



School Prospectus

Head Teacher – Mrs V Chatterjee

Chair of Governors – Mrs C. Davoy-Wood

Recreation Street

Bolton

BL3 6SN

Tel: (01204) 333411

office@clarendon.bolton.sch.uk

www.clarendon.bolton.sch.uk



Dear Parents,

Welcome to Clarendon Primary School. Our aim at Clarendon is to start your child on their journey through school in the best possible way. We hope that your child will flourish and thrive whilst at Clarendon and make the most of all the opportunities that the school has to offer. By the time your child leaves Clarendon we hope that they have developed the lifelong skills to be resilient, respectful and independent individuals who have a love of learning.

At Clarendon we provide a safe, caring and stimulating learning environment with high standards and expectations. Our children are happy when in school and everyone feels valued. All of our children are unique and we aim to celebrate the talents and abilities of all our children through our enriching curriculum. We have an extremely dedicated and enthusiastic teaching team and pride ourselves on the learning experiences that we provide for all children. We strongly believe in close partnership between home and school so that parents can share in their child's education and discuss aspects of their learning and progress regularly with staff.

This is a very exciting time to be part of our school community; the pupils, staff, governors and parents are all extremely proud of our school and feel privileged to have been involved in the recent opening of our fantastic new building. Our 21st Century school provides children with excellent facilities that support their learning experiences.

I hope that this prospectus, along with our website, will help you to understand a little more about our school. However if you have any questions please do not hesitate to contact me as I will be delighted to meet with you and show you around our lovely school.

I look forward to meeting you.
Yours sincerely

Mrs Vicky Chatterjee
Headteacher



The Aims & Ethos of the School

- to provide a safe, secure, caring, stimulating and attractive environment which encourages high standards and the correct attitudes to learning
- to create a happy atmosphere where children feel valued and live together amicably with tolerance and respect for the views, faith and culture of others.
- to ensure that children are aware of their responsibilities to other people, family and community and respect the property of others
- to provide a structured and fair learning experience which encourages self- discipline and independence
- to encourage children to do their best in all areas of learning i.e. intellectual, social, physical, moral/spiritual and creative and to support their all-round development
- to offer a broad, balanced, differentiated and enriching curriculum that includes the requirements of the National Curriculum and equips children with basic skills and knowledge on which to build for the future
- to treat children equally and ensure all have equal access to the curriculum. Every effort will be made to identify children with special needs and the more able, in order to offer appropriate support and challenges, so that the needs of all children are being met
- to work in partnership with parents for the benefit of their children and welcome parental involvement in school
- for everyone to aspire to aim high and achieve their own potential
- to ensure that children become responsible and caring members of our modern British society
- to remember that ***'Together We Shine'***

Accommodation and Buildings

The school is a Community Primary School with a Nursery Class, taking boys and girls from the age of 3 to 11. Its capacity is 420 children plus 78 part-time Nursery places.

The new school building opened in April 2014. It provides the very best facilities for Clarendon children.

Visiting School

Parents who are considering sending their child to this school may visit the school, look round and ask questions. Please make an appointment by contacting the school office.

Admissions Policy

The standard admission number from Reception to Y6 is 60. If the school is over-subscribed the following criteria will be applied in priority order:-

- Children who have an Educational Health Care Plan / Statement that names this school.
- Children in Public Care (Looked After Children)
- Children who will have older siblings in years Reception to Year 6 of this school at the date of admission. Older children from the same family unit, attending a particular school, can be considered to “qualify” a younger child under sibling link criteria, provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit.
- Children who suffer from some medical condition or disability, which makes it better for them to attend this school rather than another.
- Children for whom the journey to the nearest alternative school would be unreasonable. Those children with a shorter journey to an alternative school have a lower priority for this school. Measurements will commence with those living closest to this school and then move outwards in a ripple effect using the shortest available walking route.

Children must be three to attend the Nursery. Places will be offered as soon as there is room after they have reached that age.

Children may join the Reception Classes at the beginning of the school year in which they become five years old.

The school year runs from 1st September to 31st August.

Offers of places in the Reception Classes are usually sent out in March / April by the Local Authority.

Appeals

It is hoped that the allocation procedure described above will result in a satisfactory offer of a place for each child. However if it does not, parents have a right to appeal. A leaflet explaining this procedure is available from Children's Services - Pupil and Student Services Unit. The Admissions Policy is also available on the school website. <http://www.clarendon.bolton.sch.uk/>





The School Day

- **Breakfast Club starts at 8.30 a.m.** in the hall & is at a cost of 50p. This is optional.
- **School begins at 8.50 a.m.**
The children line up in the playground at 8.45a.m.
Children are collected by a member staff in the playground and taken to their classrooms.
- **School closes at 3.15 p.m.**

Total hours taught excluding registration, breaks and assemblies:-

Key Stage 1 21½ hours

Key Stage 2 23½ hours

(rounded to the nearest ½ hour)

Nursery hours

8.30 a.m. to 11.30 a.m.

or

12:15 p.m. to 3.15 p.m.

It is important that all children come to school on time.

Nursery and Reception children should be brought and collected by an adult. It is advisable that Key Stage 1 children are as well, but they are allowed to be escorted by older brothers and sisters who are in KS2.



School Uniform

The school colours are red and grey. We expect all children to wear our uniform with pride and to come to school dressed neatly and tidily. The uniform is as follows:

- red sweatshirt, jumper or cardigan
- white polo shirt/ shirt/ blouse
- charcoal grey or black skirt or trousers
- flat black shoes (not trainers)
- if the girls wear **head scarves**, these should be **plain black & shoulder length**
- trousers worn under skirts should be black
- during the summer the girls may wear red and white school dresses and the boys may wear black school shorts
- charcoal grey or black tights
- Discrete hair bands/bobbles which must be red.
- Please note that children are not allowed extreme hairstyles or haircuts (hair with shaved patterns, beading, hair extensions).

These items of clothing are readily available from the town centre shops and local supermarkets. Red sweatshirts with a school badge embroidered on them may be ordered through school.

Clothing and footwear must be named. A lost property box is situated outside of the Main Office.

Please do not let your child bring valuable things, or large amounts of money to school as they can be easily lost and the school cannot be held responsible for them.





P.E. Uniform

All children must have the following P.E. kit:-

- black gym shoes (slip on, elasticated type)
- black shorts or black track suit bottoms or short black P.E. skirt
- white T- shirt
- trainers for outside games
- swimming costume/trunks and cap for Year 4



Trainers may not be used on the P.E. equipment or in the halls. Children may be asked to do P.E. in their bare feet if they haven't got the correct footwear.

Children need a named gym bag which can be kept in school and hung on their peg, to keep their kit in.

Jewellery

For safety reasons, children are not allowed to wear earrings (apart from studs). During P.E. studs should be removed or taped over. Bracelets, necklaces, anklets, head scarves, and watches should be removed. Long hair should be tied back.

School Meals

The school operates a cafeteria system and the meals are cooked on the premises. We provide several different types of meals to choose from-

- halal meals - a full meal made with halal ingredients (the kitchen holds the HMC accreditation)
- a traditional meal - a full meal including meat
- vegetarian meal - a full meal containing no meat, or fish

Children are expected to stay in school over lunch time. They may bring (in the morning) a healthy packed lunch. These should be in a standard lunch box. Glass bottles and cans are not allowed. Drinks must be brought in cartons, flasks or secure plastic bottles. For Health & Safety reasons school is not able to warm a child's lunch.

If you wish to change the type of meal your child has or change dinner arrangements in any way, you should tell the office personally, or put it in writing at the end of a half term or term.

Meals need to be ordered by **10 am** so if your child is going to be late for any reason, please telephone **before then** to let us know, otherwise there will not be a meal ordered or provided.



Free School Meals

From September 2014 all KS1 children will receive a free school meal. If you have a child in Key Stage 2 and think your child may be eligible for free school meals you should contact Children's Services at the One Stop Shop in the Town Hall, alternatively ask one of the ladies in the Office for advice on the eligibility criteria. If you receive a letter advising you that free school meals have been stopped you must come to the school office and tell us if you wish your child to stay on a paid school dinner or change to a packed lunch. We are not allowed to serve meals to children whose free meal forms have expired or who have not paid for their meal in advance. If you pay for your child's meals, the money should be put in an envelope with the child's name and class on the front and brought to school on the first day of the school week. It is collected from the children whilst they are in the classroom.

Playtime Snacks

Foundation Stage and Key Stage 1 children are provided with a piece of toast and one piece of free fruit a day. In the afternoons they may be given another healthy snack, fruit, biscuits etc. and to cover the cost of this we ask for 50p per week to be sent in on a Monday morning. The Nursery and Reception children are provided with free milk.

Key Stage 2 children may bring fruit, or healthy snacks from home (not crisps). All children are provided with a drink of water in a plastic bottle. Children can purchase a snack from the school kitchen on a daily basis at a cost of 30p per day.

We do not allow sweets, bubble gum or chewing gum in school. Children may bring in birthday sweets, or chocolates to share with class mates if they wish to.



School Organisation and Teaching Approaches

The children are grouped by age into fourteen classes and the Nursery. They are taught for most of the time by their class teacher, but sometimes by support teachers, or others who are specialists in certain areas e.g. music. They are organised into mixed ability classes.

The Curriculum

The curriculum of the school is both broad and balanced. It is designed to ensure continuity and progression of learning for all children, taking into consideration their stages of development, aptitudes, skills, abilities, special needs and age. It is available to all pupils, regardless of sex or cultural background and builds on first hand experiences in order to develop knowledge skills, concepts and attitudes, relevant to their future needs.

The curriculum is based on the National Curriculum. The broader curriculum encompasses Religious Education, aspects of cultural, personal, social, citizenship, spiritual and moral education, health education, environmental education and learning about the world of work.

Structured play is an essential part of the Foundation Stage curriculum (Nursery and Reception classes) and those in KS1. Many units of work involve learning from several areas of the curriculum and cross-curricular links are planned for.

Assemblies - Collective Acts of Worship

Daily, non-denominational assemblies are important times when groups of pupils come together as part of the school family, sharing and celebrating what we have in common and learning about each other. A Governors' Committee made up of representatives from our main faith communities i.e. Muslim, Hindu, Christian, have met to discuss our assemblies and feel they are organised so as not to compromise anyone's beliefs, therefore all children are able to take part. We handle them sensitively as we are fully aware of the multi-faith nature of the school. From time to time parents are asked to join our special assemblies.

Governors' Policy on Sex Education

As part of personal, social and health education children may study such topics as Caring, Myself, Families and through them learn of their responsibilities, the value of family life and the emotional and physical needs of its members. Self-control, self-respect and respect for one another are important attitudes which are fostered.

In science and health education, children gain some knowledge of their bodies, birth, growth and the many ways in which both children and adults are similar and different in appearance, abilities and temperament.

No formal programme of sex education is time-tabled, but children's questions are answered honestly. In Year 4/5/6 children learn about how their bodies change.

Arrangements for Special Needs

Most children with special educational needs are children who have a learning difficulty. Some children may need special provision in the short term and extra support. Others may need longer term help. Our Special Needs Co-ordinator, has responsibility for monitoring children with special needs including those with physical and emotional ones. Statemented children or children with Education, Health & Care Plans (EHCPs) are monitored by a teacher from the Learning Support Service and are supported by Special Needs Assistants.

Parents are consulted and kept informed of special needs procedures involving their children. If you wish to see our full Special Needs Policy, it is available in the school office or on the school website <http://www.clarendon.bolton.sch.uk/> Mrs Cairns is the Deputy Head with responsibility for Special Needs.

Arrangements for Pupils with Disabilities

The school has level access to all ground floor entrances. There is a lift to the first floor for wheel chair users.

Every attempt is made to accommodate disabled children and disabled toilet facilities are situated on both floors. Help may also be sought for individual children via a statement of special educational need / Education, Health & Care Plan, if this is deemed necessary. An accessibility survey of the school has taken place and an Action Plan has been drawn up. The Accessibility Plan is available from the school office.

English as an Additional Language

Our school has extra staff from who help children learn English.

- they teach pupils who are new to English
- they help other bilingual pupils to improve their English
- they share in the teaching of the Foundation Stage and National Curriculum to classes containing bilingual pupils
- they produce learning materials for pupils who go overseas during the school term
- they can help bilingual pupils to understand English and other subjects in the Curriculum more easily, because they can speak the same main home languages as the children.
- they can support communication with parents who have little or no English



Pastoral Care

We are a caring school not only for each child and family but for the employees, visitors and neighbours. The class teachers have specific responsibility for the care and wellbeing of the children in their classes.

Assistant Heads who lead the Foundation Stage (Mrs Cobbold), Lower School (Mrs Jordan Years 1-3) Upper School (Mrs Rowan Years 4-6), as well as the Special Needs Co-ordinator are responsible in a wider sense for the well-being of the children in school.

We also have a Learning Mentor (Mrs Stott), where we know of problems at home, we try to give help or suggest where help might be obtained. The school has good links with the Health Service, Social Services and the Behaviour Support Team. If a problem arises at home which might affect the education of your child, please come and discuss the matter with the Learning Mentor or Headteacher.

Behaviour

We constantly promote positive relationships and encourage all children to show care and respect for others.

Although our rules are few, children are given a clear understanding of the good standard of behaviour we expect of them. This requires them not to say or do anything which would hurt or upset others and to have respect for themselves, other people and their property (including school property).

Bullying and racial comments are not tolerated and we are fortunate that the school has had very few problems in this area. All racist incidents have to be reported to the Governors and to the L.A.

If a child's behaviour does not conform to our standards, or rules are continually being broken then parents would be contacted and arrangements made in line with the behaviour policy to discuss the problem and find a solution. The behaviour policy is on the school website and is reviewed annually.

Homework

Children are encouraged to take reading books and Clarendon Reading Challenge books home and parents are encouraged to share them and hear their child read on a regular basis. Children are also asked to take spellings and tables home to learn. Homework is set regularly. This might be to support or extend work being undertaken in the class or it could be to complete unfinished work. It could also be to find out some information to bring back into school.

Parental support in this is recognised as being of great value. Class teachers will inform parents if there are any specific topics or work they would like parents to help their children with at home and of homework arrangements. The full homework policy is available from school. Please ensure your child has a quiet place in which to do homework and that it is completed and returned on the correct day.

Book Fairs

The school holds Book Fair Weeks usually about twice a year, when children and parents may come and buy books from a special exhibition after school.

Out of School Activities - Sports

Children in KS1 & 2 take part in many out of school sporting activities e.g. netball, cricket, rounders, hockey, multi-skills, martial arts, gymnastics and football. Inter-school friendly competitions are played and also special tournaments.

Practices take place either after school or in the lunch hour. These are open to any older child who is interested, however, due to numbers the places are usually allocated on a first come basis.

Many other extra curricular clubs take place e.g. Computer, drama, art, gardening club & drumming.

Parental and Community Involvement

As well as helping children at home we encourage parents to come into school. There are certain activities that are organised especially for parents and their young children or for any member of the community.

The school nurse visits the school regularly. Appointments for the nurse can be made through the secretary.

The Learning Mentor runs weekly 'drop in' sessions for all parents to attend & a Parents Teacher Association PTA has been established for parents to join, should they wish to.

From time to time, Family Learning courses, run by Community Education, take place in school. More information is available from the office.

If there are any activities you would like us to organise for you, please come and talk to us about them.

Parents may visit at any time, but special invitations include festival assemblies, concerts and shows. Your child's teacher will also invite you to come and look at your child's work and discuss his/her progress.

Assessment, Recording and Reporting of Children's Progress

Teachers keep careful records indicating a child's progress through the curriculum. Children are assessed on entry into the Nursery and at the end of Reception Classes.

During the Summer Term pupils in Year 2 and 6 are assessed both by teacher assessment and also by Standard Assessment Tasks (SATs) prescribed nationally for all pupils of this age. The results of these statutory tests are reported to parents. It is vital that children do not miss any schooling in these important years.

The school also uses a variety of other assessments to monitor the progress of children throughout the school.

We have Parent's Evenings twice a year and encourage all parents to attend to discuss their child's progress and next steps.

The content of pupil curricular records often forms the basis of discussion on these occasions. Parents are also welcome to come and discuss their child's work at a mutually convenient time, having first made an appointment with the Headteacher or child's class teacher.



A Statement of the Governors' Arrangements for Pupils' Curricular Records and Their Disclosure

The Governors delegate their day-to-day responsibility for the keeping, disclosure and transfer of school records to the Headteacher and staff, with the proviso that Governors hear any appeals against a decision of a teacher acting under delegated authority. Arrangements made to meet the obligations set out in the regulations are to be found in more detail in the school's Record Keeping, Assessment and Reporting Policy which is available on request, from the school.

Communicating with Each Other

Newsletters are sent home each week. Please inform the office if you wish these to be sent via e-mail.

Please could you help the school by:-

- informing us immediately of any change of address, telephone number(s) and e-mail address.
- keeping emergency contact and work telephone numbers up-to-date
- informing us by letter or in person, if your child will be late or has to leave school early for a good reason
- if your child needs any special medication or has any medical problems e.g. inhalers and asthma
- if there are any problems at home which may affect your child in school

Exit permits need to be obtained from the school office if a child is going to be absent or wishes to leave school early for a medical appointment or other authorised reason. Where possible we ask parents to make appointments for medical & dental treatments outside of school hours. Children should be collected from the school office if they have to leave early.

Medicines

If children need to take prescribed medicine during the school day, parents must see the Office and sign a form. Medicines must be clearly labelled with the child's name and appropriate dosage. They will be kept in the office (apart from inhalers). If at all possible parents should try to administer medication themselves, either working around school hours or by coming into school at play or lunch times to do it. Non prescribed medicines CAN NOT be administered (ie Calpol).

Illness at School

Should your child become unwell or injured at school, every attempt will be made to contact you. It is important that we have at least two up-to-date emergency contact numbers.

Absence from School

It is very important that children attend school regularly. Parents must inform the school of the reason for any absences. This should be done either in person or by ringing the school on the **first morning** of absence **before 9:15 a.m.** If this is impossible, a letter should be brought into school on the child's return. Unexplained absences will be followed up by the school.

Unauthorised absences have to be reported under government legislation. The only authorised absences are for sickness, or medical treatment. Children are not allowed absences for shopping, trips to the airport, haircuts, looking after younger children, or day visits with parents.

It is the Governors' opinion that all leave during term time should be discouraged as it seriously affects the children's education. Amendments to the school attendance regulations come into force on the 1st September 2013 in the Education (Pupil Registration) (England) (Amendment) regulations 2013. The changes make it clear that Headteachers **MAY NOT** grant any leave of absence during term time unless there are exceptional circumstances. This means that children will **NOT BE GIVEN PERMISSION TO TAKE ANY HOLIDAYS IN TERM TIME.**

We have an Attendance Officer who works (at the earliest opportunity) with families who are persistently absent. Although absences will not be authorised, parents must still complete a Leave of Absence form. If a form is not completed it is presumed that the child is a 'Child Missing in Education' & this will be reported to the Local Authority. If your child is absent for 10 school days, a fine will be issued. This will be £60 for EACH child and EACH parent. After 20 days the child will be taken off roll and reported as a 'Child Missing in Education'. **The parent will then need to reapply for a school place.**

Holiday dates are issued to parents annually at the beginning of each new school year.

Safety Information

For the safety of your children please could we ask parents:

- not to bring dogs into the school playgrounds
- not to park on the zigzag lines outside school and to drive slowly in the streets around school
- to teach children to cross the road safely – we have a zebra crossing outside of school that we encourage parents and children to use
- to help us teach younger children the rule that they are not to leave the school playgrounds once they have arrived in school, until the end of the day when they are collected
- not to smoke anywhere within the school grounds
- not to be physically or verbally abusive to anyone whilst on or around school grounds

Please note, bicycles are not allowed to be ridden on the school premises or in the playgrounds. Bicycle racks are situated in the main playground and can be used to store children's bikes during the day.

Safeguarding Children

Some schools are stopping parents coming in, *we do not want to do this*. Staff and Governors take Safeguarding extremely seriously and we advise all parents to read the Safeguarding Children Policy (available on the website).



We need to protect your children and we would like you all to work with us.

Please follow our simple rules:-

- Get children into school by 8:50am. Doors to classrooms will be locked at 9am.
- If you need to get into school after 9am, you must come to the School Office. Do not try to get into one of the children's doors.
- If a door is unlocked, inform a member of staff.
- If you help in school, or are coming to a meeting, or a Class Assembly, you must come to the School Office entrance. We need to know who is in school at all times.
- If you help regularly in school, you need a DBS check.
- If your child has an appointment during the day, you must come to the School Office. Staff will collect your child from their classroom.
- PLEASE TRY VERY HARD TO MAKE APPOINTMENTS FOR YOUR CHILD AFTER SCHOOL, OR IN THE HOLIDAYS.
- If a different person is bringing your child to school, or collecting them at the end of the day, please tell their teacher.
- When collecting your child please be willing to remove your veil in order for a female member of staff to identify you.
- If you see an adult behaving in a strange way, tell a member of staff.
- If you have any other ideas about how we can keep your children safe tell us.
- We need you to do everything we ask. Many thanks!

All our procedures meet the Ofsted school inspection regulations for Safeguarding.

This is what we do to keep your children safe. We have a:

- Governor with responsibility for Safeguarding (this includes Child Protection). He is Mr. Madari.
- Learning Mentor, Mrs Stott.
- Safeguarding Designated Person, Mrs Cairns & Mrs Chatterjee
- Single Central record for all staff, governors and volunteers which keeps records of all checks made to make sure people are safe to work with children.
- Health and Safety Policy incl. Risk Assessments for visits.
- Child Protection Policy and an appointed person for Child Protection, Mrs Cairns who is kept up to date on an annual basis. All staff are trained every two years on Child Protection.
- Bullying Policy
- Equality Policy
- Harassment and Discrimination Policy

- Supporting Pupils with Health Care Needs in School procedures, this includes taking prescribed medicine in school
- First Aid Policy
- Drug and Substance Misuse Policy
- Intimate Care Policy (for children who may need changing)
- Internet Safety Policy / Cyber and Phone Bullying
- A team of staff and Governors who are committed to keeping your children safe

Photography

We sometimes take photographs of children to use on displays, or for our web-site. You will be asked to sign a form giving permission for your child to have their photograph taken.

Should you not wish your child to be photographed, please inform us in writing.

Use of the internet

To enhance and enrich the children's learning and to develop their ICT skills, pupils have supervised use of the INTERNET- including e-mail. We have taken positive steps to deal with children accessing unsuitable materials, as we operate a filtering system which restricts access to inappropriate areas. We also have rules for children and staff for responsible INTERNET use.

If you have any concerns or wish to discuss this further, please contact the Headteacher or view our E-Safety Policy which is on the school website.

Governors' Charging and Remissions Policy

Under the 1988 Education Reform Act, schools are free to invite voluntary, financial contributions in support of any activity which takes place. It is the policy of the school to seek contributions for:-

- a) trips and visits which enrich the children's educational experience and are undertaken during school time
- b) visits to school by theatre, arts groups and educational speakers
- c) non-curricular activities, parties and fund raising

No pupil will be omitted from the above because of non-payment. However, if voluntary contributions do not cover the cost of these, it is unlikely that they would go ahead. Recognising the value of such activities, the Governors hope that parents will give them their support.

A copy of this policy is available on the school website.

Charges

The school will give parents notice of charges as soon as possible and provide a brief overview of charges at the start of an academic year. Should you be in financial difficulty & would like the option of a payment plan then please arrange an appointment with Mrs Chatterjee. Some educational visits may be cancelled should insufficient funds be collected.

Charges will be made:-

- a) when a child loses or deliberately damages school property
- b) if activities take place wholly or mainly outside school hours
- c) when a child makes something in craft or cookery and wishes to take it home to eat or keep.

Educational trips & experiences – ‘11 things to do before turning 11’

We have carefully planned 11 experiences for our children to have before they leave for secondary school. We aim to have no more than two educational trips in each year, one from the list below and another that links to the topics being taught in class. The majority of trips do incur a charge, the school does everything we can to keep this as low as possible, however, the trips will have to be cancelled if enough money isn't raised. If people are in financial difficulty please speak to Mrs Chatterjee.

| | |
|-----------|--|
| Nursery | Enjoy a Teddy Bears Picnic Make a mud pie |
| Reception | Go Quackers (farm visit) Bug hunting |
| Year 1 | Walk on the wild side (Zoo trip) |
| Year 2 | Feel the sand between your toes (beach visit) |
| Year 3 | Build a den |
| Year 4 | Treading the boards (theatre experience) |
| Year 5 | Star gazing (Jodrell Bank) Find your way with a map and compass |
| Year 6 | Walk on water (activity centre experience) |

Concerns and Curriculum Complaints

Concerns and complaints relating to any school matter should first of all be brought to the notice of the Headteacher.

The Authority and Governors have established a procedure as required under the Education Reform Act, for dealing with complaints. If any matter cannot be resolved informally, parents may then read the official complaints procedure, this is available from the Office or on the school website. We sincerely hope that all matters of concern can be resolved by the Headteacher and staff. This has always been the case up to now.

Newsletters

Weekly newsletters are sent home to all children. Please ensure that up to date email addresses are provided to the Office, as this is the preferred way of sending the letters. Should you not have an email address the letters will be sent home with the children.

Moving On

At the end of their time at Clarendon, children move on to a variety of secondary schools. The schools which we send the majority of children to are Essa Academy, Harper Green and Bolton Muslim Girls' School but children also go to others including:- St James, Ladybridge High, Smithills and Mount St Joseph's.



Who's Who at School

The Staff for 2017 – 2018

Senior Leadership Team

Mrs V Chatterjee Headteacher
Mrs C Cairns Deputy Head for Special Needs & Inclusion
Mrs C Coldwell Deputy Head for Curriculum & Assessment

Teachers

Foundation Stage

Mrs N Cobbold (Assistant Head)
Mrs J Cooke
Miss C Hamer

Class

Nursery
RC (Rec)
RH (Rec)

Lower School (Years 1, 2 & 3)

Mrs V Jordan (Assistant Head for Lower School)
Miss P Sharples
Miss V Johnson
Miss L Treanor
Mrs A Tully
Miss Palmer

1J (Year 1)
1S (Year 1)
2J (Year 2)
2T (Year 2)
3T (Year 3)
3P (Year 3)

Upper School (Years 4, 5 & 6)

Mrs A Rowan (Assistant Head for Upper School)
Miss B Coyne
Mr C Tate
Mrs T Homson
Miss D Meadown
Miss K Mallett
Mrs E Villiers

4C (Year 4)
4T (Year 4)
5H (Year 5)
5M (Year 5)
6M (Year 6)
6V (Year 6)

Other Teaching Staff

Mrs L Mounsey

Music (3 days per week)

Teaching Assistants

Mrs A Ibrahim, Miss N Ahmed, Miss J Salmon, Mrs H Vali, Mrs M Barrett
Mrs K Walkden, Miss S Mansfield, Mrs E Battel, Miss D Rostron, Mrs R Bannister

Mrs F Kothiya, Mrs Z Malik, Mrs S Ahmed, Mrs R Stone, Miss H Milson, Miss J Kelly, Mrs S Lever, Mrs S Ismail, Mrs N Patel, Mrs S Patel, Mrs S Figgins, Mrs A Casserly

Office

Mrs M Brownlow (Business Manager)
Mrs J Crompton (Administrator)
Mrs N Yates (Administrator)

Learning Mentor

Mrs E Stott

Site Manager

Mr P McAtee
Mr P Corser

The Governors

The Governors are important members of the team and work for the good of the school. They are involved in management decisions and school policies. The Governing Body meets at least once a term, but committees have been formed to deal specifically with financial, personnel, inclusion and curriculum issues.

Governors are appointed for a period of four years.

The Governors at Clarendon Primary School are as follows:

| | |
|--------------------|--|
| Mrs C Davoy-Wood | Chair |
| Mr S Madari | Vice-Chair & Head of Finance Committee |
| Mrs V Chatterjee | Headteacher |
| Mrs H Alexander | Chair of Curriculum Committee |
| Miss Coldwell | |
| Miss S Roshan | |
| Mrs J Cooke | Staff Governor |
| Mrs A Patel | Parent Governor |
| Mrs S Vaughan Dyke | Staff Governor |
| Mr I Patel | Parent Governor |
| Mrs N Patel | |
| Mrs J Pearson | Local Authority Governor |