



St William's Catholic Primary School and Nursery



Letter from the Headteacher

Dear Parent/Carer/Guardian,

St William's is a small primary school part of the Blessed Edward Bamber Catholic Multi Academy Trust that serves the local rural community of Pilling and other local areas. It offers primary education to all children aged 2 - 11 years regardless of their Church or religious affiliations.

There are presently over 40 children on roll, giving a very special family ethos, and high staff: child ratios. We pride ourselves on recognising that all children are individuals and thus offering individual learning where needed.

I would encourage you to come and visit us if you have not already done so, and see our school in action. I am available to answer any queries that may arise and to discuss any aspects of school life and work at St. William's.

Please email / call to make an appointment, or just drop in! You are most welcome to visit at any time so that we can show you what our school has to offer.

We hope that you find this admission booklet useful, we also have a wealth of information on our school website.

H. Hogarth

Mrs Heather Hogarth

Headteacher

Saint William's Catholic Primary School Mission Statement

Alongside our families, parish and community, St William's will work together to ensure that each child will be taught as an individual.

We will help each child to reach their full potential through fun and engaging learning, in a safe, warm and caring environment.

We will teach them to live, love and learn in the way Jesus taught us.

Aims

Working together for the best education

At St William's we work together for the best education for all by having

- Small teacher: pupil ratios
- Interesting and lively classes with excellent resources
- Support for those who need extra help
- Out of school activities – an average of 3 clubs per week
- A creative and excellent curriculum
- The highest possible educational standards
- A good working ethos with high expectations for behaviour
- Our partnership with parents means that you are welcomed in school at any time, although an appointment may be needed if you wish to speak with the Headteacher
- We will work together to help your child succeed and keep you informed every step of the way
- Open evenings and regular updates, including an up-to-date website with current newsletters
- We set clear targets and give you opportunities to talk to us informally and formally about your child's progress

The Governors of the School

Mrs. J Clements	Chairperson Foundation Governor
Mr. G Power	Vice Chair Foundation Governor
Ms. J Doherty	Foundation Governor
Mrs. J Flynn	Foundation Governor
Mr. C Billingsley	Foundation Governor
Father P Embery	Foundation Governor
Mrs. V Van Winkelen	Foundation Governor
Mrs. H Hogarth	Headteacher
Mrs. P Houghton	Staff Governor
Mr. A Lang	Parent Governor
Mrs. K Winstanley	Parent Governor

Further information about our governors can be found at

<https://www.st-williams.lancs.sch.uk/governors/>

Current Staff List

Headteacher Mrs. H Hogarth

Bursar Mrs. J Learoyd

Teachers Mrs. Hogarth
Mrs. Higginson
Mr. Wood
Miss Cavanagh

Teaching Assistants Mrs. Houghton
Miss Noblett
Mr. Coughlan
Miss Armer

Cook Mrs. T Milsom

Welfare Assistants Mrs. G Jenkinson
Miss Noblett
Mr Coughlan

Site Supervisor Mrs. T Milsom

More information about staff can be found at

<https://www.st-williams.lancs.sch.uk/whos-who/>

Breakfast and After School Club provision

Breakfast Club	7:45am - 8.45am - £5.00 per child, per day – breakfast included
After School Club	3:30pm until 4:30pm- £3.50 per child per day
	3.30pm until 5.25pm- £7.50 per child per day- snack included

Breakfast and Afterschool club provision should be prebooked to ensure correct staffing is in place.

Extra-curricular clubs

We aim to provide at least three extra curricular clubs each week. Sometimes there will be a cost to these but if for any reason you are unable to pay, please come and speak to the Headteacher in confidence. These clubs include



STEM
Baking
Yoga
Speedstacking
Book Club
Darts
Construction Club
Tag Rugby
Lego
Coding
Dance/ Cheerleading



Uniform

Uniform

Navy School sweatshirt

Red polo shirt

Boys – grey trousers

Girls – navy or grey skirt or trousers

Black shoes (no trainers)

Optional extras: warm hats and sun hats



P.E. Kit



PE kits are worn on certain days of the week.

- Navy shorts
- Red t-shirt
- Navy jogging pants (no logos or stripes)
- Red hooded sweatshirt / zip up hoodie.
- Trainers – any

Uniform can be purchased from the Uniform and Leisurewear shop in Garstang.

<https://www.ualonline.uk/product-category/schoolwear/garstang/st-williams-catholic-primary-school/>

Second hand uniform available in school for a donation of £1 per item. Please ask at the office for further details.

Please ensure the children are dressed for the weather, coats are encouraged daily as the weather can be very unpredictable.

Outdoor Provision

Wellies (to be kept in school)

Waterproof coat. This allows for use of outdoors during inclement weather.

School Information

School Dinners

Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals. The school kitchen follows the menu set out by Lancashire County Council and can be found on the following link <https://www.lancashire.gov.uk/catering/food-solutions/primary-school/>

We strongly recommend that parents check if they are entitled to free school meals – this is very important even if you choose not to take up school meals as it affects the money allocated to school by the local authority. This can be done via a simple phone call to 01524 581112/581134. Please note that you will be asked for your national insurance number.

If children choose to bring a packed lunch, we ask that it is healthy (one chocolate item maximum) and no fizzy drinks.

Playtimes – snacks

Infant children receive a piece of fruit every day in the afternoon. Children will receive free milk until the end of the term before they turn 5. After that it can be ordered from the school office at a cost of £15.00 per term.

Breakfast bars are available for purchase at 25p per bar during the morning breaktime.

Water

Children are encouraged to drink plenty of water throughout the day. They must have a named water bottle in school at all points. Juice is not permitted unless it is for medical reasons.

Reading Books and Homework

Reading books and reading record books will be sent home with your child daily. Please support your child by reading with them every night and write in their reading diaries. As children progress through school other homework will be sent home in accordance with school policy. Please ensure all homework books and reading books are kept safe. Parents may be asked to pay for replacements if they get lost or damaged.

The School Day

Parents have the responsibility to ensure that children arrive safely in school. Children are permitted on site from 8.45 am and will be greeted by a member of staff at the zebra crossing. Please can all pedestrians not walk down the school drive as a number of vehicles use the drive (deliveries, Priest, staff etc.), please use the designated path around the graveyard.

Our school hours are as follows

Morning – 8:45am – 12 noon

Lunch – 12 noon – 1pm

Afternoon- 1pm- 3:30pm

Visitors to School

We welcome and actively encourage visitors to school at any time, though an appointment may be advisable. Car parking is limited but overflow parking is available at the Presbytery located next to the rear of the church. Please respect the disabled parking bay and pedestrian walkway, clearly marked.

All visitors are requested to enter the building by the front entrance and should report to the school office, and complete the signing in app with name, person being seen and time of entry/exit. If visitors are to work with children they will be asked for suitable evidence of ID and D.B.S clearance. Please note that access to children is dependent on satisfactory checks being completed.

The doors into school have security locks and should be kept closed at all times. Please note that children are NOT allowed to answer the door, even to their own parents.

Please note that we are a Catholic school and we request that visitors support our ethos by respecting our children, staff and environment accordingly.

Please also note that we are also a non-smoking site, which includes the car parks and outdoor areas adjacent to the school, as far as the main highway, and including any transport with children on school business.

Celebration of the Word



We say our prayers at the start and the end of each day and before and after lunch. There is an opportunity for personal reflection on the weekly Gospel on Monday.

All children and staff worship together daily, and there is a mixture of adult led and child led worship. This is an important part of our day, and although parents are free to exercise their right to withdraw children from worship, this has never been requested.

We fully embrace the ethos of Churches Together, and as such are regularly visited by local Clergy, from both the Methodist and Church of England Parishes, with whom we have strong links.

Worship and prayer take many forms and at all times we try to follow our school motto, "With God we are strong together; we can achieve together."

We attend mass in Church on a regular basis and invite families to join us. The dates will always be on the school newsletters and on ClassDojo.

Nursery Information

Age Ranges

Our nursery is open to children aged 2-4, children are invited to join us the term after their 2nd Birthday.

Our learning environments

We are fortunate to have a large outdoor area that has a range of different opportunities for learning to take place. Our indoor area offers a cosy feel with different areas for learning including a reading area, construction, home corner, creative area and many more.

Learning

Whilst in nursery, the children will be covering the seven areas of learning. More information about this can be found on our website. The children will receive daily phonics sessions where they will be supported in developing their listening skills. Every morning they vote for which book that they would like to listen to and discuss.



Session times

Our sessions times are as follows-

Morning session - 8:45am- 11:45am

Lunch – 11:45- 12:30

Afternoon session- 12:30pm- 3:30pm

Sessions are £13.50 per session, lunch cover is £3. You can either send a packed lunch for your child or buy a school dinner for £2.70.

Funding

You may be entitled to get free childcare for your child aged 2 years to 4 years old.

The amount of free childcare you can get depends on:

- your child's age and circumstances
- whether you're working (employed, self-employed, or a director)
- your income (and your partner's income, if you have one)
- your immigration status

Please go to the following website for more information <https://www.gov.uk/check-eligible-free-childcare-if-youre-working>

Please note we can only apply for funding at the beginning of a term, therefore there may be additional costs in the meantime.

Absence- Please ring school by 9.30am on the first day of absence. If your child is absent from school please send a letter giving brief details on their return to school. If we do not know why a child is absent they will be marked as unauthorised.

Contact details- Emergency contact numbers for the children are kept in school: please ensure that if you change your contact details you update us. Thank you.

Accidents and Injuries- Accidents that occur to children and require first aid are notified verbally. All head bumps are notified by a bump to the head letter, which is sent home and requires acknowledgement.

Medicines- NO “over the counter” medication allowed in school, including cough sweets etc. Please refer to the medicines policy.

Safeguarding- We have a clear policy and procedure for safeguarding our children. The Headteacher is the nominated person for all Child Protection matters.

Encompass- Operation Encompass is a partnership between police and education that aims to support children who are affected by domestic abuse. When police attend a domestic abuse incident where children are involved, they notify the child's school's safeguarding lead before the next school day. The safeguarding lead then ensures that the child receives immediate support

Mobile Phones- If a child has a mobile phone please inform the Headteacher. We ask the child to ensure it is switched off and kept in the school office until the end of the day. If other adults are in school, we ask that mobile phones are left in bags or handed into the office.

Behaviour- The children are members of one of four houses named after the Patron Saints of the U.K., and house points are encouraged and competed for! As part of our very positive behaviour management, we do not tolerate shouting from children or adults alike. We have a clear Behavioural Policy, which can be accessed on our website.

Dojo – Our main communication is through ClassDojo. You will be able to see pictures of your children and find out about their learning by using this app.

Fire Drills- Fire drill procedures are posted in each classroom and throughout the school unannounced regular practices are carried out.

Lockdown Procedures We practice our lockdown procedures on a regular basis. If you would like any further information about these, please speak to Mrs Hogarth

Other policy documents are held in the school office or can be accessed via the school website www.st-williams.lancs.sch.uk