



School Handbook 2023/24

I can do all things through Him who strengthens me. Philippians 4:13



September 2023

Version 1.0

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Parent and Carer Key Information 2023/24

Welcome to the Parent Handbook of Bosley St. Mary's CE Primary School! We are a small school with big ideas, dedicated to empowering every learner to flourish. We take great pride in our rural heritage and strive to provide a nurturing and inclusive learning environment for our students.

We believe that strong partnerships between parents and the school are essential for a child's educational journey. We are excited to continue working closely with parents to ensure the success and well-being of our students. This handbook aims to provide you with important information about our school, including our vision and values, curriculum, communication channels, policies, and procedures. It will serve as a valuable resource throughout the academic year, helping you stay informed and engaged in your child's education.

We encourage you to actively participate in your child's learning journey by attending school events, parent-teacher meetings, and engaging in open and honest communication with our staff. We value your input and believe that together we can create a supportive and enriching environment for everyone.

Thank you for entrusting your child's education to Bosley St. Mary's CE Primary School. We look forward to working with you and your family in the upcoming year to foster a love for learning, personal growth, and achievement.

Our Christian Ethos and Values

Our school is a happy family where we encourage each other to shine and be the best that we can be. Our enriching curriculum inspires confident, aspirational pupils to have a love of learning and a passion for serving the community. We are inspired by the words of Philippians 4:13, "I can do all things through Him who strengthens me." Our Christian values create a safe, nurturing space where all are respected, valued, and enabled to succeed and flourish in God's love.

We use Bosley Bears to help us remember our values:

- Believe - Being the best we can be
- Encourage - Encouraging each other to shine
- Achieve - All joined in love and friendship
- Relate - Reaching for the knowledge to
- Service - Succeed and flourish in God's love

Our Team

Bosley St. Mary's CE Primary School 2023 / 24			
			
Ms Rebecca Hadfield	Miss Alice Forbes	Miss Dawn Harrison	Mrs Anita Smith
Headteacher SEND/CO and DSL	EYFS Lead, Deputy DSL Blossom Class Teacher	Willow Class Teacher (maternity cover)	Oak Class Teacher
			
Mrs Lucy Cole	Miss Amy Willis	Mrs Alison Kirkham	Mr Luke Gideon
Willow Class Teacher (maternity leave)	Blossom Class Teacher (maternity cover)	French Teacher	Sports Coach
			
Mrs Sandy Hall	Miss Lexie Harrison	Miss Rebecca Evans	Mrs Sharon Brassey
School Bursar	Blossom Class TA	Willow Class TA	Forest School Lead Oak Class TA
			
Mrs Jean Little	Mrs Shirley Scragg	Miss Julie Farr	
Site Maintenance Officer	School Cook	Midday Assistant	

Term Dates 2023/24

Term	Pupils' first day in school	Pupils' last day in school
Autumn Half-Term 1	Tuesday 5th September 2023	Friday 20th October 2023
Autumn Half-Term 2	Tuesday 31st October 2023	Friday 22nd December 2023
Spring Half-Term 1	Tuesday 9th January 2024	Friday 16th February 2024
Spring Half-Term 2	Monday 26th February 2024	Thursday 28th March 2024
Summer Half-Term 1	Monday 15th April 2024	Friday 24th May 2024
Summer Half-Term 2	Monday 3rd June 2024	Friday 19th July 2024

- School will be closed on Monday 5th May 2024 for Spring Bank Holiday (May Day).
- School reopens after the summer holidays on Tuesday 3rd September 2024.

Confirmed INSET Days (Staff only)

- Friday 1st September 2023
- Monday 4th September 2023
- Monday 30th October 2023
- Monday 8th January 2024
- Monday 22nd July 2024

Bosley St Mary's CE Primary School will NOT authorise holidays during term time unless there are exceptional circumstances surrounding the holiday. Unauthorised holiday absences may result in a Fixed Penalty Fine issued by Cheshire East Council.

Communications

School Spider is our main communication tool. The app serves as a central hub for important updates and information, including the Bosley Bulletin, keeping you informed about upcoming events and school news. We also use it for messages, letters and as a secure payment portal for lunches, snacks and school trips. Parents can use School Spider to notify us about any absences (see below).

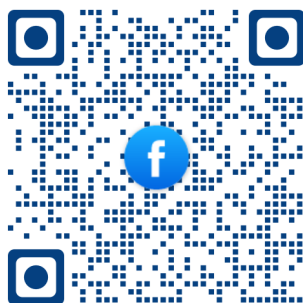
Contact with Class teachers

There is a member of staff available on the playground at the start of every day to answer questions, take messages and, most importantly, to meet everyone as they come in. Class Teachers are usually available for a quick chat at the end of most days. For more in-depth discussions or meetings, parents can arrange longer appointments through the school office. Teachers check their emails during working hours in term time, and while we strive to respond promptly, we kindly ask for parental understanding and allow up to three school days for a reply.

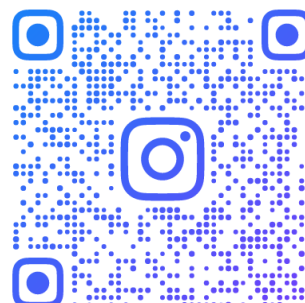
Social Media

We love to celebrate the accomplishments and activities of our students, and we believe that social media is a fantastic platform for sharing those moments with our community. We regularly update our Facebook and Instagram pages with posts highlighting what our children have been up to, including their achievements, projects, and events. We encourage parents to like and follow our social media channels as it's a great way to stay up to date with the latest happenings at our school.

Facebook



Instagram



You can either click on the picture or scan the QR code to access our social media accounts.

Drop Off And Pick Up Arrangements

Car Parking

There are various places to park near school but it is important to note that none of these areas are owned and operated by the school, so users park at their own risk. We ask that you are mindful of our neighbours and park considerately. Cars should never be parked on the zig-zag lines of school and we request that you also not park on the main road next to the lines.

Leek Road is extremely busy and although there are some traffic calming measures in place, we urge you to use caution and be extra aware when parking, crossing the road and pulling out.

End of School Day

Parents and carers are asked to collect children from the playground. Staff will see the children out. Year 6 children who live locally will be allowed to walk home, if school has written permission from parents. Children are dismissed from the following areas:

- Blossom Class - the front of their building
- Willow Class - the gate between Blossom and the main school building
- Oak Class - the children's entrance of the main building

We ask that all families have left the school grounds by 3:30pm and the gates will be locked at this time. This allows the after school club to use our facilities and everyone on site is accounted for.

Late Arrivals

Children arriving after 9:00 will need to be signed in by their parent or carer. Please come to the main school entrance and register at the office using the iPad. This ensures that everyone is accounted for and minimises any disruption to lesson times.

Late Collections

Parents and carers are asked to inform the school office if they are going to be late for collecting their child after school. Children who are waiting for parents who are late will be asked to wait in the office until 3:30pm, after which your child will be put in after school club which will incur a charge. Parents late in picking up from Preschool or after school club will incur a late charge.

Keeping Everyone Safe on Site

The gates are locked between 9:00am and 3.10pm each day to ensure children's safety. Please use the main front door and report to the office if you need to come into school during the day.

No dogs or smoking or vaping on the school site please.

Dogs should not be left unattended on our school boundary or by the gates. Please respect that not all our community are comfortable with dogs and that even the friendliest of dogs can respond in an unfriendly manner if stressed, surrounded or left alone.

The School cannot be held responsible for children playing on the playground equipment before or after school. Please ensure that your children are supervised and with you at all times. Please ensure they do not access play equipment before and after school.

Please ensure all children are respectful of our school grounds and equipment at all times.

The School Day

Timings

Time	What happens
8:45	Doors open. Registration begins including dinner and snack orders. Children complete the start of the day activities in their classrooms.
9:00	Doors close and registers completed. Pedestrian school gates are locked. Children arriving after this time access through the main front door and are marked as late in the register. First morning session, including Collective Worship on Mondays and Fridays.
10:30	Breaktime - KS1 and KS2.
10:45	Second morning session, including Collective Worship on Tuesdays, Wednesdays and Thursdays.
12:00 / 12:10	Lunchtime. 12:00 for Blossom Class; 12:10 for Willow and Oak Class.
13:00	Line up and register Afternoon session including break time for Blossom and Willow / Walk and Talk for Oak class.
15:10	School gates are unlocked.
15:15	Hometime.

Timetable

Each class has their own timetable which is published on our website and children have their own copy. Please note that there will be changes to the timetable and wherever possible class teachers will give as much notice as they can.

All classes have French, PE and Forest School on the same days every week.

Educational Visits

School trips and in-school visits are an essential part of your child's learning and development. During the academic year, we hope to be able to offer your child a number of trips including, for example, a walk into the village, a theatre visit, trips further afield or enjoying sessions from visitors in school. In order for your child to participate in these activities, you will be asked to give your permission by completing an online form, and you will be asked for a voluntary contribution, paid via the online payment system. If insufficient voluntary contributions are received it may not be possible for the visit to go ahead. Pupils receiving Pupil Premium may be able to receive assistance with payment for school visits.

From time to time we may need parental assistance on visits, if this is required then first priority will be given to those parents who hold a DBS through regularly volunteering in school and therefore know school policies for confidentiality, safeguarding and behaviour. Please ask at the office for details.

Uniform

School Uniform

Your child is expected to attend school smartly dressed in the correct uniform. Parents are asked to mark all clothing with their child's name. Bosley St Mary's CE Primary School uniform does not have to have the school emblem.

Our school uniform consists of the following:

Item	Required / Optional	Branding	How to Acquire
Regular School Uniform			
Burgundy jumper or cardigan	Required	School logo (preferred)	School online supplier

Item	Required / Optional	Branding	How to Acquire
	Required	No branding	Regular retailers
White Polo Shirt	Required	School logo (preferred)	School online supplier
	Required	No branding	Regular retailers
White Shirt	Required	No branding	Regular retailers
School Tie	Required (when wearing white shirt)	School colours	School online supplier / school office
Red and white check summer dress	Optional	No branding	Regular retailers
Grey trouser, shorts, pinafore or knee length skirt	Required	No branding	Regular retailers
Plain black, grey or white socks; or plain black or grey tights	Required	No branding	Regular retailers
Sensible, plain black shoes (not trainers or boots)	Required	No branding	Regular retailers
Burgundy reversible fleece	Optional	School logo	School online supplier
PE Uniform			
Plain white t-shirt	Required	School logo (preferred)	School online supplier
	Required	No branding	Regular retailers
Trainers or black pumps	Required	No branding	Regular retailers
Black shorts	Required	No branding	Regular retailers
Burgundy / dark jogging bottoms	Required	No branding	School online supplier

Item	Required / Optional	Branding	How to Acquire
			Regular retailers
Accessories			
Book bag	Optional	School logo	School online supplier
Backpack / rucksack	Optional	School logo	School online supplier
Hi-vis jacket	Optional	School logo	School online supplier
Gym bag	Optional	School logo	School online supplier

Forest School

Children should wear sensible outdoor clothing on Forest School day, including layers wherever possible. We recommend that they also bring a change of clothes that day because it is more than likely that they will get muddy!

Outdoor Clothing

Please ensure your child has the correct outdoor clothing for the weather e.g. warm outdoor coat, hat and gloves; suncream, sunhat during hot weather; waterproof coat for rain.

Ordering Uniform

The school's current school uniform supplier is:

- Fourjays Office Ltd
Blackwood Hill,
Beat Lane, Rushton Spencer, Macclesfield SK11 0RU
- Tel: 01260 226010 / 07974 680077
- Email: John@fourjaysoffice.co.uk

The order form is on our school website ([see here](#)) and should be sent directly to Fourjays.

What to Wear and When

Day	Activity	Clothing
Monday	Short PE session	School uniform, bring PE kit to change into
Tuesday	Usual lessons	School uniform
Wednesday	Usual lessons	School uniform
Thursday	French, Forest School	Forest school clothing
Friday	Main PE session	PE kit

Bags In School

We have limited space in school and children do not need large bags, we discourage the use of rucksacks for this reason. Children should not be bringing extra things in from home.

Jewellery and Hair

Children are not permitted to wear jewellery in school other than stud earrings and a watch. If your child wears an item of jewellery for religious or personal reasons, please ask the school office for permission. Smart watches (those capable of receiving messages, taking photographs or accessing the internet etc.) are not allowed in school due to the safeguarding risks they present. A basic (not connectivity capable) 'Fitbit' type watch is acceptable but is worn at the owner's risk.

Children are encouraged to tie long hair back for practical, health and safety reasons. Hair bands should be plain; novelty hair bands are not permitted. Children are not permitted to wear make-up during the school day for any reason. The wearing of nail varnish is discouraged and parents are asked to remove nail varnish as soon as practical, if their child has had their nails painted for a special occasion.

Personal Possessions

We discourage children from bringing in their own toys, as the school cannot be responsible for any damage or loss. When children bring in items for 'show and tell' opportunities, we ask parents to remind their child to pass the item to the teacher for safe keeping. Your child's class teacher will organise when there are 'show and tell' opportunities.

Every class is provided with pens, pencils, rulers, glue sticks, sharpeners and erasers. This equipment is kept in the classroom and is the only equipment the children will need. Children do not need to bring to school their own pencil case.

Mobile Phones and other electronic/digital equipment are not allowed in school. Occasionally an older child needs a mobile phone due to travelling between parents/walking home alone - in this case the parent must email the class teacher to give permission for this to happen and outline when it needs to happen. The phone will be stored in the school safe during the daytime and collected at the end of school - it must be clearly labelled with their name and handed to their class teacher at the beginning of the day.

Anything brought into school from home is done so at the child's own risk and it is their responsibility to keep safe.

Lost Property

All clothing and possessions should be named before coming into school to allow for quick reuniting with their owner. There is a lost property box in the central learning area. Please do not expect the staff to look for items lost, their time is focused on teaching your child and their friends. Please encourage your child to take responsibility and look after their belongings.

Collective Worship (Assemblies)

As a Church of England School, collective worship is an important part of our ethos and we have worship every day. They are led by staff, children and visitors. Our usual schedule of Worship is:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Worship	Whole School	Visitor	Singing	Class	Celebration
Led By	Ms Hadfield	Guest Speaker	Mrs Smith	Class Teachers	Ms Hadfield
Purpose	Come together as school community, set focus of the week	Meet people from faith communities, explore the world in more depth	Reflect, celebrate, explore and unite through the community of song	Worship with peers as a class community	Celebrate our school community through our BEARS values

We also celebrate many Christian festivals, usually in St. Mary the Virgin Church. We warmly welcome all members of our school community to join us for these special occasions. Details are shared via the Bosley Bulletin.

Parents have the right to withdraw children from worship. Please contact the Headteacher if you intend to consider this possibility. Our policy can be found on the website.

Church Links

We have excellent links with Bosley Parish Church, St. Mary the Virgin, and we are regular visitors, both as part of the curriculum and for church services at key times of the year. Vicar John is our vicar and he regularly visits school. Bosley Parish Church is a family friendly church and offers a warm welcome to all who wish to share the journey of faith. More details can be found on their website (click [here](#)).

Christian Festivals

You will be invited to join us for special worships and activities across the year in relation to the Christian Festivals of Harvest, Christmas and Easter. Please note these are acts of worship and not performances. For those services taking place at church, parents and families are reminded that the church will only be open 15 minutes before the service is scheduled to begin.

Break and Lunch Time

A hot lunch, made on the premises by Cheshire East Catering, is served daily in the school hall. A two course hot school lunch is available free each day under the Universal Free Meals initiative for Reception to Year 2 children. School Lunch costs £2.30 per day for children in Years 3-6.

Alternatively, children may bring a packed lunch. Our school supports the Healthy Schools Campaign and we would therefore ask that there are no sweets, chocolate bars or fizzy drinks included within the packed lunch. NO NUTS OF ANY KIND are allowed (including peanut butter and Nutella).

The school lunch menu is published online and is updated termly. Visit our school website and click on the 'school lunches' section for further information. You may wish to discuss school lunch options with your child prior to the school day. The children book their lunch at morning registration.

Children are encouraged, not forced to eat the savoury food first and to eat a reasonable proportion of their food. Children are not allowed to swap or try food from anyone else's

lunch box. Any food not eaten from packed lunch boxes will be brought home so that you are able to see what is being eaten. If staff are concerned about a child's eating habits we will inform you.

Paying For Lunches

All pupils in Reception and KS1 (Y1 and Y2) are currently entitled to a Universal Free School Meal. The cost of lunch for children in KS2 is £2.30 per day. All payments are to be made through the school's online payment system - School Spider.

Some children in KS2 are eligible for Free School Meals. If you think your child may be entitled to Free School Meals please ask at the school office for details or look at Cheshire East's website (see [here](#)) about how to claim.

School receives Pupil Premium money for any child in receipt of income related free school meals and for the following 6 years after you cease to be eligible for it. We suggest you make a claim for free school meals even if your child is in Reception or Key Stage 1 as school can claim the Pupil Premium to use towards new equipment and resources.

Break Time Snacks

Children in Foundation Stage and KS1 are provided with a free piece of fruit each day which they are encouraged to eat at break time. Children in KS2 can bring in a piece of fruit or healthy snack for break time. Biscuits, snack bars and crisps are discouraged.

Water Bottles

Children are encouraged to bring in water bottles to drink during the day. These should only contain water and children will not be permitted to drink anything other than water during lesson times.

Safeguarding Duty

We take very seriously our responsibility to promote the safeguarding and welfare of all children in our care. As a school we aim to create an atmosphere in which children feel secure and valued. We work in partnership with parents and carers to support children in every way possible. The Children's Act places a clear responsibility on schools to ensure that they work together with agencies to safeguard and promote the welfare of all children. In line with Government and Child Protection Policy, if safeguarding concerns are raised by the school, a child, or a parent, the matter is referred to Cheshire East

Consultation Service (ChECS) for advice and support. The Designated Safeguarding Lead (DSL) is Ms Hadfield and Miss Forbes is the Deputy Designated Safeguarding Officer.

Behaviour

We believe that, just as we teach children to read, write and calculate, behaviour also needs to be taught. We work proactively with children by explaining, modelling and recognising behaviours that help in learning and playing. Our children have high standards of behaviour and we're very proud of that.

We have three school rules: Ready, Respectful and Safe. These are referred to regularly and our children know and understand them.



Central to our approach is catching children doing the right thing. There are many different ways we reward, for example praise, positive affirmation, marbles, stickers, postcards home. We hold regular celebration assemblies, each one focusing on a different BEARS value. Those children who have gone above and beyond are recognised with a Headteacher award.

Behaviour that slips below the required standard is often rectified with a gentle reminder of our expectations and how to maintain them. If this doesn't work, or if there is a more serious transgression, we have an escalating approach that seeks to put things right as well as supporting pupils to make the right choices in the future. If necessary, parents may be required to attend a formal meeting with their child's teacher and the Headteacher. Exclusion is used as a very last resort.

We are clear that there is no place for bullying of any kind within our school. Just as with behaviour, pupils are taught how to recognise bullying and what they can do should it happen. Our behaviour and anti-bullying policies are available on the school website.

Special Educational Needs and Inclusion

At Bosley St. Mary's, we are committed to meeting the individual needs of all children. Most children are supported through scaffolded work in the classroom and teacher or teaching assistant support when it is needed. Children may also be taken out of the classroom for extra support in small groups. Some children may have additional needs and may be supported by additional outside agencies. A small number of children have an Education and Health Care (EHC) plan, this is issued where a child has very specific needs which must be met in a special way. The need for a Statement or EHC plan is determined by the Local Authority following a Statutory Assessment by all the professionals who work with a child. If you are concerned about your child's progress and feel that they may need additional support, please speak to your child's class teacher who will be able to help you. Ms Hadfield is our Special Educational Needs Co-ordinator.

School Attendance

Being in school and having the best attendance possible underpins all the many benefits of school for your child, such as their learning, wellbeing and wider development. As a parent, you are legally responsible for making sure your child gets a suitable fulltime education. We are committed to supporting every child to have the best experience of their schooling and, as part of that, we will work with you to promote children's attendance. Bosley St. Mary's attendance target is 97% and above.

Registration and Punctuality

Although we understand that occasionally things can go wrong which cause late registration, it is important that children are in school on time each day. When children arrive late they miss important information from the teacher regarding the day as lessons start promptly. You are reminded that our school times are:

- Morning Registration
 - 08:45 - Doors open and registration begins.
 - 09:00 - Doors are locked, children arriving between this time and when the registers are closed are marked as late (L in the register).
 - 09:10 - Registers close. Children arriving after this time are marked as having an unauthorised absence (U in the register).
- Afternoon Registration
 - 13:00 - Afternoon register opens
 - 13:05 - Afternoon register closes, children arriving between this time and when the registers are closed are marked as late (L in the register).
 - 13:15 - Registers close. Children arriving after this time are marked as having an unauthorised absence (U in the register).

Absence

It is expected that an explanation for absence is received on the first day the absence occurs, at the start of the school day and, where possible, give some indication as to when the child is expected to return. If school does not receive a message giving reason for absence, then as part of our safeguarding procedures, after checking the registers, a text will be sent to parents requesting they contact school immediately so we can ensure children are accounted for.

Please note that:

- 95% attendance means that your child has missed 10 days in the school year (2 weeks).
- Attendance 90-94% will be internally monitored.
- 90% attendance means that your child has missed 19 days in the school year (Nearly 4 weeks).
- Attendance below 90% is classed as Persistent Absenteeism by the Department for Education. A letter will be sent home if your child falls into this category.

Ill Health

We understand that, on occasions, pupils may have to miss school due to ill health. We ask parents to:

- Only keep pupils off school when it is absolutely necessary
- Contact school via our School Spider app or phone on 01260 223280 on the first day of absence by 9.20am, indicating the reason for the child's absence and the expected date of return. Please note if the reason given is 'poorly' or 'unwell', staff will ask for further information about the absence.
- Keep a child off for 48 hours where s/he suffers sickness or diarrhoea.
- Contact the school for advice regarding recommended absence for contagious illness.

In cases of persistent, prolonged absence or repeated absence, school may require medical evidence, e.g. doctor's note, to explain the absence.

Medical Appointments

Medical/dental appointments should be made out of school hours to prevent disruption to learning. Where this is not possible, please provide the school office with the appropriate evidence, e.g. letter/appointment card.

Children should not be taken out of school due to other family member appointments. If a child leaves school after the register has been taken for the session for a medical

appointment then their registration mark for the session will be recorded as an M - a medical appointment absence.

Holidays From School

Parents are not entitled to take a child out of school for a family holiday. The rules make it clear that headteachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. If parents still decide to take their children out of school for a holiday, then we have no choice but to mark the absence as an unauthorised absence. Unauthorised sessions of absence will lead to the issuing of a Fixed Penalty Notice, the cost of which is:

- £60 per parent per child if paid within 21 days,
- increasing to £120 per parent per child to be paid within 28 days, and
- if remains unpaid will be processed to Court for prosecution.

These Fixed Penalty Notices have been introduced as part of the government's drive to improve attendance. School will ask Cheshire East to issue fixed penalty notices on its behalf under the following circumstances:

- More than 10 sessions (5 school days) lost due to unauthorised absence (O code) in any two consecutive half terms
- Unauthorised leave of absence (G code) of at least ten sessions (five school days) due to holidays in term time
- Persistent (more than 10) late arrival at school, for example after the register has closed, in any two consecutive half terms

Early Collection from school

This will be recorded in the register as an absence under the right code. If you are leaving early, e.g 2pm Friday afternoon to go on holiday it will be recorded as an unauthorised holiday, 10am doctors appointment will be recorded as an M

Health Matters

Medicines

In order to comply with regulations laid down by the Health and Safety at Work Act, schools are being advised that any medication required during the school hours should be administered by parents/carers. We will, however, administer medicines for chronic illnesses such as asthma, diabetes, epilepsy etc. as instructed. A medical consent form

must be completed with full details of medical condition and this must be discussed with us.

Please give antibiotics before and after school. Ideally, it is better if parents keep control of all medicines prescribed for short term illnesses. However, if you need us to administer prescription medicine, it is essential that you complete the relevant form at the school office, giving full details and consent. School will not administer any non-prescription medication. If your child has a medical condition we would ask that you make an appointment to discuss it so that a Health Care Plan can be set up for your child, this will need to be reviewed annually or if changes need to be made. Our complete Medication Policy can be found on our website.

Illness and Emergencies

If a child becomes ill or sick at school, parents are contacted by telephone so that they can collect their child. Qualified First Aiders deal with cuts and grazes etc. You will receive a First Aid slip in your child's bag. If your child receives a minor head bump, you will be notified by text and we will monitor your child.

If your child is sick in the night or before coming to school, please keep him/her at home for 48 hours. Emergency telephone contact numbers must be provided - home, work, friend etc. Please remember to notify school immediately of any change in address or telephone number.

Head Lice

As in every school, head lice can be a problem. Please check your child's hair at least weekly. Advice on how to treat head lice is available from your local pharmacy and from the school office. Children should not be kept off school if they have head lice but please treat your child as soon as possible and let their teacher know.

Sun Cream

On days when it is hot and sunny, we ask parents and carers to apply a high factor sun cream before school starts as we are not able to apply sun cream to the children ourselves. If you want to come into school to reapply sun cream at lunchtime, you are very welcome to do so and for older children you may give written permission for them to do this for themselves. If this is the case, sun cream must be in a named bottle.

Wrap Around Care

At the time of writing, we are only able to offer reduced wrap around care.

- Breakfast Club is available Monday to Friday from 8am and costs £3.00
- Afterschool Club is available Monday to Friday until 4:30pm and costs £5.50
- Sports Club is on Friday afternoons until 4:30pm and costs £4.50

Please use School Spider to book your child's place.

We are actively working with an outside provider to get a more extensive provision up and running as soon as possible. We will keep you updated through the Bosley Bulletin

Our School Community

Volunteers

We very much appreciate parental support in our classrooms and with reading. If you would like help in any way at all please let us know. A volunteer pack can be obtained from the school office. We are happy to accept regular help, however it is not always best for you to volunteer in your own child's class, it can be unsettling for your child. Any parents coming into school on a regular basis will need to have a DBS check which the school will organise and agree to abide by the confidentiality and safeguarding policies of school.

Bosley PTA and Fundraising

We have our very own PTA who organise various social and fundraising events throughout the year. The PTA will offer a positive means by which parents can contribute to the school and help to provide some "extras" for the children. All parents will automatically be members of the PTA and a committee organise events, new volunteers are always welcome to help out with individual events and to join the committee. Meetings will be advertised in our newsletter and on the school website. We encourage you to get involved!

Queries or Issues

In the first instance you should always contact your child's class teacher - this can be done via the school office either in person, by phone or email. Please do not approach any Bosley staff via social media or personal email addresses.

School Office hours are open: 8:30am until 4:00pm and our phone lines are open during this time. Please leave a message on the school answer phone if you get no response or it is outside of these times. We will get back to you.

If you email a class teacher please remember that they are teaching throughout the day and may not have time to pick up an email before school starts. They cannot come to the phone during teaching times, the office staff will take a message to be passed on. Please only send emails during working hours.

Please be aware that our policy is to provide an initial response to parental contact within three school days. We may need to seek further information after our initial contact, in which case we will do so within five working days.

Sometimes parents would like a response by the end of the day, or an immediate appointment; as we all teach and have appointments already scheduled, we are not able to meet this request.

Complaints

Parents are encouraged to communicate concerns and issues to the class teacher or member of staff responsible so that the concern can be resolved as quickly as possible. Where parents are unable to do this or are not satisfied that the situation has been resolved, an appointment with the headteacher should be made. If the complaint persists parents will be advised to follow the formal Complaints Procedure, available on the school website or from the school office.

Online Payment

Bosley School operates a cashless online payment system for all monetary transactions through School Spider. You will receive instructions on how to set up your account when your child joins us. Any payment for snacks, lunches, trips etc is paid for using this system. For further details please ask at the school office.

Bad Debt

Definition of a Bad Debt at Bosley St. Mary's: an outstanding payment which exceeds

- £25 per child for school dinners debt
- £75 per child for wrap-around care
- Preschool invoice not paid within 4 weeks
- Total debts to school services (Dinners/wrap-around care/Preschool) exceed £100

Once the bad debt threshold has been reached, you will be contacted in accordance with our Bad Debt Policy - see our website for further detail.

Data Protection

In order to comply with the 2018 Data Protection legislation and UK GDPR, you are informed that the data supplied by you, or your child, in relation to your involvement with this school, both now and in the future, will be processed in line with our Data Protection Policy. If you have any queries about the processing of your data or would like to know what information we hold about you then please read our Privacy Statement on our website

CDAT

Bosley St. Mary's are proud to be a part of Chester Diocesan Academies Trust - CDAT. CDAT's aim as a trust is to give everyone within their schools - pupils and staff - the chance to achieve to the very best of their gifts and abilities within caring, Christian communities. There are tremendous opportunities for partnership working, and for tackling together the many challenges that currently exist in education.

Contact Details

Bosley St. Mary's

Headteacher: Ms. Rebecca Hadfield
School Bursar: Mrs Sandy Hall
Chair of Governors: Mr John Pollard
Vice Chair of Governors: Mrs Lynsey Needham

Address: Leek Road, Bosley, Macclesfield, SK11 0NX
Telephone: 01260 223280
Email: admin@bosleyschool.co.uk
Website: <http://bosleyschool.co.uk>
Facebook: <https://www.facebook.com/BosleySchool>
Instagram: <https://www.instagram.com/bosleyschool>

CDAT

CEO: Mr Neil Dixon

Address: Church House, 5500 Daresbury Park, Daresbury, Warrington WA4 4GE
Telephone: 01928 718834
Email: office@cdat.co.uk
Website: <https://cdat.co.uk/>

A Final Note

The information contained within this Handbook is correct at the time of writing (Summer 2023). Please note that things can and do change, and we will endeavour to inform you of those changes as efficiently as possible.