

St Werburgh's C.E. Primary School



Induction Booklet 2021 (Reception/Early Years Foundation Stage)

Welcome

Here at the beginning of your child's school adventure, we welcome you to St Werburgh's C.E. Primary School. We hope that this will be the start of a happy and rewarding partnership, with home and school working together to provide a secure, stimulating and enjoyable learning environment for your child.

This booklet is designed to give helpful information about the organisation, routines and procedures of our Reception Class and to describe some of the learning activities which your child will experience.



Our vision

"Whoever does not know love, does not know God, for God is love." (1 John 4:8)

Our vision is to encourage a climate in which children can develop and explore their faith through a deeper understanding of Christian values. We are dedicated to ensuring that the highest quality of teaching is taking place in a Christian environment rich with understanding and love. Our school strives to create an inspiring and well-rounded curriculum which nurtures a love of learning, a love of God and a love for one another.

We are extremely proud of our school motto:

'Love to learn, love God, love one another'.

This is an essential part of our school and also reflects our expectations of the children as they become part of the St. Werburgh's family.

Meet the team

Miss C. Hickman	– Reception Class Teacher
Mr C. Casey	– Year 1 Class Teacher
Miss L. Keeling	– Assistant School Leader/ Year 2 Class Teacher
Mrs L. Proctor	– Year 3 Class Teacher
Miss A. Jewell	– Year 4 Class Teacher
Mrs H. Bloor	– Assistant School Leader/ Year 5/6 Class Teacher
Mr J. Day	– Class Teacher and Foreign Languages Teacher
Mrs M. Whiteley	– Music Teacher
Mr M. Prescott	– Peripatetic Music Teacher
Mr A. Brayford	– School Leader/ Trust Principal
Mr J. Eccles	– Executive Principal/Trust CEO
Mrs A. Eyre	- Learning Support Assistant / Pupil Premium Co-ordinator
Mrs M. Hill	- Learning Support Assistant / Library Co-ordinator
Mrs B. Mace	- Learning Support Assistant / Senior Lunchtime Supervisor
Mrs E. Price	- Learning Support Assistant
Mrs T. Wright	- Learning Support Assistant
Mrs V. Burton	– School Secretary
Mrs S. Carr	– Trust Business Manager
Mrs M. Eyden	- Deputy Trust Business Manager
Mr D. Salt	– Site Technician
Mr G. Coates	– Site Technician
Mr B. Wardle	– Systems Officer
Mrs A. Upton	– Cleaning team
Mrs S. Emery	– Cleaning team
Miss L. Varley	– Catering Supervisor/Cook
Mrs S. Finney	– Catering Assistant
Mrs A. Mulvey	– Catering Assistant
Mrs W. Carr	– Lunchtime Supervisor
Mrs M. Hall	- Lunchtime Supervisor
Rev. Sue Symons	– Vicar
Mrs E. Sales	– Choir Leader
Mr J. Ratcliffe	– School Link Trustee
Mr N. Chesters	– Chair of Trustees
Mr L. Yates	– Vice-Chair of Trustees



Induction



Our intention is to make each child's entry into school as enjoyable and relaxed as possible. We want your child to be happy, confident and eager to learn. This year's induction process is a little unusual (and subject to change) due to the current Covid-19 guidelines.

Parents' meeting and pre-school visits

This year, our initial parental information session and some pre-starting sessions for the children are to be held through online video, these dates have been shared with you.

Start date

Your child will start school on: **Thursday 2nd September 2021, at 8.50am.**

At this time, we anticipate children throughout the school continuing with staggered start and finish times and we will be using different entrances. To support existing Covid-19 control measures and so we are able to protect all members of the school family, please follow the stated times and entrances/exits. Reception children will be entering and leaving school via the gate at the top of the school drive which joins the carpark. To minimise risk, when you are on the school site, please wear a face covering (unless medically exempt), maintain social distancing at all times, and follow the one-way system (keep left). Children will be met at the gate at the top of the school drive as, at this time, parents/carers are not to pass beyond this point, nor enter the school building. As we have staggered start and finish times, to avoid groups of adults being on site, please do not remain on the school site once you have dropped-off or collected your child. Please note that parking is not available on the school grounds at any time and if you are parking near to school, please park in a safe and courteous manner, which is mindful to other road users, pedestrians (especially those with mobility issues or pushchairs) and our neighbours. We strongly encourage parents/ carers to walk to school with children if possible.

To help us to safeguard children, please ensure that you telephone school to advise of any change of plans in regards to who usually collects your child.

If you have any questions, or wish to speak with someone about your child, in the first instance, please always contact their class teacher. Should your child's teacher be unavailable, please make contact with one of our Assistant School Leaders.

You will receive a series of forms in your welcome pack, please can these be completed and returned to school by **Monday 12th July at the latest**. Of course, please let us know if you have any further questions.

Attendance

Times of school day

Times are subject to change based upon the current Covid-19 guidelines.

Below are the arrangements from September until further notice.

Arrive: 8.50am

(Children in Reception must arrive between 8.50am -8.55am as part of our Covid-19 control measures.)

School ends: 3.15pm



If your child has siblings in other classes, they may also be dropped-off and collected at the time above for the first few days. This will change a little after this period so older children do not miss out on valuable learning time, but we will keep you up-to-date with these details. You will be met at the **gate at the top of the school drive** (next to the carpark), by a member of the team. Please note that there will be no parent or pupil access to the carpark (this is for staff only), nor access via the carpark to the front of the school site.

Lateness

If your child is not going to arrive during their stated time, please telephone the school office for further advice (including which entrance to use) and to state the reason for lateness. It is really important for children's learning and also their social and emotional development that they arrive and are collected punctually.

Absence from school

Please contact school before 9.30am by telephone on the first day of absence 01538 702355 (option 1).

Covid-19 symptoms

We all want to keep our school family safe and reduce the risk and spread of Covid-19. Should your child experience any symptoms of Covid-19, **it is essential** that they remain off school until a test has been undertaken and results received and that school are informed throughout. In the case of a positive test, they **must** remain at home for a minimum of 10 days* from the date of the test. If a household member, or member of the support or childcare bubble tests positive, or the child was likely to be effected by contact with an adult through 'track and trace', your child **must** remain at home for a period of 10 days*, regardless of whether they are displaying any symptoms. If your child has been exposed to anyone who has to self-isolate; or has returned a positive test, or has symptoms of Covid-19; please let school know and follow Government guidelines. This is to keep the entire school community safe and therefore there cannot be exceptions to this. Should your child display any symptoms whilst at school, they will enter an area of isolation with a member of the school team and we will contact you to collect them immediately.

*(*subject to governmental change)*

Unfortunately, any positive cases in school could result in class or whole school closure.

Holiday Dates

Details of school holidays for the coming year will be available on the school website: www.tmpf.staffs.sch.uk/st-werburghs/school-family/parents. We ask that you avoid taking your child out of school during term time as this can be disruptive to their learning. Our school and Trust are only allowed to grant a 'Leave of Absence' in exceptional circumstances (the Department for Education and Local Authority Guidelines advise that family holidays during term time are not exceptional).

Attendance and punctuality

To help your child to benefit from the learning opportunities they access at school, it is important that they attend each day (health permitting) and arrive and are collected on time. Children's attendance and punctuality is monitored and should this become an area of concern, we will contact you so we can work together to avoid the Local Authority taking any further action.

Participation

All aspects of the school day are compulsory and children are not able to opt out of lessons. However, if there is a medical reason why your child cannot take part in some elements of Physical Education for a week, the reason behind this must be put in writing and emailed to the school office for consideration. Children with more complex medical needs will have their own care plan, which will state how they will take part in a given activity.

Safeguarding Children

In accordance with the Children Act 2004 and Staffordshire Safeguarding Children Board, all staff that come into contact with children and their families, have a duty to safeguard and promote the welfare of children. All staff have a duty to follow the child protection procedures set down in our Safeguarding Policy (available on the school website, or via the school office).

Designated Safeguarding Lead: Mr A. Brayford

Deputy Designated Safeguarding Leads: Mrs H. Bloor and Miss L. Keeling

Safeguarding Trustees: Mr J. Ratcliffe and Mrs K. Hulse

Children will be taught ways in which they can stay safe, including online. For further information on how you can keep your child safe, please visit the school website.

We are pleased to work with Staffordshire Police as part of the 'Operation Encompass' programme to enable us to support any children who have been present where there have been incidents of domestic abuse.

Contact Details

So we can maintain good communications, it is essential that all contact numbers and email addresses are updated at school as soon as any changes occur. The majority of school communications with parents/carers will be through email.

Drop-off and collection

All children must be accompanied to and from school by a responsible adult and staff must be informed of any change. For your child's safety, we will not release any child to the care of an adult where we have not been previously informed by a parent or carer, or an ongoing arrangement has been submitted to us in writing.

Wraparound

In September, we anticipate the Kingsley Kingfishers to be able to resume their wraparound care provision (this must be booked directly with the Kingsley Kingfishers – 07891 861763; kingfishersprech@googlemail.com). Please remember to inform school if your child is to attend the Kingfishers' after-school provision.

Independent Hygiene

As soon as your child begins at St Werburgh's C.E. Primary School, we promote independent hygiene practices. This includes toileting and the washing of hands. Children will be encouraged to visit the toilet independently at all times. During lesson times, our school aims for a 'one child at a time' practice. During break and lunchtimes, staff manage the use of the toilet. If any children are still developing their toileting skills, 'pull-up' nappies **must** be provided by parents (these are not available in school). Of course, children will have 'little accidents' from time-to-time; however, we **strongly** encourage parents to fully develop their child's toileting skills before starting school. This is very important for children as they enter primary school. It would also be helpful if your child had some spare clothes sent into school in a clearly-marked bag... just in case! Children will need to wash or sanitise their hands upon arrival at school and at various points throughout the day. Sanitiser is available in school, please let us know if you do not wish for your child to use this.

Medication and Illness

If your child has any medical issues, please let us know as soon as possible.

Medication

To keep everyone safe, children must not bring **any** medication into school in their bag or pocket. Medicines may not be administered in school unless they have been prescribed for the named child by a doctor, dentist or nurse and then must be passed to a member of staff by parent/carers. A consent form will need to be completed by the child's parent each time prescription medication is to be administered by school staff. Please notify school in advance should your child need to take prescribed medication so we can arrange for a consent form to be waiting for you on the school gate in the morning.

Non-prescription medication e.g. pain and fever relief, may possibly be administered but only under exceptional circumstances with written permission by the parent/carers and approval from a member of the Leadership Team – however, we are under no obligation to agree to all requests and this will be avoided where possible. A child under 16 should never be given medicines containing aspirin unless it has been prescribed for that child by a doctor. Children are only to take medicine appropriate for their age and will not be permitted to take paracetamol in tablet form in school.

Asthma

Children who are diagnosed with asthma will be helped to administer their inhaler. **Two labelled inhalers (blue only) and a spacer MUST be provided to be kept in school at all times.** These should not have passed their expiry date and should be replaced when nearing this time. A care plan for the management of asthma must be set up by parents, school and where appropriate the school nurse in advance to starting school.

First Aid

First aid supplies are kept in school and minor injuries dealt with by staff. Most staff members are qualified first aiders.

Paediatric First Aiders: Miss C. Hickman, Mrs A. Eyre, Mrs B. Mace, Mrs L. Proctor.

In the case of a child requiring first aid, an accident form/bump note will be completed by the member of staff who dealt with the injury and sent home at the end of the day. If your child has a head injury whilst at school, you may be contacted. In the majority of cases this will just be an informative call, however, we would always encourage you to come to school to assess your child personally. In the case of more serious injury/illness requiring further attention, we will contact parents/carers or other emergency contacts listed as soon as possible. In the event of anyone listed being unavailable in an emergency, a member of staff will accompany the child to the hospital and wait until parents/carers arrive.

Mental Wellbeing

Each year in school, we celebrate 'Children's Mental Health Week'. Throughout the year, we support children and adults with their mental wellbeing, and are proud that three members of the school team are qualified Mental Health First Aiders.

Head lice

These little pests are common...but very unwelcome! Children find these uncomfortable and therefore they can prevent learning in addition to causing further health risks. Please check your child's hair regularly and treat any cases immediately to avoid pain and discomfort for your child and also to prevent these spreading to other children...and staff!

Illness

We want all children to have good attendance levels – this way, they can enjoy their learning. However, if your child is ill they must stay at home to recover and to also prevent the illness being passed onto other children and staff. Like us all, children do not learn when they are ill. It is school policy that in the event of sickness or diarrhoea, children must be kept at home for 48 hours after the last episode.

Covid 19-related illness/symptoms

See information on page 5 (subject to change).

Early Years Foundation Stage Curriculum

Learning in the Foundation Stage (Reception Class) is divided into seven areas of learning which are all linked together. These are split into two groups: Prime Areas and Specific Areas.

The Prime Areas include: Communication and Language; Physical Development; and Personal, Social and Emotional Development.

The Specific Areas include: Literacy; Mathematical Development; Understanding the World; and Expressive Arts.

Communication and Language

Focuses on giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

Physical Development

Involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control, and movement. Children must also be helped to understand the importance of physical activity, and to make healthy choices in relation to food.

Personal, Social and Emotional

Involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups; and to have confidence in their own abilities.

Literacy

Involves encouraging children to link sounds and letters and to begin to read and write. Children must be given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

Mathematical Development

Involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, space, and measure.

Understanding of the World

Involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

Expressive arts and design

Involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.

Assessment

Reception Baseline Assessment

In 2021, the new Reception Baseline Assessment (RBA) becomes statutory. As part of this, during the first few weeks of school, children will undertake an assessment which, to them, will just seem like an activity with an adult. In addition to their use as part of your child's education, the results of the Reception Baseline Assessment will and also be shared with you and with the Local Authority and the Department for Education (DfE). There is nothing additional which you need to do to prepare for this, and nothing to worry about: it is simply a snapshot of when children enter school.



The Moorlands Primary Federation (TMPF)

St. Werburgh's C.E. Primary School is an academy and also a founding member of The Moorlands Primary Federation (TMPF) Multi-Academy Trust (MAT). Through this family of schools (also including Bishop Rawle C.E. Primary, Dilhorne Endowed C.E. Primary, Great Wood Primary and The Valley Primary), we share resources, ideas, expertise, and look for ways in which the children can learn and have fun together!

Here at St Werburgh's C.E. Primary, we have beautiful land to explore, including two playgrounds, a fabulous field, and planters. As a proud Christian school, we are pleased that our local church is within walking distance of our school which creates a wonderful community and Parish bond through faith. We look forward to taking the children to Church several times throughout the school year.

As well as our lovely school site, we are also able to take groups to our sister schools' sites (depending upon Covid-19 regulations). The Valley Primary School have an onsite Forest School and Dilhorne Endowed C.E. Primary School have a Farm School. TMPF has a shared minibus, so travel to our sister schools and their facilities is supported.

Across our family of schools, we enjoy uniting for dance, singing and musical festivals; spelling competitions; the creation of shared stories; school visits; sporting events and more.

All of our schools are members of the Cheadle and District School Sports Association (CADSSA). This is a group of schools across the Staffordshire Moorlands who work together to offer a wide selection of competitive sporting opportunities for children in Key Stage 2. We also participate in sporting and dancing opportunities as part of a cluster of schools alongside The Cheadle Academy, and participate in the School Games national competitions. For the past three years, we have been extremely proud to hold the School Games' National **Gold Standard** for our commitment to PE and School Sport. These opportunities allow us to offer the children new experiences and help to inspire a love of sport, fitness, a healthy lifestyle and to promote physical and mental wellbeing.

Mr J. Eccles is the Executive Principal and Chief Executive of TMPF.

We are proud to be part of the Multi Academy Trust and our values of:

Trust - Trust lies at the heart of all relationships. By trusting in God we ourselves become trustworthy just as He is.
Psalm 20:7 'Some trust in chariots and some in horses, but we trust in the name of the LORD our God.'

Mindful - Being mindful of others leads to a heart of compassion; compassion leads to a desire to act for the good of all.
Peter 3:8 Finally, all of you, live in harmony with one another; be sympathetic, love as brothers and sisters, be compassionate and humble.'

Peace - Peace and harmony lead to a stable and secure community where all are nurtured and can flourish.
Matthew 5:19 'Blessed are the peacemakers, for they will be called the children of God.'

Friendship - Barriers are broken down in a loving, friendly community based around God.
Ecclesiastes 4:10 'if one falls down, a friend can lift him up.'

Healthy School and Meals



At St Werburgh's C.E. Primary School, we believe that a lifestyle including healthy eating is a fundamental part of a child's development. Throughout the year, the children complete many learning activities about healthy eating and keeping their bodies active.

Snack time

In the morning, children are offered water and a piece of fruit. Children under five are entitled to free milk each day. At the start of term, children may bring one small healthy snack (not chocolate, sweets or crisps) into school which they can enjoy during morning break time.

Lunch time

Universal Infant Free School Meals are available to all children in the Foundation Stage (Reception) and Key Stage 1 (Years 1 & 2). This means that your child is able to enjoy a free meal every day. Menus will be posted on the school website for parents/carers to help to choose what their child would prefer. The kitchen also offers sandwiches if this is preferred. All of our meals are cooked onsite by our wonderful kitchen team. Our catering is provided by Chartwells, an organisation who provide many schools in the county with their meals.

If children choose to bring sandwiches from home, we ask that they come to school with a 'healthy' lunchbox with only one treat i.e. cake or biscuit. We cannot reheat or chill children's lunch box contents and we cannot use ingredients sent in from home in our meals.

Allergies

If your child has any food allergies, it is essential that you make contact with us as a matter of urgency so we can arrange a meeting with the catering team, or specialists from Chartwells, and put necessary control measures in place to keep your child safe.

Nut-free school

Our school is nut-free. Please do not send any meals, bread, or snacks containing nuts into school. All food items list allergens on the labels, please check these carefully. If you are in doubt about whether an item contains nuts, please leave it at home so we can keep all members of our school family safe and well.

Income-based Free School Meals

Several families in school will be eligible for income-based free school meals. Even though your child is automatically entitled to a free lunch in school under the Universal Infant Free School Meals (UIFSM) scheme, if you are eligible for income-based free school meals, then please apply. Your child would receive a number of additional benefits, which currently include (many thanks to the fine work of Marcus Rashford) support for families during school holidays (this is dependent upon governmental, or local authority policy).

To check if your child may be able to claim Free School Meals, please visit <https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx> . Should you be eligible, we urge you to complete the brief application online.



Uniform

- Green sweatshirt or cardigan with school logo (not fleece);
- Charcoal grey trousers, or skirt, or pinafore dress;
- Summer term option - charcoal grey shorts, or green gingham school summer dress;
- A white shirt and school tie; or jade polo shirt with school badge;
- Plain white socks, or grey tights with skirt/dress OR plain grey socks with trousers/shorts;
- Wet weather coat or warm coat;
- Sensible shoes (**no trainers, boots or sandals**);
- No jewellery (including ear rings) should be worn;
- A pair of wellies which can stay in school.

P.E. Sessions

- P.E. kits should be in a bag (labelled with your child's name) and remain in school. The T-Shirt should be in your child's 'house/team' colour (this will be shared with you);
- Green P.E. shorts;
- P.E. pumps;
- Warm P.E. kit for outdoor lessons: trainers, sweatshirt and green/ black/ grey joggers.

Other entirely optional items are available from 'Something Special'.

Please do not have any items of uniform externally embroidered with your child's initials.

Please consider the size of bags the children bring to school, they must be able to carry their own belongings!

At this time, other than P.E. bags, children should only bring a coat and wipeable bag into school which contains: lunch (unless having a school meal); a bottle of water (not juice or sparkling drinks); one small, healthy snack; a sunhat and sun cream (if necessary); and optional change of clothing/underwear in case of a toileting accident.

Currently, no toys, pencil cases, books from home etc. may be brought into school.

All clothing, shoes and bags should be clearly named.

All uniform is available from:

Something Special: Hillside Business Park, 4 Pine View, Draycott Crossroads, Cheadle, ST10 1AB. Tel: 01538 752840

Working together for your child

Working in close partnership with parents and carers is the best way to provide children with the education they deserve. To facilitate effective communication between home and school, when ready, children will be issued with a Reading Record which they should bring to school on the dates set. This is for parents, carers and school to write any notes and record reading which has taken place at school, or at home. Please note that staff will not write in your child's record every day. Currently, reading books must come into school on the days specified, as they will then remain stored for a period of 72 hours before being offered to other children. Further information regarding this will be sent out.

If you have any concerns, or questions, please telephone or email the school office to arrange a time to speak to the class teacher in the first instance. Should further information be required, this may be referred to one of the Assistant School Leaders, or in their absence, the School Leader.

Newsletters or letters which offer details of life in the school family will be emailed to you. These will include information of upcoming school, Church, Trust, Parish and PTA events. Newsletters will also be published on the school website: www.tmpf.staffs.sch.uk/st-werburghs

We will share with you a class email address should you have any direct enquiries linked to your child's learning. This email will be checked by the class teacher at different points throughout working hours, but as you will appreciate, replies will not always be instant as we are also teaching, or are in meetings, or completing other tasks. Any changes to collection, or urgent messages, must be sent to the school office, not the class address.

PTA

We are fortunate to have a wonderful and very active PTA who organise plenty of events to raise funds for your child's new school. We would encourage all parents/carers to join the PTA to make new friends, to share ideas of how to fund-raise, and to help at events.

Home School Agreement

We will send out a copy of the Home School Agreement which needs to be signed by parents/carers and pupils and returned to school.

Readiness to Learn

It is important that your child arrives at school ready to learn. Children who are overly tired due to staying-up late, watching TV, excessive gaming, or who have not eaten breakfast, are often not ready to learn. We advise a positive consistent routine is maintained at home. If you would like further advice and support, please speak to your child's teacher.

Behaviour

We aim to promote and celebrate positive behaviour and encourage respect for others at all times by providing your child with a secure, trusting, loving and stimulating environment. We have high expectations for children's behaviour. Through our high expectations, we emphasise positive behaviour by encouraging your child with constant, consistent praise. We provide lots of positive attention and communicate our expectations of acceptable behaviour. We expect children's behaviour to be of a high standard and to be conducive towards their learning and that of others. We thank you in advance for supporting us and maintaining a positive approach to anything related to school, as this provides a necessary, important and consistent message to your child.

Equality

As a school and Trust, we proudly promote equality and anti-discriminatory practice. We will encourage your child to understand and celebrate differences, and to respect themselves and all others. This is reflected in the final part of our school motto, '*...love one another.*' As a Trust, we celebrate the Fundamental British Values of: democracy; the rule of law; individual liberty; mutual respect; and tolerance of those of different faiths and beliefs.

Through our curriculum, we teach children about different types of relationships and families, and also about the importance of maintaining healthy relationships and how they can do so. This is an important part of our curriculum and helps children to understand the world in which we live, and in which they will grow and shine.

After-School Clubs

Details of any after-school clubs will be shared with parents/carers during the course of the school year (dependent upon any Covid-19 guidelines).

Website

We are very proud of our website which offers lots of useful information; newsletters and letters; key dates; ways to stay safe; a parent section (within the school family area) and the latest news from the school. Please visit us regularly at www.tmpf.staffs.sch.uk/st-werburghs

Policies and Procedures

Policies and procedures are available for all parents/carers. You can access all the policies either on the school website, or upon request.

Should you wish to complete some online learning with your child before they start, the BBC offer a lovely program, 'Tiny Happy People'. To find out more, visit:

www.bbc.co.uk/tiny-happy-people

We sincerely thank you for choosing St. Werburgh's C.E. Primary School for your child, and we hope that this is the start of a long and healthy two-way relationship with the shared goal of supporting your child's love of learning; spiritual, social, emotional and cultural growth; wellbeing; and overall development as a wonderful young person.

Please stay safe and God Bless.

Love to learn, love God, love one another.

For further information:

www.tmpf.staffs.sch.uk/st-werburghs

tel: 01538 702355 (option 1)

email: office@st-werburghs.staffs.sch.uk