

# **ST OSWALD'S CATHOLIC PRIMARY SCHOOL**



## **SCHOOL PROSPECTUS 2025-2026**



*Our Mission Statement:  
With Christ at the centre of our community,  
our mission is to live, love and learn  
as Jesus taught us.*

This booklet is designed to help you find out about our school. It contains all the “statutory” information you may require as well as some extra details which, we hope, reflect the positive atmosphere here at St Oswald’s.

**Please do not hesitate to contact the school if you require further information.**

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# **Welcome to St Oswald's**

A very warm welcome to the Catholic community of St Oswald's. I hope that you will gain an insight into the life of our school through this prospectus. If you wish to find out more about our school, please do not hesitate to contact me to arrange a visit.

At St Oswald's, we aim to provide a secure, caring and stimulating environment in which children are encouraged to reach their potential in all aspects of their development. We believe that courtesy, respect and concern for others are as important as high standards of achievement in academic work. To this end, we strive to meet the needs of every child, recognising that each child is unique and deserves to be treated as such.

Our school is much more than just a building where young children are taught. We are a warm, welcoming and flourishing family community of children and adults. We actively encourage parents to become involved in their children's education and firmly believe that home and school need to work in partnership for the benefit of the children.

As a Catholic school, we believe that the Christian faith underpins all that we do in school and permeates all aspects of school life. We have very close links with the parish of St Oswald's and are grateful to the church community for their prayers and support in all that we do.

At St Oswald's, we are constantly striving to improve standards for our children. I invite you to join us, in partnership, to secure the very best that we can offer for our children.

Chris Hough, Headteacher

# ST OSWALD'S CATHOLIC COMMUNITY MISSION STATEMENT

**With Christ at the centre of our community,  
our mission is to live, love and learn as Jesus taught us.**



## **Aims:**

To share our Catholic faith and show by the way we treat others that we are followers of Jesus.

To create a happy, secure and caring environment.

To place Religious Education at the heart of our curriculum.

To support the faith development of everyone in our school community.

To welcome parents and the community into school and continue to build upon the strong links between home, school and parish.

To show our appreciation of the beliefs and values of other cultures.

To help everyone achieve the very best they can.

To encourage all children to participate in the life of the school to the best of their abilities.

## THE ROLE OF OUR GOVERNORS

The school is fortunate to have a Governing Body that gives a considerable amount of time, energy and expertise to the school. The Governing Body manages the school in partnership with the Headteacher. This includes setting aims and objectives and monitoring progress.

The Governors:

- Maintain the Catholic ethos of the school.
- Appoint teaching and support staff.
- Promote good relationships with parents and the local community.
- Set and monitor the school budget.
- Work with the Education Authority and Diocese to maintain and improve the school buildings.
- Ensure that the National Curriculum is provided to all children in the school.
- Decide certain school policies, e.g. behaviour, sex education.

The Headteacher of the school, in consultation with the Governors, is responsible for the internal organisation, management and discipline of the school. The Governors meet as a whole Governing Body once a term.

## ADMISSIONS

The official admission procedure begins in the Autumn term of the school year prior to that in which a child is five. (The school year runs from 1 September to 31 August). During this term, parents should apply on-line on **[www.lancashire.gov.uk/e-admissions](http://www.lancashire.gov.uk/e-admissions)**. A "St Oswald's Supplementary Faith Request Form" must also be completed and returned to St Oswald's together with a copy of the pupil's baptismal certificate. The faith form is available from school or the school website. Places are then allocated and parents are notified in the Spring term by Lancashire County Council Admissions Office if their child has a place. Our Admissions Policy and over-subscription criteria is in **Appendix A**.

It is hoped that your child will be happy and successful at school. In order to make admission as smooth as possible for parents and children, we offer:

- Staff visits to the main feeder nurseries.
- A meeting for all new parents during the summer term prior to admission. This is a chance to meet the staff and ask any questions you may have and for all the necessary documentation to be issued.
- New parents, current parents and parish members are invited to an Open morning to see the school in action! Details of dates are published on the website.
- Pre-school sessions; to help your child become familiar with the school and their teachers. Our pre-school group is called "Little Owls" and runs for 6 sessions prior to starting school.
- Individual consultation sessions for parents with the Reception class teacher.
- Information Evenings during the Autumn and Spring terms are held to familiarise parents with the curriculum and school systems.

## UNIFORM AND APPEARANCE (See **Appendix C** for full uniform list)

We believe that a school uniform is important:

- It looks smart.
- Wears well.
- Contributes to a sense of belonging.
- Gives a common purpose.
- Fosters a feeling of pride and equality.

All children are expected to wear full uniform and we encourage them to maintain a good standard of clean and tidy dress in school.

It is essential that children's clothes are clearly marked with a sew-on name tape (the iron-on tapes soon become detached). In order to avoid the frustration and expense of losing a sweatshirt or tie, we cannot emphasise enough the importance of name marking. Please show your child where their names are in their items of uniform.

We do have a stock of good quality 'pre-loved' donated uniform items. Please call in to the school office if you wish to take any items.

**Jewellery including smart phone watches must not be worn at school and no type of facial piercing is permitted.** It is important that ear-piercing is **ONLY** carried out in the summer holidays as earrings are **not** permitted to be worn at school. Equally, children are not allowed to wear make-up of any sort to school and nail varnish must be removed. The school encourages pupils to have a smart overall appearance.

Additionally, for very clear Health and Safety reasons, pupils are not allowed to wear shoes with a heel height greater than 60 mm. Children who attend school with unacceptable shoes will be required to change into safer footwear, i.e pumps and replace the shoes as soon as possible.

**Hair must be left its natural colour and severe haircuts are not allowed, no tram lines please.** Long hair is to be tied back and hair ornaments are not considered uniform, e.g. large clips, ornamental headbands, etc. and children will be asked to move them. **No** number 1 or number 2 haircuts are permitted!

### **PE Kit**

For Health and Safety reasons, it is important that children are properly dressed for any physical activity. (See **Appendix C** for the full PE kit list).

PE kits should be kept in a named bag in school and returned home for washing every half-term holiday. Pupils in Y3 will require swimming trunks (not shorts) or swimsuit and a named swimming cap.

### **Lost Property**

Lost property will be placed in the "Lost Property" containers situated in the main corridor of the Main building. During the last week of each half-term, any remaining lost property will be displayed outside for final collection. Any items remaining after this time will be **donated to charity**.

## **SCHOOL ROUTINES & SAFEGUARDING**

### **Morning Routine**

A "Drop and Go" system operates in the school car park. This means that parents may drop off their child without needing to park in the car park or on Chapel Lane. Please note, however, that parents may, if they wish, still park their cars and escort their child to the main gate by using the pedestrian walkway. Children then go straight to class where staff will be present in the classroom from 8.40 am. **Please do not let your child arrive at school before 8.40 am.** The main gate will be locked from 8.50 am, therefore, anyone arriving after this time must report to the school office; a late mark will be given.

### **The School Day**

School starts at 8.50 am promptly – pupils **must** be supervised by a parent/carer until school staff arrive at the gate!

Lunch 12.00 noon-1.10 pm KS1

Lunch 12.10-1.10 pm KS2

School ends at 3.15 pm – the gate is locked as soon as everyone has left the playground for security reasons!

There is a morning break of 15 minutes for all the children.

Teaching hours per week: (these hours exclude breaks, registration and assemblies)

Infants: 23 h 10 min

Juniors: 24 h 10 min

At home time, the school gate will open at 3.10 pm. Children are dismissed at 3.15 pm. **Please note that the children are not to use the school grounds as a park after school, so the wildlife area, etc. are not for general use. Children MUST NOT enter the car park to wait for parents to collect them; children must be collected from the playground.** If there are any changes to the "normal" collection routines for your child, please let us know in writing on our "End of Day Arrangements" form which is available from the office or the school website. We cannot allow a child to leave school with another adult unless we have had prior notification. We take our duty of care and safeguarding procedures very seriously.

Please note that **dogs are not permitted on the playground or in the school entrance area due to Health and Safety reasons.** Please also note that St Oswald's school buildings and grounds are no-smoking areas, this includes the use of vaping. Thank you for helping to keep St Oswald's a safe place to be.

### **ParentPay - Payment for School Meals, Visits, Trips, Events etc.**

ParentPay on-line payment system is used at St Oswald's school. With ParentPay, parents can pay safely and securely for school meals, trips, etc. by using a debit/credit card on [www.parentpay.com](http://www.parentpay.com) or with cash through the PayPoint network. Parents will receive an activation letter with their own log-in details and full instructions and guidance will then be available on line. If any parents require a PayPoint card to pay for school meals, please inform the school office.

### **Lunch**

Cooked dinners are provided on the premises at the current of price of **£2.90/day**. **One week's notice is required to place your child on school meals or to return to packed lunches. Please send an email/letter to the school office stating the lunchtime changes so arrangements can be made. Failure to inform the office may result in a charge for school meals being made.**

If you do not wish your child to have a school meal every day, then you may opt for 'Marvellous Mondays' or 'Friday Favourites' whereby your child can have a school meal each Monday and/or Friday and packed lunches for the remainder of the week. Again, the same procedure will apply where one week's notice must be given to place your child on 'Marvellous Mondays' or 'Friday Favourites' or to return to packed lunches.

- If a payment for school meals is not received within 3 weeks, you may be requested to provide a packed lunch for your child until the debt has been cleared. This procedure is in accordance with LCC guidelines.
- Please note that if your child is absent at registration and school has NOT been informed of, for example, a medical appointment, etc., a school meal will not be ordered. Parents will, therefore, have to provide a packed lunch in these circumstances.

If you do not wish your child to have a cooked meal, he/she may bring a healthy packed lunch. This should be brought in a lunch box, which must be clearly named. Please make sure that all containers are unbreakable.

**Please do not send glass bottles, cans, fizzy drinks or flasks as hot food is not permitted.** Please also ensure that the appropriate cutlery is provided, e.g. a spoon for yoghurt, but note that items such as skewers must not be sent. Packed lunches should not include chocolate covered confectionery, sweets, fast food, food fried in oil, nuts or nut products including Nutella, peanut butter etc, although they can be healthy, they are a danger for children with nut allergies. We do encourage healthy eating for all pupils.

From April 2025, all schools will have to comply with new food waste separation legislation. Pupils bring a packed lunch to school will be asked to keep any food waste/litter within their packed lunch box. This enables parents /carers to monitor food consumption by their child and will simplify the separating of food waste in school.

If your child has an allergy or requires a specific diet, please inform us in writing so the school kitchen can cater for their needs.

### **Free School Meals & Pupil Premium**

Free school meals are provided for all pupils in Reception, Year 1 and Year 2 as part of a Government Universal Grant initiative. However, for those pupils who have a statutory entitlement to free school meals, i.e. those pupils whose parents/carers are in receipt of the benefits mentioned below, the school can benefit from additional funding called Pupil Premium. The benefit entitlements are:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

If you think you meet any of these criteria, we do urge you to register. All you need to do is complete a simple form which is available from the school office or, alternatively, contact LCC on 01772 531809 and provide them with the claimant's (parent's) name, date of birth and National Insurance number and they will be able to confirm over the phone whether or not you are entitled.

## **Fruit**

Fruit is provided for all Infant aged pupils free of charge as part of the Government's Healthy Schools Initiative. KS2 (Junior) pupils are also encouraged to bring a piece of fruit or healthy snack to school for their morning break. Crisps and sweets are not permitted.

## **Water**

All children are asked to bring in a fresh bottle of drinking water every day. This can be in a sports bottle. The research very clearly shows that a major cause of lack of concentration is dehydration. Filtered water is available in school for pupils to refill their bottles when necessary. Water bottles are to contain water only, no fizzy drinks etc.

## **Coats**

Your child **MUST** bring a coat to school whatever the weather! Please ensure name labels are clearly visible.

## **Administration - Letters**

Should you need to send a message or a letter into school please send them in with your child as they will be collected in the 'Class Box' each morning and delivered to the school office, class teacher or Headteacher as appropriate. It is therefore not necessary to deliver envelopes yourself to the school office unless you feel it is absolutely necessary. This will encourage pupils to be responsible for letters to and from home. All letters are added to the school website.

## **Attendance**

**Pupils are expected to attend school for 190 days during the academic year. Attendance is considered the direct responsibility of the parents or carers. If your child's attendance drops below 90%, you will receive a letter of concern from the Headteacher. Should attendance continue to be a cause for concern, a meeting between the parents and the Headteacher will be required to discuss the matter further. Poor attendance may also be referred to the School Nurse Team. Good attendance at St Oswald's is considered to be 97% and above.**

## **Punctuality**

**Punctuality is considered the direct responsibility of the parents or carers.** It is important that children learn the importance of punctuality and also observe it in their daily school life. Lateness causes delay in the start of lessons. The child who is late is often upset and embarrassed and the rest of the class is disrupted and delayed in starting the important part of the school day. **If your child has more than 6 Lates in ANY half-term, you will receive a letter of concern. Continual lateness may result in a meeting between the Headteacher and parents to discuss the issue further.**

If your child is going to be unavoidably late for school, please telephone the school as soon as possible and make sure that you report to the school office on arrival. This enables us to adjust the dinner numbers and to ensure accountability in case of fire or any other emergency. It will also avoid an unauthorised absence being recorded.

## **Absence**

**Leave of absences are monitored carefully and must be applied for by parents. The Law states that parents do not have an automatic right to take their child out of school for holidays during term time. School will not authorise holidays taken in term time except in exceptional circumstances. Holidays taken during term time will be recorded as unauthorised absence and may incur a fixed penalty fine. From August 2024 there will be a new national framework for all schools when a child has missed 10 or more sessions (5 days) for unauthorised reasons. The fine for school absences will be £80 per parent, per child, if paid within 21 days, or £160 if paid within 28 days. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160. Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered. If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500. Money raised via fines is used by the local authority to cover the costs of administering the system, and to fund attendance support. Any extra money is returned to the government. None of this money goes to school.**

## **Absence (Illness)**

**If your child is absent for any reason during the term, please telephone the school before 9.30 am on the first morning of your child's absence. If we do not receive a message from, you will receive a telephone call from school to ascertain the reason for your child's absence. This is a**



**"1<sup>st</sup> Day Contact" system and is part of our safeguarding procedure. On your child's return to school, please provide a letter or email the school office explaining the absence. If no explanation is received in writing, the absence will be deemed as unauthorised.**

#### **Absence (Medical/Dental Appointments, etc.) with Appointment Card**

**Where possible, please try to make appointments out of school time. However, should you need to take your child out of school for an appointment, please provide school with a copy of the appointment card or letter at least two days in advance of the appointment. If an appointment card is not available, please write a note or email the school with the details of the appointment. Pupils should be collected from the school office. Please ensure that your child has been 'signed out' on collection. On your child's return to school, pupils must be brought to the school office and, again be 'signed in' by a parent, carer or family member. This is for health and safety and fire regulation purposes to ensure that all pupils are accounted for.**

#### **Medicines**

Staff have no legal or contractual duty to administer medicine. Therefore, if your child needs to take medicine, please arrange for this to take place out of school hours. However, if this is not possible, parents are asked to contact the school office in order to arrange a convenient time for parents or carers to call in and administer the medicine themselves. The reasons for this request are as follows:

1. There is no suitable storage place for medicine in school.
2. There is always a risk that a double dose could be given, or a dose forgotten.
3. The medicine could remain in school overnight.

#### **Please note that school staff are not permitted to administer medicines.**

Exceptions to the above are long-term medications, which mainly involve children who are asthmatic. If your child suffers from an on-going medical need e.g. asthma, nut allergy, etc. please ensure that all the appropriate information is clearly printed on the 'Medical Conditions/Food Allergy' form together with a photograph of your child. Please provide 2 inhalers which will be kept securely in school. An asthma card will also be issued for you to complete and return to school. The 'Medical Condition/Food Allergy' forms are available from the school website or the office. This information will then be displayed in the school staff room in case of emergency. Please remember to contact us regularly to up-date or cancel your child's medical details. It is a parental responsibility to ensure medication is up-to-date. All medication and inhalers are sent home at the end of the school year. Parents are responsible for returning it to school in September.

#### **Medical**

If your child is sick or has an accident in school, we will need to contact you. To enable us to keep contact addresses and telephone numbers up to date, please notify the school ASAP of ANY changes.

If your child has a persistent cough or develops a rash, please consult your Doctor, as these may be infectious.

The Health Protection Agency has drawn up the following list of minimal isolation periods, but in severe cases, longer periods may be recommended by your GP.

<b>Disease</b>	<b>Period of Exclusion</b>
Chickenpox	Until all vesicles have crusted over.
Conjunctivitis	Consult your local pharmacy before attending school.
Flu	Until recovered.
German Measles (Rubella)	4 days from onset of rash.
Head Lice	A common problem in school, please check your child's hair regularly and treat the whole family as necessary. Pupils may attend school once treated.
Impetigo	Until skin has dried and healed and there are no open sores or 48 hours after commencing antibiotics.
Measles	4 days from onset of rash.
Mumps	5 days after onset of swelling.
Scarlet Fever	24 hours after commencing antibiotics.
Sickness or diarrhoea	48 hours from the last episode.
Slapped cheek	None once rash has developed
Threadworm	Consult your local pharmacy before attending school.
Tonsillitis	Until recovered from virus.
Whooping Cough (Pertussis)	48 hours from commencing antibiotics or 21 days from onset of illness if no antibiotic treatment.

It is parent's responsibility to ensure that your child is well enough to come in to school.

### **Nut Allergies**

St Oswald's is a Nut-Free School. Children who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction. If someone has a nut allergy it is not just eating nuts that can cause a severe reaction, just being touched on the skin or smelling the breath of someone who has had nuts or a product containing nuts can trigger anaphylactic shock (which can cause breathing and swallowing difficulties).

As a school we have a responsibility to keep all pupils, staff and visitors safe reducing any risk of harm. Pupils, staff and visitors should not bring products containing nuts in to school either in their lunch boxes or as snacks.

Our "Nut-Free Policy" means that the following items should not be brought into school:

- Packs of nuts
- Peanut butter sandwiches
- Nutella
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

This list is not exhaustive, so please check the packaging of products closely.

No items containing nuts are prepared in the school kitchen.

If you have any questions, please do not hesitate to contact the school office.

### **Sun Safe**

During the hot weather, please apply a long lasting, high factor sun cream to your child before they come to school as staff are not permitted to apply it for them and sun cream should not be brought to school. Please also provide them with a simple sun hat or school cap to protect their heads during lunchtime as there is very little shade.

### **Health**

The School Nurses regularly visit the children in school for height, weight, hearing, vision etc. They will contact you at home if further attention is necessary. At regular intervals, hearing, vision, height and weight tests are given.

The School Nurses are based at the Penwortham Health Centre on Cop Lane and can be contacted on 0300 247 0040.

Nineteen members of school staff have a current 1<sup>st</sup> Aid certificate.

## **CHILD PROTECTION**

St Oswald's is a caring school and the staff endeavour to create an atmosphere in which children feel secure. To reinforce this, staff and Governors are given training in Child Protection and Safeguarding so that they are vigilant in cases of suspected child abuse. Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop.

Parents should be aware, therefore, that where it appears to a member of school staff that a child may have been abused, the school is required, as part of the local Child Protection procedures, to report their concern to the Social Services Department immediately. The Designated Senior Person for Child Protection is Mrs B Wood.

**PLEASE NOTE THAT IT IS TOTALLY UNACCEPTABLE FOR PARENTS TO APPROACH ANOTHER CHILD ON THE SCHOOL PREMISES. IF YOU HAVE AN ISSUE, YOU MUST MAKE AN APPOINTMENT TO SEE THE CLASS TEACHER OR THE HEADTEACHER.**

## **Safety & Security**

We have a secure door entry system. Anyone arriving at school during the day must press the intercom button and identify themselves in order to gain access. Visitors/Contractors to school must report to the school office to sign in and obtain an ID badge.

The main gate is locked during the day. Security lighting is fitted on the playground and on the car park. The school is alarmed against internal trespass. Fire alarms are fitted throughout the school and evacuation procedures are rehearsed on a termly basis. There is CCTV coverage of the school grounds.

Parents must NOT walk through school unless accompanied with a member of staff.

## **Toys**

NO TOYS ARE TO BE BROUGHT TO SCHOOL OR ITEMS OF VALUE. SCHOOL CANNOT TAKE RESPONSIBILITY FOR ANY ITEMS THAT ARE LOST!

## **Valuables**

Items of value should only be brought into school for specific purposes and should be given to the class teacher for safe-keeping. They should not be left in the cloakroom.

## **Mobile phones**

Mobile phones should not be brought to school. The exception to this only applies when children are in Year 6 and have parental permission to walk or cycle to school on their own. Under these circumstances, the phones will be kept securely in the school office until the end of the school day.

## **Using Pupil Images & Photography**

We frequently take photographs of the children in our school. These images may be used in our school prospectus, in other printed publications that we produce, on our school's website, on our Twitter page, St Oswald's TV and in displays around school. Very occasionally, we may be visited by the media who will take photographs or film footage (e.g at a high profile event, to celebrate a particular achievement, etc.) Such images may appear in local or national newspapers, or on televised news programmes. Staff and pupils may use video recordings for teaching and learning and to showcase pupils' activities and achievements.

## **Nativity Plays and Other Events**

Parents are permitted to take videos and photographs of school events on the understanding that:

- They have been invited to the event by newsletter or other communication, and;
- **Any subsequent images are intended for family/private use only.**

Parents attend such events at the invitation of the school; it is a matter for the school to decide whether videos or photographs can be taken at the event. The school reserves the right to refuse an individual parent from taking photographs or video.

## **Agreement to the Use of Images**

When admitting your child to St Oswald's, a 'Pupil Images and Photograph Consent Form' must be completed, stating that you agree to:

- Give permission for the school to take photographs of your child.
- Give permission for photographs of your child to be used in the school prospectus and other printed publications that we produce or for display purposes.

- Give permission for your child's image to be used on our school website or twitter account
- Give permission for photographs of your child to be used in the press.
- Give permission for your child to have a school photograph taken and understand this printed/digital photograph can be purchased by parents.
- Give permission for video recordings of your child.

We may also use your personal data to send you information from school such as the weekly newsletter. Please help us stay in touch by giving your consent.

- I give my consent for the school to use my details to send out school information

In agreeing to the above, you can expect the school to apply the following conditions:

- The permission is valid for the period of time your child attends this school. Your consent will automatically expire after this time.
- We will not re-use any photographs or recording after your child has left school. Historic photographs will remain on displays, school website and social media feeds.
- We will not use personal details or full names (which means first name and surname) of any child in a photographic image or video, on our website, in the school prospectus, or in any printed publications.
- The school will not include personal e-mail or postal addresses or telephone or fax numbers on video, on our website, in our school prospectus or in any other printed publications unless you have given consent.
- If we use photographs of individual pupils, we will not use the full name of that child in any accompanying text or caption.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by pupils.
- We may use group or class photographs or footage with very general labels, such as "a science lesson".
- We will only use images of pupils who are suitably dressed.
- Parents who are invited to attend events where they permit photograph/video recording in school should undertake to ensure that any images or materials produced are for family/private use only.
- Parents should note that websites can be viewed throughout the world.
- We endeavour to take all reasonable steps to ensure that any images maintained in school are stored securely and are accessed only by authorised persons.
- The school reserves the right to restrict access to any persons from taking images and any pupil from appearing in such images.

**After completing the Pupil Images and Photograph Consent Form and you change your mind, you must speak to the Headteacher and notify the school in writing.**

### **General Data Protection Regulations (GDPR)**

The General Data Protection Regulation (GDPR) replaced the current Data Protection Act (DPA) with effect from Friday 25 May 2018. This change will bring in higher standards for handling data, improved transparency, enhanced data security and increased accountability for processing personal data. As a school, we have a responsibility to inform parents about how we are using pupils' data and who it is being used by.

### **Privacy Notice (How we use pupil information)**

At St Oswald's we collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, special educational needs and relevant medical information. We will not give information about your child to anyone outside the school without your consent unless the law and our rules permit it.

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the School Office.

**If you receive the school newsletter by email and would prefer not to in future, please let the school know in writing.** There is also further information regarding the school's up-dated 'Privacy Notice' (how we use pupil information) on the school website under the heading 'Governors' and 'School Policies'. If you have any further queries, please get in touch with the school office.

### **Online Safety**

Online Safety is pivotal part of keeping children safe at St Oswald's Catholic Primary School. We have extensive security measures in place in school, which are monitored both internally and externally, to help safeguard pupils from potential dangers or unsuitable material.

The concept of online safety, or e-safety as it is also known, is taught to all pupils across the school. At the start of each academic year, the children participate in a series of lessons explaining and demonstrating how to stay safe and behave appropriately online. Topics covered include: kindness in the virtual world, fake news, privacy, and being "internet brave." In addition, all staff undertake regular training on the benefits and dangers of online usage and how to identify potential warning signs relating to negative online experiences. Where online safety incidents occur, they are recorded and managed by the Senior Leadership Team and Designated Safeguarding Lead.

Further details regarding the school's online safety measures (including the use of Artificial Intelligence in school and Cyber Security) can be found in the Online Safety Policy, on the Policies section of the school website.

We can only be successful in keeping children safe online if we work with parents/carers to ensure the online safety message is consistent. It is important that parents/carers speak to their children about how they can keep safe and behave appropriately online. To help you in doing this, we regularly provide up-to-date information in our newsletters as well as links to external agencies for further support.

### **Online Safety at home**

#### **What is my role as a parent?**

Online Safety is about teaching children how to stay safe and how to behave responsibly when on the internet. As a parent you must be aware of what your child is doing when spending time on gaming devices such as an Ipad, mobile phone, laptop and computer – all devices which access the World Wide Web. Although the internet presents positive learning experiences, there can be potential dangers which children need to be able to recognise and know how to deal with. Our children need to know that internet safety rules apply at home as well as at school.

### **SCHOOL WORSHIP**

'Pupils response to and participation in the school's Collective Worship is outstanding' RE Inspection May 2019 '

Each day, our children take part in a daily act of collective worship. The worship follows the best traditions of the Catholic faith. The worship is led by staff and sometimes by the children. Parents are invited to join us on various occasions. The worship varies and, over the school week, there will be a variety of worship settings, i.e. whole school, key stage or class based.

### **EQUALITY**

A good school is one which not only caters for children's academic needs, but also their pastoral needs. We believe it is important to meet the social, emotional and physical needs of each child. The school Governors and staff are committed to equality of opportunity for all members of the school community, parents, carers and pupils irrespective of their age, gender, race, colour, sex, disability, background, religion or belief, sexual orientation, learning difficulty or any other recognised area of discrimination to what the school has to offer. Every child should feel accepted, valued and secure within school for the prerequisite to successful living and learning.

## **DISABILITY DISCRIMINATION ACT (1995)**

The Disability Discrimination Act introduces new laws and measures aimed at ending discrimination which many disabled people face.

The staff and Governors at St Oswald's are mindful of the specific implications of the act for our pupils, parents and staff. Any pupil admitted to school with physical disabilities will have equal access to the curriculum and will be included in as many activities as possible with due regard to safety.

## **RACE EQUALITY**

The Governing Body and staff positively recognise the ethnic and cultural diversity present within our school and community. Any form of racism is not tolerated.

## **HOMEWORK POLICY (Home Practice)**

We see education as a partnership between home and school and parents are requested to give encouragement to their children when work is brought home. Home reading, tables and spellings are essential to the children's academic progress and it is expected that parents will support their children in practising these skills. Reading with and to your child is the most important thing you will do to help your child achieve great success in their learning. Every week the Class Teachers publish a blog on the website which summarises the learning from that week and recommends what the pupils need to practise during the week. **(Appendix E)**

## **RELATIONSHIPS & SEX EDUCATION**

The ways and context in which sex education is provided as being part of religious and moral education, is based on Christian principles and is related to the stage of development of the children as they move through the school. Parents will always be consulted prior to any Relationships and Sex Education embarked upon. As a school we follow the programme 'Journey in Love' which is the syllabus from Liverpool Diocese.

## **EXTRA-CURRICULAR ACTIVITIES**

The school has a strong tradition of extra-curricular activities. The following list gives an indication of the range:

- Choir
- Brass tuition
- Guitar tuition
- Drama Club
- Dance Club
- Drum tuition
- Rock Band tuition
- Football
- Netball
- Cricket
- Rounders
- Hockey
- Athletics
- Rugby
- STEM Club
- Gardening Club
- CAFOD Club
- ECO Club

## **EDUCATIONAL TRIPS AND VISITS**

Educational visits take place at St Oswald's which are both educational and 'fun'. Visits have included Blackpool Zoo, Martin Mere, Skipton Castle, Museum of Science & Industry, Lancaster City Museum, Judges Lodgings & Cottage Museum, Bring Yer Wellies, Brockholes, Theatre trips, Outdoor Activity Centres for a day, Y6 Residential to Robinwood etc The children also visit local parks and places of interest. Risk Assessments are carried out and Lancashire County Council's guidelines are followed.

## CHARGING POLICY

It is unlikely that a full term will go by without each child being involved in at least one visit, either to a place outside school with the class or by a visit from somebody to the school. It is necessary in these instances to ask the parents for a payment towards the cost of these valuable activities which cannot be met from school funds. In cases like this, the Governors' charging policy will apply:

The Governors of St Oswald's will request payments of no less than a specified amount to cover the cost of any proposed activity requiring funding. Parents will be asked to provide a specific level of funding if they wish their child to take part in the activity. **No child will be excluded from such an activity on purely financial reasons and any parents requiring financial assistance must contact the Headteacher in confidence.** Failure to notify the Headteacher in such cases will result in reminder letters being issued requesting payment. If insufficient contributions are received then the event/trip cannot proceed. If a permission slip signed by a parent/carer is not received in school prior to the visit/trip, pupils will not be able to take part. Deliberate damage to school property will result in a charge being made to replace the item.

## POLICIES

All statutory school policies are available on our website or a copy available from the School Office.

### HOME TO SCHOOL TRANSPORT

Your child may be entitled to free transport to and from school, depending on how far the walk is. As a guide, your child could get free transport to school if they attend the nearest (measured by walking distance, not in a straight line) suitable school and the distance from home is:

- Two miles or more if your child is under 8 years old
- Three miles or more if they are aged 8 or over

If you are entitled to the maximum Working Tax Credit or your child is entitled to Pupil Premium, they may be entitled to free school transport if they:

- Attend a school other than the nearest school on the grounds of religion if the school attended is the nearest of your religion and the distance is between 2 and 15 miles.

For pupils who are not entitled, parents may purchase a season ticket to use this service where seats are available. The mini-bus driver will only accept pupils who have a travel pass. If you wish to make enquiries regarding free home to school transport, or purchasing a season ticket, please contact the 'School Transport Hotline' on 0300 123 6738.

## THE CURRICULUM

The main aim of the school is to give your child the opportunity to develop his/her intellectual, physical, aesthetic, social, moral and spiritual potential through a variety of subjects, experiences and practices in a stimulating Catholic family environment.

We also ensure an entitlement to our curriculum for all children irrespective of social background, culture, race, gender, differences in ability and disability.

The curriculum is broad, rich in opportunities and balanced to ensure that what is taught matches the needs, ability and aptitudes of each individual. At the beginning of the school year, every teacher holds a "Meet the Teacher" meeting to outline the curriculum that will be taught in that Year Group.

### Religious Education

<b>'The extent to which pupils achieve and enjoy their learning in Religious Education is outstanding' RE Inspection May 2019</b>
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Our children follow the programme 'Come and See', authorised by the Archbishop of Liverpool. The children are also involved in assemblies, collective worship and special liturgical events.

The children are prepared for the Sacraments of First Holy Communion and Reconciliation in Y4. The parish community is involved in the preparations. Parents and friends are warmly invited to join in these special moments.

Parents have the right to withdraw pupils from religious education and worship. In addition to the formal teaching, religion occupies an important place in the whole life of the school. As a result, the withdrawal of

pupils from formal RE or worship would not isolate them from the informal religious experiences, which the school gives. There are no current arrangements for withdrawal.

## **Foundation Stage**

The Foundation Stage of education applies to all children from three years of age to the end of the Reception year. This may take place in a variety of settings including Nursery classes, pre-school playgroups and with registered childminders as well as in the school Reception class.

Teaching is based on securing progress towards Early Learning Goals, which indicate what is expected of most children by the end of the Foundation Stage. These goals are contained within the following areas of learning:

Three Prime Areas:

1. Personal, Social and Emotional Development.
2. Physical Development.
3. Communication and Language.

Four Specific Areas:

1. Literacy
2. Mathematics.
3. Understanding of the World.
4. Expressive Arts and Design.

In addition, there is a focus on the characteristics of effective learning which are:

1. Playing and Exploring.
2. Active Learning.
3. Creating and Thinking Critically.

The Foundation Stage is important in its own right and in preparing children for later schooling. At St Oswald's school it builds on what our children already know and can do and offers a structure for learning that has a range of starting points, content that matches the needs of young children and activity that provides opportunities for learning both indoors and outdoors.

## **English**

The school aims to provide a language rich environment within which all pupils can learn to communicate efficiently, effectively, purposefully and with enjoyment through the spoken, printed and written word.

### **Reading including Phonics**

Emphasis is placed on learning to read and on the value of reading. On entering school, children are exposed to a variety of reading material and we aim to develop in the children a love and enthusiasm for reading whilst creating habitual and competent readers. Phonics is systematically taught every day using Red Rose Letter & Sounds Scheme. As the simple reading skills are mastered, children are taught to develop more advanced reading skills. In addition to being surrounded by books that they can read or browse through, children will have books read to them by their teachers who will aim to convey to the children their own enthusiasm for reading and books. Please note that if a reading book taken home becomes lost or damaged, a £6.00 charge will be incurred towards the cost of a replacement, if a Library book is lost or damaged, a £10.00 charge will be incurred.

### **Speaking and Listening**

The teachers aim to produce within the classroom an environment that provides and stimulates rich language experiences. The teachers also aim to provide a climate that fosters individual competence in listening and speaking. This is something that is on-going throughout the curriculum with many opportunities for children to present poems, speeches, plays etc. to a variety of audiences.

### **Writing**

Children are actively encouraged to become competent communicators in the written word. We give children the opportunity to write for as many different audiences and purposes as possible. The children are taught a cursive style of handwriting from Y2 and a good standard of presentation is expected in everything. The children also learn the conventions of written language, grammar and spelling. The teachers aim to encourage the children to want to write and to make the process a worthwhile experience.

### **Mathematics**

The school aims to:

- Develop in pupils, according to their ability, mathematical skills and concepts and to develop the ability to use their mathematical skills in everyday life.



- Help children become aware that mathematics can be a tool and an element of communication in the school curriculum, in working life and in society in general.
- Teach them to understand and appreciate the use of information presented in a mathematical form.

The school follows the National Curriculum programmes of study. There is a structured approach to the acquisition of mathematical skills and concepts. There is, however, no substitute for real mathematical problem solving and the investigative strand is applied throughout each unit of work. The teachers supplement units with additional material, both commercial and teacher made. We aim to provide a balanced mathematics programme suited to the child's level of ability. By the end of Y4 the children are expected to know all their times tables fluently.

### **Science**

Children are naturally curious about the world in which they live. Through the science curriculum, the school aims to give the children the opportunity to ask questions, to investigate, to formulate hypotheses, to design and carry out investigations and to make observations and record results. Working within the requirements of the National Curriculum, the school policy incorporates planning for the whole school. Topics are planned on a yearly cycle ensuring that the children have the opportunity to experience the full range of programmes of study.

### **Design & Technology**

The school has developed the programmes of study as prescribed in the National Curriculum. Much of the work is done on a cross-curricular basis. Design and Technology develops the knowledge, concepts, skills and attitudes which will enable the children to engage in a broad range of creative activities in response to identified needs and problems.

### **Computing**

We aim to encourage children to see ICT as familiar everyday devices with which they feel comfortable. We try to develop their awareness of what computers can do both inside and outside the classroom. Children are given the opportunity to solve problems, discuss ideas, investigate situations, record and retrieve information and apply and practice skills. Each class has access to ICT and, as they progress through the school, the children enjoy working with computers and a variety of software. There are over 80 laptops available for both KS1 and KS2, all have online access through the LA filtered Internet provider. The school is well resourced in terms of support hardware/devices including interactive whiteboards; digital cameras; scanners, etc. ICT is taught as a specific skill and used across the curriculum.

### **Geography**

Geography is taught as a separate subject. The children are encouraged to learn about their immediate environment extending from Lancashire – the North West – the British Isles – Europe and the rest of the world as outlined in the National Curriculum. They are taught to develop the skills they need both to collect and to present geographical information, particularly skills involving maps and atlases. First-hand experience is invaluable and the children have the opportunity to learn from their immediate surroundings and the people who live and work within the neighbourhood.

### **History**

History is taught as specific history topics. The work taught is always related to a chronological framework. During Key Stage 1, foundations for historical understanding are laid. The children focus on their families and their localities and develop historical skills through exposure to stories, artefacts, pictures and photographs. They are encouraged to ask questions and make simple judgements such as distinguishing between fact and fiction. They then progress to developing more complex historical knowledge and skills throughout Key Stage 2.

### **Music**

All pupils are entitled to experience and enjoy music. Music skills are developed through a practical approach and applied in performing and composing. Children are encouraged to develop their listening skills and the ability to appraise a variety of musical styles and forms. Years 3, 4, 5 and 6 children have the opportunity to join the school choir.

### **Art**

The school encourages children to enjoy and express themselves in art whilst developing the capacity for imaginative and original thought. Children are taught technical and creative skills and are given the opportunity to work with a wide variety of appropriate media both in two and three-dimensional form. Children

learn to evaluate their own work and that of others. Throughout the school, they develop the ability to value the contribution made by artists, artisans and designers.

### **Modern Foreign Language**

The school provides every child with access to learning French from Reception up to Year 6. The children are encouraged to speak, read and write in French as they go through the school.

### **Physical Education**

The school promotes the acquisition of skills in a range of physical activities whilst encouraging children to enjoy physical education. Children learn to understand the benefits of exercise and a healthy lifestyle. The school lays the foundations for the future so that children will want to be involved in physical activity throughout life. The competitive aspects of physical education are introduced and extended as the children move through the school. Fair play and good sporting behaviour are considered to be very important. The school participates in linked school events and local competitions. Every child is expected to do 2 hours of PE every week. Children in Year 3 have the opportunity to go to Penwortham Leisure Centre on a weekly basis a term in order to cover the requirements of the National Curriculum in Key Stage 2 for swimming. Y6 access the outdoor and adventurous part of the curriculum at their residential visit to Robinwood.

### **Special Educational Needs (SEND)**

The school aims to provide a broad, balanced and differentiated curriculum for all its pupils. Some children have special educational needs which means that special provision has to be made for their learning. This may be because of a learning difficulty, a health issue, a disability or emotional and behavioural difficulties. The school also acknowledges that children who are exceptionally advanced or talented may also have specific needs. The school works within the Code of Practice for Special Educational Needs. Early identification is considered most important and the school aims to ensure conformity and continuity in identifying and meeting the needs of the children. Children will receive support at the appropriate level of the Code of Practice.

Mrs B Wood is the School Special Educational Needs Co-ordinator. Mrs C. Wiggins is the Governor with responsibility for Special Educational Needs. Mrs L Crooke is the school's Inclusion Consultant and oversees any individual learning plans as well as carrying out assessments.

### **Emotional Health and Well-Being**

We promote self-esteem and self-respect in all our activities so that children can reach their potential. Children who have low self-esteem often find learning difficult. We attempt to raise self-esteem and support pupils so that they can develop good social skills and be able to discuss their feelings and behaviour. It is important for children to talk positively about themselves, their family, their school and their achievements. We have outstanding links with external agencies who regularly visit school to support our children and deliver group work. We also have a school counsellor who visits school every week to work with children we have identified as needing some extra support in this area.

### **Outdoor Learning:**

At St Oswald's we are blessed with amazing outdoor spaces. Our pond, meadow, nature area, orchard, outdoor theatre, story-telling twigloo, log circles, greenhouse, poly tunnel and planting area are just some of the outdoor spaces we use to enhance our learning experiences. We have a new fire pit which includes a brick built area for the fire and a wooden structure which provides shelter and enables us to have a fire whatever the weather. We have an outdoor classroom called The Lodge which houses our wellies, some equipment and we can work in there if we need a bit of shelter!

Every pupil develops a real passion for the outdoors and celebrates their local, natural environment. We intend that every child develops a knowledge of and a passion for their local habitat, nurturing it with care. We also aim for all our children to embrace the physical and personal challenges that working outside will present. We have a fully qualified Level 3 Forest School leader at St Oswald's.

### **BEHAVIOUR MANAGEMENT**

Within the school, formal rules are kept to the minimum and all have their origins in the care and respect of others and the safety of all in the school. In accordance with our Mission Statement and Golden Rules, we expect the highest standards of behaviour from our children. We aim to develop self-discipline where children are able to make good choices. A caring attitude is fostered in the children, which encourages respect for staff, their fellow pupils and property. When problems occur they are dealt with sympathetically and parents involved if necessary as there could be underlying issues which present as poor behaviour and this will need to be explored. No child is ever referred to as naughty, we always deal with the behaviour that the child has displayed and explore why.

Through our strong school ethos, an emphasis on personal, social and emotional development and work in religious education, pupils acquire good habits of kindness, courtesy and consideration for others, but we believe that the children learn best from attitudes and example and most of all by the respect they feel for their teachers and other members of staff. All adults in and around school are expected to be role models for our children, including parents!

#### **OUR 6 GOLDEN RULES:**

- **DO BE GENTLE**
- **DO BE KIND AND HELPFUL**
- **DO WORK HARD**
- **DO LOOK AFTER PROPERTY**
- **DO LISTEN**
- **DO BE HONEST**

*'Pupils show a deep respect for themselves and others. The behaviour of all pupils is outstanding at all times.'* RE Inspection May 2019

Positive reinforcement of the Golden Rules is made at every opportunity.

#### **TRANSFER TO SECONDARY SCHOOL**

We gradually prepare our children in their final year (Year 6) for transition to secondary education. Visits to the High School are arranged. The children experience taster days and work through transition units of work. We work closely with our partner High School, All Hallows in Penwortham.

The vast majority of our children transfer to All Hallows. During the Autumn term of Y6, you will receive information about admissions procedures to secondary school.

#### **THE PTFA**

You automatically become a member of the PTFA and we would encourage you to support our hardworking Parents, Teachers and Friends Association whose members work extremely hard in fundraising and social activities. The fundraising makes such a difference for our pupils. Over the last few years, the PTFA have spent almost £20,000 ensuring that we have i-pads for every class, a well stocked library, new reading books and interactive whiteboards! We recently developed our outdoor learning environment even further and were able to purchase an outdoor stage. Currently the funds raised are resourcing our Forest School project.

#### **SCHOOL SHOP**

Items available for purchase from the school shop are:

Heavy duty book bags:	£9.25
PE bags:	£6.25
School caps	£5.00
Water bottles	£4.50

Please call into the school office should you wish to purchase any of the above. Payment is by cash or cheque.

#### **HOME/SCHOOL PARTNERSHIPS**

Co-operation between the home and the school is an essential ingredient in any good primary school. Do not hesitate to communicate with the school if you wish to talk about anything relating to your child. The Headteacher and class teachers are happy to help in any way they can, but **please make an appointment through the school office to discuss matters**. This will enable staff to make enquiries regarding the situation and ensure that adequate time is available for your appointment. **All appointments need to be made via the school office!**

We see the home/school relationship as a partnership whereby we can work together for the benefit of the children and to help realise the aims of the school which ensure success for your child. This can be a successful partnership if parents have confidence in the school and if the school has support and loyalty from the parents. Every problem can be solved if we have all the pieces of the jigsaw!

#### **Parent/Grandparent Helpers**

We value and enjoy the help of parents and grandparents in the classroom. If you would like to register your interest in helping, please leave your name at the school office and we will contact you when a situation arises. Please note that regular helpers will be expected to undertake a full DBS clearance check and a regular commitment would therefore be required. Occasionally, we invite parents and grandparents to come along

on our school class trips as a helper. A brief induction session/information sheet will be issued to helpers prior to each class trip.

### **Before and After School Care**

At St Oswald's, we run our own Breakfast Club '**Early Birds**'. This is held in the hall from 7.40 am until 8.40 am at £3.50 per session. The children are given toast and drinks. Our Teaching Assistant team run the club and provide a very calm start to the day! Registration forms are available from the school office or the school website.

**The Play Stop** is a privately run organisation which provides after school care here on the premises in our school hall. The club opens at 3.15 pm and runs until 5.30 pm. Please telephone 07415 483970 Monday-Friday or call into school during club hours to book a place with Janine or Jenny. Information is also available on our school website.

### **Parents' Evenings**

The school will hold consultative sessions during the school year when parents will have an opportunity to meet their child's teacher. There is an initial meeting early in the Autumn term and a second in the Spring term. In the Summer term, your child's School Report is issued and, if necessary, parents can make an appointment through the school office to discuss it with the class teacher should there be any concerns or queries.

### **Enquiries and Complaints Procedure**

There are several routes available to parents if they wish to enquire about any aspect of their child's education, to gain information on the school and its values, approaches and methods, or to raise concerns:

1. Teachers are available to talk to parents providing an appointment has been made via the office. In the mornings, they are preparing for the school day, so please avoid disturbing them before school. Please note: **in the interest of security, it is necessary to first report to the office.**
2. Parents who require additional information on any matter are invited to make an appointment to see the Headteacher.

### **Complaints**

If you have an area of concern regarding your child and/or any area of school life, your first point of contact is your child's class teacher. If it is a very serious matter or continually recurring problem, then please arrange to meet with the Headteacher, Mrs Wood. If the matter cannot be resolved then an official complaint can be lodged in writing. Please address this to the Chair of Governors through the school office. Ninety-nine percent of issues never reach this final stage!

### **Social Media**

We recognise that social media such as Facebook are widely used by parents. We would ask that parents are mindful of what they post on such sites about other children/other parents or staff from school. If you have any concerns about anything in school we urge you to come into see us or contact us as soon as possible rather than publicising this on social media. If we don't know about a problem, we can't do anything about it.

### **And finally ...**

It is our intention to do our very best for your child, and with your help and support we can do just that. We hope that your child will be happy at St Oswald's and have 7 fruitful years of learning here. If at any time you have any queries or concerns, please get in touch as soon as possible.

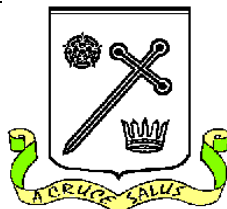
### **Disclaimer**

The information in this document relates to the 2025/2026 school year. However, it should not be assumed that there will be no change affecting the relevant information in some particular matter either before the start, or during the school year in question, or in relation to subsequent school years.

## APPENDIX A

### ST OSWALD'S CATHOLIC PRIMARY SCHOOL MISSION STATEMENT

**With Christ at the centre of our community,  
our mission is to live, love and learn as Jesus taught us.**



### ST OSWALD'S CATHOLIC PRIMARY SCHOOL, LONGTON ADMISSION POLICY 2026-2027

St Oswald's Catholic Primary School, Longton was founded by the Catholic Church/ Religious Order to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with these admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup>. The admission authority has set the school's Published Admissions Number ("PAN") at 35 pupils to be admitted to the Reception Year in the school year which begins in September, 2026.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

#### **Pupils with an Education, Health and Care Plan (see note 1)**

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

#### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked after children and previously looked after children.
2. Catholic children who are resident in the parish of St Oswald's, Longton and Our Lady's, Tarleton. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Catechumens in the Catholic Church and members of an Eastern Christian Church **not** in full communion with Rome (see notes 4&5)
5. Children of other Christian Ecclesial Communities whose membership is evidenced by a minister of religion. (see note 6)

<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

6. Children of other faiths whose membership is evidenced by a religious leader. (see note 7)
7. Any other children.

***Within each of the categories listed above, the following provisions will be applied in the following order.***

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above (see note 8).

### **Tie Break**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated between the Ordnance Survey address points for the school and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s). In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out. This should then be formally minuted for future reference.

### **Application Procedures and Timetable**

To apply for a place at this school in the normal admission round<sup>2</sup>, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 2 to 6. The Supplementary Information Form should be returned in person to the School Office, St Oswald's Catholic Primary School, Chapel Lane, Longton, Preston, PR4 5EB by 15<sup>th</sup> January 2027.

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 2 to 6 and this may affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2025.**

### **Late Applications**

**Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.**

### **Admission of Children Below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **Admission of Children outside their Normal Age Group**

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<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to The Headteacher, St Oswald's Catholic Primary School, Chapel Lane, Longton, Preston, PR4 5EB at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals and relevant Department for Education guidance, as appropriate.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until **the last day of the summer term**.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to St Oswald's Catholic Primary School by contacting the School Office, St Oswald's Catholic Primary School, Chapel Lane, Longton, Preston, PR4 5EB or [bursar@longton-st-oswalds.lancs.sch.uk](mailto:bursar@longton-st-oswalds.lancs.sch.uk)

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

### **Notes (these notes form part of the oversubscription criteria)**

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.  
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.  
For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact the local Parish Priest who, after consulting with the Archdiocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
4. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

5. 'Eastern Christian Church' **not** in full communion with Rome includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
6. "children of other Christian Ecclesial Communities" means children who belong to other churches bodies and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is His body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  
All members of Churches Together in England and CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Any queries as to membership should be made to the Archdiocese.
7. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian Ecclesial Communities' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.
 Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
8. 'brother or sister' includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
9. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
10. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the admission authority will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest. (Please see Guidance Handbook for further information).
11. For the purposes of this policy, parish boundaries can be confirmed on an individual basis from the School Office.
12. A child's "home address" refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.



## APPENDIX B



St Oswald's Catholic Primary School  
Longton, Preston, PR4 5EB  
Headteacher: Mrs B Wood

### SUPPLEMENTARY FAITH REQUEST FORM

This form should be completed by the child's parent/carer and returned to St Oswald's School.

Name of child: .....

Address of child: .....

(1) Is the child a baptised Catholic?

Yes

☐

No

☐

(2) If yes, please state parish of baptism and date:

.....

(3) In which parish do you now live? **(See note 1)**

.....

(4) If your child is not a baptised Catholic, please state to which denomination or faith, if any, your child belongs. **(See note 2)**

.....

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#### Notes:

##### 1. Evidence of Baptism – Catholic

**A Certificate of Baptism or Certificate of Reception will be required to confirm that your child is a baptised Catholic.**

##### 2. Evidence of Faith Group Membership

**(a)** If you are applying for a Catholic school and want to be considered under the relevant criterion as an "other than Catholic Christian" please state your Christian denomination. Proof of Baptism in the form of a Baptismal Certificate OR confirmation in writing by completing the statement below to show that your child is a member of a faith community by an appropriate Minister of Religion is required.

**(b)** If you belong to a faith other than the Christian faith, please state to which faith you belong. An appropriate faith leader would need to confirm in writing by completing the statement below that your child is a member of their faith group.

##### Minister of Religion/Faith Leader

Minister/Leader (print name): .....

Address: .....

Position held: .....

Signed and dated: .....

## APPENDIX C



### ST OSWALD'S CATHOLIC PRIMARY SCHOOL SCHOOL UNIFORM

Winter – Boys	Winter – Girls
White shirt and school tie	White blouse and school tie
School sweatshirt with logo	School sweatshirt or sweatshirt cardigan with logo
Grey trousers	Grey pinafore or skirt / Grey trousers
Optional school fleece with logo	Optional school fleece with logo
Grey socks	Green or grey tights, white or grey socks
Black school shoes	Black school shoes

Summer – Boys	Summer – Girls
School polo shirt with logo Grey trousers or shorts	Green/white gingham dresses or school polo shirt with grey trousers or shorts
School sweatshirt with logo	School sweatshirt or sweatshirt cardigan with logo
	Grey trousers or shorts
Grey socks	White socks
Black school shoes	Black school shoes

PE KIT FOR ALL PUPILS
Gold PE shirt with logo
Green shorts (stretch shorts for KS1/shadow stripe shorts for KS2)
Black pumps
Only pupils in Y5/Y6 may wear trainers. Green socks are required for cross-country training. Black jogging bottoms are allowed in winter for outdoor PE.

ALL LOGO-BADGED ITEMS AVAILABLE FROM JUST'S CLOTHING IN PENWORTHAM

**PLEASE NOTE:** Summer uniform will be worn with effect from the beginning of the summer term.  
Winter uniform will be worn with effect from the beginning of the Autumn Term.

## APPENDIX D

### ST OSWALD'S CATHOLIC PRIMARY SCHOOL



### HOLIDAY LIST 2025-2026

#### **Autumn Term 2025**

##### **INSET day**

School opens

Half-term:

Close

##### **INSET day**

Re-open

School closes for Christmas

**Monday 1<sup>st</sup> September 2025**

Tuesday 2<sup>nd</sup> September 2025

Thursday 23<sup>rd</sup> October 2025, 3.15 pm

**Friday 24<sup>th</sup> October 2025**

Monday 3<sup>rd</sup> November 2025

Friday 19<sup>th</sup> December 2025, 1.30 pm

#### **Spring Term 2026**

##### **INSET day**

School opens

Half-term:

Close

Re-open

School closes for Easter

**Monday 5<sup>th</sup> January 2026**

Tuesday 6<sup>th</sup> January 2026

Friday 13<sup>th</sup> February 2026

Monday 23<sup>rd</sup> February 2026

Thursday 2<sup>nd</sup> April 2026, 3.15 pm

#### **Summer Term 2026**

##### **INSET day**

School opens

**School closed for Bank Holiday**

Half-term:

Close

Re-open

School closes for Summer

##### **INSET day**

**Friday 17<sup>th</sup> April 2026**

Monday 20<sup>th</sup> April 2026

**Monday 4<sup>th</sup> May 2026**

Friday 22<sup>nd</sup> May 2026, 3.15 pm

Monday 1<sup>st</sup> June 2026

Friday 17<sup>th</sup> July 2026, 1.30 pm

**Monday 20<sup>th</sup> July 2026**

**HOLIDAYS/ABSENCES DURING TERM TIME ARE NOT PERMITTED EXCEPT IN  
"EXCEPTIONAL CIRCUMSTANCES" AT THE DISCRETION OF THE HEADTEACHER**

##### **INSET days:**

Monday 1<sup>st</sup> September 2025

Friday 24<sup>th</sup> October 2025

Monday 5<sup>th</sup> January 2026

Friday 17<sup>th</sup> April 2026

Monday 20<sup>th</sup> July 2026

## MISSION STATEMENT

**With Christ at the centre of our community,  
our mission is to live, love and learn as Jesus taught us.**



## HOMEWORK/ Home Practice POLICY

We believe that homework forms an essential part of the total approach to a child's education.

### STATEMENT OF PURPOSE OF POLICY

The purpose of this policy is to clarify the school's expectations and procedures with regard to homework.

We believe that all adults concerned with a child should have a part to play in this process. Education must be viewed as a partnership between home and school where all are working towards the same goal. We like to think of homework as time to practise basic skills that they have been taught in school.

The class teacher will be responsible for setting homework within the regular timetable. A Class Blog is posted every Friday onto the website with the tasks that the children have to complete over the next week.

At all times, the types and amount of homework will be relevant and accessible for the age and stage of your child. It will not require resources, which may not be available at home, although children will be encouraged to draw upon local libraries, etc.

Regular activities include:

- Daily reading to and with an adult.
- Regular number practice work (number bonds, tables).
- Regular spelling practice.

In order to work in partnership with parents, parents will be notified of homework requirements weekly. They will be asked to offer support and encouragement in a suitable environment. They will also be asked to notify the school immediately if problems arise.

The requirements of children with Special Educational Needs will be taken into account when setting homework/practice

All children should read for 10-15 minutes a day either to an adult, with an adult or, by Y6, to themselves.

**Daily reading will have the most significant impact on your child's progress and success.**

Children should practise reading, spellings, number bonds and times tables daily with an adult as appropriate.

Any queries about any homework/practice given should be directed to your child's class teacher in the first instance.

### PARENTAL INVOLVEMENT AND SUPPORT FOR HOMEWORK

**Things you can do to help your child learn:**

- Give your child confidence through lots of praise and encouragement:  
As a parent, you have tremendous power to strengthen your child's confidence – and confidence is vital to learning.  
Provide specific praise that focuses on a particular aspect of their work. Comments such as "I like the way you have ..." is more effective than "You're clever!"
- Read to, and with, your child every night.
- Make use of your local library. Longton Library is a brilliant resource so use it!