

# *St Mary and St John Catholic Primary School*

## *School Prospectus 2025-2026*



*'In the light of Jesus, we learn to shine.'*

St Mary and St John Catholic Primary School  
Standishgate  
Wigan  
WN1 1XL  
Headteacher: Mr T Atherton  
NOR: 212

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School website: [www.stmaryandjohn.catholicprimary.co.uk](http://www.stmaryandjohn.catholicprimary.co.uk)



*'In the light of Jesus, we learn to shine.'*

September 2025

Dear parents,

Welcome to St. Mary and St. John Catholic Primary School.

I have pleasure in presenting our school prospectus for the forthcoming year. The information contained in this booklet is intended to give parents useful and informative details concerning school admissions, aims, curriculum, organisation and administration. We thank you for taking the time to look at our prospectus and hope that the information will help you to work with us to provide the best possible education for your child.

St. Mary and St. John Catholic Primary has a reputation for being an outstanding school working within a Catholic caring environment. This has been recognised by both Ofsted and Liverpool Archdiocese Schools Department. It is our continuing aim to promote high standards of pupil achievement, and we are delighted to be able to celebrate our pupils' consistently high-ranking performance in the national tests for both Key Stage 1 and Key Stage 2 pupils.

Our school team, Governors and staff are committed to creating an enjoyable and successful school experience for your child where we hope your child will *'shine in the light of Jesus'*.

We look forward to working with you.

Yours sincerely,

Mr T Atherton  
Head teacher

# School Staff

Sept 2025

## Teaching Staff

Mr Atherton - Headteacher  
Mrs Hitchen - Deputy Headteacher  
Mrs Evans - Reception  
Miss Gregory - Year 1  
Mrs Mitchell - Year 2  
Mrs Hitchen/Mrs Woods - Year 3  
Mr Orrell - Year 4  
Mr Noy - Year 5  
Mr Gilbertson - Year 6  
Mrs O'Neill - Music Coordinator

## Support Staff

Mrs D Rigby - Reception  
Mrs K Davies - Y1  
Mrs Marks-Cunliffe - Y2  
Mrs Monaghan/ Ms Hynes - Y3  
Mr Hall/Miss Fisher/Miss Leppoja - Y4  
Mrs Unsworth - Y5  
Mrs Turner - Y6

## Caretakers:

Mr T McGlone

## School Business Manager

Mrs. D Torpey  
Admin Officer  
Mrs J Mugan

## Lunchtime Playleaders:

Miss Leppoja  
Miss Naylor  
Miss Banka  
Mrs Varty

## Kitchen Staff

Mrs. S. Edwards (Cook)  
Mrs. A. Mulqueeney  
Mrs S Edwards

**NB: Admissions information can be accessed via the school website and includes the Admissions Policy and the Supplementary Form which must be completed and returned to the school office. The supplementary form is a key part of the admissions application.**

## **CLASSIFICATION OF THE SCHOOL**

St. Mary and St. John Catholic Primary is a voluntary aided day school catering for boys and girls between the ages of 4 and 11.

It is situated in the Archdiocese of Liverpool and is maintained by the Wigan Local Authority.

The Ofsted inspectors reported that St. Mary and St. John is a school where...

'From their start in the Reception year to the time they leave school at the end of Year 6 pupils make outstandingly good progress.'

'The excellent quality of teaching and learning enables pupils to make very good progress.'

'Very positive attitudes to learning and the respect pupils have for others grow from the strong relationship the school has with families and the Church.'

(February 2007)

An interim Ofsted assessment in July 2010 confirmed that the school is still graded 'outstanding.'

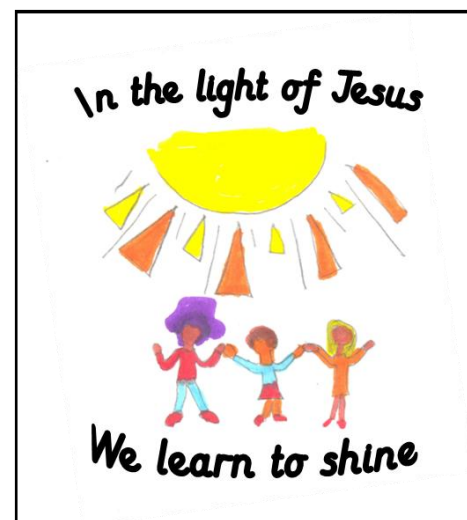


## Our School Mission Statement

Pupils, Governors, Fr. John Paul, parents and staff shared their views as we created our school's mission statement.

It was agreed that everyone in our school community should have the opportunity to achieve their full potential – 'to shine' – as they grow and develop.

It is also our mission to help each other see Jesus as the true guide on this journey so that our light reflects his love for us. We live out our mission statement in all that we do and strive to 'shine' in Jesus' light.



**Our Mission Statement will be 'lived' through the following school aims and objectives.**

- To provide opportunities that will lead our school community to a fuller understanding of Gospel values.
- To promote religious knowledge, understanding and skills so our children are able to think spiritually, ethically, morally and theologically appropriate to their age and ability.
- To provide a welcoming, caring, safe Christian environment where children can develop self-respect, integrity and a sense of individual worth so they are able to co-operate with and show consideration and tolerance for others.

We will achieve our aims by:

- ✚ Ensuring that Religious Education, predominantly through the delivery of the Archdiocesan programme 'Come and See', is a subject which respects and promotes the child's innate capacity for wonder, awe and reverence, imagination and the spiritual.
- ✚ Providing opportunities for prayer, liturgical celebrations and reflection.
- ✚ Ensuring that Religious Education at our school is a proper curriculum subject in its own right. That it is a rigorous academic discipline to be taught, developed and resourced with the same commitment as the other core subjects.
- ✚ Encouraging the pupils to take part in children's liturgy, readings, collective worship and assemblies.

- ✚ Fostering an atmosphere of reconciliation through the consistent application of the Seven Steps Approach to bullying and positive reinforcement strategies.
- ✚ All staff in school to be good role models, holding high expectations of standards of behaviour and showing respect for pupils' views and opinions.
- ✚ Providing opportunities for older pupils to support and help younger pupils.
- ✚ Celebrating successes through awards, certificates, stickers, different Key Stage class reward systems and verbal praise.
- ✚ Giving pupils opportunities to think about others through links with a range of charities and to develop in them an awareness of their responsibility by becoming 'pupil champions' and in supporting the world's sustainability through Fairtrade School, Class and School Councils, Eco Awards and the School Travel Plan Bronze Award.

It is also our aim to provide a challenging and enjoyable curriculum that has breadth, balance, relevance, differentiation, progression and continuity which will give our children the confidence to reach their full potential and prepare them for the opportunities, responsibilities and experiences of adult life.

We strive to achieve this aim by:

- ✚ Ensuring that there are policy documents and relevant schemes of work for each curriculum area.
- ✚ Ensuring that there are thorough systems of assessment, monitoring and evaluation in operation which inform future planning.
- ✚ Monitoring and reviewing pupil progress so as to identify those needing additional support.
- ✚ Monitoring and reviewing deployment of learning support assistants to target additional pupil support effectively.
- ✚ Providing opportunities for high quality continuous professional development and performance management.
- ✚ Providing a happy, stimulating learning environment where resources are well organised and accessible to pupils.
- ✚ Providing a wide range of extra curricular activities.
- ✚ Promoting the importance of good health by maintaining the principles and practices of the National Healthy School Standard.
- ✚ Planning and delivering Relationships and Health Education so that our pupils are encouraged to develop into responsible citizens/aware of global sustainability and British Values.

We also aim to enhance the relationship between home, parish and the wider community by:

- ✚ Ensuring parents are kept informed through our parent app messaging service, Class Dojo, regular newsletters, up to date website, curriculum fliers, parent meetings and 'share the learning' afternoons.
- ✚ Informing parents of their children's progress through twice yearly parents' evenings, annual reports and involvement in individual pupils special needs plans where appropriate.
- ✚ Operating an 'open door' policy for parents whereby the Headteacher and staff will make themselves available for parents, whenever necessary, at a mutually convenient time.
- ✚ Consulting with and providing parents with relevant school policies. Encouraging parents to support school through the Home- School Agreement.
- ✚ Respecting parents' views and opinions and acting upon them.
- ✚ Supporting parents in the sacramental preparation of their children.
- ✚ Participating in parish celebrations and inviting the wider community to school celebrations where appropriate.
- ✚ Inviting parents and members of the community into school to support the curriculum.
- ✚ Accessing the local environment to support teaching and learning.
- ✚ Enriching the curriculum through networking with partner schools.

## RELIGIOUS EDUCATION

We believe that life and faith belong together and our aim in R.E. is to interpret life, dignity and purpose to its pupils in the light of the Gospel, making links with the child's own and universal experiences. The school community contributes to the spiritual and moral formation of the pupils as well as their intellectual and physical development. Religious Education is provided within the school day according to the approved programme, 'Come and See', authorised by the Archbishop of Liverpool.



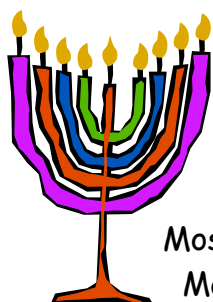
In support of the R.E. programme the following occasions are celebrated in school or in the associated churches of St. Mary and St. John when applicable.

- Daily prayers
- Key Stage and whole school assemblies and Collective Worship
- Hymn practice
- KS2 masses of celebration and shared parish masses
- Advent and Christmas celebrations
- Easter and Lenten liturgy





- Opportunities to support charitable organisations e.g. CAFOD, the Nugent Society, NSPCC, Macmillan, Derian House, Wigan and Leigh Hospice.



The children, through the Archdiocesan programme, have the opportunity to study other religions. We always study Judaism and this academic year we will also find out about Islam.

We may enrich our 'other religions' unit of study through a visit to a Mosque and we study artefacts first hand at the Jewish museum in Manchester.

We appreciate that parents do have the right to withdraw their children from Religious Education and Collective Worship and would encourage parents to speak to staff if they feel this is an appropriate action for their child.

## RELATIONSHIPS AND SEX EDUCATION

Relationships, Sex and Health Education (RSHE) is recognised as a very personal area of learning that the Governors believe is primarily the right and duty of parents. The school does, however, have a supportive role to play. Whenever questions of human relationships are raised by the children they are dealt with on the basis of Catholic principles and relate to the stage of development of the pupils involved. The RSHE programme called 'Journey in Love' is endorsed by the Liverpool Archdiocese and is a whole school approach. Each year group covers an aspect of RSHE at the age appropriate level linked with physical, emotional, social and spiritual learning. Parents are made aware of the content for each year group at the class welcome meetings in September and prior to learning opportunities. See the RSHE policy and information on the website.

## HOMework

We see homework as both a necessary learning opportunity and also a tool in further developing an effective partnership between the home and school. All children are set homework regularly in accordance with the children's ages and development, as described in our Homework policy. The amount of homework set is in line with the DFE recommendations for primary school children.

Reading books are expected to go home every night and all children are encouraged to read with parents/carers at least three times each week. We use a phonic approach for the learning of reading throughout Key Stage 1 based on the new Little Wandle scheme. We use the same strategies to support those children in Key Stage 2 experiencing problems with the acquisition of basic reading skills.



Key Stage 2 pupils also have regular access to the school library and are encouraged to read varied texts including accessing an online tool called Reading Plus. Reading is also encouraged through visits to the local library, book fairs and on line research.

The children's reading should be monitored by an adult and a comment written in the reading log/diary at least three times each week.

Waterproof bags (currently priced at £3.50) are available from school to protect reading books, homework and letters.

## CROSS-CURRICULAR ISSUES

There are many cross-curricular issues which are addressed as and when appropriate. These include economic awareness, equal opportunities, health education, citizenship, personal relationships education and multi-cultural awareness. By doing so we hope to provide a broad, balanced, coherent and relevant curriculum which addresses the DFE guidance.

The whole school community worked towards the successful re-accreditation of the new National Healthy School Status in September 2010. By July 15 we had achieved Bronze, Silver and Gold Mental Health Awards. We achieved Eco-School Re-accreditation in Dec 2018 and have recently achieved re-accreditation Fair Trade status.

In 2018 we achieved our first School Travel Plan Bronze Award and re-accreditation in 2019. In 2021 - National Online Safety Accreditation.



We continue to work to sustain and further develop children's knowledge and skills in these areas.

We are currently involved in the national initiative 'Wider Opportunities'. This involves our Year 4 pupils learning to play a brass instrument for one academic year. The teaching and loan of instruments is jointly funded through the school budget and central funding. The teaching is provided by specialist musicians. This scheme addresses the Government's plan for all children to have the opportunity to learn to play a musical instrument over a prolonged period. It is a very exciting venture, and is fully in keeping with our school's ethos and philosophy of educating the whole child.

## EXTRA CURRICULAR ACTIVITIES

Our school seeks to offer a range of enjoyable extra curricular activities to enhance the curriculum:

- Annual Y6 residential visit to the Lake District and Y5 camp residential
- Regular book club fair
- Theatre company/History visits in and out of school
- Life Education Caravan visit
- Judo/Karate/Archery/multi-skills/Dance/Science Maths sessions
- Peripatetic music tuition
- French/Spanish after school clubs
- Rugby, football and netball local cup and league involvement
- Many in-house extra-curricular activities such as running, football, rugby, gardening, film, lego, computing, design and technology, art.
- Swimming for Y3 children
- Involvement in local choral events e.g. Let's Sing
- Close links with our High School to support academic and sporting activities
- Involvement with the Aspull partnership of schools to enrich sport provision from Foundation to Year 6. This gives opportunities to be involved in Local Authority activities, tournaments and galas.
- Spelling Bee and Maths Challenge events
- Young Speaker competition

## SPECIAL NEEDS

Support for pupils with special educational needs at St Mary and St John's Catholic Primary School.

Children would be considered as having a special need if they:

- have a learning difficulty
- have a medical problem
- have a behavioural problem
- have a problem at home which might affect their learning

The school aims to fulfil every child's entitlement to learning support, thus enabling all children to both participate fully in the life and work of the school and to achieve their full potential.

Initially, class teachers respond to any identified special need or difficulty in learning. This response is made in close consultation with parents and Mrs. Mitchell, our Special Education Needs Co-ordinator. Any child presenting with an identified special need is registered in school. Where appropriate, after joint consultation between school, pupil and parents, an Individual Plan is implemented within which achievement targets are set. These are reviewed regularly with all involved. Further support may be provided through an Early Help meeting and review structure. Where pupils may need high needs support school may apply for an Early Health Care Plan with support from the authority.

The school is organised and structured to enable children with special needs to be taught whenever possible with their peers. However, there may be times when, for a variety of reasons, a child may prefer to or need to work for a limited period outside the classroom - either as an individual or as part of a small withdrawal group.

Our Ofsted inspection in 2023 reported that...

*Leaders identify the needs of pupils with SEND at an early stage. They place a strong emphasis on ensuring that these pupils are included and access the same curriculum as other pupils. The highly effective support that these pupils receive enables many of them to achieve as well as their peers.*

The school has one accessible entrance for wheelchair users, which leads to the main teaching areas. There is a disabled toilet facility in the School Reception area. The Key Stage 2 department also provides a disabled toilet.

Our Special Educational Needs Governor is Mrs. M Kearsley.

Special Needs Information and the SEND and Inclusion Policy are available on the school website.

## **PROVISION FOR ABLE, GIFTED AND TALENTED**

At St. Mary and St. John Catholic Primary we believe that all pupils are entitled to receive the support and challenge necessary to help them to develop their full potential. The needs of able, gifted and talented pupils are acknowledged as part of our overall inclusion policy. We support our staff to be confident in offering appropriate levels of challenge for our most able. We measure success by both academic performance and an increase in the confidence and independence of our learners.

We recognise the importance of identifying a wide range of abilities and talents, and of providing opportunities to nurture them. In addition we are committed to

developing pupils' social and emotional skills as essential elements in the development of the whole person.

## SCHOOL UNIFORM AND P.E. KIT

The Governors have agreed that the following school uniform be worn. See Uniform Policy for further details). Children should always attend school smartly dressed following the uniform code.

### **School Uniform:**

Grey school trousers or grey shorts (uniform not fashion trousers)

Sky blue polo shirt, school logo optional

Blue/grey check pinafore or skirt

Navy blue cardigan or sweatshirt with school logo

A blue and white checked/striped cotton dress can be worn in the summer months.

White/grey/black socks or grey/navy tights

Sensible black school shoes

### **PE Kit:**

Appropriate indoor P.E. kit comprising school PE T-shirt (navy with school logo), shorts (navy) and regular trainers are required for all pupils. Pupils come to school dressed in their PE kit on PE days. Pupils may wear their school jumper or school hoodie (logo recommended), tracksuit bottoms and/or leggings in black, grey or navy on these days.

Uniform can be purchased from Slaters Schoolwear, Unit 7 Eckersley Mill, Swan Meadow Road, Wigan; Standish Sports, Cross Street, Standish and A.C.Sports, 789 Ormskirk Rd, Pemberton.

**We ask that all items of clothing be identified with your child's name.**

I am sure that you will support us in fostering in your child principles of best practice with regard to health and safety and so **it is essential that no jewellery, with the exception of watches,** be worn in school. Earrings, rings and necklaces can cause injury when worn on the playground or during sporting activities. **Your child must not wear earrings for school (including non-uniform days).** If your child does wear them to school then they will be, in the first instance, advised not wear them in school and parents will be informed.

If parents wish for their children to have their ears pierced this must be organised for the beginning of the long summer break so that the earrings can be removed at the beginning of the new academic year.

## SCHOOL ATTENDANCE AND SCHOOL DAY

We are very proud of our school attendance, which is above national figures. Parents are very supportive of our requirements -avoiding taking holidays in term time. A pupil's regular and consistent attendance at school has a highly positive affect on learning and this is reflected in the excellent Y6 results we achieve. Research shows that pupils who are regularly absent from school do not perform as well as their peers. We hope all new parents will acknowledge this important message.

The school gates/entry points will be open from 8.40am. Staff are present to welcome the children. Pupils start accessing learning such as SODA (Start of the Day) activities from arrival in class- staff want to give the pupils every opportunity to start their learning as soon as possible. All pupils should be in class ready to learn by 8.50am.

Any child registered as arriving after 8.50am will be marked as late up until 9.20am. After this time pupils are noted as unauthorised. The school has the Arbor online system whereby absences can be recorded online and the office staff will collect this data each morning. As a school we strive to safeguard our children therefore if we have not had any communication with regard to the absence of a pupil by 9.10am, the office staff will attempt to contact parents to ascertain the nature of the absence. Please also take time to read the Attendance Policy. This can be found on the school website. Wigan LA have a 'penalty notice' procedure which parents should make themselves aware of. This can also be found on the website. A reminder letter will be issued termly.

We work with pupils and families to ensure that each pupil attends school regularly and punctually. Poor attendance has a significant impact on academic progress. Attendance of less than 95% (i.e. 9.5 days lost from a 190 school day academic year) is known to compromise pupil attainment. We ask that particular care be taken to plan family holidays during school holiday breaks so that term time is not affected. If a parent wishes to request absence, other than for medical reasons, it is necessary to complete the relevant application form available from the school office.

Each request will be carefully assessed on its own merits, but this may result in the leave being recorded as unauthorised.

## The School Day

### Reception and Key Stage 1 classes

**Morning session**  
**8.50am – 11.30am**

**Afternoon session**  
**12.30–3.15pm**

### Key Stage 2 classes

**Morning session**  
**8.50am – 12.30am**

**Afternoon session**  
**1.15–3.15pm**

## **FOOD IN SCHOOL**

We try to make lunchtime a happy, sociable time for our children. We operate a staggered lunchtime for KS1 and KS2 and the children, whether taking a school lunch or a packed lunch from home, are able to sit with friends.

Cooked school meals and sandwich lunches are prepared in our school kitchen and served in the school hall. These are carefully planned to give our children a balanced, healthy, nourishing diet. Our school cook strives to offer a range of healthy choices for the children, which include rice, pasta or vegetables, with a fish or meat choice. Salad and sandwiches are also available. Fresh fruit is always available as a dessert choice.

A vegetarian option is always available. Menus are repeated every three weeks; a copy is available on request.

We now have an online ordering system. 'Evolve' is accessed via an app and ordering and payment is made by the parent through their own mobile device. At the start of Reception, parents will be sent the information and a link to download the Evolve app.

All Key Stage 1 pupils are currently entitled to a free school lunch in line with the Universal School Meals scheme. Parents will be kept informed of the current price of school meals. Please note that parents in receipt of certain benefits may be entitled to receive school meals for their children free of charge.

Parents can apply on-line at [www.wigan.gov.uk](http://www.wigan.gov.uk)

Children, if they wish, may bring their own healthy packed lunch. This should be in a clearly named plastic lunch box/container with a good fitting lid. No glass bottles or breakable flasks are allowed.

All children are encouraged to drink water throughout the day. Research has shown that the drinking of water stimulates the brain and aids concentration. Clear plastic bottles are available from school at a cost of £1.20 each. Bottles



Sandra, our Cook

must be clearly labelled with the child's name. It is essential that the bottle be taken home each day to be washed and re-filled.

KS1 children benefit from the Fruit in School Scheme and all the children have the opportunity to have milk at break time. Currently, milk costs £1.30 per week and is paid for a half term in advance.

KS2 children are encouraged to bring fruit (fresh or dried) to eat at morning break time.

If you are entitled to claim free school meals, remember that this is your right. School, through Pupil Premium, does benefit financially if parents who are eligible do make an application. These additional funds do support children who are entitled to free school meals. Please speak to the Headteacher if you need help with your application or are not sure if you qualify.

## **PARENTAL INVOLVEMENT**

Parents and teachers are partners in the children's education and it is essential that this partnership is nurtured and respected. Our Home/School Agreement aims to strengthen this bond.

Increasingly, parents are also becoming more involved in school life, and this is most welcome. There are all kinds of tasks to be done and an extra pair of hands is always appreciated. A number of parents also support after school extra-curricular activities.

If you wish to explore the possibilities of helping in school in any way please contact your child's class teacher or the school office. Adults supporting in school must be police cleared as part of our safeguarding policy.

## **PASTORAL CARE**

Every child in school should have a sense of belonging, and to this end all members of staff are involved in the pastoral care of the children under the overall direction of the Governors, Parish Priest and the Headteacher. Each class teacher is responsible for the immediate welfare of his/her pupils, with support always available from the Headteacher and Deputy Headteacher.

Being a parish school, we strive to create a family atmosphere by involving parents, priests, teachers and parishioners. Beyond this the school is served by the local authority support network, e.g Children's Duty Team, Early Help Hub, School Nurse, and the Targeted Education Support Service.

## **SAFEGUARDING**



Mr Atherton and Mrs Hitchen are the designated safeguarding leads (DSL's) and Mrs M Kearsley is the safeguarding Governor. Matters arising in this area will be dealt with sensitively and in total confidence, using the appropriate channels recommended by the Local Authority or Liverpool Archdiocese. (Please see the Child Protection and Safeguarding Policy available on the website).

The Governors and staff are very aware of the school's safeguarding responsibilities. The Governors ensure that safeguarding procedures are followed in all aspects of school life e.g. when recruiting staff, checking volunteer suitability, organising visits, maintaining the premises and keeping it secure and protecting pupils and staff when using the internet.

## BEHAVIOUR AND DISCIPLINE

Good behaviour and discipline in the school is maintained primarily by meeting the individual needs of our children in a supportive environment. The staff have a consistent, positive approach to discipline which emphasises the development of self-control, consideration of the needs of others and respect for other people's feelings, safety and property. Parents are considered an essential support in the task of developing sensible and responsible behaviour.

A procedure is followed, involving staff, parents and Governors, which addresses any inappropriate behaviour. Pupil behaviour and attitude is monitored and supported by the Class Dojo reward system. The school's behaviour policy can be viewed on the school website.

Our school has adopted the 'Seven Step Approach' to bullying. The approach acknowledges that the 'bully' also needs support to stop his/her inappropriate behaviour. The school's anti-bullying policy can be viewed on the school website for more information.



## REPORTING TO PARENTS

Each academic year parents receive two verbal consultations, including a behavioural information/attitude to learning review, attendance and an end of year written report on their child's progress. The parents' consultation evening in the autumn term gives parents the opportunity to assess how their child has settled into the new class and to receive professional advice on general progress. The written report in the summer term addresses the core curriculum subjects including Religious Education and foundation subjects of the National Curriculum. Teacher assessment or statutory national assessment reports will be provided at the end of the school year for all pupils.

If parents have any concerns about their child's progress they can make an appointment to speak to the class teacher, the SENDCO and/or the Headteacher at any mutually convenient time.

## **IF THINGS GO WRONG**

The 1988 and 1993 Education Acts require the establishment of a procedure for dealing with complaints about the curriculum or related matters. If anyone had cause for concern, they should express this initially to the Headteacher. In the event of an issue remaining unresolved, a full procedure involving Governors, Archdiocese and the Local Authority can be implemented if required. The compliments and complaints policy can be found on the school website. The Archdiocese has also established a complaints procedure for Religious Education and Collective Worship. Details of these are available on request.

## **ACCESS TO PUBLIC DOCUMENTS**

Inspection of copies of any documents which are required to be made available by or under the Education (School Curriculum and Related Information) Regulations 1989, can be arranged by contacting the school office. The school's Freedom of Information policy can be found on the school website.

## **CHARGES FOR SCHOOL ACTIVITIES**

Section 457 of the Education Act 1996 requires that every Governing Body of a maintained school shall determine and keep under review a policy for charges in connection with the education at that school. Copies of the Charging Policy are available on request from the school office and on the school website.

A charge may be raised for board and lodgings on residential school trips. Children whose parents are in receipt of the following support payments are entitled to a remission (whole or part) of charges for a residential trip:

- Income support
- Income based Jobseekers allowance
- Support under part V1 of the Immigration and Asylum act 1999
- Income Related Employment and Support Allowance (ESA)
- Child tax Credit, provided they are not entitled to working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £16, 190
- Guaranteed element of State Pension Credit

This is in addition to having a free school meal entitlement.

All requests for remission of charges and the supporting evidence will be dealt with confidentially.

### **Voluntary Contributions**

Although we cannot charge for school time activities, we do invite parents and carers to make voluntary contributions to make school funds go further. In this way we can provide a wider range of enrichment activities for your children to support their learning. If there are not sufficient voluntary contributions to make the activity possible it may have to be cancelled. No pupil will be left out of an activity because his or her parent has not made the voluntary contribution.

Charges are made on a half termly basis for pupils receiving instrumental tuition at school in groups of 4 pupils or less. This is provided through a local authority 'agency', the Wigan Instrumental Teaching Provision. There are fixed individual rates and variable tuition rates related to group size. Currently Y2 to Y6 pupils are learning to play a variety of instruments including piano, keyboard, brass, woodwind, violin percussion and guitar. Pupils also have the opportunity to join a singing group. There is a reduction in the cost of lessons for those parents who are entitled to free school meals.



**See the website for other relevant documents including information listed below:**

**[www.stmaryandstjohncatholicprimary.co.uk](http://www.stmaryandstjohncatholicprimary.co.uk)**

- **Admissions**
- **School data information**
- **School Holiday Pattern**
- **Safeguarding Policies**
- **General Policies**
- **Governor details**