

St. Edward's RC Primary School Lees.

SCHOOL PROSPECTUS

2017/2018



**"I have come that you may have life
and have it to the full." [John 10.10]**

School Mission Statement.

The information and particulars contained within
this booklet are correct as at 1st September 2017. More information can be
found on the school website www.st-edwards.oldham.sch.uk

However, parents should be mindful of the fact that changes may occur at any time during
the course of the Academic Year.

If you find it hard to read this book
please tell us, we will be glad to help.

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SCHOOL DETAIL

Full Name of School: St. Edward's RC Primary School
Full Postal Address: Rowland Way, Lees, Oldham. OL4 3LQ

Telephone (& Fax): (0161) 624 1377

E-mail Address: info@st-edwards.oldham.sch.uk
Website Address: <http://www.st-edwards.oldham.sch.uk>

Chairman of Governors: Canon E. Dolan **Headteacher:** Mr P Moore

School Business Manager: Mrs J. Akin

Teaching Staff:	Mrs V Turner	Nursery
	Mrs C Ballan	Reception
	Mrs N O'Connell	Rec. / Year 1
	Mrs Syder	Year 1 / Year 2
	Miss A Mongan	Year 2
	Mr I Toft	Year 3/ Year 4
	Miss A Aylett	Year 3/Year4
	Mrs J Lee	Year 3 /year 4
	Miss L Brooks	Year 5 / Year 6
	Mrs S Richmond	Year 5/ Year 6
	Mr P McMahon	Year 5/Year 6
	Miss A Aylett	SENCo

Family Support/ Pastoral: Mrs Sally Maders

Teaching Assistants:	Miss B Leigh (Nursery)	Miss L J Jackson (Y4 SEN)
	Mrs C. Wilkinson (Y2)	Mrs Donna Sweeney (Y4- SEN)
	Mrs K. Leigh (year 3.4)	Mrs G Fletcher (Y5/Y6)
	Mrs A Robinson (Y65- SEN)	Mr K Faragher (Y5-SEN)
	Mrs N Hayward (Y3 SEN)	Miss L Thomas (Foundation Stage)
	Mrs K Garforth (Rec/yr1)	Miss S Coleman (SEN)

Clerical Support Mrs A. Jamshed Miss N Shea

Site Manager: Mr M. Hearne
Cleaners: Mrs V. Reade Mr E. Highton

Mid-Day Supervisors:	Mrs L Connelly	Mrs. B. O'Mara
	Mrs L Potter	Miss N Shea
	Mrs L McAlpin-Dudley	Miss M Keeley
	Mr E Highton	Mrs K Gibson
	Miss C Wilcock	Miss L Gibson

Aims and Objectives

The aim of St Edward's Roman Catholic school community is to work towards fulfilling our mission statement:

"I have come that you may have life and have it to the full."

[John 10.10]

We want every child to use their God given talents to the full.

Our objectives can be summarised using the 5 W's

- 1) **WELCOME**-St Edward's is a welcoming place. All are welcome and made to feel special. We are all God's unique creations and should be valued as such.
- 2) **WELFARE**-St Edward's provides a welcome, caring, safe environment where pupils are enabled to achieve their full potential. The children are encouraged to look after every member of their school family but also to remember they are part of a parish family and a wider, worldwide, Catholic family. We place great importance on ensuring that our pupils experience human dignity in the school community. We pride ourselves on the caring and supportive relationships that exist at all levels within our community. We foster an atmosphere of order, discipline and respect. For this reason, we take a very serious view of any incidents of bullying or intimidating behaviour but these are rare due to the emphasis we put on the message of love and respect that must be shown to all members of our school family.
- 3) **WITNESS** - We see ourselves as Disciples of Christ and are living our mission statement. Of great importance to us are our Christian values of love, truth and respect: "Love one another as I have loved you". (John 13:34) These are not just words but must guide our actions.
- 4) **WORD** -The words of our mission statement also apply to academic standards too. It is essential that all the children in our care enjoy and achieve through the provision of a stimulating and challenging curriculum. We have an exciting skill based curriculum and a strong commitment to raising standards and pupils achieving. Pupils with any individual learning needs are identified early and then effective support to address that need is put in place. Staff development is of high priority to assure high standards of teaching and learning and to maintain a broad balanced and relevant curriculum. Achievements of all in the school community are recognised and celebrated. Gospel values are related to everyday experiences, all pupils have a realisation that they have been cherished and have been prepared for life here and hereafter, and that their education involves not only learning the truth but living it as well.
- 5) **WORSHIP**-Another key aspect of our school is the worship of God and God's world that we enjoy together. We do this through assemblies, Masses, prayer and through our commitment to be part of a wider catholic family and worshipping as a parish community and a wider Catholic family.

By following the 5 W's we are confident that our shared vision for Catholic Education can be achieved. 'That all pupils achieve their potential and develop to the best academically, spiritually, morally and culturally.' In other words, they use their God given talents to the full, loving God and loving others.

ST EDWARD'S RC PRIMARY SCHOOL LEES OLDHAM

ADMISSION POLICY



St Edward's is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by Oldham Local Authority as a voluntary aided primary school.

The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2017/2018 the governing body's planned admission number is 35.

Admission to the school will be made by the governing body in accordance with the stated parental preferences it receives subject to the following criteria which will be used to form a priority order if there are more applications for admission than the school has places available.

'The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for, and be considered for, a place here.'

Supplementary Form

Applications for a place in reception at September 2017 must be made using the Oldham Council's online application process at www.oldham.gov.uk/admissions by 15th January 2017. Parents who wish to seek priority under any criterion that requires additional evidence should also complete the school's Supplementary Information Form (SIF) and return it to school by 15th January 2017.

1. Looked After Children and previously Looked After Children.
2. Children with an exceptional social, medical, educational or religious need which can be best met, or only met at this school;*
3. Baptised Catholic children who have a sibling in the school at the time of admission.
4. Baptised Catholic children resident in the parishes of St Edward's or Sacred Heart Uppermill.
5. Other baptised Catholic children.
6. Other children who have a sibling in the school at the time of admission.
7. All remaining applicants.

*Exceptional needs of this kind will occur very rarely. It is strongly recommended that a written application is submitted in advance of the normal admissions timetable.

If it is not possible to offer places for all applications within any criterion above, priority will be given to those living closest to the school measured by the method used by the local authority. In the event of distances being the same for 2 or more applicants, places will be allocated by method used by the local authority

PRIMARY NOTES



- a) The governing body is the admissions authority. The admissions committee is comprised of the following governors: Chair of governors (parish priest), Vice Chair and Headteacher.
- b) Parents must complete an application online at www.oldham.gov.uk/admissions expressing two preferences for primary schools. The closing date for all applicants is Monday 15th January 2018. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.
- c) Parents will be informed of the governors' decision by Oldham LA on 16th April 2018. An offer of a place does not guarantee a place for brothers and sisters in subsequent years
- d) Each Roman Catholic applicant will be required to produce a baptismal certificate.
- e) Parents should check carefully whether they are resident within the parish boundaries of St Edward's Parish or The Parish of Sacred Heart, Uppermill.
- f) All applicants resident in the parishes of St Edward's and Sacred Heart Uppermill will be required to provide proof of address, by supplying an original, up-to-date, utility bill.
- g) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot operate classes in Key Stage One of more than 30 children.
- h) Exceptional Needs Children for whom the governors accept that there are exceptionally strong medical, social or welfare reasons associated with the child and/or family, which are directly relevant to the school concerned. Supporting professional evidence will be required. This may be from whatever sources/s the applicant feels are most appropriate. Examples of such evidence are doctors, health visitors and social services
- i) As required by law all children with a Statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.
- j) If in any category there are more applications than places available, priority will be given on the basis of proximity to the school. This will be determined by the nearest, safest walking routes from the front door of the house to the main entrance door of the school. This will be digitally measured using the LA system with those living closer to the school receiving the higher priority. In the case of an equal distance measurement a random draw will be held.
- k)) Where a child lives with parents with shared responsibility, each part of the week, the 'home' address will be determined as being where the child resides for the majority of the school week.
- l) The term 'brothers and sisters' will be taken to include step brothers and sisters, foster children, adopted children and children of the parent/carers partner in the same household. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.
- m) If the school is oversubscribed, a waiting list will be maintained for the full autumn term in the academic year of admission. It will be ordered according to the admission oversubscription criteria.
- n) Late applications will be considered in accordance with the published admissions criteria. If the school is over subscribed, late applications will be placed on a reserve list in priority order according to the published admissions criteria. Parents will be notified if a vacancy subsequently arises.

- o) Parents will be expected to provide a reason/s for the late application. If this is not exceptional the application will be dealt with after all others have been dealt with.
- p) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- q) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal must be sent in writing to the clerk to the governors at the school within 14 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on the governors. The outcome of the appeal is binding on the parents and on the governing body.
- r) Twins/Triplets etc Where there are twins wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins, then the Local Authority's system for a random draw will decide which pupil receives an offer.

Over Subscription Criteria

As St. Edward's is a Catholic school with the responsibility of assisting parents in their duty to teach their children in the ways of the Faith it should be obvious that application for admission implies a genuine commitment on the part of parents to support these aims by their own example and practice.

1. This criteria applies to over subscription to St. Edward's R.C. Primary School, Lees (which is a Roman Catholic Aided School, maintained by the Oldham Education Authority) and to its Nursery Unit.
2. The Governors are responsible for admissions to the school and they recognise that their first responsibility is to serve the worshipping community who regularly attend Sunday Mass at St. Edward's, Lees or Sacred Heart, Uppermill.
3. The Governing Body has set its planned admission number at 35 for Reception and 26 Nursery for the school year commencing Sept 2016
4. Parents are required to make separate applications for a Reception and Nursery place. A place in Nursery DOES NOT GUARANTEE a place in Reception. 32 places are available in Nursery and the Governors shall determine how many of these places are to be allocated on a full-time or part-time basis each year, depending on the number of applicants.
5. Admissions to the School and the Nursery Unit will be made by the Governing Body in accordance with stated parental preferences it receives, subject to the set of criteria listed above which will be used to form a priority order if there are more applications for admissions than places available.

The School Admissions Policy and Over Subscription Criteria are reviewed annually

Reception:

Reception admissions are staggered over the first two weeks of the Autumn Term to allow class teacher to give each child care, individual attention and re-assurance in their new environment.

Special Needs:

If your child is already identified through pre-school services as having Special Needs or requiring Special provision / support, parents / minders are encouraged to discuss the situation with the Headteacher at the earliest opportunity.

THE SCHOOL



Teaching

Children usually work with their class teacher, either as a whole class or in small groups and sometimes on a one-to-one basis, depending on the nature of the activity. Groups may be of mixed-ability or, more often, made up of children working at the same level in a particular subject. Sometimes classes combine for activities e.g. games.

Organisation

The Foundation Stage combines Nursery and Reception. These two age-groups work closely together, sharing a common Early Years Curriculum which is as stimulating as it is wide in the experiences it presents to children.

The Main School houses Reception pupils.

Beyond this, the school falls mainly into 2 sections:

Key Stage 1 (Infant Years 1 & 2) and Key Stage 2 (Junior Years 3, 4, 5, 6).

Because admission numbers fluctuate from one year to another, and because Government has imposed a strict limit of 30 per class at Key Stage 1 and classes are of mixed age-group as well as mixed ability. At Key Stage 2 cohorts are currently also taught in mixed age - groups as well as mixed ability, ensuring smaller class sizes.

The Nursery Department and the Reception Class

otherwise called the **Foundation Stage**

Mrs Turner (Nursery)

Mrs Ballan (Reception)

Mrs O'Connell (Reception / Year 1)

Key Stage One

Mrs O'Connell Rec/Year 1

Mrs Syder (Year 1/ Year 2)

Miss Mongan (Year 2)

Key Stage Two

Mr Toft (Year 3 & 4)

Miss Aylett (Years 3 & 4)

Mrs Lee (years 3 & 4)

Miss Brooks (Years 5 & 6)

Mrs Richmond (Years 5 & 6)

Mr McMahon (Years 5 & 6)

When children leave primary school at the end of Year 6 they become Key-Stage 3 at secondary school. There is more information about moving to secondary school further on in this brochure.

How school decides your child's class each year

Children are placed in classes according to School policy (as approved by the school's Governing Body)

- From Nursery ~ the **older/ more mature** children are placed in a class with Year 1 pupils (Mrs O'Connell's); the other children go to Mrs. Ballan's class.
- **More mature / able** Yr. 1 pupils are placed in Mrs. Patrick/ Mrs Syder's class which houses some Year 2 pupils
- **More mature / able** Yr. 2 pupils are placed in Miss Mongan's class
- **Key Stage Two children** are grouped according to a number of factors including age, targets, level of attainment, maturity, behaviour. Groups are carefully considered by teaching staff to ensure maximum progress for children.

Although a child's placement is not negotiable, parents should be re-assured that much thought goes into this process, and no child is ever isolated from the rest of their peer group. ALL children are challenged to work towards and achieve expected National Curriculum levels.

THE CURRICULUM

Policy Summary: A Statement by The Governing Body.

It is our intention that the school provides a wide, varied and appropriate Curriculum which addresses the needs of the child in today's world and prepares them for the challenges of tomorrow; a Curriculum which recognises the needs of the whole child ~ spiritual, moral, social, cultural, physical and academic, with Catholic "faith-values" permeating all aspects of the child's development.

The Salford R.E. scheme, *Come and See* and *The Way, The Truth and the Life*, supported by school's own EPR (Education in Personal Relationships) programme "In The Beginning...." form the basis of religious education throughout the school while the National Curriculum provides the framework for Academic studies.

It is the hope of this Governing Body that the preparation given at St. Edward's School through the whole Curriculum will produce happy, responsible, confident and well-motivated children, ready to face the challenges of secondary education and ultimately, take their place as respected and valued members of the parish community, and society in general.

The school's Aims and Objectives underpin everything that is taught and everything that is learnt.

Eugene Dolan.
Chairman of Governors.



Religious Education

It is our hope that through witnessing Gospel values as displayed and demonstrated on a daily basis by every member of staff, through the effective teaching of the Catholic faith, through prayer, worship and visible signs of the community's desire to support those groups of people less fortunate than ourselves, we instil in our children a desire to "live their faith."

In this school religious education is more than a curriculum subject; it is a way of life. The Governors uphold the notion of "true partnership" in the spiritual development of children.

This document requires school to remind parents that they do have the right to withdraw their child from religious education. We hope that a Catholic education is important to you. Anyone considering RE withdrawal is requested to speak to Father Dolan as a matter of urgency.



Summary of Other Subjects Taught

English Mathematics Science Computing	CORE SUBJECTS
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The Foundation Subjects are in the main delivered through the <u>International Primary Curriculum</u> (IPC) themes.	
*PSHE *History *Geography *Citizenship *Physical Education *Music *Design Technology *Art & Design *Information & Communication Technology *Modern Foreign Language- French	FOUNDATION SUBJECTS

The programmes of study covered in each of these subject areas are in the main determined by the framework of National Curriculum.

Sex Education is given as part of "life education" through the school's own EPR (Education in Personal Relationships) programme of study which is called "In The Beginning....". The scheme covers children in Years 1 to 6 and has received over-whelming support from parents in the past.

Parents are expected to play a key role in delivering their part of this highly-valued programme (at home).

Key-Stage Curriculum Summary

Nursery Reception	Foundation Stage	~ personal & social development (inc. R.E.) ~ language & literacy ~ mathematics ~ knowledge & understanding of the world ~ physical development ~ creative development
Reception Year 1 Year 2	Key-Stage 1	~R.E., Literacy, Mathematics ,Science , ICT ~ Topic work which is a skills based curriculum
Year 3 Year 4 Year 5 Year 6	Key-Stage 2	~ R.E., Literacy, Mathematics, Science, ICT ~ Topic work which is a skills based curriculum

RE has its own special place in all timetables.

Assessments

Children are tested in line with the legal requirement (National Testing) at the end of Key-Stage 1 and at the end of Key-Stage 2. These tests are known as SAT's (Standard Assessment Tasks). All KS2 Classes (Yr. 3-Yr. 6 inc.) undergo "formal" testing during the Summer Term as part of the class teacher's continual assessment of pupils. All classes undergo continuous teacher assessment throughout the year. Daily, weekly or periodic "testing" may form part of this assessment pattern. Year 1 also undertake a Phonics screening test in the summer term.

Reporting to Parents

Although there are clearly defined occasions when school "officially" reports to parents on a child's progress, there is a recognition that healthy channels of communication between home and school **whenever the need arises** can help parent and teacher to "keep in touch" with each other on matters which ultimately benefit the child.

Official Reporting

- **Parents Meetings or "Parental Conversations"** are held during the Autumn and Spring Term,
- An **End of Year Report** is sent out as part of the child's **Record of Achievement** (a summary of personal achievements, self-assessments and best performances).

We also send out to parents a brief update on your child's progress in the middle of the Autumn and Spring term so you will be very well informed of your child's progress.



Homework

This school believes in the value of homework as a means of reinforcing knowledge and processes taught in school, practising and strengthening skills, and improving all-round performance, as well as setting in place working routines outside of school hours which will be continued and built-upon at secondary school.

Essentially "Reading" is the homework in the Foundation Stage enhanced by "Spelling" and Mathematics in Years 1 and 2.

Homework takes on a more familiar look at Key Stage 2, where patterns and routines, quantity and expectations (in terms of commitment and performance) grow as the child passes through the classes. The skills based curriculum recently introduced in the school encourages the children to carry out research and undertake topic work at home.

Parents will be informed if a child's homework is inconsistent or sub-standard.

Equal Opportunities

This school believes in the provision of a "common experience" for all as reflected in our "Equal Opportunities policy" and as reflected in a Christian value-system which recognises we are all equal, and should be treated accordingly. Equal Opportunities at St. Edward's mean giving everyone a chance. The school's Aims and Objectives enhance this philosophy across all aspects of the child's education.



Sporting Provision and Extra Curricular activities

The philosophy which underpins the school's sporting aims is one which encourages every child (regardless of ability) to find enjoyment and self-fulfilment through involvement in all sporting activities, and to nurture in the child a healthy appetite for "friendly competition" along with a desire to take some activities further as part of leisure pursuit or talent development. Within school, both boys and girls are given the same common experience in terms of skills taught, so as to maximise involvement opportunities for less able (but nonetheless, interested) pupils.



In respect of Extra-Curricular Activities it should be recognised that the voluntary efforts of staff and parents, who give freely of their time, form the backbone of all that is done, and as such the sporting interests of the school are sometimes determined by the natural interests of those taking teams. Presently the school can offer involvement in Rugby League, Football, Netball, Rounder's, Cricket, Swimming, Dance, Cheer Leading, Chess, ICT, Drama....and many other activities that are arranged throughout the school year.

School would love to hear from you if you have the time, commitment and desire to introduce something new as an extra-curricular activity.

Special Educational Needs (SEN)

In recognising the fact that no two children are the same, the Governing Body acknowledges the individual needs of every single child in attendance at St. Edward's School and upholds a desire to address the needs of every child accordingly.

This philosophy permeates the school's Aims and Objectives and as such forms the basis of the Special Needs Policy. The school follows a clearly defined SEN Code of Practice which outlines (stage-by-stage) procedures to be followed by schools in the Oldham area and which are in line with National procedures for identifying special needs, and addressing special needs. The S.E.N. system is open to any child, at any stage in their schooling and commences from the time home and school jointly agree that there is a need to be addressed, or a cause for concern with a child.

Concern can be raised (in the first instance) by teacher or by parent. Open and positive dialogue from the outset must be at the heart of the process, along with recognition that each side (school and home) will have its part to play in implementing and supporting any agreed action.

Classroom support will vary according to the nature of individual cases and the availability of the school's financial resources and, whilst it has to be pointed out that identifying a child as having a special need does not automatically mean the child will be given additional specialist teacher support, parents should be re-assured by the school's commitment to SEN. Pupils. Teachers will meet the needs of all SEN children through the use of Care and Support plans. Children with recognised complex and/or long-term needs may receive additional funding from the LA to support agreed action if a submission for support is successful. Our school co-ordinator for Special Needs (SENCo) advises all staff in the exercise of their duties within this complex area. More details of our SEN local offer can be found on the website.

Child Protection

In keeping with a whole-school philosophy which is rooted in the Gospel value of caring, the Governors of St. Edward's understand the admission of a pupil (to the school) to mean the admission of a family. As such, the Governors would want the school and the child's parents / guardians to grow to know each other, establishing a relationship built on mutual trust and respect, with "care of the child" at the very heart of this relationship. It is the responsibility of all adults to ensure that children are safe wherever they are, and this responsibility applies to teachers no less than parents.

Teachers, more than any other professionals, come into close contact with children. They are trained in child development and are able to recognise injuries and / or patterns of behaviour which are outside "the norm" for children of particular ages and in particular situations. They can identify signs of distress in children.

If any pupil gives rise to concern, school may well need to share its concern with you. However, if school remains unhappy with a situation it will not hesitate to follow adopted

Local Authority guidelines and set in motion recommended procedures which could ultimately result in the involvement of outside agencies

This policy should serve, not as a warning to prospective parents or guardians, but as reassurance that at St. Edward's your child will be surrounded by a team of workers who care, and if necessary can be relied upon to act with professionalism and complete confidentiality.

School Routines and Associated Rules

The Start of the Day

Children are expected to be on the school grounds by 8.50am when they will be allowed to enter the school (doors open from 8.45am), ready for a 9:00 am start.

Nursery children are expected to be brought into the unit by an adult.

Reception children are expected to be accompanied by an adult on the playground and taken to the school entrance.

End of the Day

With the exception of those collecting Reception children, all those meeting KS1 and KS2 children are asked to wait on the playground allowing the child/ren to come to them.

Security

The school grounds are encircled by a good perimeter fence, and security is added to by locked gates and doors. We also encourage parents to remind children of the importance of keeping to the designated pathways and play areas and being in the right place at the right time.

Appointments with Class Teacher

Parents are asked to make an appointment if they wish to discuss a matter with the teacher and not 'drop in' at 9:00 am.



Parking

School enjoys excellent relationships with local residents and wishes to maintain them. Parents are asked to take great care when parking, ensuring that they are not blocking residents in/out.

By arrangement between the two schools

St Edward's parents are expected to park on Medlock Way and Hey With Zion parents are expected to use Rowland Way.

Under normal circumstances parents **must not use the school car park** for dropping-off / collecting children or park on the turning circle outside the playground gates.

Punctuality

This is still highly valued. Doors are locked promptly at 9:00am. Late arrivals must enter through the main school entrance and will be asked to sign in at the school office. The child's End of Year Report will reflect a general over-view of the child's punctuality pattern throughout the year.

Absence

Parents are asked to inform school when, through illness or unusual circumstances, a child cannot attend. A telephone call on the morning of absence meets the requirement.

If parents fail to contact school before 10:00 am school is likely to contact home (as a matter of security). An "unauthorised absence" will be recorded in the register against the child's name if a satisfactory explanation is not given.

Discipline



Thanks to good channels of communication between home and school, through which matters are dealt with at an early stage and before little incidents escalate, this school has excellent records of pupil behaviour.

Parents should be reassured that St. Edward's promotes and up-holds high standards of behavioural expectations from its pupils. The schools behaviour policy can be found on the website.

Dealing with Racial Incidents

Such incidents are very rare in this school but occasionally things do happen. When they do it is school policy to contact and request a meeting with the parents of the offending child at the earliest opportunity.

Racial incidents are reported to the Local Authority.



Lunch Arrangements

We are a "Healthy School" and seek parental support in following guidelines which discourage unhealthy options. Parents are given a choice:

(a) **School dinners**, multi-choice health-conscious menu, and excellent quality

(b) **Self provided packed lunch** - within the following guidelines:

Drinks - not fizzy type. Secure in a mini-flask or pre-sealed carton.

Food - solid food flasks for warm food are allowed but hot liquid flasks are not allowed.

Guard against items which are messy and which the child would have difficulty in opening / handling.

Free School Meals

Since September 2014 all children in Key stage 1 are entitled to a free school meal. All children in KS1 will be given a meal unless you tell us they do not wish to take up this opportunity.

Parents of children in KS2 who feel they are entitled to FREE SCHOOL MEALS should contact the Education Shop (0161 770 6688) or www.oldham.gov.uk/factsheets for further information.

Sweets & Drinks

The School holds the Healthy Schools status which only allows snacks of fruit and water to be consumed during the school day.

School has a healthy-snacks shop (**The Tootie Fruitie**) which operates for KS 2 pupils during morning playtime and sells fruit.

KS1 pupils are provided with milk and healthy fruit or veg. (daily). Milk is provided free for all Nursery children and Infants less than 5 yrs of age.

As a Matter of Courtesy

Parents are not expected to enter a classroom or teaching area in search of items etc. without the permission of a member of staff. Parents are strictly forbidden from searching through trays or the personal belongings of another pupil.

Entering School

For security reasons parents should **ALWAYS** report to the Office when visiting school during working hours. When entering the building at other times, parents should always approach any member of staff who will try to help with your enquiry.

Jewellery

The wearing of jewellery and nail polish by pupils is not allowed on health and safety grounds. Pupils will be asked to remove jewellery whilst they are in school.

Fashion Trends

Parents are asked to "stand firm" against persuasive children when it comes to fashion trends (wrist bangles, hair attachments, hair colouring, body piercing etc.) all of which have the capacity to distract children and disrupt lessons.

Chewing-gum

Not allowed in school

Toys

Unless specifically requested by the Class Teacher, children have no reason to bring in toys from school so these are not allowed. They can cause upset if they are lost or broken. School will provide all equipment for break times including footballs.

NB. Ball games are NOT permitted on the Infant playground before 9am.

Mobile Phones

No child needs to have a mobile phone in school. If a child needs to contact a parent then the school allows them to use the school phone.

Year 6 pupils who walk to and from school alone can bring a phone into school by prior arrangement with parents and the class teacher. The phone must be switched off and left in the school office during the day.

Uniform

School uniform is optional in Nursery but compulsory in school.

Boys

Grey trousers, plain **WHITE** shirt, maroon jumper, school tie, and sensible **BLACK** Shoes.

Girls Grey skirt (or trousers), plain **WHITE** blouse maroon jumper or cardigan, school tie, and sensible **BLACK** shoes

Summer alternative: - pale **BLUE** or **YELLOW** gingham dress

Even if families choose not to purchase the OFFICIAL uniform items (with the distinctive pale blue & gold trim) as supplied by Top Form, King Street, Oldham. Children should LOOK as if they belong to the family of St. Edward's.

School ties can be purchased from the School Office

P.E. Kit

Pumps, plain white tee shirt plain and black shorts are required and should be kept in a pump bag (not provided by school).

Games Kit

Required by all children in Key Stage Two. Children require a plain white tee shirt and black jogging suit or similar. Pupils need to bring a complete change of clothing for games. Wet weather doesn't necessarily mean games will be cancelled. For this reason children also need a towel and a carrier bag for dirty / wet kit.

Swimming (Years 5)

On "Health & Safety" grounds, swimming teachers request traditional swimwear, not "beachwear" which can be restrictive to movement. A cap should be worn if a hair-style poses an obstruction to the child's vision.

All items of clothing should be clearly marked for easy identification.

Parental Involvement

There are many opportunities for parents to involve themselves in the life of the school and the education of their own children. Your support is needed, welcomed and appreciated. Appropriate safeguarding checks would need to be carried out

Helping in School

Teachers are always glad to know of parents or grandparents who have time on their hands and are willing to offer assistance in any way they can.

Sharing Skills

Please let us know if you possess a gift or skill and would be willing to share it with the children or staff.

Reading

Generating interest (particularly in the early years) by providing stimulation and enjoyment through storytelling and linked discussion.

Further details and advice is given to parents of Reception children which takes place early in the Autumn term each year.

Get Involved

Friends of St Edward's

We have a thriving group of parents who organise social and fundraising events throughout the year.

All new members are welcome.

Parents Forum

Each half term there is the opportunity for all parents to meet with Mr Moore to discuss things that are happening, what is going on in school and ways that we can improve our great school.

Charging & Remissions Policy

School has a Charging and Remissions policy, but it is not school policy to make its buildings, grounds or facilities available to the public for hire.

Governors will consider any application if it has the potential to enhance the school's educational provision, or offer extra opportunities for pupils.

The occasional needs of members of the parish, and parish-based groups and organisations will continue to meet with school support in any way that it can, but the regular use of school is not an option.

Nursery Charges (for Extended School Provision)

See details under the "Admissions" section of the Prospectus



Educational Visits and Risk Assessments

From time to time the school engages in curricular and extra-curricular activities which take children off the school premises e.g. swimming lessons (Years 5 and 6), visits to Church, traffic survey. These activities are extremely valuable in enhancing the children's learning and our Year 6 pupils have the opportunity to take part in a fantastic residential experience.

On these occasions school makes every effort to ensure that the health and safety of children and staff is paramount, and that all adults involved in the supervision of such activities (including volunteers) are mindful of their responsibilities. As an aid to this, staff deemed to be "group-leaders" carry out appropriate detailed risk assessments. Parents are now asked to sign a general consent form covering day-to-day activities where (supervised) children might leave the school grounds e.g. to conduct a traffic survey.

Parents will be informed of other outings and trips by letter.

Home / School Agreement

This is an initiative that is intended to cement healthy relationships between home and school from the outset.

It is divided into 3 sections - Parents, Pupils (Year 6) and School.

The agreement consists of a series of pledges that each side will try to honour as their part in the Agreement. The Headteacher will sign the Agreement on school's behalf, you will be asked to sign on behalf of the home and your child and as pupils enter Year 6 they are deemed responsible for their own actions and as such will be asked to sign their own personal commitment to upholding the Agreement.

School Session Times

Doors open from 8:45am

Nursery	(Full time)	9:00 am. to 3:15 pm.
	(Part time - morning)	9:00 am. to 12:00 noon .
	(Part time - afternoon)	12:15 pm. to 3:15 pm.
Key Stage 1	9:00 am. to 12:00 noon	1.30 pm. to 3.15 pm.
Key Stage 2	9:00 am. to 12.15 pm.	1.15 pm. to 3.15 pm.

Attendance and Taking Time Out

Although we have excellent attendance records at St. Edward's, the figure of 95%+ would be higher still if parents restrict family holidays to within the official school holiday pattern.

Governors would remind all parents that:

- From 1 September 2013, the new law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that Head teachers may not grant any holidays or other absences during term time unless there are exceptional circumstances.
- Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday in term time without the consent of school.
- Absences have a detrimental affect on the steady flow of learning
- Parents of Year 2 and Year 6 pupils are asked to make every effort to avoid unnecessary absence during the build-up to, and throughout the period when SAT's (National Tests) are conducted (April & May)

Progression to Secondary School

A Catholic Education is a "two-stage" process:

(i) The Primary years, where academic, physical and social foundations are set in place, and where the Faith journey commences through a home /school /parish partnership which introduces the child to God, Church, Prayer and the Sacraments.

(ii) The Secondary years, where all aspects of education are built upon, but where the growing student explores life-values, personal relationships and world issues within and through a rich Christian environment which helps to mould and fashion the character and thinking of the individual, and nurtures in them a mature, close and personal relationship with God through RE lessons, school services and celebrations, and through socialising with like-students who also value the presence of God in their lives.

Our Partner School is **Blessed John Henry Newman RC College**. We are proud of the links we have developed with Newman College. The two schools work closely together to make transfer to high school an easy, natural step, not the traumatic experience of stepping into the unknown. Newman College shares our vision, our philosophy and our wish to provide what is best for your child, and we are confident that the school and its committed staff are well equipped to build upon the foundations provided by St. Edward's.

The successful progression from St. Edward's to high school has been enjoyed by countless numbers of our children down the years and has resulted in pupils (at all levels of ability) making a success of their placement, and parents proud of what they have achieved.

Headteacher, Mr Mike McGhee, visits St Edward's School in Autumn each year to speak to KS2 parents about the admissions process, transition arrangements and the opportunities on offer at Newman College. For more information please phone the school (785 8858) or request a prospectus.

Extended School Provision

(Early morning and evening child care)

School does not have its own before and after school care but it endorses the locally based Lees Before and After School Club (within the school's grounds) which has been used by quite a number of St. Edward's families in recent years. In addition there are several approved child-minders who live on the door-step and for many years have been used by St. Edward's families. For further information you can contact the club on 07850106340 or

Oldham Family Information Service, 5 Barn Street, Oldham, OL1 1LP

Freephone 0800 731 1518 Email familyinfo@oldham.gov.uk www.oldham.gov.uk/childcare

Complaints / Concerns Procedure

The school would like to feel that its "open door" policy with parents on all matters of concern / complaint is re-assurance that we care and wish to respond to the needs of the community we serve.

Appointments to speak with the Headteacher and/or class teacher can easily be made. If matters of a more serious nature arise parents are encouraged to contact the Headteacher direct. If a parent has a problem but does not feel comfortable in sharing it with the Head they should contact Chairman of Governors, Canon Dolan.

Visiting The School For The First Time

If you are new to the area or know little about the school, an appointment to meet the Headteacher or view the school can be easily made - simply phone us. 0161 624 1377.

Where we are We are about 2 miles East of Oldham Town Centre, situated between the A62 Huddersfield Road and the A669 Lees & Uppermill Road.

From A62 Huddersfield Rd. follow Stamford Road, turn right onto Beckett St. at the "Grapes Inn", and then immediately left onto Medlock Way.

From A669 (Lees High St.) follow Elliott St./St. John's St. (turn left onto Beckett St. at the "Grapes Inn", then immediately left onto Medlock Way. Roland Way, Lees, Oldham

Further information

If you require further information, or clarification on any matters summarised in this document, please telephone school on **0161 624 1377**.

At your child's Baptism the priest posed the question,
"What do you ask of the Church?"

The question pre-supposes a decision, made by parents, to bring the child up in the love of God and in the ways of Christ ... it pre-supposes a desire to work in partnership with the church to provide the child with a very special education which will stand them in good stead for the rest of their life.

The proud reputation enjoyed by this happy school has been built over many years where teachers and parents have worked together in partnership to make a child's years at St. Edward's special.

The dedication and commitment of staff is as strong as ever.
Governors at St. Edward's are convinced that parents choosing this school for their child would not regret the decision.

School Mission Statement

**"I have come that you may have life and have it to the full."
[John 10:10]**



St Edward's R.C. Primary Terms and Holidays for Pupils 2017 - 2018

Pupils return to school for the Autumn Term on Tuesday 5th September 2017

Term	School Closes 3.15pm	School Opens
Autumn Half Term	Friday 20 th October 2017	Tuesday 31st October 2017
Christmas	Friday 22 nd December 2017	Monday 8 th January 2018
Spring Half Term	Friday 9 th February 2018	Monday 19 th February 2018
Easter	Wednesday 28 th March 2018	Monday 9 th April 2018
May Bank Holiday	Friday 4 th May 2018	Tuesday 8 th May 2018
Summer Half Term	Friday 25 th May 2018	Monday 11 th June 2018
Summer	Friday 20 th July 2018	To be confirmed

On the occasions when Holydays fall during term time, school will start at 9am as usual but there may be Mass in school.

National Tests (Year 2 & Year 6) and school tests (Y3, 4, 5) will be conducted between mid April & late May. PARENTS ARE ASKED TO ENSURE CHILDREN ARE PRESENT FOR THESE TESTS.

REMINDER ~ Since 1 September 2013, the law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that **Headteachers may not grant any holidays or other absences during term time** unless there are exceptional circumstances. Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday in term time without the consent of school. For further information about penalty notices for unauthorised absence from school, please contact the school office.

Parents should also consider the detrimental effect of additional holidays which can seriously disrupt the steady flow of learning.

EMERGENCIES

Accidental injury to children at school

In an emergency school will not hesitate to act, if necessary by taking the child to hospital without delay, whilst a member of staff tries to contact you. It is therefore very important that school records are accurate.

YOU MUST TELL US IF YOU CHANGE YOUR ADDRESS / PHONE NUMBER.

Medical Conditions

The school is an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at school.

It is important that parents advise school of any medical conditions as soon as possible.

You will be asked to complete a Healthcare Plan for your child, which must be updated annually.

Extreme Weather Conditions or Emergency Closures

Stay tuned to local radio stations, especially during extreme or exceptional weather conditions which can cause school closure at any time. In such circumstances we do try to contact families by text messaging or phone, but we cannot guarantee getting through to everyone.

You can also check the schools website www.st-edwards.oldham.sch.uk , the council website

<http://apps1.oldham.gov.uk/SchoolClosures/Schools.aspx> or

follow us on Twitter @stedwardsrc

or the schools Facebook page <https://m.facebook.com/stedwards.oldham.sch.uk/>

Especially if you are a working parent

Have a "back-up" plan in place for your child if you suddenly find school is closed due to exceptional circumstances.

Emergencies at home

If something happens which is likely to result in your child being absent from school (e.g. family bereavement) or perhaps coming to school in a distressed state, PLEASE TELL US so that we can make whatever allowances are appropriate.

If you are unavoidably delayed

Arrangements must be made to collect your child from school promptly at 3:15pm. In exceptional cases if you are likely to be unavoidably delayed, please try to phone school. This will put your child's mind at rest.