



C.E. Primary School



Parent Handbook

2017-18

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This handbook should give you all the information you need as your family start school life at St Agnes C of E Primary School. You can also find a copy of this handbook on our school website: <https://www.st-agnes.manchester.sch.uk>. Should you have any questions or comments which have arisen from reading this handbook, including information you feel we should include in future copies of our handbook, your feedback would be very much appreciated. If you would like a copy in your home language, please speak to a member of our office staff.

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Message from the Headteacher

I am very proud to be the headteacher of St Agnes CE Primary School - a vibrant and diverse school community made up of different languages, cultures and religions. A community which loves to learn, learns to do well and lives well together.

We work in partnership with parents/carers and the wider community to ensure the success of our children. We believe that children deserve the best possible chances in life and that they learn best when there are strong links between home and school.

We are a nurturing and caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our staff endeavour to provide a calm, safe and stimulating environment where exemplary behaviour and mutual respect is modelled by everyone. Each and every stakeholder in our school community is valued – children, staff, parents, governors and our supporters.

I hope you enjoy finding out more about our school.

Visits are encouraged and welcomed: just call ahead and make an appointment - we would be delighted to show you around our wonderful school.

Thank you.

Mr Uddin

Information about the school

St Agnes' CE Primary is a Voluntary Controlled, well-established popular school. We proudly serve the needs of the vibrant Longsight community, just south-east of Manchester City Centre. We have 475 pupils on roll at present – all busy and actively learning right now!

'Learn To Do Well' is our long time philosophy, first originating in the iron work of the 1881 school gates and still very relevant today as we continue to grow into a two form entry school. To embrace twenty first century changes and development into our solid foundation of shared faith-based morals and values, we have adapted our philosophy to - Love to Learn, Learn to Do Well, Living Well Together.

We work in full partnership with our families to ensure that every child reaches their full potential. Our high teacher to pupil ratio ensures we know our pupils very well – lots of individual attention is focused on every child for both their academic and pastoral needs.

Visitors often comment on the wonderful atmosphere in our school. This is generated by the amazing attitude and excellent behaviour of our pupils who flourish in the care of highly dedicated and passionate teaching staff.

As a Rights Respecting School we ensure that our pupils' rights are a top priority in all that we do at St Agnes' – unifying all that we believe and value as a Church of England school – promoting a caring and positive ethos that is understood by all.

As a Manchester Church of England school, we feel it is important to celebrate the diversity of faiths, cultures and lifestyles, as the city we live in is so culturally diverse. We are currently on our journey to become a Peace Mala school. The focus is on the Golden Rule: "Treat others as you would wish them to treat you". The Peace Mala intention is to educate and remind everyone that friendship, respect and peace between the faiths and all people in our world is vital. We believe that being part of the Peace Mala community will allow our children to become better local and global citizens.

A strong working relationship between pupils, parents, teachers and governors promotes the education and well-being of all and we thank all of those who contribute to make St Agnes' CE Primary School successful and happy place to be.



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Governors and their roles

| Name | Governor type | 'End of Term of Office' date |
|---------------------|-------------------------|-------------------------------------|
| Shoab Uddin | Acting Headteacher (HT) | N/A |
| Helen Thompson | Foundation (Chair) | 07/09/2018 |
| Revd Eureniah Adoyo | Foundation | N/A |
| Margaret Taylor | Foundation | 01/09/2020 |
| Charlie Mok | LA Governor | 31/10/2019 |
| Sajid Janjua | Co-opted Governor | 08/06/2020 |
| Lesley Gutteridge | Co-opted Governor | 22/03/2021 |
| Catherine Collinson | Parent (Vice Chair) | |
| Anwar Gulzar | Parent | 10/02/2020 |
| Aurangzeb Farooq | Parent | 10/02/2020 |
| Nadra Bukhari | Staff | 13/02/2018 |

Staff

| | | |
|--|--|-------------------------|
| <u>SLT</u> | | |
| Acting Headteacher | | Shoab Uddin |
| Acting Deputy Headteacher | | Shelley Lynton |
| Assistant Head | | Jane Barker (mat leave) |
| Assistant Head | | Sarah Farrar |
| SEND | | Katie Cronin |
| Business Manager | | Nadra Bukhari |
| Site Manager | | Kane Green |
| <u>Nursery Team</u> | | |
| Class Teacher/EYFS Assistant Head | | Sarah Farrar |
| Class Teacher | | Jennifer Weale |
| Teaching Assistant | | Jacqui Panteli |
| Teaching Assistant | | Halima Ahmed |
| <u>Reception Team</u> | | |
| <u>Circle class</u> | | |
| Class Teacher | | Rachael Adderson |
| Teaching Assistant | | Ruckshana Choudhury |
| <u>Triangle class</u> | | |
| Class Teacher | | Allyson Smith (3 days) |
| Class Teacher | | Jenny Hewat (2 days) |
| Teaching Assistant | | Mandy Jones |
| <u>Year One Team</u> | | |
| <u>Circle class</u> | | |
| Class Teacher | | Judy Lyons (2 days) |
| Class Teacher | | Sara Smith (3 days) |
| <u>Triangle class</u> | | |
| Class Teacher | | Kirsten Taylor |
| Trainee teacher | | Beth Milner |
| Teaching Assistant | | Iram Ahmed |
| <u>Year Two Team</u> | | |
| <u>Circle class</u> | | |
| Class Teacher/KS1 Phase Leader | | Sarah Oxley |
| <u>Triangle class</u> | | |
| Class Teacher | | Marie Haggart |
| Class Teacher | | Tania Sangster (1 day) |
| Teaching Assistant | | Nasreen Hassan |

| | | |
|---|-----------------------|---|
| Lower Key Stage Two Phase Leader - Rebecca Buckley | | |
| <u>Year Three Team</u> | | |
| | <u>Circle class</u> | |
| Class Teacher | | Joanne Ryan |
| | <u>Triangle class</u> | |
| Class Teacher | | David McGuire |
| Teaching assistant | | Naseem Ahmed |
| <u>Year Four Team</u> | | |
| | <u>Circle class</u> | |
| Class Teacher | | Sarah Warrilow |
| | <u>Triangle class</u> | |
| Class Teacher | | Michelle McDonagh |
| Teaching assistant | | Surrinder Kaur |
| Teaching assistant | | Rebecca Gunning |
| Upper Key Stage Two Phase Leader – Russell Lammas | | |
| <u>Year Five Team</u> | | |
| | <u>Circle class</u> | |
| Class Teacher | | Jenni Clegg |
| Class Teacher | | Laura Pandolfi (1 day) |
| | <u>Triangle class</u> | |
| Class Teacher | | Nabeela Mirza |
| Class Teacher | | Katie Cronin (1 day) |
| <u>Year Six Team</u> | | |
| | <u>Circle class</u> | |
| Class Teacher | | Sarah Munbhodwa |
| Teaching Assistant | | Cath McClenaghan |
| | <u>Triangle class</u> | |
| Class Teacher | | Leanne Brown |
| <u>Office staff</u> | | |
| | Colleen Oven | |
| | Serena Uddin | |
| PPG | | Anita Munnelly Kathryn Hallsworth Joanne Crowhurst Caitriona Barik |
| EAL Interventions | | Rachael Heap Judy Lyons (3 days) |

St Agnes C of E School Day and Timetable

| Monday-Thursday | | | | | |
|------------------------|--------|---------------------|---------------------|--------|---------|
| | Start | Break | Lunch | Break | Finish |
| Nursery | 8:55am | | 11:30am 1:00pm | | 3:15 pm |
| Reception | 8:55am | | 11:30am 1:00pm | | 3:15 pm |
| Years 1&2 | 8:55am | 10:15am- 10:30am | 12pm - 1:00pm | 2:00pm | 3:15 pm |
| Years 3&4 | 8:55am | 10:30am- 10:45am | 12pm - 1:00pm | | 3:15 pm |
| Years 5&6 | 8:55am | 10:30am- 10:45am | 12:15pm - 1:15pm | | 3:15 pm |
| Friday | | | | | |
| As above | 8:55am | As above | As above | | 2.30 pm |



St Agnes' C of E Primary School Calendar 2017/2018

| Autumn 1 Term | |
|--|--|
| School Opens | Monday 4 th September 2017 |
| Staff Day | Monday 4 th September 2017 |
| Staff Day | Tuesday 5 th September 2017 |
| School Closes | Friday 20 th October 2017 |
| Half term Holiday Monday 23 rd October 2017 - Friday 27 th October | |
| Autumn 2 Term | |
| School Opens | Monday 30 th October 2017 |
| School Closes | Wednesday 20 December 2017 |
| Christmas Holiday Thursday 21 st December 2017- Monday 1 st January 2018 | |

| Spring 1 Term | |
|--|---------------------------------------|
| School Opens | Tuesday 2 nd January 2018 |
| Staff Day | Tuesday 2 nd January 2018 |
| School Closes | Friday 16 th February 2018 |
| Half term Holiday Monday 19 th February 2018- Friday 23 rd February 2018 | |
| Spring 2 Term | |
| School Opens | Monday 26 th February 2018 |
| School Closes | Thursday 29 th March 2018 |
| Easter Holiday Friday 30 th March 2018- Friday 13 th April 2018 | |

| Summer 1 Term | |
|---|------------------------------------|
| School Opens | Monday 16 th April 2018 |
| Staff Day | Thursday 3 rd May 2018 |
| School closed for Bank Holiday | Monday 7 th May 2018 |
| School Closes | Friday 25 th May 2018 |
| Half term Holiday Monday 28 th May 2018- Friday 1 st June 2018 | |
| Summer 2 Term | |
| School Opens | Monday 4 th June 2018 |
| Staff Day | Monday 18 th June 2018 |
| School Closes | Friday 20 th July 2018 |
| Summer Holiday Friday 20 th July 2018 - September 2018 (September start to be confirmed) | |

Educational policies and best practice for teaching and learning are constantly changing and in response to this we set aside 5 days for teacher training days (highlighted in pink). These days are vital as we can ensure that all staff are kept abreast with advances in education and develop a tailor made curriculum that suits the needs of the children that we teach within the school.

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Starting School Life at St Agnes

We know that starting school is very exciting for most children, whilst others can find it extremely stressful. Coming into school for the planned transition meetings and events at school will allow your child to meet their teachers and become familiar with their new surroundings. This transitional time is planned in a way in which allows the children to feel safe and secure with their grown-up over a period of transition. There are other ways we can support your child, such as home visits and meeting your child for the first time in the comfort of their own home. The child might bring a family photograph for the first few days for example - it is reassuring for them to look at the photo throughout the day when they are upset in the initial few weeks.

For the first two weeks the children in the Nursery will attend shorter sessions in the morning only. Their transition is gradual, starting with parents attending and then building up to an hour and half on their own, before staying for lunch. This will allow them to get comfortable with their new routines and build relationships with the other pupils and their keyworker.

Some children will have an object that helps to soothe them, such as a special toy or blanket. While these items may not be appropriate for the classroom, allowing your child to bring something special with them for the first few days of school may go a long way towards keeping them settled without a family member. For example, a lucky hair clip, a special new lunch box or a long loved book bag may be just what your child needs to feel more confident about moving into a new school or starting Nursery or Reception.

Our Uniform



At St Agnes' C of E Primary School we encourage all children to wear school uniform, although it is not compulsory. We believe that children who arrive at school smartly dressed in their uniform will have a better attitude towards their work and have a sense of belonging to a school community. School uniform is: Black or Grey school trousers (long or short) / Black or Grey school skirt, Plain white shirt, or plain white polo shirt or school polo shirt, Green School Logo Sweatshirt, Green School Logo Cardigan or Fleece and sensible footwear such as black school shoes or black trainers. In the summer girls may wear a green checked school summer dress.

Uniform can be purchased online: TESCO: <http://www.clothingattesco.com/manchester/st-agnes-primary-school>

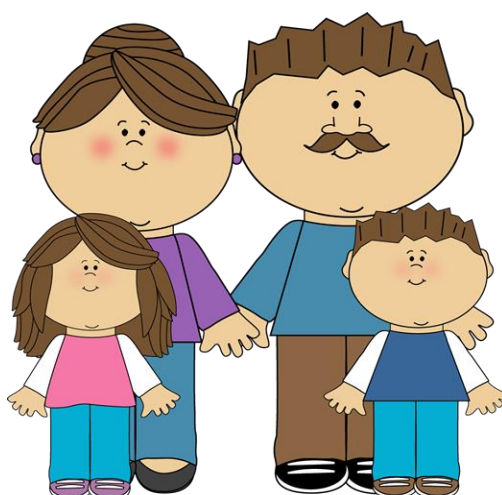
Parent-School Partnership

Parents are given the opportunity to visit school, see a working day in operation and meet staff, when their child is offered a place. All parents are welcome in school for planned events and workshops as we are currently trying to strengthen our links with families. We are always looking for help in school in a variety of ways. If you have any special skills, which we could use for the children's benefit, please do not hesitate to tell us. All visits must be made by prior arrangement through the office.

Parental involvement is a high priority at St Agnes CE Primary School. We truly believe that when parents and teachers work together for the benefit of the children, the children are far more successful throughout their school years. At school you will be encouraged, not only to be actively involved in your child's education every day, but you will find opportunities to extend and develop your own interests and skills through our adult workshops. You have a vital part to play in the education of your child. By working together, we can help your child to make the most of his/her time at St Agnes CE Primary. You become part of our school community as soon as you put your child's name down on our nursery waiting list and we want you to feel you are a part of our learning community.

Holidays in Term Time

School considers all requests for leave of absence in term time very seriously and will only authorise leave in **exceptional circumstances** in accordance to Manchester City Council guidelines. Parents do not have an automatic right to remove their child from school during term time. Anyone applying for a leave of absence must send a written request to the Headteacher. Unfortunately, retrospective requests will not be considered and will result in the absence being recorded as unauthorised.



Payments - School Lunch, Milk, Clubs or Educational Visits

All payments for any event are to be made at the office. All monies including for lunches, milk, clubs or educational visits need to be paid into the office. Class teachers are not responsible for this and will not be collecting them.

Lunch payments need to be paid in, as soon as possible, usually the Monday.

Teaching Methods

Curriculum Organisation and Teaching Methods at St Agnes CE Primary School provides a broad balanced curriculum which meets the National Curriculum and Early Years Foundation Stage requirements and caters for other aspects of your child's development and wellbeing. Work within each subject is differentiated to match the differing needs and abilities of the children. We also cover Health Education, Personal Health and Social Education, R.E., multicultural and equal opportunity topics, as part of our teaching. A variety of teaching methods are employed at the school, to suit the various subjects and abilities of the children. All teachers will at some stage in the week employ all the following methods: Whole class teaching/ Group teaching / Individual teaching. We have highly skilled Teaching Support Staff who will work with varying children across the curriculum too. (see Teaching for Learning Policy)

Early Years Foundation Stage Curriculum

In Nursery and Reception, we plan an exciting and challenging curriculum based on our observation of children's needs, interests, and stages of development across the seven areas of learning to enable the children to achieve and exceed the early learning goals. All the seven areas of learning and development are important and inter-connected.

Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive.

These three areas are the **Prime Areas**:

Communication and Language

Physical Development

Personal, Social and Emotional Development

Children are also supported through the four specific areas, through which the three prime areas are strengthened and applied.

The four **Specific Areas** are:

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

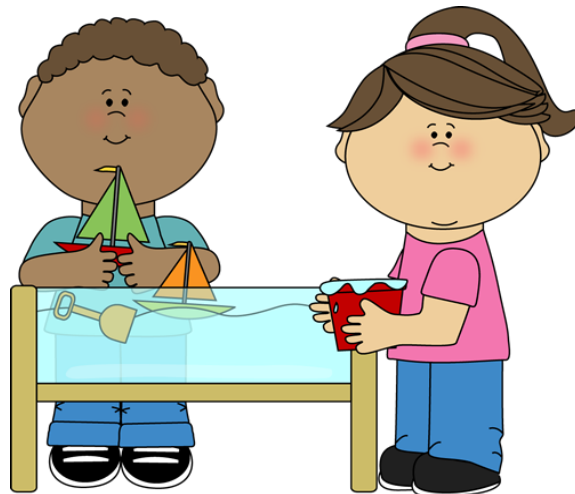
Children are provided with a range of rich, meaningful first-hand experiences in which children explore, think creatively and are active. We aim to develop and foster positive attitudes towards learning, confidence, communication and physical development.

Practitioners working with the youngest children in Nursery will focus strongly on the three prime areas, which are the basis for successful learning in the other four specific areas. The three prime areas reflect the key skills and capacities all children need to develop and learn effectively, and become ready for school. The balance will shift towards a more equal focus on all areas of learning as the children move through the Early Years into Reception at St Agnes' CE Primary and grow in confidence and ability within the three prime areas.

The curriculum is delivered using a play-based approach as outlined by the EYFS.

'Each area of learning and development must be implemented through planned, purposeful play and through a mix of adult-led and child-initiated activities'

We plan a balance between children having time and space to engage in their own child-initiated activities and those that are planned by the adults. During children's play, Early Years Practitioners interact to stretch and challenge children further. In planning and guiding children's activities, we reflect as practitioners on the different ways that children learn and reflect these in our practice. We create a stimulating environment to encourage children to free-flow between inside and out.



Whole School Connected Curriculum

At St Agnes' CE we have now fully incorporated the new National Curriculum 2014 into our teaching and learning and we use Cornerstones Curriculum to deliver it. This is a thematic approach to teaching and learning, whereby many areas of the curriculum are connected together and integrated within a central theme.

It allows learning to be more engaging and less fragmented, allowing a greater degree of flexibility in delivering the curriculum. This freedom allows teachers and pupils to engage and dictate the learning journey through discovering the links made in learning.

It allows subjects to be delivered progressively in a seamless manner, reinforced through themes of interest, drawing on key points of learning i.e. KLIPs; NC14 outcomes.

You can take a look at what your child will be learning each term on our school website

www.st-agnes.manchester.sch.uk

Communication and Language Development has a huge focus in our school as many of the children attending our school have English as a second language. We have a specific teacher who works with all year groups to support these children's understanding of English to ensure they can access the curriculum as fully as possible. You will be informed if your child has had this additional support.

To find out more about what the Primary National Curriculum is please visit:

<https://www.gov.uk/government/publications/national-curriculum-in-england-primary-curriculum>

Religious Education and Collective Worship

As a Church of England Primary School, our acts of collective worship are Christian in content although knowledge of and respect for other faiths is an intrinsic part of education at St Agnes CE Primary. This is reflected in our Rights and Respecting School Award and in our work towards becoming an Accredited Peace Mala School. We are extremely mindful of the community we serve and respect their values and beliefs through our daily collective worship sessions. There are various assemblies related to the many faiths we cover as a school and our families are very welcome to join us for our assemblies.

We encourage all children to learn more about the faith and values of others, and as such, expect their participation in our collective worship and RE learning. Exceptions to this must be agreed, in writing, with the head teacher.



Homework

All children are given homework according to their age and development. Please do your best to make sure that your child has the opportunity to do this work by encouraging them to settle in a quiet place at a certain time to concentrate on the task. You will be informed by a letter from the class teacher about arrangements for homework in your child's class. From Early Years through to Key Stage 2, children are expected to read their book every night. As they get older the children may have spelling lists, multiplication tables, etc. to learn also. By the end of Key Stage 2 the children may be asked to research for their school

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work, draft ideas for stories, carry out Science investigations, etc. as well as preparing for tests. Regular reading practice is important at Key Stage 2 so please encourage your child to read at home. Reading habits such as these support learners in other areas of the curriculum too.

Child Protection

The Designated Staff for Child Protection at St Agnes' CE Primary School are Mr Uddin (Lead), Miss Lynton, Mrs Bukhari and Miss Oven. They have a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered in the school. If you have any concerns about a child the Designated Staff will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide relevant information to the LA on how the school carries out its safeguarding duties.
- Provide support and training for staff and volunteers
- Ensure that the schools actions are in line with the MCSB Safeguarding Inter-Agency Procedures. (Guidance on these procedures may be found on MSCB website at manchesterscb.org.uk)
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the school's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Liaise with the Headteacher about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and up-dated.

If you have any concerns regarding a child or a family who attend St Agnes. Please arrange to see Mr Uddin or Miss Lynton as a matter of urgency.

Bullying

Bullying is taken very seriously and you can be assured that your child will be supported when any kind of bullying is reported. Bullying is not tolerated at St Agnes C of E Primary. Our school will seek ways to counter the effects of bullying that may occur within school or in the local community.

What is bullying?

If somebody physically hurts you, or verbally abuses you, that's bullying.

Specific types of bullying include:

- Homophobic bullying based on sexual orientation
- Racist bullying because of skin colour
- Religious bullying because of beliefs or faith.
- Sizeist bullying referring to body size
- Sexist bullying focusing on being of the opposite sex
- Cyberbullying targeting online, often anonymously
- Bullying because someone is different

(Youngminds.co.uk)

Parents should make an appointment to see the class teacher, as soon as possible, if they feel their child is being subjected to bullying. We take all concerns extremely seriously and have a zero tolerance towards accepting this type behaviour in our school. St Agnes has high expectations of outstanding behaviour for learning and we will challenge any behaviour that falls below this, as we are creating a culture of acceptance, belonging and tolerance for all. (See Bullying Policy)

As technology progresses and how we communicate has changed so dramatically over the past ten years, we need all families to be more aware of '**Cyber Bullying**'. This includes all areas of internet, such as email & internet chat room misuse such as what's app and snapchat, threats by text message or abusive calls. The misuse of associated technology i.e., Youtube channels, camera and video facilities is ever growing with this generation and it is something that we as a school feel parents need to be more aware of.



Special Educational Needs

Most children make admirable progress throughout their time at school but if your child should encounter any academic or developmental problems, please be assured that we will notify you of them and do our utmost to help the child overcome them using whatever specialist help is available.

At St Agnes' CE Primary School, we are committed to providing an education that meets the individual needs of all our children. We regularly screen and assess all pupils to identify their special needs and match our teaching to pupils' abilities and attainment levels. If we feel a child has a specific learning difficulty we obtain parents' consent to make a referral to an external support agency such as School Health, Education Psychology Service and various support services, as well as collaborating with the parents to address the child's needs.

We aim to offer an education that is both relevant and accessible, building on, and celebrating the strengths of all our pupils. We follow the guidelines laid down by Manchester's Staged Procedures and follow this system for those children identified as having a Special Need. Parents are involved in this process and we rely on their support from the very beginning. Parents who are concerned about their child's progress should make an appointment to discuss this with their teacher at the earliest opportunity. They may then refer this to our school Special Educational Needs Co-ordinator, Katie Cronin.

For more information on SEND Support at the school please see our SEND Report on our school website

<https://www.st-agnes.manchester.sch.uk/wp-content/uploads/2016/04/SEND-Report.pdf>