



*St Francis of Assisi Voluntary Aided
Church of England Primary School*

“Live, love and learn together in the light of Christ.”

Dear Parents/Carers,

On behalf of the school community, I would like to welcome you to our school. This prospectus is designed to give as much information as possible about what we, at St. Francis of Assisi Church of England Primary School, have to offer you and your child.

The school opened in September, 2002, and has benefitted from a major extension in 2014. The privilege of opening a new school has been very exciting for all concerned. We are part way through our journey of becoming a two form entry school; we have two classes from Reception to Year 3 and are increasing our places by thirty each year. The school enjoys, and benefits from, an extremely close relationship with the local Church and Diocese. This relationship gives the school a unique character and provides excellent support.

We strive to ensure that pupils at St Francis are happy and confident individuals who demonstrate the Christian Values during their time in school and within the community. We use these values to support our teaching of the fundamental British Values and extend these to encompass equality, justice, responsibility, love and respect. We create a safe and secure Christian environment where all may achieve their full potential and feel a sense of pride in their own achievements and the achievements of others.

We have a positive and fulfilling partnership with children, parents, teachers and all others working within and alongside the school.

If you require more information, or would like to visit St. Francis, then please contact the School Administrator on 01642 769942 to arrange an appointment. Please see our school website for further information that is not contained within this prospectus.

Thank you for taking an interest in our school.

Yours sincerely,

Louise Probets
Headteacher

Lowfields Avenue, Ingleby Barwick, Stockton on Tees, TS17 5GA

Tel: 01642 769942

Email: stfrancis@sbschools.org.uk



General Information

School Address: St Francis of Assisi VA C of E Primary School,
Lowfields Avenue,
Ingleby Barwick,
Stockton-on-Tees.
TS17 5GA

Telephone Number: 01642 769942
Fax: 01642 764604

Chair of Governors: Father Clay Roundtree
Head Teacher: Mrs L Probets
Deputy Head: Mrs M. Watson
School Vicar: Father Clay Roundtree
Senior Administrator: Mrs G Douglas
Administrator: Miss J Pickering
Site Manager: Mr S Stott
Cook: Mrs R Millington

School Hours:

Nursery Beginning of week 9.00 a.m. - 3.15 p.m. Monday – Tuesday
9.00 a.m. – 11.30 a.m. Wednesday
Nursery End of week 12.45 p.m. - 3.15 p.m. Wednesday
9.00 a.m. – 3.15 p.m. Thursday - Friday

Reception - 8.55 a.m. – 11.35 a.m.

12.35 p.m. – 3.20 p.m.

Key Stage One Classes - 8.55 a.m. – 11.45 a.m.

12.45 p.m. - 3.20 p.m.

Key Stage Two Classes - 8.55 a.m. - 12.15 p.m.

1.15 p.m. - 3.20 p.m. (no afternoon playtime).

Doors open for Reception-Year 6 from 8.50 a.m. so that pupils are in classrooms ready to learn by 8.55 a.m.

Contact Numbers and Addresses:

York Diocesan Offices: Amy Johnson Way,
York YO30 4XT
Telephone: 01904 699511

Local Authority: Stockton Borough Council,
Municipal Buildings,
Church Road,
Stockton-On-Tees.
TS18 1XE
Telephone: 01642 393939

The Governing Body

Headteacher: Mrs. Louise Probets

Chairperson: Father C. Roundtree
Vice Chair: Mrs F. Hunt
LA Representatives To be filled
Parent Representatives Mr Ghafoor
Mrs Kiddell

Associate Governor	Mr. C. Thomson	
Foundation Governors	Mrs. F. Hunt Mrs K Tait Mrs. D. Houghton 1 to be appointed	Fr. C. Roundtree Mrs M. Lawrance Mr Harewood
Staff Governor	Mrs A Casey	

Further information can be found on the school website.

Total Governors: 14

Clerk:

Sophie Barrass
Stockton Education Department,
P.O. Box 228,
Municipal Buildings,
Church Road,
Stockton-On-Tees.
TS18 1XE



Teaching Staff 2018/19

Year Group

Nursery:

Reception:

Year 1:

Year 1:

Year 2:

Year 2:

Year 3:

Year 3:

Year 4:

Year 4:

Year 5:

Year 6:

Teaching Assistants:

Teachers

Mrs S. Robinson/Mrs. L. Field

Mrs M. Watson/Mrs C. Shaw

Miss C. Gibson

Miss R. Brazier/Mrs D. Hughes

Miss C. Moffat

Miss C. Dale

Mr L. Taylor

Mrs S. Watt

Mis C. Lacy

Mrs J. Williams

Miss L. Muirhead

Miss. H. Johnson

Mrs M. Davies

Mrs H. Carrington – Nursery

Mrs J. Rowntree - Nursery

Mrs R. Naylor – Reception

Mrs C. Evans – Reception

Mrs A. Camsell – Y1

Mrs A. Casey – Y2

Mrs S. Mitra – Y3

Mrs. J. Unwin – Y4

Mrs. K. Taylor – Y5/6

Supervisory Assistants:

Mrs G. Naeem

Mrs M. Johnson

Mrs W. Cuthbertson

Mrs. N. Khalil

Mrs J. Hewitt

Mrs K. Harris
Mrs A. Mclver
Mrs L. Norman
Mrs V. Russell

Kitchen Staff
Mrs R. Millington
Mrs N. Shute
Mrs C. Richie
Mrs S. Sorby

Cleaners:
Miss K. Heaney
Miss. J. Crook
Miss L. Heald
Mrs C. Harding
Mrs A. Mclver
Mrs. M. Johnson

Visiting Staff Include: Peripatetic Music Service
Raising Achievement and Performance Team
Inclusion Team
Educational Psychological Service
Speech and Language Service
Occupational Therapy



Our Principles

Every individual is entitled to a broad, balanced, relevant, coherent, progressive and differentiated curriculum.

The curriculum should promote the pupils' spiritual, moral, cultural, mental and physical development. Learning should be stimulating, enjoyable and worthwhile in its own right, and should prepare pupils for the opportunities, responsibilities and experiences of life.

Equality of access and of opportunity should underpin provision for all.

Our Vision and Aims focus on LIGHT as we,
“Live, love and learn together in the light of Christ”
and link with the Church of England's national vision for 'Education for life in all its fullness'.

We demonstrate this through:

Love of all

- We love our neighbours; showing friendship towards all. We show dignity and respect towards the beliefs of others and the environment.
- We value everyone as unique individuals and celebrate the diverse nature of our community and the wider world.

Ignite the light of Christ around all our children

- We ignite a passion for learning and curiosity to foster life-long learning through providing an excellent broad and balanced education to motivate pupils of all abilities.
- We build opportunities to develop wisdom, knowledge and skills including within local and global communities.

God at the centre of everything we do

- We are committed to daily acts of worship and connecting the Christian Values to the whole curriculum and to individuals' own personal spiritual journey.
- We encourage pupils to serve others within and outside our school community.

Hope and Happiness

- We create a safe and secure Christian environment where all may achieve their full potential and feel a sense of pride in their own achievements and the achievements of others.
- We have high hopes and encourage all pupils to aspire to greater heights.
- We foster the confidence for pupils to be determined and persevere in a safe and secure environment.
- We develop and maintain a positive and fulfilling partnership between children, parents, teachers and all others working within and alongside the school.
- We are content and appreciate what we have, and understand how our lives may differ from others.

Truth

- We encourage honesty and truthfulness across our school community.
- We pursue the truth and develop a sense of purpose throughout our school journey.

Admissions Policy

Please see our school website for up to date admissions policies.

St. Francis of Assisi Church of England Primary School Organisation

Our school is a Church of England Primary School for boys and girls between the ages of three and eleven years. Children are admitted into the Reception Class as 'rising fives'. Those children whose fifth birthday falls between 1st September and 31st August will be admitted at the beginning of the academic year in September. All part time education before admittance into the Reception Class takes place in the school's Nursery class. Together these two Year Groups (Nursery and Reception) are now termed the 'Foundation Stage'.

The Building

At present the school is a two storey building in preparation for a 2 form entry school, pleasant gardens, playground and a large playing field surrounds it. The building is of a very modern design with enclosed areas creating spacious classrooms. There are twelve main teaching areas in the building, along with a

purpose built ICT suite, and a Music/Drama Room. There is a large, well-resourced library, containing a wide range of fiction and non-fiction material. There are considerable resources in each classroom area for technology, religious education, literacy and numeracy.

The Teaching Organisation

In September, 2018, the approximate number on roll will be 360 plus the 39 place Nursery. Over the coming years it is still highly likely that the school will be oversubscribed in all Year Groups.

Within each class there is scope for whole class lessons, individual work, group work, team activities, research work and private study. Whatever the organisation, children are given every opportunity to make maximum individual progress. Every class within the school spends at least an hour a day on Literacy, and fifty minutes on Numeracy, in line with the Government's requirements, demonstrating the great emphasis we place on the teaching of these very important basic skills.

Arrangements for Parents to visit the School

An Open Evening is held in the first and third term of each year and an open afternoon in the second term when parents can discuss their child's educational progress with the teacher in more detail. Each child will receive a written report at the end of the school year. It is important that problems and concerns are sorted out at an early stage so parents are welcome to come to school at any time to resolve such situations.

If you are a parent/carer considering sending your child to St. Francis C of E Primary then please telephone to make an appointment with the Headteacher who will be pleased to show you around school and answer any questions you may have.

Parents are very welcome to help in the classroom and/or on educational visits (subject to DBS clearance).

Collective Worship

The school holds an Act of Collective Worship every day. Due to our status as a Church of England Aided School we are supported by the local Parish Priest who comes into school to lead services, and supports the planning of these Acts in school. The school will visit the local Church at regular intervals for Services related to specific festivals e.g. Easter, Christmas. Children will be involved as much as possible in the organisation of these Services.

Parents will be welcomed to a number of our Acts of Collective Worship during the school year.

The National Curriculum

Please see our school website for details of our curriculum.

Special Educational Needs

We cater for all children's individual needs within our curriculum and tailor our styles accordingly. Any child that experiences specific difficulties is catered for by the provision of a support plan in liaison with parents/carers. Sometimes external agencies can be involved to support children and offer advice to parents and teachers. This may include Educational Psychologists and Speech and Language Support. Please see our SEN Policy and School Offer for more information.

The Curriculum – General Information

Policy Documents

The following documents are in School.

- The National Curriculum statutory orders.
- School 'Schemes of Work' and 'Policies' for the curriculum.
- Department for Education and Skills Documents.
- Local Authority Policy Guidelines.
- Diocesan documents.

Complaints Procedure

The Local Education Authority has established a procedure for considering complaints from parents. In the first instance the concern should be raised with the Head Teacher. Where the issue is not resolved a formal complaint may, if appropriate, be referred to the Governing Body. If subsequent investigations fail to finally resolve the matter then a complaint may be referred to the Local Education Authority, or the Diocese of York.

Inspection of Documents

Any member of the public is allowed to look at curriculum documents (including Schemes of Work), Governing Body papers, Policy statements, DfES circulars and occasional papers that have been sent to school, HMI reports on school, complaint procedure and the agreed syllabus for R.E.

Reporting Pupils' Progress to Parents

Parents are welcome at any time to discuss their child's progress. It is helpful to make an appointment with the teacher for a time that is mutually convenient. There are formal parent/teacher discussion evenings during the year, and parents are sent an appointment time in advance.

Written reports are sent out to parents during the summer term. The report for the Foundation Years is an overview of how your child has settled into the school and their development in line with the requirements of the 'Early Years' curriculum. For the rest of the pupils the report covers progress in each of the National Curriculum subjects and attendance figures.

Parents of children in Reception, Year 2 and Year 6 will, in addition, receive information regarding their child's performance in the Standard Assessments and the Year Group's overall results.

Equal Opportunities

All children have the right to be treated equally in accessing education irrespective of gender, disability, ethnic difference or social disadvantage. Our expectation of pupils is not influenced by any of these factors. We will recognise and value different cultures and religious traditions amongst them.

Sex and Relationships Education

As part of the Science curriculum, the study of life processes often involves the life cycle of plants, animals and birds. This gives a natural 'lead-in' to what can be an emotional issue. The matter is handled with sensitivity and discretion.

Formal sex and relationships education is done in the last two years of the Primary School. Our School Nurse will come into school to support this for pupils in Year 5 and Year 6.

Educational Visits

Throughout the year children will be taken on educational visits to broaden their experiences. In order to finance such visits and activities it is necessary to ask for a voluntary contribution from parents to cover costs of transport, insurance and entrance charges etc. No child is ever excluded from a trip, but the school reserves the right to cancel events should insufficient contributions from parents be received.

Extra-Curricular Activities

These vary according to season or particular interests, but will include:

Gymnastics	Multiskills	Choir	Cricket	Dance	Football
Guitar	Drumming	Cooking Club	Gardening Club	Bible explorers	

Parents will be informed of all extra-curricular activities as and when they are arranged.

Curriculum Progression

Foundation Stage

The Nursery caters for 39 children at the Beginning and End of week sessions. Parents may register their children with the School Administrator. Close links are maintained with home and parents are welcomed into the Nursery.

The children have an active and varied curriculum where they experience a wide range of activities including baking, painting, sand, water, role-play and outdoor activities.

Children transfer from Nursery to the Reception class in September. Liaison activities are arranged by staff to make the transition as smooth as possible.

All of the National Curriculum subjects will be taught through cross-curricular topics. Taking children on educational visits and bringing visitors will support the programme into school.

Key Stage 1: Years 1 and 2

In Key Stage 1 great emphasis is placed on the skills of reading, writing and mathematics. Through focused topics the children experience all the National Curriculum subjects. Educational visits will be arranged to broaden children's understanding of the planned work.

At the end of Year 2 children will be formally assessed (SATs). Continuous Assessment enables the teacher to ensure that each child has had the opportunities and experiences that are needed for the formal Assessment Tasks.

Key Stage 2: Years 3 – 6

Staff are aware of issues facing children transferring from Key Stage 1 to Key Stage 2 and great care is taken to ensure that this transition is trouble free.

Pupils progress to skills that require longer periods of concentration. As in Key Stage 1, staff are aware of the demands made by Key Stage 2 SATS in Year 6 and pupils are well prepared for these tasks.

Carefully planned topics ensure that the children receive a broad and balanced education that meets the requirements of the National Curriculum. Relevant educational visits and organised events in school support this work.

In Year 6 a well-organised liaison programme will be arranged by staff to ensure a smooth transition to Secondary School.

Care of Pupils

Health and Safety

We take every care to ensure the safety of our pupils throughout the school day. The building complies with the County Fire Regulations.

Parents collecting a child from school during the day must collect the child in person. We are unable to allow them to leave school premises apart from the end of school sessions i.e. at lunchtime and after school.

If you are bringing a child or waiting to pick up a child **please park your car outside of the school and not in the Staff Car Park**. Please park well away from the school entrance so that children may have a clear view of other traffic. Cars must not be brought on to school premises at the beginning or end of school sessions.

Pupils' Services

Parents may opt to have their child medically examined soon after entry to school. There is an occasional screening for sight and hearing. The School Nurse visits for periodic screening and to help with problems referred to her.

Child Protection and Safeguarding

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill treatment, neglect or other form of abuse, staff will follow the Stockton Authority Child Protection Procedures and inform the Social Services of their concern. Please see our Child Protection Policy for further information. Our Designated Safeguarding Lead is the Headteacher and the Deputy Designated Safeguarding Lead is the Deputy Headteacher.

Behaviour

Please see our Behaviour Policy for further information.

Illness or Accident at School

All parents are asked to ensure that they, or an authorised person, can be contacted during the school day. If a child is ill during the day or is involved in an accident, steps will be taken to see that the parent is contacted in order that suitable arrangements can be made.

A "Parental Contact" form is to be completed and retained in school files for reference purposes. Any changes thereon should be notified to the Administrator. Details are confidential and are only available to the Administrator, Teaching Assistant or Teacher directly concerned when occasion warrants.

Medication

Please see our Administration of Medication Policy for further information. Medicines and tablets **will not** normally be administered to children at school. There are two exceptions to this rule.

- a) Cases of chronic illness or long-term complaints, such as asthma, diabetes etc.
- b) Cases where children are recovering from a short-term illness are well enough to return to school but are completing a course of antibiotics that need to be given **4 times daily**.

A doctor must have prescribed this medicine. The medicine or tablets must be brought to school in a properly labelled container with the name of the prescribing person, the name and home address of the child, the name of the medicine, dosage and the time of administration on the label.

Parents must also complete an Authorisation Form (available from school office) authorising us to administer the medicine or tablets to the child.



General Information

Dress

The school is centrally heated and most areas are carpeted. Dress, should, therefore, be appropriate for internal conditions and the varied activities in which children are engaged during the day.

The school has a uniform of which the jumpers/cardigans and ties (plus book bags/PE bags etc.) can be purchased via Motif8. It is the preferred form of dress. Parents are asked to maintain the tone of the school in terms of use of colour, neatness and appropriateness of dress.

The following items are needed:

Navy Blue jumper or cardigan (with gold stripes on neck/sleeves/waistband).

Grey skirt or pinafore.

Grey trousers.

White shirt or blouse and school tie (Years 1-6), white polo shirt for Nursery/Reception.

Indoor shoes.

Please note that all children will be allowed to wear white polo shirts in the Summer term, and summer dresses can be worn for the warmer weather.

A copy of our Uniform Policy can be found on the school website.

Thank you.

P.E. Equipment

Children will need navy shorts and a white T-shirt to change into. Gym shoes or trainers will be needed for outdoor P.E. sessions. These items may be left in school. A drawstring bag may be purchased from Motif8 as we have very limited cloakroom space. Children are discouraged from bringing large holdall bags that are unable to hang on a peg.

Property - Clothing

Whilst we cannot accept responsibility for personal property, we do make every effort to see that there is reasonable security at school. There is a 'Lost Property' box, from which property may be retrieved and returned to its owner. This is very much easier to do when articles are marked with the owner's name since many articles of clothing are identical. Items not claimed will be donated to charity.

Children are instructed to look after their possessions, not to disturb or disregard other children's belongings, and to return items to school immediately if taken by mistake. Obviously, staff will help

younger children, but older children should be able to exercise control and responsibility for themselves.

Other Personal Property

Parents can support school by discouraging children from bringing valuables to school. Money should not be brought to school except for amounts that are to be 'paid in' and which must be handed over (in a sealed envelope) at the beginning of a session so that it reaches the Administrator's office for security as quickly as possible.

We advise that very young children should not wear watches so that they do not run the risk of losing or damaging them.



Jewellery

The wearing of jewellery is an obvious hazard to the safety of children in school.

Rings, earrings, bracelets and necklaces are potential hazards and we prefer that they should not be worn. Should parents so wish, then one studded earring per ear will be permitted but **must be removed** by the child for P.E. and swimming.

In addition to safety factors, the security of valuables of any kind is another obvious issue, hence our preference for little, or no jewellery.

Absences

Our Attendance Policy can be found on the school website.

If a child is going to be absent from school it would be greatly appreciated if parents telephone the school office (01642 769942) and inform the Administrator as soon as possible on the first day of illness.

Lengthy absences or successive short absences may need to be checked by the Attendance officer because of possible implications.

In the case of contagious or infectious diseases it is important that the school be notified and that doctor's clearance is obtained before a child returns to school.

Requests for absence other than for illness should be made to the Head teacher in advance.

If your child has to go home during school time for a hospital or dental appointment etc. please call at the school office for your child. We cannot allow children to leave unaccompanied during school time.

Parents' Holidays

Government regulations state that leave of absence shall not be given for holiday purposes during term time, except for EXCEPTIONAL CIRCUMSTANCES (five working days) in any school year.

A form is available from the school office for completion if leave of absence is required.

Meal Services

Midday meals are provided from our own kitchen between the hours of 11.30am and 1.15 pm.

Meals are served on a cafeteria system and children have a rota to ensure a fair choice of meals. There is a multi-choice selection of first and second courses, as far as is practicable.

Children who are in Reception, Y1 & Y2 are entitled to a free school meal from September 2014. Parents need to notify the school office if they wish to take up free school meals.

Children in any other year groups are required to pay weekly for school meals, on **Monday** or the first day of attendance in the week. The current weekly charge is £10.25 i.e. £2.05 per meal please make cheques payable to Stockton Borough Council **not** the school. Packed lunches must be packed carefully and used responsibly by the pupils in the dining area only. Children who bring a packed lunch will be provided with a drink of water.

Children are not able to change from school meals to packed meals or packed meals to school meals in the same week, unless there are extenuating circumstances.

Supervisory Assistants are employed to supervise children for health and safety during the lunch break and therefore are to be obeyed in the same way as teaching staff. Parents are asked to ensure that children understand this. Children may not leave the school premises during the midday break unless they are going home for lunch or a request is received in writing from the parent concerned.

Those children whose parents are in receipt of Income Support and certain other benefits will qualify for a free school meal and pupil premium. If you think your child may be entitled to free meals and the pupil premium please contact the school or The Education Offices 01642 526606 for further details and an application form.

Homework

Parents are encouraged to support their child and the school in the policy of hearing their child read, learning spellings, learning tables etc. More formalised homework will be given as your child progresses through the school.

The school has a homework policy should you wish to access this.

Home/School Agreement

In line with Government requirements the school will request parents of new starters to sign a Home/School Agreement. This agreement is a commitment from both parties to work together for the benefit of the child. We do hope that parents will support us by signing this agreement.

Transfer to Secondary School

Children from this school may transfer to a number of Secondary Schools depending on the preference and availability of places. In Year 6 a full liaison programme will prepare children for a smooth transfer to secondary school.