

A place where children are inspired by a love of learning and motivated to achieve their dreams

Achieve* Inspire* Motivate*



PROSPECTUS

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WELCOME!



Dear Parent or Carer,

On behalf of the pupils, staff and Governors, I extend a very warm welcome to Tonge Moor Primary Academy.

As a former pupil of the school, I am keen that our children thrive in this happy, friendly and caring school through our strong moral ethos. Our school vision is 'Achieve, Inspire, Motivate' and we strive to ensure that our children, staff and Governors live out this vision inspiring and motivating our school community to achieve their dreams.

Our core values of Honesty, Friendship, Love, Teamwork, Trust and Forgiveness underpin all of our learning experiences, helping to provide our children with the best start on their journey in education and future employment.

We have strong links with our local Churches, St. Augustine's and the United Reformed Church. Our local Ministers and Vicars lead collective worship regularly in school, supporting our children's understanding of faith.

We are committed to providing a stimulating and motivating curriculum, designed around our school vision and values, to ensure that children are encouraged to be positive, resilient and independent in their learning. We want to inspire a love of learning that will enable children to achieve their dream career. As well as core subjects, we are proud to provide our children with specialist Music, Physical Education with Outdoor Learning teaching from Early Years to Year 6. Our teaching staff strive to ensure that all children make excellent progress, regardless of their starting points, and deliver bespoke packages for individual pupils to enable them to achieve their full potential.

Please contact the school if you require further information or would like to visit the school; visits are most warmly welcomed!

We look forward to being partners in your child's learning.

Mrs N. Whittaker
Headteacher

Why Choose Tonge Moor Primary Academy?

Tonge Moor Academy is a local school in East Bolton. Generations of children have been educated here for over one hundred years. Since the school began it has played an important part in the local community.

We offer an exciting curriculum and a wide range of extra-curricular activities including sport, art, choir, gardening, story, cooking etc. Approximately 460 children attend the school from the age of two to eleven.

The physical environment is constantly changing as we seek to provide for learning in the 21st century. We have a fully equipped library, a purpose-built Computing suite and Music room, in the Great Hall and our most recent addition of an Outdoor Learning provision on our expansive school field.

Nursery Admissions

We offer either part time or full-time places for eligible 2-year-olds, 3 and 4-year-olds.

Your child may be eligible for 30 hours free childcare.

Things you need to know:

- All 2, 3 and 4-year-olds will be able to access 15 hours of free childcare the term after their third birthday. Families who are eligible for additional funding will be able to increase that up to 30 hours.
- Eligibility checks take place through www.childcarechoices.gov.uk. You will receive a code that you need to give to the school office, together with your National Insurance number.
- Funding starts from the term after your child's 3rd birthday, providing you have had a successful eligibility check before the start of that term.

For more information, please visit www.bolton.gov.uk/freechildcare

If you are **not** eligible for free childcare,

2, 3 and 4-Year Olds - Charges Outside of Allocated 15 Hours Free Place
(subject to change)

No Funding	£177.00 per week / £35.40 per day
15 Hours funding	£88.50 per week / £17.70 per day

Our full-time places include lunch time. Unless your child is entitled to free school meals, you will need to provide a packed lunch or pay for a school meal.

The current price of a school meal is **£2.65 per day/£13.25 per week.**

(Please note this price is subject to change in line with Bolton Council)

If you fail to keep your payments up to date and debt is overdue by 2 weeks, you will be contacted by the Finance Team, who can discuss a suitable repayment plan.

Nursery - Registration of Interest

If your child is not yet of Nursery age, we recommend that you complete a 'Registration of Interest' form, available from the school office, so that we can get in touch once your child is eligible, providing a place is available.

Reception Admissions – Autumn Term

Bolton Council process Reception admissions for the Autumn term. You will be contacted by email in the Autumn term the year before your child is eligible to start school. You must submit the completed form online before the closing date.

The Local Governing Board will admit all children having an Educational Health Care Plan in which the school is named. Places will be allocated by use of the following criteria:

1. Looked after children and previously looked after children but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children of armed service personnel.
3. 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 the same two parents, living apart. Where there are children of multiple births wishing to be admitted, and the sibling is the 60th child, the Governors may admit over the infant class requirement if it is possible to do so.
4. Children who currently attend our Nursery.
5. Children having exceptional medical or social needs, together with documented evidence.
6. All other children.

In Year Admissions

Application for in-year admissions (casual admissions) to other age groups will be considered according to availability of places. Prospective parents should login to the Citizen Portal <https://www.bolton.gov.uk/admissions/apply-online-school-place> to apply.

Visiting the School Prior to Admission

Open days will be held during the Autumn term. Please check the school website to find out when they are.

Meeting for Parents/Carers of New Children

Separate meetings for parents of Reception age children will be arranged after offers have been confirmed and all the parents concerned will be invited to attend. This meeting is an ideal opportunity to ask questions and to meet the other parents. We will attempt to answer all your questions, and you will have the opportunity of meeting staff as well.

Local Governing Board

The Local Governing Board (LGB) undertake the monitoring of the school on a voluntary basis and give up a great deal of time to ensure that this is done properly. Each LGB member is a representative for a body or group of people and meetings are held at least termly to discuss important school issues. The Local Governing Board is responsible for overseeing and monitoring the running of the school. Funds are delegated on an annual basis to the Academy for the management of these issues and the amount relates to a standard formula largely decided by the number of pupils in school. The Local Governing Board is made up according to the relevant Acts of Parliament.

Transfer to Secondary School

During the final year at Tonge Moor Primary Academy you will receive information from the LA about transfer to the LA maintained secondary schools.

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. You are advised to make appointments at a few short-listed schools

before making a final choice. To apply for a place in secondary school, please register or log in to the [Citizen Portal](#) to make your application.

Please ensure you select three schools, as the guidance states. Notification of an allocated place usually arrives by email around February/March time.

The School Day

The school day starts at 8:45am and finishes at 3:15pm (Reception-Year 6).

Nursery Sessions

Mornings: 8.30 am - 11.30 am

(For families with children in other classes, the Nursery door will stay open until 8.45 am, in line with the rest of the school)

Afternoons: 12.30 - 3.30 pm

Full Time Nursery Children: 8.30 am – 3.30 pm.

Reception Classes: 8.45 am - 3.15 pm.

Lunchtimes

Nursery (fulltime) and Reception: 11:45am- 12.30pm

Years 1 & 2: 12.00 midday -12:45pm

Years 3: 12.15 – 1.00pm

Year 4: 12:15pm – 1:10pm

Years 5 & 6: 12:30 to 1:15pm

There is a fifteen-minute break in both the morning and the afternoon for the Key stage 1 children and the Key stage 2 have a 15-minute break in the morning.

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:

Key stage 2 classes - 24 hours 35 minutes

Key stage 1 classes - 23 hours 20 minutes

Absences

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 if this is impossible, by sending a letter or email

pupilabsences@tongemooracademy.org as soon as possible – see absence policy.

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

Class Organisation

The school is divided into four phases – Early Years Foundation Stage (Nursery and Reception), Key stage 1 (Years 1 and 2) Lower Key stage 2 (Years 3 and 4) and Upper Key stage 2 (Years 5 and 6). All children are taught all subjects in single age group classes.

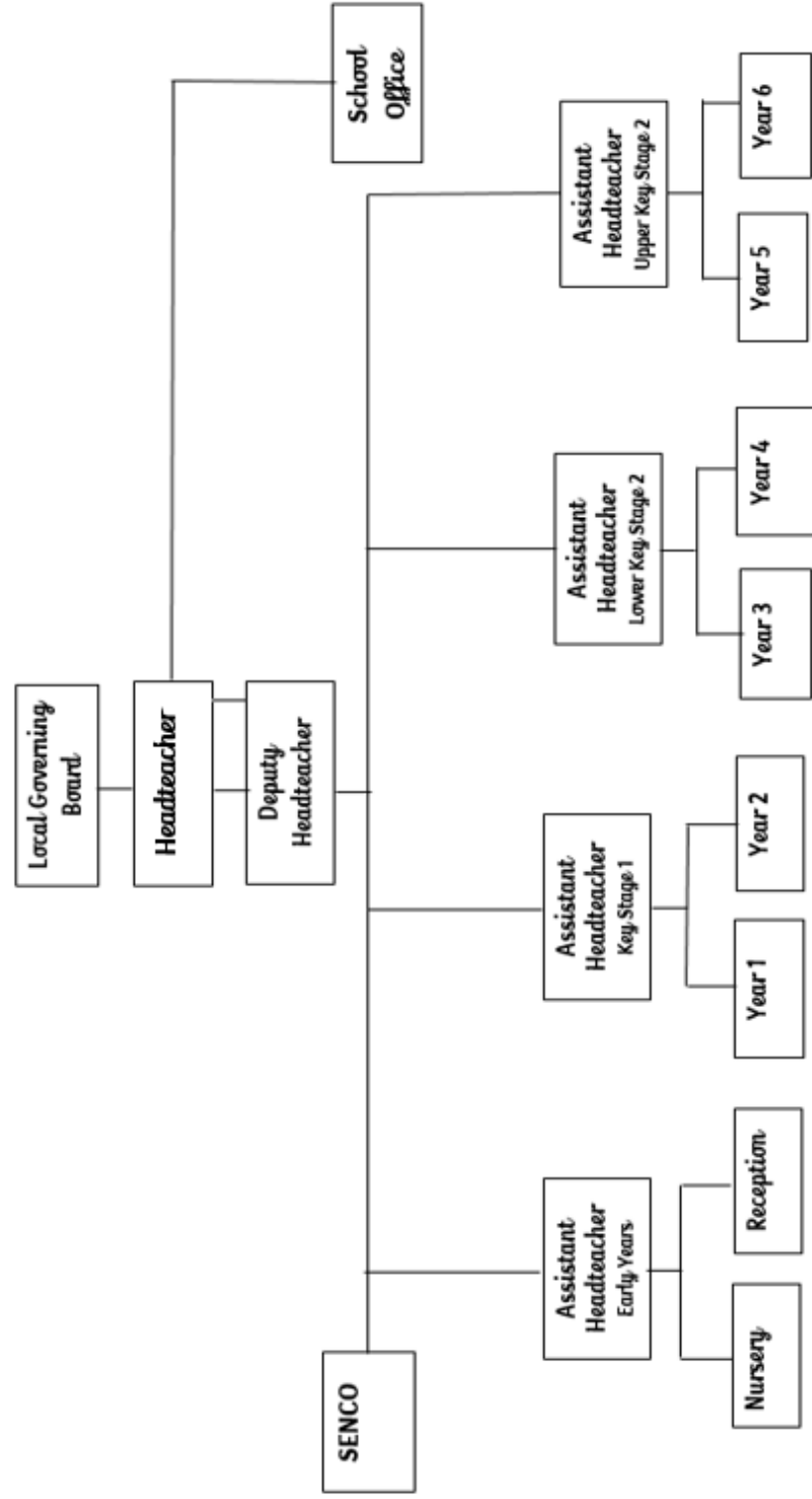
The school comprises six different buildings which house the following classes:

Headquarters – Nursery and Reception Classes, Library and the administrative offices

- The Villa – Reception
- The Bungalow – Year 1
- The Hub – Year 2
- The Apartments – Years 4, 5 and 6
- The Great Hall – Year 3, School Hall, Computing Suite, Music Room, Breakfast Club and After School Club



Structure of the School



Curriculum

Curriculum Intent

Our well-planned, vibrant, and progressive curriculum places pupils at its heart. We are dedicated to providing a curriculum that truly reflects and responds to the needs of our children. Every child benefits from a rich, broad, exciting, and balanced learning experience that nurtures their emotional, social, and intellectual development.

At Tonge Moor, we aim to provide a primary curriculum that not only inspires a love of learning but also builds the skills, knowledge, and understanding children need to thrive in later life. Our school vision and values are woven through every aspect of school life and underpin all learning experiences. Alongside high academic standards, we place great importance on nurturing well-rounded individuals. Personal, Social, Health, and Relationship Education sits at the heart of our curriculum, ensuring our children are happy, confident, and ready to engage fully in their learning.

Early Years

Early Years is often the first experience into the world outside the family home. What the children learn creates secure foundations for future learning and development. We believe in providing a stimulating, challenging environment which is an extension of the home. The Statutory Framework for the Early Years Foundation Stage provides the structure for our curriculum. Children have access to a wide range of areas, both indoors and outdoors, to support their learning. This is known as Continuous Provision. Our approach to planning in the Early Years is personalised to the interests, next steps and needs of all individual children.

Curriculum Design

At the heart of our curriculum are our core subjects of English, Maths, Science and PSHRE. We also truly value our wider curriculum, covering all other National Curriculum subjects through creative and engaging approaches. We are fortunate to have specialist teachers for Music and PE, therefore children receive expert teaching to develop their knowledge and talents.

Progression of knowledge, skills and understanding are carefully planned, reviewed and adapted to ensure that children's learning builds effectively as they move through the school. Our curriculum aims to equip all children with the knowledge and skills to prepare them for the next steps in their education, enabling all children to reach their potential.

At Tonge Moor Primary Academy, we are dedicated to giving every pupil the gift of becoming a confident reader. Our comprehensive reading package outlines the support we provide to ensure all children thrive. We believe that reading is the key to lifelong learning—once children can read with confidence, they unlock a world of knowledge and develop a lasting love of reading.

We are fully committed to providing our children with a broad and enriching range of learning experiences beyond the classroom. Wherever possible, these opportunities are enhanced through our Enriched Curriculum Package. Pupils take part in fieldwork, educational visits, workshops, trips, and a variety of extra-curricular activities. They also benefit from access to our very own Forest School—a truly special and unique learning environment.

For more information on Tonge Moor's curriculum, please visit our school website -

[Curriculum Information - Tonge Moor Academy](#)

Teaching and Learning

At Tonge Moor Primary Academy we provide children with stimulating learning environments that are designed to support the development of inquisitive, independent, life-long learners. Children are expected to work hard and demonstrate positive learning behaviours to both maximise their own individual learning potential as well as contribute to the school and wider community.

We promote a culture of active and collaborative learning, developing children's resilience, independence and ability to share knowledge and skills. We believe that it is through this approach that we will truly engage, challenge, and motivate our children, ensuring they make excellent progress from their starting points. Our approach to teaching and learning enhances our curriculum with rich, engaging, and challenging lessons.

We are extremely committed to working in partnership with parents and carers as we believe that when home and schoolwork closely together, we get the best outcomes for our pupils.

Digital Strategy

Our vision is to build a digital future that is innovative and inclusive, where technology is used as a force for positive change and collective progress. Our goal is to create a digital environment that is accessible and empowering for all, regardless of background or ability. We use individual iPads to enhance our excellent educational offer allowing learners to flourish, raise their aspirations and prepare all for a future powered by technology.

Our learners across the school are asked to sign our Acceptable Use Policy. In signing this policy, pupils and parents agree to:

Return the iPad to school each day, fully charged and ready for use.

Treat the iPad with care.

Follow online safety rules.

Not to use the iPad freely and games cannot be installed by pupils.

Bring a bag to school each day to carry the iPad home safely.

If concerns are raised about a child's use of their iPad, the school safeguarding policy will be followed.

At school and at home, pupils access the following agreed Apps, to support their learning:



My Child's Progress

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

Age appropriate termly 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 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. Children in Year 1 will take part in the national Phonics Screening Checks and in Year 4 the Multiplication Tables check. All DfE documents and school policies are available in school and may be requested at any time.

Concerns with your Child

The teaching staff are available most evenings to see parents up until 3:45pm. Please call to make an appointment if you would like to discuss matters concerning your child. If any parent still has concerns over their child's work, or any other concern, after having seen the teacher, they may wish to make an appointment firstly to see the senior manager for the relevant Key Stage, and then the Head of School if they are still concerned. In either case, just go to the school office to arrange a mutually convenient time.

Behaviour and Motivation

Our positive school culture is designed to be inclusive and builds a positive and predictable school environment. We have high expectations of pupil behaviour which are constantly shared through a range of routines and our school values, Honesty, Love, Teamwork, Trust, Forgiveness and Friendship.

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.

A copy of the Motivation and Behaviour policy is available on the website [Policies - Tonge Moor Academy](#).

All pupils attend celebration assembly at the end of the week. Certificates are given out to celebrate achievement.

Attendance and Punctuality

Regular school attendance and punctuality are extremely important. Education is the finest gift we can give to our children. All children have a target of 100% attendance. They need to attend school regularly and on time if they are to take full advantage of the educational opportunities available to them. *It is imperative our children attend school every day and on time to ensure they 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 may not always be the opportunity to repeat the work. *The DfE document Working Together to Improve School Attendance will become statutory from 19th August 2024. Guidance will be strictly adhered to. This document 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 it will be refused, unless there are exceptional circumstances (please see our Attendance Policy), and they will have to make alternative arrangements.*

Failure to comply with this will result in the absence being unauthorised, which will be highlighted by the LA and a penalty notice will be issued - £160 if you pay within 28 days of receipt of a Penalty Notice reducing to £80 if you pay within 21 days. (Per parent, per child).

With any second penalty notice issued to the same parent for the same child within a rolling 3-year period, the amount will be charged at £160 with no option to pay the lower rate of £80.

There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a 3-year rolling period, so at the 3rd (or subsequent) offence(s) another tool will be considered (such as prosecution)

If you don't pay in full within 28 days, Bolton Council is required to commence proceedings in the Magistrates' Court under Section 444 of the Education Act 1996 for the original offence of failing to ensure the regular attendance of your child.

If proven this can attract a range of fines up to £1,000 and/or a range of disposals such as Parenting Orders or Community Sentences depending on individual circumstances.

In the case of illness, the school requires a telephone call or an email via the MCAS app to explain an absence, on each day your child is sick. If we have no contact regarding your child's absence, then we may need to do a home visit for safeguarding purposes to ensure your family and children are safe and to establish a reason for absence. Children's overall attendance is very closely monitored by our Attendance Officer, and parents may be invited into school to discuss their child's attendance if it falls below the expected rate of 96%.

For more information, please see the school attendance policy at [Policies - Tonge Moor Academy](#)

Special Educational Needs and Disabilities

Tonge Moor Primary Academy believes that every child is special, should be valued irrespective of their individual differences and encouraged to develop to their full potential and contribute to the life of the school. We are committed to inclusion and our aim is to assist children in becoming effective and independent learners. The school has clear policies on early identification of such children, and the provision of necessary additional support.

At Tonge Moor Primary Academy, Governors and staff endeavor to meet the needs of those children with Special Educational Needs whilst ensuring that each child is encouraged to develop confidence in his or her abilities and to feel a valued member of the school 'family', where the teaching and learning, achievements, attitudes and well-being of every pupil matters.

Tonge Moor Primary Academy will:

1. Ensure the identification of all pupils requiring SEND provision is as early as possible in their school career.
2. Ensure that parents of SEND pupils are kept fully informed of their child's progress and attainment.
3. Ensure that SEND pupils are involved, where practical, in decisions affecting their future SEND provision.
4. Ensure that all pupils have access to a broad and balanced curriculum.
5. Ensure that all learners make the best possible progress, within the parameters of their own abilities.
6. Provide an adapted curriculum appropriate to the individual's needs and ability.
7. Ensure that SEND pupils take as full a part as possible in all school activities.
8. Promote effective partnerships and involve outside agencies when and where appropriate.

Provision for Pupils with Special Educational Needs

If you have concerns that your child may have additional needs you should, in the first instance, discuss this with their class teacher or Mrs Ashton, the school Special Educational Needs & Disabilities Co-Ordinator (SENDCO) and Assistant Head of Inclusion.

Your child's class teacher will then work with yourselves to create a programme of support that is carefully targeted on the particular area of need for your child. These plans will then be reviewed half-termly and the level of support adjusted as needed.

Children who have been identified with SEND receive additional support in the classroom through a variety of formats such as - adapted work, small group activities, 1:1 support from trained staff and access to a variety of additional resources.

We currently offer children with additional needs access to the following interventions:

- Pastoral support
- Sensory support
- Social skills
- IDL (for dyslexia)
- Fine and gross motor skills
- Support with individual Speech and Language programmes
- Phonics catch up
- Colourful Semantics

There are times when your child may need support in their learning from external agencies. As a school we work very closely with Woodbridge Outreach, Educational Psychology, Speech and Language Therapy, Occupational Therapy and Bloom Wellbeing behaviour support to provide the best tailored support possible for each child.

Provision for Pupils with an Education Health Care Plan

Some children may have more complex needs. For these children, an application for an Education Health Care Plan may be made by the school. When Education Health Care Plans are in place, children receive access to additional support, dependent on need, in order for them to achieve the targets specified in the plan.

Parental Involvement

Tonge Moor Primary Academy firmly believes in developing a strong partnership with parents and that this will enable children and young people with SEND to achieve their potential. The school recognises that parents have a unique overview of the child's needs and how best to support them, and that this gives them a key role in the partnership. Staff will always consult with parent/carers before any decision is made regarding their child's SEND support in school. The full SEND policy can be found on the school website [Policies - Tonge Moor Academy](#) along with the school SEND information report and links to the Bolton Local Offer.

Accessibility Plan

The school has an accessibility plan which is a requirement under the Disability Discrimination Act 1995. This details the access to school for children with disabilities. In line with our ethos of inclusive education we, as a school, endeavour to work with the families of children with disabilities to ensure all of their needs are met.

Health and Welfare Services

The following services are provided for children while at school:

- Medical examinations
- Hearing tests
- Immunisations

You are always informed about these and the results of any tests. It is important that you sign the permission forms and attend when invited.

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 our Pastoral team are available to take the lead if appropriate.

All the staff and governors of Tonge Moor are committed to 'safeguarding and promoting the welfare of children' who attend the school in accordance with the duties described in 'Keeping Children Safe in Education'. In addition, we have a dedicated Safeguarding team who liaise with a range of care agencies, more information is available in the Safeguarding Policy - Child Protection Strand 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 domestic circumstances which may be affecting your child's happiness.

Homework

Homework encompasses a wide range of possibilities. We encourage you to help and support your child as much as possible. The following list gives just a few examples:

- Reading at home to an adult.
- A family visit to a local museum.
- Learning parts for an assembly/production:
- Going swimming.
- Playing games which develop their physical skills.
- Undertaking individual research for a project at the local library.
- Learning number facts.
- Memorising a spelling pattern or times tables.
- Learning to ride a bicycle safely.
- Ensuring musical instruments are practised.
- Research using the internet (school cannot be held responsible for the content of websites not recommended by teachers).
- Cooking, gardening, making things.
- Explaining how things work.
- Ensuring that children have opportunities to colour, paint, draw, stick, glue, etc.
- Learning spellings.
- Learning phonics and sounds.

At Tonge Moor Academy we provide a range of homework that is linked to the age and ability of the child. As the children progress through the school they will benefit from a wider range of tasks that enable them to prepare for entry to secondary school.

Homework tasks will support our broad and balanced curriculum, including activities from a wide range of subject areas. We also set homework in upper school as a means of helping the children to prepare for examinations and also to ensure that prior learning has been understood.

Quantity & Expectations of Homework

Time allocation

EYFS	1.0 hour per week
Years 1 & 2	1.0 hour per week
Years 3 & 4	1.5 hours per week
Years 5 & 6	2.5 hours per week

We increase the amount of homework that we give the children as they move through the school. In the Early Year Foundation Stage, the main focus for homework is support with reading, phonics and speaking and listening. We expect children to spend approximately

10 minutes per night reading and 10 minutes once per week on a speaking and listening activity.

We expect children in Years 1 & 2 to spend approximately one hour a week completing homework, the children will be provided with a number of homework activities to complete throughout the term, one of which should be completed per week, along with reading and spelling homework.

We expect children in Years 3 & 4 to spend approximately 15–20 minutes per night on homework and children in Years 5 & 6 to spend approximately 30 minutes per night. This is in line with the DfE guidelines issued in 1998.

Children in Years 3, 4 & 5 will also be provided with a number of homework activities to complete throughout the half term alongside reading, spelling and times tables. Children in Year 6 will receive homework that may vary weekly and will support what is being taught in school.

Uniform

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. Evidence in parent questionnaires show that school uniform is supported overwhelmingly. The uniform consists of:

Nursery – Year 5

- Purple crew neck sweatshirt/jumper/cardigan
- Pale blue polo t-shirt or shirt
- Grey skirt/pinafore dress/grey school trousers
- White/grey socks or tights
- Flat sensible black school shoes/black trainers or ankle boots (plain black with no coloured logos or soles)
- In winter, children can keep wellington/weatherproof boots in a bag on their peg to wear outdoors on rainy/snowy days
- In summer, purple gingham dress/ grey shorts - no culottes or skorts
- Small, purple hair ornaments can be worn (clips, headbands)
- School book bag

Year 6

- Purple V-neck sweatshirt/jumper/cardigan;
- Pale blue cotton, collared shirt;
- Grey school trousers/grey skirt/pinafore dress/ shorts;
- Tonge Moor Primary Academy clip on school tie.

PE (Nursery – Year 6 children)

- Pale blue t-shirt
- Black PE shorts
- Black plimsolls
- School logo joggers/plain black joggers, school sweatshirt

Outdoor Learning (Forest School)

- Children should wear old clothes that can get muddy, appropriate for all weather conditions. Layers are key for warmth and flexibility, with waterproof outerwear being essential. Sturdy footwear, like wellington boots or walking shoes, is also important

PE kit should be worn for after-school sporting clubs. All PE kits should be free from any logo or brand name, apart from the school logo. Teachers will notify children/parents if an outdoor kit is required and what these requirements are.

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 items with school badge are available from: Whittaker's (School Outfitters) Deansgate, Bolton and Smart Clothing, Blackhorse St, Bolton. Please visit our website to see our full Uniform Policy [Policies - Tonge Moor Academy](#). Please ensure that all items of clothing, shoes, bags, and coats are clearly marked with your child's name.

The school does not accept responsibility for loss or damage to property or clothing, but a lost property box is kept in the reception office, where items will be kept for half a term.

Jewellery and Headwear

Children are permitted to wear one pair of plain silver/gold stud earrings and religious necklaces/bracelets.

Children in Years 3-6 may wear a watch. However, Smart watches, watches with functions to connection to the internet, record or take photographs and those with interactive faces are not permitted.

The school follows the DfES BAALPE guidance. Therefore, all forms of jewellery, including watches, must be removed for P.E. lessons. Any jewellery worn around the neck must also be removed before playtimes and other physical activities. However, the school does not accept responsibility for loss or damage to jewellery brought onto the school premises.

Any religious headwear worn should be plain, black, or white in colour with no logos embellishments.

Haircuts and Hairstyles

The school does not permit children to have haircuts and hairstyles that are extreme.

During term-time: Parents/carers should not dye (either permanent or semi-permanent) their children's hair or have decorative patterns (e.g. Mohican style/lines) shaved into their children's hair.

During holiday time: 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.

Make-up/cosmetics

The wearing of make-up/cosmetics is absolutely prohibited and against school policy. Please note that this includes nail varnish.

Lunchtime

The school operates a choice menu system, giving a range of choice to those who wish to have a school meal and always includes a vegetarian option. The Kitchen Manager ensures the school meals offer excellent value and variety. The alternative is a suitably packed lunch (**No sweets, chocolate or fizzy drinks**) 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.

The cost of a school meal is £2.65 per day / £13.25 per week **(subject to change by Bolton Council)**.

If you fail to keep your payments up to date and your debt is overdue by 2 weeks, you will be contacted by the Finance Team. You will need to ensure that your child brings a packed lunch until further notice.

Parents whose income falls below a certain level may be eligible for free school meals, and the school office will be pleased to advise you on the procedure. Dinner monies must be transferred to school via the MCAS App, preferably on the first day of the week. Dinner monies can also be paid in advance for a full term via MCAS. To find out if your child qualifies for free school meals, and for any help or advice, please contact: 01204 331590 or visit the Bolton Council website:

<https://www.bolton.gov.uk/free-school-meals-clothing-allowance/free-school-meals-help-school-uniform>

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.

Anyone wishing to change their child's meal option needs to give 1 weeks' notice to the School Office by emailing office@tongemooracademy.org or by calling 01204 328994.

Break Time Snacks

Nursery, Reception and Key Stage 1 children are provided with a mid-morning snack of fresh fruit or vegetables. Key Stage 2 children can bring their own healthy snack from home, if they wish.

Extra-curricular activities

These take the form of an excellent choir, sporting events, ECO school council, homework club and Maths club (although these can vary year on year). 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 adventure activity holiday. This usually proves to be an exciting time for all concerned, and we're sure this year will be no exception.

Outdoor Learning

Nursery to Year 6 children access our amazing Forest School sessions. Our bespoke Forest School curriculum allows each year group to be fully immersed in outdoor learning opportunities, gaining a variety of skills and bringing topics from the classroom to life. Children learn skills such as den building, knot tying, fire lighting and safe use of tools.

Wrap Around Childcare

St Bede Childcare is a registered charity, and they provide our Out of School Club provision, both Breakfast and After School Club. If you would like more information, please email OOSC@tongemooracademy.org

After school club is open until 6pm. As soon as the children are collected from class, they are served a light snack. (Please note that the snack is not intended to replace an evening meal. Family mealtimes are very important). During your child's session they will be provided with lots of different games, toys, and activities. These are adapted to suit each child's individual needs, along with outdoor play and time to relax after a busy day at school.

For further information of how to register your child, fees, sessional availability etc., please email the Out of School Club OOSC@tongemooracademy.org

Helping Your 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. The Friends of Tonge Moor is an informal fund-raising committee, if you are interested in being involved, please speak to a member of staff in the school office. This is also an excellent support for the school, as the proceeds go towards exciting resources and experiences.

Statutory Testing

In Year 6, 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 children's progress in the pupils' annual school report. The results from these assessments are shown on the website.

School Nurse

The school Nurses visit school regularly and play a large part in Personal and Social Health Education. School Nurses are based at Tonge Children's Centre, 01204 338063.

Medicine in School

In general, if a 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 impossible, the child must self-administer.

Please give clear, accurate and written instructions if your child needs to self-administer medicine. **Only medicines prescribed by a doctor are allowed 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.

Parents must inform school with information about a child's health or medical needs. Inhalers and sprays for asthma should always be available in school labelled with the child's name and prescribed by a doctor. These need to be kept in classrooms at all times to allow immediate access.

Staff with recognised first aid qualifications can give simple first aid. They normally deal with minor cuts, bumps and bruises. If your child needs further treatment, we will ask you to take him/her to see a doctor. Injuries, which occur in school, will always be dealt with and, if necessary, reported to Parents / Carers.

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 homeowner.

Paying for School Activities

It is not the policy of the Local Governing Board to make a charge for any school activities. Where school trips are organised, parents are asked to contribute to the cost. The viability of such trips will depend on the willingness of parents to contribute. No child will be excluded from an activity because parents or carers may not be able to meet the full cost. In cases of hardship, please contact the class teacher or Headteacher to negotiate an affordable contribution.

My Child at School Parent App (MCAS)

At Tonge Moor we use a Parent App called My Child at School (MCAS) which, amongst other functions, allows parents to pay for various items. When your child starts at Tonge Moor, you will be sent a 'generate password' email, together with Frequently Asked Questions and a MCAS Parent Guide to help you get started. We encourage as many parents as possible to access the MCAS Parent App. Please scan the relevant QR code for your mobile phone to enable you to download the MCAS Parent App.

ANDROID PHONE

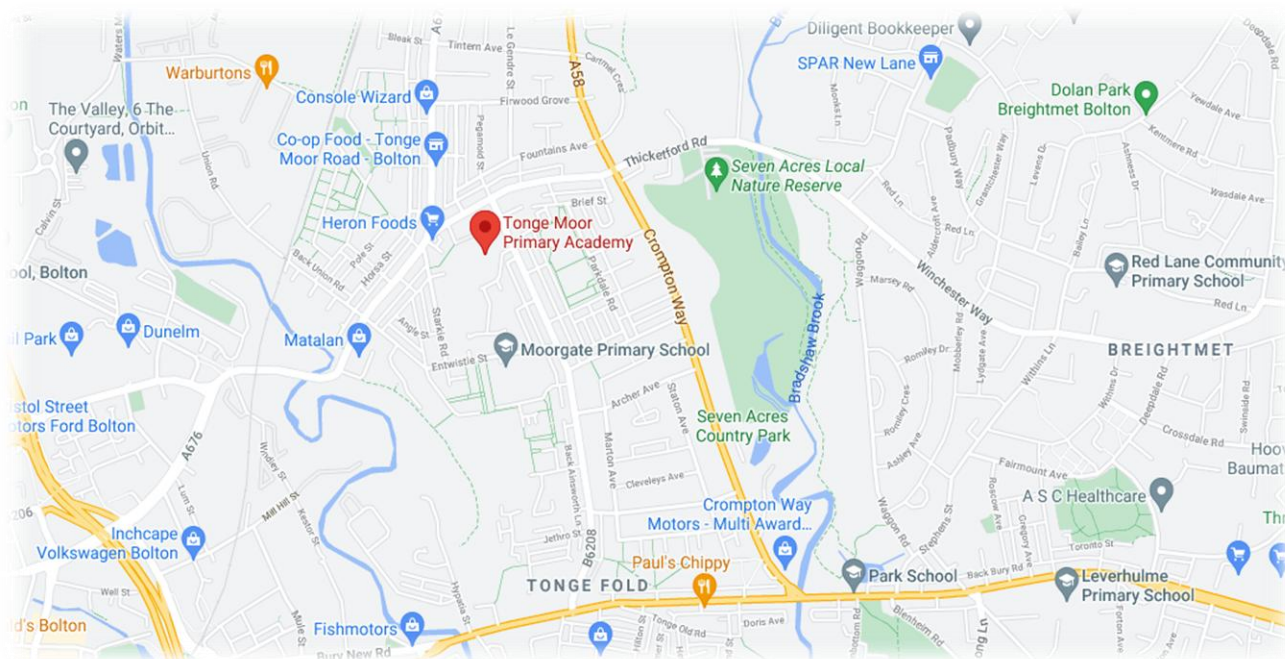


APPLE iPhone



Further information

Just telephone the school office **01204 328994** where a member of staff will be only too pleased to answer any further questions.



SCHOOL TERM DATES & HOLIDAYS

2025/26



AUTUMN TERM 2025 (73 days in term)

Tuesday 2 nd September (Autumn 1)	School opens at 8:45am
Friday 24 th October	School closes for half term at 3:15pm
Monday 27 th October – Friday 31 st October	Half Term
Monday 3 rd November (Autumn 2)	School re-opens at 8:45am
Friday 28 th November	Occasional Day (school closed)
Friday 19 th December	School closes for half term at 3:15pm
Monday 22 nd December – Friday 2 nd January 2026	Half Term

SPRING TERM 2026 (59 days in term)

Monday 5 th January (Spring 1)	School re-opens at 8:45am
Friday 13 th February	School closes for half term at 3:15pm
Monday 16 th February – Friday 20 th February	Half Term
Monday 23 rd February (Spring 2)	School re-opens at 8:45am
Thursday 2 nd April	School closes for half term at 3:15pm
Friday 3 rd April – Friday 17 th April (<i>Two Weeks</i>)	Half Term

SUMMER TERM 2026 (58 days in term)

Monday 20 th April (Summer 1)	School re-opens at 8:45am
Monday 4 th May	Bank Holiday (school closed)
Friday 22 nd May	School closes for half term at 3:15pm
Monday 25 th May - Friday 29 th May (<i>One Week</i>)	Half Term
Monday 1 st June (Summer 2)	School re-opens at 8:45am
Thursday 16 th July	School closes for summer holidays at 3:15pm

Children will be in school for 190 days