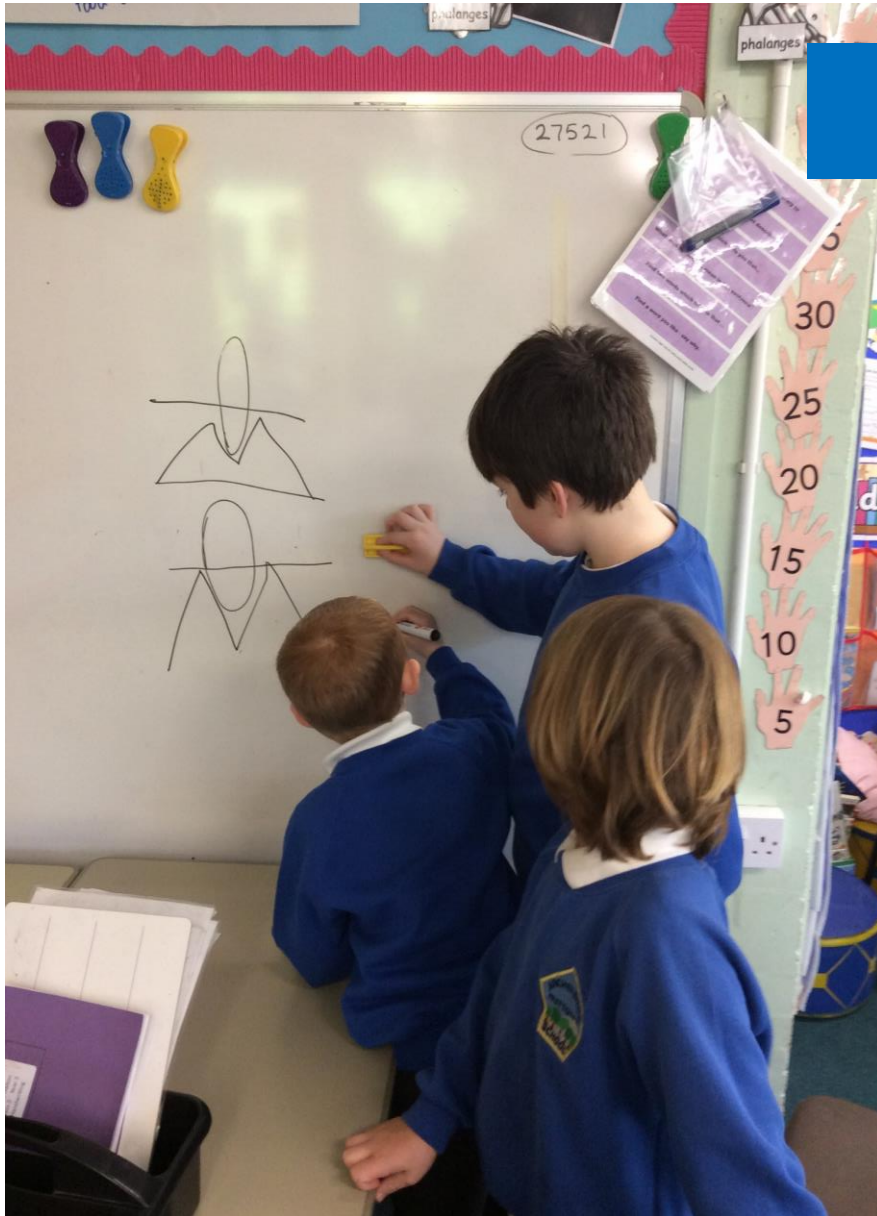




Archbishop Hutton's V.C Primary School



**A guide for parents and carers
2022 - 2023**



Welcome

Phone number: 01524 734305

Address:

Archbishop Hutton's V.C. Primary School,
Back Lane,
Warton,
Carnforth
LA5 9QU

School website:

www.archbishophuttons.lancs.sch.uk

Mr Pugh's email address:

head@archbishophuttons.lancs.sch.uk

Mrs. Robinson's email address:

bursar@archbishophuttons.lancs.sch.uk

Welcome to Archbishop Hutton's VC Primary School

At Archbishop Hutton's, we want our pupils to have big ambitions and high expectations of themselves. We are an outward looking school, with a strong sense of our place in the local community and to that end we have created a learning environment and exciting, inclusive curriculum that truly meets the needs of our children.

Our children are encouraged to share ideas, express their opinions and apply knowledge and skills learned in a wide range of meaningful contexts. It offers opportunities for all children to investigate, question, debate and challenge.

All children are challenged to be the very best they can be. We want our pupils to be active learners, questioning, investigating, challenging themselves and sharing responsibility for driving their own learning.

Above all, we expect our children to give their very best and to be proud of their achievements. These qualities needed for successful learning are underpinned by our focus on independence, inquisitiveness and resilience.

All of the children at Archbishop Hutton's work in an exciting and positive environment where they:

- Enjoy learning
- Feel safe – respect, value and support each other as learners
- Take risks and develop a 'can do' attitude
- Recognise mistakes and errors as a learning opportunity and persevere
- Set high expectations of themselves – their behaviour for learning, their progress in learning, their presentation, their positive relationships with others

To achieve this we provide:

A stimulating environment for developing inquisitive, independent and resilient lifelong learners who work hard and strive for excellence.

A culture of working independently and collaboratively, where we see getting something wrong as part of learning how to get it right
A safe place where all children are encouraged and supported.

Engaging learning where enquiry and challenge are fully embraced and skills are taught to open the world up to all.

Exciting opportunities to promote our children's personal development and understanding of their own emotional and physical wellbeing.



“Learning outside in places like the Lake District makes lessons fun!”

When parents and staff work in partnership they provide the best possible support for their children. This Parents' Guide provides key information for you before your child starts school with us.

I look forward to getting to know you and your child as we embark on their journey through primary school together!

Stuart Pugh (Headteacher)



Our History

Matthew Hutton was born in Warton in the sixteenth century, he pursued a career in the church. His biggest achievement was becoming Archbishop of York in 1596. His previous role was as Bishop of Durham. When he was Bishop of Durham, Matthew Hutton set up a trust in 1594 to provide a grammar school where the children of Warton could be educated.



The present school was built in 1971 and maintains its name as a link to more than four hundred years of education in Warton. The school's motto reflects the values of Matthew Hutton: the Latin phrase '**Deo et bonis literis**' means '**For God and sound learning**'.

The Archbishop Hutton's Trust is a charity. The trustees' role is to ensure that the school is led and managed according to its Christian foundation.

Archbishop Hutton's School is a Voluntary Controlled school. This means that the school is controlled by Lancashire Local Authority rather than the Diocese of Blackburn.

We have close links with St. Oswald's Church and Warton Methodist Church. Church leaders visit regularly to lead worship as well as working in classrooms with children and staff.

In addition the school is involved with several local community organisations such as the Arnside and Silverdale Area of Natural Outstanding Beauty.

Governance

The role of the Governing Body is to work with the Headteacher to:

- ensure the school fulfils its mission, aims and values
- determine the aims and curriculum policies of the school
- establish improvement priorities
- allocate the budget so that national requirements and pupils' needs are met
- recruit staff
- foster good relations with parents and the local community
- decide how the school is to be used outside school hours
- ensure the premises are well maintained and appropriate for the needs of the school

Further information about the Governing Body including who the governors are, their roles and attendance at meetings can be found on the school website:

www.archbishophuttons.lancs.sch.uk



SCHOOL STAFF 2022 - 2023

Teachers

Name	Teaching role	Other responsibilities
Mr S Pugh	Headteacher	Designated Senior Leader (DSL) for Child Protection Teacher/Teaching and Learning/ Health & Safety/Premises Manager Inclusion Manager (SENDCO and interventions) Maths Lead History & Geography Lead
Miss C Barclay	Class 1 teacher Year R and Year 1	EYFS Lead Art and DT Lead Music Lead
Ms M Hughes	Class 2 teacher Year 1 and Year 2	PSHE Lead, MFL Lead, School Council Lead Mental Health Lead
Mrs F Gavriluk	Class 3 teacher Year 3 and Year 4	Science Lead PE Lead Education Visits Co-ordinator TA Training Mentor
Mr B McGurk	Class 4 teacher Year 5 and Year 6	Deputy Designated Senior Leader (DSL) for Child Protection English Lead Computing Lead RE and Collective Worship Lead Student Teacher/NQT Mentor



Support Staff

SUPPORT STAFF: not classroom based		SUPPORT STAFF – classroom based	
Mrs. S. Robinson	Administrative Officer/Bursar	Mrs. L. Stocks	Teaching Assistant 3 /Higher Level Teaching Assistant
Mrs. H. Gillhespey	Site Supervisor	Mrs. H. McKinley	Teaching Assistant 3 /Lunchtime Supervisor
Miss G Edgar	School Cleaner	Miss. R. Burns	Teaching Assistant 2 & Lunchtime Supervisor
Mrs. O. Lambert	Cook	Mrs. C. Burns	
Mrs. A. Hale	Lunchtime Supervisor	Mrs. D. Spencer	
		Miss. C. Wareing Mrs. C. Whiteley	

Good communication between school staff and parents, both informal and formal, is essential in building positive relationships for the benefit of the children we support.

School staff will keep parents informed about:

- Their child's learning, behaviour and attitude
- Any accidents or incidents
- Anything that worries or upsets your child at school or any noticeable changes in your child

Parents can help by keeping school staff informed about:

- Changes to contact details – phone numbers, address, key adults
- Changing family circumstances – moving home, separation, illness, bereavement
- Anything that you consider will have an impact on your child's learning and well being

Classroom staff have daily face-to-face contact with parents both before and after school. Mr Pugh is usually at the main entrance on most mornings meeting and greeting.

Brief messages and reminders are sent to parents using the School Spider App.

Our website is www.archbishophuttons.lancs.sch.uk

Mr Pugh publishes a weekly newsletter on the school website that celebrates the week's successes, communicates upcoming events and information.

Every class has a class page on the website where teachers publish a curriculum newsletter at the start of each half-term. This informs parents about that half-term's cross-curricular theme and key learning in the different areas of the curriculum being taught.

Other key documents are also available on the website.





Our website is managed by School Spider. Parents provide their email address to the school. Then parents receive an email from School Spider that includes their log in details. Parents then download the School Spider app for free from Google Play or Apple App Store.

You will be able to do the following in your parents' area:

- Book parent teacher meetings
- Complete online surveys and forms (these could include school trip bookings)
- Smartphone messages
- In the future, make online payments
- You will receive an email when there is something you need to complete. If you are logged into the app you will also receive notifications.

When you download the app, select our school using the dropdown bar. Once you have done this you can access recent news/gallery/blogs/calendar items we have posted on the website.

To receive information related to your child/children, select Parent Login and enter the username and password we sent you.

If you have more than one child at the school, click on the child's name and it will show all other children in the school so you can switch accounts.

You will receive notifications informing you what you need to complete, use the icons on the bottom row to respond.

When you set up the app please remember to allow notifications, or you will receive none of the information.

What do I do when I am worried about my child in school?

Understanding a picture of parents' opinions about aspects school life is very important in shaping the future direction of our work. Your feedback is much appreciated whether positive or constructive – problems can only be fixed when we know they exist.

Mr Pugh is always happy to meet with you, listen and discuss in the firm belief that every problem has a solution; - some solutions are just a bit trickier to work out than others.

Parents can find a copy of the formal complaints procedure on the school website.

How do I find out how well my child is doing at school?

Teachers hold a meeting for parents of children in their class in September when they clarify expectations, organisation and routines for the year. Formal Parent Teacher meetings take place at the start of the spring and summer terms; at these meetings parents meet their child's teacher to discuss academic, personal and social achievements. Written reports are provided annually for each child in July. Parents are offered an informal meeting to discuss the end of year reports.

Informal contact with school staff is positively encouraged. Teachers escort their class out of school at the end of the school day – this is a good opportunity for a quick catch up. When you want to have a longer or more confidential discussion, either arrange a time to meet the teacher when you see them at the end of the day; organise a convenient meeting time via Mrs. Robinson in the school office or Mr. Pugh when he is on duty before school.



Parents - part of the school community

You are invited to celebrate children's achievements

Parents are welcome at our Friday afternoon Celebration Assembly when the school community celebrates children's achievements during the week. The assembly starts at 2.40p.m. and is well attended by parents and other family members. Parents of any child who is due to receive an award in assembly receive a text on Wednesday afternoon inviting them to join us. Children are encouraged to share their out of school achievements by bringing certificates, medals or trophies they have been awarded to school.

Volunteers in school

We warmly encourage parental involvement. We currently have a number of talented parent and grandparent volunteers who support the children in school by hearing readers, gardening, baking, sewing, supporting the library and leading the Right Start Pedestrian Safety groups. Let Mrs. Robinson or Mr Pugh know when you are interested in working as a volunteer in school – every little makes a difference.

Get involved with the P.T.A.

We are fortunate in having an active Parent Teacher Association (P.T.A.) whose events are very well supported. The P.T.A. and School Council are currently leading 'The BIG I.T. Drive' to raise money for new computer hardware – this will be the main fundraising focus for future years. Money raised has been used to buy PCs and a new server. In the future we are looking to replace classroom interactive whiteboards and provide children with tablets or laptops.

Starting School

Admissions for new Reception pupils in September 2020

Parents are very welcome to organise a visit to the school when considering school places for their primary aged children. Please ring Mrs. Robinson in the school office to agree a mutually convenient date and time. Our school admission number is 26.

Parents wishing to admit their children to start Reception in September 2023 can find all the admissions information on the school website:



“Our teachers set us work that is challenging. I like challenges.”

Admissions for pupils other than in September (for all year groups):

Parents of primary aged children moving home at any point in the academic year, are entitled to find a place in a local school as soon as possible.

Lancashire County Council schools have an agreement that children whose parents choose for them to move schools when they are not moving home, should only start their new school at the start of a new term.

Induction for Children starting in Reception



- Induction meeting for new Reception parents in June
- Reception teacher visits pre-school settings
- Three transition afternoons in June/ July when children meet Reception staff in classroom setting

September: New Reception children start school

- Details of the staggered start for Reception in outlined in the Reception Starters Power Point.

When the children are settled into school:

- September meeting for parents about the Early Years Foundation Stage
- October meeting for parents about how to support your child's reading
- Stay and Read sessions in Autumn 2
- Regular Stay and Play sessions throughout the academic year

Induction for new children after the start of the academic year

- Parents will meet the Headteacher for tour of school, to share information, complete necessary paperwork and agree start date for child
- Child has tour of school, meets class teacher and class. We recommend organising an induction day/half day for the child to spend with their new class in agreement with parents and the child's current school
- On child's first day, parents bring child to school to meet class teacher, find out where classroom is, confirm arrangements for dropping off, lunchtime and picking up
- Child is allocated a buddy/buddies in their class who act as guides and support them during their first few days



Transition to new classes in September

- Parents are informed of their child's class and teacher for the following academic year in June
- A transition morning takes place in June/July. Children spend time with their new teacher and class for September. This session focuses on getting to know each other, expectations for September including behaviour for learning and routines
- The current teacher shares information about children with new teacher
- In early September there will be a meeting for parents of new Y1 to Y6 children with the class teacher

School Uniform



Children wear:

- A plain royal blue sweatshirt/cardigan with school logo
- Plain white shirts/blouses or plain white polo shirts
- Grey or black skirts, pinafore dresses or trousers. Grey or black shorts can be worn in Summer
- Summer school-type dresses with either blue gingham checks or blue stripes
- Black, grey or white socks/tights
- Footwear: black or dark shoes or enclosed sandals. Black boots may be worn in winter.
All footwear should be plain and flat.
Clogs, flip-flops or high-heeled shoes should not be worn in school for safety reasons.

Coats:

- Pupils need to have a coat appropriate for the weather
- It is important that hats, scarves and gloves are labelled with the child's name as these are easily lost. Training children to put hats, scarves and gloves in their coat pockets when they hang them up minimises this

P.E. Kit

- Plain black shorts
- T-shirt with school logo in a school team colour
- Pumps/plimsolls for indoor P.E. and trainers for outdoor P.E.
- Children may wear a tracksuit for outdoor P.E. in colder weather
- All P.E. kit needs to be kept in a drawstring bag labelled with the child's name. This will be kept on the child's cloakroom peg.

P.E. kit should be brought to school on the first day of every half-term and left at school until the half-term holiday. P.E. kit may be sent home when it is particularly dirty.



Outdoor shoes

Class 1 access the Reception Outdoor Learning Area every day. It is easier for the children to have a pair of wellies, rather than outdoor shoes/trainers, as these can be easily pulled on and off.

Unless the weather is particularly extreme, children will be outside for playtime and lunchtime. Please provide your child with a pair of outdoor shoes or trainers, in addition to their school shoes. This could be an old pair of footwear. Children can then change in to their outdoor shoes for wet playtimes and lunchtimes. Outdoor shoes should be kept in a labelled bag on your child's cloakroom peg.



Earrings

- No jewellery should be worn except for watches and stud earrings. These should be removed for P.E., games and swimming lessons by the child
- When children have their ears pierced, we ask parents to have this done during the summer holidays and to ensure that children know how to remove their own earrings.
- Children have to remove their earrings before both P.E. and swimming lessons. When a child is unable to remove their own earrings, then they should not wear them for school on P.E. and swimming lesson days.

Your child should not wear make-up including nail polish to school.

Children with long hair should have it tied back or put up. Children should not have tramline haircuts.

It is essential that all items of school uniform have the child's name inside.

Please check this regularly.

Lost, unnamed clothing is kept as 'lost property' for a term and then it is recycled.

Where can I buy my School Uniform?

Our school uniform can be purchased at **The Uniform & Leisurewear Company** shops in Lancaster or Morecambe and online.

Uniform is not available to purchase in school, however during term time, orders placed online can be delivered to school free of charge ready for you to collect.

The website address and shop addresses are -

<http://www.ualonline.com/product-category/schoolwear/lancaster/archbishop-huttons-primary-school/>

15 Common Garden Street

Lancaster

LA1 1XD

Open Monday to Saturday

60 Euston Road

Morecambe

LA4 5DG

Open Monday, Tuesday, Thursday, Friday & Saturday

Both shops can be contacted on 01524 388355



Coming to school and going home

What are the arrangements for dropping my child off in the morning?

The school day starts at 8:45 and children can be dropped off from 8:40. This enables classroom staff to start working with individual and small groups of children straight away. Parents drop their Class 1 and Class 2 children off at the path heading towards their classrooms.

Parents drop their Class 3 and Class 4 children off at the path heading down to the main school entrance. Teachers' priority at this point in the day, is settling children in and starting to teach. The staff on duty are available to take any messages from parents to the class teacher.

Mr Pugh or another Staff member is usually on duty at this time. Mrs. Robinson is available in the office from 8.45a.m. At 8.55a.m. all gates except the main entrance gate are locked. Parents and children arriving at school after this time must enter through the main entrance.

Being on time for school is important because:

- Children do not miss any teaching input at the start of the day – lost minutes equals lost learning;
- This can cause disruption both for the child who is late and the rest of the class;
- It develops a good habit for both secondary school and working life.

What happens at the end of the day?

- 3.15p.m. is the end of the school day
- Class 1 parents collect their children from the Reception classroom door
- Class 2 and Class 3 teachers escort their classes to the playground area at the front of the school. Parents collect their child from the teacher on this playground
- Class 4 teachers escort their children from the classroom to the main entrance door. Only Year 5 and Year 6 children whose parents have given their written permission, walk home by themselves. Other children are handed over to their parents
- Children who are being collected will only be handed over to named collectors, as identified by parents



Archbishop Hutton's Breakfast and After School Club provides before and after school childcare.

Children and staff at both clubs value one another and work together to create a happy, safe and caring environment where social interactions and good fun are enjoyed by all. Our qualified, experienced staff supervise children at all times. We provide a range of different activities to suit all children.

We provide childcare from Monday to Friday during school term time.

Breakfast Club runs from 7:50am – 8.45a.m. at cost of £5 per session (healthy breakfast provided)

After School Club runs from 3.10 – 6.00p.m. (healthy snack provided) After School Club cost £5 per child up to 4.00p.m. and £9.00 per child after 4p.m.

Flexibility is the key – club staff work hard to accommodate parents' childcare needs.

To find out more information and to book sessions please contact the school office.

All children should bring in a named water bottle. Water bottles will be kept in the cloakroom, near class so children can easily access these when needed and taken outside for playtimes, lunchtimes and P.E. lessons. Water bottles should be taken home every night.



Children who bring a packed lunch to school can bring another drink from home such as fruit juice or squash – fizzy drinks are not allowed in school.



The only snack we allow in school is fruit.

Children in Class 1 and Class 2 receive a free fruit snack every day.

Children in Key Stage 2 are encouraged to fruit to eat during morning playtime.



What happens at lunch time ?

Parents can either choose for their child to have a school dinner or a packed lunch.

School dinners:

We have our own kitchen where our cooks create a range of healthy and tasty meals. Parents may choose for their child to have a school meal every day or just specific days of your choice on a regular basis. A new menu following a three weekly rotation, is sent home twice a year, for you and your child to make meal choices. The children have a choice of two main courses.

Parents should inform Mrs. Robinson when they wish to swap from dinners to packed lunch or packed lunch to dinners.

Charges are made for school meals when pupils are in Key Stage 2. Costs should be paid in advance at the beginning of each half-term following a text from Mrs Robinson letting you know that half-term payment amount. Parents are not entitled to accrue debt. After three weeks of non-payment parents may be required to provide their child with a packed lunch until the debt is paid. Credits will be given for missed meals when a child is off ill from school.

Packed lunch:

Alternatively, children can bring their own healthy packed lunch. The packed lunch must be in a named bag that includes a drink such as fruit juice or squash – fizzy drinks are not allowed in school.

School staff supervise children at lunchtimes, both in the hall and outside on fair weather days and in classrooms on wet weather days. Most of our lunchtime supervisors also work as teaching assistants in classrooms so know the children and school routines well.

Free School Meals and Pupil Premium

Since September 2014 all children in Reception, Year 1 and Year 2 are provided with a free school meal as part of the government's universal free school meal initiative. Key Stage 2 children are not included in the universal free school meal initiative.

Some children have a statutory entitlement to free school meals – those children whose parents receive certain benefits:

- Income Support
- Income Based Jobseeker's Allowance
- Income Related ESA (Employment and Support Allowance)
- Guarantee Element of State Pension Credit
- Support under Part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit (with annual income of less than £16,190 and not receiving Working Tax Credit)
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit
- Universal Credit

When you let us know that you receive one of these benefits then the school can benefit from additional funding – this is known as Pupil Premium.

This is worth over £1,300 per pupil to help with their education.

All you need to do is:

- Apply online at www.lancashire.gov.uk
- OR phone the Area Education Office on 01524 581148
- OR collect a form from Mrs. Robinson and either return the completed form to her OR send it to the Area Education Office at:

Area Education Office, White Cross Education Centre,
Quarry Road, Lancaster LA1 3SE



Medical Matters

Before the start of each academic year parents are asked to complete a pupil data form with up to date information. This includes emergency contact details and parental permission to seek medical attention in the case of serious accident or emergency..



School needs to know if your child has any long term such as asthma, severe allergies, epilepsy, ADHD or short term such as during post-operation recovery, broken limb, stings or bites. School staff can only supervise prescribed medication being given to a child during the school day. There is a medication policy that parents can check on the school website. This policy includes a form for parents to complete when their child requires prescribed medication during the school day. All medication is kept securely and only accessed by key staff.



Children with asthma should have immediate access to their inhalers at all times. Reception and Key Stage1 children's inhalers will be kept in a safe place known to the child. Children in Key Stage 2 classes are responsible for keeping their inhalers themselves. Parents are responsible for keeping inhalers in date, with one to keep in school and one at home.

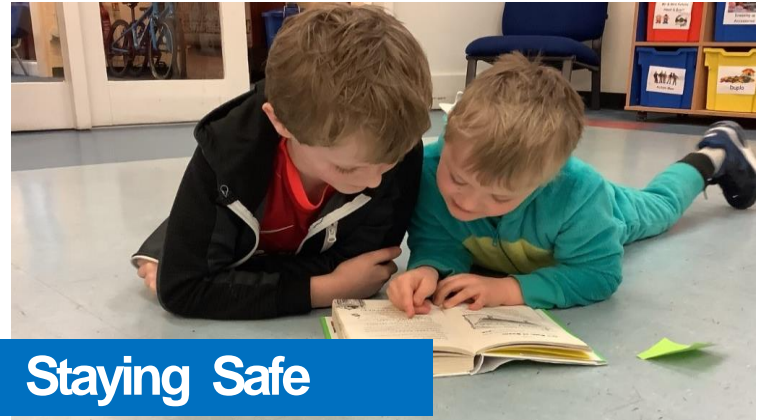
Staff need to know about children with allergies e.g. to specific food, insects, pollen, grass seeds. In this way staff can take all reasonable steps to minimise risks to the child and when a child has an allergic reaction, staff know how to respond effectively.

Children who require specific provision in school such as regularly taking prescribed medication during the school day or requiring an epipen to respond to a severe allergic reaction have a Health Care Plan that is agreed between parents and staff with advice from the School Nurse. The School Nurse completes epipen training with staff annually and provides advice regarding medical concerns when necessary.

What happens when your child gets hurt or feels unwell at school?

We have a team of trained first aiders on our staff. When a first aider treats a child's injury they complete an accident/incident/illness report slip, a duplicate copy of this is kept in school while the original copy is sent home to parents. Parents will then receive a text informing them their child has been hurt and to check the accident/incident/illness report slip that is being sent home. Staff may ask a parent to come to school regarding an accident, injury or illness in order to make a decision about next steps. In an emergency situation staff will phone for an ambulance then immediately contact parents.

When a child is ill in school then we will contact parents using the provided contact details at the beginning of the year. The school has advice from the school nurse about quarantine periods for infectious illness, parents will be informed of this on each occasion. When a child is sick and suffering from a bout of diarrhoea or vomiting then they should be kept at home for at least 24 hours.



Staying Safe

- To safeguard our pupils, entrance gates other than the main entrance, are locked at 8.55a.m. and unlocked at 3.00p.m. The internal school security door is closed at all times between 8.55a.m. and 3.10p.m.
- Staff on duty wear high viz waistcoats when on duty before school, at playtimes and lunchtimes so they can be easily identified
- Visitors use the main entrance at the front of the school and report to the office. At the office, the visitor will sign in and receive a visitor lanyard before being allowed to enter the main building
- Parents complete the record book available when they are taking their child out OR returning their child to school during the school day for an appointment or because the child is ill

Who uses the school car park?

The school car park is particularly small and therefore, is for the use of staff and official visitors only. Parents should not use the car park when collecting their child by car. Parents are advised to carefully monitor their children when they walk past the car park as they arrive and leave school. Delivery vehicles use the car park before, during and after the school day.

Safeguarding

Mr Pugh is the Designated Senior Leader responsible for child protection and safeguarding.

Mr. McGurk is the Back-up Designated Senior Leader.

The school's Child Protection and Safeguarding Policy is updated at least annually and more regularly when there are national policy changes. Parents can find a copy of this policy on the school website: www.archbishophuttons.lancs.sch.uk. This policy outlines the procedures staff have to follow, how these are recorded and the training staff receive.

Mr Pugh or Mr. McGurk may have to follow up concerns raised by staff with parents – this is part of our responsibility as Designated Senior Leaders.



Behaviour

From YR to Y6 we use a staged approach to manage behaviour.

To ensure consistency, these steps are followed by all staff. Teachers, T.A.s and lunchtime staff reward acceptable behaviour and manage low level behaviour.

The Leadership Team manage high level behaviour.

All children start both the morning and afternoon sessions at READY TO LEARN. Excellent behaviour is rewarded with a Role Model award.

Minor problems will see them placed in THINK ABOUT IT for a short time – returning to RTL when they have composed themselves. Serious problems do sometimes arise. When this happens children are placed on CONSEQUENCES. In this case, the child would be referred to the Headteacher and parents would be made aware of the situation. The detail of the school behaviour system can be read in the behaviour policy.

In cases of bullying, the headteacher will follow the procedure outlined in the Anti-Bullying Policy.

Bullying is defined as Several Times On Purpose (STOP)

All school policies are published @
www.archbishophuttons.lancs.sch.uk

Attend to achieve



Why is regular school attendance so important for my child?

Regular attendance at school means that your child can make the most of their education, improving their chances in adult life. Being at school helps develop your child's sense of routine and social skills. A regular and punctual attendance pattern will help your child when they join secondary school and enter the world of work.

GOOD ATTENDANCE means being in school at least 96% of the time

What happens if my child is late?

If your child arrives after 8.55 am, he/she will be marked late. Pupils who arrive late should report to the school office accompanied by a parent or carer. If a pupil is regularly arriving late at school (or when being collected at 3.10 p.m.) a meeting will be arranged with a member of staff to discuss reasons/difficulties for lateness. Please be aware that if your child arrives late without reason after 9.30a.m. (when the registers close) this will be marked as an unauthorized absence.

Does the school need a letter to explain my child's absence or will a phone call do?

We would expect a parent to text or telephone the school on the first day of absence, preferably by 9.30a.m. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence. A follow up letter is not necessary but may be requested in cases of prolonged absence.

What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- Family bereavement

What is unacceptable?

The school will not authorise absence for day trips, additional days to extend holiday, visiting relatives, shopping, birthdays or looking after brothers or sisters.

I am thinking about taking my child on holiday during term time - what should I do?

The school recognises that such absence can be important for children to have holidays with their family and experience the wider world. The school recommends that such absences do not take place during term time. Children are at school for 38 weeks every year, there are another 14 weeks available for holidays. There must be exceptional reasons as to why the holiday needs to be taken then. Please do not book the holiday and then ask for permission. Please collect a holiday request form from the school office. Return your completed form to Mrs. Robinson. Mr Pugh will look at the information on the form and decide whether to authorise the request or not. Parents will then receive a letter notifying them of the outcome of their request.

Can my child have time out of school for appointments?

Please attempt to book regular dental checkups and medical appointments outside of school time. When it is necessary to take your child out of school for an appointment, do your best to book it after 2p.m. to allow your child to have their registration mark for the afternoon. When it is necessary to have a morning appointment please try and bring your child to school first to get their mark and then return them to school after the appointment.

What do I do when my child is too unwell to come to school?

When your child is too ill to come to school please phone us and let us know by leaving a message on the answer phone or texting. Mrs. Robinson arrives at the school office at 8.45a.m. She will pick up any answer phone messages as well as dealing with incoming phone calls. Please let us know by 9.30a.m. Mrs. Robinson will send a text to parents when their child is not in school and we do not know why. When parents communicate with us to report their child's illness, these absences are authorised. When parents do not report their child's illness and we do not know why a child is not at school, these absences are unauthorised.

The link between attendance and attainment in school is clear.

The more a pupil is in school the more they increase their opportunity to fulfill their potential.



What is school doing to promote positive attendance and punctuality?

- Weekly class attendance and punctuality awards
- Attendance and punctuality data shared in weekly newsletter
- Termly 100% attendance awards for children
- Termly update for parents with their child's attendance and punctuality
- Calling parents on the first day of absence when a reason is not given
- Half termly scrutiny of all attendance data – this is reported to governors

Warton Pre-School

have been based in our school since January 2019. The pre-school establishes the foundation for your child's future development, with an emphasis placed on creative, interesting and structured play for children between the ages of 2 – 5 years.

We offer a safe, supportive and caring environment for you and your child. Our experienced team of staff hold varying childcare qualifications and aim to provide the very best learning opportunities for each child. We are an eligible provider of government funded free childcare.

Our opening times are

Monday to Thursday
8:00am - 5:00pm

Friday 8:15am - 3:15pm
during school term time.

Feel free to get in touch to book a free taster session by contacting Christine Hutchinson (Pre-School Manager)



Phone: 07762 365671

Email: warton.preschool@yahoo.co.uk

Facebook: [wartonpreschoolcarnforth](https://www.facebook.com/wartonpreschoolcarnforth).

**School
Dates :
Sept 2022 –
July 20223**



Autumn Term 2022

INSET (teacher training day)

Thursday 1st and Friday 2nd September 2022

Open to pupils: Monday 5th September 2022

Half Term: Monday 24th - Friday 28th October 2022

Christmas: closes at 3:15pm Friday 16th December 2022

Spring Term 2023

Opens: Tuesday 3rd January 2023

Half Term: Monday 13th - Friday 17th February 2023

Easter: closes at 3:15pm Friday 31st March 2023

Summer Term 2023

Opens: Monday 17th April 2023

Bank Holiday: Monday 1st May 2023

INSET (teacher training day): Friday 26th May 2023

Half Term: Monday 29th May - Friday 2nd June 2023

Summer: closes at 3:15pm Wednesday 19th July 2023

INSET (teacher training day): Thursday 20th July 2023

INSET (teacher training day): Friday 21st July 2023