



St Ignatius Catholic Primary School, a Voluntary Academy
Storrs Hill Road, Ossett, West Yorkshire, WF5 0DQ

Telephone: 01924 271625

Email: admin@stig.bkcat.co.uk **Website:** www.stig.bkcat.co.uk

St. Ignatius Handbook

2019/20

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at The Zucchi Suite, Nostell Business Estate, Nostell, Wakefield, WF4 1AB.



The Academy is a member of

**The Bishop Konstant
Catholic Academy Trust**

Learning Communities Inspired by Faith

Content

Mission statement	3
Introduction from the Headteacher	3
Who's who	4
The school year for 2019/2020	5
The school day	5
Assemblies.....	6
Healthy eating and drinking.....	6
Money	7
Transport and parking.....	7
After school activities	8
Curriculum.....	8
Assessment	9
Homework.....	9
Informing, involving and reporting	10
Special needs	10
Pupil Premium.....	10
Pastoral care.....	11
Sport and leisure.....	11
Music.....	12
School Council	12
School trips	12
School uniform	13
PE kit.....	13
Lost property.....	14
Attendance and absence	14
Bad weather.....	14
Safety.....	15
Illness at school	15
Communication – keeping us all in touch.....	16
Behaviour – bullying and discipline	16
Complaints	17
Academy Council	17
The Friends of St Ignatius	17
School policies	18
Useful contacts	18

Mission Statement

‘An inspired learning community with Jesus Christ at our centre’

It is our aim that, through the power of the Holy Spirit:

- each individual is valued, loved, welcomed and accepted as a precious creation of God
- we are a community where ‘God is love’ is revealed in the witness of everyday life
- a love of learning is inspired and the wide range of God-given gifts and talents of each child is celebrated and fulfilled
- we provide the highest possible quality of education within a learning environment where children are both challenged and supported

Introduction from the Headteacher

Dear Parent

Welcome to St Ignatius Catholic Primary School, a Voluntary Academy part of the Bishop Konstant Catholic Academy Trust. We are a friendly and caring Catholic school that is committed to excellence in learning.

We aim to support children sympathetically and encourage positive attitudes to learning, school and life. We believe that the higher the expectations we have of the children, the greater their achievement will be. It is our intention that, working closely with parents, we will enable all children to develop their full potential and to acquire knowledge understanding and skills in a wide variety of subjects and activities.

This handbook is for families with children at St Ignatius School who attend full-time. It provides parents with details about day to day life at our school and information about policies and procedures. The handbook should be read in conjunction with the school website at www.stig.bkcat.co.uk

We hope that this will provide you with all the information that you need to understand and support your child’s school life. If you have any further questions please do not hesitate to get in touch.

Yours sincerely

Mr Simon Bartram – Headteacher (Interim)

Who's who

Mr S Bartram.....	Headteacher (Interim)
Miss J Jackson.....	Assistant Headteacher
Mrs C McBride.....	Nursery Teacher
Miss F Smith.....	Teacher
Mrs L Duffy.....	Teacher
Miss L Aspinall.....	Teacher
Mrs L Humbles.....	Teacher (job share)
Mrs S Ridgeon.....	Teacher (job share)
Mrs T Taha.....	Nursery Nurse
Mrs J Brian.....	Higher Learning Teaching Assistant
Mrs Z Crowther.....	Teaching Assistant
Mrs G Shelton.....	Teaching Assistant, Choir and Music lead
Mrs D Crabtree.....	Teaching Assistant
Mrs E Regan.....	Teaching Assistant
Mrs S Woodall.....	Teaching Assistant
Mrs J Crawford.....	Learning Mentor

Support Staff

Mrs C Booth.....	School Business Manager
Mrs S Draper.....	Admin Officer
Mrs L Hastings.....	Receptionist
Mr S Howarth.....	Caretaker
Mrs R Stubbs.....	Cleaner (ENGIE)
Mrs A Padgett.....	Cook (Dolce)
Mrs L Myers.....	Kitchen Assistant (Dolce)

Lunchtime Supervisors

Mrs S Hellam.....	Senior Lunchtime Supervisor
Mrs A Robinson	
Mrs E Regan	
Mrs C Bradley	
Mrs D O'Brien	
Miss M Ansell	

The school year for 2019/20

AUTUMN TERM 2019 (73 days + 2 Inset days)

Monday 2nd September 2019 – Inset day for staff

Tuesday 3rd September 2019 – school opens for all pupils Years 1- 6

Nursery and Reception parents will be contacted directly regarding their child's starting date

Thursday 24th October 2019 – school closes for all pupils

Friday 25th October 2019 - Inset day for staff

Monday 4th November 2019 – school opens for all pupils

Friday 20th December 2019 – school closes for all pupils

SPRING TERM 2020 (64 days)

Monday 6th January 2020 – school opens for all pupils

Friday 14th February 2020 – school closes for all pupils

Monday 24th February 2020 – school opens for all pupils

Thursday 9th April 2020 – school closes for all pupils (Maundy Thursday)

Friday 10th April 2020 – Good Friday

Monday 13th April 2020 – Easter Monday

SUMMER TERM 2020 (53 days + 3 Inset days)

Monday 27th April 2020 – School opens for all pupils

Friday 8th May 2020 – May Bank Holiday (VE Day) – school closed for all pupils

Friday 22nd May 2020 – school closes for all pupils

Monday 25th May 2020 – Spring Bank holiday

Monday 1st June 2020 – Inset day for staff

Tuesday 2nd June 2020 – school opens for pupils

Friday 17th July 2020 – school closes for pupils

Monday 20th July and Tuesday 21st July – disaggregated Inset days for staff

The school day

The school gates open at 8.40am and children are expected to gather in the playground before the whistle at 8.55am/9am. It is important that children are here to line up at 8.55am/9am so they can start their day in a calm and structured way. Staff are unable to take responsibility for children until the start of the school day at 8.55am/9am. Children should be supervised by parents or carers before this time.

The school session times are

Morning

KS1 – 9.00am to 12.00pm

KS2 – 8.55am to 12.15pm

Afternoon

KS1 – 1.05pm to 3.15pm

KS2 – 1.15pm to 3.25pm

Parents or carers should collect their children in the playground, close to the exit door of their classroom. KS1 children will only be released to a known parent or guardian unless prearranged with the office. If there are unexpected difficulties in collecting your child please notify the school office as soon as possible and they will be looked after for a short period until you arrive.

Assemblies

We have a celebration assembly; known as Sangam (an African word meaning 'gathering together and sharing news') which is generally held each Friday afternoon. Children receive certificates for exceptional work or for kind and caring behaviour. We also look at pieces of work and celebrate birthdays.

Additional assemblies are also held to share particular projects that a class may be working on. Parents and carers are invited to class assemblies. You will be informed of the times of these as far in advance as possible via newsletter and/or text.

Healthy eating and drinking

St Ignatius School actively promotes healthy eating, and your children will have plenty of opportunities during the school year to learn about healthy diets. This is reflected in the meals we provide.

Menus are planned to give children healthy meal options, including plenty of fresh fruit, salads and vegetables. School dinners are prepared on site each day using fresh ingredients by a company called Dolce. The menus meet the School Food Standards and every child is given the opportunity to choose what they want for lunch from the menu. Parents can view online what their child has had for lunch and the ingredients used. You can also choose from the menu online at home. To find out more about Dolce go to www.dolce.co.uk

The current cost of school dinners is £2.30 per day for each child (lunches for children in classes 1 and 2 remain free subject to Government policy). You can pay for school dinners by direct debit. Dolce handle all payments and manage parent accounts. Parents can sign up for direct debit at www.livekitchen.co.uk/direct.

Some children will be eligible for free school meals and other financial assistance. Please see our Pupil Premium section for more information. If you think this could apply to your child please let us know. We can help you claim the financial assistance so you don't miss out.

School dinners are served and eaten in the hall. The children sit at shared tables and are looked after by the lunchtime supervisors.

Children who bring a packed lunch eat in the hall too. Please do not send sweets or fizzy drinks as part of a packed lunch.

We fully understand that some children may require a snack at playtime. Please ensure you help us promote healthy eating and only send fresh fruit or a healthy snack like dried fruit. KS1 children are provided with a piece of fruit each day, free of charge.

Milk is provided free of charge for all children up to the age of five. If you would like your child to continue having milk at school it is available at a cost (the price for the 2019/20 terms will be

confirmed by letter).

All children are given free school water bottles each September by the Friends of St. Ignatius. This allows them access to water at their tables at any time during the day. Maintaining good hydration is known to maximise children's capacity to learn, as dehydration can affect performance by up to 10% and lead to tiredness and irritability.

Please make sure children bring their water bottles every day. For hygiene reasons children are expected to take their bottles home each evening to be washed, bringing them in clean and filled – with water only - each morning. Refills can be made during the day from the school's water coolers. Replacement bottles are available at £1.

Money

Sometimes you will be asked to send money in to school. Please send cash or cheques in a sealed envelope, labelled with

- child's name and class
- amount enclosed
- what the money is for (school trip etc)

The class teacher will collect money from the children and send it to the office to be processed.

Cheques will usually be made payable to St Ignatius School. Sometimes cheques for school fund raising events will be payable to the Friends of St Ignatius. The relevant paperwork should tell you who to make cheques payable to.

Please do not send one lump sum for different things. Each payment should be in a separate envelope.

Transport and parking

We are keen to promote exercise and road safety and always try to reduce congestion on the school site at the start and end of the school day. We encourage park and stride and car sharing.

Cars are not allowed on school premises including the playground and the field during normal school hours. Parking on the school and church site is permitted at the discretion of the Parish Priest. Access to the presbytery must remain clear at all times.

The safety of our children must be everyone's number one priority. We urge all parents to park and drive sensibly when on site. Please be considerate and patient when dropping off and collecting children. Follow the one-way system, do not park in areas that have been marked 'keep clear' or leave your car where it could cause a blockage or be a danger. We hope that you will understand and respect our wishes in order to be sure that the children are safe.

After school activities

We offer a number of after school activities. There is a fee associated with some of the activities; however we always try to keep costs to a minimum and ensure the activities deliver the best possible value for money.

Activities for the 2019/20 school year may include

- Football
- Netball
- Cricket
- Multi-skills
- Computer club
- Choir
- Zumba
- Circus Skills

Some activities are only open to certain year groups. At the start of each half-term you will be sent a letter providing more information about what is available for your child.

Curriculum

This is a Catholic school so Christ and the principles of the Catholic faith are at the heart of everything we do. At St Ignatius we are committed to providing a broad and balanced curriculum. We recognise that in doing so we will be providing the children with a firm foundation to develop their future potential. Teaching at St Ignatius is governed by the National Curriculum.

The National Curriculum is an educational framework. It ensures that teaching and learning is balanced and consistent and sets out: the subjects taught, the knowledge, skills and understanding required in each subject, standards or attainment targets in each subject, which teachers can use to measure your child's progress and plan the next steps in their learning as well as how your child's progress is assessed and reported.

The National Curriculum is made up of blocks of years, known as key stages:

Year 1 and Year 2 of primary school are known as Key Stage 1 (KS1). Years 3 to 6 of primary school are known as Key Stage 2 (KS2). Compulsory National Curriculum subjects are the same for Key Stages 1 and 2:

Our curriculum is currently based on the following subjects: English, Geography, Mathematics, Art, Science, Music, Design and Technology, Physical Education, Information Technology, History, French (KS2)

In addition cross-curricular themes including health education, education for citizenship, environmental education, education for economic and industrial understanding, European awareness and careers education are planned and taught as appropriate and relevant to specific topics.

Alongside the National Curriculum our children study Religious Education. We use a programme recommended by the Diocese of Leeds called The Way, the Truth and the Life. We are committed to ensuring R.E. is a core subject and at least 10% of curriculum time is devoted to this.

At present the children are grouped in five classes largely according to their age, as numbers do not permit there to be one class for each year group. Every class teacher is fully committed to ensuring that all the children are working at a level appropriate to their ability.

You can find more information about the subjects we teach on our website.

Assessment

Assessment takes place on an informal basis all the time. Your child's teacher will be constantly observing your child's progress and using this understanding to plan future teaching.

In addition to informal observation, students in KS1 and KS2 will have formal tests to assess their performance. SATS (Standard Assessment Tests) are given towards the end of Years 2 and 6. They assess what 'level' your child has attained for reading, writing, maths and science.

For KS1, SATs take place throughout May of Year 2. The class teacher sets short pieces of work that are done in class without the help of the teachers. The results of this work will form the assessment.

Teacher assessment also takes place for KS2, but in Year 6, children also have to sit SATs that are the same for children all over the country. SATs for Year 6 take place in May. They are more formal than KS1 and might be more stressful. The papers are sent away to be marked and you will have the results before your child leaves school in July.

Children are assessed on each of the subjects. This is intended to show if your child is working at, above or below the target level for their age. This helps the school to make plans for their future learning. It also allows the school to compare their pupils' performance to national results.

Homework

At St Ignatius we strongly feel that your child's learning experience is greatly enhanced if school and family work together. Homework is an important part of creating a partnership between you and school.

Homework is also an important way of developing your child's learning skills. It can:

- develop good working habits and self discipline
- encourage skills and attitudes that help children improve their educational performance
- allow your child to express their individual approach to a subject
- give you a chance to take part in your child's learning.

Homework does not simply mean sitting down with work sent home by a teacher. It includes lots of other activities that enhance your child's learning in an enjoyable way.

Reading together, learning the words to a song, finding out more about a particular topic, or practising a particular skill, are all part of learning at home.

We ask children to share their school reading books with parents, and we would like parents to be prepared to help their children in learning spellings and multiplication tables, finding out and researching activities, story writing, completing class work and other occasional pieces of work.

Weekly homework will be set by the class teacher to complement the class work that week.

Homework at primary school should not be a chore or a pressure and should not stop children from enjoying time for play and relaxation. We do understand the difficulties that homework can sometimes cause so if you are worried about your child's homework, speak to the class teacher.

Informing, involving and reporting

We recognise the vital contribution that parents make to their children's education and well-being as well as playing a key role in strengthening and developing the school community.

To help us build on this we try, wherever possible, to work in partnership with parents, encouraging them to be closely involved and active in the education of their children and the life of the school.

You can see your child's teacher at any point if you have any concerns or questions about their life at school. Talk to the teacher to find a suitable time. It can be difficult for teachers to make time at the beginning of the day, so after school is usually preferred. The Headteacher is always happy to speak to parents as well.

We aim to update and inform you on a regular basis about what's happening at school. We use newsletters, text and email to keep in touch with you. We also have a school website which provides another information source for parents.

Every parent gets the opportunity to meet their child's teacher at two formal parents' evenings to discuss their child's progress. These meetings are also a chance for you to ask questions, and to tell your child's teacher about his or her life outside school. The work your child has been doing in class will be on display for you to look at, and the teacher will talk about your child's achievements in the key learning areas. Parents' evenings take place in the autumn and summer terms. Appointments are scheduled in advance for these meetings.

At the end of the school year you will be sent a written report that gives details about your child's progress.

Please remember - do not hesitate to get in touch with your child's teacher if you have any concerns about their life at school.

Special needs

St Ignatius recognises that all pupils have individual needs, and that some pupils will require additional support. We are committed to involving parents in every aspect of their child's education, especially if a child experiences any difficulty. Parents will be invited to discuss any problems with the class teacher as soon as possible and similarly we hope parents will consult us if they identify problems associated with school.

Full details of the school's SEN policy are available on the website or from the school office.

Pupil Premium

Currently, all children in Reception, Year 1 and Year 2 are entitled to a free school meal. The Government is also giving money to schools to help children of all ages from lower income families do their very best. The funding is called 'Pupil Premium'.

With this money we are able to provide more interventions to accelerate children's academic progress, provide free music lessons, and subsidise trips. It can also be used for interventions to develop self-esteem, self-confidence and social emotional skills.

You can register your child for Pupil Premium if you get any of these benefits:

Income Support

Income Based Job Seekers Allowance

Income Related Employment and Support Allowance

Support Under Part VI of the Immigration and Asylum Act 1999

Guaranteed Element of State Pension Credit

Child Tax Credit, with no Working Tax Credit, and an annual income of no more than £16,190

Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Universal Credit

If your child is in Year 3 or above you can also register for Free School Meals if you get any of the benefits listed above.

If you think you may be eligible please register as soon as possible to make sure your child doesn't miss out. You can get more information and help from the school office or from Wakefield Council at www.wakefield.gov.uk

Pastoral care

The welfare and well-being of the children are the responsibility of all the staff in the school. Generally, class teachers are responsible for the safety and happiness of the children in their classes. However they also involve themselves in supervising the welfare of any child who may need attention or help in any matter, should particular class teachers not be available.

The children are supervised at play by teachers and support staff and at lunchtime by supervisory assistants who are responsible for supervision according to the instructions of the Headteacher.

Most members of staff hold a First Aid qualification and they attend or advise on minor injuries. In the event of serious accident or illness arrangements are made to contact parents or carers so that the child can be taken home or to the hospital.

For this to be possible it is essential that parents inform the school of any change of telephone numbers or address

If it is not possible to contact anyone the school will be obliged to take whatever action seems most reasonable in the circumstances.

Sport and leisure

Sport is a strong element of school life at St Ignatius and is an important part of a child's education. It encourages sportsmanship, self discipline and dedication, and helps children to view sport as an integral part of a happy and healthy life.

In addition to our Physical Education curriculum we aim to provide as many extra-curricular sporting activities as possible for boys and girls. These change term-by-term, and cover a range of sports. The school also takes part in a number of inter school competitions. We strive to do our very best to win and are often very successful but it is even more important to teach the virtues of good grace in victory or defeat and the value of building character as we compete.

Each summer sports afternoons are organised for KS1 and KS2 and parents are invited to come along.

Swimming lessons, at Ossett Academy swimming pool, take place once a week for year 4 children. Parents will be advised by letter when this starts.

Music

Music is taught as part of the National Curriculum with weekly lessons in class. These lessons concentrate on the whole class working together. There is also singing in assembly on a regular basis.

The school has a highly regarded choir that participates in a variety of events throughout the school year.

In addition to the class activities, children can also learn an instrument, taught by specialist external music teachers. Children are taught in small groups during lunch or class times.

The instruments will vary depending on demand and availability, with children usually given the opportunity to learn the violin, keyboard, ukelele or woodwind instrument.

There is a charge for instrumental music lessons and they are very popular. To find out more about what is on offer for your child please contact the school office.

School Council

We actively encourage pupils to become responsible and caring members of the school community.

As part of this we have a School Council, which includes representatives from each year group. The council discusses a variety of issues about school life and activities, and work with teaching staff to develop ideas and initiatives. Children can nominate themselves for council membership at the beginning of the year, and their classmates are asked to vote for the most suitable representative.

You can find out more about the School Council on the website.

School trips

We endeavour to widen the experience of the children we teach. Whenever possible, subject to the availability of staff expertise, we try to provide the opportunity to acquire new skills and interests.

Visits from and visitors to school are frequently arranged for the children, in the course of class work. These vary from class to class and from year to year. Recent visits have been to Wakefield and Castleford Museums, Yorkshire Wildlife Park near Doncaster, The Deep Aquarium in Hull, The Shrine of Margaret Clitheroe in York, Ledston Estate, Austerfield Centre, Bradford Alhambra, Yorvik Centre, Sandal Castle, Harlow Carr and Eureka in Halifax.

Year 6 children are given opportunities to go on a residential visit and also to take part in a variety of activities and experiences. This gives the children firsthand experience of other people and places.

We appreciate parental co-operation in ensuring that no child is excluded from a class activity. We do not charge for visits that take place within 'normal school hours', except for board and lodgings. However the school asks parents to make voluntary contributions to assist in the

provision of trips. Parents of children who receive Pupil Premium funding will be advised in writing if the funding is being used for a visit/activity. The children of parents who decide not to offer voluntary contributions would not in any way be penalised or excluded from the visit.

The Headteacher does reserve the right to cancel any outing if it was felt that any necessary subsidies would severely affect the financing of other school needs and activities.

For more information about the Charging and Remissions policy please see the school website.

School uniform

In order to help create a sense of community there is a school uniform which it is expected all St Ignatius children will wear. All items of clothing and footwear must be clearly marked with your child's name. Earrings and other jewellery are a potentially dangerous hazard and must not be worn at school.

Most of the uniform is readily available in local shops and department stores. We also have a uniform partnership with Marks and Spencer; however there is no obligation to use them. You can find out more about this on the website.

Below is the St Ignatius school uniform (* indicates items only available from Marks & Spencer online. The link for this is on the school website.)

Winter. Start date from September, but always by October half-term.

- Boys - grey shorts or trousers, red v neck jumper (red v neck jumper with badge* available but not compulsory), white shirt with red tie (tie available from school), plain grey / black socks.
- Girls - grey skirt, pinafore or trousers, red cardigan (red cardigan with badge* available but not compulsory), white blouse with red tie (tie available from school), plain red/grey tights or plain white/grey socks.

Summer. Start date from Easter, according to weather, but always by May half-term

- Boys - grey shorts or trousers, white short sleeved shirt with red tie, or white polo shirt, plain grey / black socks. Sun hat as needed.
- Girls - red checked dress, or grey skirt and white blouse with red tie or white polo shirt, plain white socks. Sun hat as needed.

A unisex reversible shower-proof fleece with embroidered badge* is available but not compulsory.

Smart footwear, in appropriate colours (e.g. black, navy or brown) should be worn. Trainers are not considered suitable. Open-toed or open-heeled sandals are not permitted for health and safety reasons. KS2 children should have a change of footwear for inside the school building. Pumps are suitable for this purpose.

PE Kit

All children must change for PE and they should be able to do so with minimal help from staff. PE clothes should be kept in a pump bag or similar. All items of PE clothing and footwear must be clearly marked with your child's name.

Indoor PE

- Boys and girls will need a white T-shirt and a pair of dark blue shorts. These should be plain in design, with no drawstrings to catch on apparatus.

Outdoor PE

- Boys and girls will need a white T-shirt and a pair of dark blue shorts, as above. They also need to wear trainers. Tracksuits or sweatshirts and jogging bottoms should be available for wear in colder weather.

Lost property

If your child has lost something please talk to their teacher. You can also ask to search the cloakroom yourself after school. Lost property is kept in the school office.

At the end of each half-term, items from lost property will be put out on a table in the school grounds for people to claim them. Unclaimed items will be donated to charity.

Please try and ensure that your child's uniform and possessions are clearly labelled with their name. This will make it easier for people to return something they find, and for you to find things that go astray.

The school cannot accept responsibility for the loss of personal items.

Attendance and absence

It is important that children develop good habits of attendance and punctuality. Absence and late arrival at school should not occur without good reason.

Children are expected to be in attendance for every session of school during the school year unless a valid reason for absence, in accordance with Statute, is offered, e.g. medical or bereavement.

Please ensure you contact the school by telephone by 9.30am on the first morning of absence and keep the school updated thereafter.

If a child needs to leave school early to visit the dentist or clinic etc it is important that the school is informed. Children must be collected from school and no child will be allowed to leave school unless accompanied by an authorised adult.

The Headteacher cannot authorise holiday absences. If you take your children on holiday at times other than during school holiday periods these would count as unauthorised absences, which we monitor. In extreme circumstances penalties may be imposed by courts.

No provision is made for absences for social reasons such as birthdays, shopping trips or days out.

The school is obliged by law to follow up on any child who is absent from school without explanation or if the explanation for an absence is not adequate.

Bad weather

We are committed to doing all we can to keep the school open during term times. Any decision to close the school is not taken lightly but the safety and welfare of our pupils and staff has to be a priority.

If conditions are too severe to open school or if there is snow during the day and it is necessary to close the school we will send a text and email to the main contact on the system for each family.

It is essential that you let us know as soon as possible if you change any of your contact details. Information will also appear on the school website and on the Wakefield Council website www.wakefield.gov.uk. You can also check out the local radio stations - BBC Radio Leeds and Ridings FM - to find out what's happening.

Safety

The school has procedures in place to safeguard security as far as possible. All visitors to school are required to report to the office when they arrive. Visitors will be given an orange visitors badge that is clearly visible. The badge should be worn for the duration of their visit.

Children are taught to recognise this badge, and to tell a member of staff if they see someone wandering around school without one.

Parents should not enter the school by the childrens entrances. Access in to school should at all times be requested via the office.

All volunteers are required to consent to a Disclosure and Barring Service (DBS) check.

Illness at school

Anyone caring for your child, including teachers and other school staff, is expected to act like any reasonably responsible parent to ensure that children are safe. In exceptional circumstances this might mean giving medicines or contacting emergency services.

First aid materials are kept in boxes in each classroom and there is a major supply near the school office. Several members of staff are qualified first aiders, and will be on hand to offer advice when dealing with an injury.

Staff will contact you if necessary, but usually only if your child needs to go home before the end of the day. Minor incidents can usually be handled without the need to contact you. If your child has a bump to the head, staff are instructed to monitor them carefully and get in touch if needed.

All incidents are reported in the Accident Book, which is kept in the school office.

Children taken ill during the day will be accompanied to the school office so that parents can be contacted. Someone will stay with your child and care for them until they are collected.

Please do not send children to school if they are ill. You must allow 48 hours after your child has last vomited or had diarrhoea before you return them to school. The school does not have the staff or resources to cope with such situations, and there is a risk that infections can be passed on to other pupils and to staff.

The school is not permitted to give non-prescription medication such as paracetamol, ibuprofen or anti-allergy medicines.

Medicines should only be taken to school if they are essential. If your child has prescription medication that they must take during school hours please sign it in to the school office, with full details on how and when they should be administered.

The school does not have to agree to take responsibility for giving your child's medicine.

Medicine will only be given by staff members who have the appropriate training and guidance. The school cannot take responsibility for reminding children to have their medicines. If you are not sure that your child will remember then it might be best to keep them at home.

Please inform us of any allergies or medical problems which may affect children's schooling.

Children needing medicines for long term medical conditions may need to have a healthcare plan drawn up between their health professionals, the family and the school.

Communication – keeping us all in touch

The school will aim to keep in touch with you in a number of ways. We also hope that parents will feel free to make contact with any comments or concerns.

When your child joins school you will be asked to fill out a form that provides basic details about your child's health and who to contact in an emergency. This will include nominating adults other than parents, including friends or family members with whom your child feels happy and secure. Contact details are kept on the system so you must let the school office know if any of these contact numbers change.

We also ask for an email address and mobile phone number for a main contact for your family. We will use these details to communicate regularly with you by text and email.

Newsletters are sent by email now however hard copies are also available for those who do not have access to email. Newsletters are also available on the website.

You can contact us by telephone on 01924 271625 or email admin@stig.bkcat.co.uk

We encourage you to see your child's teacher at any point if you have any concerns or questions about their life at school. The Headteacher is always happy to speak to parents as well. Talk to the teacher or Headteacher to find a suitable time.

Behaviour – bullying and discipline

Staff, children, parents and governors at St Ignatius' School work together to create a happy, caring, learning environment. Bullying, either verbal, physical or indirect will not be tolerated.

It is recognised that all partners in a child's education have a responsibility to aim to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

A positive approach to discipline is engaged in school, with the children being encouraged to show respect for themselves, other people and their surroundings. There are clearly expressed expectations of behaviour, and classes adopt their own class rules.

Children are frequently reminded of the high standards of behaviour expected of them and praised when they behave sensibly, responsibly and with consideration for other children and adults.

We have a Behaviour Policy, which covers how we deal with bullying and discipline, and we strongly encourage parents to read this. The policy clearly lays out how we will work with children who do not behave as expected.

A copy of the Behaviour Policy is available from the school office and is on the website.

Complaints

The school has a clear complaints procedure. All parents will be asked to follow this to enable us to deal with complaints in an open, transparent and consistent manner.

If you have a complaint we will make every effort to deal with it at an early stage in a spirit of partnership. The aim should be to identify areas of agreement between the parties. It is also equally important to clarify any misunderstandings that might have occurred as this can create a positive atmosphere in which to discuss any outstanding issues.

In the first instance you should make an appointment to discuss the matter with the class teacher. If the issue is not resolved, the parent should discuss the matter with the Headteacher.

If you still feel your complaint has not been resolved you should contact Phil Kitson, Chair of the Academy Council via the school office. The complaint will then be considered formally by the Academy Council.

You can get full details of the complaints procedure from the school office and the school website.

Academy Council

Previously called the Governing Body, the purpose of the Academy Council is to work in partnership with the school to provide the best possible educational experience for its pupils.

The key functions of the Academy Council are to

- Endorse the aims and objectives of the school and the policies put in place to achieve these
- Approve the targets for achieving the aims and objectives
- Monitor and evaluate the progress the school is making
- Be a critical friend – a source of support and challenge to the headteacher

The governors in the Academy Council are drawn from different parts of the community. This helps ensure that the Academy Council has sufficient diversity of views and experience.

The Chair of the Academy Council is Phil Kitson. There are nine other governors in the Academy Council.

Full information about the Academy Council is available from the school office.

The Friends of St Ignatius

The Friends of St Ignatius is a registered charity run by parents. It raises vital funds for facilities and equipment to complement life at school, raising thousands of pounds each year.

The Friends also take responsibility for many of the most enjoyable and memorable occasions in the school calendar – like school discos, family fun events and children's entertainment events.

New volunteers are always welcome. You can find out more on the website or ask at the office for details of how to get involved.

School policies and procedures

The following policies are all available on the website or from the school office.

- Admission Appeal Timetable
- Admissions Policy
- Anti-Bullying Policy
- Behaviour Policy
- Charging and Remissions Policy
- Complaints Policy
- Complaints Procedure
- Equal Opportunities Policy
- Maths Calculation Strategies for Key Stage 1 (KS1)
- Maths Calculation Strategies for Key Stage 2 (KS2)
- Supporting Children with a Medical Condition Policy
- Safeguarding and Child Protection Policy
- SEN Policy
- Term Time Holidays

Useful contacts

Rev Father Richard Aladics

St Ignatius Presbytery, Storrs Hill Road, Ossett Tel 01924 273517

Chair of Academy Council – Mr Phil Kitson

Please contact via the school office

St. Ignatius School Website

www.stig.bkcat.co.uk

St. Ignatius School Office

Tel 01924 271625

Email admin@stig.bkcat.co.uk