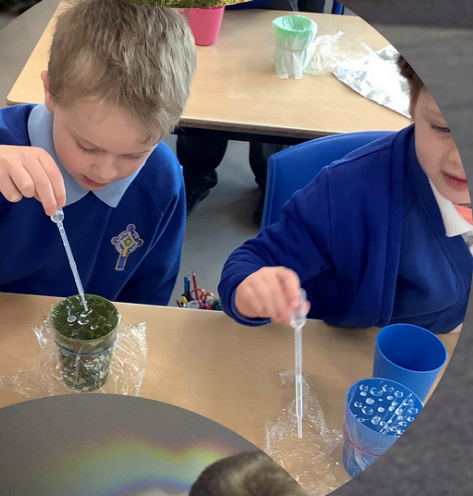




# St. Francis Church of England Primary School



# Welcome

Dear Parent / Carer,

We hope you will enjoy looking through our school's prospectus and that it gives you a flavour of school life at St Francis, however, the only way to get the full picture is to come and visit us. We would love to show you around our school and answer any questions that you may have. Please telephone to make an appointment.

St Francis Church of England Primary School is a popular voluntary aided school where we all work by our vision:

*'As a church school, we aspire to live life in all its fullness; Loving Faith. Loving People. Loving Learning. – following the footsteps of Jesus.'*

Our Christian vision is rooted in the following bible verse:

*'I have come to give you life in all its fullness.'* John 10:10

Our Christian vision leads all of our work at school. We welcome all children and families. I have worked at St. Francis since September 2016, and from January 2020, I was honoured to become the Headteacher of St. Francis.

St. Francis is a one-form entry school, and we like to think of ourselves as a family where we all work together to ensure our children attain great standards in their academic studies and become the best versions of themselves.

The academic year 2022/23 was the year of inspections. We had our SIAMS inspection in December 2022 and our Ofsted inspection in July 2023.

I am incredibly proud of #TeamStFrancis and all of its achievements. I am proud to say that our school community is thriving!

What SIAMS (Dec 2022) said about us...

- *This is a warm and welcoming school with a big heart.*
- *The importance of catering for the whole child and their wellbeing is at the forefront.*
- *Leaders do not rest on their laurels and keep up-to-date with the latest evidence-based research.*
- *Behaviour is good. Pupils feel safe at school and are not aware of any bullying and parents agree.*

What Ofsted (July 2023) said about us...

- *Pupils engage well in lessons and care for one another.*
- *Pupils are happy at this school.*
- *Pupils develop a keen sense of the values of law, respect and democracy.*
- *Leaders are ambitious for all pupils.*
- *Pupils achieve well and build secure knowledge over time.*
- *Pupils love their playtimes.*
- *Leaders' approach to pupil's wider personal development is first class.*
- *Pupils learn a great deal about diversity.*
- *Pupils are fully prepared to make a positive contribution to their community and the wider world.*



The staff team at St. Francis are highly skilled, and we continue to develop. This is not because of external reports or agencies but because we are constantly striving for the very best for our children. We use research to inform how we teach, which means our children learn effectively. This has led to great outcomes at the end of KS2.

Please take time to view the website to understand our curriculum. All that we do links to our vision. Children's learning is broken down into precise learning steps, and learning is organised in a way that maximises retention and good understanding. Staff are skilled in the way they support, guide and scaffold our children through the challenges of learning.

Learning is not easy, but our staff ensure children feel safe and know it is OK to make mistakes. We pride ourselves on our loving and nurturing interactions within our school community. We really do believe happy children make great learners! If you have not done so already, please make sure you look through our school's Facebook Page to gain an extra feel of what the children get up to whilst at St. Francis.

If you have any questions about St. Francis, please do not hesitate to contact us. We would love to answer your questions and get to know you.

We are looking forward to welcoming you and your family to #TeamStFrancis!

Yours faithfully,  
Mr James Kewley  
Headteacher



### School Contact Details:

**Address:** Cherry Tree Lane, Cherry Tree, Blackburn, BB2 5NX

**Telephone:** 01254 201419

**Email:** [office@stfrancis.blackburn.sch.uk](mailto:office@stfrancis.blackburn.sch.uk)

**Website:** [www.stfranciscep.co.uk](http://www.stfranciscep.co.uk)



@stfrancisceprimary

# Governors

A message from our Chair of Governors:

*"The Governing Board (accountable body) at St. Francis CE School, is in place to provide outstanding governance and leadership across the school in the pursuit of the best possible outcomes for our children.*


*Governance provides strategic direction and control to the school in order to meet standards both at a Local and National level. The appointed Governors bring a wealth of knowledge, skills and experience to the roles and blend challenge and support to hold the staff at St Francis to account in order to improve standards across the school and enable our full potential to be reached.*





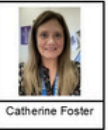



*The Governing Board meets regularly to challenge, review and assess the school's performance and works closely with senior leaders as a team to build on areas of strength and opportunities for improvement – all in pursuit of giving every child the opportunity to flourish on their journey through their primary years.*

*Many of the children of governors' have in the past or currently attend St. Francis CE School and each and every one of us is passionate about the role we undertake in holding the school to account to deliver its vision, values and strategic objectives and ensure that this is weaved through all elements of school life in order to achieve its ambitions. I would encourage you to look round the school's website and visit us if you want to know more about our school which I can assure you is a great place to work and a great place for children to learn!"*

Mrs Nicola Duffy

Our Governors are:



|   |   |  |  |  |   |
|---|---|--|--|--|---|
| <br>Nicola Duffy | <br>Nik Gittins      | <br>Susan Stevenson | <br>Charlotte Knowles | <br>Thomas Holding | <br>Catherine Foster |
| <br>James Kenley | <br>Rev. Bryn Naylor | <br>Debby Lindsay   | <br>Pat Rushton       | <br>Sara Barden    | <br>Laura Brailsford |

For more information about our Governors, please see documents below.

More information can be found at: <https://www.stfranciscep.co.uk/page/meet-the-governors/84219>

# Our Vision

## Our Vision:

As a church school, we aspire to live life in all its fullness; Loving Faith. Loving People. Loving Learning. - following the footsteps of Jesus.

Our vision is rooted in the bible verse from John 10:10:

*'I have come to give you life and life in all its fullness.'*

See below our 'Vision Jigsaw' that shows what we place our importance on - what we do in order to meet our vision.



Our vision is at the core of everything we do. It underpins our teaching and learning, interactions and environment.



# Our School

The school is a Church of England Voluntary Aided school with strong links with the local church and community. We are a one-form entry school which caters for 210 pupils.

The school is distinguished by its strong Christian distinctiveness, our close relationship with St Francis Church and our values, attitudes and sense of pride shared by the staff, pupils and parents.

The school aims to clarify the school's Christian foundation and purpose, and its Church links contribute a valuable dimension to its Christian culture.



## R.E and Collective Worship

The school follows the Blackburn Diocesan Religious Education Syllabus. This syllabus embraces a number of world religions. It recognises the multi-racial and multi-faith nature of our society and of our school.

Collective Worship takes place every day. They can sometimes be in individual classes or as a whole school. Collective Worship provides a shared experience in which to think about moral, social and religious issues. We look at how we can use biblical stories to impact children's behaviours and attitudes today.

Section 25 of the 1944 Education Act gives all parents the right to withdraw their children from R.E. and for the Act of Worship. If parents wish to exercise their right of withdrawal, they should contact the headteacher.

Here at St Francis, we have a group of Worship Wardens made up of a small team of children from across the school.

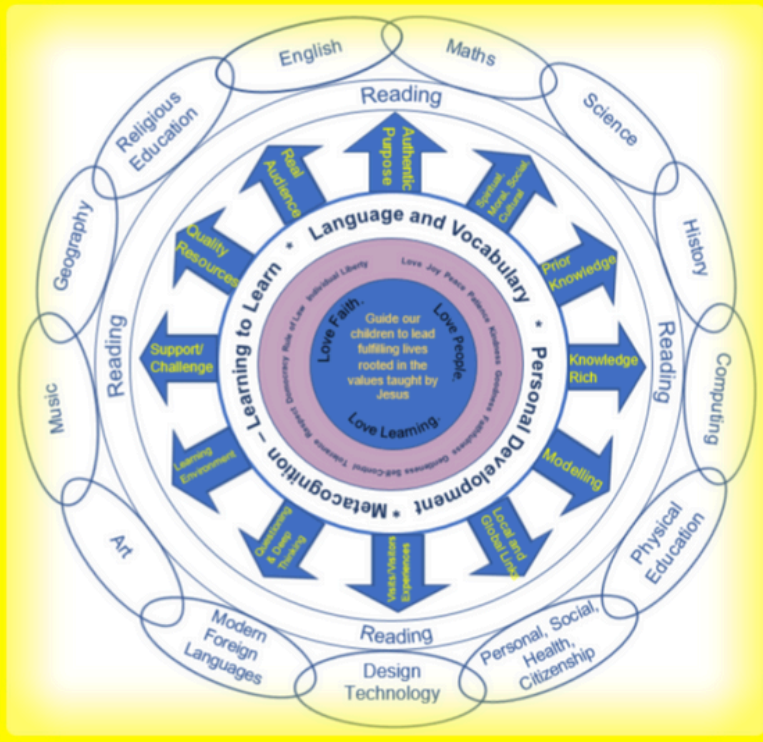
As well as being ambassadors for the school's 9 Core Christian Values, they play an important role in collecting feedback and suggestions from the other children in school regarding collective worship. They take an active part in the school's daily acts of worship by preparing the song choice, the worship table and on-screen presentations and participating in the worship delivery.



# Our Curriculum

Our curriculum has been constructed with the families of St. Francis at the forefront and the local area context and effective teaching and learning research.

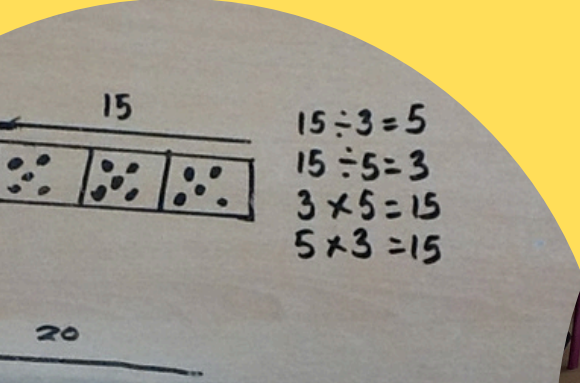
A significant amount of time has been spent using the phrase '**less is more**', listing what it is we want our children to learn about during their 7 years from EYFS to Year 6. We have ensured that the learning is **progressive** and **sequenced** so that children **build upon existing knowledge** so that the children have the best chance to store new learning in the correct part of their brain.



Our Christian vision and values influence everything we do and sit within the centre of our curriculum model. We have placed significant importance on the areas of **Personal Development, Language and Vocabulary** and **Metacognition**. These elements are featured within all lessons to maximise children's learning.

EYFS follow the EYFS curriculum; however, we apply our curriculum model to this, and our subject leaders consider how learning in all subjects commences from EYFS so learning can be layered on top into Year 1 and onwards.

To find out more information about our curriculum and to view the details of the content please visit our website: <https://www.stfranciscep.co.uk/page/curriculum/83640>



# Reading

We have placed **reading** as a very high priority in school as we believe great readers make great learners. We want our children to quickly learn the basics of reading, and this starts with their learning of phonics right from the start in EYFS. We follow the 'Little Wandle Letters and Sounds Revised' systematic synthetic phonics programme, and this is where children learn the different sounds (phonemes) and letters (graphemes) so they can start to read words.

More information about phonics teaching and learning can be found at:

<https://www.stfranciscep.co.uk/page/phonics/83666>

More information about reading teaching and learning can be found at:

<https://www.stfranciscep.co.uk/page/reading/83669>



# Writing

We have used research to shape our bespoke writing curriculum. It takes children on a journey from EYFS to Year 6. Writing is so difficult as it requires a child to orchestrate many skills all at once. The idea of our writing curriculum is that children become familiar with a text type and can use it to construct their own writing. Separate handwriting, spelling and grammar lessons are also completed.

More information about writing teaching and learning can be found at:

<https://www.stfranciscep.co.uk/page/writing/83663>

# Maths

We use a mastery approach to teaching and learning mathematics. We use a scheme from the National Centre for Excellence in the Teaching of Mathematics. This scheme sets out the learning in each year group, and we use concrete, pictorial, and abstract systems to support learning. Even our Year 6 children use concrete resources to support their maths learning!

More information about maths teaching and learning can be found at:

<https://www.stfranciscep.co.uk/page/mathematics/8367>





# Foundation Subjects

All subjects listed within the National Curriculum are taught across all year groups. Children receive a broad, balanced and rich curriculum, ensuring they have the opportunity to shine outside of core subjects. The afternoons at St. Francis are generally the time of the day in which the foundation subjects are taught. These subjects will focus on specific vocabulary and precise knowledge that the children learn. Learning is enhanced by the teacher's planning, which includes visits, visitors and experiences. Teachers may well start a unit of learning with a 'hook' in order to really inspire the children, for example, recently, the Year 3 children found a very old letter in the playground, which was the 'hook' to all of their learning about the Plague. To learn more about our curriculum offer and what children learn, please visit: <https://www.stfranciscep.co.uk/page/curriculum/83640>

## Personal Development



We truly want our children to live fulfilling lives, and therefore, our curriculum offer takes into account the following:

- Off-site visits
- Visitors in school
- Planned experiences
- Charities
- Career aspirations
- Spiritual moments

More information about our Personal Development offer can be found on our website.

<https://www.stfranciscep.co.uk/page/personal-development/130235>

## Children's Leadership

As part of our Personal Development offer, we also offer a range of children's leadership roles within the school, which include:

- School Council
- Eco-Warrior
- Prefects
- News Reporters
- Gardeners
- Worship Wardens
- Play Leaders
- \* Lunchtime Leaders
- \* Mental Health Champions
- \* Digital Leaders

*Some roles are through election. Some are adult selected.*



# Outdoor Play and Learning (OPAL)

We are an OPAL school! Come and join us in play - you will love it!

We value unstructured free play. During playtime, children can access various resources and natural landscapes.

Children have OPAL assemblies regularly, which include teaching about the Risk/Benefit model. Children learn to talk about possible risks within play and how they can mitigate them to ensure the play is 'safe enough'. The children develop their sense of safety and what risks they are comfortable with, including ways to make their play safer.

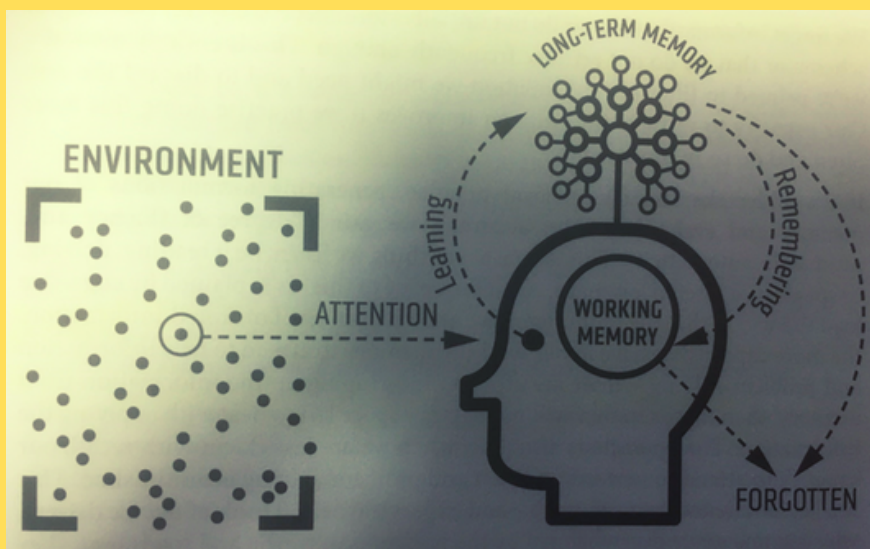
We have a Play Team that supervises play. They support children in following the agreed safety rules and promote play.



# Teaching

There is a significant amount of time and importance placed upon staff development. This is because our most valuable resource is our staff team. It is through their talent and craft as educational practitioners, alongside good parent/carer partnership, that your child will flourish.

Our teaching and learning policy is built around the knowledge of how children learn. Research tells us that learning is what children remember. This means that a significant amount of our work in the classroom is spent managing the information presented to children. This is so the critical information can transfer to the child's long-term memory. Teachers will re-visit previous learning so new learning can be connected and stored correctly in the child's brain. Research tells us that the more practice children have at storing and retrieving information from their long-term memory, the more effective they are at learning. Learning that is revisited becomes less vulnerable to being forgotten. The following model is the basis of our teaching and learning policy. It is taken from Tom Sherrington's book about Principles of Instruction.



"The concept of understanding is really 'memory in disguise'."

Willingham, D. (2009) cited in Sherrington, T. (2019)  
*Rosenshine's Principles in Action* John Catt Educational Limited

Our curriculum has been crafted around this notion, meaning that learning is re-visited for children to remember their learning.

We use the latest research to inform our teaching routines within the classrooms. Our teaching routines are consistent, meaning children moving through school do not experience wasted learning time.



# Pupil Culture

Ensuring that our environment is a safe and happy place for our children to be is crucial to ensuring we have the correct pupil culture. Micro-routines through the day and expected standards of behaviour, coupled with our 'family feel', lead to excellent pupil culture, including great standards of behaviour.

Our children know the school values and behaviour rules and can discuss how they implement them. We focus on the positive and ensure that we narrate the positive. We have 'shine time' every day after lunchtime, which is one of the times when we focus on our values and discuss who is shown the values in their play, interactions and communication. Staff all work towards our vision, ensuring they have a good rapport with the children they work with. Anything can be achieved based on a solid relationship of respect, warmth, compassion and understanding! Our children use appropriate greetings and manners in their interactions. This is modelled and encouraged by members of staff.

There is a strong focus on ensuring our Pupil Culture is excellent so that teachers can teach and children can learn, and for our children to develop their social and emotional skills. This leads to children being mentally well.

We use a shared and common language to support our pupil culture. One of these is our SHINE system.

Please see the school's [behaviour policy](#) for more information.



## School Rules

Our behaviour rules weave alongside our vision, values and British values. They are:

- 1) We listen to each other.
- 2) We follow instructions given by safe adults.
- 3) We treat each other as we want to be treated.
- 4) We know and celebrate that we are all different.



# British Values

The fundamental British values are woven into all that we do. They feature within conversations in our learning, link to our Picture News each week, and are central to our pupil culture - a part of our vision, mission statement and behaviour rules.

The British values are:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and those without faith.

Here at St. Francis, we do not like the word 'tolerance'. We teach our children to grow in understanding and to accept those of different faiths and without faith.



## School Values

The school values have already been mentioned, however, they are an essential part of our Pupil Culture. Children are given stickers relating to each value and are thanked for displaying the values in their interactions and behaviour.

We talk a lot about #ValuesInAction!

## Outward Facing

As part of our Christian distinctiveness and Pupil Culture, we ensure our children understand our local, national and global community. Each class links with a charity each year, and they learn about the reasons behind the charity's work and then complete some fundraising events. We also encourage our children to participate in social action, meaning they make the world where we live a better place. We celebrate our 'Global Action Heroes' each week in Celebration Worship.



## Anti-bullying

Due to our strong Pupil Culture, incidents of bullying are very rare. We support our children to know what bullying is and to ensure it is reported. Bullying is not tolerated and is dealt with using our anti-bullying policy.



# Inclusion

We are an inclusive school. We have several children with a variety of additional needs and medical conditions.

The school has a SEND team, which is made up of Mr Kewley (SENCo), Mrs Foster (Inclusion Manager) and Mrs Forrest (SENCA).

If you want to contact the SEND team, please telephone the main office or email <send@stfrancis.blackburn.sch.uk>.

If your child has additional needs and you wish to view the school, please ask to speak to one of the staff members on the SEND team. When your child attends, your primary contact will be your child's class teacher.

Regular meetings are arranged for children with specific additional needs or they are in receipt of an EHCP.

We have several resources in school to support children with various additional needs. Staff have regular training relating to different areas of need. Our teaching staff use inclusive quality first teaching strategies to help children within lessons. Children with additional needs are supported by our teaching and learning policy.

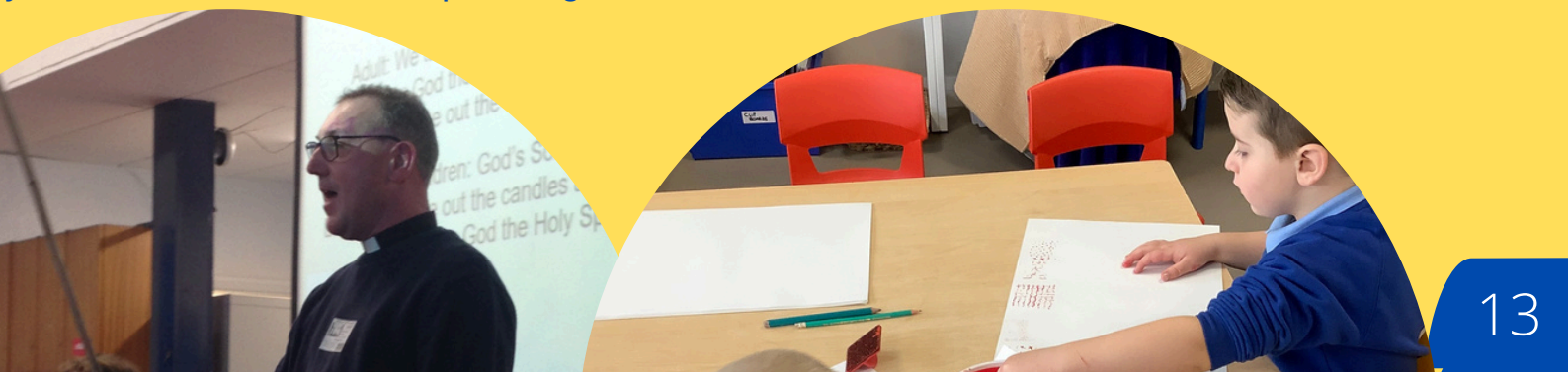
We are ambitious, and where children can reach curriculum expectations with adaptations, this will be put in place. Regular sensory breaks will be offered to children who need support to regulate their sensory and/or emotional needs. In a small amount of cases, learning is matched to the level of need rather than following a prescriptive curriculum relating to chronological age.

For more information go to:

<https://www.stfranciscep.co.uk/page/send/83898>

## Medical Needs

The school have 'Care Plans' for any child with a medical need. These must be completed. These will be entered into our system, and the relevant information will be shared with staff. If your child has medication, please get in touch with the SEND team.



# Communication

Communication is vital to our work and close partnership with parents and carers. We have several systems in place to support communication. Each teacher has an email that can be used for direct communication about children's learning. All admin conversations and questions can be discussed on the telephone or by email by contacting the school office. Please note that emails may not be checked every day.

At St Francis, we use a communication system linked with our 'School Spider' website. School Spider helps life to be more accessible as information is sent directly to your account. Many of our Parents / Carers use the School Spider App on smartphones. This also means that our school Eco-Warrior children are happy as we use much less paper, too!



We use School Spider for the following:

- Sending emails
- School newsletter
- Booking Parents' Evening appointments
- Text messages to inform of cancelled clubs
- Text messages to inform of emergency closures
- Sending out forms, for example, medical forms, gaining consent for educational visits and parent surveys



## ParentPay

We are a cashless school. We request that all payments be made via Parent Pay. You will receive information about ParentPay from the school office. Parents/Carers tell us how useful and easy it is to use! You must have our account activation codes before signing up for this system.

## Discussions with Staff

Our staff are always happy to chat with you about your child's learning, development and wellbeing. You can speak with a staff member at the pick-up point or arrange a meeting by emailing for an appointment that works best for everyone.



# Safeguarding

Happy and safe children learn effectively and develop well!

Firstly, we have robust policies and procedures, including a staff code of conduct, to ensure all children are safe at St. Francis.

All staff receive annual training related to safeguarding. Then, within weekly staff meetings, we discuss various aspects of safeguarding and child protection to ensure excellent staff awareness, understanding and knowledge and, most importantly, that staff know what to do when they are worried about a child.

Safeguarding is our duty of care and is set out in law regarding what we must do. We take safeguarding seriously. We recognise that families want to do their best for their children. We recognise that parenting is one of the most challenging jobs, if not the hardest. We recognise that all families will need support at times.

We encourage families to contact the school and speak with one of the safeguarding leads if they are struggling or need some support. Our safeguarding leads are Mr Kewley, Mrs Forrest and Mrs Foster.

All staff will communicate with the safeguarding leads if they are worried about a child. A safeguarding lead may contact you to discuss the concerns and the impacts we are seeing. Support will be offered, and appropriate Early help services referrals will be discussed.

Sometimes, we offer and open up a 'Family Plan' meeting. This starts by identifying strengths and areas for development. Early help services are identified to help with the identified areas for development, and then six weekly meetings occur. The 'Family Plan' meeting will close when all areas for development have been met.

Our safeguarding leads have been trained to use the NSPCC's Graded Care Profile. This may well be offered to you. This is a tool to support identifying strengths and areas for development.

If a child is at risk of serious harm or has suffered significant harm, we will contact Children's Social Care for advice. We would tell you we would do this first unless we felt it would increase the risk to the child.

Safeguarding, including online safety, is a strong focus within our curriculum, particularly PSHE.





# Attendance

We believe bringing your child to school on time is vital. If they are late, they miss important learning and learn bad habits for later life, and many children are embarrassed.

Children must come to school daily to make the best of the educational opportunities. We do realise that there are times when your child may be ill. Please complete the School Spider Absence form before 8:45 a.m. of the day you're absent. If your child has frequent unexplained absences, the headteacher and/or the Education Welfare Officer may contact you to discuss the problems. The safeguarding team regularly review attendance percentages and patterns and will contact families if support is required.

Attendance should be  
no less than 96%

## Leave of Absence

There is a concern nationally that children are being taken out of school to go on family holidays in term-time. The Government believes that children's absence from school disrupts learning and undermines educational attainment and achievement. Changes in Government regulations mean that from 1st September 2013, headteachers will no longer be able to grant any leave of absence during term time unless there are specific exceptional circumstances.

Taking a child on holiday without permission is now considered an unauthorised absence. Parents who do so may lose their child's school place and may be issued a Penalty Notice by the local authority. Retrospective approval for holidays booked can no longer be given.

1. Holidays in term time are no longer allowed by law.
2. Leave of absence form must be completed before booking a holiday. This is available at the school office and can also be found on the school's website.
4. If an application for leave is refused and you take your child on holiday, they may lose their place at school, and a Penalty Notice will be issued.
5. The education Welfare Officer will investigate if children are absent without good cause. Suppose children have been taken on holiday without permission, the above will again apply.
6. Appointments - Whilst we encourage you to make medical appointments outside of school hours, we appreciate that this is only sometimes possible. Please telephone the school office if you need to take your child out of school for a health appointment.

Please look at the school website for more details regarding the application for discretionary leave and our Attendance Policy. <https://www.stfranciscep.co.uk/page/policies/83893>  
You can scroll down to the sub-heading 'safeguarding' to find the policy and the two application forms.

# The School Day

Children should arrive at school ready for the school gates to open at 8:45 a.m. All children must be through the gates by 8:50 am. Children coming after this time are classed as late. The school day starts at 8:45 a.m. and ends at 3:30 p.m.

EYFS, KS1 and KS2 start their day with a 'Do Now' task from 8:50 a.m. to 9:10 a.m. Collective Worship takes place daily.

Each class has a reading lesson, writing lesson and maths lesson.

Year 2 to Year 6 have three spelling sessions following a scheme of work.

Handwriting is taught separately and then developed through other lessons.

EYFS, Year 1 and Year 2 have daily phonics sessions based on 'Little Wandle Letters and Sounds Revised.'

All classes have an hour of RE a week.

All classes are timetabled for two slots of PE, totalling 2 hours a week.

Foundation subjects are predominately taught in the afternoon.

## Breakfast Club

The school has a Breakfast Club, which starts at 8.00 a.m. each morning. Please note that children must not be left unattended until Breakfast Club has opened. Our Breakfast Club is run by St. Francis members of staff. It's a great way to start the school day!



ST FRANCIS SCHOOL  
**BREAKFAST CLUB**

Open 08.00-08.50  
Healthy breakfast provided  
Run by qualified staff  
£3.00 per session

The poster features a purple cross logo with a green heart in the center, surrounded by the words 'St. Francis School'. Below the text is a colorful illustration of a village with houses, trees, and a winding road.

## After-School Club

We do not have an on-site after-school club. We have structured our after-school activities so that Years EYFS-Y3 have two sessions a week up to 4:30 pm and so do Years 4-Y6.

There are local childminders that offer after-school care.

'Live and Kicking Out Of School/Holiday Club' is an external company that provides after-school care. They are a separate company. They are off-site.



# Lunchtimes



St Francis's range of food is excellent, nutritional and healthy. We have a variety of special-themed days each year.

We aim to provide good value for money. This is currently a cost of £2.40 a day.

Just so you know, ALL children within the infants are entitled to free dinners as part of the Universal Infant Free School Meals national policy.

We use ParentPay to take payment for school dinners. ParentPay is also used to take school dinner choices. Choices must be made at least 24 hours before each dinner service.



We can provide for most special dietary requirements and offer a vegetarian option.



Below is an example week that the children can choose from. The menus work on a three-week cycle.

| Week One   | MONDAY   | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY   |
|--|--|--|---|---|--|
| <b>Main Meal 1</b>   | Pork Meatballs with Pasta in Tomato Sauce, Garden Peas & Sweetcorn | Roast Beef Dinner with Roast Potatoes & Vegetables | Chicken Tikka Masala with Mixed Vegetable Rice            | Roast Chicken Dinner with Creamed Potatoes, Carrots & Green Beans | Fish Goujons with Chips or New Potatoes & Garden Peas    |
| <b>Main Meal 2</b>   | Fish Fingers with Baked Potato Wedges & Baked Beans                | Macaroni Cheese Bake with Fresh Bread & Salad      | Tomato & Mascarpone Pasta with Garlic Dough Balls & Salad | Homemade Soup & Filled Rolls with Coleslaw & Salad                | Pizza Margherita with Chips or New Potatoes & Side Salad |
| <b>Main Meal 3</b>   | Packed lunch - Grab bag  | Packed lunch - Grab bag                            | Packed lunch - Grab bag                                   | Packed lunch - Grab bag   | Packed lunch - Grab bag                                  |
| <b>Just Desserts</b>   | Lemon Muffin   | Fruity Flapjack                                    | Apple Crumble & Custard                                   | Cheese & Biscuits   | Cooks Choice of Cookie                                   |
| <b>Fresh Salad, Fresh Fruit, Bread Basket, Yoghurt, Milk and Water</b> | Available Each Day   | Available Each Day                                 | Available Each Day  | Available Each Day  | Available Each Day                                       |

## The School Food Standards

The school aims to meet the school food standards and is currently in contact with 'Active Lancashire' to work towards accreditation of the DfE 'Healthy Schools Rating Scheme'.



## Packed Lunches

Parents/Carers are asked to ensure that their child(ren)'s packed lunches offer a variety of foods and are in line with government guidance. This can be found on our school website. Parents/Carers will be contacted if their child(ren)'s packed lunches do not follow these government guidelines. Packed lunches should follow the healthy eating plate guidance.

<https://www.stfranciscep.co.uk/page/healthy-eating-balanced-diet/97094>

# School Uniform

The school's uniform is unisex; either gender can wear any item. Please note 'G/W' next to an item of clothing means this is available at Grays and Whitaker's uniform shop. Any items, if available and unbranded, can be bought from any shop. Products without logos are permitted if they match the right colour.

OPTION 1 'Active Uniform' (all year groups)- Must be worn on P.E. days and any day when participating in a sports club and can be worn every day. This uniform may be requested if learning is taking place outside.

- Gold, purple or kelly green cotton t-shirt G/W
- Royal blue hoody (with or without a zip) G/W
- Plain (unbranded) navy or black joggers or leggings
- Plain (unbranded) navy or black shorts or skorts
- Plain (unbranded) black or navy trainers (Velcro if the child is not able to tie shoe laces)

OPTION 2 'Traditional Uniform' - Can be worn on days without P.E.

Year EYFS to Year 6:

- White, blue or gold polo shirt G/W
- Royal blue sweatshirt/cardigan G/W
- Navy blue or tartan skirt or pinafore dress
- Blue check dress may be worn in the summer months
- Grey trousers or shorts
- White, navy blue or grey socks or tights
- Plain (unbranded) black shoes

Children are not to wear acrylic nails for school.

## Jewellery

Items of jewellery can cause serious accidents. Therefore, children are asked not to wear jewellery (necklaces, earrings, bracelets, friendship bands) in school for safety reasons. Watches are permitted. Children will NOT be allowed to participate in P.E. / Games / Swimming lessons if they wear any of the above items because of potential injury to themselves or other children. Watches should be removed, and long hair should be tied back for physical activities. It is recommended that children who have their ears pierced should do so at the beginning of the summer holiday. This will enable adequate healing time before returning to school at the start of the school year.



# Important Issues

## School Tests Results

There are Standardised Tasks and Tests for children at the end of Year 6. To learn more about our school, go to: <https://www.stfranciscep.co.uk/page/assessment-results/83920>

## Medical Needs, including Medications

The school's '[Supporting Children with Medical Needs](#)' can be found on our school website. This policy details our procedures regarding care plans and medication in school. Children with long-term health needs will require a long-term care plan. This will be completed by one of the safeguarding staff and parents together. If your child develops a medical condition in which medication is required to be given in school, parents/carers are required to complete a short-term care plan. No medication can be administered in school without a care plan.

## Emergencies

We need at least two telephone numbers for contact in case of emergencies. Hospitals are not always willing to give treatment if a parent is not present. Please remember to let us know immediately if you change your telephone number.

## Disability Discrimination Act

At St Francis, we are committed to providing an accessible environment that values and includes all pupils, staff, parents and visitors, regardless of their needs. We have facilities to meet the needs of people with disabilities. Prospective parents are welcome to visit and view our facilities. The school has an accessibility plan which covers plans for children with disabilities.

## Equality Opportunities

We aim to promote positive attitudes in pupils, staff, governors and parents/carers. The school follows the Equality Act 2010. We know the nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy, race, religion or belief, sex and sexual orientation. The school has an equality policy and has set itself equality objectives. These can be found on the school's website.



# Important Issues

## Reporting to Parents

Parents/Carers receive a report at the end of each term. Parents/Carers are invited to parent/carer meetings in the Spring term. Parents/Carers of children in Years EYFS, 1, 4 and 6 will receive information about assessment against national tests.

## Policy on Charging

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum except individual or group music tuition. The Headteacher, in consultation with the Governing Board and P.T.A., will endeavour to seek funding to subsidise the actual costs of all additional activities. Any communications inviting parents/carers to contribute financially to any visit or activity will remind them that the contribution is voluntary. The headteacher has the authorisation to cancel activities where the number of contributions is too low to meet the cost of the activity.

## Access to Children's Records

Parents/Carers are granted access to their children's records under the Education Reform Act provision unless disclosing this information is deemed likely to be detrimental to the child.

## Freedom of Information

The school complies fully with the Freedom of Information Act. Please take a look at the school website to view the policy.

## Parking

Parents/Carers can only use the school car park with a blue badge. Please have a look at the car park policy on our website for more information.

The road leading up to school can become very busy. The yellow zig-zag lines mean drivers are not allowed to stop or park on them. This is the law.

We suggest parking further away and walking to school. Please be careful about parking, making sure you are not blocking any driveways.

We work with Police and the Local Authority to support us in this matter.



# Important Issues

## Free School Meals

All children in Reception, Year 1 and Year 2 receive '**Universal Infant** Free School Meals', meaning parents/carers are not required to pay for school dinners if their child has a school dinner.

'**Universal Infant** Free School Meals' is **different** to 'Free School Meals'

### Free School Meals

You **MUST** apply if you are eligible for 'Free School Meals'. The criteria and information on how to apply are below. If you are awarded this, you will not be required to pay for school dinners whilst you are entitled, and the school will receive a small amount of money that can be used to support your child's provision.

Are you eligible for Free School Meals?

**\*\*\*\*PLEASE APPLY EVEN IF YOU SEND YOUR CHILD WITH A PACKED LUNCH OR YOUR CHILD GETS UNIVERSAL INFANT-FREE SCHOOL MEALS, AS THE SCHOOL WILL STILL RECEIVE A SMALL AMOUNT OF MONEY THAT CAN BE USED TO SUPPORT YOUR CHILD. \*\*\*\***

Children whose parents/carers receive the following support payments are entitled to receive free school meals:

- Income Support (IS)
- Income Based Jobseekers Allowance
- An income-related employment and support allowance
- The Guarantee element of State Pension Credit (PCGC)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by Inland Revenue, that does not exceed £16,190
- Universal Credit and have an income assessed by the Inland Revenue that does not exceed £7,400.

Please note that you will not be entitled to free school meals if you receive Working Tax Credit.

Please go to <https://www.blackburn.gov.uk/schools-and-education/school-meals> to apply for 'Free School Meals'.

If you have any questions or difficulties, please get in touch with the school office on 01254 201419 or [email office@stfrancis.blackburn.sch.uk](mailto:office@stfrancis.blackburn.sch.uk)



The St Francis Parent and Teacher Association (PTA) arrange various activities throughout the year - discos, family nights, doughnut sales, and school fairs - involving children – which give the school valuable help in many ways.

- The committee hold regular meetings
- It is a great chance to meet other parents/carers
- No experience is necessary, but the school will carry out an enhanced DBS check if you were to become a volunteer.
- The committee are keen to meet family members with specific skills or anyone who is part of a local business that can aid with any of our activities
- The PTA work closely with staff, family members and the local community to establish strong links between the school and the local area.

If you can't help by attending the meetings, please feel free to come to our events as a helper or guest. Please do not hesitate to contact us at [pta@stfrancis.blackburn.sch.uk](mailto:pta@stfrancis.blackburn.sch.uk) for further information or to let us know if you want to join the group. We would love for you to join us and support us.

The PTA's ultimate aim is to foster and extend relationships between staff, family, children and friends of St Francis. Every family member with a child in school is automatically a member of the PTA, and we would welcome your support at future meetings. We do hope that you will support the many activities that are arranged throughout the year.

