



# St. Thomas's C.E. Primary School

Hodnet Drive, Ashton-in-Makerfield, Wigan, WN4 8PQ  
☎01942-201107  
e-mail: [office@ashtonsaintthomas.wigan.sch.uk](mailto:office@ashtonsaintthomas.wigan.sch.uk)

Dear Parents / Carers,

Thank you for being interested in St Thomas's CE School. We hope this prospectus will give you all the information you need about our school. Further information is available on the school website: [www.ashtonsaintthomas.wigan.sch.uk](http://www.ashtonsaintthomas.wigan.sch.uk). Should you have any other queries please do not hesitate to contact us.

The relationship between parents, school and children is a very important one and one that we value. We pride ourselves in delivering the best we can to the children in our care. To achieve this we recognise learning as a personal process and understand individual needs and differences. We aim to educate, excite and inspire our children through their learning in school. We want them to dream ambitious dreams and realise their full potential.

Throughout their time at St. Thomas's your child will be taught to think about their responsibilities to themselves and others. As a school we recognise the part we play in the local community and have developed strong links with the church and other community groups. We are actively involved in charity work and have a high regard for environmental issues.

Yours sincerely,

J Jones  
Headteacher



**ST. THOMAS'S C.E.PRIMARY SCHOOL**

Hodnet Drive, Ashton-in-Makerfield.

Wigan. WN4 8PQ

☎ 01942-201107

E-Mail [office@ashtonsaintthomas.wigan.sch.uk](mailto:office@ashtonsaintthomas.wigan.sch.uk)

School Web Site [www.ashtonsaintthomas.wigan.sch.uk](http://www.ashtonsaintthomas.wigan.sch.uk)

Headteacher: Mrs J Jones

Chair of Governors: Mr M Taylor

*Secure in faith, learning together.*

Our Mission Statement

The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all its pupils.

‘Your word is a lamp for my feet, a light on my path’

Psalm 119 Verse 105

## **St. Thomas's C.E. Primary School**

### **Aims of the School**

The aim of the school is to interpret human knowledge to its pupils in the light of the Gospel, with the school community contributing to the spiritual and moral growth of pupils, as well as to their intellectual and physical development.

To offer pupils a happy, caring environment where positive achievements are valued and where they learn to work within a clear and disciplined framework.

To enable all pupils to acquire communication skills of literacy, numeracy, oracy and I.T.

To provide every pupil with a broad and balanced curriculum which challenges all pupils.

To stimulate pupils' imagination and curiosity.

To prepare pupils to live and work with others, respecting authority and having attitudes that enable them to be responsible and successful members of the community.

To help pupils develop aesthetic sensitivity and interests that prepare them for purposeful leisure time.

To do our best to cater for the Special Needs of all the children.

To promote self-esteem, respect, tolerance and understanding of others.

To prepare children for a dynamic and changing world.

### **Classification of School**

The school is an aided Co-educational Primary Day School catering for children from the age of four years until eleven years. It is housed in a modern open-plan building built in 1978.

This is an Anglican School, and the religious education it provides conforms to the doctrines of the Church of England. The character of the school derives from the Foundation Deed.

The aim of the school is to interpret human knowledge to its pupils in the light of the Gospel, with the school community contributing to the spiritual and moral growth of pupils, as well as to their intellectual and physical development. As a result, the withdrawal of pupils from formal religious instruction or worship would not isolate them from the Anglican teaching which the school gives, and no specific arrangements for withdrawal are in operation.

## Admission Criteria for 2021/2022 – Admission number 30

In the event that more applications are received than there are places available, priority will be given to:-

1. Looked after children and previously looked after children \*
2. Children who appear to the Governing Body of St Thomas's CE Primary School to have been in state care outside of England and ceased to be in state care because they were adopted \*\*
3. Children who attend St. Thomas's or St. Luke's Church or Sunday School at least twice a month and who have done so for the last 2 years. #
4. Children who attend a Christian Church\*\*\* or Sunday School other than St. Thomas's or St. Luke's at least twice a month and who have done so for the last 2 years. #
5. Children who have a brother or sister attending the school in the 2021 - 2022 school year \*\*\*\*.
6. Children who attend a Christian Church\*\* at least once a month and have done so for the past year. #
7. Other children living nearest the school. Distance will be measured as the crow flies from the centre point of the school.

Parents of children who attend churches other than St. Thomas's and St. Luke's will need to provide evidence of this.

*\* Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for previously looked after children must be supported with appropriate evidence i.e. a copy of the adoption order, residence order or special guardianship order.*

*\*\* A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Applications must be supported with appropriate evidence that the child has been adopted from state care.*

*\*\*\* Christian Church is defined as a church that is a member of the Churches Together in Britain and Ireland.*

*\*\*\*\* We will include:*

- Full brothers and sisters;
- Half-brothers and half-sisters;
- Stepbrothers and stepsisters; and
- Foster brothers and sisters;

*Who live at the same address as part of the same family unit.*

*# In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

### **Tie Breaker**

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children who live nearest to the school. The distance will be measured in a straight line from

the child's home address to the centre point of the school using the local authority Geographical Information System (GIS) which is based on Ordnance Survey.

In cases where there are two or more children with the same distance measurement (for example if more than one child lives in a block of flats), where to admit another child would breach the infant class size regulations, a system will be used to randomly pick who will be offered a place. Please contact the school if you would like more information about this.

If we offer the last place available to one of twins (or triplets and so on) we admit the other twin or triplet too.

### **Late Applications**

Late Applications (those received after the closing date) will only be considered after those received by the closing date. The only exception to this is applications for looked after children that are received by XXX will be included with on time applications.

### **Waiting lists**

Places may become available at a school after the offer date on XXX. To decide which children have these places, we will:

- put all children who we refused a place on the waiting list for the school;
- keep the list in priority order, decided by the oversubscription criteria for the school only;
- offer places that become available to the next child on the waiting list; and
- keep the waiting list until the end of the autumn term.

Important information about the waiting list: We cannot take into account the length of time a child's name has been on the waiting list, only the admission criteria for the school. This means that your child's position on the list may change if another parent asks to be put on the list and their child has higher priority in the admission criteria.

### **Deferred entry**

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

### **Part-time attendance**

Parents can request that their child attends part-time until the child reaches compulsory school age.

### **Nursery Classes**

The admission criteria for schools are different than those for nurseries. Attendance at the nursery or a co-located children's centre does not guarantee admission to the school. Parents must submit an application for a place in Reception class by the closing date.

### **Child's home address**

You must give the correct permanent home address. This is where the child and parent, or the person who has care of the child or parental responsibility, normally live.

If you are separated and your child spends time at each parent's address, the address we use for admission to school is that of the main carer. We use the address of the parent who gets the Child Benefit for this.

## **Safeguarding and Child Protection**

We are a 'safeguarding school' who is committed to keeping our children safe at all times. Our admissions, recruitment and curriculum policies reflect this commitment. Please refer to our Safeguarding Policy on the school website for further information.

Designated Safeguarding Lead is Mrs Judith Jones (headteacher)

Deputy Designated Safeguarding Lead is Mrs Kath Crawley (deputy headteacher)

Designated Safeguarding Governor is Mrs K James.

## **Our Teaching Philosophy**

We encourage all our children to strive for academic excellence but we also want them to develop the personal skills and qualities to enable them to live alongside others.

We want them to feel cherished and valued and we aim at all times to help children develop positive self esteem and to experience pride in themselves and their achievements. To give them a sense of self belief and the confidence to make the most of their lives.

We empower our children to search out answers about their world and to want to learn. Our ultimate aim is not only to educate but to excite and inspire every child to develop a love of learning that will last for life.

## **The Organisation of Education within the School.**

The school is organised into seven teaching bases, one base per year group. The children also work in other areas of the building where specialist facilities for Art and Craft, Computing, P.E. and Music are available.

## **The School's Curriculum**

The school offers a broad and balanced education that meets the legal requirements of the National Curriculum and so much more. The core subjects are: English, Mathematics, RE, Computing and Science and the foundation subjects are: Design Technology, History, Geography, Art, P.E. Modern Foreign Language (French) and Music. In addition to the above we are also required to provide education in other cross-curricular areas like citizenship, health education, personal & social education.

In English the curriculum covers the related skills of speaking, listening, reading and writing. The children are encouraged to develop language for both reading and writing. They are offered a carefully selected range of books in order to extend their developing skills. During this time children will follow a structured programme of key words and phonics. Active parental support is welcomed in encouraging children to practise their reading at home. Computer programs are used to extend language skills.

In Maths we aim to foster self-confidence in children's understanding and application of mathematics and to provide concrete experiences. Number work, algebra, shape and space, handling data and using and applying mathematics are delivered through structured activities, problem solving, investigations and real life situations. Children will experience a wide range of apparatus including calculators, computers and smart board activities.

Using scientific methods of investigation will help children to make successful, disciplined enquiries and use ideas to solve relevant problems. Cross-curricular topics provide the experiences for scientific development and compliment other foundation subjects. Through the study of places and through relevant classroom experiences, geographical skills and knowledge are developed. Opportunities are given to use information technology. Learning about the past through units of history and the methods used to study it helps children make sense of the world in which they live. The Arts, which include Music, Art, Drama, Media Studies, Dance and Poetry stimulate children's imagination, heighten their senses and provide them with forms of expression for their ideas and emotions.

The curriculum offers a wide variety of sporting activities, including P.E. and Games and the opportunity to learn to swim during their time in school.

During your child's years in school they will be assessed, by their teachers, against age-related expectations in the National Curriculum subject areas. This is in addition to the SAT's which will be given at age seven and eleven. Reception age children will be assessed against the Foundation Stage Profile throughout their reception year. Y1 children will complete the phonics screening check.

All staff attend courses to keep abreast of recent innovations and initiatives.

A total of up to 23 hours 20 minutes is spent on teaching in a normal week.

### **Religious Education**

The school is an Aided Church of England Primary School, supported and maintained by St. Thomas's Church. As befits this relationship the school takes part in regular worship and religious instruction. This includes the children and staff going to church to take part in church services and it is expected that children who are admitted to the school will take part in this work. Religious Education is provided within the timetable according to a Syllabus authorised by the Liverpool Diocesan Board of Education. Parents have the right to withdraw their children from lessons in Religious Education, but no specific arrangements for withdrawal are in operation.



## **Sex and Relationships Education**

Sex and Relationships Education, drug awareness and a healthy lifestyle are fostered as part of a programme on Health Education. Several outside agencies support us in the delivery of this aspect of the curriculum including the school governors, dental hygienist and Life Education caravan.



## **Sporting Provision and Achievements**

We have been awarded the Gold Award for Sports and participate in inter - school competitions in football, dodgeball, rounders, basketball, volleyball swimming and athletics. We provide a wide variety of after-school sports clubs that encourage all children to participate in sport.

## **Curriculum Enrichment**

School trips and visitors in school are a crucial part of the primary curriculum helping to motivate and inspire children to learn. Details of each class's enrichment activities throughout the year are available from the class teacher.

Permission for any trips are obtained when the children start school. You will be given further details nearer to each event.

Risk assessments in line with LA policy are completed before each trip.

## **Homework**

There is no doubt that when parents are involved in their child's learning it helps the child to make progress, to gain confidence and achieve better results.

We believe that the main purposes of homework are:

- To help develop home school links so you are aware of what your child is learning and the approaches we adopt in school.
- To reinforce the learning that has already taken place in school
- To develop self discipline and perseverance
- To extend school learning

From the very first class, the children will be encouraged to do extra work at home. In most cases this will take the form of reading where it is hoped that parents will hear their children read their school level



books and support them with reading comprehension activities. In KS1 & 2 there is also set homework sent out for English, Spellings and Mathematics.

## **Reporting to Parents**

In the Autumn and Spring term all parents are invited into school to meet teachers and to discuss their child's work and progress.

In the summer term we send an annual report which summarises the work and specific progress your child has made throughout the year.

If at any time you have a particular concern which needs to be discussed with the teacher or headteacher please contact school to make an appointment. We encourage parents to do this so that we can work together to help your child make maximum progress.

### **Arrangements for dealing with children with special needs**

The school believes that children with special educational needs are the shared responsibility of all staff, and children with such needs are integrated into mainstream groups. Our Special Needs Co-ordinator, Mrs Fairclough, will ensure that the children who have permanent or temporary special needs of any sort will receive the help and resources to which they are entitled, within the available resources. These can be provided through additional support in the classroom, practical help to children and their teachers and liaison with other professional agencies as appropriate.

Any parents, who have worries regarding their child, or their child's progress, are encouraged to contact the school to discuss any help that we may be able to provide.

### **Pastoral Care**

In most cases the pastoral care of the children is undertaken by the class teachers and teaching assistants but extra attention is available if needed. The school's excellent relationships with outside agencies in the health and the education service help ensure all the children's needs are met.

### **Equal Opportunities**

Stereotyping is avoided and all children are encouraged to participate in everything. All children are given the same and equal opportunity. Difference is celebrated, diversity is explored.

### **Extra Curricular Activities**

We provide various activities including choir, football, multi skills, art, card, chess and i-pad club. We also provide peripatetic music tuition in keyboard, guitar, violin, woodwind, vocal, percussion and brass.

### **Discipline**

The general school discipline is conducted by positive attitudes to both work and behaviour. The behaviour and attendance policy provides clear expectations for the staff, parents and children. This is available for you to read from the office and on the school's web site.

## Rights and responsibilities

These are inextricably linked. They refer to staff, children, parents and carers and are the basis on which classroom relationships, teaching and learning are built.

Teaching staff have a right to teach without hindrance and to feel safe. Their responsibilities are to enable children to learn, to celebrate improvements in learning, to treat children with respect and create a positive classroom environment.

<b>Children</b>	
Rights	Responsibilities
<ul style="list-style-type: none"> <li>▪ To be treated with respect</li> </ul>	<ul style="list-style-type: none"> <li>▪ To behave respectfully, kindly and politely to others</li> </ul>
<ul style="list-style-type: none"> <li>▪ To be safe</li> </ul>	<ul style="list-style-type: none"> <li>▪ To behave in a way which keeps self and others safe</li> </ul>
<ul style="list-style-type: none"> <li>▪ To learn</li> </ul>	<ul style="list-style-type: none"> <li>▪ To attend school regularly</li> <li>▪ To be willing to learn and do their best</li> <li>▪ To allow others to learn</li> <li>▪ To co-operate with staff and peers</li> </ul>
<ul style="list-style-type: none"> <li>▪ To make mistakes</li> </ul>	<ul style="list-style-type: none"> <li>▪ To allow self and others to make mistakes.</li> </ul>
<ul style="list-style-type: none"> <li>▪ To be listened to</li> </ul>	<ul style="list-style-type: none"> <li>▪ To listen to others</li> <li>▪ To give opinions in a constructive manner.</li> </ul>

<b>Parents/ carers</b>	
Rights	Responsibilities
<ul style="list-style-type: none"> <li>▪ To be treated with respect</li> </ul>	<ul style="list-style-type: none"> <li>▪ To behave respectfully towards others</li> </ul>
<ul style="list-style-type: none"> <li>▪ To be kept informed about their child's progress</li> </ul>	<ul style="list-style-type: none"> <li>▪ To make sure their child attends school regularly</li> <li>▪ To talk to their child about what he/she does in school and support homework</li> <li>▪ To talk to teachers if they have concerns about their child's learning or well being</li> </ul>
<ul style="list-style-type: none"> <li>▪ To be listened to</li> </ul>	<ul style="list-style-type: none"> <li>▪ To listen to others</li> </ul>
<ul style="list-style-type: none"> <li>▪ To have access to information on the school's approach to behaviour and attendance</li> </ul>	<ul style="list-style-type: none"> <li>▪ To absorb information and share concerns</li> </ul>
<ul style="list-style-type: none"> <li>▪ To have concerns taken seriously</li> </ul>	<ul style="list-style-type: none"> <li>▪ To share concerns constructively</li> </ul>

### Rules

These are the mechanisms by which rights and responsibilities are translated into adult and child behaviours. Children should be encouraged to make positive choices about their

behaviour and take responsibility for their actions. Positive or negative consequences of choices should be clear and consistent and children will know the consequences of sensible or inadvisable choices.

**Agreed school rules**

- Respect others feelings and belongings
- Walk round school sensibly and quietly
- Wear your uniform with pride
- Be polite
- Always try your best

The school has a Behaviour and Attendance Policy and also an Anti-bullying Policy.

**Church**



St Thomas’s CE School maintains strong links with St Thomas’s and St Luke’s church. Throughout the year the whole school attends St Thomas’s church for worship. Church members regularly lead assemblies, support the RE curriculum, volunteer readers and generally help out in school. A church school worker is based in school 1 day each week to enrich the church school connections. We see this link as a partnership which works together for the benefit of the children.



**Healthy School**



At St Thomas’s we are committed to caring for the health and well-being of every child. This is reflected in our healthy food policy. At breaktimes children are expected to eat a healthy snack. In a typical day your child may eat:

	INFANTS	JUNIORS
MORNING BREAK	Juice Toast or healthy option from home	Juice Toast or healthy option from home
AFTERNOON BREAK	Piece of free fruit	

We allow water to be freely available, as the children work, to prevent dehydration.

Whilst there are no restrictions on what a child brings to eat at lunchtimes we would encourage children to make healthy choices.



## **Lunchtime Arrangements**

Reception and KS1 children receive a free school meal thanks to Government Funding, or may bring a packed lunch or go home for lunch. At present all children eat their lunch in the school hall under the supervision of the welfare staff.

If your child wishes to change from packed lunches to school dinners, or vice versa, please give a week's notice.

## **School Nurse**

Throughout your child's time in school the nurse carries out a series of checks including height, hearing & vision. Your permission will be sought before these checks take place. Any queries please contact the nurses on 01942-482317

## **First Aid**



Our policy regarding the treatment of children involved in accidents is as follows:

All head injuries will be reported to parents.

All injuries will be seen by a first aider. We have a number of qualified first aiders in school including some who are specifically trained in paediatric first aid. Lotions or creams will not be applied to any injuries.

Minor cuts, grazes and scrapes will be cleaned using water or antiseptic wipes. Hypoallergenic plasters will be used where appropriate.

If a child is particularly distressed we will contact the parents by telephone; if not the child will be given an accident report form, completed by the attending adult, to inform parents of the nature and treatment of the injury.

Please make sure we are informed of any changes in contact details immediately. This is a particular problem with mobile numbers.

## **Administering Medicines to Children**

There are only two instances under which parents may expect the school staff to administer medicine to a child.

- When a child has a chronic illness or a long term complaint such as asthma or diabetes.
- When a child recovering from a short term illness is able to return to school but is required to complete a prescribed course of medicine eg antibiotics which need to be given **four** times daily

Whenever possible parents are asked to administer medicine themselves during school time.

If this is not possible then the following procedure must be followed:

- The prescribed medicine must be clearly labelled, brought into school by an adult, given to the office and the child's needs discussed.
- The adult must complete a form giving exact details of dosage and times
- Parents please remind the child to ask for their medicine at the correct time.
- Medicines must be collected by an adult, from the office.

### **Emergency Contact**

On starting school you will be asked to complete an emergency contact form. It is crucial that this contains as much information as possible and is kept up-to-date. Please notify us immediately of any changes to details particularly telephone numbers.

Be assured the staff at St Thomas's will care for your child to the very best of their ability. All efforts are made to ensure your child's safety and well-being.

### **Charging Policy**

No charge is made for School Visits or outside activities but it is hoped that parents will make voluntary contributions towards these.

Charges are made for - musical tuition  
activities outside school hours  
residential trips



### **School Uniform:**

School uniform gives the children a sense of belonging and helps them to develop a sense of pride in themselves and the school.

At present the uniform is light blue polo shirt, royal blue sweatshirt or cardigan, grey trousers/skirt/pinafore. In the summer a blue gingham dress may be worn. Shoes should be dark in colour and suitable for school i.e. waterproof and low heeled.

The school uniform is available from local suppliers at Sportsline (Ashton) and Slaters (Wigan).

PE kit is white t-shirt, blue shorts and black trainers. This is left in school during term time, returning home in the holidays for a wash.

Please make sure every item of clothing is clearly labelled with your child's name. Lost property is located in a box in each department.

Jewellery should not be worn in school. If necessary a small pair of stud earrings may be worn but not on days when your child is due to go swimming or do PE.

### **School Session Times:**

<u>Foundation Stage</u>	<u>Key Stage 1</u>	<u>Key Stage 2</u>
Monday to Friday 9 am – 12 am 1.00 pm - 3.15 pm	Monday to Friday 9 am – 12 am 1.00 pm - 3.15 pm	Monday to Friday 9 am – 12.15pm 1.15pm – 3.20pm



Doors open at 8.55am for a prompt start at 9am.

For health & safety we ask parents to leave the KS2 children at the gate just before school so the children gather on the KS2 playground to wait for the start of school. At the end of the school day parents are asked to wait away from school to leave the doors free so the children can come out safely.

### **Access to school**

Congestion near the school gates at 9am and 3.20pm is an issue as with any school. Hodnet Drive is a cul-de-sac and quickly becomes hazardous. Where possible we ask that you leave your car at home and when this is not possible park away from Hodnet Drive and walk the short distance to school.

### **Induction into School**

We aim to make your child's transition into school as smooth as possible. This is done by working in partnership with parents and nursery providers before the children start.

The start of the induction process is a meeting for all prospective parents in December. This allows you to meet the staff, look around school and ask any questions. Also that week, we invite parents and children to an open morning to see the school in action. Reception teachers and the Key Stage co-ordinators are available to speak with you.

In the summer term, your child is invited to a series of sessions to familiarise them with school. These include storytimes, class-based activities and time on the

playground. During these sessions there will be opportunities for you to find out about the Foundation Stage curriculum, the routines in school and discuss any concerns with staff. A meeting for all new parents is held one evening in June.

All Reception children start part-time initially. As soon as they are settled and confident in school they attend full-time.



Further details and dates are given nearer to the time.

If you have any concerns or worries about your child starting school please let us know.

### **Choice of Secondary Schools by Primary Leavers**

In July 2020 the children in Class Y6 transferred to the following schools:-

Cansfield High School	Byrchall High School	Oakfield High School
Old Road,	Warrington Road,	Long Lane
Ashton in Makerfield	Ashton in Makerfield	Hindley
21 children	7 children	1 child



## Terms and Holidays: 2021/22

### Autumn Term 2021

Open: Monday 6<sup>th</sup> September

Close: Wednesday 22<sup>nd</sup> December

Half Term: Monday 25<sup>th</sup> – Friday 29<sup>th</sup> October

### Spring Term 2022

Open: Monday 10th January

Close: Friday 1st April

Half Term: Monday 21st – Friday 25th February

### Summer Term 2022

Open: Wednesday 20th April

Close: Friday 22nd July

Half Term: Monday 30th May – Friday 3rd June

May Day Holiday – Monday 2nd May

**Government guidelines clearly state that any holidays during term time are unauthorised regardless of parents work holiday patterns and that authorised absence is only granted in exceptional circumstances. Should a child have more than 10 sessions (5 days) of unauthorised absence in a term then a warning letter will be sent to each parent explaining that if they have a further absence in the next 15 days a fine will be issued. This is in line with local authority and government guidelines.**

## **Absences**

If your child is going to be absent please let us know as soon as possible.

If you know in advance please inform us in writing stating the reasons, dates and details of the absence.

If your child is ill please telephone school before 9.30am on the first day of the absence. Or e-mail on [office@ashtonsaintthomas.wigan.sch.uk](mailto:office@ashtonsaintthomas.wigan.sch.uk)

If your child is late for school s/he needs to come in through the main entrance and be 'signed in' by an adult before going to class.

## **Attendances 2019/2020**

Attendance rate 96%

3.2% of sessions were missed through authorised absences

0.8% of sessions were missed through unauthorised absences

*These figures are based on attendance up to lockdown on 20.3.20*

## **Consideration of Complaints:**

Any complaint should initially be addressed to the Headteacher. In the event of the problem remaining unresolved the problem should be put fully into writing and sent to the Headteacher. The matter will then be dealt with in accordance with the procedure laid down by the LA policy. Details of this can be obtained from the school.

## **Access to Public Documents:**

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

Note:

The information contained in this leaflet was accurate at the time of printing in September 2020, but it should not be assumed that no changes will take place at the school before the start of the 2021/2022 school year or in subsequent school years. Some procedures have changed due to Covid 19 guidelines

# The People In Our School

## **Headteacher**

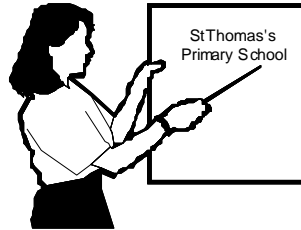
Mrs Jones

## **Deputy Head**

Mrs Crawley

## **Teachers**

Mrs C Fairclough Year 6  
Mr S Wade Year 5  
Mrs L Knowles Year 4  
Mrs M Kelsall-Roberts Year 3  
Mrs C Haselden Year 2  
Miss M Croft Year 1  
Mrs L Blackledge Reception



## **HLTA**

Mr A Hodgkinson

## **School Business Manager**

Mrs J Kerr

## **Admin. Officer**

Mrs J Brown



## **Teaching Assistants**

Mrs S Anders	Mrs D Davis	Mrs D Caldwell
Mrs S Taylor	Mrs P Bowden	Mrs J Yates
Mrs T Darwell	Mrs S Middlehurst	Mrs H Karikari
Mrs A Anderson	Mrs T Hatton	

## **Caretaker**

Ms L Grimshaw

## **Cleaners**

Mrs C Sandercock Mrs S Taylor Mrs D Harrison

## **Kitchen Staff**

Mrs D Harrison Mrs M Sherratt Mrs J Parkinson

## **Welfare Assistants**

Ms D Davies	Mrs C Sandercock
Ms L Grimshaw	Mrs A Swift
Mrs S Taylor	Mrs T Boardman
Mrs H Leyland	



## Our School Governors



<b>Chair of Governors</b> Mr M Taylor	<b>Parent Governors</b> Mr M Cornall Mrs K James
<b>Vice Chair</b> Mrs C Whiting	<b>Headteacher</b> Mrs J Jones
<b>Foundation Governors</b> Mr M Taylor Rev J Thomas Mrs C Roby Mrs S Riley Mr M Bold Vacancy	<b>Teacher Governor</b> Mr S Wade  <b>Clerk to the Governors</b> Mrs J Kerr
<b>LA Governor</b> Mrs C Whiting	<b>Associate Governor</b> Mrs K Crawley

We hope that this information has been helpful to you in making the choice of primary school for your child and in finding out more about the school.

As you can see at St Thomas's we are committed to treating every child as an individual and doing everything possible to meet their educational and personal needs.

As stated more information is available on our website:

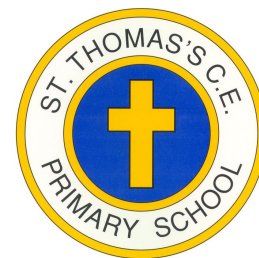
**[www.ashtonsainthomas.wigan.sch.uk](http://www.ashtonsainthomas.wigan.sch.uk)**

If you require any further information please email us:-

[office@ashtonsaintthomas.wigan.sch.uk](mailto:office@ashtonsaintthomas.wigan.sch.uk)

Best Wishes

Mrs Judith Jones  
Headteacher



# **St. Thomas's C.E. Primary School**

## **Home/school agreement between parents or carers and school**

To be completed when child enters the school.

### **Notes for parents**

All children benefit from a good relationship between home and school, and at St. Thomas's C.E. Primary School we are committed to developing such relationships. This agreement formally recognises our responsibilities, and is consistent with the school's behaviour and homework policies. Children are invited to sign the agreement when the school and parents agree that they are sufficiently mature and understand all the rules, but all children will be made aware of the school's code of behaviour, and we ask that parents support this. All school policies are reviewed from time to time, and the school undertakes to inform parents when changes occur. Suggestions from parents in respect of policies are always welcome, and will be considered by the governors.

The school's curriculum is mainly determined by law, but we have our own agreed aims, which are in the prospectus. These create the ethos in which we want children to grow and flourish, and they represent our values as a school community. We want children to achieve success academically and in every other way, and each year we set up appropriate targets for year groups of children, and, most importantly, for each child. The school's overall targets and achievements in national tests are reported to parents and governors, and you are welcome to discuss your child's individual progress at any time, by appointment with the relevant teacher.

Signing the agreement is voluntary and is welcomed by the staff and governors, but the absence of a signed agreement does not exempt any child from complying with school rules. The school will always sign its section of the agreement and abide by it.

# **St. Thomas's C.E. Primary School**

## **Home School Agreement**

### Ethos Statement

“Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and its Trust Deed and in partnership with the Church at parish and diocesan level.”

### The School

The school will:

- encourage children to do their best at all times;
- provide a broad and balanced curriculum and aim to meet your child's individual needs;
- operate a code of good behaviour and discipline to ensure a safe and caring environment;
  
- regularly communicate with the family on all aspects of their child's welfare and education;
- set homework in line with the school's homework policy

Headteacher's signature .....(for the school)

### The Family

The family will:

- make sure the child attends regularly, punctually and properly equipped;
- provide an explanation if the child is absent;
- support the school's code of good behaviour and discipline;
- inform the school of any concerns about health, education, behaviour and general welfare;
- support the school's homework policy.
- park responsibly in agreed parking areas i.e. Captains Lane, Aldi
- register with text/email service and check regularly for updates from school

Signature .....(for the family)

### The Child

I will:

- do all my classwork and homework as best I can;
- keep the school rules;
- bring the equipment I need every day;

Signature .....