

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

Achieve* Inspire* Motivate*



Prospectus

Brierwood
Tonge Moor
BOLTON
BL2 2PF

Telephone: 01204 328994

Head of School: Mrs N. Whittaker

Email: office@tongemooracademy.org

Website: www.tongemooracademy.org

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Why choose Tonge Moor Primary Academy?

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

We offer an exciting curriculum and a wide range of extra-curricular activities including sport, art, gardening, drama, cooking etc. Approximately 420 children attend the school from the age of two to eleven.

The physical environment is constantly changing as we seek to provide for learning in the 21st century. We have a fully equipped library as well as a four dimensional immersive experience room in the Headquarters building and a purpose built Computing suite in the Great Hall.

Registering your child for Nursery/Academy

We offer places for eligible 2 year olds and all 3 and 4 year olds.

Your 3 or 4 year old may be eligible for 30 hours free childcare

Families who meet the following criteria could be eligible:

- All parents living in the household work a minimum of 16 hours a week at national living wage, and earn no more than £100,000 each per year

Or

- One or both parents are currently on maternity, paternity, shared parental or adoption leave
- One or both parents are currently on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.

Things you need to know:

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

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

If you are **not eligible** for free childcare, our full-time places include dinner times and cost **£88.50 per week**, unless your child is entitled to Free School Meals you will need to provide a packed lunch or pay **£2.04 per day/£10.20 per week for a school meal**.

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

You will be notified whether or not you have been successful before the Easter holiday. There will be a meeting during the Summer term prior to commencement, giving you the opportunity to meet the staff and other parents as well as to ask any questions which may have been worrying you. For Reception class places, the Local Authority (LA) processes admissions and you will be contacted by letter early in the Autumn term before admission. The admission number to the Reception class is 60. 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. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. Children of armed service personnel.
3. Children who will have a sibling still in attendance at the school at the time of expected admission. Sibling includes step, adopted or fostered children living in the same home and natural brothers or sisters, having the same two parents, living apart. Where there are children of multiple births wishing to be admitted, and the sibling is the 60th child, the Governors may admit over the infant class requirement if it is possible to do so.
4. Children having exceptional medical or social needs, together with documented evidence.
5. All other children.

Waiting List: 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. This waiting list will operate until the end of the reception year. 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.

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.

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.

Transfer to High School

During the final year at Tonge Moor Primary Academy 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. Please ensure you keep your personal details up to date with the school office so that Bolton Council can send you an admission pack.

Framework for the school day

The school day commences at **8:55am** and finishes at **3:15pm** (years 1-6). Children should not arrive at school before **8:45am**.

Nursery sessions are:

Mornings: **9.00 am - 12.00 midday**

Afternoons: **12.00 midday - 3.00 pm**

Reception Classes: 8.55 am - 3.10 pm

Lunch time for children in the Foundation Stage is from 11:40am, Key Stage One (12.00 midday -12:45pm), Year 3 (12:15pm – 1:00pm), Year 4 (12:15pm – 1:00pm) and Years 5 & 6 (12:30pm to 1:15pm).

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

The actual teaching time spent with the children (excluding breaks) more than fulfils Department for Education (DfE) requirements. The actual pupil contact time (time spent in lessons per week) is as set out below:

Key stage 2 classes - 24 hours 35 minutes

Key stage 1 classes - 23 hours 20 minutes

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.

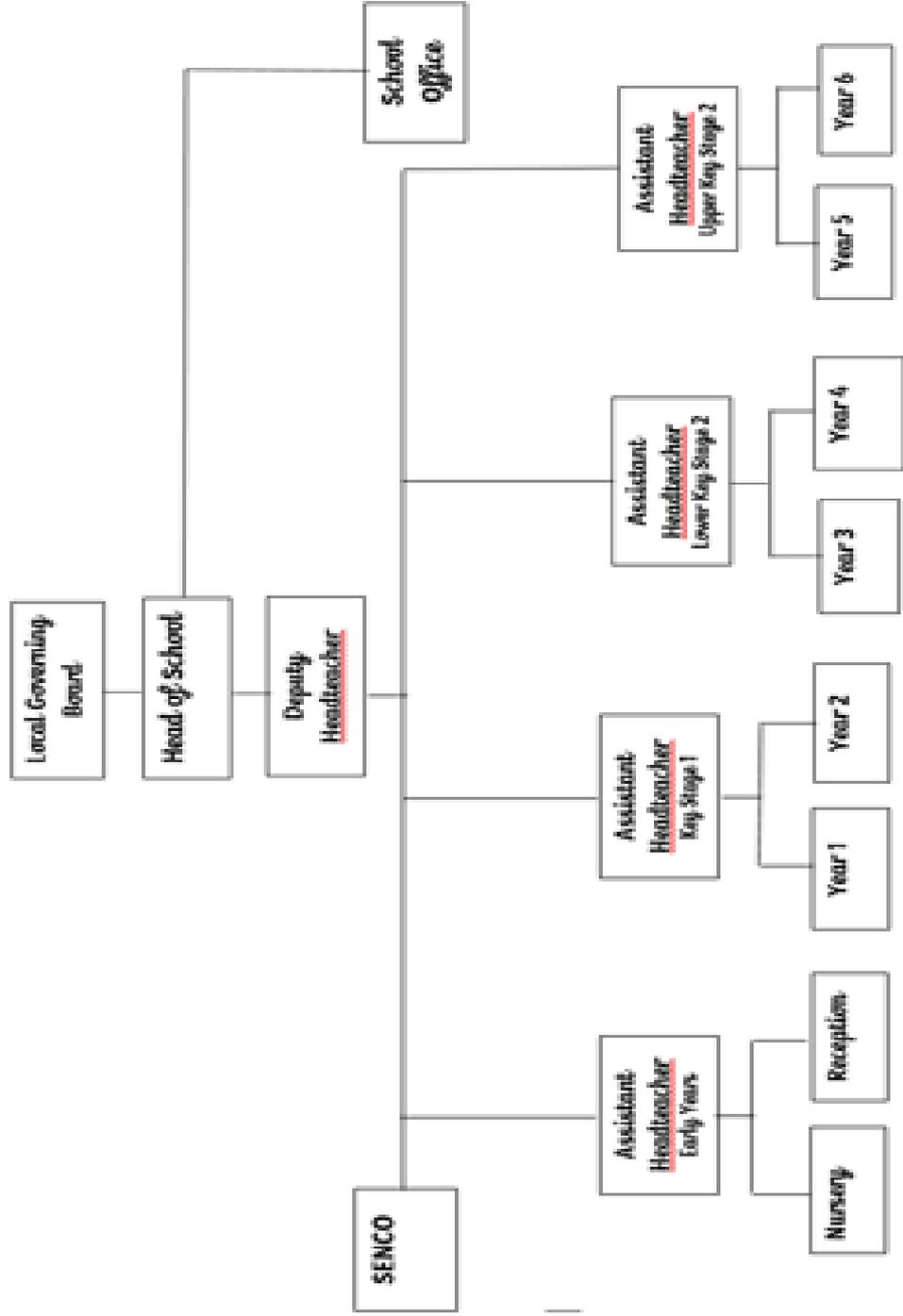
Class organisation

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

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

- Headquarters – Nursery & Reception Classes, Library and the administrative offices
- The Villa – Year 1
- The Bungalow – Year 2
- The Apartments – Years 4, 5 and 6
- The Great Hall – Year 3, School Hall, Computing Suite, Dance Studio and After School Club
- The Cabin – The Academy Central Services Team

Structure of the school



What will my child be taught?

THE CURRICULUM AT TONGE MOOR ACADEMY

Our Intent

Our well planned, vibrant curriculum places our pupils at its centre and we aim to deliver a curriculum that truly meets the needs of our children. All children have access to a rich, broad, exciting and balanced curriculum which enables each individual to develop emotionally, social and intellectually.

We aim to offer a primary curriculum that not only inspires learning but develops skills, knowledge and understanding to successfully equip children for later life. At Tonge Moor our school vision and values permeate all areas of school life and underpin all learning. Along with high academic standards, we place great emphasis on nurturing well-rounded children and therefore Personal, Social and Health Education is at the heart of our curriculum in order to ensure we have happy children who are ready to engage and access learning.

Our Curriculum Design

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. Our PE specialist teaches a wide range of sporting activities: football, swimming, gymnastics, dance, athletics, games skills and rounders. These are all played either in the school hall, in the playground or school playing field. 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 well-established choir are also offered as extra-curricular activities. We also have a specialist MFL teacher who works with the children from Key stage 2, teaching Spanish to the older ones. French is also taught to children in Year 2. This is often taught through songs, rhymes, games etc. and is an exciting introduction to another language.

PSHE topics are taught in line with our schools 'Growth and Change' policy, which includes loving and caring relationships and of respect for others. This policy is available to view on our website www.tongemooracademy.org. We draw upon the diversity of cultural and religious beliefs in our community. We have adopted Blackburn diocese curriculum for religious education and collective worship. Through assemblies, which form our collective worship, children develop an awareness of the values and cultures of other people and develop respect for themselves and others.

Early Years

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

Key Stage 1 and 2

At the heart of our curriculum are our core subjects of English, Maths, Science and PSHE. We also truly value our wider curriculum, covering all other National Curriculum subjects. Progression of knowledge, skills and understanding is carefully planned, reviewed and adapted to ensure that children's learning builds effectively as they move through the school.

We are fully committed to providing our children with a wide and rich range of learning experiences beyond the classroom. Where possible, learning will be supported and enriched by field studies, visits, workshops and trips.

Teaching and Learning

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

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

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

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.

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 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 Years 2 and 6 will take the Statutory Assessment Tests (SATs) and the results will be reported to parents on the annual Summer report, which all children receive. Children in Year 1 will take part in the national phonics screening and in Year 4 the Multiplication check. 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.tongemooracademy.org.

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.

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.

We have a consistent behaviour policy throughout school. Children understand what is expected and know what the consequences will be if they do not behave accordingly. We focus on children's acceptable behaviour and following the rules. The sanctions against unacceptable behaviour are losing playtimes, spending time in another class, speaking to you as parents to seek advice and support.

At the end of each week we meet to celebrate. In this assembly we recognise those children who have demonstrated good attitudes to learning or behaviour through the awarding of certificates.

Attendance and Punctuality

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. Since the implementation of our policy of telephoning on the child's first day, and subsequent days of absence, and introducing rewards, attendance has improved. 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%. For more information please see the school attendance policy at www.tongemooracademy.org

Special Educational Needs and Disabilities

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

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

Tonge Moor Primary Academy will:

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

Provision for Pupils with Special Educational Needs

If you have concerns that your child may have additional needs you should, in the first instance, discuss this with their class teacher or Mrs Ashton, the school Special Educational Needs Co-Ordinator (SENCO).

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

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

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

- Lego Therapy
- Pastoral support
- Working memory
- Social skills
- Toe by Toe and words wasp (for dyslexia)
- Fine and gross motor skills

- Support with individual Speech and Language programmes
- Phonics catch up
- Colourful Semantics

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

Provision for Pupils with an Education Health Care Plan

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

Parental involvement

Tonge Moor Primary Academy firmly believes in developing a strong partnership with parents and that this will enable children and young people with SEND to achieve their potential. The school recognises that parents have a unique overview of the child's needs and how best to support them, and that this gives them a key role in the partnership. Staff will always consult with parent/carers before any decision is made regarding their child's SEN support in school.

Please consult the school website for access to the full SEN policy, SEN information report and links to the Bolton Local Offer.

Accessibility Plan

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

Health and Welfare Services

The following services are provided for children while at school:

- Medical examinations
- Hearing tests
- Immunisations

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

Pastoral Care

The fostering of caring attitudes is fundamental to all we do in school and so all members of staff are involved in the pastoral care of the children, although our Pastoral team and Learning Mentors are available to take the lead if appropriate.

All the staff and governors of Tonge Moor are committed to 'safeguarding and promoting the welfare of children' who attend the school in accordance with the duties described in

'Keeping Children Safe in Education'. In addition, we have a dedicated Safeguarding team who liaise with a range of care agencies, more information is available in the Safeguarding Policy - Child Protection Strand on our website. We do, however, see this care as a shared responsibility and partnership between home and school and so we would urge you to inform us of any domestic circumstances which may be affecting your child's happiness.

Homework

We encourage you to help and support your child as much as possible.

This can be done by:

- Talking together
- Reading together
- Learning multiplication tables
- Playing games
- Visiting the library
- Researching
- Involving your child in jobs at home like cooking, gardening etc.

Please make the time to read with your child at home each evening, as this will help develop essential reading skills and we feel sure that you will enjoy this intimate time together. Each week your child may also receive: phonics to practice; a multiplication table to learn; as well as spellings to learn. As the children move into years 5 and 6 more formal homework tasks will be set. Alongside the weekly tasks a half termly project will be set and support with this can be found at www.tongemooracademy.org.

Uniform

We are a uniform school, believing that a uniform looks smart, wears well and contributes to a feeling of belonging to the school, not to mention promoting the image of the school. Evidence in parent questionnaires show that school uniform is supported overwhelmingly. The uniform consists of:

Maroon Sweatshirt/Cardigan (with or without school badge)

White or pale blue shirts/ white or pale blue polo shirts

Grey skirt/pinafore/trousers

Maroon ties with pale blue stripes

Grey or white socks

Black shoes or plain **black** trainers (boots should not be worn)

Ties, sweatshirts and cardigans with school badge are available from: Whittakers (School Outfitters) Deansgate, Bolton

PE Uniform:

Pair of black slip on pumps

Maroon PE shorts and pale blue t shirt

PE bag in which to keep all the above

Sweatshirts and jogging pants can be worn over PE kit when outside

Please visit our website to see our full Uniform Policy.

Please ensure that all items of clothing, shoes, bags and coats 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 a lost property box is kept in the reception office, 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 Kitchen Manager ensures the school meals offer excellent value and variety. The alternative is a suitably packed lunch (**No sweets, chocolate or fizzy drinks**) brought from home. Water is always available during the lunch break, as well as during the day, as it is the best thing for children to drink.

Parents whose income falls below a certain level may be eligible for free school meals, and the staff 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. To find out if your child qualifies for free school meals, and for any help or advice, please contact: 01204 331590 or visit the Bolton Council website.

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.

Please contact the school office if you have any queries regarding school lunchtime arrangements.

Break Time Snacks

Nursery, Reception and Key Stage 1 children are provided with a mid-morning snack of fresh fruit or vegetables. Fruit is also available for Key Stage 2 children at a cost of 25p per day. Snacks sent from home must also be fresh fruit or vegetables.

Extra-curricular activities

These take the form of an excellent choir which in the past and will once again perform at the Bolton Schools' Music Festival, sporting events, which are usually played against other local schools, 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, we are going to an activity centre in Shropshire and we are taking twenty-five 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

Our After School Club begins at 3.15pm. The staff collect the children from their classrooms and take them to the Great Hall building. Registration is then completed by a member of staff to ensure all children are present. After a light snack, the children are given time to relax after a busy day at school with a wide range of activities provided for them to enjoy. Please note that the snack is not intended to replace an evening meal. Family meal times are very important.

The school runs Before and After School Clubs from 8am until the start of school and then after school until 6:00pm for children from Reception to Year 6. We aim to provide excellent quality childcare together with education. For further information regarding fees and sessional availability, please see the office staff for further details and a registration form.

Helping your child

The best way to help your child is by supporting the work of the class teacher in all he/she does, and by giving suitable encouragement to your child. Remember that children respond well to praise and should always receive positive encouragement. The Friends of Tonge Moor is an informal fund raising committee, if you are interested in being involved, please speak to a member of staff in the school office. This is also an excellent support for the school, as the proceeds go towards 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. School Nurses are based at Castle Hill. Appointments can be made in school by ringing them on 01204 463575.

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.

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

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

Insurance

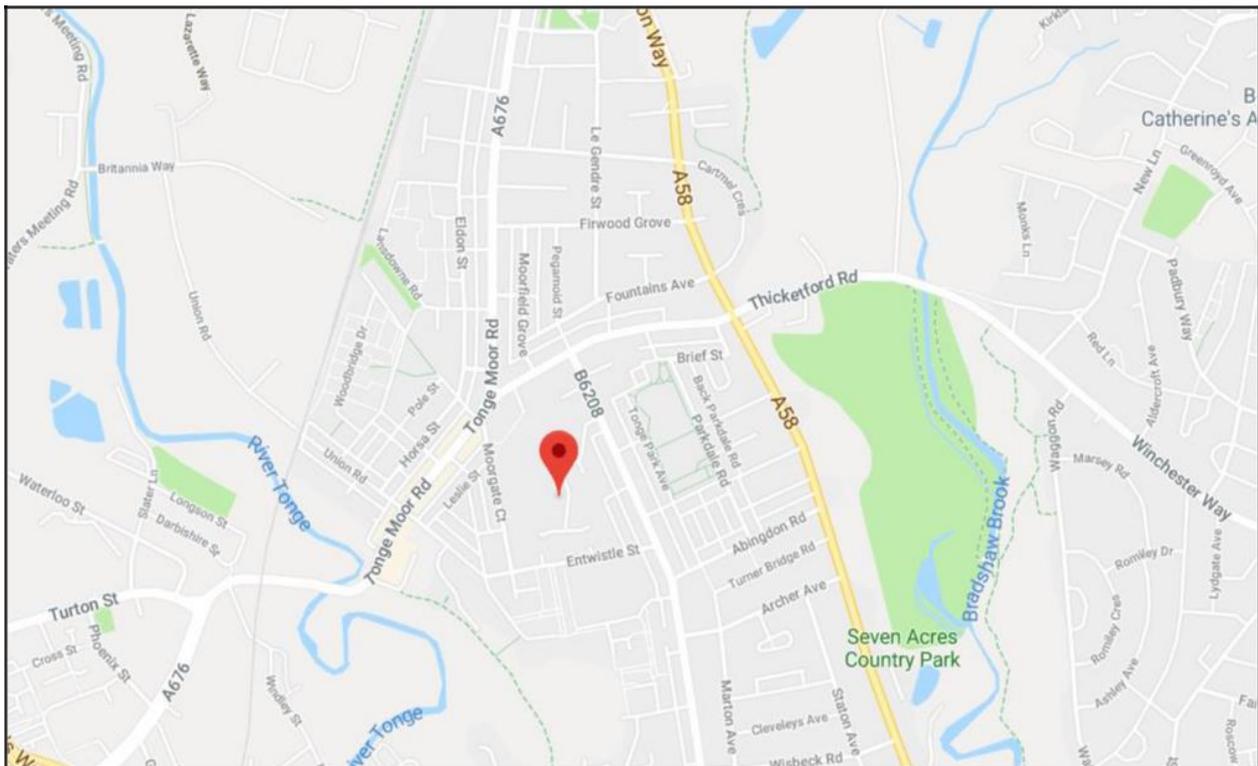
For instances where insurance is a statutory requirement pupils are covered by basic school insurance cover. Any additional insurance should be arranged by individual parents, often this can be arranged as an extension to your house insurance policy if you are a home owner.

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. No child will be excluded from an activity because parents or carers may not be able to meet the full cost. In cases of hardship, please contact the class teacher or Head of School to negotiate an affordable contribution. 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 **01204 328994** where a member of staff will be only too pleased to answer any further questions.



SCHOOL TERMS AND HOLIDAYS 2020-2021

AUTUMN TERM

Term begins:	Monday 7th September 2020
Half Term:	Monday 26th October – Friday 30th October 2020
Occasional day:	Friday 27 th November 2020
Term ends:	Thursday 17th December 2020

SPRING TERM

Term begins:	Monday 4th January 2021
Half Term:	Monday 15th February – Friday 19th February 2021
Term ends:	Thursday 1st April 2021

SUMMER TERM

Term begins:	Monday 12th April 2021
Bank Holiday:	Monday 3rd May 2021
Bank Holiday:	Monday 31st May 2021
Half Term:	Monday 24 th May, Friday 4th June 2021
Term ends:	Thursday 22 nd July 2021

Additional Information:

Autumn term 2021 will commence Monday 6th September 2021