

**St Thomas of Canterbury**  
**R.C. Primary School**  
**Eastbourne Grove**  
**Bolton BL1 5LH**

Information  
Booklet  
for Parents

2017/2018



# St Thomas of Canterbury R.C. Primary School



## Welcome to our School

Can I begin by saying thank you for showing interest in our school and I hope that you will find a warm welcome here at St Thomas of Canterbury School. We are rightly very proud of our school and its achievements and I hope that this handbook gives you a flavour of what our school has to offer.

St Thomas of Canterbury School opened in 1925 and over the years has seen many changes to the building culminating in an expansion programme during 2010. We are now a very busy two form entry school.

Our school has a very high reputation within the community testified by the number of applications for places received each year and by our Ofsted and RE Inspection Reports. Life at school is extremely busy and not surprisingly, we hold many external accreditations and awards such as Basic Skills Quality Mark, Healthy Schools, Investors in People, and the coveted Eco School Green Flag, which we fly with great pride. We have also achieved the Primary Science Quality Mark, the Geography Quality Mark Sainsbury's School Games Mark Silver Award and the Leading Parent Partnership Award (LPPA).

Our vision of high quality Catholic education is that of a stimulating environment where all children are happy, healthy, and are motivated to learn. We teach our children to think creatively, develop independent attitudes and build relationships that allow each of them to reach their full potential by placing Christ and the teachings of the Catholic faith at the centre of their lives.

We strive to enable our parents not only to share life of our school through our Supporters Group but to become effective partners in their children's education. As a Catholic school, we believe there is a special relationship between school, parents, the parishes and the wider community. Through this partnership, we seek to enrich and enhance our school as a faith community. We also see this as a point of stability in our mission to provide a secure unit for each child and to support our families in the knowledge and love of God.

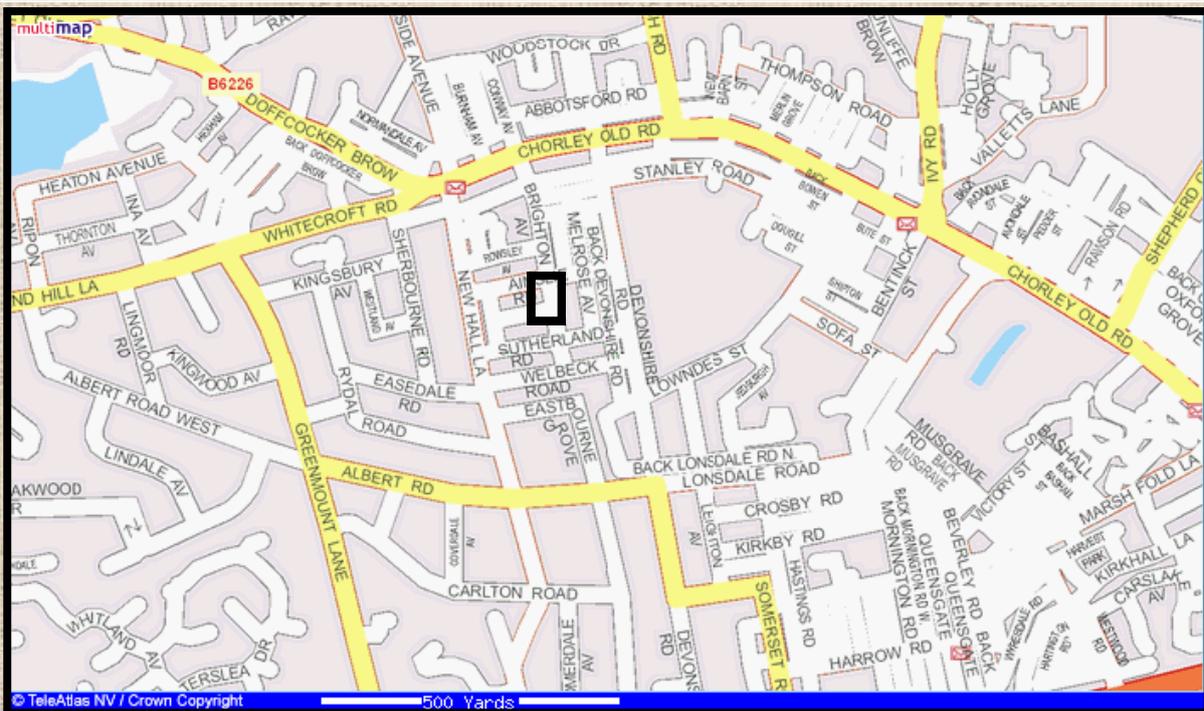
Mrs Frances Lysyj  
Headteacher



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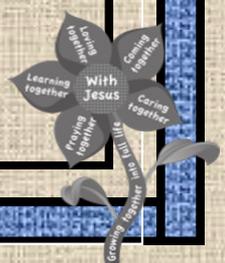
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Where are we?

St Thomas of Canterbury is a large primary school situated in the Heaton area of Bolton serving the three parishes of St Thomas of Canterbury (Heaton), St James the Great (Johnson Fold) and St Edmund (Town Centre).



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Address

Eastbourne Grove  
Bolton  
BL1 5LH

Telephone

01204 333131

Email

office@st-thomas-of-  
canterbury.bolton.sch.uk

Type and age range

Primary School 4–11 years

Gender

Mixed

Pupils on roll

416

Chair of Governors

Mr James Sharples

Headteacher (HT)

Mrs Frances Lysyj

Deputy Headteacher (DHT)

Mrs Cecilia Tandy

Assistant Headteachers (AHT)

Mrs Dominique Hayes  
Mrs Kirstin Taylor

Parish Priest

Father Chris Gorton



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Area	Name	Responsibilities
Headteacher	Mrs F. Lysyj	School Improvement/ Child Protection/ Safeguarding
Deputy Headteacher	Mrs C. Tandy	Leader of Learning Religious Education Lead/ Assessment/Student Mentor
Assistant Headteacher	Mrs D. Hayes	Leader of Curriculum Mathematics Lead/ Whole School Curriculum
Assistant Headteacher	Mrs K. Taylor	Leader of Well Being English Lead/ Behaviour/ Growth Mindset
Phase Leaders	Mrs H. Williams	Foundation Stage Phase Leader Home/ School Links Lead
	Mrs C. Harvey	Keystage 1 Phase Leader PE Lead
	Mr J. Callow	Lower Keystage 2 Phase Leader Art & Design Lead
	Mrs S. Redfern	Upper Keystage 2 Phase Leader Science Lead
SENCo	Mrs N. Harris	SENCo/ MFL lead
Teachers	Mrs E. Openshaw	Geography Lead
	Mrs F. Bolton	History Lead
	Miss A. Beckles	Design Technology Lead
	Mrs C. Vickers	Eco Lead
	Mrs S. Hopkinson	Library and Healthy Schools Lead
	Miss C. Wright	PSCHE Lead
	Mrs M. L. McFarlane	Music Lead
	Miss K. Tandy	Computing Lead

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Area	Name	Responsibilities
Learning Support Team	Mrs H. Wilcox	Learning Support Team Manager
	Mrs P. Wilkinson	PPA/ Release Cover
	Mrs C. Whitman	PPA/ Release Cover
	Mrs A. Liptrott	SEN/D Learning Support Manager
	Ms H. Hajee	Mrs J. Buck
	Mrs A. Mort	Mrs B. Whelan
	Ms M. Richards	Mrs J. Markey
	Mrs E. Sharples	Mrs C. Graham
	Mrs M. Naughton	Mrs J. Atherton
	Mrs E. Jankowska	Mrs K. Borradaile
Admin Team	Mrs B. Noake (SBM)	Mrs P. Worsley (Office Manager)
	Mr R. Maloney	Miss A. Kay
Site	Mr A. Crowder	Caretaker
	Mr J. Harris	Caretaker
School Meals Supervisors	Mrs B. Hewlett	Senior Midday Supervisor
	Mrs S. Borg	Mrs A. Pilling
	Mrs M. Marren	Mrs B. Thorpe
	Ms J. Bednarz	Mrs A. Sahami
	Mrs A.M. Harmon	Ms C. Roodcroft
	Ms C. Livesey	Miss L. Killelea
	Mrs N. Ismail	Miss M. Isherwood
	Mrs M. Hartlebury	



# St Thomas of Canterbury R.C. Primary School

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## The Governing Body

The Governing Body of our school has a statutory responsibility for the strategic direction of the school and for working closely with the HT. Our Governing Body is very proactive in meeting its statutory responsibilities and is very effective in providing challenge and support to our school. All our governors are committed and respected members of our community. They bring a wealth of expertise and experience and therefore, our Governing Body is an asset to our school. Meetings of the full Governing Body take place each half term with committee meetings held prior to the main meetings. Each class has a nominated governor as follows:

Class	Governor
Foundation Stage	Mrs H. Lowe
Foundation Stage	Mrs R. Hamer
Year 1	Mr P. Marfleet
Year 1	Mr P. Marfleet
Year 2	Mr D. Holden
Year 2	Mr D. Holden
Year 3	Mr J. Sharples
Year 3	Mr J. Sharples
Year 4	Mrs J. Halliday
Year 4	Mrs R. Brayshaw
Year 5	Mrs J. Strong
Year 5	Mrs J. Strong
Year 6	Mr P. Lochery
Year 6	Mr P. Lochery

If you have any queries or would like to raise any issues with the governors, please write to the Chair of Governors at the school address.

You do not have to have specialist knowledge or skills to become a governor. Lay and community experiences can be of benefit to the Governing Body just as much as professional or specialist skills and knowledge. Should you wish to be considered as a governor, please don't hesitate to contact our Governing Body for more information through our Chair of Governors or our HT. This positive experience could help you to participate more fully in the life of our school and community.



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Governing Body

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Position	Name	Responsibilities
Foundation Governor	Mr J. Sharples	Chair of the Governing Body/ Science and MFL Governor/ child Protection Governor
Foundation Governor	Mrs H. Lowe	Chair of Teaching & Learning/ Mathematics & Pupil Premium Governor
Foundation Governor	vacancy	
Foundation Governor	Mrs J. Strong	Chair of Personnel/Safeguarding Governor SEND & LAC Governor/ PSCHG Governor
Foundation Governor	Mr D. Holden	Vice Chair of the Governing Body/Link Governor/ PE /Design Technology/ Geography Governor
Foundation Governor	Mr P. Lochery	Chair of Finance/ Curriculum Mathematics Governor
Foundation Governor	Mr P. Marfleet	Chair of Buildings, Health & Safety Committee Art & Design & History Governor
LA Governor	Mrs R. Harmer	
Parent Governor	Mrs J. Halliday	Health & Safety Governor
Parent Governor	Mrs R. Brayshaw	Curriculum English Governor
Teacher Governor	Mrs F. Lysyj	Headteacher
Staff Governor	Mrs J. Bremner	Elected Staff Governor
Associate Members	Mrs C. Tandy (DHT)	Mrs B. Noake (SBM)
	Mr I. Tandy (ECO Governor)	Ms H. Hajee/ Mrs K. Taylor (Ethos)
Clerk to Governing Body	Ms E. Stoddard	LA Governor Support

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### Attendance

St Thomas of Canterbury School encourages regular attendance in the following ways:

- Providing a caring and welcoming learning environment and learning that is such fun that children will not want to miss it!
- Responding promptly to a child's or parents concerns about school or other pupils;
- Marking registers accurately and punctually during the morning and afternoon registration.
- Celebrating 100% attendance and improved attendance;
- Monitoring pupils, informing parents in writing of irregular attendance, arranging meetings if necessary and if the irregular attendance continues.

We expect parents to:

- Always encourage regular school attendance and be aware of your legal responsibilities.
- Always ensure your child arrives at school punctually and fully prepared for the school day.
- Ensure that you contact the school whenever your child is unwell and unable to attend school.
- Contact school by 9am on the first day of a child's absence and telephone each day thereafter unless your child has a doctor's certificate.
- Contact us promptly whenever a problem occurs that may keep your child away from school.

When a pupil does not attend school, we will respond in the following manner:

- On the first day of absence, if we have not heard from you by 10am, we will phone you
- By the end of the third day, if there has been no contact, we will determine next steps after seeking advice;
- Failure to comply with these expectations may result in a home visit and/ or matters taken further which may include fines/ prosecution.

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A Foundation Stage Child

- 8.45am Doors open and children come into classrooms
- 8.55am Start of school day
- 9am Registration/Collective worship followed by Key Groups  
Continuous provision/ teacher focus groups/ healthy snack and milk
- 11.45am Dinner break—children go down to Sports Hall for their midday meal/ dinner play
- 12.50pm Registration/ Collective Worship followed by the afternoon session
- 3.15pm End of school day— staff call children for collection from outdoor classroom area

A Keystage 1 Child

- 8.45am Doors open and children come into their classrooms
- 8.55am Start of school day
- 9am Registration/ Class Collective Worship OR Assembly
- 10.25am Morning Breaktime—outside play weather permitting / healthy snack
- 10.30am Core subjects—children have fruit and milk
- 11.50am Dinnertime—children have their midday meal in our Sports Hall
- 12.55pm Registration followed by short collective worship/ Creative curriculum
- 2.15pm Afternoon Break
- 2.30pm Creative Curriculum continues
- 3.20pm End of School Day—children are collected from designated areas on the Keystage 1 yard

Keystage 2 Child

- 8.45am Doors open and children come into their classrooms
- 8.55am Start of School Day
- 9am Registration/ Class collective worship OR Assembly followed by lessons
- 10.45am Morning Breaktime—outside play weather permitting/ healthy snack
- 11am Lessons
- 12.15pm Dinnertime—children have their midday meal in our Sports Hall
- 1.15pm Afternoon Registration/ Prayers followed by lessons
- 2.45pm Lessons
- 3.30pm End of School Day—children are collected from KS2 yards / make own way home

Numerous extra curricular activities take place at the end of the school day for all year groups.  
These activities have their own timetable.



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School Terms

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Under the 1986 Education Act, children are required to be in school for 190 days each academic year. These are divided into three terms:

Autumn Term	September—Christmas
Spring Term	January—Easter
Summer Term	April—July

During each term there is a half term break. The term dates are set by the Governing Body at its autumn term meeting. Term dates for 2017/ 2018 are as follows:

TERM DATES 2017/2018					
AUTUMN 2017		SPRING 2018		SUMMER 2018	
Monday 4th September 2017	In-Service	Monday 8th January 2018	Term Begins	Monday 9th April 2018	Term Begins
Tuesday 5th September 2017	In-Service	Monday 19th February 2018	Half Term	Monday 7th May 2018	Bank Holiday
Wednesday 6th September 2017	Term Begins	Monday 26th February 2018	Return	Friday 25th May 2018	In Service
Monday 23rd October 2017	Half Term	Friday 23rd March 2018	Term Ends	Monday 28th May 2018	Half Term
Monday 30th October 2017	Return			Monday 4th June 2018	Return
Thursday 21st December 2017	Term Ends			Friday 20th July 2018	Term Ends
Friday 22nd December 2017	In-Service				

In September 2013 regulations on attendance changed and no holidays in term time will be authorised. (see the DfE website)

The school term dates are published in advance and we therefore do not see any reason for parents to take their children out of school during term time.

In exceptional cases, a request for leave of absence must be completed at least two weeks prior to the leave date. A proforma can be collected from the admin office for this purpose. Our HT will respond by letter to acknowledge whether the request is granted or not.



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## School Uniform

It is our school policy that all children wear school uniform when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform annually. Our policy on school uniform is based on the notion that school uniform:

- promotes a sense of pride in our school;
- engenders a sense of community and belonging towards the school;
- is practical and smart;
- identifies the children with the school;
- prevents children from coming to school in fashion clothes that could be distracting in class;
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable wear for school and good value for money by most parents;
- is designed with health and safety in mind.

## Jewellery

On H & S grounds, we do not allow children to wear jewellery at school. The exceptions to this rule are a pair of earring studs in pierced ears, watches and hair bands. We ask the children to remove these items for PE and extra curricular activities for H&S reasons

## Hairstyles

Our school does not allow children to have haircuts that could serve as a distraction to other children.

- No streaks or hair dyes
- Girls Discreet hair bobbles/no braids. Long hair tied back away from face.
- Boys Neat and tidy /not shaved (No 1 & 2) or unnaturally structured or unduly long.



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## School Uniform List

### BOYS:

Dark grey trousers or shorts/ white shirt (long or short sleeves with short sleeves preferred at Foundation Stage & KS1)/ school tie / bottle green v-neck jumper (not sweatshirt top) / plain grey socks /black 'school style' sensible footwear - no plimsolls, trainers or boots ( for everyday use),

### GIRLS:

Grey skirt or pinafore or grey trousers /white blouse /bottle green v-neck jumper or cardigan (not sweatshirt top)/ school tie/ white socks, green or grey tights /black 'school style' footwear with sensible heels - no plimsolls , trainers or boots (for everyday)

PE Kit: in a named school PE bag - gym shoes/ red shorts and school P.E. t-shirt - available from school. Keystage 2 only - an old pair of trainers for outside games/tracksuit top for outdoors.

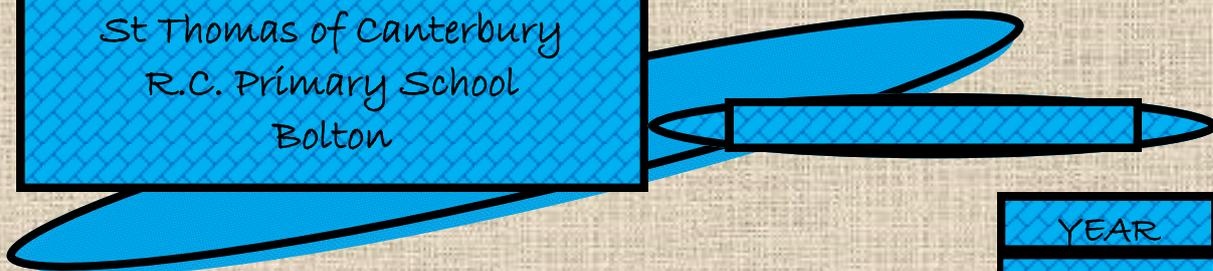
We ask all parents who send their children to our school to support the school uniform policy. We believe that parents have a duty to send their children to school correctly dressed and ready for their daily schoolwork and ensure that their child's uniform is clean and in good repair.

If any parent would like the school to modify the uniform policy, they should make representation, in the first instance, to the HT. In response to a recent questionnaire, parents of pupils at our school overwhelmingly felt that our pupils should maintain a smart appearance and that our uniform allows this. We bring our aims and objectives to the attention of all parents in our regular newsletters, at parental meetings and send letters to parents/ carers of those children who are not wearing our uniform. A letter is expected should there be a valid reason why a pupil cannot wear the recommended uniform.

The school welcomes children from all backgrounds and faith communities. If there are reasons, for example on religious grounds, why parents want their child to wear clothes that differ from the school uniform, the governors will look sympathetically at such requests.



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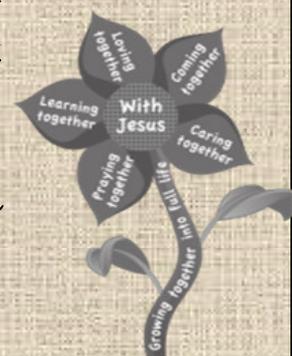
### Behaviour in School

Our school is a caring Christian community in which children are learning to live and work together developing tolerance, respect and politeness to all. Children are encouraged to learn to share, to be kind and understanding of each other's needs and points of view. This helps develop self discipline.

If problems arise with aspects of behaviour, these are usually successfully resolved, in a positive way, through reasoned discussion with the child, through guidance and with appropriate action for each individual. Parents will also be informed and involved if there are more serious concerns. There is praise and positive reinforcement for good behaviour.

Hand in hand with the school ethos of love and care goes a healthy attitude towards discipline. A spirit of responsibility, compassion and thoughtfulness towards each other is strongly encouraged. These boundaries of acceptable behaviour give the child a sense of security. If a child behaves inappropriately, he/ she will be given three warnings and time to calm down and reflect. If the inappropriate behaviour continues, he/ she will be given a yellow card for time out in another room with an Assistant Headteacher. A 'red' card will be given for actions of unprovoked aggression or persistent misbehaviour that could endanger other children. If a red card is given the HT/ DHT will discuss the behaviour with the child and parents will be notified.

It is expected that parents will give full support to our staff and governors in dealing with matters of discipline.



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## Anti Bullying

We believe that:

- All pupils and staff have the right to feel happy, safe and included
- All pupils and staff have the right to work in an environment without intimidation, harassment and fear

All bullying is therefore unacceptable. Pupils and staff who experience bullying will be supported. We provide written guidance for parents on the signs of bullying and what to do if they suspect their child is being bullied. Parents can help by:

- Supporting our anti bullying policy and procedures
- Encouraging their children to be positive members of the school community
- Discussing with their child's class teacher any concerns that their child may be experiencing
- Helping to establish an anti bullying culture outside school

We recognise that there may be times when parents feel that we have not dealt with an incident of bullying and we would ask that this is brought to the HT's notice. If the HT cannot resolve these concerns informally, parents can raise their concerns more formally through the school complaints procedure with the Governing Body.

All adults in school keep in mind that EACH DAY IS A FRESH START. We will always try to work with pupils and their parents as we see good behaviour as a result of a partnership between home and school. Standards set at home and at school should complement each other. If a child lets his or her standards fall, we will inform parents and discuss with them causes and sanctions. It may be that sanctions outside school can help to reinforce sanctions used in school.



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### Sick Children

St Thomas of Canterbury School recognises its responsibility to promote a learning environment that is safe for all. The health and well being of all children is of paramount importance to enable them to be successful learners and therefore, when children have any of the following conditions they may not stay at school: Temperature of 100 or higher/ Vomiting/ Diarrhoea / Undiagnosed rash on the body/ Discharge from the eye(s) / Any communicable disease

Children should not be brought to school if they are displaying signs of illness. If parents do bring children to school and staff feel that they are unfit for school, parents / carers / emergency contact will be contacted. They will be asked to collect the child and requested not to return their child to school until symptom free.

If a child is thought to be unwell while at school, parents will be contacted and the child supervised away from the classroom. A member of the SLT must be informed of any sick children. If the child is in danger, the staff will seek medical advice immediately.

We understand the needs of working parents and do not aim to send children home from school unnecessarily however the decision of school is final for a child exhibiting signs of illness or infection. Decisions will take into account the needs of the child and those of the other children and staff in school.

Children with infectious or contagious diseases will be excluded for certain periods. If staff suspect that a child has an infectious or contagious disease, they will request that parents / carers consult a doctor before returning the child to school and the school will seek advice from the Health Protection Agency. We recommend that children do not attend school while suffering from one of the communicable diseases and they should be excluded for the minimum periods recommended by their GP and/or the Health Protection Agency.

#### Waiting for Collection

If a child is unwell and parents have been advised to collect then the child will be kept away from the classroom. We are aware that the child may be distressed, so we believe it is important to be calm and reassuring at this time. Most times a child will be asked to stay at the admin office for collection and will be supervised by the admin team during this time. Should the child need additional reassurance or if the sickness/ injury needs significant attention, a member of our Learning Support Team will also remain with the child.



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Whilst the child is waiting, we will ensure they are:

- Made as comfortable as possible
- Supervised by an adult
- Given constant reassurance
- Given access to the toilet or other necessary equipment

Recommendations to Parents - Keep a sick child at home if you see the following:

- Fever. This is one symptom that automatically rules out school, no questions. (Anywhere from 100 to 101 degrees or higher is the usual guidelines used by most schools.) Your sick child should be fever-free without medication for at least 24 hours before they go back to school.
- Diarrhoea. This could be a sign of a viral infection, so it's best to keep your child at home. It's also important to keep rehydrating with an oral rehydrating solution when they have diarrhoea, and the best way to do that is by keeping them at home.
- Vomiting. Keep your child at home until they have gone 24 hours without vomiting.
- Cough. This depends on how severe the cough is. Coughs can spread infection to other pupils. A serious cough can also keep a child from getting a good night's rest, which means they'll be too tired for school in the morning. As a general rule, if a child has a serious cough, particularly if it's accompanied by breathing troubles, call the doctor and keep at home. But if it's just a mild cough and there are no other symptoms, they can probably go to school.
- Rashes. Skin rashes could be a sign of a contagious infection, such as impetigo. You should have a rash evaluated by a doctor before sending your child to school.

### Medication

Medication should only be brought into school when absolutely necessary and then with prior arrangement with the head teacher. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents are encouraged to ask the prescribing doctor/ dentist about this. Medicines in unlabelled containers will not be accepted. School will not administer non prescription medication.

### Long Term Medical Needs:

It is important that we have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have significant impact on a pupil's academic attainment and/ or lead to emotional or behavioural problems. If possible we need to know about a child's medical needs before they start school or when they develop a condition.

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Security of Children & Staff

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## PROCEDURES

At St Thomas of Canterbury School, it is important to create a secure and safe environment for all children and adults. Staff, parents and children need to be confident that procedures are in place to provide this environment and children need to feel that they can feel safe.

### Controlled Access

To prevent unauthorised or unknown visitors entering school, security devices are fitted to all external doors. When the external doors are open such as on arrival, staff are in position to ensure no one enters the building without permission.

### Visitor Access Control

The main entrance is clearly marked and signs ask visitors to report to the main office. Visitors must sign in, stating the purpose of their visit and wear a visitors' badge at all times. They are then either escorted by the School Business Manager or asked to take a seat while a member of staff is contacted. The member of staff will then collect the visitor. Visitors new to the school will not be allowed to freely wander around the school buildings.

No visitor is allowed to enter the building except accept via the main admin office. Staff are discouraged from opening doors to parents, visitors and persons trying to gain entry. The external doors are closed by a member of staff each morning, after each playtime and at dinnertime.

### Unauthorised Persons

All children and staff are alert to unrecognised adults in school. Pupils are taught not to confront/challenge strangers on site at any time, but to report the situation to the closest member of staff immediately. The level of staff response to an incident will depend upon the seriousness of the situation and risks involved. Staff should never challenge any person unless it is safe to do so.

### CCTV

CCTV cameras are in operation around the school site - see CCTV Policy Statement.



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## Gates

There are a number of gates to the school site:

- The pedestrian main entrance gate is open all day for access to the school site. This is controlled access via a remote control system.
- The double gates to Keystage 1 playground – open only at times to allow deliveries/ emergency vehicles onto the site or in severe weather conditions such as snow and ice.
- The Foundation Stage gate – open on a time release to allow for arrival and departure
- The double gates to Lower Keystage 2 playground – opened to allow for arrival and departure and then locked throughout the day.
- The kitchen access gate – controlled access

## Entering and Leaving School

All children, with the exception of Foundation Stage and Year 3 enter and leave the school by the entrance/ exit door at the end of each corridor. These doors lead to the playgrounds. These doors are accessed via security cards during the school day. Children arriving late and the doors are closed, should report that they are late to the admin office.

Foundation Stage and Year 3 children enter and exit via the classroom doors that lead out from the back of the school building. These doors are locked during the school day so that no one can enter from outside. If open, class teachers are responsible for maintaining security of access.

All parents are asked to wait outside the school building at the beginning and end of the school day. They are, however welcome to enter via the main entrance if they need to call at the office or wish to make an appointment to see a teacher.

## Supervision

Entrance doors are open from 8:45am each morning for arrival. A member of the Learning Support Team is based on the door to welcome the children into school. Class teachers are positioned in their classrooms. Messages for class teachers can be given to the Learning Support Team or appointments made via the main admin office. No child/ren should come onto the school site alone before 8:45am as staff are not on duty before this time.



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### Leaving School at the End of the Day

At the end of the school day, all children leave by the appropriate door escorted by their class teacher. All children know that, if the adult who should be collecting them has not arrived, they are to stay with their teacher. If after 10 minutes, if no-one has arrived, the teacher will take the child to the admin office and request a telephone call to see what the delay might be. The child stays at the admin office under supervision until an adult arrives. No child is allowed to leave unless we are sure they are safe.

### Leaving school during the day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents know they need to report to the admin office if they need to collect their child. No child is allowed to leave from the playground. Records are kept of children leaving during the school day for whatever the reason.

### Late Collection

It is important to make safe arrangements for the collection of your child at the end of the school day. Please remember that school must be notified immediately if it becomes apparent that the person collecting your child may be late or there has been a change of plans around collection. Remember also to inform out of school providers of changes to collection routines. By doing this, a situation arising out of late collection can be resolved as quickly as possible to cause as little distress as possible to the child and to others. School applies the following procedures should a child be left in our care without explanation:

- ◆ Checking for any information about changes to the normal collection routines.
- ◆ Attempting to contact the parents/carers at home/work/mobile phone.
- ◆ Attempting to telephone emergency contacts

Should a child be left with us for a period of 45 mins or longer without contact being made, we will apply our safeguarding procedures.

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Child Protection / Safeguarding Children Policy for Parents and Carers 2017

### Introduction

St Thomas of Canterbury School will strive to ensure that all pupils remain safe and free from harm, and the school is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the school has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children.

Through their day to day contact with pupils, and direct work with families, staff who work in schools have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of 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 Children's Social Care immediately. To avoid any misunderstandings therefore, parents of children who sustain accidental injuries outside school, which result in cuts/bruises/fractures should inform the school without delay and explain the cause.

### Principles

- Children have a right to be safe.
- Parents have a right to be informed.
- Children are best protected when parents and school can work together.

### Partnership

School will inform parents of any concerns about their children (providing it does not compromise the child's safety) and will help and support them as necessary.

St Thomas of Canterbury  
R.C. Primary School  
Bolton

YEAR

2017/2018

#### Prevention

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights, and encourages them to speak about any concerns. The school will also address the issue of children's safety through the curriculum.

#### Responding to Concerns

- School will refer all allegations or concerns that a child has been, or is likely to be, abused or neglected to Children's Social Care within the Children's Services Department.
- School will consult with other agencies when it has concerns that a child may have been abused or neglected.
- School will discuss with parents/carers any concerns they have about their children.
- Parents/carers will be kept informed about what has happened.

#### Child/Child Abuse

Physical and emotional abuse of children by other children will be dealt with, initially, through the school's anti-bullying policy. Parents/carers will be kept informed. All concerns about possible sexual abuse will be referred immediately to Children's Social Care.

#### Child Protection Strategy Meeting and Conferences

Members of school staff will attend strategy meetings and conferences when required and will provide information about children and families. This information will be shared with parents beforehand if possible. School will keep confidential child protection records separately from a pupil's academic and other school records.

#### Confidentiality

Information from any source, including parents, about possible child abuse cannot be kept confidential. Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it, and will be kept strictly confidential by them.

If parents have concerns about the safety or wellbeing of their child, they should contact:

DESIGNATED SAFEGUARDING LEAD /HEAD TEACHER: MRS FRANCES LYSY

DESIGNATED SAFEGUARDING LEAD DEPUTY: MRS CECILIA TANDY & MRS KIRSTIN TAYLOR