

# St. Paul's C of E Primary School Crompton Street School Guide



We Belong, We Learn, We Believe, We Achieve.



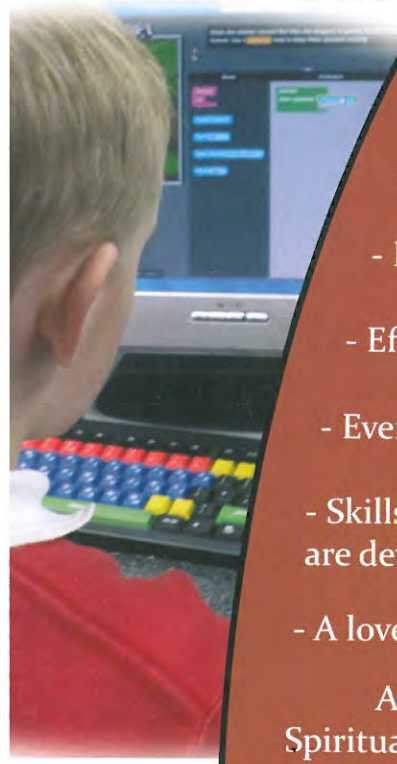
# Welcome to St. Paul's

We are proud of the welcoming atmosphere of our school and in partnership with home, community and church we actively aim to promote caring attitudes and a love of learning in all children, ultimately ensuring that every child has the opportunity to achieve their full individual potential.

If you would like to see the school when the children are learning and taking part in the varied activities in school please make an appointment to come and visit. We would love to welcome you.

Our Mission Statement is at the forefront of offering a unique curriculum which ensures our children receive the highest quality of education, both academically and socially.

We Belong, We Learn, We Believe,  
We Achieve.



## Aims & Values

- We are one family with Church, home, school and community.
- Everyone does their best at all times with a culture of the highest expectations, respect and consideration for all.
- Confidence, creativity and independence are encouraged and developed.
- Everyone can succeed at something, at some level and reach their individual potential.
- Everyone can explore and reflect on their own faith.
- Everyone is special, unique and valued.
- Effort and achievement are celebrated.
- Everyone has belief in themselves and trust in each other.
- Skills and support for becoming ready for the ever changing life in Britain today, are developed.
- A love of learning without limits is fostered.

All of these being achieved through our school being underpinned by: Spiritual, moral, social and cultural understanding and experiences, respect of our British values and through our core Christian values of:



# Our School

## The School Day

8.45am - School Opens  
8.55am - Registration  
9.00am - Assembly  
9.20am - Lesson 1  
10.35am - Morning Break  
10.50am - Lesson 2  
12.00pm - Lunchtime  
1.00pm - Lesson 3  
1.20pm - Afternoon Break  
1.35pm - Lesson 4  
1.50pm - End of EYFS Day  
3.30pm - End of School Day

## Arrivals & Departures

Children should not arrive at school before 8.45 am unless they are attending morning club.

Children remain the responsibility of parents/carers until they enter the school site.

Gates and external doors will be closed at 8.00am prompt, if arriving after this time, children should enter via the main entrance and sign the 'late book.'

Gates will be reopened at 3.15pm in preparation for the end of the day. If your child is to be collected by someone different to normal, please notify school in advance. Children collected by after-school groups will convene in the secure entrance.

If you wish your child to walk home on their own, please notify us in writing.

Children should not use the playground equipment before or after school, and we appreciate your cooperation in this matter.

## ParentPay

All parents will receive a username and password to activate a ParentPay account. ParentPay can be used to pay the voluntary school fund of £1 per week, as well as school dinners, trips, toast, music lessons etc.

ParentPay can be accessed via the link on the front page of the school website.

## Uniform

At St. Paul's, we wear a school uniform to help promote a sense of belonging and community. It is very important that items of school uniform have your child's name on them.

On school trips, it is essential that our school uniform is worn. It is also expected that hair is styled sensibly and long hair is tied back.

Our school uniform consists of:

### Girls:

- Grey skirt/pinafore/trousers (not cords, jeans, tracksuit bottoms or ski pants.)
- Plain white long or short sleeved shirt or polo shirt.
- St. Paul's sweatshirt or fleece (available only from the school office.)
- Plain Tights (red, grey or black)
- Socks (white, grey or black only.)
- Red Gingham dress (for summer term.)
- Black leather shoes (flat heels, no boots.)

### Boys:

- Grey trousers/shorts (not cords, jeans, or tracksuit bottoms.)
- Plain white long or short sleeved shirt or polo shirt.
- St. Paul's sweatshirt or fleece (available only from the school office.)
- Socks (grey or black only.)
- Black leather shoes (no trainers.)

### P.E. Kit:

- Plain black shorts
- St. Paul's P.E. t-shirt (available only from the school office)
- Black pumps
- Trainers (outdoor sessions.)
- Tracksuit/warm top (outdoor sessions.)
- Football boots for those attending football training.

An up to date price list for school uniform is always available on the school website.

## Jewellery

Jewellery should not be worn to school. Children will be asked to remove earrings or nail polish. If ears are to be pierced, this should be done at the start of the summer break, to allow 6 weeks to heal.

## Food in School

### School Dinners:

At St. Paul's we are advocates of a healthy lifestyle, which begins with the food that children put into their bodies.

The school dinner menu is catered on a 3 week rota and currently children will be asked to choose their dinner for the following day, so that the cooks in the kitchen can cater to specific numbers of meals ordered. This should result in all children gaining their choice of what they would like to eat each day.

Children will be asked to choose from two hot choices, a cold choice (for example a sandwich.) or a jacket potato.

A vegetarian menu is also available daily, the Kitchen Staff will be made aware of any children with special dietary requirements, and they will be catered for. The calendar on the school website will always indicate which week of dinner choice it is.

Toast and milk are offered at morning breaktimes (Milk is free for under 5s.), and fruit is provided free of charge to EYFS and Key stage 1 children.

### Dinner Money:

Payment of dinner money is flexible and can be paid weekly, half or full termly, or annually. All payments are made via the ParentPay website.

The school website contains an up to date copy of menus and prices, these are subject to change, but you will be notified in advance.

We require advance notice of any changes to dinner arrangements.

### Packed Lunches:

If your child brings a packed lunch to school, it must be in an unbreakable container, clearly labelled with your child's name and class.

Packed lunches should contain a variety of healthy foods, and must not contain chocolate, sweets or fizzy drinks.



## Admissions

St. Paul's is a Voluntary Aided School; admissions to the school are determined by the Governing Body, which includes the Headteacher.

Places are limited in each year group to 30, with the exception of Nursery, which has 26 places, bringing our total number of places to 236.

There are a number of criteria by which the Governors will allocate these places.

A full version of the latest Admissions Policy is available on the school website. Applications for admission are made via Merton City Council's website.

## Special Educational Needs and Inclusion

St. Paul's celebrates the differences between all of our children and young people irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The Special Needs Policy of the school outlines the procedures for early identification, continual assessment, appropriate provision, record keeping and the involvement of outside agencies. In the implementation of the policy resources are allocated to pupils after identifying need and determining priorities.

Access to our full SEN policy is available on our website and is labelled 'SEN Policy'.

Please visit the school website: [stpaulscrompton.org.uk](http://stpaulscrompton.org.uk) where you will find the policies in the 'Information' section.



## Starting School for the first time.

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances.

The Early Years Foundation Stage (EYFS) framework sets the standards that all Early Years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning.



## Joining School later on

Sometimes children join St. Paul's later on in their school life.

We make every effort to ensure they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school. Teachers give children time to settle in before making an assessment of their academic abilities. This assessment, together with records from their previous school, enables children to have the best start in our school.

Parents and carers are asked to contact the school if their child has difficulty settling.

## Attendance

At St. Paul's we are committed to promoting excellent levels of attendance and punctuality, enabling our pupils to take full advantage of the educational opportunities offered to them. Good attendance helps the children in our school community to maximise their learning. We recognise that positive behaviour and attendance have a significant impact on our children's attainment and life chances.

Our attendance and punctuality policy aims to support us all to achieve high levels of attendance and punctuality.

### Contacting the office:

If your child is unable to attend school, please leave a message on our absence line (0161 790 7468 option 1) or email [absence@stpaulscrompton.org.uk](mailto:absence@stpaulscrompton.org.uk) as early as possible on the first day of absence.

A written note will be required if your child is unable to take part in P.E.

### Collection

If your child has to leave school during the day, we must, for safety reasons, have a request from you 24 hours in advance. Children leaving during the day must be collected from the school office. Children will not be permitted to leave the premises by themselves during school hours.

## Holidays

St. Paul's has a good level of attendance. We do not advocate term time holidays, and we expect all holidays, visits to see family etc. to take place during school closure periods. All school holiday dates are published and made available at least one year in advance, and can be found on the calendar page of the school website. If you do need to go away in an emergency, please let us know as soon as you can.

With this in mind, the Government and Local Education Authority have now put in place new procedures regarding absence during term time. A request for leave of absence must be applied for in writing to the Headteacher. Holiday requests during term time are not usually granted apart from very exceptional circumstances. If holidays are taken during term time without permission, this will result in a penalty notice and parents will be fined.



## Working with Parents

### Parental Involvement

St Paul's recognises the value of parental and community involvement and parents are welcome to help in school. We always like to include parent helpers on educational visits. Regular helpers are invited to fill in a 'DBS' (Disclosure and Barring Service) clearance form.

### Home

Naturally 'parental involvement' is not confined to school. Children are learning the time and their parents are partners in education with the school. We do provide homework, in line with national expectations, but we hope that it remains fun when children and parents can do some fun working together.

Curriculum newsletters are published each half term and provide information as to what each class will be working on in Maths, English and Learning Challenge curriculums. These are available via the 'Classes' section of the website.

### The Home School Partnership

We believe it is essential to have strong links between home, school and the community. All children, parents and teachers are asked to sign a Home School Partnership that outlines the intentions of all three parties. A copy of this is included on pupils' initial administration form.

### Contacting Parents

In case it is necessary for one of our children to be sent home because of an accident or illness, it is essential that we have current phone numbers on file, including mobiles where possible.

We will appreciate the need to keep this information up to date and it is vital that the school is notified of a change in circumstances as soon as possible.

Please make sure that we have at least two different contact numbers, in case we need to contact you urgently.

We also use a texting/email system which enables us to contact you quickly in case of absence or cancellation of an after school activity due to bad weather etc. However, less-urgent notifications will be sent across our social media channels.

## Clubs & Activities

As a school, we have a commitment to organising a variety of after-school clubs for our children, to support or extend learning opportunities.

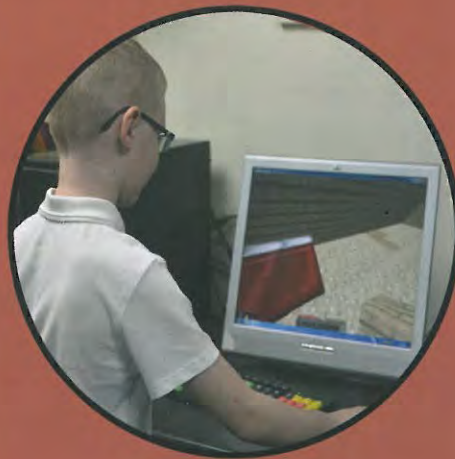
All clubs have limited places, and are filled on a first-come, first-served basis.

Application for clubs is done via ParentPay each half term; you will receive notification beforehand as to which clubs are available for each class.

Collection from after school clubs is always done from the secure entrance.

In addition to these clubs, St. Paul's also involves the children in musical productions, residential trips and trips linked to the curriculum.

As ever, if you wish to know more about any of our after school clubs and activities, feel free to ask at the office, or send an email to [clubs@stpaulscrompton.org.uk](mailto:clubs@stpaulscrompton.org.uk)



## Medicine in School

Should your child require medication during the school day, a medication notification form is available for parents to complete from the school office. School staff are only authorised to administer medication prescribed by a doctor.

### Nut allergies

Those children who have a known nut allergy must supply school with an Epi-pen. Staff are trained to administer this should an emergency arise.

### Inhalers

If your child uses an inhaler, please inform the school and complete a care plan. An inhaler should be supplied and kept in school at all times.

## Charging Policy

St. Paul's has a charging policy, which is based on that drawn up by Salford Council. The policy is annually agreed by Governors and is applicable to all registered pupils at St. Paul's CE Primary School.

Parents are asked to make voluntary contributions to cover the cost of trips or visits to the school. The full policy can be obtained from the school website.

## Emergency Arrangements

If we need to close the school, we will endeavour to give you advance notice of this by 7.45am. However, the school will have to balance the need to inform parents in a timely fashion with making an informed decision based on the weather forecast and local conditions. If severe weather does prevent the school from opening parents and carers will be notified by:

- a text message
- a Twitter/Facebook post
- a message on the school website

A notice on the Salford City Council website on the 'school closures' page which can be found at [www.salford.gov.uk/schoolclosures](http://www.salford.gov.uk/schoolclosures)



## Policies

### Why do we need policies?

As a school, policies in place allow us to offer high quality education and care, and ensures the best provision for staff, children and everyone involved with school.

Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

### High standards

At St. Paul's we believe policies are vitally important as they help us to create high standards of quality for learning and safety, as well as expectations and accountability.

If you want to know what policies we have, you can either call the school office and ask for a copy of a policy, or go online to [www.stpaulscrompton.org.uk](http://www.stpaulscrompton.org.uk) and navigate to 'Information' and 'Policies'. Here you will find some of our most important policies.

### Key policies

Some of our key policies are:

- Teaching and Learning Policy
- Behaviour Policy
- Safeguarding & Child Protection Policy
- Complaints Policy
- SEN Policy
- Admissions Policy
- Home School Partnership Policy
- Charging Policy

## Concerns

If you are concerned about anything involving your child, or the school, please do not hesitate to contact your child's class teacher. If you require further discussion, Key Stage leaders, the Deputy Headteacher and Headteacher are always willing to meet with you.

We have an open door policy at St. Paul's where parents are very welcome to discuss any concerns. It is important that we work together straight away to resolve any issues, no matter how big or small.



## Links with the Church and Parish

Pupils' intellectual, aesthetic, physical, social, moral and spiritual development is underpinned by the special partnership that exists between the Church and School Communities. Moreover, relationships within the school community should reflect that unique partnership, promoting shared, Christian values, where the daily act of worship brings the school together with elements of praise, prayer and active participation.

An important link with our parish church is a weekly visit maintained by our parish clergy. Each week, our Vicar leads the act of worship and speaks to the children in assembly.

Members of the parish contribute the work of the school by praying, supporting events in school, helping in the classrooms going on school trips and sharing their skills and expertise with the school. Pupils visit the church as part of their curriculum work and also for worship at the major Christian festivals throughout the year and for special occasions. The school regularly contributes to displays and events in the church.

## Emotional Wellbeing

At St. Paul's, one of our main focuses in everything we do is emotional wellbeing. As a school that is working towards Emotionally Friendly School status, we are passionate that all children and adults need to be happy, healthy and able to cope with everything that life might throw at them. We teach resilience, confidence, positive self-esteem and coping mechanisms to all children in everything we do, as well as through our wellbeing curriculum.

We also develop an understanding of emotions, self-control, good relationships and keeping healthy in mind and body.

## Fundraising

Fundraising events are held throughout the school year. We encourage and appreciate parental support and involvement in these events.

## Breakfast & Afterschool Club

Wrap-around care is available on site, for more information, please contact the school office.

## Governing Body

The Governing Body of St. Paul's is made up of people from a variety of backgrounds. The school governors are a group of individuals, who are elected, nominated or co-opted and are representative of parents and staff, the Church, the Local Authority and the local community.

School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held at least once each term and committees meet in addition to meetings of the full Governing Body.

The Governing Body is comprised of the following committees:

- Admin and Staffing Committee
- Building and Finance Committee
- Curriculum, Standards and Achievement Committee

There are also separate disciplinary and appeals committees which are convened if they are required.

If you wish to meet with the Chair of Governors, either contact the office who will arrange a meeting for you, or email [chairofgovernors@staulscrompton.org.uk](mailto:chairofgovernors@staulscrompton.org.uk)



One thing I like about school is that the teachers are kind, and they make learning fun.

Our school is a school where you can fit in and always find new friends.

I really enjoy Maths lessons because they are filled with fun!

At St. Paul's I have made friends for life.





Crompton Street, Walkden, Manchester, M28 3HP



[www.stpaulscrompton.org.uk](http://www.stpaulscrompton.org.uk)



[office@stpaulscrompton.org.uk](mailto:office@stpaulscrompton.org.uk)



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