

# SCHOOL INFORMATION



HEADTEACHER

Mrs L. Brown BA HONS with QTS

WELCOME TO  
ST GABRIEL'S CE PRIMARY SCHOOL

Tonge Roughs  
Aspinall Street  
Middleton  
Manchester  
M24 2BE

Telephone: 0161 653 9587  
Email: [office@stgabrielsce.rochdale.sch.uk](mailto:office@stgabrielsce.rochdale.sch.uk)  
Web: [www.stgabrielsce.rochdale.co.uk](http://www.stgabrielsce.rochdale.co.uk)

Headteacher: Mrs L Brown

Chair of Governors: Miss Janet Bailey

Dear Parent/Carer

Welcome to St Gabriel's CE Primary School. We look forward to sharing the education and welfare of your child with you.

At St Gabriel's we pride ourselves in providing a happy and stimulating environment in which every child can learn, grow and develop. We recognise individual differences, interests and abilities and try to bring out the best in each child. We also wish to develop a caring attitude in our children so that they are considerate of the needs, rights and feelings of others.

We provide a wide, balanced curriculum and we stress the value of practical activities so that children "learn by doing" and are able to apply what they have been taught to practical, real life situations.

Our caring and dedicated staff work extremely hard to create a caring and sharing atmosphere in which children are continually encouraged to reach the highest possible standards of both work and behaviour.

We will, at all times, keep you informed of your child's progress and involve you in the educational process in many different ways. We need your support in areas such as shared reading, encouraging good behaviour, valuing education and helping to make St Gabriel's part of the wider community.

We hope you find the information in this booklet useful. If you have any queries please do not hesitate to ask.

Yours sincerely

Mrs L. Brown  
Headteacher

**Philippians 4:13** I can do all things through Christ who gives me strength.

Our St Gabriel's family nurtures children to develop a sense of self belief, building **courage** to take risks. They develop **friendship** and **respect**, surrounded by God's **love**, steering them to **forgiveness**. They do this with Jesus by their side, guiding them to flourish.

### AIMS

- To provide a happy caring and secure environment where children can thrive.
- To encourage all pupils to achieve their full potential.
- To provide an ethos of love, care and understanding based on Christian values.
- To provide a setting where all are equally valued as members of our community within the ethos of a Church of England school.
- To equip children with the skills and attitudes to become creative, independent thinkers and active learners.
- To set the highest standards and provide a quality education for all our pupils.
- To inspire a love of learning through exciting and dynamic opportunities.

### ***WE BELIEVE THAT HAPPY CHILDREN LEARN***

NAME OF SCHOOL: St Gabriel's CE (Voluntary Controlled) Primary School

ADDRESS OF SCHOOL: Tonge Roughs  
Aspinall Street  
Middleton  
Manchester  
M24 2BE

TELEPHONE: 0161 653 9587

HEADTEACHER: Mrs L Brown

CHAIR OF:  
GOVERNORS Miss J Bailey

### **Session Times**

Nursery	-	8.50 am - 11.50 am
Infants	-	8.50 am - 12.00 noon 1.00 p m- 3.15 pm
Juniors	-	8.50 am - 12.15 pm 1.15 pm - 3.15 pm

There is a 15 minute break for all children in the morning. The infants also have a 15 minute break in the afternoon.

We ask you to try to ensure that your child arrives at school on time. We would like to know who will be collecting children from school, and would ask that you be as punctual as possible as a delay often upsets a child.

Please make sure the school has an up to date address and telephone number at which you can be contacted in an emergency and it is important that school is informed of any changes immediately.

### **St Gabriel's CE Primary School Governing Body**

#### **Members of the Governing Body**

Mrs L Brown	Head Teacher
Ms J Bailey	Chair
Mrs W Leech	Vice Chair
Mr S Leech	Church Governor
Mrs L Crossley	Staff

Mr O Inyang	Diocese
Mrs Tracey Cragg	Parent
Mrs Nadine Waldron	Parent
Miss H Forest	Co-opted
Miss S Tait	Co-opted
TBD	LA
Rev S Smith	Foundation ex-officio

### **STAFFING**

**Headteacher : Mrs L Brown**  
**Deputy Head : Mrs L Crossley**

Class	Teacher	Teaching Assistants
Nursery	Mrs J Dunlevy	Mrs C Butterworth Miss N Orton Mrs W Ward
Reception	Mrs C Doyle	
Class 1	Mrs D Foster (Lower school manager)	Mrs L Burke
Class 2	Mrs T Haughton	Miss H McCormick
Class 3	Mrs. N Boileau	Mrs K Burrows
Class 4	Miss S Cotogni	Mrs L Dunning
Class 5	Mrs S Smith	Miss A Henson
Class 6	Mrs M McKinley	Mrs L Walker
PPA/Management Cover Teacher FSU / KS1		Mrs B Malik
PPA/Management Cover Teacher KS2		Mrs L Crossley
1:1 Support Assistants		Mrs N Howarth Mrs A Clarke

### **Support Staff**

Business Manager	Mrs J Bolton
Administrator	Miss L Wright
IT Technician	Mr C McWhirter

Caretaker  
Cleaner

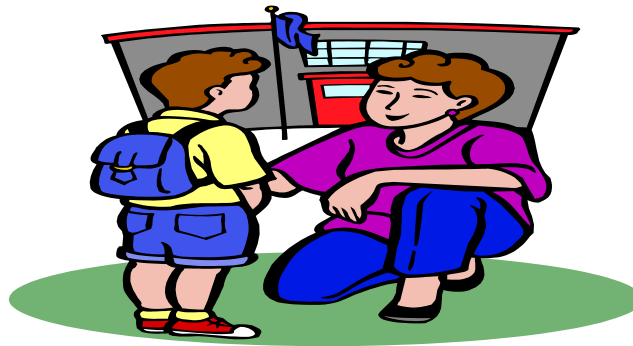
Mr P. Siddle  
Mr R Robson

Lunchtime Supervisors

Mrs J Anderson  
Mr C Donald  
Mrs J Taylor  
Mrs D Hilliard  
Mrs A Botham  
Miss S Tait  
Miss S Batch  
Mrs W Ward  
Miss H McCormick

Kitchen Staff

Mrs C Healey      Head of kitchen  
Miss T Wright  
Miss N Lillis



## Admissions Policy

PLEASE NOTE THE LOCAL AUTHORITY DEAL WITH ALL OUR MAIN SCHOOL  
ADMISSIONS AND NOT THE SCHOOL ITSELF.

Parents of children being admitted to our Nursery or our Reception class will be invited to an informal meeting prior to admission when information regarding the school and your child's education will be given. There will also be the opportunity to talk to your child's teacher.



If the number of applications for a community school is greater than the number of places available the school is oversubscribed and the LA will use the following admission criteria when offering places.

Pupils with an Education and Healthcare Plan naming a school in the statement will be allocated a place before any other places are allocated.

#### i) Admission Criteria

Children in care to the Local Authority (Looked After Children)

Priority can be claimed under this criteria if:

- A child is living in a residential home under the care of Rochdale MBC
- A child is living with foster parents in the Borough of Rochdale
- A child is living with his/her parents in the Borough of Rochdale and is subject to a care order.

#### ii) Medical/Psychological

- 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 Common Application Form at the time of application.

On receipt of the medical certificate/letter, the case will be referred to either the Consultant Community Paediatrician or the Principal Educational Psychologist for their professional advice. This is because evidence is required to show that admission to the particular school is essential.

Following receipt of the professional advice, 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.

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

#### iii) 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.



#### iv) Proximity and Ease of Access

Once places have been allocated using criteria i, ii and iii, 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..

### **School Attendance**

Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and leads to educational disadvantage.

Any incidence of poor attendance will be referred to the Local Authority for action via the Education Welfare Service.

### **Reporting Absence**

It is the parent's responsibility to inform the school of the reason for a child's absence, as soon as possible.

- Notification of absence can be made in the following ways:
  - personal parental contact with the teacher or Headteacher
  - telephone call on the first day of absence
  - parental letter

**All medical appointments must be accompanied by  
an appointment card or letter in order to be authorised**

### **Family Holidays**

Following Government legislation holidays taken during school time will be unauthorised and incur an immediate fine.

Any absence of more than 20 sessions (10 Days) over a 12 week period may lead to a fine. These absences may or may not include family holidays. Please be aware that if this is unpaid the fine rises substantially.

### **Lateness**

A pupil arriving late may seriously disrupt not only his/her continuity of learning but also that of others. Children who are late must be signed in at the office. Continual lateness will result in the involvement of the Education Welfare Service.

A copy of the complete attendance policy is available from the school office for parents to view.



### Picking children up during the school day

In the interests of school security we ask that when parents visit school during the school day they park outside of the school grounds and use the main entrance

to speak to the School Office.

Any children who are taken out of school for medical appointments etc should sign 'out' and 'in' within the register at the School Office. This is so we have the correct numbers for a 'headcount' in the case of an emergency, such as fire.



### The Foundation Stage (Reception and Nursery)

The early years are very important in your child's education. This is the time when basic skills are acquired and basic concepts are formed.

By the end of the foundation stage- we aim for St Gabriel's children to have had

rich experiences which will have developed their independence, their tolerance for others and to have provided them with the essential linguistic, mathematical and expressive skills. These are the foundations, which will be built upon during the infant, junior and secondary years that follow.

Our task at St Gabriel's is to build upon all that has been taught at home, therefore it is essential that we communicate with parents and develop a strong working partnership.

Initially we aim to do this through meeting with parents and children at school, during new intake meetings and taster sessions, staff may also visit your child in their private nursery setting where appropriate. Once in school we aim to quickly help the children to enjoy learning and to feel safe and secure within our environment.



This learning environment has to be carefully planned so that it is :

"accessible...understandable and stimulating for the children",  
(DFE report.... "Starting with Quality")

We provide creative and imaginative areas and areas where more formal curriculum work can be undertaken. There are opportunities to learn both inside and outside and we have a well-equipped outdoor area.

The curriculum followed by children is that set out in the national document "EARLY LEARNING GOALS". This sets out seven areas of learning.



- Personal, Social and Emotional Development
- Communication and Language
- Literacy
- Mathematics
- Understanding the World
- Physical Development
- Expressive Arts and Design

Throughout Nursery and Reception children's progress is assessed against these Early

Learning Goals. Ongoing assessment techniques are used whereby children are observed during their free play and planned activities. These assessments combine to make up two reports called The early-years foundation stage profile (Nursery) and The foundation stage profile (Reception).

The two years between entry to Nursery and the end of Reception are known as the Foundation Stage of Education. They are years of rapid development and during the Reception year the learning is gradually steered towards the National



Curriculum for children at Key Stage One. We still have the same goals of developing independence and learning through real experiences but at this stage some of the language development comes through the National Curriculum for English. This develops reading, writing and spelling through a structured session of whole class, small group

and independent work and also introduces the St Gabriel's school reading scheme.

In both Nursery and Reception we support the children's learning through the use of the schools computer systems. Children have access to iPads which enable them to develop basic computing skills.

## Key Stage 1 & Key Stage 2

### Curriculum



All the children at St Gabriel's CE Primary School are taught a broad balanced curriculum. The National Curriculum subjects of English, Mathematics, Science, Art and Design, Citizenship, Computing, Design and Technology, Geography, History, Music, PSHE and PE are taught to all age groups. They are incorporated in cross-curricular themes via the 'Cornerstones Maestro Curriculum' that is used throughout the school- this enables children to see learning as a whole rather than isolated subjects. The themes are carefully planned in two year cycles to ensure that all aspects of the National Curriculum are fully covered.

Within the themes and general class work we also ensure coverage of the broader

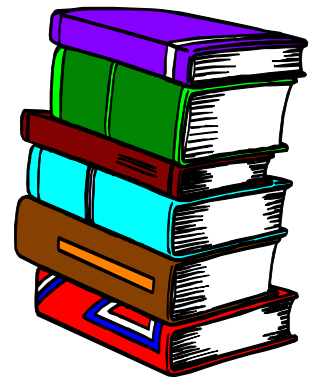


aspects of the curriculum including health education, equal opportunities and multicultural issues.

## English

### Reading

Reading is considered to be very important and we encourage reading by providing an environment in which books are seen to be valued and where reading material is presented in an inviting way. As well as giving children the mechanical skills of reading we aim to develop the love of books. We teach children to seek information from a variety of sources. From the nursery class and throughout the school, parents are encouraged to share books with their child.



### Writing

We encourage children to write and importance of writing form of communication.



from their earliest years in school emphasise the as a valuable

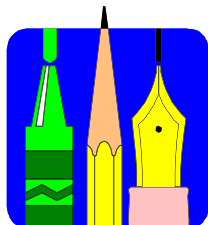


We feel it is important that writing should be enjoyed and be interesting. Children are continually encouraged to experiment and develop skills and to build in confidence to write fluently and expressively.

Writing is linked to relevant topics, situations and themes so that purposeful writing is undertaken. Children are given opportunities to write for a variety of purposes such as stories, accounts, play scripts, journals and reviews. As children progress through the school they are encouraged to reflect on their own writing and are taught the skills of proof-reading and redrafting. We also stress the importance of punctuation and grammar.

## Spelling

We encourage children to develop their visual skills to aid spelling. This is done by encouraging the child to look at whole words and letter strings with the intention of writing from memory. The strategy of Look, Cover, Write, Check is used.

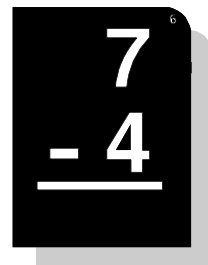


Look - remember what is seen

Cover - the original word

Write - write the word from memory

Check - see if it is written properly - do not alter  
but go back and  
repeat the strategy.



The children also have their own word books as well as the availability of published dictionaries and thesaurus.

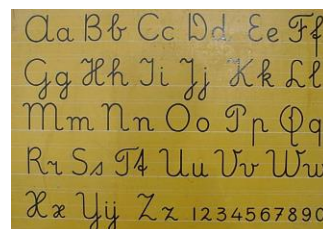


## Handwriting

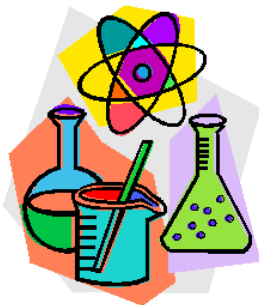
The importance of the correct letter formation is stressed. From entry into school children are taught a flowing print style which is developed in time to a fluent and legible joined up style. We use writing rewards in order to encourage the children in this area.

## Maths

Our overall aim and objectives are to give children the mathematics to use, not only in everyday situations, but to promote the development of mathematical thinking in all experiences. We aim to make children become aware that mathematics is all around - in the supermarket, at the bus station, in baking a cake etc. We hope to develop an enjoyment of mathematics through a variety of activities and teaching methods - class, group and individual teaching. Our mathematics teaching provides a structure to work and is based on learning through practical activities and discussion, also emphasising problem solving, pattern and investigation work.



## Science



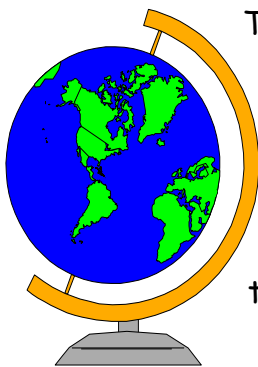
Primary science involves children actively in exploring, discovering and investigating their environment. At St Gabriel's we aim to provide activities to help children gather the experience they need to understand the world in which we live. We give children opportunities to carry out work which progressively develops their knowledge and introduces them to the skills and processes of science. From an early stage, pupils have experience of observing, measuring, describing, investigating, predicting, experimenting and explaining. Science is developed within themes and as separate topics.

### **Computing**

Computing includes working with a computer, talking about ways in which equipment such as toys and domestic appliances respond to signals or commands, generating pictures and words to communicate meaning and storing and retrieving information. We also include the vital area of internet safety with our lessons. We use Kapow to support our teaching of computing.



### **Geography**



The geography syllabus covers the skills of map and fieldwork techniques. Children study the local area and look at similarities and differences between different regions and countries. Within themes children cover aspects of the weather, climate, population, materials and natural resources. Children are taught to observe and record facts and present their findings in a variety of ways.

### **History**

Creating an interest and curiosity about the past is developed throughout the school. Younger pupils study history through such themes as houses and homes, families, clothes and transport. The older pupils study units on Ancient Civilisations, and Victorian Britain. Famous people and important historical





events are explored. Sometimes visits are made to museums, castles and old houses to supplement class studies and to provide first hand experience.

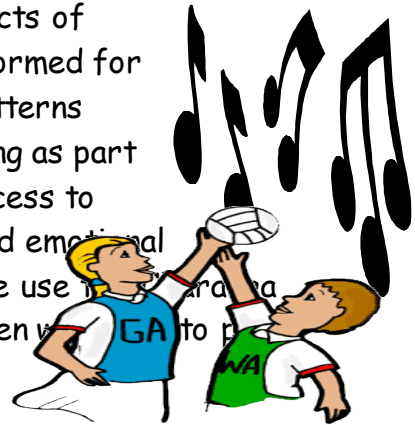
### Art and Design



Artistic expression is nurtured by encouraging children to communicate and record their experiences, reactions and ideas in pictures, and to talk about what has been drawn, painted or made. A wide variety of materials and media are used and varying techniques are encouraged. As well as having the opportunity to create, children are also taught to look and develop visual perception and to describe and discuss the things they observe.

### Music

Children are encouraged to be actively involved in all aspects of music. A variety of songs are taught and sometimes performed for an audience. Children are shown how to produce sound patterns using the voice, body or instruments. They learn composing as part of music in the National Curriculum. Children are given access to music that creates different moods to help expression and emotional development, as well as develop musical understanding. We use the GAA to support our teaching of music and children use musical instruments.



### Physical Education



A broad balance of physical activities is provided within the curriculum giving opportunities to develop practical movement skills such as dance, gymnastics and game skills. Children are taught the importance of learning and understanding rules and to co-operate and work as a team. We use the PE

Passport scheme to support our teaching of P.E.

The Year 4 children attend swimming at the local sports centre.



### Clubs and Leagues





In addition to the PE programme the school also enters teams in the local school's leagues and tournaments for football, rounders, badminton, cross country and netball. We also run numerous extra-curricular sport clubs.

### Homework

Homework forms an essential part of your child's learning and we ask that you get involved as much as possible. It is one way in which parents gain a perspective on the curriculum and become actively involved in their child's learning.

#### Objectives of Homework

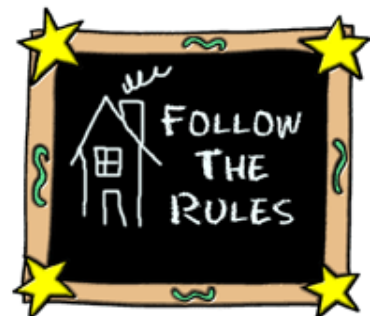
- To allow practise and revision, where it is needed, of skills learned in the classroom
- To permit more ground to be covered and more progress to be made
- To enable class work to concentrate on those activities requiring the teacher's presence
- To open up areas of study and make possible use of material and resources or information that are not available in the classroom
- To involve parents in pupil's work and encourage home/school liaison.

To encourage children to do their homework, we have established a rewards system and prizes will be awarded termly.

### Discipline and Behaviour

At St Gabriel's staff work together alongside pupils to promote a caring and stimulating environment. To achieve this all members of school are expected to observe the following:

- ◆ Keep hands and feet to yourself.
- ◆ Do as adults within school ask you.
- ◆ Always work to the best of your ability.
- ◆ Listen to teachers and other children while they are speaking. (Put your hand up if you want to talk to the teacher or class).



- ◆ Move around the school quietly and sensibly.
- ◆ Always call a pupil by their first name.
- ◆ Come to school in uniform and always try to be clean and smart.
- ◆ No jewellery - small stud earrings are allowed but must be removed for P.E, games and swimming.



- ◆ Only bring toys or belongings into school if your teacher has asked you to.
- ◆ Be proud of your school. Treat everyone and everything with respect.

*We encourage good behaviour through being consistent, praising and rewarding, reasoning and listening and sharing problems.*

Bullying behaviours are not accepted by any member of the school community. Our policy is to work alongside all pupils, staff and parents to work towards the elimination of any form of bullying.

The school expects co-operation and understanding from parents in promoting good behaviour.

### **Parental Involvement**

We regard education as a partnership between home and school, because children do not stop learning at 3.15 pm. We keep you informed of what is going on at school by means of regular letters, Facebook updates, text messages and via the school app. We are always willing to listen to what you have to say. Parent's evenings are held three times each school year and we invite you to events that we organise from time to time. We have a number of parents who help in school in a variety of ways - some on a regular basis, others who come in occasionally. Some examples of this are: helping in the classrooms with baking, reading activities, sewing and craft etc. If you would like your name to be added to our list please let us know.



### **Friends of St. Gabriel's**

We have a school group which consists of parents, teachers and friends of the

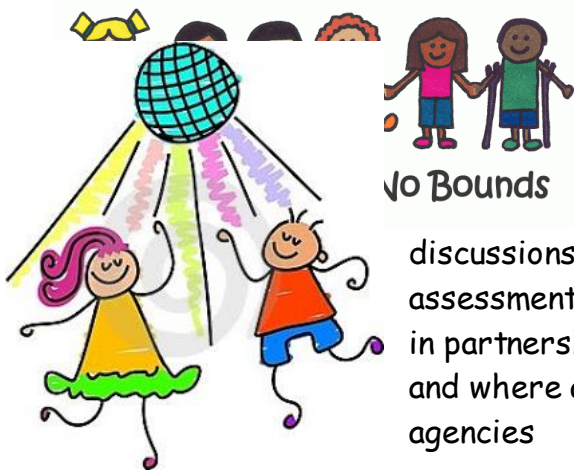
school.

There are two main aims - first and most important is the promotion of a better relationships between home and school - to create a "family" school, and secondly the raising of money to buy equipment for school. We encourage your involvement in the association and would be pleased to see you taking part in the various events. You will receive parent mails and letters informing you of our numerous events and asking for your support and help.

### **Special Educational Needs**

We are firm believers in inclusion and have children with a variety of special needs within our school family. Provision is made, wherever possible within school, for all children with special and additional educational needs. Regular and continuous

assessment is undertaken to establish the needs of the individual child so that appropriate provision can be made. Parents are seen as a vital part of this process and their opinions and consent are sought at each stage. Parents are invited to take part in the



**No Bounds**

discussions involved in the assessment process and to work in partnership with the school, and where appropriate, other agencies

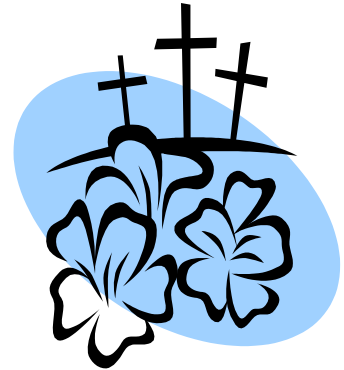
### **Religious Education**

The school is a Church of England Voluntary Controlled Primary School and we have close links with St Gabriel's Church. We use the church for special or festive occasions such as at Christmas and Easter. We also hold end of term services there.





Our religious education policy is based on the Manchester Diocesan Board of Education syllabus and on local authority guidance. The Questful RE syllabus is mainly of a Christian nature covering aspects of the Bible, Jesus Christ, The Church, Festivals and Christian Living. Language and similarities of two main world faiths - Judaism and Islam are introduced in the infant years, this is then to include Hinduism and Buddhism in the juniors.



Children take part in a daily act of worship, either as part of the whole school, infant or junior unit or class group. Collective worship usually take the form of listening and reflecting on a piece of music, singing a hymn or song, a prayer and listening to or acting in a story, poetry or reading.

We welcome all parents to join us in our  
Friday morning  
Celebration Assembly which starts at  
9.10 am.



### Sex Education

Relevant aspects of personal and social education are generally covered through themes in areas such as science, health, community and citizenship studies. Issues such as growing up and approaching puberty would normally be seen as a natural part of the science curriculum and pastoral care, and would be covered in a mixed group. Where sex education forms part of say, a broader health programme, eg

TV broadcasts, video or special talk, parents would be given the opportunity to discuss the programme or lesson prior to the children's involvement.

### Pastoral Care

Pastoral care is very important to us here at St. Gabriel's and as such we provide a warm and caring environment for all our children. We ask that you inform us of any issues that arise either in school or at

home that may be affecting your child so we can keep a special eye on their welfare. We also provide support via our Therapeutic Inclusion room for children who are particularly in need. It is a timed strategic intervention to help any child with social or emotional issue cope better both in school and out.

### **Child Protection**

St Gabriel's CE Primary School fully recognises the contribution it can make to protect children and support pupils in school. The school designated person for child protection is the Headteacher, Mrs L Brown and the Deputy Designated officers are Mrs L Crossley, Deputy Headteacher and Mrs D Foster Assistant Headteacher.

The school has a comprehensive policy and procedures for dealing with child protection issues. There are three main elements to the policy - Prevention, Protection and Support. The school designated person, may, as part of her role contact Rochdale Child Care Services for advice and support with regard to specific areas of concern. Please ask at the office or see website for further information.

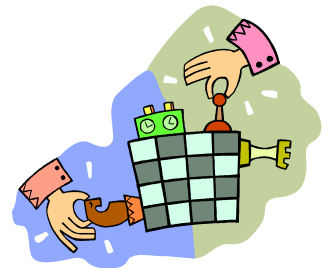


### **Breakfast Club**

We run a breakfast club which starts at 7.45am until 8.50pm. Please enquire at the school office if you want more details.

### **After School Club**

We also run an After-School Club from 3:15pm - 5:30pm. (5:20pm on Fridays) If you are interested in your child attending these sessions please enquire at the school office for more details and a booking form.



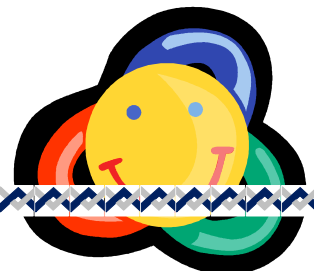
**Both of these services require payment at the beginning of each week - full details are available at the school office.**

**PLEASE NOTE THESE SERVICES GET BOOKED UP VERY QUICKLY AND DUE TO HEALTH AND SAFETY REGULATIONS WE HAVE A MAXIMUM NUMBER THAT WE CANNOT EXCEED.**

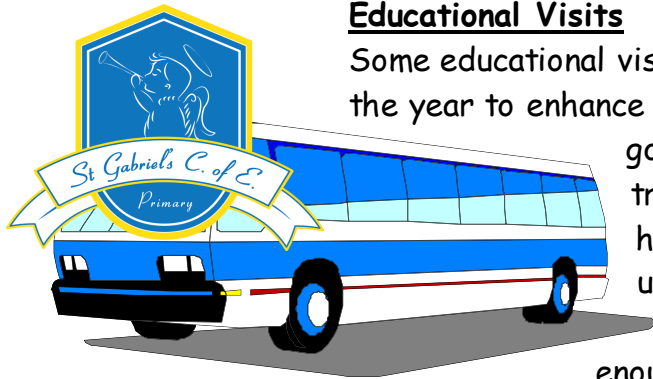


### **After School Activities**

There are a number of extra-curricular activities available,



including football, netball, cross country, badminton, art and rounders. We like to think that it is a lively school with plenty going on. The availability does depend on the age of your child and the time of year. You will receive further information when it becomes relevant to your child.



### **Educational Visits**

Some educational visits are arranged for children throughout the year to enhance work undertaken in school. The

governors have agreed to supplement these trips to reduce the cost to parents however contributions from parents are usually requested to support these visits.

Please note that if there are not enough contributions made trips will have to

be cancelled.

### **School Uniform**

We do have a school uniform in the belief that it will help to give a sense of "belonging" to the school.

**Please help us by ensuring you send your child to school in correct school uniform they look so smart and proud to be a member of our school**

Our uniform is supplied by **Broadbents**,  
65 Long Street, Middleton  
(tel: 0161 643 5193).

### **The school uniform consists of:**

- Yellow polo shirt
- Navy jumper, cardigan or sweatshirt- these can be with or without the school logo
- Dark grey long trousers or shorts, pinafore or skirt
- Black, white or grey socks

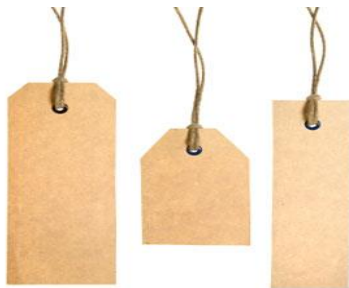


Alternative summer wear is a checked dress. This can be blue and white check, or yellow and white check.

We ask that the children wear sensible all black flat footwear in which they will be safe around school and in the playground. (Trainers are permitted as long as they are **all black** without coloured logos)

### **Hair**

Long hair should be tied back. Children with long hair should ensure that they have something in school with which to tie their hair back at all times. This is a health and safety requirement.



**Please label or mark all your child's clothes including P.E. kit (and wellingtons - in FSU). This will save a lot of confusion and time.**

### **Physical Education**

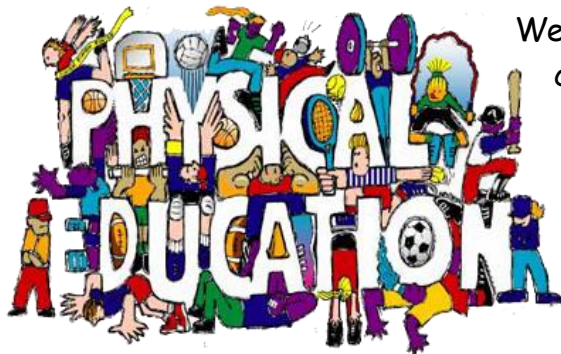
The following rules on safety in physical education are in the interests of the health and safety of our pupils.

#### **PE Clothing**

We also ask that each child has a PE Kit comprising of:-

- A white collar-less short sleeved shirt
- Blue shorts
- Black pumps

(Navy tracksuits can be worn for outdoor PE in the colder weather)



If our child is taking part in the dinner time or after school football they will require football boots and kits

### **Keeping Kit in School**

We ask that children have their PE kit in school at all times. If they have a pump bag or plastic carrier bag (clearly labelled with their name) containing their named kit, it can be hung on their coat peg.

## **Jewellery**

Jewellery, with the exception of watches and small stud earrings should not be worn in school. All jewellery and other personal effects such as watches should be removed before the PE lesson. In the light of such circumstances as newly pierced ears the governors have agreed to allow small studs to be worn as long as they are covered by tape for a period of up to 6 weeks following the piercing.

**Please note the school accepts no liability should uniform or jewellery become misplaced.**

The rules on safety in physical education are made in the interests of the health and safety of all our pupils. They are also in line with the legal guidance for schools from the Department for Education.

[We thank you for your support and co-operation in all these matters](#)

## **Medicines in School and Medical Matters**

Please note we cannot administer medicines unless they have been prescribed by a doctor and come in to school clearly labelled by the pharmacy. We also only administer medicines if they are to be taken 4 times a day, as if it is only 3 times this can be done easily without involving the school.

The medicine should be brought in by an adult and handed in at the office.



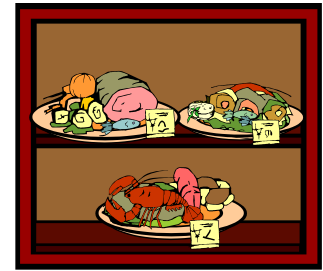
The medicine administration form **MUST** be filled in at this point or we cannot administer it. Over the counter bought medicines **cannot be given by the school staff**. If necessary parents can come in to school to do this.

**NB:** In the case of serious accidents or illness at school we do not hesitate to contact parents, therefore, please take care when filling in the contact card and include all details of where you can be reached in an emergency.

## **School Meals**

School dinners are cooked on the premises and a choice of menu is provided.

Dinner money is collected on a Monday morning and we ask that this is sent in an envelope or plastic money bag, clearly labelled with the child's name and the amount enclosed. Dinner numbers are sent to the kitchen by 9.45 am each morning, therefore, if your child is likely to be late due to a medical appointment, please let us know so that a meal can be ordered. Children may alternatively bring a packed lunch but please do not send glass bottles, cans of pop, sweets or chocolate.



**Any change to a child's meal requirements must be given in writing at least 2 weeks in advance. (if they are coming off school dinners or going onto them)**  
**This is due to our ordering of supplies for the kitchen.**

**ALLERGIES - please inform us in writing from your doctor if your child is allergic to anything. Unfortunately, we can no longer accept the word of a Parent/Carer, we require a medical letter**

#### **Charging and Remissions Policy**

Voluntary contributions may be sought which are deemed to be for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential. Any requests for contributions will make it clear that there is no obligation to contribute and pupils will not be treated differently



according to whether or not their parents have made any contribution in response to the request. It would in most cases be made clear that an activity would not take place if parents were reluctant to support it financially.

Governors recognise that some parents may have difficulty in paying for or contributing to some curriculum enhancing opportunities and to this end have agreed to subsidise trips and educational visitors into school where the budget allows.

#### **Further Information and Documents**

More detailed information about the curriculum provision and policies in operation at St Gabriel's can be obtained from the office.

### **Complaints Procedure**

Should you at any time have concerns regarding school curriculum or policy we would ask that you seek to resolve them by informal discussion with your child's class teacher, Key stage/unit co-ordinator or the Headteacher..

If the school is unable to resolve the issue then the LA has established appropriate procedures for the consideration of complaints. Copies of documents explaining the procedure can be obtained from the school.

*We hope the information in this booklet has been useful.*

*If you have any further questions or concerns  
please do not hesitate to contact us.*

*We look forward to working together to ensure  
your child becomes the best they can be.*

