

GLAZEBURY CHURCH OF ENGLAND PRIMARY SCHOOL



PARENTS HANDBOOK 2014/2015

INTRODUCTION

This Handbook for Parents is written to give you an insight into the life and organisation of our school.

We hope that it will present you a clearer picture of who we are, what we stands for and what are the range of learning experiences that children who come here will enjoy in their time with us.

The school address is:

Glazebury C E (Aided) Primary School
Warrington Road
Glazebury
Warrington
WA3 5LZ

Telephone: 01925 763234
Fax: 01925 766043
E-mail: Glazebury_Primary@warrington.gov.uk

The address of the Warrington Education Office is:

Warrington Borough Council
Children's Services Directorate
New Town House
Buttermarket Street
Warrington
WA3 5LZ
Telephone: 01925 443322

SCHOOL MISSION STATEMENT

As an Anglican foundation, Glazebury Church of England School seeks to promote a stimulating and caring learning environment, where children are encouraged to feel special and have their achievements recognised to enable them to reach their full potential.

This will be achieved through a broad and balanced curriculum, which has at its heart Christian beliefs and values. Through the curriculum we aim to raise the children's awareness of the world around them and to show concern for its people, their ways of thinking and living and for its resources. This solid foundation will be built upon to prepare children for the experiences and responsibilities they will meet throughout their lives. Glazebury values the partnership of home, school parish and community as it is through this partnership that the best interests of the children will be served. Our children will, therefore, see their school as part of a wider community in which they are valued members.

The overall aims of our school are:

- To enable pupils to develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical challenges,
- To help children to acquire the knowledge, skills, concepts and behaviour necessary for them to develop intellectually, socially, physically, emotionally and spiritually,
- To instil respect for religious and moral values, and tolerance of other races, religions and ways of life
- To enable pupils to use language, mathematics and ICT effectively,
- To foster strong links between home, school, Church and the community to meet the needs of the children,
- To provide a secure environment in which children can develop successful relationships with both adults and peers,
- To ensure all children regardless of sex, religion or race have equal opportunities within the curriculum,

- To provide opportunities for children to develop an aesthetic awareness.

.....seen through the eyes of our children

.....our school mission statement and aims are interpreted as

Our school is: -

- ◆ A place where we learn things.....
- ◆ Where we make friends and there is no fighting.....
- ◆ A place where the atmosphere is at it's friendliest and the activities involve everyone.....
- ◆ A place where you make new friends straight away and you never get left out.....
- ◆ Where we do hard work.....
- ◆ A place where the people are caring and kind and are always there to talk to.....
- ◆ A place where you can feel at home and where you can learn in a fun way.....
- ◆ A place where a friendly atmosphere is spread and an enjoyable lesson is normal.

SCHOOL STAFF

Teaching Staff:

Head teacher: Mrs M E Morgan
Mrs J Fearnley
Mr J Roberts
Mrs V Wilson
Mr P Snelson
Miss H Rimmer

Non-teaching Staff:

Teaching Assistants: Mrs N Priestley
Mrs S Bailey
Mrs A Jones
Miss C Greenhalgh
Miss C Smith
Miss K Robinson

Secretary: Mrs D Hipkiss
Clerical Assistant Mrs J Patterson

Cooks: Mrs T Lamont
Mrs J Stephenson
Ms J Greenall

Mid-day Assistants: Mrs S Bailey
Mrs A Bedford
Miss K Robinson
Miss Taylor

Caretaker: Mr K Bate

School Governors

Mr John Patterson - Local Authority Governor / Chairperson

Mrs Janette Bullough - Foundation Governor / Vice Chairperson

Mrs Sandra Barker - Foundation Governor

Mrs Janet Chambers - Foundation Governor

Mrs Ann Houghton - Foundation Governor

Mrs Diane Allsup - Foundation Governor

Mrs Jayne Roddy - Associate Governor

Mrs Elaine Morgan - Head teacher

Mrs Sam Dean - Parent Governor

Mrs Danni Heath - Parent Governor

Mrs Julie Patterson - Non teaching staff Governor

SCHOOL HOURS

Doors open at 8.45am

Registration 8.55am

School finishes 3.15pm

INFORMATION ABOUT SCHOOL

As a Church of England (Aided) School, we enjoy a close relationship with our Church, All Saints Glazebury. However, we endeavour to fulfil an inter-denominational role, catering for all sections of the community.

The important festivals of the Christian year are celebrated in school and in Church and the children have led services during Harvest, Christmas and Easter. Governors, parents and friends are warmly invited.

There is an act of Collective Worship each day, which may be led by the Head teacher, the curate, class teachers, children or visitors.

The basis of the school's Religious Education scheme of work is the new Syllabus for Religious Education from the Liverpool Diocesan Board of Education, launched in June 2002.

Parents have the right to withdraw their children from both RE lessons and acts of collective worship. Should you wish to do so, please contact school and ask to speak to the Head Teacher.

Church social and fund-raising activities are supported by the school.

SCHOOL ORGANISATION

Reception Year 1 and (Class 1)	Mr Roberts
Year 2 (Class 2)	Mr Snelson
Year 3 and Year 4 (Class 3)	Miss Rimmer
Year 5 and Year 6 (Class 4)	Mrs Fearnley
Small Group Work	Mrs Wilson
P.E.	Mrs Kennedy

The classes are arranged to ensure the most beneficial and advantageous groupings for the entire school curriculum. We endeavour to have class sizes as small as we can arrange.

Classes 2, 3 and 4 are mixed age groups and all children ranging from those with special needs through to our gifted and talented experience a challenging and stimulating environment suited to their needs and ability.

EXTENDED SCHOOLS

We operate a Breakfast Club which opens at 7.45am and the children are provided with a healthy breakfast.

We also operate an After School Club which opens at 3.15pm and closes at 5.45pm. Charges are made for both of these facilities and further information is available from school.

SCHOOL CURRICULUM

LITERACY

The National Literacy Strategy gives teachers detailed aims for teaching reading and writing. Children are taught speaking and listening skills (thinking about what they say, choosing the right words, listening to others and sharing ideas). They take different roles in drama, tell stories, read aloud and describe events and experiences. The children are encouraged to read a wide genre of books, plays, poems, information texts, in print and on computer screen to name but a few. An important focus as a school is the development of children's writing. They learn how to compose stories, poems, notes, lists, messages and instructions. They are taught how punctuation shows meaning, precise clear handwriting and discover how to spell words correctly.

NUMERACY

The school has implemented the National Numeracy Strategy, giving detailed aims for teaching Maths, which is taught during a daily Maths lesson for all pupils. Children are taught about Number (counting, calculating, and solving simple problems and how to interpret Tables and Charts). Shape, Space and Measure involves looking at shapes, angles, describing positions and working with Units of Time, Length, Weight and Capacity. Using and applying maths involves practical tasks and talking about mathematical problems. Children are encouraged to calculate Maths in their head. We encourage real-life situations for applying their knowledge, for example by holding special Maths Weeks, which build up children's awareness of using money in class cafes, launderettes, banks and travel agencies!

Both the Literacy and numeracy frameworks will be revised during the coming year.

We are still following the literacy and numeracy strategies whilst waiting for the new curriculum to come in to effect.

ICT

The curriculum of the school has been enriched by the installation of Interactive Whiteboards and the purchasing of 20 laptops. All children receive ICT class lessons in the suite and their skills have been enhanced by a structured programme of work that links with all areas of the curriculum.

A Curriculum of Opportunity

We are committed to delivering a broad and balanced curriculum, which is often supported by the use of outside expertise. The children have worked alongside Artists in Residence, and trips to galleries such as The Lowry in Salford are encouraged. The musical life of the school has been strengthened by the children attending concerts and musical productions and by musicians providing concerts and workshops in school. Children in Key Stage 2 receive swimming instruction. Outside coaching has included training by Manchester United, rugby, athletics, gymnastics and dance. The school has competed in a Small Schools League for football, handball, multi-skills, cricket and athletics.

HOMework

Homework is important for developing an effective partnership between home and school. It consolidates and reinforces skills and understanding, particularly in literacy and numeracy, and extends school learning. Pupils are encouraged, as they get older, to develop the confidence and self-discipline to study on their own in order to prepare them for the requirements of secondary school.

In Key Stage 1, actively involving parents in children's learning takes the form of short activities - simple games, learning spelling and number facts and of course reading together. This provides an important opportunity for the children to talk about what they are learning and to practise key skills in a supportive environment.

In Key Stage 2, the homework given gradually increases in its demands. This may include:

- Finding out information
- Reading in preparation for lessons
- Preparing oral presentations
- More traditional written assignments

In order for the homework programme to be successful, it is essential that children and parents feel comfortable with the work planned. Parents who have any concerns are warmly invited to see, in the first instance, the class teacher and consult the school's Homework Policy.

SEX EDUCATION

The children in Class 4 have the opportunity to receive a short Sex Education programme delivered by the School Health Adviser. The aim is to enable our pupils to feel confident with the physical and emotional changes of growing up.

The programme is planned to generate an atmosphere in which questions and issues relating to sex education can be explored without embarrassment.

Parents have the right to ask that their child is not included in the short programme.

The School Health Adviser is always very pleased to answer any questions about the programme and the teaching material used.

REPORTING TO PARENTS

Our intention is to keep all parents fully informed of the progress and attainment of their children, and of course whatever difficulties arise, advise and consult with them. To this end, parents are warmly invited into school, informally, to talk with teachers at a convenient time.

We report formally to parents on two occasions each school year. At these meetings parents are invited to meet teachers and be informed of the work being currently undertaken and the standards of achievement.

Children and parents meet together with the teacher to discuss progress and set targets.

At the end of the school year, parents are sent a full and detailed written report.

School records are kept on every child and parents are encouraged to look at them at Parents' Evenings.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

The Policy outlining the changes to SEN provision is being amended at the time of writing, due to the passing of the SEN and Disability Act 2001.

The main objectives of the SEN policy are:

- To give equal opportunities to all children regardless of any additional needs they may have,
- To give all children equal access to the whole curriculum in order to realise their full potential,
- To ascertain early identification of special needs,
- That at all stages, parents are to be involved in decisions concerning their child,
- That all areas of the school are accessible to persons in wheelchairs or with mobility needs.

The full SEN policy is available for inspection at school.

Teaching More Able Pupils

Most able pupils are identified using a variety of sources including tests, teacher assessments and evidence from pupil work. The needs of the more able child are met as part of normal differential classroom provision, with a mix of enrichment (the opportunity to explore more broadly) and extension (the pursuit of greater depth).

PASTORAL CARE AND BEHAVIOUR

We are very aware we share responsibility with parents for the children in our care and we make every effort to provide the care, which any responsible parent would expect to take. We control movement about school, supervise children when at play, and encourage a sensible, sturdy independence.

We firmly believe that emphasising the positive aspects of a child underpins any behaviour management policy. Parents are given details at the start of each academic year, and are welcome to see our written policy document on Behaviour in School.

In general, the children are expected to behave in a polite, sensible and caring manner in a learning environment in which their self-esteem can flourish.

Child Protection

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the Local Education Authority child protection procedures, to report their concerns to the Social Services Department.

ADMISSION ARRANGMENTS

All children start school in September -i.e. we have only one intake per year.

To facilitate a smooth and enjoyable start to school, there has been a very successful programme on Induction. Children are invited into school to meet their new classmates and attend half-day sessions prior to their admission into school. An evening for parents takes place where they can meet the Key Stage 1 staff and Head teacher to discuss the working life of the school and ask any questions.

Close links exist with the village Pre-School, which is on the school site.

Parents intending to transfer their children here are most welcome to visit school with their child and see the Head teacher at a mutually convenient time.

As a voluntary aided school, the governors have established admission criteria in the event of the school being oversubscribed. Details of this are included in the Admissions Policy in school, which may be viewed by parents.

Parents in School

The children always benefit from working alongside parents. We are always delighted to welcome parents into school to assist in activities such as cookery, library, reading, artwork or any other interests parents feel able to offer. Any parent helping in school must have a current CRB certificate (Criminal Records Bureau).

There is a successful PTA at the school, not only providing valuable assistance in funding items, supporting school visits and arranging events for children and parents, but also providing opportunities for staff and parents to work together.

THE SCHOOL DAY

8.55 to 12.15

1.00 to 3.15

Doors open at 8.45am

The bell is rung at quarter to 9, ready for the start of the school day at 8.55; therefore a reasonable time for children to be arriving at school would be a twenty to 9.

A member of staff supervises the playground at 8.45. Parents allowing children to arrive before this time do so at their own risk.

ABSENCES FROM SCHOOL

There are occasions when children are absent from school either through illness, some important family arrangement, or for some other unavoidable reason. It is very important that we are notified in writing or by telephone of the reason so that we can keep our records up to date. A routine telephone call will be made by the school, in the event of a child's unexplained absence.

We now have to complete a termly return giving details of unauthorised absence.

An emergency telephone number is required as it is possible your child may be taken ill at school and urgent contact may have to be made. In the case of a serious accident, and contact cannot be made with a parent, the Head teacher will arrange for medical treatment by the child's own doctor or the Accident and Emergency Department at a local hospital. If parents do not wish for this to happen, the Head teacher needs to be informed in writing.

SCHOOL UNIFORM

The school uniform consists of a sky blue polo shirt and royal blue sweatshirt, each embroidered with the school logo, with black skirts or black trousers. Sweatshirts, polo shirts and PE kits consisting of white T-shirt and navy shorts, also with the school logo, may be purchased from Cactus Clothing in Culcheth.

Reading bags for the younger children can be purchased from the school office as well as Cactus Clothing.

Jewellery is not permitted apart from a watch and small, plain stud earrings both of which must be removed for sporting activities. Staff will not be responsible for looking after these items nor will they help re-insert stud earrings.

DRESS FOR PE

It is important for children to properly dress for PE. The wearing of dresses, long trousers and shoes other than pumps is not permitted for obvious health and safety reasons. Children must wear shorts, vest or T-shirt and pumps. Trainers if worn as outdoor shoes are not really suitable for PE. A bag with your child's name attached and named clothing would avoid any mix up and confusion.

Children have games lessons out of doors and, depending on the season, they will be advised what to wear.

Class 3 have a weekly swimming lesson at Woolston or Fordton Leisure Centre. We ask for voluntary contributions to help cover the cost of swimming instruction and transport, as the provision made in the school budget does not cover the entire cost.

SCHOOL MEALS

It would be appreciated if children having a school meal could send the money in each morning in a sealed envelope clearly marked with their name. If you wish to pay for meals by cheque, these should be made payable to Warrington Borough Council, not the school. There is the facility to pay for school meals by Direct Debit should you wish to do so.

Children are permitted to bring their own lunch to school and eat it in the hall. Both food and drink should be brought in non-breakable containers marked with the child's name. In the interests of economy, the LEA no longer permits children eating a packed lunch to use a school plate or glass.

At the time of printing, school meals are £2.10, which is brought in on either a daily or weekly basis.

CHARGING AND REMISSIONS POLICY

The Education Reform Act 1988 clarified and amended the existing law, which prohibited most charges for activities which take place in school time.

The Act confirms the right of LEA's and schools to invite voluntary contribution for the benefit to the school, or in support of any activity arranged by the school whether during or outside school hours.

The school policy is as follows:

- The Head teacher may request voluntary contributions from parents for such activities as educational visits, swimming, music tuition, outdoor activities etc where the cost cannot be met from the school's budget
- As the numbers in each class are small, the cost per child for an activity could be high. It is the policy of the school only to request reasonable contributions, bearing in mind the length of activity, distance travelled etc and to meet any shortfall from other sources.
- Contributions are voluntary, and failure to contribute would not involve the relevant parent's child from being treated differently from any other child in the school.

SECURITY IN SCHOOL

In recent years, the security of schools has become an extremely important issue. A security system has been installed on the Main Entrance and time-release facilities on some external doors.

All children are asked to take great care of their belongings and respect the belongings of others. It would be appreciated if all personal clothing is clearly labelled with your child's name. Children are not expected to bring valuables or large sums of money to school. Please note, the Authority does not accept responsibility for loss of, or damage to, personal property whilst on or left at the Authority's premises.

COMPLAINTS

Should you feel unhappy or concerned about anything, which has occurred in school, an informal visit most frequently resolves what can so often be a misunderstanding.

However, it may be that your concern requires the immediate attention of the Head teacher, in which case you are invited to call in to school or contact the School Office to make an appointment.

In the unlikely event of a parent wishing to make a formal complaint, the Head teacher will explain the process.

OUT OF SCHOOL ACTIVITIES

According to the skills and interests of the staff, the school aims to provide a range of extra-curricular activities.

Children have taken part in football, netball, art, chess, cycling proficiency training, guitar, singing, cross country clubs. Children also have the opportunity to attend a youth club after school once a week.

As a small village school, we have joined other schools in order to offer our children an experience of a residential visit. Year 6 children went to Robinwood outdoor centre on a combined visit with children from Newchurch CP School. The visits have been a great success.



Glazebury C E Primary School

Holiday list 2014/2015

	DATE OF OPENING	DATE OF CLOSING
Autumn 1 st Half Term	Tuesday 2 nd September 2014	Friday 24 th October 2014
Autumn 2 nd Half Term	Monday 3 rd November 2014	Friday 19 th December 2014
Spring 1 st Half Term	Monday 5 th January 2015	Friday 13 th February 2015
Spring 2 nd Half Term	Monday 23 rd February 2015	Thursday 2 nd April 2015
Summer 1 st Half Term	Monday 20 th April 2015	Friday 22 nd May 2015
Summer 2 nd Half Term	Monday 1 st June 2015	Friday 17 th July 2015

Inset Days: Monday 1st September 2014
Monday 20th July 2015
Tuesday 21st July 2015

Bank Holidays: Monday 4th May 2015

2 Inset days to be confirmed
(Possibly Monday 1/6/15 & Tuesday 2/6/15)