



ST BEDE COFE  
PRIMARY ACADEMY

# Information Pack



  
**Ofsted**  
Outstanding  
Provider

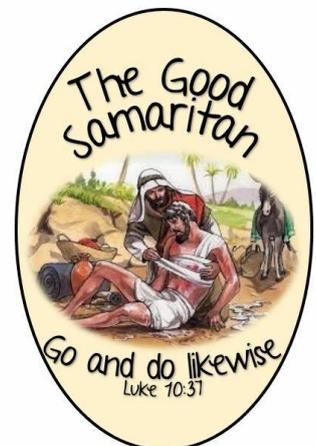
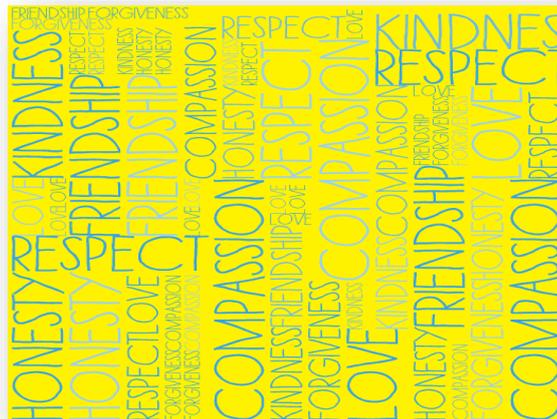
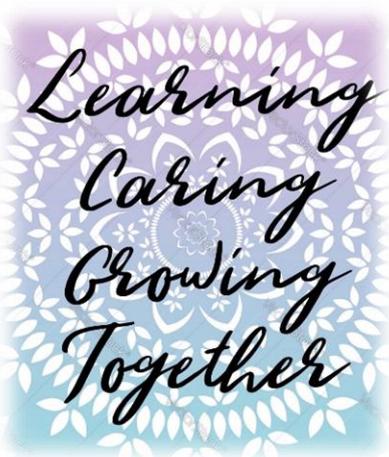
## Why choose St. Bede?

St. Bede C of E Primary Academy is a Church of England Primary school and is part of St. Bede C.E. Multi Academy Trust. 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.

## School vision, values and scripture

Our school vision 'Learning, Caring, Growing Together', our Christian values of Love, Honesty, Respect, Kindness, Friendship, Forgiveness, Compassion and the Parable of the Good Samaritan (Luke 10: 25-37) are lived out by pupils and staff in their daily lives.



## Sucture of the Senior Leadership Team



ST BEDE COfE  
PRIMARY ACADEMY

Local Governing  
Board (LGB)

Head of School  
Mrs A Black

Deputy Head  
Miss L Hirst

Deputy Head  
Miss K King

EYFS  
Assistant Head  
Mrs M Drake

Year 1 & 2  
Assistant Head  
Mrs L Greenwood

Year 3 & 4  
Assistant Head  
Mrs N Patel

Year 5 & 6  
Assistant Head  
Miss Y Trimble

SENDCo  
Mrs C Allen

## Class organisation

The school is divided into four units:

- Early Years Foundation Stage (Nursery and Reception)
- Key Stage 1 (Year 1 and 2 )
- Lower Key Stage 2 (Year 3 and 4)
- Upper Key Stage 2 (Year 5 and 6)

## Framework for the school day

The school day for children in Reception to Year 6 commences at 9:00am and finishes at 3:15pm. Children can 'freely flow' into the building from 8:45am – 9:00am. After school, children can be collected at 3:15pm.

Lunch time for children in the Early Years Foundation Stage is from 11:30am to 12:45pm, Key Stage 1 (12 noon - 12:45pm), Year 3 (12:15pm – 1:00pm), Year 4 (12:30pm – 1:15pm) and Years 5 & 6 (12:45pm to 1:30pm).

There is a 15 minute break in both the morning and the afternoon for the Key Stage 1 children, whilst Key Stage 2 children have a 15 minute break in the morning.

Please inform school if your child is going to be absent or late 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 by sending an email.

Where possible, please arrange medical and dental appointments outside school hours. If appointments are taken in school hours, please show your appointment card to the receptionist.

## What will my child be taught?

Our school vision 'Learning, Caring, Growing Together', our Christian values of Love, Honesty, Respect, Kindness, Friendship, Forgiveness, Compassion and the Parable of the Good Samaritan (Luke 10: 25-37) underpin our curriculum.

Intent	Vision	Learning, caring, growing together						
	Scripture	Luke 10: 25-37 The Parable of the Good Samaritan						
	Christian Values	Love	Honesty	Friendship	Compassion	Respect	Kindness	Forgiveness
	Legacy for our children	PRIDE						
		Positive	Resilient	Independent	Determined to achieve success	Encouraged by a love of learning		

## EYFS (Nursery and Reception)

Our philosophy focuses on child centred learning and the environment is shaped by the children's interests and experiences. The way children learn is defined as the characteristics of learning, which involve playing and exploring, active learning and creating and thinking critically. The focus is on how children learn rather than what they learn i.e. process over outcome. These characteristics nurture a love of play and

exploration, discovery, and independence. Children’s learning is facilitated through a rich and engaging environment linked to their interests. This, alongside staff who support learning through co-play, modelling, listening, observing, effective questioning and following the child’s lead, promotes deep engagement. The Characteristics of Effective Learning, along with the Prime and Specific areas, embrace the knowledge, skills and experiences that are developmentally appropriate for children from birth to five years.

### Prime areas

Personal, Social and Emotional Development  
 Communication and Language  
 Physical Development

### Specific areas

Literacy  
 Mathematics  
 Understanding the World  
 Expressive Arts and Design

The purpose of tracking children’s development in the Early Years is to provide a picture of the child’s progress and to identify any areas for further support and next steps. Each time staff interact with a child, they are observing, assessing, planning for, and responding to that specific child. This on-going assessment is at the heart of effective Early Years practice. Such interactions are the most important and powerful teaching moments. Most assessment is formative, so that it quickly helps us to make a difference to children’s learning in the moment. However, we also need to have an overview of children’s progress, so that we can take further actions where needed.

Early Years staff work collaboratively to evaluate observations in order to take action for individual children, or groups of children, as needed. Examples of assessment strategies are co-play and effective questioning, listening to children in play, adapting the learning environment or information provided by parents. Reflecting on how children are progressing across all areas of learning ensures each child’s needs are being met. It allows practitioners to use the knowledge gathered to adapt, improve, and develop Early Years practice, planning and provision.

### Years 1 to 6

We are proud to offer the children at St. Bede a bespoke curriculum that not only inspires learning but develops skills, knowledge and understanding to equip them for later life. The implementation of our curriculum encourages every pupil to reach their full potential through quality first teaching of a broad and balanced curriculum.

English	Maths	Science	Religious Education (R.E.)	Computing	Geography & History	Design Technology	Art & Design	Music	Physical Education (P.E.)	PSHE	Modern Foreign Languages (MFL)
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We have specialist teachers in Computing, Music and Art & Design who work with Year 1 to 6 classes throughout the school, developing their skills and knowledge of these subjects.

We also have a specialist MFL teacher who works with the children from Nursery to Year 6, teaching French (Nursery to Year3) and Spanish (Years 4 to 6). This is often taught through songs, rhymes, games etc. and is an exciting introduction to another language.

### **My child's progression**

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. We often involve children in the assessment process asking them about areas of strength and areas to work on. The technical term for this is 'Assessment for Learning'. There are also several tests taken throughout the year, the results of which inform future planning.

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 consultation evenings. A child's progress will normally be reported at these consultation evenings, which are currently held in the autumn term and later in 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 Department for Education (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](http://www.stbedeacademy.org).

### **Children with Special Educational Needs (SEN)**

At St. Bede it is our aim to provide all children with an inclusive education, giving them the best possible chance to reach their full potential. We strive to raise achievement and aspirations for all children.

High quality teaching, differentiated for individual pupils, is our first step to responding to children who have, or may have, additional needs. At St. Bede we identify and manage children's specific needs using the graduated approach to SEND support, which follows the 'assess, plan, do and review' cycle.

We have a SEND team including the SENDCo who co-ordinates the SEND provision throughout school, a specialist SEND teacher who delivers bespoke interventions, Special Needs Assistants who provide support within the classroom and our Pastoral Team who provide support for children displaying Social, Emotional & Mental Health difficulties (SEMH).

In addition to this team, we also liaise closely with a range of outside agencies to seek advice and support for our children. These include:

- Ladywood Outreach Service
- Educational Psychology Service
- Speech & Language Service
- Integrated Community Paediatrician Service
- THRIVE (Behaviour Support)
- Bloom Wellbeing
- CAMHS

At St. Bede we believe that parents should be kept fully informed about their child's progress. Parents of pupils with SEN are invited to attend parent conference meetings to discuss the progress made, and share individual targets to further improve learning on a termly basis. Parents may request additional information at any time regarding the progress of their child. The SENDCo has regular contact with parents to share information from specialist outside agencies and to collect information to help plan for their child's individual needs. This may be shared at Child Action Meetings, where the Early Help Form is also reviewed.

For further information, contact the school SENDCo via the school office.

## Attendance

Regular school attendance and punctuality are extremely important at St. Bede in order for all children to make good progress. In line with DfE guidance, absence for holiday in term time can only be authorised in exceptional circumstances (please see our Attendance Policy). Failure to comply with this will result in the absence being unauthorised. Unauthorised absence is picked up by the Local Authority and a fine of a minimum of £60.00 per child may be issued.

In the case of illness, the school always requires a telephone call to explain an absence, on **each day** your child is sick. If this is not forthcoming, a telephone call will be made to your home requesting an explanation.

Children's overall attendance is very closely monitored by our Attendance Officer, and conversations/meetings may take place should a child's attendance fall below the expected rate of 96%.

## Homework

Homework is an important part of our home/school partnership and children are regularly encouraged to complete a variety of homework tasks to enhance and support their learning in class. For children in Years 1 to 4, homework tasks are set every half term; these may involve creative tasks or researching something at home. Homework for children in Year 5 and 6 is more formal and set on a weekly basis.

All children in school are encouraged to develop a love of reading. We ask that children read at home on a daily basis and books are regularly sent home with the children for this purpose. Please make time to read with your child at home; this will help to develop essential reading skills and we feel sure that you will both enjoy this special time together.

## Uniform

### **Uniform for Nursery children:**

#### *September - Easter holidays:*

- Navy blue round-neck sweatshirt/jumper or cardigan (with or without the school logo);
- light blue polo t-shirt (with or without the school logo);
- plain navy blue joggers (no logos or leggings);
- plain white/grey/navy/black socks;
- flat plain black Velcro school shoes (no shoes with logos, no boots or trainers);
- children to keep wellington boots and waterproofs in a named bag on their peg;
- small, navy blue hair ornaments (clips, headbands);
- book bag

#### *After the Easter holidays:*

- Navy blue round-neck sweatshirt/jumper or cardigan (with or without the school logo);
- light blue polo t-shirt (with or without the school logo);
- grey school trousers or grey tailored shorts;
- grey skirt or grey pinafore dress;
- blue gingham summer dress (no playsuits)
- plain white/grey/navy/black socks or plain dark grey tights (no leggings);
- flat plain black Velcro school shoes (no shoes with logos, no boots or trainers);
- children to keep wellington boots and waterproofs in a named bag on their peg;
- small, navy blue hair ornaments (clips, headbands);
- book bag

### **Uniform for Reception – Year 5 children:**

- Navy blue round-neck sweatshirt/jumper or cardigan (with or without the school logo);
- light blue polo t-shirt (with or without the school logo);
- grey school trousers or grey tailored shorts;
- grey skirt or grey pinafore dress;
- blue gingham summer dress (no playsuits)
- plain white/grey/navy/black socks or plain dark grey tights (no leggings);
- flat plain black school shoes (no shoes with logos, no boots or trainers);
- children to keep wellington boots in a named bag on their peg (plus waterproof trousers for Reception and Year 1 children only);
- small, navy blue hair ornaments (clips, headbands);
- book bag/school rucksack
- water bottle (Year 1- 6 only)

### **Uniform for Year 6 children:**

- Navy blue v-neck sweatshirt/jumper or cardigan (with or without the school logo);
- light blue cotton, collared shirt;
- grey school trousers or grey tailored shorts
- grey skirt or grey pinafore dress;
- blue gingham summer dress (no playsuits)
- St. Bede Academy clip-on tie
- plain white/grey/navy/black socks or plain dark grey tights (no leggings);
- flat plain black school shoes (no shoes with logos, no boots or trainers);
- children to keep wellington boots in a named bag on their peg;
- small, navy blue hair ornaments (clips, headbands);
- book bag/school rucksack
- water bottle

### **Uniform for P.E (Nursery to Year 6):**

- White round-neck t-shirt (with or without the school logo);
- navy blue P.E. shorts (with or without the school logo);
- plain navy blue joggers (no logos or leggings);
- black plimsolls (no trainers);
- P.E. bag to keep plimsolls in at school

On P.E. days, children should come to school wearing their P.E. uniform, school jumper/cardigan and school shoes. Black plimsolls are to be kept in school in a named P.E. bag. Children will change their footwear ready for their P.E. lesson.

**All clothing should be clearly labelled with your child's name.** This is especially important as uniform items look similar and can easily be confused for another child's. The school cannot accept responsibility for any lost items.

**Uniform can be purchased from Whittakers Schoolwear, 106 Deansgate, Bolton, BL1 1BD or from [www.whittakersschoolwear.co.uk](http://www.whittakersschoolwear.co.uk)**

The wearing of jewellery, make up and cosmetics (including nail varnish) is prohibited and against school policy.

Headwear is not permitted without express permission from the Head of School. This decision is made with consideration to the ethos of our school. The Head of School and the Local Governing Board wish to respect all beliefs and cultures, without individual children feeling excluded or different from their fellow pupils. Health and safety considerations have also been taken into account.

The school does not permit children to have haircuts and hairstyles that are extreme. This includes dye (either permanent or semi-permanent) or decorative patterns (e.g. mohican style/lines) shaved into their

children's hair. If hair is dyed/cut during holiday periods then this should be able to be grown out by the time the child returns to school. Hair below collar/shoulder length must be tied back. Any hair ornament (such as a hair bobble or bow) must be small and discreet.

## Lunches

Our on-site Catering Manager ensures the school meals offer excellent value and variety. 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 alternative is a suitably packed lunch brought from home.

All children in Reception, Year 1 and Year 2 are entitled to free school meals as part of the Universal Infant Free School Meals (UIFSM) Government initiative introduced in September 2014.

Parents whose income falls below a certain level may be eligible for benefits-related free school meals, and the receptionist in the school office will be pleased to advise you on the procedure.

Dinner money for children in Years 3 to 6 **must** be paid electronically on the first day of the week. This can also be paid in advance for a full term via standing order.

## Extended school provision

The school runs a Before and After School Club 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.

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 also has an on-site 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. Further details are available from Baby Bede Manager.

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 Mrs Isherwood (Morris Green Out of School Club) or Mrs Billington (Baby Bede Manager).

## Church attendance

Children in Year 1 to 6 visit St. Bede's Church weekly during the school year, celebrate all the main festivals in Church and participate in the service. Representatives from various local churches come into school weekly to lead assemblies. The children all take part in daily collective worship.

## **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 Mrs Hobson, our Learning Mentor, takes the lead. In addition, we have a dedicated Safeguarding team who liaise with a range of care agencies; more information is available in the Safeguarding Policy on our website. 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 circumstances which may be affecting your child.

## **Insurance**

For instances where insurance is a statutory requirement, pupils are covered by a basic school insurance cover provided by RPA. 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.

## **Further information**

Just telephone the school office on 01204 61899 where a member of staff will be only too pleased to answer any further questions.



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***LEARNING, CARING, GROWING  
TOGETHER***