On behalf of the children, staff and governors I would like to extend a warm welcome to you and share some information about Holy Trinity Church of England School. We believe our school is a special place and hope everyone enjoys their time with us.

At Holy Trinity we have a fantastic staff team who are totally committed to ensuring that every child within our care receives an excellent education. We encourage children to take responsibility for their learning, to grow in confidence and become more independent.

The ethos of our school is rooted in the Christian faith. We have strong links with the Church and local community.

We believe that children learn best when staff and parents work together in close partnership and so we value your involvement in your child’s education. We promote good behaviour so that every child can achieve their potential.

The challenge for Holy Trinity is to extend all children both academically and socially.

I hope that this booklet gives you an informative account of the school. If you have any questions or wish to visit us, please telephone to make an appointment to meet me and to view our school.

I look forward to working in partnership with you and to welcoming your child to our school.

Headteacher

General Information

Holy Trinity C.E. (C) Primary School is a co-educational day school, administered by the Staffordshire County Council Local Authority. The school, for children between the ages of 3 and 11, endeavours to foster a ‘love of learning’ to enable the children to grow and prepare for their life ahead.

The school was built in 1876 following the 1870 Education Act which said all children must go to school. It has had many different names, finally becoming Holy Trinity in 1981.

School Address

Holy Trinity C.E. (C) Primary School
Wetmore Road,
Burton upon Trent,
Staffordshire.
DE14 1SN
Telephone: 01283 239495
Fax: 01283 239499
E-mail: office@holytrinity.staffs.sch.uk
The School Day

Nursery: 8.45 – 11.45 a.m.

<table>
<thead>
<tr>
<th>Teacher on duty</th>
<th>Key Stage 1</th>
<th>Key Stage 2</th>
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<tr>
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<td>8.45</td>
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<td>Morning break</td>
<td>10.25 – 10.40</td>
<td>10.45 – 11.00</td>
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<tr>
<td>Lunchtime</td>
<td>12.20 – 1.30</td>
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Breaktime

We are part of the National Fruit Scheme whereby all children in Foundation Stage and Key Stage 1 have free fruit each day. In Key Stage 2, children bring their own fruit as a snack.

Lunchtime

We are a Health Promoting School and we encourage all our children to live a healthy lifestyle. School meals are available. Payment should be made on the first day of each week. There is always a wide choice of main course and dessert. However, children who prefer may bring a healthy packed lunch. This should not include glass bottles, fizzy pop, sweets or chocolate. A chocolate covered biscuit is acceptable.

The teaching staff consists of the Headteacher, 2 Key Stage Co-ordinators, three full-time teachers and a part-time Nursery teacher. Children are taught in mixed age classes. The children are in the care of their own class teacher who is responsible for their education and welfare. Staff do their utmost to ensure that the children are happy in their school environment. Any cause for unhappiness in school should be discussed with the child’s class teacher, Key Stage Co-ordinator or the Headteacher. Teachers have support in the day to day running of their classrooms from a Teaching Assistant.

The School Day

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Mission Statement

Our school is a Christian foundation enjoying the support of staff, governors, parents and the local church. The school family aims to:

- Help all children reach their full potential;
- Provide a happy, pleasant and stimulating environment in which the contribution of each individual is valued;
- Foster mutual respect and care for those within the school and wider community;
- Encourage Christian values to permeate the life of the school;
- Enrich school life through a daily act of collective worship.

Christian values – honesty, love, peace, tolerance, respect, self-control, forgiveness, happiness, kindness, patience, trust.

Happy in Faith and Learning

Aims

We want all children to be happy, safe and achieve their aspirations. We work with the Every Child Matters agenda to meet the needs of all the children at Holy Trinity. (See insert for detailed aims)

Admissions Policy

In consultation with the school governors the Local Authority determines the number of pupils that may be admitted in each academic year. (See insert).

- Current government policy enables parents to send their child/children to the school of their choice, providing the school admission number has not been exceeded.
- Children are admitted into the Nursery class in the September after their third birthday. This is a part time place for a full academic year. We have 26 places available.
- Children are admitted into the Reception class in the September after their 4th birthday. We have 18 places available.
- Parents are required to fill in separate application forms for Nursery and Reception. Places are allocated by the Pupil Support Services of the Local Authority.
Religious Education

R.E. is taught as separate lessons and also through topics. The study units are based on the Staffordshire Agreed Syllabus for Religious Education and are planned with reference to the Lichfield Diocesan Syllabus. Christianity is the main religion in this country, but of course it is important for children to know about other religious beliefs.

Children are encouraged to develop spiritually and morally and we aim to establish a sense of awe and wonder and respect for the beliefs and feelings of others and value the search for a faith to live by.

Parents have the right to ask for their child to be withdrawn from Religious Education or daily worship but parents may first wish to discuss the matter with the Headteacher. They may find in discussion that the school’s approach does not conflict with their own. If a child is withdrawn, alternative provision is made in consultation with parents.

Collective Worship

Each day an act of Collective Worship is held to honour the church foundation of the school and meet the requirements of the foundation governors. Worship is usually a part of the school assembly and plays an important role in school life and in reinforcing and reflecting the ethos and values of the school.

Any parent has the right to ask for their child to be excused from R.E. or Collective Worship. Before exercising that right, the Headteacher would urge that parents discuss with her the full implications of withdrawal from this important aspect of the curriculum. Alternative arrangements will be made for those children whose parents withdraw them.

Church School Links

Strong links are fostered with the local Churches. The children lead festival services in church. Children from the Nursery through to Year 6 visit the church for curriculum coverage. Family services are held in school where the school community are joined by members of St. Modwens Church congregation.

Visitors from churches in Burton are welcomed to take collective worship on a regular basis.
Our Curriculum
The school aims to provide children with quality teaching and learning experiences which are delivered through practical and stimulating activities.

In our Foundation Stage Classes the curriculum is based on the Guidance for the Foundation Stage and the children focus on six areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Mathematical Development
- Knowledge and understanding of the world
- Physical Development
- Creative Development

This carefully planned work introduces children to the National Curriculum which is followed throughout Key Stage 1 and Key Stage 2. Children follow a broad curriculum which builds on prior learning and develops independent learning skills. The curriculum is planned so that each child can reach their full potential.

The core subjects of Literacy and Numeracy are taught daily throughout the school. All other subjects: Science, ICT, RE, Art and Design, Design and Technology, PE, Geography, History, Music, PSHE and Citizenship are developed through active teaching and learning.

Each half term all parents receive a curriculum letter outlining what their children will be learning so they can help support their child.

Sex Education
This begins in Key Stage One as part of our science curriculum and follows requirements set out in the National Curriculum. The school nurse regularly speaks to children throughout the whole school on various health topics. Sex education in Year 6 covers family life, hygiene and changing relationships and is closely supported by the school nurse. Parents are invited into school to view the materials that support these lessons. Parents have the right to withdraw their child from RE and Sex Education lessons, however prior consultation with the head teacher is essential.

Educational visits:
Children have the opportunity to experience a variety of educational visits from Nursery to Year 6, including residential activities for the older children. Experiences include a wide range of trips linked to the curriculum and organised for the purpose of supporting and broadening learning. We also make good use of our local area to support topics. Our School Fund helps to subsidise these activities. As for many pupils these visits are a memorable highlight which enriches their learning experience and complements their development in the classroom.

Responsible Internet Use:
We regularly use the school computers and Internet connection for learning. We encourage all children and staff to follow the safe internet use policy in school.

Assessment
On-going assessment forms an important part of education.
- Children's progress is monitored regularly through marking, observation and assessment activities.
- Children are assessed on entry to school, at the end of the Foundation Stage and at the end of Key Stage 1.
- At the end of Key Stage 2 Statutory Assessment Tests (SATs) take place in Year 6. (Currently under review). Results – see insert.

Parental Consultations and Reports
Teachers are always willing to adopt a pro-active approach with parents in order to review a child's progress or deal with any other concerns that may arise. These issues or concerns can be discussed at a mutually convenient time.

Parent's evenings are arranged in the Autumn and Spring term where parents can view pupils work and consult with teachers.

Every child will receive an end of year report during the second half of the Summer Term.

Home-School Communication
We are proud of our strong partnership with parents. We ensure that you are kept regularly informed via our newsletters, curriculum information and letters about special events. We have a Home-School Partnership Committee which meets termly.

Parents are invited to school to help and classes for children and parents together are run in conjunction with Burton College.

All parents who offer to help in the school must be subject to a Criminal Records Bureau check as part of the Safeguarding Children legislation.

Homework
Homework is an important part of a child's progress and helps to consolidate learning. Parents play a vital role in their children's learning.
- All children are given such tasks as spellings, number bonds and times tables.
- As children get older they will also be asked to carry out other activities according to their age and ability.
- We encourage all of our parents to listen to their children read every day.
Extra Curricular Activities
A wide range of extra curricular activities take place for children during the lunch hour and after school. These include art, choir, dance, football, history, hockey, ICT, multi-skills, recorders, science, cri-s-cros and MAG. These vary from term to term. The children are encouraged to participate in as many as they wish in order to assist their personal development and interaction with others. Club information will be sent home with your child.

In addition Breakfast Club is open daily from 8.10 – 8.45 a.m. and after school Games Club each Monday to Thursday 3.30 – 4.30 p.m.

School Council
Our School Council consists of two class members from each of Reception to Year 6 who are elected by the children. Older members support the younger members. The School Council provides children with a forum for debate and discussion, and a voice in the decision making process of the school.

Attendance
Regular and punctual attendance at school promotes good progress and attitudes to learning. Parents are discouraged from taking the children out of school for holidays during term time since this has detrimental effect on their learning. Holiday dates are published well in advance. (See insert).

Absences
If your child is unable to attend school then notification is required either:
- By a phone call
- By a visit to the school office
- By a letter
- By e-mail

The absence will then be classed as an authorised absence. If there is no notification it is classed as an unauthorised absence.

No child is allowed out of school during the day unless accompanied by an authorised adult. If your child has an appointment please inform the school beforehand. He/she must be collected from the school reception and signed out.

The Friends of Holy Trinity
We have a Parent, Teacher and Families Association known as the Friends of Holy Trinity. All parents are automatically members and are warmly invited to join in meetings, events and social occasions. Funds raised are used to enhance the children’s education.

Links with the Community
As a school we recognise the value of learning by first hand experience.

We encourage links with local business and community to extend and enhance our curriculum.

We are delighted to welcome many visitors from the local community and national organisations who add an extra dimension to our curriculum. The school raises money for charities each year.

Emergency Contact
All parents are asked to provide current home and work contact numbers including the name and phone number of their family doctor in case their child is taken ill. Accidents are recorded in the accident book and the necessary treatment given. You should be aware, however, that Health and Safety regulations state that we do not use any antiseptic creams or lotions, only cold water, for cleaning wounds.

If an accident required specialist attention then you would be contacted.

Road Safety
To ensure that the children have the safest route to school possible we ask that parents do not park in the road at the side of the school or on the pavement as it does represent a risk to the children. We have a courtesy agreement with Fitness First across the road and the children can use the crossing warden on the zebra crossing. Jumping over the wall can be dangerous.
Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children. Staff hope that parents and children will feel free to talk about any concerns or worries which may affect educational progress and that they will see the school as a safe place.

Children will be taken seriously if they seek help from a member of staff. Parents will normally be consulted and their consent obtained before any referral is made to an agency outside the school under local 'children in need' procedures. However, staff cannot guarantee to consult parents first, or to keep children's concerns confidential, if referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Special Educational Needs

We aim to cater for the needs of all our pupils as closely as possible. Individual needs are monitored by the class teacher in line with the school Assessment policy. Sometimes pupils have a particular need that requires more support. The class teacher then works with the Special Needs Co-ordinator to prepare an individual programme of work for the child to follow. This programme of work will often be administered alongside the normal classroom programme. Sometimes pupils will be organised into small groups who will be helped by a classroom assistant. Where a pupil has an individual education programme, or we have any concerns about a pupil's progress, either academically or socially, we involve parents as early as possible. A full copy of our policy for Special Educational Needs is available from the school office.

Disability Access

We are an inclusive school where we aim to treat all children fairly and equally. We ensure that children with disabilities, or with special educational needs, are treated in every respect no less favourably than other children. The school has a disabled toilet. The school operates an equal opportunities policy for all and aims to be an accessible place for all people, whatever their age, ability, race, culture or gender.

The school has an accessibility plan (required under the Disability Discrimination Act 1995) for increasing access to the school for pupils with disabilities. This is available to view on request.

Medicines

If your child is obviously unwell, please keep them away from school. Normally, if a child needs medicine as prescribed by the doctor, the child should not be at school until they have fully recovered.

If it is essential for medicine to be brought into school, then it should be in its original container and a request and authorisation letter will need to be completed stating the correct dosage and frequency. The medicines must be handed in at the school office. These arrangements are designed to protect the health and welfare of all children in school and parents are asked to adhere to it.

Recognition and Reward

Success and achievement in all areas of school life are celebrated.

We use team points, star of the week, praise postcards, merit certificates and headteacher awards to reward good work, effort, behaviour, attendance and polite manners.

School Uniform

Why?

We feel that it is important that the children identify with the school so that there is a feeling of unity, belonging and pride in our school. Uniforms help to fulfil this aim. Having a uniform makes choosing clothes in the morning a lot easier! (Details – see insert).

Charging Policy

For educational visits taking place during school hours, voluntary contributions may be requested. Such activities will take place if sufficient funds are collected to cover the costs. A full copy of the policy is available from school.

The Golden Table

Friday is a very special day at Holy Trinity because some children are able to eat their lunch on the Golden Table!

The Lunchtime Supervisors observe all of the children throughout the school week and choose children who ‘shine’ at lunchtime to sit on the ‘Golden Table’.

Children are chosen if they:

- have excellent behaviour
- show good manners
- share well with others
- are helpful
- care for others
- are a super friend
- are a model for others
- have a comprehensive Behaviour and Discipline Policy through which we recognise, encourage and reward acceptable behaviour. Unacceptable behaviour is dealt with through a range of sanctions according to need. All children are involved with drawing up the class charter with their teachers at the start of the year.

In addition

Please see the wallet at the rear of this prospectus for further information.

Compliments, Comments and Concerns Procedure

We are always eager to receive feedback from parents and we welcome positive feedback if you think we are doing things well. A regular questionnaire is sent out to parents which provides another opportunity for feedback. We encourage an open dialogue between home and school and we expect all our pupils, members of staff and parents to listen carefully and respectfully to each other.

If you become concerned about your child's education, it is important that you tell us; as a first step you should discuss any worries with your child's teacher. If you remain concerned after talking to the teacher, you should arrange to see the Key Stage Co-ordinator or Headteacher. If this approach proves unsatisfactory in outcome, parents may request a copy of the compliments, comments and concerns policy.
Finally

Here are some of the thoughts from the children about our school ………. 
We have lots of good reading books 
Everyone makes school time a fun, interesting and outstanding experience.
I like the size of the school because you get to know everyone and everyone is friendly to you.
I think school is brilliant!
I like the lessons, they are always fun and the teachers always help you with your problems.
Our teachers are all really kind and helpful.
I think our team point system is good, it makes you work hard to get points for your team. I enjoy being a team captain and hope we win the shield.

Every child is unique, every child is special…….. every child is an individual.
We are delighted to have your family with us.
We hope you will all be happy in our school.