

# *Broomwood Primary School*

*Achieve, believe and succeed for a brighter future*



*Together we believe. Together we achieve*



"The nature of the child is such that he requires to be drawn out by kindness and encouragement ~ but if love is shown him and he be treated really well, he will accomplish things that will make the whole world wonder"

(Michaelangelo)

## Welcome to Broomwood

Thank you for your interest in Broomwood Primary School, a community primary school for children aged 2-11. This Prospectus is part of a number of documents about the school which include our School Profile. We hope you find it informative and useful.

We aim to make your child's experience with us a really happy time. We hope children will remember their learning at Broomwood being interesting, exciting, successful and sometimes even awesome!

Please feel free to contact me should you wish to discuss provision in our school.

Kind regards,

Louise Owen- Head teacher



# Key staff



Dr Owen  
Headteacher

Welcome to Broomwood Primary School. I have been the headteacher here since 2010 and my continued aim is to ensure that the children who attend this school not only achieve the best education, but that they are happy and have a thirst for learning.

I recognise that there may be times where as a parent you will want to have a discussion with me about various matters. Please feel free to call the office to book an appointment or try and catch me on the playground. If I am unavailable, please see another member of the leadership team.



Mrs McCarthy  
Deputy Headteacher



Mrs Cunliffe  
SENDCO



Miss Fowler  
Foundation Stage Leader



Mr Bridge—Assistant  
Headteacher/KS1 Lead



Mr Walker  
Lower KS2 Leader



Miss Bolchover  
Upper KS2 Leader



Mrs Lewis  
School Business Manager



# The Governing Body

At Broomwood Primary School we have an extremely committed and involved Governing body who are helping us to raise standards and to continue to make improvements to our school.



Mrs Krys Rabin is the Chair of Governors. She has been part of our governing body at Broomwood Primary School for over 20 years.

The Governors of the school meet on a termly basis for a full governing body meeting. In addition to this we have the following sub committees: Finance and Staffing, Curriculum and Publicity and Health and Safety that also meet on a termly basis.

The Governors of the school are as follows:

Name	Position
Krys Rabin	Chair of Governors
Donna Vipond	Vice Chair of Governors
David Thwaite	Co-opted Governor
Shirley Mellor	Co-opted Governor
Mary Lewis	Co-opted Governor
Nicola Chappels	Staff Governor
Ann Ribbands	Co-opted Governor
Samantha Maxwell	Parent Governor
Joanne Bambrick	Co-opted Governor
Nadia Baig	Co-opted Governor

## Complaints

We endeavour to try and deal with any concerns as quickly as we can and resolve the issue so that you are completely satisfied. Depending on the nature of your concern, we urge you to use the most appropriate channel of communication by following the order below:

First speak to the class teacher and then if you feel that the issue hasn't been addressed then-

1. The Key Stage Leader (Mr Bridge, Mr Walker, Miss Bolchover or Miss Fowler) this can be through a formal meeting made through contacting the office or more informally on the gate in the morning/afternoon

2. Contact a member of the Senior Leadership Team (Mrs McCarthy- Deputy Head)

3. Make an appointment with the Head Teacher- Mrs Owen

5. Finally if you still feel your issue has not been resolved to your satisfaction, write a letter to the Governing Body

Our complaints policy is on the school website



# The Ethos

- Strap line:** Together we believe. Together we achieve
- Vision:** Achieve, believe and succeed for a brighter future
- Mission:** To create a positive, enjoyable atmosphere to inspire all to learn and grow
- Core values:** Togetherness, Commitment, Nurturing, Respect, Welcoming

## Objectives:

### *Learning and Teaching:*

- to establish a learning community that promotes continuous improvement for all
- to ensure that there is a positive learning climate in every classroom
- to create and maintain a physical environment that promotes and reinforces the value, safety and inclusion of all individuals
- to provide challenge and support for all

### *Strategic Leadership and Management (personnel, premises, standards):*

- to establish high expectations and a success culture
- to continue to develop the school in order that it is 'fit for purpose'
- to establish professional debate, discussion and self evaluation amongst all staff
- to build leadership and management skills in all staff
- to encourage all staff to undertake continuous professional development
- to respect the built and natural environment and develop a rich and safe environment for children

### *Community:*

- to ensure the continual involvement of the whole school community
- to make effective links with local groups, businesses and services, including environmental groups and faith communities, to enhance outcomes for all our children
- to respect the diversity within our community, valuing the contributions of all





# The Ethos

The values of the school are reflected in our aims, which were created by staff, governors and parents. Working together to achieve excellence is an important part of life at our school. Children and their parents are vital partners in achieving the high standards teachers aim for, as are our partners on the Governing Body and in the Local Authority (LA). Partnership is very important to us in school as a means of achieving the best we can for your children.

*'Learning and schooling are not necessarily the same thing and we fail our children abysmally if we assume that schools can do everything' [John Abbott]*

We work hard to create a culture in school where every individual feels valued, supported and able to achieve his or her very best. Motivation, interest and enjoyment are key to achieving high and sustainable standards. Children should be motivated as much by the desire to learn more about the fascinating world in which we live, as by achieving high levels and scores in tests. Key to supporting the motivation and interest of all pupils is a broad and balanced curriculum where basic skills of Literacy and Numeracy are supported and enriched by a wide range of subjects encouraging all children's interests and strengths.



## Inclusion

We aim to include all children and their families at Broomwood, so that each and every child enjoys learning with us and develops their unique talents and aspirations.

We believe children learn best when learning opportunities cater for the different preferences of learners, working together in a group, team or pair are all important skills for today's workplaces. Children also need to develop independence and motivation as an individual. Inclusion at Broomwood is part of everything we do: learning and teaching, the curriculum, resources, managing the budget as well as the ethos and culture.



Please see the SENDCO for any support and advice in this area.

## Accessibility Plan and Arrangements for Pupils with Physical Difficulties

We are in an older school building with different level access. There are a number of steps in the building and so wheelchair access is a little more difficult. Access is easy to the main entrance and we also have a portable ramp available to enable wheel chair access to most parts of the building. There is a disabled toilet and shower. If your child has a physical difficulty, we will work with you to try and ensure that we adapt areas, where possible, to ensure that appropriate provision is put into place.



# Behaviour

## Rationale

Children need to learn and use good learning behaviour to achieve well in school. Children and adults can learn most effectively in an environment where they feel safe, secure and able to take risks. All learners require high self esteem and should be taught the importance of self discipline, self respect and respect for others and the environment.

## Aims

At Broomwood Primary we aim to promote the behaviours that will enable children to achieve high standards and be successful and happy in different aspects of their lives. We do this by modelling good learning behaviour ourselves and also by direct teaching.

We believe that all behaviour is chosen, and for the child, is solution-seeking. We teach children about choosing for success and making appropriate choices. We do not label children as naughty or bad but may label some behaviours EG 'that was... considerate, rude, inappropriate, thoughtful or successful'. We teach children that rights go hand in hand with responsibility.

## We promote good behaviour by

- Offering a broad, balanced and rich curriculum that is well organised, exciting and disciplined
- Being aware of the language we use and using language to challenge behaviour in a careful and considered way
- Teaching and modelling appropriate and respectful behaviour in school
- Teaching children how they learn and how to show good learning behaviour
- Following procedures that are consistent throughout the whole school and are fully understood by children, teachers, parents and non-teaching staff
- Affirming, sometimes rewarding, good behaviour
- Challenging poor behaviour

To support good behaviour and encourage a consistent approach across the school, every class has a zone board displayed. Children can move up and down the zone board in line with their behaviour but the emphasis is that you always have the chance to improve behaviour. The behavioural zones are: Purple- Exceptional, Blue- Very Good, Green- Expected, Yellow- Needs to Improve, Orange- Inappropriate, Red- Unacceptable

As this school does not tolerate any forms of bullying, racism, homophobic language, gender inequality- any intended occurrence relating to these will be deemed unacceptable. Whilst this school strives not to exclude pupils but work with them in a restorative manner to understand their behaviour, there may be times when a fixed term exclusion has to be put into place .



# Punctuality and Attendance

## Times of school day

Breakfast Club opens:	7.45am
School opens:	8.45am
Registration starts:	9.00am
Mid-morning break	
Lunch:	
Nursery and Reception:	11.30am
Infants:	12.00pm
Juniors:	12.15pm
Mid-afternoon break for Year 1 + 2	
<b>School Ends 3.15pm</b>	

It is very important that children arrive on time each day, as a good start sets them up for effective learning throughout the day.

Children arriving after 9.00am need to come to the main entrance and sign the late register. In the event of your child being absent from school please inform us on the first day by telephone.

## **SAFETY**

*Children should not arrive on the school premises before 8.40am. The doors will be open at 8.45am when the children should quietly make their way to their classrooms. If the weather is inclement the children will be able to enter school on arrival at 8.40am.*

*At the end of the day children in Year 5 and 6 may leave the premises unescorted if we have received parental permission in writing. All other year groups MUST be collected by a responsible adult. It is important that all children are collected promptly to enable staff to attend meetings and run extra-curricular clubs etc.*

*Please note that you will be fined if you do not pick up your child from school on time.*



# Attendance

## Guide to Attendance

99%+	excellent
96%+	good
90%+	satisfactory [but equivalent to half day off a fortnight]
Below 90%	poor [equivalent to half a day off a week]

### What is good attendance?

96% attendance is classed as being 'good'. To achieve this, your child would have to have no more than 9 days off across the whole of the academic year. 99% attendance and above is classed as being excellent and we would hope that more of our children would achieve this in order that they can be supported more with their academic progress within school.

Broomwood Primary School seeks to ensure that all children, regardless of age, aptitude, ability and any special needs, receive a full-time education which maximises opportunities for each pupil to realise his/her true potential. In order for this to be achieved successfully, good attendance is vital. The responsibility of promoting and ensuring regular school attendance is a multi-partnership. However, according to the 1996 Education Act, ultimately it is the parents/carers responsibility to ensure that their children attend school regularly. The school will seek to establish effective systems of incentives and rewards which acknowledges the efforts of pupils to attend regularly and punctually. The school will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. Therefore if a child's attendance becomes a concern, we will get the educational welfare officer involved, serious concerns could lead to a fixed penalty notice.

### Promoting excellent attendance:

At Broomwood Primary School we promote excellent attendance. We have three levels of excellent attendance that children can achieve. If a child achieves 100% attendance for 1 term- a bronze badge is achieved, two terms- a silver badge is achieved and for the whole year, where 100% attendance is achieved, the children receive their gold badge and a prize. Attendance assemblies happen on a termly basis and parents and carers are welcome to attend.

### Holidays

At Broomwood Primary, we do not encourage parents to take their children out of school during term time. Currently if a child is absent for more than 4 days, a fixed penalty notice fine will be issued. Our attendance policy states that the headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. We define 'exceptional circumstances' as a sudden and unavoidable circumstance with evidence to support such a circumstance. The headteacher in such a circumstance will only allow 1 day of authorised absence. Therefore if you need to take your child out for up to 5 days, the other days will be classed as unauthorised but will not incur a fine. Anything beyond 5 days, even when an 'exceptional circumstance' day has been granted will incur a fine. The school considers each application for term-time absence individually. Please note that any holiday will never be classed as an 'exceptional circumstance'. Our attendance policy is available to read on the school website

### Illness

If your child is absent from school due to sickness, then you must inform school by phone/text message on the morning of the absence. If your child remains absent from school then please keep school up to date with how long you expect your child to be absent. If your child has more than 10 days off due to sickness in one academic year, then school may ask you to produce a doctor's note for each subsequent absence after that. Appointments during school day are at the discretion of the Headteacher. Any appointment which cannot be made outside school hours, such as hospital appointments need to be advised in advance; a copy of appointment cards/letters need to be given to the school office. Parents/Carers will not be allowed to take children out of school unless prior consent has been given.



# Curriculum

At Broomwood Primary School we want to engage and motivate our children with their learning. We want to make the curriculum that we teach as exciting and as relevant as possible, which is why as a staff we have chosen to teach in a more topic based way. We recognise that a broad, balanced and rich curriculum is the most effective way of achieving high standards and standards that are sustained into high school. We want all our children to enjoy learning and become lifelong learners. For this they need to have all their areas of interest and enthusiasm valued and supported.

Our topics are generally based around science, geography or history, but we effectively link all other subject areas to these rooted subjects. By linking subjects together in a more meaningful way, we believe that all types of learners are appropriately engaged. We believe that children are able to enhance and reinforce learning and make valuable connections between subjects, enabling them to be more successful.

Our topics work on a two-year rolling programme so that classes have the opportunity to work collaboratively together and to give the teachers and the children more variety and opportunities.

## Reading



Celebrating  
World Book  
Day

Learning to read is the most important skill children will ever learn and so, quite naturally, it is a priority in our school. Throughout the week all children take part in reading activities at least once a day. There may be shared stories and rhymes, reading during Literacy/topic lessons, individual reading with a member of staff/volunteer and across KS1 & 2 every child is involved in guided reading four times a week.

From our youngest children in Pre-school to our oldest children in Year 6 we follow a similar process based on the reciprocal reading approach of: Predict Read Clarify Question.

In our school we teach phonics using the Read Write Inc. This is a scheme, developed by Ruth Miskin, which provides a structured and systematic approach to teaching literacy. It is used by more than a quarter of the UK's primary schools and is designed to create fluent readers, confident speakers and willing writers. We teach in this way because, research shows that, when phonics is taught in a structured way - starting with the easiest sounds and progressing through to the most complex - it is the most effective way of teaching young children to read. According to the DfE (Department for Education), 'almost all children who receive good teaching of phonics, will learn the skills they need to tackle new words'. They can then go on to read any kind of text fluently and confidently, and to read for enjoyment.

As reading is such a fundamental skill and impacts on all aspects of the curriculum, we ask that parents really support their children to read as much as possible outside of school. We encourage all types of reading from football magazines to novels!





# Enhancements



At Broomwood Primary School, we enhance our curriculum in a number of ways to provide further opportunities for pupils to develop their learning.

We don't believe that learning should just take place within a classroom and therefore we ensure that we have trips, visitors or even take the children to work outside to present learning in a different way. Every year, as part of the topic work, children will go on at least two trips to bring the topic to life and to give the children memorable experiences. Trips include: Chester zoo, Becoming a Roman soldier in Chester, The toy museum in Liverpool, Llandudno, Cheshire Reindeer Lodge to name but a few.



As part of our curriculum, children from year 1- year 6 all spend half a term doing drama, musical theatre and street dance. This has had a positive impact on the children's confidence and their ability to perform.

As a school we fund for all children within year 5 to learn the trumpet. We believe that it is really important that all children have the opportunity to learn a musical instrument. A number of children carry the trumpet on after or are then enthused to try out another instrument. We offer guitar, saxophone and flute lessons within school. Within KS1, we pay for all children to learn the ukulele for a term. The children gain a lot from this experience and get to perform their achievements to parents at the end of the term.

When the children are in year 4, we pay for them to have an hours swimming lesson every week for the two terms. We believe that this is an important life skill and many of the children are unable to swim at the start, but due to this opportunity, a large percentage of our pupils hit the national standard of 25m by the end.

By using some sports premium and pupil premium funding, we enhance our pupils opportunity within sport by having an annual 'PE Week'. During this week, the emphasis is on fitness, but it also provides the children with new sporting experiences. These include: horse riding, canoeing, trampolining, BMX biking to name but a few.

All of our enhancements are regularly celebrated on our twitter page or on the class pages on the school website.



# School Dress code

We aim for all our children to be smartly dressed in school uniform. Black LOW HEELED shoes are to be worn throughout the day and trainers during outdoor games sessions. Jewellery is NOT allowed in school (this includes ear studs - plasters should be put over earrings if they cannot be removed). Nail varnish must not be worn. These rules applies even when children are allowed to wear own clothes.

## **Hair: -**

Girls are required to tie long hair back in order that any opportunity for infestation of head lice is kept to a minimum.

Boys are requested to keep haircuts no shorter than a **number three cut**, in order that some hair is retained to absorb sweat, keep the head warm in the winter and offer protection from the harmful rays of the sun during summer months. Boys are not allowed to have any shaved patterns in their hair as this does not adhere to our dress code and is not appropriate for school.

We thank parents for their anticipated co-operation in maintaining a high standard of dress in our school. Children who do not adhere to our school dress code may be excluded from school, if it is deemed highly inappropriate. This will be at the discretion of the headteacher.

## School uniform:

	<u>Winter</u>	<u>Summer</u>
Boys	Long grey trousers Yellow polo shirt School logo green jumper or cardigan Black shoes Black/grey socks	Boys may wear grey short trousers and we believe hats are a good option.
Girls	Grey skirt/pinafore dress School Logo jumper or cardigan Yellow polo shirt Black shoes/boots White/grey/green socks	Girls may wear green and white/ yellow and white gingham dresses Hats are a good option Sandals (low heeled black or white) White/grey/green socks
PE Kits:	White Polo shirt Black shorts or Black jogging pants or leggings Trainers or pumps	

All children must have a green school jumper or cardigan with the school logo. The yellow and white polo shirts do not have to have the school logo on them

*Logoed jumpers, cardigans, yellow and white polo shirts, PE bags and book bags are all on sale at our online school shop*

# Pre-school

Our successful pre-school has places for up to 32 children. For the last eight years, we have offered eligible families either a morning or afternoon place, equivalent to 15 hours. Recognising that families require more flexibility, from September, we will increase our offer to also include full-time places.

Our costings for September are as follows:

Number of hours	Costing	Choice
Eligible for 15 free hours provision.	Nil	Morning or afternoon place. Morning- 8.30-11.30 or Afternoon- 12.30-3.30
Eligible for 15 free hours provision but you would like your child to have top up sessions to stay all day.	£20 a day	You would be offered a morning place and then you would pay for lunch cover and the afternoon session.
You are not eligible for free provision but you would like your child to have 15 hours of provision.	£15 a day	You could select a morning or afternoon session. This would not include lunch cover.
You are not eligible for any free provision but you would like your child to stay in for the full pre-school day.	£35 a day	This would be from 8.30-3.30 and include lunch cover
You are not eligible for any free provision. You would like your child to stay for the whole pre-school day but in addition you require provision before/after school or both.	£44 a day	This provision could be accessed from 7.45-5.30 and would include lunch cover.

# Nursery



## Our Aims

- To provide a fair system whereby children are given their entitlement of Nursery education.
- To ensure our provision promotes secure foundations for future learning.

All 3 year olds in Trafford LA are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week. Therefore, in line with LA guidance, we will offer 15 hour places. Working parents (earning the equivalent of 16 hours per week at the national minimum wage) are entitled to 30 hours (15 existing hours plus an extra 15 hours if eligible) free provision per week. There is a small charge per day for lunchtime cover of £2.50 (£12.50 per week) At Broomwood we will also offer 'Top up' places for parents who want their child in nursery above the 15 hours who are not eligible for the 30 hour provision. As you are entitled to 15 hours free provision, the top-up costs will include provision from 11.30am - 3.30pm (4 hours). Nursery 'top up' sessions will work out at a cost of £14.00 a day, £70.00 for the week. It is preferable that if parents require 'top-up' they have it for the full week; however at the Headteacher's discretion, 'top-up' sessions could be taken on a minimum of three sessions per week but they would have to be the same days each week in order that we could plan successfully for this provision. Children who stay for lunch can bring a packed lunch from home or can have a school dinner at a cost of £2.40 a day /£12.00 for the week.

## Our Provision

At Broomwood Primary we can offer 52 part-time places. The places offered are either in a morning from 8.30am until 11.30am or in the afternoon from 12.30pm until 3.30pm

## Admissions procedure (please see nursery admissions policy)

To apply for a place in the Nursery, parents should complete a Broomwood Nursery Admission Form (available from the school office or on our website) and return it to school as soon as possible. Parents should give full information in order to assist in the allocation of places.

# Broomwood Primary School Prospectus



# Safeguarding

Broomwood Primary School is committed to the safeguarding of all its learners, staff and visitors. Safeguarding is a priority with arrangements in place to ensure learners feel, and are safe on school premises and during off site activities.

The learner experience and individual achievement are paramount and safeguarding initiatives are developed to impact positively upon this. The school ensures that safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies, procedures and associated arrangements.

The school provides a safe physical environment for its learners and staff, ensuring that the premises are of a good standard. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Anyone who applies for a position at Broomwood Primary will be subject to recruitment and selection procedures designed to emphasise the school's commitment to the safeguarding of its learners and staff. The procedures include questioning at the interview stage, verification of appropriate qualification, acquiring references, necessary safety checks and then on-going monitoring procedures.

At Broomwood Primary School, the following staff members make up the safeguarding team. The designated safeguarding lead is: Louise Owen- the headteacher. Mrs McCarthy is the deputy designated safeguarding lead. If you have any concerns regarding the welfare of a child at Broomwood, you have the opportunity to inform any of the following members who will then follow the school procedures. As a team, it is our aim to ensure that the children understand how to keep themselves safe and that we as a team, work hard to ensure that all children are kept safe. We work in line with the government guidance documentation: 'Keeping Children Safe in Education'.



Deputy Designated  
Safeguarding Lead



Designated  
Safeguarding  
Lead



Safeguarding Team



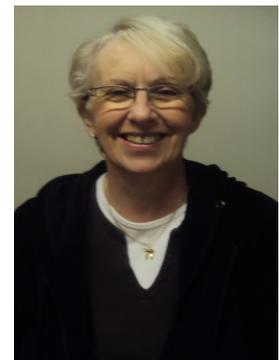
Link Safeguarding  
Governor



Safeguarding Team



Safeguarding Team



Deputy Link Safeguarding  
Governor

# School Lunches

As an accredited National Healthy School we operate a healthy eating policy and have worked with our school meals provider to ensure your child can eat healthily every day. We have reduced the amount of sugar and salt that inhibit learning as well as being unhealthy in other ways. Salad, vegetables and fresh fruit are available daily. Please note that we are able to cater for any specific dietary requirements.

School meals are cooked on the premises and served in a cafeteria system which offers a choice of a hot meal, something from the salad bar, or sandwiches. Low fat desserts, fruit and yoghurt are also available. Water and Milk is always on offer. School lunches are on a four week menu; baked potatoes and salads and sandwiches are available daily as well as other home cooked choices. The menus are available to view on our school website.

The children are encouraged to be independent and even our youngest children take responsibility for the collection of food and cleaning away after the meal.



Dinner money is £12.00 per week (£2.40 per day) and is payable using our online payment system ParentPay.

## Packed Lunches

Packed lunches may be consumed on the premises at lunchtime. All food brought from home must be packed in a sealed container and labelled with your child's name. No hot fluids or glass bottles are allowed in school. In accordance with our Healthy School Initiative packed lunches should not contain chocolate, cakes, biscuits or fizzy drinks. The children should deliver their packed lunch to their allocated shelf in the dining room at the beginning of the day.

Please note we do not allow the following foods in school at all: chewing gum or canned drinks.

Only for the celebration of a birthday may a child hand out sweets, which is then up to parent discretion to allow a child to eat it or not.

**Snacks** All children are now offered free milk in school - Nursery/Rec at break time - all other years at lunchtime.

Children in Years Reception, 1 and 2 have a piece of fruit or vegetable free each day as part of the Government's Fruit Scheme. We are happy for all other children to bring their own healthy snack in at playtime.

Please note we do not allow the following snacks at playtime:

Biscuits, sweets, crisps, chocolate or chewing gum



# Wraparound Care

## BREAKFAST CLUB

*Breakfast Club runs from Monday - Friday term time only from 7.45am - 8.45am  
Breakfast is served until 8.15am*

*Cost: £1.50 per session (pre-booking is not required) and is payable using our online payment system ParentPay.*

*Choice of options are toast (made to specification!), cereal and fruit.  
We also sometimes provide hot breakfasts.*

*After breakfast, the children also have a range of activities provided for them including:*

- ◆ Dodge Ball
- ◆ Indoor/Outdoor play with equipment
- ◆ Arts and Crafts



## AFTERSCHOOL CLUBS

At Broomwood Primary School we offer a great variety of extra-curricular activities, which are mainly run by staff within the school. Clubs change on a termly basis in order to offer as much choice as possible. All clubs are to be booked and paid for using our online payment system ParentPay. Clubs generally run from 3.15pm-4.15pm.

We do offer our own wrap around care which will be run by staff from within school.

- ◇ 3.15pm until 4.15pm will cost £4 a day
- ◇ 3.15pm until 5.30pm will cost £7.50 a day.

We will not be able to offer a provision beyond 5.30pm.

This provision WILL HAVE to be booked and paid for a week in advance on parent pay.



# ParentPay

[www.parentpay.com](http://www.parentpay.com)

## What does ParentPay do?

- ✓ enables you to pay for nursery fees, school meals, trips, uniform, breakfast club and after school clubs.
- ✓ offers a highly secure payment site
- ✓ gives you a history of all the payments you have made
- ✓ allows the merging of accounts if you have more than one child at school
- ✓ shows you all items available for payment relevant to each of your children
- ✓ emails a receipt of your payment to the email address you register
- ✓ gives you the freedom to make payments to school whenever and wherever you like
- ✓ gives you peace of mind that your payment has been made safely and securely
- ✓ payments for many of the larger trips can be made by instalments up to the due date
- ✓ improves communication between the school and parents concerning payments
- ✓ offers a more efficient payment collection process, reducing the amount of money held on school premises
- ✓ Quick and easy to use
- ✓ reduces paper 'waste'

## How to set up your child's account

We will send you an activation letter to enable you to setup your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay.



During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child at Broomwood Primary School.

# Safety Procedures

## *Lockdown procedures*

As part of our Health and Safety policies and procedures the school has a 'Lock Down' Policy. Lock-down procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils)
- A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)
- A major fire in the vicinity of the school
- The close proximity of a dangerous dog roaming loose

During such an event: Parents will be told:

**'..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'**

## *Fire and Bomb threat procedures*

In the event of a fire or a bomb threat to the school, the fire alarm will go off in the school building and the children will be escorted out of the building as quickly as possible. The children will be asked to line up at the furthest point from the school, on the field. If for any reason, the children are deemed to be at more risk, they will be escorted to either a local school or community building nearby. Parents/Carers will be kept informed via text message throughout such an event and given further instruction.

## *Medicines*

We do ask that parents and carers avoid bringing medicine into school wherever possible and prescription medicines that require only three doses a day should always be taken at home. There are rare occasions when your child may need medicine in school, such as epi-pens and inhalers, antibiotics with four doses a day or prescribed medicine to be taken prior to eating. Parents or carers wishing the school to administer prescribed medication will be required to fill in a form. This service is at the discretion of the Headteacher and permission must be given before any medicine will be administered. It is the parent's/carer's responsibility to ensure that medication is in school and not out of date. The school does not accept responsibility for out of date medication not being replaced.

The school will not administer pain relief medication unless prescribed by a doctor. Parents/carers may come into school to administer medication to their child. It is the parent's/carer's responsibility to collect and dispose responsibly of any unused medication, this can be done at the nearest pharmacy.

# SEND

## *Special Educational Needs and Disability*

Children with additional needs include those who need support and challenge for their **gifts and talents**, emotional and behavioural needs, as well as specific learning needs.

### Gifted and Talented Children

Children with identified gifts in an academic area, such as maths, are given personalised sessions to ensure that they achieve their potential. Those with talents, for example in Art or Dance, are included in groups to develop and nurture their talent within the school curriculum.

### Special Educational Needs and Disability (SEND)

Children who are identified with specific difficulties access a **graduated response** to their need, which begins with high quality classroom teaching. All pupils are included so that they can do well at school. The curriculum for a child with SEN is differentiated to their level, not different.

The school may decide to put in place **pupil catch up provision**, or more specialist SEN provision, taking into account all of the information gathered from parents, children and teachers about a pupil's progress.

Where it is agreed that a pupil does have SEN, the child will be added to the SEN register at **SEN Support level**. The support provided consists of a four-part process: **ASSESS-PLAN-DO-REVIEW**. This is an ongoing process.

Individual Learning Plans (ILPs) and Individual Behaviour Plans (IBPs) are being phased out in place of **Pupil Passports** for those on the SEN Register. Outcomes or targets will be set for pupils twice yearly, taking into account the parent's and child's view about how they learn best.

**Additional Funding - Education Health and Care Plans - EHCs.** The school has an annual budget allocation for SEN based upon the number and age of children on roll, the level of free school meals and prior attainment. This funds a curriculum that is organised to address the learning needs of all the children. Trafford LA holds a small budget - the LA High Needs Block - for children with the most severe needs. Bids for these children are submitted to an LA panel, for them to be assessed in a wider context. This process is known as Formal Assessment and in the past this resulted in a Statement of Special Educational Needs. New Statements are no longer being issued but Formal Assessment may result in the award of an EHC. The child's progress then becomes subject to an Annual Review by the LA.

Parents and carers are kept informed throughout their child's time in school. Children move on or off the SEN register, depending on their additional needs.

### **USEFUL TERMS**

**AEN** Additional Educational Needs, **ADD** Attention Deficit Disorder, **HI** Hearing Impairment

**ADHD** Attention Deficit and Hyperactivity Disorder

**ASD** Autistic Spectrum Disorder

**EAL** English as an Additional Language,

**G+T** Gifted and Talented

**IEP** Individual Education Plan

**IBP** Individual Behaviour Plan, **ILP** Individual Learning Plan,

**LA** Local Authority, **LAC** Looked After Child (in care of the Local Authority),

**MLD** Moderate Learning Difficulty,

**PP** Pupil Passport

**SEMH** Social, Emotional & Mental Health Needs, **SEND** Special Educational Needs & Disability

**SLD** Severe learning Difficulty, **SpLD** Specific Learning Difficulty, **VI** Visual Impairment

# Nursery

Our Nursery provides an excellent start to school life and is the foundation for future learning. Nursery education provides first hand experiences, including play and talk. These are the most powerful means of learning at this stage.

The children's happiness is central to our philosophy. We aim to make the children feel secure, valued and confident. The development of self-esteem, self-control and independence is regarded as vital. We believe this needs to be established at the earliest stage in school life.

Our Early Years programme is developed following the Early Years Foundation Stage curriculum. Work is planned half termly following the developmental stages leading to the Early Learning Goals. Activities are based on a theme, or an area of personal interest for the children. They will experience a whole range of activities inside and in the outdoor environment. Children are supported to develop in all areas of the EYFS curriculum either through a teacher focus or continuous provision. Areas inside and outside of the classroom are set up to cover the following:

## Prime Areas

- Communication and Language
- Physical Development
- Personal Social and Emotional Development



## Specific Areas -

- Literacy
- Mathematical Development
- Understanding the World
- Expressive Arts and Design



## Entitlement:

All 3 year olds in Trafford LA are entitled to free nursery provision for 3 hours a day or the equivalent of 15 hours a week. Therefore, in line with LA guidance, we offer 15 hour places. Working parents (earning the equivalent of 16 hours per week at the national minimum wage) are entitled to 30 hours (15 existing hours plus an extra 15 hours if eligible) free provision per week. There is a small charge per day for lunchtime cover of £2.50 (£12.50 per week). At Broomwood we cater for 30 hours either through entitlement or we also offer 'Top up' places for parents who want their child in nursery above the 15 hours who are not eligible for the 30 hour provision.

At Broomwood Primary we have 52 part-time places. The places offered are either in a morning from 8.30am until 11.30am or in the afternoon from 12.30pm until 3.30pm (we offer places in line with our Nursery Admissions Policy). We feel that it is very important for children to be punctual for Nursery as it can be very distressing for everybody if late arrivals disrupt the other children's activities.

# Nursery

## *Nursery induction and transition:*

Once you have accepted the offer of a place, an informal home visit will take place. This is a good opportunity for you and your child to meet the Nursery staff in familiar surroundings and you can discuss your child's specific needs.

In order for children to settle down happily, we offer a few sessions in their first week, quickly building up to a full 5 sessions. Nursery children also have a separate playground which they share with the Reception children.

We also liaise closely with the Reception Teachers. The children have the opportunity in their last term of Nursery to go into the Reception classes. This means that when each child starts school there are few, if any, problems.

Should you have any queries or problems concerning your child's time in the Nursery, you will always be welcome to come in and discuss them with staff. Our aim is that your child's stay at Broomwood Nursery will be a happy and beneficial start to school life.

## *Nursery Fund:*

We ask parents to bring £1 each Monday towards the Nursery Fund. This contribution covers the cost of any expenses incurred by our activities in the Nursery, e.g special materials for craft activities, baking, making play dough, food colouring for the water tray, etc.

## *How you can prepare your child for Nursery:*

- Have Talking Time for at least 10 minutes a day. Switch off the TV, stereo, washing machine and Hoover and make the room as quiet as possible. For those 10 minutes, let your child choose a game, book or activity or even the topic of conversation and just join in. Talk to your child about what you're doing and have a conversation about it.
- Be face to face with your child. Try to bend down, sit down or bob down so that you can keep eye contact with your child. If your child is staring at your knees, he or she will lose interest because your knees are very boring things! If you keep eye contact, your child will know you are interested and you can see if your child is still interested too.
- Encourage your child's listening skills. Turn off all the sounds in your house that you can think of and just listen. Ask your child what sounds he or she can hear - it might be a clock ticking, a car outside or an aeroplane overhead. You can also do this when you're outside walking with your child - ask your child what sounds he or she can hear and what the sounds are.
- Sing with your child - rhymes and songs are fantastic for encouraging speech development. Don't worry about your singing voice; you don't need to be Britney for your child to enjoy it.

## *If they cannot already do the following, encourage them to start ready for Nursery:*

- Go to the toilet on their own
- Put toys away
- Use their knife and fork
- Put on their own socks and shoes
- Take off their coat and hang it up

