



**Love ~ Respect ~ Shine**

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# **Nursery Prospectus**

## **2025/26**

## WELCOME TO OUR SCHOOL

### **Headteacher Welcome**

*I would like to welcome you to Cheadle Catholic Infant School. I am proud to be Headteacher of such a wonderful school.*

*Cheadle Catholic Infant School is an inclusive school with a determination to provide an excellent education for all children in our care. We are also a successful school that offers a stimulating environment and high standards of education.*

*As a Catholic School we place Christ at the very centre of all that we do. We do this by integrating Gospel values and the teaching of the Catholic Church into every aspect of learning, teaching and all of school life. In our school, then, our children's journey will also be a journey of faith. All staff and the governing body share in this sense of belonging to the family of God and so work together to instil this feeling of love in all our children, parents, carers and families of the community of Cheadle Catholic Infant School.*

*The aims of the school are contained in our Mission Statement:*



### **Love • Respect • Shine**

At Cheadle Catholic Infant School we **love** and **respect** each other.  
We **love** to learn and let our inner light **shine** brightly in all that we do.

*We work in close partnership with parents and our parish, recognising the unique nature of each child and celebrating what every individual adds to our school family. Above all else, as stated in our Mission Statement, we want our children to feel loved and, in turn, to love others.*

*At Cheadle Catholic Infant School, we offer a broad, balanced and creative curriculum, based on Gospel values, which cater for each and every child at the school.*

*All of the staff at the school work very hard to make lessons interesting and to help every child find their best way of learning. As a result we have a wonderful school full of happy, well behaved children who are a pleasure to teach.*

## **Nursery at Cheadle Catholic Infant School**

*Our Nursery is a special place where your child will begin their educational journey. During their time with us, children will develop essential skills such as listening, taking part in conversations, becoming independent, and building resilience. They will grow in confidence to try new things, learn how to share and take turns, and, above all, we hope they will develop a love for school and learning.*

*The Nursery is where we lay the foundations for future learning, and we do this in close partnership with you. Our Nursery children are an integral part of our school community and have the opportunity to take part in whole-school assemblies, sports events, and many other exciting activities.*

*At Cheadle Catholic Infant School, we believe in the following message from the Department for Education (DfE) and ensure that our provision reflects its essence:*

***"Every child deserves the best possible start in life and support to fulfil their potential. Children develop quickly in the early years, and a child's experience between birth and age 5 has a major impact on their future life chances. A secure, safe, and happy childhood is important in its own right and provides the foundation for children to make the most of their abilities and talents as they grow up."***  
*(Statutory Framework for Early Years Foundation Stage, 2021)*

*We hope this prospectus provides you with a helpful impression of Cheadle Catholic Infant School Nursery. If you have any questions at all, please do not hesitate to contact me.*

*Best wishes,  
**Pamela Glynn**  
Headteacher*

*This is a snapshot of the views of our parents and what they say about our school:*

### **Parent Questionnaire March 2025**

*CCIS is a lovely school, the staff foster a positive attitude in the school and as a parent I have always felt listened to whenever raising any issues. The attitude towards learning is positive and the children arrive ready in juniors. I feel that the Catholic values are respected.*

*We are incredibly pleased with the school, staff and environment our child has. She has become a more confident, social and informative young lady and has developed fantastic morals.*

*I am delighted with how quickly xx has settled into School. He genuinely looks forward to going into to school every day. Whilst he isn't always completely forthcoming with what he has done at school each day (like most reception children) when he does give glimpses of what he has done he always speaks about*

activities with great enthusiasm and happiness. He was particularly excited about the 'celebration of the word' which he did this week. His reading is coming along very well, as well as his religious literacy and mathematics. He also is enthusiastic about science and PE. We have to drive past 2 other primary schools to get to Cheadle Catholic but I don't regret our decision (even when I'm stationary on Turves road for proportions of the week!) as I know xx is being well looked after and being academically pushed.

I came to this school and I have 2 Children in the infants, one is still in reception. We have been very impressed with the quality of teaching. Very happy with my children's education so far.

Absolutely lovely teachers, understanding Head, holistic/well rounded education, wraparound is outstanding, outdoor areas regularly used

An absolutely fantastic school, with fantastic staff and pupils!

A warm and caring community. I feel very welcome and I know that my children love school.

Staff are friendly and knowledgeable about my child. Concerns are always addressed when I have emailed.

Lovely school! Really supportive and welcoming atmosphere. It feels like a second family

I can not praise the staff enough for all they do, not only for our children but for our families too.

All staff work hard to ensure a varied and creative curriculum is planned for and executed to the highest of standards. My child feels listened to and comfortable in her environment which has meant she has continued to thrive as she starts her educational journey in reception.

#### **Ofsted December 2024 Parent View Results:**

Please click below to read our Parent View results from our most recent Ofsted Inspection: We are delighted with the results that are overwhelmingly positive.

<https://parentview.ofsted.gov.uk/parent-view-results/survey/result-print/4406/14>



Dear Parents/Carers,

It is an honour and a privilege to be part of the Governing Body at Cheadle Catholic Infant School. Our school serves the parishes of Christ Church, St. Chad's, St. Ann's and part of St. Vincent's and St. John's, and the Catholic ethos is at the very heart of our school community.

Our governors bring a wide range of experience and commitment to their roles. We work closely with Mrs. Glynn, the school staff and the wider school community, sharing a common objective, which is to ensure that all children receive the highest standard of care and education.

The Governing Body has 3 specific roles, which are:

- to provide a strategic view
- to act as a critical friend in the development of the school
- to be accountable to the whole school community

Yours faithfully,

**Anne-Marie Nugnes**  
**Chair of Governors**

**Mrs J Peters**  
**Vice-Chair of Governors**

### **GOVERNORS OF THE SCHOOL**

#### **FOUNDATION GOVERNORS**

Mrs A-M Nugnes (Chair)  
Mrs C Shaw, Mr S Leatherbarrow,  
Mrs V Martin, Mrs C Ramsbottom, Mrs M Hickman

#### **Local Education Authority Governor**

Mrs J Peters (Vice Chair)

**Staff Governor** – Mrs. S Boardman

**Co-Opted Governor**-Mrs. C. Lees

**Parent Governors** –Mr S McMonagle, Mrs C Sullivan, Mrs L Millar

**Headteacher – Mrs P Glynn**  
**Clerk to the Governing Body – Ms R Moores**  
Education Division, Town Hall, Stockport.

### **THE STAFF**

#### **TEACHING STAFF:**

Mrs P. Glynn (Headteacher)  
Mrs C. Lees (Deputy Headteacher)  
Mrs D. Dixon (SENCO)  
Miss E. McClusky  
Mrs J. McMonagle  
Mrs S. O'Halloran  
Mrs J. Kemal  
Mrs L. Wainwright  
Mrs B. Brennan- Sweeney  
Mrs H. Tetlow  
Mrs C. Nelson  
Miss E. Ward  
Miss A Evans



#### **NON – TEACHING STAFF:**

Mrs M. Murrell, School Business Manager  
Mrs F. Taylor, Clerical Assistant  
Mr P. Roberts, Caretaker



#### **SUPPORT STAFF**

Mrs S. Boardman, Support Staff (HLTA)  
Mrs T. Golden, Support Staff  
Mrs J. Barnes, Support Staff  
Mrs E. Noar, Support Staff  
Mrs M. Armstrong, Support Staff  
Mrs J. Mellor, Support Staff  
Mrs T. Wigfield, Support Staff  
Mrs C. Lynch, Support Staff  
Mrs E. Mimmagh, Support Staff  
Mrs B. Roan, Support Staff  
Ms E. Bradbury-Allen, Support Staff  
Mrs L. Kilgallon, Support Staff  
Mrs E. Waldron-Green, Support Staff  
Mrs V. Velasco, Support Staff  
Mrs S. Bentley, Support Staff  
Mrs S. Warren, Support Staff  
Ms K Lee, Support Staff

#### **Wraparound Care Staff:**

Mrs A. Armstrong, Breakfast Club Manager  
Mrs J. Mellor, Breakfast Club Manager  
Mrs T. Hunt, Afterschool Club Manager  
Mrs V. Halliday, After School Club Manager



### **MID-DAY STAFF:**

Mrs. Waldron-Green, Ms. Bradbury-Allen, Mrs Armstrong,  
Mrs Mimmagh, Mrs Joseph, Mrs Bentley,  
Mrs Chan, Mrs Hunt, Mrs Hurst, Mrs Roan,  
Mrs Neville

### **KITCHEN STAFF:**

Mrs E Humphries, Cook,  
Mrs D. Neto, Assistant  
Mrs J. McMenamin, Assistant  
Mrs C. Brennan, Assistant.

### **AN INTRODUCTION TO CHEADLE CATHOLIC INFANT SCHOOL NURSERY**

Cheadle Catholic Infant School is a voluntary aided Infant school for pupils aged 3 – 7 years. It is situated in a pleasant suburban area of Stockport and serves the parishes of Christ Church in Heald Green, St. Ann's in Cheadle Hulme, St. Chad's in Cheadle and part of St. Vincent's in Bramhall.

The school occupies a pleasant site, with an open outlook situated alongside Bruntwood fields. It is located at the end of the cul-de-sac of Conway Road.

The school is enclosed with security fencing. Every Reception and Year 1 classroom has access to an outside provision area. All exterior doors are accessible at ground level or via access ramps. The school also has a 'Mile' track for our Mile a Day runs. The school houses 2 disabled toilets, one in the Nursery and one in the office area.

We are a 3 form entry school with a PAN of 90 per year group and 40 in Nursery.

The school enjoys excellent relationships with our parents, our parish communities, our partner schools, the Diocesan Education Service and the Local Authority. We seek and encourage the participation of the parents in the learning process and life of the school. Weekly newsletters from the Headteacher, half – termly knowledge organisers from class teachers and weekly class information pages posted on school website keep parents well informed about everything, from school initiatives to year group curricular targets. Parents' consultation evenings are held in the Autumn and Spring Terms and written reports are sent out in the Summer. Parents are very welcome in our school and join us for a variety of events such as:

- Christmas & Easter assemblies
- Thumbs up mornings
- Sport's mornings
- Drop Everything & Read sessions
- Maths Mastery sessions
- Physical education sessions
- Phonics Workshop
- E Safety Workshop

Academically Cheadle Catholic Infant School produces results, which are consistently higher than national, or local authority averages. These standards reflect the professional dedication of the school staff, the ability of the children and the support of the parents and governors.

The school was last inspected by Ofsted in December 2023 and was judged to be Good in all areas.

Please click the link below to read the report.

<https://www.cheadle-inf.stockport.sch.uk/assets/10255998-Cheadle-Catholic-Infant-School-106111-FINAL.pdf>

A Section 48 Inspection of Religious Education in November 2019 judged the school to be Good in every aspect of school life that was inspected.

<https://www.cheadle-inf.stockport.sch.uk/assets/Documents/Attachments/Denominational-Inspection-Report-2019.pdf>

### **SAFEGUARDING & CHILD PROTECTION**

Parents will be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has a reason to be concerned that a child may be subject to ill-treatment, neglect or abuse, staff follow Stockport's Safeguarding Board's Guidelines and inform Social Services of their concern.

Our Designated Safeguarding Lead is Mrs Glynn (Headteacher).

We have two Deputy Designated Safeguarding Leads:  
Mrs Lees (Deputy Headteacher).  
Mrs Dixon (SENCO).

### **STOCKPORT FAMILY AT CHEADLE CATHOLIC SCHOOLS**

Stockport Family is an integrated service for children, young people and families. Strong relationships and the development of an integrated 'Team Around the School,' are the heart of Stockport Family.

All schools have a named Social Worker, a named Stockport Family Worker and a School Nurse who provide advice, guidance and support to families who need it. They can offer advice on children's sleep, diet, behaviour as well as advice on claiming benefits, parenting courses and mental health support. If we have enough interest our team will also offer parent workshops on sleep, diet etc.

#### **Our School Nurse is Michelle McCulloch.**

If you wish to speak to a member of the team please contact school and we will make an appointment for you.

### **RELIGIOUS AFFILIATION**

We welcome children of all faiths into our school.

Religious instruction is given according to the doctrines and practices of the Catholic Church. The Diocese of Shrewsbury Religious Education scheme is called 'The Vine & The Branches.' It takes account of the age and development of the children. Each theme starts from where the children are at and links their experiences with Christian understanding and the experience of other faith traditions. We help children understand that Religion is for living, and as such is at the centre of all we do.



Each day begins and ends with prayers whether in the form of assembly or within each class. We actively celebrate the liturgical seasons, events and feast days through a range of services. Whole school prayer assembly takes place on a Monday and whole school celebration assembly takes place on a Friday. Parents are invited to share in special liturgies and class assemblies. Parents are kept informed of new topics through newsletters.

## **OUR PARISHES**

**Christ Church:** Parish Priests: Fr Louis & Fr Samuel  
Finney Lane, Heald Green, Cheshire, SK8 3DY  
Telephone: 0161 437 5042

**St. Ann's:** Parish Priests: Fr Louis & Fr Samuel  
29 Vicarage Avenue, Cheadle Hulme, Cheshire, SK8 7JW  
Telephone: 0161 485 1685

**St. Chad's:** Parish Priests: Fr Louis & Fr Samuel  
Stockport Road, Cheadle, Cheshire, SK8 2AF  
Telephone: 0161 428 2480

Parts of the following parish:

**St. Vincent De Paul's:** Parish Priest: Fr. Martin Onuoha  
Handley Road, Bramhall, SK7 3EX  
Telephone: 440 0889

Our school and our parishes are located in the **Diocese of Shrewsbury**, whose Bishop is **The Right Reverend Bishop Mark Davies**. The School's Commission and other diocesan services are administered from:

Shrewsbury Diocese Curial Offices 2, Park Road South Prenton Wirral CH43 4UX  
Telephone: 0151 652 9855

## **ADMISSIONS**

Cheadle Catholic Infant School is a Catholic Infant School situated in the Diocese of Shrewsbury and is maintained by Stockport Education Authority. As a Voluntary aided school, the governing body is the admissions authority and is responsible for taking decisions on applications for admissions. For the school year commencing September 2025, the governing body has set its admissions number at 90 for Reception and 40 places for nursery (mixture of part time and full time). For more information about admissions and to read our Admissions Policy, please click below:

<https://www.cheadle-inf.stockport.sch.uk/school-information/admissions/>

## **ARRANGEMENT FOR THE ADMISSION OF A PUPIL WITH A DISABILITY.**

The Disability Discrimination Act of 1995 established a requirement to avoid discrimination on the grounds of disability. The governors have worked hard to ensure that pupils with disabilities are not subjected to less favourable treatment and have made reasonable adjustments to the school to overcome disadvantages caused by disability.

In recent years a disabled toilet, toilet grab rails, ramps and disabled parking have enhanced provision within the school. However, the governors continue to seek further improvements to the school site.

## **NURSERY ORGANISATION**

### **Session Times:**

Our Nursery day is divided into 3 sessions:

**Morning Session:** 9am-12pm

**Lunchtime:** 12-12.45pm

**Afternoon Session:** 12.45-3.25pm

15 hour and 30 hour attendance patterns are as follows:

**Nursery 1:** Full day Monday, full day Tuesday, Wednesday until 11.30am

**Nursery 2:** Wednesday 12.45pm-3.25pm, full day Thursday, full day Friday.

**Full Time:** Monday- Friday 9-3.25pm.



## **THE NURSERY CURRICULUM**

The Nursery and Reception classes (aged 3 - 5+) are known as the Early years Foundation Stage (EYFS) and follow a curriculum specifically laid down by the government for this age group. There are **seven areas of learning**.

The **Prime areas** are:

- Personal Social and Emotional Development
- Communication and Language
- Physical Development

Here is a brief outline of what your child will learn:

### **Personal, Social and Emotional Development**

#### **Self Regulation**

- Show an understanding of own feelings and the feelings of others. Begin to regulate behaviour accordingly
- Set and work towards simple goals e.g. being able to wait for what they want
- Give focused attention to the teacher and respond appropriately

#### **Managing Self**

- Be confident to try new activities and show independence, perseverance and resilience
- Explain the reasons for rules, know right from wrong
- Manage own basic hygiene including dressing, going to the toilet and the importance of healthy food choices

#### **Building Relationships**

- Work and play co-operatively, take turns
- Form positive attachments to adults and friendships with peers
- Show sensitivity to their own and others' needs

### **Communication and Language**



- To listen to stories and books
- Hold conversations
- To listen attentively and respond with relevant questions
- To follow and give instructions
- Offer explanations for why things might happen
- Express ideas and feelings in full sentences



## **Physical Development**

### **Gross Motor Skills**

- Confidently and safely use outdoor equipment
- Demonstrate strength, balance and co-ordination when playing
- Move energetically such as running, jumping, dancing, hopping, skipping and climbing

### **Fine Motor skills**

- Hold a pencil effectively using the tripod grip
- Use a range of small tools, including scissors, paintbrushes and cutlery
- Begin to show accuracy and care when drawing

Additionally, there are **four Specific Areas** for learning:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

## **Literacy**

### **Comprehension**

- Listen to and join in with stories and poems
- Describe main story settings, events and characters
- Demonstrate understanding about what they have read
- Use and understand recently introduced vocabulary

### **Reading**

- Talk about settings, plot and characters
- Re-tell stories

### **Writing**

- Begin to mark make

### **Phonics in Nursery**

Phonics teaching begins in Nursery, where children start to explore letter sounds in a fun and engaging way. This early exposure to phonics sets a strong foundation for future learning.





### **Mathematics** **Number**

- Have an understanding of number to 10
- Subitise (recognise quantities without counting) up to 5.

### **Shape**

- Recognise simple 2D shapes e.g. square, triangle, circle, rectangle

### **Numerical Patterns**

- Verbally count to 20
- Compare quantities to 5 in different contexts recognising greater than, less than, the same as

### **Understanding the World**

#### **Past & Present**

- Talk about the lives of people around them and their lives in society
- Know some similarities and differences about things in the past and things now
- Understand the past through settings, characters and events encountered in books read in class

#### **People, Culture & Communities**

- Describe immediate environment
- Know some similarities and differences between different religious and cultural communities in this country
- Describe some similarities and differences between life in this country and life in other countries.

#### **The Natural World**

- Explore the natural world around them
- Know some similarities and differences the natural world around them and contrasting environments
- Understand some important processes and changes in the natural world around them including the seasons and changing states of matter



### **Expressive Arts and Design**

#### **Creating with Materials**

- Safely use and explore a range of materials, tools and techniques
- Recognise colours & pattern
- Share their creations, explaining the process they have used
- Make use of props and materials when role playing
- Recognise and talk about the work of Mondrian & Steve Roberts

#### **Being Imaginative & Expressive**

- Invent, adapt and recount narratives with peers and teachers
- Sing a range of well known nursery rhymes and songs
- Perform songs, rhymes, poems and stories with others

The early learning goals and curriculum framework provide the basis for long term planning throughout the Foundation Stage. By the end of Reception, some children will have exceeded the goals. Other children will be working towards some or all of these goals, particularly younger children.

All the areas of the curriculum will be learnt through play – independent or focused activity. Research has shown that this is the most effective way for children to learn.

### **Religious Education**

Under the guidance of Bishop Mark, we follow the Religious Education programme of “The Vine & Branches”. We develop spirituality in our community through:

- Daily Celebration of the Word in class and in assemblies
- Liturgies
- The sacramental programme
- Sharing and exploring the gospels
- Care and respect for others both inside our school and parish communities and beyond

We aspire to relate the teachings of Jesus and the traditions of the Church to the everyday experiences of our children, thus making our school a setting for living, sharing and celebrating our Catholic faith. We place as much importance on the delivery of RE as that of English and Maths and apply the same rigorous standards and expectations in teaching and learning.

### **Relationships & Sex Education (RSE)**

From September 2020 the government made Relationships Education and Health Education statutory for all primary school children. RSE is firmly embedded in the PSHE and RE framework as it is concerned with nurturing human wholeness and integral to the physical, spiritual, emotional, moral, social and intellectual development of children.

Our Mission Statement commits us to the education of the whole child (spiritual, physical, intellectual, moral, social, cultural, emotional) and we believe that RSE is an integral part of this education.

We implement the Ten Ten programme for Catholic primary schools, **Life to the Full**, to teach Relationships Education and Health Education. This scheme has been recommended by the Bishop of Shrewsbury and ensures that RSE is taught within the context of a Christian understanding of human sexuality rooted in the wisdom and teaching of the Catholic Church. The framework of the programme covers themes which are taken from the Catholic RSE Programme by the Catholic Education Service, which has been highlighted by the Department of Education as a work of good practice.

***Parents have the right to withdraw children from Religious Education, Collective Worship and RSE.***

However, it is anticipated by the Governing Body that those specifically choosing Catholic education will wish to lend their support to maintaining both the full spiritual life of the school, and those aims set out in its Mission Statement.

## **PHYSICAL DEVELOPMENT:**

We are passionate about developing happy and healthy children who will go on to thrive in their future education. We encourage healthy lifestyles and promote exercise and fitness in school.

We are a '**Smile for a Mile**' school and every day our children run a mile. We have won numerous sports awards this year due to our commitment to sport and fitness and we have been the proud winners of the, 'Stockport Smile for a Mile' School of the Year for the past 5 years.



## **FOREST SCHOOL:**

Forest School is an inspirational process that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands- on learning experiences in a woodland or natural environment with trees. Forest School is a specialised learning approach that sits within and complements the wider context of outdoor and woodland education.



At Cheadle Catholic Infant School, our Forest School provision provides nurturing, positive outdoor learning experiences to support our children's wellbeing and personal development. Children learn about the natural environment, how to handle risks and how to use their own initiative to solve problems and co-operate with others. Children participating in Forest School have the opportunity to explore, play, learn boundaries of behaviour and develop life-long skills such as confidence, resilience, independence and motivation, whilst making links to the curriculum.



### **REPORTING TO PARENTS**

The written reports at the end of the year will give the teacher's assessment of your child's progress in the curriculum and possible targets for the future. Information on attendance is a legal requirement. It should be stressed that all such information is strictly confidential. Parents' consultation meetings are arranged for the Autumn and Spring terms. At these meetings teachers will inform you of your child's progress and indicate areas for development, through the identification of future targets.

### **INCLUSION**

When a child is identified as having Special Educational Needs the school follows the Local Authority system for monitoring and recording progress. Any action taken by the school to help

the pupil is recorded and parents are kept fully informed. In the first instance the class teacher share their concerns with the parents, the headteacher and the Special Needs Co-ordinator within the school. A programme of work is devised and tailored to suit the need of the individual child. There is also a support teacher from the Learning Support Service assigned to the school. They are able to advise the class teacher and/or work with the child. This may be on a withdrawal basis or in the child's classroom. The school also has a named psychologist who works alongside parents, teachers and other agencies in identifying, assessing, managing and supporting children with special needs.

If the assessment reports suggest that your child does have special needs, which are sufficiently severe and complex to require additional provision to be made, then the Local Authority have to produce a document called an Education, Health and Care Plan.

### **UNIFORM:**

Uniform in nursery is not compulsory but some children do wear our blue Nursery sweatshirts or cardigans.

These can be worn with joggers, leggings or skirts that are easy to pull up and down for toileting.



### **BEFORE & AFTER SCHOOL PROVISION**

Some parents require before and after school care for pupils.

We have a Breakfast Club available on site.

The club runs from 7.30am – 8.50am and **costs £5.50 per session.**

**(Breakfast is not served after 8.15am)**

Payments are made via the Magic booking system - any issues with the system, please email:

[wraparoundcare@cheadle-inf.stockport.sch.uk](mailto:wraparoundcare@cheadle-inf.stockport.sch.uk)

Club Managers: Mrs Armstrong and Mrs Mellor

Tel: Office 0161 485 8733

We have an After School Club available on site.

This runs from 3.30pm - 6pm and **costs £12.50 per session**

or 3.30pm – 4.30pm at a **cost of £5.50 per session**

Payments are made via the Magicbooking system - any issues with the system, please

email: [wraparoundcare@cheadle-inf.stockport.sch.uk](mailto:wraparoundcare@cheadle-inf.stockport.sch.uk)

Club manager: Mrs Hunt,

Tel: Office 0161 485 8733



There will also be a multi-skills sport's club which currently runs after school on Monday, Tuesday, Wednesday and Friday, for Year 1 and Year 2 until 4.30pm.

The club is run by Mr Helsby who is also our school PE coach.  
Email: ross.helsby@gmail.com

### **LIAISON**

The staff of Cheadle Catholic Infant School do not work in isolation. Our close links with Cheadle Catholic Junior School, St. James' Catholic High School and other partner schools enable us better to meet our pupil's current needs and to prepare them for the future.

Regular contact is maintained through joint in-service training activities, meetings and social events. We are also involved with other primary schools to pursue matters of common interest.

### **HOME AND SCHOOL**

#### **DISCIPLINE**

Discipline in the school is the responsibility of the headteacher, supported by the deputy head and the teachers. We aim to promote a secure and caring environment in which teaching and learning can take place effectively. Children are encouraged, praised and treated fairly and they are expected to develop a sense of self-respect and awareness of the needs of others. If particular behavioural problems do arise, parents of the child or children concerned are informed and asked to co-operate in finding an effective solution. We aim to promote a positive working partnership with parents and visitors to our school and we have an Access Policy in place to safeguard all members of our school community.

#### **PASTORAL CARE**

Class teachers take responsibility for the normal pastoral care in their own class, under the overall direction of the head and deputy head. The exchange of information between parents and the school on all matters relating to the welfare of pupils is very important. Often events within the family can have an effect upon the child in school. If you are in any doubt, please do contact the headteacher to discuss the matter. All such information is of course a matter of strict confidentiality.

Our School Age Plus family support worker, the school nurse and the educational psychologist visit the school regularly. These agencies can all offer help if difficulties arise

### **HOME – SCHOOL – CHILD AGREEMENT**

All parents are encouraged to sign a Home-School Agreement. This outlines the responsibilities for school and parents and ensures an effective partnership between Home and School.

### **VISITING THE SCHOOL**

Parents are always very welcome to come into school to discuss any matter relating to their child. We believe that a child's education can only benefit from parents and teachers working closely together. Visits should be arranged by prior appointment unless the matter is urgent, in which case, please call in. In either case it is our policy that all visitors always report their presence to Mrs Taylor (School Clerical Assistant) and sign in.

Every year, towards the end of the summer term, a meeting is arranged for the parents of children who are to be admitted the following school year. Further parents' consultation meetings are arranged twice yearly for all parents. These are held in the Autumn and Spring terms and interviews are arranged on an appointment system.

## **EMERGENCY PROCEDURES**

It will be necessary for a variety of reasons for the school, from time to time, to contact parents during the day. We will only do so in cases of real emergency or where we feel the welfare of the child merits such action. It is therefore vital that the information in our records is accurate and up to date. Please inform the school in writing of any changes to the following:

- Home address
- Emergency contact e.g. mobile number, works number, grandparents or other relatives
- E-mail address
- Working hours and days

## **THE PARENT STAFF ASSOCIATION**

Cheadle Catholic Infant School has an active PSA. All parents/guardians of pupils attending the school and all teachers are automatic members. Generally the Association aims to hold one social and/or fund-raising event each term. All monies raised from any event go back into funding the school where it is felt appropriate.

We hope that you will be able, in any way at all, to give your help and support. Not only is it a way to help the school, but it is also a means of meeting other parents.



## **COMPLAINTS**

Parents who are concerned about any aspect of school life should initially discuss the matter with the headteacher to seek a solution. Parents who wish to pursue a complaint further in respect of a child's legal entitlement under the Education Reform Act (1988) have recourse to the Stockport LA's formal complaints procedure. The LA's statement of policy on this matter

is available for inspection in school by prior arrangement with the Headteacher. Other LA, DfES and school statements are also available for inspection by prior arrangement.

If you do have a problem please bring it to our attention before it grows into a major concern.

### **ABSENCE FROM SCHOOL**

At Cheadle Catholic Infant School, we take our responsibility to provide your child with a good education very seriously. In order to do this, we need your child in school every day and on time.

Good attendance and punctuality are an essential part of your child's success at school. Pupils who regularly miss school or arrive late fall behind in lessons and may not achieve their full potential.

**If your child is going to be absent you MUST contact the school office by telephone 0161 485 8733 or email: [admin@theadle-inf.stockport.sch.uk](mailto:admin@theadle-inf.stockport.sch.uk)  
**This must be done EVERY DAY of your child's absence.****

If no contact is received the absence will be marked as unauthorised and the Education Welfare Team will be contacted if absence becomes persistent.

The school day is divided into two sessions. If your child is unable to attend the am session but is well enough/able to attend the pm session it is expected that every effort is made to do so to receive a p.m. attendance mark.

### **MEDICAL ABSENCE**

It is expected that medical/ dental appointments be made outside of the school day. If this is not possible your child must attend school before and after the appointment and an email sent in advance to the headteacher requesting permission.

### **LEAVE OF ABSENCE**

Permission for a leave of absence will only be given in exceptional circumstances and at the discretion of the Headteacher.

Please make the request in writing at least **4 weeks in advance** of the leave of absence. We may contact you to discuss this further and will respond in writing. If you continue to take the leave without permission or you do not make a request then the absence will be recorded as unauthorised.

Leave of absence will not be authorised unless there are exceptional circumstance. These do not include holidays.

### **PUNCTUALITY**

All pupils are expected to be **at school by 8.55m** ready for the start of the day. Parents of pupils arriving **after 9:05am** must report to the office to provide a reason for their child's lateness and sign them in to school. The minutes late will then be recorded on the register.

**The register will close at 9:20am –Pupils arriving after 9.20am will be marked as an unauthorised absence for the morning session.**

### **MEDICAL CONDITIONS IN SCHOOL**

Cheadle Catholic Infant School is an inclusive community that aims to support and welcome pupils with medical conditions. We have a medical conditions in school policy which follows Local Authority guidelines.

**Duty of Care:**

In the event of an emergency school staff are required under common law duty of care to act like any reasonable prudent parent/carer.

**School Nursing Team:**

Cheadle Catholic Infant School works closely with the School Nursing Team to ensure we are following our medical conditions policy and providing the best possible care for your child at all times. Please be aware that information regarding your child and their medical condition may be shared with the school nurse.

**First Aid:**

If your child was to have an accident in school they would be attended to by a qualified first aider. If the injury is minor you will be informed routinely at the end of the school day by your child's class teacher and you will also receive an accident slip informing you of what has happened. If the injury is more severe you will be contacted by phone and informed if it is advised that your child should be consulted by a doctor/medical professional. In the case of a major accident an ambulance will be called immediately and every effort will be made to contact parents/carers. It is vital that emergency contact details are kept up to date including home, work and mobile telephone numbers.

**Illness:**

If your child is absent from school due to illness please telephone school at the start of the day to inform the office of the reason. Certain illnesses are notifiable to the Local Authority and extra precautions may need to be taken to protect the health and well-being of vulnerable students and staff, for example pregnant females and those with chronic health conditions.

**If the reason your child is absent is due to vomiting or diarrhoea they should be kept off school for a minimum of 48 hours after their last episode.** The school follows advice given by the local Primary Health Care Trust for guidance on infection control within school.

[https://www.publichealth.hscni.net/sites/default/files/Guidance on infection control in%20schools poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance%20on%20infection%20control%20in%20schools%20poster.pdf)

**Medication:**

In certain circumstances your child may require medication throughout the day, wherever possible medication should be given before or after school. School will only administer medication in exceptional circumstances taking into account the following guidance:

- Medicine must be prescribed by a doctor and be labelled with the prescription containing the child's name
- A parental consent form must be filled in and signed by the parent/carer
- Medicine must be brought into and collected from the school office by an adult
- The first dose of any medication prescribed must be given by the parent at home before coming into school (in case of any adverse reactions). Only one dose of any medication may be given per day. This can be discussed with Mrs Taylor in special circumstances.

**Children with Medical Conditions:**

It is the parents/carers responsibility to inform school if their child has any chronic medical condition including asthma, epilepsy, diabetes and allergies. If your child has a more severe medical condition the school's designated person for medical conditions will liaise and work with parents/carers and the school nurse to complete an Individual Health Plan (IHP) for your child. The IHP records important and relevant information regarding your child's

medical needs within school, their triggers, signs and symptoms, medications and other treatments.

### **Storage of Asthma Inhalers and EpiPens:**

If your child suffers with asthma it is required that they have an emergency blue reliever inhaler and spacer within school at all times. Please send the inhaler and spacer in on the first day of school in a bag with your child's name and class clearly labelled. They will be stored inside a secure but accessible cupboard in the classroom. If your child suffers from severe allergies and has an EpiPen it is also required that they have two within school at all times for use in an emergency, this will also be stored in the same manner.

### **Parents and Carers Responsibilities:**

It is the parent's/carer's responsibility to:

- Inform school of any changes to their child's medical condition (this includes any newly diagnosed conditions, changes to treatments or medication and any admissions to hospital relating to such conditions).
- Ensure all medication in school (emergency and non-emergency) is prescribed by a doctor, is clearly labelled with the child's name, the name of the medicine, the route of administration, the dose and frequency.
- Ensure that school has an adequate supply of medication that is required during school hours and that it is within the expiry date.
- Collect out of date or no longer required medication from school for safe disposal.
- Provide school with a copy of their child's asthma plan (if they have one) from the school nurse or health care specialist to help manage their condition.
- Complete a permission slip for the administration of prescribed medicine required for both short term and long term medical conditions and state the reason for the medication.
- Ensure school has full and up to date emergency contact details for your child.

### **FIRE DRILL/ EVACUATION/ LOCKDOWN**

Drills are held regularly and all children are taught the correct procedures to follow.

### **BIRTHDAYS**

We celebrate every child's birthday in school in our own special way.

We **do not** allow children to bring in cake or sweets from home because we do have children in school with allergies and we are also a 'Healthy School.'

If your child would like to bring something into school to celebrate their birthday we ask that they bring in a favourite story to be read to their class or donate a book to their class library.

### **MEALS IN SCHOOL**

At our school, we pride ourselves on offering excellent, healthy school meals, with a wide variety of choices prepared in our own kitchen. We ensure that meals cater to all dietary needs, including medically specified diets, which can be arranged upon request.

Children also have the option to bring a packed lunch if preferred.

To select a meal for your child, please make your choice the evening before using our School Grid system.

Please note that Nursery children must pay for their meals. Meals cost £2.50.

Children are allowed to bring a healthy snack for morning break. The following advice is given to help children make positive choices.

Good choices to include: Fresh fruit, dried fruit, raw vegetables e.g. carrot sticks, cheese strings, cheese slices, cheese dunkers or cheese sticks. We ask that crisps, biscuits, sweets and chocolates are not brought in.

Since March 2003, the school has taken up the offer of the 'Free Fruit for Infants' scheme and a piece of fruit is provided for each pupil at afternoon breaktime. Please let us know if your child is allergic to any fruit.

Children must bring water bottles to school. These should be clearly marked with the child's name, be filled each day at home and should only contain **water**.

### **MILK:**

Every child in nursery is entitled to free milk.

You must register your child online at [www.coolmilk.com/register](http://www.coolmilk.com/register) in order for their milk to be delivered every day.

### **PARKING**

As a large popular school, serving a wide catchment area, there is inevitably a large volume of cars at the start and end of the school day.

#### **OUR SCHOOL CAR PARK IS FOR STAFF AND BUS USE ONLY.**

Some of the surrounding roads are subject to parking restrictions at certain times. **Please consider parking at Bruntwood Park car park.** The governors have agreements with the agencies involved at this site. **You may park free of charge at Bruntwood Park at the start and end of the school day** (half an hour before and after 9am and 3.25pm). The school gates are **locked at 9.10am and opened again at 3.10pm.**

We ask that if you do park on roads near to the school, that you park considerately and show respect to our local residents. Included on your data collection sheet is School Travel Agreement for home and school to read and sign.

Please note that 'After School Clubs' are conducted outside on the school grounds so the gates will be locked until the Club has ended. Children will be dismissed from the front of school, near the office. (The gate from Bruntwood Park will NOT be opened at this time)

### **VOLUNTARY CONTRIBUTIONS**

The governing body will seek voluntary contributions for the benefit of the school or in support of any school activity whether during or outside school hours, residential or non-residential. The contributions will be genuinely voluntary and no pupil will be treated differently depending on whether or not the parents have made any response to the request for voluntary contributions.

### **BUILDING FUND**

As a Catholic school the majority of our income comes from state funding. However, in return for the right to promote the Catholic Faith, 10% of the cost of all building work, repairs and maintenance must be met by the Diocese. At one point, donations through collection at mass were enough to meet this cost, but funding from the 'plate' has fallen well short of the bill for many years now.

In 2000 the Shrewsbury Diocese introduced a building fund in order to meet the 10% cost of all works on its Catholic schools with all those parents choosing Catholic education for their children asked to make the voluntary contribution of **£15 per child, per year.**

Whilst this is a suggested donation, Cheadle Catholic Infant School has to make a payment for each child to the Diocesan fund - regardless of whether parents opt to pay or not.

You can pay your voluntary building fund donation online via PayPal by using the following link: <http://www.dioceseofshrewsbury.org/schools-building-fund> or by cash or Sims Payment.

**PARENT PAY:**

We are a cash free school and all payments for trips etc must be done using our Parent Pay system. You will be registered and shown how to log on when your child starts school. If you have any issues with Parent Pay, please email the office [admin@cheadle-inf.stockport.sch.uk](mailto:admin@cheadle-inf.stockport.sch.uk)

**COMMUNICATION:**

We use the School Comms app (School Gateway) to communicate to parents via email and texts. Newsletters are sent out every Friday which contain important information about events in school. It is vital that you download the School Comms app as soon as your child joins our school.

**ACCESS TO DOCUMENTS**

School policies cover every aspect of school life. Some of our most important policies are on the school website. If you want to know our policy on something that is not listed, please ask the school office.

**CONCLUSION**

The information in this document does not cover all that happens in school, and parents are encouraged to keep in regular contact, and to let us know if they have any questions or problems.

## LOCAL AUTHORITY NOTES.

### TRAVEL TO SCHOOL

#### **General**

Stockport is an urban area well served by public transport. Services are provided by Transport for Greater Manchester (TFGM) after consultation with the Council, which is not directly involved in the provision of transport to schools.

Any queries about school buses should be directed to the TFGM Telephone Enquiry Unit (Tel: 0161 244 1000)

Children under 13 years of age may travel at the child concessionary fare. This concession does not apply to children attending private or independent schools.

#### **Free Travel**

Some children qualify for free travel passes if transport is considered necessary to facilitate school attendance. In considering each application, the Authority, as required by law, will have regard, among other things, to the age of the child and the nature of the route. New applications for bus passes are only considered:

- Where the distance between the gate of the home and the gates of the priority school or associated Catholic school (NOT NECESSARILY THE SCHOOL TO BE ATTENDED) exceeds 3 miles for children aged 8 years and over.
- Where the distance between the gate of the home and the gates of the school to be attended exceeds 3 miles.

Measurement is made by the nearest available walking route which a child could reasonably be expected to take, accompanied as necessary. Parents' attention is drawn to the implications of accepting a place at a non- priority/associated school with regard to free school travel.

The Council does not normally assist with the transport costs of pupils who obtain places in schools outside Stockport. If the application is for a school outside Stockport on denominational grounds and appropriate education cannot be provided within Stockport then free school travel will be considered. Applications should be accompanied by a letter, from the relevant school, indicating that the attendance is on denominational grounds. The Council reserves the right to review the route used for measurement purposes at any time and may withdraw passes in cases which subsequently fail to qualify.

Parents who wish to appeal against a decision regarding eligibility for free travel should do so in writing to the Corporate Director for Children and Young People stating clearly their grounds of appeal.

#### **Transport on Medical Grounds**

Transport may be provided on medical grounds, normally for a limited period, on the recommendation of the School Medical Service. Parents who wish their child to be considered because they are unable to use public transport because of e.g. a broken leg, should apply to the Children and Young Peoples Directorate: (Tel: 0161 474 7227) and enclose a note from the child's specialist or Family Doctor.



## Our Golden Rules

***I will try to live as Jesus wants me to live.  
He has shown me the way.***

In school I will try to follow the Golden Rules:

I will be gentle  
I will be kind and helpful  
I will be honest  
I will work hard  
I will look after property  
I will listen to people



Dear Parents/ Carers,



*Re: National Fruit Scheme*

The Government's initiative to run a National School Fruit Scheme for infant children is to continue for a further twelve months. Under the scheme, which has been running for five years, each child is entitled to receive a free piece of fruit each school day. Scientists agree that everyone, including children, can reduce the risk of heart disease and cancer by eating at least **5 portions of fruit and vegetables every day**. On average, children in the UK currently eat only 2 portions of fruit each day.

I am delighted that our children have been participating in this scheme, which reinforces our commitment to **healthy eating**. Consequently, your child will be offered a piece of fruit each day. We distribute this during afternoon playtime.

The fruit is fresh (3 deliveries a week) and of good quality, equivalent to the fruit that we buy in the shops. Our kitchen staff wash and prepare it each day. The aim is for the pupils to have a positive and enjoyable experience of fruit.

The scheme is voluntary, and there is no obligation for your child to take part. I hope that you will share my belief that the Scheme has many benefits. I am keen to help our children to enjoy eating fruit and the Scheme will help us to teach them about the benefits of healthy eating.

If you **DO NOT** wish your child to participate in the Scheme, please let me know in September. It is essential that you inform us of any allergies your child may have, so that we can ensure they are not given anything that will harm them.

If you have any questions, please contact us.

Kind regards,

Mrs Glynn