

Holy Family Catholic Primary School

3 Lower Seedley Road, Salford, M6 5WX

Tel. 0161 921 2900

www.holyfamilysalford.co.uk



Brochure

Holy Family Catholic Primary School Mission Statement

**‘As Holy Family we learn, believe and seek
make the right choices as God’s
children’.**

Welcome to Holy Family Catholic Primary School

We hope this brochure will provide you with the information you need to know about our school. We want to make you feel welcome in our school and be part of it.

We trust that we can join you in a partnership that will give children the best possible start in their life and so achieve their full potential.

We look forward to
working with you.

The Governors and Staff of Holy Family Catholic Primary
School

**We are committed to safeguarding and
protecting the wellbeing of all our children and
families**

About our School

Holy Family is a Voluntary Aided Roman Catholic primary school for boys and girls between the ages of 3 and 11 years. The school was built in 2010 and opened in January 2011.

We teach the faith, doctrines and practices of the Roman Catholic Church.

Children are involved in school Masses and religious celebrations throughout the year. These are rich and valuable experiences which parents and carers are welcome to share in. Moreover, children are taught Religious Education for up to 2.5 hours per week (depending on their age).

Our Name

The name of our school, **Holy Family**, is our inspiration. We strive to ensure that every child is valued, known and loved in a safe and secure community. We promote and model family values and behaviors. We work in partnership with families for the benefit of each child.

We encourage and welcome families to embrace school as an extended family.

Sacramental Programme

In Year 3, children participate in the Salford Diocesan Sacramental Programme. During this year, children are prepared to receive the Sacraments of Reconciliation and First Eucharist.

School Information

Address:	Holy Family Catholic Primary School, 3, Lower Seedley Road, Salford M6 5WX
Telephone:	0161 921 2900
Email:	holyfamily@holyfamilysalford.co.uk
Website:	www.holyfamilysalford.co.uk
Type & Age Range:	Roman Catholic Primary School Age 3-11 including Nursery
Foundation Stage	Nursery and Reception
Key Stage 1	Year 1 and Year 2
Key Stage 2	Year 3, Year 4, Year 5 and Year 6
Admission Number:	30
Head Teacher	Miss J Riley
Chair of Governors	Miss M Brierley

School Hours
School Trustees

8:45am – 3:15pm
Salford Diocesan Schools
Commission Cathedral Centre
3, Ford Street
Salford
M3 6D

Local Authority

Salford City Council
Children's Services
Directorate Unity
House Chorley
Road
Swinton
M27 4EQ

Governing Body

The Governing Body of the school has overall responsibility for determining its aims, plans and policies in accordance with Salford Diocese and relevant legislation. The Chair of our governing body is Mrs M. Brierly who can be contacted via the school office.

Current Staff Roles and Responsibilities

Teaching Staff

Name	Title	Responsibility
Mrs J Riley	Headteacher	Designated Safeguarding Lead
Mrs L Rothwell	Deputy Headteacher Year 3 Teacher	Deputy Safeguarding Lead
Mr J Pugh	Assistant Headteacher Year 4 Teacher	Deputy Safeguarding Lead Lower KS2 Lead
Miss S Scott	Nursery Class Teacher	EYFS Lead
Miss C O'Rourke	Reception Class Teacher	
Miss E Smith	Year 1 Teacher	ECT
Miss H Haswell	Year 2 Teacher	KS1 Lead SEND CO
Mrs J Rothwell	Year 5 Teacher	
Mrs H Kearns	Year 6 Teacher	
Miss S Oliver	PPA Teacher	

Mrs A Bedford	No Class Responsibility	Spanish Teacher
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Support Staff

Mrs Michael
 Miss Ormiston
 Mrs Buckley
 Miss Clough
 Miss Caruana
 Miss Monkman
 Mrs Micaela
 Mrs Macdonald
 Mr Bailey- Sports Coach
 Miss Trueman Learning Mentor-
 Deputy Designated Safeguarding Lead

Office Staff

Miss L Macdonald
 Miss H Salt

Site Manager

Mr Renshaw

Kitchen Staff

Mrs Collier- Cook

Mrs Heaton- Kitchen Assistant

Admissions Criteria

Parents/Carers need to apply for a place in our school via the Local Authority. The admissions criteria are used by the governors to make offers of places. The maximum number of pupils admitted to any year group is 30. Most children transfer to All Hallows RC High School at the age of 11.

The Governors of the school have a responsibility to maintain the Roman Catholic character and ethos of the school and have agreed this with the LA. Due to an increase in the number of Roman Catholic families applying for places in our school for their baptized children, it is unlikely that non-Catholic children will be offered a place in Nursery or Reception. A baptismal certificate is requested as proof for consideration of admission to our school.

Admission to the Nursery class **does not automatically guarantee or influence** admission to the Reception class.

A full copy of the Admission policy is available from the office or our school website.

School Day

Early Years and Key
Stage 1

8:45	Doors Open – pupils line up
9:00	Beginning of School Day
10:20	Playtime
10:35	End of Playtime
12:00	Lunchtime
13:00	End of Lunchtime
15:15	End of School Day

Key Stage 2

8:45	Doors Open – pupils line up
9:00	Beginning of School Day
10:30	Playtime
10:45	End of Playtime
12:00	Lunchtime
13:00	End of Lunchtime
15:15	End of School Day

Attendance and Punctuality

Holy Family believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance, and recognise the impact that our efforts in other areas – such as the curriculum, behavior standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is **Angela Trueman**, and can be contacted via **the school office**. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

Appointments during the School Day

Taking your child out of school for any period of time during the school day is disruptive. However, sometimes this cannot be avoided. In such circumstances please let school know.

Holidays

A holiday list is provided at the end of the school year in time for September. Holidays in term time are never recommended and **will not** be authorised. You may receive a fine if your child is absent due to holiday leave. Holiday lists for the coming years are available on the school website.

School Meals

Research shows that children who eat healthily learn better. All children in Reception, Year 1 and Year 2 will be provided with a Free School Meal. Nursery children are requested to have school meals. Parents will need to pay for this or apply for Free School Meals.

Children in Key Stage 2 can bring a packed lunch but please be mindful that Holy Family has a healthy school's policy. If your child has any food allergies please inform the school office.

Dinner Money

Your child will be entitled to receive free school meals in Reception, Year 1 and Year 2. If your child is in any other class you may be eligible to apply for a Free School Meal. Please check at the office. Otherwise, the cost of a school meal is £2.20 per day. Dinner money should be paid on school grid. If you are struggling to access this please contact the school office.

Milk

School milk is supplied to children free of charge up to the term in which they are five and to all children who are in receipt of free school meals or universal free school meals (Reception to Year 2). Milk is subsidised for all other children and is payable termly. You will receive plenty of notice regarding this cost.

School Fruit Scheme

As part of the national fruit scheme every child in Nursery, Reception and Years 1 and 2 is entitled to a piece of fresh fruit daily.

Water

Children have free access to drinking water during the day.

Health and Welfare

The health and the welfare of your child are our first priority. We will always contact you if we have any concerns. **It is of paramount importance that school has up to date contact details for every child. This is your responsibility.**

Sickness

Children who are unwell should not be sent into school. After sickness/diarrhoea children must be clear of symptoms for 48 hours before returning to school.

Medicine

Teachers are unable to accept responsibility for administering medicine. Medicine should be administered before and after school by parents. If your child requires medication at lunchtime please come into school to administer it or make alternative arrangements with the head teacher.

Asthma

A register is kept in school for children with asthma. You are required to fill in details for your child. Inhalers must be labelled with your child's name and class and kept accessible to the child at all times. It is advisable to check each term that this medicine is still in date and the inhaler is clean.

First Aid

Treatment for minor scratches and bumps is given in school according to First Aid procedures. All our teaching assistants are trained in First Aid. If your child has an accident in school, has a bump to the head or becomes ill and there is cause for concern you will be contacted immediately and an ambulance called if necessary. Accidents are recorded in line with policy.

Head Lice

Head lice are common in primary schools. If you notice lice or eggs in your child's hair please notify school who will arrange for other parents to be alerted. We have an information leaflet about treating head lice which is distributed regularly. Please keep a check on your child's hair – prompt action prevents the spreading of infestation. All members of the family and bedding and towels should be treated.

Infectious Conditions

Any infectious/contagious conditions must be reported to school. You can be assured this will be dealt with sensitively. We must follow the guidance of health professionals to advise others and minimize the spread of the condition rapidly.

Child Protection

At Holy Family Catholic Primary School we believe that the care and protection of our pupils is the responsibility of all members of the community. Therefore parents need to be aware

that the Local Authority requires all schools to share any concerns they may have regarding obvious or suspected cases of child abuse. This includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

If a parent or member of staff has any concerns regarding child protection, they should report them to one of the designated teachers for child protection. At Holy Family the designated teacher for Child Protection is: Miss Riley and Mr Pugh and Miss Trueman are Deputy Designated Leads. School is required to report any concerns to Social Services. This procedure is intended to protect all children. It is hoped that in such circumstances parents will appreciate how difficult it is for schools to carry out this sensitive responsibility.

A copy of the Safeguarding (Child Protection) Policy is available in the office for you to look at or on our website.

School Uniform

The Governors of Holy Family expect that all pupils will wear school uniform and be neat and clean in their appearance. Most items are available from chain stores or supermarkets but sweatshirts are available from school. School is also able to sell coats, cardigans, polo shirts and reading bags bearing the school logo. Please contact the office for current prices.

It is important that you label all items of uniform with your child's name.

Boys	Girls
White polo shirt Dark grey/black trousers School sweat shirt Black shoes (no trainers) Grey/black/white socks	White polo shirt Dark grey/black skirt, pinafore or trousers School sweatshirt or cardigan Black shoes (no trainers) Grey/black/white tights or socks
<u>Optional in Summer</u> White polo shirt Dark grey/black shorts	<u>Optional in Summer</u> Blue & white gingham dress White polo shirt Dark grey/black shorts
<u>P.E.</u> Black pumps T-Shirt and shorts <u>Swimming (Y5)</u> Trunks, cap and towel	<u>P.E.</u> Black pumps T-Shirt and shorts/skirt <u>Swimming (Y5)</u> Costume (not bikini), cap and towel

Trainers

Trainers are not part of the school uniform and therefore are not permitted. Any child wearing trainers will be asked to take them off and offered a pair of school pumps in their size to wear for the school day.

Hair

Long hair should be tied back for health and safety reasons. Please avoid fashion cuts (e.g. tramlines, extensions etc.) as they impact upon children's behaviour.

Jewellery

School cannot accept responsibility for loss or damage to any personal valuables. **Items of jewellery are not allowed** for reasons of safety, security and appearance. Watches are an exception to this rule. Earrings are not allowed except studs.

Mobile Phones

In certain circumstances, agreed with the Head Teacher, pupils will be allowed to bring mobile phones to school. Permission will only be given on the understanding that these are switched off and locked away during the school day. The child is responsible for arranging this with the office,

Behaviour

As Christians we promote Gospel Values where forgiveness and the example of Jesus are at the heart of all we do. This determines our policy on behaviour. We have the highest expectations in terms of behaviour and manners of all our children. School acknowledges that good behaviour is learned and so our behaviour policy provides steps which support children to do the right thing. However, serious or persistent misbehaviour including foul language, bullying, racism, fighting and insolence may require school and parents to work together to effect change. This is one of the reasons why we ask you to commit to the home/school agreement. We also expect our parents/carers to demonstrate appropriate behavior while on the school premises and when dealing with staff.

We also expect our parents/carers to model good behaviour while on school premises. Adults are advised to inform a member of staff if they see any inappropriate behaviour from a child or adult, rather than directly intervening themselves.

Please refer to the behaviour policy for more details.

Personal, Health and Social Education (PSHE)

Children learn about being healthy in mind and body through various topics. Sex and Relationships are included in this programme. Puberty and keeping healthy are topics taught in Years 5 and 6. Our programme is designed to reinforce Christian values as described in our Mission Statement and to support parents'/carers' own education of their children.

Home Learning

At Holy Family we recognise your role as your child's first educator and we ask you to cooperate in our home learning philosophy. We will set home learning tasks that are relevant to children's projects in school. However, key skills are vital for progress. Please listen to your children read and talk to them about their books. The following guidance is suggested for daily reading at home:

Early Years	10 minutes
Key Stage 1	15 minutes
Key Stage 2	20 minutes

Practice any spellings and times tables tasks with your child. Spellings will be given on a Monday and tested on Friday. Literacy and Numeracy sheets do not form part of our home learning tasks.

Special Educational Needs and Disability (SEND) and Inclusion

All children are unique and have needs relating to their individuality. However, some pupils may require extra support and help to address such needs. At Holy Family we try to meet those needs within the classroom with the support of classroom assistants and the school co-ordinator for SEND. Support services such as Educational Psychology, Speech and Language Therapy, Behaviour Support and the School Health Team may be called upon for advice. In a few instances, where it is appropriate and after consultation with parents, the Local Authority may make a statutory assessment based on specialist advice. This may result in a statement of Special Educational Needs or Education, Care and Health Plan. This statement defines those needs and the support to which the child is entitled.

For further information please refer to the SEND policy.

More Able

Children who show exceptional ability in any area of the curriculum will be identified. We will work with the parents/carers to explore ways to develop and support such talents.

English as an Additional Language (EAL)

Children who come to school unable to access the curriculum because English is not their home language will be identified. Support within school will be provided to accelerate the acquisition of English. In some instances specialist help may be provided.

If your child is experiencing difficulties accessing the curriculum please inform the Class Teacher.

Policies

Copies of school policies are available on the school website or via the school office.

Educational Visits Policy.

Charges for Activities

1. The School Governors may charge for some activities provided wholly and mainly outside school hours (trips, theatre visits, holidays, residential visits etc).

The Governors may also ask for voluntary contributions for optional extras provided wholly and mainly within school hours. Unless sufficient voluntary contributions are received by the school, it may not be possible for some desirable activities to take place.

2. Parents may be required to pay for the cost or part of the cost of replacing damaged or lost materials/books/equipment/instruments and damage to the fabric of the building where this is as a result of a child's actions.
3. Parents are also asked to pay for individual music tuition which is not required by National Curriculum programmes of study.

Complaints

Should you have any cause for complaint, the concern should first be raised with your child's teacher, then, if necessary the Head Teacher. Further concerns may then be addressed to the Chair of Governors (a full copy of our Complaints Policy may be requested from school or is on our website).

Data Protection

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public. To do this we must produce a publication scheme setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and whether the information is available free of charge or on payment.

You can request this information from the school office. Some information which we hold may not be made public, for example personal information. This publication scheme conforms to the requirements of the Information Commissioner.

A comprehensive list of policies adopted by the Governing body is available on the school website

