



PARENT HANDBOOK CHOWBENT PRIMARY SCHOOL

Taking you step-by-step through starting school

“Never be less than your best”





Mr J Randle, Headteacher, says:

It's great news that your son or daughter is starting at our wonderful school. Thank you for selecting us!

We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and complete ALL the forms and return to school.

Answering your questions

On page 9 you will find Key Information and on pages 10 & 12 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01942 883410 and we will be happy to help!

Policies and term dates

On page 15 are details of important policies you need to know about and term dates.

Welcome

Welcome to Chowbent Primary School. I look forward to getting to know you and your child.

STEP 1: APPLICATION FOR ADMISSION

Chowbent Primary School

Step 1

Application for admission

Please complete as much information as possible – if you require assistance e.g. large print etc. Please contact 01942 883410

| | |
|--|--|
| Child's Surname | Forename |
| Middle Name(s) | DOB / / |
| Male / Female | Year group at present school / nursery |
| Child's home address including postcode | |
| | |
| Birth Certificate & Passport copy taken by (for office use only) | |
| Priority Contact 1 or 2 (please circle) | Priority Contact 1 or 2 (please circle) |
| Name of Mother / Guardian | Name of Father / Guardian |
| | |
| Address including postcode if different from child | Address including postcode if different from child |
| | |
| Home Tel No | Home Tel No |
| Mobile Tel No | Mobile Tel No |
| Work Tel No | Work Tel No |
| Email Address | Email Address |

Please list any other contacts in the grid below in case of an emergency.

| | Name | Relationship | Address | Contact Number |
|------------|------|--------------|---------|----------------|
| Priority 3 | | | | |
| Priority 4 | | | | |
| Priority 5 | | | | |

Brother and / or sister at Chowbent (Please list)

Please tear here

STEP 1: APPLICATION FOR ADMISSION

Chowbent Primary School

| | |
|--|---|
| Lunchtime arrangements (Please Tick) | |
| Free School Meals <input type="checkbox"/> School Meals <input type="checkbox"/> Packed Lunch <input type="checkbox"/> | |
| Allergies (please list any allergies. If your child has a food allergy you will be contacted by the school's caterers to discuss this further) | |
| Special diet requirements (Please List) | |
| Name of Doctor, Medical practice name, address, Tel No | |
| Medical information e.g. previous illnesses, asthma, hearing loss, poor vision, speech impediments etc. (Please give details of any illness and medication.) | |
| Any other medical information you think we need to be made aware of | |
| Primary language of the child (e.g. English / French / German) | Country of birth (e.g. UK / Turkey / Ukraine) |
| Asylum status (if applicable) | Religion (e.g. Christian, Hindu, Muslim) |
| National identity (e.g. UK / Tunisian / Ukraine / Yemen) | English as additional language Yes <input type="checkbox"/> / No <input type="checkbox"/> |
| Home language (Language spoken at home) | Traveller Status (if applicable) |
| Proficiency in English (Please tick) | |
| New to English. <input type="checkbox"/> Early Acquisition. <input type="checkbox"/> Developing Competence. <input type="checkbox"/> | |
| Fluent in English. <input type="checkbox"/> Needs to be assessed <input type="checkbox"/> | |
| Child's passport details | Child's passport number |
| Child's nationality | Passport expiry date |
| Service child (services e.g. armed forces) Yes <input type="checkbox"/> / No <input type="checkbox"/> | |
| Signature & Date Mother / Father / Guardian | |
| Signature & Date Mother / Father / Guardian | |

Please return to the school office; please bring with you the child's birth certificate/ passport or visa documentation.
Many Thanks.

Step 1

STEP 2: APPLICATION FOR FREE SCHOOL MEAL ELIGIBILITY

Chowbent Primary School

Step 2

Application for Free School Meal Eligibility and Pupil Premium

We ask all new parents to complete the form on the link below even if you think you are not entitled to Free School Meals.

Completing the form will allow the Education Business Intelligence Unit, part of Wigan Council, to check and then subsequently advise your child's school if they are eligible to receive a free school meal.

Important Information before you begin

If you are entitled to free school meals and do not wish to claim the free meal, we will still share the eligibility status with your school to enable them to claim the pupil premium funding. This may be the case for children in Reception, Year 1 and Year 2 who are entitled to universal free school meals. Pupil premium funding offers additional financial support to your child's school, enabling them to deliver interventions and resources that help improve educational outcomes.

If parental responsibility is not shared amongst all children, separate applications will be required

Who is eligible for Free School Meals?

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Section 512 of the Education Act 1996, as amended, places a duty on maintained schools, academies and free schools to provide free school meals to pupils of all ages that meet the criteria.

A pupil is only eligible to receive a free school meal when a claim for the meal has been made on their behalf and their eligibility, or protected status, has been verified by the school where they are enrolled or by the local authority.

Please Click this link or scan the QR code with you camera

<https://forms.wigan.gov.uk/xfp/form/750>



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STEP 3: ADDITIONAL INFORMATION

Chowbent Primary School

ADDITIONAL INFORMATION

We are a paperless school, which means we attempt to ensure that the majority of our correspondence are sent through email, text, Dojo and can be accessed through our website www.chowbent.wigan.sch.uk.

It is our parents / carers responsibility to keep contact information up to date and to check their emails, the letter hub and the school calendar, on our website,

Please provide school with an active email address below:

Useful links

All school correspondence, diary dates and events are on our school website

All trips, music lessons, dinners etc. will be paid for here using the School Hub www.schoolhub.co.uk (you will receive a username and password from school.)

School meals must be ordered by parents / guardians at home. All parents must order their child's meal before the start of the day or can be done up to three weeks in advance. If your child is absent, it is your responsibility to cancel the meal through your account.

If you have any questions then please call the school office on 01942 883410



STEP 4: ASTHMA CARE PLAN

Chowbent Primary School

Step 3

Step 4 - 5

Does your child have asthma? If yes please arrange an appointment with the school's designated safeguarding lead to complete an asthma care plan.

Parents / Guardians of children with asthma must provide an inhaler to be kept in school. The expiry date must be logged and checked by you the parent or guardian. It is your responsibility to keep an in date inhaler in school. We will notify you if the inhaler runs out.

ASTHMA ATTACKS – SCHOOL'S PROCEDURE

In the event of an asthma attack, staff will follow the school procedure:

- Encourage the pupil to use their inhaler.
- Summon a first aider who will bring the pupil's Asthma Care Plan and will ensure that the inhaler is used according to the dosage on the form and parents should be contacted.
- If the pupil's condition does not improve or worsens, the first aider will follow the 'Emergency asthma treatment' procedures.
- The first aider will call for an ambulance if there is no improvement in the pupil's condition.
- If there is any doubt about a pupil's condition an ambulance will be called.

Additional information

The child is having an asthma attack if any of the following happens:

- Their reliever isn't helping or lasting over four hours
- Their symptoms are getting worse (cough, breathlessness, wheeze or tight chest)
- They are too breathless or it's difficult to speak, eat or sleep
- Their breathing is getting faster and they feel like they can't get their breath in properly.
- Children may complain of a tummy ache.

What to do if a child is having an asthma attack:

1. Tell them to sit up straight – don't lie down. Try to keep them calm
2. Ask them to take one puff of their reliever inhaler (usually blue) every 30-60 seconds, up to a maximum of 10 puffs
3. If they feel worse at any point while using their inhaler or they don't feel better after 10 puffs or you're worried at any time, call 999 for an ambulance
4. If the ambulance is taking longer than 15 minutes you can repeat step 2

STEP 5: THE SCHOOL HUB

Chowbent Primary School

At the start of the new school term you will receive your username and password for the School Hub.

Pupils in Y3, Y4, Y5 & Y6 should pay for school meals in advance using the online payment system.

Parents who have children in Reception, Y1 and Y2 do not pay for school meals but should still pre-order their child's meals using the School Hub.

Should your child be absent from school for any reason and you have pre-ordered a meal, it is important that you cancel this meal before 9.30am, on the day of absence, or you will be charged.

Please note that ALL parents will need to book a meal even if the meal is free at www.schoolhub.co.uk.

The School Hub is also used to pay for school trips, music lessons, breakfast club etc.

Please tear here

School Permissions

| | Yes | No |
|--|-----|----|
| I give permission for my child to have their photograph taken within school. | | |
| I give permission for details about my child's progress to be shared with me through online platforms such as class dojo. | | |
| I give permission for my child's image to be used on class dojo. These photos can be seen by parents of other children within the school. | | |
| I give permission for my child's photograph to be used on Chowbent's social media platforms, including Facebook and Instagram, in local newspapers and on the school website. | | |
| I give permission for my child's photo or videos to be used in marketing material to promote the school e.g. posters, handbooks, prospectus. | | |
| I give permission for my child to attend educational visits in the local area during school time, accompanied by staff. Examples include (but not limited to) visiting Chowbent Chapel, local library, swimming lessons (where applicable) and walks in the local community. | | |
| I give permission for my child to view films and video clips rated PG as deemed necessary and suitable by the class teacher. | | |
| I give permission for my child to take part in food preparation/cooking and tasting activities. | | |

Chowbent is not a church school, but we do have close ties with the Unitarian Chapel. We will celebrate Christmas and Easter and come together daily in collective worship in assemblies. Please contact Mrs Taylor if you would like to withdraw consent for your child to participate in collective worship or Christmas/Easter celebrations.

Please note any additional information here about your child's privacy / permissions that you would like the school to be aware of.

The school operates a password policy.

If someone new or unrecognised comes to collect your child, they need to be able to provide a password chosen by the parent, if asked. Please provide a password below:

Password:

Special Circumstances (who cannot collect your child / court order etc.)

Name of adult completing the above information.

Relationship with the child:

Date:

Step 6

KEY INFORMATION

What are our school times?

- Gates open: 8.45am.
- School Starts: 8.50am.
- School closes: Reception and Key Stage 1: 3.15pm.
Key Stage 2: 3.20pm.

Breakfast Club

7.45am - 8.50am. Term time only.

The breakfast club is currently run by school staff. You must complete a membership form annually and book a place at least a week in advance using the School Hub.

After School Club

3.15pm -5.45pm Term time only.

The after-school club is run by a private company "Active Future" wraparound care. Places must be booked and paid for using their payment link.

Uniform

A simple uniform is helpful in establishing good standards of appearance in school and by wearing it children quickly feel part of the community. Our school colours are grey, blue and maroon.

- Grey trousers/skirt/pinafore.
- Blue polo shirt/blouse.
- Maroon sweatshirt/cardigan.
- Blue checked gingham dress (summer).
- Sensible black shoes (not trainers).
- Girls may wear grey or maroon tights.

P.E. Kit

- Black shorts and black t-shirt, black pumps (or trainers).
- Pupils may choose to wear appropriate clothing for outdoor PE lessons. Black jogging bottoms and a black hoodie (both items should be plain black and unbranded)

School uniform can be purchased from:

- Rainbows Uniform, 87-89 Bradshawgate, Leigh, WN7 4ND Tel: 01942 609447
- Jaymax - 1 Gas Street, Leigh, WN7 4PG Tel: 01942 682984
- Icon Embroidery, 8 Market Street, Atherton, M46 0DN Tel: 01942 665155

Links to the following can be found on our website under Parents/Uniform information:

- Brigade uniform

Labelling of uniform

Please ensure that all items of clothing are clearly named.

Assistance with uniform

If you have any issues or need assistance with school uniform please speak to the school office in confidence.

Food in school

Free school meals

Pupils in Reception, Year 1 and Year 2 will receive a free school meal each day. This is a government funded programme known as Universal Infant Free School Meals (UIFSM). Pupils in Year 3, Year 4, Year 5 and Year 6 can purchase school meals. All school meals should be paid for and ordered in advance using the School Hub.

Packed lunches, drinks and snacks, KSI fruit

Children may prefer to bring a packed lunch from home but as a healthy school, we do not allow hot food, fizzy drinks, chocolate, sweets or foods with a high unhealthy fat content.



FREQUENTLY ASKED QUESTIONS

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office!

Absence

At Chowbent Primary School we work hard to achieve above and beyond our school target. If your child is absent from school it is important to contact us before 8.50am on each day of absence to explain the reason for your child's absence. Please leave a message on the school answer machine with your child's name, class and reason for absence before 9.00am. It is also extremely important to keep your contact numbers up to date and the preference of who to ring.

Holidays in term time

As you are aware school can no longer authorise holidays. If you are requesting a holiday during school time it is very important to complete a holiday request form (available from the school office) and return to school for the attention of the Headteacher. You must provide as much detail as possible for the reason for taking a holiday during term time.

Penalties

If you take your child out of school for a holiday this will be recorded on your child's attendance record as 'G' which means it has been taken during term time and has not been authorised. If you have 10 unauthorised absences, which is equivalent to a week, you will be liable for a penalty notice. Attendance letters are sent out if your child's attendance becomes a concern. Monitoring will be carried out and if there is no improvement you will be invited into school to discuss ways to move forward for improvement. If there is still no improvement, it is likely that you will receive a fine.

Mobile Phones

If it is absolutely necessary for your child to bring a mobile phone or smart watch into school, it must be handed to a senior staff member before entering the school gates. This applies to Y5 & Y6 pupils only. No other pupils should bring a mobile phone to school. The school does not accept responsibility for loss or damage to mobile phones or smart watches brought onto the school premises.

Hair and jewellery

Apart from a standard watch, the wearing of jewellery is not permitted in school. For health and safety reasons the school discourages the wearing of earrings; however, where parents choose to disregard school policy, they must accept full responsibility for any damage or injury that is caused through the wearing of them. Hoop style earrings are not to be worn in school.

We would like to remind all parents that extreme hair styles e.g. extremely short/shaven, brightly coloured or Mohican are not acceptable styles for school. False nails are not to be worn in school.

Medication in school

With respect to the administration of medicines in school, employees working under the School Teachers' Terms and Conditions of Employment have no contractual obligation to administer them: indeed, all teacher unions advise members against this. Whilst teachers have a duty of care, administering medicines may place them in a legally vulnerable position as demonstrated in recent court proceedings. The following procedures will now apply:

- Generally, if children are unwell and in need of regular/specific medication due to illness they should not be sent to school.
- Where children need to take medicine three times a day, this could be given before coming to school, on returning home from school, and at bedtime. Medicine should not therefore be sent to school.
- In specific cases where children need to take medicine four times a day or at mealtimes, parents should come to school to administer the medicine.
- In extreme cases, the medicine should be brought to the school office by the parent (not the child). A consent form must be completed. Full details will need to be supplied regarding the name, dosage, and timing of medicine, and, in the case of any difficulties, where and when the parent can be contacted.

Please note:

- It is the responsibility of the child to report to the school office for medication to be given.
- The school will not accept responsibility for the medicine not being administered.
- There is no facility for storing medicines in refrigerators.
- The smallest practical dose should be brought to school by the parent.
- The administration of drops will not be undertaken by any school staff.

These guidelines refer to medicines, and do not affect current arrangements for the use of eye drops for hay fever sufferers or inhalers for asthma sufferers.

Internet safety

The school's e-safety policy operates in conjunction with other policies including those for Behaviour, Bullying, Curriculum, Data Protection and Security. Responsible IT use by all staff and pupils; encouraged by education and made explicit through published policies. Sound implementation of e-safety policy in both administration and curriculum, including secure school network design and use.

For more information about our e-safety policy please see our website.

Issues concerning children's welfare

If you have an issue concerning your child, please speak to his or her class teacher as the first point of contact. Appointments can be made through the school office where necessary.



FREQUENTLY ASKED QUESTIONS

Clubs and activities

We offer a wide variety of after school club activities which include football, dodge ball, rounders, multi-sports and athletics.

School visits

To further enrich our curriculum, all children are offered a range of visits, both locally and further afield. Trips have included Blackpool Zoo, Parliament and various sporting fixtures, and we have also taken part in religious events such as the Atherton Walking Nativity and the Remembrance Day Service.

Residential trips and visitors

Older children have the opportunity to go on residential trips. A two-night stay for Years 3 and 4, and a week-long residential for Years 5 and 6. We feel these experiences can help to develop qualities of self-reliance and tolerance of others. Children learn independence and develop confidence while enjoying a variety of outward-bound activities. Additionally, we arrange visits to the school by outside organisations and most recently have welcomed the local Fire Brigade and a company who brought in a range of small animals for the children to see. Residential are on a year on year off rota.

Special educational needs and disabilities

Chowbent Primary School aims to enable pupils with special educational needs and disabilities to be fully involved in the life of the school, and to reach their full potential, taking an active role in school life, feeling secure and happy whilst experiencing success in a caring and stimulating learning environment. The school also aims to involve pupils, their parents, staff and other concerned parties in the development of the necessary support for each child with special educational needs. Our objectives are:

- To create an inclusive environment that meets the special educational needs of each child.
- To ensure that the special educational needs of children are identified, addressed and provided for.
- To make clear the expectations of all partners in the process (including parents and children).
- To identify the roles and responsibilities of staff in providing for children's educational needs.
- To enable all children to have full access to all elements of the school curriculum.
- To actively involve pupils in a sensitive and non-stigmatising way in their support plan reviews to promote improved confidence and self-image.

• Accessibility

Our building is modern and accessible. We are built on one level, with no stairs needed to access classes. Doors are wide and there are disabled toilets available. Furthermore, we are flexible and will adapt as is required to meet the needs of new pupils as they arrive. For more information about our SEND provision, please look at our website.

Gifted and talented children

We recognise that all children are individuals with their own specific needs, gifts and talents. Children who are identified as being exceptionally able or talented, are monitored and provided with stimulating and enriching lessons appropriate to their needs. Opportunities are sought for such pupils to meet and work with similarly gifted pupils in the area.

Charging and remissions

At Chowbent Primary School activities engaged in which involve charges include:

- Swimming tuition.
- School visits to museums etc.
- Trips of educational interest and value as part of topic/project work being undertaken in school.
- Visits to school by theatre companies, entertainers etc.
- Residential courses at outdoor education centres.

It is the belief of the school governors that such activities as described above provide enrichment experiences and add an extra dimension to the school curriculum, and as such they are anxious that such activities should continue to be available to all pupils as part of their curriculum entitlement. However, the governors feel that to meet the cost of such activities from school PTFA, or school funds would be prohibitive. They therefore propose to ask parents for voluntary contributions in support of these activities, but reserve the right to withdraw or cancel such activities should the amount of these contributions not be sufficient to meet the cost.

The Governing Body reserves the right to make a charge for the cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects:

- Cookery
- Crafts
- Design and technology
- Other practical subjects

The Governing Body may charge for ingredients and materials, or require them to be provided, if the parent has indicated in advance that they wish to own the finished product. The Governing Body reserves the right to make a charge to replace or repair items of equipment belonging to the school which are damaged, broken or lost. The charge will be appropriate to the age and wear of the item to be replaced.

Remissions

In some circumstances, there may be cases of family hardship which make it difficult for the pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part. Authorisation of remission will be made by the Headteacher.



WORKING WITH PARENTS

Parent, Teacher and Friends Association

Chowbent P.T.F.A helps to raise funds which are exclusively reinvested into the school to benefit and enhance the educational experience of all the children at Chowbent. We aim to do this by bringing together the whole school community (children, parents, staff and family members).

The P.T.F.A is run by a dedicated group of parents, staff and volunteers in their spare time and we always welcome new members to the team. If you would like to join the P.T.F.A please look out for the date, time and location of our next meeting. These are usually announced on our website, Facebook site and via text.

Communication with parents

Reports

To keep parents informed we send home an annual report to all year groups showing your child's attainment against their year groups expectations, their effort and their social development.

Parent evenings

We hold two parent evenings throughout the year. In the Autumn, to share information about the year's expectations and your child's needs, and in Spring to share work in books and to update you on their progress.

General Data Protection Regulations (GDPR)

The school's data protection officer is:

Judicium Consulting Ltd
72 Cannon Street
London
EC4N 6AE

Email dataservices@judicium.com
Telephone 03455487000
Website www.judiciumeducation.co.uk



POLICIES

Why do we need policies?

For a school to offer high quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

Parents need policies

Policies are also useful to parents. For example, a prospective parent might wish to view a school's behaviour policy or special educational needs policy, before deciding whether to apply for their child to attend the school. Policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. You can find our policies on our website under Key Information/Policies.

Key policies

Some of our key policies are:

- Attendance.
- E-safety.
- Equality.
- Health and safety.
- SEND.
- Safeguarding.
- Behaviour.



ACADEMIC YEAR TERM DATES

Holiday Dates 2026/2027

Autumn Term

Term Starts Wednesday 2nd September 2026
Half Term Monday 26th Oct – Friday 30th Oct
Term Finishes Friday 18th December

Spring Term

Term Starts Wednesday 6th January 2027
Half Term Monday 15th Feb – Friday 19th Feb
Term Finishes Wednesday 24th March

Summer Term

Term Starts Monday 12th April
Bank Holiday Monday 3rd May
Half Term Friday 28th May – Friday 4th June
Term Finishes Wednesday 21st July

Teacher Training Days

Tuesday 1st September 2026
Tuesday 5th January 2027
Friday 28th May 2027

Holiday Dates 2027/2028

Autumn Term

Term Starts Monday 6th September 2027
Half Term Monday 25th Oct – Friday 29th Oct
Term Finishes Friday 17th December

Spring Term

Term Starts Wednesday 5th January 2028
Half Term Monday 21st Feb – Friday 25th February
Term Finishes Friday 31st March

Summer Term

Term Starts Tuesday 18th April
Bank Holiday Monday 1st May
Half Term Friday 26th May – Friday 2nd June
Term Finishes Friday 21st July

Teacher Training Days

Friday 3rd September 2027
Tuesday 4th January 2028
Friday 26th May 2028



Our values

NEVER BE LESS THAN YOUR BEST

Children to leave Chowbent
with a love of learning, of
others and of themselves

