



# **GILNOW PRIMARY SCHOOL**

**Believe, Achieve, Grow**

## **SCHOOL PROSPECTUS**

**2023 - 24**



# WELCOME FROM THE HEADTEACHER

Dear Families,

We are delighted that you are considering choosing Gilnow for your child and look forward to welcoming your family to our small, friendly school.

We are proud to be a community Primary School, serving our diverse local area. We work hard to create a safe and happy learning environment, where everyone is respected and included. We have high expectations of children's learning and behaviour and have carefully planned our curriculum to develop children's understanding of the world that they live in, and to promote the values of inclusiveness, understanding and tolerance.

We warmly welcome visitors, so please do not hesitate to contact the School Office and we would be happy to show you round our school.

Miss K Hesketh  
Headteacher

Gilnow Primary School  
Gilnow Gardens  
Bolton  
BL2 4LG

[office@gilnow.bolton.sch.uk](mailto:office@gilnow.bolton.sch.uk)

01204 333724

# 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](http://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.

Our Safeguarding Lead is Miss Hesketh and our Deputy Safeguarding Lead is Mrs McIlwaine. They have responsibility for ensuring that all statutory policies are followed in order to keep children safe.

We also have a wider team, who support children and families. Our Safeguarding Team is Mrs Gaskell, Mrs Topalian and Miss Gillespie.

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.

We actively support the Government's Prevent Agenda to counter radicalism and extremism. We are also part of Operation Encompass. Further details can be found on our school 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.

# OUR SCHOOL

Gilnow Primary School is close to the centre of Bolton and serves a diverse local 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, run by Bolton School Meals Service, which produces an excellent choice of healthy meals each day from our cafeteria system, including daily vegetarian and halal options.

Gilnow has a well resourced library and the children and teaching staff enjoy access to a wide selection of books and resources.

# 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 their full potential.

## **Headteacher**

Miss Hesketh

## **Deputy Headteacher**

Mrs Mcilwaine

## **School Business Manager**

Miss Gillespie

## **SENCo**

Miss Williams

## **Teachers:**

Mrs Mcilwaine

Mrs Adderley

Miss Williams

Mrs Ahmed

Mrs Crook

Mr Taylor

Mrs Lindsay

Miss Kippax

Mrs Kinloch-Horne

## **HLTA (Pastoral Manager)**

Mrs Gaskell

## **HLTA (Family Liaison)**

Mrs Topalian

## **Teaching Assistants:**

Miss Greenwood

Mrs Vadera

Mrs Popat

Miss Jackson

Mrs Nawaz

Mrs Lehner

Mrs Islam

Miss Green

## **School Administrators**

Mrs Griffiths

Mrs Tipping

## **School Caretaker**

Mr Sayers

## **School Meals Assistants**

Miss Johnson

Mrs Puveenthirarajan

Mrs Watson

# OUR GOVERNING BOARD

Our school is run by our hard-working and dedicated Governing Board, which works closely with the Senior Leadership Team to ensure that our children receive an excellent standard of education.

The Governors meet as a full board three times a year. We also have three committees – Business and Resources, Curriculum, and Raising Achievement – and members of these meet to discuss more specific topics, such as finance, health and safety or finance.

Our Chair of Governors is Mr Ali.

Our Governing Board:

Mr Ali  
Mr Khan (parent)  
Mrs McIlwaine  
Mrs Hussain  
Miss Hesketh (Headteacher)  
Mr Moody  
Miss Rashid  
Mrs Cooney  
Mrs Crook (staff)  
Mrs Abdulrauf (parent)  
Mr Little

# BEHAVIOUR

We have high expectations of children's behaviour at Gilnow. Our positive behaviour policy, which is available on our school website, outlines our expectations, routines and systems that enable us to create and maintain a calm, safe and welcoming learning environment for our children.

We focus on the positives and acknowledge and reward children for following our school rules:

- Verbal praise
- Choosing the child for a sought-after task or responsibility
- A class award e.g. Star Pupil
- Awarding a Dojo point
- Giving a sticker
- Positive conversation with parents

When children are struggling with their behaviour, we have a range of strategies to support children. When this behaviour is repeated or serious, arrangements will be put in place in line with our behaviour policy.

We do not tolerate any discriminatory language and any incidents of these are reported to Governors each term.

# ATTENDANCE

Regular school attendance is an important part of giving your child the best possible start in life.

Mrs Griffiths is responsible for monitoring our attendance and supporting families when there may be difficulties. Along with the Office team, she is always available to answer questions and offer advice to help your child to attend school as often as possible.

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

If your child is absent, please 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, please show the appointment card to the office staff before the appointment takes place.

Unauthorised absences are when children are absent from school without the agreement of the school. These absences can result in the local authority issuing parents with a penalty notice and a fine.

Our whole school attendance target is 96% and if your child's attendance falls below this, parents may be invited into school for a support meeting to discuss how we can work together with parents to improve attendance.

## 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. Travelling without the permission of school will be recorded as an unauthorised absence.

## Be on time, 5 to 9!



# OUR SCHOOL UNIFORM

Our school uniform gives children a sense of belonging and shows a pride in being a part of our school. We feel it helps to foster a positive attitude to learning and helps our children to value one another as individuals.

We want to balance this with the demands that uniform costs can have on families. For this reason, all of our school uniform items are readily available from local shops at reasonable prices. The only item that we expect to have the school logo is the sweatshirt / cardigan. We also have a uniform swap stand in school, where parents can access good quality second hand uniform.

Our school uniform: School logo sweatshirt or cardigan

White shirt or polo shirt (these are also available with logos if preferred)

Grey or black trousers, skirt, pinafore or tailored shorts

Grey, black or white socks / grey or black tights

Black school shoes with a secure fastening, flat plain black sensible boots with no logo or plain black training shoes with no logos

Headscarves: One piece plain black or grey headscarves may be worn, including for PE lessons.

Hair: Children's hair must be neat and tidy for school, secured with a hair bobble if it is longer than the shoulder. Lines, layers or symbols shaved into hair is not permitted.

Jewellery: Children may wear a small pair of stud earrings and a wristwatch, although these must be removed by the child for PE lessons. Watches that can send and receive messages are not permitted in school.



Our PE kit: White or purple t-shirt (plain or with the school logo)

Black shorts, leggings or tracksuit bottoms

Black pumps or trainers (these must be for PE only)



You can purchase our uniform from **Smart Clothing:**

Units 5,6 & 7

Bolton Market Complex

Blackhorse Street

Bolton BL1 1SY

Tel: 01204 392610



# EARLY YEARS FOUNDATION STAGE

We provide a wide and interesting curriculum within a happy, nurturing, safe and stimulating environment. We work hard to develop partnerships with our parents so that we have a full understanding of each child's needs. A positive start to learning in our early years setting builds a strong foundation for your child's progress and readiness for more formal learning in school.

## What is the Early Years Foundation Stage?

This is the first stage in your child's school life. It is time your child spends in our nursery and reception classes.

Our Nursery class offers part time education 5 days a week, each morning from 8:50 – 11:55am

Our Reception offers full time education 5 days a week from 8:50am – 3:30pm

## Our play and learning is planned around these 7 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**

Our staff observe, interact and play alongside your child to develop their interest in exploring, developing active learning and their ability to create and think critically.

We plan lessons and activities based on different themes throughout the year. This will be a combination of whole class, group and individual work led by our staff, alongside plenty of time for your child to choose their own play interests with friends, exploring and learning together.

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 our staff.

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 school 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. 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.

# ORGANISATION

Our school gates open at 8:50 and we expect our families to be punctual and ready to start the school day.




	EYFS	KS1 and KS2
Start of the school day	8:55	8:55
Lunchtime	11:55 (Our Nursery class finishes for the day at 11:55)	12:00
Afternoon registration	1:00	1:00
End of the school day	3:30	3:30

All the children also have a 15min break in the morning and the afternoon.

Total weekly school hours – 32 hours and 55 mins

## Before and After School Provision:

Before School Provision – you don't need to apply for a place in these clubs. You can just turn up each day.

<b>Homework Breakfast Club</b> 	Tuesday 8:30	This club is for children in Year 3, 4, 5 and 6. You can come on your own or with a parent. This is a quiet time for you to have some breakfast and do some of your homework.
<b>Early Bird Readers</b> 	Thursday 8:30	This club is for children and parents. Come along with your children, have some breakfast and do some reading together. Please bring your home reading book!
<b>Early Bird Readers</b> 	Wednesday 8:30	This club is for children and parents. Come along with your children, have some breakfast and do some reading together. Please bring your home reading book!












## Lunch-time Provision

During their lunchtime play, children can take part in a range of activities, including Sport, Reading and Music. The children choose if they would like to do an activity. Please speak to your child's class teacher to find out more.



### After School Provision

You need to apply for a place in our after school clubs. Below you will find an example of our clubs provision although specific clubs change on a termly basis.

Dodgeball 	Monday	3:30 – 4:15	Year 3, Year 4, Year 5 and Year 6
Cooking 	Monday	3:30 – 4:15	Year 3, Year 4, Year 5 and Year 6
TT Rock Star 	Monday	3:30 – 4:15	Year 1, Year 2 and Year 3
Art 	Monday	3:30 – 4:15	Year 1 and Year 2
Sewing 	Monday	3:30 – 4:15	Year 3, Year 4, Year 5 and Year 6
Sport 	Wednesday	3:30 – 4:15	Year 5 and Year 6
Dance 	Wednesday	3:30 – 4:15	Year 3, Year 4, Year 5 and Year 6
Gardening 	Wednesday	3:30 – 4:15	All classes
Sport 	Thursday	3:30 – 4:15	Year 3 and Year 4
Science 	Thursday	3:30 – 4:15	Year 3, Year 4, Year 5 and Year 6
Lego 	Thursday	3:30 – 4:15	Year 1, Year 2, Year 3 and Year 4

# SCHOOL MEALS

We have hot lunches provided by Bolton Council every day. Our School Meals service is wonderful with options of fruit, vegetables and salad available every day. We also cater for vegetarian children and for children who might need a special diet due to medical conditions or allergies.

We work closely with our School Meals provider to ensure our children eat in a happy, healthy atmosphere every day, with food choices that they enjoy. Our School Council also carry out regular surveys to gather children's views. School meals cost £11.50 each week and the money should be paid directly to the School Office.

We have special taster sessions during the year and encourage parents to come along and try the meals for themselves!

**Reception, Year 1 and Year 2** children all receive a free school meal as part of the government's Universal Free School Meal project, but if you would prefer your child to bring a packed lunch to school, please let us know.

## Snacks

Children are encouraged to bring a small, healthy snack to eat at breaktime. Children in KS1 and EYFS enjoy free fruit at school every day.

# CURRICULUM

At Gilnow Primary School, all children between the ages of 5 and 11 studies the 2014 National Curriculum, which sets the content and learning objectives for schools to cover. However, schools are able to develop learning activities and experiences to suit the needs of their children and community.

RE is a statutory subject taught in all primary schools. At Gilnow, we adopt the Bolton RE SACRE syllabus. Schools are also required to teach Relationships and Health Education, which sits alongside our PSHE curriculum and our work on British Values.

Children in Early Years follow the 2020 EYFS framework.

The INTENT of our curriculum is based around our school vision. We want to provide our children with high quality learning experiences that enable them to become self-assured, resilient and independent learners, who have the knowledge, skills and attitudes to understand, and thrive in, today's society.

Through our IMPLEMENTATION, we have considered the particular needs of our children and the community that they live in, so our curriculum design focuses on promoting the following key areas:

- Language acquisition and phonics
- Reading and comprehension
- Life experiences
- Understanding of diversity and the wider world

We regularly monitor the IMPACT of our work, which may include lesson observations, work scrutiny and feedback from children. If you have any questions about the learning we provide, please come into school to speak to Miss Hesketh or Mrs McIlwaine at any time.

# HOMework

At Gilnow, we expect our children to work hard in school and for parents to support us in developing the basic skills of reading, writing and number. Every week, we ask children to read at home at least 3 times and monitor this closely in school.

We are also aware that some children are tired when they get home from school and may benefit from opportunities to play, socialise and take part in family and community activities, so we provide a wider homework offer that allows some flexibility for parents to decide how much additional learning they want their child to complete. This is our homework offer to our families:

- Daily reading
- Daily TT Rockstars and Numbots (Maths)
- Weekly tasks in CGP homework books (Maths and English)
- Homework challenges every half-term (Topic)

# ASSESSMENT

Teachers keep careful records indicating a child's progress through the curriculum.

Children are assessed on entry into school.

During the Summer Term children in Year 6 and Year 2 are assessed both by teacher assessment and also by Standard Assessment Tasks (SATs) prescribed nationally for all children of this age. Children in Year 1 sit the Phonics Screening test and Year 4 children sit the multiplication test. The results of these statutory tests are reported to parents.

We have Parents Evenings twice a year and encourage all parents to attend to discuss their child's progress and next steps. Parents are also welcome to come and discuss their child's work at any mutually convenient time, having first made an appointment with the Headteacher or child's class teacher.

# 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 Williams is our SENCo and she coordinates the provision for children with additional needs. She is supported by Mrs Gaskell and Mrs Topalian.

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. We also have a comprehensive programme in place to support children with Pastoral needs or for those children who are in the early stages of learning English.

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 additional needs or a disability on an individual basis, to ensure that they receive the best possible provision.

Additional detail is available in the school's SEND Policy, which is available on the school website.

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

# 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.

# RELATIONSHIPS EDUCATION

Relationships 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. For these discussions, the class is divided into gender groups so that cultural and religious practices of all pupils are observed.

## CHARGING AND DEBT POLICY

Under the 1988 Education Reform Act, schools are free to invite voluntary, financial contributions in support of any activity which takes place. It is the policy of the school to seek contributions for:- a) trips and visits which enrich the children's educational experience and are undertaken during school time b) visits to school by theatre, arts groups and educational speakers c) non-curricular activities, parties and fund raising No pupil will be omitted from the above because of non-payment. However, if voluntary contributions do not cover the cost of these, it is unlikely that they would go ahead. Recognising the value of such activities, the Governors hope that parents will give them their support. A copy of this policy is available on the school website.

## PARENTS AS PARTNERS

We believe that school and parents are partners in children's development and education and want to form positive relationships with our families.

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 help towards a successful time at school.

We have an open door policy and our staff are always available for discussions with parents. We communicate regularly with parents via email and text message, so ask parents to ensure that this information is kept up to date. We also work closely with outside agencies and provide opportunities for parents to access information and support.

Parents are invited to attend our weekly Celebration Assembly (Friday at 9am) as well as a range of other school events. We also hold monthly Coffee Mornings for parents to come and share their views with school staff.

We also have more formal opportunities for parents to meet with teachers and discuss children's learning and progress, including a 'Meet the Teacher' in September and Parents Afternoons in Spring and Summer.

Concerns and complaints relating to any school matter should first of all be brought to the notice of the Headteacher. The Authority and Governors have established a procedure as required under the Education Reform Act, for dealing with complaints. If any matter cannot be resolved informally, parents may then read the official complaints procedure, this is available from the Office or on the school website. We sincerely hope that all matters of concern can be resolved by the Headteacher and staff.



**Gilnow Primary School**  
**'Believe Achieve, Grow'**

**Term Dates 2023-24**

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**

<b>INSET day (Staff)</b>	<b>Monday 4th September 2023</b>
<b>School opens:</b>	<b>Tuesday 5<sup>th</sup> September 2023 at 8.55am</b>
<b>School closes for half term:</b>	<b>Friday 27th October 2023</b>
<b>School opens:</b>	<b>Monday 6<sup>th</sup> November 2023 at 8.55am</b>
<b>School closes for Christmas:</b>	<b>Thursday 21st December 2023 at 3.30pm</b>

**SPRING TERM**

<b>School opens:</b>	<b>Monday 8th January 2024 at 8.55am</b>
<b>School closes for half Term:</b>	<b>Friday 16<sup>th</sup> February 2024 at 3.30pm</b>
<b>School opens:</b>	<b>Monday 26<sup>th</sup> February 2024 at 8.55am</b>
<b>School closes for Easter:</b>	<b>Thursday 28th March 2024 at 3.30pm</b>
	<b>(Bank Holiday Good Friday 29<sup>th</sup> March 2024)</b>
	<b>(Bank Holiday Easter Monday 1<sup>st</sup> April 2024)</b>

**SUMMER TERM**

<b>School opens:</b>	<b>Monday 15<sup>th</sup> April 2024 at 8.55am</b>
<b>Bank Holiday (School closed):</b>	<b>Monday 6<sup>th</sup> May 2024</b>
<b>School closes for half term:</b>	<b>Friday 24th May 2024 at 3.30pm</b>
<b>School opens:</b>	<b>Monday 3rd June 2024 at 8.55 am</b>
<b>INSET day (Staff)</b>	<b>Monday 17<sup>th</sup> June 2024</b>
<b>School opens:</b>	<b>Tuesday 18<sup>th</sup> June 2024</b>
<b>School closes for the summer holiday:</b>	<b>Friday 19<sup>th</sup> July 2024 at 3.30pm</b>