

OUR STAFF TEAM 2016/2017

Leadership:

Headteacher	Miss C Poll
Acting/ Deputy Headteacher	Mrs L Baldwin

Teaching Staff:

YEAR GROUP	TEACHER	TEACHING ASSISTANTS
Reception	Mrs R Bailey (EYFS Leader)	Mrs J Cooke
Year 1	Miss A McConnell	Miss J Smith
Year 2	Miss E Smith	Miss C Hollinshead
Year 2	Miss A Cooke (KS1 Leader)	Mrs J Hartley Miss K Schwarz
Year 3	Ms A Welsh	Mrs J Pratt
Year 4	Miss D Holt	
Year 5	Mr J Fisher	Mrs A Swindell
Year 6	Mrs F Stewardson (KS2 Leader)	Mrs S Hough
PPA and Interventions	Mrs N Lord	Higher Level Teaching Assistant
PPA and Interventions	Mrs H Mottershead	Senior Teaching Assistant

Other Staff:

IT Technician	Mr S Smith	
School Administrator	Mrs D Fox	
Administrative Assistant	Miss S Wedge	
Administrative Assistant	Mrs M Gledhill	
Site Manager	Mr G Semp	
Before and After School Club	Mrs L Butterworth	BASC Leader
	Mrs S Monaghan	
	Mrs M Bardsley	
Cook in Charge	tba	
Kitchen Assistant	Mrs L Clough	
Kitchen Assistant	Mrs P Birch	
Mid-Day Supervisor	Miss C Hollinshead	
Mid-Day Supervisor	Mrs K Kenway	
Mid-Day Supervisor	Mrs K Edmends	
Mid-Day Supervisor	Mrs H Crabtree	
Mid-Day Supervisor	Mrs D Sheldon	
Mid-Day Supervisor	Mrs V Clarke	
Mid-Day Supervisor	Mrs S Monaghan	
Mid-Day Supervisor	Mrs M Gledhill	
Mid-Day Supervisor	Mrs L Newall	

“Skilled teaching assistants liaise closely with the teachers, know the pupils well and provide good support” Ofsted 2013



GOVERNORS

Our school has its own Local Governing Body who work with the Headteacher in making decisions about the running of the school. The Local Governing Body is made up of foundation governors, a Cranmer Education Trust representative, parent governors, a staff governor and the Headteacher.

The Local Governing Body are involved in:

- Working with the Headteacher to set and monitor the ethos and curriculum of the school;
- Agreeing the admissions criteria and policy;
- Holding the Headteacher to account about standards in the school and how the school budget is being spent;
- Agreeing school level policies.

Mrs Gloster, our Chair of Governors is also a Cranmer Education Trust Board of Directors member. Her involvement means that she works with the other members of the Board of Directors to develop policy and practice that influences the school at Academy Trust level.

Our current Governors are:

Mrs H Gloster (Chair of Governors)	Foundation Governor
Mr W Miller (Vice Chair)	Foundation Governor
Mrs R Richards	Foundation Governor
Mr S Cane	Foundation Governor
Mr D Budd (ex officio)	Foundation Governor
Vacancy	Foundation Governor
Vacancy	Foundation Governor
Mrs M Fitton	Parent Governor
Mrs E O'Donnell	Parent Governor
Mrs L Baldwin	Staff Governor
Miss C Poll (ex officio)	Headteacher

The full Local Governing Body meets four times per year and minutes of these Governors meetings can be viewed at the school.

ADMISSIONS

Admissions to our school are the responsibility of the Local Governing Body in agreement with the Academy Trust, the Diocesan Board of Education and the Local Authority. Responsibility for admissions is delegated to the Governors Admissions Committee.

The standard number agreed for admission to the Reception Class is 60. From September 2014, St George's embarked on a year on year expansion programme to become two forms of entry over time. Therefore for the academic year 2017/18, Pupil Admission Numbers are 60 for Years 1 and 2, and 30 for Years 3-6. The Governors will admit into school any child who is of statutory school age if there is a vacancy in the age group.

Pupils are admitted to Reception during September each year providing their 5th birthday falls between September 1st and August 31st in that academic year. The governors will admit all children who have a statement of special educational needs in which the school is named. In the event of oversubscription for the remaining places they will be allocated by use of the following criteria applied in order.

Admissions Criteria

1. When applications are oversubscribed, the decision on which children will be admitted will be prioritised on the following criteria:
2. Children in Public Care (Looked After Children)
3. Children who for exceptional medical or social reasons should attend East Crompton St George's School in preference to another school. This must be supported with written evidence from a relevant professional source
4. Children who have an older sibling attending the school at the time of their admission.
5. 20% of places will be allocated to any children based on geographical proximity to the school.

The remaining places will be allocated as follows:

6. Baptised children whose parent(s)/guardian(s) are in regular attendance at any of the churches within the parish (currently St Saviour's and St James'.)
7. Baptised children whose parent(s)/guardian(s) are in regular attendance at another Anglican church.
8. Baptised or dedicated children whose parent(s)/guardian(s) are in regular attendance at a church within the parish which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation. A list of members of Churches Together in Greater Manchester appears on the Manchester Diocese website - www.manchester.anglican.org
9. Other baptised children.
10. Children whose home address is within the ecclesiastical parish of East Crompton St James.
11. Any other children.

A copy of the Admissions policy is available from the school office and on the school website.

Admission of Pupils with Special Educational Needs or Disabilities

Our school community, has always tried to meet the needs of every child within our school. For those children with Special Educational Needs or Disabilities (SEND), the Church feels a special responsibility and will always try to respond to them in the most appropriate way and include them fully in all our activities.

We believe that our SEND Policy, with its cross-curricular implications, must reflect the values which underpin our existence as a school as it deals with the most vulnerable members of our school community.

A copy of our SEND policy is available from the school office or on the school website.

Equality of opportunity

Equality of opportunity is very important to us. Before a child with Special Educational Needs or a disability begins school we meet with parents and the child to discuss needs and provision. A full risk assessment is carried out for activities to assess all health and safety concerns. Any appropriate modification and action is taken in consultation with the child, parents and staff.

Facilities to assist access

Our school has been adapted to facilitate access for pupils with disabilities. The entrances to school are accessible by pupils in wheelchairs. There is a facility for disabled parking at the top of the drive.

Reviews are held annually to consider any further necessary alterations that may be required to enable pupils with disabilities to access all areas of school. We also respond very quickly to any access needs that may arise unexpectedly.

We adapt and modify the curriculum to allow pupils with disabilities to access it.

Accessibility plan

Our Accessibility Plan sets out our commitment to providing and high quality of education for children with Special Educational Needs or disabilities. It is based on the following areas-

- To improve the delivery of information to disabled pupils and those with SEN;
- To improve the physical environment of school;
- To increase the extent to which disabled pupils and those with SEN can participate in the school curriculum.

A copy of this plan is available from the school office.

“Disabled pupils and those with special educational needs make good progress due to the effective teaching and special arrangements the school makes for them” Ofsted 2013

THE SCHOOL DAY

Reception Class:

Morning Session: 8:50-11:45am
Lunch: 11:45am-12:45pm
Afternoon Session: 12:45-3:15pm

KS1

Morning Session: 8:50am-12:00pm
Lunch: 12:00-1:00pm
Afternoon Session: 1:00-3:15pm

KS2

Morning Session: 8:50am-12:15pm
Lunch: 12:15-1:15pm
Afternoon Session: 1:15-3:15pm

Staff supervision begins at 8.50am and ends at 3.15pm. In the morning we open our gates to the playground at 8.40am to allow children to be ready for the start of the school day, however children are the responsibility of parents and carers until school opens its doors at 8.50am.

School finishes for all children at 3.15pm and parents and carers are asked to pick their children up promptly. We do understand that there are a few occasions when you may be running late. If this is the case, please phone the school office as soon as possible.

If there are any changes in collection arrangements for your child we ask that you phone the school office by 2.45pm. This gives us enough time to communicate these changes to your child and their class teacher.

We believe that supervision of children is the shared responsibility of staff and parents. We would like to ask your support this by instilling in your child the importance of staying under the direct supervision of school staff until picked up by a designated adult.

School Meals and Snacks

At St George's Key Stage 1 pupils are provided with a portion of fruit or vegetable and milk at break time. Key Stage 2 pupils may only bring fruit or vegetables, for their snack at break. Water is freely available throughout the day for children to drink.

We have an onsite kitchen where the Cook and her assistants make delicious, well balanced, healthy and nutritious meals. All children in Reception to Year 2 are entitled to a free school meal under the governments Universal Free School Meal Programme. If your child is in Years 3-6 they

may still be eligible to a free school meal if you claim certain benefits. You can find out more about this at from the council website (www.oldham.gov.uk).

You may choose for your child to have a packed lunch. In which case we ask that it is well balanced and healthy, and does not contain sweets or too many sugary items such as cake and biscuits.

After School and Extra Curricular Activities



We are fortunate enough to have staff, parents & bought in professionals who are prepared to give up their free time and provide our children with a range of activities beyond the normal curriculum. Examples of extra-curricular clubs that we provide over the year include: Multi sports, Futsal, netball, choir, Science Club, Gardening Club, football. We vary the activities from term to term to ensure there is something for all interests and ages

over the school year. Details of activities our current activities are included on the school newsletter and can also on the school website.

Music Provision

Music is included as part of the curriculum but there are also opportunities for children to learn an instrument. There are additional charges for instrumental tuition delivered by peripatetic teachers from Oldham Music Centre. Opportunities are available to learn woodwind, brass and percussion instruments. Further information is available from the school office.

Spanish Tuition – lunchtime club.

A Spanish tutor provides lunchtime tuition in school, there is an additional charge for this. Further information is available from the school office.

Educational Visits and Visitors

Throughout the year we organise a range of educational visits and visitors as they allow us to bring our curriculum to life. In the case of visits we usually request a voluntary contribution is requested to cover costs. We always subsidise trips and no child will be excluded from a visit as a result of an inability to contribute to costs. However if we cannot raise sufficient money through voluntary contributions, then it must be appreciated that the visit may, regrettably, not go ahead.

ATTENDANCE

It is important that your child attends school regularly and on time. However if your child is not able to attend school, parents and carers should ensure that school is contacted either **by telephone on 01706 847502 or by text on 07786 207779**, giving reasons for the absence. If a child's absence is not reported then we always follow this absence up with a courtesy text message or phone call. If children do not attend school and we have not been informed of the reason, an "unauthorised" attendance mark will be given.

Parents and carers are not permitted to take children for routine appointments during the school day. The only appointments that can be authorised are emergency medical and dental appointments and hospital appointments that cannot be arranged at any other time. When requesting permission to attend appointments we ask that you provide the appointment card or letter.

Children are not permitted to take leave of absence for holidays or to visit abroad during term time. This includes to attend family weddings or for parents and carers to carry out business and errands. If you believe that exceptional circumstances may apply, then please apply in writing to the Headteacher.

We monitor attendance very closely and liaise with the Local Authority's School Attendance Improvement Service. Holidays in term time, lots of odd days of absence and persistent late arrival at school may lead to a Fixed Penalty Fine for parents and carers. A fact sheet about Fixed Penalty Notices is available at the school office.

Punctuality is also important. Teaching and learning begin as soon as the doors open at 8.50am so it important that your child is on time. By being just 10 minutes late each day your child could accrue 31 hours of lost learning each year. This can be difficult to make up and could lead to gaps in their understanding.

Before and After School Club

We are lucky to have our own onsite Before and After School Club known as "Georgie's Club". Georgie's Club is open to any child who attends our school. It offers a range of crafts, games and activities, as well as providing breakfast in the morning and a health snack after school.

Georgie's Club opening times are:

7.30— 9.00 am and 3.15— 5.30 pm on school days.

The staff can be contacted by telephone on 07899 298999 or by e-mail: georgiesclub@hotmail.com

Additional information on Georgie's Club is available from the school office or on the school Website.

The care club before and after school provides a wholesome social experience and successfully runs alongside a wealth of other sporting and artistic clubs" Ofsted 2013

Health and Safety



The school does all it reasonably can to ensure the health and safety of your children. We take reasonable steps to ensure that no unauthorised person enters our grounds or our building. We have CCTV to monitor our grounds and inside our school, including the car park and main entrance.

We are very fortunate to have a large car park that we are able to open to parents. However as the safety of our children is

essential, we ask that you use this facility with care, caution and safety, and are courteous to all other car park users. The school cannot take responsibility for any losses by individuals who use our car park.

A copy of our Health and Safety Policy is available from the school office

Medicines in School

The school policy on medicines states that only medicines relating to chronic or long term medical conditions, such as asthma and diabetes can be kept in school. If any child should need any other medication such as antibiotics for acute illnesses then we encourage parents and carers to talk to their doctor about prescribing medicine that can be given out of school time. In exceptional cases, where there is no alternative, staff are willing to administer or supervise children in taking medicines. Parents will need to fill in the medication request form available from the school office.

Children with asthma should have their inhaler and named spacer with them at all times in a clearly labelled plastic Tupperware box.

A copy of our Medicine Policy is available from the school office

Safeguarding

The staff and governors of St George's take their safeguarding responsibility very seriously. If a member of our school community has a safeguarding concern about a child then our child protection procedures are followed. When we have concerns about a child we may involve Social Care. If we are able to, we share our concerns and the referral to Social Care with the child's parent or carer. However if sharing our concerns with parents and carers would put a child at further risk, we will refer straight to Social Care. This is in line with the Local Safeguarding Children's Board best practice.

A copy of our Safeguarding Policy is available from the school office

School Uniform

At St George's we have a strict uniform policy. We are proud of our school and want our children to be. By wearing school uniform children develop a sense of belonging and can show their pride in their school.

Boys:

- white polo shirt KS1
- white shirt KS2
- grey trousers
- school sweatshirt
- school fleece/school jacket
- grey socks
- school tie KS2
- sensible black shoes (no trainers)

Girls:

- grey pinafore/ skirt/ trousers
- white polo shirt KS1
- white blouse KS2
- school cardigan/sweatshirt
- school fleece/school jacket
- white socks
- red/grey tights
- school tie KS2
- sensible black shoes (no trainers)
- red/white summer dresses



All children must have a change of clothes for P.E and games (red shorts, grey school t-shirt and black pumps)

In the interests of safety, no jewellery, other than a wrist watch, should be worn.

Details of the suppliers of uniform can be obtained from the school office.

Using Images of children

Parents may take photographs or video school events on the understanding that they are for private use only and must not be placed on the web, otherwise Data Protection Legislation may be contravened.

The using images of children policy, the ICT resources and acceptable use policy and the use of mobile phones and cameras policy can all be viewed on the school website.

Privacy Notice - Data Protection Act 1998

We, at East Crompton St Georges, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE) The LA may occasionally be required to share pupil's personal and sensitive data with any government and/or partner agencies. The LA will only share data when there is a statutory duty or legal requirement to do so, or when it will be of benefit to the child/young person. Any pupil data that the LA share with government and/or partner agencies will be strictly assessed and the LA will ensure that the Data Protection Act 1998 is complied with.

If you want to see a copy of the information we hold and share about you then please contact **Mrs. Fox**.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.oldham.gov.uk/learning

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units

and children in Early Years Settings

Information Governance Team

People, Communities and Society,
Oldham Council,
Unit 1, Southlink Business Park,
Oldham, OL4 1DB
Website: www.oldham.gov.uk
Email: information.governance@oldham.gov.uk
Telephone: 0161 770 8155

Public Communications Unit

Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

email: info@education.gsi.gov.uk

Telephone: 0870 000 2288

2016-2017 HOLIDAY LIST

Autumn term

Opening date	Closing date	Days in school
5 September 2016	20 October 2016	34
31 October 2016	16 December 2016	35

Spring term

Opening date	Closing date	Days in school
3 January 2017	10 February 2017	29
20 February 2017	31 March 2017	30

Summer term

Opening date	Closing date	Days in school
18 April 2017	26 May 2017	28
5 June 2017	20 July 2017	30

School closure: Monday 1 May 2017 (1day)