

**St. Anthony's Catholic Primary School,
a Voluntary Academy,
High Busy Lane,
Shipley.
BD18 1HD**



Key Facts Booklet 2024 – 2025

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@StAntsShipley



Headteacher	Mr A Wilkinson
Class 1 Teacher	Mr R Gaul
Class 2 Teacher	Mrs S Clementis (SEND/CO/Assistant Headteacher) & Mrs E Bainborough
Class 3 Teacher	Mrs K Scott
Class 4 Teacher	Mrs D Bradley
Class 5 Teacher	Mrs R Khedapa
HLTA	Miss R Spencer
Learning Support Assistants	Mrs M Elliott, Mrs M Doran, Mrs J Holland, Mrs P Smith, Miss D Broadley-Jagger
School Administrator	Mrs D Rhodes
School Business Manager	Mrs L Metcalfe
Caretaker	Mr S Moulden
Cleaners	Mrs L Throupe, Mrs M Wilton
Dinner Supervisors	Miss D Broadley-Jagger, Miss V Grogan, Miss J Knowles,
Kitchen Staff	Mr J Greenwood Ms M Zahir, Mrs G Dunn
Breakfast Club Staff	Miss V Grogan, Mr S Watson.

Foundation Governors

Father K Walker, Mr Nick Connor, Mr Ben Cowell
Mrs Barbara Kelly, Kath Spillane

Governors elected by the Parents

Ms C Spratt

Teacher Governor

Vacant

Clerk to the Governors

Miss W Thompson

Introduction

We, the governors and staff, believe that education is an ongoing process; it is a continuation of parenting and is a partnership between all the people your child may have contact with. Our aim is for all children at St Anthony's to be happy and feel valued so they can reach their potential socially, personally and academically. Every individual is important to us. St Anthony's is a Catholic Primary School for pupils between four and eleven years of age. We are a part of the Blessed Christopher Wharton Catholic Academy Trust. We currently have up to 20 children per year group. Our school admission policy is available on our website alongside all other policies. You can collect a paper copy on request.

Classes

We have 5 classes at school:

Class 1 (Rec/Y1), Class 2 (Y1 & 2), Class 3 (Y3 & 4), Class 4 (Y4 & 5) and Class 5 (Y6)

School Times

Key holiday dates can be found on our website and in our newsletters – please make sure you read them carefully! The school day is as follows:

Monday – Thursday: 8.50 – 3.30 (Morning activities begin at 8.45)

Friday 8.50 – 3.00 (Morning activities begin at 8.45)

Parents are welcome to our Celebration Worship on Fridays at 2.30pm and other planned events, such as Class Masses and assemblies throughout the year.

Equality & Fairness

At St Anthony's we strive for all children and adults to be equally valued, irrespective of their ability, gender, ethnicity or origin. We create a school environment of tolerance, mutual respect and dignity for each member of our community and we celebrate individuality.

We do not tolerate racist, homophobic behaviour or discrimination of any kind. Many young children mirror behaviour and language they have witnessed often without understanding its disruptive nature. "Name calling", even in fun, is not tolerated. Graffiti, bullying, verbal or physical abuse is not acceptable.

Our Behaviour and Discipline, Anti-Bullying and Child Protection and Safeguarding policies are all available on our website.

Parents have a responsibility to teach their children what is an acceptable manner to refer to and deal with other people. This may involve being aware of the places and people, TV, videos, and games that may influence their attitudes.

Special Educational Needs & Disabilities

All children are individuals and we aim to meet the needs of all in school. The children identified as having special educational needs will have arrangements made for them following the DfE Code of Practice, Bradford's Local Offer and our own school's information report. Parents will be made aware of any concerns school has at an early stage. Special Educational Needs Support Plans may be drawn up and reviewed regularly with the class teachers. Further details can be found on the school website. Our SEND Co-ordinator, Mrs S Clementis, oversees all SEND work in school and receives regular training to ensure the latest developments are implemented.

Catholic Life

We are proud to be a part of the parish of St. Teresa Benedicta of the Cross which incorporates the churches of St. Walburga's and St. Aidan's. We hold regular masses and worship in school with Fr. Keiron. We also have links to many charities including Catholic Care, CAFOD, British Red Cross, Kathryn's Mercy Homes, Bradford Foodbank, The Salvation Army, SVP, Gambian Schools Trust, Aid to the Church in Need, Bradford City Burns Unit and many more. We were inspected for RE in February 2023 and received a 'Good' judgement in all areas. You can read the full report at www.stanthonysshipley.org.uk/inspection-reports

The Curriculum

St Anthony's is a Catholic School in which we aim to support the home and Parish in developing each person as an individual with their own God-given rights, duties and potential. In a climate of Christian love, tolerance and understanding we aim to develop awareness of and respect for self and others. The school uses "The Way, the Truth and the Life" Religious Education Programme and through this, the curriculum and the whole way of life in school, we aim to foster values necessary to love God and one another and to appreciate His wonderful world and our part in it. There is a daily Act of Collective Worship and this takes the form of whole school or individual class liturgies. We have a focus Virtue every three weeks as we develop our Character Education.

Other subjects taught at school are English (including Phonics, Reading, Writing, Speaking & Listening), Maths, Science, Computing (often taught across the curriculum), PE, Art, Design Technology, French, History, Geography, Music, PSHCE, Relationships and Sex Education. We benefit from working with the Diocesan Music Service who teach singing with Class 3 & 4 and we also work with an Art Specialist throughout the year.

Twice a year, parents have the opportunity to discuss their child's work with their teacher at a designated time. Each child also has a written report stating effort and achievements made in Religious Education and National Curriculum subjects. Attendance and social development are also reported.

Lunchtime

Meals are prepared in the school's own kitchen and served 'cafeteria style' with choices for the children. Vegetarian meals are provided. Please inform the office, in writing, if your child has special dietary needs. Meals cost £1.95 a day for a child in KS2. Children get to choose their lunch daily and we ensure there is enough for every child to have their choice.

Children wishing to have a packed lunch should bring their meal in a plastic container, clearly labelled, with an unbreakable drinks container. Please do not send any fizzy drinks as we encourage children to make healthy choices regarding their food. All pupils can bring a piece of fruit each day for breaktimes and all pupils are encouraged to bring a named bottle of water each day. We have children in school with severe allergies and so we clearly point out that:

Parents are urged to pack pupil lunch boxes and/or send food into school that contain:

No nuts of any type

No foods with nut derivative or ingredient (e.g. Nutella)

No foods that contain some traces of peanut (where possible)

Birthday treats are always nut free – treats that are not certified as such will not be given out.

Children under 5 in Reception class receive free school milk. Children across school whose names appear on the free school meal list produced at the beginning of each term are also entitled to free school milk during that term. Milk may be ordered and purchased in advance at the beginning of each term by any other child. Money must be paid by the specified date as no late orders can be accepted. There is an online system for ordering milk – information is available at the office.

Free School meals are currently provided for children up to Year 2. However, it is still important that families who believe they are entitled to Free School Meals apply for this from Reception onwards as this does bring extra funding into school. More information can be obtained from the school office.

Uniform

Uniform can be purchased from Whittakers (formally Henry Smiths) in Shipley.

Sweatshirts / Cardigans	Red (available from Whittakers) V-neck jumpers for Year 6
Ties (Year 6 only)	Red & Grey
Trousers/shorts	Grey
Skirt / pinafore	Grey
Shirt (Year 6)	White
Blouses/polo shirts Rec to Year 5	White (embroidered version available from Whittakers, non-embroidered available from most supermarkets)
Dress (summer uniform)	Red/white checked
Shoes/trainers	Plain black footwear

We also have a St Anthony's 'Book Backpack' and 'Book Bag' which is also on sale from Whittakers in Shipley.

Please make sure that all uniforms are named as we are working hard to reduce the amount of lost property in school.

Children eligible for Free School Meals are provided with uniform vouchers on request – please speak to our school office for more details.

PE Uniform

Shorts	Plain black
T-shirt	Plain white
Trainers	Black
Winter PE kit	Black jogging bottoms & black top

Children are expected to do P.E. as this is part of the National Curriculum, unless excused by a doctor's note.

We request that NO jewellery is worn in school. Jewellery is not appropriate and school accepts no responsibility for loss, damage or injury. If it is essential that your child has pierced ears, then only small studs should be worn. These will have to be removed when your child goes swimming.

Homework

Children have activities that they are expected to do at home, with the support of their parents. This homework supports work that is going on in school. The homework policy is on our website.

In KS1 children are given the opportunity to change their home reading books regularly and all children across school borrow books from our School Library.

Partnerships

We are a member of the Blessed Christopher Wharton Catholic Academy Trust and the Catholic Schools Partnership. This partnership provides support for all staff and children in a variety of ways, ranging from the Catholic Ethos, Teaching & Learning and Leadership & Management.

Education Visitors, Visits & Residentials

Children at St Anthony's will be taught through first hand experiences wherever possible, therefore educational visits are made to enrich their knowledge and understanding of the world around them. These visits will be used to extend the children's work done within the classroom and therefore may not always be within the summer months. We also arrange for visitors to come to the school regularly to enrich the learning.

We work hard to make all visits as affordable as possible.

The governors pay particular attention to health and safety. Detailed risk assessments are completed prior to the visit going ahead. These are shared with the children and any staff helpers.

All children in Y5 have the opportunity to go on a residential school visit.

PTFA

We have an active Parents, Teachers and Friends Association. This organisation is always busy organising social events for the parents and children, as well as raising funds for the school. The funds raised are used to buy equipment and to provide extra treats for the children, supplementing tight school budgets.

All parents are automatically members of the Association and are invited to attend meetings held on a regular basis - see www.facebook.com/StAntsPTFA for letters, dates, minutes, etc. Activities undertaken benefit all children in school socially or financially - in terms of buying school equipment, subsidising school trips etc.

We look to you, our parents, to offer new and continued support at events, offering ideas and helping hands. This fosters the partnership between home and school and encourages the community that St Anthony's School values. Please speak to the office to see how you can get involved.

Clubs

School has a Breakfast Club, which operates from 8am each morning. Breakfast Club charges £4.00 per session with a reduction for siblings (£2) and children eligible for the Pupil Premium.

Themed after school activity clubs run on a first come, first served basis throughout the year.

Communication with Parents

We have regular newsletters that give information about the week's activities and forthcoming events. We also have a messaging service which is used to communicate between school and parents. We also have our excellent website – www.stanthonysshipley.org.uk as well as our Twitter feed @StAntsShipley, and Facebook; StAnthonysshipley. Failing that, teachers are available for short chats at the end of each day, or by appointment either in person or by telephone.

Safety & Care of Children and Staff

The school makes every effort to ensure that the children and adults are safe and secure within the building.

The classroom doors are open from 8.45am. After 9.00am all latecomers **must** report to the school office with their parents. Should the person who is collecting them not be there to meet them as expected at the end of the day, children are required to stay in school. Children left at school after 3.30 pm (3.00pm on Friday) will be supervised in the main hall/entrance until they are collected. If the child has not been collected by 4.30 pm (4.00pm on Friday) it may become a child protection issue.

The car park area is not to be used by children or parents at any time – this is potentially very dangerous.

In snowy weather the school will only close if the supervision of pupils or their health and safety is compromised – texts will be sent as well as posts on local radio, updates on the website and tweets.

We respectfully ask that dogs are not brought into the school grounds. Only guide dogs are allowed into school.

Bikes, skateboards, scooters etc. must not be ridden in the playground at either end of the school day. Bikes & scooters can be wheeled along the main path and stored in the bike rack next to the main entrance, but are left there entirely at the owners' risk.

Parents are asked to park safely, not on double yellow lines or in the main gateway. When parking please show consideration to the local residents. The police will fine people who are parked illegally or dangerously.

School cannot be held legally responsible for children before the start times of the school day or after the end of the school day unless there has been a specific arrangement or the children are out on school visits. School cannot be responsible for any child who arrives late who does not report to the office on arrival. Unaccompanied children whose behaviour in the playground is inappropriate before the start of the school day or after school finishes will be asked to leave the premises. Parents will be informed of this action. Children left by parents, guardians or carers unsupervised in the cloakroom area or the playground during out of school hours are not the responsibility of the school. Children are told that they must not leave the school grounds without permission.

Before and after the school day, children should not play on the equipment around school. School cannot be responsible for accidents occurring outside the school day.

Mobile Phones - Year 6 are permitted to bring mobile phones into school but they will then be kept securely in the school office between 8.45 am and 3.30 pm.

We provide a school built on an atmosphere of love and security, by being positive about everything that is good and by accepting each person as they are with their own strengths and failings. A clean, well-cared for and stimulating environment encourages all to feel safe, secure and appreciated.

Where accidents or sudden illness occur, parents will be informed by telephone. In the case of a serious accident or illness the child will be taken to hospital and staff will remain there until the parents arrive. There are several qualified First Aiders on the staff – certificates are available for inspection. We keep records of accidents at school.

The ultimate responsibility for the welfare of the children, whilst in school, lies with the Headteacher, but all teachers are responsible for the immediate welfare of children in their care. Any concerns can be discussed with the teacher concerned or the Headteacher, at a mutually convenient time. Children requiring special support e.g. with behaviour, welfare, attendance, learning difficulties etc. will be helped through links between school, charities and the services provided by Bradford Council.

We have 4 named people for Child Protection – the Headteacher, the Assistant Headteacher and a Deputy Designated Safeguard Leads. They are fully trained and supported to make the best decision to protect children when there are concerns about their safety at school or at home.

It is the parents' responsibility to ensure that all contact numbers and addresses are kept fully up to date.

St. Anthony's Seven Stars are;

We will help and support each other to achieve our best.

We will do as adults in school ask us first time, every time.

We will listen to others and wait our turn.

We will use kind and polite words.

We will use friendly hands and feet.

We will move around school calmly.

We will look after our school and keep our school tidy.

Attendance

Please refer to our Attendance Policy online. Parents have a legal responsibility to ensure regular attendance at school. Where a child is absent at the close of registers, a call to parents will be made asking for confirmation of the absence. Due to legislation all absences must be supported by parents explaining the reasons for absence. If a letter or phone call explaining absence is not received on the day the child is absent, a request will be sent home. This will ensure that all absences are acknowledged by the parent.

Parents of children with poor patterns of attendance (below 95%) will receive a letter to alert them to our concern. This concern may be referred to the Education Social Work Service, which may consider a home visit to be appropriate, if attendance continues to be below the expected 95% level.

Prior to any planned absences a request should be made in writing to the Headteacher. Absences for holidays during term time are strongly discouraged and can only be authorised in **exceptional circumstances**.

Any child arriving late at school will be marked 'late' in the register and is legally absent after 9.30 am.

Any child, who needs to leave school premises during school hours, e.g. medical appointments, will only be released if collected by an adult. All adults must report to the school office.

Medicines

Generally, medicines are not permitted in school, with the exception of Asthma inhalers, which are stored in the child's classroom. Parents need to inform school of medical conditions via the school data sheet.

The governing body of St Anthony's Catholic Primary School may permit the taking of medication in school: parents need to complete a medicine in school form. No medicines are to be administered without parental consent. Permission for a child to administer their own medicine will only be given when the parent believes the child is capable of doing so and remembering to do so. (School does not accept responsibility for either). A detailed policy on such issues is available online and in the office.

Complaints

Every well governed and well managed school will, from time to time, have to deal with complaints or concerns from parents.

Most are resolved informally by the staff and Headteacher. Comparatively few complaints lead to a formal process. The governors have a comprehensive complaints procedure, which is available on the website or from the main office on request.