



St. Margaret's

C.E. Primary School, Heywood

Heys Lane, Heywood, Lancs OL10 3RD 01706 369639 office @stmargaretsce.rochdale.sch.uk

June 2012

Dear Parent or Carer,



The purpose of this brochure is to welcome both you and your child to St Margaret's Church of England Primary School. I hope that you will find the contents useful. It aims to explain how the school operates, and who is responsible for the various aspects of school life. We also try to give you some helpful hints in order that your child can soon feel happy to be part of our school, and take full advantage of the many exciting opportunities available at this school.

At St Margaret's C.E. School, we value the support you can give us as a parent or carer, and we hope that you too will take advantage of the opportunities available to all parents and carers in supporting your child's education to the full.

If you are new to the area, you will find that by joining in at school, you will soon get to know other people, which can help to "break the ice" for you. If you are a local person, I hope that you will also come and join in, and encourage other parents and carers to do the same.

We shall do all we can to make each child's school life as happy and purposeful as we can, but the school needs you to join the team. With your active support, the results for your child can be even better.

If you want to keep up to date with what is happening in our school, please keep viewing our school website: www.stmargaretsce.rochdale.sch.uk

However, no matter what changes are taking place locally or nationally, we as a school will still be carrying out our fundamental purpose of preparing your child for a fulfilling future life, and we look forward to sharing this vital task with you.

Please do not hesitate to get in touch with me if I can be of any further help in settling your child happily into school.

Yours sincerely,

MAXINE BERESFORD (Mrs)

Headteacher

Please note that every effort has been made to update this booklet, but no guarantee can be made as to its accuracy, or that the information given is still correct.

MEET THE STAFF OF ST MARGARET'S C.E. PRIMARY SCHOOL . . .

Your child will come into contact with all the staff:



Headteacher

Maxine Beresford

Deputy Head teacher

Nicole Hodgson

**Assistant Head teacher
(SENCO)**

Elizabeth McPherson

Other teachers (in alphabetical order)

Claire Connor (maternity from Sep 2012)
Daryl McShane
Kate Mottershead
Carole Shore
Emma Spragg (maternity from Sep 2012)
Katie McMillan
Victoria Gethin

Learning Mentor

Michael Roberts

Play Worker

Lee Naylor

Teaching Assistants

Carol Britton
Karen Murray
Clare Foley
Michelle Gaskell
Jason Green
Elizabeth Greenfield
Louise Harrison
Veronica Hilton
Christine Jones
Angela Leach
Suzanne McLoughlin
Sandra Messina
Natalie Pizelis
Christine Preston
Sandra Savery
Bernadette Slack



School Bursar

Hayley Clarke

Office Assistant

Christine Preston



Senior Lunch-time Organiser

Brenda Buckley

Caretaker

Ian Thomas

Cook Supervisor

Irene Harrison

School and Class Organisation

Children are allocated to class by age. There is one class for each age range in the seven years of primary education.

Even with just one age group in each class, staff always expect a wide range of ability, and consider the children as individuals with individual educational needs.

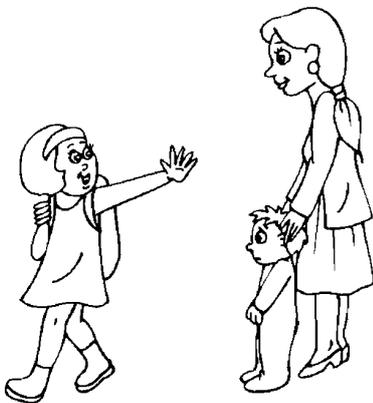
A great deal of thought has gone into ways in which the staff can make the school as personal as possible to your child.

The school is organised into three National Curriculum Key Stages:

Foundation Stage Reception Class

Key Stage 1 Years 1 and 2

Key Stage 2 Years 3, 4, 5 and 6



These are led by a member of the Senior Leadership Team within school.

Each group of teachers and teaching assistants within the Key Stages spend much time, outside normal teaching time, discussing the work and development of all the children, so that the school ensures a consensus in the ways that the staff teach, and in the expectations we have of your child.

Session Times

School Session Times (Reception Year to Year 6)

MORNING	9.00 am - 12.00 noon	All younger children up to and including Year 2
	9.00 am - 12.15	Key Stage 2 children
AFTERNOON	1.00 - 3.30 pm	All younger children up to and including Year 2
	1.15 pm - 3.30 pm	Key Stage 2 children

If the children arrive any earlier than 8.50 a.m., there will be no adult on duty to supervise them. We would wish to avoid any possibility of an accident to a child prior to the teacher on duty being available, by stressing the earliest time the children should arrive. The school cannot, therefore, accept responsibility for children on school premises prior to 8.50 a.m. (or before 1.00 p.m. if your child has been off the school premises for lunch). Children are not allowed on the outdoor play areas before and after school due to health and safety. School cannot accept responsibility for any accidents which happen out of school hours.

The school runs a very popular Breakfast Club each school day from 8.00 a.m., for which a small charge is made, payable on the day and currently this is £1.20.

The Curriculum

The last year of the Foundation Stage curriculum is provided for the youngest children in Reception Year which includes many outdoor learning experiences. The continuous provision of practical activities then follows through the rest of Key Stage 1 classes alongside the start of the National Curriculum.

Within an integrated delivery of the National Curriculum, the school uses the core curriculum areas of English and reading (literacy), mathematics (numeracy), science and ICT as a basis for its broad, balanced, relevant and differentiated curriculum. This curriculum includes all the other subject areas of Design Technology, Art, PE, Music, History and Geography as well as PSHCE and RE and in Key Stage 1 and 2 French.

The curriculum to be covered each term by each class is notified in advance to all parents and carers at the start of each term. Should prospective parents and carers wish to have further details of the content for each or any year group, such information can be obtained from the school office.



The school aims to celebrate and encourage the achievements of each individual pupil. It is important to remember that because the school aims to meet individual needs of children, the activities and work of each class will be appropriate on an individual basis. Children do not all learn at the

same speed, so children in the same year group will be doing a variety of levels of work. Regular assessment and testing of children's learning and understanding will take place through your child's school career. The teachers will use the information gathered from this testing to ensure there is an appropriate match of work to ability.

The school sets homework for the children, and we hope parents and carers will support us in helping their child by arranging a suitable time and place for home study, which is an important part of preparation for High School in later years.

Children have quick and slow times. Sometimes they race ahead, and at other times, they seem to stand still in their work. They also forget things and so sometimes need to go over their work again to aid retention of work done earlier in their school life.

At St Margaret's C.E. School, we help children develop the skills to know what they need to do next in order to make good steady progress with their learning. We set appropriate individual targets in specific subjects for the children, whilst also helping them to understand how to assess their learning against such targets.

Copies of curriculum documents and the National Curriculum are available for your inspection. If you want to see these please ask your child's teacher or ask at the school office.

Attendance at School

One of the first tasks of each class teacher is to mark the attendance register so that we know who is at school. If your child arrives after 9.00 a.m. in the morning or 1.00 p.m. (KS1) or 1.15 p.m.(KS2) in the afternoon when registers close, he or she will be marked down as a late arrival at school which will be shown on the End of Year report. If late arrivals are frequent, the school and the Education Welfare Service will investigate the cause and expect an improvement.

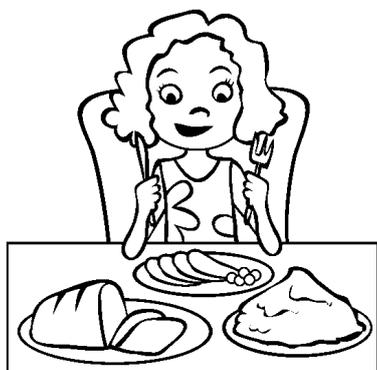
Parents and carers are asked to ensure that their children attend school regularly. When pupils have to be absent, parents and carers should inform school as soon as possible as to the reason, to avoid an "unauthorised absence" being recorded against the pupil's name in the attendance register. School staff or the Education Welfare Service of Rochdale Council will be asked to look into unexplained absences or persistent problems with attendance. If you don't ring school to explain an absence, you will find that the school rings you to ascertain the reason.

If you are held up for any reason so you cannot collect your child promptly, please telephone the school, so we can reassure your child and let the teacher concerned know of the situation. We can arrange supervision beyond normal school closure time, though only for a very limited period.

Please warn us if someone different to normal routine is coming to collect your child. Staff will be on duty at the start of school, as well as at morning and afternoon playtimes, and will see the children on their way home at 3.30 p.m.

Lunchtimes at school

Our school kitchens provide high quality school lunches, with a daily choice including a salad bar, for our children and staff.



The money for school meals should be sent into school in a sealed envelope marked with your child's name and class, on **MONDAY morning of each week**, for that week's meals.

Unless your child is entitled to free school meals, we expect you to pay weekly for your child's meals in advance please. You will be credited for any meals missed. It is also possible for you to pay in advance termly, half-termly, or monthly.

The school offers all pupils a choice of either a cooked meal or to eat a packed meal brought from home. In either case, the meal is served cafeteria-style in the school hall. Children who bring a packed lunch are supervised in just the same way as those having a cooked meal.

Parents and carers are asked to consider carefully the contents of their child's packed lunch not only from the point of view of nutrition, but also for keeping fresh when left in a sandwich box in a warm school cloakroom.

Children are expected to behave in an acceptable way over the lunch break. Any child who will not co-operate with the instructions of lunchtime organisers or other members of the school's staff to the extent that they are spoiling the lunch break for themselves and others, may lose the privilege of being able to choose what to do over the lunch break.

If you think you may be entitled to free school meals, please do apply - it helps you and it helps the school, even if your child doesn't want a school meal as there are other benefits in school that are available to parents and carers if the child is entitled to the free meals

Please do claim your entitlement to free school meals benefits - it helps both you and the school. If your child is granted free school lunches by the Rochdale Council Benefits Section the other children will not be aware of this. The only difference is that your child will not bring dinner money to school and children on free lunches will not be noticed by the others. They queue for lunch in the same place and eat lunch at the same time and at the same tables, as their classmates. Enjoyable indoor and outdoor lunchtime activities are provided each day by the team of Lunchtime Organisers.

Discussion and meetings with the Staff

St Margaret's C.E. School values the partnership between home and school that your interest in your child's education can support.

We have the first Parent/Carer - Teacher consultations in the Autumn, when teachers are available to meet with you.

We find this is a good point in the school year, as it gives time in the term for the teacher to get to know your child well. It is also a good time to make sure that any queries you may have are sorted out long before your child's transfer to a new teacher in the next school year. During the Spring term we hold a 'Family Learning' afternoon where family are invited to carry out a variety of activities alongside their child within school. We also hold a Parent/Carer-Teacher Consultation in the Spring term.

A further discussion between parents and carers and teaching staff is offered in the Summer term if you wish to discuss your child's written School Report further, together with its target-setting for the next school year.

Parents and carers can also arrange to see their child's class teacher at any point in the school year to discuss progress or problems, at any mutually convenient time.

Many other informal occasions take place through the year when the school is open to parents and carers and friends, and, of course all are invited to a range of social, fund-raising and educational events held by the school.



Getting to see the staff in school

During the normal school day, the children must have first call on their teachers' time. Therefore, if you wish to talk briefly with your child's class teacher, please try before or after school.

If you are likely to require more than a brief word with the teacher, it would be much appreciated if you could ring school to make an appointment prior to meeting with your child's teacher.

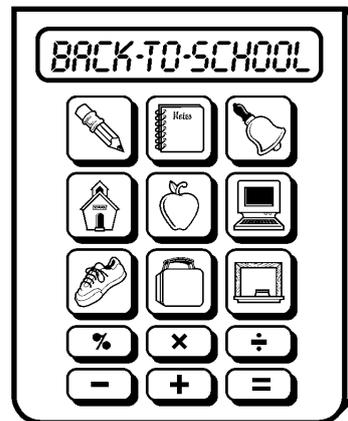
The Headteacher the Deputy or the Assistant Head teacher is, of course, available at short notice in case of urgent need. Non-urgent messages can always be left with the school office staff.

EXPECTATIONS.

What can you, as a parent, expect of us and the school ?

We will always aim to do our best for your child.

We will praise and encourage your child in our work of building up a positive attitude towards school life and learning in your child. On the other hand, we may sometimes have to be cross with your child if this is necessary, but both praise and criticism will reflect our real concern for your child as an individual, and hopefully praise will outweigh by far any criticism.



We will provide your child with a broad, well-balanced curriculum which seeks to help him or her to develop as a well-rounded individual, at a speed which best suits him or her, and at a level of challenge that meets his/her particular needs.

We will respect and listen to your views and comments on your child's education and the life of the school. At the same time we will keep you well-informed of what your child is doing, and how well he or she is succeeding.



The school also recognises its obligations to protect the interests of all the children it serves through its acceptance of the need for inter-agency co-operation for the safe-guarding of children from abuse, neglect and harm.

All schools are under a legal obligation to refer specified professional concerns on children to appropriate agencies within Rochdale's child safeguarding systems.

This may mean that, in specific circumstances, the school has a legal duty to divulge information to specified agencies, without first notifying parents and carers.

What do we expect from Parents and Carers?

We expect you to support us in the exciting task of helping your child to grow and develop to full potential, and to ensure your child attends school regularly.



We expect you to come and tell us if anything worries or concerns you or your child, and to ask for any information you want on your child's progress at school.

We expect you to support the discipline and standards that School requires of your child.

What do we expect of our pupils - your children ?

We expect them to try their best at everything we ask them to do, and to take as full a part in the life of the school as possible.

We expect them to observe without question the few school rules we have, (which are listed on the next page) and that their sense of self-discipline



will grow as they themselves mature.

We expect the children to learn to be polite, remembering to use words like "please" and "thank you" and "excuse me", and to learn to care for the environment of the school and the community in which it is situated.

We expect the children to learn to respect other people's differences, other people's opinions, and other people's ways of life, and to look out for opportunities to be of service to others.

We expect our pupils to respond positively and sensibly to instructions given to them by any member of the school's staff, or other appropriate adult.



OUR SCHOOL RULES

Thought and care for others. We aim to help the children understand the importance of behaving in a friendly way and working happily with their classmates, being a 'good neighbour' to all. We aim to help all children to sort out their differences and disputes without resorting to fighting or frightening others.

We try to help all children understand the **Christian principles of love and care for all, and the forgiveness of those who do us any wrong.**

Bullying issues can cause children and their families a great deal of worry at any school. At St Margaret's School we will not tolerate bullying, and will work hard with families and the children to sort out such situations. Parents and carers should notify school of any problems in this respect. We will listen sympathetically to such worries, and do all we can to stop the problem.

Going out of school. Permission is always to be obtained from the Head or Deputy Head before any child goes off the school premises during the school day, unless a parent or carer calls to collect a child. Any child taken out of school by parent/carer should be "signed-out" at the school office, so there is a record of where the child is, in case of emergency.

For reasons of **personal safety**, pupils are expected to leave at home any items of jewellery such as loop ear-rings, neck-chains, etc. which can get caught in both play and classroom work situations

For the same reason, all who use the school are expected to be aware of the **health and safety** of both themselves and others, and not to take any personal risks.

Care for all the school environment, both inside and outside, is expected of every child.

Loss and Damage. Wrist-watches are only brought to school on the understanding that they are the sole responsibility of the child, and although staff do try to prevent difficulties, that they may get lost or broken, or very occasionally even stolen, whilst in school. Expensive valuable items, toys etc should only be brought into school when special arrangements have been made with the class teacher first. Any such item should be insured under the parents and carers' own household contents insurance. They are not covered by the school's policy.

Mobile phones and similar items are not permitted to stay with the children during the school day. If they must be brought in for an exceptional reason and this has been agreed by the Head or Deputy Head they must be handed in at the office at the start of each day and collected at home-time. These items remain the sole responsibility of the child/parent/carer and are at school on the understanding that the school will not accept responsibility for damage or loss even when the phone is handed in to a member of staff.

Instead of sweets, children are encouraged, in the interests of a healthy diet, to bring **fruit to eat at playtimes**. Fruit is available in school each day, and is free to younger pupils.

Every child should be aware of the **rights of his/her fellow pupils**, and respect their privacy and personal property. This will mean that each child's desk drawer, pockets and personal property remain private. Other children will have to ask for permission if they want to borrow an item.

Internet Safety. We expect children not to put themselves risk by using the school internet and email systems inappropriately. All parents and carers will need to sign an agreement that they will support school to ensure the safe and sensible use of any ICT systems at the school.

STARTING IN MAIN SCHOOL

We hope your child will already have been talking about joining in the life of St Margaret's C.E. School.

This gives you the ideal opportunity to talk positively with your child about all the exciting things that happen at school, a place where it's fun to be. Emphasise the positive things with your child, and if need be, talk to us about the things which cause concern, as very often we can quickly get rid of such fears with your support.

JOINING RECEPTION CLASS ?

If your child is joining the Reception Class at the beginning of the school year, he or she will attend part-time for the first days, although he or she will come every school day.

This is to make sure that your child is not over-tired or over-faced by too many new experiences at once. Your child will get to know the grown-ups quicker, adjust to the different routine more easily, and because he or she enjoyed it all, your child will want to talk all these things over at home with you.

Many parents and carers like a list of suggestions to help their child starting full-time school, for the first time. None are vital, and because every child is different, some children will find them easy, whilst others will not be ready to do them just yet. Even if your child can only do *some* of these things, it is a big help:



- * blow nose efficiently
- * get undressed for PE (send your child in easy clothes for PE days!) and then dressed again afterwards (practise with those buttons and zips!)
- * have a go at putting on shoes which need to be Velcro fastening until your child do up laces on his/her own
- * put on and take off outdoor clothes, and then hang them up on the peg
- * use a knife and fork reasonably well in the correct hands
- * go to toilet unaided, and know how to use it properly (but accidents do happen, so don't worry; and again practise undoing those buttons and zips!)
- * wash own hands and dry them unaided
- * tidy away toys or equipment that he or she has been using
- * sit still and listen at least for a short time - e.g. for a story
- * follow an adult's simple instructions.



Name tapes on all school clothing, including socks will save you lots of missing clothes! Inevitably children will mislay the most unlikely garments.

FIRST TIME EVER IN SCHOOL? continued...

Other very useful things you can do are:

* encourage your child to sit still and play with something quietly for a little while each day.

* encourage him or her to draw and colour in, trying to get your child to grip the pen or pencil properly.

* encourage your child to talk with you about what he or she has seen and done, particularly when your child was not with you.

* encourage your child to enjoy stories and books with you, and have a set time, perhaps a bedtime story every day, when you can read to your child on a one-to-one basis, even if this can't be for very long.

* encourage your child to own his or her collection of books, particularly copies of stories that are really enjoyed over and over again.

* encourage your child to be aware of number, e.g. counting out the plates when serving a meal or counting the stairs when going to bed.

* make games out of shapes and colours, helping him or her to know the colour names from every day objects, and matching shapes (perhaps when you're out shopping by giving your child two or three labels from empty tins or packets and asking him or her to find identical full

ones.)

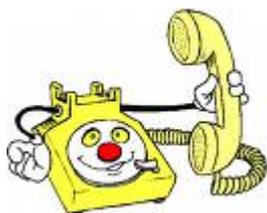
You can make all these (and lots more ideas of your own) into games that are fun.....**not a lesson!**



SCHOOL ROUTINES

Off School

If your child is absent from school for any reason, please inform the school as soon as possible. You should telephone or call in and leave a message with Mrs Clarke or Mrs Preston in the school office. If we don't know why your child is off school, we will ring you and ask. To save us bothering you, please ring us at a convenient moment, but before 9.30 a.m.



If school is concerned over absence, the Education Welfare Officer will be asked to call on you to offer help and advice. Please make sure you let school know *why* your child is absent. If you don't, your child's absence will be recorded as "unauthorised".

Holidays and absence from school

Dates of holidays are notified to parents and carers by "pupil-post" and are on our school web-site. **It is expected that your children will take holidays with their families during the times when the school is closed.** If parents and carers take children away in term-time, it is likely that they will miss work, or even special events, and may "get behind". If your child has to be absent for a family holiday in term-time, please write to the Head teacher giving the dates of absence, and your reasons for the absence. This should only happen in exceptional circumstances, please, and is restricted to **5** days in one calendar year. Your child's attendance history is also taken into consideration when term time leave is being authorised.

School Clothing

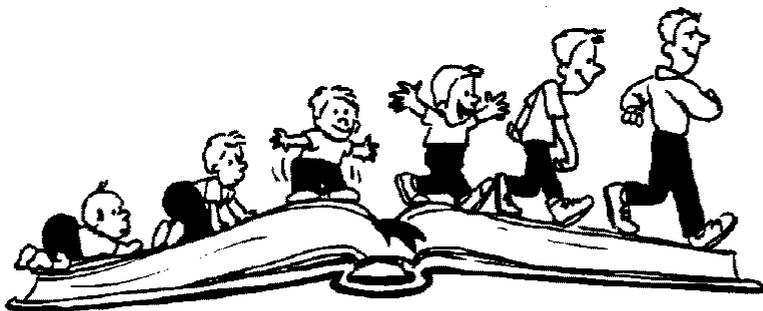
The school has a school uniform, details of which are given on the next page. All children should wear a style of clothes which they can take off and put on without help for their PE lessons (and for little children this means no awkward straps or lots of stiff buttons). Shoes should be chosen for safety at school, and, therefore, high, platform heels or boots should not be worn.

For safety reasons, children are not to wear or bring jewellery to school so the school therefore, can accept no responsibility for such items if this advice is ignored. Neck chains in particular are dangerous in school as they can so easily be pulled tight round a child's neck during a playground game or PE. Loop or larger ear-rings and rings on fingers are also hazardous for school wear and should not be worn in school, as they can catch on classroom equipment or clothing, etc. and can cause very nasty injuries. We encourage the children to save their personal jewellery to wear away from school when they want to look their best!

PE and Games

Children are expected to change into appropriate clothes for such activities, so that their movement is not restricted by ordinary clothing. All children will, therefore, require pumps or other suitable footwear for outdoor PE activity. Children need to bring their own shorts and T-shirt. Parents/Carers may choose with their child what colour these are to be.

Please note that these activities are an integral part of the curriculum of the school, and are compulsory unless there is a valid medical reason for a child not to take part. Children should get into the routine of bringing the correct kit to school for PE lesson days.



Labels

Most children find it extremely difficult to identify their own clothing when it is alongside that of the rest of their class. For your own sake **PLEASE** put labels on any clothing your child may take off at school, i.e. coats, jumpers, dresses, vests, shirts, trousers, socks, hats, scarves, shoes, wellie boots, gloves, PE shorts or tops.

If lost clothing turns up at school, it is extremely difficult to find the owner unless the item is labelled. If your child loses items, please enquire first with classroom staff and then the school office.

Health and Safety

While your child is with us, he or she will study programmes of work including such issues as diet, exercise and rest, smoking, drugs, dental care, and how the body works. The inclusion of sex education in the programme has been decided upon by the school governors. Details of the school's sex education policy is available on request.

We also include lessons on road safety, cycling safety, and playing safely, on dealing with bullies, on dealing with approaches from unknown adults, safety in school, in the home and garden.

This obviously influences school life. Practical aspects of the above mean at this school we do have rules (see separate page).

Milk is available for all Reception and Key Stage 1 children on a daily basis with no charge.

We encourage all children to eat fruit at school, and all Reception and Infant children are entitled to a piece of fruit a day (subject to availability from the supplier). Older children can buy fruit at school at a charge of 20p per day.

We also encourage the children to drink lots of water - this is proven to help with concentration and it also makes for a healthy body and mind. We supply all new pupils with a plastic water bottle which should be rinsed regularly and returned to school each day.

We do not allow children to enter or leave the school by way of the staff car park entrance, because of vehicles reversing and delivering to the kitchen or school.

Parents and carers are asked **NEVER** to park on the staff car park when bringing or collecting children, for the same reasons as above.

We are concerned if a young child is brought to school (or collected) by an older brother or sister. We feel most children of older primary age are not capable of keeping a lively child safe by busy roads.

We are concerned if children who stay after school hours for a club or evening event, are allowed to go home by themselves afterwards.



When children are unwell before coming to school

If your child is unwell first thing in the morning, please do not send him or her to school if they are very off colour. We will only have to contact you later in the day to ask you to come to collect your child, by which time they may have passed round whatever it is they have got, particularly tummy bugs! Children will have days when they are off-colour or ill, and it is very useful to have a plan of action

for when this happens so that if you need to go to work etc. this is still possible.

If we cannot get hold of you when your child is ill at school, your child will only feel worse, and we really have no facilities to look after sick children at school. If in doubt as to whether your child is really ill, give your child time to wake up properly, and see if he or she will eat a usual breakfast. If not, and your child is still feeling unwell, then it is unlikely that your child will cope with a full day in school.

Medicines at school . . .

If your doctor wants your child to take medication at regular intervals, please try to time this so that no medicine is needed during the school day. If this cannot be avoided, then you will need to fill in a form at the school office giving permission for our staff to administer the medicine on your behalf. This function is carried out only under your instructions, and although school will do its best to abide by your wishes, we cannot be held responsible if a child misses medication, etc. We will do our best, however, to get it right!

Children who become ill at school . . .

If your child is taken ill at school, or has an accident, we will carry out whatever procedures are immediately necessary within our capabilities. If we feel it necessary we will call an ambulance or transport your child to the local A & E department. We will also do our best to contact you. **ALWAYS MAKE SURE YOU LET US KNOW OF ANY TELEPHONE NUMBER CHANGES.**

Please note that because of Health and Safety rules school is not permitted to carry out more than the most basic first-aid treatment, because of the risk of causing problems over allergies or reactions to even everyday medications like children's paracetamol or antiseptic cream.

Accidents at school . . .

The Governors and Staff are well aware of their Health and Safety responsibilities towards all who use the school. However, even in the best-ordered circles, accidents do occur, and the Governors have insurance for such eventualities. The school, however, urges all parents and carers to consider an appropriate personal accident insurance policy for their child.

Getting hold of parents and carers in emergency . . .

Please do make sure you have filled in a CONTACT SHEET to give us vital information in case we need to get in touch with you during the school day. If this information changes during your child's time at our school, please do **LET SCHOOL KNOW** as soon as possible. We would wish to avoid any delay in letting you know in a potential emergency.

Car parking



If you wish to bring your child to school in the car, please **do not** try to park right outside school. The road restrictions indicate that the police take this hazard very seriously. We do not have authority to allow parents and carers to use adjacent parking on private land, and understandably, neighbours of the school get frustrated if parents and carers block their driveways, private roads or garage entrances by thoughtless parking.

It may be quicker and healthier to walk than trying to stop to drop your child off in the road by school, where you are very likely to end up blocked in. Please also remember that with so many children about car speeds near school should be kept very low - it could be *your* child that is saved from serious injury by somebody else being thoughtful in this way, so set a good example, please!

The School Governors

In an Aided Church of England School, the Governors are responsible for the whole management of the school, in all its aspects. They give the Headteacher general principles to follow in determining the day-to-day running and discipline of the school.

The school is, therefore, self-governed, but although it has a degree of freedom of choice that other state schools do not have, it is still accountable to its parents and carers, the local community and the Department for Children, Schools and Families, the government's department which organises state education across the whole country, and is open to

inspection by the Office for Standards in Education (OFSTED) and the Local Education Service within Rochdale

The Governors aim to keep parents and carers informed about these wide-ranging activities, and their business meetings are usually open to the parents and carers to attend on request.

The Governing Body is made up of:

- 1 parent/carer governor elected by the parents and carers of the school
- 1 teacher governor
- 1 staff governor (non-teacher)
- 1 Vicar (ex officio)
- 1 headteacher (ex officio)
- 1 Local Authority representative
- 6 Foundation Governors to represent the church interests in the school

The Governors meet regularly to carry out their many tasks, normally as Committees, and meet together once a term to hold a formal business meeting. The latter meetings are usually open to the public on request.

Should any parent wish to contact the Chairman of the Governors, communications can be left for him/ her, in the school office, and they will be passed on promptly or alternatively they can be contacted by phone or e-mail.

The Clerk to the Governing Body can be contacted through the school office.

The full list of school governors is posted in the front entrance hall outside to the school office. They are also posted on our school's web-site. Parent/Carer vacancies on the governing body are normally advertised to all parents and carers via pupil post.

ST MARGARET'S C.E. SCHOOL GOVERNORS' CHARGING AND REMISSIONS POLICY

The Governing Body recognises the valuable contribution that additional activities, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities, both as part of the school's broad and balanced curriculum, and also as additional activities of a social nature.

CHARGES

The Governing Body reserves the right to make a charge for the following:

1. School journeys in school hours; cost of the board and lodging element involved in such a journey when residential.

2. Charging for ingredients and materials used in Craft, Science, and Technology or Home Economics work; cost of ingredients and materials when the parent/carer wishes to own the finished product.
3. Damage to school buildings or property; the governors reserve the right to charge parents and carers for damage or breakages to school property, grounds or buildings.

These categories may be revised from time to time, but were correct as of May 2007.

VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the Governing Body from inviting parents and carers of pupils to make a voluntary contribution towards the cost of providing education for pupils. If the voluntary contributions requested from parents and carers do not raise the required amount for any proposed activity or visit, the school must reserve the right to cancel or postpone the visit or activity.

REMISSIONS & FINANCIAL ASSISTANCE

Where the parent(s) or a pupil is (are) in receipt of appropriate statutory Benefits, the Governing Body will, on request and in confidence, remit up to the full cost of board and lodging for any residential activity that the school organises during school hours (as defined by the regulations).

In cases of hardship where a donation has been requested for an activity or visit, the head teacher is authorised by the Governing Body to offer possible financial assistance to enable the child to take part. No child is to be prevented from taking part through the inability of his/her parents and carers to pay for the activity or visit.

Pre-School Education

'Cabbage Patch' Playgroup

Sharing the school site is the Cabbage Patch playgroup which offers the Foundation Stage curriculum in a spacious purpose-built Early Years setting, with plenty of room for outdoor play.

There is an excellent friendly staff team and a long-established record of quality provision. The building is accessed from Balmoral Drive; the playgroup is not run as a part of the school although St Margaret's works very closely with Cabbage Patch.



Further details and availability of places can be obtained from Cabbage Patch staff on:

07773 498046 (Pauline Yates), or you can email smartopportunities@hotmail.co.uk

A **free** part-time Early Education place is available to **every three and four year old Rochdale area child** for a flexible **15 hours a week**, spread over a minimum of three days per week. This can be accessed in a variety of settings, including Cabbage Patch. Early booking is vital however, as places at Cabbage Patch are very limited.

At Cabbage Patch, the Foundation Stage curriculum is offered right through from age 2 to starting in full time school.

If you wish to use this facility or find out more about this early years setting, please contact the Cabbage Patch staff direct on 0781 796 9341.

Holiday Activities

The local schools in West Heywood work closely together to provide a wide variety of quality holiday activities for young people. These are notified to all parents/carers by pupil post immediately before each holiday period together with details of how to book a place and whether or not a charge is made for the activity. If your child enjoys sports, making things, drama, cooking, dancing or even cheer-leading, then there is usually something on offer for him or her.

The School Health Service

Our School Health Practitioner can be contacted at Taylor Street Health Centre (01706 702220). The service is provided to ensure that no child is prevented from obtaining the maximum benefit from his/her education, because of undiagnosed medical problems. The service, therefore, carries out a variety of screening operations to look for the most common problems from an early age. The service also follows through the Vaccination programme that your child began as a baby.

Head-Lice and Nits

Routine checking of heads for lice and nits is no longer carried out, it being considered ineffective. Research seems to indicate that children are more likely to catch lice from close contacts who are either members of the family or close friends - head lice cannot fly but swing from hair to hair rather like Tarzan.

If you have a problem with this unpleasant affliction, please call in and ask for advice at the chemist's shop or you can contact your doctor or the school health practitioner for a prescription for appropriate hair lotion, which should be used by the whole family

If we have a school problem with head-lice in a class, we will send out a letter to all our children.

Please check your child carefully if you receive such a letter. If you do find nits, don't be too surprised as they are very common these days. Just treat your child's hair thoroughly, following the advice supplied with the lotion you choose for your child.



Verrucas or Plantar Warts

These uncomfortable warts grow on the sole of the foot. At one time, having such a wart meant exclusion from swimming and sports. However, medical opinion is now that a child with verrucas can swim and take part in P.E. etc. The infection can take 6 months to develop into a verruca and nobody seems clear where or how infection usually occurs. The only reason for wearing pumps or trainers for PE is if the verruca is sore.

Dentist

Certain selected year groups are offered dental examinations, with a letter home to parents and carers if the school dentist feels that closer inspection is necessary, either at the local clinic, or at your own family's dentist.

Breakfast Club

The school runs a very popular daily Breakfast Club at which we serve cereal, toast, etc with fruit drinks for the children to choose from.

There is a small charge made for this service which opens at 8.00 .a.m. and then we look after the children until just before lesson time, when they are escorted through to their classrooms to start the school day.

It is situated in the school hall, and after the children have eaten (they don't have to eat if they don't want to!) there are games and activities set out for them to choose.

If they prefer to sit and chat that's fine, but we do expect a reasonable standard of behaviour so that the relaxed atmosphere of the club is not spoiled for the other users.

The club is run and supervised by a team of school staff. You don't need to book in advance but it helps us if we know how many are likely to come.

Before and After School Clubs and Activities

A variety of clubs and activities take place at the school, usually for older children as we feel our many of our youngest pupils are often tired by the end of the day.

Parents and carers are notified of the activity by pupil post and we need your approval for a child to take part.

Clubs have included: a wide variety of sports and team training, Art, Choir, Computers etc depending on the time of year and the children's interests.



After School Care

Whilst this is not available on site at St Margaret's School, we can put parents and carers in touch with a local provider who will collect children from St Margaret's each school day and take them under supervision in a 'walking bus' to the nearby venue.

The After School Club is registered with Ofsted and supported by Sure Start so it is quality assured, but we always recommend parents and carers visiting any childcare setting before placing their children there.

This provision is growing rapidly in popularity and the fees charged are in line with the Local Authority's approved scale.

