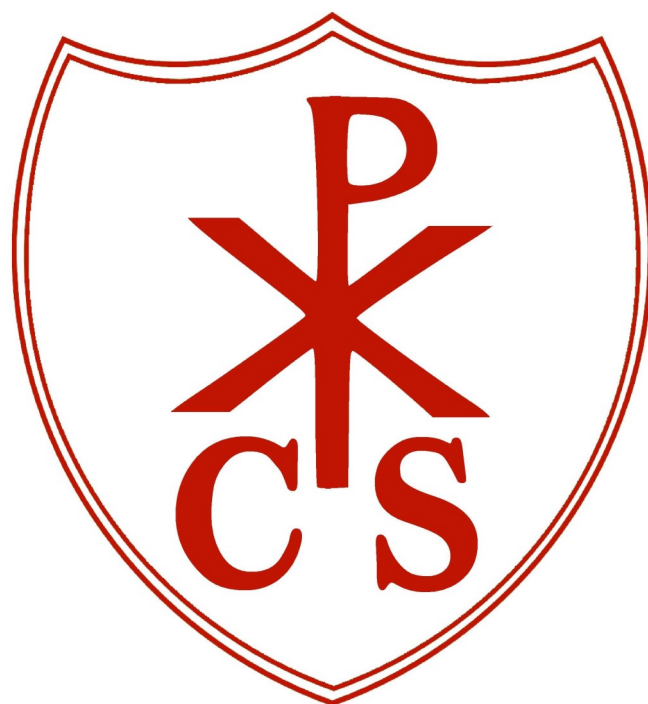


Welcome to  
**Carnforth Christ Church  
C of E Primary School**



**SCHOOL PROSPECTUS**

January 2020



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## MISSION STATEMENT

Carnforth Christ Church C of E Primary School is a vibrant, stimulating and caring educational community which exists to celebrate the uniqueness of every person, made as they are in the image and likeness of God.

At Carnforth Christ Church, we believe that God is with us as our guide; 'we know it by the Spirit He gave us' (1 John 3:24) and 'the fruit of the Spirit is: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control, against such things there is no law.' (Galatians 5: 22-23) We live by the Spirit, for the Spirit and with the Spirit – this is our central ethos.

## ABOUT OUR SCHOOL



At Carnforth Christ Church C of E Primary School we know that the choice of a school is one of the most important decisions that parents are called upon to make on behalf of their children. We offer a vibrant and stimulating education to children aged 4 to 11 years. Currently, there are 105 children on roll organised into four classes, each named after a tree indigenous to Great Britain: Willow Class (EYFS), Holly Class (Y1/Y2), Hawthorn Class (Y3/Y4) and Oak Class (Y5/Y6). We also have a separate cookery room where children are able to learn basic skills in cookery and food preparation, a designated ICT suite and library as well as a music and community room, our Rowan Room.

Everything we do at Christ Church is carried out within the context of a loving Christian family. We aim to offer a happy and safe environment where your child is motivated to learn; where they enjoy social contact, make friends and develop their skills in a supportive and structured environment.

Our aim is to ensure that every child experiences happiness and success during his or her school career and has opportunities to learn new skills in a caring, Christian family. At Carnforth Christ Church Primary School, Collective Worship is central to our family life. The school benefits greatly from close ties with Christ Church, with services held throughout the year to mark special festival occasions.

Once children are admitted to Carnforth Christ Church, they are placed in one of three 'Houses'. The names of the Houses, Alban, Bede and Dunstan, are taken from the names of Christian Saints. The House system serves to recognise achievements in aspects of school life, including work, behaviour and sport.

We thank you for showing an interest in our school and hope that the information provided in our school prospectus and on our website will give you an insight into our school and help you to make the right decision.

We invite you to come and have a look round the school, to see for yourself the children learning and ask any questions you may have. The Headteacher would be delighted to welcome you and personally show you around our school, offering you a chance to see the excellent learning that goes on as well as our excellent facilities. If you would like to visit us, please contact Mrs McCombie at our School Office on 01524 732536.

*Vibrant Stimulating Caring*



## SCHOOL INFORMATION

Headteacher: Mrs. Catherine Prince

Address: North Road, Carnforth, Lancashire, LA5 9LJ

Telephone: 01524 732 536

Email: [head@christchurch-carnforth.lancs.sch.uk](mailto:head@christchurch-carnforth.lancs.sch.uk)

Website: [www.christchurch-carnforth.lancs.sch.uk](http://www.christchurch-carnforth.lancs.sch.uk)

### SCHOOL GOVERNORS

Chair: Father Stephen Jones

Vice Chair: Mr Steve Plevey

Members:	Mrs Jean Holland	Foundation Governor
	Mrs Catherine Wild	Foundation Governor
	Mrs Bridget Evans	Parent Governor
	Mrs Rebecca Taylor	Parent Governor
	Mrs Sue Parry	Foundation Governor
	Mrs Clare Thomson	Co-opted Governor
	Miss Dawn Richardson	Staff Governor
	Mrs Ann-Marie Smith	Foundation Governor
	Mrs Rebecca Taylor	Parent Governor
	Mrs Emma Wright Crooks	Foundation Governor
	Vacancy	Local Authority Governor

School Adviser: Mrs Brigid Gildert

The School Governing Body is charged with the strategic management of the school. The day-to-day management is the responsibility of the Headteacher. The Governing Body members are comprised of parents, staff, local authority nominees and members of the parish community. Members of the Governing Body can be contacted through the School Office.





## SCHOOL STAFF

Headteacher:	Mrs Catherine Prince
Deputy Headteacher:	<i>Vacancy</i>
Year 5/6 Teacher:	Mrs Catherine Prince and Miss Sophie Wooff
Year 3/4 Teacher:	Mr Niall McDonald and Mrs Ashlea Unsworth
Year 1/2 Teacher:	Mrs Clare Thomson
EYFS/Year 1 Teacher:	Miss Dawn Richardson
Teaching Assistants:	Mrs Julie Edge Miss Jacqui Evans Mrs Andrea Stott Mrs Marie Haigh Mrs Kim Russell Mrs Kerry Swindlehurst
School Secretary:	Mrs Caroline McCombie
Welfare Assistants:	Miss Mary Atkinson Mrs Amy Cullen Miss Jacqui Evans Mrs Laura Clarkson Mrs Gemma Henderson Mrs Amanda Hall
School Kitchen:	Mrs Helen Thomson Mrs Natalie Townley
Site Supervisor:	Mr Tony Hall

## SCHOOL TIMETABLE

09:00	Registration
09:10	Collective Worship
09:30	Lesson 1
10:45	Break
11:00	Lesson 2
12:00	KS1 Lunch
12:15	KS2 Lunch
13:10	Lesson 3
14:15	Lesson 4
15:15	School Closes

## NORTH ROAD BEFORE & AFTER SCHOOL CLUB

The North Road Before & After School Club provides families with child care out of school hours. The club is based at Carnforth Community Primary School and opens at 7:30am. The children are walked over to Christ Church ready for registration. At the end of the day, the children will be collected and escorted to Carnforth Community Primary School where provision will be provided until 5:30pm. For more information, please contact our School Office.



## ADMISSIONS



**Prospective parents who are deciding on which school they would like their child to attend, are welcome to visit the school at any time. Please contact the School Office on 01524 732536 and make an appointment with the Headteacher who will provide a guided tour of the school.**

The admission number of children to be admitted to the Reception Class (Early Years Foundation Stage) is set by the Governing Body at 20, from September 2021 (25 for September 2020). Children are usually admitted to school in the September following their fourth birthday.

Applications for admissions to the school should be made online at [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) from September of the school year before admission to the Reception Class. Parents **must** complete the Local Authority electronic form, stating three preferences. Parents who wish their application to this Church School to be considered against the faith criteria should also complete the supplementary form, which is available from our School Office.

The criteria for selection when requests for places in Reception are over-subscribed are detailed in our Admissions Policy which can be downloaded from our school website, alternatively you can request a paper copy from our School Office.

The parent of a child whose admission has been refused may appeal in writing to the Clerk of the Appeals Committee, c/o Carnforth Christ Church CE Primary School.

## INDUCTION PROGRAMME

Our induction programme is carefully designed to support both you and your child as together we prepare them for starting school.

In the second half of the autumn term before the child starts school, new entrants to the Reception Class and their parents will be invited to participate in our Reception Induction programme. We provide one afternoon per week for your child to stay at school within the EYFS Class. Our aim is for your children to become accustomed to the routines of school life and therefore, support their transition into school in the following September.

An information evening for parents is held during the summer term where you can meet the Early Years staff, learn a little more about life in our Reception Class and ask any questions you wish—there is no silly question!



## **ATTENDANCE AND ABSENCES**

Regular attendance at school is crucial in maintaining continuity of learning and social development for all children. At Carnforth Christ Church CE Primary School we want all our children to take full advantage of school and to gain appropriate skills, which equip them for life. From time to time, however, there are genuine reasons why your child may be absent from school.

### **AUTHORISED ABSENCES**

If your child is ill and needs time off school to recover, this will be authorised as long as the absence is supported by a telephone call on the first day of absence and a written explanation by a parent on your child's return. If your child has a longer term or recurring absence, you may be requested to bring a copy of your correspondence with their doctor in order for school to accurately acknowledge and authorise the absence. Where a child requires time out of school to attend hospital or dental appointments, please notify the school prior to the absence and again provide written confirmation of the appointment. Where possible, we ask parents to make appointments outside of school hours or at least be made later in the school day.

### **ACCIDENTS OR ILLNESS IN SCHOOL**

In the event of an accident or illness in school which requires further medical attention (e.g. hospital) your child will be given immediate care and attention and you will be telephoned and asked to come and collect your child. It is, therefore, imperative that all contact information is kept up-to-date. If your child has received minor medical treatment at school, (e.g. minor wounds clean or plaster applied), this will be recorded in our school medical records. Parents will be contacted when the school believes the injury to be of a more serious nature.

### **COLLECTING YOUR CHILD**

In the interest of safety, all children must be collected from the School Office by a parent or known responsible adult, where they can be signed out and back in, should they later return, in our central record.

### **LEAVE OF ABSENCE**

Parents who wish to apply for leave of absence for their child(ren) for the purpose of family weddings/ funerals/ holidays etc. should complete the appropriate form available from our School Office. All applications will be considered on their own merits, but parents are asked to note that legislation only allows the Headteacher to authorise leave for 'exceptional circumstances.' By definition, leave of absence should not occur regularly. The school actively discourages family holidays taken during school time, as such these will not be authorised.

### **MEDICINES IN SCHOOL**

From time to time, your child may require medication, such as antibiotics, which need to be taken during school hours. School is happy to supervise the taking of any medicine which has been prescribed by your GP. In such cases, please complete the appropriate form available from our School Office or downloaded from the school website, and hand this to Mrs McCombie at the School Office. For further information please see our Supporting Pupils with Medical Needs Policy which can be downloaded from the school website.



# CURRICULUM



## RE AND COLLECTIVE WORSHIP

At Christ Church we believe Collective Worship and Religious Education are important foundations for all of our teaching. The school family unite together in acts of Collective Worship on Monday, Wednesday and Friday in the school hall and Tuesday in church. Father Stephen leads fortnightly Worship and the Class Teachers take turns to deliver Worship each week. Visiting clergy or other Christian groups lead Worship too. If you would like to join in with our Collective Worship, please feel free to stay after dropping your child off on Monday, Tuesday or Fridays. The children enjoy learning about Christianity, the stories told in the Bible and how we can relate these to our own lives. They will also experience learning about other major world faiths and how these compare and contrast to Christianity.

## CREATIVE CURRICULUM

We are proud of our broad and balanced curriculum which takes a thematic approach but is centred around meeting the expectations of the National Curriculum. Each class will study a specific topic each term and as many links to other subjects as possible are woven into this teaching. We believe that this makes the learning more meaningful, valuable and exciting for our children. Where we can, we enrich the curriculum with visits, visitors or other exciting means to capture the children's imagination. We believe that reading and writing are fundamental skills to transfer across the curriculum, and as such, we encourage reading and writing throughout the whole curriculum.

In the Early Years Foundation Stage (EYFS) there are 7 learning areas.

The 3 prime areas are:

- Communication and Language
- Physical Development; Personal
- Social and Emotional Development.

The 4 specific areas (through which the 3 prime areas are strengthened and applied) are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The remainder of the school (Key Stage 1 and Key Stage 2), follow the National Curriculum expectations.

## ENGLISH

Children learn skills in phonics, reading, writing, grammar and speaking and listening. Daily English lessons are brought to life through exciting books, video and artefacts, drama and writing about engaging experiences.

## MATHEMATICS

Children are taught Maths skills in a daily session, developing their knowledge of number, measurement, geometry and statistics. Maths lessons are given a creative edge through problem solving related to real life situations.





# CURRICULUM

## SCIENCE

Children are taught about the world around them - animals and plants, different materials, energy and forces. More importantly, they are taught to ask How? and Why? and taught how to find the answers through practical investigations.

## COMPUTING

Children use class iPads and computers to understand and create programs, become digitally literate and to enhance and present information linked to their topic.

## GEOGRAPHY

Children learn not only about local and wider physical geography but also how it links to human actions. The environment is given a key focus and older children are also offered the experience of a Residential Visit in the Lake District to help enhance aspects of the curriculum.

## ART AND DESIGN

Children are inspired and challenged to create their own works of art, craft and design in a range of mediums., including using clay and digital media.

## HISTORY

Children learn about people and events in the British and global past. They ask questions, make comparisons and enjoy hands on experiences at museums and with artefacts.

## FOREIGN LANGUAGES

In Key Stage 2, children learn French as a foundation for learning further languages at their secondary school age. At this age they develop from enjoying using new words and learning songs to building up vocabulary to communicate.

## DESIGN AND TECHNOLOGY

Children are involved in designing and creating, problem solving, enterprise schemes and cooking as part of our cross curricular approach to learning.

## MUSIC

Our music curriculum is delivered by a specialist teacher who fosters the children's love of music through singing, beat and rhythm, percussion instruments, woodwind and string. Children are taught how to play an instrument and perform together.

## PHYSICAL EDUCATION

Children develop skills as the foundations of specific games. They enjoy learning about the positives of health and fitness as well as how to work as a team. We are proud to be able to offer opportunities for children to compete in a wide variety of competitive sports tournaments.

If you would like to learn more about the curriculum we offer, please visit our school website and navigate to the Curriculum section and also visit our class pages. Your child's class teacher will send out a Curriculum Newsletter each half term detailing the planned learning for that time. This newsletter can also be found on our website.



# CURRICULUM

## EXTRA-CURRICULAR ACTIVITIES

At Carnforth Christ Church CE Primary School we offer a range of extra-curricular activities after school and, at times, during lunchtime which complement our curriculum. Our dedicated staff are happy to deliver after school provision throughout the year, ranging from sports clubs to cookery, Lego, gardening and drama.

Many of the activities we offer come at no extra charge; however, if ingredients or equipment are needed, or if an outside agency provides the activity, parents will be notified of the cost. Where possible, we will use extra funding, such as the School Sports Fund, to subsidise the opportunities we can offer our children.

## HEALTH AND SEX AND RELATIONSHIPS EDUCATION

This is taught as part of the Personal, Health and Social Education (PHSE) programme as well as the science curriculum. The course begins by learning about growing up, caring for others, rights and feelings of others, moving onto the importance of loving relationships, responsibilities and the family. Through the mobile Life Education centre, the children are also taught about healthy bodies and drug awareness, at an age-appropriate level.

Children in Year 5 and 6 receive additional education centred around growing up and puberty provided by the School Nurse. We will inform you in advance when your child is due to begin this programme. If you require any further information, please contact your child's teacher or the Headteacher. Parents do have the right to withdraw their children from all or part of the Sex and Relationships Curriculum, other than those elements which are required by the National Curriculum.

At Christ Church we promote healthy living, exercise and healthy choices, teaching the children about these through our curriculum. The school takes part in the National Fruit Scheme and actively encourages children to choose healthy options for break time snacks. Parents are asked to support the school with a healthy focus when preparing their child's packed lunch or break time snack.

## NO SMOKING

As part of the Lancashire County Council policy, smoking is not allowed on any part of the school premises or in the school grounds at any time. Our No-Smoking policy applies to staff, parents, contractors and all visitors or users of the school.



# CARE AND BEHAVIOUR

## OUR SCHOOL RULES

At Carnforth Christ Church CE Primary School we have high expectations of our children, in their work and their behaviour. As a smaller than average school, our children know each other well and have regular opportunities to work and play with children of different ages. As a result, our children grow up developing a care and respect for others, despite their age or background.

We are very proud of our children and we often have feedback from visitors and parents that our children are polite, well-mannered and well-behaved. At our school, we have a caring and stimulating environment where we aim to allow every child to flourish throughout their time with us and become the best they can be, discovering their own unique talents along the way.

We believe that the positive atmosphere in the school is based on a sense of community and shared values. We aim to ensure that our Behaviour Policy and the values represented in our curriculum reinforce one another. We try to encourage a sense of collective responsibility amongst all staff, and a sense of commitment to the school amongst pupils and their parents.

The pastoral role of class teachers is considered to be crucial in helping pupils to receive full benefit from their education. We consider that teachers are part of a statutory network of caring professionals whose duty is to co-operate in the provision of support for all children.

As set out in our Home School Agreement, we expect our children to:-

- ◆ Come to school ready to learn.
- ◆ Try hard in everything they do.
- ◆ Take care of the school and equipment.
- ◆ Be polite and respectful of others.

The following school rules are supported and endorsed by all members of staff and are reflected in the school ethos.

- ◆ Treat others as you wish to be treated.
- ◆ Show respect at all times for the people working with you.
- ◆ Work to the very best you can.
- ◆ Respect all property in school.
- ◆ Be fair, friendly and polite.

Bullying occasionally happens at every school. Children and parents are encouraged to tell us if bullying or unkind behaviour is taking place. We will take your concerns very seriously—bullying is upsetting, unkind and will not be tolerated. The school has an Anti-Bullying Policy which is available from our school website.

## REWARDS AND SANCTIONS

Every opportunity is taken to celebrate good behaviour through means of praise and/or reward. Examples are:

- ◆ Verbal praise and encouragement.
- ◆ Written praise and encouragement.
- ◆ Stickers.
- ◆ House points.
- ◆ Catch me cards.
- ◆ Treats from the Headteacher.
- ◆ Half-termly presentation of certificates including behaviour as well as academic achievement.
- ◆ End of Year awards.

## OUR SCHOOL PREMISES

Carnforth Christ Church is an attractive and spacious primary school, with a large outdoor space divided into playground space, quiet areas and school field which accommodates various sporting events.

We have a separate Key Stage One outdoor area in which our younger pupils are able to learn more about the world around them. Recently, we secured a grant through Tesco where we purchased a large outdoor role play shed for our Reception children as well as develop outdoor sensory and seating areas.





## **EDUCATIONAL VISITS**

To help enhance and enrich the curriculum we offer to our children, we aim to organise educational trips or visitors to the school. These valuable experiences help make learning memorable and meaningful for our children, exciting and stimulating their creative minds as well as providing a sense of awe and wonder. In all cases, we will always aim to ensure value for money and only ever request voluntary contributions from parents where we are unable to fund the entire cost of the visit ourselves.

### **CHARGING POLICY**

As set out in our Charging and Remissions Policy (available to download from our school website) we will only ever request contributions from parents in order to cover the costs of the event and transport, not to make a profit. Although contributions from parents are only voluntary for such activities, if insufficient contributions are made and there are no other sources of funding available, regrettably, the activity will be unable to take place.

No child will be treated differently as a result of the response to 'Voluntary Contributions'. The school will make full charges, for any residential visits, or activities that take place outside school hours. These activities are entirely voluntary and the children take part at the discretion of their parents. If a parent has any difficulty in meeting this request, please do not hesitate to contact the Headteacher.

### **INSTRUMENTAL MUSIC LESSONS**

Charges will be made for any child receiving tuition from a Lancashire Music Service peripatetic teacher e.g. children receiving woodwind tuition, with their parents' permission.

## **SCHOOL MEALS**

At Christ Church our school meals are cooked on site which ensures that they are healthy, balanced and enjoyed by all.

Currently, meals cost £2.30 per day, £11.50 per week. If your child has regular school dinners, then dinner money should be brought to the School Office in a named, sealed envelope, each Friday for the following week. Dinners can also be ordered on a daily basis, provided payment is made prior to the start of the school day.

Children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal. All children eligible for free school meals throughout the whole school need to complete a form, which you can get at the School Office.

Pupils are also welcome to bring a packed lunches provided that they are nutritionally balanced and contain no fizzy drinks or sweets.