

Welcome to

Chorlton CofE Primary School



Admissions and Transfers

The date on which a parent / carer enters the child's name for admission has no bearing on the child's position in the priority order. Admission forms for Nursery and school are available from the school administrator. Places for Nursery and main school are offered according to Manchester's admissions policy.

A place in Nursery does not guarantee a place in the Reception class.

If you move out of the district and your child needs to go to another primary school, please let us know as soon as possible and we can pass on records of your child's progress and other relevant information.

Every parent / carer completes an admission form containing the child's address, emergency contact number and other relevant information. It is important that this information is kept up to date. Please notify us immediately of any changes.

Year 6 children in the Autumn term will receive an information pack about high schools. An application form is included that allows you to state a preference for a high school for your child.



Attendance

Attendance at school is a legal requirement. If your child cannot attend school because of illness please let us know immediately. In the case of infectious and contagious diseases please refer to the NHS guidelines and ensure that your child is fully recovered before returning to school. In cases of sickness and diarrhoea, children must be off school for 48 hours after the last episode.

Any leave of absence must be requested in writing before the absence. Please note that government regulations allow the Head Teacher the discretion to authorise absence only in exceptional circumstances.

Holiday leave is not considered an exceptional circumstance.

The school monitors attendance closely and pupils who fall below 95% or have 5 unauthorised absences may be fined under new regulations brought in 2017.

Punctuality

Please ensure that your child arrives in the school playground at 8.40am. The children will head directly to their classroom. We monitor punctuality and lateness on a daily basis. Latecomers are recorded and the parents / carers of children who are frequently late will be contacted in person by the Deputy Headteacher.

Punctuality at the end of the school day is monitored in the same way; collection times are in the school day section.

Health and Welfare

First Aid

First Aid will be given by staff with a recognised first aid qualification, to children with minor cuts, bumps and bruises. If a child needs further treatment, you will be asked to take your child to a doctor. If your child receives a head injury, first aid will be applied and telephone call will be made to the parent/carer.

Medicines

We need to be aware of any medical condition your child may have, or other special circumstances. Children who are unwell should not be sent to school. No medicine will be administered without the medication permission form being completed by parents/carers, which is available at the school office or on the school website, including written authority if the medicine needs to be altered. This is with the exception of Calpol and Antihistamine, which a member of staff can administer with verbal consent from a parent/carer.

Accident or Illness

In cases where a child has been involved in an accident or where we suspect illness, you will be contacted. It is vital that contact numbers provided in case of illness or any emergency during school time are up to date.



Jewellery

Only small stud earrings are allowed in school. This is for safety as well as practical reasons. Necklaces and chains are not permitted. All jewellery (including watches and earrings) should be removed or covered before the lesson begins. If children take out earrings for PE rather than covering them, then it is their responsibility to look after them. The school accepts no liability for loss or damage to jewellery worn by children. <https://www.chorltonce.co.uk/behaviour-safeguarding-policies/>

Appointments

If your child needs to leave school during the day for a medical appointment, you must inform the school office in advance. Children are not allowed to leave school during the school hours unless accompanied by a parent / carer or responsible person made known to us. They should report to the school office where the school administrator will collect the child from the classroom. The administrator will require you to sign your child out and sign your child back in on return to school.

No Smoking

It is against the law to smoke anywhere on the school premises.

No Dogs

No dogs allowed on school site unless they are service dogs.

Toys and Valuables

Valuables and toys, including electronic games are not to be brought into school, the playground or field. Mobile phones are not allowed in school, other than in Year 6. Those children who walk to school alone or go home alone with parental permission can hand their phone to the office when they come into school.

Inclusion

We provide a stimulating learning environment and a positive ethos across the whole curriculum, which maximises individual potential and ensures that pupils of all ability levels are well equipped to meet the challenges of education, work and life.

We believe in educating the whole child, including the development of social, emotional and behavioural skills. In school we have a Therapeutic Inclusion room, which enables children to increase their emotional, social and behavioural skills in a nurturing safe environment; this is led by our Key Therapist/Therapeutic Inclusion Lead. Every effort is made to ensure that all children have equal access to opportunities, by making reasonable adjustments and adapting activities. All children are cared for, supported and their achievements are celebrated.

Admissions arrangements for those with disabilities are in accordance with the Governors' admissions policy. The school does all it can to facilitate access to the school and its grounds.

Contacting the School

Our school administrator is available every day from 8.30am – 4.00pm.

If you wish to speak with your child's class teacher, please see the school office and an appointment will be arranged for you. The playground at 8.45 am is not the appropriate time as teachers need to be with their pupils, teaching.

The first port of call is always the class teacher. If you wish to see a senior staff member, please make an appointment at the school office.

Keeping you informed

We will send emails, texts, letters and permission forms using ParentMail, informing you of important events and dates. The school website is also a good source of information.

Child Protection & Safeguarding

Parents need to be aware that the Local Authority requires us to report any sign of accidental injury or abuse, immediately and directly to the Social Services Department. This is not a matter of choice, it is safeguarding procedure. It is likely, in such situations, that a social worker will contact parents directly.



Religious Education & Rights Respecting

Religious Education in school is non-denominational and based on Manchester's Agreed Syllabus. The daily act of Collective Worship is broadly Christian in character and usually of a moral nature. We aim to develop respect for Christianity and the religious beliefs of others through class work and assembly. As a UNICEF rights respecting school, we link the curriculum and school life to the 42 children's rights and the behaviour expectations required, so everyone has access to their rights.

It is the intention of Chorlton CofE Primary School that RE and Collective Worship are inclusive to everyone.

Relationship, Sex & Health Education

Following consultation with the full school community, the Governing Body has agreed a programme of education that meets all of the statutory Health and Relationships requirements. This includes the school's RSE Policy.

Those parents/carers wishing to exercise the right to withdraw their child can do so from one additional sex education lesson in Year 6 however withdrawal from sex education in RSHE **does not** withdraw your child from these elements in the statutory National Curriculum for Science. Please see the RSHE policy for more details.

Trips and Visits

When the school arranges visits or trips to enhance the curriculum, parents will be asked for a contribution prior to the visit or trip being confirmed. If we do not receive sufficient contributions to meet the cost then it may be necessary to cancel the event.



Clubs and Activities

The school provides a wide range of after-school clubs and activities for all children from Reception to Year 6. Clubs and activities provided by outside agencies are likely to incur a charge. The school will work to keep these charges to a minimum. In the case of family hardship, which makes it difficult for a pupil to take part in particular activities, the Governing Body will invite the parents / carers to make their circumstances known, in confidence, for a remission of charges to be considered.

Complaints Procedure

There is an approved procedure for investigating and resolving complaints about the school curriculum and other related matters. The first stage is a discussion with the Headteacher. Unresolved matters will follow the Complaints Policy Procedure, a copy of which is available from the school or on the school website.

School Day

8.40	Gate opens and the children will head directly to their classroom
8.50	The school gate closes
10.30 - 10.45	School Assembly
10.45 - 11.00	Playtime for KS1 and KS2
11.45 - 12.15	Lunchtime for EYFS
12.15 - 13.15	Lunchtime for KS1 and KS2
14.15 - 14.30	Afternoon play for Key Stage 1
15.15 +	End of day Treehouse / After-school clubs

School Uniform

Grey skirt, pinafore, school trousers or culottes, summer shorts, white blouse, shirt or polo-shirt, school logo/plain red cardigan or sweatshirt, red / white summer dress. Grey / red tights can be worn during winter months.

Shoes

Black training shoes

PE

Yellow T-shirt and navy blue shorts.
Trainers/plimsolls and socks. Plain navy tracksuits, can be worn for games on colder days.

Educational Gymnastics and Dance are performed barefoot. For all other PE children are expected to wear trainers.

Please make sure that all items of clothing are clearly marked with your child's name.

Please note that school cannot accept any responsibility for the loss of, or damage to personal property whilst on the school premises.

Behaviour in School

The school's Christian and rights respecting values underpin all aspects of school life. We are committed to providing a caring, friendly and safe environment for all our pupils so they can enjoy, 'An adventure of the mind and a home for the heart'. We recognise that our parents/carers are critically important in encouraging good behaviour and using appropriate strategies to reduce unexpected behaviour. The school ensures that parents/carers are informed of both expected and unexpected behaviour. On the rare occasions of the latter, will work exhaustively with the child and parents/carers to find ways of solving the problem. We use a restorative approach to resolve conflict and learn from past actions. Our Behaviour Policy can be found on the school website <https://www.chorltonce.co.uk/behaviour-safeguarding-policies/>

Bullying

Bullying, either verbal or physical, is actively discouraged and will be dealt with appropriately. If a child repeatedly behaves in a threatening or unacceptable way, parents/carers will be informed and invited to discuss the incident with staff and the Headteacher. In such circumstances parental support is expected. Any child who is troubled by bullying should talk to an adult in school about their concerns. The matter will be investigated promptly and thoroughly.

Our Anti-Bullying Policy can be found on the school website <https://www.chorltonce.co.uk/behaviour-safeguarding-policies/>



School Meals

A selection of healthy and nutritious meals are provided by the school catering staff. Children can choose to have school meals or packed lunches on a daily basis, or packed lunches, with the option of a school meal on a Monday and/or Friday. Menus can be viewed on the school website.

We encourage a celebration of the special occasion of each child's birthday. School will politely refuse cakes and sweets brought in by parents but will encourage the healthy swaps which may include the following suggestions which have come from consultation with our pupil School Council Representatives:

- A Birthday book for the class to keep
- A big birthday badge for the child to wear
- Craft resources
- A game for the class to keep
- A DVD for the class to keep
- A non-food based treat e.g. a rubber, pencil, sticker
- A healthy treat such as a fruit kebab, raisins or clementine etc.

Our food and drink in school policy can be found on the school website.

<https://www.chorltonce.co.uk/general-policy-procedure/>



The Treehouse

Opening Times

7.45am	–	8.55am
3.15pm	–	6.00pm



THE TREEHOUSE is our before and after school provision for children of all age groups, and is managed by school. The provision takes place in the school hall and outdoor facilities, weather permitting. It offers a range of activities for children in a friendly, comfortable and relaxed atmosphere. Children can enjoy a healthy breakfast/light healthy snack prepared by our own catering staff. Application forms are available from the school office.

Please visit The Treehouse section of the school website to see the fun and games we get up.

Holiday Club

Chorlton CE Primary have a private company that provides a holiday club throughout the school holiday periods (with the exception of the Christmas and 2 weeks of the summer break). This is located at Longford Park Athletics track