

St Stephen's Church of England Primary School

# Prospectus

2021 - 2022



Dear Parent/ Carer,

I hope you will take the time to read this prospectus. It contains information that will be useful to you whilst your child is at St Stephen's Church of England Primary School or if you are considering it as the school of your choice.

I can assure you that the school has a dedicated and caring staff. We are determined to ensure the children are happy and achieve their full potential both in and out of the classroom. We will do this by giving your child access to high quality teaching and extended school provision, offering care from 8.40am running through to 4.00pm depending on the year group your child is in and the activities on offer.

Recently we have formed a Multi-Academy Trust to enable us to share our expertise and proven track record with other schools; currently there is one other school, Parkfield Primary, within our trust. Within our school and across our Trust, practice is constantly moving forward and we have many exciting things planned for your child to experience. This includes challenging all pupils to be the best that they can be in all aspects of school life, enhancing our reading opportunities for pupils so that they develop a love of reading, enhancing our computing curriculum, using new technologies, throughout the children's learning whilst still emphasising the traditional aspects of school life. At St Stephen's we offer an extensive range of educational visits which bring learning to life for our children and we feel that this is an important part of the learning process.

We are proud of our Church school status, displaying a Christian ethos which permeates throughout school. We also maintain a strong sense of belonging with the community and are proud of the area that we serve.

Included in this prospectus (at the back) is a copy of our new Home School Agreement. We would like you to read this carefully with your child as it asks you both to make a number of promises as indeed I make on behalf of the school. A copy of this agreement will be kept in school, once it has been signed, when your child joins our school.

I am proud to be the Executive Headteacher at St Stephen's Church of England Primary School. All parents are welcome at St Stephen's to share successes and to learn with us to support your child during their time here, but also to discuss any concerns you may have.

Finally, Mrs Horton, Head of School, will send you a newsletter on a regular basis to keep you up to date with all our activities and achievements, though please do not hesitate to contact us should you have anything you wish to discuss. We have an open door policy in our school, families are always welcome to visit and see our school at work.

Mr W Downing  
Executive Headteacher

## Meet our Team

Chair of Multi Academy Trust	Mr R Whitehouse
Chair of Local Governing Body	Mrs J Whitehouse
Executive Headteacher	Mr W Downing
Head of School	Mrs S Horton
Assistant Headteacher	Mr N Pearce
SENCO	Mrs A Ratcliffe
Trust Business Manager	Mrs K Banks
Office Manager	Mrs J Bellingham
Office Assistant	Mrs R Woollaston
Site Manager	Mrs D Tandy

<b>Year Group</b>	<b>Teacher</b>	<b>Support Staff</b>
Nursery	Mrs G Lammas	Mrs Marsh Mrs Y Wain
Reception	Miss G Edwards	Mrs Surai
Year 1	Mr V Caddick	Mrs C Wootton
Year 2	Mr D Woollatt	Miss L Graham
Year 3	Miss C Lander (Class teacher) Miss L Taggart (Intervention teacher)	Miss A Patel
Year 4	Miss J Vella	Mrs A Barnett
Year 5	Mr D Vaughan	Miss K Perry
Year 6	Miss D Fannell (Class teacher) Mr N Pearce (Intervention teacher)	Mrs C Amos

## **Mission Statement**

"A better start for a finer finish".

St Stephen's will provide a broad and balanced curriculum, which meets statutory requirements, upholds equality of opportunity, develops spiritual and moral values, and meets the needs of individual pupils.

## **Aims of the School**

At St Stephen's we aim: -

1. To create an effective and stimulating learning environment, where everyone's contribution is valued regardless of gender, race or ability and pupils can develop a sense of pride in both themselves and the school.
2. To encourage pupils to take responsibility for their own actions by promoting self-discipline which enables them to recognise the importance of their role in school life and society.
3. To enable each child to achieve their full potential through a broad and balanced curriculum, which motivates and stimulates them and allows pupils to become effective and independent learners.
4. To foster links with the community by welcoming parents and other agencies to take an active part in school life and by the school contributing positively to the life of the community.
5. To develop the children's belief, faith, spirituality and respect for others due to the teachings of Jesus Christ
6. To foster our Christian values of Trust, Friendship, Perseverance, Compassion, Tolerance and Respect embed them throughout school.

## Our Shared Vision

**At St Stephen's Church of England Primary School, we aim to develop a staff which:**

- is supportive of each other and of the rest of the school community;
- work as a team to review its performance;
- is enthusiastic and communicates its enthusiasm to the children;
- is approachable and caring;
- is professional and effective leading to quality teaching and learning;
- understand their role, values and respects the variety of skills each team member brings;
- is happy and confident.

**For this to happen staff should be: -**

- partners in whole school development issues;
- valued and provided with opportunities for professional and personal development;
- properly rewarded for their commitment.

**St Stephen's Church of England Primary School places and emphasis on: -**

- celebration of the achievements of all;
- the raising of standards and school improvement in all its aspects;
- partnerships with parents for the support and benefit of the children;
- the belief that St Stephen's children can be the best and set their expectations high.
- the mutual support of all members of the school community.

**St Stephen's Church of England Primary School will be a place that offers parents a chance to: -**

- be informed of the progress of their children as well as of whole school improvements and developments;
- feel respected by a staff, who are approachable and regard partnership as being at the core of school;
- discuss areas of concern in a mutual and supportive way;
- be supportive of their children's learning.

**St Stephen's Church of England Primary School wishes to develop children who: -**

- are happy and secure in school and in their learning
- enjoy their learning and are well motivated to fully achieve their potential whatever their background and ability;
- become technologically confident;
- are kind and caring towards each other, taking pride in their own heritage and cultural tradition whilst being understanding and tolerant of others;
- behave well, are respectful and polite and take responsibility for their own actions;
- are hard working and well motivated: looking at ways to improve their own performance;
- feel valued and develop as independent learners
- develop their self-esteem and take pleasure in the successes of others.

## School Governing Body

### Members

Mr R Whitehouse (Foundation Member)  
Mrs J Bickley (Member)  
Mr G Hawkins (Member)  
CECET (Foundation Member)  
Dr B Singh Cooner (Member)

### Trust Board

Mr W Downing (Executive Headteacher)  
Mr R Whitehouse (Chair, Foundation Trustee)  
Mrs J Bickley (Vice Chair, Trustee)  
Mr P Flynn (Trustee)  
Mr M Smith (Trustee)  
Mrs J Whitehouse (Foundation Trustee)  
Mrs A Kelshaw (Trustee)  
Mr T Richardson (Trustee)

Pay Committee

Appeals  
Committee

Site Health and  
Safety Committee

Finance, Audit and  
General Purposes  
Committee

## St Stephen's Church of England Primary School Local Governing Body

Mr W Downing (Executive Headteacher)  
Mrs S Horton (Head of School)  
Mrs J Whitehouse (Chair, Foundation Governor)  
Mr M Smith (Vice Chair, Governor)  
Mr D Vaughan (Staff Governor)  
Ms Vasiliauskiene (Parent Governor)  
Mrs J Duffy (Governor)  
Mr J Withers (Governor)  
Mrs H Sharma (Governor)  
Fr R Gilbert (Governor)

St Stephen's  
Health and Safety  
Working Group

Termly Link  
Governor  
Meetings

The Chair of the Local Governing Body can be contacted at: -  
St Stephen's Church of England Primary School

The Clerk to the Governing Body can be reached at: -  
St Stephen's Church of England Primary School

There are three full Local Governing Body Meetings this school year; there are also a number of Committee meetings.

All Governors serve for a term of four years and the election of Chair and Vice Chair of the Trust and of each Local Governing Body is held annually. Members of the Trust have appointed Services 4 Schools as their Clerk.

## The School Day

The school gates will be open between 8.40am and 9am. If your child is in Morning Nursery, your child will be expected to be at school for 8.40am promptly. For all other year groups, you should arrive at school between 8.40am and 9am. The gates will be locked promptly at 9am so please do arrive on time otherwise your child will be marked as 'late' on the school register and will be missing valuable learning time.

Catch up lessons: Catch up lessons will be every Tuesday and Wednesday for all children in Reception, KS1 and KS2.

Here are the drop off and collection times for year groups:

<b>Nursery</b>		
	<b>Drop off time</b>	<b>Collection time</b>
<b>Morning Nursery</b>	8.40am	11.40am
<b>Afternoon Nursery</b>	12.20pm	3.20pm

<b>Reception, Year 1 and Year 2</b>		
	<b>Drop off time</b>	<b>Collection time</b>
<b>Monday</b>	8.40am – 9am	3.10pm
<b>Tuesday</b>	8.40am – 9am	3.40pm
<b>Wednesday</b>	8.40am – 9am	3.40pm
<b>Thursday</b>	8.40am – 9am	3.10pm
<b>Friday</b>	8.40am – 9am	3.10pm

<b>Year 3, 4, 5, 6</b>		
	<b>Drop off time</b>	<b>Collection time</b>
<b>Monday</b>	8.40am – 9am	3.00pm
<b>Tuesday</b>	8.40am – 9am	3.30pm
<b>Wednesday</b>	8.40am – 9am	3.30pm
<b>Thursday</b>	8.40am – 9am	3.00pm
<b>Friday</b>	8.40am – 9am	3.00pm

There is a morning break and a lunch break scheduled for each class at different times during the school day. During the morning break, all children will be offered a piece of fruit to eat each day. Children should bring a water bottle into school each day; this should be in a plastic bottle and should be clearly labelled with their name. This should be fruit juice, water or a milk flavoured drink (**no fizzy drinks** should be sent to school).

You can request to buy school milk which costs £12 each term and is excellent value as well as a healthy option for your child.

Children who are entitled to free school meals will receive free milk each day, as will children under 5 (up to and including the term in which they are 5).

Please ensure that if children are collected that parents or carers are on time.



## Children joining school in the Nursery or Reception Class

St Stephen's has a part-time Nursery, which operates both morning and afternoon sessions. You can put your child's name on the waiting list which is held in the school office and when your child turns three, and a space becomes available, the office will contact you to make arrangements for admission. Before your child starts Nursery, you will be contacted by school staff to discuss your child's needs. We feel that this helps to reassure families and begin to develop close links between families and school which are vitally important as your child moves through school.

All children joining Reception class in September will have an opportunity to speak with their class teacher before they start. Each child will then receive a welcome letter including an individual time and date at which to begin the school term.

As your child gets ready to start school, there are two important things for you to do:

1. Give your child confidence:  
You want your child to feel happy about coming to St Stephen's and to be excited about the things that happen including the friends they will make.
  
2. Make sure your child has the basic skills that are needed to do well at school. We would find it helpful if your child was able to do some or all of the following things when starting school:
  - be able to get dressed after PE and games
  - be able to put on their own coat
  - be able to go to the toilet and wash hands afterwards\*
  - be able to eat lunch without help
  - be confident enough to ask for help when necessary

\*we actively encourage all parents to toilet train their child before starting at St Stephen's so that pupils can spend the maximum amount of time accessing the exciting learning opportunities which will enable your child to reach their full potential. We do recognise, however, that in some circumstances, such as children with medical or additional learning needs, this is not always possible. In circumstances like these, staff and parents work closely and sensitively together to provide the best care for individual pupils.

In your pre-school discussion you will speak with your child's class teacher where opportunity will be provided to talk about any worries that you or your child may have. We will share information with you about our school day, give opportunity to look at books and equipment that the children will use on a day-to-day basis and show you around the rest of the school where possible so that you and your child feel happy about this special event - the first day at school.

## The Curriculum

All classes from Year 1 will follow a curriculum in line with the National Curriculum 2014. Foundation stage children will follow the Early Years Foundation Stage Curriculum (more information can be found in the Development Matters document). Policies and schemes of work including a teaching and learning policy are all available in school or from our school website.

Religious Education (RE) is seen as an important part of the school curriculum. Acts of daily collective worship are undertaken through whole school assemblies or, class worship or class prayers. This underpins our whole philosophy of being a church school. We are proud of the strong links we have with St Stephen's Church. Mass is usually celebrated at Church with the priest every term and usually the priest visits school frequently to deliver assemblies based on our Christian Values. This has been limited due to the circumstances with COVID19, however we are hopeful that this can recommence in the Autumn term. If parents wish their child to be withdrawn from any of the RE aspects of school life, they have the right to do so and should make a written request to the Executive Headteacher.

Physical Education (PE) is a required part of the curriculum; all children are expected to take part. Should there be a medical reason as to why they should not take part, a note to school will be required. Please make sure children have a suitable change of clothes for games and gymnastics and also a pair of pumps or trainers - very important. Swimming forms an important part of PE and is part of the required curriculum. Year 5 and 6 children go during the year with additional swimming sessions organised during the Summer term for children in Year 6 who have not met the required standard.

Sex education within school forms part of our PHSE Policy. Families who have children in Year 5 and Year 6 will be contacted before any specific teaching takes place so they may view the appropriate material. If the subject does arise in other classrooms, it is discussed and dealt with in a way appropriate to the year group of children.

There is also a hidden curriculum where we aim to develop respect, resilience and responsibility for both our school and the wider community and an understanding and acceptance of their role within it. We recognise children as individuals and help to develop their individuality within a stable and secure environment. We also ensure the sharing of views and beliefs with children and adults. We value honesty, respect, consideration and developing self-discipline. British Values are embedded throughout school life.

## School Improvement

The profile of attainment at St Stephen's is rising across school. The statistics included are percentages of children at the end of Early Years, Year 1, Year 2 and Year 6, who achieved the expected target grade for children of that age group and, where appropriate, includes percentages of children reaching above the expected standard.

Though there are many factors that may affect such results, we are happy and proud at St Stephen's that all our standards of attainment reflect our insistence of high quality teaching in our school.

Please note that due to circumstances with COVID19, there is no data available for 2020 or 2021.

### End of Early Years

	2014	2015	2016	2017	2018	2019
<b>Good Level of Development</b>	50%	60%	76% (National 69.2%)	73%	76%	66%

### Year 1 Phonic Screening

	2014	2015	2016	2017	2018	2019
<b>Expected Standard</b>	81% (National 74%)	86% (National 77%)	84% (National 81%)	94%	87%	89%

### Year 2 Phonic Screening

	2015	2016	2017	2018	2019
<b>Expected Standard</b>	100% (National 90%)	93% (National 91%)	88%	67%	80%

### End of Key Stage 1

At Expected Standard\*

	2015	2016	2017	2018	2019
<b>Reading</b>	90% (National 82%)	80% (National 74%)	78%	80%	81%
<b>Writing</b>	77% (National 72%)	73% (National 65%)	75%	80%	81%

<b>Mathematics</b>	84% (National 82%)	77% (National 73%)	78%	90%	81%
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Above Expected Standard\*

	2015	2016	2017	2018	2019
<b>Reading</b>	42% (National 32%)	27% (National 24%)	22%	33%	26%
<b>Writing</b>	23% (National 18%)	17% (National 13%)	22%	27%	19%
<b>Mathematics</b>	42% (National 26%)	17% (National 18%)	28%	23%	26%

\*In 2015 the expected standard was a level 2B+ and a level 3 was working above. After this year, the expected standard is 'at age related expectation' and 'greater depth' is working above.

**End of Key Stage 2**

At Expected Standard\*

	2015	2016	2017	2018	2019
<b>MRW Combined</b>	97% (National 80%)	92% (National 53%)	83%	90%	86%
<b>Mathematics</b>	100% (National 77%)	92% (National 70%)	90%	90%	96%
<b>Reading</b>	100% (National 89%)	92% (National 66%)	86%	97%	89%
<b>Writing</b>	97% (National 87%)	92% (National 74%)	86%	90%	93%
<b>SPAG</b>	100% (National 73%)	96% (National 72%)	90%	93%	96%

Above Expected Standard\*

	2015	2016	2017	2018	2019
<b>MRW</b>	41% (National 24%)	4% (National 5%)	7%	10%	11%
<b>Mathematics</b>	62%	24% (17%)	34%	28%	36%

	(National 41%)				
<b>Reading</b>	69% (National 48%)	12% (19%)	17%	31%	25%
<b>Writing</b>	41% (National 36%)	20% (National 15%)	28%	21%	25%
<b>SPAG</b>	79% (National 55%)	28% (National 22%)	66%	59%	68%

\*In 2015 the expected standard was a level 4B+ and a level 5+ was working above. After this year, the expected standard is 'at age related expectation' and 'greater depth (for writing) or high scaled score (for maths, reading and SPAG)' is working above.

### **Extra Curricular and other School Activities**

A number of after school activities for pupils will be available to pupils as the year progresses and details of these will be sent home along with a permission slip. Some of the sport clubs may involve visiting other schools when we are able to do so.

Sport Premium funding is being used extensively to provide suitably qualified sport coaches to deliver high quality coaching and CPD opportunities for our teaching staff

## **School Uniform**

Both Governors and staff would like to stress how much importance we attach to the wearing of school uniform, it certainly helps to foster a sense of belonging and helps children be ready to complete their school work. It also is cheaper to provide for in many ways, eliminating the desire to send children in designer wear.

We ask for children to attend school in a school sweatshirt, shirt or polo shirt and a grey skirt or trousers. A school dress may be worn in the summer. If possible shoes rather than trainers are desirable; trainers can then be used for PE. School ties are available from the school office if desired and also add an extra feeling of belonging to St Stephen's.

Sweatshirts bearing our own school logo are available in school as well as ties, PE kits and school book bags.

Sweatshirts (royal blue) from	£8.50
Sweatcardies from	£9.00
School Tie	£3.50
PE Kit including bag	£10.00
Book Bags	£4.50

All items should be clearly marked with your child's name.

PE plays an important part of time at school and parents should provide children with kit suitable for gymnastics, dance and games. A pair of pumps or trainers are vital for games lessons. These also should be clearly named and preferably kept in a pump bag which can be hung on the child's peg. T-shirts and school shorts are also available from the school office at a very competitive price. The children do feel proud and develop a sense of belonging when wearing the school uniform.

## **Jewellery and Valuables**

Children should not wear jewellery of any kind in school, with the exception of small plain studs if children have pierced ears.

Valuables and personal possessions should also not be brought into school, everything children require to work at school will be provided and so nothing extra is needed.

If you feel it necessary for your child to bring a mobile phone to school, it must be handed in to the school office to keep. No mobile phones should be kept by the children; these will be taken from the child and returned to you.

## **Care of Your Children**

Great emphasis is placed on providing exceptional pastoral care. The Executive Headteacher as well as all staff are always ready to deal with individual concerns and it is hoped that parents will not hesitate to come along and discuss any anxieties that may arise. Parents who wish to talk to their child's class teacher should call the school office to arrange this, as any attempt to talk to class teachers during school hours will, of course, disrupt the children's work.

Similarly, if we are anxious about a particular child we will contact parents. The care of all children at St Stephen's is our priority. We hope to establish a partnership with parents for the care of children while at school. Please never hesitate to contact the school to talk about any problems you may have or want to share. An appointment is not usually necessary however due to the current circumstances with COVID19 please do contact the school office to arrange an appointment with either the Executive Headteacher or Mrs Horton the Head of School who will always try to be available.

## **Equal Opportunities**

All children in school have equal access to the Foundation Stage and National Curriculum and all its resources. Equal opportunities are at the heart of our philosophy. Fairness and equality of opportunity for every child and staff member is a basic aim, regardless of gender, race, religion or social background. All children are encouraged to respect other people, their beliefs and cultures.

In line with current legislation, all appropriate safeguarding policies are in place and staff are well trained on such matters.

## **Medical Matters**

A general health assessment will be done for every child on entry to the Reception class and also periodically throughout their time at school. The school nurse will visit school to carry out general health surveillance; they will inform parents of any concerns, and make referrals on their behalf to the appropriate medical service.

## **Holidays and Absence from School**

We ask for your co-operation in encouraging your child to arrive punctually at school so that no learning time is lost. The first 20 minutes of school are very important in getting the children to settle down to work and persistent lateness has to be reported to our Education Welfare Officer who will act accordingly. Should children be late, only the main entrance to school will be open in the interests of security. Regular attendance too, is obviously essential to your child's progress. Please telephone or send a message if your child is absent for any reason, preferably on the first day of any absence. Please provide a note to confirm and authorise the absence on return. It is not possible to authorise the absence for reasons such as shopping and oversleeping. We are proud of our pupils' achievements and this is not possible where children do not attend school regularly, therefore we urge you to work with us to achieve the highest possible attendance for your child so that they can excel during their time here.

Legislation introduced in September 2013 states that any application for holiday (this is now called leave of absence) must be in exceptional circumstances and must be approved by the Executive Headteacher or Head of School. Governors have delegated this responsibility to the Executive Headteacher who will report on leave of absence taken to them on a termly basis through the Local Governing Body and Trust Board meetings.

The current law does not allow parents to take their child(ren) out of school during term time. Parents can be fined for taking their child(ren) out of school during term time without consent from the school.

## **School Lunch**

Under guidance, all Key Stage 1 children are entitled to a free school meal.

There are three options you may wish to choose:

1. School lunch paid/free
2. Packed lunch from home
3. Home for lunch\*

Please could you inform school at the beginning of the term of your intentions. Should you wish to change these arrangements please inform the school in a written form. This should only ever be on a weekly basis; it will not be possible to change on a daily basis. It is always helpful if parents of children paying for a school lunch could do so through SIMSpay or alternatively bring money in an envelope with their name, class and amount enclosed. Any applications for free school meals should be made at the Civic Centre who will then inform the school.

\* Lunchtime is an important aspect of the school day where pupils learn how to socialise and play appropriately as well as get the exercise they need to stay healthy. In exceptional



circumstances, children may go home for lunch. In these cases, they should discuss timings with the Head of School.

## **Worship**

Acts of daily collective worship are undertaken such as class worship or as class prayers. This underpins our whole philosophy of being a church school. Our Mission statement is linked to our values: 'A better start'- due to our great pastoral care and security of our children so that they want to learn with positive parental attitudes, presence of Church and importance that belief matters, all conducive to better learning. 'A finer finish' - can be evidenced by the journey our children go on through school both in terms of attainment and spiritual development. Our Christian values of are embedded throughout school.

The central theme, which is common to our acts of collective worship is one of tolerance and understanding, sharing with and helpfulness towards others often communicated through Christianity. By this means we aim to produce an atmosphere where children work and play together in a spirit of kindness and consideration. There is also usually a celebration assembly each week where the achievements of children from each class in the school will be praised and presented with special certificates. During this assembly, classes were usually presented with a Lunchtime Trophy and an attendance shield. At the end of each term usually an awards assembly will be conducted which will also celebrate children achieving 100% attendance.

The assemblies at St Stephens are times to consider moral and personal responsibility issues. The theme will always be caring for each other and making the right choices. Though broadly Christian based, other religions and beliefs will be discussed and shared. All our families have the right to withdraw their children from this act of worship.

Usually a school mass will be lead by the local priest at the end of each term at church, as well as special holy days being celebrated within school.

## **Complaints Procedure**

It is hoped that parents who have a complaint to make will in the first instance approach the Head of School; most such complains can best be resolved informally within the school. Should this not be case, the Executive Headteacher can be contacted or a formal complaint may be made to the Governing Body. In these circumstances parents may obtain, from the Executive Headteacher, copies of the documents explaining arrangements for the consideration of complaints.

All information in this prospectus is correct at the time of printing, but it is possible that changes may occur in the course of the school year.

**ST STEPHEN'S CHURCH OF ENGLAND PRIMARY SCHOOL**  
**HOME SCHOOL AGREEMENT**

**The School**

We will: -

1. Ensure that your child achieves their full potential through a broad and balanced curriculum.
2. Create an effective and stimulating environment where your child's contribution will be valued and they will feel safe and secure.
3. Encourage your child to take responsibility for their own actions and help them to recognise the importance of their role in school life and in a multi-cultural society.
4. Keep you informed about your child's progress and behaviour and general school matters.
5. Ensure that your child develops spiritually in a caring Christian environment.

*Signed W Downing*  
Executive Headteacher

**The Family**

We will: -

1. Make sure my child arrives at school on time.
2. Make sure my child attends regularly and inform the school of the reason for any absence as soon as possible.
3. Support the school's policies and guidelines including those for behaviour.
4. Support my child in homework and other opportunities to learn at home.
5. Let the school know about any problems or concerns, which may affect my child's work or behaviour.
6. Follow the Government advice regarding COVID19.
7. Not attend school if my child/ member of the household displays symptoms, book a test and inform school.

Signed \_\_\_\_\_  
Parent/guardian

**Child**

I will: -

1. I will follow the school rules.
2. I will try my best with all of my schoolwork and homework.
3. I will try to be kind to others and treat them with respect.
4. I will try to talk about any problems I have.
5. I will take good care of the school building and equipment.

Signed \_\_\_\_\_  
Child

Together we will make St Stephen's a school of which to be proud, which helps to develop its pupils, both intellectually and spiritually.