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SHREWSBURY



*'Together, in the spirit of love and forgiveness, our family learns to grow in hope and joy.'*

# *The Holy Spirit Catholic Primary School*

## *School Prospectus*

2022 - 2023



*The Holy Spirit Primary School*  
*Cotterill*  
*Runcorn*  
*Cheshire*  
*WA7 2NL*

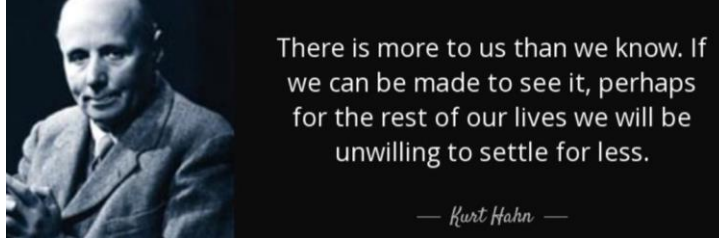
*Telephone: 01928 563148*

*E-mail: [sec.holyspiritruncorn@halton.gov.uk](mailto:sec.holyspiritruncorn@halton.gov.uk)*



*'Together, in the spirit of love and forgiveness, our family learns to grow in hope and joy.'*

With Christ We Learn To:  
**LOVE-BELIEVE-ACHIEVE & THRIVE**  
Website: [www.holyspirituncorn.co.uk](http://www.holyspirituncorn.co.uk)



### Welcome

A very warm Welcome to The Holy Spirit Family school prospectus – children, staff, governors and parents are proud of our school and our community and live by our mission

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### Our Parish

The Holy Spirit School is a Roman Catholic Aided Primary School for boys and girls between the ages of 4 to 11 years. There are currently 110 pupils on roll.

Our school belongs to the Parish Community of St Maximilian Kolbe which consists of The Holy Spirit Catholic Church and Holy Spirit Catholic Primary School; St Edward's Catholic school and St Edwards Catholic Church and St Clements' Catholic Primary School.

### First Holy Communion

We are very proud to be a Catholic school and all children are invited to be baptised and all children are invited and supported to receive their First Holy Communion in Year 3.



With Christ at the centre of all that we do, we recognise that we are building the foundations for life-long learning and develop each personality of each individual child, we celebrate our differences and children learn to accept others and value friendship. We aim to foster and nurture a love of learning that our children will carry with them as they grow we believe that learning should be fun and challenging.

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Therefore, we commit ourselves to providing a safe, happy and caring environment into which children and their families will find they are always welcomed. As a family valuing and respecting each other and with kind acceptance of our feelings we work together to enable each young person to realise their unique gifts, talents, knowledge, skills and understanding.

### Parents

We believe we can only achieve the best for your child by close co-operation between home and school. We hope that parents will take a close interest in what their children are doing in school and will encourage them to have high aspirations for themselves and others.

We provide our pupils with a broad and balanced curriculum, and constantly review and evaluate the achievements of the school. The Holy Spirit strives to achieve its aims through a good partnership between Governors, Staff, children, Parents and Parish. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility.

We would be pleased to have the opportunity to show prospective parents around our school where the atmosphere and ethos can be seen at first hand. We welcome this as an opportunity to explain our aims and to be able to answer any questions that you may have.

At The Holy Spirit we have an Open Door Policy and we believe that the only way a child can achieve their true potential is if parents, the school and the parish all work together. For this reason, staff are readily available to meet with you to discuss any concerns that you may have regarding the education and welfare of your child. We

encourage and welcome all parents to play an active role in their child's education. Parents will be invited to as many school activities as possible and are very welcome to attend our celebration assemblies.

### Parent's Evening and Pupil Reports:

Parent's evenings are held twice a year in the Autumn term and the Spring term and are an opportunity for parents to visit school to view their child's work and discuss progress with the class teacher. The October meeting provides parents with the opportunity to meet their child's new class teacher, familiarise themselves with the classroom and to discuss how their child has settled. The mid-year meeting will review targets and provide more detailed information about progress. The Annual report is issued to parents prior to the end of the summer term. Although, we do not schedule a formal parents evening at this stage of the year, teachers will happily arrange to see parents if they wish to discuss their child's report and/or any concerns they have in relation to it.

### The School Day

*The Headteacher has overall responsibility for the internal management and conduct of the school.*

8.45 classroom doors are open	
8.55	registration
9.00-9.30	Lesson 1
9.30-10.30	Lesson 2
10.30. 10.45	Break
10.45-12-00	Lesson 3
12-00-1.00	Lunch
1-00	registration
1.05 -3.05	Lessons 4 & 5
3.15	Home time

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### First day Contact

To make sure all our children are safely in school we operate a First Day Contact System. If your child is too ill to attend school we ask that parents contact school before school starts, informing the school as to why your child is absent. If we have not received a message from you by 9 am we will telephone you at home requesting the reason for your child's absence

Registers are taken at 8.55am and again at 1.00pm. To safeguard our children school gates will close at 9.10 if your child is not present at that time they will be marked absent. If your child arrives after the register has been taken, they will be marked late by their class teacher.

### Attendance:

each school day is separated into two sessions, a morning and afternoon session. We ask for all our parents and carers to help us to reach high standards of attendance and punctuality in the following ways:

Ensure their child arrives at school on time everyday

Make medical appointments after 3.pm

By taking family holidays in the school holidays and not in term time.

The school recognises good attendance and punctuality by issuing termly and end of year certificates, badges and prizes. At The Holy Spirit, every lesson counts.

### Clubs

At the Holy Spirit we provide breakfast and after school clubs. Children are provided with breakfast and snack and take part in planned activities.

Breakfast club – 8am 8.45am

After school clubs- 3.15pm – 4.15pm

### Our main aims:

- To encourage pupils in the beliefs and practices of the Catholic Church
- Support pupils to enjoy their education and achieve personal, social and academic standards that they are capable of
- Educate pupils intellectually, socially, morally, aesthetically, physically and spiritually
- Give instruction in the basic skills, namely Reading, Maths, Oracy and English, by the most effective methods available to us
- Instil in pupils a sense of decency, commitment, resilience, self-reliance, responsibility, respect for others and healthy esteem
- Create an atmosphere that is relaxed but purposeful, and facilitate the achievement of these aims by forming the best possible relationships between teachers, children, parents and others involved
- Help the pupils develop an understanding of their cultural heritage

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## The Holy Spirit Values:

### *Honesty, Mutual Respect- responsibility - Love -Forgiveness, -Teamwork*

We want our pupils to achieve their full potential and to become good citizens in their community by following our values. Your child is very important to us, therefore, we will always encourage children to:

- To tell the truth
- To respect the rights and property of others
- To act considerately towards all living things
- To develop self-discipline and make the right choices
- To take personal responsibility for all our actions
- To help those who are weaker and less fortunate than ourselves
- To work together to develop resilience determination & Independence
- Learn to forgive others

These values are translated into our three rules: 'Be ready - Be respectful - Be safe' which are taught and retaught regularly.

## Our Governing Body

The Holy Spirit School are supported by a committed governing body.

Mrs Kathy Keig	Chair of Governors
Ms M Hodgson	Vice Chair
Ms E Scott	Foundation
Janice Snowball	Foundation
Lorraine Connolly	Headteacher
Geoff Zygadlo	Foundation
Clare Harrison	Foundation
Sarah Windisch	Parent
Eszter Harmathy	parent
Jenia Crabbe	Staff

*Foundation Governors are appointed by the Bishop of Shrewsbury*

## Leave of Absence in Term Time:

Any absence from school affects a child's learning. The Education Regulations 2013 makes it clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances. Head Teachers are not expected to accept any term time holiday as 'exceptional'. Special and Exceptional Circumstances; the Head Teacher or person designated by the Head Teacher may consider that the following circumstances are 'special' or 'exceptional':

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a holiday may help the child to cope better with the situation.
- Work circumstances – which mean parents/carers, are ONLY allocated holidays in term time (validated by a letter from their employer).



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The following would not be considered as "exceptional" circumstances and therefore will not be authorised.

- Availability of "cheap" holidays
- Availability of desired accommodation
- The prospect of better weather
- Surprise holidays booked by relatives

*Even with 'exceptional circumstances' there are certain criteria that must be met before a leave of absence will be authorised.*

- It must not be during a transition time when a pupil is settling into school.
- It must not be during KS2 SATs week, Y1 Phonics check or the KS1 assessment period.
- The pupil's attendance must be at least 96% for the previous 38 weeks.
- The pupil has not already had unauthorised absence from school.

#### **Additional Information:**

Parents/carers will be required to complete an 'Absence from School' request form available from the school office and return it to school at least 6 weeks prior to the proposed date of the absence.

Parents/carers may be required to attend an interview with the Headteacher to discuss their request for a term time leave of absence.

Parents/carers will normally be notified of the outcome of their application for a term time leave of absence within 10 school days of the date of the application.

Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday during term time without consent from the school. From September 2013 these

Notices now cost £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

#### **Equality & British Values**

These are woven into our curriculum instilling tolerance and respect to all our brothers and sisters. Equality projects are taught each half term through story books that encourage discussion and reflection.

The Holy Spirit Catholic Primary School welcomes its general duties under the 2010 Equality Act and the 2011 Equality Duty to:

- Eliminate discrimination, harassment, and victimisation,
- Advance equality of opportunity,
- Foster good relations
- The Holy Spirit is committed to equality, therefore:
- We do our best to ensure that everyone is treated fairly and with respect
- We recognise that people have different needs, and we understand that treating people equally does not always involve treating them the same
- We make sure the school is a safe, secure, and stimulating place for everyone
- We recognise that for some pupils extra support is need to achieve and become successful

We are aware of the Reasonable Adjustment duty for disabled pupils – designed to enhance access and participation to the level of nondisabled pupils and stop disabled

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children being placed at a disadvantage compared to their non-disabled peers.

All our school policies and practices also promote racial understanding and tolerance. The school will always challenge racism. The context, the age of the children involved, and the circumstances of the situation will influence how an incident is dealt with.

### **Additional Educational Needs**

We recognise that children have individual needs in a variety of different forms and at different times, and that it is our responsibility in partnership with parents and other professionals to address these needs. The Governors of the school have developed a policy and guidelines on the identification and assessment of special needs with regard to the Code of Practice. Progress is monitored, learning targets set and reviewed. Parents receive a copy of their child's targets and are invited to be part of their review. The school has a detailed tracking system of children's progress, strength, and areas of development.

Systems exist for identification and tracking of gifted and talented pupils. In partnership with parents, the school will endeavour to provide opportunities or advise on provision to extend each pupil's gift or talent.

Mrs Green is our designated Special Needs Co-ordinator. She works closely with our, with Class teachers and Teaching assistants to develop individual programmes of work, where necessary. Teaching assistants deliver different initiatives as appropriate, as well as supporting pupils of all abilities throughout the school.

### **School Organisation**

The Holy Spirit is a small school, which is divided into five main teaching areas. This means that all children are taught in mixed age classes. However, within the class groups, each child is taught according to his/her ability and individual needs following the mastery approach.

The school considers the following criteria as a suitable and flexible approach to class allocation:

- Age; Children are not moved into a class purely on chronological age.
- Academic Ability: Children may remain in or move into another class in order to match their academic needs.
- Emotional Needs: Allocation to a class may be determined by children whose emotional needs warrant consideration.
- Class Size: All the above will be affected by the total number on roll and the numbers of pupils within year groups.
- Consultation: All aspects of class allocation can be discussed between parents and staff either on a formal or informal basis.

Please ensure that your child is at school on time, as a late arrival can mean that your child has missed the very vital introduction to the day.

The Holy Spirit staff run 'After School Clubs' also other providers from across Runcorn offer opportunities for our children to experience different sport and drama.

Children should not be brought to school too early and left waiting around the school grounds. Classroom doors open at 8:45am each morning and go straight to their

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classrooms, where a member of staff will welcome them. School starts with registration

### The Holy Spirit Curriculum

At The Holy Spirit we have worked hard designing our curriculum that is bespoke to our children. We aim to develop literate and numerate children. We strive to enhance their knowledge and learning experiences, as well as stimulate imaginative understanding. We aim to develop and establish an awareness of spirituality, moral values, and social behaviour patterns, which will provide a sound basis for their development through life and teach our children to become confident, life- long learners.

Our intent is to help every pupil to achieve his/her full potential socially, academically, creatively and spiritually and to encourage pupils in the beliefs and practices of the Catholic Church, [we welcome pupils at The Holy Spirit from other religions and have other faiths.](#)

Teachers employ a variety of teaching techniques including, small group, and class teaching to meet the needs of the children and the subject being taught.

In accordance with the current National Curriculum, the following subjects are taught in our school: RE, Maths, English, Science, Computing, Design Technology, History, Geography, Music, Art & Design, PE, RSE, and MFL. There are five core subjects: Religious Education, English, Mathematics, Science and Computing. The school plans for appropriate coverage of all the other areas in order to deliver a broad and balanced curriculum.

The aim is to enable our children to become: successful learners; confident and responsible; thoughtful and reflective.

As part of the wider curriculum area of Personal, Social Health and Citizenship Education (PSHCE) including SRE. This will be in line with recommendations made by the Diocese of Shrewsbury. Sex Education development takes place in a programme called, 'Ten -Ten and will This is taught across our school the content of the scheme of work is age appropriate. The Governing Body have approved a range of materials which are used to generate very open group discussions.

- To lead the children to a deepening knowledge and understanding of our faith.
- To provide opportunities for the children to develop a loving relationship with God and their neighbour.
- To encourage children to respect and be fully aware of the needs of others as equal members of God's creation.





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**Religious Education:** Throughout the whole curriculum we thread elements of Catholic Social Teaching to give the children opportunities to think and act for the well-being and needs of others and to care for the local community and the local and global environment. Religious Education is at the heart of our curriculum and 10% of teaching time is devoted to this subject.

As a Catholic school, we would hope, not only to offer the possibility of exploring the mystery which is God but also to demonstrate the Gospel in action by living out of our faith. The curriculum, reflects the message of Christ through the gospels and inspires the life of the school. In our school community therefore, everyone will experience love, reconciliation, justice, healing and forgiveness.

#### **First Sacraments Preparation:**

Parents are invited to take an active role in the children's Sacramental preparation. This involves attending a series of meetings with staff and the parish priest Fr Peter Wright. Religious and moral education is taught in accordance with the current syllabus. Through our RE programme we teach the gospel values of care and respect. Religious education has a role to play in the process of learning across the whole curriculum, and includes Personal, Social and Health Education and Citizenship.

An Emphasis on our journey in faith is given to residential visits/retreats for upper Key Stage 2. We endeavour to work with our parents and partners in the sacramental life of their children and in so doing be witnesses within the community.

Parents are regularly invited to attend school assemblies, Liturgies and Masses. All our parents support the ethos of our school regardless of their denomination.

**Maths:** We place great emphasis on providing the opportunity for each child to develop essential mathematical skills. In accordance with the National Curriculum, our Maths curriculum encompasses work on number, measure, algebra, shape and space and data handling. We follow the mastery approach to teaching through the scheme Power Maths.

All teachers deliver a daily numeracy lesson where Maths is taught discretely. However, mathematical skills are taught and practiced in relevant and engaging activities through half-termly themes, whenever appropriate.

**English:** One of our main priorities is to teach our children to become accomplished readers and writers. We aim to develop our children's reading and writing skills and to promote a love of literature among our children. We read class novels and follow the 'Pathways to Write' Scheme of Work by the Literacy Company and place great emphasis on communicating our thoughts, ideas, feelings and experience through speech, drama reading and writing.

We provide daily phonics lessons in which children are taught phonics and spelling skills and strategies in ability groups. Every class has a daily timetabled lesson dedicated to teaching Literacy skills. During the lesson, work will cover class (shared) and group (guided) reading and writing tasks and the focused teaching of phonics, spelling, vocabulary, handwriting and grammar.

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English is taught discretely. However, skills are taught and practiced in other areas of the curriculum.

**Science and Technology:** We feel it is important that our children develop skills through appropriate practical and investigative work and that they are able to communicate their findings effectively. We aim through the science curriculum to help our children to acquire knowledge and skills and to develop an enquiring mind and a scientific approach to problems. In the technology curriculum, we aim to give our children the confidence and competence to identify, examine and solve practical problems using a variety of approaches, materials and methods.

**Computing:** We Aim to provide children with opportunities to develop their ICT capabilities in all areas specified by the National Curriculum.

To allow children to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning throughout the curriculum:

- To allow pupils to evaluate the potential of ICT as well as its limitations and online potential dangers.
- To develop logical thinking and problem solving.
- To encourage pupils to become autonomous, independent and safe users of ICT both as a learning resource and as a discipline in its own right.

**History:** Through the history curriculum, we give our children opportunities to develop an awareness of the past and a sense of chronology. They are taught about important

episodes and development in Britain's past and about ancient civilisations and the history of other parts of the world.

**Geography:** We aim to develop geographical skills and an awareness of localities in and beyond their own country. The curriculum also encompasses work on landscape features, weather, settlement patterns and the use of natural resources.

**Music:** We seek to introduce to the children the pleasures of listening to and making music. A love of singing is the first priority followed by the practical experimenting with instruments both tuned and rhythmic.

**Art & Design/Creative Development:** We aim to help our children appreciate art, develop observational skills, and experience working with a variety of techniques and materials so that they will be able to express themselves artistically. Our children are helped to develop skills through drawing, painting, printing, collage, 3D work, and textiles.

**Physical Education:** The school hall is well equipped with PE apparatus and outdoor activities take place on the school field and playground area.

We also invite dance specialists to deliver this part of the PE curriculum.

**Swimming:** instruction is given to KS2 children by qualified instructors at one of the local baths. These lessons are compulsory and a note is needed on each occasion that a child is unfit to attend swimming lessons.

For safety reasons, it is essential that children are appropriately clothed for PE and

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swimming and both boys and girls with long hair, must have it tied back and no jewellery will be permitted.

**Extra-Curricular:** Activities Each year we offer a range of extra -curricular activities (until 4.15pm) delivered by Holy Spirit staff and outside providers. These have included Mini-Vinnies, football, netball, sport multi-skills, choir, art, sewing, dance, computer studies and a fitness & health club etc.

**Homework:** The Governors, in consultation with teaching staff, parents and children have developed a Homework Policy for the school, in line with DfE guidelines with a focus on reading, spellings and times tables. Teachers may also choose mini projects for children to complete. Extra work can be found on our school website.

**Pastoral Care and Discipline:** As a Catholic school, pastoral care is fundamental to everything we do. We are concerned not only for the educational progress of every child but also for their personal, social and emotional development.

Specific pastoral care in the school is undertaken by the class teachers and any child or parent can consult the class teacher about any concerns.

**Nurture :** Nurture provision is a small class that provides a predictable structured environment, where there is a balance of learning and teaching, affection and routine in a home-like atmosphere.

**The principles of the Nurture Group are:**

- Children's learning is understood developmentally

- The importance of nurture for the development of self-esteem
- To recognise the importance of transition in children's lives

**School discipline:** The school seeks to provide a caring co-operative and supportive environment where each child can feel respected, valued and secure. Behaviour and discipline will be judged by whether they contribute to or impede the teaching and learning in class, as well as the quality of the relationships in our school.

We believe in the value of praise and recognition for reinforcing attitudes of co-operation and hard work, but we also believe that children should learn that actions do have consequences. At The Holy Spirit children are encouraged to understand the importance of making the right choices. This is part of learning and we aim to help children to understand that whilst we have the freedom to make choices, we also have the responsibility to make the right choices. For this reason, our system of behaviour management encompasses both rewards and sanctions, which are appropriate for each age group.

All parents and pupils are expected to sign the Home School Agreement, which sets out our expectations for the pupil and their families. Parents are a child's first teacher and play a crucial role in helping their children learn. Children achieve more when school and parents work together. The Home school agreement encourages this partnership.

**Food in School:** Children have access to fresh drinking water throughout the day. Children are given a Holy Spirit water bottle

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and are encouraged to bring it in each day filled with plain water.

**School Meals:** Halton Borough Council provide our school meals and consists of three options of home cooked food each day. All foods are prepared with health in mind and fresh foods are used as much as possible. The current menus are available from the school office. School meals cost £2.20 per day.

Since September 2014 all children aged 4-7, have been entitled to free school meals. If you think that your child might be entitled to Free School Meals based on criteria such as income/family support etc., please apply for them (even if your child has a packed lunch or receives a free infant meal already), as this will help you and will benefits the school. Forms are available from the school office.

Children are welcome to bring in their own packed lunches, although we would ask parents to include healthy options in children's lunch boxes, as much as possible.



**Snack:** A healthy snack is available at playtimes, which includes: toast, milk and fresh fruit. We participate in the 'Fresh Fruit in Schools' scheme which provides daily fruit for children in KS1. All children are invited to

take fruit and any that is spare is passed onto KS2 children to be shared.

**Complaints Procedure:** If any parent wishes to make a complaint about the curriculum or any related matter, they are welcome to speak to their child's class teacher, make an appointment to see the Headteacher or write to the Chair of Governors, Mrs K Keig. The complaints procedure is available on our website.

**Charges and Remissions:** At The Holy Spirit Primary, we aim to promote and provide activities that contribute to the pupils' personal and social education, and are part of a broad and balanced curriculum. However, most of these will cost a substantial amount of money. Where the current legislation permits charging, a charge will be made at the discretion of the Governing Body. Where the current legislation prohibits charging, the Governing Body will exercise its right to ask for voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. In making this request the governing body will make it clear that, there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have contributed in response to the request. If school does not receive enough voluntary contributions to make a trip financially viable, the trip will be cancelled. Children in receipt of Pupil Premium will have school trips and activities heavily subsidised.

**School Uniform:** Governors have agreed The Holy Spirit "uniform" –to help present a smart general appearance and to save families the cost and the inconvenience of



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providing several outfits a week. This is our uniform and by sending a child to The Holy Spirit the Governors expect parents/carers to agree with and follow this policy.

Please ensure that your child has his/her name on all items of school clothing.

<b>Our School Uniform</b>
White long /short school shirt
Grey school jumper / cardigan with school logo
Grey trousers / skirt / Pinafore
Grey socks
School Tie
Black shoes ( all Year round)
<b>PE uniform</b>
White Tee shirt with school logo
Royal blue shorts
Black pumps or trainers
<b>Indoor:</b> bare feet or PE soft black pumps
<b>Outdoor:</b> Black trainers

### Staff Organisation:

Headteacher	Mrs L Connolly	
Deputy HT	Mrs J Crabbe	
Office Manager	Ms Dineley	
Site Manager	Mr R Plumpton	
<b>Teachers</b>	<b>Classes</b>	<b>TAs</b>
Mrs Crabbe –	Reception Y1	Miss Hull
Mrs G Fleming,	Y 1 -2	Mrs Charmer
Mrs Holleley	Y1 & Y5 Maths	Class TA
Mr F Foster	Y 3 -4	Mrs Grindley
Miss Winder	Y5	Mrs Jones
Mrs Green	Y6	Mr Cartledge

School Cook  
Middy Assistants

Mrs A Dombek  
Mrs E Jones  
MS D Mullan  
Mrs J Crimble

### What do I do if my child is ill?

Please contact the school as soon as possible, especially if your child has an infectious illness. A telephone call will do. Our telephone number is **01928 563148**.

Regulations demand that the reason for absence is recorded in the register. It is vital therefore, that the school is informed of the reason on the first day of absence. The school requires copies of medical appointment cards or letters. If no explanation is received, the absence must be recorded as unauthorised and will become a safeguarding issue. School will need to contact you, if we have no reply then a home safeguarding visit may be necessary. Both authorised and unauthorised will be recorded on each child's annual report, as will their record of punctuality.

### What happens if my child becomes ill at school?

The normal procedure for notifying parents when a child is ill during the school day is to telephone the main carer so that arrangements can be made for the child to be collected. If the main carer is not available then reference will be made to the child's contact form, which should state the name and address of another adult to contact in case of emergency.

It is, therefore, most important that your 'parent contact form' is kept up to date. Please inform the school immediately of any changes to your address and/or contact number(s).

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**Medicines:** Medicines and tablets can be dangerous to those other than the child for whom they are prescribed. The school will administer only on completion of a 'Permission to Administer' form. No medicine will be accepted into school unless it has been prescribed by a GP and has your child's name on the dispensing label. School will not administer medicine with an instruction of 3 times daily as this can be managed morning, after school and evening.

### First Aid



**Head bumps:** After treatment the First Aider will contact parents/carers if their child has had a knock to the head. If the child is distressed they will be given the option of picking up their child up if they wish. If the injury is more than a 'minor' one (where there is a mark or bump or the child is upset or dizzy etc.) a telephone call will be made with a request to collect the child.

**Minor injuries:** The First Aider will assess other minor injuries (falls, scrapes, and bumps) and a decision will be made whether to inform parents immediately or at the end of the day.

**As a general rule:** If an injury seems minor but the child is very distressed parents will be informed at the time, but if the injury is minor

and the child is not unduly distressed parents will be informed at the end of the day by their class teacher. The child will also be wearing a green wristband indicating they have had first aid or a red wristband to say that family have been contacted because of a head injury or an injury that needed medical attention. Your child will have a green signed form which will inform you of your child's accident and treatment given. If we need to call an ambulance in an emergency, this will be done first before we contact parents.

**Transition Arrangements:** The transition of children to and from our school is very important in order that their learning is as uninterrupted as possible, that they quickly settle in to school and that the learning opportunities provided to them are as appropriately matched to their ability as possible.

**New Intake:** We offer a number of activities for the parents and children entering our Reception Class each year. On receipt of the names of the children who have accepted places, we:

- Contact parents to invite them to a meeting where all practical arrangements are shared. This is usually held during the second part of the Summer Term.
- Invite the children to visit The Holy Spirit School on several occasions. The class teacher will also visit the children in their nursery/pre-school setting.

**Secondary Education:** There are several secondary schools in Runcorn. Most of our children from The Holy Spirit Catholic Primary School transfer to St Chad's high school in Runcorn, at the end of Year 6.

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**Secondary Transfer:** The Year 6 pupils will have 2 transition days in July where they attend St Chad's, The Grange or The Heath High School.

### Thank you

Thank you for reading our school prospectus, we hope that we have managed to answer your questions. If not please do not hesitate to contact the school office, we are always ready to answer any further questions you may have.

We hope that we have given you a clear picture of what life is like for the children and families at The Holy Spirit.

We are very proud of our school and our welcoming, ethos.

If you wish to come and visit us, please contact our school office and speak to Ms Dineley, our Office Manager to make an appointment. We look forward to seeing you.

