



St. Bede C of E Primary Academy

Why should I choose St. Bede?

St. Bede C of E Primary Academy is a Church of England Primary School. In December 2009, the Academy was judged to be Outstanding by Ofsted, and in November 2015 this judgement was further corroborated by the Statutory Inspection of Anglican and Methodist Schools (SIAMS). It is constantly over-subscribed by both the local children and those who have moved out of the area and wish to continue their education with us. It is a very well-established feature of community life in Morris Green and we have many second and third generation families attending St. Bede because of its reputation.

We aim to provide our children with a caring, stimulating environment within which they will receive a wide range of balanced learning opportunities to prepare them for their future role as independent, responsible adults.

When can I register my child for the Nursery/Academy?

During the school year in which your child will have his/her second birthday, simply come into school and give your child's details to the receptionist, who will subsequently acknowledge your application by letter. You will be notified whether or not you have been successful before the Easter holiday prior to your child's third birthday for Nursery admission. There will be a meeting during the Summer term prior to commencement, giving you the opportunity to meet each other as well as to ask any questions which may have been worrying you. For Reception class places, the Local Authority (LA) handles admissions and you will be contacted by letter early in the Autumn term before admission. You must return the form without delay. The Governors will admit all children having a statement of educational need in which the school is named. Places will be allocated by use of the following criteria:

1. Children in public care (Looked after Children), including children who were in care but have since been adopted or become subject to a residence order or to a special guardianship order,
2. Children of armed services personnel,
3. Children, one of whose parents/carers have attended the Parish Church of St. Bede, Morris Green at least monthly, for the past twelve months (October 2015 – October 2016),
4. Children, one of whose parents/carers have attended a C of E Church within the Bolton Metropolitan Borough boundary at least monthly, for the past twelve months (October 2015 – October 2016),
5. Children whose parents/carers have attended any another Christian denomination Church at least monthly, for the past twelve months (Churches in national or local membership with Churches Together in Britain and Ireland) (October 2015 – October 2016),



6. Children who will have a sibling still in attendance at the school at the time of expected admission. Sibling includes step, adopted or fostered children living in the same home and natural brothers or sisters, having both the same parents, living apart,

Where there are multiple births wishing to be admitted and the sibling is the 90th child, the Governors may admit over the infant class size requirement if it is possible to do so,

7. Children having exceptional medical or social needs, together with documented evidence*,
8. Children of other faiths who live within the parish and whose parents desire them to attend this school because of its religious tradition,**
9. Children who attend either Baby Bede Nursery or St. Bede Nursery,
10. All other children***.

* Written professional evidence must be submitted to explain why the child should attend this school rather than any other.

** A letter of support from the faith minister must be submitted

*** Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the double gated entrance to the school, when walking, will be used as the final determining factor, nearer addresses having priority over more distant ones.

Waiting list

Where there are more applications than places, the admissions' criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions' criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Application for in-year admissions (casual admissions) to other age groups will be considered according to availability of places rather than criteria. Prospective parents should contact the school direct for more information.

Please note that a place in the Nursery does not automatically mean that a place will be offered for admission to the school, but it will be considered when the admissions' criteria for the main school are applied.



Can I visit the school prior to admission?

Open days will be held during the Autumn term.

Is there a meeting for parents of new children?

Yes – separate meetings for parents of Nursery and Reception age children will be arranged after your offers have been confirmed and all the parents concerned will be invited to attend. Do please try your best to come along as it is an ideal opportunity to ask questions and also to meet the other parents.

We will attempt to answer all your questions and you will have the opportunity of meeting each other as well as the staff.

What can I do if my application to Nursery/Academy is unsuccessful?

Children are admitted to the Nursery strictly in order of application. We offer extended sessions in the Nursery, which can include all day care if you so wish, within the school day. You are entitled to fifteen hours free education and there will be a charge for anything over and above that. If your application to school is unsuccessful, then you may contact Pupil and Student Services at Paderborn House in Bolton (Tel: 01204 333333) and they will direct you either to a vacancy in another school or advise you of your next course of action.

What is the framework for the school day?

The school day commences at 8:55am and finishes at 3:15pm with the morning Nursery education session ending at 11:30am and the afternoon session starting at 12:45pm. Lunch time for children in the Foundation Stage is from 11:30am and Lower school from 12 noon until 12:45pm, for older children lunch is later from 12:30pm to 1:15pm.

There is a fifteen minute break in both the morning and the afternoon for the infant children whilst the juniors have a 15 minute break in the morning.

Children should not arrive at school before 8:45am.

Please inform school if your child is going to be absent for any reason. This should be done on **each day** that your child is absent. You may do this by simply telephoning the school, or if this is impossible, by sending a letter as soon as possible.

Please arrange medical and dental appointments outside school hours. If this proves impossible, please let the receptionist know by 10:00am whether he/she will be requiring a school dinner. If appointments are taken in school hours, please show your appointment card to the receptionist so your child will get their attendance mark.



What will my child be taught?

English, Maths, Science, Religious Education, Information and Communications Technology (ICT), History, Geography, Art, P.E., Technology, Modern Foreign Languages (MFL) and Music are taught to all our children at school, sometimes discretely and sometimes through topics.

A wide range of sporting activities is offered: football, swimming, gymnastics, dance, athletics, games skills and rounders. These are all played either in the school hall, in the playground or on the nearby playing field which belongs to, and is maintained by, Bolton Leisure Services. The statutory time per week is allocated to P.E. at Key Stages one and two. Team sports of football are in addition to these hours.

We have a specialist Music teacher who works with all the classes throughout the school, developing their skills and talents. A brass group and well-established choir are also offered as extra-curricular activities.

We also have a specialist MFL teacher who works with the children from Nursery to Year 6, teaching French to the younger children and Spanish to the older ones. This is often taught through songs, rhymes, games etc., and is an exciting introduction to another language.

Religious Education and Personal and Social Health Education (PSHE), although not guided by a National Curriculum framework, are also given a high priority on the school timetable. Religious Education assists the moral and spiritual development of the child, and although parents do have the right to withdraw their child both from this and from assemblies if they so wish, they must consider the religious character of the school, and the difficulties of supervision.

All children are taught according to their ability, and not to their age. Differentiation of work is achieved by using various teaching methods, including individual, paired, group and whole class lessons. These teaching methods involve pupils in a combination of listening, reasoning, experimenting, problem-solving and recording situations. Many activities are cross-curricular, which means one learning situation would involve two or more curricular areas.

We operate our own Special Needs department within the school and this provides early recognition of any child's special needs, and seeks to help every individual reach his/her full potential. Exceptionally able children are included in this identification and are carefully monitored by the class teacher. Great care is taken to stretch these children intellectually without alienating them from the work undertaken by the other children.

It is the decision of the Governing Body that sex and drugs education are not generally taught at Key Stages one or two, other than those normally covered by Science and PSHE topics, but it is taught by visiting people from the Police or Health Services by teacher request.



The actual teaching time spent with the children (excluding breaks) more than fulfils Department for Education (DfE) requirements. The actual pupil contact time (time spent in lessons per week) is as set out below:

Junior classes - 24 hours 35 minutes

Infant classes - 23 hours 20 minutes

How are the classes organised?

The school is divided into three Units - Foundation Stage (Nursery and Reception), Lower school (Years 1, 2 and 3) and Upper school (Years 4, 5 and 6). All children are taught all subjects in single age group classes.

How will I know how my child is getting on?

All children are continuously assessed by the class teacher. Assessment is a continuous process which offers evidence of a child's strengths and areas for development, and also provides information necessary for the next stage of learning. There are several tests taken throughout the year, the results of which inform future planning.

Individual Records of Achievement (ROAs) include examples of non-academic as well as academic progress gained in and out of school. These ROAs are available in school, and become the child's property when he/she leaves St. Bede. Annual tests are taken by all children, with the exception of those in Reception who are continually assessed, and the results of these tests are reported to, and discussed with, parents during the consultation evenings. A child's progress will normally be reported at these consultation evenings, which are currently held during the first part of the Autumn term and the later part of the Spring term. The children in Year 6 will take the Statutory Assessment Tests (SATs) and the results will be reported to parents on the annual Summer report, which all children receive. All DfE documents and school policies are available in school, and may be requested at any time. They are also available to view on our website www.stbedeacademy.org.

What if my child has a learning difficulty?

All children work at their own level and most pupils are catered for within the classroom situation, although perhaps being given individual work. We do however have our own in-house Special Needs department as well as close contact with the Behaviour Support Service and the Educational Psychological Service. These specialist people visit the school on a regular basis and are available for support, help and advice when required. Parents are always informed if these specialists are approached for help with specific children.



What if my child has a problem?

The staff are available most evenings to see parents up until 3.45pm, so please come in and discuss any difficulties. If any parent still has concerns over their child's work after having seen the teacher, they may wish to make an appointment firstly to see the Unit Leader, and then Mr Hatch if they are still concerned. In either case, just go to the school office and Mrs Woods will arrange a mutually convenient time.

Should any concerns still exist, then a curriculum complaint should be expressed in writing to the Chairman of the Governing Body. The relevant Curriculum Complaints' Committee would then address the problem by investigating all aspects concerned, and then consulting with interested parties before reaching a decision.

Are there school rules?

Of course there are - but as we nurture respect, concern and consideration for other people and their property, the rules are few and all designed to ensure these principles are upheld. High standards of behaviour are expected at all times, and parents will be informed immediately of unacceptable behaviour by any child. Bad language and bullying cannot, and will not, be tolerated.

Do the children wear uniform?

Yes, we are a uniform school, believing that a uniform looks smart, wears well and contributes to a feeling of belonging to the school, not to mention promoting the image of the school. The uniform consists of:

Children in Reception to Year 5

Navy skirt, pinafore or navy trousers (girls)

Grey trousers (boys)

White polo shirt

Green tie (optional)

Navy sweatshirt, cardigan or fleece (available to order from school with the Academy logo on) or navy jumper

Children in Year 6

Navy skirt, pinafore or navy trousers (girls)

Grey trousers (boys)

White cotton collared shirt

Academy school tie (available to purchase from school)

Navy v-neck sweatshirt, cardigan or fleece (available to order from school with the Academy logo on) or navy v-neck jumper

All children must wear grey, white or plain navy socks and black or brown school shoes. P.E. kit consists of plain navy shorts, plain white t-shirt and black plimsolls. P.E. kits are also available to order from school with the Academy logo on.



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

A P.E. bag and a reading bag, with the Academy logo on, can be purchased from the office. Please ensure that these are also named.

The school does not accept responsibility for loss or damage to property or clothing, but lost property boxes are kept in both buildings where items will be kept for one term. Suitable school shoes must be worn and NOT trainers as they do not encourage healthy feet and must not be worn.

No jewellery may be worn at all. This includes stud earrings, as many accidents and problems have arisen in the past.

Please note that no child of primary school age should have their hair cut in a severe fashion, or with lines/patterns, nor should they have it dyed or highlighted. Please do not allow your child to wear nail polish. We encourage our children to enjoy their childhood, and put education before fashion.

What happens at lunchtimes?

You may choose whether or not you wish your child to remain in school over the lunch period, but please remember that this is a privilege.

As such, it must not be abused by anyone behaving badly whilst under the supervision of the Welfare Assistants, otherwise, in exceptional circumstances, the privilege may be withdrawn. If a child repeatedly misbehaves, then parents will be informed of this unacceptable situation and alternative arrangements may have to be made.

The school operates a choice menu system, giving a multiple choice to those who wish this type of meal and always includes a vegetarian option. The Catering Manager ensures the school meals offer excellent value and variety. Where possible, the food is sourced from our own allotment. The alternative is a suitably packed lunch brought from home. Water is always available during the lunch break, as well as during the day, as it is the best thing for children to drink, and small cartons of fresh orange/apple juice may be purchased at lunch time at a small cost. Please do not send a drink from home for your child as this causes numerous problems.

Parents whose income falls below a certain level may be eligible for free school meals, and the receptionist will be pleased to advise you on the procedure. Dinner money **must** be sent to school on the first day of the week, as meals cannot be given until payment has been received. Dinner money can also be paid in advance for a full term.

Universal Infant Free School Meals (UIFSM). Please note that from September 2014 a Government initiative was introduced where all infant children (Reception, Years 1 and 2) are entitled to free school meals.



Are there any extra - curricular activities?

These take the form of an excellent choir which performs magnificently at the Bolton Schools' Music Festival each year, sporting events, which are usually played against other local schools, brass group, boys' and girls' football, lunch club, ECO club, school council, homework club, Maths club, Grammar and ICT club.

During the year we also have several pleasurable, instructive visits to parks, museums and other places of interest, to provide as many first-hand experiences relevant to the National Curriculum as possible.

Each year we take the older children on a long week-end holiday. This year, once again, we are going to an activity centre in Shropshire and we are taking in excess of fifty children. This usually proves to be an exciting time for all concerned, and I am sure this year will be no exception.

Is there Extended Schools Provision?

The school runs **Before** and **After School Clubs** from 7:30am until the start of school and then after school until 6:00pm. If you wish to take advantage of this care, please contact the Out of School Club manager, at the school.

We also offer a Holiday Club each holiday period (except Bank Holidays) from 8:00am until 6:00pm daily. Further details of these are also available from the Out of School Club manager.

The school has a private Day Care Facility for children from 0 – 5 years. Baby Bede Private Day Nursery is open from 7:30am to 6:00pm all year round, apart from Bank Holidays.

We aim to provide excellent quality childcare together with education. For further information regarding fees and sessional availability, please contact the school and ask to speak to Kim Dearden, Area Manager.

Will homework be set?

Formal homework will be set for the older children on a regular basis, but all children are regularly asked to complete a task, or research something at home. Please make the time to read with your child at home in the evening, as this will help develop essential reading skills and we feel sure that you will enjoy this intimate time together. Throughout the junior school, homework will be set on a more formal basis and we expect that support will be provided at home in ensuring a quiet place for children to work.

How can I help my child?

The best way to help your child is by supporting the work of the class teacher in all he/she does, and by giving suitable encouragement to your child. Remember that children respond well to praise and should always receive positive encouragement. We operate an informal fund raising committee (PTA) and if anyone is interested in making this more formal, please speak to Mrs Woods in the school office. This is also an excellent support for the school, as the proceeds go towards resourcing it.



What about the school nurse?

The school nurses visit school regularly and play a large part in Personal and Social Health Education. All children are given a full medical during their first year in school, so that any minor problems can be detected early and dealt with. Any problems that are detected will be monitored constantly throughout the child's school life.

If my child has medicine from the doctor, can this medicine be brought into school?

In general, if the child requires medicine from the doctor then he/she is unfit to be in school. It is always preferable, where possible, for parents to administer medicines to their child, but in cases where this is clearly impossible, the child must self-administer. Staff will not give medicines to any child.

Please give clear, accurate and written instructions if your child needs to self-administer medicine. Only doctor prescribed medicines may be in school.

Do please bear in mind the extra responsibility placed upon staff if children are sent into school unwell and subsequently need to be sent home. It is therefore of vital importance to be able to contact you in case of emergency, so please ensure that we always have more than one up to date contact number.

Do the children attend Church regularly?

Yes. The children visit St. Bede's Church on several occasions during the school year, celebrating all the main festivals in Church and participating in the service. A representative from various local churches comes into school weekly to lead assemblies. The children all take part in class assemblies and Religious Education.

What about pastoral care?

The fostering of caring attitudes is fundamental to all we do in school and so all members of staff are involved in the pastoral care of the children, although Miss Connor in upper school takes more of a lead. We do, however, see this care as a shared responsibility and partnership between home and school and so we would urge you to inform us of any domestic circumstances which may be affecting your child's happiness.

If I require any further information?

Just telephone the school to arrange an appointment with Mr Hatch, the Headteacher, who will be only too pleased to answer any further questions or simply to show you around.

Insurance Statement

For instances where insurance is a statutory requirement pupils are covered by a basic school insurance cover provided by Ecclesiastical. Any additional insurance should be arranged by individual parents, often this can be arranged as an extension to your house insurance policy if you are a home owner.



Who are the Governors and what do they do?

The Governors undertake the governing of a school on a voluntary basis and give up a great deal of time to ensure that this is done properly. Each Governor is a representative for a body or group of people and meetings are held at least termly to discuss important school issues. The Governing Body is responsible for running the school and the setting of the Religious Education syllabus.

Funds are delegated on an annual basis for the management of these issues and the amount relates to a standard formula largely decided by the number of pupils in school. The Governing Body is made up according to the relevant Acts of Parliament.

<u>Name</u>	<u>Representing</u>	<u>Term of Office</u>
Mr J Hatch	Headteacher, ex-officio	Not applicable
Archdeacon D Bailey	Member appointed, Archdeacon	Not applicable
Mr M Caine	Member appointed, Diocese	Not applicable
Rev'd M Bristow	Ex-officio in place of incumbent	Not applicable
Mr D Vause	Member appointed, PCC	4 years from 01.08.15
Mrs A Horrocks	Member appointed, PCC	4 years from 01.08.15
Mrs C Hardman	Member appointed, PCC	4 years from 01.08.15
Mrs G Turner	Member appointed, PCC	4 years from 01.08.15
Mrs L Cohen	Member appointed, PCC	4 years from 01.08.15
Mrs N Cummins	Elected Parent	4 years from 10.03.14
Mrs R O'Brien	Elected Parent	4 years from 10.03.14
Mrs M Fish	Elected Parent	4 years from 01.10.15
Mr N Vekria	Elected Parent	4 years from 01.10.15
Mrs M Drake	Staff Governor	4 years from 01.09.14
Mr J Parker	Co-opted Governor	4 years from 01.12.15

Acting Chairman of Governors

Mr M Caine
150 Sapling Road
Bolton
BL3 3QG

Clerk to the Governors

Mrs J Roberts
St. Bede C of E Primary Academy
Morris Green Lane
Bolton
BL3 3LJ



Who will teach my child?

Executive Headteacher
Mr J Hatch

Executive Deputy Headteacher
Mrs J Roberts

Head of School
Mrs S Rostron

Foundation Stage

Assistant Head
Nursery

Mrs J Dring
Mrs M Drake (Manager)
Miss M Whittle (Deputy Manager)
Miss A Dagnall
Mrs G Melling
Mrs N Sankey

Classroom

Nursery

Reception

Teachers

Miss T Phillips
Miss J Philburn
Miss L Dawson

Teaching Assistants

Mrs S Edge
Mrs J Mulvaney
Miss S Wilson
Miss C Booth
Miss J Conti
Mrs E Padgett
Miss M Bennett

Reception

Lower School (Years 1 and 2)

Assistant Head	Mrs A Black		
Year 1	Miss S White	Miss A Walsh	1W
Year 1	Miss A Stirzaker	Mrs S Cartwright	1S
Year 1	Miss H Edgington	Mrs J Wheeler	1E
Year 2	Miss Y Trimble	Mrs L Lealand	2T
Year 2	Mrs N Kelleher/Miss S Pearce	Mrs A Umar	2PK
Year 2	Miss J Wyatt	Mrs J McGuinness	2W

Lower Juniors (Years 3 and 4)

Assistant Head	Mrs L Taylor and Mrs N Whittaker		
Year 3	Mrs L Taylor/Mrs V Hibbert	Mrs L Weed	3V
Year 3	Miss C Hallam	Miss L Bentham	3H
Year 3	Miss J Elsworth	Mrs S Davies	3E
Year 4	Mrs L Greenwood	Miss L Cummins	4G
Year 4	Mr L Briggs	Mrs C Breen	4B

Upper Juniors (Years 5 and 6)

Assistant Heads	Mrs N Whittaker and Miss L Hirst		
Year 5	Mrs N Whittaker	Miss D Higginson	5W
Year 5	Mrs Z Ashton	Mrs R O'Brien	5A
Year 6	Miss L Hirst	Mrs L Reid	6H
Year 6	Miss L Jennings	Miss D Sofield	6J

Information correct for academic year 2016-2017 (Sep 2016)

**Special Needs Assistants**

Mrs S Wallwork, Mrs J Elliott, Mrs R Ellaby

Additional Teaching Staff

Music Specialist

Mr A Lawson

IT Specialist

Mrs B Garvey

Learning Mentor

Miss R Connor

Lead Teaching Assistant

Mrs R O'Brien

Part-time teachers

SEND

Mrs G Thistlethwaite

MFL

Mrs J Wilcock

Tutors

Mrs P Faber, Mrs J Foster, Mrs L Kelly, Mrs V Pilkington

Who are the Academy's administrative staff?

The school's main office is situated at the top of the link corridor and is accessible during school hours via the doors in Haynes Street. This ensures that we are aware of exactly who is on the premises for security purposes. All access gates are locked once school is in session.

First telephone contact with the school is usually with the school office staff.

Administration

Mrs C Woods

Mrs C Buckley

Mrs P Faber

Mrs B Parker (HR)

Miss A Huyton

Mrs C. Breen

Finance

Mrs S Bagshaw

Mrs L O'Connor

Mrs V Morris

Mrs L Anderson

IT

Mr K Denton

Mr J Holmes

Attendance Officer

Mrs D Hardman

Mrs Bagshaw is the financial director for the school with Mrs O'Connor and Mrs Anderson to assist. Mrs K Dearden is the Area Nursery Manager. Mrs L Earle is Head of the Teaching School.

Who is the school caretaker?

Mr T Haworth and Mr D Tonge are the school caretakers and they are responsible for the general upkeep of the school premises.



Who are the catering staff?

Area Catering Manager	Mrs M Parry
Cooks	Mrs D Sandland Mrs D Simms
Catering Assistants	Mrs V Clarke Mrs J Helme Ms K Tomkinson Mrs A. Callaghan Mrs D Mayoh Miss J. Eckersley

What happens when my child reaches secondary school age?

During the final year at St. Bede you will receive information from the LA via the school about transfer to the LA maintained secondary schools. This is usually in the form of a booklet which is distributed to parents in the Autumn term. In the early part of the Autumn term the secondary schools hold their open evenings where all parents are encouraged to visit and begin to make decisions along with their child about which school to attend. It's our advice to make appointments at a few short listed schools before making a final choice. Then the secondary school allocation forms are distributed and should be returned by the deadline set out in the documents. Please ensure you select three schools, as the form states. Notification of an allocated place usually arrives by post around February time.

Will I be asked to pay for school activities?

It is not the policy of the Governing Body to make a charge for any school activities. Where school trips are organised, parents are asked to make a contribution to the cost. The viability of such trips will depend on the willingness of parents to contribute. If you have any difficulties with such contributions you are asked to speak to the Headteacher. The school's insurance company, Ecclesiastical, offers children basic cover but it is advisable, if you so wish, to augment this basic insurance yourself through home policies.

What is the school's attendance policy?

Regular school attendance is extremely important. Education is the finest gift we can give to our children. Children need to attend school regularly if they are to take full advantage of the educational opportunities available to them. With the strict timetable of the National Curriculum, so much can be missed and there is no opportunity to repeat the work. The DfE has issued strict guidance that, except in very unusual circumstances, children should not be absent for the purpose of a holiday when school is in session. If parents apply for holiday leave during term time and are refused permission, which will probably be the case, they will have to make alternative arrangements.



No holiday will be authorised immediately before or following a school holiday. Failure to comply with this will result in the absence being unauthorised, which is picked up by the LA and a spot fine of a minimum of £60.00 may be issued. These fines are sent to each parent for each child. This guidance came into effect in September 2005. In the case of illness, the school always requires a letter or a telephone call to explain an absence. If this is not forthcoming on the first day of absence, a telephone call will be made to your home requesting an explanation for the absence. More stringent consideration is now being given to requests for absence and attendance to date is being taken into consideration. Since the implementation of our policy of telephoning on the child's first day, and subsequent days of absence, and introducing rewards, attendance has improved. In 2015-2016, the attendance rate at St. Bede was 96.05%. There is always a huge drive on attendance, and we are very pleased with this figure.

What is the school's achievement in statutory testing?

At the age of eleven years all children in England take Statutory Assessment Tests (SATs). The results of these tests are reported to parents along with the teacher's assessment of your child's progress in the pupils' annual school report.

Please note that the school results are reported in percentages.

At Key Stage two there were 53 pupils. The results from these assessments for the year 2015-16 are shown on the website.