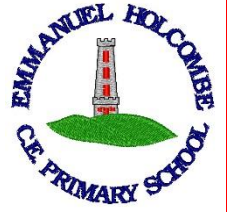


# Emmanuel Holcombe CE Primary School



## Information for Parents



**2023-24**



Growing and learning through faith, family and friendship.





## Welcome to Emmanuel Holcombe CE Primary School

### A message from our Acting Headteacher

We are delighted that you have chosen to join our school and we warmly welcome you to our Emmanuel family.

Emmanuel Holcombe is a small, Church of England Primary School, nestled at the foot of Holcombe Hill. Our vision is, *"Jesus came to give life in all its fulness and that through faith, family and friendship, each of us can grow in love and learning, be tolerant and have resilience."* We are dedicated to building a Christian community, which thrives on mutual respect, shared values and positive relationships.

At Emmanuel Holcombe, we are passionate about providing an education relevant to our pupils' needs, both now, and in the future. The children are at the heart of every decision we make and all of our staff believe there is no limit to what our children can achieve. We strive to provide exciting, creative and meaningful learning experiences, which inspire hope, ignite the imagination and instil a love of life-long learning.

Our school has a highly skilled, caring and dedicated team of staff, who pride themselves on open communication. Children learn best when there are strong links between home and school and so we encourage families to work in partnership with us, to help each child to achieve their full potential.

We hope you find this booklet useful and I look forward to working alongside you and your child.

Mrs A Longstaff

## **Our School History**

Emmanuel Holcombe is 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, and our Children and families Minister, Jo Sumsion, visit 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 children aged 3 to 11.

## **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 Holcombe we know how important parents and carers are in their 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 to meet the teachers and ask any questions you may have.

### **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 the school's identity and we take pride in the appearance of our children. We are acutely aware of the cost-of-living crisis and therefore we do not insist on uniform with school logos – plain red jumpers and cardigans are perfectly acceptable. Our local uniform shop is Murrays Family Clothing in Ramsbottom, who sell all items with school logos, should you choose to purchase them. The PTA also hold regular pre-loved uniform sales in school. We would urge you to label all uniform.



### **Our Uniform consists of:**

- White polo shirt, or white shirt or blouse
- Red sweatshirt, jumper, fleece or cardigan
- Grey or black trousers / skirt / skort / pinafore dress
- White, red or black coloured socks or tights
- Black (plain) flat-heeled shoes

### **Summer:**

- Red/white gingham dress, or grey or black shorts or skort
- Black, white or red sandals– no open toes

**NB:** We do not allow nail varnish or jewellery. Long hair should always be tied back.

### **P.E. Kit**



### **Pre-school**

- Pre-school should have a pair of black pumps in school for P.E.

### **Reception**

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.

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

### **Year 1 onwards**

From Year 1 and upwards, when children have PE, they are known as 'blues' days. On these days, children come to school in their PE/Games kits. You will be notified at the start of each academic year which days are 'blues' days for your child. Their kit is:

- White polo shirt
- Navy blue sweatshirt or fleece
- Navy blue jogging pants, shorts or skort
- Black, navy or white trainers (no logos)



### **Outdoor Learning Kit**

This kit is to be left in school during term-time:

- Wellies or waterproof boots
- Hat, scarf and gloves in winter months
- Sunhat and sun cream in summer months

Book bags, embroidered with the school logo, are available in school. Payments for book bags should be made online, once your child starts school. 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, rather than any other type of bag.

### **Our School Day**

Members of staff, (typically the Headteacher and staff from Preschool and Reception), will be on the gate to welcome you each morning. The school day officially starts at 8.55am, however children are encouraged to be in from 8.45am, as this gives the children time to hang up their coats, order their lunch and settle into an early morning task. Once the younger children are confident coming into school, they should be encouraged to be independent, with parents / carers leaving them to enter school 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 3.25pm. If your child is to be collected by an adult unknown to school, please inform the office of the changes. Please inform school if you think you will be late to collect your child. If children are not collected on time, staff will phone the main point of contact and look after your child for 5 minutes. At 3.30pm they will be placed into Peelers After School Club and charges will apply.

### **Attendance**

Regular attendance at school is of vital importance if your child is to make good progress. The government, and in turn Bury Local Authority, are placing huge emphasis on schools securing good attendance and punctuality. A report from Ofsted stated that schools should, "Listen, understand, empathise and support – but not tolerate." We have written a new Attendance Policy, (2023) which is in-line with Bury LA's wide policy, and this is available on our website.

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 and you will receive a standard form to complete and return. You will be notified of the outcome in writing.

We do however fully acknowledge that children may need to be off school due to sickness, appointments etc. All absences 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. For further information, please see our attendance policy.

## **Communication**

Communication between home and school is very important and there are several channels of communication you can use.

### **School Office**

If parents wish to speak to a class teacher, they should either email the school office on [emmanuelholcombe@bury.gov.uk](mailto:emmanuelholcombe@bury.gov.uk), or phone 01706 823498, to request a phone call or to make an appointment. The school office will be happy to help with a range of queries, such as payments, lunches, or to communicate changes around picking up arrangements.

### **The school gate**

Messages can also be passed to class teachers via the Headteacher or one of our Assistant Headteachers, one of whom will be on the gate each morning as the children arrive.

### **Letters**

We send out letters on a Thursday and these will be sent 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.

### **Class newsletters**

Class newsletters are sent home at the end of the academic year, with information about the class your child will be in the following September. These are also on our school website, under the 'Classes' tab.

### **Monthly school newsletter**

We also produce a monthly school newsletter, which includes our regularly updated 'Year at Glance' dates, notifying you of upcoming events.

### **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.

### **Website**

The school website also holds lots of information, including policies, minutes of meetings and information about classes and staff.

### **Seesaw**

Seesaw is our online learning platform which enables us to share photos and videos of the children's learning. When your child starts school or changes classes you will receive information about the Seesaw app and a personalised QR code. Seesaw should be used to contact teachers with any queries regarding **class work or learning**. Communication regarding anything else should come via the office.

## **Class Organisation**

Our school is organised into 4 classes.

<b>Class</b>	<b>Year Group</b>
Class 1 - Acorn	Preschool and Reception
Class 2 - Willow	Year 1 and Year 2
Class 3 - Beech	Year 3 and Year 4
Class 4 - Oak	Year 5 and Year 6

## **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 the needs of our pupils. 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.

## **Children with Additional Needs**

All children are valued, respected and welcomed into our school. Some children require additional support to help them 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 is put in place.

## **Homework**

Reception: 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.

Key Stage 1: tasks focus on developing early reading and phonics skills and learning number bonds in maths.

In Key Stage 2: as pupils progress from Year 3 to Year 6 they receive a mixture of maths, grammar and spelling homework, in addition to daily reading at home.

You will receive more details about each class in July, when teachers issue their class newsletters for the following academic year.

## **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, online. Details on how to pay online will be sent home with your child once they are enrolled.

### **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 Acorn and Willow class 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.

We have a water cooler and children are encouraged to bring a refillable water bottle into school.

### **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**

### **Contact Details**

Your child's wellbeing 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 and additional contacts in case you can't be reached. These should include work telephone numbers, if that is the best way to contact you in the daytime. Please also ensure we are informed of any changes to your address or telephone numbers.



### **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**

We have several members of staff who are qualified in basic first aid and paediatric first aid, therefore minor cuts, scrapes etc. are treated in school. 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, parents and emergency services will be contacted immediately. If your child must go to hospital, a member of school staff will accompany them and remain with them until you arrive.

### **Prescribed Medication**

Some children will require prescribed medicine for a specific short-term illness or on an ongoing basis. In all instances where medicine is held by school or brought into school, a Medication Form must be completed, which is available from the office or the website. Medication sent into school should be in the original container with the label showing the child's name and dose to be given. Staff members can only administer medicines prescribed by a doctor and once the Medication Form is completed. In some cases, you will be invited into school to help produce a Health Care Plan. Any medication held in school will be taken with the child whenever they are off site.

### **Allergies and Anaphylaxis**

Please keep school informed of any allergies (food or other) that your child may have. If your child has been prescribed an EpiPen, we need a spare one to be kept in school at all times. It is the parents' responsibility to ensure that the EpiPen held in school is within date.

We have several children with severe allergies and so we are a **nut free school**. We ask all parents to refrain from sending in any food products which may contain nuts.

### **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 Holcombe, we use the Jigsaw PSHE scheme of work, for all aspects of PSHE education, which includes aspects of Relationships and Sex Education (RSE) in the Summer Term for Years 1 – 6. Further information is available in school or on our website.

## **Safeguarding**

Safeguarding and keeping children safe is our top priority. The Designated Safeguarding Lead is Mrs Longstaff and the Deputy Safeguarding Lead is Mrs Thomond. Any concerns should be taken, in confidence, directly to either member of staff. We use the Child Protection Online Management System, CPOMs and all staff have been fully trained. Staff, Governors and volunteers are fully checked using the Disclosure and Barring Service. All staff and Governors also undertake external safeguarding training every three years, alongside annual safeguarding training in house.

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 have also introduced parent workshops on online safety. On the rare occasion we receive accusations of bullying, it is dealt with effectively and efficiently, 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.

## **Parents as Partners**

Creating a strong partnership between school and home is of vital importance. 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.

We would also welcome volunteers to help with activities such as reading, sewing, cookery, gardening and accompanying school visits, to name a few. If you feel that you would like to volunteer in school, please contact the school office.

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 on 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. There will also be a Curriculum Evening for Reception parents early in the Autumn Term.

## **School Clubs**

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 run either during lunchtime or out of school hours. The clubs change 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, dance, chess, art, choir, digital leaders and science club.

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. Breakfast is available in our morning club and after school, the children are provided with a healthy 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. Bookings and payments should be made using our online booking system.

### **PTA**

We are fortunate to have an active group of parents, teachers and friends who generously give their time to organise fundraising events. These events are always fun to attend and they also raise much needed funds 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 lead on fundraising for local and national charities, such as Children in Need.

### **Faith Ambassadors**

Our Faith Ambassadors are elected by their peers each September and work alongside the Headteacher on a range of projects involving the Christian life of the school. They also regularly lead whole school worship and attend events with other pupils from church schools in our area.

### **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. Our Governing Body includes representatives from the church, elected by the PCC (Parish Church Council), parent governors, staff governors 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.emmanuelholcombeprimaryschool.com](http://www.emmanuelholcombeprimaryschool.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.**

