



TREALES CE PRIMARY SCHOOL

# PARENT HANDBOOK

## 2024-2025

School Information and  
Procedures





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# A warm welcome from Mrs Hill

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Our school is a special place, where everyone who comes through our doors is welcomed into our warm and happy school community, is valued and is treated as a unique individual. We have high expectations of ourselves and of the children in our care. Whatever your child's abilities, interests or talents, we will work together as a Christian family school to prepare them for their future. We help children to develop their personal and social skills and all the values that enable children to become responsible citizens in their local, national and global communities. Treales is an inclusive school where everyone is valued equally. I promise that as a school we will do everything possible to bring out the very best in them – finding that special talent that exists in each and every child; equipping them to shine in the way God intends.

As a small school we set high standards for academic achievement, behaviour and personal development. We strive to provide learning opportunities that bring out the best in each child. The commitment of our children, staff, parents and governors makes this school a great place for children to learn. Our dedicated and supportive staff team work hard to make primary school life full of happy memories that children will never forget. We are always striving to improve no matter what our starting points are. Everything we do is underpinned by our school vision 'Equipped by God; We are Mighty'. With God we are able to confidently make the most of every opportunity and be successful.

I believe the success of your child's education is built on strong relationship between parents and school. We should have high expectations of each other, providing the right level of support and challenge, in the right way. Through an 'open door' policy we look to secure these relationships, building trust, which enables us to navigate any moments when the relationship strains. It is with a warm heart and a big smile that I welcome you to our fantastic school as we begin our school year journey together. Please do not hesitate in getting in contact with me at any time.

This handbook will provide some key information you will need as a parent for the school year. Further information and full policies can be found on our website or requested from the school office.

If you have any questions or queries, do not hesitate to contact me.

# OUR CHRISTIAN

## *Vision*



**BE STRONG  
IN THE LORD  
AND IN HIS MIGHTY POWER** **EPHESIANS 6:10**

Treales CE Primary School aims to equip every child with the skills and knowledge to thrive as they move to the next part of their journey. Our ethos is rooted in Bible scripture. Ephesians describes the armour of God. The armour brings strength, stability and encouragement so we can receive all the good that God wants for us.

We first put on our Belt of Truth. This helps us to hear and speak the truth; recognising what is good and right.

**- Value of truth**

Next the Breastplate of Righteousness guides and protects us so that we can do what is right.

**- Value of justice**

Our Feet are prepared with the Gospel of Peace so we may walk our journey with others in harmony.

**- Value of peace**

The Shield of Faith helps us to be prepared and stand firm in our beliefs, as we work and learn together.

**- Value of community**

The Helmet of Salvation promotes mental health and wellbeing, protecting our minds and reminding us that God loves as we are.

**- Value of love**

Finally the Sword of the Spirit arms us with the knowledge and understanding to choose the right path.

**- Value of courage**

We put on our armour each day, to help us become the best we can be – to **be mighty**.



# THE SCHOOL DAY



7.45am - 8.45am	Breakfast Club (charge applies)
8.45am - 8.55am	<b>Open School Learning</b>
8.55am - 9.00am	<b>Register</b>
9.00am - 9.40am	<b>Lesson 1</b>
9.40am - 10.40am	<b>Lesson 2</b>
10.40am - 11.00am	Break and Transition
11.00am - 12 noon	<b>Lesson 3</b>
12 noon - 1.00pm	Lunch
1.00pm - 2.00pm	<b>Lesson 4</b>
2.00pm - 3.00pm	<b>Lesson 5</b>
3.00pm - 3.30pm	<b>Worship</b>
3.30pm - 4.30pm	After School Club (charge applies)
3.30pm - 5.30pm	Extended After School Club (charge applies)

## TERM DATES

### Autumn Term 2024

Re-open on Tuesday 3rd September  
Close for half-term Thursday 17th October  
Re-open on Monday 28th October  
Close for Christmas Friday 20th December (2pm finish)

### Spring Term 2025

Re-open on Tuesday 7th January  
Close for half-term Friday 14th February  
Re-open on Monday 24th February  
Close for Easter Friday 4th April (2pm finish)

### Summer Term 2025

Re-open on Tuesday 22nd April  
May Day Closure Monday 5th May  
Close for half-term Friday 23rd May  
Re-open Monday 2nd June  
Close for Summer Friday 18th July (2pm finish)



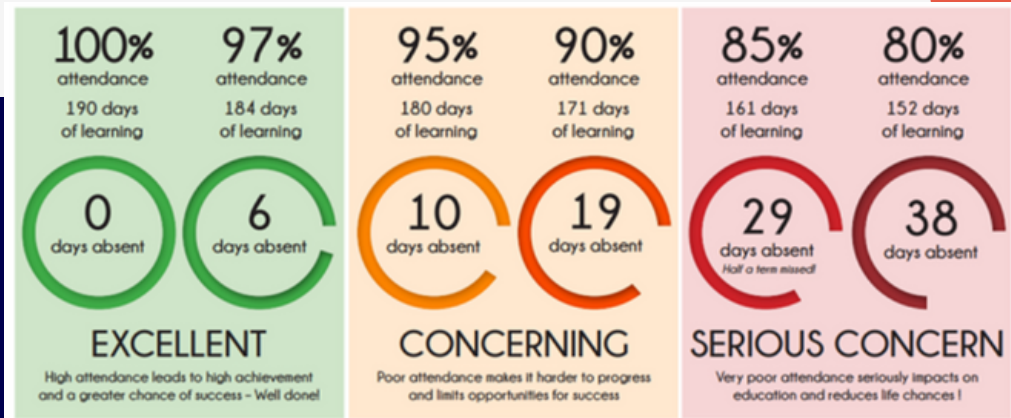
Teacher Training Days in School (STAFF ONLY) are:-

Monday 2nd September  
Friday 18th October  
Monday 6th January  
Monday 21st July  
Tuesday 22nd July

2nd Sept INSET  
 3rd Sept Back to School  
 6th Sept Celebration Worship 3pm  
 8th Sept Treales Praise 11am  
 9th Sept Welcome Service for Reception children in church 3pm  
 13th Sept Celebration Worship 3pm  
 15th Sept Colour Run 12.30pm  
 16th Sept Whole School Trip to Borwick Hall 8.30am - 5.30pm  
 20th Sept Celebration Worship 3pm  
 23rd Sept Worship in Church 3pm  
 24th Sept Spirituality Day  
 25th Sept - 2nd Oct Scholastic Book Fair  
 25th Sept Parents Evening 4pm - 6pm  
 26th Sept Parents Evening 2pm - 4pm  
 27th Sept Celebration Worship 3pm  
 30th Sept Worship in Church 3pm  
 1st Oct Parents Coffee, Cake and Chat 2.30pm- 3.30pm  
 4th Oct Celebration Worship 3pm  
 7th Oct Worship in Church 3pm  
 10th Oct Maths Parent Workshop afternoon  
 11th Oct Celebration Worship 3pm  
 13th Oct Children leading Harvest Treales Praise 11am  
 14th Oct Open Day  
     Elder Class leading Worship in Church 3pm  
 15th Oct Open Day  
 17th Oct Celebration Worship 3pm  
 18th Oct INSET  
 28th Oct Back to School All  
 29th Oct Friends of Treales Event  
 1st Nov Celebration Worship 3pm  
 4th Nov Puberty and RSE sessions with Coram Life Education  
     Worship in Church 3pm  
 8th Nov Celebration Worship 3pm  
 10th Nov Treales Praise 11am  
 11th Nov Remembrance Worship in Church 3pm  
 15th Nov Celebration Worship 3pm  
 18th Nov Coram Life Education Core Sessions  
     Worship in Church 3pm  
 19th Nov History Parent Workshop afternoon  
 22nd Nov Non Uniform Day  
     Celebration Worship 3pm  
 25th Nov Worship in Church 3pm  
 29th Nov Celebration Worship and Christmas Tree Lighting 3pm  
 2nd Dec Worship in Church 3pm  
 6th Dec Non Uniform Day  
     Parents Coffee, Cake and Chat 9am - 10am  
     Celebration Worship 2pm  
 8th Dec Treales Praise  
 9th Dec Worship in Church 3pm  
 12th Dec Oak Class Nativity 2pm  
 13th Dec Treales House lead Celebration Worship 3pm  
 16th Dec Worship in Church 3pm  
 18th Dec Christingle Service led by KS2 4pm  
 19th Dec Whole School Trip to see Snow White at Lowther Pavilion  
 20th Dec Celebration Worship and Carols 1.30pm  
     Break up for Christmas at 2pm



# ATTENDANCE



For our children to gain the greatest benefit from their education it is vital that they attend regularly and every child should be at school, on time, every day the school is open unless they have an unavoidable reason to be absent. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Absence or late arrival also disrupts teaching routines and so may affect the learning of others in the same class. Government research shows a direct link between attendance and attainment and good attenders also make better progress socially, learn to work with others, and are better prepared for the transition to secondary school and, eventually, higher education, training and employment. It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Our attendance target this year is 96%, but all pupils should strive to achieve 100% attendance if they can.

## Types of Absences

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments (emergencies or other unavoidable causes) which unavoidably fall in school time.

Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given. This type of absence can lead to the local authority using sanctions and/or legal proceedings.

The decision whether to authorise an absence or not rests with the Headteacher. In accordance with Regulations, leave will only be authorised in exceptional circumstances.

## Persistent Absences

At our school we aim for 100% attendance. When the attendance of an individual child falls below 96%, school will start to monitor more closely the amount of time that child has off school and the reasons behind the absence. School may use strategies such as parenting contracts, attendance panels and may offer to refer to external services in order to support parents in improving attendance.

The Department for Education has determined that a pupil becomes a persistent absentee when their attendance falls below 90%. When attendance nears this level children have already missed significant amounts of schooling; meaning that their educational progress is at risk. Over the school year, 90% attendance means your child would miss approx. 4 weeks of school, or almost 100 hours of learning. We need parents' full support in ensuring that attendance does not fall to this level. Parents may be asked to attend an Attendance Panel meeting to discuss their child's attendance.

# ATTENDANCE

- LEAVE IN TERM TIME



If you are planning to take your child out of school for a holiday or absence other than sickness or medical appointment, you **MUST** complete a leave request form before the absence. Holidays will not be authorised unless there are **exceptional** circumstances.

School may issue penalty notices if leave is taken during term time. This is considered on a case by case basis.

#### Statutory Guidance is changing

Further information can be found at:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

#### PENALTY NOTICES WILL BE ISSUED FOR

Term time leave: Penalty Notice fines will be issued for term time leave of 5 or more consecutive days or 10 sessions of unauthorised absence in a 10 week\* period.

\*School weeks

#### PER PARENT/PER CHILD

Penalty Notice fines will continue to be issued per parent per child. For example: 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.

#### FIRST OFFENCE

The first time a Penalty Notice is issued for a term time holiday or irregular school attendance the Penalty Notice will be charged at: £160 per parent, per child if paid within 28 days of issue, reducing to £80 if paid within 21 days\*\*.

#### SECOND OFFENCE (within 3 years of the First Offence)

Where it is deemed appropriate to issue a second Penalty Notice to the same parent for the same pupil within 3 years of the first notice, the second Penalty Notice will be charged at: £160 if paid within 28 days (no reduced fee for paying early). (\*\*Unpaid Penalty Notices after 28 days may result in a parental prosecution)

#### THIRD OFFENCE (within 3 years of the First Offence)

On the third time that an offence is committed for either a term time holiday and / or irregular attendance, a Penalty Notice will not be issued. The case may proceed straight to Parental Prosecution under the Single Justice Procedure. If found guilty of the offence of 'Failure to send a child to school' the Magistrates can impose a fine up to £1000.

#### Reducing Illness Days

- When a child has a day off we must be notified by a parent or carer as to why. This can be via School Spider or a telephone call. A child returning to school after an absence will be marked as unauthorised absence until we receive a valid explanation.
- If your child is saying they do not feel well and you are unsure about whether it warrants a day off please send them to school. If they are truly ill we will ring you.
- If your child has to have a medical or dental appointment in school time please do your best to have it after 2pm and then your child can have their registration mark for the afternoon before you pick them up. If it needs to be a morning appointment please try and bring them to school first to get their mark and then return them to school afterwards.

A reminder for parents that school doors open at **8:45am** for registration to take place at **8:55am**. Please ensure your child arrives at school on time so as not to miss out on valuable learning and to ensure they are settled in class at the start of everyday.

Children can become very nervous and worried if they have to walk into a full classroom alone because they are late.

Lost minutes mean lost learning. Did you know that being late 15 minutes every day is the same as missing 2 whole weeks of school over a full academic year?

Every minute counts and lost time all adds up. Being late doesn't only affect your child, it disrupts other children in the class as well as the teachers trying to teach a lesson.



# RELATIONSHIPS

## Rights:

To be respected  
To be heard  
To be believed  
To be trusted  
To learn  
To be safe

## Responsibilities:

To show respect  
To listen  
To tell the truth  
To be trustworthy  
To allow teaching  
To take care

*& Behaviour*



At Treales, we have high expectations of both our own behaviour and that of others. We recognise that we are all part of the same family - that of our school, and that of God - and that our behaviour has consequences for those around us.

Our school Code of Conduct identifies the key expectations of behaviour in school:

**Be Respectful**

**Be Safe**

**Be My Best**

Our Code of Conduct is underpinned by our mission statement and our commitment to the recognition, promotion and celebration of Christian values.

At Treales, we believe that it is important to recognise the appropriate behaviours which are regularly demonstrated by the majority of children in school as we believe that focusing on appropriate behaviour promotes a positive culture and ethos. Praise and reward have great emphasis in our school, as we believe that children will achieve more, be better motivated and behave better when staff commend and reward their successes. Praise also has a reinforcing and motivational role. It helps a child to recognise that they are valued.

Praise can be delivered in formal and informal ways, to individuals or to groups, using means such as:

- Positive non-verbal praise in class, in the playground and around school e.g. smiles, thumbs up;
- Positive verbal praise and comments;
- Positive written comments on children's work;
- House points;
- Sharing and celebrating successes during lesson time;
- Sharing and celebrating successes in Celebration Assembly;
- Certificates awarded to individuals for 'Being Mighty' in weekly Celebration Assembly;
- Christian Value Awards for demonstration of Christian values in school;
- Rewards for those who go over and above celebrated with postcards home



# RELATIONSHIPS

Children are always encouraged to behave in a safe and courteous manner. The boundaries of acceptable behaviour are clearly identified by staff, who respond promptly, firmly and consistently to pupils whose behaviour becomes inappropriate or unacceptable.

The following sanction steps are followed when dealing with unwanted or disruptive behaviour:

*& Behaviour*



Please scan to read our full Relationships and Behaviour Policy

<b>Step 1</b>	Adult in school deals with the issue Encourages and models positive behaviour.	Non-verbal reprimand, verbal reprimand, separate or reposition, confiscation of item, reminder
<b>Step 2</b>	<b>If behaviour continues, 'This is your final reminder. Do you understand?'</b>	
<b>Step 3</b>	Time out to reflect / calm down before continuing	
<b>Step 4</b>	If behaviour continues or worsens, yellow card issued by class teacher. This is sent home to be signed and returned the following day.	Work completed in children's time, letter of apology, restorative justice, loss of break time or lunchtime, time out in another classroom, removal of privileges.
<b>Step 5</b>	If behaviour continues or worsens or is a level 3 behaviour, red card issued by headteacher. Parents contacted. Red card signed and returned the following day.	Removal of privileges, working on own, playtime and lunchtime isolation, behaviour card
<b>Step 6</b>	If behaviour continues or worsens, parent meeting with headteacher and class teacher	Individual behaviour plan, behaviour contract, additional behaviour support from outside agency.
<b>Step 7</b>	If behaviour continues or worsens, exclusion procedure will be started.	Fixed short term exclusion, fixed long term exclusion, permanent exclusion.





# INCLUSION & SEND

At Treales CE Primary School we strive to provide quality education which is inclusive for all. All children and young people are entitled to an education that enables them to:

- Achieve their best;
- Become confident individuals living fulfilling lives; and
- Make a successful transition into adulthood, whether into employment, further or higher education or training (Code of Practice 2014)

At Treales we endeavour to identify the needs of children early, to work with parents and put the correct support in place. This sometimes means working closely with other agencies to plan the provision which is best suited to our children and their needs.

Mrs Hill, our Headteacher, is responsible for Inclusion, SEND (in the role of SENDCO) and Looked after and previously looked after children.

If you have any concerns regarding your child, please speak to your child's class teacher as a first port of call and they will pass these concerns to Mrs Hill if further support is needed.

When a child may require additional support beyond our universal classroom provision, we work closely with different agencies such as:

- Pear Tree Outreach team
- Hillside Outreach team
- New Start Counselling
- Lancashire SEND team
- Inclusion support at LCC
- eSendi /Dyslexia Northwest
- Reachout
- Stepping Stones Outreach team
- Specialist teacher services
- School Nursing Team
- Educational Psychologists
- NHS pathways
- Mental Health workers
- CAMHS
- Children and Family Wellbeing



# Safeguarding

Our Designated Safeguarding Leader is Mrs L Hill  
 Our Deputy Designated Safeguarding Leader is Mrs A Hetherington  
 Our nominated Governor for Safeguarding is Katherine Greenhalgh  
 Our nominated Governor for PREVENT is Katherine Greenhalgh  
 Our nominated Governor for Online Safety is Nick Mitchison

Treales CE Primary School is committed to providing a safe, caring and welcoming environment where every child is able to reach their full potential free from harm, abuse and discrimination. All staff and volunteers are expected to discharge their safeguarding responsibilities effectively and recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of or suffering abuse, to thrive.



Please scan to read our full Safeguarding policy



# DROPPING OFF AND COLLECTING FROM SCHOOL

It is an essential part of Child Protection and Safeguarding that the school ensures all children are dropped off and leave school at the end of the day with a safe adult. We appreciate that for many families, arrangements need to be flexible and it may be that a few people care for the child after school. Sometimes there will be 'one-off' arrangements. For this reason we have set out clear procedures which all staff and parents/carers must adhere to.

## Dropping Off

Children are to be brought to the gate at the back of school near church. At 8.45am a member of school staff (usually Mrs Hill) will open the door and begin to greet children at the gate. Parents should say goodbye and leave children to walk through the gate and into school independently. A member of Oak class staff will always greet children outside Oak Class outdoor area.

We appreciate that in September Reception new starters find this tricky. For the first two weeks *Reception parents only* are invited to walk their child to Oak Class outdoor area. After this time, they should be encouraged to walk in independently.

Where children find separating from parents or carers more difficult, individual arrangements should be made and agreed with Mrs Hill. This will form part of your child's care plan or teaching and learning plan and will be reviewed regularly. The aim of the plan will always be to support your child coming into school confidently and happily with independence.

The gate closes at 8.55am prompt. After this time parents should walk their child into school via the main entrance.

Please note that between 8.45am and 9am children complete morning tasks linked to their learning as well as work linked to their individual targets. This is an important learning and settling into class time, chatting with friends and staff. If your child regularly does not arrive at school until 8.55am they have a reduced amount of time to settle before new learning starts. Children do not like walking into class when their friends are already settled and learning.

## Collection Procedures

We require every child to have a completed authorised pick-up list. This will be kept in the office and can be altered at any time. Children will only be released to adults on this list unless informed in writing.

Where there are families with separated parents, children may hold separate lists for each parent and agreed days these apply.

Children are to be collected at the end of the school day from their child's class teacher. The gate will be opened by 3.25pm. Children must inform their teacher when their agreed adult has arrived.

Children are not to be released from school with someone if they are showing signs of distress or anxiety.

Children are not to be released if the teacher feels that the parent is not in a fit state to ensure their child's safety.

Members of staff should never take a child home themselves unless this has been agreed with a Designated Safeguarding Lead and there are two adults present.

The gate will be locked at 3.40pm.

## Non-Parents Collecting Children

Parents must have provided clear written permission to the class teacher for children to be released to an adult who is not the parents or carers of the child and not on the authorised pick-up list. This permission must be given at drop off. If a message is given to a member of the admin team during the school day, it may not be possible for the message to be given to the class teacher before it is time to go home. In these rare circumstances, class teachers will bring the child and the person collecting them to the school office (once all the other children have been dismissed) for clarification of this before sending the child home. If any member of staff is unsure of an adult's identity, they may ask to see identification.

## Late Room Procedures

When a child has not been collected by 3.40 pm, the child is taken to reception where they are registered by the member of staff on duty.

The member of staff on duty makes contact with the parents by telephone. If parents are unavailable, the emergency contact is called.

Lateness of collection is monitored by the school. The school may share information with regard to persistent lateness with the Educational Welfare Officer or Social Care.

Children not collected by 3.55pm will be booked into an available slot in After School Care Club and invoiced for the session plus £5 late booking fee.

Please scan to read our  
full policy



# SUPPORTING CHILDREN WITH MEDICAL NEEDS

Most children will at some time have a medical condition that may affect their participation in school activities. This is most likely to be short term, e.g. completion of a course of antibiotics. Some children, however, have medical conditions that, if not managed, could limit their access to education. These children are regarded as having medical needs.

Parents or carers have the prime responsibility for their child's health and should provide the school with information about their child's medical conditions. The parent/carer should obtain additional details from their child's healthcare professional when needed.

Information is gathered on annual data collection forms, multi purpose consent forms and through discussion with school staff. Parents and carers must ensure that they update school if there are any changes to this information.

## Prescribed Medication

Medicines should only be brought to school where it would be detrimental to a child's health if it were not administered during the school day. Only medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber will be accepted.

A form **MUST** be completed on School Spider or on a paper copy after requesting medication to be administered **BEFORE** medication is brought into school.

Medication **MUST** be brought by a parent/carer to the school office. Do not put medication into your child's school bag or hand in to staff on the gate.

The medicines should always be provided in the original container and include the prescribed instructions for administration.

The school will not accept medicines that have been taken out of the original container or make changes to dosages on parental instruction.

Once the medicine is no longer required in school, it is the parent's responsibility to collect the medicine and dispose of it safely.

## Please Note -

There is no legal duty that requires staff to administer medication. Unless a duty to administer medications is included in their job descriptions, the role would be considered voluntary. If school are unable to administer medication, parents may request to come into school to administer medication.

## Non Prescription Medication

Non-prescription medicines cannot be administered by school staff unless there are *exceptional* circumstances, agreed by the headteacher.

Non-prescription medicines must not be brought into school.

Please scan to read our full policy







# Home School Agreement

At Treales School it is important that parents, pupils and staff, respecting each others contributions, work together to achieve the highest possible levels of success for all pupils.

Why do we need a Home School Agreement?

- It acts as a reminder of commitments.
- It underpins the school's ethos and stated beliefs.
- It acts as a clear starting point for new pupils, their parents and the school staff.
- It provides a starting point for exploring difficulties.

During our transition days in the summer term, children will look at our Home School Agreement and discuss what it means for them as a pupil at Treales CE Primary School. As a whole class and in smaller groups, they will have the opportunity to ask questions and discuss the expectations school has of them and that they should have of their teachers, support staff and peers. They will sign to show they agree and this will be brought home for further discussion with parents. Parents will be asked to acknowledge receipt and sign to agree via School Spider.

**Please scan to see our Home School Agreement**



# ONLINE SAFETY

**“Children have the right to enjoy childhood online, to access safe online spaces, and to benefit from all the opportunities that a connected world can bring to them, appropriate to their age and stage” (UKCIS, 2020).**

**Please scan to see our  
Online Safety Policy  
and ICT Acceptable Use  
Agreements**



Online Safety is an important element of safeguarding at our school. We have extensive security measures in place in school, which are monitored both internally and externally, to help safeguard pupils from potential dangers or unsuitable material. Any Online Safety incidents are recorded and managed in accordance with our Online Safety Policy. Online Safety is taught to all pupils explaining and demonstrating how to stay safe and behave appropriately online.

We encourage parents and carers to talk to their children about how to behave safely when online, to ensure pupils remain safe when browsing at home. This section of our website aims to provide both parents and children with links to really useful advice on how to be safe when using the internet.

Parents/carers, teachers or anyone supporting the learning of children today need to ensure they are up-to-date with new technologies and actively look for resources to help ensure that children are using technology, including the internet, safely.

Children will look at and discuss our ICT Acceptable Use Agreement during transition days in the summer term. They will sign to say that they agree and bring home a paper copy to be discussed with parents. Before children can use technology in school from September 2024, school must have received acknowledgement of receipt and agreement via School Spider from parents.

# School Uniform

## Expectations for school uniform

- Grey trousers/shorts/skirt/pinafore
- White polo shirt (tucked in and only one button unfastened)
- Royal Blue jumper/cardigan (Available from Uniform and Leisurewear Shop Kirkham or Bang Bang Uniform Shop Kirkham)
- Black/ grey/ white socks or tights
- Black school shoes
- Summer term: checked blue and white dress



## PE (all year round on PE days only)

- Plain white PE t-shirt
- Blue or black shorts or joggers (plain)
- Blue PE Jumper (Available to purchase at Uniform and Leisurewear Shop Kirkham or Bang Bang Uniform Shop Kirkham)
- Trainers suitable for sports (no fashion trainers)
- White/Black/Blue socks (no tights)

### Labelling

Please label all clothing and footwear. It is vital that all removable items are named, i.e. cardigans, sweatshirts. Please use either name tapes or the special washable pens (NOT biro as this washes out).

### Jewellery, Make-up and Nail Varnish

For many reasons, including safety, we do not allow children to wear jewellery and we kindly ask that parents do not have children's ears pierced during term time.

We do allow one pair of plain earring studs in pierced ears. These must be removed for PE.

The wearing of jewellery such as rings, bracelets, necklaces etc is not allowed. Pupils may wear a watch but are responsible for its safe keeping. Smart watches are not permitted.

Make up and nail varnish should not be worn to school.

### Hair

Pupils with long hair must ensure that this does not impede their vision, cover their face or provide a health and safety risk. Long hair must be tied up during practical lessons, e.g. during PE, science and art.

Scan to read our full  
Uniform Policy





Scan to see our Worship Overview



Scan to read our full Collective Worship Policy



# WORSHIP

As a church of England primary school, worship is an integral part of our school day. We celebrate and explore the Christian values of our school, enabling all members of the school community to participate in a rich and varied experience of high-quality worship. Through our collective worship the Christian ethos of the school will be shared and applied to our daily lives, school routines and relationships.

Worship is organised in a two year cycle of half termly themes. The theme is followed by everyone leading worship. Within the general leading theme there is ample scope for a variety of approaches and aspects or interpretations of the theme. The present pattern of worship is:

Monday	Whole School Worship in Church
Tuesday	Class Worship
Wednesday	Whole School Worship
Thursday	Prayer and Praise
Friday	Celebration Worship



During each year the following range of content will be included in worship such as

- Sharing and taking note of common experience
- Expressing concern for others
- Looking at the world — e.g. developing awe and wonder
- Exploring common values, standards and rules.
- Topical events.
- Information about other faiths,
- Distinctive Christian content
- Christian Faith and History.
- Understanding the nature of the Bible
- Old / New Testament stories
- Church Seasons and Festivals
- Christian Beliefs and Values.
- Prayer and God
- Exploring ideas about the nature of God as Father, Son and Holy Spirit.



## Worship Themes 2024-2025

- |          |            |
|----------|------------|
| Autumn 1 | Community  |
| Autumn 2 | Generosity |
| Spring 1 | Justice    |
| Spring 2 | Friendship |
| Summer 1 | Truth      |
| Summer 2 | Courage    |



# Lunchtime Prayers

Thank you for the world so sweet,  
Thank you for the food we eat,  
Thank you for the birds that sing,  
Thank you, God, for everything.

Lord,  
Bless this bunch,  
while we munch  
our lunch.

**God is great, God is good.  
Let us thank him for our food.  
By his hands, we are fed.  
Thank you God for daily bread.  
Amen**

Amen

Tick, Tock!  
Hear the clock!  
Now it's time to pray.  
We fold our hands,  
And bow our heads,  
And thank the Lord  
For our daily bread.

For good food,  
and those who prepare it,  
for good friends  
with whom to share it,  
we thank you, Lord  
Amen

For what we are about to receive,  
may the Lord make us truly thankful.  
Amen



# Prayers and Responses

Our Father in heaven,  
hallowed be your name,  
your kingdom come,  
your will be done,  
on earth as in heaven.

Give us today our daily bread.

Forgive us our sins  
as we forgive those who sin against us.

Lead us not into temptation  
but deliver us from evil.

For the kingdom, the power,  
and the glory are yours  
now and for ever.

Amen.

Go in peace to love and  
serve the Lord,  
in the name of Christ.

Amen.

This is the day that the Lord  
has made

Let us rejoice and be glad.

Amen.

May the Lord bless you  
and keep you.

May the Lord make his  
face to shine upon you,  
and be gracious to you.

May the Lord lift up his  
countenance upon you,  
and give you peace.

## The Grace Prayer

May the grace of our Lord  
Jesus Christ, and the love  
of God, and the fellowship  
of the Holy Spirit be with  
us all, now and evermore.

Amen.

Peace be with you

And also with you



# SCHOOL *Houses*



**WHARLES**




**ROSEACRE**



**TREALES**

Every child is part of a House. Children can earn house points and the winning house each week is awarded certain privileges. At the end of the half term, the house with the most house points overall is awarded a special treat. These include extra playtime, non uniform day, PJ day or other treat decided on by the children during house worship.

We are planning a series of house competitions and events this year - sports, art, team challenges, debates, performances, enterprise and quizzes will all be fun ways for children of all ages to develop teamwork, oracy and leadership and life skills.



# SCHOOL *Meals*

Please scan to see our current menu



Children can bring in a healthy packed lunch or have a meal prepared on site by our school cook, Heather. School meals are ordered and paid for via School Spider and MUST be ordered 10 school days in advance. The cost of a school meal is £2.70 from Sept 24.

Your child will receive free school meals if they're in reception class, year 1 or year 2.

If you receive certain qualifying benefits school can get extra funding, called pupil premium. Please check if you are eligible [here](#)

If your child has any dietary needs or allergies, these should be communicated to school as a medical need so that they can be accommodated for appropriately.

## MILK

## *& Snacks*

Children are eligible to receive milk free until the term during which they turn 5 years old. After this, parents are able to purchase milk. All milk must be ordered and paid for by parents via [milk4life.com](http://milk4life.com). Letters and information about how to do this will be sent to parents via School Spider for the autumn term in July.

All children in school have access to free fruit at break time. Alternatively, children may bring in a healthy snack such as fruit, vegetables, cereal or healthy snack bars.

# PUPIL *Leadership*

We have several different pupil teams who lead different initiatives in school.



## HOUSE CAPTAINS

Our House Captains lead our three houses, Treales, Roseacre and Wharles. They lead worship and make sure the all important house points are collected each week. This year they are excited to organise inter house competitions and charity events.



## WORSHIP TEAM

Our Worship Team work with Mrs Hill, Dr Roberts and Rev Terry to lead worship. They are excited to develop reflection areas throughout school this year, especially outdoors.



## ECO TEAM

Our Eco Team are working with Mrs Hetherington to gain our Green Flag award this year. They will be working with each class to make our school more eco friendly.



## PLAY LEADERS

We are excited to begin our development journey with OPAL (Outdoor Play and Learning). Our play leaders will work with Mrs Cameron and Mrs Hill to develop our playground and provision for play.



## RECEPTION BUDDY

Our Reception Buddy will help our new starters settle into Treales family, help with lunchtimes and breaktimes, read with them and have time playing with them in their classroom.



# Homework

Homework is learning that will help with, reinforce and extend schoolwork. It can therefore be defined as work or activities which pupils are asked to do outside of lesson time, either on their own or with parents/carers.

We set homework because :

- It offers opportunities for retrieval practice, helping to secure knowledge into long-term memory
- It helps the school develop an effective partnership between parents/carers and school
- It encourages the development of confidence, self-discipline and the organisational skill pupils need to study on their own, and prepares them for the requirements of transition points including secondary school

Regular reading to and with parents/carers is vital. Our recommendation is that all children at our school should either read to their parents/carers or be read to frequently – ideally, daily. At Key Stage 2, personal reading should increase in duration to increase stamina and for children to access increasingly complex texts. As a minimum, we expect children to read to an adult or themselves for 15-20 minutes, three times a week.



Scan to read our full Homework Policy



Reception	Key Stage 1	Willow Class	Elder Class
Reading Phonics Maths Home learning challenge	Reading Maths Times Tables Phonics/Spellings Home learning challenge	Maths English – Punctuation and Grammar Times Tables Spellings Half termly project	Maths (including times tables where needed) English (Punctuation and Grammar and Comprehension) Spellings

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Homework set</b>					All year groups
<b>Hand in homework</b>		English homework (including phonics and PaG)		Maths homework	Spelling tests Times Tables tests

Wraparound Care Club Mobile Phone: 07386401793

# WRAPAROUND CARE *Club*

## Hours

- Breakfast Club starts at 7.45am until school begins at 8.45am
- After School Club runs during term time Monday-Thurs, starting at 3:30pm closing at 5:25pm Fri 3.30pm – 4.30pm.

## Charges

7:45-8:45am Breakfast Club - £4 per child

3:30-4:30pm After School Club - £ 4.00 per child

3:30-5:30pm Extended After School Club - £7.00 per child

Places that are cancelled with less than 48 hours' notice will not be refunded.



## Admission, booking procedures and payment of fees

- Children must be registered at Treales CE Primary School and all consents completed before they can be booked into wraparound care provision.
- Booking must be made and paid for via School Spider. Bookings can be made up to one hour before the session starts and changed up to two hours before.
- Places are allocated on a first come first served basis and are based on availability of staff to child ratio. The number of places available will be displayed on School Spider. If the session cannot be seen, this means the session is fully booked.
- The club is open to all children enrolled from Reception to Year 6.
- One-off late requests need to be confirmed with school via telephone. If a place is available for your child the fees must be paid as soon as the invoice has been raised on School Spider.
- If a session has not been paid for, in advance, we reserve the right to refuse the child, and a member of staff will contact you to arrange immediate collection.
- If a parent is having trouble with payment of their fees, they should contact the headteacher as soon as possible.
- In the unlikely event that there is debt against an account, the place will be cancelled until all fees have been paid. The place may be reinstated once all outstanding debts have been cleared, in agreement with the Headteacher, and subject to availability.
- Some concessions may be available. Please arrange a meeting if you would like to discuss this.

Please scan to read our full Breakfast and  
After School Wraparound Club policy





# EXTRA-CURRICULAR

## Clubs

We encourage all pupils to take part in a range of clubs and involve them in deciding the clubs we offer. Our school strives to maximise opportunities for children, young people and all those associated with the school. This includes the curriculum, environment and wider community.

Scan to read our full Extra-Curricular Policy



Club timetables are changed each half term to ensure a wide variety of opportunities throughout the school year. The clubs are dependent on time of year, staff availability and space in school. There are usually no extra-curricular activities during the first week after a holiday or during the last week of term. Some external providers may run during these weeks to complete a block of sessions.

The dates of each club, a description of the club, who can attend, the number of spaces and the staff or provider responsible are detailed on School Spider in the 'Bookings' section. Parents/carers are able to book their child's place each week. Places are allocated on a first come first served basis.



After school clubs run by school staff will be at the discretion of the head teacher. Parents will be informed of timings and options. These clubs run until 4.15pm and are not chargeable. Activities provided by outside providers will be at the discretion of the head teacher.

Some clubs may have different finishing times and may incur a charge. Children must be collected at the notified time or they will be booked into wraparound provision and parents/carers charged for the session and a late booking fee of £5.

School reserves the right to cancel extra-curricular clubs when necessary. As a very small school, space and staffing are limited so absence or poor weather conditions tend to result in a club being cancelled.

If an extra-curricular club is cancelled, office staff should inform parents as soon as possible, but no later than 1pm, so that alternative arrangements can be made.

Registers will be taken for all extra-curricular activities, with a requirement for school to be notified by parents in cases of non attendance.

The school reserve the right to re-allocate a place in a club (for non-attendance or late collection, for example).



## Behaviour

All staff and external providers will follow the school's behaviour policy. The school rule (Be Respectful, Be Safe, Be my Best) must be followed during extra-curricular clubs. In the event of poor behaviour and a behaviour card being issued, the consequence will be missing a session. Further poor behaviour may result in a child not being able to attend the club.



Our full year timetable can be found here





# OPAL

## Outdoor Play and Learning



We are about to launch our exciting new project to make our playtimes even better, in conjunction with Outdoor Play and Learning (OPAL). OPAL is working closely with Sport England to promote more active childhoods, which is one of the many reasons we are improving our playtime, as well as to improve opportunities for socialisation, cooperation, coordination, resilience, creativity, imagination and enjoyment for your child.

We strongly believe that: "Play is freely chosen, personally directed, intrinsically motivated behaviour that actively engages the child. Play can be fun or serious. Through play children explore social, material and imaginary worlds and their relationship with them, elaborating all the while a flexible range of responses to the challenges they encounter. By playing, children learn and develop as individuals, and as members of the community." (Children's Play Council 2001).

Planning and training has already started and the project will fully launch in September. Our hopes are that it will change the way we think and how we play together.

Over the year we will be asking for your thoughts and views as well as your help to source resources and reimagine our spaces. Our play team will keep you regularly updated and in the Spring term, we will be inviting you into school to learn more about play and to have fun with your child outdoors.

In order for children to be able to access our outdoor provision whatever the weather, we are asking for all children to bring in **a pair of named wellies and waterproofs** that can be stored at school and used when needed. If you have any wellies or waterproofs that your children have grown out of, we would love for you to donate these to school for others to use too. These can be brought in from September.



# OPAL

## Outdoor Play and Learning



We would love your help throughout the year in sourcing loose parts for our play. Loose parts are any materials that can be easily moved, combined, and incorporated into children's free play. The items we are looking for will enable us to enjoy a wider range of play experiences during playtime. Please see our newsletters for dates of collection weeks when items can be brought into school.

- Suitcases of any size and type
- Anything on wheels/castors
- Plastic milk crates/supermarket delivery crates/plastic bread trays
- Briefcases, especially hard cased ones
- Road signs and cones
- Kitchen pots, pans, baking trays, work tables, wooden spoons, chopping boards
- Tools like small spades/shovels, trowels and brooms
- Tubes of various sizes and various materials
- Buckets
- Nets and thick ropes
- Keyboards/torches/laptops/calculators/mobile-phones/desk phones/webcams/cameras that are no longer working
- Fabric (large sheets/brightly coloured fabric)
- Foam sheets/bodyboards/camping roll mats/yoga mats
- Wooden pallets
- Metal frames
- Cable drums
- Guttering
- Noodles (the type you use in the swimming pool!)
- Hats/scarves/jazzy shirts/elasticated skirts/waistcoats/wedding dresses/character costumes
- Pegs (to help to set up dens)

# FRIENDS OF *Treales*

## A WARM WELCOME!

We hope your child is looking forward to their new school year at Treales CE Primary School. Friends of Treales are a very active group of parents, teachers, friends and member of the community who support school by raising as much money as we can to enhance, enrich and improve learning experiences for the children. We have recently funded library equipment, laptops, books and other additional resources. We also provide those 'little extras' that make school memorable, such as Year 6 leavers trip, annual class Christmas present gifts, transport and subsidise for trips and visitors.

We also exist to bring families together within the school, because it makes sense for parents to be involved in the life of their chosen school. We have a series of events throughout the year which create better social links and make the school experience more fun for the children.

Friends is run by a committee who are all volunteers. All families automatically become "members" of Friends when your child joins the school. There are lots of ways to be involved and the more helpers we have, the more we can do. You may have useful skills, information or contacts that are new to us, and we love hearing fresh ideas!

The events for your children only happen because parents like you are volunteering an hour here and there to help support us. The more people become involved, the more we can achieve and the easier it will be.

Even if you have younger children at home, or only a small amount of time, could you come to a meeting, help set up an event, run a stall, help serve food or drinks, marshal at the fun run, sell raffle tickets, distribute leaflets or design a poster? Perhaps you have a professional skill you could help us out with? You don't have to come into the school; some of our volunteering tasks can be done from home.

## EVENTS FOR 2024-2025

We have planned some exciting events for the year.

- Sunday 15th September 12.30pm - Colour Run
- Tuesday 29th October 3.30pm-5.25pm - Event for children TBD
- Friday 22nd November - Non Uniform Day for Christmas Fair items
- Friday 29th November 3.30pm - Christmas Tree Lighting
- Friday 6th December - Non Uniform Day for Christmas Fair items
- Thursday 12th December - Christmas Fair 3.30pm - 5.25pm
- Wednesday 18th December - Grand Draw after Christingle
- Friday 20th December - Special visitor to school!
- Thursday 27th February - 3.30pm-5.25pm - Event for children TBD
- Thursday 3rd April - 3.30pm-5.25pm - Family Easter event
- Friday 16th OR Saturday 17th May - Barn Dance
- Friday 6th June - Non Uniform Day for Summer Fair items
- Friday 20th June - Non Uniform Day for Summer Fair items
- Friday 4th July - Summer Fair

Please note all dates are provisional and subject to change.





# VISITS & Visitors

We are fortunate to have many opportunities to go out of school on trip and visits to enhance our curriculum, as well as having visitors into school.

We have planned some trips for 2024-2025.

On 16th September we are taking the whole school to Borwick Hall for a day of team building and outdoor adventure activities. Details of this have already been distributed on School Spider.

In December we are also taking the whole school to Lowther Pavilion to see Snow White on 19th December.

In June we are also holding our first campout for KS2 as well as lots of other exciting opportunities throughout the year.







emails to [bursar@treales.lancs.sch.uk](mailto:bursar@treales.lancs.sch.uk)

01772 684678

[www.trealesceprimary.org](http://www.trealesceprimary.org)

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