

**Welcome
to
Castle Hill St Philip's C of E Primary**



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CHAIR OF GOVERNORS: MISS P BOLD

Please visit our website at www.castlehill.wigan.sch.uk which is updated regularly with information relating to our school

SHARING, CARING AND WORKING TOGETHER

We believe that each child is an individual with the right to an education which meets his or her needs.

MISSION STATEMENT

Our Church School is distinguished by the staff and Governors' belief in creating a school whereby Christian values, understanding and knowledge are part of a pupil's daily life as experienced within the Christian ethos of the school. This is reflected in relationships between teachers, pupils, parents, governors and our strong links with the local Parish and wider community.

Our collective aim is for valuing individual children, encouraging personal, social, emotional, moral and spiritual development as part of academic achievement.

In accordance with this Statement our Church School teaches understanding of, and respect for other major world faiths.

GENERAL SCHOOL INFORMATION

The school has a maximum annual intake of 30 children into Reception. Children are taught in 7 single age year groups Reception to Year 6.

A recent programme of extensive building work has resulted in the school having an impressive make over. For security, there is only one open access to the building during school hours. We are able to offer before and after school childcare for those parents who wish to use the facility.

The Early Years and Foundation Stage have a well structured and safe outdoor environment with easy access from the classroom.

We aim to make every child's introduction to school as happy and useful as possible.

THE SCHOOL CURRICULUM

The School aims to provide a broad, balanced and enriched curriculum, which is exciting, challenging and relevant to the needs of all the children in school, whatever their ability. This incorporates delivery of the National Curriculum with high priority given to English, Maths, Science and Computing. Emphasis is placed on the early acquisition of basic skills in Speaking and Listening, Reading, Writing, Mathematics and Computing. A wide variety of activities and experiences are provided for the children.

Several subjects are taught through a creative curriculum or topic approach and each topic is carefully planned with a particular subject bias. For example, over a period of a year, children experience a variety of topics

covering all subjects in the National Curriculum. Educational visits out of school, interesting visitors to school and other high impact events are arranged throughout the year since children say they learn well from these experiences.

Subjects covered include History, Geography, Design & Technology, Art and Craft, Music and P.E. Information and Computing skills are taught from Reception to Y6. Children are confident from an early age in the use of the latest technology. and, with parental permission and under close staff supervision, they use the internet as a resource to extend their learning. Personal, Social and Health education is taught in all age groups and children are encouraged to be good citizens.

During Maths & English lessons, children are taught as a whole class and also in small groups. Teachers are keen to encourage children to work co-operatively in groups and also to become independent learners and to work conscientiously on their own.



OUR SCHOOL AIMS

- ❖ **To help individual children achieve their potential by providing a broad and balanced curriculum with high quality teaching and learning, differentiated to cater for the needs of all children.**

We will achieve this through:

- Careful planning and preparation to cater for various learning styles;
- High and consistent expectations of all children;
- Curriculum review;
- Assessment for and of learning;
- Early intervention for pupils with Special Educational Needs and/or Disabilities;
- Setting child friendly targets.

- ❖ **To recognise the children's individualities and diversity of background and to provide equal opportunities in all aspects of school life.**

We will achieve this through:

- Using information given by parents and through liaison with other agencies;
- Having an awareness of the backgrounds of the children we teach.

- ❖ **To promote within each child a positive self image, raise self esteem and respect for each other and to develop Christian values and attitudes, encouraging teamwork, co-operation and building good relationships throughout the school.**

We will achieve this through:

- Communicating our simple school rules;
- Use of circle time;
- Acts of daily worship;
- Use of praise, rewards and celebration assemblies;
- End of term role model certificates and academic awards;
- Use of monitors through school;
- Adults in school acting as role models.

- ❖ **To encourage our pupils to participate in the life of the school in its fullest sense having responsibilities for the self discipline and developing skills that will enable them to become independent learners.**

We will achieve this through:

- Encouraging children to be reflective of their own learning, involved in their target setting and confident to make choices;
- Encouraging self discipline and rewarding success;
- Training children to manage and care for resources;
- Providing extra curricular activities;
- The training and use of play leaders.

❖ **To provide a pleasant and attractive learning environment in which children and staff feel happy, confident, valued as individuals and where they are encouraged and motivated through praise, rewards and incentives.**

We will achieve this through:

- Bright, attractive and interactive displays which celebrate children's achievements;
- Setting and communicating a climate of enthusiasm for learning;
- Use a variety of approaches to accommodate a variety of learning styles;
- Relating positively to responses and encouraging children to "have a go"

❖ **To acknowledge the value of a positive relationship between school and home and to strengthen the involvement of Parents and Carers in the children's education and the life of the school.**

We will achieve this through:

- Meeting parents prior to their child starting school;
- Encouraging parent helpers;
- Being accessible to parents through an open door policy, and taking their concerns seriously;
- Providing support for parents/carers from our School Liaison Officer;
- Providing the 'Link Lodge' where parents can meet our School Liaison Officer in private to ask questions, share concerns or seek support;
- Running workshops for parents when appropriate;
- Staff supporting the PTFA;
- The home school agreement;
- Encouraging parents to support their child with homework;
- Regular reports to parents, written and verbal.

All children are encouraged to do their best and staff have very high expectations of them. We are proud of the children's achievements in all aspects of school life, their work is valued and we are keen to make sure all children achieve their full potential.

We have high expectations of all children and school staff are dedicated to encouraging all children to achieve their potential. Teachers strive to ensure that children are given the best possible education and are constantly looking for ways to improve in all areas of the curriculum.

We are very proud of the children's hard work and achievements.

SEX EDUCATION

The School's Science & Health Education curriculum schemes of work include general sex education and this is dealt with in such a manner as to encourage moral consideration and the value of family life. In Year 5 and Year 6 parents are advised of the content of more specific sex education lessons covering personal hygiene and growth and development, and are given the opportunity to withdraw their child should they wish to.

RELIGIOUS EDUCATION

Religious Education is taught according to the Liverpool Diocesan Syllabus and as would be expected in a Church of England School, is broadly Christian based. Children also learn about other World Faiths. Collective worship takes place daily in the form of whole school, key stage or class worship.



Visits to All Saints' Church are arranged throughout the year and children and staff use the church as

a resource for their studies in other areas of the curriculum.

All children are encouraged to attend R.E. lessons but arrangements can be made for children whose parents do not wish them to be involved in collective worship. Since this is a Church of England School it is only a minority of children to which this will apply and the Governors consider that each child should give full support to the religious and social life of the school.

Children in Year 6 take part in confirmation classes and have the option to be confirmed if they wish.



By providing a well-balanced curriculum in a secure and happy environment, the school aims to give each child the opportunity to acquire knowledge, skills, attitudes and moral and spiritual values to enable him/her to become a valuable and happy member of the community. The school's links with the local church and the 'sister' school are close and mutually beneficial.

ORGANISATION OF THE SCHOOL

The children are organised into seven mixed ability classes according to age group. Sometimes they are taught as a class, in small groups or individually according to their needs. All classes have support from Learning Support Assistants. Subject Leaders are released from their classes occasionally to monitor the teaching and learning of their subject within school and to support staff by sharing ideas and working with children.

Children benefit from a variety of teaching styles and staff work together as a team to provide quality education and cater for the needs of all children.

We have a School Council which has elected representatives from Year 1 to Year 6. The School Council meets to hear the views of children on issues such as playground provision, and healthy schools.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The school caters for children who have special needs in certain areas of the curriculum or those with sensory disabilities. Provision is made according to the Special Educational Needs and Disabilities Code of Practice.

All children are considered special at this school and we aim to ensure that all children are able to benefit from the best possible education whatever their ability. This includes gifted and talented children, as well as children with other special educational needs or disabilities. The children are encouraged to develop their skills and talents and to be proud of their achievements.

SAFEGUARDING/CHILD PROTECTION

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 suffering ill-treatment, neglect or other forms of abuse, staff have a duty to follow Local Authority Child Protection Procedures and inform the Social Services department of their concerns.

HOMEWORK

Every child is expected to take home a reading book every day. Children are encouraged to read and to enjoy reading and special home/school planners are provided to monitor the children's reading and to keep records of books read. Teachers hope that parents will spend time helping their child to appreciate the enjoyment of reading. The school has a Homework Policy and each class has some English and Mathematics homework set by the class teacher on a weekly basis.



PASTORAL CARE

Close links between school and home are fostered. Parents' Evenings are held in the Autumn and Spring Terms when appointments are made for parents to discuss their child's progress with teaching staff. Staff are always available should any problems arise and are also keen to share with parents, good news about achievements and improvements.

The staff work as a team and all staff take responsibility for the care and welfare of all children from Reception to Year 6. Children are able to approach any member of staff, including the Headteacher, should they have any problems or concerns.



HEALTH EDUCATION

All children are offered breakfast every day at the start of the day free of charge. All children are encouraged to eat fruit and Key Stage 1 children receive a free piece of fruit every day. The school promotes a healthy life style and children are given many opportunities to exercise and to take part in sport.

BEHAVIOUR POLICY

Teachers expect high standards of behaviour so that all children are free to learn without disruption. We encourage an ethos of good manners, self-discipline, respect for each other and pleasant and positive attitudes through a system of praise and rewards. High priority is given to developing positive self image and esteem and children's achievements and contributions are valued and celebrated.

We have 3 simple school rules:

1. Show respect and good manners at all times.
2. Follow instructions with thought and care.
3. Care for everyone and everything.

We expect all children and adults to follow these rules.

There are consequences in place for the occasions when children break our school rules or display challenging behaviour and parents are kept informed of any serious difficulties as they arise.

The school has an Anti-Bullying Policy and any reported incidents of bullying are taken very seriously. The Headteacher and Senior Leadership Team are always available to ensure that problems are sorted out immediately according to the school policy.

SPORTS PROVISION AND ACHIEVEMENTS

Aims

At our school we aim to provide a variety of sports activities to enable children to:

- 1) lead a healthy lifestyle, to keep fit and find enjoyment in sporting activities;
- 2) have equal opportunities to participate in all games (e.g. both boys and girls can play football, netball, rugby and cricket at our school);
- 3) improve self-esteem, confidence and receive help to use their skills and talents;
- 4) develop self discipline and control and develop the ability to co-operate with others and function as part of a team, fostering team spirit and understanding how it feels to win and lose.

Physical Education lessons, including dance, gymnastics, games and swimming are taught as part of the National Curriculum. The children are also given the opportunity to play a variety of sports outside normal school hours and we arrange a variety of after school sports clubs.

The school has close links with Wigan Warriors R.L. Club, Hindley Amateurs and Wigan Athletic Football Club. The children benefit from expert coaching from these clubs at various times during the year.

We are grateful for parental involvement in all our sporting activities.



EXTRA CURRICULAR ACTIVITIES

A range of activities are offered throughout the school year. Currently these include a variety of sporting clubs – football, dance/cheerleading, multi skills, High Fives.

We also offer over the year – other clubs according to the interests of children.

ATTAINMENT AND PROGRESS

We are an inclusive school. Children enter our school with a wide range of abilities. On entry into Reception Class there are usually a number of high achieving children and some children with Special Educational Needs or Disabilities.

Our aim is to ensure all children achieve their potential. National Expectation is that all children should make a certain amount of progress regardless of their starting points.

2014			2015		
Percentage of pupils who achieved level 4 or above in reading, writing and maths					
Reading	Writing	Maths	Reading	Writing	Maths
83	72	86	90	86	90
Percentage of pupils who have improved by 2 or more levels in writing and maths between KS1 and KS2					
Reading	Writing	Maths	Reading	Writing	Maths
100	96	100	100	100	95
Percentage of pupils who achieved level 5 or above in reading, writing and maths					
Reading	Writing	Maths	Reading	Writing	Maths
52	24	34	38	29	24

We are proud of the achievements of **all** our children.

SCHOOL UNIFORM

For safety reasons, it is asked that children are not sent to school wearing jewellery. If children do have pierced ears, we ask that only small studs are worn and that these are removed for PE for health and safety reasons. School cannot take responsibility for lost jewellery.

Please name all items of school clothing which could be mislaid.

- 1) Royal Blue Jumper/Cardigan with the school logo;
Year 6 children – Navy Blue Jumper/Cardigan
- 2) Gold Polo Shirts with the school logo;
- 3) Navy or black trousers/skirt;
- 4) In summer the girls can wear blue or yellow gingham dresses;
- 5) Royal blue sun hats.
- 6) We ask that children wear sensible footwear that is appropriate for a busy school day.

P.E. - Physical Education (P.E. Kit)

A white PE shirt with the school logo and black or navy shorts and black plimsolls (without laces for Infants);

It is important that KS2 children have jogging suits or some warm clothing for outdoor games in winter.

The uniform, including PE uniform, can be purchased from Slaters, Wigan. Reading book and PE bags with the school logo are also available from Slaters.

Laura Adamson, School Liaison Officer, also has a stock of good quality used uniform available in the Link Lodge.

HOME SCHOOL LIAISON

Parents are very welcome to come into school to help in a variety of ways - many parents support us by working alongside teachers in the classrooms, accompanying trips, assisting with games or sharing their ideas, talents and expertise. We are very grateful for all the help and support we receive.

All new parents are welcomed and automatically made members of the Parent, Teachers and Friends Association who work hard to raise funds to provide extra resources for the school. Recently they have been raising money in order to make significant improvements to play facilities in the school grounds.

New Reception parents attend 'INSPIRE' sessions with their children, which are visits to Reception Class. This enables children to become more familiar with their new classroom and teachers, and parents can receive more information about how they can support their children at school. The visits are held during June/July and the final INSPIRE session is the first day of the new term in September.

Laura Adamson, our School Liaison Officer, is available to support parents with a range of issues from behaviour at home, health concerns, Special Educational Needs guidance, etc.



FUN TIMES BEFORE, AFTER SCHOOL AND HOLIDAY CLUB

This facility is available to all pupils who attend the school. It has been approved by OFSTED and is very successful. Parents have praised the staff for their professionalism and their caring, enthusiastic approach. The children are very relaxed and enjoy themselves very much. The facility is owned and managed by a private provider.

For times and fees please see our website or Fund Times website at www.funtimesclub.org.

THE GOVERNORS

Like all schools, a Board of Governors oversee life at Castle Hill St Philip's CE Primary School. They have a wide range of responsibilities and work with the Headteacher and staff to:

- Agree aims and values of the school
- Make decisions on the school budget and approve School Improvement Plans and Policies
- Ensure National Curriculum is taught
- Monitor and review school's progress
- Ensure all individual needs are met including special needs
- Be involved in staff recruitment

The Governors meet over the year as a full body and each governor also sits on one of the two Committees, which also meet at intervals during the year.

ATTENDANCE

The overall attendance level including all pupils in school for the period from September 2014 to July 2015 was 95.2%.

- Children are encouraged to attend school regularly and are able to achieve certificates for very good attendance;
- Parents are expected to arrange their holidays in the school holidays and not in term time. Only in exceptional circumstances will holidays be authorised in term time, so that children do not miss vital elements of their education;
- A request for permission for Leave of Absence in school time must be made to the Headteacher prior to the leave being taken and authorisation obtained in all cases.



TIMES OF THE SCHOOL DAY

The school day is as follows: -

KS1

Mornings	School begins	-	8.55 a.m.
	School ends	-	11.45 a.m.
Afternoons	School begins	-	12.45 p.m.
	School ends	-	3.20 p.m.

KS2

Mornings	School begins	-	8.55 a.m.
	School ends	-	12.30 p.m.
Afternoons	School begins	-	1.15 p.m.
	School ends	-	3.20 p.m.

Children are welcomed into school from 8.45 a.m. to ease the congestion around school and to eat breakfast which is provided free of charge to all children, every day.



CONSIDERATION OF COMPLAINTS

In the first instance most parental complaints can be resolved through discussions with the class teacher or the Headteacher. If the matter is still unresolved, a formal complaint should be put in writing to the Headteacher, who will refer the complaint formally to the Chair of the Governing Body.

The matter will then be addressed in accordance with the Local Authority policy which has been adopted by the Governing Body.

ACCESS TO PUBLIC DOCUMENTS

Inspection copies of any documents which are required to be made available by or under the Freedom of Information Act can be arranged by contacting the school office.

ADDRESS AND TELEPHONE NUMBERS OF PARENTS

Please notify the School Liaison Officer or Admin Officer of any change of address, telephone number or daytime contact number, so that we are able to contact you in an emergency. If you have given us a relative or friend as an emergency contact, please make sure these are also kept up to date.

CASTLE HILL ST PHILIP'S CE PRIMARY - ADMISSIONS CRITERIA 2015-2016

Admission number – 30

Criteria

1. Looked after children and previously looked after children in the care of practising Christians within the Church of England i.e. who attend a church 12 or more times during the year up to the time of application.
2. Other looked after children and previously looked after children.
3. Children who will have brothers or sisters attending the school at the time of admission. A brother or sister is any child living at the same address.
4. Children of parents who regularly attend All Saints' Church – i.e. 12 or more times during the year up to the time of application.
5. Children of parents who regularly attend another Christian church which is a member of Churches Together in England who live in the Parish – i.e. 12 or more times during the year up to the time of application.
6. Children of parents who express a preference for a place at the school.

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.’

Tie breaker:

If more children fall into any one category than the number of places left, the Governors will offer places to the children who live nearest to the school. Distance will be measured in a straight line from the child’s home address to the main entrance of the school, using Wigan Council’s measuring system.

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 at school to one of twins (or triplets, or so on), our policy is to admit the other twin or triplets too.

Church attendance will be verified by the local minister.

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 15 February will be included with on time applications.

Waiting List

Places may become available after the Local Authority Co-ordinated offer date but before pupils are admitted to the school in the autumn term.

We will:

- put all children who we refuse a place at one of their preferences on the waiting list for the school;
- keep the list in priority order, **decided by the oversubscription criteria for the school only;**
- offer any 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.

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.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, to a higher year group if the child is gifted and talented or to a lower year group if the child has experienced problems such as ill health.

The parents of a summer born child (born between 1 April and 30 August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

A decision is made on the basis of the circumstances of each case.

The process is as follows:

Stage 1 – request

Parents make a formal request to the Local Authority School Organisation Team in writing with any supporting evidence they wish to be considered.

- A request for early entry into Year 7 should be made before 31 October in the previous academic year in order to give sufficient time for the case to be considered prior to the offer of school places on 1 March.
- A request for delayed entry to reception class should be made at the same time as applying for a place for normal entry (i.e. by the closing date of 15 January) in order to give sufficient time for the case to be considered prior to the offer of school places on 16 April.
- A request for in year admission outside of the normal age group should be made on the normal in year transfer form.

We do not accept requests for early entry to reception class for children who will not be of statutory school age.

Stage 2 – decision

Requests for voluntary-aided, foundation and academy schools will be referred to the school to be considered.

Requests for community and voluntary controlled schools will be considered by the local authority. We will look at the following factors but these are not exhaustive:

- Parent's views
- The needs of the child and the possible impact on them of being educated out of year group
- The child's medical history and views of medical professionals if appropriate
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- Whether delayed academic, social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the local authority to consider.

Stage 3 – outcome

Parents are notified of the decision in writing by the School Organisation Team.

Request agreed:

If the request is agreed the application will be considered for the year group requested and ranked alongside any other applications. **There is no guarantee that a place will be offered at the preferred school.** Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where a child has been educated out of their normal age group, the parent may again request admission out of the normal age group when they transfer

to secondary school. It will be for the admission authority of that school to decide whether to admit the child out of their normal age group.

Request refused:

There is no statutory right of appeal against the refusal of a request for admission outside the normal age group. However, if the parents are dissatisfied they have the right to complain through the Council's complaints procedure for decisions made by the local authority or under the school's complaints procedure where the decision has been made by the school.

References:

School Admissions Code, December 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf

DfE Advice on the admission of summer born children, December 2014:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf



In this prospectus we have endeavoured to provide information which is accurate and up to date. However, schools are constantly striving to attain even more highly and the pursuit of excellent may entail changes being made to current or planned practice. Consequently, please treat the information in this prospectus as a guide. If you are in any doubt or have any queries, please contact the Headteacher.

Note:

At the time of writing, the information contained in this document is accurate, but occasionally some details may be subject to minor change.



For the latest information about our school please see our school website:

www.castlehill.wigan.sch.uk

Our website is updated regularly with information about our school.



