



# Christ Church CE Primary School

Respect: Endurance: Friendship

## Prospectus 2016-2017

### Head Teacher's Welcome

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As Head of Christ Church C. E. (C) Primary School I offer you a sincere and warm welcome from all the staff and governors.

You may be reading this brochure as a parent or as a friend of our school. Whatever the reason, we hope you find that it tells you all you need to know. If it doesn't, please let us know! You are welcome to visit the school and find out more about us.

Staff work hard to make sure children are happy, well cared for and that they reach the highest standards possible. Our latest OFSTED report states that, "In corridors and on the playground pupils are polite, courteous and enjoy each other's company. They play well together on the playground and proudly report there is no bullying in school only some pupils who fall out now and again." We all want the best for our children. We know that children achieve more when parents and school work together. This brochure goes some way in setting out what we are trying to achieve. It is one of the ways which we hope to make our partnership with parents grow.

We look forward to working with you.

Mrs Paula Scattergood

Christ Church C of E (C) Primary School  
William Street  
Fenton  
Stoke-on-Trent  
ST4 2JG

Tel: 01782 234834

Fax: 01782 236402

Email: [office@christchurchfenton.co.uk](mailto:office@christchurchfenton.co.uk)

Web: [www.christchurch.stoke.sch.uk](http://www.christchurch.stoke.sch.uk)

## **Meet the Staff**

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### **Senior Leadership Team**

Mrs P Scattergood – Head Teacher  
Mrs N Finney – Deputy Head Teacher  
Mr A Hields – Deputy head Teacher  
Mrs A Edwards – Early Years Leader  
Miss Bradbury – Inclusion Leader



### **Classroom Teachers**

Mrs Edwards – Nursery  
Mrs Kendrick - Reception  
Miss Jones – Year 1  
Miss Brayford – Year 2  
Miss Hak – Year 3  
Miss Bailey – Year 4  
Miss Bradbury – Year 5  
Mrs Finney – Year 6  
Mr Farrington – Year 6 Music Instrumental Teacher  
Mr Hall – Whole School Music

### **Classroom Based Support Staff**

Mrs L Cooper - Early Years Practitioner  
Mrs L Baldwin - Early Years Practitioner  
Mrs J Sheerman - Early Years Practitioner  
Mrs I Hussain – Early years Practitioner  
Mrs H Hoque – Learning Support Practitioner  
Mrs A Hemmings - HLTA  
Mrs L Trevor – HLTA  
Miss V Clarke-Teacher Support Assistant  
Miss S Edwards-Teacher Support Assistant  
Miss M Kidwell -Teacher Support Assistant  
Mrs D Parry – Teacher Support Assistant  
Mrs K Edwards – Classroom Assistant  
Mrs A Jones - Teacher Support Assistant  
Mrs A Harrison - Teacher Support Assistant  
Mrs A Carter-Giles – Teacher Support Assistant  
Miss Hill - Assistant SENCO  
Miss L Merriman – Learning Mentor



### **Office Staff**

Mrs G Wilshaw – School Business Manager  
Mrs L Smith – School Secretary  
Mrs C Colclough – Admin Assistant  
Mrs S Birks – Home School Link Worker

### **Site Staff**

Mr S Street – Handy Person  
Ms T Weston – Janitor and Cleaner  
Mrs C Fox - Cleaner  
Mrs Huson – Cleaner  
Mrs A Brierley - Cleaner



### **Lunchtime Staff**

Mrs D Parry – Lunchtime Supervisor  
Mrs A Brierley – Lunchtime Supervisor  
Mrs C Fox – Lunchtime Supervisor  
Mrs K Edwards – Lunchtime Supervisor  
Mrs K Whiston – Lunchtime Supervisor  
Mrs D Dale – School Cook  
Mrs H Wheeldon – Catering Assistant



## **The School Day**

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- The School operates an open door policy.
- School starts at 8.45am for all children.
- Doors close at 8.50am. Children who arrive after this time are recorded as late.
- School finishes at 3:15p.m for KS2, 3.10pm for KS1 and Reception and 3.00pm for the Nursery.



- Foundation stage lunch starts at 11.45am.
- Key stage 1 lunch is from 12:15 to 1:00p.m.
- Key stage 2 lunch is from 12:30 to 1:15 p.m.



- Punctual regular attendance is essential. If your child is absent, it is your responsibility to contact the school either by telephone or letter. Failure to do so will lead to your child's absence being recorded as unauthorised.

- If you wish to see your child's teacher please try to come after school as they will be busy preparing the classroom for the children in the morning.
- If you wish to see the head teacher please try to make an appointment. If it is urgent she will see you immediately, providing she is not taking whole school worship, teaching or has another visitor.



## **Curriculum**

Whilst a great emphasis is put on progress and development in Mathematics, Reading, Writing and Science, we deliver a broad and balanced curriculum through termly or half-termly learning challenges. This is based around the statutory National Curriculum subjects at key stages 1 and 2 (English, mathematics, science, art and design, computing, design and technology, geography, history, music, PE, a modern foreign language at key stage 2 and RE). Within our foundation stage we deliver the Early Years Foundation Stage Framework. As we value the importance of developing pupils personal and social skills we also deliver a Personal, health and social education curriculum which links to our Rights Respecting Schools agenda. Specialist music teaching is provided for all pupils each week. We also put great emphasis on the use of technology and have interactive whiteboards and visualisers in all of the classrooms. This helps to produce stimulating learning environments and experiences for our pupils.



The internal environment reflects the school curriculum and is bright and imaginative and linked to the learning challenges that the children have elected within the 'pupil voice' opportunities. The curriculum is tailored to be creative and have cross curricular links within all aspects of learning.

We believe that a Personal, Health and Social Education is fundamental to raising children's self esteem and equipping them to be able to manage conflict and the world around them. As children approach puberty and adolescence, Relationships Education is more explicitly taught in years 5 and 6. It is possible (though not advisable) to opt out of this area of the curriculum.

We also provide a range of extra - curricular activities throughout the year. These include:

- Football club/team
- Chill out
- Lego
- Early Bird (each morning)
- Popcorn Club (films)
- Science Club
- Art/Craft Club
- Singing Starts (KS1 choir)
- KS2 Rock Band

## **Educational Visits**

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We value educational visits and although no child is automatically excluded from such visits the highest standards of behaviour and discipline are required in order to ensure the health and safety of everyone. We have made a commitment that children from every class will go on at least one educational visit each term. Year 6 pupils participate in an annual weekly residential visit and a visit to France is arranged every two years.



## **Pupil Voice**

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We have a very active school council which represents the views of the pupils across the school. It meets each half term and is responsible for organising fund raising events for our chosen charities each year, as well as representing the school during more formal events. We also have School Ambassadors in school who work with staff and help lead the development of different aspects of school life. These include: worship, attendance, E-Safety and Sports

## **Worship**

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Here at Christ Church CE Primary School, great emphasis is placed upon the importance of collective worship. We hold whole school, key stage and class based worship. The children develop their own class prayers and take ownership for reflection. Prayer boxes are placed in each classroom and form part of the reflection area in the main school corridor. Mr Harris's garden is used as a central spiritual area within the heart of our school where children go to reflect and pray. The school has very close links with the local parish and attends worship there to celebrate key Christian festivals. Fr Tommy, Vicar of Fenton and School Governor, works very closely with the school.



## **School Uniform**

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We expect all children to wear school uniform with sensible black shoes (no trainers). School sweatshirts are available from the school office. We also sell polo shirts with the school emblem. Children may wear grey trousers, v-neck jumper and white or grey shirts. Girls may wear a grey skirt, or a gingham dress in the warmer weather. Children not attending in school uniform will be given a school sweat shirt to wear during the day. We also have a uniform for P.E. which is a red tee shirt and black shorts. If participating in an indoor lesson pupils should wear either pumps, gym shoes or bare feet and either trainers or pumps for outdoor P.E. lessons.



### **P.E. and Swimming Kit**

Pumps  
Shorts  
Trunks (boys)  
Swimsuit & cap (girls)  
T-shirt  
Large towel  
Waterproof bag



### **Jewellery**

The school policy is for no jewellery to be worn. Watches may be worn by junior children but must be suitable – not a toy. Children who have pierced ears are not allowed to wear earrings in school. In the interests of both hygiene and of safety we

would prefer it if children did not have their ears pierced. If you insist on piercing ears could you please do it at the beginning of the summer holidays so that it does not prevent them from taking part in P.E. and swimming which are essential parts of the national curriculum.

## **School Dinners**

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School dinners are provided by City Catering on a cook-chill basis. Food is brought from outside and heated on the premises. We positively encourage healthy eating. Dinner money should be brought into school on Monday morning in a named purse or envelope. We are a healthy eating school and at break time supply toast, fruit and yoghurt. We actively discourage the eating of sweets/chocolate at school.

## **Rights and Responsibilities (Whole School Behaviour)**

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Our school motto is “Learning With God and Each Other to Be the Best We Can Be”.

Children should understand the need for considerate and co-operative behaviour towards all members of the school community. As a Rights Respecting School, we operate a positive behaviour policy and good behaviour is rewarded in a number of ways including our Praise Assembly on Friday mornings at 9:00a.m.

Each class agrees its own classroom charter and follows the Rights Respecting School Agenda where all children understand their own rights and their own responsibilities in how to conduct themselves within the school at all times. Being a responsible citizen is promoted within the school at all times.



When rules are broken sanctions can be administered ranging from a verbal reprimand to an exclusion. Detailed copies of our behaviour policy can be obtained from the school office. Similarly there is a detailed bullying policy available. We work hard to prevent bullying through discussions in circle time and appropriate sanctions.



We believe in working in co-operation with parents and would remind them they have a duty to set a good example before the children. Please do not encourage your children to fight back as this only escalates a problem rather than solves it.

## **Special Educational Needs**

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All children are special with each having needs of their own. Some children will, of course, have specific or general learning difficulties. We foster an atmosphere in which individual differences are respected.

If you are worried about your child's progress you should talk to his/her teacher. If your child needs more help we will discuss with you how this can be organised. Likewise, if we have concerns we will contact you and make appropriate provision.

Children may be placed on the Special Needs Register at SEN support. This will be organised by our Inclusion Leader, Miss Bradbury and Miss Hill, our Assistant SENCO.

## **Attendance**

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We encourage regular punctual attendance. If your child is unable to attend we need either a note or a telephone call to explain such absences. This will usually ensure attendance is authorised. We strongly discourage parents/carers from taking holidays during school time. Such requests are presented to school governors who decide whether the absence will be authorised or unauthorised.



When attendance is particularly low then this will be referred to the education welfare officer who will either request a meeting or visit you at home.

## **Home School Links**

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We strongly believe that the education of a child is a partnership between home and school. We currently have a home-school link worker, Mrs S Birks. She is readily available for parents and is also responsible for organising courses for parents. Meetings are held for prospective parents of nursery and reception children in the summer term.

Parents' consultation evenings are held half yearly to give parents the opportunity to meet teachers and discuss their child's progress. Staff are happy to meet parents at other times but generally will have more time at the end of the day than the beginning when they are preparing lessons.

### **Networking Meetings**

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Our priority at school is to ensure the safety and well-being of each child. We hold termly confidential safeguarding meetings to discuss particular needs or concerns with external agencies, and call upon their expertise and support regarding how we can help individual children and their families.

### **Medicine**

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Prescribed medicine will be provided in school but parents must sign a parental agreement for staff to administer the medicine during the school day. Long term medicine for asthma, diabetes etc, will be given as directed by the parents. Asthma sufferers must fill in the school asthma form and an up to date inhaler should be kept in school at all times. Please make sure that contact telephone numbers are up to date in case of emergency.

### **Security**

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Doors are locked at all times to prevent unwelcome visitors entering the building. However the school cannot be responsible for children deliberately ignoring the school rules and leaving the building without permission.



## **Secondary Transfer**

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When your child is in year 6 you will have to choose a secondary school you wish your child to attend. Currently, St Peter's Academy and Ormiston Sir Stanley Matthew's Academy are the main catchment area schools.

We try to make transfer as smooth as possible with visits from staff from the high schools and visits to the high schools throughout year 5 and year 6.

## **The Right to Withdraw**

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Parents have the right to withdraw their children from R.E. lessons and acts of worship, although as a church school we strongly encourage parents to allow their children to participate. Parents are also able to opt out of the non-statutory elements of sex education but again we strongly advise parents to allow their children to participate.

All other subjects are compulsory.

## **What to do if I'm unhappy or don't agree**

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From time to time parents and others connected with the school will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "Complaints Policy and Procedure". The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur

We would encourage parents to contact the school earlier rather than later when problems arise and make an appointment initially with the class teacher. Should issues still remain then parents may make an appointment with the Head Teacher. When matters are not resolved to your satisfaction then please ask to see the chair of Governors. If you are still unhappy then you can contact the education department at the Civic Centre, Stoke.

## **Safeguarding Statement**

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- The governors and staff of *Christ Church CE Primary School* recognise that at all times the welfare of the child is of paramount importance.
- *Christ Church CE Primary School* is committed to the provision of a full, rich and efficient education for all of its pupils and acknowledges that good quality education within an appropriate safe environment is vital to raising the aspirations of all pupils.
- The governors and staff of *Christ Church CE Primary School* fully recognise the contribution made by the school in safeguarding and successfully promoting the welfare of children. All staff, including volunteers, play a full and active part in protecting all pupils from harm.
- All staff and governors of *Christ Church CE Primary School* are committed to the provision of a caring, positive, safe and stimulating environment which effectively promotes the social, physical and moral well-being of all pupils and caters for the rights of all children.
- The governors and staff of *Christ Church CE Primary School* recognise their duty to safeguard and protect the well being of all pupils; through day-to-day contact with pupils and direct work with families, to play a crucial role in observing possible indicators of abuse or neglect; are committed to act in accordance with locally agreed Local Safeguarding Children's Board (LSCB) procedures and guidance from central government.

For further information about our school we strongly recommend you visit our school website [www.christchurchfenton.co.uk](http://www.christchurchfenton.co.uk) or contact the school directly to arrange a visit.



***"Learning with God and Each Other to be the Best We Can Be"***