



**ST ANDREW'S C of E
(Aided)
PRIMARY SCHOOL**



‘The unfolding of your word gives light’

SCHOOL PROSPECTUS

2018/19

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A MESSAGE FROM THE CHAIR OF GOVERNORS

Welcome to St Andrew's C of E (Aided) Primary School, a one form entry primary school rated as 'Outstanding' by Ofsted.

The aim of this prospectus is simply to give you an insight into St Andrew's: its Christian values, its family culture and its commitment to providing every pupil with the opportunity and the support to thrive and excel both academically and as a well-rounded but unique individual. We believe that each child's success is built upon a foundation of joint effort by the staff, the pupil and his/her parents. When all of those foundation elements are present children can achieve great things regardless of any other factors in life. St Andrew's is committed to building that foundation and we hope that you are too.

We are aware that words and pictures on a page can only give you a part of the story. The best way to judge a school is to visit it and experience school life for yourself. We invite you to make an appointment, either via the school office or direct with the Headteacher, Mrs Lamkin, to visit the school and see the children learning together. You will then be better able to judge for yourselves whether St Andrew's is the right place for your child.

Mr S. Ost
Chair of Governors



WELCOME TO OUR SCHOOL

We would like to wish you a warm welcome to our school.

St. Andrew's Primary School is an oasis for pupils where they feel safe and secure, where they are valued and where their unique, God-given gifts and talents are nurtured and rewarded.

We offer a school that is welcoming, friendly, bright, lively and happy, where good behaviour is expected and every child matters. Through the joy of achievement and the thrill of creative effort our children learn to love learning.

Please contact the School Office if you require any more information or would like to visit us.

**MRS A. LAMKIN
HEADTEACHER**

How to contact us

The School address is:

St Andrew's C of E (Aided) Primary School

Townfield Lane

Bebington

CH63 7NL

Tel: 0151 645 7782

Fax: 0151 643 8625

Email: schooloffice@standrews.wirral.sch.uk

Website: www.st-andrews.eschools.co.uk



THE SCHOOL VISION

OUR MISSION STATEMENT

“Learning for Life in a Caring, Christian Community”

In this school education is about learners experiencing the joy of discovery, solving problems, being creative in writing, art and music, developing their self-confidence and building their self-esteem. Through the joy of achievement and the thrill of creative effort children will learn to love learning.

This school will be an oasis for pupils where they will feel safe and secure where they are valued and where their unique, God-given, gifts and talents are nurtured and rewarded. This will be a welcoming, friendly, bright, lively and happy place where good behaviour is expected and every child matters. As a UNICEF Rights Respecting school, everyone has made a commitment to upholding the UN Convention on the Rights of the Child, working to make sure all enjoy their rights and meet their responsibilities

All staff are committed to empowering children with the basic skills of literacy and numeracy, which form the backbone of pupils’ success in learning. The key skills will be developed through a broad, balanced and creative curriculum. We will build on our strengths to serve the needs of the children using the skills of everyone in the school.

This school will set challenging targets, drive its own improvement and recognise that for the sake of our learners we can always do better.

Teachers and Teaching Assistants will provide a tailored approach to support learners with special educational needs and disabilities, more able learners and minority ethnic groups. We will give extra support to the learners that need it most.

We will build a partnership with our parents and St. Andrew’s and Townfield Churches through good communication and by knitting the school into the fabric of the community.



SCHOOL AIMS

- To develop respect for Christian and moral values.
- To nurture respect for other races, religions and cultures.
- To help children understand and care about the world in which they live and to have respect for the intrinsic worth of others.
- To hold high expectations for pupils' achievement and provide opportunities and encouragement for pupils to achieve to the maximum of their potential in all areas.
- To encourage in the pupils a confidence to learn, an ability to make decisions for themselves and self-discipline to achieve through their own endeavours.
- To have a constant concern to provide quality education and be continually striving for improvement and growth.
- To ensure that all teaching staff continue to develop their own expertise.
- To work in close co-operation with parents and the worshipping community of St Andrew's Church, Townfield Church and other Christian denominations.
- To work in close co-operation with the L.A., the Diocese of Chester and outside support agencies.
- To create a caring environment where the needs of all are considered, and a community in which all feel they are valued members.
- To maintain strong links with other local schools in primary, secondary and special education.

SCHOOL ORGANISATION

The school is a voluntary aided Church of England school for boys and girls aged from four to eleven years. There are three classes in KS1, the Infant Department (FS2, Y1 and Y2) and four classes in KS2, the Junior Department (Y3, Y4, Y5 and Y6).

SCHOOL HOURS

KS1:	9.00a.m.	-	12.00p.m.
	1.00p.m.	-	3.30p.m.
KS2:	9.00a.m.	-	12.15p.m.
	1.10p.m.	-	3.30p.m.

The school is currently in partnership with Bebington High Sports College for support in physical education and with Wirral Grammar School for Girls in a Reading Partnership.

St Andrew's works closely with Anglican Church Primary Schools both in Wirral and in the Diocese of Chester and offers Schools Direct Teacher Training through the Church Drive Primary school cluster.

St Andrew's School is rated 'outstanding' by Ofsted (March 2016) and SIAMS (February 2016). It has been awarded model school status for 'Maths, No Problem'. Healthy Schools Status, the Basic Skills Quality Mark 1 & 2, the Active Schools Mark, the ArtsMark, the Bronze "Bike-it" Award, the National Standard for Enterprise Education and the Green Flag Eco Award (three times) and the Gold RE Quality Mark.



PEOPLE WHO WORK AT OUR SCHOOL

Teaching Staff

We are here to help you and your children, so please come and see us if you have any problems or worries that concern your child.

Our staff consists of:

Mrs A. Lamkin	-	Headteacher
Mrs T McCarthy	-	Deputy Headteacher
Mrs F. Barrick	-	Teacher (S.E.N.D.Co.)
Miss E. Hunt	-	Teacher (T.L.R.)
Mrs C Topping	-	Teacher
Mrs H Young	-	Teacher
Mrs R. Clark	-	Teacher
Mrs N. Johnston	-	Teacher
Mr M. Hayes	-	Teacher
Mrs L. Ost	-	MFL Teacher (PPA)
Mr M. Peters	-	Music (PPA)

Teaching Assistants

Mrs E. Baines	Mrs J. McAuley
Mrs J. Campbell	Mrs A. Horner
Mrs P. Hartharn-Evans	Mrs J. Shimwell
Mrs K. Henderson	Mrs J. Toner
Mrs J. Hartharn	

The School Administrator is Mrs D. Adlen and the Office Assistant is Mrs N. Adams. They are the people to see for general enquiries, entries to school, messages concerning absences etc.

The Site Manager is Mr B. Hibbert. He and our cleaners Mrs S. O'Hare and Mrs L. Walker ensure that the school is always clean and tidy.

The Midday Assistants are Mrs S. O'Hare, Mrs A. Dykes, Mrs D. Formston, Ms J. Nelson and Mrs A. Sharkey.

The Midday Assistants and TAs look after the children while they are eating their lunch and during the lunch hour while they are playing in the playground. Mrs O'Hare is the Active Playground Sports Manager.

Our Cook, Mrs S. MacDonald and Mrs K. Rawlinson ensure that there is a range of healthy food for your child to eat provided by the caterers, Taylor Shaw.

Peripatetic Music teachers for woodwind, strings, keyboard, drums and guitar are provided by 'Musical Minds'. Drama is led by Mrs E. Tudor.

SCHOOL GOVERNORS

We have a committed and enthusiastic team of governors who meet regularly to ensure that the school is run smoothly and efficiently.

Chair of Governors	Mr S. Ost
Vice Chair	Mrs E. Tripp
Foundation Governors	Mr K. Slack Mrs G. Derrig Mrs C. Adamson Rev A. Rodgers Mr D. Renison Mr R. Humphries
Non-Foundation Governor	Mrs C. Parry
Staff Governor	Mrs J. Campbell
Parent Governors	Mr T. Shelton Mr K. Breckell
Clerk to Governors	Mrs N. Adams

The Headteacher, Mrs A. Lamkin is also a governor of the school.

The governing body delegates various responsibilities to its committees. The Teaching & Learning Committee, for example, agrees the School Improvement Plan, reviews curriculum policies, monitors pupils' performance and achievement and sets targets. The Community Committee is responsible for the promotion of good relationships with our parents, the churches and the community as a whole. The Resources Committee oversees income and expenditure, the school building and Health & Safety.

The Chair and Clerk to the Governors can be contacted via the school on:

051 645 7782.

Parents who have children at St Andrew's school will be informed by letter when a vacancy for a parent representative on the governing body arises. Details of the election process and terms of office will also be given. Please consider putting your name forward if you would be interested in taking an active role in the running of our school: being a parent governor is a valuable contribution to the school and can be a very rewarding experience.

ADMISSIONS

Please refer to the Admissions Policy for full details

Parents should be aware before applying that in this school R.E, collective worship and our whole ethos are based on the teachings of the Church of England.

Applications for admission to the school should be made on the common application form with the Local Authority's brochure and, where relevant, on the school's supplementary form.

The number of places available for admission to the Reception class will be a maximum of 30. No infant class may contain more than thirty children unless there are exceptional circumstances.

The governing body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). *See notes a) & b).*
2. Children who have a sibling in school who will still be attending school the following year. *See notes a) & c).*
3. Children whose parents are faithful and regular worshippers at St Andrew's and Townfield Churches, Bebington (including their Messy Church congregations). Newcomers to the parish must have a similar Anglican affiliation in their previous parish. *See notes a), d) & e).*
4. Children whose parents are faithful and regular worshippers in a neighbouring Anglican church for whom this is the closest Church of England school. *See notes a), d) & e).*
5. Children whose parents are faithful and regular worshippers of another Christian denomination, as recognised by Churches Together in Britain and Ireland and for whom this is the closest Church of England school. *See notes a), d) & e).*
6. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. *See notes a) & f).*
7. Other children, where priority will be decided on the basis of the distance from the school measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

STARTING SCHOOL

Welcome Meeting

Before their child starts at St Andrew's C of E (Aided) Primary School all new parents are invited to attend a welcome meeting at school in the summer term. At this event parents have the chance to meet other parents, the child's teacher and teaching assistants, other members of staff, older pupils and the Headteacher, Mrs A. Lamkin.

School Visits

FS2 children have opportunities to visit the school in the summer term before they start school. These visits are invaluable in familiarising the children with the school and staff.

An induction morning takes place in early July where the children spend time in their new classroom, tour the school and meet their "buddies" (a special friend who will be in Year 6 when they start school).



Using the sand area in the FS2 classroom

Admission Form

Before your child starts at school we ask that you fill in the Admission Form. This form gives the school vital information about your child and contains emergency contact numbers should you need to be contacted whilst your child is at school. It is very important that these numbers are kept updated.

COMMUNICATION WITH PARENTS/CARERS

Communication is at the heart of a happy and successful education for your child. This section outlines the way we work towards achieving this.

The Home/School Agreement

This outlines:

- The school's aims and values.
- The school's responsibilities in relation to its pupils.
- The responsibilities of parents whilst their child is registered at the school.
- What the school expects of its pupils.

Newsletters

At least once a half-term you will receive a newsletter from the Headteacher detailing what has been going on at school and giving you advance notification of some of the events that will be taking place, for example sports days, class assemblies, Christmas concerts, charity events etc. All newsletters can also be read on the school website.

Parents' Evenings

In the Autumn and Spring Terms parents are invited to attend a meeting with their child's class teacher to share information about their child. Meetings usually last 10 minutes parents requiring more time are asked to make a separate appointment to ensure we can allocate the time required.

You may of course talk to your child's teacher at any other time. The teachers are usually available after school has finished for informal chats or you may wish to make an appointment to see your child's teacher at a mutually convenient time.

End of Year Reports

At the end of each school year you will be given a detailed written report on your child's progress throughout the year. An opportunity is available for you to discuss the report if required.

Friends of St Andrew's (FSA)

As a Mum or Dad of a child in the school, we are delighted to welcome you as a full member of the Friends of St Andrew's. The F.S.A. plays an important part in organising events and activities for parents and children throughout the year. These are fun and a great way of meeting others, and at the same time raise money. This is spent on equipment to help our children in all parts of the school. The Christmas Fair, discos and other events will be happening this year. We can all help by supporting the events, making things, helping out and being as involved as we can.

A small selection of books in the library, which have been funded by the F.S.A.



Freedom of Information Act

This requires all schools to make certain information readily accessible. If you would like to access information please make your application in writing to the school office. The information you have requested should be made available to you within 10 working days of your request.

Child Protection Policy

The school has a Child Protection/Safeguarding Policy and procedures that are in accordance with Local Authority guidance. A copy of this policy is available to parents on request to the school office or on the school website.

OUR SCHOOL CURRICULUM

The National Curriculum

All state-maintained schools in England and Wales are required to teach the National Curriculum.

The core subjects are English, Maths and Science. The foundation subjects are I.C.T, History, Geography, Design and Technology, Art, Music, P.E, R.E, and P.S.C.H.E. In the teaching and learning of these subjects the school focuses on the six key skills of learning:

- Communicating
- Applying skills
- Working together
- Problem solving and investigating
- Creativity
- Developing a Growth Mindset



Year 3 working hard in their English lesson

Relationship and Sex Education

This is considered as part of our wider school curriculum of personal, social, citizenship and health education (P.S.C.H.E). A copy of the school's policy document for relationships and sex education is available on request. Parents have the right to withdraw their child from this area of study and in such cases should inform the Head Teacher by letter.

Religious Education

St Andrew's is an Anglican Church School and the religious education it provides conforms with the rites, practices and doctrines of the Church of England. The school follows the Chester Diocesan Guidelines for its R.E. scheme of work.

Collective Worship

Our worship is a vital part of each school day. Worship is led by Parish staff, the Head teacher and school staff and follows specific themes based on Christian values. All children are present for our worship and they take an active part in class assemblies during the year. Milestones and festivals in the life of the school are celebrated in St Andrew's and Townfield Church. Services include St Andrew's Day, Carol Service, Christingle, Education Sunday and Easter.

A copy of the school's policy document for this area is available on request. Parents have the right to withdraw their child from collective worship; however it is not possible to isolate the child from the Christian ethos of the school. Any parent wishing to withdraw their child from collective worship should inform the Head teacher by letter.

Equal Opportunities, Accessibility and Special Educational Needs & Disabilities (S.E.N.D.)

The governing body supports the philosophy of the Equality Act.

St Andrew's school was built with certain provision for children with special needs. The school is equipped with toilets, handrails and access for wheelchairs. All external doors have ramps. The hall and classroom are equipped with a "sound field" system. A changing bed is available.

We have no specialist S.E.N. unit at St Andrew's. All resources for S.E.N. are received from L.A. funding. The school is happy to work alongside the specialist support teachers in devising and implementing Individual Education Plans (I.E.P.'s) in accordance with the SEN Code of Practice. Parents are invited to discuss the Action Plans/I.E.P. concerning the child's needs with the class teacher and/or the S.E.N.D co-ordinator, Mrs Barrick.

All children at our school have access to the full range of the National Curriculum and R.E. Children with special educational needs are integrated as fully as possible into mainstream school life, both during lessons and in extra-curricular activities. A copy of the School's policy document for special needs is available on request.

Educational Visits

It is the school's policy to supplement your child's classroom-based education with educational visits when we can. Your child's class teacher will send you a letter before all visits take place explaining what and when they are and whether any voluntary parental contributions will be needed towards the cost. No child will be prevented from going on a visit, but all visits are dependent on receiving sufficient contributions.

You will be asked to sign and return a form to indicate that you agree to your child being taken from the school grounds for this purpose at the beginning of the year to cover all non-residential visits. If we do not receive this consent we will not, unfortunately, be able to include your child in the visit.

Swimming Lessons

Years 4 and 5 are offered swimming lessons at the Oval Sports Centre. You will be informed by letter when these lessons are to commence.



Music Lessons

In addition to class music lessons, children who have a musical aptitude are offered the opportunity to learn an instrument. We are currently able to offer string, woodwind, drums, guitar and keyboard lessons through 'Musical Minds' at a cost. Currently we employ a music specialist (Mr Peters) who teaches music in KS2 and leads the school choir.

Homework

We wish homework to be a valuable extension to school work which will:

- Encourage children to learn self-management of time, work requirements, organisation and presentation.
- Involve parents in the shared process of producing and evaluating the work and learning about the children's daily experiences.
- Encourage the children to prepare themselves for secondary education by organising themselves carefully. Children will be required to carry out work at home for a variety of purposes which include consolidation of skills, researching and preparing for work to be done in class.

We encourage help from parents and families by:

- Encouraging their children to read regularly.
- Assisting the children to learn spellings and tables.
- Taking the children to the local library to select, explore and study books connected with topics being studied in class.

- Ensuring work is completed and returned to school on time, checked and signed, with feedback if appropriate.
- Praising the success of the children through their effort on homework tasks. Please refer to the school Homework policy for all details.

Assessment

Primary education is divided into three main stages

Foundation Stage 2	4-5 Years (FS2 = 4-5 years)	On-going assessment against the Early Learning Goals (ELG)
Key Stage One (KS1)	5-7 yrs (Yr 1 and Yr 2)	Y1 phonics screening. KS1 SAT's (Standard Assessment Test) in Y2.
Key Stage Two (KS2)	7-11 Years (Yr's 3, 4, 5 and 6)	Statutory Assessment is KS2 SAT's at end of Yr 6

Whilst at Primary School the children undergo four statutory assessment points where their progress is measured against National Standards.

FS2

The children's progress is measured against 17 statements within prime and specific areas.

The children will be assessed as emerging, expected or exceeding each Early Learning Goal. These are discussed with parents during parents' evenings and reported at the end of the year.

KS1

The children are screened in phonics at the end of Year 1. At the end of Year 2 the children are assessed by the class teacher in speaking and listening, reading, writing, mathematics and science. National tasks and tests are used to confirm their level of achievement. They are reported to you in your child's annual report.

KS2

At the end of Key Stage 2 (the final term of Year 6) your child will take statutory assessments in Reading, Maths, Grammar, Punctuation and Spelling. These tests take place in May to a nationally agreed schedule and will be reported to you in your child's annual report. Writing is assessed against nationally agreed guidelines.

Also in Year 6 the secondary selection test takes place for children wishing to be assessed for Grammar School places.

Your child will complete in-school assessments at points throughout the year in every age group to enable staff to monitor progress. These are discussed with parents during Parents' Evening.

School Clubs

St Andrew's offers children a wide range of activities and clubs both at lunch time and after-school such as:

Choir	Football	Chess
Cricket	Rounders	Multi-skills
Netball	Tag Rugby	Cookery
First Aid	Drama	Judo
Dance	Gymnastics	Study Club
Gardening	Mathletics	Board Games

Your child will be notified when the clubs are available and the relevant age-groups.

THE SCHOOL DAY



Arrival

Parents/carers and children should enter the grounds via the pedestrian gates. The school doors open 8.50a.m each morning and children should be in their classrooms and ready for morning registration by 9.00a.m. Please make every effort to make sure your child is on time. If your child is unavoidably late, please bring him/her to the main entrance so that he/she can be registered as present and we can note the reason for the late arrival.

For parents requiring before-school care Sunbeams Breakfast Club is available at 7.45a.m. Toast Club is available from 8.20a.m. in the school hall. Details can be obtained from the school office. Please note there is a limit of 25 places per session for the Toast Club.

Collection

Parents/carers of pupils in KS1 should collect children from the external classroom doors. The class teacher will send your child out to you. Children will not be allowed to leave the classroom until you are there. Please note that if someone different will

be collecting your child from school on a particular day you must let your child's class teacher know in advance. For children in FS2 there is an agreed code word.

KS2 children should be collected from the KS1 playground. Children are allowed to leave classrooms once they have seen their parent/carer. If no-one is waiting for them they wait in the main entrance of the school. Pupils in Year 6 need written permission if they are allowed to walk home from school on their own.

Please note that lessons finish at 3.30p.m. We will dismiss the children as soon as possible after this time but do please allow time for them to collect together their belongings, put on coats and so on.

If you arrive at school before 3.30p.m. we respectfully ask that you do not stand by the classroom windows as the children are very easily distracted.

After-school care is provided by Sunbeams. Pupils are collected from their classes and taken to the Sunbeams room on-site. The club is from 3.30p.m. – 5.30p.m. Details can be obtained from the school office.

Car Parking

As the road access to our school is narrow and parking is restricted we encourage parents to walk with their children wherever possible. The Oval is happy for parents to park there and walk through the sports grounds to school and back again at the end of the school day. Parking on grass verges is a hazard for children and causes unnecessary damage. The area is regularly patrolled by police, so if you park illegally you may also receive a fine.

The parking area inside the school gates is for staff only. The area is also used by delivery vans and lorries so, for safety reasons, it **MUST NOT** be used when bringing or collecting your child/children from school.

Breaks and Snacks

The children in KS1 are provided with a piece of fruit per day provided by the Government's National School Fruit Scheme. This will be given to your child in the morning and is free of charge. Children under 5 years of age are also entitled to a carton of milk free of charge. FS2 children who are 5 may still have a carton of milk at a charge of 22p.

KS2 children may bring in a piece of fruit from home to eat at break-time, we respectfully ask that children do not bring in sweets, crisps or chocolates. Pupils in Year 6 also run a "Fruit to Suit" stall during morning break for children wishing to purchase a healthy snack.

Research has shown that children who drink water regularly have greater powers of concentration. To this end we would encourage you to send your child to school with a named water bottle. There are drinking fountains in the Y3/4 and Y5/6 Resource Areas. Fresh water is also available in the dining room at lunchtime.

Lunches



School lunches are available at a cost of £2.20 per day. Menus are available on the school website. The menus are also on display each day in the dining hall for the pupils. If your child has special dietary needs, please make an appointment to see our school cook who will be pleased to discuss these with you.

If you prefer, your child may bring in a packed lunch. For safety reasons we ask that you do not send in hot drinks. Sweets and chocolate coated biscuits are discouraged as they do not meet the food standards.

Pastoral Care and Behaviour

In our school the immediate responsibility for pastoral care is with the child's class teacher with assistance and guidance from the Headteacher when required. At St Andrew's we also have Teaching Assistants with specific responsibilities for bereavement, loss and bullying. For our pastoral care to be fully effective, we need to possess as much information about your child as possible. Therefore, it is important that a good home/school relationship is established. A "Worry Box" and a "Rainbow Box" (for prayer requests) are available in a central location for all pupils.

The climate of our school is one of rights and responsibilities. Our children learn that everyone has the right to learn and the responsibility to ensure a positive learning environment. We encourage an atmosphere where good relationships are seen to be of great importance and where care, consideration and courtesy for each other are necessary for success. We emphasise the positive in our discipline at school, reinforcing good behaviour and achievement by various rewards and privileges. Where unacceptable behaviour occurs and sanctions are involved, it is important to emphasise that the element of forgiveness and a new start are present and available.

Our Behaviour and Anti-Bullying policies are on the school website.

Rights Respecting School

"Education should develop each child's personality and talents to the full. It should encourage children to respect their parents and their own and others cultures."

Article 29 U.N. Convention of the Rights of the Child

All members of St Andrew's School are valued equally. There should be respect in our school for everyone around us whether adult or child, boy or girl, whatever we look like, wherever we live or whatever language we speak. There should be a respect for other people's property, religion, opinions and feelings. We must always make an effort to understand and respect others.

We should show respect for others by treating them in a way that we would like to be treated. School should be a place for learning so there should be respect for those who are learning with us.

School is a place for learning

- we should make every effort to be punctual in school
- we should listen to other people and follow instructions carefully
- we should always work to the best of our ability
- by behaving well in the classroom we are respecting the rights of others to learn

Some forms of behaviours are not acceptable at St Andrew's

- being rude or cheeky
- name calling
- using bad language
- bullying or hurting other children
- damaging or vandalising school property
- lying to get someone into trouble or to get out of trouble

SCHOOL UNIFORM AND ACCESSORIES

Our school colours are green, white and grey. Most items are easily available from Wirral Uniform Shop in Princes Pavement, Birkenhead, The Uniform Store in Brimstage or local department stores.

Winter Uniform

- white shirt or blouse
- school tie
- grey trousers, skirt or pinafore dress
- green/grey tights or grey/green socks
- black/brown/navy sensible flat-heeled shoes (not trainers or boots)
- green jumper or cardigan with school badge (no sweatshirts)

Summer Uniform

As for winter uniform above with the addition of:

- white polo-shirt with badge
- grey shorts
- green and white gingham/striped dresses
- sensible flat-heeled sandals

P.E. Kit

- white T-shirt with badge or white polo-shirt with badge
- green shorts
- black/white pumps
- trainers for outdoors

KS1 and KS2 children are advised to have a tracksuit on colder days for outdoor games and after-school P.E. clubs.

The P.E. kit should be placed in a drawstring bag and kept on your child's peg in school. Kit may be taken home for washing each half-term holiday and should be returned to school immediately after the holiday.

PLEASE ENSURE THAT ITEMS OF CLOTHING ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

For safety reasons NO jewellery is allowed in school except a wristwatch and STUD earrings. All watches and earrings must be removed for P.E. lessons and swimming, it is therefore advisable that children do not wear them on these days.

You are asked to note that neither the school nor the Local Authority accept responsibility for the loss or damage to personal property whilst on or left at St Andrew's C of E Primary School.

It is therefore advisable that your child does not wear a watch or earrings or bring other valuables into school.

For reasons of safety we ask:

- if tights are worn to school, a pair of socks is provided for P.E. lessons
- long hair is tied back, particularly for P.E.

Additional items that are useful

For Year 6 pupils only, if they wish to, they can bring a small named pencil case containing:

- coloured pencils
- pencil sharpener
- rubber
- 30cm ruler
- handwriting pen (blue)

School book bags may be purchased from the uniform shop in Princes Pavement, Birkenhead or The Uniform Store in Brimstage; these are ideal for reading books and homework and are recommended.

CHILDREN'S HEALTH

The school health service is run by the Local Health Authority and offers a school health programme throughout your child's schooling. Our school nurse conducts regular health checks, advises staff and is available for consultation by parents. If there are any special medical factors concerning your child it is important for us to know about them.

Illness

If your child is unwell then please keep them off school until they are well enough to return. We ask you to phone the school office on 645 7782 by 9.00am each day your child is absent so that the school knows not to expect them. If we have not received a call by 10.00am we will telephone the contact number you have given us to ensure your child is safe. Your co-operation with this is greatly appreciated. A brief written note should then be sent in with your child when they return to school or, if you prefer, you may send us an email to schooloffice@standrews.wirral.sch.uk.

If your child has any infectious disorder, with the exception of a mild cold or cough, then we would appreciate it if you do not send them into school in consideration of other children's well-being. Examples of this are:

- Diarrhoea and vomiting (your child should be free of these complaints for at least 24 hours before returning to school)
- Chickenpox (if well, your child may return to school 5 days after onset of the rash)
- Measles (if well, your child may return to school 5 days after onset of the rash)
- Impetigo
- Scarlet fever (if well, your child may return to school 5 days after commencing antibiotics)
- Scabies
- Whooping cough (if well, your child may return to school 5 days after commencing antibiotics)
- Mumps (if well, your child may return to school 5 days after the onset of swollen glands)

This list is not exhaustive; if you are in any doubt please consult your doctor. If your child becomes unwell at school you, or one of the emergency telephone numbers given to the school on admission, will be telephoned. For this reason it is very important to keep the school informed of any changes in these contact numbers. Please feel free to include as many contact numbers as you think necessary but a minimum of two must be given to school.

Administering Medicines

Sometimes we receive requests from parents to administer medicines to children during school time. The administering of medicines to pupils is not a professional duty of the Headteacher or class teacher, therefore staff cannot be required to administer medicines or drugs to pupils. However, there are two main sets of circumstances in which requests may be made to deal with the administration of medicines:

- a) Cases of chronic illness or long term complaints, such as asthma, diabetes or epilepsy.
- b) Cases where children are recovering from a short term illness and are well enough to return to school but are receiving a course of antibiotics, cough medicine etc.

Each request for medicine to be administered must be made using the Administration of Medicines form, obtained from the school office. All medicines must be in their original box with the child's name on it and dated. Medicines will be administered by Mrs K. Henderson, a Teaching Assistant with St John Ambulance Certification. The medicine must be brought to school by the parent, not the child, and given personally to the appropriate member of staff.

If your child is asthmatic and requires an inhaler please ensure that they always have their inhaler in school and have been taught how to use it.

Absence

We are required by law to keep a record of attendance for each child who is registered at our school. If your child is absent from school please send a written explanation to your child's class teacher so that you may account for your child's absence. This note should accompany your child on his/her return to school. Absences not covered by a letter or an email will be recorded as unauthorised.

In the interests of your child's education it is important that family holidays are taken during the school holidays. Should exceptional circumstances arise which require time to be taken during term time, the Headteacher's permission should be sought via letter.

COMPLAINTS OR CONCERNS

If you have complaints about any aspects of your child's education and welfare then please raise these with your child's class teacher in the first instance. This can be done at the end of the school day or by telephoning to make an appointment. Most issues can be resolved in this way. If, however, you are not happy with the outcome of this informal discussion, or you have a more serious complaint, then there is a formal complaints procedure that should be followed. A policy document and flow chart outlining this is available from the school office or the school website.