

WESTLEIGH ST. PAUL'S C. E.  
PRIMARY SCHOOL

# PROSPECTUS

**2016 - 2017**



Metropolitan Borough of Wigan  
Education Department  
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**WESTLEIGH ST. PAUL'S C. E. PRIMARY SCHOOL**

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**Manchester Diocesan Board of Education**

**Head teacher Mrs J Hankinson**

**Chair of Governors Mr Peter Taylor**

**WESTLEIGH ST. PAUL'S C.E. PRIMARY SCHOOL**

**STAFF LIST**

***Teaching Staff***

Mrs J Hankinson B.A.Hons, Q.T.S, NPQH Head teacher (Senior Leadership Team)  
Mrs D Hill BED Hon, QTS Deputy Head Teacher (Senior Leadership Team)  
Miss N Woods B.A. Hons, Q.T.S.  
Mrs. A. Aspinall-Clarke, B.A.Hons, P.G.C.E. QTS  
Miss V Sanson B.A. Hons, Q.T.S.  
Mrs B Langlois B.A. Hons, Q.T.S  
Mrs K Linge B.A. Hons, QTS  
Mrs M Cassidy B.Sc.Hons, Q.T.S (Senior Leadership Team)  
Miss M K Warner, B.A. Hons. QTS  
Mr T Partington, B.A. Hons. QTS

***Teaching Assistants***

Mrs A Caton HLTA  
Mrs L Pasquill Key Stage 1 Assistant  
Mrs L Isherwood Key Stage 1 Assistant  
Mrs L Halliwell HLTA  
Mrs E Taylor Key Stage 2 Assistant  
Mrs J Fletcher Key Stage 2 Assistant  
Mrs K Ward Key Stage 2 Assistant  
Mrs P Wolstenhulme Key Stage 2 Assistant  
Mrs C Greenhalgh Key Stage 2 Assistant  
Mrs J Chester Key Stage 1/2 Assistant  
Mrs L Gannon Key Stage 1/2 Assistant

***Non-Teaching Staff***

Mrs. E.Latham	AlnstAM	School Business Manager (Senior Leadership Team)
Miss J Knight		Admin Officer
Miss L Southern		Pastoral Manager
Mr. S. MacDonald		Caretaker
Miss R Beaumont		Assistant Caretaker
Miss S Breeze		Welfare Assistant
Mrs S Gregory		Welfare Assistant

***Breakfast Club Staff***

Mrs P Wolstenhulme		Breakfast Club Supervisor
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## Mission Statement

Westleigh St. Paul's C. E. Primary School is committed to the provision of a high quality education for all its pupils, designed to ensure that they can realise their individual potential within a Christian framework.



### A Word from the Headteacher

I am very proud to be the Headteacher of this highly successful Church School. We work hard as a loving family to provide a safe and nurturing environment where children can become the best they can be.

Visitors to school often comment on the “warm feeling” on entering the school, and also on the exceptional behaviour and attitudes of the children. Our Christian foundation underpins all of our work and we have been shown in inspections to provide “outstanding provision for spiritual, personal and social development”.

Mrs Hankinson

## 1. Classification of the School.

St. Paul's is a Church of England Voluntary Aided Primary School for children aged between four and eleven. In September 2016, the number of pupils on roll is expected to be 203.

## 2. Admission Arrangements.

Parents are invited to call at the school at any time during normal school hours to make arrangements for a visit to see the school at work, and to discuss admission details with the head teacher. The maximum number of children who can be admitted in 2016 is 30.

When the demand for places exceeds this number, the governors will allocate the places on the following basis: -

1. Children in public care.
2. Children who already have brothers and sisters in the school at the time of admission. This includes half brothers/sisters, step brothers/sisters and foster brothers/sisters living at the same address as part of the same family unit.
3. The child plus a parent/guardian that attend any St Peters/St Paul's Church at least four times in any calendar year from January to December, previous to application.
4. Baptised members of the Church of England living in the Parish.
5. Baptised members of the Church of England living outside the Parish.
6. Proximity to school premises measured in a straight line distance as measured by the LA from the child's home address to the rear entrance point.

Carers who are unsuccessful at gaining a place for their child may appeal against the decision. Appeals should be sent to school in writing within fifteen days from the date of the letter refusing admission.

The closing date for 2016 admissions is Friday 15<sup>th</sup> January. Letters offering places have been sent out, and acceptance of the place should be confirmed by the 3<sup>rd</sup> May. Further details, and an application form, can be found on the Wigan MBC website.

During the spring and summer terms of 2016, several half day visits will be arranged for parents and the 30 children to be admitted in September. Details will be sent to all those who have registered an interest in a place at this school.

## 3. The School's Curriculum.

The curriculum will be in accordance with the National Curriculum. Subjects taught are; Mathematics, English, Science, Design Technology, Computing, History, Geography, Art, Music, Physical Education - including Swimming, and Religious Education. Details of the schemes of work are available on request at the school. Where possible subjects are taught in a thematic cross curricular way. Classes are arranged by age, and within each class there will be a mixture of class teaching, group work and individual work, taking into account the specific needs of each child.

### Special Educational Needs.

Every child in the school is considered individually. There is no Special Needs class within the school, but a member of staff is responsible for helping to identify and deal with any problems when they arise, and the school is in contact with other departments such as the School Psychological Service, Speech & Language Therapy, Tess team, etc. if necessary.

### Religious Education and Collective Worship.

As we are a Church of England Aided School, this is taught according to the doctrine and teaching of the Church of England. The Manchester Diocesan Board of Education R. E. Syllabus and Scheme of Work are used. We have strong links with St. Paul's Church. The school goes to church on several occasions during the year, and families are invited to worship in school as well as Church.

Whilst parents do have a right to withdraw their children from Religious Education and Assemblies, no specific arrangements exist for this to be carried out.

### 4. Class Organisation.

In September 2016 the children will be arranged in seven classes, by age, as follows: -

Reception

Year 1

Year 2

Year 3

Year 4

Year 5

Year 6

### Homework.

Class teachers will send work home on a weekly basis from Year 1 upwards. All children are encouraged to take their reading books home, and parents are asked to hear their children read. Some classes have weekly spellings and tables to learn. Children are expected to bring their planners to school each day, as these are an invaluable form of communication between school and home.

### 5. Pastoral Care.

Each child is in the care of his or her class teacher. Parents are always welcome to come into school to discuss problems relating to their children. Parents will be informed in writing if anything of a serious nature occurs. Because of the day-to-day contact, 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 staff that a child may have been abused, the school is legally required, as part of the local Child Protection procedure, to report their concerns to the Social Care Department.

Children requiring any form of medication during the day should not be sent to school whilst requiring treatment as members of staff are not permitted to administer tablets, medicines etc., and these could be a danger to other pupils if they were to be in school.

Parents should notify teachers if their children need to use inhalers for asthma.

Parents are asked to notify the school as soon as possible if their child is likely to be absent for any length of time, and a letter should always be sent to the class teacher on their return, explaining the reason for absence. The school has a legal requirement to notify the authorities of all unauthorised absences and poor attendance or punctuality.

### 6. School Rules.

The rules relate to safety and the maintenance and appearance of the school environment. In addition, children are expected to respect adults and fellow pupils. When problems occur they are dealt with individually and parents will be involved if necessary. Unacceptable behaviour may result in the child being excluded from school. The school operates several positive reward system to encourage good behaviour, and this has resulted in a happy, inclusive place to learn!

## 7. Societies and Activities.

We believe in providing first hand experiences for our pupils. In addition to the normal school curriculum, from time to time there may be additional opportunities for the children to partake in extra musical or sporting activities. Each term several classes arrange outings to places of interest, and parents are asked to contribute towards the cost of these visits, which may have to be cancelled if contributions do not meet the costs.

The school also has visitors to school to extend children's knowledge and understanding of the world.

## 8. School Uniform.

We are proud of our school and wear our uniform with pride.

Children are requested to wear school uniform every day and when representing the school at other times. Details of the uniform are listed in the "Welcome to St. Paul's School" booklet that will be given to parents at one of the pre-school visits. Most items can be purchased at Bang Bang (previously Boardman's) in Leigh, JayMax, Leigh or online at Tesco, and plain items (without the school logo) of clothing are easily available in local stores.

Please note, trainers are not considered school uniform and should not be worn.

Patterns cut into hair and hair colours are not allowed. Jewellery and false nails are also not allowed.

## 9. School Session Times.

KS1 Department

9.00am - 12noon and 1.00pm - 3.15pm

KS2 Department

9.00am – 12.10pm and 1.00pm - 3.20pm.

The approximate weekly time spent on teaching, excluding Registration, Worship and breaks, is 22 hours for KS1 and 24 hours for KS2.

## 10. School Terms and Holidays for the 2016 – 2017 school year.

Please feel free to ask at the front office for a holiday list.

Parents must arrange family holidays in the school holiday times.

## 11. Unauthorised Absences.

Schools are required to publish the rate of unauthorised absences each year.

An unauthorised absence is any truancy, absence without a written note or verbal explanation from parents, or time off for parental holidays in excess of ten days in any school year.

The figures for the last reporting period are as follows:

a) Registered pupils on roll	203
b) Sessions missed through authorised absence	2.29%
c) Sessions missed through unauthorised absence	1.18%

## 12. Consideration of Complaints.

Any complaint or problem should initially be discussed with the child's class teacher. In the event of a problem remaining unsolved, the matter will be referred to the head teacher or Deputy Head if necessary, and if there is still no satisfactory outcome, details should be put in writing and sent to the Head teacher. The matter will then be dealt with in accordance with the procedure laid down in the Complaints Policy.



### 13. Access to Public Documents.

Inspection of copies of any documents, which are required to be made available by, or under the Education (School Curriculum Related Information) Regulations 1989, can be arranged by contacting the school office.

### 14. Pupil Routes.

In July 2016, pupils left to move on to the following secondary schools.

Westleigh High School	28
St Mary's Catholic High School, Astley	2

### 15. Charging.

From time to time, classes arrange trips to places of educational interest - farms, local museums, etc. On these occasions, the governors have agreed that parents should be asked to contribute to the cost of the outing. Trips may have to be cancelled if contributions do not cover the costs. The school has a charging policy. We also use Pupil Premium funding to support educational expenses.

### 16. Sports.

All children have two weekly PE lessons incorporating games, gymnastics, dance, swimming and Outdoor and Adventurous activities over the school year. Children have opportunities to participate in extra curricular activities including sports clubs. We have strong links with Leigh Centurions, Wigan Athletic Football Club, Westleigh Basketball Club and Leigh Cricket Club leading to expert coaching in school. We also strongly encourage sporting activity at playtimes and lunchtimes with equipment provided and playground challenges for all children. Years 3 and 4 have swimming lessons at Howe Bridge Sports Centre, where basic water safety and strong swimming coaching is enjoyed. Year 2 also access swimming in the summer term.

Children must have correct P.E. kit in accordance with health and safety rules.

### 18. Breakfast Club

During term-time school has the provision of a breakfast club which offers excellent child care services from 7.30am till 8.50am. This fun club is run by experienced staff and offers each child a safe and secure environment with the added advantage of providing a healthy breakfast. This club is available to all our children at the cost of £2.50 per morning.

### **Please Note:**

The information contained in this booklet was accurate at the time of printing, May 2016 but it cannot be guaranteed that changes will not occur before the start of the 2016/2017 school year, or in subsequent years.