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**St. Berteline's  
Church of England Primary School**



# Prospectus

*“A love of life, a love of learning”*

*St Bertelme's C of E Aided Primary School*

# The School Prospectus

St Berteline's Church of England Primary School

Norton Lane

Norton

Runcorn

Cheshire

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Telephone 01928 719847

Facebook – St Berteline’s C of E Primary School Runcorn

Website [www.stbertelines.org.uk](http://www.stbertelines.org.uk)

Dear Parent,

Your child is about to embark on an extremely important part of his/her life, that is, primary school education. From birth, you have helped and watched your child grow and develop and now it is time to choose a school to carry on the work which you have begun.

St.Berteline's is a Church of England primary school which is here to nurture and care for the children in a Christian atmosphere. We place the child and the family at the centre of our work and hope to join with parents in providing a safe, ordered, stimulating education from the age of three to eleven years.

This prospectus is designed to give you straightforward information about the school and its aims. However, the best way to find out about a school is to visit, to talk and to ask other parents and children.

We hope that you will find St Bert's a happy and caring school with high expectations of its pupils. Please feel free to make an appointment.

Yours sincerely,

Lesley Austin  
Chairman of Governors



# St Berteline's C of E Aided Primary School

## MISSION STATEMENT

### 'A love of life, a love of learning'

Proverbs 15

..... where Christian values and visions are celebrated; where you are prepared for life.  
Corinthians 13

..... where you feel secure.  
Isaiah 40:31

..... where your emotional and spiritual well being is nurtured.  
Galatians 5:22

..... where you learn in a truly stimulating environment.  
Proverbs 13

### Imagine a place

.....



..... St Berts

..... where lifelong learning is at the heart of the community.  
Proverbs 6:6

.... where you are inspired to be the best you can be.  
Philippians 3:12

..... where everyone is treated equally and difference and diversity are valued and respected.  
Luke 15:11

..... where all talents and achievements are supported and celebrated.  
Luke 19

... that will equip you to face the challenges of the future.  
James 3:17

## Information about Admissions

We encourage all prospective parents to visit the school when considering applying for a place. We feel it is important that parents are well informed on all matters related to school life and their child's education. It is advisable to contact the school as early as possible to make an appointment for a visit and an informal chat with the head teacher. A copy of the current Admissions Policy as laid down by the Governors is available for your reference on the school website.

## Ethos and Values of the School

St Bertelne's is a modern school serving an area of relatively new housing. A significant proportion of our families have come to this area from elsewhere. We foster a family atmosphere within the school and encourage the children to develop a caring attitude towards others. We do not see the school as a place where children come for 6 hours a day, but rather as a part of the child's whole development. A place where children are helped with everyday problems, where they are encouraged to learn and where the school becomes an extension of the family. An understanding and caring attitude is uppermost amongst the staff and helpers, and day-to-day problems are dealt with as any caring parent would deal with them.

## Our Aims

The aim of St Bertelne's is to foster the intellectual, creative, spiritual and physical development of each pupil to the fullest extent possible. We want successful learners who enjoy learning, make progress and achieve. We want young people who are confident individuals and are able to live safe, healthy and fulfilling lives. We aspire for our children to become responsible citizens who make a positive contribution to society.

The school works within a social environment which is firmly Christian in outlook and teaching. Parents have the right to opt out of religious education for their children, but we feel that this would not help the child to get the most from our school and would be detrimental to the child's overall development.



## Pastoral Care

Teachers share with parents the responsibility for the children. We try in school to provide the care which any responsible parent would be expected to give. We regulate the life of the school to ensure, as far as possible, a civilising influence; taking courtesy, respect for others, respect for property as our main criteria. In general, the rules of common sense apply and a sturdy, sensible independence is encouraged.

General points such as sensible movement around the school and general behaviour in the teaching and dining areas are obvious and will be explained, with reasons, to the children as part of school life. We value close co-operation between home and school and the support of parents is essential. Every child experience some difficulties at school from time to time. Sometimes these difficulties are related to friendships, issues in the classroom or maybe problems at home. Obviously, all parents are concerned when problems arise but close co-operation between home and school can keep them to a minimum or prevent them from being blown out of all proportion.

## Children Learn What They Live

**If a child lives with criticism**

**He learns to condemn**

**If a child lives with hostility**

**He learns to fight**

**If a child lives with ridicule**

**He learns to be shy**

**If a child lives with shame**

**He learns to feel guilty**

**If a child lives with tolerance**

**He learns to be patient**

**If a child lives with encouragement**

**He learns confidence**

**If a child lives with praise**

**He learns to appreciate**

**If a child lives with fairness He  
learns justice**

**If a child lives with security**

**He learns to have faith**

**If a child lives with approval**

**He learns to like himself**

**If a child lives with acceptance and friendship He  
learns to find love in the world.**



## Behaviour

Promoting positive behaviour is an essential ingredient of an effective school. All staff are encouraged to model respectful relationships reflecting our Christian Values. The overarching aim of our Behaviour Policy at St Bert's is to create a culture of engagement where all can flourish. When your child starts at the school, you will be given a copy of our "School Rules for Parents" booklet, which is designed to help you with the day-to-day organisation of the school.

Should problems concerning disruptive behaviour arise, then the teacher concerned will decide how best to deal with the problem and bring about an acceptable conclusion. More serious matters will be brought to the attention of the head teacher and, depending on their frequency, nature or severity, parents may be informed.

## Parents as partners



Support from parents is essential and therefore we hope that they will play a full part in their child's education. There will be many meetings for parents at school, sometimes to discuss the work and progress of the children and sometimes to explain teaching methods used in school. These meetings are mostly informative and parents learn much about what goes on in school.

Parents and teachers can then work together for the good of the children. We see relationships between teachers and parents and between teachers and children as the very hub of our school life.

Parents are always welcome in school to help with many varied activities from reading to mathematics and from poetry to pottery. If you are able to give some time to the school, please approach your child's teacher and arrangements will be made.

Should problems arise on a day-to-day basis, or if you have any information which your child's teacher should know, please feel free to come into school. The most convenient time to visit the school is at the end of the day when the teacher has no class. Parents coming in to discuss problems during the school day can be very disruptive to the class and therefore parents are asked to avoid this unless they have made a prior appointment.

## The School Day

The school day starts at 8.50a.m when the courtyard doors open and children walk straight into class. We operate a 'drop and go' system, whereby we encourage parents to drop off their children from 8.45 a.m. onwards at the main school gate. At this time, there will be a member of staff supervising the safe entry of children onto the school premises. The morning session finishes at 12 noon at which time children have their lunch.

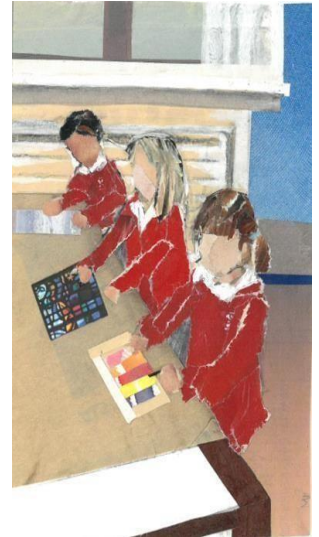
Afternoon school starts at 1.p.m. and finishes at 3.15.p.m. for all children. For further details regarding school organisation and routines see the booklet School Rules for Parents.

## School Holiday Dates

A copy of the school holiday dates is on the school website at [www.stbertelines.org.uk](http://www.stbertelines.org.uk). We have very good attendance and it is important that children avoid taking time off in term time. If you need to take extra term-time holidays, please see the Headteacher **before** booking. Only in exceptional circumstances will permission for absence be authorised.

## School Uniform

St Berteline's has a school uniform, the benefits of which are many. It helps pupils identify with the school, it disguises social and income differences between pupils and guards against extravagant dress. We have made sure that our uniform is easily available. If you have any difficulty in providing uniform then please get in touch with the school and we will provide some assistance. Fleeces, coats and sweat shirts with the school logo are available to order. Please see the on-line order form on the school website <https://www.stitchdesign.co.uk> or visit the school office.



### Uniform

Grey trousers/shorts/skirt/pinafore  
White shirt/polo shirt  
Black shoes (not trainers)  
Grey or red sweater/sweatshirt/ cardigan  
Red or grey tights/knee length white/  
grey socks  
Red and white summer dress

### P.E. Kit - Indoor

School T-shirt/white T-shirt  
White or black shorts  
Pumps  
Pump Bag

### Outdoor

Trainers  
Plain joggers/leggings  
Plain sweatshirt/hoodie

Hair accessories should be minimalistic and in red/ grey/ black or white. Hair should be no shorter than number 2. Jewellery is not allowed to be worn except for watches. Gold/Silver stud earrings can be worn in pierced ears (the child must be able to take these out by themselves for PE). All clothing must be clearly marked with the child's name.

Children are asked to wear indoor shoes in the school. These may be a separate pair of shoes brought from home, or a pair of pumps, or house slippers. Indoor shoes should be kept in school at all times. Infants should have pumps with elastic inset or Velcro fastening for ease of use. Swimming kit will be required at times for KS2 children.

## After School Activities

There are many out of school activities at St Berteline's and children will be regularly informed about them through school. The range of activities available varies from one term to another. Activities on offer throughout the year may include gym, recorder, football, netball, music, art, cookery, drumming, guitar and country dancing, rugby, golf etc



## Worship



Worship is a significant part of each day and highly valued by the school. Our worship is lively and meaningful to the children and we try to ensure that there is a range of worship and prayer throughout the week. Weekly family worship on a Tuesday is well attended by parents and toddlers and forms a valued part of a total pattern of worship in the parish. Services often include input from parents, children, teachers, local ministers and other visitors. We are always pleased to welcome parents who wish to come and join us in our services.

## Educational Visits and Residentials

Educational visits and residentials are an important element of school life at St. Bert's, giving the children direct experience and an opportunity to visit other environments, as well as the chance for relationship building with both teachers and other children. We encourage all children to take part in visits, and parents are given maximum notice in order to budget accordingly. Payment for educational visits and residentials can be made via SIMS Pay to help parents spread the cost of such visits.

## Voluntary Contributions Towards Educational Visits

There have been changes in the law regarding payment for school visits and the school may no longer charge for most visits which take place during the school day. However, the school is not usually able to provide the money for these visits and a voluntary donation from parents is requested. Although there is no obligation to contribute, the visits usually cannot take place unless a contribution is made. If you have any difficulty at all in this area, please do not hesitate to contact the Headteacher who is usually able to find a way to assist. Payment for voluntary contributions can be made via SIMS Pay to help parents spread the cost of such visits. Parents are encouraged to spread the cost of such visits to make them more manageable using the school on-line payment system.

## Information About Curriculum Organisation and Teaching Methods

In line with all other schools, the curriculum on offer at St Bertelina's follows the National Curriculum. We endeavour to deliver the curriculum in as creative a way as possible basing the majority of our teaching on first-hand experience. The school employs a variety of teaching methods appropriate to the age and ability of the children. For information about the content of our school curriculum and the teaching and learning policy please see the school website.

## Special Educational Needs and Disabilities (SEND)

All children at St. Bert's are important to us and our main aim is to develop the unique gifts, talents and abilities of all pupils. Some children may have Special Educational Needs or Disabilities which require specialist support or provision. (Please refer to the school's local offer on our website). The staged approach of the Code of Practice for the identification and assessment of Special Educational Needs operates in our school.

Any children not progressing as they should or experiencing difficulties in a specific area are identified as early as possible



and a remediation programme is planned. Advice may have to be taken from various external agencies so that the best possible plan of action can be taken to ensure that the child's needs are met. Parents are always part of this ongoing process.

If any parents require further information the school has a Special Educational Needs and Disabilities Coordinator (SENDCO) who would be more than happy to discuss any further requirements in detail. The Governing Body regularly monitors the work of the school and how well we are meeting statutory obligations under the Disability Discrimination Act, as well as the Equality & Diversity Policy.

## Safeguarding

St. Berteline's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff and volunteers are recruited and appointed in line with safer recruitment practices in line with local and national guidelines. A Code of Conduct outlines the expected behaviour of all adults who are on the school site. Our Child Protection procedures outline the steps that we will take in the events of any concerns being raised about a child's well-being. The school Governing Body has a safeguarding governor who regularly monitors the safety of the school. The school site is monitored daily to ensure that safety and security is paramount. The Designated Safeguarding Lead is the Headteacher, Mrs Sheridan Moss and the Deputy is Mr Andrew O'Neill. The Safeguarding governor is Mrs Lesley Austin.

## Relationship and Sex Education

Within the system and philosophy mentioned above, we give the children, (at levels appropriate to their ability) experiences enabling them to gain a simple knowledge and understanding of the human body. Projects such as 'Healthy Me' are used to promote health education. Healthy eating is encouraged throughout the school and children are shown at various stages how to create a healthy diet. Health hazards are also examined, as well as safety in the environment and in the home.

Many outside agencies are invited into school in order to help the children to understand the services they provide to safeguard the health of the community. Dentists, nurses, police, drugs experts etc. are all used in varying degrees with children and parents in order to create an understanding of problems which can occur and how to deal with them in an understanding and caring way.

Sex education takes place throughout the school as it would in any caring family. Parents are always involved in this work and encouraged to come into school to view the various materials used, as well as to talk about how the subject is approached and followed up through school "Mothers to be" often come into the classroom as visual aids and we are always pleased when new born babies are brought into school.

## Religious Education



The teachings of the Christian faith are brought to an everyday level by using a structured school scheme alongside the Blackburn Diocesan Scheme for Religious Education, "Questful RE". Prayer is a significant part of the day and each day has a corporate act of worship. It will be automatically assumed that every child will take part.

In today's Multicultural Society children must be aware of and respect other religions and beliefs. To this end, we have a variety of visitors into school from a range of other cultures. These visitors work with the children and introduce them to their cultures through art, literature, or any other aspect of the Curriculum. In school, the children experience other cultures through music, poetry and literature.

We aim to prepare each child in the Christian faith to go out into God's World with understanding and compassion.

## Absences

If your child is unable to attend school due to illness or any other reason, please let school know as soon as possible on the first day of absence by phoning the school office or reporting the absence on School Spider.

## Time Off During the School Day

The fullest co-operation is extended to parents regarding time off for children who attend dental and other clinical appointments. Obviously, these absences should be kept to a minimum as they break the flow of a child's education. If your child has to leave school during the day, please ensure that the child is personally collected from school. **Children cannot be released during the day unless they are accompanied by an adult.**

## Assessment, Recording and Reporting

The progress of all children is monitored carefully throughout their time at St Bert's. Ongoing teacher assessment plays a vital role in the day-to-day learning that is taking place in the classroom. This assessment is further supported by a series of tests designed to compare each child with the average for his/her age. Statutory tests (SATs) are administered in Y2 and Y6. The data is used to compile National Comparisons. Tests produced by the National Foundation for Educational Research also add to the total picture of assessment. A comprehensive list of all the assessments undertaken in school is available for those parents interested.

Various types of pupil records are maintained at school (adhering to the required data protection legislation). The Teachers are always willing to discuss these records at an appropriate time, with parents. All of your child's records are open and the information from them is always shared with you – usually at Parent's Evenings.

## Homework

Your child will be encouraged to do some work at home on a regular basis. Please do talk about school at home and encourage your child to tell you what he or she has been doing throughout the day. Sometimes your child may bring home extensions of school work, or perhaps some other topic work. From time to time, we may ask children to gather information from home or from the library. Children learn spellings and tables as part of their homework. Parents are always encouraged to take an active part in their child's education.

Children are asked to read regularly at home and each child has a Reading Record on which we ask parents to make a comment when their child has read to them. Older children have usually developed a wide range of reading skills and at this stage we encourage more in-depth responses to the books they read. We encourage parents to spend regular time with children, listening to them read or talking about his or her book. Your child might like to read to you or someone else in the family.



A copy of our Homework Policy Document is on the school website.

## School Medical Service



Before your child starts school, he or she will have undergone several eyesight, hearing and general development examinations.

These are all carefully monitored through the child's school years. If there is any aspect of your child's development about which you are worried, please do not hesitate to contact the school and arrangements will be made for you to see the relevant health

specialist. Parents will always be informed when their child is having a medical examination and will be invited to attend examinations.

## Transfer of Pupils

Due to the location of St Bertelina's and its proximity to various local senior schools, we do not feed one particular High School. In recent years, the pupils leaving Year 6 have opted to attend one of the following schools:-

Bishops Church of England High School (Chester)

Ormiston Bolingbroke Academy

The Heath

The Grange

Sandymoor Ormiston Academy

St Chad's Catholic and Church of England Joint Faith High School

During your child's sixth and seventh year at the school parents are encouraged to visit local High Schools before finally making a choice.

## The School Governors

The governors are responsible for the running of the school in all its forms. They are appointed by several bodies and serve for a period of four years. The Governors are listed on the school website.

## Staffing

A full staff list is available on the school website.

We hope that you have found this prospectus informative. If you have any further questions that you would like to ask us then please do not hesitate to contact the Headteacher.

