St. Gabriel's RC Primary



Headteacher Introduction

Dear Parents and Carers,

A very warm welcome from all of us!

We are here to make this experience as enjoyable as possible for both you and your child. There really is nothing to worry about but if you have any questions or concerns, please make sure you speak to us.

Hopefully, the information provided within this document will answer most of your questions and will help to prepare both you and your child for this very special step. We hope you will take the time to read all this information at your leisure and please feel free to get in touch if you have any questions.

So, what do we believe in? What can your child expect from their time with us?

We believe that your child is a very special, unique person and we will do everything we can to give them every opportunity to grow and develop and shine throughout their time here. We will personalise our curriculum to meet the needs of your child and will nurture their natural talents so that they succeed in every way.

The School Mission Statement says, "In God's love: we welcome, we learn, we grow together." What matters is that your child gets every opportunity to be the very best that God intended them to be and our job will be to nurture, to guide, to enthuse, to reassure and to support them on that journey.

All we ask of you is that you work hand in hand with us on that journey so that your child knows that they are surrounded by a strong, secure partnership of support and encouragement.

We look forward to working alongside you in shaping your child's future and the new relationship that we will build together. The door is always open, if you need to talk about anything at any time, please call in to see us.

Kind regards,



Mrs Laura Bolton
Headteacher

School Intake Pack 2026

School Information

First Few Days and Classroom Staff

School Hours, Attendance and Punctuality

Uniform

School Meals & Extended Schools Provision

- *Milk*
- *Breakfast Club and After School Club*
- *School Dinners*

Personal Information, Emergency Contacts, Communication and ParentApp®

- *School Admission Form*
- *Emergency Contacts*
- *Communication and ParentApp®*
- *Internet, Publication of Work, Photo Permission*
- *School Website*
- *Internet and Computer Rules*
- *Photographic and Publication of Work*
- *Library System*

Curriculum and Home School Agreement

- *Curriculum for Early Years Foundation Stage*
- *What will my child be doing?*
- *Home School Agreement*

What happens now?

- *Home Visit*
- *School Open Evening*

School Information

Address:	**Vicarage Road South** **Castleton** **Rochdale** **OL11 2TN**
Telephone:	**01706 650280**
Email:	**office@stgabrielsrc.rochdale.sch.uk**
Website:	**www.stgabrielsrc.com**

Pupils on Roll:	**204**
Type and Age Range:	**Primary (Voluntary Aided) 4 – 11 years**
Headteacher:	**Mrs Laura Bolton**
Chair of Governors:	**Ms Keela Walsh**
School Hours:	**8:45am – 3.15pm**
Local Education Office:	**Rochdale Local Authority** **No 1 Riverside** **Rochdale** **Lancashire** **OL16 1YD**
Telephone Number:	**01706 647474**

First Few Days and Classroom Staff

We introduce children to the Reception Class in small groups, start dates will be provided in a separate letter. Within the class there is a teacher and teaching assistant.

At the end of September on St. Gabriel's Day children are welcomed into the school by the other members of the school at the Welcome Liturgy. This is a lovely time where the older children welcome the new children and their families into the school community.

During September, we will also be running workshops for parents where you will learn about how the curriculum is taught in school and how you can support your child at home.

Don't worry if you feel anxious about leaving your child on their first day, it's perfectly natural! Please discuss this with a member of staff, we want to work in partnership to ensure your child is happy and settled! Please do try to relax and enjoy this exciting step in your child's life.

School Hours, Attendance and Punctuality

It is important to help your child settle into school life by making sure that they attend every day and arrive on time. This is an important life skill for your child to learn and establish good habits early on.

All children enter the school via the playground gates, the school day commences at 8:45am and all children need to be brought to the classroom for time.

Anyone arriving after the bell will need to report to the school office where late marks will be recorded. The school day finishes at 3.15pm and children should be collected, promptly, through the playground. Any child who is not collected promptly will be brought to the school office who will communicate with home. Information on who can collect your child is available on the school app and must be filled in to ensure your child's safety.

If your child is ill and unable to attend school, please let the school office know by 9:15am via the school app or via a telephone call. Any absence not accounted for will be marked as an unauthorised absence. Please refer to the school website for the Attendance Policy and full absence reporting procedures, alternatively contact the school office for a paper copy.

Medical appointments should be made out of school hours. Sometimes emergency appointments or hospital appointments within the school day are unavoidable; however we ask that these are made as late as possible during the school day and that an appointment card is provided. Following this procedure will mean that your child will not lose registration marks for the appointment time.

In exceptional circumstances, if you need to ***request*** *an absence during term time, a letter needs to be submitted to seek permission.*

Applications should be submitted at least 4 weeks before the leave is required. Please note no exceptional circumstances will be authorised in assessment week; a maximum of 5 days exceptional circumstances will be authorised. Please note that due to the amendments in holiday regulations headteachers are no longer able to authorise holidays and all holidays will be marked as unauthorised absences. Failure to follow the correct procedures may result in a penalty notice being issued.

Uniform

*Uniform is worn throughout the school; this develops a sense of belonging and pride in being a member of the school community. It also removes any sense of competition between children as everyone is dressed the same. All children are expected to comply with the policy, including wearing appropriate black school shoes. The uniform consists of the following (where grey is stipulated this is mid grey or light grey, not **black**)*

Uniform	• St. Gabriel's School V neck sweatshirt or cardigan • Grey long or short trousers, grey skirt, pinafore dress • White shirt (not polo shirt) & School Tie (Y1 to Y6) White polo shirt (Reception children only with optional tie) • Black shoes, they can fasten (not trainers) • Grey socks / white socks or grey tights • Waterproof coat • Hat/Scarf (winter) or sunhat (summer) • Blue/white gingham dress in summer • Wellington boots (Any)
Uniform – Optional Items	• Logo book bag **(This will be provided for the Reception intake)** • School logo coat
PE Uniform Indoor	• School logo PE kits or blue T-shirt / Black or navy shorts • Pumps • Pump Bag
PE Uniform Outdoor (KS2 only)	• Black or Navy jogging bottoms or leggings • School jumper (worn to keep them warm outside) • Trainers

No children should wear jewellery in school. Should your child have pierced ears, studs should be worn, but removed before PE. Children should also not arrive at school with extreme hairstyles (e.g. shaved, shapes cut into the hairstyle, Mohicans, hair dye, etc). Under no circumstances should nail varnish, false or acrylic nails be worn. Further details are available within the school's uniform policy.

School Meals & Extended Schools Provision

Snacks

The school has been awarded the Healthy Schools Award and we take a keen interest in the nutritional requirement of all our children. All children in KS1 and Early Years will have access to the 'Free Fruit Scheme' where each child will have access to fresh fruit each day for a morning snack.

Milk

Children have access to milk each day, a £15.00 per year charge whilst in KS1 for milk is levied by the council. If you wish your child to have milk please return the form in the form pack with payment.

Breakfast Club and After School Club

The school runs a before school club. The breakfast club runs from 7:45 am each morning. Bookings and payments can be made via the Arbor Parent App.

After school club is provided by Funda. This runs each day from the end of school from 3.15 pm until 5:45pm. To book, you will need to create an account and use Funda's easy-to-use online booking system. Simply visit www.FUNDAactive.com to get started. Funda Contact Details: 01282 525200 office@fundaactive.com

School Dinners

Children can either opt to have a school dinner or bring a packed lunch. The school dinners, at a reasonable cost, provide access to a well-balanced hot school meal. Daily there is a choice of a meat and vegetarian main courses and a choice of hot and cold puddings. Sandwiches and jacket potatoes are also available daily along with fresh fruit and salad. All children in the Reception class and KS1 are eligible to receive a Universal Free School Meal.

Please ensure that you record any dietary preferences or allergies on your school admission form so that we can adequately cater for your child's needs.

Children can also opt to bring a packed lunch which is brought in disposable packaging. ***We would ask that lunch boxes do not contain sugary and fatty snacks and fizzy drinks or hot drinks (e.g. hot chocolate, soup) are not permitted.***

You should indicate whether your child wishes to have a packed lunch or school dinner on the school admission form.

We would ask that changes to dinner arrangements are done where possible at the beginning of a term and should be made via contacting the school office (office@stgabrielsrc.rochdale.sch.uk) with a minimum of three weeks' notice.

Personal Information, Emergency Contacts, Communication and ParentApp

School Admission Form

In order to complete your child's admission to school we need to collect certain personal information for your child. Please complete the school admission form in the form pack enclosed.

This form has some important information which we need to bring to your attention. Firstly, we need to keep a record in school details of any person with parental responsibility for the child. The school has an obligation to record the names and addresses of all parents and to state, which of these have actual "Parent Responsibility" of the pupil. "Parent Responsibility" is defined as a shared right and a shared duty throughout the child's life. If the parents separate or divorce that responsibility does not disappear nor is it reallocated to one parent rather than the other. It continues to be shared and is only lost in Adoption or court intervention. This is defined by the Children's Act 1989.

The form also details the data protection information which details how we use and share information about your child. The school is registered under GDPR for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the Department for Education (DFE). By signing the form you agree to this information being used in this manner. A privacy notice is available for you to see how your data is treated, this is available to read on the school website and if a paper copy of required, please contact the school office.

Emergency Contacts

The form also has emergency contact information. We require a ***minimum of 4 contacts****, it is important for this to be accurate so that we can contact you or other appointed individuals quickly, should the need arise. We would ask that you keep us informed of any changes to personal information, this can be emailed to office@stgabrielsrc.rochdale.sch.uk. Children can be very distressed if we are unable to contact parents in the event of an emergency.*

Communication and Arbor

Our main form of communication is the weekly school newsletter; we do encourage parents to read this as this will keep you informed of all the events coming up in school. You will also receive a curriculum newsletter at the beginning of each school term which is available to read on the website.

We try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray on the way! We are also increasingly aware of the substantial cost and environmental

impact associated with the amount of paper and photocopying involved. Therefore, information is sent electronically via the Arbor App.

We use the Arbor App to send out the weekly school newsletter via email, which tells parents of events happening within school and any important news items. We also use this app to send out urgent communications, such as cancellations of extra-curricular clubs or reminders of important events.

The ArborApp is beneficial to you because:

- *Messages will get to you reliably;*
- *We can send email messages directly to parents at the same time;*
- *You will quickly know about important or urgent messages;*
- *We can tell you more about what's going on at the school.*

The Arbor App uses up to date mobile and email addresses, which have been requested on the enclosed school admission form. Should these change, please update your information on the Arbor App.

Please be assured that Arbor is registered with the GDPR Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

***Important** – Please download the app. Please allow notifications and please add the Arbor email address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.*

We will transfer anyone who is listed on the school admission form priority one into the Arbor Parent App system, we assume that all parents will be happy for us to register their email addresses and mobile numbers however if you wish to opt out of this please notify the school office as soon as possible. If you need to update any details this can be done via the app. We do check details regularly at parent evenings appointments.

Internet, Publication of Work, Photo Permission

As part of the curriculum and children's learning we make use of computer technology and the internet. The use of the internet within school is carefully managed and policed. Teachers will supervise the use of internet closely and guide children towards appropriate research avenues, providing structured internet tasks and activities. Access to the internet will enable pupils to explore thousands of libraries, databases and bulletin boards.

As you are aware, some material accessible via the internet may contain items that are inappropriate for our children. Within school, we take the greatest steps to ensure inappropriate content is not accessed. This quality is assured through the use of Internet Filters which block inappropriate content from being used. These filters are implemented and managed on behalf of school by Rochdale LA. Nevertheless, parents and guardians are ultimately responsible for setting and conveying the standards that their children should

follow when using media and information sources. To that end the school supports and respects each family's rights to decide on whether their child should have access to the internet.

Before being allowed to use the internet, all pupils must obtain parental permission. We would ask that you read the rules below concerning the use of the internet and discuss these rules with your child. We would then ask that you sign the form in the form pack which is evidence of your approval and their acceptance of these rules and will allow your child to use the internet within school. Any child without a signed form will not be allowed to use computers within school and will therefore not be able to access the ICT provision within the curriculum.

School Website

The school website is a key communication area for all of our families. In line with our policy to reduce paper for communication we publish all key documents on the website including key news items which are updated on a regular basis.

There is also a school calendar listing useful dates for your diary, such as special assemblies, parent evenings and events such as Sports Day. There is also a document store of useful information such as the school prospectus, policies, extracurricular activities and school holiday dates. The website also shows photographs of recent events in school, such as World Book Day, Nativity and Sporting Events. We encourage all parents to visit this on a regular basis to keep informed of activities and topics going on in school. Our website can be accessed via www.stgabrielsrc.com.

Each class has their own homepage and this contains a range of information for the class such as curriculum information, links to websites that have been used in school and copies of homework.

Seesaw

The Seesaw App is used to communicate reminders to parents and to share photos and video clips of the children's learning. In September, the children will bring home a parent letter to help you connect to the class SeeSaw account.

Internet and Computer Rules

The rules below are intended to ensure fair use of the internet and to keep everyone safe, please ensure that you discuss these with your child.

- *I will always ask the teacher before I use the internet and I will be sensible whenever I use it.*
- *I will ask permission before entering a website, unless my teacher has directed me to use this site.*

- *I will not give any personal information (i.e. name, address, phone number) to anyone on the internet and I will tell my teacher if anyone asks for it.*
- *I will only use my own login and password, which I will keep secret. I will not use anyone else's login details. Parents must enforce the security of their child's password.*
- *I will not look at or delete other people's files.*
- *I will only email people I know or people my teacher has approved.*
- *Any messages I send will be polite and sensible and will use full English sentences, not text short hand.*
- *I will ask permission from my teacher before opening an e-mail or attachment from someone I don't know.*
- *I will not use internet chat.*
- ***I will not use Facebook or other social networking sites. In order to use Facebook children have to be 13, if we find your child is on Facebook we reserve the right to report this use and have the child removed. Parents must ensure that this rule is followed.***
- *I will never agree to meet someone who I have spoken to on the Internet.*
- *I will not download programs or bring portable storage devices from home to school.*
- *If anything appears on my screen which I am not happy about I will close the laptop screen and tell my teacher immediately.*
- *I understand that the school will check my computer files and monitor any sites that I visit.*
- *I understand that any conversations I have within the learning platform will be monitored.*
- *I will not include any photographs on my homepage of other children.*
- *I understand that if I deliberately break these rules I could be barred from using computers within school.*

Please ensure that you complete the relevant forms in the forms pack to allow your child to access these facilities.

Photographic and Publication of Work

As you may be aware, the school features regularly in the local press and photographs are used within school and on the school's website. We believe that such coverage is helpful in promoting a positive image of our school and informing the local community of our activities. We also believe that being featured is beneficial to the children in confidence and self esteem. In order to be able to use photographs of your child we would ask that you complete the photograph and publication permission form enclosed in the form pack. In

terms of identification, your child may be identified from time to time, this would not be in relation to their identity and only their first name and year group would be used.

Curriculum and Home School Agreement

Curriculum for Early Years Foundation Stage

The Early Years Foundation Stage (EYFS) starts at birth and continues to the end of the Foundation year. Full information with regard to the framework can be found on the Department for Education Website.

There are four overarching principles of the EYFS, which are:

***A unique child –** every child is a competent learner from birth and can be resilient, capable, confident and self-assured*

***Positive relationships –** children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person*

***Enabling environments –** the environment plays a key role in supporting and extending children's development and learning*

***Learning and Developing –** children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected. These themes are used to underpin the learning and development that your child will take part in during their time in the EYFS.*

Play underpins all development and learning for young children and therefore your child will take part in many indoor and outdoor play experiences that will help them learn and develop their inquiring mind, while they are having fun!

Within the EYFS there are seven areas of learning and development that must shape educational programmes in early year's settings. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the prime areas, are:

- *communication and language;*
- *physical development; and*
- *personal, social and emotional development.*

Schools must also support children in four specific areas, through which the three prime areas are strengthened and applied. The specific areas are:

- *literacy;*
- *mathematics;*
- *understanding the world; and*
- *expressive arts and design.*

Educational programmes must involve activities and experiences for children, as follows.

***Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.*

***Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.*

***Personal, social and emotional development** involves helping children to develop a positive sense of themselves, and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.*

***Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.*

***Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.*

***Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.*

***Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play, and design and technology.*

These areas are a continuation of your child's pre-school learning and school will receive an assessment showing where your child is at, so we can accurately assess and build upon the learning that your child already has.

In the final term of the year in which the child reaches age five, the EYFS Profile must be completed for each child. The Profile provides parents and carers, and teachers with a well-rounded picture of a child's knowledge, understanding and abilities, their progress against expected levels, and their readiness for Year 1. The Profile reflects: ongoing observation; all relevant records held; discussions with parents and carers, and any other adults whom the teacher, parent or carer judges can offer a useful contribution. Each child's learning will be categorised based on whether the child is at the 'expected' level, whether the child is 'exceeding' the expected level or whether they are 'emerging', which means they are working towards the expected level.

This information is then passed to the Year 1 teacher so they have a profile of how to extend the child's learning when they commence on the National Curriculum in Y1. All this information is provided to parents as part of the school's end of year reporting process.

What will my child be doing?

In planning and guiding children's activities, teachers must reflect on the different ways that children learn and reflect these in their teaching. Effective teaching within our Early Years setting involves:

- ***playing and exploring** - children investigate and experience things, and 'have a go';*
- ***active learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements; and*
- ***creating and thinking critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.*

The curriculum for children of this age states that children should be encouraged to learn through play. Our facilities and resources are designed to support this curriculum goal.

The following are typical of what you might expect to see children doing in a Foundation Stage classroom:

- *Playing and having fun!*
- *Making friends and learning how to play together*
- *Making choices and decisions*
- *Learning to be independent*
- *Talking about things they do and think*
- *Choosing their own activities*
- *Learning through exploration of the outdoors*
- *Sometimes working in small groups with adults*
- *Making a mess and helping to tidy up!*

Home School Agreement

The education of your child is a partnership between both the school and the child's parents or carers. It is important that every parent understands what their part of this partnership is. The home school agreement outlines what the home responsibilities are in the context of your child's education. We would ask that you read the agreement and return the home school agreement letter in the forms pack. If you have any questions about this please ask. Please ensure that you discuss these rules with your child.

As a school we will:

- *Encourage the children to do their best at all times;*
- *Encourage the children to take care of their school;*
- *Inform parents of their child's progress through meetings and an annual written report;*
- *Provide curriculum information each term;*
- *Provide homework in line with teacher's guidance, which has been compiled following consultation with parents and the Local Authority;*
- *Provide a newsletter to keep you informed of school information.*

As parents we will:

- *Make sure our child arrives on time and is collected on time;*
- *Make sure our child attends school regularly;*
- *If our child is absent, we will provide a reason, by 9.15am;*
- *Attend Parents' Meeting and other information sessions;*
- *Set a good example to my child in all ensuring my verbal, written and social networking communication, are appropriate in relation to school business;*
- *Not to discuss items of school life on social networking sites, ensuring that complaints about the school are addressed through the appropriate policy which is found on the school website;*
- *To ensure that you keep up to date with school information by reading the school newsletter each week;*
- *When possible accept invitations to events, including:*
    - *Fundraising activities that support school*
    - *Fundraising activities that support our nominated charities*
- *Assist with the school and Parent group, the Children's Champions PTFA ;*
- *Provide a suitable environment and support for homework;*

- *Ensure that our child abides by the school uniform rules;*
- *Support the school in the implementation and decision of all policies including the behaviour policy.*

As pupil I will keep the school's Code by:

- *I will do as all adults in school ask me, the first time I am asked;*
- *I will keep hands, feet and all objects to myself;*
- *I will listen carefully and stay on task and be an active learner;*
- *I will move politely and quietly around school and be respectful of others around you;*
- *I will only say kind things and keep unkind thoughts to myself;*
- *I will look after my possessions, respect other people's property and take care of the school environment.*

Together we will:

- *Teach our children to respect each other;*
- *Support our special needs;*
- *Encourage children to keep the school rules;*
- *Support our children's learning to help them achieve their best.*





What happens now?

We would also ask that <u>all</u> forms from the form pack and the children's pack 'All about Me' section are completed and returned to school on 4th July on the transition day so we can ensure that the registration process is completed as soon as possible.

Should you have any questions please email the office at office@stgabrielsrc.rochdale.sch.uk.