This brochure has been put together for parents to know more about our school. We hope you find it informative. Parents are welcome to visit the school before making an application. An appointment should be made with the Head teacher through the school office.

The information given in this document is correct at the time of print for the school year 2018/19 However it should not be assumed that there will not be any changes affecting arrangements in some particular matter during the school year.
# BAXENDEN ST. JOHN’S CE PRIMARY SCHOOL

## SCHOOL STAFF

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Year Level</th>
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<tbody>
<tr>
<td>Headteacher</td>
<td>Mrs J. Green</td>
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<tr>
<td>Deputy Headteacher</td>
<td>Miss K. Edwardson</td>
<td>(Y6)</td>
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<tr>
<td>Key stage 1 leader</td>
<td>Miss C. McCormack</td>
<td>(Y2)</td>
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<tr>
<td></td>
<td>Miss K. Shore</td>
<td>(Y3)</td>
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<td></td>
<td>Miss K. Eminson</td>
<td>(Y4)</td>
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<td></td>
<td>Mrs H. Hill</td>
<td>(Y5)</td>
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<td></td>
<td>Mrs N. Baynes</td>
<td>(Y1)</td>
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<tr>
<td></td>
<td>Mrs H Kennedy</td>
<td>(Rec)</td>
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<tr>
<td>Part time + SENCO</td>
<td>Mrs R. Holland</td>
<td></td>
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<tr>
<td>Part time</td>
<td>Mrs H. Williams</td>
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<tr>
<td>Classroom Support Staff</td>
<td>Miss C. Derosa</td>
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<td></td>
<td>Mrs J. Parkinson</td>
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<td></td>
<td>Mrs G. Allen</td>
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<td></td>
<td>Mrs W. Harvey</td>
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<td></td>
<td>Miss N. Ainsworth</td>
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<td></td>
<td>Mrs S. Webster</td>
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<td></td>
<td>Mrs A. Jackson</td>
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<td></td>
<td>Miss V. Bottrell</td>
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<tr>
<td></td>
<td>Miss K. Usher</td>
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<tr>
<td>School Business manager</td>
<td>Mrs N. Robson</td>
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<tr>
<td>Administrative Assistant</td>
<td>Miss M. O’Brien</td>
<td></td>
</tr>
<tr>
<td>Site Supervisor</td>
<td>Mr G. Youds</td>
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<tr>
<td>Cleaner</td>
<td>Mrs L. Houghton</td>
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</tbody>
</table>
**Kitchen Staff**

- Mrs E. Holmes (catering manager)
- Mrs P. Elliott
- Mrs L. Houghton
- Mrs. J. Graham

**Mid – day Supervisors**

- Miss N. McGregor
- Mrs J. Byrne
- Mrs B. Cheetham
- Mrs C. Bowler
- Mrs S. Duckett
- Mrs A Jackson

**Breakfast Club**

- Miss N. McGregor (leader)
- Mrs B. Cheetham
- Miss N. Ainsworth

**After school Club**

- Miss N. McGregor (leader)
- Miss N. Ainsworth
SCHOOL GOVERNORS

The Governors are very active in the life of the school and meet regularly to discuss a range of issues including, monitoring of finance, pupils’ achievement and standards and building issues. They are committed to providing the best education for all the children in our school.

ELECTED BY THE PAROCHIAL CHURCH COUNCIL
Mr J. Massey (chair)
D. I. Rushton
Dr S. Barratt

ELECTED BY THE DIOCESAN EDUCATION COUNCIL
Vacant position
Mr J. Knott (vice chair)

STAFF GOVERNOR
Mrs J. Parkinson

PARENT GOVERNORS
Mr S. Rumble
Mrs L. Parrish

LEA REPRESENTATIVE
Vacant position

EX–OFFICIO
Rev. T. Donaghey

HEADTEACHER
Mrs. J. Green

CLERK TO THE GOVERNORS
T. Stewart
MISSION STATEMENT

“Our school helps us to walk with Jesus, to be the best that we can be.”

School Aims
Our school is a happy place where everyone can enjoy coming together and having fun.

Our school gives children the time and opportunities to discover their own spirituality and the nature of God.

Our school provides the opportunities for children to learn, to grow in their understanding and develop their independent thinking.

Our school supports and guides the children to achieve as much as they are able, and to feel proud of themselves.

Our school celebrates the wonder of our creation, the diversity reflected in our local community, and all that is good in the lives of the children and in the life of the school.

Our school nurtures the desire of all children to create things and thoughts, which are unique to them and to share them confidently with others.

Our school seeks to inspire children, so they will carry with them a vision of all that is possible, throughout their lives.
**THE SCHOOL**

**General Characteristics**

The school is a one form entry Church of England Aided Primary School serving the Baxenden and Christchurch area, admitting pupils aged between 4 and 11 years old. It is situated outside the small town of Accrington, in a semi-rural location just off a busy main road.

The present building dates from 1880 with extensions in 1884, 1958, 1974, 1976, 2001 and 2007. The accommodation is on 2 floors, the infants and year 3 classrooms are on the ground floor, together with a resources room and a media suite. Upstairs there are 3 Junior classes, years 4, 5 and 6, a Junior library and a kitchen / design technology area. The school has a hard surface play area plus an outdoor climbing area and an extensive field. The school field houses an outdoor classroom, an allotment area, forest school resources and a tyre park for use by all classes.
SCHOOL DAY

Infants (KS1) 8.55 am – 12.00 noon 1.00 pm – 3.30 pm
Juniors (KS2) 8.55 am - 12.15 pm 1.15 pm - 3.30 pm

NB. Gates will open at 8.45am and a member of staff will then be on duty in each yard. Parents are advised that children arriving at school before 8.45am are not supervised by the teaching staff.
**FOUNDATION STAGE**

Children are admitted into school from the age of 4 years. They come into the Reception class, which is also known as the Foundation Stage. Foundation Stage begins at Nursery and is completed in the first year at Primary School.

The Foundation Stage Curriculum is different to the Key Stage 1 and 2 Curriculum. It focuses on 3 prime areas:

- **Communication and Language**
- **Physical development**
- **Personal, social and emotional development**

Strengthened and applied through 4 specific areas:

- **Literacy**
- **Mathematics**
- **Understanding the world**
  - And
- **Expressive arts and design**

In planning and guiding children’s learning in Foundation stage, practitioners will provide activities which will encourage play and exploration, active learning and creating and thinking critically.
Pupils in the Foundation Stage will learn both inside and outside of the classroom.
THE CURRICULUM

The school provides a varied educational experience in line with the requirements of the New National Curriculum.

The New National Curriculum is comprised of the core subjects, English, Maths and Science and computing. The remaining areas form the foundation subjects, with Religious Education as a statutory requirement.

The curriculum is planned so that children follow the various skills progression for each subject, working through levels commensurate with their age and ability. We have opted to teach a creative curriculum where subjects are linked in a cross curricular way to engage pupils in a range of interesting topics.

In this school the core subjects are allocated a greater percentage of study time than other subjects, although natural cross curricular links means that subjects can receive more study time than is actually shown on the class time-table.

The Governors Policy for the teaching of Sex and Relationships is available on the school website.

Single Equalities Statement
At Baxenden St John’s School, equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination. This principle permeates all subjects and aspects of the curriculum.

English
The English Curriculum aims to equip pupils with a strong command of the spoken and written word. To develop a love of literature through widespread reading for enjoyment. Learning focuses on phonics and spelling, grammar and vocabulary, reading, comprehension and writing. The school provides a wide range of reading materials for home use from within our libraries and we expect all parents to support regular reading within the home.
Mathematics
We place emphasis on arithmetic and the ability to apply maths in everyday practical problems. We aim to make maths fun, and we hope parents will support their children, helping them to practice counting, working out change and learning tables.

Science
Pupils develop scientific knowledge and conceptual understanding of the world through the specific disciplines of biology, chemistry and physics. They conduct science enquiries involving observational activities and investigations to learn about the uses and implications of science, today and for the future.

Religious Education
As a church school our main focus is on Christianity, but children also learn the principles of Islam and Judaism. We aim to promote the spiritual, moral and cultural development of all our pupils through RE, collective worship and our school ethos.

Geography
This is the study of places and the human and physical processes that have shaped them. Children learn about their immediate environment, the United Kingdom, Europe and the wider world.

French
French is taught in all the KS2 classes. Pupils learn to understand and communicate ideas, facts and feelings in speech and writing, focused on familiar and routine matters, using their knowledge of phonology, grammatical structures and vocabulary.

Computing
Computing education is designed to equip children to be able to use computational thinking and creativity to understand and change the world. Our pupils will learn the fundamental principles of computer science, analyse problems and apply information technology skills to support their learning. All
classrooms are fitted with interactive whiteboards and each infant classroom has a small bank of PCs. In addition we have a media suite for whole class teaching of Computing with portable laptops and Ipads for in class group work.

**History**

Children are taught knowledge and understanding of Britain’s past and that of the wider world. History will help pupils to understand the complexity of people’s lives, the process of change and the diversity of societies both past and present.

**Physical Education**

The aim of PE is to promote physical fitness now and for the future. Children cover gymnastics, games, dance and athletics. Swimming lessons take place at Accrington Academy for Years 4 and 5.
**Art**
Art covers a wide range of creative activities and skills, including drawing, painting, modelling and collage. Inspiration is drawn from other cultures and through artefacts and the work of celebrated artists and sculptors.

**Music**
All children take part in music lessons developing skills in singing, performing and composing. At Baxenden St John’s every pupil from Y3 upwards is given the opportunity to learn to play an instrument. Presently the music service provides instrumental teaching of flute, clarinet, violin and brass.

**Design Technology**
Design technology is about developing skills in creating a design and planning the process to achieve a completed article. Children use their initiative and enterprise to modify and adapt their plan throughout the process.
**SCHOOL UNIFORM**
Available from Abbey St. Shopping Centre in Accrington and Oswaldtwistle Mills.

**GIRLS WINTER UNIFORM**
White polo shirt with school logo
Blue cardigan with school logo
Checked skirt / Navy formal trousers
Black/blue tights or white knee socks
Black shoes (no boots indoors)

**GIRLS SUMMER UNIFORM**
Pale blue gingham dress
Blue cardigan with school logo
White socks
(Optional blue/black/white sandals)

**BOYS UNIFORM**
White polo shirt with school logo
Blue sweatshirt with school logo
Dark grey trousers/shorts
Grey socks
Black shoes (no boots)

**PE KIT**
Plain white crew neck T shirt
Plain navy standard PE shorts (no logos)
Black pumps
PE kits should be kept in a named draw string bag

**Additional GAMES KIT (KS2 only)**
House coloured T Shirt and trainers
Optional plain navy/black track suit for outside games (no logos)

**Jewellery:** small plain ear studs and watches may be worn but these should be removed for PE, dance and games. Staff are not able to remove or replace ear studs.

**Hair:** Long hair should be tied back at all times / extreme hair styles are not appropriate (Dyed hair, tram lines or designs cut into the hair are not allowed)

**ALL CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD’S NAME**
PUPIL WELFARE

CHILD PROTECTION
At Baxenden St John’s we aim to establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to. We ensure that children know that there are adults in school who they can approach if they are worried or are in difficulty. We include in the curriculum, activities and opportunities for PSHE which equip children with the skills they need to stay safe and / or communicate their fears or concerns about abuse. We ensure that every effort will be made to establish effective working relationships with parents and colleagues from other agencies. Please see the school website for policies on: Child Protection, Online safety and Anti-bullying.

SCHOOL MEALS
We purchase our Catering Services from Lancashire Catering Services. These meals are cooked in our own school kitchen, from completely fresh ingredients. The menus are planned for their nutritional value and to accommodate children’s tastes. Children are offered a choice of main course and a desert. They are also provided with a drink, usually a choice of milk, or water. Children are encouraged to try new foods; fresh fruit, a salad bar and a selection of breads are available daily.

School meals for all KS1 pupils are free
School meals for KS2 pupils will cost £2.20 a day (£11.00 per week).

Payments should be made through ‘ParentPay’ (online payment service)
(Please note if your child is eligible for free school meals it is important that you apply for the funding as this affects the school budget.)

PACKED LUNCHES
At KS2 instead of a school dinner children may bring a packed lunch. Please send this in a lunch box/bag clearly labelled with your child’s name. They may also bring a drink; fizzy drinks, chocolate bars, chocolate coated biscuits, and sweets are not allowed. Children will bring home any uneaten food, and empty packaging. They are not permitted to eat uneaten food other than fruit, during the afternoon break.
As a school we are committed to the Healthy Schools Initiative, which permeates all aspects of school life. As part of this initiative we encourage all children to develop healthy lifestyles which include healthy food, exercise, and good relationships.

**BREAKTIMES (infants)**

All infant children are provided with a piece of different fruit each day i.e. apple, pear, Clementine, banana, carrots, cherry tomatoes and strawberries. Infant children are also given the opportunity of having milk at break time. More information and registration online at [www.coolmilk.com](http://www.coolmilk.com).

**WATER BOTTLES**

We believe that water has positive health benefits, in addition to helping children’s concentration. Children may bring a water bottle to school each day and these may be refilled at break times if necessary. Water bottles are available from the school office for £1.30. Water fountains are also available in school for break times.

**ILLNESS, ACCIDENTS & MEDICINES**

If your child becomes ill or has an accident at school we may need to contact you. All parents are requested to give 3 emergency contact numbers at the start of each school year. Please inform us immediately of any changes.

Medicines should normally be administered at home. Some prescription medicines however may need to be administered at set times.

All prescription medicines should be clearly named, with the correct dosage. Parents should send a letter and complete a form at the school office. Medicines should be handed into the office and collected at the end of the day by an adult.

**SICKNESS**

As it is difficult to determine whether a child has vomited due to an infectious bug or due to another reason, it is school policy that all children who have vomited are kept away from school for 24 hours since the last sickness. This is a precautionary measure to prevent the spread of highly infectious sickness bugs. Thank you for your support with this matter.
HOMEWORK
Homework is given in all classes; this includes home readers, learning spellings and multiplication tables, research, consolidation of class lessons and problem solving. The recommended time for homework according to DfES guidelines is set out below.
Year 1 & 2  1 hour per week
Year 3 & 4  1 and a half hours per week
Year 5 & 6  30 minutes per day

There is an expectation that all children will complete the tasks set. We appreciate parents’ time and support in this important part of their children’s education. (See Home School Agreement on the website)

CHRISTIAN TEACHING
The school has close links with the Parish Church of St. John’s Baxenden. The vicar comes into school each week to lead worship, and the school takes part in some Sunday Services and also visits church for services at Harvest, Advent, Christmas, Ash Wednesday and Easter.
The school Religious Education Syllabus is planned according to the guidelines provided by Blackburn Diocese. The school promotes Christian values and the Christian ethos permeates all areas of school life; therefore there are currently no arrangements for withdrawal from Worship or Religious Education. Parents do have the right of withdrawal from RE and Worship and any request should be addressed to the head teacher.
EXTRA- CURRICULAR and SPORT ACTIVITIES

Activities before & after school and during lunch-time, are provided by members of the school staff or by other professionals. We currently run a wide range of clubs for our pupils to join including: Recorder, Choir, Netball, Football, Indoor Athletics, Gymnastics, Eco Club, Dance and Multi-skills. Some of these activities, particularly when not provided by school staff, may involve a cost to parents.

BREAKFAST CLUB

A Breakfast Club is available for children who attend Baxenden St John’s C.E. Primary School at a cost of £3.50 per session, which includes a healthy breakfast. The club is open from 7.30pm. Enquiries regarding places should be made at the school office.

AFTER SCHOOL CLUB

Our After School Club is available from 3.30 to 5.30pm at a cost of £6.00 per session, which includes a healthy snack. Enquiries regarding places should be made at the school office.

HOME SCHOOL AGREEMENT

All schools are required to have a Home School Agreement. This agreement, which was drawn up in consultation with parents, sets out the aims of the school together with the expectations and commitment of the school, parents & children. (See school website)
**SCHOOL RULES**

We wish children to feel happy at school, and not bound by too many rules and regulations. The ones we have are essential for the well-being and safety of the children and to ensure the efficient organisation of the school.

- Children are expected at all times to have due regard for school property buildings and equipment.
- Money, valuables, should always be handed to the class teacher for safe-keeping.
- Mobile phones should be handed in at the office.
- All clothing and footwear should be suitably labelled.
- For safety reasons pupils are not allowed to wear any form of jewellery, other than small plain studs for children with pierced ears, and watches which must be removed for PE/Games
- Children are discouraged from bringing toys, cars etc. into school, except for “special occasions”

At the start of the year teachers discuss with the children their classroom rules and expectations. Each class writes their own “Charter” to which the children all agree and endeavour to uphold. Each class uses “Good to be green” a system which rewards children who consistently behave well, and gives clear warnings to children if their behaviour is below expectations.

Persistent bad behaviour is reported to parents. Children are sometimes given a behaviour report, which monitors behaviour for short periods during the day, and is sent home for parents to see.

**PARENTS /TEACHER CONSULTATION**

The school aims to work closely with parents in the education of their children. Parents are invited to join the school in church for various services and into school for celebration assemblies and class worship. We hold two main Parents’ Evenings to discuss children’s work, one in the Autumn Term and one in the Spring Term. Parents also receive a written end of year report in the Summer Term. A suggestion box is housed in the entrance foyer of the school and a
parental questionnaire is used for gathering information and reviewing the school performance. Visits for new parents can be arranged by contacting the school. The Head Teacher is available by appointment during the school day, and along with other teachers, outside school hours. If parents wish to see teachers before the start or at the end of the school day, they should contact the office in the first instance. Teachers are not able to talk to parents while children are coming into school.

**ROAD SAFETY POLICY**

The school will actively support the development of positive attitudes towards road usage. This will be achieved through the integration of appropriate road safety themes and topics into the curriculum. In addition efforts will be made to work in partnership with parents in order to further encourage safe practices on or near the road. Due to the potential dangers to children on the roads surrounding school, parents are asked to avoid taking their cars into Church Avenue and Hurstead Street. There is a public car park near to school and the children’s Crossing Patrol on Manchester Road is to be used before and after school to cross this busy main road.

**INCLUSION & SPECIAL EDUCATIONAL NEEDS**

All children within this school are treated equally regardless of gender, race or background, except in respect of differentiated work that is planned for them to cater for their individual needs. The Special Educational Needs and Disability Policy sets out the provision for pupils who need support that is additional to, and different to support received by their peers. It follows the Code of Practice set out by the government, and operates throughout the school from Foundation stage to Year six.

There are four main stages of action:

**In class differentiated work**
Lessons for all children are planned following the National Curriculum guidance and this work is differentiated to suit the differing needs of all
children within the class. Allowing all children to access the curriculum at their academic level.

**Individual Education Plan**
If a child has a particular need that prevents them from equally accessing the class curriculum an Individual Education Plan may be set up. An Individual Education Plan is a means to provide small achievable unique targets to help support the child’s learning. Targets are monitored weekly to ensure good progress is being made.

**Inclusion Support Services**
In addition to the above, if the school feels it is necessary, additional specialist help from outside agencies can be arranged and bought in by the school. This specialist support will help the child with their learning and advise the staff in school.

**Education Healthcare Plan**
An Education Healthcare Plan is a means of collecting the advice from all specialists who may be involved with a child’s education, wellbeing and or health care needs. This ensures that information from parents, teachers, doctors and specialist is all together in one place to ensure your child gets the best possible education matched directly to their individual needs.

**Accessibility**
Children with Disabilities are considered for admission to the school under the same criteria as all other applications, and will not be discriminated against on the grounds of their disability. The Governors and staff provide for the integration of children with special needs into school life, as far as is practical, ensuring that these children are not excluded from the everyday activities of the school. There is a ramped access to the school building at the front and rear of the building. Optimum size and print, font style and colour of paper are taken into consideration in the production of worksheets. Placement of pupils within the teaching area is planned with the needs of the children in mind. Sensitive provision is made for those pupils with Diabetes and Asthma to have access to their medication and teachers are trained regarding these conditions, enabling children to participate safely in appropriate PE and games activities. Where
environmental trips are planned as part of the taught curriculum, children will not be excluded from such trips on the grounds of their disability. In the case of additional activities that are sometimes offered out of school hours, these will as far as is practical, be accessible to all children. During the planning of any building works and/or refurbishment the Governors will take into account the accessibility of the school site

**HOLIDAYS AND LEAVE DURING TERM TIME**

Leave during term time can **ONLY** be granted in ‘exceptional circumstances’ after discussion with the Headteacher.

Financial penalties may be incurred when unauthorised leave is taken.

Last school year the percentage of authorised absences was 2.4%

Last school year the percentage of unauthorised absences was 0.6%

**THE POLICY OF THE GOVERNING BODY ON CHARGING & REMISSION**

Any item for which the school may lawfully charge will be remitted to those parents who are in receipt of Income Support or Family Credit. A copy of Lancashire Education Policy on Charging and Remission is available to parents on request.

In the case of a school trip, parents are usually requested to make a minimum donation towards entrance fees and travel costs. The school reserves the right to cancel any trip, which cannot be covered through the receipt of donations.

The school reserves the right to charge for lost or damaged reading & library books, and damage to school equipment and property.
COMPLAINTS PROCEDURE

We endeavour to work in partnership with parents and find that the majority of problems can be sorted out through discussion. On the rare occasions that this does not happen, parents should write to the Chair of Governors c/o the school. More information is on the school website and a leaflet, outlining the complaints procedures, is available from school.