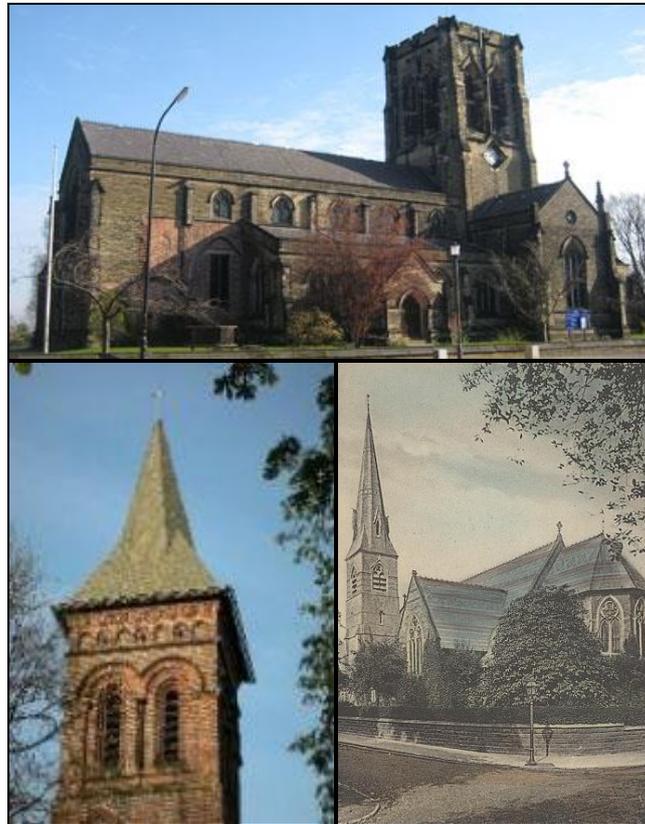


# ALTRINCHAM C E AIDED PRIMARY SCHOOL



## OUR MISSION STATEMENT

**'To work in partnership with parents and churches to nurture children in the Christian faith and to provide them with the best possible educational opportunities.'**



**ALTRINCHAM CHURCH OF ENGLAND AIDED PRIMARY SCHOOL**

**Townfield Road, Altrincham, Cheshire. WA14 4DS.**

**Telephone 0161 928 7288**

*'Altrincham C E Aided Primary School is an outstanding school'*

Dear Parent

I am delighted that you have expressed an interest in our school. The information contained in this folder provides an introduction to the aims and organisation of our school.

Choosing a school for your child is an extremely important decision for parents.

I hope the information provided helps to answer some of the questions that you might ask. I am certain that a visit to the school will enable you to really understand how the school puts its aims into practice.

If you would like the opportunity to have a look around the school please telephone school to make an appointment. You will be made most welcome.

If you need to use the breakfast club, after school club or holiday club, parents are to contact Mrs Battle 'You and Me', telephone: 07753 637745.

Mr Jim Inglis  
Head teacher.

Mr Geoff Reyner  
Chair of School Governors

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# Governing Body 2016/2017

## **Head Teacher**

Mr Jim Inglis

## **Chair of Governors**

Mr Geoff Reyner

## **Ex Officio Foundation Governors**

Rev Edmund Betts

Rev Jerry Sutton

John Newton (St John's church)

## **Chester Diocesan Governor**

Mr Neil Charlton-Jones

## **Local Authority Governor**

Cllr Laura Evans

## **Parent Governor**

Mrs Emma Birch

Mrs Samantha Tanney

## **Staff Governors**

Mrs Sue Watkins

## **Other School Governors**

Mrs Jackie Turnbull

Mr Vernon Frost

Mr Kevin Davis

Mr Neil Charlton-Jones

Miss Helen Dunn

Mrs Meg Johnson

## **Clerk to Governors**

Trafford Council



# The School Staff

## Head Teacher

Mr Jim Inglis

## Deputy Head

Miss Janet Gregory

## Class teachers

Mr Allan Clowes

Mrs Shelley Allan

Miss Katie Boughen

Mrs Julie Taylor

Mrs Judith Williams

Mrs Kate Cartledge

Mrs Shauna Tomlinson

Mrs Victoria Walsh

Mrs Helen Horner

Miss Helen Stevens

Mrs Susan Watkins

## Part time teacher

Mrs Susie Hornby

## Teaching Assistants

Mrs Christine Hoolihan

Mrs Ruby Brickhill

Mrs Joanne Lewis

Mrs Joanne Spratt

Mrs May Bandar

Mrs Beth Hardy

Mrs Cathy Darroch

Mrs Meg Johnson

Mrs Joanna Dunkerley

Mrs Rachel Pearce

Mrs Elaine Burke

Mrs Andrea Carson

Mrs Jane Brooks

Mrs Sharon Halstead

Miss Amy Lewis

## Finance /Admin Staff

Mrs Sylvia Robertson

Miss Helen Dunn



## **A Brief History of our School**

The churches in Altrincham have been involved in educating local children since the mid-nineteenth century. In 1969 the present school replaced the former schools of St George, St John and St Margaret to provide Christian education for the children of Altrincham and the surrounding parishes. The involvement and commitment of the three parish churches still contribute in a real and lively way. They also provide financial assistance jointly with the L.E.A.

## **What it means to be a Church of England School**

Altrincham C E Aided Primary School is a Church of England 'Aided' Primary School, which means that it has a strong link with the three local Parish Churches of St George's, St Margaret's, and St John Altrincham and with the Chester Diocese.

A number of Foundation Governors are appointed to the school by the three Parish Church Councils. Additionally there is a close association with the local clergy and church community. The School's 'Aided' status means that the Governing body is responsible for appointing staff. This ensures that those appointed support the principles of a church school and its commitment to religious education and daily worship.

## **The School's Ethos Statement**

Recognising its historic foundation, our school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level.

Our school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, and promote Christian values through the experience we offer to all our pupils.



## SCHOOL ADMISSION POLICY

DIOCESE OF CHESTER  
TRAFFORD EDUCATION AUTHORITY  
ALTRINCHAM CHURCH OF ENGLAND AIDED SCHOOL  
ADMISSION POLICY

Decisions about admission to the School are made by the Governing Body, not the Head teacher or the Local Education Authority. Applications will be considered by the Governors in the spring for admission in September. A full copy of the policy is included in the admissions pack.

### **Number to be admitted**

The school's admission number is 40

### **Criteria**

Where there are more applications for admission than the 40 places the following priority order will be applied.

1. Looked after children / Children in Public Care.
2. Children who have an older sibling who will be attending the school at the time of the child's admission , whose parents **regularly worship** ( attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling these criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 2.
- 3.Children whose parents **regularly worship** ( attending at least 2 morning services a month) at one of the Altrincham parish churches of St. George, St. John the Evangelist or St. Margaret. Parents fulfilling these criteria must have the School Supplementary Application Form certified with a signature by the Parish Priest. Applications not certified with a clergy signature cannot be considered as falling into category 3.
4. Children who have an older sibling in the school who will still be attending the school at the time of the child's admission.
5. Children who live within the parish boundaries of the Altrincham churches of St. George, St. John the Evangelist or St. Margaret. A map showing the boundaries of the three parishes is available from the school.
6. Other children not coming under categories 1 – 5

### **Nursery**

The Nursery provides places for 26 full time equivalent places. In line with Trafford LEA policy, children cannot be admitted before their 3rd birthday. Generally, pupils are admitted in the September after their third birthday. The Nursery serves a wider community than that of the main school and admission to the nursery class does not constitute a promise of a place in the Main School.

### **Reception**

There is one 'intake' into the Reception class in September. Children are admitted in the September following their fourth birthday. Even though infant children may be in a vertically grouped class, all classes are organised according to age, so that children remain with their peers throughout their school life.

## **School Curriculum**

The School offers a wide and varied curriculum. The children are provided with learning activities to meet the requirements of The National Curriculum.

### **Religious Education**

#### **Core Subjects**

- Maths
- English
- Science
- Information Technology

#### **Foundation Subjects**

- History
- Geography
- Technology
- Music
- Art
- Physical Education
- French

A thematic approach is used to structure activities and experiences. These provide opportunities for the children to develop physically, intellectually, emotionally, socially and morally at their individual level. Great emphasis is placed on using the children's firsthand experiences to develop attitudes, values and skills that enable them to make a valuable contribution to their own development and those with whom they live. Where it is necessary, separate subject lessons are used to ensure full coverage of the National Curriculum. Teachers use their professional judgement to determine the most appropriate teaching method for teaching and learning experiences for the children. Class lessons, group teaching and individual learning activities are included throughout the day.

The school curriculum also includes Health Education, industry and Enterprise initiatives, Environmental Education, Education for Citizenship, Gender Issues and Multicultural Education. Activities which foster the child's spiritual, moral and cultural development are included in the curriculum. The current school policies and National Curriculum documents are available to be viewed in school.

A variety of teaching styles are used; children will be taught both individually and as part of large and small groups according to the skills being developed and the content of the lesson. A personalised learning approach is in place where pupils are supported and work towards targets that are both challenging and extend learning appropriate to their needs and developmental stage.

#### **Reporting on children's progress and assessment**

Parents' evenings are arranged to discuss the child's progress and throughout the year there are a variety of talks and discussions, which address the curriculum, and aspects of school organisation and management. Parents are always welcome to visit school to obtain information or to discuss a problem.

A Profile and Record of Achievement is completed for children in the Nursery and Reception classes.

Parents of each child in the main school receive a written Record of Achievement towards the end of each summer term and parents are offered an opportunity to discuss this with their child's class teacher.

The class teacher maintains a thorough record of each child's progress. These are referred to as Teacher Assessment. Standard Assessment Tasks and Tests (SATs) are carried out in line with National Curriculum guidelines. Results are published to parents at the end of each assessment period.

Currently, end of Key Stage testing is carried out in the summer term for pupils in Year 2 and Year 6.

### **Special Educational Needs**

If a child has a specific learning difficulty, a disability or handicap which may affect his performance in school, the parents and the teaching staff will work together to determine the most appropriate level of support that can be provided within the resources that are available. A member of the teaching staff has a post of responsibility to co-ordinate this work with parents and teachers.

The school's Special Needs policy may apply to any child in the school. Parents will be informed in writing if the need arises for their child's name to be placed on the school's Special Needs register. If appropriate, an individual programme of learning will be devised for the child.

The school's Special Needs policy is available on request from the Head teacher. This policy complies with the requirements of the Code of Practice and outlines the stages of the Special Needs programme.

Parents will be notified in writing when their child's name is removed from the register. Parents are welcome to discuss their concerns with the Head teacher if their child is experiencing difficulties in school.

### **Religious Affiliation and Collective Worship**

This is a Church of England School in the Diocese of Chester. The school is intended to serve the local parish churches of St George, St John and St Margaret. All pupils attend a daily act of worship. Throughout the year individual classes lead a Family Service, which starts at 9.10 in the School Hall when all parents, family and friends are welcome to attend.

Each school day commences with an act of Christian Worship. The staff, clergy, parents and children are involved. Our Anglican ministers assist with Religious Education in school, are actively involved with the children in their classroom activities and conduct the school assembly each Wednesday. The children attend a church service on Christian celebration days in the school term.

Parents have a legal right to withdraw their children from Collective Worship and / or Religious Education. Parents are invited to contact the Head teacher to discuss withdrawals. The school needs to be notified in writing of such decisions. All parents are welcome to participate in the special school services regularly held at St George's Church.

### **Religious Education**

Religious Education supports the school's mission statement in providing opportunities to acquire and develop an understanding of Christianity and other principal faiths represented in Great Britain. The policy complies with the recommendations of the diocese of Chester.

As a church school, we aim to nurture and guide children to develop and explore their faith and spirituality within a Christian context. The children are given a sound understanding of Christianity and its importance in our lives. They are also taught to understand, respect and tolerate those who have different views and faiths. These basic Christian morals are central to the school and its behaviour policy. Parents and pupils are requested to support these values.

### **Literacy**

Literacy is taught each day throughout the school in accordance with the National Literacy Strategy. The skills of reading, writing, speaking and listening are fundamental to the curriculum for all classes and subjects. Children are encouraged to listen to both teachers and their peers, formulate and clarify their own ideas and respond appropriately. There are reading corners in all classrooms. Time is set aside each day for children to develop their individual and group reading skills. The school is keen to promote both the enjoyment of books and to develop fluent readers from an early age. Writing skills are very important and children are encouraged and taught, when they start school, to write fluently and legibly. The ability to spell correctly, punctuate properly and write grammatically is developed alongside presentation skills.

Numeracy is viewed as a key priority. The skills acquired in mathematics at school will be used in many aspects of life inside and outside the classroom. We plan to develop the full range of concepts and processes including numbers, measurement, weight, capacity, time, money, shape and space. There are extended maths groups across Key Stages 1 and 2. The school uses the Cambridge Maths scheme to provide for most aspects of the National Curriculum in Mathematics. Topic work is used to ensure that all children receive an extended mathematics curriculum.

### **Science**

We believe that it is through the study of science that children learn to respect and appreciate the environment in which they live. Our intention in science is to develop the children's skills, knowledge and understanding of living things, materials, phenomena and processes that are within the everyday experience. Children are encouraged to ask questions and are taught appropriate vocabulary with which to describe their observations. They are taught to communicate their ideas effectively and to use diagrams, graphs, tables and charts to record and present information in a systematic manner.

### **Information Technology**

Computer skills are developed progressively and used to extend and enhance learning in other areas. We have an ICT room and each class has a computer and a range of software, so that learning in a variety of subject areas can be supported. The Internet, which children access under supervision, is in daily use. An Interactive whiteboard is used in all classes.

Internet access occurs within a filtered, protected environment. Parents are requested to complete the I.T. permission form available in the school office.

### **History**

History provides the perspective for children to better understand the significance of people's beliefs, attitudes and actions in the past. They learn how the past has affected and influenced the world within which they are growing up.

A sense of chronology is taught. All Key Stage 2 children cover the full NC range of history study units in a planned order. Children are encouraged to compare and contrast with the period of history they study.

Emphasis is placed on using artefacts and other first-hand evidence to question and investigate. Children will also have the opportunity to carry out their own investigations into local history.

### **Geography**

Children learn about the physical and man-made features of their surroundings through direct experience, practical activities and fieldwork. Skills taught include observing their environment, questioning, recording and making maps and plans for their own use. The children are also taught the effects of weather and how land and buildings are used. They look at their own environment and are encouraged to discuss and suggest how improvements can be made. The children make comparisons between their own environment and others both in the UK and overseas (Community Cohesion Curriculum links are developed at local, national and international levels).

### **Art**

Children will be introduced to the differing ways in which ideas and feelings are presented in a visual form. They will be able to explore in practical work the use of line and tone, colour matching and mixing, pattern and texture and the use of shape and form.

### **Control, Design, and Technology**

The school gives the children focused, practical tasks to enable them to develop the necessary skills for design and manufacture. The pupils work with a wide range of materials and components and investigate how materials can be used to suit different applications. The children learn how to select tools, how to measure, mark, cut out, shape, assemble, join and finish work to a high standard. They are also taught about mechanisms, structures and how things work. The teachers show the children how to assess the quality of man-made objects, to consider issues of health and safety and to use the appropriate vocabulary.

### **Physical Education**

All children have the opportunity to develop and demonstrate their knowledge, skills and understanding of games, dance, gymnastics and athletics.

Year 3 children have swimming lessons at Altrincham Leisure Centre.

Through the employment of expert coaches the children are taught a wide range of sports.

### **P. E. Clothes**

The school promotes an inclusive ethos. Wherever possible, in line with Health & Safety guidance, the practices and customs of all faiths will be accommodated. Jewellery (including watches) should not be worn during P.E.

Infant children do not require any special clothing. A pair of trainers is useful for outdoor games.

Junior children will need:

#### Indoor P.E.

- Navy blue shorts and a pale blue tee shirt (Black, navy or blue leotards are acceptable.)

### **Outdoor P.E.**

- Trainers.
- Navy or blue skirts/shorts or tracksuit bottoms.
- Pale blue tee shirt or sport's top.
- Navy warm jumper or tracksuit top for cold weather.
- Football boots (optional. Rubber or plastic studs only).

### **Swimming – Year 3**

- Plain swimming costume and towel. No jewellery is to be worn.

### **Music**

Children learn to sing and play a selection of instruments. All children learn to perform on their own and with others in class, and at events such as the school drama productions and Church services.

We are keen to promote children learning to make music. A large percentage of KS2 children learn to play a musical instrument.

At present, under the Wider Opportunities Scheme, and run by Trafford Music Service, Year 3 pupils are introduced to a Whole Class Instrumental and Vocal Project during the autumn term.

### **French**

All children in Years 2 – 6 learn French during the school day. These lessons are based on not only giving them an understanding of the language but serve to help develop their understanding of life in other countries.

### **PSHE and Citizenship**

PSHE and Citizenship is at the heart of all we do in our school. PSHE and Citizenship cover the knowledge, understanding and skills that prepare our children to play an active role as citizens. It promotes pupils' spiritual, moral, social and cultural development. It focuses on health and wellbeing and prepares them for taking their place in an ever changing world.

### **Special Educational Needs and Able Pupils**

It is our aim to provide the best learning opportunities for children identified as having special educational needs or of able pupils status, where the resources and environment of the school permit. We shall work in partnership with pupils and parents from the earliest possible stage.

## **School Trips**

Visits outside school to support the Children's learning include visits to libraries, museums, and zoos. theatres, historic buildings, parks, industrial sites, other schools and residential visits. Voluntary financial contributions are requested from parents to make these trips possible. The school always ensures that there are sufficient adults to ensure the safe supervision of pupils.

## **Extra-Curricular Activities**

These are conducted by members of staff or suitably qualified adults and take place during the school lunch hour or after school (Safeguarding measures are in place).

The school actively encourages a wide range of clubs and special activities. Some activities are for set age groups of pupils; many are open to all. Where professionals are employed and the activity is outside of school time, there will be a charge to cover these costs. Fees are payable half termly and are invoiced by the school secretary. Payments should be sent to school via the class teacher and made payable to Altrincham C. E. Primary School.

The school keeps parents regularly updated on special activities, suggestions and volunteers to run additional activities are always welcome.

## **Homework**

Homework can further the school's and the families shared responsibility in developing the child's skill and potential.

All children are encouraged to share their reading activities with their parents at home on a regular basis.

Junior children will also be given small amounts of work to be learned or completed at home. The amount of work given will be determined by the teacher and is likely to include spelling and tables. Your help with this work is of tremendous value and provides an opportunity for children to develop habits of learning and to study independently. The teacher will send further information out each half term.

## **Parental Involvement**

Parents make a most valuable contribution to many school activities and are often involved in working with groups of children or with an individual child. These activities include cookery, woodwork, library, story- telling, listening to children read, craftwork, gardening, participating in structured play and numerous varied classroom group activities. In line with the school Safeguarding Policy all parents working with children must have the necessary security CRB checks in place. CRB forms are available from the school office.

Parents have a great deal of expertise and experience, which can enhance the education of children. They have many skills, which can enrich the quality of life in school. It is hoped you will offer to help if you have talents or time to spare.

## **Curriculum Complaints**

Should concerns arise in connection with delivery or access to the curriculum, parents are invited to inform the head teacher of their concerns and to make an appointment to discuss and hopefully resolve matters. In the unlikely event of this failing to address the situation, parents can put their complaint in writing to the Chairman of Governors who will then arrange to address the matter with the curriculum committee as soon as possible.

## Other Information

### School Dress

All items of clothing should be clearly marked with the child's name. Children in main school are encouraged to wear uniform. The school colours are royal blue, grey and white. Sweatshirts, tee shirts and polo shirts displaying the school badge may be purchased on line from [www.myembroiderysupplies.co.uk](http://www.myembroiderysupplies.co.uk).

### Boys may wear: -

- White tee shirt or polo shirt.
- Grey shorts or trousers.
- School sweatshirt.
- Sensible footwear.

### Girls may wear: -

- White tee or polo shirt.
- School cardigan or school sweatshirt.
- Grey skirt, gymslip or trousers.
- Blue and white gingham check or striped dress or skirt (summer)
- Sensible footwear

### Outdoor Shoes

Junior pupils need a spare pair of shoes or trainers to wear at lunch times if they wish to go onto the school field in winter time or wet weather. These should remain in school during term time. (An old pair of shoes is ideal for this purpose.)

### School Bags

Due to the limited space available in the cloakroom pupils should use drawstring bags for their P.E equipment. These are available from the school office (£3.00)  
Homework and reading books should be carried in a School Book Bag. These are available from the school office (£5.00).  
Lunch boxes should be put on the shelves or in the trolleys provided.

### Pencil Cases

Junior pupils will need a flat pencil case containing a few pencils, a rubber, a small pencil sharpener, a short ruler, a set of pencil crayons and a small pritt stick, which will remain in school for daily use. Teachers will inform you when it is appropriate for your child to have a pen.

### Attendance

Parents are required to notify the school by 9.30 am if their child is going to be absent. On the return of the child to school written details of the length and reason of the absence must be given in order for the school to maintain statutory records.

### Holidays during term time

Due to a change to the law in September 2013, parents are no longer entitled to take their child on holiday during term time.  
Any application for leave of absence must be for exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of the leave.  
The School is obliged to notify the Local Authority of the details of any parents found to be taking their children on holiday during term time without consent.

## Organisation

The school is organised into ten classes:

### Early Years

Nursery  
Reception

### Infants

Pink Class                      Reception  
Purple Class                    Reception / Year 1  
Lilac Class                      Year 1 / Year 2  
Turquoise Class                Year 2

### Juniors

Yellow Class                    Year 3  
Orange Class                    Year 3/ Year4  
Green Class                      Year 4  
Blue Class                        Year 5  
Indigo Class                      Year 5 / Year 6  
Red Class                         Year 6

## School Hours

	Infants	Juniors
	8.55 a.m. – 12.00 noon	8.55 a.m. - 12.05 p.m.
Morning Break	10.25 a.m. - 10.35 a.m.	10.40 a.m. - 10.50 p.m.
	1.05 p.m. - 3.20 p.m.	1.05 p.m. - 3.25 p.m.
Afternoon Break	2.10 p.m. - 2.20 p.m.	2.30 p.m. - 2.40 p.m.
<b>Nursery</b>		
Morning Session	9.00 a.m. – 12.00 p.m.	
Afternoon Session	12.30 p.m. – 3.30 p.m.	

Parents are requested not to leave their children in the playground before 8.45 a.m. as no supervision is provided in the playground before school starts, and to collect children promptly at the end of the school day.

### After School Club/ Breakfast Club

A Breakfast Club meets in the school hall from 7.45 am and an After School Club meets in the school hall until 6 p.m. This is a private arrangement and is chargeable.

Organiser: Mrs J Battle. Tel: 07753 637745

### School Policies

Copies of school policies are kept in the school entrance hall.

Under the Freedom of Information Act 2000 the school has a duty to publish information. The school is both clear and proactive about the information we make public. A copy of the school's publication scheme and the list of documents and policies held by the school are also available.

### Home-School Contract

To improve links between home and school, and raise standards of achievement, parents are asked to support and be committed to the Home-School Contract of partnership.

## **Jewellery**

With the exception of a watch, it is not desirable for children to wear jewellery in school. If your child needs to wear earrings these must be studs, which must be removed for swimming. In the event of your child having their ears pierced, the earrings must be completely covered up with adhesive tape during the healing process for P.E. You should provide suitable tape for your child. Please note the school accepts no responsibility for the care of children's jewellery.

## **P.T.A**

There is a thriving Parent Teacher Association whose fund raising activities make a significant contribution to improving the school's resources. Fund raising events include Family Discos, a Summer Fun Day, Bags2School, children's talent event and many more. All parents are welcome and become members of the PTA on joining the school.

## **Visitors Book**

All visitors to the school, including parents, are required for health and safety reasons to sign the visitors' book in the entrance hall if they are to remain in school for more than 15 minutes and wear a visitor's badge, which are available from the school office

## **School Meals**

School lunches are prepared daily in the school kitchen. Dinner money can be paid either weekly or half termly. Weekly money should be sent in each Monday in a sealed envelope clearly marked with your child's name, class and the amount of money enclosed. Half termly payments should be made in advance at the beginning of each half term. Cheques should be made payable to Trafford Borough Council.

Children may bring a packed lunch in a clearly labelled plastic box. In the interest of safety, no large plastic bags or glass containers for drinks should be brought into school.

Please give two weeks' notice if your child wants to change from school dinners to a packed lunch or vice versa.

We are happy to discuss and endeavour to meet the dietary requirements of all our pupils where special circumstances dictate a different menu.

## **Medication**

If a child is receiving medication from a doctor then it is likely that the child is unfit to attend school. However, where medication is necessary on a regular basis in connection with a condition that does not affect his attendance or the health of another child, then it is the parent's responsibility to administer the medication. Class teachers must not be asked to administer medication of any sort. The Head teacher is willing to oversee the administration of some medication after consultation with parents, so long as it is realised that she does so while accepting no specific responsibility. Medication administered in school is recorded in the Medical / Medicine Drugs Register.

Parents are asked to provide information concerning the child's medical conditions and allergies on a pupil information sheet.

## **Asthma**

The school maintains a list of pupils suffering from asthma. Inhalers should be readily available. Pupils should keep their inhalers in the school medical room. Staff receive training from the community asthma nurse.

## **Accidents and First Aid**

First aid materials are kept in the hall and the school office. In the event of a serious accident, a message will be sent to the Head teacher, secretary and class teacher and parents contacted as soon as possible. Details of all accidents are entered in the accident book in the school entrance hall.

In the unusual event of a serious injury, parents will be informed as soon as is practicable and medical attention will be sought. Urgent treatment will not be delayed if the parent is unavailable.

## **Pupil Induction Procedures**

### **Reception Class**

If you would like your child to be considered for a place in the Reception Class at this school, it is necessary for you to send apply online or send a completed Trafford Primary/Infant Application Form to Trafford Admissions Department. The forms are issued in the autumn term prior to the year your child is due to start school. Information about the application process is sent to all families with a child in our nursery class, and to those families who have registered an interest for their child to be considered for a Reception place. To assist the school in managing the applications it would be helpful, if it is appropriate, for you to complete and return the School Supplementary form, which is available from the school office. A meeting is held prior to admission for parents to explain the different procedures and practices that are necessary in main school.

At the beginning of the autumn term the admission is on a staggered basis.

### **Main School**

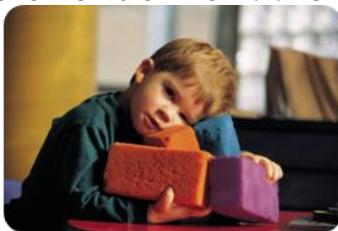
Parents and new pupils are invited to visit the school prior to completing an application form. The class teacher will oversee the induction of all new pupils.

### **Equal opportunities / Inclusion**

The School Mission Statement requires the School to examine the values transmitted, either intentionally or unintentionally, to pupils and to ensure that the curriculum, organisation, ethos and attitudes provide all pupils with equal opportunity for educational achievement. The Governing Body will therefore seek to ensure that all pupils in the School have equal access to a broad and balanced curriculum and that the specific needs of pupils are met to ensure equality of access.

The practices and procedures followed are as outlined in the school policies on Equal Opportunities and School Inclusion. This includes planning to meet the needs of both boys and girls, children with special educational needs (SEN), children who are more able, children with disabilities, children from all social, cultural and religious backgrounds, children of different ethnic groups including, and children from diverse linguistic backgrounds. The school strives to provide a safe environment, free from harassment and discrimination, in which children's contributions are valued and where racial, religious, disability and gender stereotypes are challenged.

This brochure complies with the requirements of the D.F.E circular 15/94



Further information is available from the school website

<http://.altrinchamprimaryschool.co.uk>