

Welcome

Holy Trinity CE (C) Primary School is a very special place to learn, grow and develop. It is a popular Burton school and is held in high affection and regard by many - pupils, teachers, parents and the local community.

We are a thriving Church of England primary school of 240 children, aged between 2 and 11, who are taught in eight classes. We have eight class teachers, including part-time teachers. Each class has a Learning Support Assistant to support the children's work, especially in English and maths. We offer extensive Wrap-around-Care from 8am to 5pm, including our Nursery afternoon sessions for children who are in our morning nursery sessions and for children who turn three in the Autumn and Spring term before they are due to start maintained nursery the September after.



We have a strong creative approach to meeting the needs of all our children and the curriculum is enriched by music, art, drama, literature, visiting authors and poets, history days, a wide range of educational visits, concerts, visiting theatre companies and so, so much more to support our children's cultural capital.

We want our children to be happy and to enjoy school. We value them, we like them, we are interested in them, we talk to them and they talk to us. They trust us and we enjoy being with them.

Our Distinctive Christian values and ethos ensure our children have a sound understanding of the respect and kindness needed to get along with everyone in and around our community. We have close links with many of the local churches and the children have a wide and varied diet of visitors coming into school to support our values.

Everyone at our school strongly believes that children deserve to experience childhood and all the magic and wonder it brings - and in doing that we work closely with their parents and families, and with the community in which we lie. We all want our children to:

Aspire to be more...

The school was last inspected by Ofsted in November 2019 when we were again judged to be 'GOOD' in all areas of the inspection, and in our overall effectiveness of provision. The Inspection Report said, 'This is a happy, caring school. Pupils like coming to school. They enjoy learning and say lessons are fun. Pupils want to do their best and take pride in their work. They feel happy and safe in school. Pupils care about each other and know the staff care about them. For example, they know if they put a note in the class 'What do you want your teacher to know'? box, teachers read it. These notes could be about a worry, a special event or award, or about another pupil who has done something nice. Parents and carers are very happy with the school and value the support given to their children and them as families. All staff and governors have high aspirations for pupils. They know pupils and families well. They want each pupil to leave school, 'as a confident, competent, well mannered, caring individual who is ready for the future'. They do.

Pupils' behaviour is very good. Playtimes and lunchtimes are happy and active. Movement around school is calm. Learning in the classroom happens without disruption. Pupils say bullying is rare. If it does happen, it is quickly dealt with.

The school is well led. The headteacher is passionate and determined. She and the governors work hard to provide a thriving, positive learning environment. Staff feel valued.' The full Ofsted Report is available on our school website.



The effectiveness of the leadership and management of the school as a church school is outstanding

The headteacher is well supported by governors, staff and parents and has a passion and commitment to the Christian foundation of this school. A very clear and consistent direction is provided by her leadership which drives forward the school's vision. Pupils, leaders and parents articulate, understand and ensure that the distinctive Christian values and ethos which pervades a caring environment remain central to the school's vision. Both the parish incumbent and the Riverside Community are regular visitors and nurture the close links between pupils and their respective Christian communities. This adds to the Christian distinctiveness. SIAMS report December 2016

I am extremely proud to lead a team that is committed to achieving high standards and providing the very best opportunities for the children in our care. Staff, supported by governors, work hard to deliver a rich and challenging curriculum; to prepare children for their future education; and to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.

The best way to find out about our school is to come and visit, to see us in action and meet our staff and children. A telephone call to the school office on 01283 247550 is all that is needed to arrange this.

We look forward to welcoming you to our school, and to a happy and successful partnership with all our new children and families.

Mrs Nicola Oliphant
Headteacher

The Governing Board

The Governing Board of the school is made up of people from a variety of backgrounds. The school governors are a group of individuals, who are elected, nominated or co-opted and are representative of parents and staff, the Church, the Local Authority and the local community. School Governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held at least once each term and committees meet in addition to meetings of the full Governing Board. If you are interested in becoming a school governor, please contact Nicola Oliphant, Headteacher to find out about any vacancies and ask for a Governor's Information Pack.

Organisation

Children are entitled to spend up to five terms in the Nursery (FS1). These consist of two terms following their third birthday in an afternoon (12.30pm-3.30pm) and three terms following this in either a morning or an afternoon slot (8.40am-11.40am). Children spend seven years at primary school.

Age		Stage	
3-4 years	Nursery (FS1)	}	Foundation Stage
4-5 years	Reception (FS2)		
5-6 years	Yr1	}	KS1
6-7 years	Yr2		
7-8 years	Yr3	}	KS2
8-9 years	Yr4		
9-10 years	Yr5		
10-11 years	Yr6		

We currently have eight classes including a Nursery FS1 class offering part/full-time places for up to 26 children, one Foundation Stage Two class, two classes in KS1 and four classes in KS2. Each class is taught by a fully qualified teacher who is assisted by at least one if not more, Learning Support Assistants (LSAs). We encourage professional development and all our staff are highly qualified.

The school has just undergone extensive building and alteration works to move from small cramped mixed aged classes of up to 38+ children to a single form entry primary school. Visits are a must to



see the wonderful learning environment and school we now have for our children to thrive in. we are almost full – spaces are becoming very limited 😊

Our vision

Holy Trinity C E Primary school encourage our children to ‘aspire to be more...’ and not to ‘have more’.

Mission Statement

Our school has a Christian foundation enjoying the support of staff, governors, parents and the local church.

The school family aims to:

- Help all children to reach their full potential
- Provide a happy 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 distinctiveness to permeate the whole of the school
- Enrich school life through a daily act of collective worship

Values – Koinonia, Love, Honesty, Forgiveness, Courage
Dedication

School Motto

Aspire to be more...

Aims

At Holy Trinity we will provide high quality education and equal opportunities for all our children in a happy, caring and secure environment, thus developing self-confidence and encouraging a love of learning, in order that each child reaches their full potential and are prepared to face the challenges of our ever changing world.

To fulfil this, we will:

- Provide access to a wide and exiting range of teaching and learning experiences in order to raise standards and develop each child’s cultural capital.
- Develop a caring community of independent, co-operating members who respect themselves and others based on our Christian distinctiveness.
- Ensure that through effective management of finance and all resources (human and physical); we enhance the learning experiences of all our children.
- Recognise the needs and build on the talents of each member of the school community in order to meet their academic, physical, personal, social, emotional, spiritual, cultural and moral needs.
- Offer a relevant and enjoyable curriculum which ensures that the children acquire essential skills and knowledge, and is appropriately differentiated to meet the needs of individuals.
- Work together with our parents, church, the community and support agencies to make a positive difference.

We want all children to be happy, safe and ‘aspire to be more’. We work with the mantra that Every Child Matters and wish to meet the needs of all children at Holy Trinity.



Church School Links

Strong links exist with St Modwen's Church and The Riverside Church, who visit school regularly to deliver whole school collective worship. The children also lead festival services within these churches throughout the school year and children from FS1 (Nursery) through to Year 6 visit the churches for curriculum learning. There are also links with other churches who visit school to deliver collective worship on a weekly basis.

Parents in partnership

We welcome parents and carers into Holy Trinity C E (C) Primary School believing that we are partners in the education of your children.

There are many opportunities for parents to become involved in school life and to gain a greater understanding of our work. Parent support can be used in many ways and is greatly valued.

Disclosure and Barring Service checks are carried out on all adults working in school including regular volunteers.

We invite parents into school every Wednesday for reading activities from 8.40am to 9.00am. Friday morning is for family maths learning until 9.00am too.

We would love you to join us, for any or all of these sessions.

Communication with parents

We communicate with parents and carers in various ways, for example; through regular newsletters, texting service, emails, questionnaires, workshops and informal social events. Parents are regularly invited into school for assemblies/collective worship, reading and maths mornings and Parents' Evenings twice a year. Each year parents and families are invited to attend our Sports Day, class assemblies and an end of year performance.

The school has a Home School Agreement to support the partnership between home and school and to foster shared dialogue.

Our website also has a wealth of information including newsletters, diary dates, weekly updated school blog, class pages, school policies and curriculum information.

Parent, Teacher and Friend Association

We have a Parent, Teacher and Friend Association known as The Friends of Holy Trinity which supports the life and work of the school and is open to all members of the school community. The Friends of Holy Trinity provide invaluable support to the school through organising many social and fundraising events. Events organised by the PTFA include; Summer Fayres, Cake Sales, Race Nights, Easter Egg Bingo, Summer Raffle etc. Proceeds raised from these events provide valuable resources to enhance the children's learning. The committee focus on both long and short term projects for its fundraising. Regular meetings are held in school and these are published in the diary dates sent out with the newsletter. The Friends of Holy Trinity welcomes the support of parents to enable them to continue to enrich the learning environment of the children. As a new member of the school community we hope that you will be able to add your support to the work of The Friends!

Organisation and Pastoral Care

Our teaching staff consists of; Headteacher, four senior teachers and four full time teachers. The children are also supported in their learning by Learning Support Assistants (LSAs) in each classroom. The staff do their utmost to ensure that the children are happy in their school environment. Any cause for unhappiness should be discussed with the class teacher, at the beginning or end of the day on the playground or by making an appointment for a lengthier more private meeting or telephone call.



Admission Arrangements

Starting school for the first time

Most children start school via the Nursery (FS1), some however, begin directly at Reception (FS2). Children will be taken into the FS2 Reception class in the September following their fourth birthday. There will be one main intake. All school admissions are via Staffordshire LA who allocate places.

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding. In the term prior to their entry, children are invited into school for visits. This will help your child become familiar with the surroundings and routines of school. During this period, there will be meetings for parents, to discuss our partnership with you and talk about any concerns you might have. The Early Years Curriculum is grounded in active learning. Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning. Parents can play a major role in fostering good attitudes to learning, developing language skills and promoting good behaviour. The Foundation Stage develops children's personal, social and emotional well-being, promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communication, reading and writing, maths, knowledge and understanding of the world; and physical and creative development.

Once a child enters Reception (FS2) school is full time every day.

We run a staggered start and end to each day due to the growing nature of school following our extension and building work. These times begin at 8.40am and end at 3.30pm. Each class' time will be given in more detail for each September start.

The closing date for applications for admission to primary schools for the 2024-2025 academic year is mid-January 2024.

If you wish to make an application for your child's admission to this school for Autumn Term 2024, please complete an online admission through the Staffordshire County Council website, <https://www.staffordshire.gov.uk/Education/Admissions-primary/home.aspx> no later than the deadline, which will be mid-January 2024, even if you are resident within the school's catchment area. The form must then be sent to Staffordshire LA for them to administer the intake for 2024-2025.

In consultation with the school governors the Authority determines the number of pupils that may be admitted to Holy Trinity each year; this is generally referred to as the school's Planned Admission Number (PAN). The PAN for this school is 30 for the academic year 2024-2025.

Admission numbers and appeals

Every effort is made to make a place available for your child in our school, however, schools have a limit on the number of children they can take. If the number of children wanting a place is below the set figure, your child will be offered a place. There may, however, come a point when there are too many children in the year group for them all to be given a place. If a place is not available on application you have the right to appeal to Staffordshire County Council Education Authority:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx>

Moving on – Transferring to secondary school

At the end of primary school, children transfer to a local secondary school. The large majority of children go on to Abbot Beyne Secondary School a mixed comprehensive school in Winshill. We have strong links with Abbot Beyne through the curriculum and community events. Year 6 pupils make several visits to Abbot Beyne during their final year as part of an induction programme. This is seen as a very positive process ensuring a smooth transfer.



Attendance

Attendance figures for 2022-2023 are above National averages still at 95%.

Regular and punctual attendance at school is essential to promote good progress and attitudes to learning. Your child is deemed as arriving late for school, if it is 10 minutes after their starting time.

The vast majority of our pupils achieve very good attendance. In 2014 the Department for Education (DfE) introduced changes to the law regarding parents taking their children out of school during term time. These changes mean that parents risk receiving a penalty notice (fine) issued by the Local Authority for taking their child out of school in term time without permission from the Headteacher. With effect from 1st January 2019 a combined total of ten sessions (not necessarily grouped as 5 consecutive days) could trigger a Penalty Notice and more than one Penalty Notice could be issued for repeated absence without permission during term time. Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website:

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Absence

If your child is unable to attend school for any reason, then notification is required before 8.30am on the day by telephone or in person at the school office or by emailing on the contact@holytrinity.staffs.sch.uk. Please do not send messages with siblings or school friends. If an explanation for the absence is not received, following a text or phone call by staff, this absence will be classed as an unauthorised absence in the attendance register. Should your child need to attend an appointment during the school day, then an appointment card/letter/message stating the appointment will need to be provided. All children leaving the building during the school day will require an adult to collect them from the school office and sign them out.

Leave of absence request forms can be obtained from the office to request absence for any reason other than medical or illness. Requests will be assessed against the Attendance policy to ascertain if this leave request is an authorised or unauthorised circumstance. Leave may result in a Penalty Notice leading to a fine issued by the LA.

Each term letters will be sent home to parents whose children fall below 95% attendance for the academic year. In some cases parents will be invited to a meeting with the Education Welfare Officer and Headteacher regarding their child's attendance. If your child has 15 or more days of absence during the academic year, any further absences will require a doctor's or hospital letter to confirm an illness or they will be recorded as unauthorised. If your child has more than 10 days of unauthorised illness, then you could potentially receive a Penalty Notice leading to a fine. This applies to all parent/carers who have an active role in overseeing the education of the child/children.

The School Day

	FS2/ Key Stage 1	Key Stage 2
Teachers on duty	8.40am	8.40am
Registration	5 minutes after the staggered start time for each class	
Morning break	These are staggered to allow the children space to play and relax at break time	
Lunchtime	12.00pm-1.30pm (each class has an hour during this period) These are staggered to allow the children space to play and relax at break time	
End of school	3.10pm-3.30pm depending on staggered collection times	

FS1 Nursery morning	8.40am-11.40am
FS1 Nursery Lunch	11.40am-12.30pm
FS1 Nursery afternoon*	12.30pm-3.30pm

*FS1 afternoon sessions are for children who turn three in the autumn and spring terms before they are due to start in FS1 in the following autumn term.



Breaktime

We are a 'Healthy Schools, Healthy Future' school and also part of the National Fruit Scheme whereby all of our children in the Foundation Stage, Key Stage 1 and 2 receive free fruit or vegetables each day for their snack. All children are encouraged to bring their own water bottle to stay active and alert throughout the day. We ask that you do not send in chocolate or sweets of any kind. Due to nut allergies we also ask that no products containing or that may contain nuts are sent in from home, with this in mind, we also provide all KS2 children with fruit every day for their breaktime snack.

Lunchtime

Our school kitchen staff provide healthy nutritious meals daily. Payment for school meals should be made via our online Parent Mail payment system on the first day of each week. We offer a sibling discount of 25% for school meals to families with more than one child in school. Children who prefer a packed lunch are encouraged to bring healthy choices in their lunch boxes. This should not include; glass bottles, fizzy pop, sweets or chocolate. Please note that we are a nut free school. Please see our delicious menu enclosed. Every child in FS2, Year 1 and 2 is entitled to daily FREE meals provided by the government – please take them up on the offer 😊

Religious Education

As part of our rich and varied curriculum, Religious Education 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 and learn about other religions and their local community. British values and the child's place in the UK today is embedded in our curriculum teaching.

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 that in discussion the school's approach does not conflict with their own. If a child is withdrawn, an 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 the legal obligations 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 distinctiveness and values of the school.

Any parent has the right to ask for their child to be excused from 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.

Our Curriculum

In November 2019 our curriculum was reviewed by Ofsted, they said 'Pupils enjoy a broad curriculum. Leaders plan topics that will excite and inspire pupils, widening their experiences and vocabulary. Reading is at the heart of the school. Displays are attractive and inspiring. They combine texts, pupils' writing and artwork. Mathematics is well planned to develop and practise key skills. Pupils enjoy mathematics lessons and solving number problems. They like the challenge and the success of knowing and doing more. Pupils with special educational needs and/or disabilities (SEND) receive good support emotionally, socially and academically. They make good progress in reading,



writing and mathematics. Experienced, well-trained learning support assistants lead effective catch-up sessions in these subjects.'

The school provides quality and consistent first teaching and learning experiences for all of our children.

This begins in our Foundation Stage classes where the curriculum is based on the seven areas of The Statutory Framework for Early Years Foundation Stage and the children focus on:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

This provides children with the cultural capital to the National Curriculum which is followed through Key Stage 1 and Key Stage 2. Children follow a broad curriculum which builds on prior learning and develops independent learning skills.

Our curriculum intentions are based upon linked learning experiences. We try to ensure the children know the 'big picture' about their learning, how the different subjects link together and how they can use their skills in 'a real world' context!

At Holy Trinity Primary our curriculum comprises all the learning and other experiences that we plan to meet the needs and interest of our pupils. The central aims of our curriculum are to work in collaboration with families and the local community to provide opportunities for all pupils to learn and to achieve; to promote pupils' spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life. The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full.

Our curriculum is constantly evolving to develop the skills needed for children to become successful learners, help prepare them for life in modern Britain and empower them to achieve success in the future. Our intent, to provide a dynamic and innovative curriculum that challenges, excites and inspires children to become successful and confident learners, and achieve their best, is the main driving force behind how we design and implement our curriculum.

The school's curriculum promotes and sustains a thirst for knowledge and understanding, and a love of learning. It covers a wide range of subjects and provides opportunities for academic, technical, creative and sporting excellence. It has a very positive impact on all pupils' behaviour, attitudes and safety, and contributes very well to pupils' academic achievement, their physical and emotional well-being, and their personal, spiritual, moral, social and cultural development, with a distinctive Christian character as part of our Church of England Primary School standing.

Our curriculum is implemented in themes with a Golden Thread running through each subject area; topics are chosen to capture the interests and imaginations of our children. These themes are all linked to a Big Question interlaced with the core basic skills from English and Maths, for example; Is there anybody out there? What strange creatures would you like to meet? What do we know about where we live? Or where will our voyage lead us? As well as many other exciting topics. Golden Threaded knowledge and skills-based learning is developed by linking subjects such as history, geography, art, design technology and music to the topic being studied. This allows children to make purposeful links in their learning. We also use every opportunity to make further links through reading, writing, maths, science and computing, where relevant. PE, RE and PSHE are often taught



as discreet subjects to allow coverage of the main objectives and age appropriate knowledge and skill development.

In addition to our exciting and stimulating themes, we also provide further opportunities to enhance children's learning wherever possible. These include:

Whole school themed days/weeks

Throughout the year, themed days/weeks are woven into the curriculum to extend the breadth and balance of opportunities we offer our pupils. These include – Anti-bullying Week and e-Safety Day, Well-being Wednesdays, Feel Good Fridays, book fortnights, World Book Day, Black History Day, Victorian Day, Our Family Day, Difference & Diversity days, Inspiring Futures fortnights, Sport & Health Week, STEM week, RE fortnight, Shakespeare week... and more!

Our yearly overviews are all on the school website (www.holytrinity.staffs.sch.uk under the link Classes, then follow the further link to Our Curriculum). These overviews are not set in stone and can change over the year; as we listen to the children and tailor our curriculum to their passions, interests and learning needs. These overviews are in line with the National Curriculum and the learning needs of the children here at Holy Trinity. You may notice on Class 1 and Class 2's overview that there are blank spaces - the EYFS ensures a need for child choice in their learning - these blanks are waiting to be filled with their ideas, interests and loves. Other year groups may have blanks for this very same reason too!!!

If you wish to know more details, please make an appointment to see your child's class teacher - who will happily discuss their learning journey for this academic year with you. Each class publishes a half termly/termly curriculum newsletter describing the learning they will journey through during the following weeks/months. These too can be found on our website under each class' name.

Relationship and Sex Education

This begins in Key Stage One as part of our Science curriculum and follows requirements set out in the National Curriculum. Sex and relationship education in Year 6 covers: family life, personal hygiene and relationships. Parents are invited into school prior to the delivery of the lessons to view the materials and support the lessons. Information is sent to parents outlining the curriculum for each year group in September.

Educational visits

Children have the opportunity to experience a variety of enriching educational visits from FS1 through to Year 6 including residential activities in Year 5 and 6. Experiences include a wide range of visits linked to the curriculum to support and broaden the children's learning and cultural capital opportunities. The local area is also visited regularly to support our topics, which has now been enhanced with an outdoor learning space in the local woodland area.

Assessment and Impact of our curriculum

On-going assessment forms an important part of children's education.

- Each child's progress is monitored regularly through marking, observation and assessment activities
- Children are assessed on entry to school and at the end of Foundation Stage
- Year 1 have a Phonics Screening test at the end of year
- Year 4 have a multiplication tables check
- At the end of Key Stage 1 and Key Stage 2 Statutory Assessment Tests (SAT's) take place – please see our website for 2018-2019's data (there will be no data released for 2019-2020, 2020-2021 or 2021-2022 due to the COVID pandemic)



Parental Consultations and Reports

Teachers adopt a proactive approach with parents in order to review a child's progress or deal with any other concerns that may arise. These issues and concerns can be discussed at the beginning or end of the day or at a mutually agreed time.

Parents' Evenings take place in the autumn and spring term where parents are invited to view their children's work and consult with teachers.

End of year reports are sent out in the second half of the summer term and meetings will be arranged upon request.

GDPR compliance

School complies with the GDPR law and regulations which came into force on 25th May 2018. Permission is required from you to share information with systems/companies we use and any new parents to school will sign to have theirs and their child's details shared with these systems.

Home Learning

Home Learning is an important part of a child's progress and helps to consolidate their learning. Parents play a vital role in their children's learning.

Holy Trinity run a Holy Trinity Bank Scheme which enables the children to collect Holy Trinity £'s for completing Home Learning and reading each week. Over the year children can collect enough Holy Trinity £s to pay for a school visit in the summer term. This scheme has been running for a number of years now and has proved popular with children and parents.

Before and After School Activities

Holy Trinity have a range of out of school and lunchtime activities.

	Time	Cost	Days
Breakfast Club	8.00am-8.40am	£4 Oldest child £3 Siblings	Monday-Friday
FS1 Nursery afternoon (incl. lunch)	11.40-3.30pm	£22	Monday-Friday
After School Club	3.30pm-5.00pm	£5 Oldest Child £4 Siblings	Monday-Friday
Other Clubs	3.30pm-4.30/5.00pm	£3.00/£5.00 per child	Monday-Friday

Other activities available during the school week are Hockey Club, Sports Club, Film Club, Science Club, Netball Club, Chess Club, Quidditch Club and Karate.

School Council

The school is very proud to have a School Council which consists of two class members (elected by their class) from FS2 to Year 6. The School Council meet every two weeks to discuss any issues that have been brought to their attention by class members or share news and to organise valuable fundraising activities such as Christian Aid, Children in Need, Sport Relief, UNICEF Day for Change, Macmillan Coffee Morning etc.

Links with the Community

As a school we recognise the value of learning by first-hand experience. We encourage links with local business and the community to extend and enhance our curriculum.



We are delighted to welcome many visitors from the local community and national organisations who enhance and add an extra dimension to our curriculum.

Emergency Contact

Should your child become ill during the school day we will contact you by telephone. It is very important that we have an up to date telephone number for yourself or other contacts that you may supply. All accidents are recorded in an accident book with details of the accident and the treatment provided, a copy of this form is sent home to parents that day.

Road Safety – Park and Stride Scheme

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 this represents a risk to children arriving or leaving school. We encourage you to park away from school and walk the last part of your journey.

We currently have a school crossing warden on the zebra crossing outside of school at the beginning and end of the school day. Please ensure that you accompany your child to the crossing via the footpath and do not jump over the wall for safety reasons.

Cycling to school

Holy Trinity Primary School is committed to providing children with as many opportunities as possible to be active. It is important that parents understand that it is their responsibility to decide if their child is competent to cycle to school. The school does not accept liability for children travelling to and from school by any means.

Cycling is a cheap and effective means of transport. It is environmentally friendly and an enjoyable way to exercise. With due care and consideration, children in Year 5 and 6 who successfully pass the Bikeability Level 2 training will be given the opportunity to cycle to school. This must also coincide with children being 10 years of age. This is to ensure the children are as safe as possible on their journeys to and from school.

- Children in Y5 & Y6 who have not attended an appropriate cycling training course will not be permitted to cycle to school alone and leave their bikes on the premises.
- Parents should ensure that children are using cycle paths away from traffic.
- All children must be capable of cycling skilfully and with due consideration to others.
- Schools cycling code of conduct must be followed at all times.

Safeguarding

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

Children will be taken seriously if they seek help from a member of staff. Parents will be consulted and 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 a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

This commitment to safeguarding works hand in hand with our staff and school community **PREVENT** training (The Counter-Terrorism and Security Act 2015 contains a **duty** on specified authorities to have due regard to the need to **prevent** people from being drawn into terrorism. This is also known as the **Prevent duty**). This diligence works with our onsite safety, safety during school



visits anywhere else and when visitors are in our building. We ask that parents also help support us to keep everyone safe by being vigilant and report anything that you may think to be suspicious. We work hand in hand with our parents to help make school as safe as we can. And always to remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

Special Educational Needs & Disabilities

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 children have a particular need that requires more support, the class teacher will then work with the Special Needs and Disabilities Education Leader (Mrs Tracy Hoskins) 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 children will be organised into smaller groups with a Learning Support Assistant. Where a child has an Individual Education Programme or we have any concerns about a child's progress either academically or socially, we will involve parents as early as possible. Please see Special Educational Needs and Disabilities Policy.

Mental Health and Well-being

We aim to ensure all of our children and staff have good mental health and awareness of their own individual needs. We run Well-being Wednesdays and Feel-Good Fridays each week where the children learn about good well-being and ways to stay mentally fit throughout their time at school at into adulthood. We are also part of the CAMHS (Children and Adults Mental Health Service) TrailBlazers in school service to offer first hand support in school from mental health professional for all of our families. Our Mental Health and Well-being Leader (Mrs Rosanna Wain) prepares and leads staff each week on the delivery needed in school. Further support packages and help are delivered in school by our specialist team (Mrs Jane Wells), which includes working with the whole family. We have close links with support services in Burton to explore all areas that a child and family may need guidance or advice from.

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 and disabled access to all areas of school. 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 in School

If your child is obviously unwell, please do not send them into school. However, if your child requires medicine prescribed by their doctor during the school day, then it should be sent into school in the original container with clear dosage instructions prescribed by a GP. A medicine-in-school form will need to be completed stating the correct dosage and frequency the medicine is to be administered. The medicine should be handed to the school office with the form by an adult.

Should your child have a medical condition that requires long term medication in school a Care Plan will be discussed and completed with you, any medication should be in the original container with clear GP dosage instructions and expiry dates (please make sure that medicines are always in date). These arrangements are designed to protect the health, safety and welfare of all children in school.



Recognition and Reward

Success and achievement in all areas of Holy Trinity life are celebrated. We use emails, team points, Star of the Week, merit, attendance and Headteacher certificates to reward good work, effort, behaviour and attendance. Our school displays celebrate and recognise the hard work, determination and enjoyment the children have in their curriculum throughout the year.

School Uniform

The governors feel that it is important that the children identify with belonging to our school so that there is a feeling of Koinonia and pride in our school. Uniforms help to fulfil this aim. Having a uniform also makes choosing clothes a lot easier in a morning! Holy Trinity's school uniform is a red sweatshirt/cardigan and grey skirt or trousers with black shoes and for PE a white t-shirt and black shorts (joggers/sweatshirt in colder months) are required. All items of uniform should be clearly named. You can purchase uniform and book bags online using My Clothing – www.myclothing.com, Clothing 4 Schools – barton@clothing4.com or My Uniform Ltd, 82 Wellington Street, sales@myuniformltd.co.uk – please see additional information.

Due to health and safety reasons jewellery (apart from studs/sleepers in pierced ears), hair extensions, beach type footwear or trainers are not permitted.

Charging and Remissions policy

For educational visits taking place during school hours, voluntary contributions may be requested. Such activities will only take place if sufficient funds are collected to cover costs. Please see Charging and Remissions policy.

Breakfast Club takes place each morning 8.00am-8.45am with After School Club running from Monday to Friday 3.30pm-5.00pm. A charge is made for both of these clubs and should be paid in advance via Parent Mail payment system. Children collected later than 3.30pm will be charged at the full after school club rates.

Behaviour and Discipline

The aim of the school is that children should develop an increasing awareness of Self-discipline and understand the need for self-control. We have a comprehensive Restorative Behaviour and Discipline policy through which we recognise, encourage and reward acceptable behaviour. Unacceptable behaviour is dealt with through a range of sanctions clearly laid out in the policy. All children are involved in drawing up the classroom charter with their teacher at the beginning of the academic year.

The Golden Table

At the end of each week Holy Trinity has a Golden Table where a few children are chosen to eat their lunch with a teacher. The Lunchtime Supervisors observe all of the children throughout the week and choose the children who 'shine' at lunchtime to sit on the Golden Table with a teacher.

Children are chosen if they:

- Are helpful
- Show good manners
- Have excellent behaviour
- Share and take turns with others
- Care for others
- Are a super friend

Complaints policy and procedures

We are always eager to receive feedback from parents and we welcome positive feedback if you feel that we are doing things well. A regular questionnaire is sent out to parents which provides an



opportunity for feedback. We encourage an open dialogue between home and school and we expect all of 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 inform us. As a first step you should discuss any worries with your child's teacher. If you remain concerned after discussing this with the teacher you should arrange to see the Headteacher. If this approach proves unsatisfactory in outcome, then you may request a copy of the complaints policy and procedures.

Governing Board – Welcome from the Chair and Vice Chair

The team of governors are very proud of Holy Trinity and work hard to promote the welfare of the school as a whole and maintain its distinctive ethos.

There are 9 governors: Headteacher, 1 LA governor, 1 staff governor, 3 foundation governors (appointed by the Lichfield Diocese), 1 parent governor and 2 co-opted governors. The term of office of all the categories is three years. We have three formal meetings a year and in addition we all attend joint committee meetings. There are four main areas that the joint committee deals with; Outcomes and teaching, Learning & Assessment, Personal, Development & Welfare and Leadership & Management. Governors also support school with various other events throughout the year, spending time in school meeting the children and understanding the learning that happens in the classroom. The chair meets regularly with the Headteacher and other governors have areas of responsibility and link with members of staff.

To be a governor is a vital and rewarding role. If you would like to find out more or are interested in joining us when there is a vacancy, please get in touch.

Chair – Mr Richard Winterton

Vice Chair – Mr Ian Whetton

Governing Board Members

Chairperson:

Mr R Winterton

LA Governor

Vice Chair:

Mr I Whetton

Co-opted Governor

Mr D Williams

Foundation Governor

Mrs M Harris

Foundation Governor

Current vacancy

Foundation Governor

Mrs R Myers

Co-opted Governor

Miss S Panyi

Parent Governor

Mrs G Baker

Staff Governor

Mrs N Oliphant

Head Teacher



Staff List

Teaching Staff

Mrs N Oliphant	-	Headteacher
Mr J Hoskins	-	Senior Teacher
Mrs T Hoskins	-	Senior Teacher/SEND/CO
Miss J Dunkling	-	Senior Teacher EYFS leader
Mrs R Wain	-	Senior Teacher (Senior Teacher/Mental Health leader)
Miss J Langley	-	Class Teacher
Miss R Mee	-	Class Teacher
Mrs H Quinn	-	Class Teacher
Mrs R Steele	-	Class Teacher
Miss G Tomlinson	-	Class Teacher
Mrs A Tyler	-	Modern Foreign Language Teacher
Miss G Williams	-	Music Curriculum Support Teacher

Non-Teaching Staff

Current Vacancy	-	Office Manager
Miss S Smith	-	Admin Support Assistant
Mrs G Baker	-	Learning Support Assistant
Mrs H Cartwright	-	Learning Support Assistant
Mrs T Cross	-	Learning Support Assistant
Mrs N Lea	-	Learning Support Assistant
Mrs M O'Regan	-	Learning Support Assistant
Miss R Park	-	Learning Support Assistant
Miss L Pantall	-	Learning Support Assistant
Miss K Tyler	-	Learning Support Assistant
Mrs A Whetton	-	Learning Support Assistant
Miss O Bayliss	-	Apprentice Learning Support Assistant
Miss E Cook	-	Apprentice Learning Support Assistant
Miss R Mulhearne	-	Apprentice Learning Support Assistant
Mr J Ricketts	-	Apprentice Learning Support Assistant
Mrs Jane Wells	-	Mental Health and Well-being Support Worker
Mrs M Stewart	-	Lunchtime /Breakfast Club/Senior Cleaner
Mrs S Bayliss	-	Lunchtime Supervisor/Cleaner
Mrs M Hamnett	-	Lunchtime Supervisor
Mrs R Hodson	-	Lunchtime Supervisor
Mrs I Zieniuk	-	Lunchtime Supervisor
Mr A Cooke	-	Senior Site Technician



School Term and Holiday Dates 2023-2024

Autumn Term 2023

Inset day: Monday 4 & Tuesday 5 September

Term starts: Wednesday 6 September

Holiday: Monday 30 October - Friday 3 November

Term ends: Friday 22 December

Holiday: Monday 25 December - Friday 5 January

Spring Term 2024

Term Starts: Monday 8 January

Holiday: Monday 12 February – Friday 16 February

Term Ends: Friday 22 March

Holiday: Monday 25 March – Friday 5 April

Easter Sunday: Sunday 31 March

Summer Term 2024

Term Starts: Monday 8 April

May Day: Monday 6 May

Holiday: Monday 27 May – Friday 31 May

Term Ends: Monday 22 July

Holiday: Tuesday 23 July – Friday 30 August

INSET Days confirmed: Monday 4th & Tuesday 5th September, Monday 6th November, Friday 22nd December & Monday 22nd July

BANK HOLIDAYS: Monday 6th May

