

South Failsworth Primary School

'Inspiring and Creating Lifelong Learners'



Prospectus

2018 - 2019

Chapter 1 – The school

Our school mission statement

'Inspiring and creating lifelong learners'.



About the school

South Failsworth Primary School lies in a setting where we can provide excellent outdoor facilities for our children. We have extensive playing fields, which are regularly used by our children and staff. We have an ethos at school, which promotes the idea that every child is important and we go to great lengths to ensure they are all included and that they achieve their highest potential.

The school was built in 1965 and many of the children now attending have parents who were children here at one time in the past. This strengthens our close family community.

In addition to very high academic standards the school has an excellent reputation for sport and we run a host of before and after school sporting clubs for children from 6 to 11 years old.

We have an extremely committed and highly skilled Governing Body that looks after the legal interests of the school. Our Governors are often seen, informally, on the school premises.

We also have a very active PTA (Parent Teacher Association), which raises large amounts of money through organising and delivering fundraising events for our children and their parents/carers. These include discos and coffee mornings etc. Our parents and children fervently support all PTA events. As a parent of a child at school you are automatically a member of the PTA. Look out for their meetings and events. You are welcome to attend and we always looking for new members and fresh ideas.

Our school is a 'Healthy School'. Fruit and milk are provided free to our infant children and sold, for a small fee, to the junior children at break time. Foundation children make healthy snacks in the unit both morning and afternoon. You can find out more in our 'Healthy eating' section on page 15.

This is a school where everybody is committed to ensuring the happiness, safety and development of our children. Parents tell us they feel welcome in school and that their children succeed at our school.

The school's status

South Failsworth is a mixed gender school, operating a two-form entry system. We are designated as a 'Community Primary'. This means that we are governed by Oldham Local Authority. Their address is:

Civic Centre
West Street
Oldham
OL1 1EU

There are currently 473 children on roll, including the part-time nursery children.

Admissions

Our admissions policy is the one currently operated by Oldham Council and applies to **all** pupils. You can find details in Oldham Council's '*Starting primary school information book*' at www.oldham.gov.uk or you can contact them at the address above. You can also find further details on our school website.

The school complies with the Disability Discrimination Act and promotes the inclusion of disabled children in our admission arrangements and in all aspects of school life.

Parents/carers who would like to visit the school prior to applying for the admission of their child, should contact the head teacher for an appointment.

All of our year groups are normally full but if you would like to enquire about a school place, please contact the Local Authority to express your interest and determine if there are places in designated year groups. It is the LA's responsibility to manage admissions for all families.

We are an Associated Trust Partner with Failsworth Secondary School. This guarantees a place in Year 7 for any children who attend South Failsworth Primary School who choose to attend Failsworth Secondary School.

Opening Times

Foundation Unit:	9.00am – 3.25pm for full time children
Part-time Nursery:	<u>Morning</u> 9.00am – 12.00 noon / <u>Afternoon</u> 12.30pm – 3.25pm
Infant Department:	9.00am – 3.25pm
Junior Department:	8.55am – 3.30pm

Contacting the school

Address:
South Failsworth Community Primary School
Paddock Lane
Failsworth
M35 0NY

Tel: 0161 681 6351

Head Teacher:	Mrs. Vicki Foy
Chair of Governors:	Mr. Peter Kershaw
E-mail:	info@southfailsworth.oldham.sch.uk
Our website:	www.southfailsworth.oldham.sch.uk

Contacting a teacher

If you would like to contact a teacher, to give information or to ask for advice, it is best to phone or call into school at 3:30pm. However, a teacher may not be able to speak to you or see you immediately, so we recommend that you send a letter or note asking for an appointment. Please note that teachers are not able to talk to you when their class is in session and they are not usually available on Monday after school, as we have a staff meeting then.

Contacting the Head Teacher

If you have a general query, problem or complaint, please phone the school on 0161 681 6351. However, if you feel that you need to speak to Mrs Foy, please ask when you phone.

Complaints, compliments and suggestions

Concerns or complaints

Our complaints policy is published on our website. We would like you to tell us about any concerns you or your child has about school. Everyone at South Failsworth school is committed to making your child's time here a happy one and we will work in partnership with you to quickly and effectively address any issues that arise. We will treat all matters with confidentiality and sensitivity.

Your child's class teacher can resolve most issues but where they cannot, they will refer your concerns to the Department Leader. In very rare cases, where the Department Leader is unable to deal with the matter, they will refer it to the Deputy Headteacher or Headteacher.

What to do if you have a concern or complaint

You should first speak to your child's class teacher who will usually be able to resolve the matter. The best time for this is at 3:30 when lessons finish. If you prefer, you can send a note into school or phone the office on 0161 681 6351 to ask for an appointment. Please be aware that teachers often attend meetings and courses after school. So if they are not available to speak to you because of this, they will do so as soon as they can.

Department Leader referral

In the unlikely event that the class teacher is unable to resolve the issue, they will refer it to the Department Leader. The Department Leader will discuss the matter with you and explore possible solutions. The Department Leaders are: Mrs Sidaway (Foundation Unit); Mrs Butler (Years 1,2 and 3) and Mrs Murray (Years 4,5 and 6). Issues around children with Additional Needs should be addressed with the SENDCo Mrs Sidaway.

Deputy Head or Head Teacher referral

It is very rare that the Department Leader cannot resolve an issue. If they cannot, they will refer the matter to the Deputy Headteacher or Headteacher who will arrange a meeting with you to discuss how the matter will be resolved.

Chair of Governors referral

Where a complaint has not been resolved through the procedures outlined above, you can write to the Chair of Governors to tell them what your complaint is. The Chair of Governors will carry out an investigation of the matter and will let you have a full reply in writing. If you need help putting your complaint in writing, the Local Authority will be able to help you. You can get their contact details from the school's Business Manager, Miss Roche.

Appeals Committee

If you are still not satisfied with the Chair of Governor's decision, you can appeal against it. In such cases, an independent Appeals Committee of Governors will then be asked to investigate the matter.

If you have a suggestion or compliment

We are always looking for ways to improve our school. If you have any thoughts on how we can do this, please contact the office on 0161 681 6351 to discuss the best way to pass on your suggestion or use our email account. We also carry out and publish the results of a parent survey each year. Suggestions from parents and families are always considered and respected, and acted on where possible.

Like everyone, we are always very pleased to receive compliments or hear success stories about your child. Please feel free to speak to your child's class teacher at 3:30pm. If you prefer, you can send a note into school or phone the office on 0161 681 6351 or email us.

We have website which we would encourage you to access. Please keep checking for updates. To access the website please click on the following link

www.southfailsworth.oldham.sch.uk

Please also follow the link on the website to our Facebook page, we hold an up-to-date website on this platform. We maintain the 'standing' school website for information on policies, this prospectus, dates for the year, contact details, curriculum information and a link to our Facebook page. You can also inform us of absence, appointments etc through this platform. The day-to-day information about the school, current events, celebrations, learning in classes, messages to families etc are posted on our South Failsworth Facebook page. Families are asked to 'like' the page and they will be updated whenever messages are communicated. We would like to assure families that this is an extremely safe use of the internet, we use the platform to make messaging quick and simple but there are specifically identified administrators who are the only people who can post on our page. It has proved to be extremely popular with our community. Families who do not wish any pictures of their children to appear on our website can request that this be the case.

Chapter 2 – Everyday life

School holiday dates are published on our school's website. Paper copies are available from the school office.

Uniform and dress code

You can buy your child's school uniform from *Monkhouse School wear, Top Form, 27 Union Street, Oldham (0161-627 0417)*. Or you can buy it online from our uniform suppliers at www.clothingattesco.com or at www.schooltrends.co.uk. Access to these sites can be made by clicking on the appropriate logos on the school website.

Acceptance of uniform and dress rules is a condition of the school. With over 400 children wearing school uniform, please make sure that **all** your child's clothing is clearly labelled with their name.

General rules for all pupils

Hair

Hair should be smart and appropriate for school. Extremes of hairstyle are not permitted. Where long hair is worn it must be tied back for reasons of safety, using a ribbon, hair band or elasticated tieback. Hair must be its natural colour, or natural looking.

Make-up, nail varnish and false nails

These are not allowed and must not be worn in school.

Jewellery

Wristwatches and 'stud' style earrings in the lower ear lobe may be worn (with a maximum of one stud per ear). All other items of jewellery must be left at home.

Please note:

- No jewellery whatsoever is allowed during swimming lessons – separate guidelines will be sent home before your child starts swimming lessons.
- Watches must be removed before P.E. lessons and placed in a specific box in the classroom.

P.E. kit

(Except Foundation Unit, who do not need one as their uniform is designed for play)

Indoor black pumps (see below) or bare feet

Plain white t-shirt

Black shorts

For outdoor P.E. tracksuit bottoms and a warm top may be worn.

Outdoor footwear

Sensible black shoes should be worn. However, **black** trainers can be worn instead, as these are more suitable for playing football etc in the playground.

Indoor footwear (years 3 to 6)

Pupils in years 3 to 6 should keep a pair of black 'pump' style shoes in school and should change from their outdoor shoes into these on entering school if necessary. We ask for the full co-operation of parents/carers on this matter in order to reduce the amount of mud being walked into the classrooms. These pumps will also be worn during P.E. lessons.

Optional items of uniform

The following, **purely optional** items, **which carry the school logo**, can be worn and are available from Monkhouse or our uniform supplier's website: -

- red outdoor coats
- winter hats
- caps (some are legionnaire style - ideal for younger children in summer)
- zipped fleeces

Special care for warmer weather

We suggest that, in summer, you should send your child to school with a cap for outdoor play. We also suggest that children should have sun protection cream, or equivalent, applied before they come to school in the morning. Foundation Unit children must wear caps in summer (see below).

Foundation Unit uniform (boys and girls)

Red polo shirt with 'Foundation Unit' logo.

Red sweatshirt or cardigan with 'Foundation Unit' logo

Navy blue 'jogging' bottoms (or leggings for girls)

Waterproof jacket and leggings

Caps (preferably legionnaire style) **must** be worn for outdoor play in summer

Years 1 to 6 uniform - girls (all year)

White blouse or polo shirt

Mid-grey skirt, pinafore or trousers (these should be 'school type' not 'fashion type')

Grey or white socks (in cold weather, grey or red tights can be worn)

Sensible black shoes or black trainers (see footwear item above)

Red sweatshirt or cardigan with school logo

Years 1 to 6 uniform - girls (optional summer uniform)

Red and white striped or gingham summer dress

Red cardigan or sweatshirt with school logo

Years 1 to 6 uniform - boys

White shirt or polo shirt

Mid-grey trousers or shorts

Grey or white socks

Sensible black shoes or black trainers (see footwear item above)

Red sweatshirt with school logo

Absences

Here at South Failsworth we firmly believe that children with poor attendance are missing out on their right to a good education. We fully support the Government's strategy to improve attendance in order to raise educational standards. We encourage pupils to aim for 100% attendance and we work closely with parents and carers and the Local Authority Attendance Officers where we feel that there is a problem. We also encourage good time-keeping and keep a record of late arrivals in order to monitor this and identify any problems.

Every term the school liaises with the Attendance Officer and we identify poor attendees or persistent latecomers. We then take any necessary action to address these under the terms of our Attendance Policy. If you would like to see a copy of the policy, please contact the Business Manager, Miss Roche. We also have a Child Friendly Attendance Policy.

At the end of each academic year, we award certificates to all pupils who have attained 100% attendance during the year. During the year we run child friendly competitions to encourage children to attend school as often as they can.

We are pleased to be able to report that unauthorised absence at South Failsworth is well below the national average.

Sickness

Parents/carers should phone or email school on the first day of any absence. When your child returns to school please send a note to the class teacher to let us know the reason for the absence and the dates it covered.



Holidays in term time

In common with all maintained primary schools in Oldham, South Failsworth does not authorise any holidays in term time. Parents can request time away from school for their children, in exceptional circumstances. Such requests must be authorised by the Headteacher.

Parents should note that under Government legislation, they are committing an offence if they fail to ensure that their child attends school regularly.

Lost property

To reduce the risk of your child's clothing being 'lost', please ensure that all clothing items in school are labelled with your child's name. However, if your child misplaces an item of school uniform etc, please do not assume that it has been lost permanently. Each year group will keep a container for items that go missing. Anything with the child's name on will be returned and everything else will be checked at the end of each term. At the end of the year we will hold items in good condition without names on until just after the end of the summer break and then we will offer them to charity or dispose of them.

Mission Merits

All children in school can earn 'Mission Merits' for displaying the qualities of the Secrets of Success (Don't give up, Try new things, Work hard, Concentrate, Push yourself, Understand others, Imagine and Improve) and for following our Golden Rules (be gentle, be kind and helpful, work hard, look after property, listen to people, be honest). The class with the most 'Mission Merits' in any one week receives our 'Behaviour trophy' and the class with the most 'Mission Merits' in a half term get a morning in our beautiful Forest School.

Moving from infant to junior school

When your child moves from infant school to junior school it will mean several changes for them. For information purposes we have listed some of these changes:

1. Milk is provided as a snack drink for junior school pupils to buy. Your child may also buy a snack from the school tuck shop or bring their own. (Please be aware of the school's Healthy Eating status – only fruit and vegetable snacks are allowed).
2. Your child needs a pair of indoor pumps to change into for PE or if their shoes are very muddy. These can be left in school, but as with all items of clothing etc, should be clearly marked with his/her name. (Tip: writing with the end of a paintbrush dipped in bleach works well on the outside of black pumps).
3. Junior school starts at 8:55am. So your child should be in the junior playground by 8.52am when the bell goes so they are ready to come into school. Junior lessons end at 3:30pm. After that time your child has to pack up and put on his/her coat before leaving the classroom.
4. Extra activities outside normal school hours are available – see separate article.
5. Children will have swimming lessons for one term in each of years 3, 4 and 5 as follows:
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Year 3 - during Term 3

Year 4 - during Term 1

Year 5 - during Term 2

Details will be sent home with the children.

Chapter 3 – Extra activities outside normal school hours

Extra activities for infants and juniors

Thanks to the hard work of our teachers, we continue to be able to offer a very good choice of out-of-school activities to our infant and junior school pupils. Unfortunately, places are limited for many of the activities. If your child is interested in any of the activities listed below, please wait for the club leader to send details home, and then follow the instructions to join. Recent clubs have included badminton, street dance, multi-skills, netball, table tennis, rounders, football, cricket, choir, art, writing, chess, drama, star writers and other 'booster' classes.

Not all these clubs run throughout the whole year. They are held in the two school halls, outside or in classes and families are always informed of arrangements. Please note that, due to the ratios of staff to children needed for these clubs, we do not usually run out-of-school activities for children in Foundation Stage.

Residential field trips for junior school children

For many years we have run a field trips for year 5. We use 'Robinwood' in Lancashire.

The standard of care and expertise at any centres we use is exceptional and all staff involved feel confident that the children get a challenging but exhilarating, safe and enjoyable package.

The children come back from our residential trips full of enthusiasm.



Educational trips and the school pricing policy

Most parents recognise the importance of the school trips we run. These provide valuable first-hand experience that children build on in class lessons. School can only run these trips if parents agree to pay towards them. The cost is usually subsidised by school. If a parent is in the position where they cannot pay, for example if they are receiving low income benefits etc., they can speak to Mrs Foy, in confidence, to discuss ways of enabling their child to be included. In the case of the Residential Field Trips in year 5, the cost of accommodation and travel must be paid by the

parent, but school may, in some circumstances, be able to pay for other elements of the trip. Parents should discuss any problems with Mrs Foy so that their child is not excluded on financial grounds.



Class funds

Many teachers operate a voluntary 'class fund', which pays for items not provided out of school budget or PTA donations. Goods bought are specifically for that class. Teachers who use class funds have spent the money on such items as ingredients for cooking or food tasting, specialist art materials for class topics, non-standard stationery e.g. desk tidies, party decorations and goodies etc. Some teachers send out class newsletters giving details of how they have spent their class fund.

If you would like to contribute please ask your child's class teacher for details.

Thank you to those of you who have contributed to class funds.

Tokens

We are always grateful to receive tokens for schemes run by retailers and companies. In the past we have obtained books and sports equipment. Please see the school Facebook page for more details.

Chapter 4 – Health & Safety



School security, pupil safety and vehicles in school grounds

The School Governors take every possible step to ensure the safety of all pupils and staff at the school. Once the school day begins, all classroom doors leading directly from the playground areas are locked. The gates into school are also locked. They are opened, under supervision, at specific times in the day, to allow Nursery children and their families to get access to the Foundation Unit. Otherwise, access can only be gained by reporting to the main office in the infant building. Access to the two main entrances (infant and junior buildings) is controlled by electronic

'key-fobs' held by the staff. Visitors or latecomers should ring the bell at the infant entrance to gain admission. All visitors must sign in at the main office. They will also need to wear a visitor sticker whilst on the school premises.

Only staff and official visitors are allowed to bring their vehicles into school grounds. For safety reasons, **parents/carers are not allowed** to bring their vehicles into the school grounds. The only exceptions to this are for blue badge holders, **where the badge holder is in the vehicle at the time** and for parents who have obtained permission from the school Business Manager.

As part of South Failsworth School's commitment to community cohesion we ask that parents and carers consider local residents when parking outside or near the school. There have been complaints of parked cars blocking residents' access to their drives. This is illegal and may result in prosecution.

Please do not park on the zig zag lines, which are there to help keep **your** children safe. Also, you may be given an on-the-spot fine by a traffic warden or police officer if you park on them.

Safeguarding and child protection

The school operates policies and practices to safeguard children in school. All staff complete Safeguarding and Child Protection training and there are identified members of the Senior Leadership Team and Governing Body with specific training and responsibility for recruitment and Child Protection. The Governing Body rigorously follows all statutory guidelines and the school maintains a single central record (SCR) of all staff and adult volunteers working at the school – all of whom have had an enhanced Disclosure and Barring Service (DBS) check.



School no-smoking venue – all buildings and grounds

South Failsworth Primary School is a no-smoking site. The 'smoke-free' rule applies to all buildings and grounds – including during functions and events. The purpose of this is to protect and improve the health, safety and well-being of all staff, pupils, parents, carers and members of the public who visit our school.

Chapter 5 – School policies and plans

The admission and inclusion of pupils with disabilities

At South Failsworth we believe that every child is entitled to a broad and balanced academic and social curriculum and that inclusion is essential in ensuring the equality of opportunity for all. We ensure that our policies and school activities provide for **all** pupils.

We make every effort to assess specific needs of incoming children and to anticipate, from information gathered from pre-school agencies, future requirements for resources, alterations etc.

All statutory policies are available on the school website.



Disability Discrimination Act (DDA) - accessibility plan

Every school must have an accessibility plan, which shows how they intend to improve the physical environment, increase access to the curriculum and make improvements in the provision of information. Our plan is available to view in school. Please speak to the Business Manager, Miss Roche, if you would like to see it.

This school is now accessible to all physically disabled children and adults and compliant with DDA regulations and guides.

We continually look for ways to make the physical environment of the school meet the needs of learners - irrespective of their disability. Where necessary we will adapt our timetables to ensure our provision is thorough and effective, and meets the needs of all our learners.

Please feel free to speak to the Deputy Head Teacher, Mrs Foy, if you think we could do more to make the school or the curriculum more accessible to your child.

Good behaviour and your child

The school behaviour management policy is available on the school website. It is also available at school in paper format. If you would like to see it, please contact the Business Manager, Miss Roche.

Chapter 6 – Care and support for all

Parent partnership

This school prides itself on the relationships it develops with its families. It is really important that a trusting and positive relationship is built between home and school. Families are expected to read, and write comments in, the home/school communication books and/or Homework books/journals, and staff are required to check these at least once every week.

Each year we run courses for parents/carers to tell them about the work that their children are doing at school. Attendance at these courses is voluntary. But we recommend that parents come along as we give details of teaching methods and tips that might help you to help your child with homework and school work. We always advertise these courses in advance.

Zero tolerance

In line with Oldham Council policy, the Governors of South Failsworth Primary School will not tolerate any aggressive, threatening or abusive language or behaviour towards any employee of the school. Any cases of such behaviour will be reported to the police.

Special Educational Needs and Disability (SEND)

Children have 'Special Needs' if they find learning significantly more difficult than other children of the same age. Our SEND information for parents is on the school website.

Our Special Educational Needs and Disability (SEND) Policy reflects the school's commitment to the professional development of its staff which ensures that the needs of children are met. All teachers and teaching assistants at our school have completed courses relating to Special Educational Needs and Disability. Some of our Teaching Assistants are qualified to postgraduate level.

At South Failsworth we have built up an expert team of support staff and are very successful in helping children to achieve their potential. However, this is expensive work and we spend significantly more than our allocated SEND budget on this area. The Staff and Governors feel that good management of 'special needs' benefits all our children and allows everyone to reach full potential. There has been no change to the school's SEND policy in the last year but we review it annually.

If you feel that your child has special needs please speak to our SENCo, Mrs Sidaway.

Playtime supervision and support

We have a dedicated team of lunchtime supervisors. We also operate a 'Playground Buddy' system. The buddies are other pupils and are members of the school council. They give support to children who may find it more difficult to join in. The 'buddies' encourage relationship building, teach other children how to play games or just sit and talk with a child. They also liaise with lunchtime supervisors where necessary. In addition we have children who are trained Sports Leaders and deliver sport activities whilst supervised by an adult.

PPA time

PPA time is an entitlement for all teachers. We use our respected Learning Support Staff to deliver a range of curriculum activities during PPA time for our children. We encourage all our children to follow the Golden Rules:

- be gentle
- be kind and helpful
- work hard
- look after property
- listen to people
- be honest



Foundation unit and infants

Milk is provided for foundation unit and infant school children, along with healthy snacks. All these are free.

Juniors

At morning break time, children in the juniors can buy milk and fruit snacks from school or they can bring their own 'healthy snacks' from home.

Water is available for children to drink throughout the day.

Healthy snacks are fruit and vegetables only.

Treats on birthdays and special occasions

Birthday treats to be shared with the class should be items such as pens, pencils etc but not sweets. The school identifies appropriate times in the year, such as Christmas and Easter, when the rules are relaxed regarding sweets and cakes!

School dinners and Healthy Lunchboxes

South Failsworth School is actively involved in the National Healthy Schools Programme. All our school meals are made from natural ingredients and all meat used is of a high quality. Levels of fat and salt are carefully monitored and items such as 'chips' are only available once a week. School has been awarded the Heartbeat Certificate. This means that the kitchen, under the direction of the kitchen supervisor, has met the following criteria:

- healthy food choices
- high standards of hygiene
- effective food safety management system

- well trained food handlers

For the school year starting September 2017, school dinners will cost £2.00 per day (£10.00 per week). This can be subject to change so please check.

Sample menus and details of the 'school meals food policy' are available on request.

Families are asked to be aware that school operates a Healthy Lunchbox Policy for children not on school dinners. This is available through the school office.



Religious education and collective worship

In line with education law, children are taught 'Religious Studies' (which includes the study of world religions), and are provided with an act of collective worship each day. Whilst this 'assembly' is broadly Christian it may or may not include hymns or prayers. The local parish priest (from the Church of the Holy Family) conducts some assemblies, but the school has no affiliation to this or any other church.

Parents are entitled to withdraw their child from Religious Studies or collective worship. If you want to withdraw your child, please speak to the Deputy Head Teacher, Mrs Foy.

We also operate a highly effective school link partnership with St Hilda's Primary School in Oldham. This enables children from differing cultural backgrounds to meet and share valuable learning experiences.

And finally!

Thank you for taking the time to read our school prospectus. We hope you enjoyed it. Here at South Failsworth we always try to make our prospectus interesting and informative. If you would like to comment on the prospectus in any way, please email us at info@southfailsworth.oldham.sch.uk or write to Mrs Foy.

Report compiled by Mrs. Vicki Foy, September 2018