

# **ALL SAINTS' C OF E SCHOOL**

**PROSPECTUS  
2020-2021**



Diocese of Manchester



## Welcome to All Saints' Church of England Primary School

We are delighted you are considering All Saints' Church of England Primary School for your child. We hope that this prospectus gives you a flavour of our happy, exciting and successful school. From the moment your child starts their learning journey at school we aim to put them at the centre of everything we do. We want the best for every child at All Saints'. We try hard to be a truly open door school and we are very proud of our Christian, caring and nurturing atmosphere. Parents, guardians and other visitors are encouraged to come and see our children and staff at work. We look forward to meeting you and your child.

Mrs S Hardy  
Head Teacher

### Why choose All Saints?

"Pupils at All Saints' are clearly happy and enjoy coming to school. They say that it is easy to make friends because people are kind to each other. All pupils are treated equally. Pupils talk about how they respect one another. Pupils behave well around school. They also say that they feel safe in school. Pupils very clearly trust the adults in school. This is because leaders have succeeded in creating a warm, nurturing ethos." – **OFSTED 2020**

### Good Behaviour

At All Saints' C E, we insist upon good behaviour and respect. We feel strongly that good behaviour is a necessary condition for effective teaching and learning to take place. We will work closely with you as parents to maintain and promote these standards.

### Lively environment and excellent resources

We aim to make school a fun place to be and learn. We are constantly developing a curriculum, which provides a framework for enjoyable and effective learning. We invest in quality resources for the children to use. In recent years, we have developed an 'Interactive Computer Room' and outdoor trim-trails for the children to use.

### **Education Opportunities**

We embrace an ethos which encourages and inspires positive experiences. We arrange educational visits, including a Y6 residential in order to truly enrich the curriculum and allow children to gain first-hand experiences of the outside world.

### **Good teacher: pupil ratios**

We generally have a class sizes of 30 through-out school with the support of experienced Teaching Assistants in all classes. We are well staffed to look after the individual needs of your child.

### **Excellent links with High School**

We work collaboratively with the local high school participating in a number of projects which use their facilities. This makes transition much easier from Year 6 to Year 7.

### **Community Cohesion**

We aim to provide opportunities for our children and families to interact with people from different backgrounds and build positive relations, including links with difference schools, communities and places of worship.

### **Links with other establishments**

All Saints' has achieved the Healthy School status and Parent Partnership Award. The school is currently working towards an award for our science curriculum. We regularly take part in community projects and initiatives that benefit the pupils and expand their horizons.

### **Recent Inspection of the school**

In February 2020, school maintained a '**GOOD**' OFSTED and in we also achieved '**Outstanding**' in our last SIAS inspection.

### **Ethos and Values of All Saints' CE School**

#### **Mission Statement**

All Saints' is a welcoming school which aims to engage the full potential of all its pupils. Within a framework of Christian teaching, the values of love, truthfulness and forgiveness underpin all that we do at All Saints'. Our aim is to develop confident, capable and caring children.

## Statement of School Aims

At All Saints', we strive to help pupils develop as loving, truthful and forgiving people who are confident, capable and caring children

Our aims are to help pupils:

- Achieve their educational potential
- Be well prepared for the next stage of their education
- Grow in confidence to meet new challenges and value learning
- Be happy and enjoy their time at school
- To develop the capacity to sustain positive relationships and willingness to contribute to our culturally diverse society

The aims will be reflected in activities and experiences that:

- Provide a broad, balanced and relevant curriculum that is engaging and exciting.
- Broaden their horizons to new possibilities
- Promote development of cultural capital
- Ensure positive attitudes towards cultural diversity and adopt positive strategies to promote equal opportunities for all
- Ensure access to the curriculum for those with special educational needs
- Establish links between home and school life
- Use feedback and interactive learning to develop pupils' learning

The values are also reflected in our school rules:

- We do what we are asked to do by school staff and co-operate with others in our school.
- We listen and choose our words carefully to show respect for others.
- We have safe hands and feet so that we don't hurt other people.
- We look after our school so that we have the best place to learn.
- We try our best to work hard and take responsibility for our learning so that we are proud of our achievements.



## School Day and Staffing

Foundation Stage Unit		School	
Nursery	Reception	KS1	KS2
Morning 8.50am-11.40am	Morning 8.50am-11.45am	Morning 8.50am 11.45am	Morning 8.50am-12.15pm
Afternoon 12.30pm - 3.00pm	Afternoon 12.45pm - 3.00pm	Afternoon 12.45pm - 3.00pm	Afternoon 1.00pm - 3.00pm

School doors open and children are able to gain access at 8.40am. This allows the children to settle into class and activities ready for registration at 8.50am prompt.

The school gates will close at the start of the school day. Late children must be accompanied by an adult into the building and to the school office. You are asked to provide a reason for the lateness.



## Staffing Structure - September 2020

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<b>Teaching Staff</b>		
Mrs S Hardy	Head Teacher	
Mrs R Parsons	Deputy Head Teacher Nursery Teacher (pm)	
Mrs J Oldfield	Assistant Head Teacher	
Miss L Wright	Business Manager	
Miss N Djamalis	Office Administrator	
Miss S Corey	Office Administrator	
Mrs L Taylor	Nursery Teacher	
Mrs S Clayton	Reception Teacher	
Miss S Wright	Foundation Stage Co-ordinator and Year 1 Teacher	
Mrs J O'Malley	Year 2 Teacher	
Miss N Taylor	Year 3	
Mrs S Khalid	Year 4	
Mrs J Oldfield	Year 5	
Mr R Korab	Year 6	
Mrs M Wheeldon	Teacher	
Mr E Brierley	Caretaker	
Mrs D Ashton Mrs S Larkin	Caretaking and cleaning	
Mrs S Larkin	Lunchtime Supervisors	
Mrs A Kelly	Kitchen Supervisor	
Mrs L Fleming Mrs M Hey	Kitchen Assistant	
<b>Teaching Assistants</b>		
Mrs T Coward-Lead Teaching Assistant	Mrs M J Keaney- Lead Early Help Teaching Assistant	Mrs N Davenport
Mrs S Zabar	Mrs S Berry	Mrs G Russell
Mrs R Mushtaq	Mr B Coward	Mrs D Partington
Miss E Allatt	Mr A Walters	Mrs T Wood
Mrs B Allatt	Mrs A Hawksworth	Mrs S Chohan

### A Home School Agreement

A Home School Agreement is in place and outlines the partnership and expectations between school and parents. At All Saints' Church of England Primary School, we expect a high standard of behaviour. Our Positive Behaviour Policy operates alongside our Anti Bullying Policy and is based on the development of self-discipline. It is expected that parents will fully support the efforts of the school to maintain these standards.

### Classroom Organisation

The Foundation Stage Unit operates with two teachers and a number of Teaching Assistants.

All Saints' Nursery admits up to 26 children each session..

Children transfer to secondary school at the end of Year 6. The school intake is 30.

Children throughout the school work very closely with one another. They spend much of their time with their own class teacher, but also have the opportunity of working with different teachers, teaching assistants and visiting specialists. This also allows teaching staff to take the statutory 10% Planning, Preparation and Assessment time which all teachers are entitled to.

All classrooms and teaching areas provide a variety of learning activities including practical maths, reading and library facilities and access to excellent ICT and interactive whiteboard resources.

### School Uniform

(This can be purchased from Monkhouse, Top Form on Drake Street Rochdale OL16 1RX Tel: 01706 345257) or from the Tesco Embroidered Uniform Website: [tesco.com/ues](http://tesco.com/ues)

Blue sweatshirt/ blue pullover or cardigan. Items with the school logo are available.

Grey trousers / grey skirt or pinafore dress

Summer dresses - blue check

Grey or white socks

Black school shoes (not boots or trainers)

School tie (optional).

A reading book bag /small bag to homework etc. Space in school is limited and large bags **cannot be accommodated.**

Please label each piece of your child's uniform with his/her name.

We would like all children to wear black shoes (**not trainers**). These should be easy to fasten/unfasten and we recommend Velcro fastenings for the younger children.

Please note that children should not wear jewellery to school except for plain studded earrings and a watch. Children cannot take part in PE wearing jewellery so all children **must** be able to take their own earrings out on PE days.

Children should not have their heads shorter than a number two; have tram lines, zigzags etc. or wear extreme hair fashions of any sort. If parents are unsure about any hairstyle, please contact the school before having their child's haircut. Children will be asked to wear a school cap until the style has grown out.

Long hair should be tied back.

### **PE and Games**

Black Shorts / white T-shirt / pumps for **indoor PE**

Black shorts / leggings, white T-shirt / sweatshirt and trainers for **outdoor PE**

Drawstring PE bag.

Please note football shirts etc. are not allowed. All jewellery must be removed for PE lessons.

### **Attendance**

Our attendance target is 96%. Parents are asked to ensure that their children attend school regularly. When pupils have to be absent, parents should inform the school office as to the reason, to avoid an 'unauthorised absence' being recorded against the pupil's name in the attendance register. School staff or the Education Welfare Service of Rochdale Council will be asked to look into unexplained absences or persistent problems with attendance. We operate a rapid response to absences and we will attempt to contact parents after the close of register if their child is absent without explanation.

Doors open at 8.40am and will be closed promptly at 8.50am followed by registration in the classrooms between 8.50am and 8.55am. Parents should supervise their own children when waiting in the playground for school to open. Children should not be left unattended. We advise that you and your child do not arrive before 8.30am, especially in bad weather.

If your child is to be absent from school, please inform us by telephone on a daily basis before 9.30am. Our telephone number is **01706 640728**.

If you are unable to collect your child from school, please let us know who will be collecting your child well in advance.

Holidays during term time are not permitted. A request form for school absences is available from the school office and must be returned no later than 28 days **prior** to any request for absence. Requests will only be authorised in extreme cases.

Reception and Key Stage 1 pupils will be provided with a free school meal. Key Stage 2 pupils need to pay for their school meals unless they are eligible for Free School Meals. If you think your child may qualify for free school meals please contact the main school office on 01706 640728.

You will be informed of the school meal charge at the beginning of the year and updated on any changes. Please place the money in an envelope with your child's name and class on, to be given to the class teacher at registration.

Our school catering manager, Mrs. Kelly constantly creates new and exciting nutritionally balanced menus that we are sure the children will enjoy. We always provide Halal and vegetarian options. We have an Autumn/Winter menu and a Spring/Summer menu, which are available from the office on request.

### **Packed Lunches**

Packed lunches may be eaten in the dining room as an alternative. Please send your child with a balanced diet and a drink. As we are a healthy school, we ask that you do not allow your child to bring **sweets, chocolates, fizzy drinks or food containing nuts.**



### **Suggestions for a healthy packed lunch.**

- A good portion of starchy food, for example, thick wholemeal bread, malt loaf, chapatti, pitta pocket, pasta or rice salad
- Two portions of fruit and vegetables, for example, a tin of fruit chunks in natural juice or small box of raisins.
- A portion of milk or dairy food, for example; individual cheese portion or pot of yoghurt
- A portion of lean meat, fish or alternative, such as ham, chicken, beef, tuna, egg, hummus or bean/lentil salad
- A drink, for example; fruit juice, milk or plain water.

In order to keep packed lunches as fresh as possible, we advise:

- Keeping the food in the fridge until your child is ready for school
- Using an insulated lunch bag with an ice pack. This will keep food cold for longer than the boxes
- Cleaning the lunch box with hot soapy water at the end of each day

If your child is unsure of the healthier options that you provide do not give up and replace with foods high in fat, salt and sugar, they will need time to get used to the new option. As more and more children bring in healthier options, the easier your child will find it to accept and enjoy a healthy packed lunch!

### **Lunchtime Organisers**

Lunchtime Organisers and teaching assistants supervise all children in the dining hall. A number of our teaching assistants also organise activities and supervise the children during the lunch playtime.

### **Milk and fruit**

Milk is provided free, at present, throughout the Foundation Stage and Key Stage 1. All KS1 children will be given a piece of fruit each day.

### **Home/School Liaison**

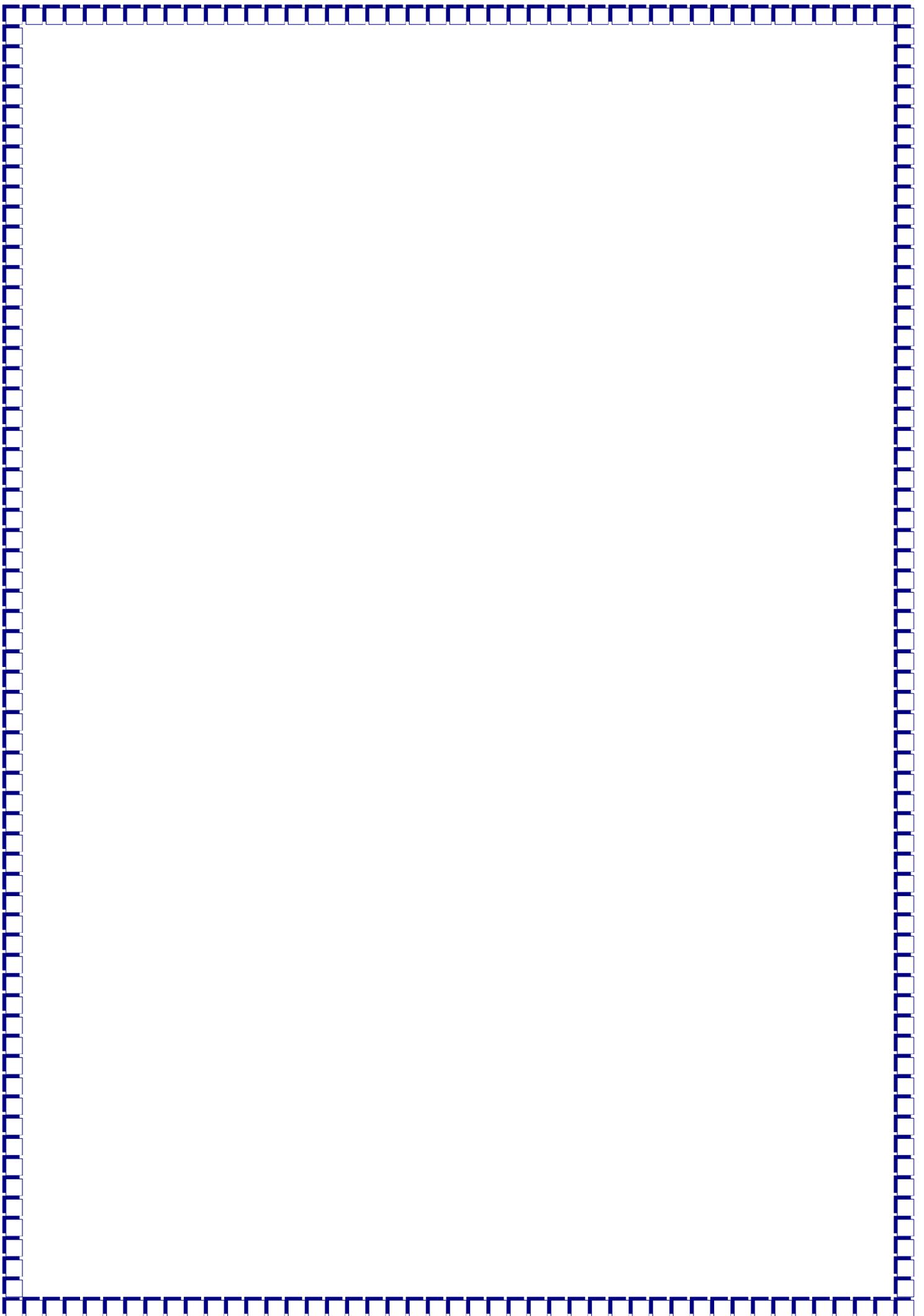
For children to reach their full potential it is important to work in partnership with parents.

Parents are always welcome in school and there are many opportunities to become involved with the school. For example, Friday morning Star Awards, shared acts of worship, homework activities and school productions.

We also encourage parents to attend worship events in order to fully support their child at All Saints' Church of England School. Parents of every faith or no faith are always welcome.

### **Friends of All Saints'**

We have a dedicated parents' group named the Friends of All Saints. They meet regularly in school, and organise many events throughout the school year for the pupils and charities. All parents and members of All Saints' Church are very welcome. We are always delighted to gain new members.



### **Governing Body**

Chair	-	Mrs C Francis
Vice Chair	-	Mr H Hope
Parent Governor	-	Mrs S Matloob/ Mr S Afzal

The Governing Board is an accountable body that is responsible for the policies and practices of the school.

The Governors represent different groups and points of view and act as a link between the school, Diocese, LEA and the community. They also oversee the school budget.

The Governing Body meets formally once a term and at other times as necessary. Governors are appointed for a specific period of time and represent the various aspects of school life.

### **School Security**

Parents are asked to use the main entrance other than at the beginning and end of the school day. All external doors are locked at 8.50am prompt and remain locked during lesson times. Any child arriving after 8.50am must report to the office via the main entrance.

Foundation Stage and KS1 children are only allowed to go with a recognised adult and need to be collected from their classroom. On entering KS2 children are taken to wait in the playground. It is the responsibility of the parent/carer to ensure collection at that time. Please notify school if you are going to be late and your child will be looked after. If you would like your child to make their own way home in years 5 and 6 please confirm this in a written letter.

**Children, who are continually picked up late, cause can become distressed and this also causes a staffing issue. The Educational Welfare Officer will also be informed and the family will be asked to attend a meeting at school to discuss improving the situation in this situation.**

### **Loss or Damage to Personal Property**

Parents are asked to note that we do not accept any responsibility for loss of, or damage to, personal property in school. Other than stud earrings and a watch, jewellery is not permitted. Smart watches are not allowed.

### Mobile phones

We understand that some parents provide their children with a mobile phone for a variety of reasons, including personal safety, however even the basic use of a mobile phone in a school environment intrudes on other people. We ask that pupils do not bring phones unless there is a justifiable reason e.g. child walking home alone. All pupils must ensure that their phone is left at the school office/ given to the teacher until the end of the day. ***Pupil misuse of their mobile phone / failing to hand the phone in to the school office*** will result in confiscation. The mobile phone will be returned to the parent when they come to collect it. **Parents should not be using their phones in the school building or when handing over their child to staff, this is a matter of curtesy and safety. Photographs are not allowed to be taken on school grounds and premises without the express permission of the Headteacher.**

### Social Networks

There are age restriction on many social media sites and games and we believe that these should be adhered to. We expect that effective parental supervision at home will prevent problems between pupils.

### Homework

Children are expected to take time at home to improve their reading and to learn tables, reinforce basic mathematics and learn spellings. Children will also be given creative tasks to do at home which is an important part of their curriculum studies. We ask that you support your child with all homework, encouraging them to reach their full potential.

### Parent Evenings

These are held in the autumn and spring terms enabling parents/carers and teachers to discuss their child's progress. Reports are sent home during the final term with a 'drop in' session for parents/carers to discuss their child.

Parents may also see their child's teacher at any mutually convenient time. Normally it is possible to have a quick word either on the phone or in person before or after school sessions, but if parents want a longer talk, this can be easily arranged

### Physical Education

All classes have PE each week. The school makes full use of any expertise that is available across the range of physical education. Lessons are taught by the class teacher or a qualified sports coach. Children are expected to have their full PE kit for every session.

## **PSHCE**

This encompasses all areas around personal, social, health and citizenship education which will equip children for life beyond All Saints' Church of England Primary School. We also aim to develop community cohesion and have a links with other Rochdale Primary schools and community projects.

## **Complaints**

Parents expressing any school related concern are invited to consult with the class teacher, initially. If further discussion be needed, please see the Deputy Head Teacher or Headteacher. Should there be an occasion where a parent has a complaint about the conduct of the school or its curriculum; there are school policy documents on how such complaints are to be handled and what the parents' rights are in such matters. This information is available on the school website.

## **Breakfast Club**

The school has a Breakfast Club which meets in the school hall each morning between 8.00am and the start of the school day. We serve a variety of breakfast type foods and drinks and there are choices of activities for the children to enjoy. A small charge is made to help defray our costs. Please ask at the school office regarding enrolling your child. Places do need to be booked before your child attends this club.

## **Extended Schools / After Schools Clubs**

We offer a wide range of additional activities depending upon the availability and expertise of teaching staff and specialist visitors. These include sports, martial arts, art, drama, games, choir, ICT, music and dance. We take part in a variety of different sporting activities as a school each year, and children are encouraged to join in as appropriate.

Music tuition takes place in school, and lessons are offered, at a termly cost.

Educational visits are part of school life, and are usually paid for by the contributions of parents, as per the *Governors' Charges and Remissions Policy* document, a copy of which can be found on the website. Year 6 pupils are offered the opportunity to take part in a residential visit, linked into their curriculum, during term time, in their final year. As it is part of the curriculum, we ask that all Year 6 children attend.

Charges are usually made for:

- Board and lodgings on residential visits
- Music tuition in or out of school hours
- Activities not relating to National Curriculum or RE outside of school hours
- Recovery of wasted optional extra fees to which parents had agreed
- Costs involved in replacing broken windows or defaced/damaged/lost text books, where this is the result of a pupil's behaviour and where it is felt reasonable to do so.

### **Pupil Premium Grant and Free School Meals**

If you are unsure if your child is eligible for Free School meals, please contact the school to discuss. If your circumstances change and you no longer receive free school meals, please notify the office as soon as possible as a delay can incur arrears. Pupil Premium is often used to subsidise school trips. Parents will be informed if this applies to their child.

### **Schools Council, ECO Council and Playground Pals**

The children have an elected committee which meets regularly to discuss school issues.

Year 6 children receive training to become Playground Pals, playing with and helping the younger children on a daily basis at playtimes and during lessons.

The children are also involved with fund raising activities, for example; Child in Need; global disasters; Make Poverty History etc.

### **Recording and Assessment**

Teachers constantly monitor the progress of each child and detailed records are maintained. Children are assessed regularly in school using non-standard and standardised tests. Each child is given a full written report each year, detailing the progress which they have made. KS 1 and KS2 sats results and attendance figures are also shared with parents

### **Special Educational Needs**

The school aims to identify the social, emotional and educational needs of all pupils. For children with special educational needs, the school provides individual programmes of work. In meeting their needs, teachers follow the guidelines and

SEN Code of Conduct. Parents are regularly informed about the progress of their child. The involvement of external agencies is sought as appropriate.

The school has a SENCo who is responsible for overseeing the provision for children with special needs. All teachers are involved in the preparation of individual education plans for any child with special needs in their class.

Support for children is varied - it may involve referral to the Educational Psychologist; one-to-one or small group work; additional adult support within the classroom; individual teaching programmes; careful monitoring of specific and agreed targets within the class

### **First Aid**

First aiders will attend to any minor injuries that a child sustains. In case of a significant accident at school, the staff will try to contact a parent or nominated carer, and in the meantime carry out such first aid as staff qualifications allow, with referral to the nearest A & E unit if necessary or by contacting the emergency services directly.

Similar arrangements apply in cases of illness at school, with the sick child kept as comfortable as circumstances allow until their parent or other nominated adult can take the child home.

**It is essential that parents fill in the data information sheets and return to the school office. You must update school accordingly with any change of address or telephone numbers.**

### **Child Protection and Safeguarding**

The school also recognises its obligations to protect the interests of all the children it serves through its acceptance of the need for inter-agency co-operation for the protection of children from abuse. This means that there could be occasions where the school is under an obligation to refer specified professional concerns on children to appropriate agencies. As a school, we will always aim to engage with parents where it is possible. School also receives police reports regarding incidents of violence in the home, which the school is obliged to discuss these with parents. The designated teacher for child protection is **Mrs R Parsons**.

Should you have any concerns, please speak to one of the following members of staff or your class teacher:

Mrs S Hardy  
Mrs R Parsons  
Mrs J Oldfield

Miss Wright

Head Teacher  
Deputy Head Teacher  
Assistant Head Teacher,  
KS2 Co-ordinator  
Foundation Stage Co-Ordinator

### **Religious Education**

#### **Religious Education Policy**

All Saints' is a Church of England Voluntary Aided Primary School in which the provision for Religious Education is determined by the school's Governing Body. Within Religious Education we aim:

- a) To be a tolerant and caring community
- b) To promote physical; moral; mental and spiritual development in the light of the *Christian Gospel*.
- c) To enable children to discover their own value, to realise their potential and become healthy and whole individuals in the widest sense implicit in Christ's teachings.
- d) To help children acquire knowledge and skills relevant to life in a fast changing technological, multi-cultural society.
- e) To be part of the Anglican Church's service to society in the specific task of education.

The Governors have adopted the Manchester Diocesan Board of Education Syllabus as a guideline.

### **Worship at All Saints' School and Church**

All Saints' school has a Christian act of worship each day. These are led by staff, pupils and our vicar. We have assemblies on a regular basis to celebrate children's achievements and work across school. These assemblies include acts of worship. We have close links with our church, Christ Church, Healey. Parents and friends are often invited to join our worship both in school and at events. We are welcoming and inclusive of people of all faiths and those of no faith.

The specific aims of our worship are:

- a) To encourage a reflective attitude to life
- b) To provide some experience and understanding of what worship, and in particular Christian worship, is
- c) To bring to the threshold of worship, taking seriously their stages of development
- d) To strengthen the community and to recognise the worth of the educational work of the school
  
- e) To affirm the values, foundations and ideals of the school
- f) To widen the children's repertoire of emotional response

We hope to achieve our aims through the following pattern of collective worship:

**By worship we mean:**

- i. Praising God
- ii. Communication with God, through prayer
- iii. Telling stories
- iv. Following Christian traditions and rituals
- v. Encouraging periods of silence and reflection
- vi. A sense of belonging to each other within the community
- vii. An awareness of, and reflection upon, life's experiences.



**Prayer:**

**In school we hope to lay foundations for a later understanding and practice of prayer by:**

- i. Allowing periods of silence during our worship
- ii. Saying simple 'thank you' prayers
- iii. Encouraging children to write their own prayers
- iv. Introducing and teaching some prayers of the Christian faith.

Parents do have the right to withdraw their child from collective worship.