

Livingstone Primary School

Parents' Information Booklet
2024/25



Contents

Welcome	3
Contact Information	4
Basic Information	5
Description of the School	6
School Staff	7
School Ethos and Aims	8
Admission to School	9
Nursery	9
The school day	10
Mossley and Carrbrook Schools' Partnership	11
Attendance	11
Punctuality	11
Dental and Medical Appointments	11
Holidays	12
Uniform	12
Valuables, Toys and Jewellery	13
School Dinners	13
Snacks	14
Nut Free School	14
School Streets Trial	14
Emergency Forms	14
Health and Dental Inspection	15
Head lice	15
The School Curriculum	15
Religious Education and Collective Worship	16
PE and Swimming	17
Relationships and Sex Education	17
Extra-Curricular Activities	17
Special Educational Needs and Disabilities	18
Homework	18
SATs Results	19
Involving Parents	19
Transferring to Secondary Schools	20
Behaviour	20
Charging Policy	21
Events During the Year	21
Medication	22
Child Protection	22
Wrap Around Care	22
School Council	23
Progress and Assessment	23
School Governors	23



Livingstone Primary School
Valeside
Mossley
OL5 0AP
Tel: 01457 832495
Fax: 01457 832590

Dear Parents and Carers,

Welcome to Livingstone Primary School. This information booklet has been designed to give you an idea about life in our school. It will give you an idea of the way in which we work and answer some of your questions.

We are a happy, caring and successful school community where pupils, parents, staff and governors all subscribe to our motto 'Grow, Learn, Achieve Together'. We truly believe that every child in our school deserves the best possible start in life and our committed staff team work hard to ensure this. The children are at the forefront of everything planned in school as we look to support their development socially, emotionally and morally as well as academically.

We were inspected by Ofsted in March 2022 and the report confirms that we are a 'Good' school. The report was very positive about the caring atmosphere in school where all children are treated equally, the high aspirations that we set for learning and the curriculum we have developed which is presented in an engaging way and fosters pupils' eagerness to learn.

Livingstone is our school – that means yours too. We hope that you will take every opportunity to get to know us, to meet us and visit school.

We look forward to welcoming you into Livingstone's school community. We hope that you and your family will enjoy being part of it.

Rebecca Willard

Headteacher

Contact Information

Livingstone Primary School
Valeside
Mossley
OL5 0AP
Tel: 01457 832495

Email: admin@livingstone.tameside.sch.uk

Website: www.livingstone.tameside.sch.uk



Basic Information



Type of school: Nursery, Infant and Junior Community (LA) School

Age range: 3-11

Gender of pupils: Mixed

Class organization:

We have 1 class for each year group from Nursery – Year 6.

Headteacher: Miss Rebecca Willard

Chair of Governors: Mr Simon Wilde

Local Authority: Tameside MBC

Description of the School

Livingstone is a small, friendly primary school in Mossley. The school building was first opened in 1915. The classrooms are built around three sides of a courtyard with the fourth side being taken up by the hall. We also have an extension to one side that provides two modern classrooms for our older children.

We have grown quite a bit in recent years and currently have 218 children in our school.

All classrooms are traditional style classrooms equipped with an interactive whiteboard. We have a bank of Chrome books which is wheeled into classrooms instead of having an ICT suite. One of our corridors is also used as our library from which children can choose books to take home or to read in class. Our outside space is well used and has amazing views over the valley. We have a basketball net, trim trail and football goals for games at playtime. We also have a Forest School site as part of our school grounds. The Forest School is currently part of the provision in Nursery, Reception and Year 1.

Visitors regularly comment on our warm, welcoming vibe which is one of the really special things about Livingstone. We pride ourselves on knowing and caring for all our children. At Livingstone, every child really does matter.

We were delighted with our Ofsted report in March 2022 which confirms that we are a 'Good' school. The report was very positive about the caring atmosphere in school where all children are treated equally, the high aspirations that we set for learning and the curriculum we have developed which is presented in an engaging way and fosters pupils' eagerness to learn. Parents, when asked, are very positive about the school and value the positive impact that the school is having on their children.



School Staff

Head Teacher: Miss Rebecca Willard

Deputy Head Teacher: Mr John Flint

Teachers:

Mrs Karen Dawson

Mrs Katy Miller

Ms Stephanie Sellers

Mrs Sarah Davies

Mrs Lianne Marshall

Miss Lorrie Mathews-Gibson

Mrs Naomi Coulter

Ms Emma Docherty

Mrs Jessica Legge

Mrs Chloe Bromley

Miss Sophie Keating

Mrs Nicola Brough

Support staff

Miss Melanie Noble

Ms Ruth McCann

Mrs Emma Hampson-Byrom

Mrs Jenna Hill

Mrs Jackie Robinson

Mrs Debra Pallister

Mrs Hilary Wright

Mrs Rachael Bowen

Miss Amy Murphy

Mrs Bernadette Cox

Mrs Hayley Griffiths

Administrative Staff

Mrs Lauren Hanson – School Business Manager

Miss Laura Donohue – School Administrator

Mrs Deb Parkinson – Learning Mentor & Attendance Officer

Site Staff

Mr Stephen Sellers – Site Manager

Lunchtime Staff

Mrs Shelley Hodgkinson – Midday Supervisor

Mrs Jaymie Mather – Midday Assistant

Mrs Melanie Winterbottom – Midday Assistant

Mrs Anne Marie Davey – Midday Assistant

Ms Lisa Re – Midday Assistant

Mrs Kerry Barber – Cook

Mrs Zoe Taylor – School Attendance Officer (Mossley Partnership)



School Ethos and Aims

At Livingstone, we aim to provide the best educational environment where the children have grown, learned and achieved together. We believe in creating determined, resilient learners who have high expectations of themselves and high aspirations for the future. We want students to leave us having achieved their potential; being supportive, kind and tolerant to others and ready for the next stage in their education.

Every child really does matter in our school and we are proud of our relationships: staff with children, children with each other and staff with parents and carers. This is the bedrock of all that we do, from Foundation Stage to Year 6 and the start of secondary school. We aim to produce happy, self-disciplined, hard-working children who value themselves and others and who will be an asset to their community and to the world.

Our core values are:

- To value each and every child as an individual
- To ensure all are supported to achieve their best.
- To ensure children show care and consideration for others
- To ensure children are tolerant of others and show respect towards them

As a school, we have also decided on these rules below, to reflect the way we try to live:

- We always try our best
- We treat others as we would like to be treated
- We keep ourselves and others safe
- We respect people and property



Admission to School

We have an admission number of 30 to all year groups. The maximum number of children we can take into Nursery is 26. Children are admitted in the September of the school year that they are five years old. The school's admission policy is set by the LA and agreed by Governors. Parents who wish to apply for a place to start in Reception need to apply online directly to the LA.

For admission to the school in other year groups or at other points in the year, please contact the Local Authority Admissions Office on 0161 342 3214. A school transfer form will need to be filled in online and processed by the Authority.

For admission to our Nursery, please contact school directly. Please note that a place in our Nursery does not guarantee a place in Reception the following year.

Nursery

We have a 26-place nursery which takes children from three years old. Children may start in the nursery in the term after the one in which they turned three. Most children start in the September but we do have intakes in January and April if there are still places available. Please contact school for a place in nursery.

We offer 15 hour and 30 hour places in Nursery. We also offer top-up nursery hours for parents who don't qualify for 30 hours but need additional childcare provision but this is at a cost and must be booked for a term and paid for in advance. We are also able to offer a place as a one off arrangement but again this must be paid for in advance.



The School Day

Early Years Foundation Stage – Nursery

Arrival time	8.45am – 8.55am
Registration	8.55am
Morning session – <i>15 hour children finish at 12pm every day.</i>	8.55am -12.00pm
Lunch	12.00pm – 1.00pm
Registration	1.00pm
Afternoon session for 30 hour children or top-up hours.	1.00pm– 3.00pm

Early Years Foundation Stage – Reception

Arrival time	8.45am – 8.55am
Registration	8.55am
Morning session	8.55am -12.00pm
Lunch	12.00pm – 12.45pm
Registration	12.45pm
Afternoon session	12.45pm – 3.10pm

KS1 (Year 1 and Year 2)

Arrival time	8.45am – 8.55am
Registration	8.55am
Session 1	8.55am – 10.30am
Morning break	10.30am – 10.45am
Session 2	10.45am – 12pm
Lunch	12.00pm – 12.45pm
Registration	12.45pm
Session 3	12.45 – 1.55pm
Afternoon break (Year 2s take this some days and not others)	1.55pm – 2.10pm
Session 4	2.10pm – 3.10pm

KS2 (Year 3, 4, 5, 6)

Arrival time	8.45 – 8.55am
Registration	8.55am
Session 1 (Year 3 have an earlier play with Year 1 and Year 2)	8.55am – 10.55am
Morning break	10.55am – 11.10pm
Session 2	11.10pm – 12.30pm
Lunch	12.30pm – 1.15pm
Registration	1.15pm
Session 3	1.15pm – 3.15pm

We do not expect children to be at school before 8.45am unless they are in the care of our before school provider 'Little Stones'. When children arrive in school they use the entrance for their class. They then quiet read until registration. Classes will be brought out to the playground at the end of the day by class teachers.

Mossley and Carrbrook Schools' Partnership

We are part of the Mossley and Carrbrook Schools' Partnership which is a collection of local primary schools along with the local high school. The leaders and staff of all schools work together to ensure the best possible education for all children in the locality and to provide a seamless education from 3 to 16.

The MCSP also allows us to enhance our curriculum through wide ranging wider opportunities which give our children a better education. These include:

Brass tuition

High quality MFL teaching

More Sports competitions

Debating society

JASS award

More able Maths lessons at the high school for Y6 children

Maths competitions

.....and much more!

Attendance

At Livingstone, we know that excellent attendance and punctuality are an essential part of a child's progress and achievement, both academically and personally. If a child has to stay away from school because of illness, school should be contacted as soon as possible by note, phone or absence request on School Spider. ***Please note that we cannot accept verbal messages from children or other adults as authorizing the absence.*** Please make every effort to ensure that your child attends school every day. If we are concerned about your child's attendance, we will contact you. If we are unable to resolve the situation, we work with the Mossley Partnership's Attendance Officer to improve matters.

Punctuality

Children arriving after 9.00 will be marked late and need to be signed in via the Late Book. Arrivals after 9.30 will receive an "unauthorised absence" mark. Persistent latecomers are referred to the School Attendance Officer. Parents whose children have been late on 10 occasions will be invited to attend a punctuality panel meeting with the Attendance Officer. If the situation doesn't improve, then fines can be issued.

Dental and Medical Appointments

Parents must make a request in writing, or personally collect their child if they wish them to leave school during the day. No child will be allowed out of school on the strength of a verbal message. Parents taking their child out of school during the day, e.g. to attend medical appointments, must sign them out at the office. We request that parents provide evidence of medical appointments such as a letter or appointment card.

Holidays

From the 1st September 2013, the law gives no entitlement to parents to take their child on holiday during term time.

The Governing Body has decided that the Headteacher will not approve any term time holidays. Parents can be fined by the Local Authority for taking their child on holiday during term time.

Uniform

We have a school uniform in all classes from Reception to Year 6. Nursery have the choice as to whether to wear the uniform but it will save their own clothes from paint, glue and dirt when playing in the mud kitchen!

The uniform consists of:

Bottle Green Sweatshirt / Cardigan with embroidered logo.

Gold polo shirt (no logo)

Grey trousers / tailored shorts / skirt / pinafore / green checked summer 'school' dress

Grey tights / socks

Black school shoes (not trainers)

The gold polo shirt and grey bottoms can be bought from any shop that stocks uniform – Tesco, Asda, Marks and Spencer, Debonair in Ashton and the School Wear shop in Greenfield as they are basic bits of uniform without logos. They are quite cheap. For example, three polo shirts are available from Tesco for £4.00. We stock the sweatshirt and cardigan ourselves. We will have a certain number in stock and you will be able to buy it from the office at cost price. This is £9.80 for a 24" to 34" sweatshirt and £11.75 for 36" and 38". The cost for a cardigan from 24" to 34" is £10.60 and £12.30 for 34" and 36".



Please try to ensure that your child's clothing is named, particularly coats and footwear. It does help on very wet or snowy days if your child has a change of footwear, e.g. pumps (which are required for PE).

Valuables, Toys and Jewellery

Where possible children should not bring valuables into school as things can be lost, be broken and go missing. Children who need to have a mobile phone for their journey to or from school must hand this in to the class teacher at the start of the day and collect it again at the end of the day.

We discourage children from bringing toys from home but if they need to do so, we ask that they are ones that don't matter if they get broken, damaged or lost.

Jewellery can be dangerous when it becomes entangled in clothing or is accidentally caught by another child. For these reasons, we ask children not to wear jewellery to school. Children who have their ears pierced may only wear stud ear-rings at school.

School Dinners

Our school meals are cooked on the premises. Our children are offered a choice each day and are not forced to eat anything they do not want. There is always a non-meat choice, but do let us know if your child has any allergies.

Some children bring packed lunches. May we ask that you do not include too many sweet items in their lunchbox – one is sufficient. We do not allow children to drink fizzy drinks at any point in the day. If your child does wish to change from school meals to packed lunches, will you please give us at least two weeks' notice, as ingredients are ordered well in advance.

Packed lunches MUST not contain any items that contain nuts or sesame as we have a child in school with a life-threatening allergy. If we do find a child has an item in their lunchbox, we will offer them a substitution and ask them to take the item home.

Dinners cost £2.95 per day. Please send dinner money in an envelope bearing your child's name. Payments can also be made online through the Tameside website. All children in Reception, Year 1 and Year 2 are eligible for free school meals under the government's scheme. For junior children, you may want to check if you are eligible for free school meals – just contact school as we can process this and check eligibility with just a little information form yourself. Even if children receive an infant free school meal, you can apply to be deemed eligible for this as this will then release extra funding to school which we can use to help children's learning and progress.



Snacks

It is part of our role as a school to help children to develop healthy habits and an awareness of health and fitness that they can take forward into the rest of their lives. To this end, children are encouraged to bring a bottle of water into school to drink from during the day. We do not allow children to drink any fizzy drinks during the day. Squash and juice are only allowed in lunch boxes and not during the day. All children can choose to have a bottle of milk at play time which is paid for by parents (approximately £15 per term). This is ordered via a company called Cool Milk. Please register and pay for this online.

Children in Reception, Year 1 and Year 2 are provided with a free piece of fruit every day. Junior children are asked to bring in fruit or vegetables from home to have as a snack. We do not allow other snacks.

Nut Free School

We have a child in our school who has a life-threatening allergy to nuts and sesame. We therefore ask that parents check the ingredients on items they send in their child's packed lunch and ensure that they do not contain nuts or sesame. We thank parents for helping to keep all our children safe. If we find items containing nuts or sesame in a child's lunch, we will offer a substitution and they will bring the original item home.

School Streets Trial

We are currently part of a 6-month trial of the School Streets initiative where the road down to school is closed to traffic for half an hour in the mornings and half an hour in the afternoons. This means that you cannot drive down the road past the junction with West Grove (the park gates) between 8.30am – 9am and 2.50pm – 3.20pm. This scheme has been implemented for the safety of all the children attending Livingstone. It is a 6-month trial which will last until December 2024 at which point the scheme's success will be reviewed. We encourage you to park further up the road or consider whether you are able to walk to school.

Emergency Forms

When a child enters school, parents are asked to complete an Emergency Contact Form, which gives details of where they may be contacted, should the need arise, during the day. We do request that parents up-date these regularly as problems have sometimes arisen when we have needed to contact a parent only to find that they are no longer at the place of work/address/phone number previously given. We are advised by the Department for Education to request that parents provide us with at least two contact names and numbers in case of emergency.

Health and Dental Inspection

Dental inspections and eye tests are conducted on a regular basis. Annual height and weight checks are also carried out on children in Reception and Year 6. The school has good liaison with Mossley Health Centre. Parents who do NOT wish their child to be part of these inspections MUST inform school personally and in writing.

Head lice

We ask our families to check heads regularly (once a week) with a proper nit comb. Head lice are very difficult to detect with the naked eye. If you find head lice or eggs, then you must get **lotion** (not shampoo) from the chemist or free on prescription from your GP, follow the instructions, treat the whole family, including yourself, and repeat after one week. This is a national problem. All schools have these unwanted visitors.

The School Curriculum

We do our utmost at Livingstone to cater for the needs of individual children. We encourage our children to develop their abilities in as many ways as possible by offering as broad and varied a curriculum and a variety of teaching and learning styles as possible. In this way we hope to develop confident, independent and responsible young people.

We continue to develop our curriculum as a result of our Ofsted inspection. Most of the foundation subjects in the curriculum (history, geography, design technology, art, music, computing) are delivered within topics.

Topics are based around a themed question such as:

‘Why would a dinosaur not make a good pet?’

‘What would a journey through your body look like?’

Other subjects are taught as separate entities whilst making links as and when appropriate. These include subjects such as RE, Spanish in KS2 and PE throughout the school. We are fortunate to use the advice of specialist teachers for some subjects. All the KS2 classes have half an hour of Spanish each week taught by a teacher from Mossley Hollins High School. Children in Year 6 have tuition in brass instruments from a specialist teacher.



Children's reading, writing and mathematics progress are of course very important and we place a high priority in supporting children to make the best possible progress. We teach a daily phonics session from Reception and children will take home a phonetically plausible reading book which matches the phonics teaching in class. This means that children will be able to decode the words these books contain. We recommend that children read these books three times to develop speed and fluency. At the same time as teaching phonics, we also use Guided Reading sessions to build up recognition of high-frequency words and to develop a love of books.

Once children are secure at Phase 5 of 'Letters and Sounds' they will transfer to reading books that develop comprehension.

We expect that you as parents will help speed up the process by reading with your child regularly and ensuring that they always have their reading book in school.

Development of language skills in school involves talking, listening, writing (formally and creatively), spelling, comprehension and handwriting. Our work in English involves all these areas from the very first days. As the children move through school, all skills are developed and extended appropriately to the ability of each child.

Mathematical skills are developed from the very earliest days in school. Part of maths is to solve problems and to do this, our children are encouraged to think logically, clearly and in sequence. A great deal of emphasis is now placed on mental work. The value of knowing multiplication tables cannot be emphasised too greatly. **We expect that parents will help their children to learn these off by heart.** The expectation is that children will know all their times tables up to 12x12 by the end of Year 4. We also emphasise the practical aspect of maths. From the earliest stages, children are encouraged to use appropriate equipment and mathematical language effectively.



Religious Education and Collective Worship

Our children are growing up surrounded by people from many faiths and cultures. We believe that the mutual respect to which we aspire can only come from an understanding of the beliefs and cultures of others. In our school we follow the Tameside Agreed Syllabus for

R.E. A copy is available should you wish to read it. We believe that Religious Education is education *about* religion, rather than education *in* religion.

Our children are involved, as the law requires, in an act of Collective Worship at the end of assemblies. Through these sessions we learn about festivals and celebrations of many faiths, as well as Christianity, and we often deal with moral and social issues affecting our children. On Fridays, we have “Star of the Week” assembly when teachers choose one child from their class who has made a particular effort that week.

Any parent who wishes may request that their child be withdrawn from Religious Education or Collective Worship.

PE and Swimming

Our children have gymnastics and dance lessons in the hall, usually using apparatus. They have both indoor and outdoor games lessons. The Year 5 and some of the Year 6 children have a swimming lesson at Copley pool once a week for part of the year.

All of the above activities are an integral part of schoolwork. Children are therefore expected to participate in the usual way. Should you wish your child to be excused at any time, we would ask that you send a note requesting this.

We ask that you provide your child with suitable clothing for PE: shorts or tracksuit bottoms, T-shirt and pumps. Jewellery should **not** be worn. This includes earrings for pierced ears.

Please note that young children (and their teachers!) find elasticated pumps much easier than laces! Children should bring a PE kit from home and this should be in school every day.

Relationships Education

Most of this is covered in the course of Science and PSHE lessons. Parents have the right to withdraw their children from these lessons if they wish as long as the content is not part of the science curriculum. Lessons are always at an appropriate level to match the children’s age, maturity and understanding. Part of our PSHE curriculum focuses on teaching the children to understand diversity and promote tolerance and equality.

Extra-curricular Activities

Extra-curricular activities are an important part of school life and we have a wide range of clubs. These are run by staff and specialised coaches. These have included:

- Multi-sports
- Board games
- Science
- Debate
- Lego
- Sewing

Children can also learn to play the piano with a qualified music teacher. Music teachers from the Tameside Music service also come into school to give children violin, cello and guitar lessons. These lessons need to be arranged with Tameside Music Service.

We also offer the Junior Award Scheme for Schools to children in Y5 and Y6. This is a mini 'Duke of Edinburgh Award' scheme which supports children to develop their interests, become involved in their community and engage in adventurous activities.



Special Educational Needs and Disabilities (SEND)

We strive to develop the full all-round potential of each of our children. There are occasions when we need extra help to do this. We seek advice from colleagues on the various support teams and from our educational psychologist. Our Special Educational Needs Co-ordinator (Mrs Marshall) has responsibility for overseeing the support programmes for pupils who need additional help.

Children experiencing difficulties in areas of learning will have a 'Pupil Passport' which identifies the next steps in learning and the support they will receive to meet these. The school works in close partnership with parents to support children's progress. Our school governors and staff are committed fully to the inclusion of children with SEN into mainstream school as far as possible.

Homework

Homework is set for all children but the amount of homework increases as children get older. In the infant classes this mainly consists of reading regularly, a piece of spelling and phonics homework weekly and fortnightly topic or numeracy homework. In the juniors this then extends to include times tables, writing homework and reading comprehension. Homework is an important part of your child's life at school as it supports their learning in school and also helps them to develop important habits for later life. Children in Nursery and Reception bring home a 'Home Activity Bag' which links a range of activities to a book.

School Spider

Once your child has started with us, you will have a log in for School Spider. This is an app that we use in school to minimise the collection of paperwork. It is through this app that you will be able to buy uniform, book parent's evenings, give permission for an educational visit, pay for visits, book tickets for performances and purchase other items.

SATs Results

Key stage 2 school and national level data

These tables show the percentage of Year 6 pupils at Livingstone achieving the expected standard, compared to national end of Key Stage 2 results.

School 2023

	% of children reaching the expected standard or above
Reading	86%
Writing (Teacher Assessment)	72%
SPAG	83%
Maths	83%
Combined Reading, Writing and Maths	72%

National 2023

	% of children reaching the expected standard or above
Reading	73%
Writing (Teacher Assessment)	72%
SPAG	72%
Maths	73%
Combined Reading, Writing and Maths	59%

*SPAG refers to the Spelling, Punctuation and Grammar test.

There were no SATs in 2020 or 2021 due to the school closures because of the pandemic. In 2023, the SATs results were not used as official measures due to the ongoing effect of the pandemic but we have published ours here.

Involving Parents

We believe very strongly that the successful education of your child depends on close partnership between home and school. During the year, meetings are held with parents in school to discuss individual children's progress. A formal appointment system is used on these occasions to afford some privacy. **Children should not attend these meetings.** These meetings are extremely valuable to all concerned. **We expect that parents will attend these meetings.** Parents who cannot come on these pre-arranged dates will always be welcome at other times by arrangement. The Headteacher will always find the time to discuss any concerns that you may have. All children receive an annual written report during the summer term to bring home.

Currently there is no PTA but we have a 'Friends of Livingstone' group which organise fund raising activities and events. We would very much like parents to support events and help organise these as we use the funds to buy equipment that we couldn't otherwise afford.



Transferring to Secondary School

Transfer to High School takes place at the end of the school year in which the child becomes 11. The authority issues information about this and most high schools host open evenings to help parents to make the right choice for their child. Applications are made by parents online. The majority of children transfer to Mossley Hollins High School, with one or two families choosing different secondary schools.

Behaviour

High standards of behaviour are expected from our children. It is our belief that the high standards of self-discipline to which we aspire can only be developed in an atmosphere of care and respect for one another. The whole ethos of the school and the way in which it is organised are geared to this.

We believe children respond best to praise and encouragement. They should receive attention for what they are doing right rather than for misdemeanours. At Livingstone, we award a Smiley token for good behaviour, a positive attitude to learning, good effort, etc. We have found that the children respond very well to this system and are justly proud of themselves for earning the token. It is designed to recognize the vast majority of children who do the right thing most of the time. However, children whose behaviour can be less consistent and more challenging also respond positively, even though it may take these children longer to earn their target number of Smileys (for which they can earn rewards for themselves AND for their class). The foundation of this system is a set of School Rules which are agreed with the children at the start of the year. Children can accumulate Smileys and move “up” the board in class according to how many they have earned.

We also award ‘Rainbow Learner’ awards to children who have demonstrated one of our behaviour for learning qualities. We award these for children who have shown **R**esilience, good **A**ttitude, **I**ndependence, **N**ever give up, **B**est work, been **O**rganised and **W**ell mannered.

When children do behave in an unacceptable fashion, it is important for them to realise that there are consequences. We endeavour to make the punishment “fit the crime”; e.g. a child who has been wasting learning time in class would be expected to complete his/her work at break or even at home. We may choose to suspend a child’s privileges for a time or it may be felt that a successful answer to a problem can best be found by teachers and parents tackling it together.

As we are preparing our children for life in a diverse country, we are particularly concerned that our children should have an understanding of people from many different faiths and cultures. Any form of racist behaviour, such as name-calling, is unacceptable in our school. We are obliged by law to record any such incidents and we inform parents if this occurs.

In addition to racism, bullying of any kind will not be tolerated in our school. It would be a lie to say that there is neither bullying nor racism in our school. We **promise** our children that if we know about their problems, we will help to sort them out. But we need to **know** first. We encourage our children to share their problems with *someone*. That person, be it adult, another child or whoever, then has a duty to act. Issues are dealt with, not hidden away.

Occasionally, our usual procedures are not enough to help some children. In such cases, we work with the child and his/her parents to find a way forward. This may involve home-school diaries, sticker charts, etc. As in every other area of school, children make the most progress when parents and teachers are united.

Charging Policy

The Governing Body has established a policy for when charges can be made. It is a basic principle that the right to a free education for all children will be maintained. However, there will be occasions when parents will be asked to make a voluntary contribution towards the cost of an activity. Trips may have to be cancelled if not enough contributions are received.

Events during the year

During the year, people come into school to talk to the children; e.g. Fire Fighters, Police Officers etc. to talk about safety or about their work. We also try to take our learning outside the classroom and children often go out of school to visit places of interest which enrich our curriculum. We stage performances at Christmas (EYFS & KS1), Easter (Y3,4,5) and in July (Y6). These events are well-attended and popular and the children are proud to be involved. The older children are offered the opportunity to attend a 3-day residential at the Robinwood Outdoor Education centre every July.



Medication

If a child needs medication in the school day then parents or carers must bring the medicine into the office where you will be asked to complete a medical consent form. All medicines must be clearly labelled with the child's name.

We ask children who have asthma to be provided with a spare inhaler to keep in school. This is kept in classrooms where all children know where to find it.

We have a duty to meet the medical needs of pupils in school. To this end we work closely with parents to support children whilst they are in school.

Child Protection

Clearly, the basis of our school philosophy is the development and welfare of all our children. If at any time we have a suspicion of any form of serious abuse or neglect to any of our children, we are required to inform the Child Protection Team at the Social Services Department. This requirement forms part of the local authority's procedures for dealing with child abuse and is not a matter for the discretion of individual Head teachers or members of the school staff. The designated safeguarding lead is Rebecca Willard.

Wrap Around Care

Little Stones before and after school club is based at school and offers childcare for children from our school from 7.30 – 8.55am and then from 3.15 – 5.30pm.

7.30am – 8.55am costs £6.75

8am - 9am costs £4.50

3.15-4.15pm £4.50

3.15pm – 5.30pm £9

Sibling discount will be available - please ask for information.

Little Stones is based in the hall in the mornings and a classroom or the hall after school.

It is run as a separate business so please contact Emma Morgan on 07578 482 889 to discuss this or book a place. Parents are welcome to use this on a regular basis or as and when the need arises.



School Council

We have a School Council which meets to discuss issues from the children's perspective. The Council leads on initiatives which have a positive impact on the life of our school, such as fundraising events and ordering and organising playtime equipment.

Progress and Assessment

Assessments of all children are carried out on a daily, weekly, termly and annually, using both formal and informal methods. However, informal teacher assessment is the main form we use. Assessments are used to set challenging targets and to monitor the progress of each child.

Parents evenings are held between parents and teachers each term and parents are expected to attend these. Staff are happy to discuss your concerns or queries informally at other times, but we would ask that you make an appointment or come at the end of the school day.



School Governors

The governors are a body of people who represent the community, Local Authority, parents and staff. They are responsible for holding the leadership of the school to account for the progress and achievement of the pupils in its care. They meet at least once each half term to discuss matters concerning the school: e.g. curriculum, building, staffing, finance etc. The governors are also responsible for appointing staff.

Our governing body is made up as follows from 10th June 2024:

Mr Simon Wilde (co-opted) (Chair)

Mr Dan Greenwood (Parent) (vice-chair)

Miss Rebecca Willard (Headteacher)

Mr John Flint (Staff)

Mrs Victoria Fish (Parent)

Ms Emma MacDonald (Parents)

Mrs Mary Howarth (LA)

Mr Scott Davey (Parent)

Mr Chris Ingle (Co-opted)

Mrs Amy Summers (co-opted)

Ms Amy Leech (Co-opted)