

Altham
St. James'
Church of England
Voluntary Aided
Primary School

Information for School Year 2019 – 2020

Introduction

The Church has seen education as one of its Primary roles throughout its long history. It can be said that The Church has been involved in education in Altham for around a thousand years.

We aim to continue this tradition by providing the highest possible modern standards of education in a Christian environment with worship at the centre of its daily life, and a strong commitment to family values and morals.

Altham St. James' CE Primary School is an Aided School provided by the Church of England Trustees, originally to admit children from the village and outlying areas.

The present school is a stone building dating back to early Victorian times, which has been adapted and modernised over the years (with, most recently, an extension to the third classroom in July 2016).

There are three classrooms and a good size hall – one classroom houses the infant class, the second classroom houses the junior class, the third classroom is used for Year 5/6 in the mornings and for intervention groups in the afternoon. The hall is used for worship, PE and dining.

The school grounds consist of two hard surface yards, an adventure playground, a games field and green area (some of which is allowed to grow wild as an environmental area) and a recently improved EYFS outdoor area.

The connection with the church is maintained by our frequent visits to Church, and the visits of clergy and members of the Parish, into school, on a weekly basis, and we are proud to be part of the community of the village of Altham, with the school being used for various village functions. Many of the villagers and parishioners take a special interest in the life of the school.

Over the next few pages, we aim to give you a brief picture of our school and provide you with details, which we are required by law to give you.

You are welcome to visit at any time, by appointment with the head teacher, to see the Christian family atmosphere that we maintain and the standards we attain.

Staffing

Headteacher:

Mrs Carol Woods

Teaching Staff:

Mrs KJ Turner
Mrs S Bellard
Mrs D Smith

Teaching Assistants

Mrs J Patterson (Higher Level Teaching Assistant)
Mrs A Allen (TA3)
Mrs L. Lunniss (TA2)
Miss E Parker (TA2)

Secretary:

Secretary: Mrs S Kenyon

Lunchtime Staff:

Kitchen: LCC catering staff
Supervision: Mrs N Jewell & Mrs D Felix

Site Supervision:

Service Contract

Governors

Chair of Governors:

Cllr. Rennie Pinder (who can be contacted at the address given at the back of the booklet)

Vice Chair: Mrs Jill Jones

The Vicar of The United Benefice of St James, Altham & All Saints, Clayton-le-Moors Rev Toby Webber

Clerk to the Governors:

Mrs Angeline Whittingham
(who can be contacted through the school)

General School Contact Details



Name and Postal
Address:

Altham St. James' CE (Aided) Primary School
Burnley Road
Altham
Accrington
Lancashire
BB5 5UH

Telephone/Fax:

01282 772174

E-mail:

head@altham.lancs.sch.uk

Website:

www.altham.lancs.sch.uk

The school is a voluntary aided primary school, which means that it is provided by the trust set up by the Church of England, and aided by Lancashire County Council.

The Church Authorities
may be contacted at:
The Diocesan Board of Education
Church House
Cathedral Close
BLACKBURN
Lancashire
BB1 5AA
01254 503070

Lancashire County Council
may be contacted at:
Area Education Office (East)
44 Union Street
ACCRINGTON
Lancashire
BB5 1PL
0845 053 0000

Why are we here?

The Mission of Altham St James CE Primary School

Living our lives as Jesus wants us to

- ◆ **Always be the best you can be**
- ◆ **Respect the world and everyone in it**
- ◆ **Love, forgive and reconcile**

Mission Statement created after consultation with pupils, staff, parents, governors, and the parish church during Autumn and Spring term 2017.
Formally agreed Spring 2017



The School Day

The following is an outline pattern of a typical day.

8am Breakfast Club Starts. This is open to all children and payment is made prior to attendance or on the day.

8.50am Teachers Commence Duty.

Children arriving at school will be supervised from this time. We regret that before 8.50 children on the schoolyard cannot be our responsibility. From 8.50 children will be permitted to shelter in the building in inclement weather.

8.55am Bell – doors open and pupils come into school to prepare for the day

9.00am Bell – doors close pupils arriving after this time are regarded as late and must register with the office at the front entrance.

School opens with registration and Worship

9.30am First Teaching Session

10.30am Morning Break

We do not allow children to bring any sort of food, but give every infant child a piece of fruit. Milk is available for all children. This is not compulsory however, and must be paid for termly.

10.45 Second Teaching Session

12.00pm – 1.00pm Lunch Break

School meals are served on the premises. These are delivered to school daily from a central kitchen. The Education Authority ensures that all meals meet or exceed national nutritional standards. Alternatively, children may bring packed lunches.

1.00pm Afternoon Teaching Sessions

Infants and juniors have a short afternoon break, but the time of this is variable.

3.25pm School closes

There are opportunities for the children to stay behind after school for extra curricular activities on some days of the week.

3.25pm-5.15pm Paid After School Care.

This is in addition to free after school sports clubs that run on a Monday, Tuesday and Friday.

School Organisation - Class Sizes:

There are two classes in the school. EYFS/Key Stage One (Infants) has three year-groups – Reception, Year One and Year Two. Key Stage Two (Juniors) has four year-groups – Year Three to Year Six.

From September 2017, we have admitted 10 children per year group starting with the reception cohort. Children are subdivided as outlined below, and adult to pupil ratios are very good.

Organisation of Teaching:

The infant class splits into two (Reception and KS1) in the morning and remains as a whole class in the afternoon. The class also splits up for three differentiated phonics groups each day. The class is supported by the class teacher, a Higher Level Teaching assistant (HLTA) and a Teaching Assistant (TA).

Key Stage Two splits into two teaching groups (approximately 18 in each) for Maths and English in the morning, and remains as a whole class for the other subjects in the afternoon. Each group is supported by a teacher and a TA.

Differentiated phonics and guided reading groups are organised into the school day.

Intervention sessions run on a daily basis to ensure that pupils receive any additional support they might need.

Regular Events in the School Week:

Collective Worship is central to our school. We worship as a family community at 9.10am on Mondays to Thursdays, and we have an end of week celebration last thing on Friday afternoon. The Vicar or a member of the Parish come to school every Tuesday to lead worship.

The final meeting on Friday afternoon is a time when we acknowledge the individual efforts of children during the week. Children in school are divided into four teams, and each week we celebrate the team with the most points. This celebration is usually lead by different groups of children who really enjoy independently organising and leading this special Worship.

We also have "Celebration and Notices" at the beginning of lunchtime, where, as a school family, we celebrate children's success both in and out of school, and recognise birthdays etc. If your child has, swimming certificates, ballet certificates etc., please send them to school and we will celebrate their achievements together.

On the last Thursday of every month, family and friends are invited to stay for Worship, which is led by the 'Open the Book' team. In addition, once a month, family and friends are invited to join us in the school hall after school for a special service organised by the Angel's Team from Altham St. James' Parish.

Curriculum

At Altham St. James', we follow the National Curriculum (which was revised in September 2014). Subjects are divided into Core Subjects (English, Mathematics and Science), Foundation Subjects and Religious Education. As a school, we place great emphasis on the basic skills of Reading, Phonics and Spelling, Punctuation, Grammar, Handwriting, Writing and Numeracy. The Read, Write Inc. Phonics scheme is followed in the infants and Read, Write Inc. Spelling is taught from Year 2 upwards. Science is taught by following a cycle of topic titles, with an emphasis on practical and investigative work wherever possible.



We are also keen to ensure the children enjoy a "broad and balanced" curriculum and we are very proud of the creative curriculum that is offered to the children.

The Foundation Subjects (History, Geography, Craft, Design & Technology, Physical Education, Art and Music and Computing) are covered in topics of work throughout the school in a planned cycle for both infant and junior years. We teach on a skills based basis, developing children's skills in each of the curriculum areas. To support learning, we take advantage of the school's excellent outdoor facilities, which include a woodland area and an outdoor classroom. Music is taught as a discrete subject once a week. We also have various



visiting instrumentalists who extend our range of music teaching. Our junior children have an opportunity to learn to play the recorder, and chargeable lessons are available for guitars from Year 2 upwards. Music and drama is a strength of the school and the children frequently sing as a choir and take part in productions. Most recently, the junior children performed *The Tempest* and took part in the Last Choir Singing Competition.

Artwork is a part of many curriculum areas and is taught separately as a subject. Children are introduced to different techniques and

materials and the styles of famous artists. Children are taught to value their own interpretation of art.

In Information and Control Technology, all children have access to computers. We currently have a mini-suite of computers in the two classrooms, networked with a range of computers around the school, and a bank of internet/network connected laptops for whole class ICT teaching.

Each teaching room is equipped with an interactive whiteboard, allowing children to access IT as a whole class, and to demonstrate their work and achievements to other children.



At Altham, we also place emphasis on modern foreign languages and the children begin learning German in Reception and French from Year 3 upwards.

We place great importance on Physical Education and provide a full and varied PE programme that fulfils the requirements of The National Curriculum and includes swimming (for all juniors every year). As well as PE lessons lead by the class teacher, the children work with qualified sports coaches on a weekly basis. After school dance, football and athletics/ multi-sports

Curriculum

clubs are also run three days per week.

The Governors have complete control over the Religious Education syllabus used in school. They have chosen to adopt the RE syllabus recommended by Blackburn Diocese with adaptations agreed by our Governors to make it suitable for our mixed age group school. As we are a church school, the majority of our time is spent on the Christian aspect of RE, but other faiths are introduced and discussed, aiming to develop understanding and respect for other cultural backgrounds and ethnic origins. Whilst parents retain their full rights to withdraw their own children from RE lessons, the nature of the school as a Christian establishment, makes it impossible to escape the Christian expectations, teaching and ethos of the whole environment.

Special Educational Needs:

From time to time, a situation may arise where a teacher or parent has a particular concern about the progress or well-being of a child. The school has a formal practice and policy for identifying such children and working towards meeting their needs. This can be inspected at school.

Should such a need arise, in the course of your child's time at school, we would, of course, contact you for discussion and to explain the appropriate procedures. The policy may be examined at the office or can be accessed on the school website. The headteacher currently takes responsibility for Special Educational Needs. This role is known as SENCO (or Special Educational Needs Coordinator)

Extra-Curricular Activities:

In addition to the curriculum run in school time, we also aim to provide a range of activities for children during breaks or after school.

At the time of writing, these include dance, football, multi-sports, running, recorder, sewing, and guitar lessons. An external provider also runs a speech and drama group (Little Voices) from the school hall on a Wednesday, after school.

Due to staffing requirements, it is sometimes necessary to levy a small charge for out of school activities, which may be provided by an external provider for whom we have to pay. This is in line with the Governors' charging policy.



The curriculum is also enhanced throughout the year by visitors and trips out of school.





Uniform:

We have a school uniform that we expect all children to wear. There is a choice of two options.

Option One:

Royal blue crew or v-neck sweatshirt, or cardigan (preferably with school crest), over light blue polo shirt (also with school crest). These are purchased via www.uniformityschools.com

The Governors accept that parents may wish to purchase un-crested garments through local retailers. These should be the same colour as the school's uniform colour.

Option Two:

Royal blue v-necked jumper or royal blue cardigan over a pale blue collar-shirt with school tie. The ties can be purchased from the school office.

Both options are worn with tartan check skirts or pinafores (ordered through www.uniformityschools.com) grey shorts or long grey trousers.

In summer, girls may wear a pale blue checked dress.

We do not allow trainers for day-to-day wear in school. Children should wear dark shoes and plain black, grey or white socks and avoid fashion styles.

Hairstyles

The Governors have decided that extreme or unusual hairstyles are inappropriate to the standards that we are trying to attain and they are therefore not allowed.

Physical Education Kit:

- Plain white T-shirt or polo shirt
- Black or navy blue shorts
- Elasticated or Velcro indoor pumps.

All clothing should be clearly marked with the child's full name.

Jewellery:

In common with most other schools, we do not allow jewellery. The one exception to this is children with pierced ears, who may wear *small stud earrings*.

Inexpensive wristwatches are allowed.

However, for the sake of safety **no** forms of jewellery **whatever** are allowed during P.E. For this reason, if children do wear stud earrings they must be able to remove and replace them, or tape them, themselves. Teachers may not perform this task.



Parental Involvement:

We welcome your involvement

Partnership: You, the parents, are the child's first and main teacher. We are only supplementing the important job that you have undertaken. We feel that education is very much a partnership between children parents and teachers. Parents are always welcome to visit Altham School and we always appreciate the support that parents give.

Reporting: We hold two consultation evenings per year, at which there is an opportunity to look at your child's work, and have a brief discussion with their teachers. We also issue annual written reports about the progress of your child.

However, you need not wait until these occasions and we genuinely have an open door policy. Please feel free to pop into school for an informal chat, or more formally make an appointment with your child's teacher at any time.

Parents in School: We are grateful for the regular and varied help that parents, grandparents and friends in the community give us throughout the week. We would encourage you to be part of the team and welcome any offers to help in school on a regular basis. Anyone who feels they have skills to offer is invited to help.

For the well-being of the children, it is a legal requirement that the Criminal Records Bureau clears all adults working with children. If you are likely, at any time, to be able to help – in class, or even with transporting children to and from sports events etc., please do see the school bursar about the paperwork for this clearance. It is preferable to have it done in advance.

Home-School Agreement: We will ask you to sign a Home School Agreement that outlines our responsibilities and commitments to one another, and to your children. This is a legal requirement.

Fund Raising:

Being a small voluntary aided school, we rely on various fundraising activities throughout the year and we would welcome your involvement in any way.

Bringing Money into School:

Children will frequently need to bring money into school. This should be in a sealed envelope, with the child's name and the amount and purpose written on the outside. These envelopes should be given to the teacher at registration.

If you are sending a larger amount of money, or wish to do a more detailed financial transaction, it might be preferable to see the school secretary personally.

School dinners: These are available on a daily basis. Current Government policy is that school meals are free for any child in the infant department. Junior children should pay for school meals on the Friday of the preceding week. Cheques for school dinners should be made out to Lancashire County Council. At the time of writing, the cost of a school dinner is £2.30

School milk: This is available to infant children. It can only be ordered term by term, at a cost of £15 per term (2019 cost). Cheques for milk should be made out to Lancashire County Council.

Other Payments: When the occasion arises, e.g. trips, parties etc., cheques should be made payable to Altham CE Primary School.

School Lottery – We run a weekly lottery through a national company, this works out at £4.34 per month (school received a percentage of ticket sales which goes to our school fund). As well as a weekly prize to one of our supporters, there is also a chance of winning a national weekly prize of £25000. The link for this, should you wish to join is <http://www.yourschoollottery.co.uk/lottery/school/altham-st-james-c-of-e-primary-school>

The school cannot accept responsibility for any money or any valuables brought for any other reason (for example taxi fare home) but a teacher may be willing to safeguard this money for the day.

Homework:

Homework is closely linked to the work being covered in class and is sent home on a weekly basis. We increase the amount of homework that we give children as they move through the school.

We follow **Government recommendations:**

Reception: 30 minutes per week (e.g. reading)

Years 1 & 2: 1 hour a week (e.g. reading, spellings, number work).

Years 3 & 4: 1½ hours a week (e.g. reading, spellings, number work and occasional topic work for other subjects)

Years 5 & 6: Approximately 30 minutes a day (or equivalent to this). (E.g. reading, spellings, English, Maths and occasional topic work for other subjects)

Pupils with SEN: We set homework for all children as a normal part of school life. We ensure that all tasks set are appropriate to the individual.

Health and Safety

Health:

We have regular visits from the Schools Medical Team. They will check the well-being of your child -ears, teeth, speech development etc. On your child's entry to school, you will be asked to sign a form consenting to these checks. The Health Authority keeps this form at the Schools Clinic. You will be advised if your child requires treatment. You do of have the right to withdraw your child from this service, or to be present during the inspections. Please do let us know if you choose either of these two options. You would obviously be notified if an inspection required treatment that is more sensitive.

School Nurse:

Our school nurse visits regularly and is available for you to discuss any health or wellbeing concerns you may have about your child. If you wish to speak to her, she may be contacted through the school office.

Safety:

The safety of your child is paramount in our school. There is a formal Health and Safety Policy and it is reviewed annually, as are our procedures. Regular checks are made on the school facilities and equipment, and faults rectified as appropriate.

Sun Health:

In our hotter months, the playground offers plenty of shade; your child is also welcome to wear a sunhat, and apply sun protection cream.

Pastoral Care:

We pride ourselves on being a small school with a caring family atmosphere and any concern that you or your child has is a concern of ours. As a small school, with around 63 children, we have the advantage of being able to know more about each other and care more about the problems that an individual child may encounter. We will do our utmost to care for any need that a child has, be it emotional, physical, social, spiritual, and academic or any other. Although we try to be observant and vigilant, we may need to have certain needs drawn to our attention, so please do feel free to share with us, in confidence, any matter that you feel will have an effect on the well-being of your child.

Child Protection & Safeguarding

As responsible employers, the Governors ensure that all employees are vetted according to the most recent Government requirements. We make every effort to ensure that your children are safe and secure during their entire time at school. Our Safeguarding Policies are available on request through the school office.

The well-being of the children in our school is of the utmost importance. Should an occasion arise where we suspect that a child's well-being or safety may be at risk, we would follow the formal procedures set out in our Child Protection Policy. In most cases, this would involve discussing the issue with the Child Protection Team at County Hall, and possibly with Social Services. We would generally also discuss a child's welfare with parents/guardians, but there is a limited number of circumstances where we are not obliged to do this. Our Child Protection Policy may also be inspected in the school office and can be found on the school website.

Medicine:

Generally, if a child is ill enough to require medicines, he or she is too ill to be at school but we appreciate that this is not always the case. Please try to administer all medicines before or after school. We cannot be required to administer medicines (and you may be requested to visit school at lunchtime to administer your own child's medicine if necessary) but we may be willing to administer professionally prescribed and named medicines on a voluntary basis. If special circumstances arise which require medicine to be administered in school these MUST be discussed with the teachers. Please do not send medicine in with children under any circumstances – medicines must be handed between parent/guardian and teacher.

Behaviour:

School Rules

These are displayed around school and in classrooms. Children are frequently reminded of them.

1. Always be the best that you can be.
2. Respect the school and everyone in it.
3. Be ready to learn and manage your distractions.

Rewards for Positive Behaviour:

Children respond well to a system that recognises their positive behaviour. We have whole school systems and individual class systems.

Sanctions for Unacceptable Behaviour:

Inappropriate behaviour must be discouraged at all times. Children will be discouraged from continuing unacceptable behaviour by a traffic light system.

Exclusion: The school retains the right to formally exclude pupils for a fixed or permanent length of time, for inappropriate or unacceptable behaviour. If this should occur, parents will be informed fully of the procedures and rights of appeal. The need to exclude is extremely rare, and there have only been two exclusions in the last 25 years.

Use of Physical Restraint:

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 physically. 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.

Complaints:

In our experience, most complaints are minor and arise from misunderstanding rather than malpractice and we would welcome the opportunity to deal with these informally by consultation with the class teacher or the Headteacher.

However, if you wish, you may make a formal complaint by referring to the Chair of Governors. The school's complaints policy can be found on the school website.

Charging & Remissions Policy

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education
- instrumental and vocal music tuition which is part of the National Curriculum or a public examination syllabus being followed by the pupil or the first access to the Key Stage 2 Programme of Instrumental and Vocal Tuition (Wider Opportunities)
- instrumental and vocal tuition for children looked after
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- parents will be informed at the outset that there is no obligation to pay for a particular activity
- any children of parents who do not wish to contribute will not be treated any differently
- where there are insufficient contributions to make the activity viable then the activity will be cancelled

Chargeable Activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
 - (a) part of the National Curriculum
 - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school
 - (c) part of religious education
- board and lodgings on residential visits (subject to remission arrangements)
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours

- cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers
- day care facilities

Remissions Policy

- There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Reviewed by Governors February 2018

Sex Education:

The school has adopted the Diocesan Guidelines for Sex Education – a full copy of the Sex Education Policy is available in school.

Elements of education regarding the growing and changing body are taught throughout both Key Stages. These are generally taught as part of other lessons and activities – such as science and role- play.

Specific sex education is only taught to years 5 & 6, towards the end of each school year. This involves teaching on the human body changing and preparing for adulthood and parenthood. Children are taught the changes in the bodies of both sexes. At no time is the act of intercourse covered in detail. The children are then given the opportunity to discuss matters that are more personal with a teacher, who will answer any questions of an appropriate nature at a level consistent with the maturity of the child.

Parents have the right to withdraw their children from specific sex education of this sort – so to this end we will notify you in advance when it occurs.

When the subject is taught as part of the National Curriculum, there is no right to withdraw your child, (except in RE) but we would of course be sensitive to the needs of both parents and children should concerns arise.

There are, however, times when children raise their own questions and some of these may involve questions of human development, or sexual matters. It is our policy to answer these questions with the honesty and frankness they deserve, paying due regard to the maturity of the child and the depth of answer that is sought.

Admissions Policy, Procedure & Induction

With effect from Reception class 2017, the school can admit 10 children; previous years have been 9 to each year group. In the event of the school being oversubscribed, the Governors have a set of criteria that determines to whom they offer places. The full set of criteria is available from the school, is published annually in the Lancashire Primary Admissions website, and in the Governors' Admissions Policy, which is published in full on the school website.

If You Wish to Apply for a Place at the School:

Parents of prospective pupils are always welcome to look around the school at any stage. Please do this by appointment with the Head teacher or school office.

We operate a list of parents interested in a place at our school. You may put your child's name on this list at any time from their birth. This does not guarantee a place at the school however.

The school year runs from 1st September to 31st August. We will accept children from the September at the beginning of the school year in which they will be five. We will contact parents who have their name on the list in the Autumn Term prior to the one in which their child will start school (i.e. almost a year before) and outline the application process, which needs to be completed by the national primary school application deadline (generally early January). Applications should be made online. The Local Education Authority administers the application process. As part of that process, the Governors will consider applications in line with their published admissions policy. The Education Authority will then contact the parents to offer them a place, or inform them that their application has been unsuccessful. Parents of unsuccessful applicants have the right of appeal against the Governors' decision.

Admission of pupils of other ages, or at other times, can be made direct to the school. We administer our own applications in this respect. The Governors will admit children if it does not bring the number in a year group, except from Reception 2017, to more than 9. If the Governors are unable to admit a child, the parents have the right to appeal through an independent panel, whose decision is binding on both parties. Details of this procedure can be obtained through the school.

Induction Process for Pupils Joining the School in Reception:

The transfer from home (or nursery) to primary school can be a difficult time for both parent and child. We will do everything we can to make it painless, positive and enjoyable for all concerned. If your child is accepted at our school, we will encourage him/her to come in on several occasions during the preceding weeks.

This will enable him/her to get used to the school environment and procedures. Parents may prefer to stay at first, and gradually withdraw as they see their child begins to settle.

We will also have a meeting with parents where we will introduce ourselves and discuss some of the issues that we both want to raise. We hope that this meeting will form the basis of a partnership between us that will last throughout your child's time at this school.

Admission of Pupils with Disabilities

Children with disabilities will be admitted to school by applying the admissions policy as it is laid down, without reference to ability/disability. The Governors will do all that is reasonably practicable to ensure that the school's physical environment and the curriculum is such that children with disabilities are not discriminated against, and have equal access to the curriculum.

To enable them to take steps to enable the access of children with disabilities, the Governors have undertaken a Disability Access Audit and incorporated an Action Plan into the development of the school buildings (in line with The Disability Discrimination Act 1995)

ALTHAM ST JAMES' CE PRIMARY SCHOOL
List of School Governors as at September 1st 2017

Chair: Councillor Rennie Pinder - Local Education Authority Appointment
Who can be contacted through the school

Vice Chair: Mrs Jill Jones Parish Church Council Appointment

Vicar: ex-officio governor Rev Toby Webber
All Saints Vicarage, Clayton-le-Moors BB5 5HT

Clerk: Mrs A Whittingham
Who may be contacted through the school

Headteacher: Mrs C Woods

Mrs K J Turner Staff Governor

Mrs Tinker Diocesan Appointment

Mrs C Lawson Diocesan Appointment

Mrs S Pearson Parish Church Council Appointment

Mr. H. Groves Parish Church Council Appointment

Mrs A Hughes Foundation Governor

Mrs E James Parent Governor

Mrs G Paintin Parent Governor

Altham St James' CE Primary School
Holiday Pattern 2018-2019

Autumn Term

School opens: Wednesday 5th September 2018
Autumn Half Term, school closes: Friday 19th October 2018
school reopens: Monday 29th October 2018

Christmas Holiday, school closes: Friday 21st December 2018
=73 openings

Spring Term

School opens: Monday 7th January 2019

Spring Half Term school closes: Friday 15th February 2019
school reopens: Monday 25th February 2019

Spring Holiday, including Easter
school closes: Friday 5th April 2019
= 60 openings

Summer Term

School opens: Tuesday 23rd April 2019

May Day closure: school closed: Monday 6th May 2019

Summer Half Term, school closes: Friday 24th May 2019
school reopens: Tuesday 4th June 2019

Summer Holiday, school closes: Friday 19th July 2019
= 57 openings

= 190 Teaching Days

Days when the school is closed to pupils, but teachers are available for duty

- 1 Monday 3rd September 2018
- 2 Tuesday 4th September 2018
- 3 Monday 3rd June 2019
- 4 Monday 22nd July 2019
- 5 Tuesday 23rd July 2019

=5 teacher days

At the discretion of the Headteacher, and with the agreement of the staff one or more of these INSET Days may be done as a series of after-school twilight sessions.

TOTAL 190 teaching days
 + 5 teacher days

Registration Percentages

Registration of pupils occurs at the beginning of the morning and afternoon sessions. We are required by law to ask parents for explanations of absences, and where no satisfactory explanation is forthcoming; the absence is recorded as unauthorised.

The details below are the attendance figures to the end of the school year 2017-2018:

Pupils on roll:	63
Total absences (sessions missed):	3.7%
Of which, unauthorised absences (sessions missed):	0.8%
Total number of pupils with unauthorised absence in this period:	24 (38.1%)*

*nb this high figure is due to parents taking the decision to take holidays in term time, which is unauthorised in compliance with Government requirements. The school refers cases of unauthorised absences to the courts, who may issue a penalty charge notice.

National Curriculum - Statutory Assessment

The teachers are continually assessing the children as a basis for planning their future programme of work. In 2018 End of Key Stage One children (Year 2 children aged 6/7) & End of Key Stage Two children (Year 6 children aged 10/11) were required by law to be assessed or tested, with tasks or tests set (and at Key Stage Two, marked) nationally.

Larger schools are required by law to publish these results so that comparisons can be made with other schools.

As a small school, with ten or less pupils taking each test each year, we are not required to publish these test results. This is because:

- a. Individual pupils can be identified.
- b. One child in each group represents around 12.5%. One child's results can therefore skew the data considerably, and reasonable comparisons with other schools cannot then be made.

However, we are proud of the standards we achieve, which are **higher than the national expectation, and the value we add to a child's education from arriving at school to leaving here is consistently above national expectations**

If you wish to discuss the school standards further, please do not hesitate to contact the Headteacher at the school.

OFSTED & CHURCH SCHOOL INSPECTIONS

Our school was inspected by The Office for Standards in Education in December 2016 and we were rated as a **"good school" where "pupils achieve well, and with some outstanding features. All pupils are known exceptionally well and as a result the care, guidance and support they receive is outstanding. Pupils respond well in lessons, reflected in their good behaviour and very caring attitudes. Children get off to a good start in the Early Years Foundation Stage and this good progress continues through the school."**

The school was also inspected by the Church Authorities in February 2017 and was rated outstanding in every area. **"Pupils are valued, nurtured and encouraged to flourish, within a distinctive Christian environment, and, as a consequence, behaviour is excellent."**

Copies of both inspection reports are available from school.

They are also available on the Internet on the OFSTED website, through a link on our school website, or directly at the following URL:

<http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/119577>

<http://www.churchofengland.org/education/your-local-school/school-details.aspx?id=2165&dist=0.00>

Extended Schools: Before & After School Care

The school currently run a breakfast club, which runs from 8.00am until the start of the school day, and an after school club, which currently runs from 3.25pm until 5.30pm.

Please do not hesitate to ask about this service should you require it.

Extended Schools: Signposting to Extended Services

Through our school, you have access to a vast range of services meeting the needs of individual children and their families. This range includes health services, social services, family advice, carer support etc.

Much of this work is done through our local Children's and Family Centre located Clayton and Altham Children's Centre, located in the library buildings in Clayton-le-Moors, with whom we have a good relationship.

If you have other needs which you feel may be met through our Extended Schools Support, please do not hesitate to ask the headteacher or Special Needs Co-ordinator at school – or if we perceive a need that might be met through this service, we may draw your attention to it.

We hope that over the preceding pages we have given you a good feel for the school.

A school is almost a living entity. To read about it is only half as good as seeing it in action.

We would warmly welcome your visit - with your children - so that we can show off the community of which we are justly proud.

Please do feel free to make an appointment to look around.