
Haslingden Primary School

Ryefield Avenue, Haslingden, Rossendale, BB4 4BJ. 01706 215947
www.haslingden.lancsngfl.ac.uk bursar@haslingden-pri.lancs.sch.uk

Haslingden Primary School



Parent, Carer and Pupil Handbook 2015/2016

"Reading is the one ability that once set in motion, has the ability to feed itself, grow exponentially and provide a basis from which possibilities are limitless."

Michael Morpurgo

Learning to read so we can read to learn

Updated: Monday, 07 March 2016

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Our School's Values

In our united school community we are proud to encourage pupils to believe in themselves, respect others and work together to overcome challenges and gain excellence in everything, producing safe, happy educated individuals.



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Aims of the School

- To provide a broad, balanced and enriched curriculum.
- To ensure all pupils have access to an appropriate curriculum.
- To inspire and motivate pupils to achieve their best in all that they do.
- To provide experiences that enable pupils to see opportunities beyond their surroundings.

Mission Statement

In our united school community we are proud to encourage pupils to believe in themselves, respect others and work together to overcome challenges and gain excellence in everything, producing safe, happy educated individuals.

The School

The school has a roll of approximately 440 children from Reception to Year 6. The school has strong links with Tor View Teaching School and runs a joint class each morning with children and staff from both schools.

Our building lies in the heart of the town of Haslingden. Refurbished in 1995 it now provides first class facilities, including a fully equipped stage, large playground, climbing boulder, Astroturf pitch, kitchen, reception play area and a separate gymnasium with a climbing wall. There are also playing fields off St Peter's Road.

Each classroom has an interactive whiteboard and all of the school has wireless coverage. This is to support the iPads and laptops that classes use to support children's learning and for staff to access the internet. The school also has an ICT suite equipped for 32 pupils.

Furthermore, the school also has 'Haslingden Space' that is used for drama, art, music and PSHE activities during the school day and is used by the school's Before and After School Club as well as a variety of community groups.

Above all else, we have a fantastic family of children, parents, carers, staff and members of our community who make this school a special place to be.

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School Aims 2015/2016

Aim 1

To ensure that a minimum of 85% of each cohort achieves age-related expectations in the core subjects.

This means:

- *The use of RWInc Phonics and 'Literacy and Language' to provide a structured and challenging curriculum*
- *Additional 1:1 teaching or small group teaching of writing skills*
- *Provision of writing opportunities in the wider curriculum*
- *Additional RWInc interventions for Y2 children*
- *The development of a high quality maths curriculum*

Aim 2

To ensure that there is no significant gap between identified vulnerable children and their peers.

This means that teachers and senior leaders will have identified vulnerable children who need to close the gap with their peers. Class Improvement Plans will identify specific support and strategies that will assist in reducing this gap.

Aim 3

To ensure that all parents and carers understand their responsibilities and have the support to help their child achieve their potential.

This means:

- *homework is completed on time and to a high standard*
- *reading homework is carried out regularly and consistently*
- *children come to school in the correct uniform ready to learn with the correct equipment e.g. PE kit*
- *children attend school on time*
- *parents and carers access high-quality support and events so that they know how to help their child learn*

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The Staff Team

Roles and Responsibilities within School

Co-operation lies at the heart of our philosophy and this is reflected in the organisation and efficiency of the curriculum and administrative teams, which function in school. These are deliberately linked to the governors of the school to aid them to fulfil their overall responsibility for all aspects of school affairs.

Headteacher	Glyn Ellis
Deputy Headteacher	Karen Johnson
Chair of Governors	Tim Starkey

Administration Team

Rebecca Cunliffe	School Business Manager
Natalie McMahon	Extended Services Manager
Lisa Kenyon	Administrative Assistant

School Leadership Team

(Main tasks to include day to day running of school, through liaison with governing body and information to parents)

Headteacher - Glyn Ellis
Deputy Headteacher - Karen Johnson
School Business Manager - Rebecca Cunliffe
Key Stage 2 Team Leader - Vicki Harcombe
Key Stage 1 Team Leader - Alison Fowler
Extended Services Manager - Natalie McMahon
EYFS Lead Teacher - Michele Alderson

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Class Teachers

Reception	Michele Alderson Laura Williams Lucy Turner (YR+1)
Year 1	Saleha Umerji Matthew Taylor
Year 2	Rachel Davison Alison Fowler/Karen Johnson (Wednesday)
Year 3	Laura Wallwork Alison Boyle Sian Taylor/Sarah May (Wednesday)
Year 4	Lesley Robinson Vicki Harcombe Helen Leach/Sarah May (Thursday)
Year 5	Michaela Davis Adam Newton
Year 6	Daniel Langan Simoni Anders
PE	Nikki Asghar

Governors

Mr Tim Starkey - Chair of Governors
Mrs Guria Sinha - Vice Chair of Governors
Mrs Jackie Hall
Mrs Sue Beirne
Mr Michael Haworth
Mrs Natalie McMahon
Cllr Granville Morris
Miss Laura Mathieson
Mr Haleem Gul
Mrs Helen Gibson
Mr Richard Brennan
Mrs Elaine Jones



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The School Day

Day-to day Routines

Routines are very important in school. Children soon learn what to expect at different times of the school-day and what is expected of them.

School Times

Breakfast Club starts at:	7.30 am
Reading Time in class (Tues' to Fri')	8.40am
School starts at:	8.50 am
Registration:	8.55 am - 9.00 am
Lesson 1	9.00am to morning break-time
Morning break:	10.15 am - 10.30 am (KS1 and Year 3)* 10.30 am - 10.45 am (Years 4, 5 and 6)
Lesson 2	After morning break-time to lunchtime
Dinner Break for Reception:	11.45 am - 12.50pm
Dinner Break for KS1 and Year 6:	11.45 am - 12.50 pm
Dinner Break for Years 3, 4 and 5:	12.15 pm - 1.05 pm
Afternoon Lessons	After lunchtime to the end of the school day
School Finishes:	3.10 pm for Foundation Stage Children 3.15 pm for KS1 and KS2 Children
Extra Curricular activities:	3.15 pm to 4.15 pm
SPACE opening times:	3.15 pm to 6.00 pm

*There may be some variation due to assemblies



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Registration

The school day begins at 8.50am. Children are to arrive to school for this time and enter school from the playground with their teacher. Morning registration is from 8.50am until 9.15am. Children who arrive to school during registration are marked as late (L) and enter school via the main entrance. Any child who arrives to school after the close of registration are marked as 'late after registration has closed' (U), giving them an unauthorised mark for the morning session.

Children can arrive early to school on Tuesday to Friday at 8.40am to attend reading club in their classrooms.

Collection of Money / School Lunches

All money brought into school by the children, should be given to the class teacher in a morning. Money should be put into a sealed envelope with your child's name and class written on the outside. School dinner money is currently £11 per week. If your child is in EYFS or Key Stage One, they will be entitled to a free government funded lunch every day. Children can purchase toast at £1 per week. This is payable on the first week of each half term for the complete half term. Please see the office for costs. LCC menus can be viewed on the school website. EYFS and Key Stage 1 pupils also receive fruit each morning as part of the government healthy eating scheme. Key Stage 2 children are welcome to bring in a piece of fruit from home for morning break time.

Lost property

Lost property is located at the end of the middle and end corridors. Any child who wishes to look in lost property should go at the start of break time or at the end of the school day.

Homework

Year groups have an agreed schedule of homework, which is set. It is the expectation that each child will receive the following weekly:

- Reading (KS1 and 2)
- Spelling (KS1 and 2)
- Maths (KS1 and 2)
- English (KS1 and 2)
- Topic if required (KS1 and 2)

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School Uniform

ALL SCHOOL CLOTHING NEEDS TO BE CLEARLY LABELLED WITH CHILD'S NAME

Girls Uniform - Red Jumper or Cardigan (Logo is optional)
Purple Polo T-Shirt (Logo is optional)
Grey or Tartan skirt
Purple or Red Summer Dress
Black shoes

Boys Uniform - Red Jumper or Cardigan (Logo is optional)
Purple Polo T-Shirt (Logo is optional)
Grey Trousers or shorts
Black shoes

PE Kit - All children will need an indoor PE Kit in a named bag.
This consists of:
White T Shirt (polo or round neck / logo optional)
Red Shorts
Black Plimsoll pumps

Jewellery must not be worn for school.

We ask for pupils to have a transparent water bottle clearly labelled with their name in school at all times. We encourage drinking throughout lessons to keep pupils hydrated.

We ask for all children to have a waterproof coat with a hood and in summer children are asked to bring in sun hats if weather permits.

There are two main suppliers of our school uniform:

- Abbey Street Shopping Centre, Accrington
- Amins, Bank Street, Rawtenstall



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Thursday Assemblies 2015-2016

Thursday afternoon is a special time in our school as we invite parents and carers to watch their children perform in their year group assembly at 2.30pm to 3.15pm. There are three assemblies each year for each year group (one per term). The list below shows when each year group is performing and the dates for our special assemblies. These assemblies give all children a chance to take part in Talk for Writing (learning actions to accompany storytelling), singing and are a chance to celebrate their learning.

Autumn Term

10th September - KS1 and EYFS Parents and Carers '5 Top tips to support your child's learning'

17th September - KS2 Parents and Carers '5 Top tips to support your child's learning'

24th September- TBC

1st October - Year 2

8th October - Year 6

15th October - Year 1

22nd October - Year 5

Half-Term

5th November - EYFS

12th November - Year 4

19th November - Year 3

26th November - **PANTOMIME DAY**

3rd December - TBC

10th & 17th December - Christmas Performances - No assembly

Spring Term

7th January - TBC

14th January - Year 2

21st January - Year 6

28th January - Year 1

4th February - Year 3

11th February - KS1 and EYFS Parents and Carers 'Keeping Safe on the Internet'

Half Term

25th February - KS2 Parents and Carers 'Keeping Safe on the Internet'

3rd March - EYFS

10th March - Year 4

17th March - Year 5

24th March - TBC

31st March - KS1 and EYFS Parents and Carers TBA

7th April - KS2 Parents and Carers TBA

Summer Term

28th April - TBC

5th May - EYFS

12th May - Year 4

19th May - Year 1

26th May - Year 3

Half term

9th June - Year 5

16th June - Year 2

23rd June - Year 6

30th June - TBC

The following dates are additional events:

7th July - reserve date

14th July - Haslingden's got Talent

21st July - Brass Assembly for parents of Year 4 pupils



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Behaviour

At this school our behaviour framework deliberately sets out to positively encourage all children to behave with care and consideration for others and their school environment at all times, whilst also teaching respect for themselves and their successes.

We recognise that negative behaviour in itself has a communicative function and can be an indicator of distress or difficulty within children, either linked to school or to home issues. As a result we have a clear, graduated approach to behaviour management and support at the school. This allows us to ensure that all children can be safe, secure and happy within our school environment. We recognise the importance of partnership between staff, parents and children in encouraging a positive attitude to school and to learning.

We pride ourselves on a holistic approach to behaviour management and support, respecting pupils fully and their individual differences or difficulties.

This policy links with our SEN and Inclusion Policies and in particular with our policy for Care and Control of Pupils.



Give everything your best effort.



Try to achieve the best you can

Help others to learn



Have the right attitude to learn



Learning Expectations

What does the school want you to do...



Take up new opportunities that are offered



Be excited to find out new things



Ask questions if you are unsure

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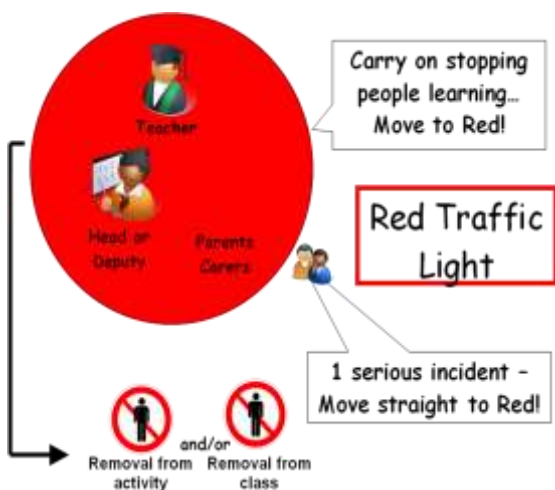
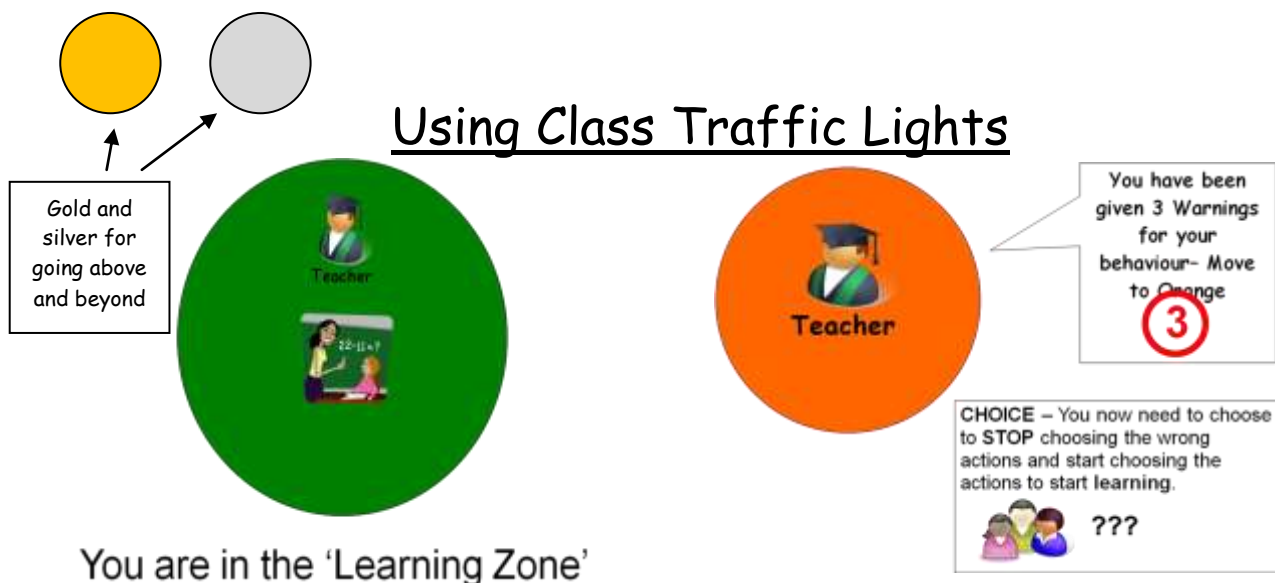
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Our School Rule

Be fair, care and share. Keep safe and do your best.



What are the different cards at Lunchtimes and Break Times for?



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Class Dojo

Class Dojo will be used across the school from September in all classes, except for Reception initially. It will be used to award points to individuals, which will accumulate towards their team in the same way as we have used team points previously. The section below is taken directly from the behaviour policy:

Children are all members of a space race teams. Positive work is rewarded with individual points. These are collated using Class Dojo.

Class Dojo is an online tool which has been trialled extensively at Haslingden Primary School. It has an online function that means parents can access it, and this is planned for Autumn Term 2015.

Children earn points in the following areas:

- On task
- Active listening
- Good participation
- Setting a good example
- Hard working



Points are added to the Dojo on a daily basis and these accumulate towards the child's "Space" Team. The Space teams are: Jupiter, Nova, Meteor, Saturn, Comet and Apollo. These are collated at class level then added to each key stage score. Our achievement assembly includes recognition of points accumulated by each team. Children who achieve 15 or more team points in a week will have text message sent home to their parents / carers to recognise their achievement.

Any staff member can access Dojo for all classes so that points can still be awarded when children are mixed for any reason.

Important: Traffic lights are used to reward and sanction behaviour, not Dojo points. **Dojo points will not be removed in any circumstances, only accumulated.**

Example: Jamal has behaved impeccably towards his fellow class mates when handing out fruit at playtime... you may have noticed this "over and above" behaviour and placed him onto silver on your traffic lights. Jack has worked really hard during Maths, completed all his work and shown he has listened well because he got everything correct too. The teacher may award him a Dojo point.

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First Aid

The school has a group of first aiders who are trained regularly to ensure that we always have well above the minimum number of First Aiders in school and when the children are taken on trips. When any accident occurs in school, it is always logged in a First Aid book. First Aid kits are positioned around the school for use by trained First Aiders. Portable kits are used on trips and sporting fixtures.

Playground supervision at break times and at lunch time is organised to ensure children can be accompanied to receive first aid treatment by an adult on duty. At lunchtime, a member of staff is permanently stationed at the first aid room.

Any accident which results in bumped head(s) is recorded and a guidance letter for parents/carers sent home. Serious bumps, breakages to bones, cuts and grazes which bleed profusely, are logged in the same way. Parents are contacted in such cases.

Infectious Disease Protection / Medication

If you suspect that your child has an infectious disease, please notify the school immediately. Guidance from the Health Protection Agency and the Local Authority give very clear instructions on dealing with incidents and this will be shared with you. In some cases, children may be required to stay at home to prevent transmission of the disease. If your child is on medication, please contact the school office. Medication can be given in school with your written consent and the correct forms being completed.

Childrens Absence from school

If your child is unable to attend school, parents / carers need to contact the school office to report their child's absence by 9.30am. Daily telephone calls are made by the Attendance Officer to the parents of children who are not in school if a reason has not been provided for their absence.

Children's attendance is regularly monitored. Action is taken by the school to the parents of any child who is persistently absent from school. This could result in Lancashire County Council Attendance Team being informed which could lead to legal action taking place.

Request for Leave

If you wish for your child to have leave during term time a 'Request for Leave' form must be completed prior to the absence. Leave from school during term time will not be authorised, and can lead to legal action being taken, unless it is deemed as an exceptional circumstance by the Headteacher.

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School Holidays

Haslingden Primary School
 2015-2016 School Calendar

September 2015							October 2015							November 2015						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

December 2015							January 2016							February 2016						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29					
							31													

March 2016							April 2016							May 2016						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

June 2016							July 2016							August 2016						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

- School Closed/ Holidays
- Teacher in-Service Day (no school for children)
- Bank Holiday
- School Open

School opens on Monday 5th September 2016 for the new academic year.

Calendar Template by calendarfab.com

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2016-2017 School Calendar

September 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

-  School Closed/ Holidays
-  Teacher in-Service Day (no school or children)
-  Bank Holiday
-  School Open



School would re-open on Tuesday 5th September 2017

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www.haslingden.lancsngfl.ac.uk bursar@haslingden-pri.lancs.sch.uk

Smoking / Animals on Site

Smoking of any products, including e-cigarettes, is not allowed anywhere in school grounds at any time. This includes in staff cars parked on the car park.

Animals (e.g. Dogs) are also not allowed on school premises.

Educational; Visits, Activities etc.(including charges)

Visits play an important part in a child's education and the school encourages staff to take children on educational visits where it enhances the curriculum. Staff complete thorough risk assessments and permission forms will be sought before the visit takes place.

Child Protection

Glyn Ellis is responsible for Safeguarding and the Senior Designated Teacher for Child Protection and Children Looked After (CLA). He should be approached in the first instance with any concerns regarding children in the school. The deputy Child Protection Officers are Karen Johnson, Natalie McMahon and Alison Fowler.

Extra curricular activities/Out of school care

Before School Club From 7.30am	£3
Before School club from 8.00am	£2
Activity Club until 4.15pm	£2.50
SPACE after school club until 6.00pm	£6.50

An up-to-date list of clubs and activities is available from the school office and also on the out of school care section of the school's website. Many staff also give of their time to provide a range of clubs after school.

School Policies

All policies can be found on the school website

Place 2 Be

Place2Be is a national charity working in our school to improve the confidence and emotional wellbeing of children. They help children to develop resilience by supporting them when they are experiencing challenging life issues and helping them to develop self-confidence and lifelong coping skills. Further information can be found on the school website.

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Other Information

Children's Books

Children have the following books in school:

- English Daily Log (Their workshop book) - Dark Blue
- Writing Book (Their independent work -)Red
- Maths - Orange
- Maths Problem Solving - Yellow
- Mental Maths (KS2 only) - Pink
- Science Book - Light Green
- Topic Book - Purple
- Phonics/Spelling Book (To take home weekly - reading record)
- Reading Record (To take home weekly)
- Homework book - Dark Green
- Handwriting - Pink
- Writing Carousel / Phonics - Buff



Parents Meetings

An initial welcome evening is held in September to inform parents of routines and curriculum. Individual Parents' Meetings are held in the autumn and spring term. The format of each meeting changes according to the time of year. Towards the end of the autumn term, the meeting is held in the hall where progress and targets are discussed. The spring term meeting is based in the child's classroom and parents are invited to a timed slot in which they can look at the children's work and discuss progress with the class teacher.

Reports to Parents

An end of year report is written by the class teacher that details achievements, attitudes, general comments and targets for future developments. This is sent out towards the end of the year.

Assessment 2015/16

2016 phonics screening

The Year 1 phonics screening check will take place during June.

2016 Key Stage 1 tests - Week beg 16th May & 23rd May

2016 key stage 2 test - Week beg 9th May

The English and mathematics key stage 2 tests (for Year 6 children) will take place in May.

English and mathematics test results will be returned in early July.

National curriculum tests: changes from 2016

The new national curriculum will be assessed for the first time in May 2016. There will be new tests for key stage 1, as well as key stage 2. The DFE have begun to publish information to help teachers understand changes to the tests. This includes a small number of sample questions for each key stage and subject. The documents indicate how some of the new curriculum content will be assessed. Further information can be found at:

<https://www.gov.uk/government/publications/national-curriculum-tests-changes-from-2016>

Learning to read so we can read to learn

Updated: Monday, 07 March 2016

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“Strong features of most lessons are the warm relationships and the mutual respect between adults and pupils.” *Ofsted Report February 2014*



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