

GOVERNORS AND STAFF

The Governing Body

Mr A Rimmer	Chairman
.	L.A. Governor
Mrs H Dickinson	Vice Chair
	Foundation Governor
Mr. M. Forshaw	Foundation Governor
Mrs. E. M. Devey	Headteacher
Rev. L Daley	Foundation Governor
Mrs. F. McGlone	Foundation Governor
Mrs C Kaye	Foundation Governor
Mrs C Smith	Staff Governor
Mrs C Bell	Parent Governor
Mrs M Dickinson	Parent Governor

Members of Staff

Headteacher	Mrs. E Devey
Deputy Headteacher	Miss. C Smith
Teaching Staff	Miss. C Smith Mrs. D Williams Mrs. S Taylor Mrs. C Porter Miss J Hesketh Miss L Kenyon
School Bursar	Mrs. R Harrison-Scott
Teaching Assistants	Miss L Kenyon Mrs Suggitt Mrs D Oakes Miss J Hesketh
Welfare Assistants	Mrs Suggitt Mr. G Spencer
Nursery Manager:	Miss E Riley
Site Supervisor	Mr. G Spencer

SPECIAL EDUCATIONAL NEEDS

SEN Code of Practice

Despite the class teacher's support and differentiated planning some children will have difficulties with certain areas of learning. If this happens we will provide additional help and support. We will discuss this with parents and devise an Individual Education Plan (IEP) for the child. The Special Educational Needs Co-ordinator (SENCO) and the class teacher will review this plan each term. Parents will be invited to this meeting and their comments will be welcomed.

If, despite this help, we are still concerned that a child is not making sufficient progress; if a child is falling significantly behind the rest of the class and we do not feel that we have sufficient expertise in school to plan appropriate curriculum activities then we will seek advice from professionals not directly employed by the school. We will continue to use IEPs but they will be more detailed. In a small number of cases where a child meets the LA criteria for action we will refer the child to the LA so they can consider making a detailed diagnostic assessment. This will be fully discussed with the parents beforehand. In some cases where the need is significant, the school will approach the L.A., with parents' permission, to seek an Education Healthcare Plan.

We value the help that parents can give us and appreciate them sharing any problems a child may have had previously or during their time with us. Should a parent have concerns about the progress of their child they should initially discuss them with the class teacher. If there continues to be a cause for concern then this should be brought to the attention of the SENCO or the Headteacher). Complaints about the special educational needs provision made by the school should be discussed with the Headteacher (Mrs Devey).

In the unlikely event that the Headteacher is unable to resolve the complaint, then the parent should write to the School's SEN Governor.

If a parent would like to read a full copy of the SEN policy copies are available to borrow from the school secretary or can be viewed on the school website.

Accessibility

St John's is committed to being a fully inclusive school and arrangements to cater for pupils with additional physical or medical needs can be discussed with the Headteacher and SENCO. No child will be discriminated against due to disability in terms of admission to school.

The school currently has a sound field system to support children with hearing impairments and a disabled toilet. Training has taken place to support pupils with a range of medical needs. The new building complies with specifications for visually impaired and those needing wheelchair access.

SECURITY AND SAFETY

Security of Premises

We take very seriously our responsibility to ensure the safety of our pupils and we therefore ask that you do not enter the school except through the front door, where you may report to the reception point, unless accompanied by a member of staff.

Parents of Reception children are welcome to enter school with their children as they wish. We believe this often helps children (and parents!) feel less anxious about starting school. It also provides time to see the class teacher. It is expected, however that parents will leave the classroom to allow daily lessons to commence within a reasonable time.

At the end of the school day infant children will only be dismissed when a parent or guardian is visible to the staff. If for any reason another adult is to collect your child please inform us.

Should you need to collect your child during the day for any reason please report to the front office, and sign your child out in the book. This is essential for our safeguarding procedures.

Staff and Visitors

All school staff are CRB/DBS checked and have been appointed using safe recruitment procedures.

Visitors should report to reception and sign the visitors book.

Child Protection

The Headteacher and Deputy Headteacher is responsible for child protection and members of staff have regular training in their safeguarding responsibilities.

Risk Assessment and Fire

Risk assessments are regularly updated with regard to all potentially hazardous activities within school so that risks can be identified and minimised. Fire drills are carried out each term. The school undertakes an annual fire risk assessment and appliances and extinguishers are tested according to Local Authority guidelines.

ICT Security

If parental permission is given we may use images of your child on our website and in press coverage. We have policies relating to safe internet use, available on the website or from the office.

First Aid

Trained first aiders are present on school premises during all school sessions.

General

Reception and Year 1 pupils participate in the Local Authority's Road Safety scheme—Right Start and Year 6 pupils are trained to take the cycling proficiency test.. The school teaches PSHE (personal, social and health and education) which includes lessons about medicine and drugs, relationships and health and hygiene.

Pupil Health

To prevent any accidents, medicines are not permitted in school under normal circumstances. If your child is well enough to come to school but is receiving treatment from a doctor, the dosages should be administered during home hours. Where particular problems arise, parents should contact the Headteacher. Medicine will only be administered if the appropriate school form is filled in; this is available on request in the school office. Please note: Only prescribed medicines can be administered.

Those children with asthma should have the necessary inhalers/spacers labelled with their name and brought into school. The teacher will keep these items available in the classroom. They should be taken home at the end of each half term so that you can ensure that the inhalers have not exceeded their use by date. **This is parents' responsibility.**

If a child becomes unwell whilst in school, it is essential that a parent or other responsible adult can be contacted. Please inform us promptly of changes of address, telephone numbers and emergency contacts.

In the event of emergency, every attempt is made to contact parents before a child is taken to hospital.

It is vital that the school is informed of any disability before a child is admitted in order that their needs can be met. If your child has a recurrent condition (e.g. asthma, epilepsy, diabetes etc.), it is essential that we are informed of the fact.

For children with significant needs such as epilepsy a care plan will be drawn up in liaison with school nurses, parents and the Headteacher. Personal care and administration of medicine for chronic conditions will only be undertaken by school staff with an appropriate care plan.

We ask, where possible, that dental and medical appointments are made outside school hours. Children may only leave school premises during the day if escorted by an adult. Children returning to school should report to reception.

ASSESSMENT AND REPORTING

Soon after starting school, our Foundation Stage children undertake a baseline assessment and are continuously assessed thereafter throughout their time at school..

In line with the demands of the National Curriculum, children are formally assessed at the end of each key stage (year 2 and year 6) using Standard Assessment Tasks and Tests (SATs) . The results of these tests are reported to parents on an individual basis and form part of the written report given towards the end of the summer term.

Parents' Evenings are held in twice a year. Formal written reports are sent home for every child at the end of the year. On receipt of the report, a further opportunity is given for parents to discuss the report with the class teacher. Parents are warmly encouraged to make appointments to see teachers throughout the year if they have any concerns or questions.

CURRICULUM

Organisation of the curriculum

Topics have been carefully selected through which teachers can plan to make links between subjects and promote the creative curriculum. The themed approach is designed to enhance teachers' effectiveness in adding depth to the curriculum so that learners can achieve fully and key thinking skills can be developed. Specialist music and sports teachers are deployed in school.

Visits

Educational visits are organised by the class teacher at least once a year and cover a variety of curriculum areas.

In accordance with the Governors' Charging Policy, parents are asked to make a voluntary contribution for the trip up to or above the amount requested. No child will be excluded from a trip due to non-contribution. Recent visits have included Underwater Street, Knowsley Safari Park, Martin Mere and the Chill Factor.

Children in Year 5 and 6 have the opportunity to experience a residential trip and participate in a range of outdoor and adventurous pursuits, usually at Robinwood in Todmorden.

Homework

We believe that homework should be an enjoyable experience for children, allowing them to become enthusiastic and passionate about their learning at home. Offering a wide range of opportunities enables pupils to excel in their preferred area of learning and take greater independence in their own achievement. Our homework system gives pupils and parents more ownership over the timing and completion of tasks, giving far better opportunities for interaction to create a more valuable learning experience.

Homework is set thematically and is linked to the main areas of the curriculum that the pupils will be completing that term. At the start of each term all pupils will be given a sheet outlining a range of tasks that encompass a wide variety of skills in Literacy, Numeracy, History, ICT, Geography and Art.

Each class teacher will set a minimum number of tasks to be completed by the end of term and pupils can bring in completed pieces when they are ready. In addition to the thematic homework children, dependent upon their age and ability, will be given spellings, multiplication tables and other homework to complete as the teacher deems essential. It is expected that shared and/ or independent reading is taking place regularly at home. This should encompass a range of books beyond the school reading scheme.

GENERAL INFORMATION

The School Day

School starts at 8.55am and ends at 3.15pm for infant children and 3.20pm for junior children. Lunch is from 12.00pm - 1.00pm

School meals are available at £2.50 per day or £12.50 per week. If you think your child may be entitled to free school meals, forms and advice are available from school. Some children choose to bring a packed lunch. Please give consideration to providing a healthy school lunch.

We are a nut free school Please do not send your child into school with any food containing nuts.

The government scheme provides free fruit to all pupils in Key Stage 1. Key Stage 2 pupils are asked only to bring healthy snacks to school. We encourage all children to bring bottles of water to school. This has proven benefits on concentration and learning. All Key Stage 1 pupils are given the opportunity to have milk everyday.

Arriving at School.

Children should not arrive at school before 8.45am, as we are not legally responsible for the welfare of the children before this time. If you need to leave your child at school prior to this time, he or she must be registered in the breakfast club.

Car parking is available adjacent to the playground, where children have immediate access to the playground, and in the parking spaces near the church. Parents are asked not to use the car park adjacent to the school, as this is only just sufficient for school staff.

Please exercise vigilance when parking vehicles and ensure that they are parked well away from the school gates. *Please note that it is an offence to stop on the zigzags at the front of the school.*

Reporting of absence

We ask full co-operation of parents in reporting to school all absences, both at the beginning of the absence when a verbal message will suffice, and on return to school we require a written letter stating the reason for absence. Unreported absences must be regarded as unauthorised and recorded as such in the attendance register.

Holidays should be taken outside term time. As per new guidance from the Department of Education, Headteacher's can only authorise holiday absence taken during term time in exceptional circumstances.

We have reward systems, which encourage children to take pride in their work, to do their best at all times and to behave in an acceptable manner as a matter of habit. Weekly in-school assemblies reward achievement of all kinds and our positive discipline pervades all aspects of school life. We also have a termly assembly, to which parents are invited, to celebrate the

children's achievements.

At St John's bullying is not tolerated in any form. We take a proactive approach to preventing bullying and operate strict procedures to deal with any incidents swiftly and effectively.

In addition, a full behaviour policy details the strategies of the school and is available from the office and on the website should you wish to read it.

Equality

The school is committed to ensuring equal opportunities for all.. The school fulfils its commitment to race equality by dealing firmly, consistently and effectively with racist incidents, harassment and bullying.

The school has an equality policy in place. This document is available for inspection at the school office and copies can be viewed on the website.

Breakfast and After School Club

The Breakfast Club opens at 7.45am each morning. The children are given a healthy snack and have various activities available to them. The cost is £5 per session.

The After School Club facility caters for children of all ages from 3:30pm – 5:30pm each weekday and costs £9, (£12.50 for nursery). It is staffed by trained supervisors, and has a minimum 1:9 adult/pupil ratio. The club is Ofsted registered having successfully passed its inspection in 2023. The children have opportunities to take part in a wide variety of activities and the club is very popular. Early booking is recommended. Forms for monthly booking in after school club are available to download on the school website.

We are committed to safeguarding the children in our care and request that parents abide strictly to our routines in relation to registering and collecting children. Details are available at the school office.

Sunbeams Nursery

A registered nursery operating within school can accept children from the age of three.

Induction

Great emphasis is placed on making the transition from home to school as smooth as possible. In the term preceding their first term in school, the children and their parents have several opportunities to come into school.

An induction meeting is held in May and informal play sessions are arranged in school. These sessions allow the children to spend some time meeting and playing with the present reception children, and help to familiarise them with the layout of the buildings and staff.

The early years staff try to visit all the children who are starting school with us in their present early years setting and at home if the parents would like this . We operate very flexibly at the beginning of terms to meet both the needs of the pupils and working parents.

Transition to Secondary School

Throughout their final year in school, children are gradually prepared for transition to High school. The vast majority of our children transfer to St. Bede's Catholic High School, Ormskirk, with whom our school has very close links.

During the autumn term of your child's last year in the juniors you will receive information about the various High schools in the area, from which you state your preference. In addition, you will be notified of the Open Evenings held by most High Schools during the year. Representatives from the High Schools will visit us to liaise with staff during the summer term.

Complaints Procedure

The following paragraphs outline the arrangements in respect of formal complaints about the school's curriculum and related matters. The full policy is available from the school office.

Preliminary Discussion

Many concerns or potential concerns can best be resolved in discussion with the class teacher or the Headteacher. This is where the process should start and unless there are exceptional circumstances, there should be full discussion at the informal stage as a first step. Those with concerns will normally be advised to seek to resolve them through informal discussion before embarking on the formal stage.

Formal complaints

If attempts to settle the concern informally have failed, the Headteacher will supply the complainant with the name of the Chair of Governors and copies of relevant documents explaining the arrangements for considering complaints.

School Uniform

Uniform items, embroidered with the school name and logo, are available from Premier Sports, Ormskirk or Tesco online. They also provide book bags and PE bags.

Trousers or shorts:	Grey
Skirt/pinafore dress:	Grey
Socks:	Grey/white
Tights:	White/black/blue/grey
Polo shirt:	Sky blue
Sweatshirt/cardigan:	Royal blue
Dress (summer)	Blue/white gingham or striped
P.E:	Sky blue t-shirt, Blue or black shorts, slip on pumps

P.E kit should be kept in school in a pump bag and taken home at the end of each half term for washing.

Shoes should be sensible styles. Fashion shoes with heels can be dangerous and extremes

of fashion should be avoided. **Training shoes are not permitted as part of the school uniform**

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

For reasons of safety jewellery is **not** permitted in school with the exception of one pair of stud earrings and a wristwatch. **Children should not miss P.E. because of having recently pierced ears.**

Stud earrings must be removed (or covered with a plaster) during P.E. members of staff may not remove or insert earrings. If your child wears earrings it is suggested that they leave these at home on those days when their class has P.E.

And Finally.....

We hope that this prospectus has answered most of the questions you may have. If not, please do not hesitate to ring or make an appointment to come and visit the school during a working day.

Kind Regards

Elizabeth Devey.

Headteacher.