

Sharples Primary School and Nursery Parent Handbook

Taking you step-by-step through starting school





## Mr G Partington, Headteacher, says:

#### Welcome

Welcome to Sharples Primary and Nursery School and I look forward to getting to know you and your child.

## We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook and hand in your completed forms to the school.

#### **Answering your questions**

On page 11 is Key Information and pages 12 - 13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01204 333077 and we will be happy to help!

### Policies and term dates

On page 15 are details of some important policies you need to know about and term dates. It is lovely to hear that your child is starting at our fabulous school. Thank you for selecting us!

#### **STEP 1: DATA COLLECTION FORM**

Sharples Primary and Nursery School



## **DATA COLLECTION FORM**

PLEASE COMPLETE IN BLOCK CAPITALS

Name:	
Child's Personal Information	
Legal Surname:	Legal Forename:
Middle Name(s):	
Preferred Surname:	Preferred Forename:
Male: Female:	Date of Birth:
Child's Home Address	
Address:	
	Post Code:
Main Email Address:	
Home telephone number/s:	
Do you have any other children at Sharples Primary School	? If so, please provide details below:
Name:	Date of Birth:
Name:	Date of Birth:
Name:	Date of Birth:

## **STEP 2: DATA COLLECTION FORM**

Sharples Primary and Nursery School

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Please place them in the order that you wish them to be contacted.

#### **Contact Priority 1**

Surname:			Forename:		Mr/N	Irs/Miss:	
Male:	Female:	Rela	tionship to child:			Parental responsibility	Yes/No
Address:							
				Post Code:			
Telephone	Numbers:						
Home:				Mobile:			
Work:				Email address:			
Notes/Inform	mation:						
Contact Prio	ority 2						

Contact Priority 2						
Surname:		Forename:		Mr/M	rs/Miss:	
Male: Female:	Rela	ationship to child:			Parental responsibility	Yes/No
Address:						
			Post Code:			
Telephone Numbers:						
Home:			Mobile:			
Work:			Email address:			
Notes/Information:						

## **STEP 3: DATA COLLECTION FORM**

Sharples Primary and Nursery School

## **Contact Priority 3**

Step 2

Step

Surname:		Forename:	Forename: Mr/Mrs/Miss:		frs/Miss:
Male: Female:	Rela	elationship to child:		Parental responsibility Yes/No	
Address:					
			Post Code:		
Telephone Numbers:					
Home:			Mobile:		
Work:			Email address:		
Notes/Information:					

## **Contact Priority 4**

Surname:		Forename:		Mr/N	Irs/Miss:	
Male: Female:	Rela	tionship to child:			Parental responsibility	Yes/No
Address:						
			Post Code:			
Telephone Numbers:						
Home:			Mobile:			
Work:			Email address:			
Notes/Information:						

## **STEP 4: DATA COLLECTION FORM**

Sharples Primary and Nursery School

Consent	YES/NO
I give permission for my child to take part in local educational visits within walking distance of school.	
I give permission for my child to have supervised use of the internet, and use the blogging site.	
I give permission for my child's photograph to be taken and used in displays around school.	
I give permission for my child's photograph to be taken and used by the local newspaper.	
I give permission for my child's photograph to be taken and used on the school website and other social media platforms	
I give permission for my child to have their photograph taken by the School Photographer – class and individual photos, which you will have the option to purchase.	
I give permission for my child to watch PG films (KS2 only)	
Please note you can change your consent at any time. If you have any queries or wish to withdraw your consent, please contact the school.	
I give permission for my child's information to be used for Educational Websites to support their learning	

MEAL ARRANGEMENTS	YES/NO
Universal Free School Meal	
Your child will currently be entitled to a Universal Free school Meal if they are in Reception Year 1 and Year 2.	
Paid School Meal (Year 3 – Year 6 )	
Packed Lunch	
Free School Meal	
If your child is receiving certain benefits you may be entitled to free school meals.	
Please contact school if you are unsure about this.	

DIETARY NEEDS	Please state YES or NO	Is this an allergy?  Please note that school meal service may require further forms to be completed if your child has an allergy/intolerance.
Halal		
Eats Beef		
Eats Milk Products		
Eats Egg		
Eats Fish		
Eats Nuts		
Eats Pork		
Strict Vegetarian		
Eats Gelatine		
Eats Gluten		
Other Please provide details		

## STEP 5: DATA COLLECTION FORM

Step 4

Step

Sharples Primary and Nursery School

Is your child currently under any of these additional services?	YES/NO
Occupational therapy	
Physiotherapy	
Speech and Language therapy	
Dietitian	
Education Psychology	
CAMHS (child and adult mental health service	
Paediatrician	
OTHER. Please state	
MEDICAL INFORMATION	
Medical Practice:	
Doctor:	
Address:	
Telephone No:	
	ady included on this form. Please advise the
	ady included on this form. Please advise the
	ady included on this form. Please advise the
	ady included on this form. Please advise the
	ady included on this form. Please advise the
	ady included on this form. Please advise the
chool office staff if there are any changes to these in the future.	rady included on this form. Please advise the
chool office staff if there are any changes to these in the future.	
nown Allergies	YES/NO
nown Allergies  Allergy to plasters	
chool office staff if there are any changes to these in the future.  Inown Allergies  Allergy to plasters	
nown Allergies  Allergy to plasters  Pet allergy	
nown Allergies  Allergy to plasters  Pet allergy	
inown Allergies  Allergy to plasters  Pet allergy  ny other allergy or concern, please provide details:	

#### **STEP 6: DATA COLLECTION FORM**

Sharples Primary and Nursery School

In the event of a medical emergency we need parental permission to administer medical attention. Please sign below if you agree that your child can receive medical attention in an emergency.

Signed:	
Print Name:	
Date:	
Relationship to child:	

Data Protection Act 1998, replaced by General Data Protection Regulations from 25<sup>th</sup> May 2018. The school is registered under the GDPR for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DFE.

Please tick below to identify your child's Ethnic Origin:

Ethnic Origin	
Black African	
Black Caribbean	
Chinese	
Indian	
Pakistani	
White British	
White Irish	
White and Asian	
White and Black African	
White and Black Caribbean	
Other Black background	
Other mixed backgroung	
Other White background	
Other Asian	
Other – please state	

Is English an Additional Language?	Yes/No
If <b>YES</b> , what is their first Language?	
What Languages does your child speak at home?	

## STEP 7: DATA COLLECTION FORM

Step 6

Step

Sharples Primary and Nursery School

How does your child usually travel to school?							
Car							
Bicycle							
Public Transport							
Taxi							
Walk							
revious Playgroup/Nursery/School Attended							
Name:							
Tel. number:							
Address:							
f your child has been known by a previous legal surna	ame please give details below:						
Previous Surname:	Date of change:						
Reason for change	ason for change Is there a deed poll <b>YES/NO</b>						
If yes please provide a copy)							
Adoption Information:							
You do not have to answer the following question if you do no any child who has been adopted which will be used toward su of course, be treated with complete confidentiality and if you regarding such circumstances, that would be fine	pporting your child's education. Any information wou	ıld,					
Was your child formally a 'looked after child' and adopted or $\P$ Yes * No *	did he/she leave care under a Special Guardianship Or	der?					
If the answer to the above question is 'Yes' then we would ask original Adoption (Court) Order.	you to provide supporting evidence, for example, sho	w the					
he information provided on this form is accurate and I can co	nfirm that contacts named on this list have given thei	r consent:					
Name:	Signed:						
Date:							
To be signed by the Parent/Guardian of the child above)							

(To be signed by the Parent/Guardian of the child above)

#### **STEP 8: DATA COLLECTION FORM**

Sharples Primary and Nursery School

Child's name:

Please can you help us to ensure that all children leave school safely at the end of the school day.

Nursery to Year 2 children are not allowed to leave the school grounds until they are collected by the parent or an appropriate nominated person.

Children in Years 3, 4, 5 and 6 may be allowed to walk home provided that parental permission is given in writing. We suggest that parents take the time to plan the safest route for the child to take when walking home and discuss safe behaviour and stranger danger.

Please complete form below which states whether your child should be dismissed by the class teacher or will be collected.

Please can all parents/carers provide a "Password" even if you plan on picking your child up each day or have agreed for them to walk home alone. There may be occasions or emergency situations when a different adult will need to collect your child who we do not know. On these occasions you must share your password so we can check that the adult knows the password before handing over your child.

#### SHARPLES PRIMARY SCHOOL SAFE COLLECTION FORM

Class:

*will be dismissed by school staff,	OR			
*will be collected by				
Name	Relatio	n to child	Age (if under 18)	
			*delete as appropriat	
PASSWORD				
Signed:		Date:		
		1		
For office use only:				
Date on roll				
CTF requested/obtained				
In-Year Transfer processed				

## **Key information**







#### What are our school times?

School starts at 8.45am and ends at 3.15pm which equates to 32.5 hours per week. Children are able to enter the building from 8.40am as part of a staggered start. Registers close at 9.00am and any child arriving after this time will be receive an unauthorised absence for the morning session on that day

#### Nursery

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Step

Nursery Times: Mornings: 8.30am – 11.30am; Full time: 8.30am – 3.30pm.

### **Arrivals and departures**

#### **End of School Day**

3.15pm is a very busy part of the day when all children are leaving at once and our main priority is ensuring that all leave safely. Many older children leave by themselves, but we want to be sure that younger children leave with the right person.

Class teachers will dismiss the children from their class, and if you need to speak to the teacher, please wait until they have safely dismissed all the children from their class.

Each year we will send home a safe collection form asking you to let us know who can collect your children. There may of course be a time when someone who is not named on the form may pick up your child. On these occasions, please inform the class teacher in writing. Alternatively, you can email the office before lunchtime, or telephone the office to let them know the arrangements.

### Wraparound care

During term-time, we provide breakfast, and a light snack in the afternoon. In the holidays a full cooked lunch is provided. Special diets are catered for on request. The only time you will need to provide a meal is on day trips when we ask that you supply a packed lunch (holidays only). All care during the holidays will operate from High Lawn Primary School.

The breakfast club is open from 7.30am and the after-school club will close at 5.45pm. You will gain access to the club via the dining room exterior door (from the school car park). After school, the younger children will be collected from

their classes and the older children will make their way to the dining hall. Class teachers will be given a list, so they know which children are going to the club.

On registration, a deposit equivalent to one week's fees is required to secure your place. Where you attend on a shift basis a £35 deposit will be required. This is fully refundable when your child leaves Club so long as there are no arrears.

Full Time: £65.00 (£60.00

siblings). £75.00 (£65.00 siblings) with early start

Five Evenings: £50.00

Evening Single: £11.00 Morning Single: £5.00

Early Morning: £7.00 (£6.00 siblings)

<u>Full Day:</u> £14.00 (£13.00 siblings)

#### Holiday care

Full Week: £130.00

(£115.00 siblings)

Single Day: £28.00

(£25.00 siblings)

Please make cheques payable to B.M.B.C with your Childs name on the back for payments. EARLY START IS ANYTIME BETWEEN 7.30AM AND 7.45AM

#### Uniform

At Sharples Primary School we believe that wearing a school uniform promotes a good attitude to schoolwork. It is generally accepted that children who look and feel smart are inclined to develop a good attitude toward their work and, therefore, do their best. The Governors expect all pupils to wear school uniforms in school. The standard school clothing is available from:

Custom Kit, Blackburn Road, 01204

info@customkit.com

www.customkit.com

Harrisons, 467A Blackburn Road, Astley Bridge, Bolton BL1 8NN. www. harrisonsschoolwear.square.site

Smart Clothing, Ashburner Street, Bolton.

www.smartschoolwear.co.uk/

The school also holds stock of plain purple polo shirts and summer dresses that can be purchased via school office. A pre-loved uniform shop is held in school on the last Friday morning of each half term.

The required school uniform consists of:

- Dark grey school style trousers, dress or skirt.
- · Purple polo shirt.
- Purple sweatshirt/cardigan with the school logo or a plain purple jumper/ cardigan.
- Black shoes (not trainers, boots or sandals).
- Lilac, purple and white summer school dresses.

Children are allowed to wear nonuniform when it is their birthday or on a day nearer to their birthday if it falls on a weekend or school holiday.

#### P.E.

Children should have suitable clothing for P.E. or games. They need a purple T-shirt, black shorts and trainers. In cold weather, a black/purple sweatshirt or a dark, preferably black tracksuit, may be worn for outdoor P.E. No PE kit should have a designer logo. Children are to come dressed in their P.E. kits on their P.E. day to reduce the number of items brought into school.

Children taking swimming lessons need swimming costumes/trunks and a towel. Children with long hair are required to wear a cap.

The following are unacceptable as school wear:

- Sports or leisure clothing.
- · Leggings.
- Trainers, trainer boots, fashion boots, high heeled shoes with platform soles or any footwear which the staff deem to be unsafe.

#### Labelling of uniform

It is essential that all clothing and shoes be clearly marked with the child's name. The school is unable to take responsibility for any loss or damage to clothing or property.

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## **Frequently Asked Questions**





#### Food in school

Our school has its own kitchen for preparing children's lunches. The meals are excellent and are extremely good value. Dinner money should be brought into school on the first day of the school week in a sealed envelope with the name of your child written clearly on the front together with the amount of money enclosed.

You may pay weekly, monthly, for the half term or full the full term. Cheques to be made payable to Bolton MBC.

#### **Packed lunches**

Children may bring a packed lunch as an alternative to school meals. Please try to ensure that your child has a well-balanced meal including fruit/vegetables. Please note fizzy drinks, nut bars of any description, chocolate bars and sweets are not allowed in school.

The dining hall is organised like a self-service cafeteria. Children can sit where they like, with friends and brothers and sisters regardless of whether they have a school meal or packed lunch. Children are supervised throughout the lunchbreak by mid-day supervisors. Please note; if your child wishes to change dinner arrangements, we require half term's notice in writing.

#### Drinks and snacks

Children in Nursery and Reception are provided with milk every day. Children in Nursery, Reception, Year 1 and 2 are provided mid-morning with a piece of fruit. Children in Key Stage 2 can bring in a piece of fruit for break time.

#### Free school meals

Free meals are available for all children in Reception, Year 1 and Year 2 and to other children in certain circumstances; please enquire at the Area Education Office or the school office.

#### **Attendance**

Regular school attendance is essential if a child is to make the most of the educational opportunities available to them. All the staff at Sharples Primary School take seriously their responsibility to monitor and promote the regular attendance of all pupils.

We acknowledge that irregular attendance and punctuality seriously disrupts the continuity of learning and undermines educational progress, not only for the child who is absent, but also for the rest of the class. It can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school. It is vital that children feel their presence in school is important and that they are missed when they are absent or late.

#### **Absences**

Please arrange medical and dental appointments in school time wherever possible. When this is not possible notify the school as soon as you are aware of the appointment and provide a copy of the appointment card/letter. Parents should telephone to inform the school on the first day of their child's absence by 9.30am.

#### Holidays in term time

Any requests for extended leave must be requested in writing; see the office for a copy of the form. These requests must be two weeks before the absence from school. Please note: proof and an explanation of a holiday/time off in term time has to be given when completing the request for absence form, and the Headteacher will not grant any leave of absence during term time, unless there are exceptional circumstances.

A medical certificate must be provided once a child has been absent for more than 5 school days. In the event of a trip abroad due to unforeseen circumstances such as a family emergency, proof of that emergency will be required.

If a child is absent for 20 days or more they risk losing their school place at Sharples.

#### **Punctuality**

Pupils who arrive after the doors have closed are considered late. Pupils who arrive after this time must enter school via the main entrance and sign the late register. The registers are closed at 9.15am. Any pupils arriving after this time will be regarding as absent for the morning session and coded as a 'U' unauthorised absence in the register.

If a child is repeatedly late for school their parents will be contacted to remind them of their responsibilities and a letter will be sent. If the lateness continues the matter will be referred to the Headteacher for further action.

#### Religious observance

If a main religious festival occurs during the school term, we understand that members of that faith group will be absent from school. Children will be given ONE DAY authorised absence for the actual central day of the celebration. Any additional days that the children are not in school around the time of the celebration will not be authorised. For example, at Eid or Diwali, only one day may be taken off school. Any additional days will be classed as unauthorised absence.

#### Medicine in school

When children are unwell or have an infectious illness, they should not attend school. Whenever possible, children who have recovered, but are completing a course of treatment, should return to school.

Every effort should be made for medicines to be administered at home and not at school. For instance, a course of antibiotics which is to be taken 3 times a day can usually be given to the child: before leaving school in the morning; immediately upon returning home in the afternoon; before going to bed at night. If it is essential for a child to receive medication during the school day the parent should bring the appropriate medicine to school at a suitable time (e.g. lunch time) and administer it to the child in the school office. After the dose has been administered the parent must take any remaining medication with them when they leave the school premises.

On occasions when it is impossible for a parent to visit the school to administer a medicine the parent may request that the child administer their own medicine under the supervision of a member of the school staff during the school day. The parent must complete a 'Request for Self-Administration of Medicine' form; the details should include:

- · The name of the child.
- · The reason for the request.
- Clear dosage instructions.

- The duration of course of medicine.
- Parent contact name/number.

This form states that parents will administer medication; however, if we administer medication, it should state that we are not to be held responsible if not given at correct time.

It is not possible to store medication in the fridge. If medication needs to be stored in a fridge then the parent/carer must bring it into school at the required time. All medicines must be collected by an adult. If the school agrees, the medicine must be brought to school by the parent/responsible adult, not the child, and delivered personally to the school office. If required, a suitable medicine spoon should be included.

## Hair and jewellery

Hair accessories should be small and purple or black. Headscarves are black or grey. Jewellery, except watches and stud sleepers in pierced ears should not be worn to school. Health and Safety Officers advise us that other types of jewellery can be a safety hazard. In P.E. lessons earrings need to be removed by the child.

# Helping to support children's learning at home

We believe that homework plays a vital part in a child's education and is an integral aspect of the partnership between home and school. Every class has a programme of homework which the children are expected to complete under parental supervision and, more importantly, with their help and encouragement. We see it as a vital part of consolidating the children's learning. We value the regular contact with parents that results from communication about homework. At the beginning of each term, all parents receive a letter giving the homework schedule and the topics to be covered during the term.

## Issues concerning children's welfare

If you have a concern about a child's safety, you should talk to the child's teacher in the first instance.

#### Clubs and activities

There are a number of extra-curricular clubs and activities that run at lunchtime and after school.

These currently include:

- · Choir.
- Dodgeball
- · Gymnastics.
- Archery.
- Tag rugby.
- Creative Club.
- French.
- Football.
- · Enso martial arts.
- · Quiz club.
- · BWFC football.
- · Multi skills Dance.
- STEM.

A full list of extra-curricular clubs can be found on our website, together with dates and times.

## Special educational needs

Our aim at Sharples Primary School is that all children should achieve their full potential whatever their individual needs. We give careful consideration to the progress each child makes, both academically and socially and we consult parents when there is cause for concern.

## Support

With school and home working together small problems can be overcome quite easily. Occasionally it is necessary to draw up a strategy of support within the school's Special Needs procedures, particularly if initial attempts have been unsuccessful. In such cases the child's name will be included on the SEN register and the Special Needs Co-ordinator will support the teacher, child, and parents to secure good communications and educational provision.

Each child on the SEN register will be provided with an individual educational plan, which may involve the help of agencies such as the Psychologist Service. Parents and children are consulted and kept informed at every stage.

#### More able pupils

The school is equally aware of the needs of very able children and ensures that the curriculum aims to offer them challenging and learning experiences.

If you have concerns about your child's progress, you should speak to your child's teacher initially.

If you are not happy that the concerns are being managed and that your child is still not making progress you should speak to Mr Slater If you are still not happy that the concerns are being managed and that your child is still not making progress you should speak to Mrs Partington (Head teacher)

If you are still not happy you can speak to the SEN governor Mr Slater.

## Charging policy

There are two categories where the school may ask parents for financial contribution to meet the cost of an activity.

Where the activity is over and above the routine expectation of what would normally be provided by the school. There is usually an obvious cost, to the school, associated with activities of this type. Typical examples of activities falling into this category are day trips, admission to museums and theatres, transport costs, professional performances and demonstrations in school and when children are allowed to keep technical models and other resources which otherwise could have been reused in school. Payment for activities in this category will be by 'voluntary contribution'. Parents will be informed how much money the school needs to raise for the activity to go ahead. Individual children would not be prevented from taking part in an activity if they are unable to pay the full amount, but the school reserves the right to cancel an activity if insufficient funds can be raised. Where a family is unable to pay the full amount they would be expected to pay a small contribution towards the cost of the activitu.

Private tuition, residential visits, out-of-school-hour activities. All of these activities are optional; even though they may be highly beneficial they are non-essential. Members of staff supervising these activities are often doing so on a voluntary basis. The school needs to be sure, before embarking on the activity, that any costs incurred will be offset by parental contributions. In the case of private tuition (musical instrument or other) the cost of tuition is normally paid by the parents direct to the external teacher. The school carries no pecuniary responsibility in this area.

#### Remissions

In circumstances of family hardship, the Governors may wish the school to remit the cost to certain parents. Parents in these circumstances should apply in confidence to the Headteacher.

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## **Communication with Parents**





## **Policies**

## **Term dates 2023-24**



### **Home-school partnership**

We firmly believe that a partnership between home and school is essential for all involved in the education process. All the staff are happy to see parents throughout the year to discuss any problems (or indeed successes). Sometimes it may be necessary to make an appointment. If you have any concerns whatsoever, please tell us immediately. The success of a school depends on a partnership and one of the key partners are you, the parents. You can help in a variety of ways:

- By becoming involved in the Governing Body, PTA or Parents' Forum.
- By giving practical support in the classroom
- By supporting your own child's learning at home.

All Parents including those of children at Foundation Stage are encouraged to come and speak with us any time outside of the more formal arrangements such as parents' evenings. We have an open-door policy and if you wish to speak to your child's class teacher after school you may do so. For a longer discussion, you may need to make an appointment.

#### Newsletters

The school issues regular newsletters to parents to keep them informed of what is going on day to day.

#### Website

Our website is regularly updated with news of upcoming events. Our website is frequently updated with news of upcoming events alongside our twitter feed and Facebook page.

#### WEDUC

We use an app called Weduc to communicate with parents. Letters, photos, permission slips, parents evening appointments etc are all accessed on WEDLIC

# Reports on your child's progress

All parents, including those of children at Foundation Stage, are encouraged to come and speak with us any time outside of the more formal arrangements listed below.

#### Autumn Term

Introductory leaflet to parents including information about curricular areas for the term.

Parent/Pupil/Teacher Conferencing – 10 minute appointments. Teachers fill in a Conferencing Sheet for each pupil as a basis for discussion at the meeting. Report sent home at the end of term.

#### Spring Term

Leaflet to parents including information about curricular areas for the term.

Parent/Pupil/Teacher Conferencing – 10 minute appointments.

Report sent home at the end of term.

#### **Summer Term**

Leaflet to parents including information about curricular areas for the term • End of Year Report sent home July.

Parents are requested to send back the reply slips. Those who wish to discuss the contents of the report are given the opportunity of arranging an appointment with school. A copy of the report is kept in school.

#### News

Our website is a great resource for keeping updated with events and news at school. You'll find regular updates there.

#### At home

Naturally 'parental involvement' is not confined to school. Children are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the needs of the children, their age and their ability and in line with national expectations; we hope that it remains a time when children and parents can have some fun working together.

### Contacting parents

Accidents happen in school as they do elsewhere in the community. We are able to provide first aid where necessary. If your child is taken ill at school or has an accident, it is important that we can get in touch with you. Please make sure we have your correct address and telephone numbers for home and work and the name and address of a friend or relative who we could contact if we cannot get through to you.

## Seek permission

school life, and we arrange as many as possible. Parents sign a form giving full consent for local visits on admission. In addition to this we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

#### **Emergency arrangements**

We will, of course, endeavour to keep the school open, if at all possible, but severe weather conditions could make it necessary to close the school if it were dangerous or unreasonably difficult:

For children or sufficient numbers of staff to reach school and provide an adequate educational service.

For children or staff to journey to and return from school safely and withou undue delay.

In these circumstances, we will send a text via your mobile phones or the School App to inform you of school closure so it is really important that we have your up to-date details on file.

#### Stay in touch

The school appreciates that during bad weather children may arrive later than normal, but parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation

#### **Contact numbers**

In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by text message, a phone call either at home or work or via the School App and asked to collect their children. Such an early release will only be contemplated in very extreme circumstances. All parents/carers are urged to ensure that mobile phones are always switched on and audible in case we are trying to contact uou.

## Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

#### Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school.

#### **Key policies**

Some of our key policies are:

- Anti-Bullying.
- · Children with Heath Needs.
- Safeguarding and Child Protection.
- Attendance.

More information can be found on our website under About Us/Policies.





Month	Monday	Tuesday	Wednesday	Thursday	Friday	No days
September	04	05	06	07	08	4
	11	12	13	14	15	5
	18	19	20	21	22	5
	25	26	27	28	29	5
October	02	03	04	05	06	5
	09	10	11	12	13	5
	16	17	18	19	20	5
	23	24	25	26	27	5
November	30	31	01	02	03	0
	06	07	08	09	10	5
	13	14	15	16	17	5
	20	21	22	23	24	5
December	27	28	29	30	1	5
	04	05	06	07	08	5
	11	12	13	14	15	5
	18	19	20	21	22	5
	25	26	27	28	29	0
January	01	02	03	04	05	0
· · · · · · · · · · · · · · · · · · ·	08	09	10	11	12	5
	15	16	17	18	19	5
	22	23	24	25	26	5
February	29	30	31	01	02	5
,	05	06	07	08	09	5
	12	13	14	15	16	5
	19	20	21	22	23	5
March	26	27	28	29	01	5
	04	05	06	07	08	5
	11	12	13	14	15	5
	18	19	20	21	22	5
	25	26	27	28	29	4
April	01	02	03	04	05	0
<b>Дрі ІІ</b>	08	09	10	11	12	0
	15	16	17	18	19	5
	22	23	24	25	26	5
May	29	30	01	02	03	3
	06	07	08	09	10	4
	13	14	15	16	17	5
	20	21	22	23	24	5
	27	28	29	30	31	0
June	03	04	05	06	07	5
J GI PC	10	11	12	13	14	5
	17	18	19	20	21	5
	24	25	26	27	28	5
Tuke	01	02	03	04	05	5
July	08	02	10	11	12	5
				18		
	15	16	17	1 12	19	5

Denotes School Holiday
Bank Holiday (School closed)

Inset Day

New academic year begins on Monday 2 September 2024





14 Stronger Together

## **Our Vision Statement**





The Sharples family ensures our children are resilient learners, healthy and aspirational citizens. We will create a love of lifelong learning that extends beyond the classroom as a result of an enriching curriculum. The school community will make a difference by fostering respect and tolerance of each other as unique individuals.

#### At Sharples we aim to...

- Extend learning beyond the classroom, school walls and school day through an enhanced and enriching curriculum enabling all to reach their potential.
- Use the latest technologies to support and enrich learning and equip children with the skills they will need in the everchanging world in the future.
- Ensure that all members of the school community are safe, healthy and happy.
- Ensure that all children are resilient lifelong learners.
- Be responsible citizens and instrumental in shaping a better world.
- Foster respect and tolerance of each other as unique individuals.



- · Teamwork.
- Aspiration.
- · Resilience.
- Determination.
- Inclusion.
- Motivation.
- Respect.
- · Curiosity.









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