

Carter's Charity Primary School

Both my boys have joined recently and we have seen a huge difference in their academic progress and happiness at school. The school is managed well and the communication from reception to home is fantastic and I cannot rate it highly enough.



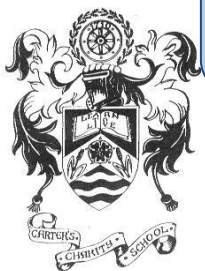
Our children are very happy at school and our eldest is achieving much more than she was predicted.



I always feel proud when parents not associated with Carter's ask which school my children attend. I feel very privileged that my children have the opportunity to be schooled in such a caring and vibrant environment such as Carter's.



Excellent school; my children are very happy here.



Prospectus 2024

Information in this prospectus is correct as of 1st May 2024.
Please contact school for any up to date information.

A lot of information, news and help is available via our website
www.carters.lancs.sch.uk
and there is a regularly updated gallery on our Facebook page
www.facebook.com/carterscharityschool

The information in this brochure relates to the end of the 2023/2024 school year and start of the 2024/2025 school year. It should not be assumed, however, that there will be no change affecting the relevant arrangements in some particular matter, either before the start of, or during the school year in question, or in relation to subsequent school years.

WELCOME

Welcome to Carter's Charity Primary School. We look forward to your child joining our school and hope it will be the beginning of a very happy time in his or her life.

To all parents, may I say we are always pleased to see you in school and we are grateful for the support and encouragement that our parents, and their families, give their children and the school in general.



Headteacher

GENERAL INFORMATION

The School Address is: -

*Carter's Charity Primary School
Pilling Lane
Preesall
Poulton-le-Fylde
Lancashire, FY6 0HH*

The School Telephone Number is:- 01253 810236

The main School e-mail addresses are:-

Mr Hassett (headteacher) - head@carters.lancs.sch.uk

Mrs Mein (school office) – bursar@carters.lancs.sch.uk

SCHOOL HISTORY



We are very proud of the history behind our school. Carter's was established in 1710 as a free non-denominational school. The present school was built in 1872 with further additions during the 1970's, 1980's and 1990's.

On 31st Day of January, 1710, Robert Carter, Yeoman of the Lower End of Pilling, made his last Will and Testament. Amongst other wishes and bequests was the following:-

"I give all the land which I have bought to maintain a free school within the lower end of Pilling, there is six acres and half an acre, with the Deed of the land. I give 15 acres of tenements (farms) to maintain a free school above mentioned, which I bought in Preesall Marsh. I give sixty pounds in Bonds in the House of the School above mentioned. I give the House Robert Thornton lives in shall be the School House. I give all the leases and money by bonds to the school above mentioned, shall go to the Teaching Master by my Trustees and Executors. I give the benefit and profit belonging to this school shall go to the Teaching Master for the good of the poor children."

In 1866 the original school building was described as inadequate for its sole purpose and a new build was deemed essential. In 1869 a new school was built on a site further west towards Knott End. The main entrance to the present school dates from this time.

As the cost of education grew, the trustees became less able to maintain the school, and in 1951 the school and school house was handed over to the County when it became a controlled school. Since that date the school has been rebuilt and extended a number of times to meet the needs of a modern education establishment.

MISSION STATEMENT

To provide a safe and stimulating environment in which each child can learn and develop their natural abilities, enabling them to pursue opportunities for a happy and successful life.

OUR AIMS

It is the philosophy of the school that every child be treated as an individual, with respect to their own personality, their intellectual, physical, emotional, social and spiritual level and growth. Thus, all children, whatever their ability, receive the same care and attention.

- 👍 We promote good manners and kindness to all, so creating a family atmosphere within the school.
- 👍 We respect our children equally regardless of sex, colour or creed, and we believe that all of them can be helped to develop further and learn more.
- 👍 We try, at all times, to allow each child to develop a sense of self-respect and the ability to contribute as members of the school family, so that in later life they will become useful members of the community.
- 👍 We wish to motivate the children by encouraging them and by making learning an enjoyable and rewarding experience.
- 👍 We do, however, recognise that they must have discipline to achieve this, and to this end the school operates a system to encourage effort, manners and good work.

SCHOOL VISION STATEMENT

We will ensure that every child and adult 'shines' and becomes the best that they can become.

We are a school where children's rights are at the heart of everything we do, our ethos and culture. We recognise the link between rights and developing every child's talents and abilities, so they reach their full potential.

Children need to understand that society is not an equal playing field. It is our job to ensure that we give our children the best possible chance through providing an extensive and enriched curriculum, bespoke to our local context. Our curriculum must provide those experiences and opportunities, so that our children are able to make the right choices about their next steps and futures.

We understand that each child is unique. We acknowledge the worth of all that each child brings and the value they add to our school community. We strive for excellence in everything that we do, and we believe that working in close partnership with parents, families and the community will enable our children to achieve their full potential: academically, as global citizens, moral leaders and good human beings. We think big for our children and believe that it can happen here!

We promise our children will be inspired, understand who they are, and have a strong sense of identity with high self-esteem and self-worth.

We will do this through:

- promoting and creating a safe, secure, supportive, respectful and caring environment in which to work and learn;
- offering a broad, balanced and engaging curriculum that aims to provide every child with a range of memorable experiences, both inside and outside school, while preparing them for the future;
- providing well-resourced classrooms and teaching that motivates, inspires and meets the needs of all learners; and having the highest expectations of, and for, everyone – staff and pupils.

This vision will be re-designed following a comprehensive programme of consultation and discussion with the plan of a new statement launching in September 2024.

BASIC EXPECTATIONS



BE READY, BE RESPECTFUL AND BE SAFE

This is the central belief behind our new behaviour management policy and procedure. In all the things we do and all the things we expect the children to do, we want everyone to be mindful of their duty to be ready respectful and safe at all times.

These expectations are linked to the values that we focus on over the whole school year and support the children's development through both formal and informal curriculum activities.

We have a system of rewards and if needed, sanctions to support everyone in school. A copy of our behaviour policy is available on the website or from the school office on request.

PARTNERSHIP WITH PARENTS AND FAMILIES

We are very much a community school. Parents are most welcome in school, either to help, or discuss any problems. If the latter is the case, then it is most helpful if appointments are made. Parents are encouraged to come into school to see staff and look at equipment and schemes that we are using. We hold a 'Meet the Teacher' afternoon at the start of each new academic year, which enables you to familiarise yourself with your child's new classroom and teacher.

We hold a Parent and Pupil Consultation Evening in each of the autumn and spring terms. This is a time when the class teacher, the child and their parents are able to discuss the child's progress and attitudes to learning. At the end of those terms a short report is sent home that provides information on progress, and attitude. At the end of the school year, there is a full report shared with all families detailing children's progress, attainment and attitude alongside comments around their development in Reading, Writing and Maths and a general personal comment from the class teacher and the head.

The school has a duty to provide parents with aggregate results of Key Stages 1 and 2 Assessments, the dates of school holidays during the next school year and the rates of unauthorised absences. These are always given out at the end of the school year to all parents, current and prospective, but can also be requested at any time.

We have a growing number of parents who volunteer in school. They work in classes regularly, accompany children on trips and support curriculum events and activities. If you wish to offer your services, please contact school to make the necessary arrangements.

PARENTS' AND FRIENDS' ASSOCIATION

We have an active and supportive group of friends and family, Friends of Carter's, who support the school in fundraising and in social activities.

COMMUNICATION

We aim to ensure that parents and families have as much information as possible about their child's learning, development and time in school. To that end we communicate via letter, email, text and call. We have a weekly newsletter which is sent electronically to all families as well as being available on our website and on our Facebook page. We also use an app, ClassDojo, that acts as a messaging tool, an information source and a platform for the management of remote learning and homework.

SCHOOL UNIFORM

General	Summer option	Active
	<i>Easter – October half term</i>	<i>To be worn on PE/Games days</i>
Grey shorts/trousers/skirt/pinafore White shirt/blouse *School tie *Jumper/sweatshirt/cardigan Plain socks (black or grey) or tights (dark blue, white or grey) Shoes (not trainers)	Grey shorts/trousers/skirt /pinafore Blue gingham print dress *School polo shirt Plain socks (black or grey) Shoes (not trainers)	*School Jumper/ sweatshirt/ cardigan or *hoodie Plain white t-shirt/polo shirt Dark grey/navy/black Jogging pants or tracksuit trousers Trainers

Items marked with a (*) are available through school and from the “Uniform & Leisurewear” shop in Garstang. They are also available via their website:

<http://www.ualonline.com/product-category/schoolwear/garstang/carters-charity-primary-school/>

We are proud of our School Uniform, and children must wear it. Obviously there will be the odd occasions when a yoghurt pot explodes or growth spurt renders your child beyond the size bought, in these cases allowances are made for temporary solutions!

FOOTWEAR

We ask that children’s footwear is appropriate for school – no trainers except on Active Uniform days and certainly no shoes with high heels, or flimsy or loose fitting sandals or shoes. This rule is in place for health and safety purposes.

All children are asked to have a pair of wellies in school at all times for their adventures in the outside!

BAGS

We sell a shoulder bag that is useful for all children. We ask that all Infant children use these for ease of organisation in the classroom. Every new Reception starter in September will receive their first bag.

JEWELLERY

The school, on the grounds of safety, is also not the place for jewellery. If a child has pierced ears, then we insist that small unobtrusive studs be worn. These **MUST** be plain flat or small ball studs with no stone set into the design.

We ask that if you intend to have your child’s ears pierced, then please have it done at the start of the long summer holidays as the wearing of ear jewellery restricts their involvement in P.E. sessions. This rule also applies to other facial piercings. We also request that any hair equipment (headband, bow, clip, etc.) is small, unobtrusive and plain coloured, preferably blue.

HAIRSTYLES

We ask that the children do not have hair styles which are over fashionable, provocative or can be construed as posing a danger to self or others. This includes mohicans, beads, tramlines or dyed hair. School is neither a place for this nor do we believe is it appropriate for primary school age children. Our experience tells us that such styles can have a detrimental impact on the child’s learning. If your child does come to school with such a style, they may be asked to have it changed or removed.

Make up is also not allowed to be worn.

THE SCHOOL DAY

MORNING ROUTINE				
If coming to Breakfast Club				
<ul style="list-style-type: none">- Doors open at 7:30 and close at 8:20. All children using breakfast club must be in by this time.- All places MUST be booked in advance so staff have awareness of numbers for catering needs.				
If coming by car/bike/foot				
<ul style="list-style-type: none">- Gates open at 8:40; side gates close at 8:55 and main gate at 9:00- One way system around school with entry points for each class.- All bikes to be stored in bike shelter and cyclists walk around to class				
If coming by the school bus				
<ul style="list-style-type: none">- Costs available on ParentPay- Bus times are as normal and available on the school website- Bus will arrive at school at 8:50 am approx.- All journeys MUST be booked and paid for in advance using ParentPay- Children will be supervised off the bus and directed to their class entrances				
Class Entry & Collection Points				
Reception		Year 1		Year 2
Front door		Door by covered outdoor area		Class door
Year 3	Year 4		Year 5	Year 6
Door at back of school	Junior corridor door		Hall door	Class door
EVENING ROUTINE				
If being collected		If using the school bus		If using After School Club
<ul style="list-style-type: none">• Gates will open at 3:28pm ready for a 3:30pm dismissal from class. All children must be collected before 3:35pm unless using school bus or after school club.• One way system around school with collection points for each class.		<ul style="list-style-type: none">• Costs available on ParentPay• Bus times are as normal and available on the school website• Bus will arrive at school at 4 pm approx.• All journeys MUST be booked and paid for in advance using ParentPay• Children will be supervised waiting for and on to the bus.		<ul style="list-style-type: none">• Children to go to Superstars at 3:35pm• Superstars closes at 5pm with late collections incurring a charge to cover staff costs. We do offer a service until 6pm but this needs to be booked at least 48hrs in advance. Costs available on ParentPay
If child is not collected before 3:35pm				
At 3:35pm all children not collected will be taken to the front door to await collection. If they are not collected by 3:45pm they will be taken to after school club (if space) and they need to be collected from there. A charge will be made unless prior warning of arrival before 3:55pm is given as we understand that things do happen.				

At either end.....

Please do not park on the zigzag lines to the front of school. This action constitutes a serious risk to the safety of ALL children and is a highly selfish and illegal act. They are there for the safety of all members of our school community.

ATTENDANCE

The information below relates to our current policy. The government will introduce a new national policy for school attendance which will see some changes to the one currently in operation. We will share all information and updates as soon as we have them.

We are very proud of our attendance figures which are well above the national average. We work in partnership with our families to ensure that children are in school engaged in purposeful experience. We know that sometimes children get ill. If that is the case you **must** contact school before 9:30 am if your child is to be absent from school on the day or if you know they are going to be absent in advance contact should be made with school. The most immediate method is by the telephone but an e-mail to the school office is also acceptable. A note is required to excuse your child from any curriculum activity, including swimming and games, or outside playtimes.

HOLIDAYS IN TERM TIME

All information relating to the current and future school holiday patterns can be found by clicking on the link on the school website: [School Term Dates and Information on Holidays during term time](#)



[Holiday Patterns for current and future years](#)

School is a vital ingredient in a child's whole development. Any time missed can never be regained and will have a negative impact. It is expected that children should only be absent when they are unwell or unable to attend for a valid reason.

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take a holiday during term time. Parents do not have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.

To apply for a child to be granted leave from school, parents should complete a form (available on the school website: [leave-request-form-amended-june-2021.pdf \(primarysite-prod-sorted.s3.amazonaws.com\)](#)

and return it to school for consideration before booking and well in advance (at least 6 weeks) of the proposed leave and before committing to any expense. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not occur regularly.

There is also the potential that the child's place in the school may be lost if return from any leave is later than the agreed date.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application.

For further information:

<http://www.lancashire.gov.uk/children-education-families/schools/absence-from-school.aspx#holidays>

SUPPORT FOR INDIVIDUAL NEEDS

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Children with special educational needs are given help within their class or are taught for short periods in small withdrawal groups. Our Special Educational Needs Co-ordinator (SENCO), Mrs Callery, provides an in-school focus for contact between staff, parents and outside agencies as well as giving day to day advice and specialist help to staff.

A comprehensive intervention programme is in place which provides intensive support for children across the school. Our SEN policy is available on request.

MEDICAL/DIETARY NEEDS

It is vital for school to be informed of any specific medical or dietary need which has the potential to cause problems for your child. We are happy to make the necessary arrangements and alterations to systems to ensure your child remains well, safe and healthy. However, we can only act following formal diagnosis

MEDICINES

Although members of staff are willing to administer certain types of medicine after consultation with the parents of the child involved, the question will be asked whether it is appropriate for them to be in school. Staff will only administer medicine that has been prescribed by a medical professional.

The medicine should be handed in to the office at the start of the school day, and not left in bags, and a consent form completed for every day the medicine is needed. It is the responsibility of the parents to ensure that the medicine is taken home at the end of the day and the form signed in readiness for the next school day if needed. We also ask that you do not send in medicines, like Calpol, or cough sweets on a “just in case” basis. We ask that, when the doctor prescribes some medicine, you ask that it can be administered three times a day so that there is no need for it to be brought into school.

Please ask for a copy of our medicine administration policy if you would like to see it.

HEALTH AND SAFETY

The Governors wholly endorse and comply with the Lancashire County Council Health and Safety Policy.

The school nurse examines all our pupils during their first year with us. The children also receive regular eye, dental, hearing and hygiene checks. Should a child become ill whilst on the school premises, or have an accident, then every effort will be made to contact the parents. We depend upon the parent’s co-operation in that they provide the school with information as to their whereabouts during the school day. We also require of them, an emergency contact or contacts in the event that the parents cannot be contacted. In exceptional circumstances, if we consider a child needs hospital treatment, then we will take the child to hospital as well as try to contact the parent.

CURRICULUM

We aim to provide as wide a curriculum as possible. We have implemented all subjects in the National Curriculum and their various amendments. Our staff have specialisms and interests covering all areas of the curriculum and they work together to achieve a well-balanced education for the children.

The National Curriculum (revised 2014) consists of three core subjects: English, Mathematics and Science. There are seven foundation subjects: Design Technology, Computing, History, Geography, Art, Music, and Physical Education. Religious Education, Sex Education, Personal, Social, Health and Citizenship Education are also taught. These subjects are taught throughout the school to children aged five to eleven as discrete subjects or in cross-curricular topics.

The children in the Foundation Stage follow the Early Years Foundation Stage guidelines. Play, indoors and outdoors, is the key to this learning. The curriculum is organised into six areas of learning: Personal, Social and Emotional Development, Language and Literacy, Mathematical Development, Knowledge and Understanding of the World, Physical Development and Creative Development.

Throughout the curriculum, there is an emphasis placed on the mastery of basic skills and the understanding of underlying concepts. The achievement of high standards, social training, good manners and learning to live happily together are all-important facets of the school.

The development of language, both spoken and written, permeates the whole curriculum and is based upon the children's own language. The greatest emphasis is placed upon the acquisition of reading skills. There is a pre-reading scheme and a set list of books which incorporates several schemes. The school also has a well-stocked library of fiction and non-fiction books.

Technology is an integral part of the curriculum and supports learning and teaching across the school. As a specific curriculum area, Computing is taught as a discreet subject and also delivered through other subject areas, using appropriate applications and software.

We are well resourced and have an interactive whiteboard and visualiser in each class, access to lots of ipads/laptops and all accessing using our fast and secure network.

PHYSICAL EDUCATION

Physical education is part of the children's weekly experience and comprises six elements within the National Curriculum; athletic activities, dance, games, gymnastic activities, outdoor activities and swimming. We are well equipped with P.E. and Games apparatus and employ professional experts to deliver the major part of our PE/Games curriculum. In addition, Y5 children travel to Poulton YMCA for their swimming lessons.

We employ Mr Haydock and Mrs Rushton to teach aspects of our PE/Games curriculum.

RELIGIOUS EDUCATION

The school is not affiliated with any particular religion or religious denomination. The Lancashire Agreed Syllabus for R.E. is followed throughout school and pays attention to all major world religions but is mainly of Christian Foundation. All assemblies conform to the statutory guidelines.

Parents do have the right to withdraw their children from religious education and collective worship. Requests should be made in writing to the Headteacher.

CURRICULUM ENHANCEMENTS

Our teaching is based on the children's own interests, environment and experiences with practical work, visits, a wide range of materials and visitors from outside school being used wherever possible to underpin it.

EDUCATIONAL VISITS

During the course of the year, the children leave the school premises to go on visits. We will notify you in advance notify you when this happens, and we will need your permission for your child to be able to go. The school operates a charging policy that you can see in the school. The visits are undertaken to extend and emphasise the work being carried out in school. During the Summer Term, the Year 6 children are given the opportunity for an extended educational visit to take part in outdoor activities.

SEX EDUCATION

The governors have decided that sex education should be included in the school's curriculum. We talk about life cycles as part of our science curriculum, and when necessary, we will answer the children's questions in a manner appropriate to their age and development. We also provide external support in delivering vital puberty talks to our children. Parents will be informed of this lesson prior to its delivery, so enabling them to withdraw their child if they wish to do so.

LUNCHTIME

We have an excellent kitchen on site and over two-thirds of our children enjoy the fare on offer each day. All the food conforms to the necessary standards and provides an excellent source of nutrition and energy. And the menu is planned in accordance with the local authority guidelines and planning. Further information is available here: <http://www.servinglancashire.org.uk/catering/primaryMenus.php>

If you wish your child to have a school meal every day or just certain days, we can cater for this. We ask for at least 1 weeks' notice to the school office when children's meal patterns change from packed lunch to school meal and vice versa. Prices for school meals are available from the school office. Payments for school meals can be made via Parent Pay. School meals are to be paid for in advance; either weekly, monthly or every half term; whichever suits your pocket.

The school catering staff are happy to organise special meal patterns dependent upon medical or dietary needs. This can be arranged through the school office.

The remaining children bring a packed lunch to eat in the dining hall, classroom or outside in suitable weather. We do allow children to bring in flasks with soup or warm food when the weather is cooler.

We have very few rules regarding the contents of your child's lunch box but ask that they do not have a fizzy drink nor bring in any glass bottles or cans.

We are a nut free school due to a number of children and staff with severe allergies.

Parents wishing to discuss their individual situation may make an appointment to see the Headteacher.

We organise special lunches at specific times of the year. These are held as special occasions for which all children are welcome to join us for.

We also welcome parents and families in to join us over the course of the school year: New starters and their families in the July before they start in Reception; Year 6 children and their families on the last day of the school year.

HEALTHY EATING

We encourage children to have their own sports cap water bottle for them to drink from during lessons. Research has proved that rehydration helps to improve brain power and concentration. This opportunity is for unflavoured, natural water only.

All children are able to, and encouraged to, purchase a daily drink of milk at subsidised rates. School milk is paid for in advance directly to milk4life. Please go to <https://www.milk4life.com/> for further information. Some children do not like or are unable to drink milk and these are able to bring in a drink to have at the same time as the other children. This must be either plain water, watered down fresh juice or fresh juice. This does not include juice drinks or squashes.

We participate in the 5-a-day scheme, giving a piece of fruit to every child in KS1. In fact we often have more than we should so the whole school sometimes get a treat! This emphasis on healthy eating extends to the rules regarding break time snacks, when we encourage children to bring in a piece of fruit or vegetable, or plain biscuit – nothing with chocolate, as that has been proved to lower concentration levels in the long term.

OUT OF SCHOOL CARE

'Super Stars' Breakfast & After School Club

There has been an after school club running very successfully in school since 1997. It caters for 16 children at a time and is run by qualified staff. The afternoon sessions run from 3:30 pm through to 5:00pm/ Extended session available until 6pm. Children attending are given a drink and a snack each day; water, juice and fresh fruit is always available.

Activities are planned for every half-term. Details for this are sent out each week on the newsletter and advertised on the school's Facebook page.

We also operate a Breakfast Club to further support the service we offer working parents. The morning sessions run from 7:30 am through to 8:45 am when the children go onto the playground prior to the school day beginning. Children receive a varied breakfast & a drink each day; water, juice and fresh fruit is always available.

Further information about this service and how to book is available from the school office. Costs for sessions are viewable through ParentPay or by calling the office.

Super stars can be contacted via the school office or at: bursar@carters.lancs.sch.uk

UPDATING YOUR DETAILS

We need to maintain a comprehensive contact record and appreciate your support in ensuring this is kept up-to-date with all the latest details that people have.

PAYMENTS TO THE SCHOOL OFFICE

We use "ParentPay" as our main source of payment collection for all events, activities and purchases. When your child starts with us, you will be given an introduction letter and code to get you started.

This system is used to reduce the amount of cash that is held in school and the amount of time taken to collect, count and bank that money.

SCHOOL TRAVEL PLAN

Traffic outside schools is always a problem at the beginning and end of a school day. In that we are no different to other schools. Our difficulty is the nature of the road and the relatively small amount of space close to school. We do have parking restrictions directly to the front of school that are in place to keep all safe.

SCHOOL BUS

In response to parental need, and in an effort to reduce congestion, we operate a school bus that runs to and from school each day. The bus is driven by Mr Hoffman and the service he provides is excellent. He will not let your child leave the bus if you or another member of your family/friend is not there to collect unless you have previously agreed to this. There is a passenger limit of 43 on this service.

The policy and timetable can be found on our website:

[School Bus | Carter's Charity Voluntary Controlled Primary School \(carters.lancs.sch.uk\)](http://carters.lancs.sch.uk)

At school, staff will meet the children from the bus in the morning and escort them onto the playground. In the afternoon, staff will be employed to supervise those getting the bus until they leave. Current pricing is available via ParentPay.

The arrangements are:

- Morning service - payable via Parentpay; bookings made in advance.
- Afternoon service - payable via Parent Pay; bookings made in advance secure a seat.
- A 'Bus' register will be taken in class every morning for a final headcount to confirm enough seats available.
- 'Use it or lose it' – is the best advice we can give you – we will not be able to provide a bus service if it is losing money.

BICYCLES

We are happy for children, where possible and feasible, to come to school on their bikes. We have a covered bike rack at the rear of school. We insist that all children cycling to school wear a helmet and be proficient to deal with the traffic locally.

WALKING HOME

Due to the potentially unsafe nature of the road and pavements on Pilling Lane, we ask that if you are happy for your child to walk home, you write to school and notify us of that choice. This will help us with supervision. We reserve the right to allow this to happen if we have concerns around any individual child's independent awareness of road safety.

SAFEGUARDING

Schools have an important part to play in the detection and prevention of child abuse. Parents should be aware, therefore, that where it appears to a member of staff that a child has been abused, the school is required, as part of the Child Protection Procedures to report their concern to the local authority's Children's Services immediately. Consequently, in such situations, it is likely that a social worker or family liaison officer will contact the parents NOT THE SCHOOL. This requirement forms part of the local authority's procedures for dealing with child abuse and is not a matter for the discretion of individual Headteachers or members of school staff.

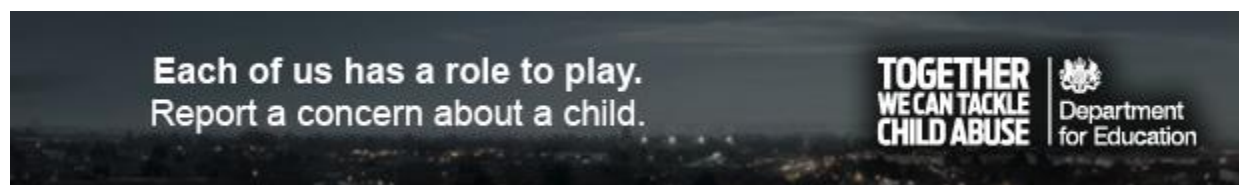
Information about our placing Safeguarding as a priority can be found here:

[Safeguarding & Child Protection | Carter's Charity Voluntary Controlled Primary School](#)

All of our policies around keeping safe online can also be found in that same area of our website.

ADDITIONAL INFORMATION

DO YOU HAVE A CONCERN ABOUT A CHILD BEING ABUSED OR NEGLECTED?



Call Lancashire Social Care on **0300 123 6720** (8am - 8pm) or out of hours 0300 123 6722 (8pm - 8am).

Further advice is available here: <https://www.lancashire.gov.uk/children-education-families/keeping-children-safe/>

If you think a child is in immediate danger – don't delay, call the police on 999.

The [NSPCC website](#) has advice about the signs, symptoms and effects of child abuse and neglect.

ACCESS TO INFORMATION

All of the documents listed below are available for inspection on application to the Headteacher during normal school hours. Copies of the documents will be provided on request and on payment of a nominal charge to cover costs.

- Any statutory instruments and circulars sent to schools by the Department for Education about the curriculum and National Curriculum
- Published OFSTED reports on the school
- Any schemes of work and syllabuses in use
- That part of the trust deed governing religious education and any statement by the governing body about religious education
- The school's policies
- Minutes of Governors' meetings

COMPLAINTS PROCEDURE

A copy of the school's Complaints Procedure is available from the school office or can be downloaded from the school website:

[Complaints Policy & Procedures - Carter's Charity Voluntary Controlled Primary School](#)

How to make a complaint

A concern or complaint should be made in person, by telephone or in writing to the Headteacher at the School. If the complaint is about the Headteacher or a Governor it should be referred to the Chair of Governors of the school.

A complaint made to a Governor, Local Authority Officer or Councillor or to a local area education office will be referred to the Headteacher or Chair of Governors, as appropriate, for investigation. Anonymous complaints cannot be dealt with unless they are about very serious matters.

First the Headteacher will try to establish the facts and respond to your complaint. Most matters can usually be dealt with in this way. If this does not resolve the matter to your satisfaction, there is a further formal stage. You will be asked to put your complaint in writing and a further investigation will be undertaken by the Headteacher. In the case of a complaint about the Headteacher, or a Governor the matter will be dealt with by the Chair of Governors.

Appeals

You can appeal to a special Committee of the Governing Body of the school. You may, if you wish, have the opportunity to attend and put your case to the Committee. The Committee will inform you of their final decision.

COMPLAINTS ABOUT THE SCHOOL

You can complain to Ofsted if you think a school isn't run properly and needs inspecting. They won't look into problems with individual students, such as exclusions or not getting a place at the school.

You can only complain to Ofsted if you have already followed the school's complaints procedure.

You should get a response within 30 working days. It will tell you if Ofsted will investigate or not, and why.

STAFF (as at 1st May 2024)

Head Mr Brendan Hassett Assistant Head Miss Leanna Spence

	Monday	Tuesday	Wednesday	Thursday	Friday
Reception	Mrs Dugdill				
	Mrs Dawson				
Year 1	Miss Ingham				
	Mrs Hoffman				
Year 2	Mrs Weaver	Mrs Hassett	Mrs Weaver	Mrs Weaver	Mrs Weaver
	Mrs Penswick				
Year 3	Mr Holland				
	Miss Telford				
Year 4	Mrs Bentele	Mrs Bentele	Mrs Bentele	Miss Asquith	Miss Asquith
	Mrs Donkin				
Year 5	Miss Spence	Miss Spence	Miss Spence	Miss Spence	Mrs Hassett
	Mrs Nicholson				
Year 6	Mr Jones				
	Mrs Wood				

Office

School Bursar

Admin Assistant

Mrs Helen Mein

Mrs Viv Claxton

Site Supervisor

Mr Andrew Angus

Cleaner

Mrs Caroline Ward

Lunchtime

Cook

Miss Laura Doe

Kitchen Assistants

Mrs Trish Baines

Miss Mel Foster

Welfare Assistants

Mrs Melanie Acton

Mrs Viv Claxton

There will also be at least 4 other members of the team on duty at any one time

Support teachers

PE/Games

Guitar teacher

Mr Graham Haydock & Mrs Lorna Rushton

Mr Ric French

GOVERNING BODY (as at 1st May 2024)

(All members of the governing body can be contacted c/o school if no other contact details are available.)

Chair	Mrs S. Strahan
Vice-chair	Mrs C. Scott

Headteacher	Mr B. Hassett
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Staff Representatives	Mrs D. Wood
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Observers	Miss L. Spence and Mr I Holland
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Elected parent representatives	Mrs Jessica Hall	Mrs S. Lancaster	
	Mr James Jenkinson	Mr Andrew Ball	Vacancy

Foundation	Mrs C. Scott
	Mrs S. Strahan
	Vacancy

Trustee	Mr D. Wolstenholme
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LA Representative	Mr Chris Haughton
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Clerk to the Governors	Mrs D. Holland	01524 581186
	Governor Services	
	Education Office, Lancaster	

OTHER USEFUL INFORMATION

Lancashire County Council
Director (Children & Young People)
County Hall
Preston, PR1 8RJ

Area Education Office
School Services Division
PO Box 606
White Cross Education Centre
Quarry Road
Lancaster, LA1 3SQ

Images of Children – Consent

We have a detailed policy on how we will ensure photographic images are only used for the purpose intended. This policy is available on the school website or a paper copy is available from the school office.

Generally, photographs are for school and family use, and those that appear in the press, are a source of great pleasure and pride, which can enhance self-esteem for children and their families and so are to be welcomed.

However we live in an age where technology has vastly increased the use and misuse of photography and there has been publicity concerning the risks of children being abused as a result of being identified from a photograph. On advice from the Police and the Local Authority, we have taken the view that the risk of a child being identified by a stranger is so small that, providing reasonable steps are in place in terms of school security, planning to ensure an appropriate photograph is taken and policies to protect the full name and contact details of children the practice of photography of school events by family and the media should continue.

During your child's life at our school there will be opportunities and occasions where we may wish to take photographs or video recordings of activities that involve your child. Photographic images may be used for displays, making certificates, celebrating achievement in assemblies or for use in our newsletters or prospectus as well as for use by the local newspapers or on our school website or Facebook page. From time to time, our school may be visited by the media to take photographs or film footage of a visiting dignitary or other high profile event. Pupils are often invited to appear in these images, which may appear in local and national newspapers, or on televised news programmes.

Conditions of school use

The school will not use personal details or full names (which means first name and surname) of any child in a photographic image, on video, on our website, in our school prospectus or in any of our other printed publications.

The school will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.

If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.

We may use group or class photographs or footage with very general labels such as "a science lesson" or "making Christmas decorations". We may include pictures of pupils and teachers which have been drawn by the pupils.

In accordance with the Data Protection Act 1998, photographs and video recordings taken by parents may only be used for personal and family use. Please note it is the school's policy to allow parents or carers to take photographic records of main school events such as Sports Day and Christmas performances. Should any parent/carer have concerns about this matter, they should discuss the individual event with the Head teacher to make suitable provision.

Throughout the year school is pleased to offer work experience and training placements to a variety of students. Some are still at school, others are on childcare courses and some are training to be teachers. Having students not only offers another 'pair of hands' but also ensures the school plays a part in training for the future. As part of their course work students are often required to observe children as they work and play and to take notes about what they have seen. Children will only be identified in these notes by their first name and age.

Please note: we are mindful of the fact that for some families there may be reasons why a child's identification is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which could affect or change your consent on this issue, please let the Head teacher know.

Permission

We presume that you are happy for your child's image to be used and shared anonymously across our media and externally. If not, you must let us know.

Privacy Notice

(How we use pupil information)

Carter's Charity holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- SEN information
- Relevant medical information
- National Curriculum Assessments/results
- Individual Assessment Data
- Exclusion / Behaviour Information
- School they attend after they leave us

Why we collect and use this information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- To safeguard pupils