor - Mrs J. Harrold  
Pupil/family Support Worker – Mr G Fielding  
Pupil/family Support Worker - Mrs S Egan

School Crossings Patrol – Mr D. Jones  
School Administrative Officer/Bursar – Mrs L Smith  
Finance – Mrs D Cash

### **Buildings**

Site Supervisor – Mr M. Cox  
Cleaner – Miss C Cook

### **Catering Staff**

Kitchen Manager – Ms J McAndrew  
Kitchen Assistant - Mrs S. Dwyer  
Kitchen Assistant – Mrs D Bennett

# Meet the Governors

As we are a Church of England Voluntary Aided School most of our governors are appointed by the Diocese of Blackburn, known as Foundation Governors. One governor is appointed by the local authority, two are elected by parents, one is elected by the staff, and the Headteacher is an ex-officio member of the governing body. Most of our Foundation Governors are involved with one or other of the three Anglican Churches making up the Benefice of Oswaldtwistle.

Foundation Governors	Mrs C. Haworth (Chair of Governors) Cllr J. Addison Mr J. Shaw (Vice Chair) Mrs J. Stansfield Mrs Elaine Eatough Mr S. Breckell Mr C. Buck Mr C Yates
Parent Governors	Miss A Walsh Mrs I Hussain
Headteacher	Mrs R Wells (Ex Officio)
Staff Governor	Mrs L Melling
Local Authority Governor	Mrs AM. Allonby



# Term Dates 2023-24

## **Autumn Term 2023**

School reopens on Tuesday 5<sup>th</sup> September 2023  
Closure after school on Friday 20<sup>th</sup> October 2023

### ***Half Term Break***

School Reopens on Monday 30<sup>th</sup> October 2023  
Closure after school on Thursday 21<sup>st</sup> December 2023

## **Spring Term 2024**

School reopens on Monday 8<sup>th</sup> January 2024  
Closure after school on Friday 9<sup>th</sup> February 2024

### ***Half Term Break***

School reopens on Monday 19<sup>th</sup> February 20234  
Closure after school on Thursday 28<sup>th</sup> March 2024

## **Summer Term 2024**

School reopens on Monday 15<sup>th</sup> April 2024  
May Day Bank Holiday Monday 6<sup>th</sup> May 2024  
Closure after school on Friday 24<sup>th</sup> May 2024

### ***Half Term Break***

School reopens on Tuesday 4<sup>th</sup> June 2024  
Closure after school on Friday 19<sup>th</sup> July 2024