

'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'

# The Holy Spirit Catholic Primary School

## School Prospectus

2025 - 2026



The Holy Spirit Primary School  
Cotterill, Runcorn

Cheshire

WA7 2NL

Telephone: 01928 563148

E-mail: [sec@holyspiritruncorn.co.uk](mailto:sec@holyspiritruncorn.co.uk)

*With Christ We Learn To:*

**LOVE - BELIEVE - ACHIEVE - THRIVE**

Website: [www.holyspiritruncorn.co.uk](http://www.holyspiritruncorn.co.uk)

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*



There is more to us than we know. If we can be made to see it, perhaps for the rest of our lives we will be unwilling to settle for less.

— Kurt Hahn —

## Welcome

A very warm Welcome to The Holy Spirit Family's School Prospectus. Children, staff, governors and parents are proud of our school and our community and live by our mission

*'Together in the spirit of love and forgiveness our family learns to grow with hope and joy.'*

## Our Parish

The Holy Spirit School is a Catholic Aided Primary School for boys and girls between the ages of 4 to 11 years. There are currently 75 pupils on roll.

Our school belongs to the Parish Community of St Maximilian Kolbe which consists of The Holy Spirit Catholic Church and Holy Spirit Catholic Primary School, St Edward's Catholic Church and St Edward's Catholic School and St Clement's Catholic Primary School.



## First Holy Communion

We are very proud to be a Catholic School, and all children are invited to be baptised and supported to receive their First Holy Communion from Year 3 to Year 6.

With Christ at the centre of all that we do, we recognise that we are building the foundations for life-long learning. We help shape the personality of each individual child, we celebrate our differences and children learn to accept others and value friendship. We aim to foster and nurture a love of learning that our children will carry with them as they grow and we believe that learning should be fun and challenging.

Therefore, we commit ourselves to providing a safe, happy and caring environment into which children and their families will find they are always welcomed. As a family, valuing and respecting each other, and with kind acceptance of our feelings, we work together to enable each young person to realise their unique gifts and talents and to develop their knowledge, skills and understanding.

## Parents

We believe we can only achieve the best for your child by close co-operation between home and school. We hope that parents will take a close interest in their children's school life and will encourage them to have high aspirations for themselves and others.

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

We provide our pupils with a broad and balanced curriculum, and constantly review and evaluate the achievements of the school. The Holy Spirit strives to achieve its aims through a good partnership between Governors, Staff, Children, Parents and Parish. We believe that this improves the level of co-operation and the sense of shared commitment and responsibility.

We would be pleased to have the opportunity to show prospective parents around our school where the atmosphere and ethos can be seen at first hand. We welcome this as an opportunity to explain our aims and to be able to answer any questions that you may have.

At The Holy Spirit we have an 'Open Door Policy' and we believe that the only way a child can achieve their true potential is if parents, the school and the parish all work together. For this reason, staff are readily available to meet with you to discuss any concerns that you may have regarding the education and welfare of your child. We encourage and welcome all parents to play an active role in their child's education. Parents will be invited to as many school activities as possible and are very welcome to attend our celebration assemblies.

### Parents' Evening and Pupil Report

Parents' evenings are held twice a year in the Autumn term and the Spring term and are an opportunity for parents to visit school to view their child's work and discuss progress with the class teacher. The October meeting provides parents with the opportunity to meet their child's new class teacher and to discuss how their child has settled. The mid-year meeting will review targets and provide more detailed information about progress. The Annual report is issued to parents prior to the end of the summer term. Although, we do not schedule a formal parents evening at this stage of the

year, teachers will happily arrange to see parents if they wish to discuss their child's report and/or any concerns they have in relation to it.

### The School Day

The Headteacher has overall responsibility for the internal management and conduct of the school.

8.45 school doors are open	
8.55	Registration
9.00 - 9.30	Lesson 1
9.30 - 10.30	Lesson 2
10.30 - 10.45	Break
10.45 - 12.00	Lesson 3
12.00 - 13.00	Lunch
13.00	Registration
13.05 - 15.15	Lessons 4 & 5
15.15	Home time

### Attendance and First Day Contact

School doors open at 8:45am each morning and children go straight to their classrooms, where a member of staff will welcome them. School starts with registration.

Registers are taken at 8.55am and again at 1pm. To safeguard our children, school gates will close at 8.55am. If your child is not present at that time, they will be marked absent. If your child arrives after the register has been taken but before 9.15am, they will be marked late. If they arrive after 9.15am, children will lose their morning mark.

To make sure all our children are safely in school we operate a First Day Contact System. If your child is too ill to attend school, we ask that parents contact school before school starts, informing the school as to why your child is absent. If we have not received a message from you by 9am we will telephone

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

you at home requesting the reason for your child's absence.

### Attendance

Please ensure that your child is in school every day and on time, as a late arrival can mean that your child has missed the very vital introduction to the day.

Each school day is separated into two sessions, a morning and afternoon session. We ask for all our parents and carers to help us to reach high standards of attendance and punctuality in the following ways:

- Ensure their child arrives at school, on time, every day.
- Make medical appointments after 3.15pm
- By taking family holidays in the school holidays and not in term time.

The school recognises good attendance and punctuality by issuing termly and end of year rewards, badges and prizes. At The Holy Spirit, every lesson counts.

### Wraparound Provision

At the Holy Spirit School, we provide a Breakfast and an After-school clubs. Children are provided with breakfast and snack and take part in planned activities.

Breakfast club – 8am - 8.45am

After school clubs – 3.15pm - 5.30pm

### Our main aims:

- To encourage pupils in the beliefs and practices of the Catholic Church
- Support pupils to enjoy their education and achieve the personal, social and academic standards that they are capable of

- Educate pupils intellectually, socially, morally, creatively, physically and spiritually
- Give instruction in the basic skills, namely Reading, Maths, Oracy and English, by the most effective methods available to us
- Instil in pupils a sense of decency, commitment, resilience, self-reliance, responsibility, respect for others and healthy esteem
- Create an atmosphere that is relaxed but purposeful, and facilitate the achievement of these aims by forming the best possible relationships between teachers, children, parents and others involved
- Help the pupils develop an understanding of their cultural heritage

### The Holy Spirit Values:

***Honesty - Mutual Respect - Responsibility - Love - Forgiveness - Teamwork***

We want our pupils to achieve their full potential and to become good citizens in their community by following our values. Your child is very important to us, therefore, we will always encourage children to:

- To tell the truth
- To respect the rights and property of others
- To act considerately towards all living things
- To develop self-discipline and make the right choices
- To take personal responsibility for all our actions
- To help those who are weaker and less fortunate than us
- To work together to develop resilience determination & Independence
- Learn to forgive others

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

These values are translated into our three rules: 'Be ready - Be respectful - Be safe' which are taught and re-taught regularly.

## Our Governing Body

The Holy Spirit School are supported by a committed governing body.

Ms M Hodgson	Chair of Governors
Mrs K Keig	Acting Vice Chair
Mrs J Crabbe	Acting Headteacher
Mrs A Dombek	Foundation
Mr C Russell	Foundation
Ms S Windisch	Foundation
Mrs C Harrison	Parent
Mrs E Harmathy	Parent
Mrs L Hoggarth	Staff

*Foundation Governors are appointed by the Bishop of Shrewsbury*

## Leave of Absence in Term Time

Any absence from school affects a child's learning, so Headteachers may not grant leave of absence during term time, unless there are exceptional circumstances. Head Teachers are not expected to accept any term time holiday as 'exceptional'.

Special and Exceptional Circumstances; the Head Teacher or person designated by the Head Teacher may consider that the following circumstances are 'special' or 'exceptional':

- To allow a pupil to return to their country of origin for family, religious or cultural reasons
- A family member is seriously ill.
- There has been a death or significant trauma in the family and a holiday may help the child to cope better with the situation.
- Work circumstances – which mean parents/carers, are ONLY allocated holidays in term time (validated by a letter from their employer).

The following would not be considered as "exceptional" circumstances and therefore will not be authorised.

- Availability of 'cheap' holidays
- Availability of desired accommodation
- The prospect of better weather
- Surprise holidays booked by relatives

*Even with 'exceptional circumstances' there are certain criteria that must be met before a leave of absence will be authorised.*

- It must not be during a transition time when a pupil is settling into school.
- It must not be during KS2 SATs week, Y1 Phonics check or the KS1 assessment period.
- The pupil's attendance must be at least 96% for the previous 38 weeks.
- The pupil has not already had unauthorised absence from school.

## Additional Information

Parents/carers will be required to complete an 'Absence from School' request form available from the school office and return it to school at least 6 weeks prior to the proposed date of the absence.

Parents/carers may be required to attend an interview with the Headteacher to discuss their request for a term time leave of absence.

Parents/carers will normally be notified of the outcome of their application for a term time leave of absence within 10 school days of the date of the application.

According to the ['Working together to improve school attendance'](#) framework (August 2024), in England, a fine (Penalty Notice) can be considered for 10 unauthorised absence sessions (5 school days) within a rolling 10-school week period, fines are £80 (reduced to

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

£160 if late) for first offences, but repeat offenders face £160 fines with a cap of two notices per child in three years before prosecution is considered, notes [GOV.UK](#) and Education Hub.

### Key Thresholds & Rules (England):

**10 Sessions:** The trigger is 10 unauthorised sessions (e.g., 5 full days) in a 10-week rolling period.

**Not Consecutive:** Absences don't need to be together.

### Varying Fines:

- **First Offence:** £80 (pay within 21 days) or £160 (pay within 28 days) per parent/child.

- **Second Offence (within 3 years):** £160 (pay within 28 days).

**Limits:** Parents generally get a maximum of two Penalty Notices for the same child within three years; further issues may lead to court prosecution.

### What Counts as Unauthorised?

Any absence without school permission, including unexplained absences, term-time holidays, or late returns from holidays.

### When Fines Might Apply Sooner:

Councils can issue fines for less than 10 sessions in some cases, such as repeated short absences for family events or term-time holidays below the threshold.

### Equality & British Values

These are woven into our curriculum instilling tolerance and respect to all our brothers and sisters. Equality issues are covered in our weekly RE lessons and the approved RSHE

scheme of work (Ten:Ten), where discussions and reflections are encouraged.

The Holy Spirit Catholic Primary School welcomes its general duties under the 2010 Equality Act and the 2011 Equality Duty to:

- Eliminate discrimination, harassment and victimisation,
- Advance equality of opportunity,
- Foster good relations
- The Holy Spirit is committed to equality, therefore:
  - We do our best to ensure that everyone is treated fairly and with respect
  - We recognise that people have different needs, and we understand that treating people equally does not always involve treating them the same
  - We make sure the school is a safe, secure, and stimulating place for everyone
  - We recognise that for some pupils, extra support is needed to achieve and become successful

We are aware of the Reasonable Adjustment duty for disabled pupils – designed to enhance access and participation to the level of non-disabled pupils and stop disabled children being placed at a disadvantage compared to their non-disabled peers.

All our school policies and practices also promote racial understanding and tolerance. The school will always challenge racism. The context, the age of the children involved, and the circumstances of the situation will influence how an incident is dealt with.

### Additional Educational Needs

We recognise that children have individual needs in a variety of different forms and at different times, and that it is our responsibility

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

in partnership with parents and other professionals to address these needs.

The Governors of the school have developed a policy and guidelines on the identification and assessment of special needs regarding the Code of Practice. Progress is monitored, learning targets set and reviewed. Parents receive a copy of their child's targets and are invited to be part of their review. The school has a detailed tracking system of children's progress, strength, and areas of development.

Systems exist for identification and tracking of gifted and talented pupils. In partnership with parents, the school will endeavour to provide opportunities or advise on provision to extend each pupil's gift or talent.

Mrs Armer is our designated Special Needs and Disabilities Co-ordinator. She works closely with our Class teachers and Teaching Assistants to develop individual programmes of work, where necessary. Teaching Assistants deliver different initiatives / interventions, as appropriate, as well as supporting pupils of all abilities throughout the school.

## School Organisation

The Holy Spirit is a small school, which is divided into 4 main teaching areas - YR/1, Y1/2, Y3/4 and Y5/6. This means that all children are taught in mixed age classes. However, within the class groups, each child is taught according to his/her ability and individual needs following the mastery approach.

## The Holy Spirit Curriculum

At The Holy Spirit we have worked hard designing our curriculum, which is bespoke to our children. We aim to develop literate and numerate children. We strive to enhance their knowledge and learning experiences, as well

as stimulate imaginative understanding. We aim to develop and establish an awareness of spirituality, moral values, and social behaviour patterns, which will provide a sound basis for their development through life and teach our children to become confident, life-long learners.

Our intent is to help every pupil to achieve his/her full potential socially, academically, creatively and spiritually and to encourage pupils in the beliefs and practices of the Catholic Church.

***At The Holy Spirit, we welcome children from all faiths and religions and those of no faith.***

Teachers employ a variety of teaching techniques including, small group, and class teaching to meet the needs of the children and the subject being taught.

In accordance with the current National Curriculum, the following subjects are taught in our school: RE, Maths, English, Science, Computing, Design Technology, History, Geography, Music, Art & Design, PE, RSHE, and MFL. There are five core subjects: Religious Education, English, Mathematics, Science and Computing. The school plans for appropriate coverage of all the other areas, in order to deliver a broad and balanced curriculum.

The aim is to enable our children to become: successful learners, confident, responsible, thoughtful and reflective.

We teach the wider curriculum area of Personal, Social, Health and Citizenship Education (PSHCE) and Sex Education through our Relationship Sex and Health Education (RSHE) Scheme of Work (Ten:Ten). This is in line with the recommendations made by the Diocese of Shrewsbury. The RSHE

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

units are carefully tailored to match the age and stage of our children across the school. The Governing Body have approved a range of materials, which are used to generate open group discussions.

- To lead the children to a deepening knowledge and understanding of our faith.
- To provide opportunities for the children to develop a loving relationship with God and their neighbour.
- To encourage children to respect and be fully aware of the needs of others as equal members of God's creation.

## Religious Education (RE)

Throughout the whole curriculum we thread elements of Catholic Social Teaching to give the children opportunities to think and act for the well-being and needs of others and to care for the local community and the local and global environment. RE is at the heart of our curriculum and 10% of teaching time is devoted to this subject.

As a Catholic school, we would hope, not only to offer the possibility of exploring the mystery that is God, but also to demonstrate the Gospel in action by living out of our faith. The curriculum reflects the message of Christ through the gospels and inspires the life of the school. In our school community therefore, everyone will experience love, reconciliation, justice, healing and forgiveness.

## First Sacraments Preparation

Parents are invited to take an active role in the children's Sacramental preparation. This involves attending a series of meetings with staff and the parish priest Fr Peter Wright. Religious and moral education is taught in accordance with the current syllabus. Through our RE programme, we teach the gospel

values of care and respect. RE has a role to play in the process of learning across the whole curriculum, and includes Personal, Social and Health Education and Citizenship.

An Emphasis on our journey in faith is given to residential visits/retreats for upper Key Stage 2. We endeavour to work with our parents and partners in the sacramental life of their children and in so doing, be witnesses within the community.

Parents are regularly invited to attend school our assemblies, Liturgies and Masses. All our parents support the ethos of our school regardless of their denomination.



## Maths

We place great emphasis on providing the opportunity for each child to develop essential mathematical skills. In accordance with the National Curriculum, our Maths curriculum encompasses work on number, measure,

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

algebra, shape and space and data handling. we follow the mastery approach to teaching through the Oak Academy scheme of work.

All teachers deliver a daily numeracy lesson, where Maths is taught discretely. However, mathematical skills are taught and practiced in relevant and engaging activities through half-termly themes, whenever appropriate.

## English

One of our main priorities is to teach our children to become accomplished readers and writers. We aim to develop our children's reading and writing skills and to promote a love of literature among our children. We read class novels and follow the 'Pathways to Write' Scheme of Work by The Literacy Company and place great emphasis on communicating our thoughts, ideas, feelings and experience through speech, drama reading and writing.

We provide daily phonics lessons through the Little Wandle Scheme of Work, where children are taught phonics and spelling skills and strategies, in appropriate for their age and stage groups. Every class has a daily timetabled lesson dedicated to teaching Literacy skills. During the lesson, work will cover class (shared) and group (guided) reading and writing tasks and the focused teaching of phonics, spelling, vocabulary, handwriting and grammar. English is taught discretely. However, skills are taught and practiced in other areas of the curriculum.

## Science and Technology

We feel it is important that our children develop skills through appropriate practical and investigative work and that they are able to communicate their findings effectively. We aim through the science curriculum to help our children to acquire knowledge and skills and to

develop an enquiring mind and a scientific approach to problems. In the technology curriculum, we aim to give our children the confidence and competence to identify, examine and solve practical problems using a variety of approaches, materials and methods.

## Computing

We Aim to provide children with opportunities to develop their ICT capabilities in all areas specified by the National Curriculum.

To allow children to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning throughout the curriculum:

- To allow pupils to evaluate the potential of ICT as well as its limitations and online potential dangers.
- To develop logical thinking and problem solving.
- To encourage pupils to become autonomous, independent and safe users of ICT both as a learning resource and as a discipline in its own right.

## History

Through the history curriculum, we give our children opportunities to develop an awareness of the past and a sense of chronology. They are taught about important episodes and development in Britain's past and about ancient civilisations and the history of other parts of the world.

## Geography

We aim to develop geographical skills and an awareness of localities in and beyond their own country. The curriculum also encompasses work on landscape features, weather, settlement patterns and the use of natural resources.

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

## Music

We seek to introduce to the children the pleasures of listening to and making music. Fostering appreciation and love of music and singing is paramount, as well as the practical experiences with instruments both tuned and rhythmic.

## Art & Design/Creative Development

We aim to help our children appreciate art, develop observational skills and experience working with a variety of techniques and materials, so that they will be able to express themselves artistically. Our children are helped to develop skills through drawing, painting, printing, collage, 3D work and textiles.

## Physical Education

The school hall is well equipped with PE apparatus and outdoor activities take place on the school field and playground area.

We also invite Dance and PE specialists to enhance the delivery of our PE curriculum, as well as participate in dance projects organised by our neighbouring High Schools.

## Swimming

Our KS2 children are taught swimming by qualified instructors at one of the local baths. These lessons are compulsory, and a note is needed on each occasion that a child is unfit to attend swimming lessons.

For safety reasons, it is essential that children are appropriately clothed for PE and swimming and both boys and girls with long hair, must have it tied back, and no jewellery will be permitted.

## Extra-Curricular Activities

Each year we offer a range of extra-curricular activities (until 4pm), delivered either by Holy Spirit staff and / or outside providers. These have included Mini-Vinnies, football, netball, sport multi-skills, choir, art, sewing, dance, computer studies and a fitness & health club etc.

## Homework

The Governors, in consultation with teaching staff, parents and children have developed a Homework Policy for the school, in line with DfE guidelines with a focus on reading, spellings and maths. Teachers may also choose mini projects for children to complete. Extra work can be found on our school website.

## Pastoral Care and Discipline

As a Catholic school, pastoral care is fundamental to everything we do. We are concerned not only for the educational progress of every child but also for their personal, social and emotional development.

Pastoral care in the school is undertaken by the class teachers, teaching assistants and by our SENDCO (when available), so any child or parent can consult with the above-mentioned about any concerns.

## Well-being sessions

The Holy Spirit School is providing learning for small groups of children through a nurturing environment, where there is a balance of teaching and learning, affection and routine in a home-like atmosphere. The nurturing interventions are carried out by our Teaching Assistants, who are highly trained Thrive and / or ELSA practitioners. Their practice is underpinned by the following principles:

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

- Children's learning is understood developmentally
- The importance of nurture for the development of self-esteem
- To recognise the importance of transition in children's lives

## Behaviour

The school seeks to provide a caring co-operative and supportive environment, where each child can feel respected, valued and secure. Behaviour and discipline will be judged by whether they contribute to or impede the teaching and learning in class, as well as the quality of the relationships in our school.

We believe in the value of praise and recognition for reinforcing attitudes of co-operation and hard work, but we also believe that children should learn that actions do have consequences. At The Holy Spirit School, children are encouraged to understand the importance of making the right choices. This is part of learning, and we aim to help children to understand that whilst we have the freedom to make choices, we also have the responsibility to make the right choices. For this reason, our system of behaviour management encompasses both rewards and sanctions, which are appropriate for each age group.

All parents and pupils are expected to sign the Home School Agreement, which sets out our expectations for the pupil and their families. Parents are a child's first teacher and play a crucial role in helping their children learn. Children achieve more when school and parents work together. The Home school agreement encourages this partnership.

## Food in School

Children have access to fresh drinking water throughout the day. Children are given a Holy

Spirit water bottle and are encouraged to bring it in each day filled with plain water.

## School Meals

Orian provide our school meals and consists of three options of home cooked food each day. All foods are prepared with health in mind and fresh foods are used as much as possible. The current menus are available online on [School Hub](#). School meals cost £3.30 per day.

Since September 2014 all children aged 4-7, have been entitled to free school meals. If you think that your child might be entitled to Free School Meals based on criteria such as income/family support etc., please apply for them (even if your child has a packed lunch or receives a free infant meal already), as this will help you and will benefit the school. Please apply online

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/FreeSchoolMeals.aspx>

Children are welcome to bring in their own packed lunches, although we would ask parents to include healthy options in children's lunch boxes, as much as possible.



## Snack

A healthy snack is available at playtimes, which includes a variety of fresh fruit. We participate in the 'Fresh Fruit in Schools' scheme which provides daily fruit for children across the school. Children can bring a healthy

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

snack from home, which doesn't include highly processed, sugary snacks.

### Complaints Procedure

If any parent wishes to make a complaint about the curriculum or any related matter, they are welcome to speak to their child's class teacher, make an appointment to see the Headteacher or write to the Chair of Governors, Ms M Hodgson. The complaints procedure is available on our website.

### Charges and Remissions

At The Holy Spirit School, we aim to promote and provide activities that contribute to the pupils' personal and social education and are part of a broad and balanced curriculum. However, most of these will cost a substantial amount of money. Where the current legislation permits charging, a charge will be made at the discretion of the Governing Body. Where the current legislation prohibits charging, the Governing Body will exercise its right to ask for voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. In making this request the governing body will make it clear that, there is no obligation to contribute and that pupils will not be treated differently according to whether their parents have contributed in response to the request. If school does not receive enough voluntary contributions to make a trip financially viable, the trip will be cancelled. Children in receipt of Pupil Premium will have school trips and activities heavily subsidised.

### School Uniform

Governors have agreed The Holy Spirit uniform to help present a smart general appearance and to save families the cost and the inconvenience of providing several outfits a week. By sending your child to The Holy Spirit School, the Governors expect parents/carers to agree with and follow this policy.

Our School Uniform
White long /short school shirt
Grey school jumper / cardigan with the school logo
Grey trousers / skirt / Pinafore
Grey socks
School Tie
Black shoes (all Year round)
PE uniform
White Tee shirt with school logo
Royal blue shorts
Black pumps or trainers
<b>Indoor:</b> bare feet or PE soft black pumps
<b>Outdoor:</b> royal blue joggers and jumpers and black trainers

Please ensure that your child has his/her name on all items of school clothing.

### Staff Organisation

Acting Headteacher	Mrs J Crabbe	Designated Safeguarding Lead (DSL)
Acting Deputy HT	Ms G Fleming	
Office Manager	Mrs S King	Deputy DSL
Site Manager	Mr R Plumpton	
SENDCO &	Miss G Armer	Deputy DSL
Teachers	Classes	TAs
Mrs Hoggarth	YR/1	Miss Hull
Miss G Fleming,	Y1/2	Mrs Charmer
Mr P Foster	Y3/4	
Miss M Cain	Y5/6	Mrs Grindley

School Cook

Mrs A Dombek

Midday Assistants

Mrs E Jones

Miss D Mullan

Mr R Plumpton

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

## What do I do if my child is ill?

Please contact the school as soon as possible, especially if your child has an infectious illness. A telephone call will do. Our telephone number is **01928 563 148**. Regulations demand that the reason for absence is recorded in the register. It is vital therefore, that the school is informed of the reason on the first day of absence. The school requires copies of medical appointment cards or letters. If no explanation is received, the absence must be recorded as unauthorised and will become a safeguarding issue. School will need to contact you, if we have no reply, then a home safeguarding visit may be necessary. Both authorised and unauthorised will be recorded on each child's annual report, as will their record of punctuality.

## What happens if my child becomes ill at school?

The normal procedure for notifying parents when a child is ill during the school day is to telephone the main carer so that arrangements can be made for the child to be collected. If the main carer is not available, then reference will be made to the child's contact form, which should state the name and address of another adult to contact in case of emergency. It is, therefore, most important that your 'parent contact form' is kept up to date. Please inform the school immediately of any changes to your address and/or contact number(s).

## Medication

Medicine and tablets can be dangerous to those other than the child for whom they are prescribed. The school will administer only on completion of a 'Permission to Administer' form. No medicine will be accepted into school unless it has been prescribed by a GP and has your child's name on the dispensing label. School will not administer medicine with an

instruction of 3 times daily, as this can be managed morning, after school and evening.

## First Aid



## Head bumps

After treatment the First Aider will contact parents/carers if their child has had a knock to the head. If the child is distressed, they will be given the option of picking up their child, if they wish. If the injury is more than a 'minor' one (where there is a graze, a cut, a bump or the child is upset or dizzy etc.) a telephone call will be made with a request to collect the child and take them to the nearest 'Walk-in' centre.

## Minor injuries

The First Aider will assess other minor injuries (falls, scrapes and bumps) and a decision will be made whether to inform parents immediately or at the end of the day.

## Generally

If an injury seems minor but the child is very distressed parents will be informed at the time, but if the injury is minor and the child is not unduly distressed, parents will be informed at the end of the day by their class teacher. The child will also be wearing a green wristband indicating they have had first aid or a red wristband to say that family have been contacted because of a head injury or an injury that needed medical attention. Your child will

*'Together, in the spirit of love and forgiveness, our family learns to grow with hope and joy.'*

have a green signed form which will inform you of your child's accident and treatment given. If we need to call an ambulance in an emergency, this will be done first before we contact parents.

### Transition Arrangements

The transition of children to and from our school is very important in order that their learning is as uninterrupted as possible, that they quickly settle into school and that the learning opportunities provided to them are as appropriately matched to their ability as possible. We also provide a full day of whole school transitioning, when all children go up to their next year classrooms with their new Teachers and Teaching Assistants, including the new intake children in Nursery/Reception.

### New Intake

We offer several transitioning opportunities for the parents and children in our new Nursery and Reception cohorts each year:

- Contact parents to invite them to a meeting where all practical arrangements are shared. This is usually held during the second part of the Summer Term.
- Invite the children to visit The Holy Spirit School on several occasions. The class teacher will also visit the children in their nursery/pre-school setting, as well as carry out home visits.

### Secondary Education

There are several secondary schools in Runcorn. Most of our children from The Holy Spirit Catholic Primary School transfer to Blessed Carlo Acutis High School in Runcorn, at the end of Primary School. The Year 6 pupils will have 2 transition days in July when they attend their High School of choice.

### Thank you

Thank you for reading our school prospectus. We hope that we have given you a clear picture of what life is like for the children and families at The Holy Spirit and that we have managed to answer your questions.

If not, please do not hesitate to contact the school office, we are always ready to answer any further questions you may have.

We are very proud of our school and our welcoming, ethos.

If you wish to come and visit us, please contact our school office and speak to our Office Manager to make an appointment.

We look forward to seeing you.

