

GILNOW PRIMARY
‘Believe Achieve Grow’
SCHOOL PROSPECTUS
2019-2020



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WELCOME FROM THE HEADTEACHER

Dear Parents

Welcome to Gilnow School. The purpose of this booklet is to provide information to help you find out more about the life and work of the school.

We believe that every child matters and each one is unique. It is our basic aim therefore, to awaken in all children, an awareness of their own work and individual potential.

We strongly believe that a partnership of trust and shared responsibility with the home is very important. Therefore, parents are always welcome to discuss their concerns at any mutually convenient time.

If you are considering sending your child to Gilnow Primary School, please do not hesitate to contact me so that a visit can be arranged for you to look around the school and discuss any issues you may wish to raise.

Miss Lynne Mullen
Headteacher

DATA SHARING AGREEMENT

Gilnow Primary School takes your privacy seriously and will only use your personal information in providing the services you have requested from us. This section summarises how we obtain, store and use information about you. Please refer to the corresponding section of our privacy policy for full details on this agreement – this can be found on our website at www.gilnow.bolton.sch.uk.

How we collect or obtain information about you – When you provide it to us for yourself or a child attending Gilnow Primary School. We will always tell you we are collecting the information, when we are collecting it. You will always have the option to say 'No' when we are collecting information from you.

Information we collect – We collect both information about children, and parents of those children who attend our Gilnow Primary School. The information might be on paper or be held electronically.

How we use your information – Gilnow Primary School uses your personal data:

- to provide the right services to you and your children;
- to verify your identity or to verify your identity with a public body e.g. the police;
- with your agreement, to contact you by paper or electronically about news and changes we feel you need to know about
- where we have a legal right or duty to use or disclose your information (for example in relation to an investigation by a public authority or in a legal dispute).

Disclosure of your information to third parties – in order to make certain services available to you, we may need to share your personal data with some of our service partners. These include IT, delivery and other council service providers.

How long we retain your information – We will not retain your data for longer than necessary for the purpose set out in this policy. Different retention periods apply for different types of data. Bolton Council policies tell us how long we need to keep your data for.

How we secure your information – All information you provide to Gilnow Primary School is stored on our secure servers. By submitting your personal data you agree to this storing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with Bolton Council data protection policy.

Your rights in relation to your information – All individuals have the right to access their personal information. Individuals have the right to:

1. Know what information is being processed, why it is being processed and who it may be disclosed to
2. Receive a copy of the personal information about them
3. Know about the sources of the information

OUR VISION STATEMENT

We have a calm, friendly school and we make everybody feel welcome.

We put the needs of our children first at all times.

We are always finding ways to make things even better and we work hard as a team to overcome any problems we may face.

We show kindness and respect at all times and we are tolerant and patient when we do not understand something.

We are proud to be at the heart of the Gilnow community, having high expectations of each other and ourselves....We use our words and our actions to make a positive difference to those around us.

We try our very best, every day, and we help each other to believe in ourselves at all times.

OUR SAFEGUARDING STATEMENT

Gilnow Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy which can be viewed in the Policies section of our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Child Protection Liaison Officer (CPLO) is Miss Lynne Mullen (Headteacher). Our Deputy CPLO's are Mrs Claire Mcilwaine (Assistant Headteacher) and Mrs Zamila Topalian (Induction and Admissions).

OUR SCHOOL

Gilnow Primary School is close to the centre of Bolton and serves a multi-cultural community.

The school was opened in 1977 and is a single storey design enabling full accessibility to able bodied and children with disabilities. It has 2 hard-surfaced playing areas and immediate access to a large playing field surrounded by woodland.

There are 6 spacious class bases and a foundation stage unit which includes nursery and reception with a self-contained outdoor area. A disabled bathroom further enhances the provision for all children.

The large school hall is used for assemblies, meals, PE and drama lessons.

The school has a kitchen which produces an excellent choice of healthy meals each day from our cafeteria system.

Gilnow has two well equipped libraries and the children and teaching staff have access to the latest books and equipment.

OUR STAFF TEAM

All the staff at Gilnow, form a hard working team whose aim is to provide a safe caring and stimulating learning environment in which your child can achieve her/his full potential.

Headteacher

Miss Lynne Mullen

Deputy Headteacher

Mrs Claire McIlwaine

Business Manager

Miss Denise Gillespie

Nursery

Mrs Claire Mcilwaine

Reception

Miss Leah Mcilwaine

Year 1

Miss Hannah Millington

Year 2

Mrs Heidi Greenall

Year 3

Miss Leanne Williams

Year 4

Mr Jonathan Patterson

Year 5

Mrs K Gaskell/Mrs Z Topalian

Year 6

Miss Zainab Ahmed

Special Needs Assistants

Mrs Fazila Popat

Mrs Caroline Workman

Support Assistants

Mrs Sheraz Nawaz

Mrs Emma Sharples

Mrs Andrea Lehner

Mrs Katy Mee

Mrs Lisa Wheelton

Mrs Anila Vadera

School Administrators

Mrs Alison Griffiths/Miss Cassie Roper

School Nurse

Ms Andrea Walker

School Caretaker

Mr Winston Sayers

Kitchen Cook/Supervisor

Mrs Lea Ainsworth

Kitchen Assistants

Mrs Karen Talbot

School Meals Assistants

Miss T Johnson

Mrs L Puvethirarajan

Mrs S Watson

Mrs D Willescroft

GOVERNORS

Chair Dr. Julia Ryan

Councillor C Morris

Miss Lynne Mullen

Mr Arfan Ali

Mrs Katrina Gaskell

Mrs Tasleem Ali

Mrs Maria Blowe

Mrs Carol Corbett

Mrs Claire Mcilwaine

Gilnow Expectations

The aim of Gilnow Primary School is to ensure that pupils do their best in all aspects of school life and are well prepared to meet the challenges of the future. Pupils achieve their best when teachers and parents support each other in partnership.

- **In partnership, parents expect the school to:**

- Be open, welcoming and supportive of parents, visitors and members of the local community;
- Provide a safe, orderly and caring school environment;
- Provide a curriculum and teaching that will enable each child to achieve their best;
- Encourage personal and social development, respect and self-discipline;
- Provide a friend for the new child through a buddy system;
- Issue regular information about progress and achievement and early warning of problems.

- **In partnership, the school expects parents to:**

- Ensure children attend school regularly and on time, whenever possible, taking appointments out of school time;
- Provide documents if your child has to attend any appointment, eg dentist, doctor during school time;
- Any travel arrangements must be arranged with school before anything is booked;
- Ensure children are in school uniform, with haircuts ensure there are no lines, symbols or layers, T-shirt will be required for Art and Design;
- Ensure the correct PE kits are brought into school;
- Take an interest in progress, homework and activities and attend parent's evenings;
- Ensure my child only uses age appropriate apps, websites and social media;
- Support the values, rewards and sanctions as part of our school's code of conduct;
- Make staff aware of any concerns or problems that may affect the child's life at Gilnow School;
- Understand my child will take part in singing, dancing and swimming activities, it is compulsory and part of our school curriculum;
- Understand we do not allow fasting at Gilnow. Year 6 can apply to the Headteacher in writing;
- Understand my child will be expected to attend school on Eid at the start of day;
- Understand that if my child feels they are being bullied I should contact the school at any time and ask to speak to a member of staff I feel comfortable speak to;
- Not use mobile phones on site and refrain from making any comments regarding our School on Social Media.

- **In partnership, the school and parents expect each child to:**

- Arrive at school on time every day;
- Bring everything to school that they need for the day;
- Listen to, and follow the school rules at all times;
- Follow the teacher's instructions the first time;
- To use age appropriate apps, websites and social media;
- Work as hard as possible at all times;
- To co-operate with the schools buddy system;
- Tell an adult as soon as possible if something has upset them.

POSITIVE BEHAVIOUR

Expectations

The following expectations are understood by everyone in the school community:

We expect to be safe

- We need to all take responsibility for our own and each other's safety.
- We need to feel supported and reassured by all adults in school.

We expect to be included

- We need to communicate effectively.
- We need to all feel valued.

We expect to be able to learn

- We need everyone to have a positive attitude to learning.
- We all need to listen and concentrate.

Choices

Implementation of the two choice approach, related to an expectation.

For example, if a child is talking while an adult is talking, the adult should deal with it something like this:-

"You are talking when I am talking. One of our expectations is justice and I expect you to treat me fairly by listening to me when I'm speaking. *You can either choose to stop talking and listen or carry on talking.* If you carry on talking the consequence will be that you will move away from and sit on your own so you can't continue your conversation. I will leave you to choose what happens next."

- The tone of voice should be firm and fair.
- Describe the behaviour before issuing the choice.

Consequences

- Consequences should be related to the choice and as immediate as possible.
- There should be consistent application of consequences.

Consequences will begin with Reflection Time and they may involve withdrawal of privileges, support from other staff, relating as directly as possible to the incident.

Acknowledging Positive Behaviour

Good work, positive attitudes and responsible behaviour are acknowledged and celebrated in our weekly Achievers' Assembly. The whole school, classes and individuals are rewarded in the following ways:-

- Class teachers choose individual children who have had a successful week, related to good work, cooperation and general responsible behaviour.

Class teachers acknowledge responsible behaviour in some or all of the following ways:

- Verbal praise
- Positive note home
- Positive phone call home
- Positive internal referral
- Stickers
- School award certificate

Each child in the school is aware of how work and behaviour is acknowledged, either on a whole school basis, or by their own teacher.

As teachers, we are very aware that the children watch us closely and we strive to ensure that respect and responsibility are exemplified in the way we live our daily lives.

ClassDojo

ClassDojo is a classroom tool that helps teachers and other professionals monitor behaviour in classrooms, at playtimes, dinnertimes and during outdoor activities. It is visual and captures and generates data on behaviour that teachers can share with parents.

Engaging Pupils

Awarding feedback points to each individual child instantly reinforces good behaviour in class and also provides instant notification ('Well done Josh! 1 Dojo point for teamwork!'). This boost pupils engagement and also allows them to track their progress.

For Parents/Carers

ClassDojo makes it easy to engage parents in their child's development, by allowing teachers to provide them with real-time data from the classroom.

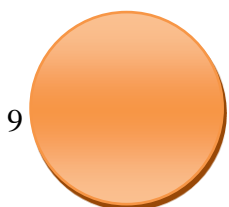
The Use of Restraint

If children are fighting, or in a situation where they could hurt themselves, other children or staff, then it may be necessary for staff to restrain or control the child. Any such incidents will be logged and will only be carried out when the child has failed to follow verbal instructions.

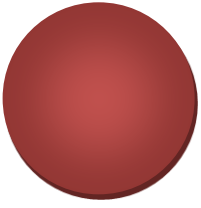
Reflection Time



Children who are consistently well behaved stay on green.
Low level disruptions children will be verbally warned.



Second warning - the child will move to amber.



Third warning- the child will move to red and will go to next Reflection session. (may be placed in Respect Diary if child required to monitor daily behaviours)

Behaviour Monitoring

If we have a concern about behaviour, the following process will be actioned:

- A child will then be given a 'Respect Diary' which will monitor their behaviour for five days. Class teacher will share this with the parents/carers and the School Leadership Team.
- If the unacceptable behaviour continues, parents/carers will be asked to meet the Headteacher/Deputy Headteacher to discuss further action and the possibility of the need for outside agency involvement.

Positive behaviour is an expectation at Gilnow. We have a consistent approach which is monitored through lunchtimes and playtime book. Children are also monitored during 'Reflection time and Respect diaries' and followed up by the Senior Leadership Team. Monitoring includes:

- A clear understanding of our key words: Respect, kind words and caring attitude.
- Everyone in school feeling safe included and able to learn.
- Behaviour throughout the school day to be monitored and action taken as and when necessary.

ATTENDANCE

Regular school attendance is an important part of giving your child the **best possible start in life**. Talking to your child and their teachers could help to solve any difficulties you have in getting your child to school.

Regular attendance including punctuality helps your child become **reliable** and **organised** - two qualities valued by employers.

The School day starts at **8.55am**. Please ensure your child arrives on time.

If your child is absent you must contact the school office **before 9.30am** on the first day of absence providing a reason. Failure to do this may result in a visit from a member of the school team or an **Unauthorised absence** being recorded.

If your child has a medical appointment you **must** show the **appointment card** to the office staff **before** the appointment takes place. Please do not turn up to school without giving advanced notice to the School Office Staff.

If the school is not notified, your child is marked as having 'unauthorised absence'. These figures appear on the child's report and are collected and published by the Department for Education.

If a child's attendance falls below 96% the following may occur:

- Staff will ring parents for an explanation - a note will go home requesting reasons
- Continued absence will lead to a meeting with parents and the Head Teacher
- If attendance falls below 92% a referral maybe be made to the LA Attendance Team and school nurse (if due to illness).
- If attendance does not improve parents will be issued with a warning letter and a fixed penalty notice may be issued and a fine.

Requests for leave of absence

Leave of absence for family holidays **will not** be granted during term time.

In the case of '**Exceptional Circumstances**' parents should make an appointment with the Head teacher **BEFORE MAKING TRAVEL ARRANGEMENTS**.

Parents must be aware that a fine may be issued if children are taken out of school for any other reasons that are **not** considered '**Exceptional Circumstances**'.

Be on time, 5 to 9!

OUR SCHOOL UNIFORM

We believe a uniform looks smart, wears well and contributes to a feeling of belonging to a school community. We also think it eliminates the question of what to wear in the morning and the element of competition that creeps into 'what to wear' higher up the school. Our school colours are purple, white, grey and black.

No jewellery is allowed, except a simple stud earring which must be removed by your child for PE. Excessive hair accessories are not allowed at school.

No extreme haircuts are acceptable. Haircuts must be no shorter than Grade 4 with no lines, symbols or layers shaved into the hair.

School sweatshirts (with the school logo) and polo shirts are available from Smart Clothing in the town centre.



GIRLS

Winter

White Polo Shirt or blouse
 Grey skirt or pinafore
 Black Trousers
 Purple sweater or cardigan
 Grey or white socks/Black Tights or Leggings

Summer

Purple and white checked dress

BOYS

Winter

White shirt or white polo shirt
 Grey/black trousers or shorts
 Purple pullover or sweater
 Grey or white socks

Summer

As winter
 As winter



PE

Black shorts
 White t-shirt
 Black plimsolls

Headscarfs must be black, white or grey to match the school uniform.

*******PLEASE NAME ALL YOUR CHILD'S CLOTHING*******

EARLY YEARS FOUNDATION STAGE

We aim to provide a broad and balanced curriculum within a safe and stimulating environment. This provides the foundation upon which future learning will rest. We recognise and value the need for a close home-school partnership and together we will work towards developing the full potential of each child.

What is the Early Years Foundation Stage?

This is the first stage in your child's school life.
It is a two year stage covering their learning in nursery and reception.

Nursery offers part time education 5 days a week,
mornings 8:55 – 11:55am

Reception offers full time education 8:55am – 3:30pm.

Our provision is built around four themes:-

The Unique Child

Enabling Environment

Positive Relationships

Learning and Development – there are seven areas of learning:

3 Prime Areas

Personal, Social and Emotional Development

Communication and Language

Physical Development

4 Specific Areas

Literacy

Mathematics

Understanding the World

Expressive Arts and Design

The **Characteristics of Learning** weave through all areas of **Development – How is your child learning? By**

Playing and Exploring

Active Learning

Creating and Thinking Critically

The staff themed based activities, some of which will be adult directed whilst others will be through provision of resources to which your child will have access in order to follow their own interests, learning through play and collaboration with others both indoors and outdoors.

Your child's progress will be monitored, regularly, through observations by the staff in order that they can plan accordingly to move them on in their learning. Their progress towards the Early Learning Goals will be recorded and each term you will have the opportunity to see your child's **Learning Journal** and discuss their progress with their key person.

By the end of their reception year, most children are expected to have achieved the 'early learning goals' for each of the 7 areas of learning.

You will also receive an end of year report that details their progress.

We see most parents on a daily basis and any significant concerns or achievements will be communicated to you informally. Similarly, if you as parents/ carers have any concerns, please speak to a member of the staff. Staff are usually available at the end of each daily session.

We are here to work with you in helping your child to love to learn and celebrate their achievements along the way! We do hope you find us friendly and approachable.



Organisation

The school caters for children ages 3-11, one class per age group. Your child will stay in that class as he or she moves up through the school. Children are allocated a class by age and not by ability.

	Nursery	KS1	KS2
Morning	8.55am – 11.55am	8.55am – 12.00pm	8.55am – 12.00pm
Afternoon		1.00pm – 3.30pm	1.00pm – 3.30pm

*** Please note children are not expected to be in the school playground before 8.45am***

*** The school day finishes at 3.30pm. Nursery, Reception, Y1, Y2, Y3 and Y4 children must be collected by a known adult* If someone else is collecting your child you must phone the office to inform the teacher and the collecting adult must have a password.**

Children should arrive at school in the morning for registration at 8.55am. Those children who arrive **late** should report to the office in order that their names are removed from the absence slip and to ensure that a lunch will be provided.

There are 4 teaching sessions and also a short time for assembly.

Key Stage 1 and 2 children are taught the National Curriculum which includes the following subjects:

Maths]	These are the Core Curriculum subjects
English]	
Science]	
Computing]	

PE]	These are the Foundation subjects and are taught through a Creative Curriculum.
Music]	
Art]	
Technology]	
Geography]	
History]	

Personal, Social Health Education and citizenship (including Safety and Drug Education)
RE
MFL

We follow the locally agreed syllabus for Religious Education at Gilnow, the content of which is not set by the school but by a committee containing a range of faiths. Knowledge and understanding of all world faiths, namely Christianity, Islam, Judaism, Sikhism and Hinduism are taught, both in Key Stage 1 and Key Stage 2.

Your child, however, learns more than academic subjects at school - he/she will also learn to work together with others, to communicate and be articulate, to play fairly and be part of a team, and to be responsible and respectful of others and their property. They will learn to have good manners, to persevere even when things get difficult and to be confident.

HOMEWORK

Homework is set by class teachers in accordance with the school homework policy. Parents are expected to support their children in the completion of homework tasks which includes regular reading.

ASSESSMENT

The class teacher will assess your child's work regularly to check on their progress.

Each teacher plans work yearly, half-termly and weekly, and identifies what assessment he or she will do. Assessments may be tests, tasks, observation or discussion with your child. These are Teacher Assessments and they go on throughout the year.

At the end of Reception class your child is assessed against achievement of the 17 Early Learning Goals.

In the Summer term of Year 1 your child will undertake a Phonics Screening check, this a nationally administered test. Our year 1 teacher will hold a meeting beforehand to explain this further.

In Year 2 at the end of Key Stage 1 and Year 6, Key Stage 2, the children take a test called a Standard Attainment Test (SAT'S). These are not set by the school. Information about them is given at Parents' Meetings in Autumn so you know what to expect and the best way your can support your child.

SPECIAL EDUCATIONAL NEEDS

We endeavour to treat children as individuals, ensuring each child realises their potential.

Extra support is provided by our special needs assistants and classroom assistants, some of who are bilingual.

Miss Mullen, Mrs Gaskell, Mrs Topalian are responsible for co-ordinating the day to day provision of education for pupils with special educational needs.

Where a child is perceived to be having learning difficulties, these are identified early by the class teacher who is in consultation with our SEND Team who will then prepare a programme of work tailored to the individual. This programme is shared with the parents and monitored closely by the co-ordinator.

Occasionally, a child's special needs are such that we seek outside advice and help from the Educational Psychologist. Parents of children needing such advice and help are informed and involved at every step of the way.

The school will consider the needs of each child with a disability on an individual basis, to ensure that they are not treated less favourably than other children.

Additional detail is available in the school's Accessibility Plan, which is available on the school website.

Exceptionally able children are identified and provided for in the same way.

The Governing body will report to parents through the SEND report on our school website.

RELATIONSHIP EDUCATION

Relationship education is taught through the delivery of the Science Curriculum and PSHCE in Year 6.

It supports pupils to explore and understand the feelings, attitudes and values of themselves and others.

To give pupils a basic knowledge and understanding of human development and help them to adapt to changes in themselves.

In addition, it is considered appropriate that all pupils in Year 6 are given talks about the onset of puberty and in particular, menstruation. This is delivered by an experienced member of the teaching staff and the school nurse. For these discussions, the class is divided into gender groups so that cultural and religious practices of all pupils are observed.

CHARGING POLICY

The school will provide or pay for any ingredients, materials or equipment needed for practical activities such as baking, needlework or craft models. However, in circumstances where parents have indicated in advance they wish to own the finished product, the school reserves the right to charge for or require the supply of any ingredients and materials. The school will also reserve the right to levy a charge for any badge, medal or certificate that children have achieved if parents wish to own the medal.

School trips and activities

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, centres of worship etc;
- outdoor adventure activities;
- visits to the theatre or theatre groups visiting school
- school trips;
- musical events.

3. Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the headteacher.

4. Music tuition

All children study music as part of the normal school curriculum including whole class tuition. We do not charge for this.

We also offer extended opportunities in Music whereby children take part in a group lesson in a musical instrument. Additional charges are made for the hire of instruments.

5. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

The school will charge for lost reading books.

Parents should note that charges will be made for any damage to the school fabric, fittings and equipment's resulting from an infringements of school rules or breaches of school discipline.

PARENTS AS PARTNERS

We believe in fostering close links between home and school and we hope that parents will, in turn, support us in what we are trying to achieve. Before your child comes to school we ask you to sign our Home School Agreement so that our expectations and yours are similar in aim. We also believe that encouragement, praise and a positive attitude go a long way towards achievement and success and that children respond best in this climate. Ensuring your child gets enough rest, plenty of play and physical exercise, access to books, together with your interest and support in their work will enable to have a successful time at school. Our Information Evenings held during the year for parents will give you more ways in which you can help your child at school.

We have two formal occasions when parents are invited to school:

A Parents Information Evening in November

This is an opportunity to meet your child's teacher, see the timetable, the books and equipment they will be using and learn about the topics and homework they will be doing during the year. In Y2 and Y6 you will also be given information about the SAT's tests, and , additionally in Y6, information about Secondary School transfer.

Mid Year Parents Evening in Spring

This evening is an opportunity to discuss your child's work with the class teacher, voice any concerns and check on their progress and targets. Further opportunities to be involved in your child's daily schooling, e.g. coffee mornings, stay and play drop ins and class assemblies will take place throughout the year. You will be informed about these additional events via text and newsletter.

The staff are available for five minutes at the end of each school day to discuss briefly any concerns you may have. You may need to make a longer appointment although this is not usually necessary.

If you have more serious worries or concerns about your child you should telephone or write to the school and make an appointment to see the Headteacher who is usually available at 8.55am or after 3.30pm for short periods to speak to parents.

A copy of the complaints procedure is available from the Office.

The following records are kept on your child:

- a)** We keep on file any medical conditions your child may have e.g. asthma, diabetes, hearing loss, glasses etc.
- b)** We keep detailed records of your child's academic progress. These are available for you to see. If your child moves to another school the records will be transferred. If your child is transferring to the independent sector e.g. Bolton School for Bury Grammar, a confidential report will be requested which is part of the selection procedure. Your permission will be asked before we send this report.
- c)** We keep an Emergency Contact form in case your child has an accident or is ill in school time.
- d)** We keep Child Protection records. These are confidential. The designated teachers for Child Protection are Miss Mullen and Mrs McIlwaine.

Finally your child's admission details are held on a pupil database in school. These records are confidential and available only for the school professional use. Please keep us informed of any changes to your details.

ANY QUESTIONS?

Parents are encouraged to be in close contact with their children's class teacher through our 'open door policy' thus any problems concerning the curriculum can be initially be discussed informally and professionally in this way. More formal appointments can be arranged with class teachers at mutually convenient times.

If a parent still has a concern about their child's work, an appointment can be made with the class teacher.

Should these differences or concerns still exist, the complaints should be expressed in writing to the Headteacher. The Complaints Committee of the Governing Body would address the problem by investigating all relevant aspects and consulting all interested parties before coming to a decision.

SCHOOL NURSE

The School has a designated School Nurse, Ms Andrea Walker who is based at Great Lever Health Centre. The School Nursing team comes into school on a regular basis to provide the following:

- ◆ a health interview programme and referrals to other agencies, if required, after discussion with parents;
- ◆ health education on an individual or group basis;
- ◆ carrying out health assessments
- ◆ counselling and home visits where appropriate;
- ◆ sight, hearing, height and weight checks;
- ◆ advice on a child's medical development.

MEDICINES IN SCHOOL

There may be very individual circumstances which require medicine to be administered in school. Any such circumstances should be discussed with the Headteacher who will ask parent to complete a 'Medication in School' form.

WELFARE OF CHILDREN

School also have an important part to play in the detection and prevention of child abuse. Parents should be aware therefore that where it appears to a member of staff that a child has been abused, the school is required to report the matter to Social Services. Consequently, in such situation, it is likely that a Social worker, not the school, will contact their parents. This requirement forms part of the local authority procedures for dealing with child abuse and is not a matter for the discretion of the Headteacher.

If your child is ill during the school day, or has an accident, you will be informed by use of the Contact Number on the Data Collection Form, so it is important you tell us of any changes to this number, including mobile phone numbers. This information is updated each term.

SAFETY OF CHILDREN

To encourage your children's safety to and from school, please could you take note of the following:

- ◆ Children should not arrive before 8.45am.
- ◆ Children should be picked up from the classroom exits.
- ◆ The front door of the school should not be used as a pick up point.
- ◆ Do not use the staff car park as a picking up point.
- ◆ Please do not reverse cars into the school drive.
- ◆ Children should not enter school through the drive gate.
- ◆ Jewellery, other than stud earrings should not be worn. Although, these should be removed for PE lessons.

ADMISSIONS

Children who were born between 1 September 2014 and 31 August 2015 are admitted to the Reception Class in the Autumn Term 2019.

Admissions to Primary School are through the local authority. An admission pack is available through student and pupils service.

SCHOOL MEALS AND BREAKTIMES

We have a cafeteria system in school where children choose from a choice of 3 main dishes and 2 sweets and the children come in a class at a time.

From September 2014 children in Reception, Year 1 and Year 2 will be entitled to **FREE** school meals.

- a) Your child may go home for lunch at 12 noon and return at 12.50pm for afternoon school.
- b) Your child can stay in school for the lunchtime period and have:
 - i) a school meal - this is a cooked lunch, made on the premises and consists of two courses, or
 - ii) a packed lunch - you can send your child with a healthy packed lunch including a drink. No glass bottles or cans are allowed.

Please note: No chilling facilities are available for packed lunches.

You can pay cash weekly or termly or by cheque. Cheques should be made payable to Bolton MBC not to the school. Dinner money is payable on Monday morning (£8.50 per week). We must stress that your child's dinner money is sent in an envelope, with your child's name on, and given to the class teacher/assistant.

Children will only be able to change their dinnertime arrangements at the **end of each half term**.

Snacks are provided in school at morning break time. Fruit is available for Early Years and Key Stage 1.



Term Dates 2019-2020

Requests for absence from school within these dates will not be authorised.
All travel arrangements must be discussed with school before any tickets are booked.
Thank you.

AUTUMN TERM

INSET Day (Staff)	Monday 2 nd September 2019
School opens:	Tuesday 3 rd September 2019 at 8.55am
School closes for half term:	Friday 18th October 2019
School opens:	Monday 28 th October 2019 at 8.55am
School closes for Christmas:	Thursday 19th December 2019 at 3.30pm

SPRING TERM

INSET DAY (Staff)	Friday 3 rd January 2020
School opens:	Monday 6 th January 2020 at 8.55am
School closes for half Term:	Friday 14th February 2020 at 3.30pm
School opens:	Monday 24 th February 2020 at 8.55am
School closes for Easter:	Friday 27th March 2020 at 3.30pm
	(Bank Holiday Good Friday 10 th April 2020)
	(Bank Holiday Easter Monday 13 th April 2020)

SUMMER TERM

INSET DAY (Staff)	Tuesday 14 th April 2020
School opens:	Wednesday 15 th April 2020 at 8.55am
Bank Holiday (School closed):	Friday 8 th May 2020
School closes for half term:	Friday 22nd May 2020 at 3.30pm
School opens:	Monday 1 st June 2020 at 8.55 am
School closes for the summer holiday:	Friday 17th July 2020 at 3.30pm