

WELCOME TO

**ST ANNE'S
PRIMARY SCHOOL
DENTON**



JUNE 2022

Welcome to St Anne's Primary School

We look forward to
working with you
and your child

St Anne's Primary School
St Anne's Road
DENTON
Manchester
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The information contained in this booklet was
correct at the time of printing - June 2022

STAFF	
HEADTEACHER	MRS K RIMMER
DEPUTY HEADTEACHER	MISS A FLINT
RECEPTION	MISS E ORME
YEAR 1	MISS N POLLITT
YEAR 2	MRS A MANTEL/ MISS S BEAN
YEAR 3	MISS L HENRY
YEAR 4	MR C WHAITE
YEAR 5	MRS S POTTER
YEAR 6	MRS N MOORHOUSE (MISS MOSS – MATERNITY LEAVE)
TEACHING ASSISTANTS	MRS D HALL MRS D CHAPMAN MRS E COPE MRS G ETCHELLS MISS J FRANCIS MRS R HILLSON MISS O MARTIN MRS A PORTER MRS H YOUNG
ADMINISTRATION	MRS L RATHBONE MRS T GROVES
FINANCE	MISS L McGINTY
SITE MANAGER CLEANERS	MR D WINTERBOTTOM MRS E COPE MRS D HERD
MIDDAY SUPERVISOR MIDDAY ASSISTANTS	MRS T GROVES MS L BURNS MRS A COSTELLO MS J FOSTER MRS D HERD MRS L RAINEY MRS A SELWOOD MRS G STANLEY

GOVERNORS		
MRS B MOXON	COMMUNITY GOVERNOR	CHAIR
MRS K RIMMER	HEADTEACHER	
MISS A FLINT	ASSOCIATE GOVERNOR	
MR T DOYLE	PARENT GOVERNOR	VICE CHAIR
MRS J WILLIAMS	PARENT GOVERNOR	
MRS C BARKER	CO-OPTED GOVERNOR	
MRS H HORNBY	CO-OPTED GOVERNOR	
MRS D SPENSLEY	CO-OPTED GOVERNOR	
FATHER JULES MAMBU	LOCAL AUTHORITY	
MRS S POTTER	TEACHER GOVERNOR	

School governors can be contacted via the school office. Tel No 0161 336 2956

SCHOOL VISION

Curious Minds, Caring Hearts

Aiming For Brilliance

SCHOOL MISSION

St Anne's is a caring, supportive and innovative school where everyone is respected and appreciated as an individual. Children are encouraged to be ambitious and aim for brilliance! Our ultimate goal is to create lifelong learners who go on to lead happy and successful lives.

SCHOOL HOURS

9.00am to 12.10pm – Foundation Stage and Key Stage 1 (Reception, Years 1 and 2)

9.00am to 12.20pm – Key Stage 2 (Years 3, 4, 5 and 6)

1.15pm to 3.15pm - Key Stages 1 and 2

It is the responsibility of parents/carers to ensure that their children are punctual.

BREAKS

10.15am to 10.30am KS1

10.30am to 10.45am KS2

2.10pm to 2.25pm - Years 1 and 2

SCHOOL OFFICE

Mrs Linda Rathbone is our part-time school secretary. Mrs Teresa Groves, our admin assistant, and Miss Lindsey McGinty, our bursar, also works part-time in the school office.

SCHOOL UNIFORM

The wearing of school uniform is expected. It encourages a sense of unity and pride in belonging to St Anne's and ensures that pupils are suitably dressed for school.

School uniform colours and items of clothing are as follows:

Polo shirts – WHITE Sweatshirts and cardigans – RED Trousers or skirts – GREY

PE kit – white T shirt and red shorts with black pumps (not trainers)

Please support the school by sending your child in appropriate school uniform.

If you choose not to purchase the school items with the logo, please ensure that your child wears appropriate clothes for school both with regard to **type** (eg polo shirts/sweatshirts/cardigan/trousers/skirts) and **colour** (white poloshirts/red sweatshirts/ grey trousers or skirts). Please note that jogging bottoms and leggings are not appropriate school wear. Reversible fleeces are for outdoor wear only. Red and white summer dresses may be worn during the summer months. School shoes should be worn, not trainers, flimsy pumps or sandals etc.

The following items with the school logo are available from Kids Stop, 49 Market Street, Hyde (<https://www.kids-stop.co.uk/pages/primary-schools>) and www.myclothing.com.

Polo Shirts	White
Sweatshirts Red	Red
Cardigans	Red
Reading Folders	Red or Black
PE Bags	Red (not MyClothing.com online)
PE shorts	Red
T Shirts (PE)	White
Outdoor fleeces	Red

Please ensure that all items of your child's clothing (including pumps) are **clearly named**. Order forms for name tapes are available from the school office

NOTICE BOARDS

There are notice boards in both the infant and junior corridors and one outside the junior door.

HEALTH AND ADMINISTRATION OF MEDICINES IN SCHOOL

- a) If your child is unwell please do not send him/her to school. Provision is not made for children to stay in school during morning break and dinner times except in exceptional circumstances.
- b) If children are on medication (eg antibiotics) which need to be taken during the school day, parents/carers can come into school to administer the medication themselves. Alternatively, you can complete a consent form to enable staff to administer the medicine on your behalf. Such arrangements should be confirmed with the headteacher and class teacher. An Individual Healthcare Plan (IHCP) can be completed for children for whom medication is essential eg. asthma. Please contact the headteacher in such circumstances.

ABSENCES FROM SCHOOL

The school must be informed of the reason for a child's absence, otherwise the absence counts as unauthorised. PLEASE INFORM THE SCHOOL BY 9.20AM ON EACH DAY OF THE ABSENCE EITHER BY TELEPHONE OR LETTER.

It is important that children do not miss school for trivial reasons.

When children are absent due to medical (or other) appointments please inform the school in advance. In the interest of your child's safety please collect him/her from school.

If your child is absent for the morning session, but is returning for the afternoon session, he/she should return at 1.15pm and not during the lunchtime break.

MEDICALS

Children are monitored from time to time by the School Health Service, either at school or at the clinic on Ann Street, Denton. Other agencies from the clinic are also involved such as the dentist.

SCHOOL PHOTOGRAPHS

You are given the opportunity to purchase photographs of your child. During the autumn term individual/family photographs are taken. In the summer term class photographs are taken.

HOLIDAYS

Holidays should be taken when the school is closed. Since 1 September 2013, the law gives no entitlement to parents/carers to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Headteacher would not be expected to class any term time holiday as exceptional. Parents/carers can be fined by the Local Authority for taking their child on holiday during term time without consent from school.

Section 444(1) of the Education Act 1996 empowers the Local Authority to issue Penalty Notices for failure to ensure regular school attendance. Parents or carers who take their children out of school in term time without school's permission or are late returning from an extended leave of absence may receive a Penalty Notice fine of £60 per parent, per child, which must be paid within 21 days. If payment is made after 21 days but before 28 days, the penalty is increased to £120. Where a fine remains unpaid after 28 days, the matter will be referred for prosecution in the Magistrates Court.

SCHOOL DINNERS

A midday meal is provided in school for all Reception, Year 1 and Year 2 children free of charge. Key Stage 2 children may have a meal at a cost currently of £2.68 per day (£13.40 per week). Packed lunches are permitted, but glass bottles, cans and flasks containing hot/warm liquids are not allowed. Please be selective and restrictive with your child's packed lunch and encourage him/her to eat healthily. If you wish to alter your child's dinner arrangements, a week's notice is required.

Dinners are paid for online at: www.tameside.gov.uk/schools/meals and are payable in advance. Information regarding claiming free school meals is available at: www.tameside.gov.uk/schools/meals

If your child is going to be absent from school in the morning for treatment etc. but will be in school before lunch, please let the school secretary know in advance in order to avoid cancellation of the meal.

In the event of non-payment of school dinners the school will pass the information on to Tameside MBC who will make their own arrangements for the collection of outstanding monies.

Children who go home for dinner should use the main entrance and return at 1.15pm for the start of the afternoon session.

LIBRARY

We have a library which is housed in the mobile. Children are encouraged to take books home.

NEWSLETTERS

Newsletters are sent out on a regular basis – approximately monthly.

HOME AND SCHOOL

We recognise parents/carers as partners and encourage their involvement in the education of their children. Parents/carers are welcome in our school and are asked to contact the teacher whenever the need arises.

Whilst the teachers are happy to meet parents/carers, appointments should be made. Please contact the class teacher at the end of the school day. Sometimes it may be possible for the teacher to see you without an appointment, but we cannot guarantee this. Please avoid Wednesdays as we usually have a staff meeting. Please do not contact teachers before school. The Head and/or Deputy are on the playground each morning alongside other staff to take any messages from families.

A 'home-school' agreement is in place.

Parent/carer evenings are held to give you an opportunity to discuss your child's progress with the teacher. Currently these are twice a year, usually during the autumn and spring terms. If you have any questions concerning your child you are welcome to make an appointment to see the class teacher and/or the headteacher at any time throughout the year. A written report on each child is sent out in July of each year. Please return the slip to acknowledge receipt of the report. Comments are welcomed on these slips.

Parents/carers are welcome as helpers in school. If you feel that you would like to be involved in this way, either on a regular basis or from time to time, please contact the headteacher and/or class teacher.

During the school year parents/carers are invited to share in a variety of other school activities.

HOMEWORK

Homework is sent at the discretion of the teachers. This can include the reading of books, learning spellings or tables, completing tasks unfinished in school, carrying out tasks set for extra practice and support and tasks specifically set to be done at home.

We value the part that parents/carers play in their children's education and ask them to encourage the children to complete homework.

School Behaviour System

A high standard of discipline is maintained in school. We expect our children to behave well, and on the whole they do. We adopt a firm, but caring and positive attitude. Parents/carers are informed and their co-operation sought when appropriate. Children are encouraged to tell a teacher if there is a problem. Retaliation is not acceptable. At St Anne's we have a supportive ethos to ensure pupils are well behaved, hardworking, friendly and kind. There are seven areas of learning behaviours that we feel will 'Empower learners' to achieve.

Our Values

Be responsible
Be motivated
Be respectful
Be curious
Be reflective
Be independent
Be a team player

We find that rewarding children encourages good work and behaviour. We have a system of rewards based on certificates which are presented in our Friday morning assemblies. Children are encouraged to invite their parents/carers to these presentations.

REWARDS AND SANCTIONS

Throughout the school, children are awarded points as a reward for effort, behaviour, progress and achievement. All class teachers have access to 'Class Dojo' which is an online app to monitor rewards. The children collect points which are then added to the app to track progress. Points are awarded as follows:

- 1 or 2 for a specific piece of work
- up to 5 for completion of a project or story in addition to 'ongoing' crowns
- 1 or 2 for behaviour/using initiative etc

1 House System

A house system is in operation for children in Key Stage 2 (Years 3-6).

Each member of the house with the most 'points' is presented with a special sticker at the end of the year, a team trophy and a special reward.

2 Certificates

In Key Stage 2 (Years 3-6) 'points' are used on an individual basis as well as in the house system. Children are presented with certificates when they have received the required number of 'points'.

- 50 points - bronze certificate
- 100 points - silver certificate
- 150 points - gold certificate
- 200 points - super gold certificate

Headteacher certificates and a medal are presented at the end of the school year to children who have received a super gold certificate plus at least a further 50 'points'.

3 Foundation Stage (R) and Key Stage 1 (Years 1 and 2)

Certificates are presented as for KS2 when the children have received the required number of 'points'.

4 Headteacher Stickers

Headteacher award stickers are awarded to children for a particularly good piece of work/behaviour etc.

5 Rewards and Verbal praise

We use verbal praise to reward and reinforce acceptable behaviour. We also have half-termly 'Kindness Awards' and 'Respect Rewards'.

6 Stickers

Stickers are used as appropriate.

7 Classroom behaviour merits

In the classroom and at playtime we operate a consistent behaviour system. All children have their name on a 'bee' and will start each day 'in the hive'. If behaviour remains positive, the child's name does not move and they are rewarded with a merit stamp at the end of the week. If behaviour is poor, they are given a verbal warning. If a child fails to respond after the verbal warning, their name is moved to 'Yellow'. If poor behaviour continues, names are moved to 'Red' resulting in loss of merit stamp for that week. If further poor behaviour occurs, the child's name will be moved to a reflection card. Parents/ carers are asked to support their children by encouraging them to follow our 'Empowering Learning' approach.

If a child receives a 'reflection' it means that his/her behaviour has been unacceptable. Across all classes, parents will be notified by letter if their child has received a reflection. Reflection time is held at dinnertime as required.

Parents/Carers of any children who receive 3 reflections in one half term are asked to make an appointment with the deputy headteacher or headteacher to discuss their child's behaviour.

Management of corporate behaviour is at the discretion of the class teacher with support from the headteacher as appropriate.

Children are not excluded from curriculum activities such as PE or Art as a sanction. Exclusion from curriculum areas is only used when the child's safety, or the safety of his/her peers is cause for concern.

8 Star of the Week

Star of the week awards are given in each class for work and behaviour. A child cannot be star of the week if he/she has not achieved a classroom behaviour merit stamp. Mascots are presented which the children can take home for the weekend. The 'Star of the Week' has his/her name entered on to a class roll of honour and is given a badge to wear in school for the week.

9 Learning Behaviour

At the end of each session, children agree whether their learning behaviour was excellent (green), good (yellow) or below expectation (red). There are 4 sessions for each day. The colours are recorded on a chart for the half term. At the end of each week teachers add up the scores. Green earns 2 points and yellow 1 point. The class with the most points at the end of each week earns 20 minutes extra playtime. At the end of each half-term, the class with the highest number of points earns an hour long treat of their choice. Up to 4 additional "greens" can be awarded to a class each day for exceptional behaviour and conduct around school. Circle Time, where there are opportunities to discuss issues relating to behaviour, is carried out regularly (most weeks) in each class as part of PSHCE.

BULLYING

What do we mean by bullying? We have defined bullying as the deliberate attempt by an individual or a group to hurt, torment, threaten, frighten, isolate or upset another person. Children are encouraged to tell an adult in school if they are being bullied. Adults will listen to, and discuss the problem with, the children concerned and ensure appropriate action is taken. The school has policies on behaviour and anti-bullying. Copies of these are available from the school office.

COMPLAINTS PROCEDURE

If parents/carers have cause for complaint, or there is something that is causing concern in the school, they are asked to contact the appropriate class teacher and/or headteacher. If they are not satisfied with the outcome, they are asked to contact the Chair of the School Governors, Brenda Moxon, via the school. If satisfaction is still not achieved, complaints can be made to the Local Authority (LA). The Governors can provide contact information.

This procedure applies for complaints concerning the school curriculum and any other aspect of school life. A copy of the LA's procedure for the consideration of complaints is available from the school.

GOVERNING BOARD'S CHARGING POLICY

The school arranges educational visits to support its work in school and such visits have always been funded by parents/carers. The government does not allow us to charge for these visits but we can request voluntary contributions. As you can appreciate such activities would be impossible without parental contributions. This applies to visits made within school hours. These visits are available to all children regardless of their parents/carers' ability or willingness to meet the cost. In the event of insufficient contributions, it may be necessary to cancel visits.

PHYSICAL EDUCATION

PE is part of the National Curriculum and all children should participate unless there are medical reasons preventing this. All children should have special clothes for PE. Trainers are not suitable. It is essential that the children have pumps. The children should wear school colours for PE - white T shirt and red shorts.

SWIMMING

Year 4 children have swimming lessons during school hours at Denton Wellness Centre. Year 4 go to the baths from September to May.

COLLECTIVE WORSHIP

In line with government legislation, a daily act of collective worship is held in school. Parents/carers are invited to Friday morning assemblies which are usually class 'sharing assemblies'. Dates for these are given in the newsletters.

At the end of Friday morning assemblies we celebrate the children's achievements gained in, and out of school, such as swimming, dance, football, music etc. Badges, certificates, cups etc. should be given to the headteacher for presentation in assembly. These should only be brought into school on Friday mornings. Parents/carers have the right to withdraw their children from collective worship. Please contact the headteacher in such circumstances.

CHILD PROTECTION

Schools have an important part to play in the detection and prevention of child abuse. Parents/carers should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required to report the matter to Health and Social Care immediately. Consequently in such situations, it is likely that the parents/carers will be contacted by a social worker and not by the school.

INCLUSION

The school has an Inclusion Policy.

The Inclusion Co-ordinators are Mrs A Mantel/Miss S Bean.

MID-MORNING BREAK

We operate the National Fruit Scheme in our school. This means that children in the Foundation Stage – Reception class and Key Stage 1 – Years 1 and 2 are provided with fresh fruit on a daily basis. There is no charge for this. Parents/carers of children in the Foundation Stage and Key Stage 1 are invited to send their own choice of fresh fruit in for mid morning snacks if preferred. The fruit must be clearly labelled with your child's name and must be something your child can peel independently or which does not require peeling.

Key Stage 2 – Years 3, 4, 5 and 6 classes are **not** part of the National Fruit Scheme. In these classes, the children are encouraged to bring a piece of fresh fruit as a mid morning snack. The fruit should be clearly labelled with your child's name and must be something your child can peel independently or which does not require peeling. Other snacks, such as crisps, must not be brought into school.

Children in Reception are provided with milk each mid-morning break. Children under 5 are entitled to free milk until their fifth birthday. The school then pays for all children to have milk throughout their time in Reception. Children in other classes have the option of buying milk from 'Cool Milk' and this can be arranged via the school office.

Drinks for packed lunches should be sent in as part of the lunch box. Please do not send in flasks, drink carriers, glass bottles or cans. We recommend cartons or small plastic bottles which can be reused or recycled. Please be selective and restrictive when choosing drinks and snacks for your child's packed lunches.

Water is available for the children to drink at break times and throughout the day from drinking fountains in the classrooms and toilets. If you prefer, you may send in bottled still water (clear plastic water bottles only). Carbonised and flavoured water and other drinks should not be brought in.

JEWELLERY

In the interest of safety and security children must not wear jewellery. The only exception is one pair or plain, flat, silver or gold stud earrings. We cannot accept any responsibility in this area.

PLAYGROUND PROCEDURES

Staff members hold hands up in the air – all children stand still and stop talking and hold hands up

Hold up 1 finger – Reception walk into school via the infant corridor door and Year 3 enter by junior door

Hold up two fingers – Year 1 walk into school via the infant corridor door and Year 4 enter by junior corridor

Hold up 3 fingers – Year 2 walk into school via the infant door and Years 5 and 6 enter by the junior door

The children enter the school building quietly and walk down the corridor in single file.

PROCEDURE FOR COMING INTO SCHOOL

The school gate and infant and junior doors open at 8.45am. Children should come straight into school and go to classrooms with their teachers. Children should not come to school before 8.45am as we cannot accept responsibility for them before this time. Children should enter the school by the appropriate infant and junior doors.

The school gate will be locked during the school day. It will be open from 8.45-9.05am and 3.05-3.25pm.

SCHOOL BAGS

We have a problem with the storage of large school bags. Parents/carers are asked to help us to combat this by sending children to school with only reading folders or carrier bags.

BEFORE AND AFTER SCHOOL CARE

The school does not currently offer before and after school care. However, Crayon Box provides before and after school and holiday care in St Anne's Church which is opposite the school and a number of our children also attend 'Clockwork Childcare'. Contact information is available from the school.

SCHOOL COUNCIL

We have a School Council which meets every half term. Each class (except Reception) elects two representatives to serve on the council for a year. The representatives are given a School Council badge. Reception council members are nominated by their class teacher in the summer term. They join the School Council for that term and continue as representatives in Year 1.

FOR RECEPTION CHILDREN ONLY

"WHAT SHOULD MY CHILD LEARN BEFORE HE/SHE STARTS SCHOOL?"

The answer to this question depends very much on the individual child, but we trust that the following will serve as useful guidelines.

MANAGING YOURSELF	
Dressing	buttons, shoes on correct feet later progressing to tying laces and ties, buckles
Tidiness	looking after possessions putting items in the correct place washing hands
USING TOOLS	
Pencil	holding pencil correctly/being able to control its path
Crayons	starting to control/colouring
Scissors	using safely and with care
Cutlery	using cutlery correctly
NUMBERS AND LETTERS	
Numbers	counting at all opportunities starting to recognise number shapes
Letters	recognising some letters, eg their own name starting to copy some letters beginning to form letters correctly
Colours	recognising and naming colours matching and sorting colours
LISTENING AND SPEAKING	
Skills	listening to short stories talking about pictures talking about experiences discovering when each of these skills is appropriate songs and nursery rhymes
Games	playing to the rules