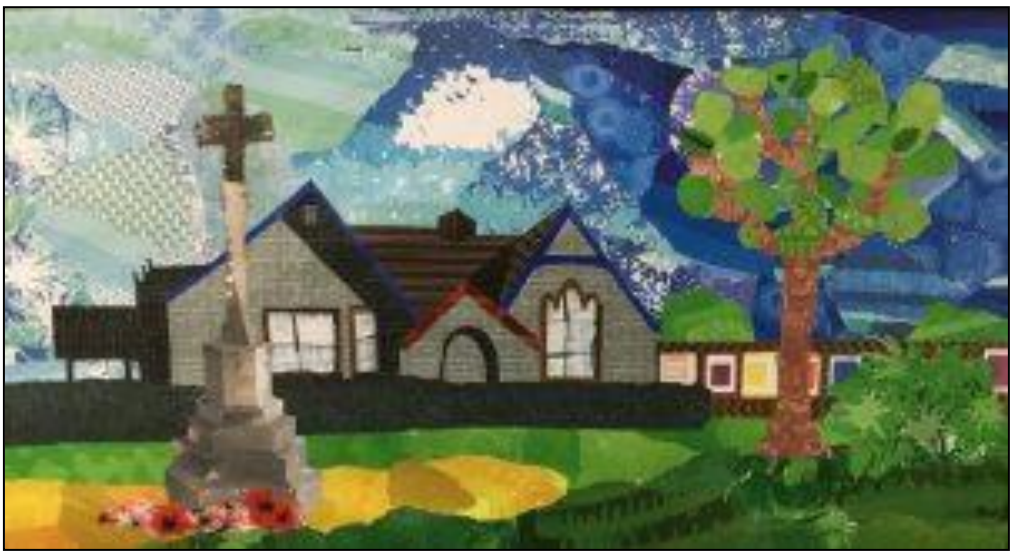
Tarleton Holy Trinity CE Aided Primary School

Website: www.tarletonholytrinity.org

School Prospectus



At Tarleton Holy Trinity
we value, dream and achieve.

2025 - 2026

Diocese of Blackburn

Silver Eco-Schools Silver Award

School Games Platinum 2023/24 - 2024/25

Helping to donate over £10 million to Charity & The Africa Trust
Our Water Coolers are from AquaAid

Healthy School

School Games Virtual 2019/20

TARLETON HOLY TRINITY CE AIDED PRIMARY SCHOOL

Church Road, Tarleton, Preston, Lancashire, PR4 6UP

Telephone: 01772 812662
E-mail: bursar@holytrinity-tarleton.lancs.sch.uk
Website: www.tarletonholytrinity.org

Headteacher: Mr S B Smith BSc (Hons) QTS PGC Ed Man NPQH
Deputy Headteacher: Miss W Jagger BSc (Hons) QTS NPQH
Chair of Governors: Mr R Every

This Prospectus is accurate from 1st September 2025

Our Vision Statement

Value… Dream… Achieve…
As a loving Christian family, our aspiration is for everyone to flourish, safe in the belief that we, "…can do all things through Christ, who strengthens us" Philippians 4:13.
Everyone is valued, we all achieve and our dreams for the future begin.

'Pupils walk into Tarleton Holy Trinity Church of England Primary School with a spring in their step in the morning. They are happy to attend this warm and nurturing school.'

OFSTED 2023

Note from the Headteacher

In September 2025 I will to be starting my thirteenth year as Headteacher at Tarleton Holy Trinity CE Primary School and I am proud to be part of such a welcoming and successful school.

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.

Our most recent 2023 Ofsted Inspection states that we, *'…continue to be a Good School'.* We are very proud of what the report says and it highlights that, '*Pupils behave well and are respectful and polite towards others.'* And *'Pupils benefit from well-embedded routines that support their learning and behaviour.'*

Our 2019 SIAMS (Statutory Inspections of Anglican and Methodist Schools) report said that we are '*GOOD' overall but Excellent in our delivery of Worship and RE*. One of my favourite quotes from the SIAMS report is from a parent who says: 'This school is about children flourishing and providing skills and values for life.'

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 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, or visit us during our Open Day – this year it takes place on 15th October 2025.

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.

The children have access to class sets of iPads and laptop computers, which can be used for research purposes, using Educational Apps and for photographing or videoing things to help with their work. We also use Sphero Indis, Sphero Bolts and a 3D Printer to enhance our Computing / ICT Curriculum.

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 time, money and 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 lovely outdoor learning areas for the Foundation Stage and Key Stage 1 children, which have been further developed since 2020 through money we have received from being one of the Co op's local chosen charities. At present there is digging area and even a quiet place to sit and read. We have canopies around school so that the children can work outside, whatever the weather, with a large storage shed to house all the outdoor resources. A separate large sheltered area allows the children to explore and play further 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.

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 in 2016, 2017 and 2018 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 (2023) reported that '*Governors are experienced and have the skills to support and challenge leaders successfully. They understand the school and the community that it serves well.'*

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 2024, the overall staffing levels remain as 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

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

Silver
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.

ACTIVEMARK 2008 REWARDING COMMITMENT

SCHOOL GAMES PLATINUM 2023/24 - 2024/25

In October 2015, 2016 and 2017 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. For the last 6 years we have won Gold – until last Summer – when we were awarded the Platinum School Games Award for

the first time!!

So that the children in the school can receive chilled, fresh water, we rent a water cooler from a company called AquAid. 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 AquAid 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 2017 and 2018, we received an Outstanding Award by the British Legion for our contributions to their annual Poppy Appeal. Tarleton Holy Trinity CE Primary is an ever-improving school, we are already working towards some new awards and initiatives. We have also been area and district champions in many sport during the last three years, including football, cross-country, rugby, rounders and swimming.

We have also been awarded by The Local Authority a Quality Mark for the provision in our Early Years Setting.

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 six full time class teachers, and two 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 present staff structure for Tarleton Holy Trinity.

Headteacher	Mr S B Smith
Deputy Headteacher	Miss W Jagger
Class Teachers	Miss C Iddon
	Mrs Lancaster
	Miss Porter
	Mrs L Seeley
	Mr Skinner
	Mrs S Warburton

Office Staff

School Bursar	Mrs H Lee
School Admin	Mrs D Brown

Teaching Assistants

Reception Nursery Nurse	Mrs Wass and Mrs R Towell

Teaching Assistants	Miss G Bennigsen
	Miss C Beard
	Mrs L Flowers
	Mrs R Greaves
	Mrs E Midgley
	Mrs E Miller
	Mrs E Thompson
	Mrs J Van Dijk
	Mrs C Wass
	Mrs F Williamson
	Mrs K Willingham
	Mrs L Wright

Site, Kitchen and Lunchtime Staff

Site Supervisor	Mrs E Wright
Cleaner	Ms M Marques
Welfare Assistants	Mrs L Abram
	Mrs D Bailey
	Mrs J Bates
	Miss J Glover
	Mrs E Lumsden
	Mrs D Meadows
	Mrs J Van Dijk
Unit Catering Manager	Mrs Y Han
General catering assistants	Mrs J Lord
	Ms M Marques

'All staff at THT are, and always have been incredibly supportive. They go above and beyond to ensure children are happy, feel safe and thrive. Thank you.' (Comment made on the Spring 2024 Parent Questionnaire)

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. Our Before and After School Clubs offer four facilities during term time: Breakfast Club (from 7.30am), Easy Drop (from 8.30am) and After School Club (from home time until 5.50pm), and Easy Pick Up (from home time until 4.00pm). All clubs are open to our own primary aged children. Please contact Mrs Kath Lashmar or Mrs Greaves for more information. Their contacts details are:
Mobile: 07887882533 or Email: afterschoolclubtht@gmail.com

The staff are:

Care Club Manager	Mrs K Lashmar and Mrs R Greaves
Deputy Manager	Mrs J Bates
Care Club Administration	Mrs D Brown

Breakfast and After School Club Staff:
Mrs Bailey, Mrs Bates (Deputy Manager), Miss Beard, Miss Bennigsen, Miss Glover, Mrs Greaves, Mrs Lashmar, Miss Miller and Mrs Van Dijk.

The School Governors

The Governors of the School meet regularly, at least each half 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.
Usually, many children, prior to admission in reception, attend our Stepping Stones Pre-school to introduce them to the school environment. Further information regarding Stepping Stones can be found later in this document.

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 during 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 such an event the Governors Admissions policy will apply.
For the next school year intake 2026, the following criteria will be used for selection should this occur:

1. (a) Children in public care and previously looked after children.
This means a 'looked after child' or a child who was previously looked after but immediately after became subject to an adoption, child arrangements or special guardianship order, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (please see definitions below). A 'looked after child' is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who are adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individual's to be a child's special guardian (or special guardians). A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
Professional supporting evidence from a professional, e.g. a doctor, psychologist, social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the school in question is the only school where these needs can be met and the difficulties which would be caused if the child had to attend another school. Parents must submit this evidence to the school by 15th January 2025, if they wish their application to be considered under this criterion.

2. Children whose parents live within the ecclesiastical parish of Tarleton Holy Trinity Church.

A map showing the boundaries is available in school or by clicking HERE.

a) Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

b) Children with a parent/guardian/carer worships at Tarleton Holy Trinity Church or who worships in a church in membership of Churches Together in England.

"Parental worshipping" is normally taken to mean a minimum of monthly parental attendance at church at public worship for over at least six months. The date on which this is judged is the 1st September 2025.

Please note - In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

The list of Churches can be found on the Churches Together in England website at cte.org.uk, and is taken as that on 1st September 2025. Churches in membership of the

equivalent bodies in Northern Ireland, Scotland and Wales are accepted.

3. Children whose parents live outside the ecclesiastical parish of Tarleton Holy Trinity.

a) Children who have a sibling attending the school on the date of application and on the date of admission.

Siblings include step, half, foster, adopted brothers and sisters living at the same address.

b) Children with a parent/guardian/carer worships at Tarleton Holy Trinity Church or who worships in a church in membership of Churches Together in England.

The governors will request confirmation of this from the relevant member of the clergy or church officer.

4. Children whose parents live within the ecclesiastical parish of Tarleton Holy Trinity Church who are not included in the priority categories of 2 and 3.
A map showing the boundaries is available in school or by clicking HERE.

5. Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made.
This applies to all staff, fulltime and part time, who are employed by the governing body.

6. Other Children

Tie break
Where there are more applicants for the available places within a category, then the distance between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where two addresses have the same distance, or the cut-off point is for addresses within the same building, then the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

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 2023 intake the Governors were able to offer places to all those pupils whose parents had applied, however, in September 2015, 2017, 2019 and 2024 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. 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 and Disabilities Co-ordinator (SENDCO), Mrs S Warburton 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 an Education Health and Care Plan (EHCP), the school will hold statutory reviews and meet all statutory requirements.

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 S Gornall).

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, Father Mark Soady (our 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.

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

Relationships and Sex Education (RSE)

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.

RSE sessions 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) and Blackburn Diocese.

ICT and Computing

We recognise at Tarleton Holy Trinity the importance of Information and Communication Technology. All children will be involved with Information Technology throughout their time at this school and the 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. We have sets of iPads and laptop computers that the teachers and children can use to research work, and also to provide feedback and next steps on how the children may improve their work in other areas of the curriculum. Following wide consultation, we have written and implemented an E-Safety Policy. This is updated at least annually. 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, Smart watches, 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:-

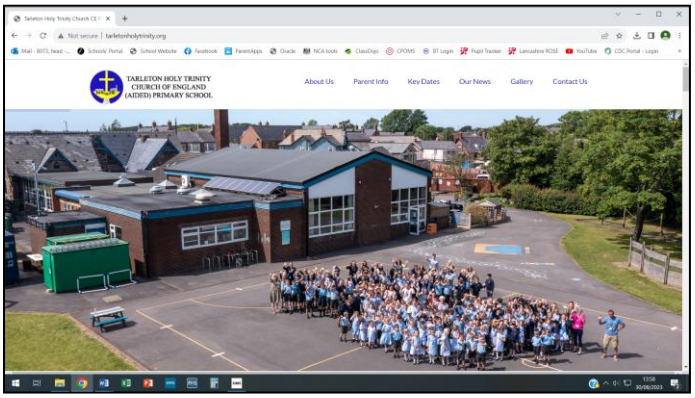
- *Statutory Instruments, DfE circulars and administrative memoranda relating to the National Curriculum*
- *Any Policy and Scheme of Work currently used in school*
- *The school's curriculum statement*
- *Any agreed syllabus for religious education adopted by the Diocese*
- *The Governing Body's charging 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*

If you wish to have access to any of the above documents, please look at our

school's website or there are links on 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.tarletonholytrinity.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/tarletonholytrinity) or by downloading our School App. Ask Mrs Lee in the school office for extra information.

School Visits

Usually, 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. 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 Vision 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 and are reviewed with them at beginning of each school year.)

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. Ofsted 2023 stated that, 'Pupils feel safe. They know that they can speak with an adult in the school if they are worried. Staff are able to identify the signs that a pupil may be at risk.'

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 Designated Safeguarding Lead is Mr S B Smith and Miss W Jagger is Deputy DSL. There are six more DSLs in the school. The Child Protection / Safeguarding Governor is the Chair of Governors, Mr R Every.

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. You can also record your child's absence using the School App. 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. It is

unusual that holidays during term time are 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 school office is informed at the earliest opportunity, and proof of the appointment is provided. Please see the School's Attendance Policy for full details.

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 Fair and the 'Pyjama Rama' sponsored run.

The team also arrange termly discos, a 'Break the Rules Day' 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. In a 'normal' year 'Friends' raise in the region of £6,000 which is an amazing amount. This, in the past, has gone towards replenishing the furniture in the classrooms, updating ICT equipment, decorating different areas of the school, and providing a secure fence around our pond area.

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 are beginning to resume again, after stopping during the pandemic. Clubs and activities usually include: Choir, Lego, Reading, Arts and Crafts 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 Guitar and Ukulele lessons to all Key Stage 2 pupils through the Lancashire Music Service…and more recently keyboard and violin lessons. 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 full 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 Whittakers in Southport. They are situated at 35-39 London Street, Southport (PR9 0UY), telephone: 01704 533394. https://www.whittakersschoolwear.co.uk/product-category/southport/tarleton-holy-trinity-c-of-e-primary-school/
If you prefer, non-badged uniforms are available to buy 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.
For swimming sessions (which is the final term of Year 4 and the first two terms of Year 5), 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.
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 simple, 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 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. It is advised that earrings should not be worn during swimming sessions. We also ask for children not to wear 'false tattoos' or transfers for school.

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 length 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 £2.50 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 receive free meals, and children who receive school meals which are paid for may also have a packed lunch, prepared by school, when they are going on an outing with the school. Yujin Han, our School Cook will prepare these when booked in advance through ParentPay. Please note that THT is a 'Nut Free School'.

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 a daily piece of toast and the Junior children can purchase a Breakfast Bun from school every Friday (a Bacon roll, or Quorn Sausage sandwich).

'Older pupils relish taking on leadership positions, such as being buddies to younger children. Pupils enjoy the clubs that staff organise, for example the 3-D printing club and the church choir sessions.(Ofsted 2023)

Stepping Stones

We have restarted our very popular 'Stepping Stones' sessions for parents and carers and their pre-school children. These sessions are for children of *any* pre-school age and are run every Friday from 10.30am to 11.40am in the School Hall.

There are lots of opportunities for your children (and you) to play and have fun. These include: Messy play – play dough, painting, sticking, sand play and more!! We also play with Lego, building blocks, imaginative play and dress up.

More and more children are bringing their parents / carers to school on a Friday morning to join in with the fun, whether it is arts and crafts, playing with the toys or riding on the bikes and trikes. In the Hall we also include a Baby area, Home corner, Story time and of course singing.

A Healthy snack and drink is provided for both children and parents and all we ask for is £2.00 per family for each visit!!

This group is open to all families near and far and is not confined to families already connected to School or Church. Please join us if you can, but keep an eye on our Facebook Page – just in case we need to cancel.

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 and Paediatric 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 a secure box in the classroom.
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.

'Collective worship inspires the community to live out its vision and to be advocates of change. "We need to stand up for people who don't have a voice," explained one pupil from the highly motivated and inspiring worship and justice committee.'

(SIAMS 2019)

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.

Richard Every
Chair of Governors

School Holiday List 2025 – 2026

Autumn Term 2025

1st Half Term – Monday, 1st September to Friday, 24th October

Half-Term Holiday (School Closed) – Monday, 27th October to Friday, 31st October

2nd Half Term – Monday, 3rd November to Monday 22nd December

Christmas Holiday (School Closed) – Tuesday, 23rd December 2025 to Friday 2nd January 2026

Spring Term 2026

1st Half Term – Monday, 5th January to Friday, 13th February

Half-Term Holiday (School Closed) – Monday, 16th February to Friday, 20th February

2nd Half Term - Monday, 23rd February to Friday, 27th March

Easter Holiday (School Closed) – Monday, 30th March to Friday, 10th April

Summer Term 2026

1st Half Term - Monday, 13th April to Friday, 22nd May

Bank Holiday (School Closed): Monday, 4th May

Half-Term Holiday (School Closed) – Monday, 25th May to Friday, 29th May

INSET Days (School Closed): Monday, 1st June to Friday, 5th June

2nd Half Term - Monday, 8th June to Friday, 17th July