

Tarleton Holy Trinity CE Aided Primary School

Website: www.tarletonholytrinity.org



School Prospectus



*At Tarleton Holy Trinity
we value, dream and achieve.*

2017 - 2018



TARLETON HOLY TRINITY CE AIDED PRIMARY SCHOOL

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**Headteacher: Mr S B Smith BSc (Hons) QTS PGC Ed Man NPQH
Chair of Governors: Mr P Dunnings**

This Prospectus is accurate from 1st September 2017.



Our Mission Statement

***Tarleton Holy Trinity Church of England
(Aided) Primary School is a Christian Family where everyone is
valued, we all achieve and our dreams for the future begin.***

*'This school lives its mission statement of ensuring all pupils and staff are
valued and respected.'*

OFSTED 2013

Note from the Headteacher

Welcome,

I am half way through my fourth year as Headteacher at Tarleton Holy Trinity CE Primary School and I am proud to be part of such a welcoming and successful school. During the rest of this year we hope to build on the exciting start that we have had to 2017. We are very proud that we were the first school in the Country to welcome Jonny Urszuly into our school hall. Jonny is the winner of Ninja Warrior UK 2017 and spent the day in school working alongside the children. At the beginning of February, we also received a letter from the Minister of State for School Standards, naming us as one of the top 1% of the primary schools in the country with regard to achievement in reading.

At Tarleton Holy Trinity we provide a safe, secure, stimulating and healthy environment where each of our children has the opportunity to reach their full potential. Our expectations are high. The partnership between school and home is essential – you will always find our staff willing to assist and listen. If you have any queries or concerns, please do not hesitate to contact me or any member of staff.

We are very proud, that in our most recent Ofsted Inspection (December 2013), we were judged as 'GOOD in all aspects, and during our more recent SIAMS (Statutory In sections of Anglican and Methodist Schools) inspection, we were judged as 'OUTSTANDING' in all areas. One of my favourite quotes from the SIAMS report states that, 'Highly effective teaching inspires and excites pupils who strive to attain their targets and meet challenges.'

Through its distinctive Christian character and dedicated and enthusiastic school team, Tarleton Holy Trinity has a well deserved reputation for the significant contribution that it makes to the personal and academic achievement of all of its children. We are committed to our strong Christian ethos and the Christian Values that we uphold. We are proud of the close links that we have with our new Rector, David Craven and the neighbouring Holy Trinity Church.

I hope that you find this booklet gives you a 'flavour' of the school and what it is all about. There is no substitute, however, to a visit to see us during working hours. If you are considering Tarleton Holy Trinity CE Aided Primary School for your child, I would welcome and encourage you to make a visit.



Once you have seen the school working, witnessed the children and how they respond to each other and the adults, I am sure you will be in a better position to make up your mind about whether Tarleton Holy Trinity is the right school for you and your child.

We aim to ensure that your child's time at primary school is a happy, safe and enjoyable one, and I am confident that you will like what you see.

Stephen B. Smith

Our School

Tarleton Holy Trinity CE Aided Primary School was established on Church Road in 1897, serving the local catchment area and offering a primary education to children aged 4 to 11.



The building is very deceptive as the quite small, old Victorian 'frontage' opens back into a bright and stimulating building which has been gradually added to during the 20th and 21st Centuries. The building is surrounded by two playgrounds, gardens and a very spacious sports field. The first thing you will notice when entering the building is the welcoming reception and waiting area where we 'show off' all our achievements,

certificates and trophies.

The school has large working areas which include an infant (Foundation & Year 1) area and Year 2 and junior classrooms. There are also extra areas which can be used as further learning spaces. Each of these areas is linked by the school's main corridor which leads to our amazing school hall.

These spaces enable us to deliver a more 'Creative Curriculum', being able to use two spaces at once with a class or indeed classes of children.

We also have a designated room where we store a lot of our computers (May 2014) for whole class ICT and computing lessons (Information and Communication Technology).

All classrooms have 'Touch Screen' Televisions and house extra computers for the children to work on.

The school hall is equipped with PE apparatus and, at lunchtimes, this is where our hot school dinners are served.



Over the last few years, a lot of energy has been spent on developing our outdoor provision and we are very proud of the grounds and outside areas that we have for the Holy Trinity children to learn, socialize, reflect and play in.



We have a fantastic outdoor learning area for the Foundation Stage children, with a climbing area, digging area and even a quiet place to sit and read. A large playhouse allows the children to explore and play and the special rubber coating on the floor ensures that any trips or falls do not result in a visit to the first aid box.

Our Sensory Garden, including raised beds, bird feeders and a Fairy House provides the opportunity for every child to get their fingers dirty. The children take turns to plant and grow strawberries and vegetables such as radishes, runner beans and onions. When they are not using their green fingers they can hunt for bugs in our 'Bug Hotels' or bog garden.



We added extra sections to Our Adventure Trail around the back of the building when we were

awarded £10,000 by the Lottery in 2015. This provides extra activities for our children to take part in during break times and dinner times. They can climb, balance and scramble across the equipment all year round.



Other successful Lottery Bids over the last couple of years have allowed us to build a covered seating area for the children to sit and talk outside, and a Reflective Area in the shadow of the church where some of our Year groups hold Class Worship. Our partnership with Holy Trinity Church is invaluable providing the school with its Christian ethos. This makes our Primary School unique within the village of Tarleton.

We are very proud of the community feel of Tarleton Holy Trinity. OFSTED (2013) reported that 'The excellent relationships between staff and pupils support a highly positive climate for learning' (OFSTED 2013).

We like to see parents in school and you will always be invited to join us during our Friday's Celebration Worship or when it is their turn to 'perform' in one of our class assemblies. Not only does the school have strong links with the church, but also is part of a local cluster of schools called TARDiS (Tarleton and Rural District Schools), which allows staff to work together to share their expertise.

In September 2017, the overall staffing will be nine teachers including the Headteacher with seven, single-aged classes in school. Occasionally, children work in small groups. This happens, for example, when children need special support or for group activities. Tarleton Holy Trinity is an ever improving school and has the benefit of an excellent Governing Body who work closely with the Headteacher and the staff.

Our Achievements Past and Present



Healthy Schools Awards.

In the Autumn term of 2006 we achieved the National Healthy Schools status. We hold healthy initiatives each half term, ranging from 'Bug Busting' week, to 'Five-a-day' week. This award was in addition to our Lancashire Healthy Schools Awards.



**Eco-Schools
Silver Award**

In 2007 Tarleton Holy Trinity was awarded the Eco-Schools Silver Award, recognising the things the school does to help the environment and to work towards a sustainable lifestyle. Later that year it was also successful in gaining the Eco-Schools Green Flag.

Over the last few years, Holy Trinity's PE broad and balanced PE curriculum has enabled us to gain the Active Mark. This shows that over 90% of our children take part in active sessions for at least two hours a week.



In October 2015 and 2016 we were awarded the Sainsbury's School Silver Games Mark. This is a Government led awards scheme launched in 2012 to reward schools for their commitment to the development of competition across their school and into the community.

So that the children in the school can receive chilled, fresh water, we rent a water cooler from a company called AquaAid. By doing this, the benefit to others is that AquaAid then makes a donation on our behalf to The Africa Trust. These funds are used to build water wells, also known as Elephant Pumps, in Africa. This particular campaign goes that one step further and in exchange for putting this AquaAid badge of support to our website, the company donates the balance of the funds needed to build a water well on our behalf.



Tarleton Holy Trinity supports Fairtrade. We hold a series of Assemblies and Acts of Worship over the year which discuss Fairtrade and the tea and coffee that we drink in the staffroom is always Fairtrade. In the near future our school council will be applying for 'Fairtrade Status'

In 2015 we became the Lancashire and Local District Tag Rugby Champions, and in 2017 became District Champions at Tri Golf. Our choir was named as the Rock FM School Choir of the year. In 2017 we successfully made it through to the Final of 'Last Choir Singing', after making it through the regional heats. Tarleton Holy Trinity CE Primary is an ever-improving school, we are already working towards some new awards and initiatives.

The School Staff

If you are new to school, one of the first things you may need to know is the names of people working here. In addition to the Headteacher, there are five full time class teachers, and four part-time class teachers. All of our teachers hold at least one curriculum responsibility.

There are a range of teaching assistants and non-teaching staff to assist in the classrooms, to undertake administration work, to cook, serve and supervise school lunches and to carry out cleaning and caretaking duties. Below is the staff structure for Tarleton Holy Trinity from September 2017 onwards.

Headteacher	Mr S B Smith
Deputy Headteacher	Mrs T Dimmock

Class	Age	Teaching Staff
Reception Class	aged 4 to 5	Mrs H Hewertson
Year 1	aged 5 to 6	Mrs R Birkby
Year 2	aged 6 to 7	Mrs T Dimmock
Year 3	aged 7 to 8	Mr C Skinner
Year 4	aged 8 to 9	Mrs L Seeley
Year 5	aged 9 to 10	Mrs J Simpson
		Miss W Jagger
Year 6	aged 10 to 11	Mr P Marshall



Office Staff

School Admin	Mrs R Feeney
School Admin	Mrs E Sudworth

Teaching Assistants

Reception Nursery Nurse	Mrs C Fairclough
	Mrs L Flowers

Teaching Assistants Infant Department



Miss C Beard
Mrs L Forrest
Mrs J Van Dijk
Mrs K Willingham

Teaching Assistants Junior Department

Mrs L Flowers
Mrs E Neilson
Mrs F Williamson

Site, Kitchen and Lunchtime Staff

Caretaker
Cleaner

Mr C Knott
Mrs W Blundell

Welfare Assistants

Mrs L Abram
Mrs D Bailey
Mrs J Bates
Miss J Glover

Unit Catering Manager
General catering assistants

Mrs B Roe
Mrs J Van Dijk

Mrs J Cowburn
Mrs R Brabham
Ms M Marques



Road Crossing Patrol

Mr C Knott

'Teachers and support staff know pupils exceptionally well as individuals and this helps develop high quality relationships and a very positive learning environment.'

(Ofsted 2013)

Before / After School Care

Tarleton Holy Trinity is linked with an independent provider which organises and runs the additional services for parents and the local community. Out of School Club delivers both our Breakfast Club and After School Care, an OFSTED registered care provider. Care Club offers three facilities during term time: Breakfast Club (from 7.45am), Easy Drop (from 8.30am) and After School Club (from home time until 5.50pm). All clubs are open to our own primary aged children. Please contact Mrs Chris Fairclough or Mrs Kerry Willingham for more information. Their contacts details are:

Mobile: 07887882533 or Email: afterschoolclubtht@gmail.com

The staff are:

Care Club Manager	Mrs C Fairclough
Care Club Deputy Manager	Mrs K Willingham
Care Club Administration	Mrs E Sudworth

Breakfast and After School Club Staff:

Mrs Bailey, Mrs Bates, Mrs Fairclough, Mrs Forrest, Miss Glover, Mrs Lashmar, Mrs Van Dijk and Mrs Willingham.

The School Governors

The Governors of the School meet regularly each term to discuss all aspects of the management of the school including current legislation. There are separate committees which deal with the Curriculum, Staffing, Finance and Resources (including Buildings, and Health and Safety) and Standards and Effectiveness.

The Governors are responsible for the school's budget, the upkeep of the outside of the building and, in addition, contribute to improvements within the school.

If any parent has a query, please contact the Chair of Governors who can be contacted via the school office.

A full and up to date list of the Tarleton Holy Trinity Governors and other governance information can be found on the school's website, by clicking on the 'About Us' section of the website.



School Sessions

School sessions are:

08.55 to 12.00 (Infants)

08.55 to 12.05 (Juniors)

13.10 to 15.25 (Infants)

13.10 to 15.30 (Juniors)

Children should not arrive before 08.40, unless booked in with Out of School Club. Teachers supervise the pupils once the

doors open at 8.45am and at morning and afternoon breaks.

Teaching hours per week:

Infants: 21 hours 40 minutes.

Juniors: 23 hours 40 minutes.

These hours exclude breaks, registration and school worship times.

Admissions Policy and Procedure

Prospective parents are always welcome to visit the school at any time, but especially during the year prior to the child's admission to school. Do not hesitate to telephone to arrange an appointment.

Many children, prior to admission in reception, attend our Stepping Stones Pre-school to introduce them to the school environment. Further details are available from the school office.

Parents whose children are four in the previous year prior to starting in September need to apply on line in order to apply for a place in Reception class in the first half of the Autumn term. The number of places available in Reception Class is a maximum of 30. The Governors will not place any restrictions on admission to the Reception Class unless the number of applications for places exceeds 30. In September 2015 and 2017, we had 30 children starting in our Reception class.



In such an event the Governors Admissions policy will apply.

For the next school year, intake 2018 the following criteria will be used for selection should this occur:

1. Children in Care, children with statements of special educational needs naming the school or special medical or social circumstances affecting the child where these needs can only be met by the school.
2. Children whose parents live within the parish of Tarleton Holy Trinity
3. Children who have a sibling attending the school on the date of application and on the date of admission.
4. Children whose parent/carer worships at Tarleton Holy Trinity church or who worships in a church in membership of Churches together in Britain and Ireland
5. Other children.

Appeals

If you do not obtain a place at the school, you have the right to appeal against the decision of the Governing Body. Details of how to appeal may be obtained from the school. For the September 2017 intake the Governors have been able to offer places to all those pupils whose parents had applied, however, in September 2015 we were oversubscribed.

In all the classes the number per class is ideally 30. In Reception, Year 1 and Year 2, this number cannot be exceeded. In junior classes, where the number is already 30, parents would have to appeal for a place if they wish their child to join the school at this point.

It is the policy of the school to have a “staggered” intake of new entrants. However, by the third full week of September, all children attend school full time.



It is hoped that your child will be happy and successful at school.

In order to make admission as smooth as possible for parents and children, we offer:

- A “Welcome to School” pack. This contains useful information for new parents.
- A meeting for all new parents during the summer term prior to admission. This is a chance to meet the Reception class teacher and ask any questions you may have.
- A series of pre-school sessions so the child gets to know the classroom and the teacher. These are particularly valuable as children get to feel ‘at home’ in the school, often making friends quickly in these informal sessions. Further details are available from the school office. We strongly recommend parents to bring children to these visits.
- Individual consultation sessions for parents with the Reception class teacher. These are held before the beginning of the school year through ‘home visits’.

Admission of Pupils with Disability and Accessibility

In accordance with the Disability Discrimination Act, pupils with disabilities are treated with equal rights with respect to admission. The school will make every practicable and reasonable alteration to buildings, learning environments, staffing and

approach to accommodate the admission of all pupils who request a place.



In most cases there will be liaison with outside agencies including the Children's Services Authority.

Funding may be sought for exceptional cases.

The local authority's admission policy will be adhered to in all cases.

To prevent a child with a disability being treated less favourably than other pupils, we recommend the following:

- You contact the school's Inclusion Co-ordinator at the earliest opportunity to discuss inclusion and admission arrangements
- You visit the school prior to admission
- You talk to your child's class teacher to set up an Admission Plan with an IEP
- You raise any concerns you may have at the earliest opportunity

At present, the school provides access ramps from the outside through the main door and all other doors at the sides and the back of the school. There is also a disabled toilet and shower as well as a medical area. This ethos is reflected in our accessibility plans and other documentation.

Special Educational Needs (SEN) Provision

At Tarleton Holy Trinity every child is an individual and, with the use of marking, discussions, target setting and the End of Year reports, we try our very best to make sure that every child is set targets to improve, targets which are challenging, but achievable.

Despite the class teachers' support and differentiated planning, some children have difficulty in learning. If this happens we will provide additional help and support. We will discuss this with parents and devise an Individual Educational Plan (IEP) for the child. This will be reviewed at Conference meetings throughout the term by the Headteacher, the Special Educational Needs Co-ordinator (SENCO) and the class teacher. Parents will be invited to attend this meeting but, if they cannot attend, a copy of the reviewed IEP and new IEP will be sent home and any comments welcomed.

If, despite this help provided by the school, more support is felt to be necessary, we will continue to use IEPs but they will be more detailed. In a small number of cases, where a child meets the Local Authority criteria for action, we will refer the child to the LA so they can consider making a detailed diagnostic assessment. This will be further discussed with parents beforehand.



For pupils who have a Statement of Special Educational Needs, the school will hold statutory reviews and meet all statutory requirements. Under the new SEN Reforms (2015) all children who have a statement will be transferred to an EHC (Education Health and Care) plan.

We value the help that parents can give us and appreciate them sharing any problems a child may have had previously or during their time with us. Should a parent have concerns about the progress of their child they should discuss them with the class teacher. If there continues to be cause for concern then it should be brought to the attention of the SENCO. Complaints about the Special Educational Needs provision made by the school should be discussed with the Headteacher. In the unlikely event that the Headteacher is

unable to resolve the complaint, then the parent should write to the School's SEN Governor (Mrs R Watkinson).

All documentation concerning special educational needs is available on the school website or from the school office by request.



Gifted and Talented Children

Pupils working at high levels of achievement may be recognised as Gifted and Talented. The school has developed a new policy, which has been put in place, following DFE guidelines. Close liaison is maintained with parents so that individual appropriate programmes can be implemented to meet a child's particular need.

Religious Education

The school's foundation of the Christian Faith is very important as it is part of our ethos.

Christian Values are conveyed through attitudes expected of children and staff. They are reflected in the way children relate to each other, how children relate to staff and how relationships between school, church, parish and the wider community are fostered and nurtured. Each term the school holds an 'Enrichment Week' and each Spring we have a week of worship which focusses on our Christian Values which are: Awe and Wonder, Friendship, Peace, Trust, Respect, Fairness and Justice and Forgiveness. The Value of 'Love' is embedded in all the above.



Staff work together, along with Governors, to create a Christian environment to enable children to learn and grow in a healthy and balanced way. Each day there is an act of Collective Worship; this is usually led by the Headteacher, Parish Priest, Member of the Senior Leadership Team (SLT) or by staff and children. The acts of Worship follow the patterns of Anglican Worship and the Blackburn Diocese Board of Education materials. Father David, our Rector, provides close guidance on these matters.

The removal of children from Worship or Religious Education (as parents are legally entitled) cannot insulate children from the religious life of the school.

Sex Education

The Governing Body has a statutory requirement to decide whether or not sex education should form part of the school curriculum.

The Governing Body endorses the school's policy that was developed after consultation with staff, parents, Health Education and the school nurse. Sex Education is incorporated into Personal, Social and Health Education / the Science curriculum and R.E.

Health and Sex Education are provided in a manner suitable for the age of the child. We do this as part of the wider teaching programme which stresses the

importance of family life and personal development. Parents and Carers are always informed, when topics which involve sex education are to be discussed. The school works closely with our local team of school nurses to ensure that the information that we give conforms to the latest requirements of the DfE (Department for Education).

Computing

We recognise at Tarleton Holy Trinity the importance of Information Technology. Our school has a large suite. All children will be involved with Information Technology throughout their time at this school and the new curriculum area of computing.



Information Technology is concerned with the handling of information which may be text, numbers, pictures, sound or signals. It involves collecting, holding, organising and presenting information in a variety of ways. Computing looks at simple programming packages that the children can use to manage numbers, images and games. Following wide consultation, we have written and implemented an E-Safety Policy. At the beginning of each academic year, pupils discuss the use of ICT with their class teacher and how they can stay safe when using mobile phones, games systems and the Internet.

Information in School

Documents

The school holds various documents which parents are welcome to read if they so wish. These include:-

- *Statutory Instruments, DfE circulars and administrative memoranda relating to the National Curriculum*
 - *Any Policy and Scheme of Work currently used in school*
 - *The LA curriculum statement*
 - *Any agreed syllabus for religious education adopted by the LA*
 - *The Governing Body's charging and remission policy for school activities*
 - *Minutes of the School Governing Body Meetings*
 - *OFSTED and SIAMS Inspection Reports*
- *LA arrangements for considering complaints about the curriculum and religious worship*



SIAMS reported in June 2014 that they judged the pupils to have, 'outstanding behaviour and attitude'.

If you wish to have access to any of the above documents, please look at our school's website or our School App, where you can view the documents on-line and can also download them.

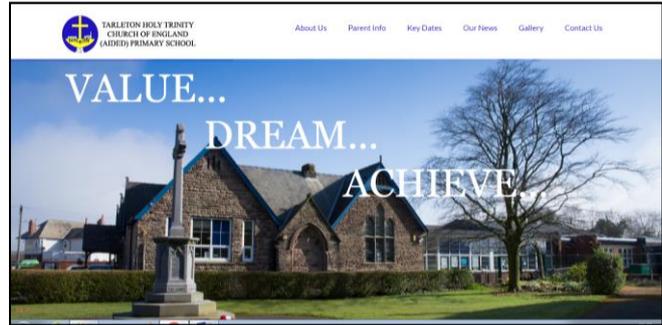
Websites

We are always updating our website. Apart from talking to our staff, children and parents, it is perhaps the next best way in which to gather information about the school.

Our site – www.tarletonholymtrinity.org

The website houses many sections relevant to the school.

Some sections provide information for the school community, whilst others celebrate successes and activities that have taken place. The 'Head's Blog' and weekly newsletters help keep readers up to date with the latest events and happenings at Tarleton Holy Trinity, whilst the 'Classes' section gives the parents and carers an insight into the day to day life of a Tarleton Holy Trinity child. You can also keep 'up to date' by following our Facebook Page (<https://www.facebook.com/tarletonholymtrinity>) or downloading our new School App by searching for 'holy trinity tarleton' into your App Store.



School Visits



It is unlikely that a full term will go by without each child being involved with at least one visit, either to a place outside school with the class, or by a visit from somebody to the school. Parents will be invited to contribute a specified amount of money if they wish their child to take part in the activity. No child will be excluded from such an activity on purely financial reasons and any parents requiring financial assistance should contact the Headteacher in confidence.

If greater than 90% of the cost of the activity is not met then the event/trip cannot proceed.

Our System of Care

Behaviour Management/Discipline

The aim of the school is to create responsible, well-disciplined individuals. OFSTED stated that '...behaviour is typically good, and often outstanding' (2013 report). All of our pupils are encouraged to behave as good citizens. We work in partnership with parents to promote high standards of behaviour and discipline. The Home-School Agreement is a basis of the partnership. This is set out below and is sent out to parents and carers once their child / children start school. They are asked to sign the agreement and to return it to school at their earliest convenience.



Home-School Agreement

The School will:

- work to fulfil the Mission Statement
- encourage children to do their best at all times
- encourage children to take care of their surroundings and others around them
- let parents know about any concerns or problems that affect their child's work or behaviour
- send home an annual progress Report
- set and monitor homework
- arrange Parent's Evenings in the autumn and spring terms during which progress will be discussed
- keep parents informed about school activities through regular letters home and notices about special events

The Family will:

- make sure our child is punctual, correctly dressed wearing school uniform
- make sure the child attends regularly and provide a written or telephone explanation on the first day of any absence
- let the school know of any concerns or problems that might affect the child's work or behaviour
- support the school's guidelines on discipline, homework, uniform, jewellery, and medicines
- support the child in homework and other opportunities for home learning
- attend parent's evenings and discussions about the child's progress
- get to know about the child's life at the school

Together we will:

Work in partnership to provide opportunities for all the children at Tarleton Holy Trinity CE Aided Primary School to achieve their potential.

Tarleton Holy Trinity Golden Rules

We will:

1. Always be polite, kind and respectful to everyone.
2. Look after our school and everything in it, respect our belongings and other people's belongings.
3. Walk calmly and quietly around the school.
4. Listen to each other carefully and follow instructions.
5. Try as hard as we can in everything we do.



(These school rules were formulated in consultation with the pupils of Tarleton Holy Trinity CE Aided Primary School.)

Sanctions List for Behaviour Management

Tarleton Holy Trinity CE Aided Primary School strives to maintain a well-ordered and positive environment. However, if staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request, or can view it by looking at the 'Policy' section on the website.

Child Protection and Safeguarding

Tarleton Holy Trinity is a caring school where the staff maintain an atmosphere in which children feel secure and happy. At school we strive to provide such an environment through caring for the individual child, building their self esteem and helping them achieve success in all areas.



To reinforce this, staff and members of the governing body are given training so that they are vigilant in cases of suspected child abuse. Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child may have been abused, the school is required, as part of the local Child Protection procedures, to report their concern to the Social Services Department immediately.

Tarleton Holy Trinity takes safeguarding seriously. The school has a legal duty to report any concerns of a safeguarding nature to Children's Social Care and/or the police. The named teachers for Child Protection and

Safeguarding are Mr S B Smith and Mrs T Dimmock. The Child Protection Governor is the Chair of Governors, Mr P Dunnings.

Complaints Procedure

Complaints about the education provided (or not provided) for pupils are taken seriously. It is intended that most complaints/concerns will, in the first place, be discussed and settled with the Headteacher, because he has direct responsibility for the day to day matters involved.

Where, after discussion with the Headteacher and School Staff, the issue is not resolved, it may become the subject of a formal complaint and be referred to a member of the Governing Body and/or the Chair of Governors. If the complaint is still upheld, it can be formally referred to a Complaints Committee, set up as part of the Governing Body's structure, with the power to:

- Hear the complaint
- Carry out an investigation
- Decide whether the complaint is to be upheld.

When a complaint is upheld, the Governing Body will be responsible for ensuring that the matter is rectified, including the possibility of disciplinary procedures. If parents are not satisfied, then it is the LA's responsibility to set up an independent complaints procedure to hear the case.



Absences

As parents/carers, you are responsible for notifying the school if your child cannot attend. This can be by a telephone call, e-mail, letter or oral message to school which should be done preferably before your child returns to school. All absences are detrimental to your child's education and permission for holidays during term time will not be given unless under exceptional circumstances. You may not absent your child from school without written permission.

Requests for leave of absence should be on a form available to download from the school's

website and from the school office, and once completed, sent to the Headteacher. If the request is granted, it will be regarded as an authorised absence. Under attendance regulations, children will be marked present or given an authorised/unauthorised absence. Children are allowed an authorised absence if attending a clinic, doctor, hospital, dentist, optician, etc provided the class teacher is informed at the earliest opportunity.

Friends, our Parents, Teachers and Friends Association

We have an active and friendly 'Friends' Association, which is committed to helping school in a number of ways, including fund raising and organisation of social events for pupils and parents. The group meets regularly and all people connected to school are



automatically members and are most welcome to attend the meetings. Each year, 'Friends' organise events including the Christmas Market, the Summer ball and the Tarleton Scarecrow Festival.

The team also arrange termly discos and Movie Nights for the children to attend and an Easter Raffle where various chocolate hampers are available to win.

If you have special skills to offer, please let us know! Funds raised by the 'Friends' are shared equally between the Governors and the School and

are used entirely for the benefit of the children. Last year 'Friends' raised in excess of £11,000 which is an amazing amount. This has gone towards replenishing the tables and chairs in classrooms and decorating the main corridors.

Extra Curricular Activities

Our Staff are very dedicated and all Class Teachers give up some of their time each week to run an Extra Curricular Activity. There are a wide variety of activities to choose from both at lunchtimes and after school. This year's Clubs have included Choir, Bell Ringing, Lego, Reading, Arts and Crafts, Newspaper Club and Computing. Our sporting clubs include Hockey, Cricket, Football, Netball and Cross Country as well as the half termly activities organised by the West Lancashire Sports Partnership. All of these activities are 'free' and are available to different age ranges throughout the school. Tarleton Holy Trinity also offers Brass, Guitar, Keyboard and Saxophone lessons to all Key Stage 2 pupils through the Lancashire Music Service. However, there is a termly charge for these.



Uniform and Appearance

We believe that a school uniform is important and it has been chosen with health and safety and cost issues in mind.

- It looks smart
- Wears well
- Contributes to a sense of belonging
- Gives a common purpose
- Fosters a feeling of pride and equality



All children are expected to wear full uniform and we encourage them to maintain a good standard of clean and tidy dress in school.

Our uniform consists of a navy school sweatshirt or cardigan (school logo optional), pale blue polo shirt (logo optional), charcoal grey trousers or shorts, or navy skirt or pinafore dress. If trousers are worn we request that the children wear grey socks, and with a skirt/dress we request white or navy socks (navy tights in winter). In the summer a blue checked summer dress can be worn if preferred. We ask for all children to wear sensible black shoes.

Coats and fleeces are up to the preference of parents.

Navy fleeces with a logo are available to be worn as an 'outdoor coat'.

All Tarleton Holy Trinity's uniform can be purchased from the uniform shop called 'Favourites' in the nearby village of Croston. They are situated at 66 Town Road, Croston (PR26 9RB), telephone: 01772 600142. If you prefer, non-badged uniforms are available to buy from Favourites and from supermarkets and other suppliers.

PE Kit

For health and safety reasons it is important that children are properly dressed for any physical activity. Our uniform for PE is as follows:

- White T-shirt or polo shirt
- Navy shorts
- Black pumps
- Trainers can be worn for outdoor games (Juniors)

PE kit should be kept in a named bag. It should be kept in school and returned home for washing at weekends and holidays.

In September 2017 the organisation of our swimming lessons will change. Pupils will require swimming trunks or a one-piece swimming costume. The children will also need a swimming cap (with name on) and a towel for Year 5 (and Year 4 in the Summer Term).



Please name all clothing so that clothes found can be returned to the owners.

Jewellery should not be worn at school. Equally, children are not allowed to wear make-up of any sort to school, including false nails or nail varnish. If ears are pierced, children may then wear a single stud in the lower lobe of the ear only. No other types of facial piercing are permitted. For safety, children must be able to remove earrings for PE, swimming and any other activity as requested by the class teacher. In some cases, tape may be used to cover earrings for PE. This is at the discretion of the class teacher.

Additionally, for very clear Health and Safety reasons, pupils are not allowed to wear shoes with a heel height greater than 40mm. Students who attend school with unacceptable shoes will be required to change into safer footwear and replace the shoes as soon as possible. Trainers are not allowed in school except for outdoor PE.

It is requested that long hair (shoulder length₁₇ or longer) should always be tied up, not only

for Health and Safety reasons but also to discourage head lice. We request that parents do not allow children to have their hair coloured, shaved too short, cut in lines or patterns, or gelled into extreme styles in school term time. The school reserves the right to decide on the appropriateness of a hairstyle or haircut.

School Meals and Snacks

School Meals are provided by Lancashire Catering Services and are prepared on the school premises. Dinner money is normally collected (in advance) weekly or termly. Parents are asked to co-operate by paying via Parentpay. At present the cost of a school meal is £2.20 per day for Key Stage 2 children. Some parents may be eligible to receive free meals for their key Stage 2 children. The Lancashire County Council booklet on benefits explains this and the school is always willing to help put parents in touch with the appropriate department at the Area Education Office.



Since September 2014, all children who are in our Year 1, 2 and Reception Classes receive free school meals through government funding.

Children who have free meals, and children who receive school meals which are paid for may have a packed lunch, prepared by school, when they are going on an outing with the school. Janet Cowburn, our School Cook needs notice to organise this.

Children may bring a packed lunch if they are not having a school meal. As the school still acknowledges the Healthy Schools Initiative, we request that these meals are as healthy as possible and do not include sweets, chocolate bars or fizzy drinks. Facilities are provided in the school and water is available from a cooled water dispenser.

If children would like a snack at breaktimes, the Infants are provided with a free piece of fruit each day, all children can order toast and the Junior children can purchase a Breakfast Bun from school every Friday.

‘ Their (pupils) positive attitudes to learning and pride in their school reflect the way they are respected as individuals by all adults in school. ’

(Ofsted 2013)

Medical Matters

We endeavour to take great care of your children whilst they are at school, but



Unfortunately accidents do occur. If your child is shocked, appears to need medical attention, has a head injury or looks unable to rejoin his/her class, we will try to contact you or your named representative. Should we be unable to contact you and hospital treatment appears necessary then someone from the school will accompany your child. All treatment given for first-aid is recorded in a medical book and is administered by the school's staff who are qualified in First Aid.

It is essential that we have an address and telephone number so that we can contact you or someone designated by you, during school hours. Please notify us, in

writing, of any change of address and/or telephone / mobile number.

Medicines are prescribed drugs and, as such, there is a risk attached to them being in school. As a general rule, therefore, we do not administer medicines in school. The vast majority of paediatric medicines are intended to be taken three times a day (before school, after school, before bedtime).

In very exceptional circumstances, the school will co-operate and, in these instances, parents and carers will be required to complete the necessary school forms to be able to administer prescribed medicines.

The Headteacher and school do not accept responsibility for missed doses, mislaid medicines and side-effects of mis-taken drugs.

Children, usually, are responsible for their own inhalers and are able to treat themselves as and when necessary.

We encourage pupils to take their inhalers with them if on physical activities; otherwise they are kept in pupil's trays.

We are members of the National Asthma Club and have Asthma cards in school giving details of symptoms, dosage, etc of individual pupils who suffer from asthma. If your child does suffer from Asthma, please obtain a card from the school office. The school needs to know if your child suffers from any allergies. A written copy of the information should be given to the school.



'The Headteacher's high expectations and uncompromising drive to improve teaching and learning and standards is shared by staff and governors. He has a very clear view of just how successful the school can be.' (Ofsted 2013)



SATs Results and Performance Tables

2017 End of Foundation Stage

Average Points of 2 (Expected) in each subject area -70%

Score of 2 (expected) in all of PSED, Physical, CLL, Literacy and Mathematics – 70%

2017 End of Key Stage 1 National Curriculum Teacher Assessment / Test Results

	Attainment at and beyond expected standards	Attainment at greater depth
Reading	95%	47%
Writing	74%	21%
Grammar, punctuation and Spelling	79%	50%
Mathematics	84%	32%

2017 End of Key Stage 2 National Curriculum Teacher Assessment / Test Results

	Attainment at and beyond expected standards	Attainment at greater depth
Reading	100%	35%
Writing	96%	50%
Grammar, punctuation and Spelling	92%	27%
Mathematics	96%	35%

2017 Performance Targets for Key Stage 2 Tests

The percentage of pupils who gained 'Attainment at and beyond expected standards' in Reading, Writing and Mathematics combined - 92%

'The school's distinctive Christian character and ethos is immediately evident to the visitor.' (SIAMS 2014)

A Message from the Chair of Governors

Dear Parents and Carers,

I hope you find the snapshot of school life useful. We, the Governors, are very proud of the school and continually strive to seek improvements in the buildings, environment and resources to enhance the children's learning. We fully support the wonderful work that is achieved here and know how much effort and dedication goes into providing the children with a good all-round education.

All staff, whether teaching or non-teaching, are committed to providing the very best for the pupils to enable them to be successful.

This prospectus however cannot do justice to the school on its own. We do encourage prospective parents to come and look round the school during the working day and that will give you a more in depth picture of what happens at Tarleton Holy Trinity CE Aided Primary School.

Paul Dunnings

Chair of Governors



***Tarleton Holy Trinity Church of England
(Aided) Primary School
Holiday List for 2017 - 2018***

Autumn Term 2017

1st Half Term – Monday, 4th September to Friday, 27th October

Half-Term Holiday (School Closed) – Monday, 30th October to Friday, 3rd November

2nd Half Term – Monday, 6th November to Friday, 22nd December

Christmas Holiday (School Closed) – Monday, 25th December 2017 to Wednesday 3rd January 2018

75 days

Spring Term 2018

1st Half Term - Thursday, 4th January to Friday, 9th February

Half-Term Holiday (School Closed) – Monday, 12th February to Friday, 16th February

2nd Half Term - Monday, 19th February to Friday, 23rd March

Easter Holiday (School Closed) – Monday, 26th March 2017 to Friday 6th April 2018

52 days

Summer Term 2018

1st Half Term - Monday, 9th April to Friday, 25th May

Polling Day (School Closed): Thursday, 3rd May

Bank Holiday (School Closed): Monday, 7th May

Half-Term Holiday (School Closed) – Monday, 28th May to Friday, 1st June

INSET Days (School Closed): Monday 4th June to Friday, 8th June

2nd Half Term - Monday, 11th June to Friday, 20th July

63 days

Total = 190 days
Total + 5 INSET Days = 195 days