



Nelson St Philip's CE Primary School

Leeds Road, Nelson, BB9 9TQ
01282 614463

A Parent/Carer Guide of What to Expect as Part of the St Philip's Family

Whether you are new to our school, or have been with us for a while, I thought it was worth running through some of the main answers to regular questions that we get asked. It is quite lengthy so I suggest you find a quiet time to sit and read through it! I would suggest keeping hold of it to refer to throughout the school year. **Some of the information contained in this guide is provisional and is subject to change through the COVID-19 pandemic.**

The School Day

The following is an outline pattern of a **typical** day. There are obviously variations to the routine from day to day.

SESSION TIME:	Activity
8.45 am	Teachers Commence Duty. Children arriving at school will be supervised from this time. We regret that before 8.45 am children cannot be our responsibility. From 8.45am children will be permitted to enter the building.
8.55 am	School commences with registration and Worship
10.20- 10.35am	Morning Teaching Session Infants and Junior have a 15 minute break and the time of this may be variable
11.50am 12.00 noon	Lunch Break for KS1 commences Lunch Break for KS2 commences
12.55 pm	Afternoon Session - children collected from yard at 12.55pm starting with registration followed by the Afternoon Teaching Session Infants and Juniors have a short afternoon break, but the time of this is variable.
3.30 pm	School Closes There are opportunities for children to stay behind after school for extra curricular activities on some days of the week.

Lunch Arrangements

School meals are cooked on the premises. The education authority ensures that all meals meet or exceed national standards. **A lunch will be provided for every pupil in Key Stage 1, these meals are not charged for under the Universal Free School Meal Scheme.**

For Key Stage 2 pupils - The current price of a meal is £2.20 per day. A packed lunch may be provided from home. In a very small number of cases pupils will go home to have their lunch. If your child has any changes to their dietary requirements, or is allergic to anything, please inform the school office immediately.

During off-site educational visits all pupils will be expected to provide a packed lunch. Those pupils who usually have a school meal will not be charged on that day. Any pupils who are entitled to a free school meal will have one provided by the school.

Any parent that feels that their child may be entitled to a free school meal should contact the school office as soon as possible who will support you in applying to your child's entitlement.

Uniform

Boys



Royal Blue sweatshirt (preferably with school logo)
Dark trousers
Plain black/grey socks
White polo/cotton shirt

Girls



Royal Blue sweatshirt/cardigan (preferably with school logo)
Dark skirt or trousers
Plain socks, tights or shalwar (black, grey or white)
White Polo/Cotton Shirt

In the summer girls may wear a pale blue checked dress

We expect all children to wear full school uniform every day. This includes plain black school shoes with a sensible heel, not trainers and no logos. If children have a problem with their usual school shoes, they must wear their black school pumps whilst in school. During winter months children are allowed to wear sensible plain black boots on the journey to/from school, but must change into school shoes upon arrival to their classroom.

The children are expected to keep their shirts tucked in if they remove their jumpers and not to have their jumpers around their waist, as we want high standards from our pupils, including their uniform presentation.

It is the School's Governors' Policy that all children do not wear scarves of any type, in our school or in our school grounds, in view of their age and in the interests of health and safety.

Official School Uniform can be purchase via the school office – order are sent annually (May or June) to our supplier Price Buckland. Our school uniform is also available from uniform stockists in the town centre.

Please ensure that all items of clothing are named – then they can be returned to your child if the items become lost. Jewellery is not allowed in school. **Pupils should not wear rings, bracelet, necklaces or earrings in school.** Inexpensive wristwatches are allowed.

Physical Education Kit



White t-shirt with (preferably with school logo)

Royal Blue Shorts

PE bag

Pumps/trainers

PE kits are kept in the classroom in a special container and are sent home half-termly to be washed and must be returned to school on the first day back at school after the holiday.

School Reading Bags

School Reading Bags are available from the School Office at the price of £4.00.

Hairstyles

The Governors have decided that extreme (shaved half way and left long on top/ lined or patterned hairstyles) or unusual hairstyles are inappropriate to the standards that we are trying to attain and they are therefore not allowed. This is also to support the children on transition to Secondary school in meeting their standards.

Photographs of Children

We like to share our successes in school with others. This can be on our school website or in the local paper. The large majority of parents have already given permission and this remains on file.

Whilst we fully understand that you wish to photograph your children in any shows or school events, we would ask that you do not take photographs of other children and do not place photographs of your own children on social media if another child can be identified in the background.

School Photographs



The school photographer comes into school annually to take photos of the children individually, with siblings and also in family groups. We will inform you of the dates, so please check the letters when they come home.

Attendance

It is important for your child's success that they attend school as much as possible. Whilst they are absent from school, they may miss crucial parts of their education. 95% attendance is the equivalent, over a year, of 9 days of school missed, which is nearly two weeks. 90% attendance is the equivalent of 19 days of school missed, nearly four weeks.

Obviously there are occasions when children are poorly, and under these circumstances, they need to stay at home. Parents/carers must inform us of the absence and keep in regular contact during the absence for the absence to be recorded as authorised. Please call the school to report the absence as soon as you are aware that they are going to miss school.

Family holidays should not be taken during term time and will not be authorised, no matter what the circumstances.

If a child has an unauthorised absence for more than five school days, then Lancashire County Council will issue a Fixed Penalty Fine. Further details can be found in our Attendance Policy on our website.

- The fine is currently £120 per parent for each child, although this is halved if paid within 21 days.
- Failure to pay the fine would result in a court summons.
- The money does not come to the school and we have no powers to cancel the fine.

Parents are informed of their child's attendance at half termly intervals. At the end of the academic year, children with 100% attendance for the whole year are rewarded with an attendance award.

Punctuality

Similarly, it is vital that the children are in school on time every day. The first bell is at 8.45 am and it is important that Parents wait with their children until this time as we are not responsible for them until this time. The front gate is unlocked at 8.30am and locked at 9:00 am just after the school session begins. Children arriving after this time need to enter school via the School Office. Our lessons start promptly at 8.55am so children arriving after this time often miss instructions and demonstrations from the teacher and children say that it is embarrassing walking in late to lessons. Five minutes of lateness every day is the equivalent of 20 lessons missed over the year.

School finishes at 3.30pm. The front gates are open from 3.25pm to 3.45 pm. Parents/carers arriving after this time will need to collect children from the School Office. Children often get distressed when not collected on time. If you know that you will be late collecting your child, please phone ahead to let us know, otherwise all children need to be collected at 3.30pm promptly. Children from Y6 upwards are able to walk home (with parental permission); all other children need to be collected from the playground. It is not safe for them to wait by the roadside.

After-school Clubs

Our children enjoy taking part in after school clubs. Staff volunteer their time to plan and deliver a wide range of clubs and we will continue to do so. Some clubs run for a designated number of weeks and then end, such as Cooking Club but others will continue which allows children to further develop a skill, such as Drama Club or Football Club. Please ensure that you read the letters carefully or see the school website which give you details of the dates the club will be on.

Whilst we want children to get involved, all of the clubs have limited places, so it is important to get your letter back into school as soon as possible once they are issued.

Please remember that all clubs finish at 4.30pm. Many of our children have still been in school after 4.40pm. This is unfair to the staff, who end up staying in their own time to look after the children. If children are picked up late on three occasions, they will lose their place in the club.

Parking

Parking outside Nelson St Philip's School is very tight. Please do not park on the pavements, on or opposite the yellow zig-zags. School staff sympathise about the lack of parking, which is typical of schools in residential areas. Please do not jeopardise the safety of our pupils by parking where you shouldn't, or by allowing your children to get out of the car whilst it is in the middle of the road. Cars parked illegally often restrict pupil's view of oncoming traffic. Having seen several incidents outside our school where children have very nearly been knocked over, I cannot emphasise enough how important it is to get all of the children in and out of school safely. It only takes one mistake for a tragedy to occur. We will pass details to the police if we see illegal activity which puts our children's lives at risk.

Medicines in School

Medicine: The administration of medicines in school will be permitted, parents are asked to deliver any medication to school via the school office and to collect it at the end of the day in the same way. Before medication can be given in school, parents must complete the appropriate authorisation form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the school office.

Alternatively, parents may choose to administer the medicines themselves and can come into school to do so.

Key Stage 1 children with asthma, administer their own medication under supervision of the First Aider. Key Stage 2 children who suffer with asthma, are responsible for carrying and administering their own medication.

Inhalers or Epi-Pens: If your child is on our medical register as requiring medication such as an EpiPen or Inhaler, they should not come to school unless we have a supply of the medicine – as your child's life could be in danger without the required medication. Staff check the medicines that we have in school and will inform you if we do not have enough or if it is going out of date. You must ensure that further

supplies are sent into school. Children are not allowed on out of school activities if they do not have their inhaler with them.

If your child no longer requires the medicine, you must inform us in writing and come into school to collect any remaining supplies. These cannot be sent home with the children.

Behaviour

We expect high standards of behaviour from our pupils at all times and, on the whole, they do not let us down. The children of St Philip's have very good manners and know how to behave well. However, if there are instances where children have broken rules, there will be consequences which may include a verbal warning, missing all or part of a playtime, time out of class and often the parent receiving a phone call home or being asked to meet with the class teacher or Key Stage Leader. Parents and pupils need to be aware that if a serious incident occurs, the child will not be able to attend a school club or a school trip for five school days, as we need to ensure that they are capable of, and willing to, abide by the school rules before they partake in a situation which relies on good behaviour. You will be informed if this is the case.

Academic Success

Our curriculum and the system for assessment has seen significant changes over the last year. There is information on the school website detailing what the children are learning in each year group at www.st-philips.lancs.sch.uk.

Within all the classes from Y1 to Y6, the teachers carry out regular assessments of the children based on the work that they carry out each day. Children do sometimes complete test questions, but we do not use whole tests to inform our judgements, they only form a part of the judgement.

At the end of each term, the teacher makes a judgement based on each child's learning in class, as to where the child's current level of attainment is. E.g., a child working at national expectations in Year 1 would be 'Year 1 working towards at Christmas, 'Year 1 Developing' at Easter and 'Year 1 Secure at summer'. However, not all children will be working at the national expectations as some children may exceed this and be working within 'Greater Depth'. The work that children receive is monitored very closely in school. The most important factor is that children make progress whatever their current level of attainment is.

Parents receive a full academic report in July.

In addition to this there will be opportunities for parents to meet with teachers to discuss their child's progress and to look at their books in October/November and March/April. Look out for letters coming out with the dates on.

Statutory National Tests

Y6 will take their SATS tests in May

Y2 will complete SATS tests in May.

Y1 and some Y2 pupils will take a phonics test in June.

Dressing up Days

Our children are fantastic at rising to special occasions and love dressing up for a special event. Thank you all for supporting these ventures. We promise to give you as much notice as we can, so that you can be prepared. We will always ask the children to dress up as a book character for World Book Day (March), to dress up to raise money for Children in Need (November) and for other events as they occur.

Homework

We feel that homework is important for a number of reasons. It allows you to see what your child has been learning in school and to feel involved in the process. It also helps to get the children into a routine of completing homework and returning it on time – which is very important preparation for when they get to High School. It also helps to consolidate skills covered in class. New concepts are usually not set for homework. Usually it is work which the teacher has explained which needs extra consolidation or practice.

We have got access to a number of online programmes which are part of the children's homework. This would considerably widen the possibilities of work we can set and will appeal a lot more to the children.

Rewards

Our staff constantly look to reward children who demonstrate excellent conduct in school. Children are able to achieve Team Points, Behaviour ladder rewards and individual stickers or certificates. In addition to this, each week one child will receive the Class Superstar recognition for fantastic behaviour for learning and children are rewarded termly superstar status and whole year superstar status.

Educational Visits

We know that the children at St Philip's really enjoy school trips and we aim to ensure that all classes have the opportunity to go on at least one trip during the school year, to enhance their learning experiences. We ask that you support us by returning any slips and payment promptly.

Classes take it in turns to host Friday Friends. This is an opportunity for parents to undertake activities with their child and meet other parents.

If you have any concerns or questions at any time, we are happy to chat to you. In the first instance, concerns should be raised with your child's class teacher or Key Stage Leader. Call Mrs Hartley or Mrs Harvey on 01282 614463 if you require an appointment.

We hope that you and your child have a successful year as part of the family at St Philip's.

Miss R Moulden

June 2021

SCHOOL STAFF

LEADERSHIP TEAM

Miss R Moulden –Headteacher

Mrs K Macdonald – Deputy Headteacher

Mrs S Swire – Senior Leadership Team

EYFS and Key Stage One Key Stage Leader – Mrs S Swire

Reception and Year 1: Miss A Nuttall

Y1 and Year 2: Miss J Peel

Key Stage Two Key Stage Leader – Mrs K Macdonald

Year 3: Mrs S Swire

Year 4: Mrs S Swire and Mrs J Barnes/Miss K Akram

Year 5: Mrs J Barnes/Miss K Akram

Year 6: Mrs K Macdonald

Mrs C Ashton - SENDCO

Learning Support Assistants

Mrs K Blades; Mr M Bowie; Mrs C Hales; Mrs S Hanif; Mrs N Hussain; Mrs L Kinsella;
Mrs N Mahmood; Mrs A Romanska, Mrs S Variyam, Mrs A Nazir

Parental Liaison Officer

Mrs D Stewart

Schools Administrators

Mrs J Hartley

Mrs A Harvey

Welfare Assistants (Lunchtime)

Mrs K Bibi

Mrs S Chaudhry

Miss F Rauf

Mrs K Shah

Mrs M Yasin