



HOLY TRINITY

R.C. Primary School
Prospectus



To go forward together in Christ,

respecting

our neighbour and striving for excellence!



Headteachers Welcome

It is an honour and a privilege to be the Headteacher of Holy Trinity. This is a very happy, friendly school situated in spacious grounds on the edge of Brierfield with wonderful views of Pendle Hill.

Holy Trinity School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us.

At the very heart of our school are our children. Here at Holy Trinity we take the view that every child really does matter. In education, as with all life, things change, and we constantly face new challenges, both in terms of developments in education and expectations of the children and parents. We aim to be a vibrant core in the community, as well as forward looking in our attitude to education.

We invest heavily in human resources, which we believe is the best way to raise achievement and meet the needs of our pupils. All our members of staff are fully committed to the school and dedicated to their task of caring for the pupils.

We believe that good behaviour is crucial to maintain the positive and caring ethos of the school, and our priority is to engage children in their learning, whilst helping them develop a positive attitude towards one another and the school.

Holy Trinity R.C. Primary School is a good school, where children are encouraged to achieve their full potential. We are proud of our pupils, and consider it a privilege to serve the parish and community by giving children the best possible start in their education.

If you would like to visit our school then please contact the school to arrange an appointment.

Mrs M.T. Lyle

Headteacher





Staff of School

Headteacher	Mrs M T Lyle
Deputy Headteacher	Mrs C Carlile

Teachers

Class 1	Miss D Smith
Class 2	Mrs S Fowler
Class 3	Mrs M Heron
Class 4	Mrs C Carlile

Teaching Assistants

Mrs C Kaye	Miss E Taylor	Miss L Pohrebienyk
Mrs C Lee	Mrs A Phillips	Mrs L Taylor
Mrs A Duckett		

Non Teaching Staff

School Business Officer	Miss N Atkinson
Site Supervisor	Mr N Cruickshanks
Welfare Assistants	Mrs S Haracic Mrs C Lee Miss J Jackson
Kitchen Supervisors	Mrs C Dale (Cook) Mrs L Atkinson
Chair of Governors	Mrs M Borman

“ The leadership team has maintained the good quality of education in the school... ”

Ofsted



“ Leaders review and improve safeguarding regularly. ”

Ofsted

Catholic Life of the School

As a Roman Catholic School, our faith is central to everything that takes place in Holy Trinity.

The Religious Education of our pupils is the core of the Core Curriculum; the practice and teaching of the Catholic Faith is central.

Our Faith is not just something added on to everything else we do as a School, but runs through all our learning.

10% RE curriculum time is allocated across all key stages. The staffing and resourcing devoted to RE is of the highest standard, reflecting its significance and importance in our school.

We hope that the children educated at our school will grow towards religious maturity, ready to face the responsibilities of a Christian life.

Holy Trinity is a caring school community where we all do our best to love one another.

Religious Education at Holy Trinity is comprised of our formal RE lessons, assemblies and collective worship, and our daily living out of the mission statement.

Safeguarding and Child Protection

Holy Trinity RC Primary School is committed to safeguarding and promoting the welfare of our pupils and expects all staff, contractors, volunteers and visitors to endorse this practice at all times. This means that we have a Safeguarding and Child Protection Policy in place which parents and carers can request from the school office and which is also available to download from our school website.

Safeguarding is about ensuring that everyone is safe from harm: safe from bullying, safe from people who could abuse, safe from discrimination or harassment including sexual harassment – and that we all feel safe in our environment.

We believe that pupils have the right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. Staff are vigilant for signs of distress and adhere to our safeguarding policy if these are identified.

If you are ever concerned about the safety or well-being of someone at our school, please talk to one of the school's Designated Safeguarding Leads, listed below:

Designated Safeguarding Lead:

Mrs MT Lyle (Headteacher)

Deputy Designated Safeguarding Lead:

Mrs C Carlile (Deputy Headteacher)





School Uniform

The parents and families of our children work extremely hard to maintain a very high standard of dress and all pupils new to our school are expected to wear school uniform. Uniform with the school logo can be purchased from the school office. Please ensure all items of uniform are clearly labelled with your child's name to prevent mix up or loss.

Boys

Dark Grey/ Black Trousers (**not jeans or tracksuit bottoms**)
 Pale Blue or White Shirt/Polo Shirt/School Sweatshirt
 Footwear - Black Shoes

Girls

Dark Grey Skirt/ Pinafore Dress/ Trousers (Black trousers can also be worn)
 Pale Blue or White Shirt/ Polo Shirt/ School Sweatshirt
 In the summer the girls may wear a Red Checked Dress
 Footwear - Black Shoes

P.E. Kit - Infants and Junior

Indoor PE Kit

White T-Shirt and Black Shorts
 (The T-Shirt should not be the one worn during the school day)
 Plimsolls or bare feet.

Outdoor PE Kit - Games (usually outdoor)

Summer weather - White Polo Shirt and Black Shorts, Trainers
 Cold weather - Track Suit/Jogging Bottoms and Sweatshirt, Trainers
 (generally warm clothing) - Colour Black/Navy

Please Note: For gymnastics, children are only allowed plimsolls as footwear. They may go barefooted. This is to comply with health and safety regulations.

Jewellery

To fit in with Lancashire County Council Policy on Health and Safety **No Jewellery is allowed in school.** Children who have pierced ears may wear small studs only. These however have to be taken out when they go Swimming and for P.E.

Indoor Shoes

Children must change into either a pair of plimsolls, trainers or indoor shoes when they are in school.

Hairstyles

Hair must be groomed, tidy and one natural colour. We consider dyed, high-lighted and streaked hair to be inappropriate for school children. Gels are not permitted.

Pupils may not come to school with sections of their eyebrows shaven.

Hairstyles such as wedges, basins, shaved sections, extension, anything shorter than a Number 3 cut and those covering the eyes are unacceptable.

The use of braids is unacceptable for safety reasons. Hair accessories should be simple and no present a safety risk.



Attendance

Under the Education Act, parents are required to ensure that their child/ren receive full time education by regular school attendance.

The Act states that children should arrive at school on time, properly attired and in a condition to learn.

The Department for Education have asked us to inform parents of the following points.

- It is the parents' responsibility to inform school of the reason for a child's absence as soon as possible i.e. the first day of absence.
- Only the school can approve absence, not parents. The school has no obligation to accept an explanation of absence as valid. Further information may be asked for. If it is not forthcoming the absence must be treated as UNAUTHORISED.
- Shopping is unlikely ever to be a justification for absence – therefore classed as UNAUTHORISED.
- Holidays – no parent can demand leave of absence for a holiday as a right.

The headteacher can only accept holiday requests that are exceptional circumstances.

When a child is having an unreasonable amount of time off school, the case may be referred to the PAST (Pupil Attendance Support Team) or doctor from the school Health Service for investigation.

School Meals

In school we offer delicious, healthy meals that are freshly cooked on the premises. Careful attention is paid to the nutritional value of each meal and children are encouraged to eat in a sociable and polite manner.

In keeping with our Healthy School's status, we try to educate children and families in providing well balanced packed lunches if they choose not to have a school lunch.

We expect parents and carers to support us in our efforts to ensure children eat healthily. Therefore, chocolate, sweets and sugary fizzy drinks should not be included in children's lunch boxes. We are a nut free school due to some of our children having nut allergies.

Children from Reception to Year 2 now benefit from universal free school meals which was introduced in September 2014 regardless of personal circumstances.



Dinner money is collected every Monday morning or can be paid online using the Parent Mail app.

School Milk

Children under the age of 5 are entitled to free school milk, also children who are entitled to free meals are entitled to free milk.

If you wish your child to have milk it is your responsibility to fill in the paperwork required which is in your induction pack.

School no longer collect milk money, all payments and ordering are done directly to Cool Milk.

Fruit in school scheme

We embrace the government's Fruit In School Scheme, to encourage children to eat more fruit daily as part of a balanced diet.

All infant children will be given a piece of fruit during the morning session of school.

This initiative is funded by the government and therefore does not incur any expense to parents.

“ Pupils learn to respect different people and communities. “

Ofsted

Accidents/ Illness

There may be an occasion where we would need to contact you should your child become poorly or have an accident in school.

School keeps emergency contact details for every child electronically and it is vital that school is informed as soon as possible if you change a telephone number.

For any bump to the head school will contact a parent to inform them.

In the case of your child being poorly, school will contact parents / guardians in the order that is detailed on the emergency contact forms that are supplied.

School has qualified first aiders who would attend to any minor injury such as a grazed knee. If in any doubt parents would be asked to collect a child and seek medical attention. Accident forms are completed for every accident / incident in school.



School Day

School

- School begins at 8.55am. Children are collected from the playground by the class teachers.
- School ends at 3.30pm. Children are taken to the playground by the class teachers.
- Key Stage 1 and Key Stage 2 each have a fifteen minute morning and afternoon break.
- Lunchtimes are organised into two sittings.

Nursery

- Morning session begins 8.45am till 11.45am.
- Afternoon session begins 12.30pm till 3.30pm.

Breakfast Club – Sunrise

School operates a Breakfast Club. This is made available to children from Pre-School to Year 6 every morning. Supervision begins at 8.00am until 8.45am when the children go to their classes.

The children also receive a breakfast of toast, cereal or yoghurt and a drink. The cost per child is £2.00 per day (RE-Year 6), £4.00 for pre-school.

This money is to be paid via the ParentMail app.







PFA

The Parents and Friends' Association (PFA) brings together parents, friends and teachers in an enjoyable social setting and organises events to raise funds to provide additional resources for the School. We would love for you to be part of our wonderful PFA team so please come along to a meeting which will be advised of through ParentMail and text message. The time generously given by the team of volunteers helps to create a happy and interwoven environment. So far, the group has organised leavers discos, raffles, Christmas fairs and these have proved to be very enjoyable and successful social activities.

Parental Links

We welcome parents in school, however, should you wish to speak to your child's' class teacher or the head teacher we ask that you contact school prior to make an appointment. This way the teacher can make sure you are not interrupted and can dedicate her / his time to your concern.



After School Club – Sunset

School operates an After School Club. This is made available to children from Pre-School to Year 6 from Monday to Thursday. Supervision begins at 3.30pm until 5.00pm. The children receive a small meal and a drink. The cost per child is £6.00 per day.

Bookings have to be made and paid in advance using the ParentMail app due to limited spaces.

Safety on Site

Vehicular access to school is not permitted to parents dropping children off at school unless in the event of an emergency.

Medicines

We have to be very careful with medicines in school. Therefore medicine will **ONLY** be given by Staff if you (the parent/guardian) complete a form at the school office.

NO medicines can be kept in school overnight (except inhalers for asthmatic children), therefore please only send sufficient medicine/ tablets for **ONE DOSE**.

Medicines that may be dangerous to other children will not be accepted in school.

Pastoral Care

The school puts children's welfare at the top of its agenda. We pride ourselves on our caring and supportive staff who place the utmost importance on our children's emotional well being.





Homework

Homework should be completed with the support of parents. This provides the child with a very big advantage throughout his/her school life.

It is therefore, vitally important that parents give their full co-operation. Children are expected to supplement school activities at home by reading, completing mathematics or english tasks.

At Holy Trinity, we are very passionate about reading. Above all other homework activities, reading is the single, most important thing that parents can do to support their child in their learning.

Reading each night, from either a school book or a book of your child's choice is of utmost value to every child.

We encourage children and parents to read together and for pleasure through initiatives we run in school, including a book lending scheme, running reading clubs, parent workshops, sharing book recommendations and making time to read for pleasure in school.

Be the parent who makes a difference to their child - read for 10 minutes, every day, every child, every parent!

School Council

Our School Council is long established and works hard to further enhance the experiences for our children in school.

They have been instrumental in raising funds for good causes, as well as deciding how best their own allocation of money ought to be spent.

The School Council have regular meetings at lunchtime to discuss suggestions put forward.

“ Pupils benefit greatly from the wide range of thoughtful extra learning opportunities on offer, for example clubs for prayer, newspapers, cooking, craft and team games. ”

Ofsted



Pupil Chaplaincy Team

In KS2 we have a group of 8 children who form the Chaplaincy Team. As a Catholic school, the Chaplaincy Team supports the spiritual life of the school by leading prayer and worship and responding to pupils' ideas to enhance the school ethos.

Eco Team

We meet regularly to discuss how we can improve recycling, reduce water and energy waste and how we can improve our local and global environments. We have already achieved the Bronze Eco Award and the Silver Eco School Award.

We think it is really important to recycle and reuse as much as we can.

As a school we aim to reduce single use plastic and encourage all children to bring re-usable drink bottles. We carry out a litter pick every term to help keep our school environment tidy.

Pupil Voice

We value the contributions our children make to the school and the local community. Therefore, we seek to provide opportunities for the children's views to be heard in many forums.

Fairtrade

We are now a Fair Achiever School which is the top Fairtrade award! We continue to promote Fairtrade within school and we organising events including bake sales, Fairtrade hot chocolate stalls and awareness campaigns.

Holy Trinity Parish

Our Parish of St John Southworth is part of the Diocese of Salford and has two churches - Christchurch, Carr Road and St John Southworth, Vaughan Street. Our parish is shepherded by Fr Gerard Kelly.

The school works closely with the parish of St John Southworth to support those children and their families who are being prepared for Reconciliation and First Holy Communion.





Discipline

The school has discipline, e-safety and anti-bullying policies, all of which are available for you to read.

At Holy Trinity, we believe that all children should feel confident, safe and secure in our school. We are committed to a positive approach and so reward good behaviour and personal achievements wherever possible.

Children are reminded of rules in school regularly and these are implemented to maintain calm, good behaviour, safety and respect.

Usually, cases of bad behaviour are dealt with in school by staff through a verbal reprimand. If the behaviour warrants a more serious sanction or is more persistent, the following sanctions may be used in accordance with our discipline policy:

- Loss of playtime, privileges or duties.
- Barring from after school activities, school trips or events.
- Parents contacted to discuss behaviour.
- Internal exclusions (in which children will have to work in another class for a period of time)
- Fixed or permanent exclusions from school in extreme circumstances.

Bullying in school is dealt with very seriously. Every child has the right to feel happy and valued in school. Any incidents of bullying of any kind, including cyber-bullying, sexual harassment, should be reported immediately to the school so that the problems can be dealt with appropriately.

School Organisation

The school is organised into four classes – an EYFS unit which consists of our pre-school and reception children and three other mixed age classes ranging from Year 1 to Year 6.

The school curriculum addresses the skills and knowledge required by the National Curriculum. Detailed schemes of work help to ensure that every aspect is covered.

English and Maths are taught daily. Religious Education is given 10% of the teaching timetable.

At Holy Trinity we have introduced a Creative Curriculum through which the subjects of art, history, geography, computing, music and design technology are delivered.

The Early Years Framework is taught in the Foundation Stage i.e. Nursery and Reception.



Curriculum

English

This is divided into four main areas in which pupils will:

Spoken Language

- Develop the capacity to explain their understanding of books and prepare their ideas for writing.
- Understand and use the conventions for discussion and debate.

Reading

- Develop their reading comprehension through high quality discussions as well as reading and discussing a range of stories, poems and non-fiction.
- Learn to read through the teaching of phonics and decoding.
- The school expects parents to help their child in reading at home.

Writing

- Develop their skills in spelling and handwriting.

- Create their own compositions through articulating and communicating ideas.

Spelling, Vocabulary, Grammar, Punctuation and Glossary

- Be taught to control their spelling and writing consciously and to use Standard English.

Mathematics

This is made up of:

- **Number**
- **Statistics**
- **Measurement**
- **Algebra (Upper KS2)**
- **Geometry**
- **Ratio and Proportions (Upper KS2)**

Pupils will become:

- fluent in the fundamentals of maths through frequent practice of increasingly complex problems;
- be able to reason mathematically by following a line of enquiry;
- skilled at solving problems by applying their mathematical knowledge to a variety of problems with increasing sophistication.



Science

Children will be encouraged to carry out their own investigations and discover things for themselves and develop scientific knowledge.

In Science the pupils will study:

- Living things – how they grow, eat, move and keep healthy;
- The way people have influenced their surroundings – such as the disposal of waste;
- Materials – how things can be changed by stretching, squashing, heating and cooling;
- The earth and space – why the sun disappears at night, and how the weather and seasons change;
- Energy, electricity, light and sound – how to make sounds in different ways, the way light passes through some materials and not others, the meaning of hot and cold, how to make electricity circuits using batteries, bulbs, buzzers and wires;

Each year a Science Week takes place in school. This provides an opportunity for the children to experience science through visits out of school and workshops in school. It also offers the chance for school to showcase some of the more playful and fun aspects of science while still learning about scientific enquiry and investigation.

Computing

As well as having its own dedicated syllabus, Computing plays a significant role in the delivery and learning in other subjects. Children will benefit from white boards, laptops, audio equipment and the use of iPads.

Creative Curriculum

Other foundation subjects are taught in accordance with the National Curriculum guidelines.

At the beginning of each term you, as a parent, will be told the Programmes of Study that your child will be following. We hope that you will help your child with these areas of study.

Educational trips and specialist visitors are used by school to bring the curriculum to life for the children.

Music

We use an exciting music scheme called 'Charanga'. The scheme requires children to perform, sing, compose, and appraise music. Each year, the children take part in a 'Music Day' event to showcase their skills. We also seek specialist support from the Music Service in Lancashire. A specialist music teacher visits school once a week.



Foreign Languages

Foreign Languages has been adopted across Key Stage 2 through the implementation of French. Children learn about the historical, cultural and creative features of life in France as well as the language itself. French is delivered as a discrete lesson.

PHSE

Personal, social & health education permeates every aspect of school life as well as being a subject in its own right.

Through assemblies, lesson time, Coram Life Education & SCARF, Rainbows, circle time and collective worship, pupils acquire the skills, attitudes, knowledge and understanding necessary for the development of the whole child.

PHSE incorporates mental health & well-being, relationships, a sense of each person's place and value in society, economic understanding and making decisions that lead to a healthy lifestyle.

The PHSE framework has been revised by the Department for Education and all schools are required to follow the new guidance. Societal issues are addressed such as diversity and difference in terms of beliefs, relationships and culture.

These are all addressed in an age appropriate way and based on the teachings of Christ, bound in the commandment that we *'love one another as I have loved you'* John 13:34.

Relationship and Sex Education

The Governing Board have adopted a programme called 'Ten Ten', which delivers the sex education syllabus within a clear moral framework, which is endorsed by Salford Diocese.

The course is run throughout the school and supports the science curriculum as well as the school's obligation to provide a sex education programme. The Coram Life Education team also advises on the programme and provides sessions with boys and girls in Year 6 about adolescence.

Religious Education

Holy Trinity is a Roman Catholic School and the first duty of the Catholic School is to pass on the gift of faith which we received from our parents, teachers and priests.

Religious education is provided in accordance with the rites, practices and observance of the Roman Catholic faith. It is expected that children admitted



to the school will take an active part in the religious life of the school. The school supports the work of the parish in preparing children for the sacraments of Reconciliation and Holy Communion.

Parents wishing to withdraw their child/children from religious instruction and worship, in accordance with the provisions of Section 25 of the Education Act 1944, must make arrangements in writing with the school's Governing Body.

Special Educational Needs & Disability (SEND)

The code of practice; 'Special Educational Needs and Disability Code of Practice - 0 to 25 years' came into effect in September 2014 and involves councils, schools and health care professionals working together to meet childrens' needs.

Children who have special educational needs and disabilities will be picked up at the earliest opportunity with support put in place.

Both children and their parents will be fully involved in decisions about their support and what they want to achieve.

Children with more complex needs may have an 'Educational, Health and Care Plan (EHC) for their support.

The aims of the SEND Code of Practice are to enable pupils' access to an education that helps them to make progress so that they;

- achieve their best.
- become confident individuals living fulfilling lives.
- to make a successful transition into adulthood.

At Holy Trinity, we will endeavour to support every child in achieving their full potential and preparing them for the next phase in their education.

Extra-Curricular Activities

The school provides a wide range of extra-curricular activities. These include:

- | | | |
|----------------|----------------------|-------------------|
| Choir | Baking | Football |
| Dance | Multi-Skills, | Rugby |
| Hockey | Gymnastics | Basketball |
| Netball | | |

The extra-curricular activities change during the year and parents will always be informed of changes to times and new activities on offer.



School Outings

There are various out of school trips arranged during the year. Children may go on trips because of the themes that they are working on in school, or as an end of year celebration.

In order for school to sustain these activities parents are asked to make donations towards the cost. Without such donations school could not afford to pay for such activities.

Pupil Assessments

Parents are informed of their child's level of attainment as; emerging, developing, secure, greater depth.

Secure means children are working at the expected level for their age group and greater depth means they have exceeded that standard and have a more accomplished understanding and knowledge of the curriculum.

Age Related Expectations or ARE will be referred to describe each respective year group expectations.

Admission Criteria

Holy Trinity, Brierfield is a Roman Catholic Primary School provided by the Diocese of Salford and is maintained by the Lancashire Local Authority as a Voluntary Aided Primary School.

The school's Governing Body is the Admission Authority and is responsible for taking decisions on applicants for admission. The PAN number (planned admission number) is 15.

All preferences listed on the online application will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

Applications for a place in Reception should be made on the online admission system administered by Lancashire County Council at www.lancashire.gov.uk and search school admission before the date specified by Lancashire County Council.

Parents who wish to seek priority for baptised Catholic children should also complete the schools Supplementary Information Form (SIF) and return it to school.



As required by law all children with a statement of Special Educational Needs naming the school will be admitted before the application of the oversubscription criteria.

Where more applications are received than the planned admissions number for the school the oversubscription criteria will be applied in the following order:

1. Baptised Roman Catholic children who are looked after children or previously looked after children. This includes those children legally adopted from overseas.
2. Baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and resident in the former parish of Holy Trinity.
3. Baptised Roman Catholic children who are resident in the former parish of Holy Trinity Brierfield.
4. Other baptised Roman Catholic children who will have a brother or sister attending the school at the time of admission and are resident in another parish.
5. Other baptised Roman Catholic children who are resident in another parish.
6. Other children who are looked after children or previously looked after children. This includes those children legally adopted from overseas..
7. Children who are worshipping in a Church in membership of the Churches Together in Britain and Ireland, who will have a brother or sister attending the school at the time of admission.
8. Children who are worshipping in a Church in membership of the Churches Together in Britain and Ireland
9. Children for whom the Governors accept that there are exceptionally strong medical, social, or welfare reasons, which are directly relevant to the school concerned.
10. Other children with a brother or sister attending the school at the time of admission.
11. Other children.

“ Pupils engage well in mathematics activities. “

Ofsted

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