



ST BEDE COFE  
PRIMARY ACADEMY

# **INFORMATION PACK**

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## Why choose St. Bede?

St. Bede C of E Primary Academy is a Church of England Primary school and is part of St. Bede C.E. Multi Academy Trust. In December 2009, the Academy was judged to be Outstanding by Ofsted, and in November 2015 this judgement was further corroborated by the Statutory Inspection of Anglican and Methodist Schools (SIAMS). It is constantly over-subscribed by both the local children and those who have moved out of the area and wish to continue their education with us. It is a very well-established feature of community life in Morris Green and we have many second and third generation families attending St. Bede because of its reputation.

We aim to provide our children with a caring, stimulating environment within which they will receive a wide range of balanced learning opportunities to prepare them for their future role as independent, responsible adults.

## Registering your child for Nursery/Academy

During the school year in which your child will have his/her second birthday, simply come into school and complete a Nursery Registration Form, which will subsequently be acknowledged by letter. You will be notified during the summer term if you have been successful, prior to your child's third birthday for Nursery admission. There will be a meeting during the Summer term prior to commencement, giving you the opportunity to meet each other as well as to ask any questions which may have been worrying you. For Reception class places, the Local Authority (LA) handles admissions and you will be contacted by letter early in the Autumn term before admission. Please make sure we have the correct contact details for you. You must return the completed form without delay, or submit online. 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. Children in public care (Looked after Children), including children who were in care but have since been adopted or become subject to a residence order or to a special guardianship order,
2. Children of armed services personnel,
3. Children, one of whose parents/carers have attended the Parish Church of St. Bede, Morris Green at least monthly, for the past twelve months (October 2019 – October 2020),\*
4. Children, one of whose parents/carers have attended a C of E Church within the Bolton Metropolitan Borough boundary at least monthly, for the past twelve months (October 2019 – October 2020),\*
5. Children whose parents/carers have attended any another Christian denomination Church at least monthly, for the past twelve months (Churches in national or local membership with Churches Together in Britain and Ireland) (October 2019 – October 2020),\*
6. 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 both the same parents, living apart. Where there are multiple births wishing to be admitted and the sibling is the 90<sup>th</sup> child, the Local Governing Board may admit over the infant class size requirement if it is possible to do so,

7. Children having exceptional medical or social needs, together with documented evidence, \*\*
8. Children of other faiths who live within the parish and whose parents desire them to attend this school because of its religious tradition,\*
9. Children who attend either Baby Bede Nursery or St. Bede Academy Nursery,
10. All other children\*\*\*.

\* A letter of support from the faith minister must be submitted.

\*\* Written professional evidence must be submitted to explain why the child should attend this school rather than any other.

\*\*\* Where there are more applicants for the available places within a category, then distance to the child's normal home front door from the double gated entrance to the school, when walking, will be used as the final determining factor, nearer addresses having priority over more distant ones.

Where there are more applications than places, the admissions' criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions' criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

Application for in-year admissions (casual admissions) to other age groups will be considered according to availability of places. Prospective parents should contact the school direct for more information and complete an In-Year Enquiry Form. Names will be kept on file for twelve months. Please note that a place in the Nursery does not automatically mean that a place will be offered for admission to the school, but it will be considered when the admissions' criteria for the main school are applied.

## **Visiting the school prior to admission**

Open days will be held during the Autumn term.

## **Meeting for parents of new children**

Separate meetings for parents of Nursery and 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 also to meet the other parents. We will attempt to answer all your questions and you will have the opportunity of meeting staff as well.

## **What happens if my application to Nursery/Academy is unsuccessful?**

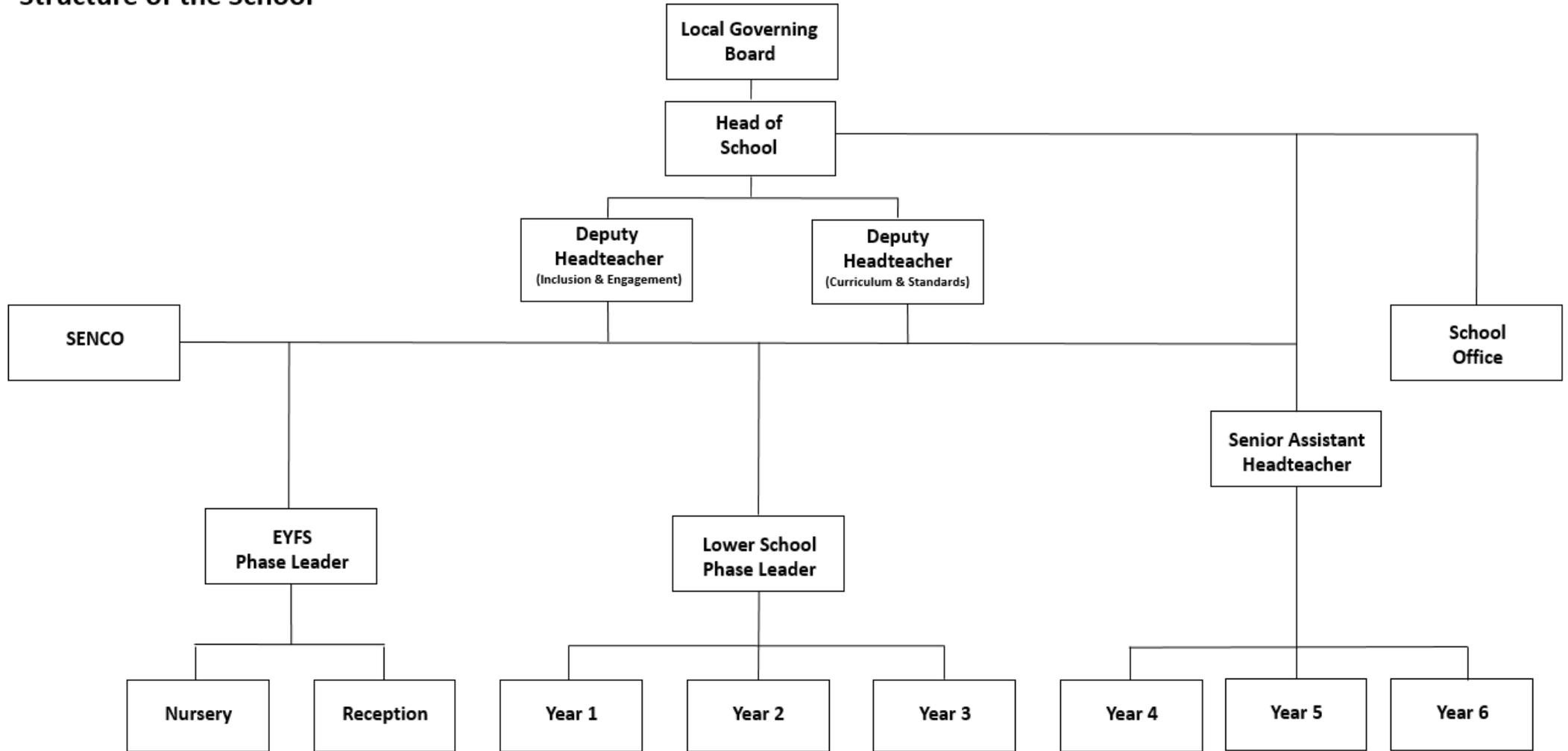
Children are admitted to the Nursery strictly in order of application. We offer extended sessions in the Nursery, which can include all day care if you so wish, within the school day. You are entitled to 15 or 30 hours free education, depending on individual circumstances, although places are limited. If your application to school is unsuccessful, then you may contact Pupil and Student Services at Bolton Council (Tel: 01204 332143) and they will direct you either to a vacancy in another school or advise you of your next course of action.

## **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.

## Structure of the School



## **Framework for the school day**

The school day commences at 8:55am and finishes at 3:15pm, with the morning Nursery education session ending at 11:30am and the afternoon session starting at 12:45pm. Lunch time for children in the Foundation Stage is from 11:30am, Key Stage One (12 noon -12:45pm), Year 3 (12:15pm – 1:00pm), Year 4 (12:30pm – 1:15pm) and Years 5 & 6 (12:45pm to 1:30pm).

There is a fifteen minute break in both the morning and the afternoon for the infant children whilst the juniors have a 15 minute break in the morning.

Children should not arrive at school before 8:45am.

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 as soon as possible.

Please arrange medical and dental appointments outside school hours. If this proves impossible, please let the receptionist 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 receptionist so your child will get their attendance mark.

## **What will my child be taught?**

English, Maths, Science, Religious Education, Computing, History, Geography, Art, P.E., Design & Technology, Modern Foreign Languages (MFL), Personal and Social Health Education (PSHE) and Music are taught to all our children at school, sometimes discretely and sometimes through topics. A wide range of sporting activities is offered: football, swimming, gymnastics, dance, athletics, games skills and rounders. These are all played either in the school hall, in the playground or on the nearby playing field which belongs to, and is maintained by, Bolton Leisure Services. The statutory time per week is allocated to P.E. at Key Stages One and Two. Team sports are in addition to these hours. We have a specialist Music teacher who works with all the classes throughout the school, developing their skills and talents. A brass group and well-established choir are also offered as extra-curricular activities.

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

Religious Education is also given a high priority on the school timetable. Religious Education assists the moral and spiritual development of the child, and although parents do have the right to withdraw their child both from this and from assemblies if they so wish, they must consider the religious character of the school, and the difficulties of supervision.

All children are taught according to their ability, and not to their age. Differentiation of work is achieved by using various teaching methods, including individual, paired, group and whole class lessons. These teaching methods involve pupils in a combination of listening, reasoning, experimenting,

problem-solving and recording situations. Many activities are cross-curricular, which means one learning situation would involve two or more curricular areas.

We operate our own Special Needs department within the school and this provides early recognition of any child's special needs, and seeks to help every individual reach his/her full potential. Exceptionally able children are included in this identification and are carefully monitored by the class teacher. Great care is taken to stretch these children intellectually without alienating them from the work undertaken by the other children.

PSHE topics are taught in line with our schools 'Growth and Change' policy, which is available to view on our website [www.stbedeacademy.org](http://www.stbedeacademy.org).

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:

Junior classes -	24 hours 35 minutes
Infant classes -	23 hours 20 minutes

## **Class organisation**

The school is divided into three Units - Foundation Stage (Nursery and Reception), Lower school (Years 1, 2 and 3) and Upper school (Years 4, 5 and 6). All children are taught all subjects in single age group classes.

## **My child's progression**

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

Individual Records of Achievement (ROAs) include examples of non-academic as well as academic progress gained in and out of school. These ROAs are available in school, and become the child's property when he/she leaves St. Bede. Annual tests are taken by all children, with the exception of those in Reception who are continually assessed, and the results of these tests are reported to, and discussed with, parents during the consultation evenings. A child's progress will normally be reported at these consultation evenings, which are currently held during the first part of the Autumn term and the later part of the Spring term. The children in Year 6 will take the Statutory Assessment Tests (SATs) and the results will be reported to parents on the annual Summer report, which all children receive. All DfE documents and school policies are available in school, and may be requested at any time. They are also available to view on our website [www.stbedeacademy.org](http://www.stbedeacademy.org).

## **Children with learning difficulties**

All children work at their own level and most pupils are catered for within the classroom situation, although perhaps being given individual work. We do however have our own in-house Special Needs department as well as close contact with 'Thrive' (Behaviour Support) and the Educational Psychological Service. These specialist people visit the school on a regular basis and are available for support, help and advice when required. Parents are always informed if these specialists are approached for help with specific children.

## **Children with additional needs**

St Bede Primary Academy is an inclusive school and values all children regardless of their differences. Children with additional needs are supported to access the National Curriculum through differentiated learning, small group activities, 1:1 support from trained staff and access to additional resources in the classroom. In addition to our SEN team in school, we also receive support, advice and training from Ladywood Outreach, Educational Psychologists, Speech Therapists and THRIVE behavioural support. Parents are always consulted on decisions being made on how best to support their child.

## **Concerns with your child**

The teaching staff are available most evenings to see parents up until 3:45pm, so please come in and discuss any difficulties. 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.

Should any concerns still exist, then a complaint should be expressed in line with the schools complaint procedures, which is available to view on our website [www.stbedeacademy.org](http://www.stbedeacademy.org).

## **School rules**

There are school rules, but as we nurture respect, concern and consideration for other people and their property, the rules are few and all designed to ensure these principles are upheld. 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.

## **Attendance**

Regular school attendance and punctuality are extremely important. Education is the finest gift we can give to our children. Children need to attend school regularly and on time if they are to 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 is no opportunity to repeat the work. The DfE 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 is picked up by the LA and a fine of a minimum of £60.00 per child may be issued. These fines are sent to each parent for each child. This guidance came into effect in September 2005. In the case of illness, the school always requires a telephone call to explain an absence, on each day your child is sick. If this is not forthcoming on the first day of absence, a telephone call will be made to your home requesting an explanation. Children's overall attendance is very closely monitored by our Attendance Officer, and conversations/meetings may take place should a child's attendance fall below the expected rate of 96%.

## **Homework**

Formal homework will be set for the older children on a regular basis, but all children are regularly asked to complete a task, or research something at home. Please make the time to read with your child at home in the evening, as this will help develop essential reading skills and we feel sure that you will enjoy this intimate time together. Throughout the junior school, homework will be set on a more formal basis and we expect that support will be provided at home in ensuring a quiet place for children to work.

## **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. The uniform consists of:

### ***Children in Reception to Year 5***

Navy skirt, pinafore or navy trousers (girls)

Grey trousers (boys)

White polo shirt

Green tie (optional)

Navy sweatshirt, cardigan or fleece (available to order online with the Academy logo on) or navy jumper

### ***Children in Year 6***

Navy skirt, pinafore or navy trousers (girls)

Grey trousers (boys)

White cotton collared shirt

Academy school tie (available to purchase from school)

Navy v-neck sweatshirt, cardigan or fleece (available to order online with the Academy logo on) or navy v-neck jumper

All children must wear grey, white or navy socks or navy tights and black or brown shoes. Suitable school shoes must be worn and NOT trainers.

P.E. kit consists of plain navy shorts, plain white t-shirt and black plimsolls. P.E. kits are also available to order online with the Academy logo on. Please visit our website to see our full Uniform Policy.

**Please ensure that all items of clothing, including shoes, are clearly marked with your child's name.**

A P.E. bag and a reading bag, with the Academy logo on, can be purchased from the school office. Please ensure that these are also named.

The school does not accept responsibility for loss or damage to property or clothing, but lost property boxes are kept on the decking area situated on the playground, where items will be kept for half a term.

**No jewellery is to be worn at all. This includes stud earrings,** as many accidents and problems have arisen in the past.

Please note that no child of primary school age should have their hair cut in a severe fashion, or with lines/patterns, nor should they have it dyed or highlighted. Please do not allow your child to wear nail polish. We encourage our children to enjoy their childhood, and put education before fashion.

## **Lunchtime**

You may choose whether or not you wish your child to remain in school over the lunch period, but please remember that this is a privilege. As such, it must not be abused by anyone behaving badly whilst under the supervision of the Welfare Assistants, otherwise, parents will be informed of this unacceptable situation and alternative arrangements may have to be made.

The school operates a choice menu system, giving a multiple choice to those who wish this type of meal and always includes a vegetarian option. The Catering Manager ensures the school meals offer excellent value and variety. The alternative is a suitably packed lunch 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.

Parents whose income falls below a certain level may be eligible for free school meals, and the receptionist in the school office will be pleased to advise you on the procedure. Dinner money **must** be sent to school on the first day of the week, as meals cannot be given until payment has been received. Dinner money can also be paid in advance for a full term or via standing order.

**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.**

## **Extra-curricular activities**

These take the form of an excellent choir which performs magnificently at the Bolton Schools' Music Festival each year, sporting events, which are usually played against other local schools, brass group, 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 holiday. This year, once again, we are going to an activity centre in Shropshire and we are taking in excess of fifty children. This usually proves to be an exciting time for all concerned, and we're sure this year will be no exception.

## **Extended school provision**

The school runs **Before** and **After School Clubs** from 7:30am until the start of school and then after school until 6:00pm. If you wish to take advantage of this care, please contact the Out of School Club manager, at the school.

We also offer a Holiday Club each holiday period (except Bank Holidays) from 8:00am until 6:00pm daily. Further details of these are also available from the Out of School Club manager.

The school has a private Day Care Facility for children from 0 – 5 years. Baby Bede Private Day Nursery is open from 7:30am to 6:00pm all year round, apart from Bank Holidays.

We aim to provide excellent quality childcare together with education. For further information regarding fees and sessional availability, please contact the school and ask to speak to Mrs Isherwood (Morris Green Out of School Club) or Mrs Rachael Billington (Baby Bede Manager).

## **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. We operate an informal fund raising committee, The Friends of St. Bede, and if anyone is interested in making this more formal, 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 resourcing it.

## **Statutory testing**

In Year 2 and 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. Please note that the school results are reported in percentages. The results from these assessments for the year 2018-2019 are shown on the website.

## **School nurse**

The school nurses visit school regularly and play a large part in Personal and Social Health Education. All children are given a full medical during their first year in school, so that any minor problems can be detected early and dealt with. Any problems that are detected will be monitored constantly throughout the child's school life.

## **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 clearly impossible, the child must self-administer. Staff will not give medicines to any child.

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

## **Church attendance**

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

## **Pastoral care**

The fostering of caring attitudes is fundamental to all we do in school and so all members of staff are involved in the pastoral care of the children, although Mrs O'Brien, our Learning Mentor, takes the lead. In addition, we have a dedicated Safeguarding team who liaise with a range of care agencies, more information is available in the Safeguarding Policy - 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.

## **Insurance**

For instances where insurance is a statutory requirement, pupils are covered by a basic school insurance cover provided by EIG. Any additional insurance should be arranged by individual parents, often this can be arranged as an extension to your house insurance policy if you are a home owner.

## **Secondary school**

During the final year at St. Bede you will receive information from the LA about transfer to the LA maintained high schools. This is usually in the form of a booklet which is sent to parents in the Autumn term. In the early part of the Autumn term the high 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. It's our advice to make appointments at a few short listed schools before making a final choice. The high school allocation forms are distributed and should be returned by the deadline set out in the documents. Please ensure you select three schools, as the form states. Notification of an allocated place usually arrives by email or post around February/March time.

## **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 make a contribution to the cost. The viability of such trips will depend on the willingness of parents to contribute. If you have any difficulties with such contributions you are asked to speak to the Head of School. The school's insurance company, EIG, offers children basic cover but it is advisable, if you so wish, to augment this basic insurance yourself through home policies.

## **Further information**

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