



School Prospectus

School Address: St. Agnes' CE Primary School
Hamilton Road
Longsight
Manchester M13 0PE

School Telephone Number: 0161
School Fax Number: 0161

Acting Headteacher: Mr. Shoab Uddin
Chair of Governors: Mrs. Helen Thompson

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INFORMATION ABOUT THE SCHOOL

St Agnes' CE Primary is a Voluntary Controlled, well-established popular school. We proudly serve the needs of the vibrant Longsight community, just south-east of Manchester City Centre. We have 475 pupils on roll at present – all busy and actively learning right now!

'Love to Learn, Learn to Do Well, Living Well Together' is our philosophy. The origins of it - 'Learn to do Well' - can be traced all the way to the iron work of the 1881 school gates! We are able to embrace twenty first century changes and developments due to our solid foundation of shared faith-based morals and values.

We work in full partnership with our families to ensure that every child reaches their full potential. Our high teacher to pupil ratio ensures we know our pupils very well – lots of individual attention is focused on every child for both their academic and pastoral needs.

Visitors often comment on the wonderful atmosphere in our school. This is generated by the amazing attitude and excellent behaviour of our pupils who flourish in the care of highly dedicated and passionate teaching staff.

As a Manchester Church of England school, we feel it is important to celebrate the diversity of faiths, cultures and lifestyles, as the city we live in is so culturally diverse, yet intrinsically the Christian ethos and values permeate through the fabric of St Agnes' CE Primary School.

As a Rights Respecting School we ensure that our pupils' rights are a top priority in all that we do at St Agnes' – unifying all that we believe and value as a Church of England school – promoting a caring and positive ethos that is understood by all.

We are currently on our journey to become a Peace Mala school. The Peace Mala focuses on the Golden Rule: "Treat others as you would wish them to treat you". We believe that being part of the Peace Mala community will allow our children to become better local and global citizens. We look forward to continuing our work for many, many years to come and the variety of different multi-faith opportunities our continued work will help us achieve.

A strong working relationship between pupils, parents, teachers and governors promotes the education and well-being of all and we thank all of those who contribute to make St Agnes' CE Primary School successful and happy place to be.



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AIMS OF OUR SCHOOL

Our aims are to enable pupils to:

- develop lively enquiring minds capable of independent thought;
- acquire the knowledge and skills relevant to adult life and to participate as citizens in a rapidly changing world;
- understand the world in which they live and the inter-independence of individuals, groups and nations;
- acquire reasoned attitudes, values and beliefs;
- experience a sense of achievement through the study of major areas of knowledge;
- enjoy the learning process which encourages them to take advantage of educational opportunities throughout life by the development of social, economic and political awareness;
- experience the school as a caring, supportive, learning environment, where there is equal opportunity for all pupils.

**Our approach to the whole school curriculum
is based on
*'equality of opportunity'***



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OUR GOVERNING BODY 2017/18

Chair of Governors:

Mrs. Helen Thompson

Parent Governors:

Catherine Collinson (*Vice Chair of Governors*)

Aurangzeb Farooq

Anwar Gulzar

Local Education Authority Governor:

Charlie Mok

Other Staff Governor:

Nadra Bukhari

Co-opted Governor:

Lesley Gutteridge

Sajid Janjua

1 Vacancy

Foundation Governors:

Margaret Taylor

Rev. Eugenia Adoyo

Helen Thompson (*Chair of Governors*)

Acting Headteacher:

Shoab Uddin

Observer:

Shelley Lynton

Clerk to the Governors:

Andrew Crosbie

The governing body are responsible for all matters concerning the school. They have overall responsibility for the school development plan and the school budget.

The governing body meet twice every term and committee meetings are held as necessary.

The governing body of St. Agnes' CE Primary School is made up of representatives from parents, local education authority, St. Agnes' Church and staff. Members of the local community may be co-opted.

All written communication to the governors must be addressed to the Clerk of the Governors, C/o St. Agnes' CE Primary School.

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ABOUT THE SCHOOL

St Agnes' CE Primary School is for children from three to eleven years of age. Each year group is two form entry and our numbers of pupils on roll is ever increasing.

The age ranges are grouped as follows:

Year Group	Age	Phase
Nursery	3 – 4 Years	Early Years
Reception	4 – 5 Years	
Year One	5 – 6 Years	Key Stage One
Year Two	6 – 7 Years	
Year Three	7 – 8 Years	Lower Key Stage Two
Year Four	8 – 9 Years	
Year Five	9 – 10 Years	Upper Key Stage Two
Year Six	10 – 11 Years	

The children come from a variety of social and cultural backgrounds. Wherever possible the school will accommodate pupils with disabilities.

ATTENDANCE

There are 22 teaching hours in a school week. All children at St Agnes' CE Primary are expected to be in all taught sessions. We are aware that there will be occasions where your child is unwell and unable to attend school. Please ring and let the School Office know as soon as possible, if this is the case. As our office staff can keep the class teachers informed and the children attendance records are as accurate as possible, as expected in the legal requirements made by the Local Authority.

GREEN	pupils with attendance over 96.6%
AMBER	pupils with attendance between 96.5% and 90%
RED	pupils with attendance below 90% (PERSISTENT ABSENCE)

A careful check is kept on attendance and punctuality and your child's attendance record will be reported to you at the end of each year with the number of actual attendances against possible attendances recorded. The class attendance records are published weekly on the school website.

Our Attendance Policy is available online at

<http://st.agnes.manchester.sch.uk/policies/attendance> Children arriving later than 9.30am without previous notice will lose their mark for that morning and be recorded as late.

HOLIDAYS IN TERM TIME

As we follow Manchester's Education Committee's Policy on 'Leave of Absence' during the school term at St Agnes, we consider all requests for leave of absence in the term time very seriously. Any authorised absences will only be granted in exceptional circumstances. All parents/carers must be aware that they do not have the automatic right to remove their child/ children from school during the term time. Any requests for time taken out of the school term, must be made formally in writing and addressed to the Headteacher, before the leave is arranged.

TEACHING AND LEARNING

WHOLE SCHOOL CURRICULUM

Every child still matters - our primary aim is to deliver a high quality education to all pupils by providing teaching that:

Is relevant to the needs and interests of all pupils giving them the opportunity to develop self-knowledge and self-esteem

Provides pupils with the essential basic skills and instill a love of learning

Promotes high expectations celebrating both success and effort

Challenges and supports to empower all pupils including those with special needs and gifted, talented and more able

Enables pupils to take ownership of their learning with the confidence to question and the resilience to persevere

Supports the family learning together

The whole school curriculum is based on Every Child Matters outcomes (themes), cross-curricular dimensions and skills.

Every child matters outcomes (themes:

- Enjoying and achieving
- Staying safe
- Being healthy
- Making a positive contribution
- Achieving economic well-being
- Citizenship

Dimensions include:

- Behaviour Management
- Child Protection
- Attendance and punctuality

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- Equal Opportunities

Skills include:

- Communication skills e.g. calculation, reading & writing, information technology
- Personal and Social skills e.g. co-operation, inter-dependence, self-esteem.

Each class has pupils with a range of abilities. So that all pupils can learn in the best way suited to them a wide variety of teaching and learning styles are used.

The broad and balanced curriculum is taught in line with national strategies and guidance. Teaching and learning has been developed to reflect the high expectations of the local community in order to achieve national attainment targets.

Pupil ability is assessed using age related expectation descriptors of attainment from the National Curriculum. Pupils undertake National Assessments at Year Two and Year Six (SATs).

RELIGIOUS EDUCATION

As a Church of England Primary School, our acts of collective worship are Christian in content although knowledge of and respect for other faiths is an intrinsic part of education at St Agnes CE Primary. This is reflected in our Rights and Respecting School Award and in our work towards becoming an Accredited Peace Mala School. We are extremely mindful of the community we serve and respect their values and beliefs through our daily collective worship sessions. There are various assemblies related to the many faiths we cover as a school and our families are very welcome to join us for our assemblies.

We encourage all children to learn more about the faith and values of others, and as such, expect their participation in our collective worship and RE learning. Exceptions to this must be agreed, in writing, with the head teacher.

SPECIAL EDUCATIONAL NEEDS

We aim to offer an education that is both relevant and accessible, building on, and celebrating the strengths of all our pupils. We follow Manchester guidelines and procedure for children identified as having a Special Need. Parents are involved in this process and we rely on their support from the very beginning. Parents who are concerned about their child's progress should make an appointment to discuss this with their teacher at the earliest opportunity. They may then refer this to our school Special Educational Needs Co-ordinator, Katie Cronin.

For more information on the SEND Support at the school please see our SEND Report on our school website.

<https://www.st-agnes.manchester.sch.uk/wp-content/uploads/2016/04/SEND-Report.pdf>

INCLUSIVE EDUCATION

All pupils with special educational needs have a right to a broad and well-balanced education. This should include as much work as possible under the National Curriculum.

The governors will ensure that every pupil has:

- access to the whole curriculum;
- opportunities to succeed within their capabilities;
- opportunities to form relationships and develop emotionally and socially;
- opportunities to achieve their full potential.

SEX & RELATIONSHIPS EDUCATION (SRE)

St. Agnes' CE Primary School has a responsibility to meet the educational needs of all its pupils. Sex and Relationships Education will be appropriate to the pupil's age and experience and will be presented within a moral, spiritual, social and cultural framework. We teach this through our PSHE Scheme of Work, Growing and Changing. The whole school Sex and Relationships Education Policy is available on request. If you have any specific concerns, then please arrange an appointment at the office to see a member of the Leadership Team.

POLICY STATEMENTS

Each area of school life has a policy. The statutory policies for these areas can be found on the school website www.st-agnes.manchester.sch.uk. If the policy that you would like to know more about is not available on our webpage, please email enquiries@st-agnes.manchester.sch.uk and request a paper copy for your information.

A policy statement gives the broad outlines of the whole school approach to the teaching and learning within the curriculum area.

ENTRANCES, EXITS AND SAFETY

All children should use the gates on Clitheroe Road and Slade Grove and line up, in the main hall in their designated class lines. Parents are not permitted to enter the hall at this time to ensure the children's safety.

Entry to the Nursery and Reception is through the EYFS gates in the large playground.

All children will exit the building from a designated safety point in the building. Your child's class teacher will explain where these are.

All Parents and Carers have only **one** entrance/exit point. They must enter the school via the main office at the front of the school building. Signing in electronically using our inventory system, if they enter the school main building also.

Children must be picked up by a known adult (over 18 for children aged 5 and under). Parents need to nominate three persons who have permission to pick up their child and provide school with their contact details. School must be informed if someone else, other than these three persons, will be picking up their child, with an agreed password for additional security.

There is a crossing warden on duty on Clitheroe Road/ Hamilton Road at the beginning and end of the school day to help pupils and their families to cross safely.

BEHAVIOUR AND DISCIPLINE PLAN

This information has been written as a guide for the parents and children of our school, it sets out what we expect children to do and what we will do to reward or sanction children. Parents have found this a helpful guide to talk through with children so that there is a clear understanding of how they and other children should behave. It is intended to protect your child's right to learn.

We believe that every child has the right to come to school knowing it will be a safe, calm, caring and positive environment in which every child and adult is valued.

RESPONSIBILITIES

The children's responsibilities are linked to the principles of UN Convention on the Rights of the Child as a Rights Respecting School. Pupils take ownership of their rights and advocate for them to ensure all are responsible for school life. These are adhered to by each class, setting up their own Class Charter and a Whole School Charter, that is established through a democratic process.

To help themselves and everyone else achieve by: -

- Listening carefully
- Making every effort to raise their standard of work and behaviour
- Working quietly
- Respecting other people and property
- Being polite to everyone
- Making sure that nobody is hurt by how we act or what we say
- Keeping school and classrooms a tidy place.

BEHAVIOUR

All classes have an agreed behaviour system which recognises both positive behaviour for learning and addresses disruptive learning

Teachers and adults will reward children for good work and good behavior in a range of ways including: -

- ✓ Whole school and group rewards – House point system
- ✓ Names and ticks on wall chart
- ✓ Special VIP and Helper Badges

Where children's behaviour is impeding their learning and disrupting the teaching of others then following the system: -

- A verbal warning – if this is not respected then –
- Name written on classroom board with behavior monitored
- Sent to partner classroom for a time limited period
- Sent to Deputy Headteacher's office
- Parent informed about negative behaviour in school
- Parent asked to come into school to discuss negative behavior for learning

ON THE PLAYGROUND

The children's responsibilities are: -

- To keep their hands, feet and objects to themselves
- To be polite and not use offensive language in school
- Not to tease other children or call them names
- To get permission to re-enter the school
- To stop playing when the first whistle is blown and line up on the second whistle
- To take care of school's equipment and put it away properly

IN THE DINING HALL

The children's responsibilities are: -

- To walk to the dinner hall quietly
- To put their hand up when they need help
- To use their knife, fork and spoon for eating only
- To keep their food on their plate or in their mouth and not on the table or floor
- To not talk with their mouth full
- To line up nicely whilst waiting to empty their tray.

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LUNCHTIME STAFF

Our lunchtime staff are responsible for the children's safety and well-being whilst they are eating dinner or at play. They have the responsibility of the children and should be treated with the same respect as other adults in school.

LUNCHTIME ROUTINES

The school lunch breaks start at 11:35am until 1.15 p.m (depending on the Phase a child is in). Your child may go home for lunch, stay for a school dinner or bring a packed lunch.

Application forms for free school meals are obtainable from the school administrator.

Pupils having lunch at school will eat their meal in the school hall, supervised by Lunchtime Organisers.

Packed lunches should be brought in suitable containers. Please make sure that drinks are in unbreakable bottles or cartons.

We encourage all of our children to have a healthy diet and have a zero tolerance for high in fat or sugar foods.

The office must be informed of changes to a child's lunch as soon as possible, as advance notice is required to make changes on our system.

ADMISSION POLICY

Manchester City Council Education Department is responsible for maintaining a waiting list for admission to St. Agnes' CE Primary School.

ADMISSION PROCEDURE

Parents must apply directly to Manchester City Council Education Department for a place in a primary school of their choice online at:

http://www.manchester.gov.uk/info/primary_school_admissions/apply_for_a_primary_school_place.

Children's names are placed on to a waiting list maintained by Manchester City Council Education Department if places exceed our numbers allocated for each year group.

All children will enter Nursery during the first fortnight of the autumn term. Starting dates are staggered across two weeks, to ease the process of transition.

Parents will be informed by email/letter by Manchester City Council Education Department if their child has a place in Reception.

Prospective parents are welcome to visit the school by appointment. Staff will ensure you have a full tour of the school grounds and there will also be an opportunity to meet the Headteacher, if available.

APPEAL PROCEDURE

If a child of statutory age on the waiting list is not offered a place at St. Agnes' CE Primary School, parents can appeal to the Independent Education Appeals Committee. Appeal forms are available in every school.

TRANSITION TO HIGH SCHOOL

Parents must apply online to Manchester City Council Education Department for a place in a high school of their choice.

REPORTS TO PARENTS

A written report is sent once during the school year to parents of each pupil. There are also Parent Consultations whereby parents meet with the class teachers at various points in the academic year.

INSPECTIONS

After the school has been inspected, the report will be available to parents on the school website. Copies of the report will be available from the Headteacher on request and are available on the OFSTED website. If a school is inspected, parents are asked to contribute through the online service, Parentview.

SWIMMING LESSONS

We have free swimming lessons once a week at a local swimming pool for all pupils in Year Four. All children must attend as this is a statutory requirement.

ADDITIONAL ACTIVITIES

A variety of educational visits and experiences are provided for all pupils of all ages to develop and enhance their learning. Places visited include museums, art galleries, exhibitions and the theatre. We also invite a variety of people into the school to give talks, e.g. police officers, fire officers, charity workers etc.

Extra-curricular activities are open to all pupils.

Violin lessons are offered and we have a peripatetic music teacher who visits the school weekly.

SAFEGUARDING/ CHILD PROTECTION

The school is committed to safeguarding all of its pupils. All staff have enhanced Criminal records clearance (DBS). The designated members of staff for safeguarding are Mr Uddin (Acting Head), Mrs Bukhari, Miss Oven and Ms Lynton. All school policies are available on request or many are available on the school website www.st-agnes.manchester.sch.uk. Manchester Children's Services requires the school to report any signs of non-accidental injury or abuse. This is not a matter for the discretion of the Headteacher or individual members of the school staff. It is likely in such situations that a Social Worker will contact parents directly.

NO SMOKING

St Agnes operates a no smoking policy on its premises. Consequently, **ALL** adults are asked not to smoke cigarettes, pipes or e-cigarettes within the buildings or school grounds. We would appreciate your co-operation with this decision.

FIRST AID

First aid will be given by staff to children who have minor cuts or bruises. There are staff who have first aid qualifications on site. If a child requires further treatment parents will be informed through set procedures.

EMERGENCY

Occasionally parents may need to be contacted at short notice, often in the case of a medical emergency or accident. We ask all parents and carers to provide three allocated contacts in case of an emergency. This is so we can make contact with the child's family as soon as possible. Please ensure that the school is notified of all three people you would like nominate as emergency contacts. Please notify the office staff of any change of address or change of contact numbers, so that we can contact you or another responsible adult if necessary.

HEALTH AND WELFARE

The School Health Service and the Dental Service carry out routine screening of pupils' physical and dental health. The following services are provided for pupils whilst at primary school:

- Height and weight checks
- Dental inspections (Early Years)
- Eye tests
- Hearing tests
- Flu vaccines
- Medical examinations for safeguarding investigations by the appropriate nurse

Parents are always informed in advance about these services. There is an allocated school nurse for half a day each week.

We encourage our children to adopt healthy habits in all aspects of their development, for example, cleanliness, dress, hygiene, footwear and nutrition. The school nurse may discuss any aspect of the children's health on a one-to-one basis, during her visits. Please inform us if your child has any medical condition, such as asthma or epilepsy, so that we can write a medical health plan which will help us to act effectively in an emergency.

MEDICINES

School cannot accept responsibility for the administering of drugs and medicines except where a child has a recurring medical condition, such as asthma, diabetes, respiratory problems, or epilepsy, which need continual medication. In these cases, medicines must be handed in to the office and not given to the class teacher. If children need to be given other medicines, such as antibiotics during the day we request that this be done at home or

parents come in to school and administer them. Low level treatments such as Calpol will not be administered by school staff. Please refer to the Medical Policy for further guidance.

CHARGING POLICY

The governors have taken the decision that all compulsory activities should be free of charge. However, parents might be asked to contribute towards activities which are not part of the normal curriculum.

COMPLAINTS PROCEDURE

Please refer to the Complaints Policy and procedures available on the website. This contains all documentation and guidance.

OUR UNIFORM

At St Agnes' CE Primary School we encourage all children to wear school uniform, although it is not compulsory. We believe that children who arrive at school smartly dressed in their uniform will have a better attitude towards their work and have a sense of belonging to a school community. School uniform is: Black or Grey school trousers (long or short) / Black or Grey school skirt, Plain white shirt, or plain white polo shirt or school polo shirt, Green School Logo Sweatshirt, Green School logo Cardigan or Fleece and sensible footwear such as black school shoes or black trainer. In the summer girls may wear a green checked school summer dress.



Uniform can be purchased online: TESCO: <http://www.clothingattesco.com/manchester/st-agnes-primary-school>

Jewellery

The children may only wear single stud earrings and a watch to school. This is for all of the children's safety and also the security of any jewellery. No other jewellery is acceptable.

SCHOOL LUNCH, CLUBS OR TRIP PAYMENTS

All payments for any event are to be made at the office. All monies including for educational visits and clubs need to be paid into the office. Class teachers are not responsible for this and will not be collecting them.

Lunch payments need to be paid in, as soon as possible, usually the Monday.

HOMEWORK

Children are given homework according to their age and development. Please do your best to make sure that your child has the opportunity to do this work by encouraging them to settle in a quiet place at a certain time to concentrate on the task. You will be informed by the class teacher about arrangements for homework in your child's class.

BULLYING

Bullying is taken very seriously and you can be assured that your child will be supported when any kind of bullying is reported. Bullying is not tolerated at St Agnes C of E Primary. Our school will seek ways to counter the effects of bullying that may occur within school or in the local community.

What is bullying?

If somebody physically hurts you, or verbally abuses you, that's bullying.

Specific types of bullying include:

- Homophobic bullying based on sexual orientation
- Racist bullying because of skin colour
- Religious bullying because of beliefs or faith.
- Sizeist bullying referring to body size
- Sexist bullying focusing on being of the opposite sex
- Cyberbullying targeting online, often anonymously
- Bullying because someone is different

(Youngminds.co.uk)

Parents should make an appointment to see the class teacher, as soon as possible, if they feel their child is being subjected to bullying. We take all concerns extremely seriously and have a zero tolerance towards accepting this type behaviour in our school. St Agnes has high expectations of outstanding behaviour for learning and we will challenge any behaviour that falls below this, as we are creating a culture of acceptance, belonging and tolerance for all. (See Bullying Policy)

PARENT- SCHOOL PARTNERSHIP

Parents are given the opportunity to visit school, see a working day in operation and meet staff, when their child is offered a place. All parents are welcome in school for planned events and workshops as we are currently trying to strengthen our links with families. We are always looking for help in school in a variety of ways. If you have any special skills, which we could use for the children's benefit, please do not hesitate to tell us. All visits must be made by prior arrangement through the office.

Parental involvement is a high priority at St Agnes CE Primary School. We truly believe that when parents and teachers work together for the benefit of the children, the children are far more successful throughout their school years. At school you will be encouraged, not only to be actively involved in your child's education every day, but you will find opportunities to extend and develop your own interests and skills through our adult workshops. You have a vital part to play in the education of your child through active engagement at home i.e. conversations, reading, homework support etc. By working together, we can help your child to make the most of his/her time at St Agnes CE Primary. You become part of our school community as soon as you put your child's name down on our nursery waiting list and we want you to feel you are a part of our learning community.

The information in this booklet was correct at the time of publication in July 2017 and is subject to change. The most up to date version will be made available on the school website.

St Agnes' CE Primary School Calendar 2017/2018

Autumn 1 Term	
School Opens	Monday 4 th September 2017
Staff Day	Monday 4 th September 2017
Staff Day	Tuesday 5 th September 2017
School Closes	Friday 20 th October 2017
Half term Holiday Monday 23 rd October 2017 - Friday 27 th October	
Autumn 2 Term	
School Opens	Monday 30 th October 2017
School Closes	Wednesday 20 th December 2017
Christmas Holiday Thursday 21 st December 2017- Monday 1 st January 2018	

Spring 1 Term	
School Opens	Tuesday 2 nd January 2018
Staff Day	Tuesday 2 nd January 2018
School Closes	Friday 16 th February 2018
Half term Holiday Monday 19 th February 2018- Friday 23 rd February 2018	
Spring 2 Term	
School Opens	Monday 26 th February 2018
School Closes	Thursday 29 th March 2018
Easter Holiday Friday 30 th March 2018- Friday 13 th April 2018	

Summer 1 Term	
School Opens	Monday 16 th April 2018
Staff Day	Thursday 3 rd May 2018
School closed for Bank Holiday	Monday 7 th May 2018
School Closes	Friday 25 th May 2018
Half term Holiday Monday 28 th May 2018- Friday 1 st June 2018	
Summer 2 Term	
School Opens	Monday 4 th June 2018
Staff Day	Monday 18 th June 2018
School Closes	Friday 20 th July 2018
Summer Holiday Friday 20 th July 2018 - September 2018 (September start to be confirmed)	

Educational policies and best practice for teaching and learning are constantly changing and in response to this we set aside 5 days for teacher training days (highlighted in purple). These days are vital as we can ensure that all staff are kept abreast with advances in education and develop a tailor made curriculum that suits the needs of the children that we teach within the school. School is closed to pupils on these days.