



# St Wilfrid's C. E. Primary School, Halton





**Love God, Love Each Other, Love Learning**

## **Mission Statement**

**Love God, Love Each Other, Love Learning**

Our distinctive Christian vision is to follow Jesus' teaching, enabling all members of the school family to live and love fully.

We aim for everything we do to be clearly reflected in our mission statement:

**Love God,**

**Love each other,**

**Love learning.**



## **A Word from the Headteacher**

Welcome to St. Wilfrid's Church of England Primary School, Halton.

This prospectus is designed to give you a picture of the work of the school and has been put together with the intention that it be as helpful and as clear as possible for parents.

We look forward to working with you in fostering the growth of your child's skills, knowledge and understanding, as he or she progresses through school.

Should you have any questions concerning information in this prospectus please do not hesitate to contact me.

Our latest (January 2020) OFSTED Report is available on our website.

We are very proud of the high regard that the inspectors have for the work and standards of the school, its governors, staff, children and parents.

Mrs C Weymouth

# Love God, Love Each Other, Love Learning



## Staff

|                                |                 |
|--------------------------------|-----------------|
| <b>HEADTEACHER</b>             | Mrs C Weymouth  |
| <b>ASSISTANT HEADTEACHER 1</b> | Mrs A Rowe      |
| <b>ASSISTANT HEADTEACHER 2</b> | Mrs K Trousdale |

### TEACHING STAFF

|                                  |                                 |
|----------------------------------|---------------------------------|
| <b>ASH (Reception)</b>           | Mrs K Long                      |
| <b>WILLOW (Reception/Year 1)</b> | Mrs A Murgatroyd                |
| <b>CHERRY (Year 1/Year 2)</b>    | Mrs K Hibble                    |
| <b>CHESTNUT (Year 2)</b>         | Mrs A Rowe                      |
| <b>BEECH (Year 3)</b>            | Mr J Stamp                      |
| <b>PINE (Year 4)</b>             | Mrs N Hathaway                  |
| <b>SYCAMORE (Year 5)</b>         | Mrs K Trousdale                 |
| <b>OAK (Year 6)</b>              | Mrs K Jackman                   |
| <b>Curriculum Release</b>        | Mrs D Pilkington & Mrs C Towers |
| <b>Pastoral Support Officer</b>  | Miss J Wall-Budden              |

### TEACHING ASSISTANTS

|                   |
|-------------------|
| Miss R Brown      |
| Mr A Hartley      |
| Mrs C Johnstone   |
| Mrs F Kinder      |
| Mrs V Lapworth    |
| Mrs C Marsden     |
| Mrs W Milburn     |
| Mrs G Sherrington |
| Mrs A Ward        |

|                           |                 |
|---------------------------|-----------------|
| <b>OFFICE MANAGER</b>     | Mrs L Frankland |
| <b>ADMIN ASSISTANT</b>    | Mrs J Brown     |
| <b>SITE SUPERVISOR</b>    | Mr C Arkwright  |
| <b>CLEANING ASSISTANT</b> | Mrs E Lochrie   |

## Admissions

Children may be admitted from the beginning of the school year in which they become five (i.e. Sept. 1<sup>st</sup> to Aug. 31<sup>st</sup>).

The school is open to all children irrespective of religious background although in the case of over subscription the Admission Policy of the Governors does make certain distinctions. This policy can be found on our website.

All reception children begin school on a part-time basis to ensure as successful a start for the children as possible. The school considers it to be advantageous that Reception children begin school at the start of the academic year, although parents have the right to withhold this start until the beginning of the term after their child attains the age of five.

A very successful induction programme is used which allows all children the opportunity to visit the school and learn about their new teacher and classroom during the term before they start. An evening for parents is held, usually in May.



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## The School

Welcome to St. Wilfrid's Church of England Primary School, Halton.. We look forward to working with you in fostering the growth of your child's skills, knowledge and understanding, as they progresses through school.

Should you have any questions concerning information in this prospectus please do not hesitate to contact me.

Mrs C Weymouth  
Headteacher

St. Wilfrid's Primary School is a Church of England Aided School and serves the needs of the large village of Halton (population approximately 2,700), some three miles up the Lune Valley from Lancaster. Many children travel to St Wilfrid's from local farms, Lancaster and wider surrounding areas.

There is at present a roll of 234 children and the indications are that in future years there will be much pressure on places and the Governors will have to use the Admissions Policy to assist them in making admissions decisions.

We are proud of the popularity of the school and of the high regard that it has in the community. There are four classes in each Key Stage.

There are close links between the school and the parish of St Wilfrid's, the Rector visiting the school very regularly and conducting assemblies as well as the school holding services throughout the year in Church.

The school is all on one site, having been extended in 1990 at the time of the closure of the annexe (the original school) further down the village. The 'New School' started 32 years ago and built in phases, comprises eight individual classrooms, a large hall, an ICT Suite, library, group spaces, kitchens, offices, two playgrounds, an all weather running track and large grassy grounds including playing fields and a Forrest School Area.

The buildings are light, airy and maintained to a high standard overseen by the Governors Premises Committee. The school and its classrooms are well equipped and furnished; improvements are being made all the time.

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The contribution to the life of the school made by the parents cannot be understated. We have many parent volunteers in school on a regular basis helping with reading, maths activities, library, art & craft and general classroom support. Courses for parents are frequently run in school.

The school also has a Parent, Teachers and Friends Association that has been very active in organising social and fund raising events for both parents and children. The financial support given to the school by the PTFA has become increasingly important, providing us with much needed equipment, books and assistance with educational visits.

The school is situated in that part of North Lancashire which is within the catchment area for the two Grammar Schools in Lancaster, for which entrance examinations are taken in the Autumn term for Year 6. Parents also have the option of applying for places at two Church Aided High Schools and other non-denominational High Schools in the district.

All are highly thought of, well supported and provide St. Wilfrids' pupils with a good range of opportunity.

Halton is a community that comprises a good social mix, with a considerable number of professional people in its population. The vast majority of houses were built in the early 1960s and are of the dormer bungalow type, although there is a much older part to the village and two small areas of 1950s local authority housing. The village in fact acts as an outer residential suburb for Lancaster and Morecambe.

## School Hours

**MORNING** 9.00 a.m. - 12 Noon

**AFTERNOON** 1.00 p.m. - 3.15 p.m.

Children arrive at school in the morning at a variety of times but we ask that no child arrives before 8.45 a.m. and no later than 8.55 a.m.

The doors are opened before 9.00 a.m. only in particularly inclement weather. Any child arriving after 9.00 a.m. should report to the school office.

We ask parents who have to bring their children in cars to please consider the congestion and potential safety hazards, particularly on Pennystone Road.

**The yellow zigzag lines and the entrance to the school drive are to be kept free at all times.**





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## Organisation

Most children are taught in a class with children only of their own age with the exception of some arrangements that are in place to reduce the size of classes for KS1 children.

There are eight classes in the school and these are named Ash, Willow, Cherry, Chestnut, Beech, Pine, Sycamore & Oak. During the current year (2021/22) Willow and Cherry are the only mixed age classes.

This professional decision is made on an individual basis for each child by all the staff involved across the Key Stage. Factors taken into consideration are academic ability, learning independence, maturity and social/emotional needs. When appropriate, e.g. if there are borderline cases, parents would also be approached for their opinion.

We teach children as a whole year group together for Music, PE and Drama and they will maintain their year group identity by sitting together in assembly and having story times together. We group the children flexibly where possible, to develop social skills and maximise learning opportunities.

At the end of Year 6 the children move to their High Schools. Information about this transfer is sent out to parents at the beginning of their final year in school.

The Governors have set a maximum of thirty-five children per age group and thirty per class for the 4 to 7 age range.

On entering school each child is placed in one of the following houses; Red, Blue, Green Yellow. Each House is organised by House Teachers and Captains chosen from Year 6.

An incentive award system operates in the school. Children are given team points and Do-jos in recognition of effort and achievement. These are accumulated and if 10 are gained within the week, the children are presented with a Merit Certificate in the weekly presentation.

The Headteacher is responsible for the internal organisation, management and discipline of the school.

Our Chair of Governors, Mrs Mary Stoneham, has been assigned as the Church/School Liaison worker. Mrs Stoneham as Pastoral Auxiliary, that is a voluntary trained church worker, is always available to discuss school and church concerns in her work representing the Church's care for its school.



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## Conduct



All children are encouraged to value and respect themselves, their fellow pupils, adults and property. We are proud of our high standards of behaviour.

The school has a positive attitude toward discipline in that good behaviour and work are always encouraged, expected and rewarded. Rewards vary from praise to display and celebration of the child's work, behaviour or achievements in a school assembly.

The House Points and Merit Award system also reinforces this positive approach.

The aims of the school are that each child should develop self-confidence, self-determination and a desire to work and learn at their own level, alongside others.

A copy of our Behaviour Policy is available on our website.



## Religious Education

In Religious Education we seek to develop awareness of religious issues and of the contribution of religion to life and history. We seek to teach the children the stories of the Bible and an understanding of their relevance and meaning.

The syllabus adopted by the school is the Blackburn Diocese Board of Education Religious Education Syllabus.

Being considerate of the ages of the children we hope to promote an understanding of religious belief and the challenges and application of this belief.

All children are involved in a daily Act of Worship led by members of the teaching staff, the Rector or visiting speakers. There is varied provision – class groups, house groups, departmental or whole school worship either in the hall or classrooms. Our gathering for worship is an important part of school life. Parents have the right to withdraw their children from the daily act of worship but as it is such an important part of school life at this Church of England school it is expected that discussions will be held with the headteacher before this decision is taken.



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## The Curriculum

The school has been presented with a Basic Skills Quality Mark in recognition of the standards and systems that the school has created to address achievement in literacy and numeracy.

We believe in making learning fun, engaging with different styles of learning and developing a range of higher order thinking skills in our children. We also wish to nurture their natural curiosity and ability to take responsibility for their own learning. We aim to create a supportive atmosphere where children learn to approach all their schoolwork and activities with confidence, pleasure and a desire to learn.

The curriculum provides children with a good grounding in the skills of the core subjects of English, Mathematics and Science. The wider curriculum contains a foundation of knowledge and skills in Computing, History, Geography, Art & Design, PSHE, Foreign Languages, Design Technology, Music, R.E., P.E.

Each class has a daily literacy and numeracy lesson in line with national requirements.

Wherever possible, a themed/topic approach to teaching is taken across both key stages. Subjects may be grouped together and links made across the curriculum to enrich learning and create diverse opportunities for learning.

Reading is a high priority throughout the school and standards are high. Systematic phonics teaching, reading practice with parents and other adults support this together with use of the School and County Libraries. Reading books are taken home for practice from the earliest opportunity and the school encourages parents to support the policy of regular home reading practice as an important part of the Homework Policy.

The school has a dedicated ICT Suite with a bank of computers. In addition most classrooms have two computers and either their own set or access to a bank of iPads. These are used for the development of Computing skills and to support learning in the National Curriculum subjects.

At the end of the Autumn and Spring term assessment levels are reported to parents and at the end of the academic year written reports are sent home to parents. There are two opportunities during the year for parent meetings with class teachers to discuss their child's progress and teachers are always available to meet parents to discuss any items of a more immediate nature. We are keen to maintain close contact with parents strongly believing that the quality of this relationship is of paramount importance in the child's education.



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As part of the assessment and recording arrangements of the National Curriculum, children of Year 1, 2, 4 and Year 6 are assessed by a national 'testing' procedures. All levels of attainment in the core subjects are reported to parents.

The school also has its own internal testing, monitoring and assessment procedures.

Besides reading practice at home, other homework may be set by class teachers, including the learning of spellings and tables. As children progress through the school this homework will often be more demanding and may be extended to involve work in other areas.

There are opportunities for instrument tuition through the peripatetic music staff (currently offering violin, keyboard and guitar). There is presently a charge for peripatetic music lessons and individual lessons are also available at an increased cost. This may be reviewed at the discretion of the governors.

The school has a long tradition of using assessment to both inform planning and to provide indications of future performance. Individual and school targets are set and these help us to calibrate performance against national norms and expectations. The most recent SATs figures are available on our website. Any question or complaints regarding the content of the curriculum should, in the first instance, be directed towards the Headteacher.

## Special Educational Needs

Provision is made for pupils identified as having Special Educational Needs within the structure of the SEN Code of Practice.

Communication with and support from parents is central to the school's policy and regular meetings with the parent of pupils receiving individual programmes are held to discuss the most appropriate course of action.

Most pupils will be taught within the Classroom although there will be some occasions when individuals or groups will work accompanied in another teaching space. More information and our policy is available on our website.





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## Worship/Assemblies

Monday – whole school worship in the hall led by senior management ( 10.10 a.m.)

- Thursday – pupil/teacher led worship in the hall/class (either: whole class, groups or individuals) (9.10 a.m) Parents are invited to attend these by arrangement.
- Wednesday – Key stage worship in the hall alternating with Prayer and Praise (9.10 a.m.)
- Thursday – whole school Worship (Clergy/ Team) (9.10 a.m.)
- Friday – whole school worship and celebration assembly (2.30 – 3.00 p.m.)

The school attends Church every half term and at other major festivals. Parents and friends are always welcome to join us at these times. The Church, its officers and congregation are well-used resources in the delivery of the curriculum in general.

## School Holidays

Parents are supplied with a detailed list of school holidays as soon as they are available. Reminders are given in the newsletter preceding each closure. A full list of holidays can be found on the website and via ParentApp.



Parents are reminded that wherever possible, family holidays should not be taken during term time.

Particular consideration should be given to avoiding assessment times, these will always be notified to parents in advance. Under new guidelines introduced in September 2013, the school should be consulted prior to arrangement of any planned absence outside the published holiday pattern and the relevant form completed. Absence can only be authorised for exceptional circumstances (please see guidelines and attendance policy for further information).

## School Meals



A meal is cooked on the premises at lunchtime and is available to all children. Parents may wish their children to bring sandwiches. These are eaten in the Hall with the other diners or, occasionally, in the case of some of the older children, in a classroom.

Dinner money is payable online via SchoolGrid and details of the system for payment and choices is given to parents as their child joins school.

All KS1 children currently are eligible for Universal Free School Meals funded by the Government, however, if you receive one of the benefits below that entitle your child to free school meals, you should register your eligibility with the council so that the school can benefit from additional funding, called pupil premium.

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

If your child is currently eligible for free school meals, that eligibility will be protected until Universal Credit is introduced (expected March 2022) even if your circumstances change. If your child is still in education on this date, they will be eligible until they finish the phase of schooling (primary or secondary) they are in.

If you have a younger child starting school in September and you are no longer eligible, they will not be protected because this would be a new claim.



## Leadership Opportunities

There are a number of Junior Leadership teams in which the children can get involved. Throughout the school there is an opportunity for children to be a member of the School Council, as well as a part of the Worship Team, Global Ambassadors, Internet Safety, and the Healthy Schools Team. These provide the children to make changes within their school as well as allowing them to develop their confidence and leadership skills.



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## School Uniform

The school has a school uniform in which we encourage parents to dress their children. We are pleased that 100% of our children arrive at school in a full and smart uniform.

Sweatshirts, Cardigans and polo shirts (embroidered with the school name) are available from our uniform supplier and can be purchased in store or online via Uniform and Leisurewear. All other items are readily available from major stores.

**Additional Items** Children will also require: A traditional style drawstring pump bag to hold P.E kit that will hang on the coat peg and remain at school in term time. Shorts (navy), T Shirt (white) and pumps to be kept at school in the pump bag. T Shirts (embroidered with the school name) and Shorts are available for purchase, but plain ones can be worn. We also request that every child has a pair of trainers kept in school for their 'daily run'. Years 3, 4, 5 and 6 require swimming costumes and towels for lessons. Parents will be notified of the timetable as this changes each year.

One of the most regular problems that we encounter is lost property. It is essential that all items of clothing and other possessions brought into school be clearly marked.

- Dark grey school type trousers i.e. tailored - no "boot-legs", flares, hipsters etc!
- Grey skirt/pinafore dress
- A summer option of dark grey shorts or green/white striped or checked dress/skorts
- Jade green pullover/sweatshirt/cardigan
- White shirt/blouse or polo shirt
- Grey/White socks or grey tights
- Sensible shoes, black - no boots
- Hair – neat and tidy, no shaved hair, "zig-zags"/gel etc. Long hair (below shoulders) should be tied back
- Accessories (hairbands, scrunchies etc) in dark or school colours
- Jewellery –one pair small plain studs only

**No nail varnish please**



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## Sport



Football and Rugby matches against other schools are arranged throughout the season and we take part in Inter School Athletics Rallies, Kwik Cricket, Cross Country and Swimming galas - and of course our own Sports days.

The school has a long tradition of sporting involvement and we are able to take advantage of extensive and enclosed sports field and a large school hall for this purpose. The main team sports played are football, tag rugby and rounders with time given over to cricket and other team games.

Year 6 children have the opportunity to attend an Outdoor Activity Residential at an Outdoor Pursuits Centre each year.

## Afterschool Activities

The school prides itself on the wide range of opportunities available to the children activities, organised by teachers, parents and other bodies, taking place after school hours. These are normally open to children from Years 1 to 6 but depend on the activity. Clubs and activities include at various times of year:

- Football
- Rugby
- Kwik Cricket
- Netball
- Athletics
- Multi Skills



- Coding
- Kidz Fitness
- Outdoor & Adventure Activities
- Recorders
- Choir
- Art
- Gardening

**and many more!**





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## Safety and Care

St Wilfrid's School is committed to safeguarding and

promoting the welfare of children and young people. The schools policies are set out in the following documents available on our website:

- Behaviour Policy
- Safeguarding Policy
- "Whistle Blowing" Policy
- Health and Safety Policy
- Online safety ICT Policy

## Absence from school

For absence, where and when possible, parents will notify school by a telephone call /ParentApp by 9.30 a.m. that their child will be absent that day and the absence should be followed by a note of explanation.

## Illness in school/Emergency Contacts

From time to time we need to contact parents during the day, for example in the case of illness or accident. It is therefore necessary that we have daytime telephone numbers for us to make arrangements with parents. A form asking for this information will be given to all new entrants but if this information changes at any time it is important that the school is informed in writing so that our records can be updated.

## Medicines

It is the school policy that teachers generally do not administer medicines to pupils and children are not allowed to administer medicine to themselves. Where there is a specific need for the administration of medicine during the school day, parents are asked to complete a form (available from the School Office) stating the purpose, type and dosage of the medication.

In the case of long term conditions we ask that parents consult with the school to arrange for a suitable care plan.

## Request for short term absence during the school day

There will be times when parents will wish to take their children to the doctor, optician, dentist etc., a written notification of such withdrawals should be sent into school and the child should be collected from school. It is hoped that parents will give consideration to important school events, particularly tests etc., when arranging absences from school for appointments etc. Leave of absence etc should be applied for on form EWS13 (available from the School office) Children are not allowed to leave the premises during school hours.

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## Security

In the interest of safety could all parents visiting school for any reason during school hours please report to the school office via the main entrance.

## Relationships & Sex Education

Relationships & Sex Education is part of a whole school consideration for ourselves, each other, the family, love, care and

responsibility. In our topics in RE, PSHE and Science we, by the end of Year 6, feel that we have adequately and appropri-

ately prepared children for the world in which they live. In years 5 and 6 parents are given the opportunity to view the curriculum provided and to discuss issues with the school.

## Policy on Charging for School

The Governors have formulated a policy based on the L.C.C. guidelines;

1. The school will work within the regulations laid down by the Education Authorities 1989.
2. For activities taking place mainly or wholly within school hours;  
Where necessary, voluntary contributions may be requested.  
Parents must be told explicitly that any contributions are voluntary.  
Parents must be told that no pupil will be treated differently according to whether or not a contribution has been made.  
No pupil shall be barred from an activity because a contribution has not been made.  
Where necessary, it may be made clear to parents that an activity will not take place if parents are reluctant to support it with such voluntary contributions.
3. A charge may be made for individual tuition in playing any musical instrument, even during school hours, except where it is required for a prescribed public examination or for the National Curriculum. It has been necessary to levy a charge for music tuition in accordance with charges from Lancashire Music Service/Private Music Tutor. Individual lessons can also be arranged. The charges are reviewed annually.
4. The school may charge for activities wholly outside normal school hours. The school may make a charge for board and lodgings on a residential trip in school time.



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### Parents, Teachers and Friends Association

The school has an active “Parents, Teachers and Friends Association” and all our parents are automatically welcomed as members.

The primary object of our P.T.F.A. is to help enrich the lives of the children of St. Wilfrid’s School. For some time now, P.T.F.A. fund-raising has been the source of essential help to the school. We have been able to provide the children with audio, video and computer equipment, sports apparatus and the expensive items for science and technology. Every year the P.T.F.A. sponsors class trips to places that tie in with current projects being studied by the children.

However, the P.T.F.A. is not just about raising money. Many of the P.T.F.A. activities are non-profit making such as Summer fair, games evening, children’s discos and the support given to school activities through the provision of refreshments etc.

We believe that it is important that teachers and as many parents as possible should be involved in P.T.F.A. activities, and the events with a family atmosphere such as the Christmas Fair and the Summer Fair are very popular. St. Wilfrid’s school is also part of the community of Halton and the P.T.F.A. has been very lucky to be able to draw upon the talents and energies of many people, the “friends” of our title, who share our interest in the welfare of the children of St. Wilfrid’s School.

### Governors

We are most fortunate to have the support of a very experienced team of governors who have a wide range of experience and skills with which to assist them in their voluntary role.

We are also delighted so many parents want to be involved with their children’s education. Whilst the governing body has only two governors who are ‘parent governors’ (parents elected by parents), further members of our governing body are from a broad spectrum .

The full governing body meets each term to ratify the work completed by individual committees which include: Standards & Effectiveness and Resources.

The Governing Body welcomes any contact/queries about their work – please approach Mrs Weymouth or Mrs Stoneham in the first instance.

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## Parents In School



The school has benefited in recent years from the voluntary help given by many parents, friends and governors to the children and class teachers during school time. Not only have parents provided help with sporting, musical and educational venues but also have contributed to the curriculum offered by the school by assisting in such activities as computer studies, mathematics, reading, library, games, baking and music teaching. Without this help we would struggle to maintain the excellent atmosphere and educational standards that we enjoy at St. Wilfrid's.

It is necessary for all people who work in schools to be cleared by the Disclosure & Barring Service, and the necessary information will be issued to volunteer helpers by the school, together with our Volunteer Induction Policy. If any parent wishes to learn more about this parental involvement programme, Mrs Weymouth, or any member of staff would be pleased to explain. Extra helping hands are always in great demand.

## Insurance Policy

The County Council's insurance arrangements in relation to children and parents are as follows: -

The County Council's liability arrangements provide protection for the County Council in respect of claims for compensation made by any person suffering bodily injury or damage to property, due to some act or error of the County Council. These arrangements are in respect of the County Council's legal liabilities only and it should be noted that the County Council does not automatically accept liability for any injury or damage which may occur, as it would have to be proved that the County Council was legally responsible for the injury or damage suffered, i.e. it was at fault.

Where an injury of damage to property arises due to some act of neglect of a Third Party (i.e., some person or organisation other than the County Council) any resultant claim for compensation would have to be directed towards the Third Party and not the County Council.

If a person suffers a bodily injury where no one is at fault there would be no legal grounds for pursuing a claim for the compensation against either the County Council or a Third Party. However, this is a risk which can be covered by a Personal Accident Insurance Policy, which provides limited benefits in respect of injuries suffered by the insured person, regardless of the legal liability. It is understood that the National Confederation of Parent, Teachers' Associations has such insurance available. In any event, advice could be obtained from an Insurance Broker or Insurance Company.



### Email

[bursar@st-wilfrids.lancs.sch.uk](mailto:bursar@st-wilfrids.lancs.sch.uk)

### Telephone

(01524) 811230 – your first point of contact  
will be Mrs Frankland at the School Office

### Address

St.Wilfrid's Church of England Primary School  
Pennystone Road  
Halton  
Lancaster  
LA2 6QE