St Thomas the Martyr C of E Primary School



School Brochure – 2027-28

Address

Highgate Road, Up Holland, Skelmersdale, Lancashire, WN8 0HX.

Contact Details

Telephone: 01695622970

Email: bursar@st-thomasmartyr.lancs.sch.uk

Website: https://stthomasthemartyr.co.uk

Introduction

We hope you will find our brochure helpful and that it will give you an insight into all that we do at St Thomas the Martyr. If you are already a parent with a child in school I hope it will be a useful reminder of our aims, policies and procedures. If you are new to the school and haven't already visited us or need more information, please telephone school on 01695 622970 and speak to Mrs Greenwood who will be delighted to make arrangements for you to see the school in action. Please have look at our school website at https://stthomasthemartyr.co.uk – where you can also sign up for our school app.

Historical Background

The school has its origins as the lower school of the ancient Up Holland Grammar School dating back to Elizabethan times. More recently the school was established by the Church in 1870 in buildings opposite the Parish Church and for many years has had a fine tradition as a centre of education in the district. The present building dates from 1967 and the infant and junior schools were amalgamated in 1985 to form the present primary school. The school became the site of First Steps Phase 3 Children Centre which opened in 2011 working closely with our school and offering services to local families. We now work collaboratively with local and national agencies to provide support which they offered until closure.

Aims of the School

At St Thomas the Martyr we strive to provide a caring Christian community where everyone can enjoy ***growing and achieving together***.

We seek to provide a school experience which is full of creativity, challenge, wonder and fun where achievement of all kinds is recognised and celebrated.

Through a stimulating, challenging curriculum and working in partnership with parents, Governors, the church and wider community we work hard to ensure our children reach their full potential. Christian values and spirituality are at the heart of all aspects of school life. Through them children learn to work well together and develop skills and attitudes to become confident, responsible individuals with a love of learning able to make a positive contribution to the world.

Our school vision is "May all that we do be done with love" Corinthians 16:14

Our vision and values underpin everything that takes place in our school and the community it serves.

We have worked closely with parents, children, Governors and staff to identify our core Christian values; kindness, service, perseverance, respect, friendship and fellowship, forgiveness and trust.

"The school's loving and caring Christian ethos creates a secure and joyful context within which all the children are enabled to give of their best. Christian values are exemplified and taught by the staff. These values are lived out at St Thomas the Martyr and are far more than just ideas in the mission statement. There is therefore no fear of failure, and the enthusiasm with which the children tackle their work and life in school leads to outstanding academic and personal development".

SIAMS Report

Curriculum Organisation



The school's educational philosophy and practice reflect firm commitments to experience – based creative learning. The learning environment is organised in such a way that we can aim to develop skills in children which will help them to realise a sense of self-discipline, to value their own worth and that of others and to produce work of quality. Early Years is for children in our 2 year old provision, Nursery and Reception. Key Stage 1 for children in Years 1 and 2 and Key Stage 2 for children from Years 3 to 6.

The curriculum covers the core subjects of English, Mathematics and Science. Alongside these are the foundation subjects Religious Education, Computing, History, Geography, Design and Technology, Music, Physical Education, Art, Personal, Social, Health Education/Citizenship and French.



Children are taught literacy and numeracy daily along with phonics within foundation stage and key stage 1. There is a keen focus on developing a competence and love of reading with time set aside each day throughout the school. We have established strong links between foundation subjects such as history, geography, art, design and technology and in some cases science. Each year group planning reflects this in the combined unit plans which we have developed. We ensure that literacy and where appropriate, numeracy skills are woven through these plans to enable children's learning to be reinforced at every opportunity to maximise progress.

The organisation of the school is fairly typical of most primary schools with the children spending most of their time with a class teacher whilst being aware of other teachers. There are also opportunities for children to work directly with artists and other professionals. From time to time they may work with other teachers and age groups. Matching work to ability is important to help children achieve their full potential; by doing this the school ensures it meets needs of all abilities, including the higher attaining.

Leaders have high expectations of pupils' achievement and behaviour. Pupils behave well. They are keen to learn. Pupils, including those with special educational needs and/or disabilities (SEND), achieve well across all subjects. Pupils enjoy having their achievements recognised on the superstar board

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Assessment

To ensure children make good progress their next steps for learning are identified by ongoing teacher and self-assessment with opportunities for periodic formal assessments. This is an essential part of providing an education for each and every child; teachers can plan and deliver programmes for every level of ability.

In Reception the Foundation Stage profile is used to measure children's progress in line with the Early Learning goals. In June of Year 1 the children complete a national phonics screening and at the end of Key Stage 1 (Year 2) we assess children in line with statutory guidelines through a process of ongoing teacher assessment tasks and Standard Assessment Tests (SATs)

At the end of years 3, 4 and 5 children are assessed using ongoing teacher assessment. In Year 6 the pupils' progress in English, Mathematics and Science is assessed against the National Curriculum standards using the statutory end of Key Stage 2 SATs and teacher assessment. These results are published to parents through your child's end of year report.

Behaviour Management

We want to make sure all our children are happy and secure in an environment that promotes good behaviour. We expect the children to behave well towards each other, their teachers, parents and carers. We believe in providing opportunities for children to grow socially, personally and academically. The development of these personal qualities and skills is an integral part of our school curriculum. We work alongside parents and carers as fully as possible in helping each and every child to develop.

We aim to have a positive approach to behaviour. The school uses a variety of rewards, both whole school and in class, to promote good behaviour, good work and effort.



- Teachers use verbal praise
- Termly ACE Treat prize – selected by children in each class
- Star Assembly Awards each week (Curriculum and Values based awards)
- House system with house points with a house point draw each week
- Rewards for good whole class behaviour
- Special responsibilities

"The school's motto of 'May all that we do be done with love' is lived out through the strong relationships between staff, pupils, parents and carers. Pupils are happy to be in school.."

SIAMS Report March 2020

Admission Arrangements

The number of places available for admission to the Reception class will be a maximum of 30. This arrangement follows consultation between the governing body, the Diocesan Board of Education, Local Authorities and other admissions authorities in the area. The governing body will not place any restrictions on admissions to the Reception class unless the number of children for whom admission is sought exceeds this number. By law, no infant class may contain more than thirty children.

The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to its policy. In the event that there are more applicants than places, the governing body will allocate places using the following criteria, which are listed in order of priority:

1. Children in Care, children with statements of special educational needs naming the school or special medical or social circumstances affecting the child where these needs can only be met at this school.
2. Children who have a sibling attending the school on the date of application and on the date of admission.
3. Children whose parents live within the ecclesiastical parish of Up Holland
    (a) Children with a parent/guardian involved in the life of a church in membership of Churches together in Britain and Ireland.
    (b) Other children.
4. Children whose parents live outside the parish
    (a) Children with a parent/guardian involved in the life of a church in membership of Churches Together in Britain and Ireland.
    (b) Other children.

There is a full copy of our admission arrangement policy available in school and on our website.

A meeting will be organised for parents of the new admission children in the summer term prior to the September intake when they will be able to meet the Head teacher, Deputy Head teacher and Early Years teacher and see the facilities within the classroom.

Short pre-school visits will then be organised for the new intake children, which help to ease the children into school. Children are then admitted in the Autumn term in small groups according to age.

At St Thomas the Martyr Primary School, pupils, and children in the early years, are well cared for by staff. Teachers warmly welcome the pupils each morning on the playground. This helps pupils to feel settled and safe in school.

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The Early Years Foundation Stage

We are able to offer a refurbished foundation stage unit in which our 2 year old nursery, nursery and reception children are accommodated, allowing them to work together or separately as appropriate. This is a strong factor in the successful transition from nursery to reception.

Nursery

The nursery sessions are:

2 Year Old Provision			
Morning only 8.45 am – 11.45 am	Afternoons only – 12.30pm – 3.30pm	15 hours free and paid provision is available weekly	30 hours Extended Provision Monday – Thursday 8.45am – 3.30pm and Friday 8.45am – 11.45am
3-4 year Old Nursery Provision			
Morning only - 8.45am – 11.45am	Afternoons only – 12.30pm – 3.30pm	30 hours Extended Provision Monday – Thursday 8.45am – 3.30pm and Friday 8.45am – 11.45am	30 hours Extended provision with additional payment Monday – Friday 8.45am – 3.30pm

The nursery accommodates 52 two, three and four year old children on either a part time or full time basis with the option of either paid or using the extended or expanded entitlement. In nursery we offer the children a structured play environment which gives experience in all aspects of the curriculum. The children learn to work together and to develop as individuals with the support and encouragement of their parents and teachers. They learn social, academic and physical skills which are appropriate to their own stage of development whilst learning to be self-motivating and self-reliant.



We believe that in our nursery the children build on and develop many skills and achievements which they bring with them from their homes and that similarly they utilise their experiences in the Nursery as a sound basis when they transfer to school.

The nursery staff are always available at the end of sessions to talk to parents about any concerns they may have or to discuss their child's development.

"Leaders are ambitious for what they want pupils to achieve. They have put in place a broad and balanced curriculum. The curriculum in the early years, including for those children in the provision for two-year-olds, is ordered well and prepares children suitably for learning in key stage 1."

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In addition to the free nursery education provision to which your child is entitled, we are able to offer a breakfast club, additional sessions and after school club for which there is a charge.

School Hours:

Reception, Key Stage 1 and Key Stage 2

8.45 am to 3.15 pm

When Children First Come To School

The children will already have met the teachers that will care for them. The Reception class teacher will visit them in Nursery and each child will be invited to visit the school, to spend some morning or afternoon sessions in the Reception class.

Learning to read and write is a vital part of a child's education and from the start the children will be involved in a wide range of activities which will encourage their skills to develop.

There are several ways in which parents can help their child before they start school; for example, by visiting and perhaps joining the library, by reading and telling stories, by letting them see you enjoy reading by encouraging them to look after their own books carefully.



We encourage our children to come into school each morning ready to begin the day's activities, therefore punctuality is important. We like to encourage children to hang up their own coats and put away their own book bags etc.

The teachers are always available to discuss any issues regarding your child so please don't hesitate to get in touch.

Every term parents and carers are invited into the foundation stage to 'Stay and Play' sessions during the day. Topics, which have been suggested by parents, aim to explain how we teach children in school and ways in which parents can support children at home. These have included reading, exploring maths, craft, planting and using the outdoors. Additional workshops are also arranged throughout the year.

In autumn and winter:

Grey trousers or skirt

Maroon cardigan or sweatshirts (available from Slaters of Wigan or AC Sports)

White Shirt or T-shirt

Black shoes





In summer:

Girls: red gingham dress,

Boys: may wear grey school shorts.

Year 6 children wear a different coloured sweatshirt/cardigan which the class vote for towards the end of year 5.

All items of outdoor clothing, including footwear, should be clearly labelled with the child's name.

Health and Safety

Our Health and Safety guidance is fully implemented. All staff hold this in high regard. Health and Safety is an integral part of the management of our school and all safeguards are taken to guarantee the safety and welfare of all pupils and staff. Health and Safety education is cross curricular and is covered in a caring sensitive way, always mindful of the needs of the children.

Security

We have a system of door control in order to secure the buildings. All visitors are required to sign a register if working in or visiting the school. We liaise and work with the Skelmersdale Police Service, Fire Service, Lancashire L.E.A. and other Agencies concerned with safety.

Jewellery

The wearing of jewellery in school, with the exception of earring studs and watches, is not allowed.

Medicine In School

With the written agreement of Parents and the head teacher, the head teacher (or a named person) will administer essential prescribed medication if necessary to the permanent wellbeing of the child where it would be detrimental if the medication was not administered during the school day.

Children are not allowed to keep medicine in school other than inhalers. Children in the infant department who need to use inhalers for Asthma are supervised and recorded by a member of staff. You will be asked to complete a medical form stating the dosage required for your child.

Parents are asked to complete a contact form at the beginning of every school year so that we have an up to date record of addresses and telephone numbers should we need to contact parents during the day for whatever reason. It is vitally important to notify the school should there be any changes in address or telephone number.

P.E.

Infant children and junior children participate in P.E. wearing shorts and T-shirt with black pumps. This change of clothing for P.E. should remain in school in case of unforeseen timetable changes when they would be needed on a day when P.E. is not normally taken.



At times children may participate in P.E. in bare feet. Infant children need a pair of trainers for outdoor games. Junior children also need a suitable change of clothing for outdoor games and suitable footwear. No child will be allowed to participate in P.E. or Games wearing pierced earrings. These must be taken out by the child, or by the parent, before they come to school.

School Meals and Milk

A good quality cooked meal is prepared on the premises and provided each day. Parents who are out of work, or on a low income may be entitled to free school meals. Please speak confidentially with Mrs Greenwood in the office who can assist with applications, as it helps our budget if you apply even if your child does not take a meal every day. From September 2014 the Government introduced universal free school meals for all children in Reception, Year 1 and Year 2.

Alternatively children may bring a packed lunch to school to eat in the hall. We request that children do not have sweets, any form of nuts or fizzy drinks in glass containers.

Children up to their 5th birthday are entitled to milk free of charge. Children in the infant department have the option of having school milk at a small charge each term.

Healthy Schools



As a part of our healthy schools initiative we have a free fruit scheme in operation in the nursery and infant department. Water is available throughout the day from water coolers within each classroom. Children are also able to order a mid-morning snack of toast or fruit currently each item costs 20p.

Attendance and Punctuality

To ensure children make good progress it is essential that they attend school every day unless they are ill. In the case of absence due to illness the school must be informed by **10am on the first day of absence**. The playground is supervised from 8.35 am onwards to allow children to be ready to enter school by 8.45am. If you wish to take your child out of school for any other reason, you will need to seek authorisation from the head teacher who will only authorise absence during term time for **exceptional** circumstances. A form is available from the school office and must be returned to the head teacher who will arrange to meet with parents to discuss the request.

Extra-curricular Activities

We offer a wide range of extra-curricular activities, including:

Football	Gardening Club	Art Clubs	Athletics	Chess	Netball/High 5
Knitting	Music	Archery	Hockey	Gymnastics	Rugby
Singing	Computer Clubs	Rugby	Maths Club	Christian Lunch Club	
Crafts	STEAM	Running	Lego Club		







Educational Visits and Activities

To further enrich our curriculum we organise educational visits and activities throughout the year. Children gain greatly from these first hand experiences increasing their confidence and forming lasting memories. Great care is taken in the planning of all school visits, ensuring the safety and happiness of all children. We try where ever possible to subsidise these visits from school funds, although it is often necessary to invite parents to make a voluntary contribution. The school, however, reserves the right to cancel proposed visits if there are insufficient contributions. The Year 6 children have the opportunity to enjoy a trip to London; visiting the Houses of Parliament, the National Science Museum, watching a show and touring the major sites and parks.

In addition, children in Year 4 have the opportunity to participate in a residential visit to Willersley Castle in Derbyshire. Willersley Castle offers exceptional facilities within a 65 acre estate on the edge of the Peak District. The grounds consist of woodlands, fields and gardens inhabited by an abundance of wildlife; providing a safe and secure environment for children to enjoy outdoor pursuits. Children in Year 6 can enjoy a residential visit to Tower Wood in the Lake District. Whilst away the children have the opportunity to explore this beautiful site on the shores of Lake Windermere and with well trained staff carry out a range of activities including kayaking, climbing, orienteering, raft building, sailing and fire building









There is a plethora of additional activities that extend pupils' learning and experiences. For example, they thoroughly enjoyed recent trips to a theatre and the Lake District. Pupils are keen to attend the clubs on offer such as dodgeball, chess and tennis. There are also competitions that pupils relish, such as 'university challenge', 'mastermind' and 'maths challenge'. **Ofsted – February 2023**

Meetings for Parents

There are two evenings per year when parents are formally invited into school to discuss children's progress. Parents also receive an end of year school report and can make an appointment to discuss it with the class teacher if they feel they need to do so.

If parents have any concerns about a child's progress or welfare we encourage parents to contact class teachers or if necessary the Head teacher.

Newsletters are sent home regularly and our website is regularly updated to show events around school. Curriculum overviews for the school year are available to view on our school website, on each class page. Parents are also warmly invited to our open days which give an opportunity for families to walk around the school and view the children's work.

Parental Involvement

Parents and carers are always welcome in school. We feel strongly that you have a vital role to play in the partnership with school to ensure that our children develop to their full potential. Parents are actively encouraged to participate in the life of the school and with staff support they help with sport, craft, educational visits and classroom activities. Parental help is greatly appreciated by staff, so if you are available to volunteer some of your time, please contact the Bursar: Mrs. Greenwood, who can give you further information.

We recognise that children learn better when they perceive their parents and teachers as partners.

A parent is elected to serve on the Governing Body.

R.E.

The aim of Religious Education at our school is to give children an understanding of Christianity, its principles and practice within the context of the Anglican tradition. We aim to enable all children to develop spiritual understanding, to begin to comprehend what it means to be a person of faith, and to accept and value those commitments, values and ways of life different from their own.

Collective Worship

As an Anglican Church School, worship is held as important in building and contributing to the Christian ethos of the school.

Monday: Clergy led whole School worship



Tuesday:	Class worship
Wednesday:	Worship Singing
Thursday:	Whole School worship
Friday:	Celebration & Picture News Assembly

The Eucharist is celebrated by the Clergy in school during the year and there are opportunities to visit and worship in Up Holland Parish Church. The school has been awarded the Diocese's Church School Partnership Award.

Inclusion



All children have a right to participate fully in all aspects of school life and under our Special Educational Needs & Disability programme we endeavour to make each child feel valued. Within the school we are aware of the need for the promotion of various strategies that enable all children whatever their difficulties the opportunity to benefit educationally. This does not mean we treat all children in the same way; we try to take into account children's varied life experience and needs.

Special Educational Needs & Disability

Our Special Educational Needs & Disability provision strives to help children who are experiencing difficulties. The needs of our more able pupils are identified and addressed.

Parents of children with special needs are kept informed of their child's progress at every stage. We believe close liaison with parents is vital to the child's progress and therefore they are consulted at every opportunity. We work very closely with outside agencies, for example, Education Psychologists, Hearing and Speech Specialists, GP, School Nurse Occupational therapist etc. Also close liaison with secondary schools has helped the transfer process to be positive and ensures the continuity of specialist help where needed.

Equal Opportunities

The school promotes justice, equality of opportunity and fair treatment for all. We operate a policy of equal opportunities for boys and girls and race equality in line with the agreed County guidelines. This is reflected in relationships within the school, the organisation of teaching groups, access to teacher time, the language used by teaching and non-teaching staff and resources within school.

Disability and Accessibility

We aim to reduce and eliminate barriers to access the curriculum and to have full participation in the school community for pupils, prospective pupils and adults with a disability. The school has a disability scheme and accessibility plan in place.

Leaders have high expectations of pupils' achievement and behaviour. Pupils behave well. They are keen to learn. Pupils, including those with special educational needs and/or disabilities (SEND), achieve well across all subjects. Pupils enjoy having their achievements recognised on the superstar board.

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Child Protection

In line with our Mission Statement in which we endeavour to serve our children and our community, we uphold the right of each child to be treated as a unique person with specific needs, entitled to be treated sensitively and with empathy. The major aim of the school is to allow children to feel secure and to develop into caring and responsible individuals able to make a positive contribution.

If the need arises our school will liaise with Lancashire Child Protection Committee. The school designated teacher is the Head teacher Mr C Roscoe. Mrs S. Osmond is the designated Governor responsible for Child Protection.

Health, Sex and Relationships

The ethos of the school is determined by its pursuit of Christian values through establishing positive, nurturing relationships across the school community. In the light of this our Sex and Relationships Education Policy stresses the importance of physical, moral, emotional development through understanding the importance of stable, loving relationships for building family life based on respect, love and care. Sex education should inform children and we do this with regard to matters of morality and individual respect in a way that allows children to ask and explore moral questions. Our Mission Statement upholds and promotes a partnership between school and home and the wider community stating our belief in the importance of providing opportunities for the children to develop positive skills and attitudes for life. In the light of the above partnership we endeavour to help our children explore and find true Christian values in their future lives.

Primary Secondary Liaison

St Thomas the Martyr CE Primary School liaises with:

- Up Holland High School
- Deanery High School
- Dean Trust High School
- Ormskirk School
- Lathom High School
- Rainford High School
- Shevington High School
- Our Lady Queen of Peace

Complaints

We expect all our pupils, staff and parents to listen carefully and be respectful of each other. If there is a problem, your child's class teacher will be pleased to talk to you. The Headteacher will always meet concerned parents in order to resolve any difficulties. Parents who are unhappy about something should contact us at once.

In dealing with your complaint;

- we will deal with your complaint honestly and politely and in confidence;
- it will be looked into thoroughly, fairly and as quickly as possible;
- we will keep you up to date with what we are doing;
- we will apologise if we make a mistake; and
- we will tell you what we are doing to put things right.

A copy of the full complaints procedure can be obtained from the school office.



Chairperson	Mrs S Osmond
Vice Chairperson	Mrs. H. Wankling
Foundation Governors	Mr. J. Gardner
	Mrs A. Lake
	Mrs. J. Whitehead
L.E.A. Representative	Mrs. K. Dewhurst
Parent Representatives	Mr. J. Dyas and Mr. A. Treanor
Staff Representative	Miss. R. Ironside and Miss. M. Robinson
Observer	Mrs. S. Christy
Headteacher	Mr. C. Roscoe
Clerk to Governors	Mrs. F. Clague

Teaching Staff

Headteacher	Mr. C. Roscoe
Deputy Headteacher	Mrs. S. Christy
Teachers	Mrs. A. Davies
	Miss R. Ironside
	Miss R. Kenny
	Mrs. M. Mason
	Miss C. Parsons
	Mrs. N. Taylor
	Miss. J. Mott
	Mrs K. Wissett
	Mr. A. Edwards
	Mrs. S. Jeffers
	Miss. M. Tyrer
Teaching Assistants	Mrs. K. Bowley
	Mrs. S. Cluskey
	Miss. S. Gaskell
	Mrs. D. Glover
	Mrs. K. Hallam
	Mrs. K. Hamilton
	Mrs. L. Jennings
	Miss. R. Lowe

	Miss M. Robinson
	Miss. O. Seddon
	Mrs. A. Scragg
	Miss. A. Bird
	Mr. D. Barker
	Miss. E. Shaw
School Bursar	Mrs. T. Greenwood
Site Supervisor	Mr. L. Garner
Cleaner	Mrs. C. Hynes
Kitchen Staff & Cook Supervisor	Mrs. C. Hynes
Assistant Staff	Miss. M. O'Callaghan Mrs. L. McMahon
Welfare Staff	Mrs. K. Bowley, Miss M. Robinson, Mrs. A. Scragg, Mrs. K. Hamilton, Mrs L. Jennings, Miss. R. Lowe, Mrs. A. Tranter, Miss. A. Bird