



Hilton Lane Primary School

Madam's Wood Road
Little Hulton
Worsley
Manchester
M28 0JY

Telephone Number: 0161 921 1195

Email: hiltonlane.primaryschool@salford.gov.uk

Welcome to Hilton Lane Primary School in Little Hulton. It gives me great pleasure to welcome you to our school. At Hilton Lane we use the phrase "Aiming High Together" to sum up what we are about. Everyone at school wants each and every child to achieve their very best and everything we do works towards that. Of course the phrase also acknowledges the important contribution parents and carers make in supporting their children, and we value the home-school partnership that helps your child be the best they can be.

We endeavour to ensure that all children enjoy school, feel safe, challenged, engaged, motivated and achieve their full potential. We are an inclusive school. We therefore cater for all children, regardless of race, gender and disability. We welcome diversity in our school community, learn from each other and promote tolerance, respect and equality alongside other values such as self-belief, perseverance, friendship, self control and democracy and the rule of law.

I hope you find this brochure informative and that you find what you are looking for. Please contact Mrs Anne McNally in the school office on 0161-921-1195 with any further queries you may have. Alternatively, there is a lot of additional information on the school website- www.hiltonlaneprimary.co.uk

Aileen Birrell
Head Teacher



STAFF at June 2018

Headteacher

Mrs A Birrell

Deputy Headteacher

Mrs H Oliver

Teachers

Miss R Bolton

Mrs J Splaine

Miss A Sweeney

Miss E Humphreys

Miss E Soffe (on maternity leave)

Mr N Ryan

Miss B Pilling

Miss L Mullineaux

Higher Level Teaching Assistants

Mrs C Jepp

Miss C Slade

Teaching Assistants

Mrs L Barratt

Miss L Arthern

Mrs K Thoday

Mrs C McEachern (on maternity leave)

Mrs K Boardman

Miss G Wall

Miss R Johnson

Miss L Ingham

Mr J Howarth

Learning Mentor/Family Support- Mrs E Corrie/ Miss S Smith



School Business Manager Mrs K Shuttleworth
School Clerk Mrs A McNally

Site Officer Mr P Swindells
Caretaker Mrs D Cordingley

The School's Governing Board

Chairperson Mr L Wynn (LA Governor)
Vice Chairperson Mr P Henderson-Griffiths (Co-opted)
Parent Governor Ms M Fennymore
 VACANCY
Co-opted Governors Mrs T Wroe
 Ms G Jarvis
 Mrs H Oliver
Staff Governor Miss E Humphreys
School Governor Mrs A Birrell (Headteacher)



THE SCHOOL DAY



School starts at	9.00 am
Assembly is at	10.10 am Tues- Friday and 3.00 pm on Monday
Playtime is at	10.00 am - 10.10 am
Junior Dinner time is	12.10 pm - 1.00 pm
Infant Dinner time is	12.00 noon - 1.25 pm
Playtime is at	2.15 pm - 2.30 pm
Home time is at	3.30 pm

Although school officially starts at 9 am, we open the doors at 8.45 am so that children can come into school in their own time and sort themselves out for the day ahead. Everyone is then ready to start working when the bell goes at 9 am.

Anyone who arrives after 9 am has to come into school via the main office and sign in, as the registers are taken in class at 9 am and it's important we know who is in the building for health and safety reasons.

It is very important for your child's education that he/she arrives at school on time - but it's better to come late than not at all!

Try not to have the children waiting on the playground too early, especially in cold or wet weather; five minutes before the doors open is early enough.

School runs a breakfast club from 8 am. If you are interested, please contact Anne in the school office.





THE SCHOOL

Hilton Lane Primary School is actually made up of two separate buildings. The main school is on Madam's Wood Road and the nursery is situated on another site, on Prescott Street, just up Hilton Lane on the left.

The main school has four wings set around a central hall. The Reception class has a wing of its own with a fenced off play area that is used as an extension to the classroom. The other infant (or Key Stage 1) classes have their own purpose built rooms. The four Key Stage 2 or "Junior" classes are contained within the remaining two wings.

The whole school is surrounded by mature grounds with a large flat playing field. There are a wide variety of trees, shrubs and bulbs so that the children are surrounded by a very pleasant environment.

There are seven classes in the main school, each catering for one age group. (Children with dates of birth in the same school year - 1st September to 31st August).



ADMISSION TO SCHOOL

We always welcome visits by parents and children to look around the school and nursery before deciding whether or not to apply for a place. If you let us know when you would like to come (by telephoning or dropping in) we will arrange for you to see the school in operation.

If you decide you'd like a place for your child you must then contact the Admissions team at Salford. Their number is 0161-778-0431.

There are 25 new places available in the Nursery and 30 in the Reception class at the beginning of September every new school year. **Children who have been in our Nursery need to re-apply for a place in the Reception class the following year.**

Admission Policy is determined by the Local Authority, and agreed by the Governing Board. The Criteria, in priority order, are:

1. Looked After Children and previously Looked After Children.

This includes children who have ceased to be looked after because they were adopted or became subject to a special residency order or special guardianship order.

2. Children in Need as defined by the Children Act (1989)

i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the local authority. Confirmation of the child's needs will be required from their social worker.

3. Exceptional Medical reasons

If claiming medical reasons, parents/carers must provide evidence from their doctor that the child has a medical condition which means that admission to a particular school is essential.

4. Brother or sister in attendance at the school (Reception - Year 6

only) at the date when the pupil is to be admitted. This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (The authority accepts that in some family units the children may not be natural brothers and/or sisters).

Cont'd



5. Children living nearest to the school.

The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

PLEASE NOTE:

School admission criteria is subject to consultation and may be changed on an annual basis.

Also-

* In the course of allocating places it may be that the school is full before all the children have places. If that happens all the children **within that criterion** will be ranked according to distance from the school, so that the children who live nearest to the school (measured on a straight line distance from the centre of the school) will take up places until the Standard Admission Number has been reached, and thereafter no further places at the school shall be allocated.

* no child can automatically transfer from the nursery to the Reception class.

* Due to problems in previous years it may be necessary for the Admissions & Exclusions Team to carry out checks to confirm that the address you give is genuine. Parents may be asked to produce documentary evidence of their address.

Places in the Reception class are allocated according to the criteria above with children who have attended the nursery being considered on the same basis as those who have not.

Parents will be invited to visit, with their child, prior to admission to the main school Reception Class. At this time you will be given our special booklet to help you prepare your child for school called 'Making A Successful Start' which shows ways that you can help your child to settle down and begin to learn more quickly.

Parents will also be invited to visit the Nursery before admission. The school's Nursery brochure, available on request, has further and more detailed information.



OUR AIMS:-

We aim to:

CREATE AN ETHOS WHICH:

provides a warm, supportive environment where children are encouraged to try without being afraid of failure.

encourages and supports equal and challenging opportunities for all and a positive and ordered environment where children develop self-esteem and independence.

establishes good personal relationships between children, adults and all who come to the school, so that the school is a caring community.

provides and develops an environment in which children behave in socially and morally acceptable ways.

establishes an environment that is committed to the highest possible achievement.

recognises and preserves the rights of all individuals.

HOURS SPENT ON TEACHING

Children aged from 5 to 7 (Key Stage 1) are taught (excluding assembly, registration and lunch and other breaks) for a period of twenty-one hours and fifty minutes each week. The recommended minimum is twenty-one hours.

Children at Key Stage 2, the juniors, are taught for a period of twenty-four and three quarter hours per week. The recommended minimum is twenty-three and a half hours.



THE CURRICULUM

We endeavour to ensure that all children enjoy school, feel safe, challenged, engaged, motivated and achieve their full potential. We recognise that the curriculum we provide is a key factor in this.

Introduction

The curriculum is all the planned activities that we organise in order to promote learning and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also the range of extra-curricular activities that the school organises in order to enrich the experience of the children. It also includes the 'hidden curriculum', or what the children learn from the way they are treated and expected to behave. We aim to teach children how to grow into positive, responsible people, who can work and co-operate with others while developing knowledge and skills, so that they achieve their true potential.

Aims and objectives

The aims of our school curriculum are:

- to enable all children to learn and develop their skills to the best of their ability
- to promote a positive attitude towards learning, so that children enjoy coming to school, and acquire a solid basis for lifelong learning
- to teach children the basic skills of literacy, numeracy, science, computing, physical fitness and health
- to fulfil all the requirements of the National Curriculum and the Salford Agreed Syllabus for Religious Education
- to teach tolerance, respect and the advantages of diversity and to help children understand the importance of truth and fairness, so that they grow up committed to equal opportunities for all
- to enable children to be creative and to develop their own thinking
- to enable children to recognise and utilise their own best learning style
- to teach children about our developing world and the issues it faces
- to help children understand Britain's cultural heritage
- to enable children to be positive citizens in their community and wider society
- to enable children to have respect for themselves and high self-esteem, and to be able to live and work co-operatively with others.

There's lots of information about our curriculum on the school website-

www.hiltonlaneprimary.co.uk



The Early Years Foundation Stage

Nursery and Reception classes make up the EYFS. The staff in these year groups consider the individual needs, interests, and stage of development of each child in their care, and must use this information to plan a challenging and enjoyable experience for each child in all of the areas of learning and development' . In line with this, planning for themes in Nursery and Reception is linked to developmental age and current needs and interests. Ideas for themes are taken from observing children during play activities and talking to children/parents about interests and experiences outside of school. A theme may also be planned to cover specific aspects of the EYFS curriculum which have not previously been met. There may be several themes running alongside each other, depending on children's needs at the time. Themes in Nursery and Reception classes may overlap at times, but will be taught at an age appropriate level.

Monitoring and review

Our Governing Board's School Effectiveness Committee is responsible for monitoring the way the school curriculum is implemented.

We have named Governors for major curriculum areas. The Governors liaise with the subject leaders of these areas, and monitor the way the school teaches these subjects and the outcomes for pupils.

TESTING AND ASSESSMENT

The children in our school are formally assessed, along with all other children in England, at the end of Reception Class, in Year 1 for phonics, and at the end of Years 2 and 6 in English, Mathematics and Science. These results are then reported to the Local Authority and to the government. Our aim is to keep you informed about how we organise and administer these assessments and you will have the opportunity to find out more about them as your child approaches these landmarks in their school life. In addition, the school carries out a wide range of less formal assessments in other year groups to help you know how well your child is achieving and about the progress they are making, and to help us plan their future work. Each year, with your child's report, you will receive their most recent assessment information, but you can speak to the class teacher about progress at any time.



STARTING OUT AT SCHOOL

Play is a natural way of learning and your Nursery or Reception child will tell you that for a lot of the time he/she is 'playing'.

Very young children who can't read and write express their feelings through active learning. Play is a child's work. It is the way through which he/she discovers new things about the world, develops new skills and builds up relationships with new friends.

So don't be worried if your child seems to be playing a lot. He/she is learning at the same time.

The play will, however, be carefully structured and guided by the teacher so that the early stages of mathematics, science, reading and writing are mastered in an enjoyable way.

You will be invited into school so that we can help you to share your child's first experiences in learning to read.

Please do not compare your child with others in his/her class. Different children progress at different rates.

Your child will also learn to get on with other people and to do things for himself. He/she will learn to control his/her movements in P.E. and dance as well as drawing, painting and singing. His/her interest in the world around him/her will be stimulated by activities involving manipulation and observation. All these new activities and interests should be enjoyable.

If you have any difficulties or worries, or any questions, your child's teacher will be available to talk to before and after school each day. No problem is too small to bother about, so do ask.



SEX EDUCATION

Children are interested in the working of their own bodies and any questions, which they ask, are answered truthfully and straightforwardly by their teachers, as they should be answered at home. The most natural way of learning about how children come into the world is to learn from parents, but our experience shows that this does not always happen and that it is better that children learn from some respected and authoritative source than from other children, who often mislead or frighten. We use audio visual programmes designed for primary school children. In addition we are supported by the school nurse in this area. The basic facts about puberty and birth are presented in the context of a loving family. Before you decide whether or not you wish your child to be part of this learning you will be informed so that if you have any worries you can speak to the teacher.

RELIGIOUS EDUCATION

As a community school, children of all denominations are welcome. The religious education is non-denominational and covers all the major world faiths. It is in accordance with the legal requirements for schools. At Hilton Lane we follow the Salford Agreed Syllabus for RE.

Again in accordance with legal requirements, there is a daily act of collective worship in school with a broadly Christian ethos, though a variety of topics are covered. The children will learn and say The Lord's Prayer as part of this though no one is forced to join in.

Parents have the right to withdraw their children from RE lessons and the daily act of collective worship by arrangement with the headteacher.

HOMEWORK

In order to improve the quality of learning experiences offered to our pupils the school has a homework structure which involves a close partnership between parents and the school. We encourage all our parents to be actively involved in their children's learning by practising and reinforcing work in reading, writing, spelling and maths from the very early weeks in our reception class right through until our children leave to go to high school.

This gives our younger children a very valuable opportunity to talk about what they are learning with an interested adult and to practise their spellings and numbers in



a supportive environment. As children get older homework provides an opportunity for pupils to develop the skills of independent learning and we often set learning challenges for homework tasks. Usually the teacher poses a question eg Why do plants have flowers?- and the children can respond in any way they choose. They might make a poster, an information leaflet or a model for example.

There is lots of research evidence that confirms homework as an essential part of learning and consolidating skills. In addition, homework creates a partnership between school and family, giving you an insight into what your child is learning. Until 2012 government guidelines suggested that the following is about right and we try hard not to exceed these-

Years 1 and 2- 1 hour per week

Years 3 to 6- half an hour per night

This does not include reading books.

However, in 2012 these guidelines were scrapped to give schools the freedom to set the homework they feel necessary to develop and consolidate learning.

As a school we believe it is the quality of the task set and of how it is completed that makes the difference, so that if a child in KS2 was not getting two and a half hours of homework but was making a good job of the homework they got and learning from it and making progress we would consider this successful.

Each class teacher will send you a newsletter at the beginning of the year outlining the range of homework that will be covered during the year in their class and the particular days of the week that children will be expected to know their spellings, tables etc. This will be reinforced in termly newsletters as the year goes on. Please try to find a suitable peaceful place for your child to do their homework, either reading with you or doing their homework away from the television. You are the most important influence on your child's education. Supporting their homework every night can make an enormous difference to the progress each child makes in school and of course their future career. It also gives you the opportunity to praise your child and enjoy learning experiences together and the good feelings that success brings.

Please help your children with their work and encourage them and congratulate them for their efforts. Praise and encouragement motivates children to work hard and succeed more than anything else.

Shower proof Homework/Reading Book bags can be purchased from the Ellesmere Embroidery, Unit 106 Ellesmere Centre, Walkden Tel 0161 799 1099



SCHOOL CLUBS

In order to extend opportunities to our older children the school offers a number of out of school activities. The purpose is to improve our children's motivation, build their self-esteem and raise achievement.

EQUALITY

It is our aim to improve chances, choices and outcomes in the lives of different groups of people. We have a published equality scheme in line with the Equality Act 2010 which can be viewed on our website. A paper copy can be obtained from the school office.

The duties under the scheme apply to staff, pupils and people using the services of the school, such as parents and the wider community.

The school is obliged to:

- Eliminate discrimination and harassment, tackling prejudice
- Avoid and deal with any victimisation that takes place following a complaint relating to equality;
- Have due regard to the promotion of equality and opportunity between all members of the school and wider communities;
- Promote positive attitudes and understanding of the protected groups
- Encourage participation by minority and under-served groups in school life;
- Take steps to take account of people's specific needs even when this requires treating some individuals more favourably than others (especially in the case of disabled people). This includes using positive action measures where needed
- Conduct equality analysis, and draw up a relevant scheme and publicise it.

INCLUSION

At Hilton Lane Primary School we are committed to overcoming all barriers to learning and raising standards in all aspects of school life.

We aim to promote inclusivity as an integral aspect of our school development, permeating all our policies, in order to increase the teaching and learning and participation of all our pupils.



ACCESSIBILITY

We are committed to providing a fully accessible environment for all the members of our school community. Much work has been done in and around the school to improve accessibility including: disabled toilet, signage for the visually impaired, appropriate seating in the Visitor's Entrance.

SPECIAL EDUCATIONAL NEEDS

If your child finds it harder to learn at school than other children of a similar age, he or she may have special education needs. He or she may have difficulties which are:

- * of a physical or mental nature
- * connected with sign, hearing or speech
- * emotional or behavioural
- * specifically related to aspects of language or mathematics work
- * more general, covering some or all aspects of school work

You may notice these problems yourself, or they may be picked up by your doctor, health visitor or clinic before your child starts school. Your child might then receive extra help in our school.

If you think that your child is having difficulties with school work, you should talk, in the first instance to your child's teacher or, if you prefer, the headteacher. Many problems can be sorted out simply, particularly if they are dealt with as soon as they arise. You are an active partner with us in your child's learning and we will always listen to your concerns and work with you to ensure the proper education for your child.

The nature of help depends on the severity of the learning difficulty. For instance, help might be given to your child through:

- * a specially designed learning programme
- * assistance from an extra teacher or helper in the classroom
- * being taught individually or in a small group, away from the classroom
- * attendance for part or all of the week at a specialist centre or special school



Miss Humphreys is the teacher who has particular responsibility for Special Education Needs at Hilton Lane Primary School. You can see the school's SEN Local Offer on our website or if you prefer a paper copy can be obtained from the school office.

YOUNG CARERS

We aim to support all young carers to develop to their full potential academically whilst signposting other help and support available beyond the school day. It is therefore important that you let us know, either on entry or when the situation arises, that one of our pupils is a young carer with responsibility for looking after parents or other family members with disabilities or other long term physical or mental health problems. The right to pupil and family privacy will be respected and the school will only share information with professionals and agencies on a "need to know" basis. A full copy of our policy is available on the website or from the school office.

BEHAVIOUR

We believe very strongly in praising good and positive behaviour in order to encourage children to develop self-discipline. In order to emphasise this, good behaviour or work is celebrated through a merit system in which stickers and certificates are presented and other rewards are in place. Children are encouraged to treat others as they would wish to be treated, in order to foster an atmosphere of trust, respect, kindness, politeness and warmth. All school rules are set with this aim in mind.

It is however necessary to have a means of dealing with those children who misbehave or hurt others. The school has a hierarchy of sanctions in place which are consistently and fairly applied in all year groups. Sometimes it is necessary to ask parents to meet with us to discuss their child's behaviour so that we can work together to sort out the problem.

The behaviour policy is available on our website. In addition, a summary of it and of our anti-bullying policy is sent to parents every September.



SCHOOL INFORMATION

Any parent requiring further information with regard to the School Curriculum, the Salford RE Curriculum or the National Curriculum may request to see copies at the school. Much of this information is available on the website-

www.hiltonlaneprimary.co.uk

Hilton Lane Primary School is committed to providing a safe and healthy environment for all pupils, staff and visitors both on the school premises and on Educational Trips and Visits.

ACCESS TO PUBLIC DOCUMENTS

One of the aims of the Freedom of Information Act 2000 is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we have produced a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers information already published and information, which is to be published in the future. All information in our publication scheme is available in paper form.

Some information, which we hold, may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner.

Inspection of copies of documents can be arranged by contacting the School Office



SCHOOL SECURITY

Unfortunately school security is an issue for all parents these days. I would like to assure you that the security of buildings, teaching resources and (most important of all) our children and the teachers' personal security is a priority at Hilton Lane. The school buildings are protected with burglar alarms and personal security systems in both the nursery and the main school. The nursery has a security entrance system and each teacher wears a personal security alarm, which triggers alarms if any alert situation arises. The main school security includes:

- a. locked playground gates during the working day - these are locked promptly at 9.00 am and unlocked just before 3.30 pm.
- b. electronic and coded security locks on doors.
- c. a visitor vetting system, as well as an electronic signing in and out system.
- d. staff members wear identity badges and all visitors issued with a visitor's badge during the school day

Hilton Lane Primary School also operates Salford's Zero Tolerance Policy. If a person threatens or assaults anyone in school, or persists in abusive behaviour, that person will be removed from the premises and may be prosecuted.

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

Under the Education Act 2002 (section 175), and Keeping Children Safe in Education 2016, schools must make arrangements to safeguard and promote the welfare of children and follow the correct procedures and processes.

Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible seek their consent to a referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm. Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their



responsibilities in accordance with the law and acting in the best interests of all children.

The designated Child Protection person in school is the Headteacher. At Hilton Lane we have an up to date Child Protection Policy and this is reviewed annually.

MEDICINES IN SCHOOL

There are many members of staff trained in first aid.

There may be an occasion when your child is at school when he/she needs to be given certain types of medicine or drugs.

There are normally two sets of circumstances in which a headteacher may be requested by a parent to deal with the administering of medicines to pupils at school:-

- a. Cases of chronic illness or long term complaints such as asthma, diabetes, epilepsy.
- b. Cases where a child recovering from a short term illness is able to return to the school but is receiving a course of antibiotics, cough medicine, etc.

Under these circumstances to follow such a request is a straight forward discharge of our *in loco parentis* duty of care.

However, at Hilton Lane the following procedures **MUST** be observed before we agree to accept responsibility for the administering of medicines to pupils:-

1. The medicines should be brought to school by the parent, not the child. and should be delivered to the school office. Medicines must be collected by an adult.
2. Teachers are not allowed to administer medicines.
3. The parent/guardian must complete a slip giving his/her permission for the school to administer the medicine.
4. No child should ever be given any kind of medicine to keep in his/her bag to take for themselves.



5. It is the policy of the school not to dispense analgesics under any circumstances eg Calpol.

ASTHMA

All children with asthma will be under the care of their GP/Practice Nurse and it is likely that there will be lots of information passed between them and parents. However, children spend a substantial amount of time in school so it is very important that you advise us of any such condition and how it is treated. A copy of our asthma policy is at the back of this booklet. It has been developed in association with the specialist health visitor for paediatric asthma. If your child has asthma please complete the form at the back of the policy and return to school when your child joins. If asthma is diagnosed while your child is with us please come and let us know and ask for a copy of our policy, which is also available on the website.





SCHOOL UNIFORM

All children are expected to be clean, neat and suitably dressed in our uniform.
The uniform consists of:-

GIRLS

Navy Skirts
Navy School Sweatshirts/Cardigans
White Polo Shirt

BOYS

Navy or Black Trousers
Navy School Sweatshirts
White Polo Shirt

Girls may wish to wear a blue and white gingham dress in the summer term.

Most parents find the school sweatshirt smart, comfortable, warm, hardwearing, easy to wash and very good value. These can be purchased from:-

- Ellesmere Embroidery, Unit 106, Ellesmere Centre, Walkden Tel. 0161 799 1099.
- Molly's Uniform, 19 Memorial Road, Walkden, M28 3AQ tel 0161 790 9222
- [www.orchardschoolwear.co.uk/Hilton Lane Primary School M28](http://www.orchardschoolwear.co.uk/Hilton_Lane_Primary_School_M28) OJY/



Shoes for School

Black "school" shoes are the only acceptable footwear for inside school. Black trainers are not part of our uniform and should not be worn. If, in exceptional circumstances, a child cannot wear their school shoes an adult must inform school. A note to the teacher or a word at the door in the mornings is fine. In winter, boots may be worn to school but must be changed when entering the school.

Boys may wear plain dark coloured socks (black, navy or dark grey) and girls may wear plain tights in the same colours. In addition girls may wear white socks.

Children are NOT ALLOWED to wear denim or cord jeans, nor should they wear tracksuits for everyday wear (including jogging bottoms).

FOR INDOOR P.E.

All children need PE pumps or bare feet for indoor activities - trainers are NOT suitable - they slip on wooden floors and apparatus.

Boys and Girls need SHORT white shorts - Bermuda or cycling shorts are not suitable.

Boys/Girls need a white polo shirt or plain white tee shirt. Large tee shirts are dangerous and will not be allowed. Whenever possible this top should be a different one to that worn as part of their uniform as PE lessons, are, as the name implies, physical, and involve lots of running around. This is particularly important for older children.

ALL CHILDREN NEED A PE BAG TO KEEP THEIR P.E. KIT IN. THE BAG MUST BE CLEARLY LABELLED WITH THEIR NAME.



FOR JUNIOR GAMES

All children will need shorts, tee shirt, trainers or pumps. Children may wear SCHOOL SWEATSHIRTS or TRACKSUITS for games when it is cold.

SUN PROTECTION

We are very aware of how important it is to protect your child from the harmful rays of the sun during the months March to October. Many forms of serious types of skin cancer can be traced to burning in young children. To help protect your child please provide them with a sun hat on hot days.

NAME LABELS

It is essential that ALL your children's clothes are CLEARLY MARKED WITH THEIR NAME.

This ensures that any lost clothing can be claimed immediately. You will appreciate that without names lost property can be difficult to trace as everyone is wearing the same.

JEWELLERY, HAIR, MAKE-UP etc

No jewellery is allowed in school apart from watches and stud earrings.

We would also ask that headbands and other hair accessories are small, neat and sensible for a busy day at school. Shapes shaved on heads as part of a hairstyle are also not appropriate for school. There should be no make-up (including nail polish) or visible tattoos (even temporary ones) on school days.

SCHOOL MEALS

All meals are prepared at the school and are very good value for money. School meals cost £2 per day £10 per week- prices correct at June 2018), which must be paid in advance of the meal - on **MONDAY MORNING**. As you will appreciate it is very difficult for Anne in the office to provide change so we would be grateful if children bring in the correct amount.



PLEASE SEND EACH CHILD'S DINNER MONEY IN A NAMED, SEALED ENVELOPE

This should be taken to class and will be collected by the teaching assistant then sent to the office. Please do not bring the money to the office yourself unless there is some further information which you wish to give to us. Please note that if you fall into arrears with dinner money you will be asked to provide a packed lunch for your child until your debt is cleared.

All children in Reception, Years 1 and 2 are entitled to a free school meal and we would encourage you to take up this offer. Sample menus are available from the office if you'd like to see what's on offer. Please see more information about this at the end of the brochure.

If your child is in other year groups they may still be eligible for free meals. If you would like more information about this contact:

Free School Meals Tel: 0161 793 2500

Lunch Boxes

If you choose to send your child to school with a lunch box there is a school policy on its contents that we expect parents to follow. This is because part of our curriculum is the fostering of healthy lifestyles and what we eat daily is an important part of this.

In line with guidance from the School Food Trust, packed lunches should include:

- at least one portion of fruit and one portion of vegetables every day.
- meat, fish or other source of non-dairy protein (e.g. peanut butter, chickpeas or lentils) every day.
- oily fish, such as salmon at least once every three weeks.
- a starchy food such as any type of bread, pasta, rice, couscous, noodles or potatoes every day.



- dairy food such as milk, cheese, yoghurt, fromage frais or custard every day.
- only water, fruit juice, semi-skimmed/skimmed milk, yoghurt or milk drinks or smoothies.
- meat products such as sausage rolls and mini sausages should only be included occasionally.

Packed lunches should not include:

- confectionary such as chocolate bars, chocolate-coated biscuits and sweets. **Every Friday**, children can bring a chocolate cake bar or chocolate biscuit if they wish (**Chocolate Friday**).

WATER

Please send in a bottle of water with a sports type top with your child's name on it; this will be kept in the classroom and should be taken home each day to be cleaned. This will help keep your child hydrated throughout the day and allow them access to water when they want it. Please note that only WATER IS ALLOWED IN SCHOOL, not juice, pop or flavoured water. We have 5 water dispensers situated around the main school to which all children have access. The children can top up their bottles throughout the day with chilled, filtered water. There is also a water dispenser at the Nursery.

MILK

School milk is provided free for all children until the **term in which they reach their fifth birthday**. Children **who have been registered** as eligible for free school meals are also provided with free milk. Milk can still be provided for other children but must be purchased on a half-term basis. It must be ordered and paid for in advance at the end of the previous half-term. Parents will be advised by the school of the cost for milk at this time and asked to order for next half term. Milk cannot be ordered part way through the term to begin immediately.



SCHOOL TRIPS AND VISITS

In order to extend the children's work the school likes to promote and plan trips and visits to places of educational interest. We ask for voluntary parental contributions to help finance these and parents have been keen to support us in this in the past. Without your help these trips could not go ahead and the children's educational experiences would be reduced. Almost every trip is heavily subsidised by school to lessen the burden for parents.

ABSENCES

If your child is absent from school for any reason **it is important** that you telephone the school on 921 1195 and send in a note of explanation to the class teacher when the child returns. Any absence which is unexplained will be classed as an **UNAUTHORISED ABSENCE**.

HOLIDAYS IN TERM TIME

From September 2013 a change in the law means there is no entitlement to holidays in term time and no permission will be given. Children cannot be on holiday when school is open.

Concerns and Complaints

Any concerns should be made to the class teacher in the first instance. Most teachers are available for a time immediately after school at 3.30 pm. If you are not satisfied with the outcome of your discussion and wish to seek further advice then you should make an appointment to see either the Family Liaison Officer, Mrs Corrie or the member of the leadership team responsible for the class your child is in. For Nursery, Reception and Year 1 this is Mrs Splaine. For all other classes this is Ms Oliver.

In the rare circumstance that a difficulty is still not resolved then you should make an appointment to see the Headteacher, Mrs Birrell.



If you are still not satisfied then Mr L Wynn, Chairperson of the School Governing Board can be contacted, in writing, through the school office. All parents are given a leaflet explaining the school complaints procedure in more detail when a child is first admitted - please ask for a copy at the school office if you would like another at any time.

REPORTS AND PARENTS' EVENINGS

Written reports on all children will be sent to parents once a year in June or early July. We also have two Parents' Evenings, one towards the end of the first half term in the autumn and one in the spring term. After you have received your child's report, should you wish to discuss it with the class teacher, you may make an appointment to do so. We are always happy to arrange a special appointment at any time for you to discuss your child's progress with their class teacher.

SEEING THE HEADTEACHER OR CLASS TEACHER

If you wish to see the Headteacher, Mrs Birrell, during the school day, please make an appointment in advance with Anne in the office. This ensures that she is available, and can prevent a long wait for you. Mrs Birrell will do her best to see you as soon as she can or ring you at home or work if necessary.

Most teachers are available for a time immediately after school at 3.30 pm.

If there is anything else you wish to know, please do not hesitate to come into the school and ask. We shall be pleased to help you. We look forward to a happy and successful partnership with you for the benefit of your child.

PTFA

The PTFA is our parent group. In the past it has raised money to buy additional equipment for school ranging from a washing machine for Nursery to playground toys. Usually the money is raised through social events. Its support has been vital in times of tight school budgets, and the money raised has benefitted the children of our community and perhaps your older children or children in your wider family.

The PTFA is always on the lookout for new members. If you are a good organiser or like to socialise or are keen to help your child's school we'd love to hear from you.



Teachers are always willing to help at events- we just need a strong organising committee from among the parents.
If you'd like to get involved, please call in at the school office.

Mrs A Birrell
Headteacher
June 2018



Introduction of Infant Universal Free School Meals (IUFSM)
Government Initiative



30th April 2014

Dear parents,

I am delighted to inform you that from September 2014, all pupils in key stage 1 (reception, year 1 and year 2) in state funded schools in England will be entitled to receive a tasty and nutritious school lunch, through the introduction of the government's universal infant free school meals (IUFSM) policy. The independent School Food Plan, published by the Department for Education in July 2013, recommended this policy, based on the findings of the free school meal pilots held between 2009 and 2011. The pilots showed that universal free school meals can have significant benefits both for individual children and for the broader life of the school.

Research has shown that healthy free school meals improve children's learning and productivity, whilst saving you money in tough times.

From September 2014, all parents/guardians, registering children for school places within Reception, Y1 & Y2 will be encouraged to take up the offer of the Free School Meal, and register their entitlement with the Local Authority, this will ensure that school receives all the funding it is entitled to and desperately needs.

It's important to sign up for free school meals as registering could also raise an extra £1300 for your child's school from central government, to fund valuable support like extra tuition, teaching assistants and extracurricular activities.

Even if you don't want your child to receive a free meal, we would encourage you to register for free school meals on 0161 793 2500, so that the school receives as much funding as possible!

The school will advertise Citywide menus on its website www.hiltonlanepriamary.co.uk, and it is the intention of the Headteacher and School Cook to invite parents into school to attend taster sessions, where the meals on offer to pupils will be available to try.

Mrs A M Birrell
Headteacher





Hilton Lane Primary School

Asthma Policy

<u>Date of Review</u>	<u>Chair of Governors</u>
March 2013	
March 16	
March 18	



Introduction & Background

A clear requirement from staff, parents and pupils is that a sound asthma policy improves the management of asthma in children. Underpinning this is developing awareness of how school staff can support children with asthma by an understanding of the disease and how it is managed in the school setting. For the vast majority of children, asthma, when well managed at home and school should not affect their school experience.

All children with asthma will be under the care of their GP/Practice nurse or a Paediatrician and should be attending reviews every 6-12 months. The school nurse or Specialist Health Visitor can compliment this by offering support for children in the school setting or at home. Annual updates for schools are advised and this can be arranged through the school health team or directly to the Specialist Health Visitor (contact details below).

Explanation of disease:

- People with asthma have sensitive air passages which are quick to respond to anything that irritates them (triggers).
- This results in the air passages of the lungs becoming narrow, making it difficult to breathe in and out.
- Narrowing of air passages produces ONE or ALL of the following: coughing, breathlessness, wheezing.
- SUDDEN, SEVERE narrowing of air passages may result in an ‘Asthma Attack’.

Treatment: consists of two main forms

- Reliever inhalers (usually Blue) and preventer inhalers (usually Brown).
- Only **BLUE** inhalers need to be in school.



Margaret Cuffwright
Specialist Health Visitor-Paediatric Asthma
Salford PCT
0161 212 4169
07748 144 234
Margaret.cuffwright@srft.nhs.uk

1. Identification of Pupils Affected

Identification of pupils who have asthma requires partnership with parents and schools. At Hilton Lane we employ the following methods when encouraging parents to notify us of their child's condition.

Examples include:

- ❖ Talking to parents about health conditions at the point of entry
- ❖ Completion of annually updated school medical information form.
- ❖ Mid-year notification at the point of diagnosis

At Hilton Lane

- ❖ A clear written record of those affected is kept, updated and is readily accessible.
- ❖ Parents are aware of the school's policy. It is included as an appendix to the school prospectus and reissued to them at the point of major revision. It will also be sent every year to those parents who indicate on the annual form that their child has asthma.

2. Access to Inhalers

Treatment in school will always be by an inhaled method.

Access to treatment is vital and children are encouraged by Asthma UK to assume individual responsibility for their inhalers as soon as possible.

School staff are not required to administer asthma inhalers except in an emergency. We expect that as a minimum children from the age of 7 years (i.e. Year 3 and upwards) should be capable of knowing when and how to use their inhalers. Younger children may need some help or advice and supervision when taking their inhalers.



As a general rule only **BLUE** reliever inhalers need to be brought to school. We expect that parents will obtain a 'spare' inhaler and spacer device, if required, to be kept for use at school only and that parents will make a note of the expiry date and know when they need to replace it. It is not the school's responsibility to monitor the expiry dates of the medication of individual children.

These inhalers should be clearly labelled with the child's name.

At Hilton Lane we keep inhalers in a box in the classroom.

- ❖ Children from Year 3 and up will be able to go straight to the box to administer the inhaler. They must, however, tell an adult that they have taken their inhaler and when. An adult will record this in the classroom and make a note in the child's home school record book so that the parent knows how often the inhaler is being used.
- ❖ Younger children will tell an adult they need to take their inhaler. The adult will check they have done so and record this in the classroom and make a note in the child's home school record book so that the parent knows how often the inhaler is being used.

All inhalers and spacers will be taken home at the end of the school year to check the expiry date and cleanliness. They must be returned by the parent on the first day back for the new school year.

3. Prevention of Exacerbations

The health benefits of exercise for children with asthma are well documented and their participation must be encouraged. Many children with asthma have symptoms, which are provoked by exercise and therefore require their reliever inhaler to be available if they are taking part in any form of physical exertion, including PE lessons, swimming, sports days and exercise undertaken in playground situations. Part of the action plan given by the doctor or nurse to children with asthma, is to use their relief medication approximately ten minutes prior to exercise if they experience symptoms. This will not be prevented.

All children with asthma will be encouraged to take part in activities at school.

Warm up exercises both before and after exercise, are helpful for children who experience exercise-induced asthma and this fits with the normal pattern of PE and Games lessons.



4. Out of School Activities

It is essential that pupils with asthma have access to their inhalers and should therefore always be taken with them, particularly as the child may be exposed to triggers e.g. excitement, more vigorous exercise, exposure to grasses and pollens and animals). This of course includes residential school holidays, which will necessitate the inclusion of preventer inhalers (usually brown or less commonly orange or purple in colour) and parents should provide instructions (action plan) about what the child needs each day.

Policy Review:

Hilton Lane Primary School encourages discussion and reflection from staff, parents and pupils and this policy will subsequently be reviewed every two years.



Appendix 1 Primary

Parents should be able to complete this but please contact your GP , Practice nurse or asthma nurse if you have any concerns

..... has asthma and takes a preventer inhaler everyday at HOME. This should stop him/her needing the **BLUE** inhaler in school.

He/she will need the **BLUE** inhaler TWO puffs **through the spacer** (one at a time) if he/she is:

- Coughing
- Wheezing (Whistling Noise)
- Short of Breath

Other times may need his/her inhaler at school i.e. (Before Games)

Please specify _____

The **BLUE** inhaler should last 4 hours. Please ring _____
_____ (Parent/Carer) if he/she is needing it more often.

If it is not working, may need urgent medical attention.

Phone 999 and keep giving the **BLUE** inhaler 1 puff every 1-2 minutes (up to 10 puffs) until help arrives.



Encourage 5 slow deep breaths with each puff

Contact Information

If you have any queries about the school or need to contact us for any reason, the named contact is

Mrs Anne McNally

In our school office.

The telephone number is

0161 921 1195

The school address is

Madams Wood Road, Little Hulton, Worsley, Manchester M28 0JY

And our email address is

hiltonlane.primaryschool@salford.gov.uk

