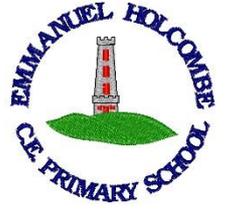


# Emmanuel Holcombe CE Primary School



## Information for Parents



**2021**



Growing and learning through faith, family and friendship.

## **Welcome to Emmanuel Holcombe**

### **Mission statement**

We are a small, friendly school  
in which everyone cares  
for one another.

We promote strong  
home – school – church links  
built upon our Christian faith.

We encourage each individual  
to achieve their best  
at work and play.

### **A Message from our Head teacher**

We are delighted that you have chosen to join our school family. There is something very special about Emmanuel Holcombe where the children are enthusiastic and motivated to achieve endless possibilities. The children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

At Emmanuel Holcombe, we believe that children should be curious about their learning. Through our engaging curriculum, we ensure that children can foster a passion for learning that will help to develop high aspirations and a lifetime of memories. We encourage all our children to achieve the best they can across every area of school, from the rich and broad curriculum to the wide range of extra-curricular activities.

Our aim is for our children to be happy, confident, caring, resilient, inquisitive young adults with a desire to learn and achieve the best they can, in all they do.

The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with parents, the local community and the other schools in the local area. We firmly believe that education is a partnership between home and school and look forward to working with you as an active partner in your child's education.

### **Our School History**

Emmanuel Holcombe is a Church of England Primary School situated within the parish of Holcombe and Hawkshaw. It was built in 1864 to provide education for the local children before they began working in local mills, shops or on the land. Since this time, the school has had strong links with the Church and the Rector, Paul Sumsion, visits school regularly to lead collective worship. We are also pleased to be able to celebrate key Christian festivals and to hold special events in church.

Over the years, the school has had various extensions to provide modern classroom accommodation. The school has changed from having just one classroom in 1864 to now providing a high-quality learning environment for all.

## **Joining our School**

### **Foundation stage**

All our Foundation stage children are invited to spend some time in the school ahead of their start, to help familiarise them with the setting and their teachers. At Emmanuel we know how important parents and carers are in the child's education and so we invite you to join us for a new parents evening where we discuss how we teach your children, allow you the chance to meet the teachers and ask any questions you may have. We hope that this year we will be able to continue with these meetings, however if it is not possible due to Covid restrictions, we will get creative and make sure you still get the opportunity to meet the teachers online.

### **Other Year Intake**

Children joining our school part way through their primary education are welcome to spend some time in school prior to starting so they can begin to get to know staff and pupils.

### **School Uniform**

Our school uniform is a key component of school identity and we take pride in the appearance of our children. We would urge you to label all uniform. We do not allow nail varnish or jewellery. Long hair should always be tied back.



### **Uniform**

White polo shirt, or white shirt or blouse with school tie (optional)

Red sweatshirt, jumper or cardigan

Grey or black trousers / skirt / pinafore dress

White, red or dark coloured socks or tights

Black flat-heeled shoes

#### **Summer:**

Red/white gingham dress, or grey or black shorts

Black, white or red sandals– no open toes

Even in summer, children should bring a coat to school as our weather can be changeable and we still aim to get outside, even when it rains.

All clothes items with the school logo are available from Murrays Family Clothing, Ramsbottom.

## Outdoor Learning Kit

This kit is to be left in school during term-time and will enable us to maximise our time outside whilst still ensuring children are warm and dry. It should be sent to school in a clearly labelled pump bag or plastic bag.

- Wellies or waterproof boots
- Spare waterproof coat
- Waterproof trousers
- Hat, scarf and gloves in Winter
- Sunhat and sun cream for the Summer months

Optional items you could include:

- Leggings or jogging bottoms, fleece jumper and warm socks

## Sports

For PE and Games – Stud earrings must be removed.

## Preschool – P.E. Kit

Should have a pair of black pumps in school for P.E.

## Reception and Key Stage 1 Children - P.E. Kit

- Plain white t-shirt
- Blue shorts
- Black pumps

Please place P.E. kit in a named drawstring bag with all items clearly labelled with your child's name. PE kit is left in school during term time and sent home during holidays for washing.

## Key Stage 2 Children - Games Kit (Blues):

- White polo shirt
- Navy blue sweatshirt
- Navy blue jogging pants
- Trainers

In Key Stage 2, children come to school wearing their blue PE kit twice a week, on the days they do PE, and their red and grey school uniform for the remaining three days. These PE days will be communicated to you before your child starts.

Book bags and school ties, printed or embroidered with the school logo, can be purchased online once your child starts school by making an online payment. Details on how to pay will be sent home with your child in their first days. Due to storage space in school, we ask that all children, including Preschool, use a book bag to bring their learning to and from school, rather than any other type of bag.

Children do not need to bring any stationary (eg pencil case, pens or notebooks) into school as everything is provided.

## **Our School Day**

The school day officially starts at 8.55am when lessons start, however children are welcomed in from 8.45am. Children are encouraged to arrive promptly as activities start as soon as they come in to school. Once children are confident coming into school, they should be encouraged to be independent, with parents / carers leaving them to enter school at the side gate with the other children. The side gate will be locked at 8.55am. Any child arriving after this time should enter through the main entrance and will be signed in by the office staff.

The school day finishes at 3.20pm. If your child is to be collected from school by an adult unknown to school, please inform school of the changes. A password will normally be agreed for Foundation children collected by different adults, as part of our safeguarding procedures.

Communication between home and school is important. If parents wish to speak to a class teacher, they should email the School Office to request a phone call or to make an appointment. Messages can also be passed via the head teacher or deputy, who will be on duty each morning as the children arrive. The school office will be happy to help with all other queries, such as payments, lunches, or to inform us of a change to picking up arrangements. Please email [emmanuelholcombe@bury.gov.uk](mailto:emmanuelholcombe@bury.gov.uk).

**Seesaw** is our online learning platform that enables us to share work and allows communication between teachers and home. This channel should be used to contact teachers with any queries regarding class work or learning.

**Absence** should be reported using the automated messaging system on the telephone number 01706 823498 and by selecting option 1. Please call before school starts on the first day of the absence.

## **Class Organisation**

Our small school is organised into 4 classes.

<b>Class</b>	<b>Year Group</b>
Class 1 - Acorn	Foundation Stage
Class 2 – Willow	Year 1 and Year 2
Class 3 – Beech	Year 3 and Year 4
Class 4 - Oak	Year 5 and Year 6

In classes with mixed aged groups, staff work to ensure that work is appropriate for age and ability.

## **The Curriculum**

In each of the four classes, staff plan and prepare a wide range of activities to provide a balanced and broad curriculum based on the National Curriculum and Key Skills. They ensure each child is challenged to achieve their best, irrespective of their age or ability.

In Foundation Stage, structured play activities are planned to provide learning opportunities across the whole curriculum. These are based on the principle that children learn when challenged in a fun and

secure setting. Outdoor play is an important aspect of this and children are given the opportunity to learn in a variety of environments.

Throughout the school, the children are offered a wide range of learning opportunities, which are matched to their age and aptitude. Children are encouraged to become independent learners, challenging themselves to achieve their best. There is a strong emphasis on developing the whole child to become motivated, self-confident and courteous.

### **Children with Additional Needs**

All children are valued, respected and welcomed into our school. Some children, due to additional educational needs, require special help for them to fully access the curriculum and participate in school activities. As a school, we work alongside the child, parents and external agencies to ensure early identification and effective support.



### **Homework**

Each child is encouraged to develop aspects of the work completed during the day, with you at home. It is important however, that they also have time to relax and take part in other activities. Therefore, these activities should not prevent your child from having a full and active life out of school.

In Foundation Stage, the home-based activities concentrate on developing early reading skills and learning 'tricky words'. It is also important to continue reading to your child and share books together.

In Key Stage 1, tasks are set to develop Maths and English alongside continuing to support the development of reading.

In Key Stage 2, children are set homework through Seesaw our online learning platform. Pupils in KS2 receive weekly maths and grammar homework, in addition to spellings and are expected to read at home.

You will receive details in the termly class newsletters setting out the recommended homework timetable.

### **School Meals**

Our lunchtime break is staggered between 12 noon and 1.20pm. Children can choose to have a cooked school dinner or bring a packed lunch. All children in Reception, Year 1 and 2 are currently entitled to a universal free school meal. Parents who receive income support, child tax credit, working tax credit or universal credit may be entitled to additional support in paying for school meals. Even if your child is in Key Stage 1 and therefore doesn't pay for meals or brings a packed lunch, we request that if you're eligible, you apply for Free School Meals. If you are successful, school also receives additional funding to support your child. To see if you are eligible and apply, please use the following link:

<https://www.bury.gov.uk/freeschoolmeals>.

Our cooked dinners are freshly prepared and cooked on the premises; they provide a balanced nutritional meal. Special dietary requirements can be catered for, please contact the office with requirements. If dinners are to be paid for, this should be done **in advance** either weekly, monthly, or half-termly. Payments can be made either online or by cheque, however online payments are preferred. Details on how to pay online will be sent home with your child once they are enrolled. If paying by cheque, they should be put in a clearly marked envelope in school bags and your child should be encouraged to hand to the class teacher. You will only be charged for the dinners that your child takes.

### **Packed Lunches**

Packed lunches should be carried in a separate bag and shouldn't contain any fizzy drinks. We ask that healthy lunches are sent in. Change4Life has some great information on providing a healthy varied lunch box and recipe ideas. Click on <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes> or search 'Change4life lunchbox.'

### **Allergies**

We have children in school with severe nut allergies and we do not allow items of food in school that contain nuts. This includes cake sales, after school events snacks and packed lunches. Please check the ingredients of any food items before sending them into school, to ensure they don't have nuts listed in the ingredients. Items which state they 'may contain nuts' as they've been made in a factory where nuts are present, are acceptable.



### **Fruit and Milk**

Children in Foundation, Year 1 and 2 receive free fruit each day. Milk is also available for all children. It is free until the month when the child is five years old. A small charge is then made for those children who would like to continue having milk.

Children in Key Stage Two may bring a healthy snack of either; fresh fruit, fresh vegetables, plain popcorn, plain breadsticks, plain crackers, or plain rice cakes.

Children are encouraged to bring a refillable water bottle into school, should they need a drink in the classroom.

### **Birthdays**

We strive to promote a healthy lifestyle. Therefore, we ask parents not to send chocolates or sweets in for their children's birthdays. If you would like to mark the occasion, you may like to donate a book or game for the class. This would then have a Birthday Certificate attached to it, attributing it to your child.

## Medication, Illness and Accidents at School

Your child's well-being is of the utmost importance to us. Should your child become ill during the school day we will contact you. Please ensure school has up to date contact details, including work telephone numbers, if that's the best way to get in touch whilst your child is at school and additional contacts in case you can't be reached. Please also ensure we are informed of any changes to your address or telephone numbers.

We have members of staff who are qualified in basic first aid and paediatric first aid; they can administer simple treatment if your child has an accident. You will be contacted immediately if an incident occurs, which requires additional medical assistance.

Some children will require prescribed medicine to be held in school on an ongoing basis, in case it is needed. On other occasions children may have medicines prescribed for a specific illness. In all instances where medicine is held by school or bought in to school, a Medication form must be completed which is available from the Office. School is unable to administer the medicine unless this form is completed. Any medication held in school will be taken with the child whenever they are off site.

### Sickness

If your child is unwell, they should be kept at home to help them recover and to avoid the spread of illness, please keep your child at home for **48 hours** following the last bout of sickness and/or diarrhoea.

### First Aid

During school hours, minor cuts, scrapes etc. are treated in school by our qualified first aiders. Your child will be given a **white wristband** to alert you to the fact that first aid treatment has been required.

If your child has a bump on the head, your child will be given a **green wristband** to alert you of the incident. You will, of course, be contacted if the bump requires immediate attention. Parents are advised to seek immediate medical advice if symptoms such as mild dizziness and a headache get worse.

In the event of a serious accident e.g. suspected broken bone, parents and emergency services will be contacted immediately. If your child had to go to hospital, a member of school staff would accompany them and remain with them until you arrive.



### Medicines

Members of staff can assist children to take medication prescribed by a doctor. School can only administer medicine prescribed by a doctor. Parents can however, come into school at lunchtime to give medicines such as paracetamol, if needed.

If a child has been prescribed medicine such as antibiotics, parents should where possible try and administer these outside of school hours. Medication sent into school should be in the original container with the label showing the child's name and dose to be given.

## **Allergies**

Please keep school informed of any allergies (food or other) that your child may have. We are a nut free school as we have other children in school with severe allergies. **We ask all parents to refrain from sending in any food products which may contain nuts.**

## **Asthma**

Please inform the school if your child has asthma and ensure that the child has a separate inhaler which can be left in school which is labelled with their name and is in date. As with other medication, you will need to complete a form authorising the medication to be administered. Normally this would involve your child self-administering with the supervision of a member of staff.

## **Anaphalaxis**

If your child has been prescribed an Epipen, we will keep one in school. It is the parents' responsibility to ensure that the Epipen held in school is within its use by date.

## **Headlice**

We ask parents to be vigilant and treat any cases they become aware of in their family.

Where staff notice headlice, parents will be informed. Pupils **must** be treated for headlice before returning to school. A letter will be sent home to all parents of children in the class, asking them to check their child's hair and treat as appropriate. Further advice can be sought from our school nurse or your pharmacist.

Please ensure long hair is tied back at school to reduce risk.

## **Personal, Social and Health Education**

As a part of your child's educational experience at Emmanuel, we aim to promote personal wellbeing and development through a comprehensive taught programme of Personal, Social, Health and Economic (PSHE) education that gives them the knowledge, understanding, attitudes and practical skills to live healthy, safe, productive and fulfilled lives. Learning about the emotional, social and physical aspects of growing up will give children and young people the information, skills and positive values to have safe, fulfilling relationships and help them take responsibility for their own well-being. Further information on our PSHE curriculum can be found on our website.

## **Attendance**

Regular attendance at school is of vital importance if your child is to make good progress, however absence due to illness is unavoidable. At the start of their first day of absence, please contact school by phone before 9.30 am and leave a message on the answer machine (Option 1). Please inform school in advance of any medical appointments, which will require time off school.

Family holidays are not permitted during term time. Only in exceptional circumstances will such requests be authorised by the Head Teacher. Requests should be made in writing.

## **Keeping Your Children Safe**

Keeping your child safe is of the utmost importance. The nominated Child Protection Officer is Mrs Bennett and concerns should be taken, in confidence, directly to her. All staff and volunteers are fully checked using the Disclosure and Barring Service. All staff also undertake safeguarding training, which is renewed every three years.

As a school, we value the importance of the Internet, but we also appreciate the potential dangers. To ensure the safety of your children we teach the children about safe use of the Internet, supervise all access to websites and use appropriate filtering software. We also address the issue of bullying, whether in the playground, or more remotely whilst using technology. We want to ensure that children can protect themselves and those in our school community.

## **Communication**

Keeping you fully informed of all activities is a priority and we have various systems in place to achieve this. We will send out letters usually by email to the email address you specify. Any letter that requires a slip to be returned will always be sent home in school bags as a paper copy. We work to build independence in children throughout their time at school and ask that any permission slips or money that needs to be returned to school, is sent in the child's book bag, rather than being handed in to the office.

We use the following channels to communicate:

**Letters** - individual letters give information about specific events or activities; these are usually given out on a Thursday. Most communication is given per family rather than per child and will be given to the youngest child in a family. Letters will be emailed or placed in the book bags of Foundation stage and Key Stage 1 children; Key Stage 2 children will be encouraged to place the letters in their own bags.

**Term class newsletters** - Class newsletters are sent home at the start of each term.

**Monthly school newsletter** - We also produce a monthly school newsletter giving notice of upcoming events and news items.

**Text messages** - We use a text messaging service to send out reminders or to inform you of short notice changes.

**Twitter** We also have a school Twitter feed to share our news with parents.

**Seesaw** is our online learning system that can be accessed through a website or via the Seesaw Class and Family App. Seesaw enables us to share work and learning between school and home. Through the Family App you will be able to see pictures of your child's activities and achievements whilst in school and when at home, your child will be able to submit home learning through the Seesaw Class App. Messages about learning, will be shared from your Teachers through Seesaw.

**Website** - The school website also has copies of newsletters and specific information for each individual class.

## **Respecting Ourselves and Others**

Respect is an important key theme throughout the school. Children are encouraged to show respect for themselves and those in school by following agreed school expectations. We use our 'Rainbow Rules' to illustrate these expectations around school, we work with children who find these difficult to follow to ensure everyone is safe and able to learn.

## **Parents as Partners**

Creating a strong partnership between school and home is of vital importance if your child is to enjoy learning and develop to their full potential. To achieve this, we encourage you to participate in the learning journey both within the school setting and at home. We are keen for parents to share their gifts and interests with the children in school, for example, leading special assemblies, helping with art and craft lessons or running with the cross-country team.

The help from parents and other volunteers that we get in school is invaluable to us. The extra support you give us helps ensure that our children receive the very broadest and most exciting range of experiences whilst also making sure that the regular activities such as individual reading are maintained at the optimum level. Activities we would like volunteers to help with include reading, helping with small groups, sewing, cookery, gardening and accompanying school visits to name a few. If you feel that you would like to volunteer in school, please speak to your class teacher.

Your support is also crucial when helping your child with reading, phonics or learning multiplication tables. We hold workshops during the year to give you ideas and guidance of ways you can support your child's learning.

Parents' evenings are held twice a year. During these meetings, you will be updated regarding your child's progress and attainment and given targets that your child is working on for their next stage of learning. In Foundation Stage, the class teacher holds parents' evenings and drop-in sessions to keep parents informed of their child's progress. There will also be a Curriculum Evening for Reception parents early in the Autumn Term.

## **School Clubs**

In order to develop physical and social skills in all children we offer a wide range of clubs run by either staff, volunteer helpers, sports coaches or other professionals. The clubs are either during lunchtime or out of school hours. The clubs offered changes according to the availability of coaches, staff and season, but in the past, we have run the following activities: football, tag rugby, netball, hockey, cricket, rounders, cross country, drumball, dance, chess, art, choir, recorders, photography.

In addition, we take part in inter-school sports; the children are always very proud to represent the school and are always excellent ambassadors for us.



## **Peelers Before and After School Club**

The out of school club runs at the following times:

### **Preschool**

7.30am – 8.45am (breakfast club)

3.20pm – 4.30pm (early after school club)

3.20pm – 5.15pm (late after school club)

### **All other years**

7.30am – 8.45am (breakfast club)

3.20pm – 4.30pm (early after school club)

3.20pm – 6.00pm (late after school club)

The club offers a safe and secure environment for your child to relax. A range of activities is provided with breakfast available in Before School Club. After school, the children are provided with a light snack. If they stay for the full late after school session, Peelers will also provide a light tea.

The club can be used on a regular or ad-hoc basis, though early booking is preferable. Before attending Peelers for the first time a registration form must be completed, which is available on the website or through the office. Bookings can then be made using the email address [peelersosc@gmail.com](mailto:peelersosc@gmail.com) or by leaving a voicemail on Option 2 of the office number 01706 823498.

## **PTA**

We are fortunate to have an active group of parents, teachers and friends who generously give their time to organise fundraising events. The events are always fun to attend. They also raise much appreciated money to buy additional equipment, contribute to paying for visits or provide special treats. As a new member of our school community, you are automatically a member of the PTA, and we would welcome your involvement. Please feel free to come along to the next meeting, which will be advertised through school and our website. The PTA have a Facebook group called Our PTA Committee where you can find out about things happening at school and communicate with other parents.

## **School Council**

Our School Council is a group of children who have been elected by the class to talk to teachers about things that are happening in school and things they would like to change.

The School Council meets regularly. They discuss issues from their classes and also focus on fundraising for local and national charities, such as Children in Need.

## **Governors**

As a Voluntary Aided School, the Governing Body are the employers and not the Local Authority. All decisions about school policies, procedure and practice are carried out with the full approval of the Governing Body.

Members of the Governing Body include members of the church elected by the PCC (Parish Church Council), elected parent governors, staff and a Local Authority representative. There would normally be up to 12 people serving on the Governing Body for a period of four years.

### **Contacting School**

All our details can be found at the top of all letters sent home from school; you will also find them on our school website.

Emmanuel Holcombe CE Primary School

Helmshore Rd

Holcombe

Bury

BL8 4PA

Tel: 01706 823498

Email: [emmanuelholcombe@bury.gov.uk](mailto:emmanuelholcombe@bury.gov.uk)

Website: [www.emmanuelholcombepriaryschool.com](http://www.emmanuelholcombepriaryschool.com)

Thank you for taking the time to read this booklet. Should you have any additional questions please get in touch.

**Growing and learning through  
faith, family and friendship.**

