ST AGNES CHURCH OF ENGLAND PRIMARY SCHOOL PROSPECTUS 2026/2027

'Learning together in God's Love'

Our Vision and Mission Statement

'Learning together in God's Love'

St Agnes is an inclusive Christian family, we want our children to:

- Learn together with respect, patience and kindness
- **Treat each other as they would like to be treated (Matthew 7v12)**
- Flourish in education and friendships
- **Live life in all its fullness (John 10v10)**
- Be proud of themselves and others
- Ensure everyone is treated equally

Through the range of experiences we offer to all our pupils we encourage an understanding of the meaning and importance of faith and promote all the Christian Values. We particularly focus on Responsibility, Creativity, Forgiveness, Perseverance, Hope, Thankfulness and Friendship. These Christian values form the basis of our vision and are embedded throughout our school life and underpin all our teaching.
St Agnes is a small school that supports our community by providing an education of the highest quality within the context of Christian belief and practice. We work closely with our families to ensure they are fully supported and cared for

We expect everyone at St Agnes C of E Voluntary Aided Primary School to follow 'The Great Expectations' –

Be Safe
Be in the right place at the right time
Do your best
Handle your emotions
Use appropriate language
Cooperate
Respect everyone and everything

Aims For Our School

- To foster a Christian ethos in which children develop a respect and understanding of Christianity through living within a caring, loving and committed community.
- To foster a respect and understanding of different faiths, cultures and backgrounds.
- To create and sustain a happy environment in which all can experience and develop a love of learning.
- To strive for excellence in all we do by providing the highest quality teaching and learning situations, using a wide variety of activities within a broad, balanced and differentiated curriculum.
- To ensure that all children receive their statutory entitlement within the legal requirements of the National Curriculum.
- To recognise and celebrate the value of each child and allow individual children to progress at different rates according to their different developmental stages.
- To ensure that children are provided with the highest quality resources for learning, within the constraints of the school budget.
- To seek to provide equal opportunities for all, irrespective of race, gender, disability and background.
- To develop children's personal responsibility, sensitivity to their environment, social skills and cultural awareness within the school community and in the wider context of local, national and world issues.
- To enhance communications between staff, governors, parents and the local community and develop further their involvement within our school.

Prospectus for the Year 2026/2027

The information and particulars contained within this booklet are correct at September 2025, but it should not be assumed that there will be no change affecting the relevant arrangements or some matter particularised,

a) before the start of or during the school year in question

or

b) in relation to subsequent school years.

General information relating to the school

Address:
ST AGNES C of E (Aided) PRIMARY SCHOOL
KNOLLS LANE
LEES
OLDHAM
OL4 5RU
St. Agnes C of E School is a co-educational Church of England Aided Infant and Junior day school.

The school telephone number is 0161 770 5970

Email address info@stagnes.oldham.sch.uk

Web address http://www.stagnes.oldham.sch.uk

Headteacher
Miss S Butterworth, B.A.(Hons) NPQSL and NSENDCO
RE/ Designated Person for CP/LAC/H&S/Assessment/PE

Chair of Governors: Mrs Sue Gittins

Members of the Teaching Staff

Mrs C Pook	PGCE	EYFS Teacher/Geography/Music
Mrs J Crickett	BA (Hons)	Senior Teacher/Literacy/PSHE/Healthy Schools
Ms S Ritchie	PGCE	Science/MFL
Mr K Taylor	PGCE	Senior Teacher/ICT/Humanities/Numeracy/EVC
Mrs A Butterworth	PGCE	SENDCO, Art and DT

Classroom Assistants: Mrs K Cooper-Wilson, Miss E Pilling, Miss S McDonald, Mrs E Hammond, Mrs M Guest, Mrs L Greaves, Mrs J Southwood

Pastoral Lead and Attendance Officer: Mrs S Pilling

Business Manager: Mrs R Bayley

School Cook: Miss C Nield

Kitchen Assistant: Miss K Madeley

Site Manager: Mr J Taylor

The school is served by a number of specialist staff. These include Music teachers, school psychologists, Primary Special Needs Service, and as staff from various medical services.

The Governors of the School

The 12 members of the Governing Body are as follows:-

Ex Officio Foundation Governor	Revd Kirsten Stott
Diocesan Representative	Mrs Carol Bolger
Foundation Governors	Mrs Louise Greenhalgh Miss Katie Hall Mrs Stephanie O'Brien Mrs Lara Greaves Mrs Rebecca Cotton
Local Education Authority Governor	Mrs Sue Gittins
2 Elected Parent Governors	Miss Katie Madeley Mr Ben Boardman (Vice Chair)
Associate Governor	Mrs Diane Standring
Headteacher	Miss Sarah Butterworth
Staff Governor	Mrs Emma Hammond
Chair of Governors	Mrs Sue Gittins
Vice Chair of Governors	Mr Ben Boardman
Clerk to the Governing Body	Oldham LA On behalf of Assistant Executive Director of Services, People, Communities and Society

The full Governing Body meets at least once a term and works with three main sub committees -

Finance, Premises and Human Resources
Safeguarding, Equality, Inclusion and ICT
Curriculum, Standards and Pupils

The School

Welcome to our school. I hope the following information will help to clarify some of the points of our organisation and enable you to help your child settle into the routine of school as smoothly as possible.

The future education of your child is very much a joint affair between home and school, so should any query or problem arise please feel free to ring or visit the school at any time to discuss it. Immediately after school would be the most convenient time to speak to your child's teacher.

St Agnes is a Church of England (Voluntary Aided) School and as such a Christian environment is fostered within the school. Close links are maintained with St Agnes Church, which is attached to the school.

Each child is special, with gifts of their own. We aim to provide a loving and caring atmosphere where those gifts can be discovered and developed achieving maximum progress and highest achievement possible. Having come to us as very young children they leave us as responsible and caring young people of whom both parents and school can be truly proud.

The school caters for the age range of four to eleven years. In the Autumn term 2022 the number of children on roll will be 105.

There are four classes arranged as follows:

Foundation (Reception)	(15 pupils)	Mrs C Pook	(Class 1)
Year 1 / Year 2	(30 pupils)	Mrs J Crickett	(Class 2)
Year 3 / Year 4	(30 pupils)	Mr K Taylor	(Class 3)
Year 5 / Year 6	(32 pupils)	Mrs A Butterworth and Ms S Ritchie	(Class 4)

We operate a "House System" in school to encourage co-operation across the age ranges. Children are awarded house stars, which are given for following the ‘St Agnes Great Expectations’.
Each child is put in one of the following house – Hufflepuff, Ravenclaw, Gryffindor or Slytherin. The houses have been picked by the staff and children and follow the Harry Potter theme to encourage a love of reading. They meet as a group fortnightly for House Assembly. From time to time they work as a group on themed activities and compete in inter-house sports competitions. At the end of the school year the "House" with the most stars will be awarded the House Shield and House trip. Throughout the year children are awarded ‘Dress Down Days’ for their commitment and hard work to these expectations.

We have a School Council which gives children an opportunity to put forward their views. This consists of children from Reception to Year 6 and they meet every half term.

Holiday Dates

Dates of school terms and half terms for the next school year can be found on the school website

The School Day

Breakfast club for all children	8:30 am	
Entry into School		
Morning session	8:40 am	12:00 noon for KS1 and FS
	8:45 am	12:15 pm for KS2
Morning break	10:45 am	11:00 am
Lunch	12:00 noon	1:15 pm KS1 and FS
	12:15 pm	1:15 pm KS2
Afternoon session	1:15 pm	3:15 pm
After school clubs	3:15 pm	4:15 pm

The school is open for 33 hours and 45 minutes per week.

Children are expected to be present on the school premises 5 minutes before school starts in both morning and afternoon.

Number of Days in School

Children	190
Teachers	195

Teachers are involved in five training days when the children are not in school.

Arrangements for visiting School

Tours for Prospective parents will be held on Wednesday 20th October. Any parent wishing to view the school must make an appointment with Mrs Bayley the Office Manager.

Admission to St Agnes School

Children are normally admitted to the school in September of the school year in which they become five years of age. Parents are asked to register the names of their children to the school as early as possible if they wish to be admitted the following September.

15 children are admitted each September into the Reception class. The School's Eligibility Criteria, as agreed by the Governing Body, is available at the school office, which will only be taken into account if the school is oversubscribed.

The infant children who are due to start school in the September are invited to come to school on two afternoons in the preceding term to meet the teachers, to acquaint themselves with the other children and to find their way around the school.

Appeals Procedure

If the school is oversubscribed in any year and children are not offered a place, parents do have the right to appeal to their child's exclusion. The exact process is explained in the 'The Guide for Parents Primary Education' booklet that is available either from the School office or the address below:-

People Communities and Society
Education Office
Civic Centre
PO Box 40
West Street
Oldham
OL1 1XJ

Assessment

Assessment of pupils' achievements are made in the following ways -

1) Continuous informal teacher assessment, which will take the following forms:
   a) Working with, talking and listening to children throughout the day.
   b) Systematic observation of children while they are engaged in a particular piece of work.
   c) Giving children practical or written assignments, which are assessed afterwards.
   d) Continued assessments of the national curriculum are used throughout the academic year, for all pupils.
   e) Children will be assessed using new curriculum objectives and will be judged as emerging, expected or exceeding.

2) Children are assessed on their achievements in the National Curriculum core subjects of English and Mathematics at the end of Key Stage 2. Year 1 children also take part in the Phonics Screening Check. Year 4 children will take part in the Multiplication Check in June 2025.

School Meals

Children in EYFS and Key Stage 1 are entitled to a free school meal as part of the Universal Free School Meals initiative, introduced by the Government in 2014.

For children in Key Stage 2, the price of a school meal is £2.50 per day, and it is essential that payment for the week is made on Monday. Children who are absent should bring the money on their return - they will be credited for any meals paid for but not taken. Parents pay for meals via our online system SIMS Pay.

We are fortunate at St Agnes School to be able to offer midday meals cooked on the premises by our cook Miss Nield. These meals are of a high standard and wide variety.

Children are expected to try a little of everything on the menu unless, of course, there is a special reason they cannot eat certain foods.

If you wish your child to change from school dinners to packed lunches, a letter giving two weeks' notice should be sent to the Headteacher.

Whether your child is in EYFS, Key Stage 1 or Key Stage 2 and if you feel that you are entitled to free school meals please contact:

Oldham Council Free School Meals
Civic Centre, Level 4
West Street, Oldham
0L1 1UH
0161 770 6688
welfare.benefits@oldham.gov.uk

Packed Lunches

Although most children have school meals, sandwiches may be brought on request. If your child does bring a packed lunch could you ensure that it is in a sealed, plastic container with the child's name clearly marked. No hot drinks are permitted for safety reasons. Drinks should be in unbreakable containers. We are a healthy eating school therefore sweets, crisps and chocolates are not allowed.

Milk

Milk is available daily for Infant children in Classes 1 and 2, free of charge. Please let us know if your child will not require it.

Fruit Scheme

At present all children in the Foundation Stage and Key Stage 1 receive a piece of fruit on a daily basis. This is part of the National Fruit Scheme and is free of charge.

Snack at break times

Healthy snacks can be brought into school by all our children to eat at break times or children may purchase a healthy snack from our Tuck Shop.

School Uniform

The school encourages the wearing of school uniform as it increases the corporate feeling within the school. The school uniform is:

Winter
Grey skirt/pinafore dress
Or grey trousers - long or short
White shirt with a school tie
Red cardigan/ pullover/ or red
"Knolls Lane" sweatshirt/cardigan
School tie
Grey or white socks
Grey, red or black tights
Summer (as above or dresses with red and
white checked gingham or red and white stripes)
or red polo shirt
Grey shorts
Suitable black shoes (not trainers)

School ties can be purchased from the school office for £3.50 payable via SIMS pay.

Children are not allowed to wear earrings of any description for school or any school event. Anyone deciding to let their child have their ears pierced should do so only at the beginning of the summer holidays, so that they have six weeks for them to heal. Nail varnish should not be worn at any time. Hair accessories should be red, black, white, gold or silver.
Hair cuts should be sensible (no hair dye or patterns in hair) and long hair should be tied back.

PE / Games

The most important factor to remember with sports clothing is safety and the recognition that we must change from our everyday school clothes.

PE Kit
Plain white T- shirt
Plain black shorts with plain grey or black joggers worn over the top.
Red school jumper, cardigan or fleece.
Trainers for outdoor activities and black pumps for indoor.

P.E. / Games wear is to be worn to school on PE and swimming days.

(Parents are asked to ensure that all items of clothing are clearly labelled with the child's name.)

During PE Lessons

- Long hair should be tied back.
- Indoor work will be done in plimsolls, or bare feet if no plimsolls are in school.

- If a child is suffering from veruccas these need to be treated and plimsolls worn.
- No jewellery should be worn.

All children participate in PE, as this is a mandatory subject of the curriculum and parents should notify the school by letter or personal contact if their child is not participating, for any reason, in a PE or swimming lesson.

Non-participants are involved wherever possible in the lesson by planning and observing and evaluating others' performance. We are currently looking at providing a bank of work which involves health / fitness / scientific issues for non-participants to complete during PE Lessons.

- If a child forgets his / her kit they must borrow one from school.
- Teaching staff will wear appropriate footwear and clothing.
- If for medical or religious reasons your child cannot wear the recommended PE kit please notify school.

Health and Welfare

The standard of care expected from the teachers is that of a reasonably careful parent. Should a child be taken ill at school every effort is made to get in touch with the parent please keep us informed of changes of telephone number or address of emergency contacts. Please do not send your child to school when they are unwell. Invariably they feel worse at school and often become distressed. There is also a risk of passing on infections to other children and staff.

Absence from School

Parents are asked to telephone school before 9:00am to report their child's absence from school. Failure to give a reason will result in a recorded unauthorised absence. The school follows strict Government policy regarding leave during term time. It is the parents' responsibility to ensure that the child arrives at school on time, properly attired and in a condition to learn.

Late Arrivals

If your child is late for school they need to report to the school office before going into class. We have a policy for zero tolerance for lateness. If a child arrives after 9.00am they will be recorded as being late.

Routine medical and other checks.

During the time your child attends school the Local Authority arranges a variety of medical checks e.g. auditory, optical and height and weight. If you do not wish these checks to be administered to your child, would you please notify the school in writing.

Medical Information

If you have any medical information concerning your child's welfare that you feel is important for the school to know, please notify the school in writing. This includes any food allergies or food intolerances. Children who suffer with asthma (including occasional sufferers) are required to provide an inhaler in the School Office.

Administration of Medicines

The School must be informed if children take long term medicine or are on antibiotics. Parents or a designated adult with written permission from parents, are welcome to come into school to give medicines to their own child or alternatively prescribed medicines or painkillers can be sent into the school office, dated, clearly labelled with - the child's name, details of dosage, times, storage and permission for children to self-administer - this can be greatly aided, if prescribed liquid medicines are pre-measured in to a syringe.

Children using inhalers may need to use them at anytime. If your child does need to use an inhaler, it is important that the school is notified in writing with any specific instructions.

A copy of the policy is available from the school office.

Discipline

Good behaviour and discipline are key foundations of good education. Without an orderly atmosphere, effective teaching and learning cannot take place.

At St Agnes today we are just as concerned about discipline as staff in the past would have been, but we see discipline in the school as more than simply doing as you are told, although that is necessary from time to time. Every school must operate within a framework of order and some rules if children are to be safe and have opportunities for learning. The fundamental rule in this school is that everyone in the school, staff and pupils alike, shall behave with consideration and respect for all other members of the community. The teachers work to help children to establish self-discipline, and to see the need to be orderly, considerate to others and honest. This is not always easy for the teacher to do - it involves giving children the opportunity to exercise self-discipline and supporting them while they learn how to manage themselves. It needs to be done in an atmosphere that encourages success, where praise and encouragement are used more than rebuke and sanctions.

The 'St Agnes Great Expectations' reinforce all of the above and build upon our aims and ethos, making it a happy place to be.
The expectations are designed around a rainbow and are as follows -

1. Be Safe
2. Be in the right place at the right time
3. Do your best
4. Handle your emotions
5. Use appropriate language
6. Co-operate
7. Respect everyone and everything

Children receive a Great Expectations badge which they wear with pride, if they do not follow the Great Expectations they lose their badge until they have earned it back. This works really well and the children love wearing their badges.

Very occasionally, young children forget our aims and expectations for good behaviour, and may be inconsiderate to others. We try to prevent this from happening by noticing good behaviour and reminding pupils of the school aims.

Should there be persistent misbehaviour of any kind the parents of the child concerned are asked to discuss the situation with the Headteacher and staff.
We believe parental consultation and involvement to be the most effective way forward.

The School Curriculum

Our aim is to provide a happy, secure atmosphere within which the children can develop intellectually, socially, creatively, spiritually and physically.

The Education Act requires schools to provide a basic curriculum, which includes Religious Education and the National Curriculum for pupils of compulsory school age.

The Curriculum is made up of the core subjects - (Literacy, Numeracy, ICT & Science) and six other subjects - (Design & Technology, History, Geography, Music, Art and P.E., Modern Foreign languages) This topic based Curriculum and R.E. together form the Basic Curriculum. The children are taught the basic skills in each subject through Topic Based learning – our Curriculum offer can be found on our website.

St. Agnes is organised into one Foundation Stage (Reception/Class 1), which caters for 15 pupils, and one KS1 (Class 2) which has 30 pupils in Years 1 and 2. KS2 is split into Y3/Y4 (Class 3) and Y5/Y6 (Class 4). A mixture of individual, class and group teaching is used to suit the needs of the children enabling them to develop as confident and independent learners.

All children on entry are given a baseline assessment during their first half term in school. They are currently assessed on their achievements in the National Curriculum core subjects of Literacy, Numeracy and Science in the school years in which they are 7 and 11. National up to date assessment results for the school can be found on the school website.

The Foundation Stage is taught through a different curriculum called the Early Years Foundation Stage (EYFS). This is split into 7 areas of learning. Prime areas – (Communication and Language, Physical and Personal and Social Education) and Specific areas – (Literacy, Numeracy, Understanding of the World and Expressive Art and Design). The children learn through independent learning and teacher focused activities. The children experience a variety of play based activities to enhance their learning.

The children are assessed at the end of the Foundation Stage in line with the New EYFS Framework 2021. This assessment comes from teacher observations, photographic evidence and work that the children have produced throughout the year.

Records and Reports

We keep comprehensive records of your child's progress through school. As well as being an aid to teachers in the school, these documents become invaluable when children move on to the next school.

Parents will receive an interim report in the Spring term, which indicate the child's approach to learning and their attainment. A more detailed report giving information on attainment and next steps will be provided near the end of the School year.

Religious Education

St Agnes School is an Anglican school and the Religious Education provided is in conformity with the doctrines and practices of the Church of England. Parents of children seeking admission to the school are expected to be in sympathy with the Christian aims of the school. Parents can withdraw their children from all or part of the religious education provision and also collective worship.

Collective worship is held each day. The links between the church and school are very close and the children participate in all the major religious festivals connected with the church such as Easter, Harvest Festival, Christmas and Church Anniversary.

All classes present at least one assembly for parents during the academic year. Dates of which will be sent out nearer the time.

Homework

Our Curriculum Offer is intended to reflect the partnership between parents, pupils and school. It may take various forms ranging from reading practice to more formal, reinforcing work. Homework is set weekly, covering Literacy, Numeracy and Topic Work in a variety of forms – e.g. writing a report, taking photographs, making a model or visiting a place of interest. The child's reading book (especially in Class 1 and 2) should go home on a regular basis and opportunity should be given for a quiet period of reading every evening. Parents can help their children by reading aloud to them. It introduces new language, feeds in ideas and stimulates the imagination.

If a child's interest has been aroused sufficiently we would encourage them to extend the interest at home and welcome such enthusiasm.

The most valuable thing you can give to your child is your time and attention.

At St Agnes every child receives a weekly Home learning grid with 9 boxes. The children must tick off one activity from each box weekly. The boxes ensure homework develops the 'whole child' so it will also incorporate outdoor activities, housework and relaxation.
Examples of the home learning grid can be found on the school website.

Arrangements for Special Educational Needs

At St Agnes we aim to provide all children with an education according to their individual needs. We believe that the educational goals for all children are the same. All pupils are encouraged to be actively involved in self-assessment and planning. We hope to achieve a positive partnership with parents. The term Special Needs is a very broad one, covering a wide range of conditions. A child may experience difficulties, which may fall into one or more of the following categories:

1. a physical or mental disability
2. a problem relating to hearing, speech or sight
3. a behavioural or emotional problem.
4. difficulties related to a specific curriculum area ie. Mathematics
5. difficulties of a more general nature covering some or all areas of the curriculum

For some children these areas of Special Needs become apparent before they come into school and may be highlighted by medical professionals. However in most cases the need for extra help will only become clear after they start school. The school has a policy document in place, which explains the rational, purposes, and guidelines of how each child's individual needs will be met. This policy conforms to the guidelines laid down by the Local Authority (LA) and is in accordance with the government's requirements. The policy is available for parents to view on request should the need arise, it is available on the School Website. There is a designated SENCo, Miss Butterworth, in school whose specific role is to develop, implement and monitor the school's SEN policy. She is directly accountable to the governors. Miss Butterworth also has a responsibility to liaise between colleagues, parents, pupils and outside agencies when it is appropriate. The rights of all pupils to have access to a broad, balanced and relevant curriculum is fundamental to the ethos and philosophy of the school. The school will make every attempt to accommodate the needs of every child regarding areas of provision for special needs, currently in school we have a disabled toilet and one ramp. Accessibility for wheelchairs is limited.

Child Protection

We follow the Oldham guidelines for Child Protection.

Sex Education

The Sex Education Policy of the school is that the teaching of Sex Education is within the Curriculum and PSHE & C. This is taught inline with our Sex and Relationships policy 2020 which can be found on the website. In Years 5 and 6 there will be additional sessions on personal hygiene, menstruation, and the onset of puberty. During these sessions the Year 6 teacher and/or another member of staff will accompany the children.

Parents can withdraw their children from all or part of the Sex Education provision, except that which is required as part of Science Curriculum.

Extra Curricular Activities

At St Agnes School we are firm believers in the value of extra-curricular activities as aids to the development of socialisation and enrichment.

The school is proud to offer a variety of extra-curricular activities which may include any of the following: Table Tennis, Netball, Sports Club, Gardening, Cricket, Football, ICT, Board Games, Hand Bells, Ocarina, Business Challenge, Yoga, Rounders, Karate, Keyboard, Art, Basket Ball, Keep Calm and Carry On Club. Children are involved in a number of inter-school fixtures.

Clubs take place after school 3:15 – 4:15 pm or during the lunch hour.

Parents and the School

We believe in fostering an excellent relationship with the parents of our children and the community as a whole. We very much value the support received from you both in and out of the classroom.

We see parents and teachers as partners in ensuring that all pupils give their best and reach the highest standards of work and behaviour.

Complaints Procedure (Education Reform Act 1988, Section 23)

The majority of complaints about the curriculum, and every day concerns, will be dealt with in informal discussion with parents and settled amicably, with the school staff and the Headteacher. In those few cases where the complainant still remains dissatisfied, the arrangements provide for the referral of most complaints to a small panel of Sub-Committee members of the Governing Body.

For complaints about religious education or collective worship, however, the procedures at the final stage are different and the referral of the complaint will be to a panel of members of the diocesan authorities.

Communication with Parents

a) Parents' Evening

In addition to the numerous informal occasions when parents are invited into school to view activities - at plays, sports days, and services - there are formal occasions when parents have the opportunity to discuss the child's all-round progress. In the Autumn Term all parents will be invited into school to have discussions with the class teacher. A further Parents Evening is held in the Spring Term. You will also receive a written report towards the end of the Summer term and an invitation to discuss this with the class teacher.

Please do not feel that these are the only times you may come and talk to teachers. Do contact us if ever you would like to talk to the staff. Appointments can be arranged easily for 3.15 pm or shortly after.

b) Parents' Newsletter

We try to be as efficient as possible by passing on to parents regular information every week in our newsletter called the 'FRIDAY NOTE'. This contains school information, forthcoming events and other items of interest.

c) Curriculum Information Sheet

Each half term parents are sent a Curriculum Information Sheet and a year group target sheet, which sets out the work their child / children are to undertake. We feel that this is not only informative but also enables parents and carers to plan for visits to the library or research suitable web pages and partake in activities, with their children to enhance learning.

d) Parents' Help

Parents and family helpers are welcome into school to help in a variety of ways. These include baking, craft activities, accompanying on school visits and transporting to sporting or other social fixtures. These are valued contributions to our schoolwork. If you can help please let us know.

e) S.T.A.R.S.

A group of parents who wished to help the school was formed as a support group called 'S.T.A.R.S.' (St Agnes Rallying Support). Recently this group has taken on the role of raising funds for the benefit of children in school. They have organised social events for children and parents. Everyone is welcome to attend the meetings and put forward new ideas for fundraising events.

f) K.L.A.S.S. (Before and After School Club)

We are pleased to offer a before and after school club which will enable parents who work, to have their children looked after in a secure environment giving them peace of mind. Knolls Lane After School Services (K.L.A.S.S.) is a registered and Ofsted recognized organisation. At the last OFSTED KLASS received an 'Outstanding' judgment. Further information can be obtained from the school office.

g) Confidential Information

Every parent is asked to complete a form about each of their children at St Agnes School. This form provides essential information such as home addresses and telephone numbers as well as emergency contacts in case of illness or accident. It is essential that we have an up to date record of each child's personal details and particularly in cases of emergency we must be able to contact either parent, relatives, guardians or close family friends. If any of these personal details change during the year, you must inform us in writing as soon as possible. There is now a legal requirement that schools should hold records of the names and addresses of each child's natural parents. Information is also required on a child's background, which may help us in our dealings with them. Any information that is supplied is of course entirely confidential and is treated as such.

h) Provision of Information

Copies of the Curriculum can be referred to by calling into the school office. If other documents relating to the Education Reform Act need to be referred to they should be available for inspection in the school office with prior notice.

i) Password

At school, the safety of your children is of utmost importance. If for any reason you are unable to collect your child from school, could we respectfully ask that you contact the Office and inform Mrs Bayley who will be picking your child up. You will then be asked for a verbal password which MUST be relayed back to Mrs Bayley/Teacher by the person you have nominated to collect your child.

Charging Policy

Since the Education Reform Act 1988 charges may not be made for educational or associated incidentals. However these restrictions do not prohibit or restrict a school seeking voluntary contributions for the benefit of the school or in support of any school activity during or outside school hours. It has to be stated that there is no obligation to contribute and registered pupils will not be treated differently according to whether their parents have made any contribution in response to the request. At St. Agnes School we have been able to arrange educational visits and to invite speakers and entertainers to school that we consider of benefit to the education of the children. Parents are being asked to send in an amount of money to cover the cost and are responding accordingly. We feel that such activities are valuable to the child's experience particularly in enhancing National Curriculum project work.

Paying for a coach is a large item to come out of hard-earned funds, which might otherwise pay for new books and equipment. Some subsidies may be available to assist low income families or families where there are several children. Parents should be aware that activities sometimes may have to be cancelled due to lack of financial support. We will try to notify you well in advance of the time when payment is due.

Charges are also made for cookery, craft and other such activities, where the finished product is taken home, and for some after school clubs to cover the cost of materials or instructors expenses.

Charges may be made in cases of wilful or negligent damage caused.

I hope that you have found this booklet useful but, quite possibly, you will still have questions unanswered. Please contact the school about these - we shall be only too pleased to help.

It is impossible to reproduce the booklet every time changes occur, you will be kept informed of dates, changes, forthcoming events etc. by means of letters to parents, our texting service and our website.

This document is current at the time of printing September 2026.

I sincerely trust that your child will have a happy and successful stay with us at St Agnes.