



**St. Basil's**  
Catholic Primary School

'We love, learn and succeed together'

# Prospectus 2018/19



Telephone: 0151 424 7887

[www.stbasilsprimary.halton.sch.uk](http://www.stbasilsprimary.halton.sch.uk) | email: [sec.stbasils@halton.gov.uk](mailto:sec.stbasils@halton.gov.uk)

Headteacher: Mrs A. M. Sheppard

# Welcome!

If your child is joining our school family for the first time, we welcome you as parents and guardians and look forward to a happy and successful association over the coming years. If you already have a child here, we hope to strengthen our existing links with you to enable us to provide the best education possible.

This handbook contains information about St Basil's Primary School, which we hope you will find useful, although we are much more than this small pack can communicate.

The special atmosphere, which exists at St Basil's, is based on the fact that we are a Catholic school and our whole existence is built on the example given to us by Jesus Christ. The caring, understanding, love and support for each other is present in all that we do and all that we strive to do.



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## General Information

St Basil's Catholic Primary is a Voluntary Aided School which is situated in the Hough Green area to the west of the town of Widnes. Opened to the community in 1968 the school serves the Parish of St Basil's. The school caters for children between the ages of 4 and 11 years of age. The school has extensive playing fields.

The school has fourteen classes, which makes St Basil's a two-form entry. There are currently 382 pupils on roll and no class in Key Stage One has more than 30 pupils. At present the staff consists of 1 Headteacher, 1 Deputy Headteacher, 1 Assistant Headteacher, 13 full class teachers, 4 part time teachers, 1 part time Learning Mentor, 7 permanent classroom support, 1 Family Liaison & Welfare Officer, 3 office staff, 1 Site Manager and 3 cleaning staff. Our admission number is 60 pupils.

The Key Stage 1 building (Reception, Year one and Year two) is of open plan design with six classrooms and associated activity areas plus meeting rooms, staff room, school meals kitchen and a hall which doubles as a dining room. The learning environment is well organised and with our Reception classrooms having recently undergone a complete refurbishment and decoration to Years 1 & 2. The Reception area contains two direct teaching spaces, each with an interactive whiteboard, an ICT area, art and craft area, space for water and sand exploration as well as a well developed outside play area.

The Key Stage 2 building comprises of eight classrooms; a Learning Zone, food technology room, Headteacher, Assistant Headteachers and School offices and assembly hall. Meals are cooked on the premises and a multi-choice menu is offered each day.

Outside there are separate play areas for each group of pupils. Reception children have their own play area with a grassed hilled area, with Year 1 and Year 2 sharing the front playground. In Key Stage 2 there are hard core areas with markings for games and a range of play equipment with the back playground sporting a large active play zone which pupils are encouraged to use.

Relationships between School, Parish, Parents and Community are excellent. Parents are actively invited to take part in many activities and we are always looking for volunteer helpers. Our school works very closely with the parish in Sacramental Preparation Programmes and we are frequent visitors to St Basil's & All Saint's Church. Every child and every adult is as important as the next. By working together we are able to produce the best possible environment for each child's learning experiences to be as successful as possible.

Every child is an individual, with his/her own needs, personality and learning styles. Every child matters at St Basil's.

Our main concern is to make the school, in every sense a Christian Community, where all present, pupils and staff, are working together for the good of each other.

## Mission Statement

***In God's love we learn and succeed by sharing & caring together:***

*Enabling each of us to reach our full potential  
Living out the Gospel values of love and forgiveness  
Learning and knowing that God is always with us  
Building relationships founded on mutual trust, care and respect  
Being proud of belonging to our special school family  
Reaching out to our neighbours in the local parish and global community*

## School Aims

### Personal Qualities

- ❖ To develop and encourage self-discipline and self confidence amongst the members of our community, fostering respect and consideration for others
- ❖ To create an awareness with each child of their own self value and of the value that individual contribution makes to the life of our school
- ❖ To foster initiative, reliability, tolerance, mutual respect and moral responsibility

### Learning

- ❖ To provide a broad, balanced and challenging curriculum for the benefit of all our pupils which includes the knowledge, skills and attitudes that will help to prepare them for the opportunities, responsibilities and experiences of life
- ❖ To provide a positive classroom environment and atmosphere that supports and celebrates learning for everyone connected with our school
- ❖ To provide opportunities for the development of the whole person, so that children develop their imagination, creativity, emotional, physical and social skills

### Spirituality and Faith

- ❖ To create a happy, secure, well ordered and caring Catholic community that readily puts into practice the Gospel values of love and forgiveness
- ❖ To place Collective Worship at the centre of our school life and create a climate within which each child's faith will develop
- ❖ To provide opportunities to develop an awareness and experience of spirituality

### Community

- ❖ To promote a sense of responsibility for the environment and justice and peace for others
- ❖ To encourage our pupils to take an active part in the life of our community; our Parish and the wider world

## School Rules

We have three simple school rules.

- Be safe
- Be proud
- Be respectful

Our rules are shared with the children throughout the school year. These rules apply to all aspects of school life: the classroom, the playground and the dining room.

# School Objectives

The following objectives detail some of the many practical ways in which we hope to achieve the aims of our Mission Statement.

## Personal Qualities

- ❖ Staff encourage the children to interact in a positive, caring, mature and sensitive manner and to become aware of the individual needs of others
- ❖ Children are encouraged to produce their 'best' efforts and work independently through praise, encouragement and reassurance
- ❖ Encouraging mutual respect and confidence, working in groups, fair play and solving arguments in circle time and through the Behaviour Policy (rewards, praise, play leaders)
- ❖ Children are encouraged to take an active part in decision making eg. through the school council.
- ❖ Children help others with additional needs through differentiation, our SEN Policy and working with our friends from Brookfields and Chestnut Lodge.
- ❖ Pupils take part in a wide variety of extra curricular activities eg. Modern Foreign Languages, Sports, Music, etc.

## Learning

- ❖ Staff motivate children through interactive display, motivational posters, planned activities which promote fair play, taking turns and working as teams.
- ❖ Staff lead by example, promoting good standards in all areas of school life
- ❖ Challenging targets are set for all pupils to aim for and progress towards targets is closely monitored
- ❖ Planning includes differentiation at appropriate levels, shows a range of groups and learning styles
- ❖ Positive reinforcement at all times in all areas is given by staff
- ❖ Learning is vivid and real, based on first hand experience through trips and visits
- ❖ Pupils creativity is developed across the whole curriculum and links are made between subjects
- ❖ ICT is used to enhance learning through the use of interactive whiteboards, computers, ipads and use of the internet.

## Spirituality and Faith

- ❖ Staff lead by example
- ❖ We promote our Code of Conduct, which is displayed in all areas and reinforced through class rules
- ❖ We reward pupils who show a good example to others and think of others
- ❖ We have regular prayer, attendance at Mass and collective worship
- ❖ We explore other Faiths
- ❖ We work with our Parish Community in Sacramental Preparation Programmes



## Community

- ❖ We actively promote an awareness, concern and responsibility for creating an attractive and safe environment both internally and externally
- ❖ We respect our environment and are an 'Eco School'
- ❖ We encourage pupils to use litter bins, to put equipment away safely and correctly, to respect and take a pride in our school
- ❖ We encourage pupils to respect their own and others belongings
- ❖ We work closely with outside agencies eg. The Fire Service and Widnes Vikings.



## Staffing 2018-19

	Teaching Staff	Learning Support Staff
<b>Headteacher</b>	Mrs Angela Sheppard	
<b>Deputy Headteacher</b>	Mrs Jill O' Donnell	
<b>Assistant Headteacher SENCO</b>	Mrs Kimberley Welsh Mrs Helen McCabe	
<b>Reception/ Key Stage One</b>	Mrs Amanda Westerside Mrs Sarah Atherton Mrs Kate Dooley Miss Rachel Abbott Mrs Kimberley Welsh Miss Samantha Limbert Miss Alesha Rankin	Mrs Shelia Coleman Mrs Lynne Bowskill Mrs Andrea Mort
<b>Key Stage Two</b>	Miss Kathryn Loughnane Mrs Michelle Baynton Miss Georgia Stockton Mrs Kirsty Jones Mr Christopher Hartley Mr Craig Gallimore Miss Rachel Standish Miss Carolyn Edwards Mr Andrew Wood	Mrs Maria Roberts Mrs Abby Black Mrs Angela Ferris Mrs Melissa Hayward <b>Learning Mentor</b> Mrs Nicola Bond (P/T)
<b>Office Administration</b>	Mrs Lynne Metcalf Mrs Colette Jerram (P/T) Mrs Maria Bolton	<b>Family Liaison and Pastoral Manager</b> Mrs Jennifer Brady
<b>Cook In Charge</b>	Mrs Tracey Hessey	
<b>Site Manager</b>	Mr Mike Hurle	
<b>Cleaning Team</b>	Mrs Julie Hunter Mrs Denise Arnold Mrs Vicki O'Connor	
<b>Mid-day Assistants</b>	Mrs Marie Gaffney Mrs Colette Jerram Mrs Susan Preston Mrs Denise Arnold Mrs Ann Noon Mrs Patricia Griffiths Mrs Claire Baggot Mrs Vicki O'Connor	

# Important Names, Addresses and Telephone Numbers

**St Basil's Catholic Primary School, Hough Green Road, Widnes, WA8 4SZ**

Telephone No:

0151 424 7887

Email:

[SchoolBusinessManager.stbasils@halton.gov.uk](mailto:SchoolBusinessManager.stbasils@halton.gov.uk)

School Website:

[www.stbasilsprimary.halton.sch.uk](http://www.stbasilsprimary.halton.sch.uk)

## Governing Body

Mrs Christine Wilson (Chair)

Mrs Angela Sheppard (Headteacher)

Mrs Terri Cloherty (Vice Chair)

Mrs Jill O'Donnell

Mrs Catherine Burke

Mr Alex Waller

Mrs Suzanne Horley

Mr Jim Duffy

Mrs Sheila Hudson

Mrs Sonia Robinson

LA Governor Vacancy

Foundation Governor Vacancy



## Director of Children's Services:

**Milorad Vasic**

Strategic Director of Children & Enterprise  
Municipal Building, Kingsway, Widnes,  
WA8 7QF

Tel: 0151 471 7530

## Archdiocesan Director of School's:

Mr Tim Warren,

Liverpool Archdiocesan Centre for  
Evangelisation

Croxteth Drive

Liverpool

L17 1AA

Tel: 0151 522 1071

## Admissions Procedures

There are generally two types of admissions, **planned admissions** for the next school year and **occasional admissions** that can take place at any time of the year. Application for a planned admission must be made in the first instance on a Halton Primary Preference form, which is available on the Halton Borough Council website. Other applications can be made on a school admission form and evidence of date of birth and baptism is required. Parents who wish to visit the school may do so by arrangement with the Headteacher. There is one admission date for the Reception classes and that is September. Children having their fifth birthday between 1st September 2018 and 31st August 2019 are eligible for admission in September 2019.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

## Curriculum Matters

The school's curriculum is based on the National Curriculum, as set out by the Department for Education and on the Religious Education scheme "Come and See" which is approved by the Archdiocese of Liverpool. The schemes of work used in the school and the National Curriculum documents are available in the school for parents to see if they wish. We encourage our pupils to develop lively, enquiring minds and to be self motivated and eager to develop their learning. We plan activities, which enable pupils to develop knowledge, skills and understanding across the curriculum. Schemes of work are carefully devised to ensure continuity and progression. Pupils of all abilities access a broad and balanced curriculum through differentiated lessons. We work in partnership with parents and we see this as being vital in caring effectively for the children.

The core subjects of the National Curriculum are English, Maths, Science and Religious education (using the "Come and See" scheme). The curriculum also includes information & communication technology, design technology, history, geography, music, physical education and art.



### Foundation Stage

The pupils cover the areas of learning, contained within the Early Years Foundation Stage as well as Religious Education. High priority is given to learning through structured play, continuous provision and practical activities. They are kept very busy working together and playing together in a very happy working environment.

### Key Stages One and Two

From Year One children begin work on the National Curriculum which is organised as follows:

<b>Core Subjects</b>	English (Literacy & Drama) Maths (Numeracy) Science Religious Education
<b>Other Subjects</b>	Modern Foreign Languages Personal, Social, Health Education and Citizenship, P4C
<b>Foundation Subjects</b>	Art, Geography, History, Music, PE, Information & Communication Technology, Design Technology

### Reading

Reading is taught within English lessons and through group guided reading sessions. Some children are also heard to read on an individual basis. Phonics is taught daily using the Letters and Sounds Programme. School has a range of reading schemes to help promote breadth in reading. We ask parents to read regularly with their children in a "paired reading" approach and we encourage children to take books home. Each class has its own library.

Children are given a "**Reading Record**" booklet to take home with their reading book. Reading Book Carriers, which are used to take books to and from home, are encouraged and available to purchase from our uniform suppliers Boydells.

Other aspects of English such as writing, spelling and grammar are taught using a variety of support materials and through a cross curricular approach. All children have the use of computers in their classes as well as in the computer suite. All computers are networked and linked to the internet.

## Religious Education

Religious education is taught using the approved scheme "Come and See". As a school we aim to help the children to interpret human knowledge in the light of the Gospels and enabling them to develop intellectually, morally, spiritually, physically, socially and emotionally. Prayerful reflection is an integral part of school life and pupils will participate in collective worship. St Basil's actively supports such charities as Trussell Trust, CAFOD and the Samaritan's Purse, where children bring shoeboxes filled with gifts for other children in countries affected by war or disaster.



The Parish organises Preparation for First Communion and for the Sacrament of Reconciliation is done as part of a parish programme outside of curriculum time. Parents are invited to take part in the preparation and the parish will invite you to join them. Parents are always welcome at class assemblies. There is a collective act of worship held daily in each class.

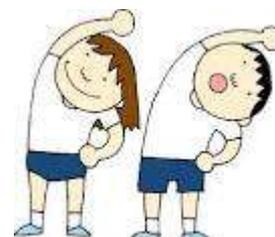
## Personal, Social, Health Education (PHSE)



Is taught through other subjects across the curriculum as well as a subject in its own right. We teach Drugs Education, Relationships and Sex Education, Personal Health and Safety and how to become a responsible citizen in our society. The Catholic Church has always recognised that it is the privilege and responsibility of parents to educate and inform their children in all matters pertaining to personal growth and development, particularly in the sensitive area of their moral education and sexual development. Therefore the teaching offered by school is intended to support the role of parent. Parents are fully consulted about Policy development in these areas and advised of their rights of withdrawal from non-statutory elements of the curriculum.

## Physical Education

St Basil's regards Physical Education (games, gymnastics, dance, outdoor/adventure activities, swimming and athletics) as a vital subject within the National Curriculum. Swimming is taught in Key Stage 2 at Kingsway Leisure Centre. We ask for a voluntary donation of £2.50 to help cover the cost of transport. We hold two annual sporting activity mornings in which all pupils take part and parents are invited to come along and cheer us on! We also take part in sporting competitions and inter-school activities throughout the year and there is also a wide range of extra curricular sporting activities available for pupils.



We aim to help the children to develop a range of skills and abilities and we also aim to help promote Healthy Lifestyles for all. All children are expected to participate in the PE lessons unless they are medically excused - a note is required when a child is to be excused PE. Please note that for safety reasons earrings should not be worn for PE. No jewellery should be worn on PE days.

## Special Educational Needs and Provision for Able, Gifted and Talented Pupils

We aim to try to accurately match work to the abilities of our pupils and we try to identify children who display behavioural, lack of progress and learning difficulties as early in their school careers as possible. A meeting with the parents is normally arranged and some children are referred to the school's Special Educational Needs Co-ordinator (SENCo) and/or the Headteacher. Each child is an individual who may need differentiated work in class, extra support or additional resources. We have a team of external professionals who work closely with us in ensuring the appropriate provision for every child. When a concern is registered the child is normally placed on the SEN list and is given an Individual Education Programme. Targets are set within the programmes and are reviewed regularly. Parents are informed about how the children are progressing.

Equally we are working to identify those children who are exceptionally bright at an early stage, so that suitable programmes of study can be put in place to extend and challenge them.

Regular contact is always maintained with the parents and when it is thought necessary, other agencies are involved such as educational psychologists, the school nurse, specialist teachers or other support staff. No action is taken without parental permission.

### Equality

Our school has a toilet in each building with disabled access and wherever possible has improved access to areas of the school. Wherever possible we aim to continue to improve access for people with disabilities.

### Educational Visits



Throughout the year various classes will be involved in educational visits to complement the school curriculum. The quality of learning which takes place after these visits, where pupils draw on first hand experience are vital to a child's education. Each year we aim for children from Year 5 to have a residential stay and work is done in the form of drama, art, music, dance and story. Children in Year 6 are taken to the Robinwood Centre for a residential stay to undertake an outdoor education course. All trips are organised in accordance with the school's current charging procedures. In 2018/19 Year 3 will visit the Delamere Centre and Year 4 Tattenhall Centre.

### Extra Curricular Activities

We currently offer a wide variety of after school and enrichment activities. These include for example football, rugby, netball, hockey, modern foreign languages, choir, instrumental tuition, etc. These clubs are usually organised on a half termly basis and are advertised through termly after school timetables and reminders on newsletters.



### Assessment and Reporting

Pupils work is regularly assessed and monitored by class teachers through the marking of work, discussions, tests and ongoing observations. At the start of each term Curriculum Outlines are sent home detailing work your child will be doing in class. There are 3 parents evenings at key points throughout each year when parents are encouraged to meet with their child's class teacher to discuss progress made and ways to help at home. A formal report is published on an annual basis, which summarises achievement for each pupil at the end of the year (July). The Headteacher will always be pleased to meet any parent who wishes to discuss their child's progress. The teachers are also available to meet you. A phone call can arrange an appointment. No issue is too small. If it matters to your child then it matters to us. A minor worry can often grow if it is not resolved quickly at the outset.



### Homework

Homework is given regularly and our homework policy aims to:

- Consolidate and extend class work
- Encourage the children to become disciplined as a result of having responsibility for their own homework
- Involve parents in the child's learning
- Enable pupils to use their spare time to their advantage

As a rough guide we suggest the following amounts of time are spent on homework (reading time may extend this time a little): **Year 1&2** - 1 hour a week, **Year 3&4** -1.5 hours a week and **Year 5 &6** -30 mins a day

The years spent in primary school are among the most important in every child's education. We see our role as a partnership with parents and the Church, in providing the best education possible for the children in our care. Our success relies in great measure on co-operation between home and school. We try to promote this partnership by encouraging parents to become actively involved in the life of the school community.

## Discipline and Pastoral Care

The entire life of the school is based on the idea of love and care for each other. This forms the basis for the school's Mission Statement and is why St Basil's is known for its 'caring family' atmosphere.

The child is at the centre of all we do and parents are encouraged to come into school when they have any concerns or worries. The entire staff is involved in the pastoral care of pupils under the overall direction of the Headteacher. If you would like to speak with a member of staff please arrange an appointment at the school office, based in the Key Stage 2 building.



The staff and Governors have agreed clear school guidelines with regard to pupils' conduct and dress code, after consultation with the parents of the school. These help maintain the school's high standards of behaviour, attitude, caring and ethos. We have a children's Code of Conduct based on the values of Courtesy, Consideration, Choice Change, Consequence and Celebration. We operate a visual 'traffic light' approach and children are rewarded if they stay 'green' all term. Half termly pupils are rewarded for good behaviour through 'Golden Time'.

With regard to matters of pastoral care and discipline, it is vital that parents and school are able to work together for the good of each and every child. It is imperative that the children see the school and their home working together to help them through difficulties they may have. This is outlined within the Home School Agreement Document, which we invite parents to sign. We expect all children to behave in a responsible and acceptable manner. The school has an excellent reputation for the high standards of behaviour of the majority of its pupils and this is due to the professionalism of the staff and support of parents and children. If there are serious concerns regarding a child's behaviour, then an Individual Behaviour Plan will be worked out with the child, the parents, the teacher and the Special Needs Co-ordinator within the Special Needs Code of Practice and the school Behaviour Policy.

We celebrate high standards of work and behaviour through regular awards assemblies and give out House Points. All the staff and children belong to one of our four '**houses**' - St George (red), St Patrick (green), St David (yellow), St Andrew (blue). Four teachers act as house leaders and Year Six pupils are house captains. Children wear a coloured badge to show which house they belong to. At the end of the year the winning house has a special treat.

### Safeguarding and Child Protection

Because of the day to day contact, school is particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Halton Child Protection procedures and inform social services of their concerns.

The Headteacher is the school's designated Safeguarding Officer.



# School Routines, Rules and Guidelines & Term Dates

## Time of arrival

Unless children are attending school's breakfast club, they should not arrive at school more than fifteen minutes before the start of the school day.

## Link Club

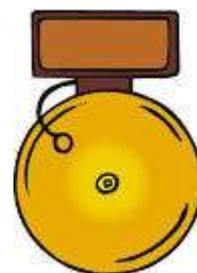
Breakfast Club is available Monday to Friday, 7:45am – 8.55am at a charge of £3. After School Club is available until 6pm at a charge of £8. Children can stay until 4pm at a charge of £3.

## School Day for all children

Start of school	Break time	Lunch	Home time
8.55am	10.45am – 11am	12.10pm – 1pm	3.10pm

The children should be in class by 8.55am to ensure a prompt start to the school day. Any child who arrives later should be brought to the school office. In this way if pupils have missed their registration period there will be a clear record of pupils on the school site. Class Teachers meet and greet children at the classroom door from 8:45am.

Children should be collected promptly at the end of the school day from the playground areas. School curriculum time finishes at 3.10pm. If you are likely to be delayed or cannot get to school on time, a phone call would be appreciated. Children are not allowed to leave the school premises during school hours without an adult. Children under 8 years old must be accompanied by a responsible adult to and from school.



## School Security

The school has high security fencing surrounds the site. During the day all external gates are locked and all visitors must be admitted onto school grounds by activating the button on the barrier or on the gate to the side of the barrier. The office staff can then release the gate and visitors should report to the school office to sign in. Can we please ask that you ensure your child is equipped with their water bottle and all that he / she requires for their day. This will help limit interruption to a very busy school office. Your support in this matter would be greatly appreciated.

## Money

All payments need to be made through our School Gateway app. We cannot accept cash at school.

## Medical Matters

Teachers do not accept responsibility for administering medicines. The Headteacher will in, special cases, agree to prescribed medicines being brought into school and administered, but we require for you to complete a school medical consent form. Creams will not be applied unless a child has a full medical plan agreed by the school nurse, parents and staff.



It is vitally important that school should be informed of any medical condition, which may give rise to difficulties in school, such as diabetes, asthma, allergies, etc. Your child's details are confidential but we must share this information with our school staff. Parents should keep school informed of any changes to their child's medical needs. Where pupils need medication to be kept on the school site for emergency purposes it is the responsibility of the parents to ensure that this is kept up to date. Inhalers may be brought into school and used by the child as required and as prescribed. An asthma record card should be completed.

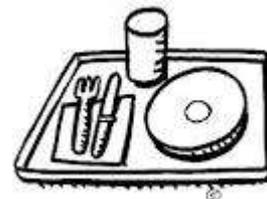
## Breaktime

As part of our 'Healthy Eating' all children are able to bring to school a healthy snack for break time.

## Lunchtime

Hot meals are cooked on the premises and a multi-choice menu including "healthy eating" items is available. We encourage children to eat healthily.

The full amount for the week's school meals should be made payable through the School Gateway. The cost of a school meal is currently £12.50 per week. All children are entitled a free school meal paid for by the government; please indicate on the enclosed form if you wish to take up this option. If you feel that you would be entitled to free school meals despite this scheme, please complete a form available from the school office. It is important that we have this information in order to secure pupil premium funding for the school.



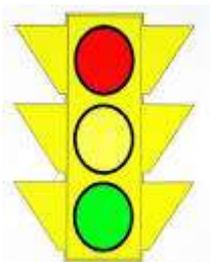
Children bringing sandwiches for lunch should bring them in a lunchbox marked with the child's name. No drinks in glass bottles or flasks of soup may be brought for safety reasons.

Drinks should be in leak proof containers. Fizzy drinks are not allowed as they can 'explode' and leak in children's lunch boxes.

We encourage parents to provide some "healthy eating" items in the lunchboxes (such as fruit, whole-grain bread etc). Sweets, crisps and chocolate are discouraged.

## Behaviour at Lunchtimes

At lunchtime the children are supervised by teaching staff and mid-day assistants (MDAs). We expect children to be well behaved at lunchtimes and the MDAs will keep a record of incidents of unacceptable behaviour. These will be passed on to the teachers who will investigate and deal with the children using the following criteria:



- ❖ incident noted/investigated by class teacher - warning given *or* no action taken
- ❖ subsequent mis-behaviour - reflection at lunchtime
- ❖ further mis-behaviour - child referred to Headteacher and appropriate action taken which could be lunchtime detention by Headteacher (two - five days) and/or referral to parent in order to draw up a behaviour management plan
- ❖ repeated mis-behaviour – possible exclusion at lunchtime.

## Anti-Bullying

At St Basil's we define bullying as "the wilful, conscious desire to hurt, threaten or frighten someone else" and follow the S.T.O.P slogan 'Several Times On Purpose'

We divide bullying into the following categories:

- ❖ Physical - i.e. hitting, pinching
- ❖ Verbal - name calling
- ❖ Indirect bullying - exclusion from social groups, spreading rumours
- ❖ Cyberbullying – via mobile phones and internet.

We do not see a lot of bullying at St Basil's and treat any allegations of bullying very seriously. If you have any concerns you should speak to us as soon as possible.

We aim to deal swiftly, appropriately and consistently with issues of bullying in line with the school Anti-Bullying Policy.

The school is an anti-racial establishment and is committed to:

- ❖ Addressing racism
- ❖ Ensuring action to support victims of racism
- ❖ Recording and reporting racist incidents

### School Levy

We are a voluntary-aided Catholic school and because of the fact that we are a Church school, we have to contribute to the upkeep of the buildings. The Archdiocese of Liverpool undertakes to finance some of the major repairs and refurbishment to the buildings and we are asked to pay towards the costs to the Archdiocese Buildings Fund.

The amount we have to raise is £10 per family and the total required is around £5,000 for the year ahead and we have to find it! Parents are asked to help us to raise our contributions to the Buildings Fund by supporting fund raising events.

### School Holiday Dates 2018-19

TERM	SCHOOL OPENS	SCHOOL CLOSES
Autumn 2018	Tuesday 4 September Monday 29 October	Wednesday 17 October Friday 21 December
Spring 2019	Monday 7 January Monday 18 February	Friday 8 February Wednesday 10 April
Summer 2019	Tuesday 23 April Monday 10 June	Friday 24 May Wednesday 24 July

#### (THE SCHOOL WILL ALSO BE CLOSED ON THE FOLLOWING DATES)

<p><b><u>Bank Holidays</u></b></p> <p><b>Monday 6<sup>th</sup> May</b></p>	<p><b><u>School INSET Days</u></b></p> <p><b>Monday 3<sup>rd</sup> September</b>  <b>Thursday 18<sup>th</sup> September</b>  <b>Friday 19<sup>th</sup> October</b>  <b>Friday 21<sup>st</sup> December</b></p> <p><b>A further 1 INSET Day to be confirmed</b></p>
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# School Uniform and Dress Code

The uniform is designed to be simple and inexpensive. It comprises:

Girls Uniform	Boys Uniform
<ul style="list-style-type: none"> <li>❖ Grey school pinafore dress, skirt or trousers</li> <li>❖ School cardigan or jumper</li> <li>❖ Blue Blouse</li> <li>❖ Tie</li> <li>❖ Grey socks</li> <li>❖ Flat black sensible shoes – Trainers or Boots are NOT part of the uniform</li> <li>❖ Summer Term Summer dress optional – blue and white checked dress with school cardigan</li> </ul>	<ul style="list-style-type: none"> <li>Grey school trousers or in Summer school short trousers</li> <li>School jumper</li> <li>Blue shirt</li> <li>Tie</li> <li>Grey socks</li> <li>Flat black sensible shoes – NO TRAINERS</li> </ul>
<p><b>PE Kit for all pupils</b></p>	
<ul style="list-style-type: none"> <li>❖ PE kit comprises of blue shorts and a St Basil’s white T-Shirt. Also available to purchase is an optional tracksuit and all pupils must wear a pair of black pumps. Key stage 2 pupils to have trainers for outdoor PE</li> </ul>	
<p><b>We ask that all items of clothing be marked with your child’s name.</b></p>	

## Additional uniform items

Coats, Ties, book carriers and PE bags can be purchased alongside with the uniform items above from Boydells Victoria Street, Widnes.

## Jewellery and Make-up

It is a very strict rule of the school that jewellery is not permitted at any time in school, except for watches. Teachers take no responsibility for the loss of any jewellery. Earrings should not be worn for health & safety reasons. Plasters are not acceptable for covering earrings. Please do not allow your child to have their ears pierced during term time.

Make-up is expressly forbidden including the wearing of nail polish. If any child attends school wearing make-up or nail polish, the Headteacher will insist it is removed immediately.

## Hairstyles

Hair should be of a plain, sensible style and natural colour. Long hair must be tied back for health and safety reasons. Pupils with long fringes are advised to clip hair back off their face so that it does not hinder learning. Please try to support the school with regard to this matter.

Mobile phones are NOT allowed.

At St Basil’s we believe that our pupils put on their attitude to work when they put on their uniform.

## Contact with Parents

### Appointments with the Headteacher

The Headteacher is always willing, whenever possible to meet parents to discuss with them any matter concerning their child. If parents have an important matter to discuss they should phone for an appointment so that sufficient time is available to allow for a full and valuable discussion. In addition Mrs Brady, our Family Liaison & Welfare Officer, is always available to discuss any concerns parents may have.

### Visits to School

Prospective parents are welcome to visit school at any time prior to their child starting school. Please phone or contact school for an appointment. We will do our very best to answer any of your questions or concerns when you visit. We do hold an Open Evening for new parents to attend.

### Parents and other volunteers

Are encouraged to help in school in a variety of ways eg: hearing children read, helping with art activities, sports events, educational visits. We believe that such involvement helps build the sense of community, which exists at St Basil's. If anyone would like to volunteer help at school please contact Mrs McCabe, or the school office. It is important that all volunteers undergo an induction procedure which involves health & safety, confidentiality policy and safeguarding. All volunteers must have a DBS Disclosure.



### PTA

All parents and teachers are members of the PTA, which has a wide range of activities during the year including bingo, discos and raffles. The PTA have raised a great deal of money for the school and has helped to provide some much needed equipment. New parents will be made most welcome at any of our meetings meeting or events.

### Parent Workshops

We run an extensive programme of parent workshops to help parents to help their child's learning. In Foundation Stage we run Inspire Sessions each half term focussing upon a different aspect of the curriculum. In Key Stage 1 we hold parent workshops in Mathematics, Reading and Phonics. At all these sessions parents / carers have the opportunity to interact with their children and gain a greater understanding of how their children learn in school

### Complaints

St Basil's is a listening school. Concerns will be kindly received, fairly considered and answered promptly. Parents are asked to discuss the matter firstly with the class teacher. The Headteacher will be kept informed of any concerns by all members of staff. If the concern is not resolved then parents are asked to make an appointment to see the Headteacher. If the Headteacher's reply does not provide satisfaction then parents are asked to write to the Chair of Governors, care of the school, who will contact you and arrange to deal with the complaint in a manner, which is appropriate.

## Keeping School Informed



### Attendance

The law requires that parents ensure that their children attend school regularly. If your child is absent from school for any reason, a note should be sent to school explaining the absence. Absences not accounted for are termed “unauthorised absences”. School attendance is monitored very closely and any concerns are brought to the attention of the Educational Welfare Officer.

### Absences

Parents should notify the school before the school day commences on the first day of their child’s absence. When your child returns to school after an absence, please provide written details of the absence to the class teacher. Parents are asked to ensure that appointments with doctors, hospitals, clinics, dentists, etc are notified to the school beforehand whenever possible, by producing the appointment letter at the school office.

The Headteacher is authorised to grant leave from school in exceptional circumstances. For this to be considered attendance must be above 96%. Parents should complete a form, available at the school office, to request such absences. Holidays during term time are not considered to be exceptional circumstances. Please be aware fixed penalty notices may be issued by the Local Authority if absences are unauthorised. Currently Penalty Notices are £60 per parent per child. No absence will be authorised during SATs weeks in May.

### Contact Information

Every change of address, email address, telephone number or change of emergency contact arrangements must be reported immediately to the school, even if they are temporary. Every child has a data information sheet which must be kept up to date so we are able to contact you in the event of an emergency.

### Transfer at 11+

Parents are able to make a choice of High School for their children and most of our pupils transfer to Saints Peter and Paul High School at the end of their time at St Basil’s.

The Headteacher and staff of SS Peter and Paul arrange meetings with parents in the autumn of the final year at St Basil’s and with the parents of Y5 children in the year prior to transfer to the High school.

In 2018 children transferred to the following High Schools: Sts Peter & Paul Catholic College, Ormiston Chadwick Academy and Wade Deacon High School.

## Conclusion

St Basil's is a school with a proud tradition, which seeks to implement the highest ideals of Catholic education for all its pupils. Our aim is to provide a wide range of educational opportunities to care for each individual child, to insist on discipline of the highest standards and to prepare each child for the future that lies ahead of them. This will hopefully be recognised by the parents who will not hesitate to select St Basil's as their first choice, to provide primary education for their children.



*Remember that all children are different and that they do not develop and learn at the same rate. We will work with you and your child, enabling learning to take place which meets the needs of your child. Each child is an individual and has his / her own needs. Every child matters and is special at St Basil's.*

Finally.....

We hope that you have found this booklet useful and that it has enabled you to gain an insight into St Basil's Catholic Primary school.

We aim to make our children happy and secure because:

**HAPPY CHILDREN MAKE A HAPPY SCHOOL!!!**

