



Staining C of E Primary School

Staining Church of England Voluntary Controlled Primary School

Staining Road

Staining

Blackpool

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Web site: [www.staining.lancs.sch.uk](http://www.staining.lancs.sch.uk)

Headteacher:

Mrs J Shoulders

Deputy Headteacher:

Mr S Twist

Chair of Governors:

Mrs K Guy

## People Who Work at Staining School:

### Teaching Staff:

Mrs J Shoulders  
Mr S Twist  
Miss E Gaskell  
Mrs C Nugent  
Mr J Collinge  
Mrs K Ivison  
Miss M Craft  
Miss L Walsh  
Ms A Vines  
Mr D Whalley

Headteacher  
Deputy Headteacher

### School Business Manager:

Mrs B Montgomery

### Learning Mentor

Mrs D Hayward

### Site Supervisor:

Mr R Davies

### Cleaner:

Mrs L Hull

### Classroom Support:

Mrs R Ali  
Mrs S Barker  
Mrs K Dunn  
Mrs K Hamadi  
Mrs C Jackson  
Miss H Judge  
Mrs G Legge  
Mrs A Shorrocks

### Welfare Assistants:

Mrs V Lingard  
Mrs A Shorrocks  
Mrs L Hull  
Mrs D Raw  
Mrs A Holden

### School Meals Staff:

LCC Catering

### Crossing Patrol Officer:

Lancashire County Council: Mrs A Holden

Dear parents

Thank you for choosing Staining Church of England VC Primary School for your child.

We are very proud of our school and the fantastic children we work with. Information in writing can never convey the atmosphere of a happy, busy school environment. If you have not done so yet, please pay us a visit!

Another good source of information is the school website, which is packed with information about different classes, school events and activities and information for parents. You can find us at:

[www.staining.lancs.sch.uk](http://www.staining.lancs.sch.uk)

We hope you and your child have a happy and fulfilling time at Staining School. We know that during any child's life at school there may be times when you are unsure or have concerns about something and would like to reassure you that we are here to help! Please call, write or e-mail and we will do our best to answer any questions you may have.

We look forward to meeting you and working together.

Jennifer Shoulders  
Headteacher

Our Motto

Love School  
Love Life  
Love God

Our Values

Be Kind  
Show Respect  
Work Hard  
Aim High  
Team Work

## Staining Church of England VC Primary School Mission Statement

At Staining Church of England Voluntary Controlled Primary School, in a Christian atmosphere of faith and trust, we aim to provide a safe, happy and stimulating environment for learning. Our vision is of a Christian school that has high expectations of its children and the adults who work here. We aim to develop the full potential of all our pupils, whilst nurturing strong links between the school, home, church and wider community.

This is achieved by:

- Valuing all members of the school community
- Being guided by Christian principles and living, and building these into the school ethos
- Encouraging alert and agile minds, a sense of curiosity and awe and wonder of learning
- Providing a stimulating and creative education of the highest quality, through a broad and balanced curriculum
- Fostering awareness of individuals to ensure they develop a respect for themselves and each other as children of God
- Sharing and celebrating the Christian faith, academic successes and achievement within the school and in the community
- Developing care and respect for their environment and the community in which they live
- Welcoming in to the school parents and representatives from the local church and community
- Show children they have rights, but also responsibilities, within a loving and tolerant community
- Celebrate diversity, ensuring fairness of opportunity
- Enhancing support or challenge for individuals through quality first teaching and focused interventions, ensuring individual children's needs are met through excellent teaching and learning.

### The Governing Body comprises:

Representatives from the Church, Staff, Parents and Community

# Applying to Our School

## Admissions:

The school caters for boys and girls from the age of 4+ until they are 11 years old, when they transfer to High School. The admission number approved by the Governors for our school in this Academic Year is 35.

Parents wishing their children to attend the school should complete the application form through Lancashire County Council. Please see our school website and/ or the Lancashire County Council website for more information.

On completing the application form, you will be asked to give three preferences for schools. If there are too many first preferences, the criteria below will apply. If your application is not successful, you will then be offered your second or third preference.

Preference will be given to children in the following way:

1. Children who already have a brother or sister in the school.
2. Children with special medical or social considerations.
3. The distance of home in relation to our school and other County and Controlled schools, where space is available.

## Appeals Procedure:

If, for any reason, your child is unsuccessful in obtaining a place at our school, you may appeal against the decision by contacting the Area Admissions Officer at Area Education Office North, P.O. Box 606, Whitecross Education Centre, Quarry Road, Lancaster LA 1 3SQ (tel 01524 581112), asking for your case to be taken to the Appeals Committee. They will discuss the appeals process with you and advise you as to how best to proceed with your application.

## Starting School

Children begin their Reception year at the start of the Autumn term on a full time basis. Prior to September, we hold an information evening for parents and arrange some induction visits for them to come and see what school life is like. The induction dates are arranged for the benefit of the children to ensure they have a relaxed and happy start to school. We hope that you will be able to manage all of the dates, but if there are some you cannot manage, please contact school. There are several afternoon sessions during the summer term for your child to visit school and get to know their class teacher.

# Our School Day

## School Sessions:

Morning 9.00 a.m. to 12.00 noon

Afternoon 1.00 p.m. to 3.25 p.m. .

Children in EYFS and KS1 also have an afternoon playtime

The morning session begins at 9.00 a.m. It is important that the children be at school on time and all children can come into school from 8.45 am. The school assumes responsibility for the children from 8.45 am and until 3.40 pm. We cannot guarantee supervision of children outside these times. We do offer out of school care for children - please our school website for more information about our Breakfast and After School Clubs.

If you collect your child from school, please try to make sure that you are on time as delays can be upsetting - particularly for younger children. If you are going to be late or have arranged for a different person to collect your child, please let us know. We will keep your child in school, outside the school office, until they are collected.

The teaching hours for the school, including religious education but excluding the statutory daily act of collective worship, registration and breaks, including lunch, are - Years R, 1 and 2: - 21hrs. 50 mins. Years 3 - 6: - 23 hrs. 35 mins.

## Curriculum:

Our aim is to ensure that children in our school grow into life-long learners, through developing their skills and ideas and extending their knowledge of themselves and the world around them. We hope they will be enthused and motivated and achieve their potential in all areas of the curriculum before they take their next big step on to high school.

The children follow the National Curriculum, and work mainly with one teacher, except during class teachers' non-contact (PPA) time, or if additional help is required. A lot of our work is taught through skills-based topics, which allow the children to become immersed in a particular area while developing their skills across a number of subjects.

Class teachers inform parents of topics and skills to be covered on a regular basis. This can be found on our school website and in your child's homework learning log.

Children are taught in a variety of ways - whole class teaching, small group work and individually where necessary. They are encouraged to reflect on their own achievements against personal targets and objectives.

The school has excellent ICT provision with interactive whiteboards in all classrooms, an ICT suite and banks of i-pads which all classes regularly. ICT is integrated into all aspects of teaching and learning.

Work is matched carefully to the individual needs of the children, including the more able and those with special educational needs. Some children may require additional support in specific areas and this is either provided through school support staff, or, if required, through more specialised help from specialist teachers, educational psychologists and/ or advisers. The SENDCO, Mr Twist, is responsible for coordinating this aspect of school and will be happy to answer any of your questions.

### **Religious Education:**

All children normally attend a daily act of collective worship and follow the Religious Education Syllabus provided by Lancashire Education Committee. On certain special occasions such as Harvest, Easter, Remembrance Day, Mothering Sunday and Christmas, we make links with our Church and often, parents are invited to worship with us.

### **Sex and Relationships Education:**

Sex and Relationships Education is provided for all children in a manner appropriate to their age and development, as part of a wider teaching programme, which emphasises the importance of family life and personal relationships. Should specific sex education be given, prior notice would be given to parents who would be given the opportunity to see the teaching materials involved. Parents may withdraw their children from this specific teaching if they wish.

### **Educational Visits:**

Each year, we arrange visits and special events for the children. These are always designed to enhance the curriculum and expand the children's horizons and experience of the world around them. We have a school minibus that allows us to get out and about on a regular basis.

### **Behaviour:**

The children are expected to behave well and behaviour at Staining School is excellent. If behavioural difficulties regularly occur with a child, parents are asked to work with school and be closely involved in resolving these. A variety of positive reward systems exist to encourage the children to take pride in their work and behaviour. These are linked to the school values and ethos, which aim to develop the whole child and increase their ability to understand and control their own behaviour as well as that of others.

### **Homework:**

The children are expected to take their reading books home daily and parents are asked to read with them. Children will also be given a Learning Log, which will contain activities for them to do during the week. These activities will be linked to work already done in class or may be in preparation for work the following week. The activities are intended to be open-ended so children can enjoy working in a creative way.

### **Milk:**

All children in school can be supplied with a daily drink of milk this needs to be ordered via Cool Milk direct. Children under the age of five will be eligible for free milk but will still need to be registered. Those children not wishing to have milk may bring a drink of water (no juice or fizzy drinks). Water fountains are also available in classrooms and toilets.

### **Fruit:**

Children in Key Stage 1 will be offered a piece of fruit each day. There is no charge to parents for this scheme. Children in KS2 may bring a piece of fruit from home to eat at break time if they wish.

### **School Lunches**

All pupils in Reception, Year 1 and Year 2, are entitled to a free school meal. School meals are provided by the school at lunchtime. All meals are cooked on the premises from fresh ingredients. Currently the price is £2.20 per meal and parents can book their child's meal online via the School Money App.

Payments are also made via the App which can be done weekly or termly. If you require any assistance with the App please contact the school office for help. We would prefer all money is paid via the app, however, we are aware that

sometimes money is sent into school **Please ensure that any money sent into school is in an envelope clearly marked with your child's name and what the money is for.** We also offer 'Pizza Fridays' and special themed days when any child who does not normally have a school meal can join us, please just book and pay for their dinner online.

#### **Packed Lunches:**

Children who wish to bring a packed lunch may do so. If your child brings a packed lunch, please try to ensure that its contents are as healthy as possible. Drinks should be water or still fruit drinks (not fizzy) and in non-breakable containers. As a healthy school, we do try to discourage too many biscuits, crisps etc and hope that parents support us in this by ensuring they provide a healthy, well-balanced packed lunch.



# Parental Engagement

## Visiting the School:

Parents are welcome to come to school to discuss their children with the class teacher at any time. It is helpful to arrange an appointment a day or two in advance, if this is possible. If you wish to speak to a teacher at the end of the day, please call at the office and make sure the teacher is available. If you wish to speak to the headteacher about your child, or any other matter, please contact the school office or speak to her outside in the mornings before school.

The school has an entry security system. Please enter school through the front porch and let us know the reason for your visit. If you are staying at school for any length of time, e.g. as a parent helper, you will be asked to sign in on our automatic system where you will be given a badge to wear for the duration of your visit. Please remember to sign out when you leave.

## Term Dates:

A list of term dates is always available from the school office or school website.

## Attendance and Holidays:

We hope that the majority of parents will be able to arrange their holidays to coincide with the school holiday times. Legislation (2013) has removed the headteacher's ability to authorise any holiday in term time unless under exceptional circumstances. Any holiday taken in term time, which, is not authorised, is recorded as an 'unauthorised absence'. Any parents whose children with 10 or more sessions in one term (a session being 1 morning/afternoon) unauthorised absence will meet the threshold for a penalty notice. This is requested by school and issued by the LEA court officer. Fines are payable by both parents, even if they are not living at the same address.

Research has shown that there is a strong link between good attendance and progress, so please think carefully before requesting a holiday during term time.

## Parents' Evenings and Reporting to Parents:

The school holds two Parents' Evenings a year. During these meetings, parents will be able to view their children's work and discuss their progress with their teacher.

At the end of each term, you will receive an interim report from the teacher about how your child is progressing and this also includes a self-assessment by your child. Towards the end of the summer term a full written report about their year at school will be sent home. Whenever your child takes part in national tests/teacher assessments, this information will be shared with you, alongside their summer report.

When a child joins school, we ask all parents to sign a home-school agreement, which sets out what the school, pupil and parents will do to achieve a good working relationship with everyone understanding their responsibilities as stakeholders in the child's development as they pass through school.

## Parent Help:

We are always very grateful to any parents who offer to help at school. They work with the staff assisting individuals or groups of children in a variety of ways. Should you feel able to help us in this way please let us know, your support is much appreciated. From time to time, we ask parents to help with transport or at specified events. Again, we hope that you will be able to assist with these; it really does make a big difference.

**Parent-Teacher Association:**

Our Parent-Teacher Association exists to help the school by raising funds and by providing social events. Notices of activities are sent home with the children. We hope you will support these. They are always very enjoyable for both parents and children and raise much-needed additional money for school. Last year the PTA funded a number of visitors to school, which benefited all the children. They have also sourced funding for our new trim trail, which all children are able to play on.

# Our School Uniform

## School Uniform:

*Available from 1<sup>st</sup> Class Kids South Shore Blackpool FY4 2JF*

*Tel: 01253 403798 or online at [www.1stclasskids.co.uk/](http://www.1stclasskids.co.uk/)*

- Black school shoes
- White shirt or blouse and school tie
- Navy Blue with contrast stripe jumper/cardigan branded with school logo
- Dark grey shorts or trousers and grey socks
- Tartan pinafore dress/kilt/skirt and white socks/ grey tights
- Navy Blue/white gingham cotton dresses may be worn in the summer term.
- Small hair bobbles/ bands in school colours

## Sports Kit:

- Black pumps with elasticated sides
- Trainers
- Navy blue shorts branded with school logo
- Navy blue t-shirt branded with school logo
- Navy blue or black tracksuit (top and bottoms) - this does not need to be branded

Swimming Kit (Year 4/5 only) - this kit can be brought in and taken home on the day of the swimming session:

- Swimming costume
- Swim hat - must be work for hair longer than
- Towel
- The children **do not** need shampoo or shower gel

Sports kit needs to be in school every day from the beginning of term and may be kept in school for the half term in a named drawstring bag. It is important that your child's name is on each garment and shoe, including vest and socks. Teachers will send home the sports kitbag at the end of half term.

If your child does not have the correct kit in school, we will contact you about their missing equipment to request that you organise for a PE kit to brought into school as soon as possible

## Swimming:

Year 5 children swim at Poulton Pool during the Autumn and Spring Term. Year 4 children swim during the Summer Term. There may be further opportunities for those children from Y4 and 5 who have not gained a 20m certificate to swim during the Summer Term.

## Earrings and Jewellery:

The LEA guidance states that **for Swimming, PE and Games all jewellery should be removed.** School policy is that, having adopted the LEA guidance above, if earrings are worn at other times then, for safety reasons, only the stud type is permitted. Please see our school website for further information

# Caring for Your Child

## **Special Educational Needs support:**

If your child is identified as having additional needs, we will discuss this with you and provide an Individual Learning Plan (ILP) for your child, which sets out specific targets for your child to work on at school and at home if appropriate. Mr Twist and the class teacher will review this plan once per term. You will be invited to school regularly to discuss your child's progress and a copy of the reviewed ILP targets will be sent home for your information.

If, despite this help, we are still concerned that a child is not making progress we will increase the help that is given to a child. We will do this if we feel that a child is falling significantly behind the rest of the class and we do not feel that we have sufficient expertise in school to plan appropriate curriculum activities. If this is the case, we will ask for advice from professionals not directly employed by the school. We will continue to use the ILPs but they will be more detailed. In a small number of cases where a child meets the LEA criteria for action, we will refer the child to the LEA so they can consider making a detailed diagnostic assessment. This will be fully discussed with the parents beforehand. If the assessment meets specific criteria, an EHC (Education Health & Care Plan) will be issued for those children who have a very significant special need.

The school applies the same admission procedures to all children regardless of gender, ethnicity or disability. Every effort is made to accommodate the different needs of all groups of children; however, there may be occasions when the school is unable to meet the needs of a child with very specific needs/disabilities.

Staining is an inclusive school and ensures, wherever possible that all pupils are treated equally to ensure that they can access all aspects of the curriculum. Details of the steps we are taking to facilitate this can be seen in our Single Equalities Policy on the website.

The school is all on one level and access is possible by wheelchair through the front door. Some other access points have small steps, but many are also wheelchair accessible. The school has a purpose-built disabled toilet.

## **Pupil Premium:**

Families may be entitled to pupil premium funding if you are in receipt of any of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.

We would encourage anybody who believes they may be entitled to contact the LEA for an application form or for further advice and information. Please ensure you make an online application as your child can access extra funding (Pupil Premium) from the LEA to support their progress in school.

## **Safeguarding and Family Support**

At Staining School, we aim to support our children in all aspects of their development and recognise that there are times when some children and their families need additional support in their both learning and well-being. Our learning mentor, Mrs Dawn Hayward, is there for you at these times. These could be one-off events or long-term

situations, which have had an impact on your child or the whole family. Sometimes the school recognises a need, sometimes parents contact us. Whatever the circumstances, we will do our best to help. If we feel the needs of a child or family require more support than we are able to provide at school we may feel we need involvement from other agencies such as Early Help, CAMHs or Children's Social Care.

We will endeavour to work with the whole family under these circumstances, but the needs of the child must always come first.

We have several Designated Safeguarding Leaders in school and safeguarding all children is our highest priority.

The Designated Safeguarding Lead in school is the headteacher. Please contact her if you have any concerns related to child protection or safeguarding issues.

### **Addresses and Contacts:**

The Education Act states that we should keep a record of the names and addresses of all parents, and of who is the legal guardian of the child.

At times, we may need to contact you quickly and so we ask you to provide addresses, e-mail addresses and telephone numbers of home and work and of another person to be contacted if we are unable to reach you. It is vitally important that these are kept up to date. **Please inform us of any changes as soon as possible.**

This and other information regarding your child will be stored in school in accordance with Lancashire and legal guidelines. The school will, as a registered data user, take every precaution to ensure that the data thus stored will be held and used only for specified and lawful purposes and will not be disclosed in any manner incompatible with those purposes. Please see the school website for policies relating to this.

We do also use e-mailing for communicating newsletters and a texting service for parents for last-minute communications and ask that you provide us with an e-mail address to help with this.

### **Health and Safety:**

The safety of all pupils and staff is of paramount importance. Children are supervised at all times during their time in school. During teaching hours this will be by teachers or support staff, while at lunchtime our welfare staff team look after the children in the dinner hall and playground. There are always members of staff on the premises at lunchtime.

The vast majority of our staff are first aid trained and those staff working in the Early Years Foundation Stage with our younger children are specifically trained in Paediatric First Aid. All accidents and subsequent treatments are recorded. If your child is injured and may require more than basic first aid, school will contact you immediately and the emergency services as necessary. These occasions are thankfully rare!

### **Absences:**

If your child is absent due to illness, please contact school on the first morning of absence. We will phone if a child is absent without any reason being given. This is to ensure the safety of all children in school.

If your child has to attend a medical or dental appointment, etc, a note should be sent to the teacher the day before, stating the arrangements for your child leaving or returning to school. No child will be allowed to leave school on a verbal message. Please also send in a note if illness will prevent your child from doing PE, Swimming or Games. If you

are taking a child out of school for an appointment during the school day, you will need to sign them out and back in the pupils signing register at the school office.

### **Entering and Leaving School:**

When entering or leaving the school building, we aim to ensure that children are as safe as possible. KS1 children may enter via the patio doors leading directly into their classrooms. Teachers are available for a quick chat at the end of the day, but if you feel a longer discussion may be necessary please make an appointment via the school office. KS1 children leave by the patio doors and can be collected from there at the end of the day.

KS2 children enter the school by walking through the car park and through the large gates onto the main playground where they can enter their classrooms from 8.45 am. For safety reasons, we ask parents not to accompany KS2 children beyond the gate. A member of staff is present to supervise the children as they walk round.

In order to reduce congestion on the patio at the end of the day, Year 2 and KS2 children are taken by their class teacher through the playground and out through the big playground gate. They then walk, with their class teacher, through the car park to the benches at the front of school where they can be met.

### **Road Safety:**

There is a School Crossing Patrol Officer at the school. Children should cross the road, at all times, under their supervision. For children getting off the bus at Staining Road End there is currently no crossing patrol and we hope that children will use the nearby pelican crossing.

### **Parking:**

If you bring your child to school, or collect him/her from school by car, you are asked, by the Police, to park well away from the school, observing the restricted parking areas, which have been created for the safety of your children. Please do not drive into the school car park at the beginning/end of the day as parking space is very limited and it becomes extremely congested. Please do not park on the yellow zigzag markings or on the single yellow lines. You may park on the Plough Car Park (there may be a small charge) whilst bringing or collecting children.

### **Pond:**

We have a pond in front of the school for use in our Science work. No child is allowed near it without adult supervision. Will you please remind your child of the dangers of water and do not allow them to play in the school premises after school or during the holidays.

### **Mobile phones:**

We also ask that you do not send your child to school with a mobile phone. If any of these items need to come into school for use in the evening, they must be given to the school office where they will be kept safe until the end of the day. Children are not allowed to have mobile phones on their person at any time at school.

### **Medicines:**

Provided your child is fit to be in school, Mrs Montgomery is authorised to assist/supervise taking of prescription medicines, which will be kept in the school office. If your child needs to take any medicine during the school day, you will be asked to complete a form before we are able to administer any medicines. If your child is carrying their own medication e.g. inhalers or throat sweets, you are also required to complete a form to authorise this. These medicines will then be kept in classrooms under the supervision of the class teachers. All medicines in school must be clearly marked with the child's name, appropriate dosage etc. We regret we cannot administer any non-prescription medicines.

### **Routine Medical Screenings:**

From time to time all children will be screened for hearing, sight and teeth. Parents are not usually present on these occasions as no treatment is given. You will be informed if the screening suggests that any treatment is necessary. Should your child receive a medical examination from the school doctor or nurse, then you will be informed in advance and you will have the opportunity to be present.

The information in this booklet was correct at the time of publishing. However, it should not be assumed that there will be no change affecting the relevant arrangements in some particular matter, either before the start of, or during, the school year in question or in relation to subsequent school years. Please see our school website for further guidance and policies.