



School Prospectus

Headteacher – Mrs V. Chatterjee

Chair of Governors – Mrs A. Rowan

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CLARENDON PRIMARY SCHOOL

Together we shine



Dear Parents,

Welcome to Clarendon Primary School. Our aim at Clarendon is to start your child on their journey through school in the best possible way. We hope that your child will flourish and thrive whilst at Clarendon and make the most of all the opportunities that the school has to offer. By the time your child leaves Clarendon we hope that they have developed the lifelong skills to be resilient, respectful and independent individuals who ask questions and have a love of learning.

At Clarendon we provide a safe, caring and stimulating learning environment with high standards and expectations. Our children are happy when in school and everyone feels valued. All of our children are unique and we aim to celebrate the talents and abilities of our children through our enriching curriculum. We have an extremely dedicated and enthusiastic teaching team and pride ourselves on the learning experiences that we provide for all children. We provide our children with the very best foundations in life whilst enabling them to make magical, life-long memories that will stay with them into adulthood.

At Clarendon we strongly believe in close partnership between home and school so that parents can share in their child's education and discuss aspects of their learning and progress regularly with staff. Our children, staff, governors and parents are all extremely proud of our school and feel privileged to be part of the Clarendon family.

I hope that this prospectus, along with our website, will help you to understand a little more about our school. However, if you have any questions, please do not hesitate to contact me as I will be delighted to meet with you and show you around our lovely school.

I look forward to meeting you and your children.

Yours sincerely

Mrs Vicky Chatterjee
Headteacher



The Aims & Ethos of the School

- to provide a safe, secure, caring, stimulating and attractive environment which encourages high standards and the correct attitudes to learning
- to create a happy atmosphere where children feel valued and live together amicably with tolerance and respect for the views, faith and culture of others
- to ensure that children are aware of their responsibilities to other people, family and community and respect the property of others
- to provide a structured and fair learning experience which encourages self – discipline, independence & resilience
- to encourage children to do their best in all areas of learning i.e. intellectual, social, cultural, physical, moral/spiritual and creative and to support their all-round development
- to offer a broad, balanced, adapted and enriching curriculum that meets the requirements of the National Curriculum & Yearly Years Foundation Stage (EYFS), whilst equipping children with basic skills and knowledge on which to build for the future
- to treat children equally and ensure all have equal access to the curriculum. Every effort will be made to identify children with special needs and the more able, in order to offer appropriate support and challenges, so that the needs of all children are being met
- to work in partnership with parents for the benefit of their children and welcome parental involvement in school
- for everyone to aspire to aim high and achieve their own potential
- to ensure that children become responsible and caring members of our modern British society
- to remember that ***'Together We Shine'***

Our Clarendon Values are key to all that we do and underpin our curriculum offer. More information on these can be found on our school website.

Accommodation and Buildings

The school is a Community Primary School with a Nursery, taking children from the age of 3 to 11. Its capacity is 420 children plus 78 part-time & a small number of full time Nursery places.

The school building opened in April 2014. It provides the very best facilities for Clarendon children.

Visiting School

Parents who are considering sending their child to this school may visit the website and watch a virtual tour. Alternatively, please contact school to arrange a visit. If you have any questions please email or phone school.

Admissions Policy

The standard admission number from Reception to Y6 is 60. If the school is over-subscribed the following criteria will be applied in priority order:-

- Children who have an Educational Health Care Plan that names this school;
- Children in Public Care (Looked After Children);
- Children who will have older siblings in years Reception to Year 6 of this school at the date of admission. Older children from the same family unit, attending a particular school, can be considered to “qualify” a younger child under sibling link criteria, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit;
- Children who suffer from some medical condition or disability, which makes it better for them to attend this school rather than another;
- Children for whom the journey to the nearest alternative school would be unreasonable. Those children with a shorter journey to an alternative school have a lower priority for this school. Measurements will commence with those living closest to this school and then move outwards in a ripple effect using the shortest available walking route.

Children must be three to attend the Nursery. Places will be offered as soon as there is room after they have reached that age.

Children may join Reception at the beginning of the school year in which they become five years old.

The school year runs from 1st September to 31st August.

Offers of places in the Reception Classes are usually sent out in March / April by the Local Authority. More information can be found on the school website, in the Policies section, under Admissions Policy.

Appeals

It is hoped that the allocation procedure described above will result in a satisfactory offer of a place for each child. However, if it does not, parents have a right to appeal. A leaflet explaining this procedure is available from Children’s Services - Pupil and Student Services Unit. The Admission Arrangements is also available on the school website www.clarendon.bolton.sch.uk/





The School Day

The start and finish times are as follows:

Reception:	8.40am – 3.30pm (34 hrs)
KS1:	8.40am – 3.30pm (34 hrs)
KS2:	8.40am – 3.30pm (34 hrs)

Parents are asked children to drop off at the school gates & come onto the playground at the end of the day to collect your children. If you are unable to collect personally, please inform your child's teacher or the Office. All parents are asked to provide a password which is used when other adults collect the children from school. Permission slips for collection will come home with the children who are new to school, all other parents can inform school of any changes via the school app.

Nursery hours

8.30am to 11.30am or 12:30pm to 3.30pm

It is important that all children come to school on time.

Nursery, Reception and children in Years 1 - 4 should be brought and collected by an adult; it is advisable that children in Years 5 & 6 are too, but they are allowed to walk home alone, providing parents have signed to say that they give consent.

Children who are collected late should be collected from the Office, where they must be signed out. The Attendance Policy states the charges that will be incurred if children are frequently collected late.



School Uniform

The school colours are red and charcoal grey. We expect all children to wear our uniform with pride and to come to school dressed neatly and tidily. The uniform is as follows:

- red sweatshirt, jumper or cardigan with school emblem (purchased from school)
- white polo shirt
- charcoal grey skirt, playsuit or trousers
- flat black shoes (not trainers / boots)
- if the girls wear **head scarves**, these should be **plain black & shoulder length**, girls under the age of eight are discouraged from wearing head scarves. Boys wearing **skull caps** should only wear **plain black ones**
- during the summer the girls may wear red and white school dresses with white socks and the boys may wear charcoal grey school shorts with grey socks
- grey tights or white socks (girls) grey socks (boys)
- Discrete hair bands
- Please note that children are not allowed extreme hairstyles or haircuts (hair with shaved patterns, beading, hair extensions)
- Single ear piercings are only permitted. These must be a plain gold/silver stud.

These items of clothing are readily available from the town centre shops and local supermarkets. Red sweatshirts / cardigans with a school badge embroidered on them may be ordered through school.

Clothing and footwear must be named. A lost property box is situated outside of the School Office.

Please do not let your child bring valuable things, or large amounts of money to school as they can be easily lost and the school cannot be held responsible for them.

Book bags are available from school and are the right size for our trays and pegs in class.





P.E. Uniform

All children must have the following P.E. kit & keep it in a named Clarendon drawstring bag:-

- black gym shoes / pumps (slip on, elasticated type)
- black shorts or black track suit bottoms
- white T- shirt
- trainers for outside games
- swimming costume / trunks and cap for Years 4/5/6 (Leggings complete with a swimsuit or an all-in-one wetsuit are also acceptable)

Girls who wear a headscarf are to wear quick release headscarves, these are available at the Office at a cost of £6.50



Trainers cannot be used on the P.E. equipment or in the halls. Children may be asked to do P.E. in their bare feet if they haven't got the correct footwear (pumps / black gym shoes).

Jewellery & Mobile Phones

For safety reasons, children are not allowed to wear jewellery. Children with their ears pierced should wear a single small stud earring only, which should be removed or taped over for PE lessons. Watches should be analogue & not be classed as 'Smart Watches'.

Mobile Phones are not allowed to be switched on whilst in school. Children who walk to school (without an adult) & carry a phone, should hand the device in to the class teacher, who will return the device at the end of the school day.

School Meals

The school operates a cafeteria system and the meals are cooked on the premises. We provide several different types of meals to choose from:

- halal meals / traditional - a full meal made with halal ingredients (the kitchen holds the HMC accreditation) – there are two options, a main meal and a lighter option (often a sandwich / jacket potato)
- vegetarian meal - a full meal containing no meat, or fish & jacket potatoes with a variety of fillings

The seasonal menus are available on the school website.

Each morning the children will choose the meal that they would like to have at lunch time. If you wish to change the type of meal your child has or change dinner arrangements in any way, you should tell the office personally, or put it in writing at the end of a week.

Meals need to be ordered by **9am** therefore if your child is going to be late for any reason, please telephone **before then** to let us know.

Children are expected to stay in school over lunch time. They may bring (in the morning) a healthy packed lunch. These should be in a standard lunch box. Glass bottles and cans are not allowed. Drinks must be brought in cartons, flasks or secure plastic bottles. For Health & Safety reasons school is not able to warm a child's lunch. Children may bring food in a thermos flask but heated food is not to be dropped off at the Office once the school day has started.

All allergens should be reported to the School Office, along with proof (Medical letter) of the allergen.



School Meals

All KS1 children will receive a free school meal. If you have a child in Key Stage 2 and think your child may be eligible for free school meals you should contact Children's Services at the One Stop Shop in the Town Hall, alternatively ask one of the ladies in the office for advice on the eligibility criteria. If you receive a letter advising you that free school meals have been stopped you must come to the school office and tell us if you wish your child to stay on a paid school dinner or change to a packed lunch. We are not allowed to serve meals to children whose free meal forms have expired or who have not paid for their meal in advance.

If you pay for your child's meals, the money should be paid via the School Gateway app on the first day of the school week. Alternatively, you can pay a lump sum for the term.

Snacks

All children are provided with a slice of toast at morning break. Children in the EYFS & Key Stage 1 are also given the option of a piece of fruit.

The Nursery and Reception children are provided with free milk.

All children should be provided with a drink of water in a plastic bottle.

We do not allow sweets, nuts, bubble gum or chewing gum in school.



School Organisation and Teaching Approaches

The children are grouped by age into fourteen classes and the Nursery. They are taught for most of the time by their class teacher, but sometimes by additional teachers, or others who are specialists in certain areas e.g. music & maths. Each year the classes will be reorganised to ensure the children make as many friends as possible; whilst also providing staff with the opportunity to balance out the classes, taking into account any children with additional needs / behaviour concerns, as well as the general needs of all the children in the cohort.

The Curriculum

The curriculum of the school is both broad and balanced. It is designed to ensure continuity and progression of learning for all children, taking into consideration their stages of development, aptitudes, skills, abilities, special needs and age. It is available to all children, regardless of sex or cultural background and builds on first hand experiences in order to develop knowledge skills, concepts and attitudes, relevant to their future needs.

The curriculum is based on the National Curriculum. The broader curriculum encompasses Religious Education, aspects of cultural, personal, social, citizenship, spiritual and moral education, health education, environmental education and learning about the world of work.

Structured play is an essential part of the Early Years Foundation Stage curriculum (Nursery and Reception classes) and those in KS1. Many units of work involve learning from several areas of the curriculum and cross-curricular links are planned for. The curriculum overviews are available on the school website.

Assemblies - Collective Acts of Worship

Non-denominational assemblies or periods for reflection are important times when groups of children come together as part of the school family, sharing and celebrating what we have in common and learning about each other. A Governors' Committee made up of representatives from our main faith communities i.e. Christian, Muslim and Hindu have met to discuss our assemblies and feel they are organised so as not to compromise anyone's beliefs, therefore all children are able to take part. We handle them sensitively as we are fully aware of the multi-faith nature of the school. Current Affairs issues are often covered during assemblies. From time to time parents may be asked to join our special assemblies.

Governors' Policy on Sex Education

As part of personal, social and health education children may study topics such as Being Me in My World, Celebrating Difference, Dreams & Goals and Healthy Me and through these topics learn of their responsibilities, the value of family life and the emotional and physical needs of its members. Tolerance, self-control, self-respect and respect for one another are important attitudes which are fostered. These all link to the Clarendon Values and British Values.

In science and health education, children gain some knowledge of their bodies, birth, growth and the many ways in which both children and adults are similar and different in appearance, abilities and temperament.

A copy of the policy is available on the school website.

Arrangements for Special Needs

Most children with special educational needs are children who have a learning difficulty. Some children may need special provision in the short term and extra support. Others may need longer term help. Our Special Needs Co-ordinator, Mrs Cairns, has responsibility for monitoring children with special needs including those with physical and emotional ones. Children with Education, Health & Care Plans (EHCPs) are monitored by a teacher from the Learning Support Service and are supported by Special Needs Assistants.

Parents are consulted and kept informed of special needs procedures involving their children. If you wish to see our full Special Needs Policy, it is available in the School Office or on the school website, where there is a section for Inclusion. Mrs Cairns is the Deputy Head with responsibility for Special Needs & is happy to speak with parents regarding any concerns that you may have about your child.

Arrangements for Children with Disabilities

The school has level access to all ground floor entrances. There is a lift to the first floor for wheel chair users.

Every attempt is made to accommodate disabled children and disabled toilet facilities are situated on both floors. Help may also be sought for individual children via an Education, Health & Care Plan, if this is deemed necessary. An accessibility survey of the school has taken place and an Action Plan has been drawn up. The Accessibility Plan is available from the School Office upon request

English as an Additional Language

Children learn English by being immersed in the language. Our school has staff who help children learn English.

- they teach children who are new to English;
- they help other bilingual children to improve their English;
- they share in the teaching of the Foundation Stage and National Curriculum to classes containing bilingual children;
- they produce learning materials for children who go overseas during the school term;
- they can help bilingual children to understand English and other subjects in the Curriculum more easily, because they can speak the same main home languages as the children;
- they can support communication with parents who have little or no English.

Pastoral Care

We are a caring school not only for each child and family but for the employees, visitors and neighbours. The class teachers have specific responsibility for the care and wellbeing of the children in their classes.

Assistant Heads who lead the Foundation Stage / KS1 (Mrs McWhinnie : EYFS & Yrs 1 & 2) Key Stage 2 (Miss Fedtschyschak : Years 3-6), as well as the Special Needs Co-ordinator are responsible in a wider sense for the well-being of the children in school.

We also have a Learning Mentor / trained councillor (Mrs Stone), where we know of problems at home, we try to give help or suggest where help might be obtained. The school has good links with the Health Service, Social Services and a Behaviour Support Team. If a problem arises at home which might affect the education of your child, please come and discuss the matter with the class teacher, Learning Mentor or a member of the Senior Leadership Team.



Behaviour

We provide a bespoke and inclusive curriculum, whereby children are active learners and fully engaged in their learning; this can be seen through the excellent behaviour of our children. Positive, respectful behaviour is an expectation with all people and in all places, not only during the school day but beyond in the wider community and whilst online. Everyone within the school community has the right to be treated with dignity and kindness.

We aim to provide a caring, nurturing and supportive school atmosphere where children, teachers, parents and adults can work together for the mutual benefit of all. Our inclusive approach is underpinned by Emotion Coaching Strategies that values children's feelings whilst guiding their behaviours.

Bullying and racial comments are not tolerated and we are fortunate that the school has had very few problems in this area. All racist incidents are reported to the Governors.

The school operates a House System. The children will be grouped into family groups and rewarded for positive behaviour.

If a child's behaviour does not conform to our standards, or rules are continually being broken then parents would be contacted and arrangements made in line with the behaviour policy to discuss the problem and find a solution. The behaviour policy is on the school website and is frequently reviewed.

We are proud to be recognised as a Rights Respecting School whereby children's rights are woven into every element of school life.

Home learning

Children are encouraged to take reading books and Clarendon Reading Challenge books home and parents are encouraged to share them and hear their child read on a regular basis. Children are also asked to take spellings and tables home to learn. Homework is set regularly, this may be to support or extend work being undertaken in the lessons. It could also be to find out some information to bring back into school. The school website & app also has a range of websites for the children to access that will support their learning.

Parental support in this is recognised as being of great value. Class teachers will inform parents if there are any specific topics or work they would like parents to help their children with at home and of homework arrangements. The full homework policy is available from school & is on the school website. Please ensure your child has a quiet place in which to do homework and that it is completed and returned on the correct day. Families who require support with IT resources should enquire at the Office.

Book Fairs

The school holds Book Fair Weeks usually about twice a year, when children and parents may come and buy books from a special exhibition after school.

Out of School Activities

Children in KS1 & 2 take part in many out of school sporting activities e.g. netball, cricket, cross-country, hockey, gymnastics and football. Inter-school friendly competitions are played and also special tournaments.

Many other extracurricular clubs take place e.g. Computing, drama, art, gardening club & drumming.

Assessment, Recording and Reporting of Children's Progress

Teachers keep careful records indicating a child's progress through the curriculum. Children are assessed on entry into school.

During the Summer Term children in Year 6 are assessed both by teacher assessment and also by Standard Assessment Tasks (SATs) prescribed nationally for all children of this age. Children in Year 1 sit the Phonics Screening test and Year 4 children sit the multiplication test. The results of these statutory tests are reported to parents. It is vital that children do not miss any schooling in these important years.

The school also uses a variety of other assessments to monitor the progress of children throughout the school.

We have Parent's Evenings twice a year and encourage all parents to attend to discuss their child's progress and next steps.

The content of pupil curricular records often forms the basis of discussion on these occasions. Parents are also welcome to come and discuss their child's work at a mutually convenient time, having first made an appointment with the Headteacher or child's class teacher.

Parental and Community Involvement

As well as helping children at home we encourage parents to come into school. There are certain activities that are organised especially for parents and their young children or for any member of the community.

Children who are new to school are visited at home before they start. It isn't unusual for our Learning Mentor to make unannounced home visits & we pride ourselves on the relationships we have with parents.

From time to time, Family Learning courses, run by Community Education Groups, take place in school. More information is available from the School Office.

Citizens Advice come into school termly. Appointments are allocated and must be made in advance.

If there are any activities you would like us to organise for you, please come and talk to us about them.

Parents may visit at any time, but special invitations include festival assemblies, concerts and shows. Your child's teacher will also invite you to come and look at your child's work and discuss his/her progress.

We warmly welcome all visitors to school but ask that staff are treated with kindness and respect. When contacting school, we ask parents to direct all emails through the school office office@clarendon.bolton.sch.uk. Of course the best way to get in touch is to pick up the phone or come in to school to make an appointment. Please be considerate that staff in school have other commitments and may not be able to reply straight away. We will endeavour to reply to all requests within three days or sooner if possible. All Safeguarding concerns will be prioritised and replied to sooner.



Communicating with Each Other

The school has an app, which is accessed through the Parent App (PA Connect). The staff in the School Office are able to support parents with the setting up of the app. The school website also has the latest information on and is accessible by anyone. Newsletters and additional communications are sent home each week via the school app. **Where possible we try to send home all communication via the app and not in paper form.**

Please could you help the school by:-

- informing us immediately of any change of address, telephone number(s) and e-mail address;
- keeping emergency contact and work telephone numbers up-to-date;
- informing us by letter or in person, if your child will be late or has to leave school early for a good reason;
- if your child needs any special medication or has any medical problems e.g. inhalers and asthma;
- if there are any problems at home which may affect your child in school;

Exit permits need to be obtained from the school office if a child is going to be absent or wishes to leave school early for a medical appointment or other authorised reason. Where possible we ask parents to make appointments for medical & dental treatments outside of school hours. Children should be collected from the School Office if they have to leave early.

Absence from School

It is very important that children attend school regularly. Parents must inform the school of the reason for any absences. This should be done via the app, in person or by ringing the school on **the first morning of absence before 8.40 a.m.** and any subsequent days (unless informed otherwise by school). Unexplained absences will be followed up by the school.

Unauthorised absences have to be reported under government legislation. The only authorised absences are for sickness, or medical treatment. Children are not allowed absences for shopping, trips to the airport, haircuts, looking after younger children, or day visits with parents.

It is the Governors' opinion that all leave during term time should be discouraged as it seriously affects the children's education. Amendments to the school attendance regulations come into force on the 19th August 2024. The changes make it clear that Headteachers **WILL NOT** grant any leave of absence during term time unless there are exceptional circumstances. This means that children will **NOT BE GIVEN PERMISSION TO TAKE ANY HOLIDAYS IN TERM TIME.**

We have an Attendance Officer, Mrs Stone, who works (at the earliest opportunity) with families who are persistently absent. Mrs Cairns is the Senior Attendance Champion. Although absences will not be authorised, parents must still complete a Leave of Absence form and if travelling, a copy of their travel tickets. If a form is not completed it is presumed that the child is a 'Child Missing in Education' & this will be reported to the Local Authority. If your child is absent for 5 school days, a fine will be issued. This will be £160 for EACH child and EACH parent.

Holiday dates are issued to parents annually at the beginning of each new school year and can be found on the school app & website along with a copy of the Attendance Policy.

Medicines

If children need to take prescribed medicine during the school day, parents must see the staff in the School Office and sign / complete an electronic form via the app. Medicines must be clearly labelled with the child's name and appropriate dosage. They will be kept in the office (apart from inhalers). If at all possible, parents should try to administer medication themselves, either working around school hours or by coming into school at play or lunch times to do it. Non prescribed medicines CAN NOT be administered (ie Calpol).

Illness at School

Should your child become unwell or injured at school, every attempt will be made to contact you. It is important that we have at least two up-to-date emergency contact numbers.

Safety Information

For the safety of your children please could we ask parents:

- not to bring dogs into the school playgrounds;
- not to park on the zigzag lines outside school and to drive slowly in the streets around school;
- to teach children to cross the road safely – we have a zebra crossing outside of school that we encourage parents and children to use;
- not to smoke / vape anywhere within the school grounds;
- not to be physically or verbally abusive to anyone whilst on or around school grounds;

Please note, bicycles are not allowed to be ridden on the school premises or in the playgrounds. Bicycle racks are situated in the main playground and can be used to store children's bikes during the day.

Safeguarding Children

Staff and Governors take Safeguarding extremely seriously and we advise all parents to read the Safeguarding Children Policy (available on the website).

We need to protect your children and we would like you all to work with us.

Please follow our simple rules:-

- Get children into school by 8:40am each day;
- If you help in school, or are coming to a meeting, or a Class Assembly, you must come to the School Office entrance. We need to know who is in school at all times;
- If you help regularly in school, you need a DBS check;
- If your child has an appointment during the day, you must come to the School Office. Staff will collect your child from their classroom. **PLEASE TRY VERY HARD TO MAKE APPOINTMENTS FOR YOUR CHILD AFTER SCHOOL, OR IN THE HOLIDAYS;**
- Ladies collecting children, please be willing to remove your hijab veil in order for a female member of staff to identify you;
- If you see an adult behaving in a strange way, tell a member of staff;
- If you have any other ideas about how we can keep your children safe tell us;



- If a different person is bringing your child to school, or collecting them at the end of the day, please tell their teacher and inform the adult of your password. Each child will have a list of named adults who are permitted to collect children from school. Changes to these arrangements must be made with the class teacher, via the app or at the School Office;
- We need you to do everything we ask...& trust us with your children.

Many thanks! All our procedures meet the Ofsted school inspection regulations for Safeguarding.

This is what we do to keep your children safe. We have a:

- Governor with responsibility for Safeguarding (this includes Child Protection). She is Mrs Rowan, the Chair of Governors
- Learning Mentor, Mrs Stone
- Designated Safeguarding Leaders, Mrs Chatterjee & Mrs Cairns
- Single Central record for all staff, governors and volunteers which keeps records of all checks made to make sure people are safe to work with children
- Health and Safety Policy incl. Risk Assessments for visits
- Child Protection Policy and an appointed person for Child Protection, Mrs Cairns who is kept up to date on an annual basis. All staff are trained every two years on Child Protection
- Bullying & Relationships Policy
- Equality Policy
- Harassment and Discrimination Policy
- Supporting Children with Health Care Needs in School procedures, this includes taking prescribed medicine in school
- First Aid Policy
- Drug and Substance Misuse Policy
- Intimate Care Policy (for children who may need changing)
- Online Policy / Cyber and Phone Bullying
- A team of staff and Governors who are committed to keeping your children safe

Photography

We sometimes take photographs of children to use on displays, or for our web-site. You will be asked to sign a form giving permission for your child to have their photograph taken.

Should you not wish your child to be photographed, please inform us at the start of the year. Use of photography is in line with GDPR guidelines & privacy notices. Privacy notices are available on the school website.

Any photographs that parents take of their children, whilst in school, should not include other children and not be published on social network sites.

Use of the internet

To enhance and enrich the children's learning and to develop their ICT skills, children have supervised use of the internet. We have taken positive steps to deal with children accessing unsuitable materials, as we operate a filtering system which restricts access to inappropriate areas. We also have rules for children and staff for responsible internet use.

If you have any concerns or wish to discuss this further, please contact the Headteacher or view our Online Safety Policy which is on the school website.

Governors' Charging and Remissions Policy

Under the 1988 Education Reform Act, schools are free to invite voluntary, financial contributions in support of any activity which takes place. It is the policy of the school to seek contributions for:-

- a) trips and visits which enrich the children's educational experience and are undertaken during school time
- b) visits to school by theatre, arts groups and educational speakers
- c) non-curricular activities, parties and fund raising

No pupil will be omitted from the above because of non-payment. However, if voluntary contributions do not cover the cost of these, it is unlikely that they would go ahead. Recognising the value of such activities, the Governors hope that parents will give them their support.

A copy of this policy is available on the school website.

Charges

The school will give parents notice of charges as soon as possible and provide a brief overview of charges at the start of an academic year. Should you be in financial difficulty & would like the option of a payment plan then please arrange an appointment with Mrs Chatterjee. Some educational visits may be cancelled should insufficient funds be collected.

Charges will be made:-

- a) when a child loses or deliberately damages school property
- b) if activities take place wholly or mainly outside school hours
- c) when a child makes something in craft or cookery and wishes to take it home to eat or keep
- d) if a child is regularly collected late from school – please see our attendance policy





Educational trips & experiences – ‘11 things to do before turning 11’

We have carefully planned 11 experiences for our children to have before they leave for secondary school. We aim to have no more than two educational trips in each year, one from the list below and another that links to the topics being taught in class. The majority of trips do incur a charge, the school does everything we can to keep this as low as possible, however, the trips will have to be cancelled if enough money isn't raised. If people are in financial difficulty please speak to Mrs Chatterjee.

Nursery	Enjoy a Teddy Bears Picnic Make a mud pie
Reception	Go Quackers (farm visit) Bug hunting
Year 1	Walk on the wild side (Zoo trip)
Year 2	Feel the sand between your toes (beach visit)
Year 3	Build a den
Year 4	Treading the boards (theatre experience)
Year 5	Adventurous Activity Day
Year 6	Visit to London and Parliament

Concerns and Curriculum Complaints

Concerns and complaints relating to any school matter should first of all be brought to the notice of the Headteacher.

The Authority and Governors have established a procedure as required under the Education Reform Act, for dealing with complaints. If any matter cannot be resolved informally, parents may then read the official complaints procedure, this is available from the Office or on the school website. We sincerely hope that all matters of concern can be resolved by the Headteacher and staff. This has always been the case up to now.

Remote Learning

If a class has to close at short notice, we have laptops & internet dongles that are available for children to continue their learning online. Anyone requiring a laptop should inform the class teacher or a member of staff in the School Office.

Moving On

At the end of their time at Clarendon, children move on to a variety of secondary schools. The schools which we send the majority of children to are Essa Academy, King's Leadership Academy, Eden Boys and Bolton Muslim Girls' School but children also go to others including:- St James, Ladybridge High, Smithills and Mount St Joseph's.

The Governors

The Governors are important members of the team and work for the good of the school. They are involved in management decisions and school policies. The Governing Body meets at least once a term, but committees have been formed to deal specifically with financial, personnel, inclusion and curriculum issues.

Governors are appointed for a period of four years.

The Governors at Clarendon Primary School are as follows:

Mrs A Rowan	Chair
Mrs V Chatterjee	Headteacher
Vacancy	Local Authority Governor
Mrs J Cooke	Coopted Governor & Chair of Curriculum Committee
Mr M Memhmood	Coopted Governor & Head of Finance Committee
Vacancy	Coopted Governor
Mrs S Lewis	Coopted Governor
Miss Coldwell	Coopted Governor
Mr O Dixon	Coopted Governor
Mrs R Stone	Staff Governor
Mr H Patel	Parent Governor & Vice-Chair
Mrs M Hussain	Parent Governor



Together We Shine



Who's Who at Clarendon

The Staff for 2025 – 2026

Senior Leadership Team

Mrs V Chatterjee Headteacher
 Mrs C Cairns Deputy Head for Special Needs & Inclusion
 Mrs C Coldwell Deputy Head for Curriculum & Assessment
 Mrs C Stokes Business Manager

Teachers

Foundation Stage

Mrs McWhinnie (Assistant Head)
 Mrs Wroe
 Mr Davies

Class

Nursery
 RW
 RD

Key Stage 1 (Years 1 & 2)

Miss Kaylor
 Mrs Ashworth
 Mrs Hepple
 Miss Siddique

1K
 1A
 2H
 2S

Key Stage 2 (Years 3 - 6)

Miss Worrall
 Miss Flanagan
 Miss Mallett
 Miss Johnson
 Miss Fedtschyschak (Assistant Head)
 Mr Dixon
 Miss Coyne
 Mrs Villiers

3W
 3F
 4M
 4J
 5F
 5D
 6C
 6V

Other Teaching Staff

Mrs Coldwell, Mrs Homson, Ms Dale, Mr Clark

Teaching Assistants

Mrs Ibrahim, Miss Ahmed, Mrs Karim, Mrs Ibrahim, Mrs Ismail, Miss Jennings, Mrs Walkden, Mrs Battel, Mrs Dalal, Mrs Malik, Mrs Fitzgerald, Miss Kelly, Mrs Lever, Mrs Ismail, Mrs Patel, Mrs Fatania, Mrs Heywood, Mrs Herrera, Mrs Toorawa, Mrs Vali, Mrs Wailes, Miss Atcha, Mrs Badat, Mrs Back, Miss Jankowski, Mrs Simsek, Miss Bottomley, Miss Limbada, Miss Tonge, Miss Hodgson, Mrs Delvard

Office

Mrs Crompton (Administrator)
 Mrs Irwin (Administrator)
 Mrs Haynes (Administrator)

Site Manager

Mr Childs

Learning Mentor

Mrs Stone

Caretaker

Mr Burke