



*St Francis of Assisi  
Church of England Primary School*

*“Live, love and learn together in the light of Christ.”*

Dear Parents/Carers,

On behalf of the school community, I would like to welcome you to our school. This prospectus is designed to give as much information as possible about what we, at St. Francis of Assisi Church of England Primary School, have to offer you and your child.

The school opened in September, 2002, and benefited from a major extension in 2014. We are almost a two form entry school; we have two classes from Reception to Year 5 and are increasing our places by another thirty in September 2020. The school enjoys, and benefits from, an extremely close relationship with St Francis of Assisi church, the Diocese of York, and we recently became part of the Dales Multi Academies Trust which includes a range of church schools across Stockton and North Yorkshire. The relationships with all these stakeholders gives the school a unique character and provides excellent support.

We strive to ensure that pupils at St Francis are happy and confident individuals who demonstrate the Christian Values during their time in school and within the community. We use these values to support our teaching of the fundamental British Values and extend these to encompass equality, justice, responsibility, love and respect.

We create a safe and secure, encouraging Christian environment and have high hopes so that children and adults can aspire to greater heights and continue to flourish beyond our school.

We have a positive and fulfilling partnership with children, parents, teachers and all others working within and alongside the school.

If you require more information, or would like to visit St. Francis, then please contact the School Administrator on 01642 769942 to arrange an appointment.

Thank you for taking an interest in our school.

Yours sincerely,

Louise Proberts  
Headteacher

**Lowfields Avenue, Ingleby Barwick, Stockton on Tees, TS17 5GA**

**Tel: 01642 769942**

**Email: [stfrancis@sbschools.org.uk](mailto:stfrancis@sbschools.org.uk)**



## General Information

**School Address:** St Francis of Assisi C of E Primary School,  
Lowfields Avenue,  
Ingleby Barwick,  
Stockton-on-Tees.  
TS17 5GA

**Telephone Number:** 01642 769942  
**Fax:** 01642 764604

**Chair of Governors:** Father Clay Roundtree  
**Head Teacher:** Mrs L Probets  
**Deputy Head:** Mrs M. Watson  
**School Vicar:** Father Clay Roundtree  
**Senior Administrator:** Mrs G Douglas  
**Administrator:** Miss J Pickering  
**Site Manager:** Mr S Stott  
**Cook:** Mrs R Millington

### School Hours:

Nursery Beginning of week 9.00 a.m. - 3.15 p.m. Monday – Tuesday  
9.00 a.m. – 11.30 a.m. Wednesday  
Nursery End of week 12.45 p.m. - 3.15 p.m. Wednesday  
9.00 a.m. – 3.15 p.m. Thursday - Friday

Reception - 8.55 a.m. – 11.35 a.m.  
12.35 p.m. – 3.20 p.m.

Key Stage One Classes - 8.55 a.m. – 11.45 a.m.  
12.45 p.m. - 3.20 p.m.

Key Stage Two Classes - 8.55 a.m. - 12.15 p.m.  
1.15 p.m. - 3.20 p.m. (no afternoon playtime).

Doors open for Reception-Year 6 from 8.50 a.m. so that pupils are in classrooms ready to learn by 8.55 a.m.

### Contact Numbers and Addresses:

**York Diocesan Offices:** Amy Johnson Way,  
York YO30 4XT  
**Telephone:** 01904 699511

**Local Authority:** Stockton Borough Council,  
Municipal Buildings,  
Church Road,  
Stockton-On-Tees.  
TS18 1XE  
**Telephone:** 01642 393939

## The Governing Body

**Headteacher:** Mrs. Louise Probets

**Chairperson:** Father C. Roundtree  
**Vice Chair:** Mrs F. Hunt  
**Parent Representatives** Mr Ghafoor  
Mrs Whitehead

**Foundation Governors** Mrs. F. Hunt Fr. C. Roundtree  
Mrs M. Lawrence  
Mr. Field Mr Harewood

1 to be appointed

Staff Governor

Mrs A Casey

Further information can be found on the school website.

**Clerk:**

Katie Gallagher  
Stockton Education Department,  
P.O. Box 228,  
Municipal Buildings,  
Church Road,  
Stockton-On-Tees.  
TS18 1XE



## Teaching Staff 2019/20

**Year Group**

**Teachers**

Nursery:

Mrs S. Robinson/Mrs. L. Field

Reception:

Mrs M. Watson/Mrs C. Shaw

Miss C. Gibson

Year 1:

Mrs D. Hughes

Year 1:

Miss C. Moffat

Year 2:

Miss C. Dale

Year 2:

Mr L. Taylor

Year 3:

Mrs S. Watt

Year 3:

Miss R. Brazier/Mrs J. Montgomery

Year 4:

Mrs J. Williams

Year 4:

Miss L. Muirhead

Year 5:

Miss. H. Johnson

Year 5:

Mrs J. Lauder

Year 6:

Mrs M. Davies

**Teaching Assistants:**

Mrs H. Carrington – Nursery

Mrs J. Rowntree - Nursery

Mrs C. Evans – Reception

Mrs A. Camsell – Y1

Mrs A. Casey – Y2

Mrs S. Mitra – Y3

Mrs M. Murali – Y3/4

Mrs. J. Unwin – Y4

Mrs R. Naylor – Y5

**Supervisory Assistants:**

Mrs G. Naeem

Mrs M. Johnson

Mrs W. Cuthbertson

Mrs. N. Khalil

Mrs J. Hewitt

Mrs K. Harris

Mrs L. Norman

Mrs V. Russell

Mrs A. Ragusa

Mrs T. Clark

**Kitchen Staff**

Mrs R. Millington

Mrs N. Shute

Mrs C. Richie

**Cleaners:** Mrs S. Sorby  
Miss K. Heaney  
Miss. J. Crook  
Miss L. Heald  
Mrs C. Harding  
Mrs A. Mclver  
Mrs. M. Johnson  
Mrs A. Ragusa  
Mrs K. Harrus

**Visiting Staff Include:** Peripatetic Music Service  
Raising Achievement and Performance Team  
Inclusion Team  
Educational Psychological Service  
Speech and Language Service  
Occupational Therapy



## **Our School Vision**

“You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Matthew 5:14-16.

**Our school vision has this Bible passage deeply rooted within. Children in our school will value everyone as unique individuals and celebrate the distinctive and diverse nature of our community and the wider world. They will aspire to greater heights and continue to flourish beyond our school community. They will use the powerful knowledge they have gained to grow into valuable citizens whilst demonstrating resilience, determination, adaptability and being shining lights to others. Our school is laying the foundations for pupils to flourish and ‘live life in all its fullness’ (John 10:10).**

Our Aims focus on LIGHT as we,  
“Live, love and learn together in the light of Christ”  
and link with the Church of England’s national vision for education.  
In our safe and secure Christian environment, we demonstrate this through:

**L**ove of all

- We love our neighbours; showing friendship towards all. We show dignity and respect towards the beliefs of others and the environment.
- Christian Values permeate through everything that we do within our school community.
- All God's children are welcomed into our school family.

## **I**gnite the light of Christ around all our children

- We ignite a passion for learning and curiosity to foster life-long learning through providing an excellent, ambitious, broad and balanced education to motivate all pupils.
- We build opportunities to develop wisdom, knowledge and skills including within local and global communities.

## **G**od at the centre of everything we do

- We are committed to daily acts of worship and connecting the Christian Values to the whole curriculum and to individuals' own personal spiritual journey.
- We encourage pupils to serve others within and outside our school community.

## **H**ope and Happiness

- We create a safe and secure, encouraging Christian environment and have high hopes so that children and adults can aspire to greater heights
- Pupils feel a sense of pride in their own achievements and the achievements of others.
- We foster the confidence for pupils to be determined, persevere and show resilience.
- We develop and maintain a positive and fulfilling partnership between children, parents, teachers and all others working within and alongside the school.
- We are content and appreciate what we have, and understand how our lives may differ from others.

## **T**ruth

- We encourage honesty and truthfulness across our school community.
- We pursue the truth and develop a sense of purpose throughout our school journey.

### **Admissions Policy**

Please see our school website for up to date admissions policies.

### **St. Francis of Assisi Church of England Primary School Organisation**

Our school is a Church of England Primary School for boys and girls between the ages of three and eleven years. Children are admitted into the Reception Class. Those children whose fifth birthday falls between 1st September and 31<sup>st</sup> August will be admitted at the beginning of the academic year in September. All part time education before admittance into the Reception Class takes place in the school's Nursery class.

### **The Building**

Our school is a two storey building with pleasant gardens, playground, spiritual garden and a large playing field surrounds it. The building is of a very modern design with enclosed areas creating spacious classrooms. There are twelve main teaching areas in the building, along with a purpose built Computing suite, and a Music/Drama Room. There is a large, well-resourced library, containing a wide range of fiction and non-fiction material. There are considerable resources in each classroom area for technology, religious education, literacy and numeracy.

### **The Teaching Organisation**

In September, 2019, the approximate number on roll will be 390 plus the 39 place Nursery. Over the coming years it is still highly likely that the school will be oversubscribed in all year groups.

Within each class there is scope for whole class lessons, individual work, group work, team activities, research work and private study. Whatever the organisation, children are given every opportunity to make maximum individual progress. Every class within the school spends at least an hour a day on Literacy, and fifty minutes on Numeracy, in line with the Government's requirements, demonstrating the great emphasis we place on the teaching of these very important basic skills.

## **Arrangements for parents to visit the school**

An Open Evening is held in the first and second term of each year and an open afternoon in the third term when parents can view work following their report. Each child will receive a written report at the end of the school year. It is important that problems and concerns are sorted out at an early stage so parents are welcome to come to school at any time to resolve such situations.

If you are a parent/carer considering sending your child to St. Francis C of E Primary then please telephone to make an appointment with the Headteacher who will be pleased to show you around school and answer any questions you may have.

Parents are very welcome to help in the classroom and/or on educational visits (subject to DBS clearance).

## **Collective Worship**

The school holds an Act of Collective Worship every day. Due to our status as a Church of England School, we are supported by the local Parish Priest who comes into school to lead services, and supports the planning of these Acts in school. The school visits the local church at regular intervals for services related to specific festivals e.g. Easter, Christmas. Children will be involved as much as possible in the organisation of these services.

## **The School's Curriculum**

Please see our school website for details of our curriculum.

## **Special Educational Needs**

We cater for all children's individual needs within our curriculum and tailor our styles accordingly. Any child that experiences specific difficulties is catered for by the provision of a support plan in liaison with parents/carers. Sometimes external agencies can be involved to support children and offer advice to parents and teachers. This may include Educational Psychologists and Speech and Language Support. Please see our SEND Policy and School Offer for more information.

## **The Curriculum – General Information**

### **Policy Documents**

The following documents are in School.

- The National Curriculum statutory orders.
- School 'Schemes of Work' and 'Policies' for the curriculum.
- Department for Education and Skills Documents.
- Local Authority Policy Guidelines.
- Diocesan documents.

### **Complaints Procedure**

The Local Education Authority has established a procedure for considering complaints from parents. In the first instance the concern should be raised with the Head Teacher. Where the issue is not resolved a formal complaint may, if appropriate, be referred to the Governing Body. A copy of the Complaints Policy can be found on the school website.

### **Inspection of Documents**

Any member of the public is allowed to look at curriculum documents (including Schemes of Work), Governing Body papers, Policy statements, DfES circulars and occasional papers that have been sent to school, HMI reports on school, complaint procedure and the agreed syllabus for R.E.

## Reporting Pupils' Progress to Parents

Parents are welcome at any time to discuss their child's progress. It is helpful to make an appointment with the teacher for a time that is mutually convenient. There are formal parent/teacher discussion evenings during the year, and parents are sent an appointment time in advance.

Written reports are sent out to parents during the summer term. The report for the Foundation Years is an overview of how your child has settled into the school and their development in line with the requirements of the 'Early Years' curriculum. For the rest of the pupils the report covers progress in each of the National Curriculum subjects and attendance figures.

Parents of children in Reception, Year 2 and Year 6 will, in addition, receive information regarding their child's performance in the Standard Assessments and the Year Group's overall results.

## Equal Opportunities

All children have the right to be treated equally in accessing education irrespective of gender, disability, ethnic difference or social disadvantage. Our expectation of pupils is not influenced by any of these factors. We will recognise and value different cultures and religious traditions amongst them. Please see our policy for further details.

## Educational Visits

Throughout the year children will be taken on educational visits to broaden their experiences. In order to finance such visits and activities it is necessary to ask for a voluntary contribution from parents to cover costs of transport, insurance and entrance charges etc. No child is ever excluded from a trip, but the school reserves the right to cancel events should insufficient contributions from parents are received.

## Extra-Curricular Activities

These vary according to season or particular interests, but will include:

Gymnastics    Multiskills Choir                      Cricket                      Dance                      Football

Guitar    Drumming                      Bible explorers

Parents will be informed of all extra-curricular activities as and when they are arranged.

## Curriculum Progression

### Early Years Foundation Stage

Please see our website for details of our Early Years curriculum.

### Key Stage 1: Years 1 and 2 and Key Stage 2: Years 3 – 6

Please see our website for details of our whole school curriculum intent, implementation and impact as well as information linked to each subject area.

## Care of Pupils

### Health and Safety

We take every care to ensure the safety of our pupils throughout the school day. The building complies with the County Fire Regulations.

If you are bringing a child or waiting to pick up a child **please park your car outside of the school and not in the Staff Car Park**. Please park well away from the school entrance so that children may have a clear view of other traffic. Cars must not be brought on to school premises at the beginning or end of school sessions.

### Child Protection and Safeguarding

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill treatment, neglect or other form of abuse, staff will follow the Stockton Authority Child Protection Procedures and inform the Social Services of their concern. Please see our Child Protection Policy for further information. Our Designated Safeguarding Lead is the Headteacher and the Deputy Designated Safeguarding Lead is the Deputy Headteacher.

## Behaviour

Please see our Behaviour Policy for further information.

## Illness or Accident at School

All parents are asked to ensure that they, or an authorised person, can be contacted during the school day. This information is provided prior to your child starting school. If a child is ill during the day or is involved in an accident, steps will be taken to see that the parent is contacted in order that suitable arrangements can be made.

A "Parental Contact" form is to be completed and retained in school files for reference purposes. Any changes thereon should be notified to the Administrator. Details are confidential and are only available to the Administrator, Teaching Assistant or Teacher directly concerned when occasion warrants.

## Medication

Please see our Administration of Medication Policy for further information. Medicines and tablets **will not** be administered to children at school unless all the relevant paperwork including an Individual Healthcare Plan for long term illnesses.

Parents must also complete an Authorisation Form (available from school office) authorising us to administer the medicine or tablets to the child.



## General Information

### Dress

The school is centrally heated and most areas are carpeted. Dress, should, therefore, be appropriate for internal conditions and the varied activities in which children are engaged during the day.

**The school has a uniform of which the jumpers/cardigans and ties (plus book bags/PE bags etc.) can be purchased via Motif8. It is the preferred form of dress.** Parents are asked to maintain the tone of the school in terms of use of colour, neatness and appropriateness of dress.

The following items are needed:

Navy Blue jumper or cardigan (with gold stripes on neck/sleeves/waistband).

Grey skirt or pinafore.

Grey trousers.

White shirt or blouse and school tie (Years 1-6), white polo shirt for Nursery/Reception.

Indoor shoes.

Please note that all children will be allowed to wear white polo shirts in the Summer term, and summer dresses can be worn for the warmer weather.

A copy of our Uniform Policy can be found on the school website.

### P.E. Equipment

Children will need navy shorts and a white T-shirt to change into. Gym shoes or trainers will be needed for outdoor P.E. sessions. These items may be left in school. A drawstring bag may be purchased from Motif8 as we have very limited cloakroom space. Children are discouraged from bringing large holdall bags that are unable to hang on a peg.

## Property - Clothing

Whilst we cannot accept responsibility for personal property, we do make every effort to see that there is reasonable security at school. There is a 'Lost Property' box, from which property may be retrieved and returned to its owner. This is very much easier to do when articles are marked with the owner's name since many articles of clothing are identical. Items not claimed will be donated to charity.

Children are instructed to look after their possessions, not to disturb or disregard other children's belongings, and to return items to school immediately if taken by mistake. Obviously, staff will help younger children, but older children should be able to exercise control and responsibility for themselves.

## Other Personal Property

Parents can support school by discouraging children from bringing valuables to school. Money should not be brought to school except for amounts that are to be 'paid in' and which must be handed over (in a sealed envelope) at the beginning of a session so that it reaches the Administrator's office for security as quickly as possible.

We advise that very young children should not wear watches so that they do not run the risk of losing or damaging them.

### Jewellery

The wearing of jewellery is an obvious hazard to the safety of children in school.

Rings, earrings, bracelets and necklaces are potential hazards and we prefer that they should not be worn. Should parents so wish, then one studded earring per ear will be permitted but **must be removed** by the child for P.E. and swimming.



In addition to safety factors, the security of valuables of any kind is another obvious issue, hence our preference for little, or no jewellery.

## Absences

Our Attendance Policy can be found on the school website.

If a child is going to be absent from school parents must telephone the school office (01642 769942) and inform the Administrator as soon as possible on the first day of illness.

Lengthy absences or successive short absences may need to be checked by the Attendance officer because of possible implications.

In the case of contagious or infectious diseases it is important that the school be notified and that doctor's clearance is obtained before a child returns to school.

Requests for absence other than for illness should be made to the Head teacher in advance.

If your child has to go home during school time for a hospital or dental appointment etc. please call at the school office for your child. We cannot allow children to leave unaccompanied during school time.

## Holidays during term time

Government regulations state that leave of absence shall not be given for holiday purposes during term time, except for EXCEPTIONAL CIRCUMSTANCES (five working days) in any school year.

A form is available from the school office for completion if leave of absence is required. Please see our school Attendance Policy for further information.

## Meal Services

Midday meals are provided from our own kitchen between the hours of 11.30am and 1.15 pm.

Meals are served on a cafeteria system and children have a rota to ensure a fair choice of meals. There is a multi-choice selection of first and second courses, as far as is practicable.

Children who are in Reception, Y1 & Y2 are entitled to a free school meal. Children in any other year groups are required to pay weekly for school meals, on **Monday** or the first day of attendance in the week. The current weekly charge is £10.25 i.e. £2.05 per meal please make cheques payable to Stockton Borough Council **not** the school. Packed lunches must be packed carefully and used responsibly by the pupils in the dining area only. Children who bring a packed lunch will be provided with a drink of water.

**Children are not able to change from school meals to packed meals or packed meals to school meals in the same week, unless there are extenuating circumstances.**

Supervisory Assistants are employed to supervise children for health and safety during the lunch break and therefore are to be obeyed in the same way as teaching staff. Parents are asked to ensure that children understand this. Children may not leave the school premises during the midday break unless they are going home for lunch or a request is received in writing from the parent concerned.

Those children whose parents are in receipt of Income Support and certain other benefits will qualify for a free school meal and pupil premium. If you think your child may be entitled to free meals and the pupil premium please contact the school or The Education Offices 01642 526606 for further details and an application form.

## **Homework**

Parents are encouraged to support their child and the school in the policy of hearing their child read, learning spellings, learning tables etc. More formalised homework will be given as your child progresses through the school.

The school has a homework policy should you wish to access this.

## **Home/School Agreement**

In line with Government requirements the school will request parents of new starters to sign a Home/School Agreement. This agreement is a commitment from both parties to work together for the benefit of the child. We do hope that parents will support us by signing this agreement.

## **Transfer to Secondary School**

Children from this school may transfer to a number of Secondary Schools depending on the preference and availability of places. In Year 6 a full liaison programme will prepare children for a smooth transfer to secondary school.