



## St. Catherine's CE Nursery



**Greenstone Avenue  
Horwich  
Bolton  
BL6 5SJ  
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**[www.st-catherines.bolton.sch.uk](http://www.st-catherines.bolton.sch.uk)  
Twitter: @stCathsHorwich**



# WELCOME TO ST CATHERINE'S CE SCHOOL



Dear Parents

It is with great pleasure that I welcome you to the St. Catherine's Nursery brochure. I hope that you will find much to interest you. Here you will be able to discover what makes St. Catherine's such a special place, why children love to be here and why they remember it with such affection after they have left.

St. Catherine's is a school which is filled with a buzz of happy activity and the warmth of positive relationships between pupils and adults. The children are taught a broad and balanced curriculum by wonderful teachers, and the academic standards are high; but St. Catherine's is about so much more than this. It is about giving everyone the opportunity to shine and be proud; it is about having the confidence to have a go at anything and the belief that you can succeed. It is about tolerance and respect for the beliefs of others and pride in what others do well. It is about the fun, magic and laughter of school life and the making of all those memories that last into old age.

I believe that it is these things that make our children lively, confident and articulate and is why they move on to fulfilling lives built upon the Christian values and strong foundations laid in the school.

I would encourage you to pay us a visit and to sample something of the spirit of St. Catherine's. You can be assured of a very warm welcome.

Yours sincerely

*Karen Graham*

**Head Teacher**



## About St. Catherine's

St. Catherine's CE Primary School was founded in 1889. It has always had a reputation for high standards of education, with an emphasis on the Christian values of caring, co-operation, trust and respect. It can be seen in relationships, attitudes, understanding of right and wrong, forgiveness, tolerance and in the welcoming of all faiths and cultures. These values play an important part in our school life, and we are proud to recognise that our Church Aided status makes St. Catherine's a very distinctive school.

"The school successfully nurtures an ethos of self-respect and respect for others, and this is central to its happy and effective learning community." Ofsted, 2009

Being a school which is aided by the Church of England we receive financial support from Manchester Diocese and have a strong relationship with the local church. In addition, members of the church act as Foundation Governors of the school. St. Catherine's is a one form entry school with 30 children in each class and a 52 place nursery.

St. Catherine's was rebuilt on the Greenstone Avenue site in 2003. This move offers the pupils and community a wonderful new building. There are 7 roomy, permanent classrooms set around 2 shared areas, each with its own cloakroom, toilets and work area. Star Books, a purpose built library, is used to support the delivery of the curriculum. The large hall is used for collective worship, PE and as a dining room. The school is lucky to be situated in generous grounds with 2 playgrounds, a Japanese garden, a purpose built outdoor environment for Early Years and a substantial sports field which is available for outdoor lessons and games.

## Mission Statement

St Catherine's is proud to be a Church of England Aided School, our belief being that God has made our world and has come to it in Jesus Christ.

The Christian values of compassion, honesty, fairness, love, and respect of God's world are at the heart of our community, giving us the inspiration for our life together as a family school, and underpin everything we do.



## Aims

- We aim to prepare our children for life through helping them to develop the educational, spiritual and social skills and qualities needed for a positive future.
- We aim to provide a safe and happy learning environment based on Christian values.
- We aim to give a breadth of experiences so that each child can achieve their personal potential.
- We aim to help each member of St Catherine's to begin their own personal spiritual journey.

### These can be achieved by:

#### The children

- Following the example of Christianity as they learn the skills of life and begin to understand their purpose as they grow and mature.
- Making healthy choices and coming to school each day ready and willing to try new things without being afraid to make mistakes.
- Being free to speak their minds politely, and sharing their ideas with each other.
- Welcoming children of other faiths and learning a respect for the religious beliefs and observances of others.
- By behaving themselves, and respecting and valuing everyone to ensure they are all happy at school.

#### and the staff

- Promoting Christian values and encouraging the children to be guided by them.
- Preparing children for life in today's communities, seeking to give them an understanding of the broad nature of our multi-cultural society.
- Building strong partnerships between home and school through effective communications, mutual aims and understanding.
- Developing a broad and balanced curriculum that challenges all pupils whilst encouraging independent learning.
- Maintaining a teaching and learning environment that is safe, nurturing and happy.



## **St Catherine's Church**

At St Catherine's School we have close links with St Catherine's Church and we regularly hold special services for our children and parents throughout the year.

## **Nursery Admissions**

Parents may contact school at any time after their child is born to place their child's name on the 'interested list' for a place in our Nursery. Children are admitted the term after they turn 3 years old and will stay in Nursery until they progress into Reception. A copy of our admission policy is available on the school learning platform [www.st-catherines.bolton.sch.uk](http://www.st-catherines.bolton.sch.uk)

## **School Admissions**

Children are admitted to school at the beginning of the school year (September) in which your child achieves his/her fifth birthday. At the end of the Summer term in which your child is due to start school booklets and online application forms are sent out to parents from Bolton LA. Paper application forms are sent out in September for anyone who has not applied online. Parents will receive notification of their offer of a school place in April. If a place is not offered, you will be given the opportunity to appeal against the decision. A copy of our admission policy is enclosed in this brochure which details the criteria that will be applied to all applications in priority order should St Catherine's be over-subscribed.

During the summer term prior to a child starting school, the children will be invited to a series of activity afternoons when the children will spend the afternoon in our Reception class to give them an opportunity to meet their new class teacher and the other children who will be in their class. They will also be introduced to our Seeds and Gardeners scheme where an older child will act as your child's 'gardener' and help settle them into school. This will aid your child's smooth transition to starting full time education in September.

We also hold a welcome meeting for all parents of our new Reception class during the summer term during which gives parents an opportunity to talk to members of staff, discuss school procedures, purchase school uniform etc.

## **Admissions Policy**

Our admissions policy is available on the school website

[www.st-catherines.bolton.sch.uk](http://www.st-catherines.bolton.sch.uk)



## SCHOOL STAFF

### HEADTEACHER

Mrs K Graham

### DEPUTY HEADTEACHER

Mrs C English-Mather

### TEACHING STAFF:

Mrs J Hart

Mrs A Leather (Assistant Head KS2)

Mrs R Holloway

Mrs K Lightbown (Assistant Head KS1)

Miss A Simm

Miss S Urmston

Mrs S Crook

Mr J England

Mr S Mistry

### HLTA

Mrs L Kay

### TEACHING ASSISTANTS:

Mrs B Hotchkiss

Mrs L Lancaster

Ms A Wooff

Mrs A Green

Ms D Callow

Miss T Rogerson

Mrs K Joynt

Miss L Weatherby

Mrs W Brown

Mrs J Lane

Mrs N Dickson

Mrs M Culshaw

### BUSINESS MANAGER:

Mrs C Ormrod

### SCHOOL ADMINISTRATOR:

Mrs N Platt

### SITE MANAGER:

Mr N Ashton



**CLEANERS:**

Mrs L Phillips

Ms L Clarkson

**CATERING MANAGER:**

Mrs D Morris

**CATERING ASSISTANTS:**

Mrs C Bibby

Miss S Barlow

Miss V Jones

**DINNER LADIES:**

Mrs S Bowden

Mrs J Howarth

Mrs L Phillips

Ms L Clarkson

Ms A Wooff

Mrs A Stenton

Ms N Kileen

Mrs V Houghton

**SCHOOL GOVERNORS:**

Rev M Behrend

**Chair of Governors**

Mrs K Graham

Mrs C Parry

Mr J Watts

Miss C Norton

Ms J Bingham

Mrs J Adamson

Mrs S Sharpe

Mrs S Yardley

Mr N Ashton

Mrs V Allen



## **Out of School Club:**

**Manager:** Mr S Mistry

**Deputy Manager:** Ms A Wooff

Miss L Walsh

Ms N Kileen

Miss E Warbrick



## **The Early Years Foundation Stage**

At St Catherine's Nursery we aim to provide a stimulating and nurturing environment where children are treated as individuals and feel respected, valued and confident.

The Early Years Foundation Stage (EYFS) sets standards for the learning, development and care of children from birth to five.

At St Catherine's we ensure that children learn and develop well and are kept healthy and safe. We promote teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

Four main themes underpin and guide our work with young children:-

### **A Unique Child**

Recognises that every child is a competent learner from birth who can be resilient, capable, confident and self-assured. Within this theme we focus on child development, inclusion, safety and health and well-being. The care and education that young children receive to support their growth, development and learning must be of high quality and appropriate to their individual needs.

### **Positive Relationships**

Describes how children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person. Here we focus on respect, partnership with parents, supporting learning and the role of the key person.

### **Enabling Environments**

Explains that the environment plays a key role in supporting children's development and learning. Here we focus on observing, assessing children and planning for their next steps, supporting each child in the learning environment and the wider context – transition, continuity and multi-agency working.

### **Learning and Development**

Recognises that children develop and learn in different ways and at different rates and that all areas of learning and development are equally important and interconnected.



Here we focus on encouraging children to work towards early learning goals in seven areas:

### **Prime Areas**

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

### **Specific Areas**

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

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this early learning is achieved through structured play. Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups.

We have a Time to Shine phonics session each day which initially focuses on developing listening skills then moves to learning letter sounds in readiness to read. These sessions are fun and engaging for all the children as they learn through song and action.

Reading is taught through a structured reading scheme supplemented with a wide range of other books. We encourage parents to work with their child at home by hearing them read on a daily basis.

We are always pleased to discuss ways in which parents can help their child at each stage of their reading development.



## Outdoor Provision

At St Catherine's our Nursery and Reception outdoor play area has been purpose built with a wide range of permanent equipment including a storytelling area, a playhouse and a slide/climbing frame. This equipment is enhanced daily with a variety of resources including building materials, bikes and small world. We make full use of the environment and part of our planned activities involve planting and growing our own vegetables and flowers in the garden. The children are encouraged to respect their surroundings and to treat wildlife with care and consideration. We believe that it is important for children to be outside in the fresh air, providing the weather is acceptable and we encourage children to make use of the outdoor area as much as possible. Even when it is raining if children wish to be outside we have raincoats and umbrellas for them to use. When it is sunny we ensure that children are adequately protected from the sun by applying sun cream and hats and that they understand the importance of drinking plenty of fluids when it is hot.





## NURSERY TIMES

8.50am – 9.15am	Arrival Time
9.00am – 11.30am	Morning Session
11.30am – 12.00 noon	Lunchtime
12.00 noon – 12.30pm	Lunchtime Play
12.45pm – 3.15pm	Afternoon Session

*Please note that a school lunch is only available for children attending either a whole day or morning only Nursery session.*

### Key Person System

At Nursery each child is allocated a Key Person. A Key Person works closely with your child and is responsible for updating your child's Learning Journey.

### Learning Journey - Record of Achievement

We use an online system of recording your child's learning in Nursery called Tapestry. This is a website that can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smartphone. We will use this alongside a paper-based Learning Journey. We also value and celebrate children's achievements at home and out of school. In Nursery we have 'WOW' sheets readily available in the cloakroom for you to record your child's achievements that they may wish to share in Nursery e.g. getting dressed independently at home, swimming without arm bands for the first time. Your child can share their achievements with their friends. There are two parents' evenings a year. These are organised for the Autumn and Spring terms with an optional parents evening in the Summer term. Reports are provided during the Spring term, followed by a more detailed written report at the end of the school year.

### Snacks

Snacks and drinks will be provided. We ask for a voluntary contribution of £1 a week which will be used to buy snacks and cooking ingredients. Breakfast will NOT be provided.



## **School Dinners**

If your child is staying for lunch at school we request that they have a school dinner (No packed lunches). We recommend that children stay for lunch if possible, as they will get a hot, nutritious meal and have chance to socialise with other children. The cost for this is currently £1.70 per dinner. You will be provided with a password for our online payment system ParentPay. If you think you are entitled to Free School meals please visit Horwich Library or contact the One Stop Shop at Bolton Town Hall on telephone 333333.

## **Illness**

If your child is ill and unable to come to Nursery please let the school office know the symptoms of their illness and how long they will be absent from school. If your child is vomiting or has diarrhoea, please keep them at home for at least 48 hours to prevent the spread of any infection.

## **Emergency Contact Numbers**

Please let us know if your contact details or telephone numbers change, particularly your mobile number or place of work, as we require up-to-date information if we need to contact you in an emergency.

## **Dropping off and collecting your child**

In the morning you are welcome to accompany your child into Nursery, to help them find their name, hang up their coat and bag in the cloakroom and settle them at an activity. At home time we will open the gate and request that you wait outside the Nursery (on the car park side), where we will allow your child to come out to you in a safe and orderly manner.

We must know who is coming to collect your child from Nursery. If there is a change in the person collecting your child please let us know in advance, as we are unable to allow your child to leave the building with a person we have not been informed about.

## **Toilet Training**

We expect that children starting Nursery are toilet trained. When your child begins Nursery we ask that they bring spare underwear, clothing and wipes each day in a bag clearly labelled with their name in case of any accidents whilst they settle.



### **Music and Movement**

On Wednesday and Friday mornings we have Music and Movement sessions, in which children are taught dancing, physical and sports skills. On a Wednesday and Friday children can come to Nursery in clothing appropriate for moving around in e.g.: tracksuit bottoms/leggings and trainers (No Laces) and school uniform polo shirt and jumper/cardigan.

### **Max the Dog**

Max the dog will come to stay with your child during the time they are in Nursery. We include a diary in which you can record Max's visit with writing and photos/pictures. Where possible we ask that your child draws a picture or 'makes marks' which you can then discuss and write about together. Your child will be able to share their experiences with their friends.

### **Clothes for Different Weather**

Please ensure your child brings a coat/jacket to Nursery each day as the weather is unpredictable and what starts off as a sunny day may later become cooler. In the summer months we also ask that your child brings a sun hat and sun cream labelled clearly with your child's name. In winter we request that children wear a warm coat and bring a hat, scarf and gloves so that we can still access the outdoor area and they can experience the changing seasons.

### **Library Books**

Your child will visit our fantastic library 'Starbooks' where they will be able to choose a book to share at home. Please ensure that these are returned each Wednesday so that they can be exchanged.





## Children with Special Educational Needs

At St. Catherine's we recognise that every child is unique, having different strengths, interests and needs. We foster a positive attitude with regard to special educational needs and build self-esteem and confidence. We set high expectations and provide a supportive, encouraging environment in which children experience success and are motivated to achieve further success.

### Special educational needs might include:

- Children who have learning difficulties;
- Children who have behavioural problems which affect learning;
- Exceptional ability in one or more subjects.

If we feel a child has special educational needs, requiring modified curriculum or additional help, staff will make every effort to ensure that he/she receives the appropriate teaching necessary. In identifying children with special educational needs we will take into account and consider:

- The child's attainment within the National Curriculum;
- The child's response to both the academic and social aspects of school life;
- The child's attitude to and relationship with other children and adults;
- Any relevant, factual history.

Where there is a learning difficulty we will try to ascertain the nature and extent of the difficulty as soon as possible in order to provide the most appropriate support. Parents are consulted immediately when a child is suspected of having special educational needs. Any resulting action will involve parents, the class teacher and possibly the special needs support teacher as well as external support from health, social or psychological services. We have a policy on Special Educational Needs provision, which is available in school. The Headteacher is also willing to discuss any relevant issues with parents and to answer specific enquiries.



## **St Catherine's Out of School Club**

St Catherine's provide a before and after school club in the school hall which runs from 7.30am to the start of the school day and from 3.15pm until 6.00pm. Registration packs are available from the school office.

## **Accessibility**

As St. Catherine's has a relatively new building it is fully accessible by wheelchairs throughout the building and grounds. There is a disabled toilet as well as shower facilities in the hub of the building.

The premises and site committee have drawn up a disability Equality Scheme and Accessibility Plan, to improve access and assess future needs. Disabled children are treated equally with non-disabled pupils with regard to school admission. Copies of the Disability Equality Scheme and Accessibility Plan can be found on the school's learning platform in the policies menu.

## **Car Park Safety**

St. Catherine's car park and turning circle gets very congested and we ask that the following measures are put in place for the safety and care of all our children:

- Please ensure that whilst driving down Greenstone Avenue you do so as slowly as possible.
- On entering the school grounds you slow right down.
- Disabled spaces are only used by holders of blue disabled badges. We do have a number of disabled children and parents who find it extremely difficult to park in these spaces.
- There must be no parking on double yellow lines within our grounds, or double parking
- Where possible parents park at Iceland and walk down to school (Park and Stride)
- Please ensure that on collection of children at the end of the day you do not allow them to play on the pavements next to the drive to ensure that they do not run into the road

The above measures, if followed by us ALL, will ensure that we are all safe.



## **SCHOOL UNIFORM POLICY**

### **Introduction**

At St Catherine's CE School it is our policy that all children should wear school uniform when attending school, or when participating in a school-organised event outside normal school hours.

### **Aims and Objectives**

Our policy is based on the notion that a school uniform:-

- promotes a sense of pride in the school;
- engenders a feeling of community and belonging;
- is practical and smart;
- identifies the children with the school;
- is not distracting in class (as fashion clothes might be);
- makes children feel equal to their peers in terms of appearance;
- is regarded as suitable, and good value for money, by most parents;
- has been designed with health and safety in mind.

### **The Role of Parents / Carers**

We ask all parents / carers who send their children to our school for their support of the school uniform policy. We believe that parents / carers have a duty to send their children to school correctly dressed and ready for their daily schoolwork. Parents / carers should ensure that their child has the correct uniform, and that it is clean and in good repair.

If any parent / carer would like the school to modify the uniform policy, they should make representation, in the first instance, to the Head Teacher. The school welcomes children from all backgrounds and faith communities. If there are serious reasons, for example religious objections, why parents want their child to wear clothes that differ from the school uniform the school will look sympathetically at such requests. Similarly, should an item of school uniform prove problematic for a pupil with disabilities then parents are invited to draw this to the attention of the Head Teacher. The school will not treat pupils with disabilities unfavourably.

### **The Role of Governors**

The Governing Body supports the Head Teacher in implementing the school uniform policy. It considers all representations from parents regarding this policy, and liaises with the Head Teacher to ensure that the policy is implemented fairly and with sensitivity.



### **The Role of Governors (Cont'd)**

It is the Governors' responsibility to ensure that the school uniform meets all national regulations concerning equal opportunities, and that our school uniform policy is consistent with our policy on equal opportunities.

Governors ensure that the school uniform policy helps children to dress sensibly, in clothing that is hardwearing, safe and practical.

### **Monitoring and Review**

When monitoring this policy, through its committee work, the Governing Body will:-

- seek the views of parents, to be sure that they agree with the policy, and support it;
- consider with the Head Teacher any requests from parents for individual children to have special dispensations;
- require the Head Teacher to report to the Governors on the way the policy is being implemented.

This policy will be reviewed by the Governing Body, every two years, or earlier if considered necessary.



## NURSERY UNIFORM LIST

### GIRLS

- Plum knitted V neck jumper with School Logo / Plum knitted cardigan with School Logo
- White polo shirt (no logo)
- Plum Tartan School Skirt / Dark Grey Pinafore Dress / Dark Grey trousers (No Culottes)
- Plum/mauve summer gingham summer dress (to be worn with white socks)
- Black School Shoes
- Grey Socks / Grey Tights (Socks to not come over the knee)

### BOYS

- Plum knitted V neck jumper with School Logo
- White polo shirt (no logo)
- Dark Grey School Trousers / Dark Grey School Shorts
- Black or Dark Grey Socks
- Black School Shoes

**No tie is required in Nursery.**

### PE Kit

No PE kit is required in Nursery.

### Additional Uniform Items (Optional)

- Showerproof Fleece Jacket with School Logo
- Plum Fleece Jacket with School Logo
- Plum Book Bag
- Plum Baseball Cap with School Logo
- Woollen Plum Ski Hat with School Logo

### Jewellery

On health and safety grounds we do not allow children to wear jewellery in our school. The exception to this rule is that children with pierced ears may wear one pair of small stud earrings (no hoops).

### Hair

The school does not permit children to have haircuts that could serve as a distraction to other children. We request that children with long hair have it tied back during school hours for health and safety reasons. Hair accessories, e.g.: hair bands and bobbles should reflect the school colours. Parents should also be aware that tattoos and nail polish are not permitted.



## **Footwear**

The school wants all children to grow into healthy adults. We believe that it is dangerous for children to wear shoes with platform soles or high heels in school, so we do not allow this. Neither do we allow children to wear trainers to school; these are appropriate for sport or as leisurewear, but are not in keeping with the smart appearance of a school uniform.

**PLEASE ENSURE ALL ITEMS OF CLOTHING, INCLUDING SHOES  
ARE CLEARLY LABELED WITH YOUR CHILD'S NAME**