

# Prospectus September 2025



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Prestwich  
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***Work hard, dream big and never give up***

## School Leadership

Miss H Whiteside <i>BEd (Hons), NPQH</i>	Headteacher
Mr J Hodgkiss <i>BA (Hons), NPQSL</i>	Deputy Headteacher
Mrs C Clarke <i>BEd (Hons), MEd, NASENCO</i>	Inclusion Lead
Miss C Glover <i>BA (Hons)</i>	EYFS/KS1 Lead
Mr J Spademan	Chair of Governors

## Teaching Staff

Miss D Cohen <i>PGCE</i>	Year 6
Miss G Taylor <i>PGCE</i>	Year 5
Mrs A Wainman <i>BEd (Hons)</i>	Year 4
Miss E Fellone <i>BA (Hons)</i>	Year 3
Miss S Heneghan <i>BA (Hons)</i>	Year 2
Mrs R Hanson <i>BA (Hons)</i>	Year 1
Mrs C Clarke/Miss C Hill	Caterpillar Room
Miss C Glover <i>BA (Hons)</i>	Reception

## Non-Teaching Staff

Mrs N Hadfield <i>BSc, BA Combined Hons, NNEB</i>	Teaching Assistant
Mrs Tabitha Hardman <i>NVQ Level 3</i>	Teaching Assistant
Miss C Hill <i>PGCE</i>	Teaching Assistant
Miss J Monks <i>Cache Level 3</i>	Teaching Assistant
Mrs D Patel <i>NVQ Level 3</i>	Teaching Assistant
Miss L Hilton <i>BA Honours</i>	Teaching Assistant – Pupil Support
Miss V Barnes <i>Cache Level 2 &amp; 3</i>	Teaching Assistant – Pupil Support
Mrs S Ellison <i>Cache Level 2 &amp; 3</i>	Teaching Assistant – Pupil Support

## School Office

Mrs N Barnes	School Business Manager
Mrs C Devine	School Secretary

## Kitchen & Lunchtime Staff

Mrs J Howard	Catering Manager
Miss T McCann	Assistant Catering Manager
Mrs W Rostron	Catering Assistant
Mrs K Gale	Lunchtime Organiser
Mrs S Habib	Lunchtime Organiser
Mrs G Patel	Lunchtime Organiser

## Site Manager & Cleaning Staff

Mr L Cassidy	Caretaker
Mr J Barrow	Cleaner

## Smarties Out of School Staff

Mrs L Hardy	Manager
Miss C Duckworth	Playworker
Miss J Hardy	Playworker
Mrs S Haq	Playworker
Mrs G Patel	Playworker

# Our Mission

**Work hard, dream big and never give up.**

*Above all, love each other deeply.*

**1 Peter 4:8**

# Our Christian Values



# Our Christian Vision

Our school is a happy place where expectations are high for everyone. With God as our guide, we aspire to not only have more but to be more. We are proud of the Christian values we have created in which everyone shows love and feels loved as part of God's world.

We aim to foster positive partnerships with everyone in our community and hold our children at the heart of everything we do. We support our children and their families to flourish; to show love and to be respectful and resilient members of the community that work hard; dream big and never give up.

## Buildings and Grounds

**St Margaret's Church of England Primary School** is a one-form entry, voluntary controlled school for children aged four to eleven. We are fortunate to be set within extensive, well-maintained grounds, including a large woodland area adjacent to the school. This woodland has been developed as a space for environmental education and will be further enhanced in the coming years as part of our Forest School Programme.



Our Parent Teacher Association (PTA) is very active and plays a key role in the life of the school. They organise popular events throughout the year to raise funds, contributing significantly to the improvement of our school environment and ensuring it remains a welcoming and enjoyable place for all.



At the heart of our school lies a spacious, newly renovated library, offering a vibrant and engaging learning space. Throughout the building, there are small designated areas used during the day for reflection, quiet activities, and targeted interventions. We also have a dedicated **Caterpillar Room**, which provides additional support for children with mild to moderate special educational needs.

## Inspection Reports

We were absolutely delighted with the Ofsted report from our inspection in October 2024 and from our SIAMS inspection



***A mission, to love everyone including yourself, shines through every facet of life at St Margaret's.***

***Children in this school are remarkable with exemplary behaviours; attitudes to learning are exceptional.***

***The Christian vision shapes a culture where everyone recognises the balance between their personal freedoms and their responsibility to love others.***

***Pupils celebrate diversity and understand that the Christian values they embody are for everyone.***

***Pupils succeed academically because of high expectations and the encouragement to aim high now and for the future.***

## **School Hours**

8.40 am - Reception doors open  
8.45 am - Key Stage 1 and 2 doors open  
8.50 am - Reception doors close for registration  
8.55 am - Key Stage 1 and 2 doors close for registration  
9.00 am - Collective Worship  
10.30 am - 10.45 am - Key Stage 1 break  
10.45 am - 11.00 am - Key Stage 2 break  
12.00 - 1.00 pm - Lunch  
2.00 pm - 2.15 pm - Key Stage 1 break  
3.20 pm – Reception home time  
3.30 pm – Key Stage 1 and Key Stage 2 home time

The school is compliant with government requirements that mainstream schools should deliver a school week of 32.5 hours.

## **How do I apply for a place at St Margaret's?**

The admission limit for Reception year group is 30. If there are more than 30 requests for admission Reception, then the Local Authority policy for admissions is followed. This gives priority to children who have an Education Health Care Plan, are Looked After by the Local Authority and then those who already have a brother or sister at the school. Distance from home to school, as measured by the Local Authority is the criterion then used to allocate the remaining places.



We welcome visits to the school from parents, prior to their child's admission. Please contact the school to arrange a convenient date and time. During the summer term, an evening meeting is held for parents whose children are due to enter the school as reception pupils the following September, and each child is invited to spend a morning or afternoon at school, giving them the opportunity to meet their new teachers. We also carry out home and/or nursery visits in the summer 2 term with a view to getting to know our children and their families a bit better before they start with us.

## **St Margaret's Church and Collective Worship**

The school is linked with St Margaret's C.E Church, Prestwich, and we visit as a school at various times throughout the year such as Harvest, Easter and Christmas. We also welcome various members of the church in school to deliver some of our worship sessions.

We are very proud of SIAMS inspection report which we received last academic year which highlights the strong sense of family at St.Margaret's and how well our Christian values, particularly 'love' are lived out in every aspect of school life.



*We have reflection areas and a range of spiritual books around school.*

The school has daily themes that run through all our morning worship sessions which are based upon Christian values, diversity, safeguarding, British Values as well as other religious and worldwide events that are remembered and celebrated. The nature of the theme enables us to teach about other world faiths, events and to celebrate our similarities and differences.



In R.E, our aim is to develop each child's own spiritual awareness and the ability to reflect on what this means for them as an individual. We aim that during their time at St Margaret's, each one of our children will flourish both academically and spiritually through the curriculum and planned worship we offer.

## Our Curriculum Intent

Through our engaging, enriched curriculum and daily worship, we empower our children to be independent learners and agents of change.

We aim to provide a stimulating learning environment where all children feel happy, safe and loved. Our children are provided with the best possible start in order to develop a sense of wonder and discovery. Our curriculum is progressive and carefully planned to allow children year on year to build upon their prior learning and reflect deeply on their place in God's world. We teach our children to be aspirational and, that by living out our Christian values, the sky is the limit.

It is our ultimate aim that by the time children leave St.Margaret's to embark on the next stage of their education, they are equipped with strong academic skills and knowledge and have developed a range of personal and spiritual attributes. This empowers them to 'work hard; dream big and never give up'.

## Curriculum Content

Reception children follow the Early Years Foundation Stage curriculum, which focuses on play, practical activities and social & communication skills. The children enjoy planned adult-led sessions throughout the day which includes a phonics lesson as well as child-initiated activities. We use the Tapestry programme to communicate with parents and display photos of the children during the day.

This is also a lovely forum for parents to post pictures of children doing various activities and reaching milestones at home.

Children from Year 1 onwards are taught according to the requirements of the National Curriculum in the core subjects of English, Maths and Science, and the foundation subjects of Design Technology, Computing, History, Geography, Art, Music, R.E. and P.E. Please look at our website for full details.

Our PE Specialists 'Dare2Dream' teach the children high order skills in gymnastics, dance, athletics, tennis and outdoor skills, and lead Staff CPD. We are fortunate that these specialists also offer after-school clubs throughout the year which run alongside other exciting after-school clubs such as Spanish and Science Club.

We offer an excellent curriculum enhancements programme which involves visitors in school, trips out linked to our curriculum and trips to local places of worship. These have included: the Roman Experience in Chester, an Anglo-Saxon visitor, author and poet visits, boxing and yoga workshops to name but a few. Each year, our Year 6 cohort go on an activity residential in the autumn term.

## **Extra-curricular activities**

The school offers a range of extra-curricular activities. These include:

<b>Lunchtime Activities</b>	<b>After School Activities</b>
Netball	Football
Maths Club	Netball
Chess Club	Multi-Skills
Allotment (Ethos Council)	Dodgeball
Basketball	Football
Football	Science Club
	Spanish Club

## **Agents of Change**

We are very proud of our 'Agents of Change' councils in school. These are:

- School Council
- Eco Council
- Mental Health Champions
- Ethos Council
- Online Safety

Our agents are representatives of our school and the voice of the pupils. They meet regularly to influence positive change in school and share any ideas from their classmates that can make our school even better.

## **School Uniform**

The following items may be ordered each term, in a range of sizes, from our uniform supplier's web site: [www.gooddies.co.uk](http://www.gooddies.co.uk) or Ziggy's and PT's in store only. Garments are made from hardwearing dye-fast fabrics (no fading) and produced to withstand the rigours of school life. Where appropriate school uniform items are embroidered with the school logo.

We have a strict policy 'no bag' policy due to health and safety: how narrow our corridors are and how little additional space we have in school. Only navy book bags can be used in school which can be purchased from Amazon or from our uniform suppliers. Large rucksacks and holdalls are not permitted.

## School Uniform

Navy blue neck sweatshirt with school logo
Navy blue cardigan with school logo
Plain white polo shirt or with school logo
Grey trousers, skirt or tailored shorts
Navy fleece with logo
Plain black shoes or trainers no logo
Navy blue gingham summer dress (summer terms only)
Navy nylon book bag with school logo <i>Available to purchase from our uniform suppliers.</i>

## PE Kit

Navy blue shorts not cycling shorts
Blue PE t-shirt with school logo
Plain navy jogging bottoms in colder months
Navy training pants from suppliers
Plain black trainers no logo

Please ensure all school uniform is labelled. We have very little space in school and so do not hold lost property.

## Music tuition



Bury Music Service come into school weekly to teach a range of musical instruments and singing lessons. We currently offer: violin, cello, guitar, flute, clarinet, saxophone, voice and keyboard. If your child is interested in another instrument such as piano or double bass, then lessons can be arranged at the music centre itself.

## Homework

Children are given regular tasks to do at home. This begins with reading and phonics work in Reception. As your child continues through the school, they will be asked to complete a whole range of homework that support the work they have done in class. This includes weekly spellings and the expectation that children read at home at least 4 times a week.

We also recognise the importance of the activities that children take part in out of school. Most of our children take part in clubs that develop a range of skills out of school (swimming, gymnastics, drama and karate) and we are very supportive of these achievements.

## Before and After School Care

We have a 'Before and After School Care Group' called SMARTIES which has recently had a very successful Ofsted Inspection.

Opening times are: 7.30am to 8.55am and 3.30pm to 5:30pm

Demand for places is high and a waiting list is kept to ensure that vacancies are filled fairly. In September, places vacated by the Year 6 children who have left are offered initially to the new Reception class. Further information can be obtained from the school website; application forms are available at the meeting for new parents, and we recommend that if you want before or after school care, you apply for a place at SMARTIES as soon as possible.

The SMARTIES group is a major strength of our school. Some of the club's staff work at the school during the day, so they know our children very well and this is a useful



link. Resources are excellent and cater for the interests of all the children. Children can choose from a range of activities including table tennis, pool, computer games, television, art and craft and role play.

Children are offered a range of healthy snacks, both before and after school.

## **Children with Additional Needs - Our Inclusion Lead is Mrs Clarke**

The school has an open-door policy towards pupils with additional needs and we have an excellent reputation regarding inclusion. We have strong links with the Local Authority Inclusion Team who will advise us how to help any child needing additional support.

Teachers plan effectively to meet the needs of all their children and extra support is given where it is needed. Staff throughout school are well-trained to offer support in areas such as bereavement and trauma informed practice and we are constantly seeking ways to improve our staff training in order to support our children and their families.

The school successfully uses the SEND Code of Practice and we consult, liaise and involve parents at every stage.

Mrs Clarke's role as Inclusion Lead also includes 'Family Support'. She is available to provide support, advice and signposting to families. She is available to be a listening ear and as a point of contact for parents/carers to discuss any worries or concerns they may have. Examples may include areas such as attendance, financial difficulties, routines, changes in the home environment and behaviour. At St Margaret's, we love to build strong relationships with our parents and look to work closely to achieve the best possible outcomes for our families and children. Support can also be provided within school to children who are experiencing difficulties with social and emotional well-being.

## **Parental Support**

We acknowledge the importance of excellent home-school relationships at St Margaret's, and parents are encouraged to play an active part in their child's education.

Parents' Evenings are held in November and March, and parents receive a written report at the end of the school year. Parents may also make an appointment to see the class teacher, Headteacher or Deputy Headteacher at other times during the year, if necessary.



The school has an active P.T.A. (Parent-Teachers Association) which works closely with the school to organise fundraising and social events. All parents are more than welcome to become involved.

We communicate very effectively with parents using 'Our School App', school letters, a fortnightly newsletter and we have a school website to provide additional information. School App login information will be sent to you ahead of your child / children starting in September.

Our School App: <https://theschool.app/>

The school website address is: <http://www.st-margarets.bury.sch.uk>

We also use the school Facebook page to communicate with parents. Please ensure that you have access to at least one of these forums.

## **Child Protection Procedures and Bury Encompass**

Schools have a duty to safeguard and promote the welfare of pupils as set out in the DfE guidance “Keeping Children Safe in Education” (September 2025), the “Counter Terrorism and Security Act 2015” and the “Prevent Duty Guidance” (June 2015). Because of their day-to-day contact with individual children during school terms teachers and other school staff are particularly well-placed to observe outward signs of abuse, changes in behaviour, or failure to develop.

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where we have reason to be concerned that a child may be subject to ill treatment, neglect or abuse, all staff have a duty to follow the Local Authority’s Safeguarding Procedures and seek support from Bury’s Multi-agency Safeguarding Hub.

The term ‘Child Protection’ always receives much media attention. At St Margaret’s we want all children to feel safe and happy so that they can learn to the best of their ability, and this is reflected in the parent’s questionnaire that is completed at least annually. Protection issues are at the heart of this, and we will always work with families to ensure the welfare of their child.

St Margaret’s works with other schools across Bury and Greater Manchester Police on an initiative called Encompass. The purpose of Bury Encompass is to safeguard and support children and young people who have been involved in or witness a domestic abuse incident.

The police will contact our Safeguarding Team regarding domestic abuse incidents that occur outside of the school day, but which may have had an impact on a child attending our school.

The safeguarding lead for the school is Miss Whiteside and the deputy is Mr Hodgkiss who are contactable through the school on 0161 773 1432. The Safeguarding Governor is Mr M Paknik-Riley.

The schools safeguarding policy & procedures are available on the school website.

## **Sickness and Medication**

All parents are asked to complete a confidential emergency contact form so that we can get in touch with you if your child is taken ill or has an accident. If anything should happen, we will give first aid and if necessary, make every effort to contact parents by phone. We have several members of staff who are trained in first aid and paediatric first aid.

Staff will not give medicines to children unless a doctor prescribes it. This is in line with the Local Authority guidelines. If your child needs to take medicines during school hours (except for inhalers), a medical form needs completing prior to administering the medication.

If your child is poorly, please contact us so that we can let your child’s teacher know. When your child returns to school, a letter explaining the reason for absence would be appreciated, for absence data purposes.

Inhalers are kept in the child’s classroom. Please make sure that they are labelled and kept up to date.

In instances where we do not receive a message about a child’s absence, we may do a well-being home visit in line with our Attendance Policy which can be found on the website.

## **Attendance**

We expect all our children to attend school every day unless there is a valid reason. We often find that children improve in health as the day goes on and will always ring a parent if it comes to the point that they are too unwell to complete their work. Our school target is 96% for attendance and holidays are not permitted during term time. Whilst we do not encourage holidays in term time, we also appreciate that for some families it is not financially possible to take them out of the school term due to work commitments or cost. Our attendance policy is reflective of this, and the full policy can be found on the website. All absences or requests for absence need to be reported to the school office. Any medical appointments need to be avoided, where possible, during the school day and where this cannot be avoided an appointment card needs to be shared with the school office.

## **General Disclaimer**

The information contained in this document was correct as of October, 25, but it should not be assumed that there will be no changes affecting the relevant arrangements or any matter particularised herein before the start of the next school year or in relation to subsequent school years.

Please direct any questions to the school office.