

St. Stephen & All Martyrs' CE Primary School



OUR SCHOOL PROSPECTUS 2016-17

SCHOOL GOVERNORS

The Governors play a vital role and have a direct impact on the education of children at St Stephen's. *As the Headteacher I value the strong links with Governors using their expertise, knowledge and dedication to continue to provide our children with the best education possible!*

Governors are also attached to a Class and/or Subject Area. The Teacher on behalf of the class invites their Governor to accompany them on visits and attend events held in school.

Nominated Governor Roles/Responsibilities:

Chair of Governors	Mrs C Balcer
Vice-Chair	Mr R Moores
Special Educational Needs (including Gifted and Talented)	Mrs C Balcer - supported by Mrs A Kobryn
Partnership	Mr R Moores, Mrs V Horrocks
English	Ms J Roscoe
Maths	Rev S Edwards and Mr. J O'Malley
Equal Opportunities	Mr R Moores
Headteacher Appraisal	Mrs C Balcer, Mr R Moores, Mr J O'Malley
Children Looked After	Mrs C. Balcer - supported by Mrs A Kobryn
Child Protection	Mr J O'Malley - supported by Mrs A Kobryn
Link Governor for Training	Mrs V Horrocks
Health and Safety	Mr R Moores
Safeguarding	Mrs C Balcer, Mr P. Turney - supported by Mrs A Kobryn
Science	Mr A Mackay
ICT/Computing	Mr S McHaddan
RE	Rev S Edwards
Children's Champion (including Pupil Premium Monitoring)	Mrs C Balcer - supported by Mrs A Kobryn
Safer Recruitment	Mr A Mackay, Mr M Cummins (Headteacher)

Class Links

Reception	Mr J O'Malley
Year 1	Mrs C Balcer
Year 2	Mr P Turney
Year 3	Mr A Mackay
Year 4	Ms J Roscoe
Year 5	Mr S McHaddan
Year 6	Mrs V Horrocks

Our School Mission statement

In the St Stephen and all Martyrs' family we want all children to experience a happy, safe, caring Christian environment which is at the heart of the Church and the local community. Our Core Values shape daily life and relationships, creating a secure environment which enables children to learn with enthusiasm and reach their full potential.

'We are proud of what we do as a school - we are St. Stephen and All Martyrs'

September 2016

Our Christian Values:

At St. Stephen & All Martyrs' we encourage our pupils to understand and promote our school Christian values. We promote Christian values through collective worship, reflection and prayer, as well as through celebrations such as Harvest, Christmas and Easter.

OUR CORE VALUES INCLUDE:

COMPASSION



FORGIVENESS



**I can BEE
FORGIVING**
by clearing the record
of those who have wronged
me and not holding a grudge.

FRIENDSHIP



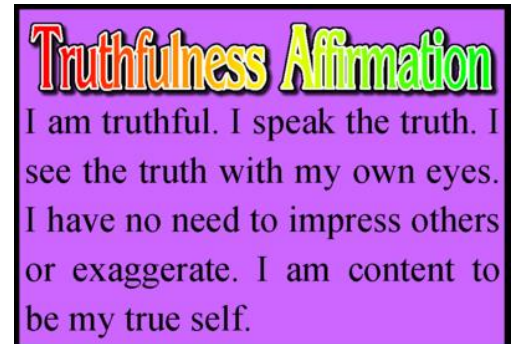
PERSEVERANCE



RESPECT



TRUTHFULNESS



OUR SCHOOL CURRICULUM

ALL CLASSES:

The children will be taught for most of their time by the class teacher and occasionally by other teachers who have special skills to offer.

The class teacher prepares lessons related to the children's level of ability according to the National and IPC Curriculum. The children are taught for the main part as a Class with groups and individual tuition forming part of our approach. The school also delivers Maths and English for at least one hour each per day. All teachers strive to deliver an exciting and creative curriculum that stimulates and motivates their children. New timetables give us more flexibility to deliver a modern school curriculum that includes a modern foreign language (Spanish).

Our curriculum also provides opportunities to incorporate the fundamental British Values of:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect and Tolerance of different faiths and beliefs

through Religious Education (RE) and Personal, Social and Health Education (PSHE) lessons.

ENGLISH SUBJECT LEAD: MRS R GALLOWAY



We believe that the development of English is the foundation of primary education. It provides children with the tools to access the rest of the curriculum. From Reception onwards children are surrounded by an English environment. They are given opportunities throughout the school to develop their skills in speaking and listening in different situations, from the Reception Class, where children are involved with role-play to Year 6, where drama is used in a range of subjects.

Starting in Reception we work with parents to help the children develop as competent readers who can use their skills to further their learning and who turn to books for pleasure. The children learn reading strategies through shared, whole class and independent reading. Our children learn to write with confidence, fluency and understanding. They learn to plan, draft, and revise and edit their own writing.

Support from home is a vital part of the child's language development and parents can help by spending some time each day quietly with their child's, reading, talking and listening.

MATHS SUBJECT LEAD: MRS L CHAPMAN

The development of Mathematics is essential for children's future success in education and life. The development of mathematical skills, knowledge and concepts, especially through practical activities are central to our approach. Mathematics involves confidence with numbers and measures.

It requires an understanding of the number system. Children will acquire both the inclination and ability to solve number problems. Our children will develop a practical understanding of the ways in which information is gathered by counting and measuring and how it is presented in graphs, diagrams, charts and tables. We aim to develop a positive and confident attitude towards mathematics and

the ability to think clearly and logically. Confidence in Mental Mathematics is seen as a core element of our Mathematics curriculum and forms part of our daily Mathematics focused sessions. Children will be given a repertoire of mental strategies to aid their working out of calculations. An emphasis on mental calculations does not mean that written methods are not taught, but that the balance between the two and the progress from one to the other is very important.



SCIENCE SUBJECT LEAD: MISS K KOBRYN



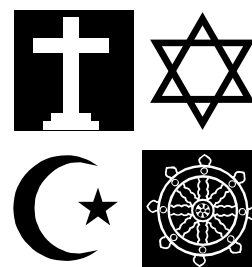
Children need to gain increasing knowledge and understanding of the world we live in, and develop an awareness of Science in everyday life. Science teaching at St Stephen and All Martyrs offers opportunities for our children to develop knowledge and understanding of important scientific ideas, processes and skills and relate these to everyday experiences. Through science investigations children will learn to make predictions, ask questions, evaluate evidence and draw conclusions based on findings. They will use science and mathematical language to communicate scientific ideas. Topics are organised throughout the school based on National and IPC Curriculum guidelines to ensure coverage and continuity and progression. The children will study: Life and Living Processes - related to knowledge of animals and plants Materials and their Properties - including work on solids liquids and gases Physical Processes - including forces and motion, light and sound and the Earth in space.

RELIGIOUS EDUCATION SUBJECT LEADER: MRS C CAREY

St. Stephen's is a Christian School and has had close links with the Church for over 160 years. The children are encouraged to develop links with the church and grow up as a member of a Christian community.

In addition to our daily assemblies in school, we also have assemblies in Church. We hope that children will become aware of Christian and British values, that they will grow in awareness of themselves and develop an appreciation of others.

As an Anglican School the Religious Education provided is in conformity with the doctrines of the Church of England. We encourage children to examine and understand Christian values. Children are given the opportunity to learn, appreciate and evaluate the reality of God through the Life of Jesus and the lives of others. It is also important that the children have empathy with and an insight into the cultures of other peoples. Parents have the right to withdraw their child from religious instruction or worship, but this would not isolate them from the Christian teachings, which the school gives. The child's happiness and understanding of the situation is important and the school and parents need to work towards achieving this goal. We enjoy good community relationships, and have established close links with our Church and Parish.



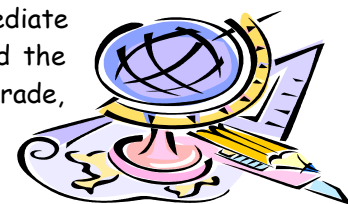
HISTORY AND GEOGRAPHY SUBJECT LEAD: MISS D DAVIES



History aims to develop the ability to describe and explain historical changes and causes, analyse different features of historical situations in different periods and understand the interpretation of history. In addition children will be encouraged to find evidence from historical sources and form judgements about their reliability and value. .

Geography aims to broaden the children's view of their immediate environment and the world beyond by studying the local area and countries in Europe and the developing world. They learn to deal with wider horizons and with issues such as trade, agriculture and industry in other countries. Throughout, children develop specific vocabulary and geography skills such as map reading, to support their understanding.

Topics are organised throughout the school based on National Curriculum and IPC guidelines



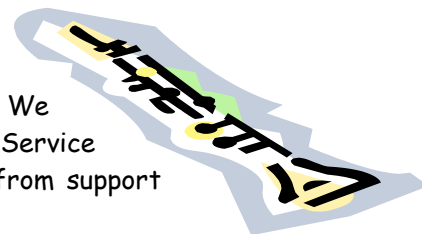
ART SUBJECT LEAD: MRS C CARR



From an early age children learn to experiment with a variety of techniques including, painting, drawing and clay modelling and with colour, pattern, texture, line, shape and form. They work in both 2D and 3D. Older children continue to develop a variety of media and techniques and extend their knowledge of the work of famous artists and artistic periods. Topics are organised throughout the school based on National Curriculum and IPC guidelines.

MUSIC SUBJECT LEAD: MRS K BOWDEN CURRICULAR ENRICHMENT; BOLTON MUSIC SERVICE

The children experiment with sound using a wide variety of sound makers through activities of performing, composing and appraising. Through listening activities they develop a good knowledge and understanding of musical traditions. All children are actively involved in a range of singing activities. We also provide curriculum enrichment through the Local Authority Bolton Music Service and junior children learn the clarinet and flute through peripatetic lessons from support teachers. We also have a school choir for our Junior children.



PHYSICAL EDUCATION, DANCE AND GAMES SUBJECT LEAD: MRS J MAKINSON

The children take part in a wide variety of recreational activities, games, athletics, gymnastics and dance. Junior children also have the opportunity to attend outdoor and adventurous activities during our PGL annual trip. The development of the child as an individual is important, but also to develop them as team members is essential if the child is to be a balanced person. By offering

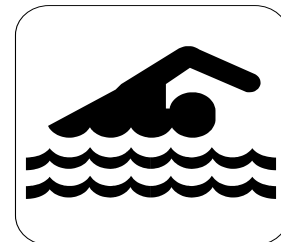


the following activities we hope to encourage children as individuals and team members - Gymnastics, Football, Cricket, Rounders, Athletics, and Swimming. A tracksuit is optional but is helpful during cold weather.

If your child is unfit at any time to take part in games, swimming or P.E. could you please send a letter? When doing P.E. and Games suitable clothing must be worn.

Children from our Year 6 class attend a 10 week swimming block each autumn term. More information is sent to parents at the beginning of the term.

When the children go to the swimming pool they will need a towel and swimming shorts or costumes. Girls require a swimming cap. Under the arrangements with the Local Authority we are allowed to take up to 30 children each week to the swimming pool.



TEAM SPORTS LEAD: MR M CUMMINS

Children take part in a range of team sports throughout the year and participate in a range of activities. These include Football, Handball, Cricket, Rounders, Tag-rugby and Athletics. In addition to this, children participate in other sporting activities including outdoor and adventurous activities during our annual PGL trip open to year 4, 5, and 6 children.

SAFEGUARDING, HEALTH AND SEX EDUCATION LEAD: MR M CUMMINS AND MRS A KOBRYN

Parents are sometimes concerned about "sex education". We believe that the role of a primary school is to ensure that questions are honestly and sensitively answered. Our curriculum includes an element of health education and in science the younger children are taught about plants, animals and themselves. Sex education is only a small part of the overall development of the child; equally important is the emphasis on caring relationships and the acknowledgement of other people as individuals. Parents of Year 6 are contacted before the lessons begin giving them the opportunity to withdraw their child.

DESIGN AND TECHNOLOGY SUBJECT LEAD: MISS K CLARKE

Design and Technology prepares children to take part in tomorrow's rapidly changing technologies. Being involved with D.T. helps children to think creatively and become problem solvers. In Key Stage 1 children build on their childhood experiences. They explore how familiar things work and talk about, draw and model their ideas. In Key Stage 2 children work on their own and as part of a team, designing and making. They think about what products are used for and the needs of the people who use them. They plan what has to be done and identify what works well and what could be improved.



COMPUTING LEAD: MRS R WALTON SUPPORTED BY MRS A KOBRYN

The School has 7 touch screen interactive whiteboards in the classroom, a set of 32 wireless laptops and 26 iPads which are timetabled to develop computing skills and cross-curricular links using ICT.

Computing skills gives the children practical experience with a variety of technology - based equipment and machines to gain their interest in investigation, and enquiry. Computing technology prepares pupils for adult life and enriches other areas of the curriculum. The fundamental skills knowledge and concepts of the subject are taught throughout the school in a variety of whole class teaching, individual work and group work, the majority of which is through coding skills.



EXTRA CURRICULAR ACTIVITIES: ALL STAFF

The staff provide a variety of extra-curricular clubs throughout the year for the children, such as: sports, art, creative activities and cooking skills.

GENERAL INFORMATION

The school number is 30 pupils per class. Maximum number in school is 210 pupils.

School Hours:

Key Stage 1:	8.50 a.m. to 3.20 p.m.
Key Stage 2:	8.50 a.m. to 3.30 p.m.
Morning playtimes:	10.30 a.m. (for 15 minutes)
Lunchtime:	12.20 p.m. to 1.20 p.m.

BRINGING and COLLECTING CHILDREN

For the safety of the children please take care when using the main gateway to the Drive. If possible use the small gateway alongside the driveway. Parents are asked not to wait on the driveway to the Church / School as this is used by vehicles and is access to the Vicarage. If you are waiting with your child until school starts at 8.50am could you please ensure that you and your child go into the playground or green areas. Children should not wait on the driveway and need to be in the schoolyard by 8.50am. When collecting your child parents should use the side entrance to wait until the children are released from the classroom fire doors. Encourage your child to use the crossing point controlled by the School Crossing Patrol. Do not park cars within the yellow Zig Zag lines on the road outside the school and where the Crossing patrol assists the children to cross the road.



Parents must not bring their car into the school driveway between 8.45am - 9.15am and 3.15pm - 4.00pm (unless this has been authorised by the school for exceptional circumstances).

If you arrange for the collection of your child by taxi or by a neighbour, could you ask the taxi driver not to come into the driveway or park on the yellow zig-zag lines and also inform the school of your arrangements.

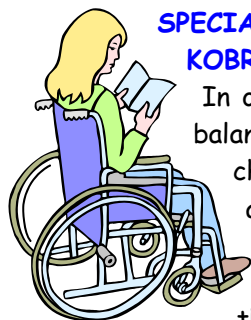
LEAVE OF ABSENCE DURING TERM-TIME:

From September 2013 amendments were made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

We strongly discourage families to apply for any leave of absence during term time as this can be disruptive to children's education. Any parent who wishes to do so must fill in the Leave of Absence Request Form available at the office before booking any leave of absence.

ABSENCE FROM SCHOOL FOR MEDICAL OR OTHER VALID REASONS.

If you need to take your child out of school for any valid reason could you please inform the school office. The police can stop any child or adults with children during school time to enquire why they are not in school.



SPECIAL EDUCATIONAL NEEDS - INCLUSION TEAM: MRS C CARR (SENCO) AND MRS A KOBRYN (LEARNING MENTOR AND PARENTAL LIAISON)

In our Special Needs Policy (available on request) all children have the right to a broad and balanced curriculum, including access to the National and IPC Curriculum. However, some children may experience learning difficulties, have physical or emotional problems or may be a high achiever. These children will need help to reach their full potential. Any child identified with a specific need will follow the Local Authority and School procedures. Parents will be notified and made aware at an early stage and contribute to the writing of their child's Individual Passport to Progress. It is essential for the school to have the full

support of the parents if any help is to be successful for the child. Mrs Carr is our SENCO who is supported by Mrs Kobryn.

SCHOOL DISCIPLINE

THE KEY TO A HAPPY AND SUCCESSFUL SCHOOL

A caring attitude is our aim throughout the child's years in school. The school places great importance on the fostering of personal and social development and we insist on courtesy and consideration to others. We encourage children to show respect and care for each other with older children taking the role of leaders by being captains in our House System which operates with Year 3, 4, 5, and 6. The Houses are: St. George, St. Andrew, St. Patrick and St. David.

A good school and a good teacher has firm but fair discipline.

A school cannot function effectively and children cannot learn if discipline does not exist.

Discipline is a positive concept at St Stephen and All Martyrs' school.

We believe that every child has a right to learn and every teacher has a right to teach, without distraction or disruption. Those who work well and behave well are constantly praised and rewarded. We work to enhance their self-esteem and reward their achievements. The school has an agreed set of Golden Rules, which operate throughout the school. Misbehaviour and bullying will not be tolerated. It will not be allowed to disrupt other children's education. Any child who **CHOOSES** to misbehave is dealt with firmly, quietly and effectively. They are given opportunities and help to improve. We look to parents as partners. If a child is having problems at school we expect parents to work with us to support the school's efforts to change their child's behaviour.

We constantly try to celebrate and share with you, your child's achievements in all aspects of school life. We believe children grow and learn through praise and encouragement. We aim for a school with a disciplined but caring atmosphere, which teaches the virtues of mutual respect and good manners.



LEARNING MENTOR: MRS A KOBRYN

Our Learning Mentor is an extra support for children and families who find themselves in difficult or challenging circumstances. Mrs Kobryn supports children throughout school who for whatever reasons have need for additional social and emotional support.

PARENTS' EVENINGS

The school offers parents three formal opportunities each year, one during each term, to review their children's work and discuss progress towards identified targets. The first two of these meetings are now referred to as Meet the Teacher and Parent Conferences with more time given to parents to monitor the progress of their children at school. The summer Parents' Evening is an opportunity for parents to comment on their child's end of year report and celebrate the learning their children have experienced over the year. Please and try to attend every meeting!

There are other occasions when parents are invited into school. Parents of the new September intake are invited early in the year to discuss their child's entry into school and what can be done to give them the best possible start.

Parents of children undertaking National Tests in Year 2 and 6 are also invited to explore ways to support their children so that they can make the most of their abilities.



LEADING PARENT PARTNERSHIP: MRS R GALLOWAY AND MRS A KOBRYN AWARDED JULY 2012

It is vital that a real partnership exists between the school and home. Teachers need the support from parents and grandparents because a great deal of learning can be achieved whilst the children are at home. For example when your child arrives in our Reception Class they should be able to recognise and write their own name. Children in every class should read for at least 15 minutes every night.

Reading is the most important thing your child will learn at school. Parents can do a great deal to help children learn important skills and become confident independent learners, which will remain with them throughout their school life.

Parents can also help in school. We are always happy for parents to put their skills to use in the school environment. Even if you can only afford a little time to listen to class readers you will be doing a great deal to support children's learning at St Stephens. To support our partnership with parents we have several policies in place including our home school agreement which all children sign on entry to school and our Complaints Procedure that enables parents to raise concerns both formally and informally.

SECURITY ARRANGEMENTS



Fire Doors in the classrooms are all accessible and allow children to escape from the building in case of fire or other emergencies. The doors in the Main Entrance Foyer are operated by fob key pads. The office is just inside the main entrance, **ALL VISITORS** should report to the office to gain access to the school. The playground is fenced to prevent children wandering off and ensuring, as much as possible, that the children have a safe environment in which to play.

If parents need to see their children during lunchtimes they must report this to the office, or the Head Teacher, or a member of the Senior Leadership Team. This is for the safety of your children.

Security Fencing is fitted to both sides of the school to restrict access, but still allows for emergency exits. During playtimes the side gate entrance is used during playtimes. Two members of staff will be on playground duty. At lunchtime a similar system is operated but in the yard at least three Lunchtime Supervisors will be on duty and one in the hall helping with the lunch. The Head Teacher, Deputy Head Teacher or a member of the Senior Leadership Team are always available to deal with any serious injuries or any behaviour issues.



SCHOOL MEALS



Dinner money is collected each Monday morning. Children should bring their dinner money in their named clear plastic bag which is provided by the office and collected by their class teacher each Monday morning. You may pay half-termly by cash, cheque or online. Cheques should be made payable to "BMBC." Please contact the office if you would like to set up online payments.

Any special dietary needs can be arranged for the children who require them. Changes in your child's school meal requirements should be put in writing to the School's Business Manager. It would be helpful to the kitchen if changes were made at half-term or the end of a term. If for any reason your child is absent, please inform the school by note or telephone. For visits to the dentist, doctor or clinic a message in advance would be appreciated as dinners are ordered by 10.00am. If you do not wish your child to have a School meal, you may send a packed lunch, but it must be in a plastic container for health reasons. During the lunchtime the children are in the care of the School Meals Supervisory Assistants.

HEALTHY SNACKS

Children have the option of purchasing a carton of juice and a snack at break times, (30 pence per day - £1.50 a week). A named clear plastic bag is provided by the office for payment and is collected by the office or class teacher on a daily or weekly basis. You may also pay half-termly by cash, cheque or online. Cheques should be made payable to "BMBC." Please contact the office if you would like to set up online payments.

Our infants already receive free fruit on a daily basis and our Reception class have their own arrangements for healthy snacks that link to their learning activities.

MOBILE PHONES



This has tended to be a problem in Secondary Schools rather than in Primaries. However, if you send your child to school with a mobile phone the school cannot take responsibility for its loss or damage. The phone must be kept in their school bag and not taken into teaching areas. The phone must not be left switched on during school times (8.50am till 3.30pm). The reason for these rules is obvious. If we find these rules are ignored, then we will confiscate the phone and ask the parent to collect it after school.

HOMEWORK

All children take home a school library book every night.

At **Key Stage 1** - Homework is usually reading. Parents are asked to make time available, approx. 15 minutes, each evening to listen and read to their children. Phonics work will be sent home from Reception Class and spellings will also be sent home in Years 1 and 2. It is crucial that parents support their children at home. If children are not reading or learning their spellings they will fall behind the other children in their class and find learning in the juniors much more difficult.

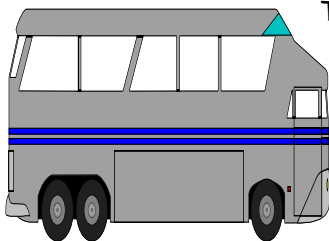
At **Key Stage 2** - Homework is on a more formal basis and will take the form of regular spelling lists and tables to be learnt. Children will also be given regular reading tasks. The children are sometimes asked to complete work not finished in school or find out information for a topic or Project. Also work in Maths and English will be sent home each week.

Homework for each class

Year 1: Reading Books, Spellings and Project Work
Year 2: Reading Books, Spellings and Project Work
Year 3, 4, 5 & 6: Reading Books, Spellings, Tables, Maths & English Work and Project Work

VISITS

SCHOOL EDUCATIONAL VISIT/ACTIVITY



The teacher organising the visit will invite voluntary contributions for the visit to cover the cost of transport, entrance fees and so on. They will make it clear that there is no obligation to contribute and that children will not be treated differently according to whether or not their parents have contributed; but they will make it clear that the visit/ activity may not be able to take place without a contribution from each child taking part. As we only intend to offer visits / activities which have a genuine educational value, it is hoped that parents will do their best to support these. If there is a genuine financial difficulty, please do not hesitate to discuss it with the Head Teacher or the School Business Manager; there may be some way we can help.

SCHOOL CHRISTMAS PRODUCTIONS

KS1 Each year the Infants take part in a nativity production and parents are invited to attend.





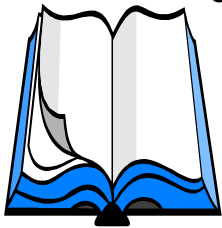
KS2 Year 3/4 and 5/6 The Juniors normally take part in Choir Productions. As some of these productions take place in the evening, usually around 7.00pm and last approximately one hour, we hope that parents will support their children and the school by ensuring they attend school in the evening. If for genuine reasons your child will not be able to attend, could you inform the school as early as possible, so that the staff can organise the rehearsals and make the casting and choir from children who will be attending. Thank you for your co-operation in ensuring that all children have the opportunity of taking part in live drama. Year 6 take part in a Leavers Production each year.

THE FUND RAISERS ASSOCIATION (THE FRIENDS OF ST. STEPHENS)

We have an active fundraising group and you are automatically a member when your child starts at St. Stephen and All Martyrs' School. We hold our Annual General Meeting in September/October each year at which the Committee is elected.

This meeting is your opportunity to stand for election to the Committee and to make suggestions as to the P.T.A.'s priorities and activities for the forthcoming year.

WHAT THE FUND RAISERS DO FOR YOUR CHILD.



St. Stephen and All Martyrs', like all Local Authority Schools, now manages its own financial budget. This is intended to cover essential school equipment.

The Friends of St. Stephens aims to raise money to buy those extra items, which this basic budget does not cover. As you will appreciate, this is to the advantage of every child in the school.

The Friends of St. Stephen's do a fantastic job and raises around £3000.00 a year. With this money we have been able to purchase a wide range of resources, which contribute directly to the education of our children.

St. Stephen and All Martyrs' Church

Services held each Sunday: 8.30am Eucharist Service
 10.00 am Eucharist Service
First Sunday in the Month: 8.30am Eucharist Service
 10.00am Church Parade

Church Organisations:
at St. Stephen and All Martyrs' School

Rainbows and Guides:
Monday night

Brownies:
Thursday night

Beavers:
Tuesday Night

Times: Tuesday during term time - 6.30pm to 7.30pm.