



St Luke's CE Primary School

Queen's Park Road,
Heywood,
Lancs,
OL10 4XB

Telephone: 01706 369 443

Fax: 01706 620 191

Web: www.stlukesce.co.uk

Email: office@stlukesceprimary.co.uk

Blog: stlukesceprimary.blog-pages.co.uk

Headteacher: Mrs K. Farrall

Chair of Governors: Mrs L. Coxell

You can watch our St Luke's promotional video here: <https://youtu.be/b84gaqbheEo>

[School Prospectus](#)

[St Luke's Christian ethos underpins all aspects of its policy and practice](#)





St Luke's CE Primary School

Contents

Type of school:	Voluntary Controlled
Headteacher:	Mrs K. Farrall
Deputy Headteachers:	Mrs K. Spears-Corry Mrs G. Cropper
Chair of Governors:	Mrs L. Coxell

- ♦ Welcome and school aims
- ♦ The History of St Luke's
- ♦ School objectives
- ♦ The school timetable, lateness and attendance
- ♦ Admissions
- ♦ Induction process
- ♦ Other practical information
- ♦ The curriculum at St Luke's
- ♦ Religious education, collective worship, health and sports
- ♦ Assessment and SATs results
- ♦ Special education needs
- ♦ Home school links
- ♦ Health, safety and welfare
- ♦ Educational visits.



St Luke's CE Primary School

Welcome to St Luke's CE Primary School

Where children **flourish**, are **happy** and **succeed**. Living their life to the full.

At St. Luke's the children are at the heart of every decision we make to ensure that they are happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future. We achieve this by providing an inspirational and creative curriculum, rich in opportunity and full of challenge.

The school has a dedicated team that works hard to reach high standards in everything we do and this is further embedded through our successful relationships with parents and the local community.

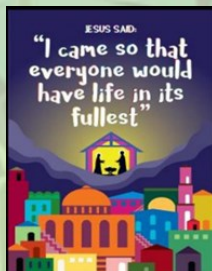
We firmly believe that education is a partnership between home and school and regard you as an active partner in your child's education and value your interest and support.

We pride ourselves on our happy, friendly and caring atmosphere, as well as our strong Christian ethos, which underpins all that we do. We have excellent links with St. Luke's Church and we endeavour to help all our children develop their understanding of the Christian faith.

Our Christian Values

RESPECT, PATIENCE, LOVE, TRUST, FORGIVENESS, FRIENDSHIP

John 10:10



At St Luke's we aim to:

- Promote the Christian values that are built into the ethos and teaching;
- Place collective worship at the centre of its daily life;
- Provide a happy, caring and stimulating environment.
- Promote high standards of learning, achievement and behaviour
- Offer a broad and balanced curriculum to challenge and stimulate our pupils.
- Place great emphasis upon the quality of learning and achievements of the children.
- Through interaction with other children and adults, children will develop social responsibilities in keeping with the ethos of the school.
- Enable all learners to develop independence, knowledge and understanding to fulfil their potential
- Respect the rights and views of other people and to value and celebrate diversity.



St Luke's CE Primary School

The History of St Luke's Schools

In 1696 the Bishop of Chester granted a licence for a school-master to teach in Heywood. This was the start of education conducted by the curate ministering at the Chapel-of-Heywood.

In 1717 the Heywood estate of Robert Heywood was sold to John Starky. John Starky accepted the responsibility for education in this estate. He was responsible for the building of a school next to the chapel. This school educated twenty poor children in accordance with the principles of the Church of England and may be regarded as the forerunner of St Luke's School.

In 1815 the National Society for promoting the education of the poor in the principles of the established church opened St Luke's School in York Street. It was intended for the daily education of 300 children. Classes were crowded and educational materials scarce. The children learned their letters by tracing them in sand on the floor. Many children worked in the cotton mills through the week and acquired such education as they could on Sunday afternoons. This was the beginning of St Luke's Sunday School.

During the first half of the 19th century schools were built in Heywood. Overcrowding was still a problem in St Luke's School in York Street and so when Julius Shadwell became the incumbent of St Luke's Church in 1859, a site was bought in William Street which is now Queen's Park Road. Here our previous buildings stood - now replaced by houses. From 1850 our children were taught in this building. A long educational history indeed!

The first phase of the new St Luke's School was opened in 1970. Two classrooms accommodating the two oldest junior classes were built. Then in 1981 the final phase of the new building was opened by HRH Princess Alexandra.

In September 2016 the school began its expansion to become a 2 form entry primary school and has had 2 extensions. We currently have 330 pupils in school but each September we now take 60 children and will be at full capacity with 420 pupils.



St Luke's CE Primary School

School Objectives

- To ensure that in following the National Curriculum, children perform up to and beyond their expected levels of achievement.
- To provide active learning experiences, including a range of extra-curricular activities, which encourage the children to apply their knowledge and develop their skills and attitudes.
- To provide an environment where children will develop respect for others, good manners, self-discipline and independence.
- That the school offers a safe and secure environment for pupils and staff.
- To provide an environment where staff are valued and they are given opportunities to develop their professional skills.
- To promote equal opportunities for pupils and staff.
- To maintain good relationships and links with parents so that they are well informed and used effectively in the work of the school.
- To work co-operatively with other schools in the area and to maintain links with the local community and businesses.



St Luke's CE Primary School

School timetable

September 2020 Staggered Start and End of the School Day

As part of the protective measures due to COVID-19, we need to stagger and adjust start and finish school times. This helps keep groups apart on the way to and from school and as pupils arrive, and leave the premises. This will not result in reduced teaching time for your child, as the time will be compensated for where necessary. **These staggered times must be strictly adhered to. Please do not arrive early or late.**

If you have more than one child in your family, you can drop them off and collect at the same time; please use the earlier sibling time slot. For example, if you have children in Y6 and Y3 please arrive at school for 8.45am and collect at 3.00pm. **Please drop off and collect each child from their own classroom doors.**

Year group	Start	Finish
YR Bluebells and Snowdrops	9.10am	3.15pm
Y1 Willow and Oak	8.45am	3.00pm
Yr2 Ash	8.55am	3.10pm
Yr3 Birch and Cedar	9.05am	3.20pm
Yr4 Maple and Hawthorn	9.15am	3.30pm
Yr5 Pine and Juniper	8.55am	3.10pm
Yr6 Sycamore	8.45am	3.00pm

If you require Breakfast Club (£3 per session starts at 7.45am) or After School Club (£5.50 per session last collection 5.45pm) please book via ParentMail – bookings must be made one week in advance.

Post COVID – Doors open: 8.45am – Start time: 9.00am

Finish time: KS1 3.10pm, KS2: 3.15pm

Punctuality & absence

Post COVID -The school doors close at 9am and it is expected that all children will be punctual. Pupils arriving late must be accompanied by their parents and report to the school office.

Any absence should be reported on the first day of absence as soon as possible by ringing the school office on 01706 369 443

Holiday absence

In line with DfE guidance St Luke's does not authorise due to a family holiday.

See website for our attendance policy.



St Luke's CE Primary School

Admissions:

Standard Admission Number: 60

Allocation of places for the school are determined by the Local Authority on the basis of-

- i) **Children with an EHCP that names the school**
- ii) **Children in care to the Local Authority (Looked After Children)**
- iii) **Children with a Medical/ Psychological reason for attending a particular school**

If you consider that there are strong medical/psychological reasons for your child to attend a particular school you must attach a medical certificate/letter from your child's own doctor to the Application Form at the time of application. Following receipt of the professional advice from the Local Authority, a place will only be allocated under this criterion if there is firm evidence to show that the child's needs can only be met at the school to which the parent is applying.

Parents should note that proving evidence does not automatically mean that a place will be allocated under this criterion.

iv) **Sibling Priority**

A sibling is either a brother or sister or a step-brother or step-sister living at the same address, but not a cousin or other relative.

You may claim this priority if your child has an older brother or sister who will be in attendance at the school in September.

v) **Children with church affiliation**

vi) **Proximity and ease of access**

Once places have been allocated using the above criteria, any remaining places are allocated to pupils on the basis of their relative proximity and ease of access to the school but also to other schools nearby.

Further details about admissions can be found on line at www.rochdale.gov.uk/schooladmissions



St Luke's CE Primary School

Induction process:

What happens: (Post COVID)

- Parents are invited to attend an initial meeting in the summer term after confirmation of a place at St Luke's. The purpose is for you to meet the Headteacher, the class teacher and other staff who will be working with your children. We outline the aims of the school and the induction process for September.
- We have two meetings during the school day in June. The first meeting is for you and your child to come into school together. The second meeting is for your child in our reception classroom where they have the chance to stay on their own.
- For the first week and a half in September your child will come to St Luke's either in the mornings or in the afternoons.
- When children are happily settled the full day will commence, including school dinner. The children will be tired at the end of the day so don't be surprised if they are irritable and unresponsive - be patient and enjoy some early nights!
- During your child's first year at school, you will be invited to attend a series of meetings to discuss the work your child will attempt in Year R, and how it is developed during the following six years within the framework of the National Curriculum.

Children start school in the year in which they have their fifth birthday. This is in the academic year from 1 September to 31 August.

Children transfer to Secondary school in the year that they have their eleventh birthday. Children have seven years in Primary school. Children who transfer to the secondary phase have visits in school from the local secondary schools

- Siddal Moor, Holy Family RC/ CE and St Ann's Academy.

Arrangements are also made for children to enjoy a full day in their designated secondary school prior to leaving St Luke's. St Luke's is actively involved in the process of primary to secondary transfer.



St Luke's CE Primary School

Ownership

Please make sure that every article of clothing (especially shoes, pumps, wellingtons and coats) are clearly marked with your child's name. Remember that there are 330 children at St Luke's and that many will have similar items of clothing!

School Crossing Patrol

A crossing warden is on duty morning and afternoon to cross children and parents over Queen's Park Road. Over the years this road has proved extremely dangerous, with a history of near to serious accidents. We would recommend most strongly that children from their first days at school are trained to use the Crossing Warden.

Adventure Playground

The school has developed an adventure playground and outdoor learning and activities to offer more opportunities for creative play at break times and dinner times. At these times children, on a rota basis, will have the opportunity under supervision to use the adventure playground.

The Governors cannot accept any responsibility for children using the playground either before or after school. Children are not allowed to use the adventure playground at these unsupervised times.

Jewellery

The school policy on jewellery is that only studs can be worn at school. No chains, rings or necklaces can be worn. This is according to Rochdale Local Authority guidance. Wrist watches are allowed.

Clothing for P.E. and Games

- Shorts
- T-shirt (a T-shirt printed with the school crest is available)
- Gym shoes (the slip-on variety for younger pupils)
- Trainers
- Tracksuit (for cold weather)

These items should be kept in school

in a draw-string bag, clearly marked with the pupil's name. (Post COVID)

Swimming

For swimming lessons in the juniors, children need-

A swimwear and a towel carried in a plastic bag.

no jewellery and goggles may be worn.



St Luke's CE Primary School

The Curriculum at St Luke's

The school curriculum is the total experience that the pupils encounter. It aims to promote the spiritual, moral, cultural, mental and physical development of the pupils and prepare them for the opportunities, responsibilities and experiences of adult life in an environment where the children can both profit from and enjoy their life at school.

In developing a school curriculum, we take account of the principles of:

Christian values and beliefs – as a church school, St Luke's ethos is based firmly upon Christian values which provide essential skills and basic morals that are necessary for modern life in both a global and local community. Our core Christian values are: love, trust, respect, friendship, forgiveness and patience.

Excellence and Enjoyment – introducing the pupils to a wide range of knowledge, understanding and skills through an exciting and stimulating curriculum.

Personalisation and differentiation – tailoring the curriculum to ensure that what is taught is relevant to the pupil's own experience and needs, differentiating learning opportunities to ensure that they address all of the different learning styles of our children.

Safety & health – developing a secure learning environment and safe practices. Teaching children about how they can adopt healthy lifestyles.

Make a positive contribution – Provide children with the skills to develop positive relationships, self-confidence, to value others and their opinions and to value achievement and attainment.

Special Needs

The equality of opportunity in education lies in providing for ALL pupils to attain their fullest potential. The Deputy Headteacher, Mrs Cropper, is the school's Special Needs Coordinator through thorough on-going assessment and screening the school identifies children so that appropriate provision can be made within the resources available. A Special Needs Register is kept of children at school.

Homework

Children are encouraged to take their reading books home to share with you. Please read every night with your child. Children will also bring home their Maths Passport and Spellings to learn.



St Luke's CE Primary School

Reception – The Foundation Stage Learning and teaching through play

In Reception the children follow the Foundation Stage curriculum which is specifically tailored to the needs of the children of this age range. This is a national strategy that promotes learning through play and exploration.

Young children learn best when engaged in meaningful activities which can either be child initiated or teacher led. These activities may seem like simple play to the children but they are structured to provide them with a range of skills and attributes that will enable them to progress throughout the school.

The Foundation stage has six different areas of learning:

1. Personal, emotional and social development
2. Communication language and literacy
3. Mathematical development
4. Knowledge and understanding of the world (incorporating subjects such as science, geography, history, Religious Education and ICT)
5. Creative Development (Art and Design Technology)
6. Physical Development

Throughout the reception year the children are supported in their learning, providing them with a supportive and safe environment that builds confidence and self-esteem through celebrating achievement and effort.

The Foundation stage provides the building blocks for the rest of the children's educational development. The staff at St Luke's are committed to continually improving the children's experiences and facilities.





St Luke's CE Primary School

The Curriculum at St Luke's—The core subjects:

Mathematics

Mathematics is taught daily, we use Power Maths to deliver the Mathematics Curriculum. Alongside Power Maths classes will continue using Maths passports to embed key skills and TT Rockstars to help with fast recall of times tables.

English

St Luke's use The Write Stuff as its core scheme for English but teachers adapt this to make it personalised to children in their class and extend writing opportunities.

Cornerstones Curriculum—We deliver Science, Geography, History, Art and DT

We use the Cornerstones Curriculum as a basis for curriculum planning, allowing children to learn within a coherent and progressive framework. Knowledge, skills and understanding are developed through the four cornerstones approach: Engage, Develop, Innovate and Express. As a result, ALL children access a broad and balanced curriculum through Imaginative Learning. Projects which focus on developing creativity and interest within the arts. All teaching aims to ensure that children are engaged and inspired through stimulating activities that have purpose and challenge, making use of the environment and the community. Children are able to develop their knowledge, skills and understanding in all subjects, using and applying what they have learnt in a creative way and making links across subjects and projects (providing them with the opportunity to see clear links between different aspects of their learning). Children are also given opportunities to share their knowledge and learning in a way that is meaningful for them and encourages parents and the community to be involved with school. When possible, links are made with the local community to enhance learning and to bring learning to life.





St Luke's CE Primary School

Music

<https://charanga.com/site/>

We deliver music through a scheme called Charanga. Children in KS2 learn a new instrument every year they learn to play this for a term via Rochdale Music Service .



Computing

<https://2simple.com/purple-mash/>

We use Purple Mash to support our Computing Curriculum.



Physical Education

<https://www.primarypepassport.co.uk/#brief2>

We have a specialist PE coach who delivers Physical Education across KS1 and KS2.

We follow a scheme called PE Passport.



French

<https://www.languageangels.com/schools/>

We follow a scheme called Language Angels.





St Luke's CE Primary School

Religious Education and collective worship

Our aim is to encourage an interest in religion in our pupils, to develop a knowledge of religious beliefs, practices and values in the Christian tradition, to foster respect for other people, their beliefs and cultures and to contribute to the moral development of our pupils. This is achieved through daily assemblies which Christian in content but which will refer to other religions, through class assemblies presented by the children and through classroom activities. For RE we use: <https://www.retoday.org.uk/>

RE Today
Services

Sporting Activities

Pupils have the opportunity to participate in various activities taking place during and outside of curriculum time. These include cycling proficiency, netball, football, rounder's, dance, cross country, cricket, tennis and athletics amongst others.



St Luke's CE Primary School

Assessment

The children's abilities are constantly assessed in order to match their learning needs to our teaching methods.

Formal assessments are carried out as follows:

- Reception:
Foundation Stage Profile – an ongoing series of observations
- Year 1:
Phonics screening check
- Year 2:
Children sit the Standardised Assessment Tests (SATs).
- Year 4
Multiplication tables check
- Year 6:
SATs tests are sat in year 6 to gauge the children's progression and the performance of the school.

In school we track pupil progress and attainment using Target Tracker. Parents receive a summary report every term to see the progress made across the year.





St Luke's CE Primary School

Special Educational Needs

Children with specific learning needs are taught in the normal classroom situation where programmes of study are devised according to their needs and abilities. Children with specific needs can either be withdrawn from the class to work individually or in small groups or taught as part of the class with extra support, where it is appropriate.

Some children may be referred to the school psychological service, following consultations with parents, staff and the Headteacher. Mrs Cropper has overall responsibility for the SEND policy in the school.

Accessibility plan and arrangements for pupils with physical disability:

St Luke's is constantly looking to improve our accessibility. We have ground level access to the school building at all entrances and have numerous disabled facilities for toileting etc.

Inclusion:

We aim to include all children and their families at St Luke's so that each and every child enjoys learning with us and develops their unique talents and aspirations. We believe children learn best when learning opportunities cater for the different preferences of learners, developing their independence and motivation as an individual. Inclusion at St Luke's underpins everything we do: learning and teaching, the curriculum, resources, budget management and our whole ethos and culture.

School Documentation

Copies of the school's policy documents are available from the Headteacher upon request.

Please see our school website for further information:

<http://www.stlukesceprimary.co.uk/statutory-information/school-arrangements-to-support-sen-and-disabilities/>



St Luke's CE Primary School

Home/School links

Parents' Evenings

Post COVID - Teachers are always willing to see parents before or after school so that problems or queries can be solved as quickly and effectively as possible. Staff are available before the start of the school day at 8.30am and at the end of the school day. Parents are able to visit the classrooms, before school, subject to arrangement with the class teacher, so that they can see their children's work. Two Parents' Evenings are arranged during the academic year so that parents can see their child's work and discuss their progress with the teachers. Parents are invited into school, to look at their child's work and take part in shared learning opportunities. At the end of the school year formal written reports are distributed to all parents.

Some advice on Preparing Your Child for School

- Try not to appear anxious yourself. Comments such as "I'm dreading him/her starting school", will cause a child to become anxious and wonder what there is to dread.
- Try on your school uniform before 'the day' so that your child feels comfortable in it.
- Children also need to be able to dress themselves and cope with doing up buttons and shoes.
- Your child can either have a school dinner or a packed lunch. Reassure him/her that they will not be made to eat things they don't like. The school needs to be made aware of any special dietary needs.

The staff should also be told of any special medical needs e.g. asthma or eczema. Reassure your child that the teacher knows about it.

Collecting your child:

Try to be on time to collect your child as he/she may become anxious if you are late.

If someone else is collecting your child, please let the school know in advance. We do not allow children to leave the school premises with anyone other than a parent unless we have had prior consent.



Reading and Writing - Some Hints for the Early Stages

- Children should be encouraged to develop a wide vocabulary and be able to name common objects found and used in and around the home, colours and animals. They should be encouraged to look at pictures in books and they will be more interested if you show pleasure in reading and sharing books.
- Read to your child for a short time as often as possible. Choose a time and place when you are not likely to be interrupted. Children regard reading as a special way of sharing your undivided attention, an intimate experience. Research has shown that 'good readers' are often children who were exposed to bed-time stories and reading by parents. Try to be regular with your help and attention. It is far better to spend five or ten minutes daily at a regular time than half an hour once a week.
- Take care not to exceed the child's span of interest.
- Traditional nursery rhymes and songs are important. Children soon learn them by heart and love to 'pretend' to read them from a book. Point to the words as you read them together. Encourage children to observe print and words in their environment, for example, street signs, shop names, entrance, exit, food wrappers and labels etc.
- Try not to compare your child's early progress with other children, as they all develop at differing rates. Always praise even the smallest improvement. By the time they are seven, most children will not need this daily practice and should be encouraged to read silently as well.
- Let your children see you read books, magazines, newspapers etc.
- Building your child's confidence is essential. Don't be over-concerned about moving on to more difficult material. It is much better to allow plenty of time to practise at one particular level than to press on and become frustrated.

When buying or choosing books for children consider the following.

- The language content should be appropriate to the child's experience. Books should not be too easy but should represent a challenge. If a child reads more than one word in ten incorrectly, the book is probably too difficult. The illustrations should be well drawn, coloured and clearly reproduced. The size of the print should be suitable for your child's eyes.



St Luke's CE Primary School

Health, safety and welfare

Absence

In the event of illness, please contact the school (by phone or personally) on the first day of absence. We would be particularly like to know if your child is suffering from a condition that might be infectious so that the teachers can look out for further cases and warn other parents, if necessary. When your child returns to school, please send a written note to school explaining the absence. These notes are kept with the school registers so that absences for illness can be classified as "authorised" in the attendance figures that we must publish. We do ask you to keep your child at home until fully recovered as the closeness of the school environment does lead to the high risk of cross-infection. If your child is ill at school, a teacher will contact you by telephone and ask you to come and collect your child as soon as possible.

Your child may receive a minor injury that is not considered serious enough to contact you immediately but it is thought wise to inform you of the incident (e.g. a minor bump on the head). In this case you will be informed by a small written note and a back-up verbal message from a teacher. In the unlikely event of a serious injury, your child will be taken to hospital. You will be contacted immediately and arrangements to meet your child at hospital will be made.

Term Time Holidays

If it is not possible for us to authorise holidays during term time. Ofsted would expect to see that we only authorise holidays in Exceptional circumstances. Parents will receive a Penalty Notice fine from the Local Authority for taking their child out of school during term time without consent from the school. The fine is £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days. Failure to pay the fine could lead to prosecution in magistrate's court.

- Further information can be obtained from www.dfe.gov.uk.

Medicine in School

If your child requires medicine to be given during school hours, it is best for you to come and administer the medicine yourself. Teachers and school staff cannot, regrettably, accept legal responsibility for administering medicines. If you are not able to come into school, medicine or drugs should be brought to school by the parent, NOT BY THE CHILD, and handed in at the school office where you will need to fill in a consent form. The medicine request form will state details of the medicine, dose, frequency etc. Please ensure that all medicines etc., including inhalers. Medicines must be clearly labelled with the child's name and instructions.

Please note: we will not administer non-prescription medication.

If the condition is of a long-term or permanent nature e.g. Epilepsy, Asthma, Diabetes etc. please discuss any necessary arrangements with the



St Luke's CE Primary School

Health and safety

Through its Health and Safety Policy, the governing body of the school is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full cooperation is therefore expected. We would particularly ask parents to cooperate in this area by notifying the Headteacher of any hazards or risks that they may notice and to respect, with their children, any decisions or rules that are introduced to promote the health and safety of all connected with the school.

Pastoral Care and Discipline

The school shares responsibility with parents for each individual during school hours. We are concerned with the social and personal development of each child as well as their educational development. We aim to create a warm, friendly Christian environment for our pupils as a foundation for caring adulthood. We expect children to show courtesy and consideration and to take pride in themselves and their achievements.

No form of corporal punishment is acceptable at our school. Minor matters will be dealt with by the adult responsible for the children at the time. Punishments usually involve the loss of privileges.

More serious misdemeanours will be dealt with by the Headteacher and parents will be involved if appropriate.

The school has a written Behaviour and Anti-Bullying Policy which is available for inspection upon request.

Home contact numbers:

It is important that we have a telephone number by which we can contact you during the day in case of an emergency. Please inform us of any subsequent changes.

Medical Appointments

It is sometimes necessary for children to visit the doctor or dentist during school hours. If you have an appointment which means collecting your child once the school is in session, please report to the main entrance and ask a member of staff to collect your child from their class. We do not allow children to leave the school unaccompanied. Please show the medical card or appointment letter to the school office and send a note in advance, indicating when the child will be collected and by whom. If someone else is collecting your child, please let the school know in advance. We do not allow children to leave the school premises with anyone other than a parent unless we have had prior consent.



St Luke's CE Primary School

Educational Visits and the Schools' Charging Policy

During the year, teachers arrange visits to sites of historic, scientific or topical interest. Speakers, poets and entertainers are invited into school to enhance the school curriculum. A fee is usually required and therefore, parents will be requested, in advance, to make a voluntary contribution to cover the costs. If insufficient contributions are made, the activity will, unfortunately, have to be cancelled.

This Document

St Luke's CE Primary School, its Governors, and Rochdale Local Authority have taken care to ensure that the details contained in this document are accurate at the time of publication. Its aim is to be a source of information for existing parents and to give prospective parents a flavour of our school. We do stress the importance of a visit to obtain a fuller picture. The Headteacher, staff and governors will be pleased to help with any queries you may have.