

# Marshside Primary School



**Treat others as you would like to be treated yourself**

Prospectus 2017 - 2018

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## WELCOME TO MARSHSIDE

Dear Parents and Guardians

Hello and thank you for considering Marshside Primary for your child and I hope your visit gave a flavour of our school. As a Mum, I know how important this decision is and can assure you that your child will be treated as part of our happy school family.

Marshside is a Community School and has been providing education for boys and girls up to the age of 11 since 1977. We are in a wonderful location on the edge of a wetland bird sanctuary and are very fortunate to have a large outside space, including a large playing field with a raised platform overlooking the bird sanctuary. We even name our classes after birds local to our area.

Here at Marshside our school motto is 'Treat Others as You Would like to Be Treated Yourself' and this belief is embedded through all aspects of school life. We want to develop well rounded individuals who are confident, articulate and able to hold their own in the world.

Our main aim is to educate our children by recognising their individual needs and learning style and then providing a stimulating and caring environment to help them reach their full potential. We believe in the principle that learning should be enjoyable and our children flourish and develop through our care and how we promote well-being. Alongside our high academic aims we work together to develop respect for good manners, pride in work and a sense of responsibility. We promote a happy atmosphere of mutual respect, recognising each child unique identity.

A school is at its best when there is a true partnership between pupils, teachers, parents and the local community. Here at Marshside we strive to encourage close and friendly relationships with you. Together we can build a successful partnership to provide the best education opportunities for your child. We pride ourselves on the care and support we offer to all our children and their families. We know our pupils very well and value each individual for the qualities, skills and attributes they bring to our school. This close working is evident in our results, we are achieving above national standards in English and Maths and our latest Ofsted report from 2015, which ranked us as good. (copy enclosed).

I really look forward to meeting you again soon.

Warmest regards  
Katherine Hall  
Head teacher

Please contact me should you have any questions, concerns or issues. I firmly believe that problems are often solved through early discussion. I have an open door policy so appointments are not always necessary.

## Our School Staff

Head teacher		Mrs K Hall	
Deputy Head teacher		Mrs L McKenna	
Teachers		Teaching Assistants	Lunchtime Supervisors
Reception - Little Owls	Mrs L McKenna	Mrs L Trail Mrs P Gerrard	Mrs J Berry Mrs P Gerrard Mrs G Robinson Mrs J Swainson Ms D Gates
Year 1 - Lapwings	Mrs J Court	Mrs C Kitchen	
Year 2 - Kestrels	Mrs S Yarwood	Mrs L Owen	
Year 3 - Sandpipers	Miss E Brindle	Mrs J Gray	
	Mrs C Hilbert		
Year 4 - Barn Owls	Mrs C Stone	Mrs J Berry	
Year 5 - Shelducks	Miss S Mitchell	Mrs G Robinson	
Year 6 - Robins	Miss A Sawyer	Mrs C Holloway	

Inclusion Manager	Miss E Brindle
Parent Support Advisor	Mrs L Trail
Office Manager	Mrs L Edge
Admin Assistant	Ms K Squires
Cleaner in Charge	Ms D Gates
Cleaner	Ms K Todd
Kitchen Assistants	Mrs K Ryding

## Governors

Chair	Mr Andrew Brown
Vice Chair	Mrs Colette Vaianella
Parent Representatives	Mrs Julie Baxter Mrs Dawn Bowers Mrs Valerie Sheard
LEA Representative	Vacancy
Co-opted Governors	Mrs Derek Aitken Mrs Wendy Cheetham Mrs Linda Heap
Staff Representative	Vacancy
Head teacher	Mrs Katharine Hall
Clerk	Mrs Clare Howard

## MISSION STATEMENT

Marshside Primary School is a partnership of children, parents, staff and governors.

Together we aim to:

- Create a happy and secure community in which children can thrive and grow in confidence;
- Provide a broad, balanced and relevant curriculum, which helps all children fulfil their potential;
- Teach children to respect both themselves and others and to care for their environment.

## ADMISSIONS

All admissions to Marshside Primary School, whether to start in Reception class or transfer from another school, are dealt with by Sefton's Admissions Department. For further information please contact the school office or Sefton's In Year Admission Department.

### ADMISSIONS TO RECEPTION CLASS (Little Owls)

The admission policy of Sefton Education Authority allows us to admit children into Marshside School in the September before their fifth birthday. In order to help the children settle into school life they will attend for part of the day only during the first two weeks.

#### **Pre-school preparation**

Parents often ask how they can prepare their child for school. Families will receive an information booklet once they have been allocated a place at our school.

#### **Pre-school Visits**

Your child will also be able to visit their classroom and teacher for three sessions in the term before they start school. The children will be able to play in their new classroom and meet some of their new classmates. A meeting will also be arranged during this term when the Reception staff will talk to all the parents of new children explaining things you need to know when your child begins school. You will be notified of the dates two to three weeks before they take place.

#### **First Day at School**

Parents will be notified of the day, date and time of the formal admission to school. On the day of formal admission please bring your child to their classroom at the time given.

#### **Bringing and Collecting your Children**

After the first morning, parents are requested to always bring and collect their children from the Key stage 1 playground classroom door.

Key stage 2 children may be collected from the entrance doors or, with our older children, at the school gates. This is an important part of the child's developing self-reliance and self-confidence.

## Our School Day

### Times of Sessions

	<u>Key Stage 1</u>	<u>Key Stage 2</u>
Morning session	8:45am - 11:55am	8:45am - 12:05pm
Afternoon session	1:00pm - 3:20pm	1:00pm - 3:25pm

School opens at 8.45am and children should go directly into their classrooms on arrival. Registration takes place at 8.55am. Any children arriving after this time are classed as late.

Children must not arrive at school unaccompanied before 8:45am as there is no supervision before this time.

### Out of School Care Club

An Out of School Care Club operates during term time from 7.30am - 8.45am and 3.20am - 5.20pm. Children need to be booked in in advance. Further details and current charges can be obtained from the school.

We also have a drop off session from 8.20am - 8.45am for a charge of £1.

### Supervision

Children are supervised on arrival at school, on leaving school and at break times, by teachers. At lunchtimes they are supervised by lunchtime supervisors.

### School Rules

All children require a clear framework of rules to help them to distinguish between right and wrong. Such rules give them security and direction. Our school has rules that the children are made aware of and which we as parents and teachers have to ensure are obeyed. All our rules reflect a showing of concern for the needs, feelings and safety of each member of our school. We work to the Golden Rules for good behaviour:

### GOLDEN RULES

- Do be gentle, do not hurt anybody
- Do be kind and helpful; do not hurt people's feelings
- Do work hard; do not waste your or other people's time
- Do look after property, do not waste or damage things
- Do listen to people, do not interrupt
- Do be honest; do not cover up the truth

### Class Sizes

Marshside is a one-form entry primary school. The Governors are resolved to keeping class sizes at reasonable levels within the financial constraints, which the school operates. At present class sizes average approximately thirty.

## School Day

The time set aside for teaching during each school day and the time at which school sessions begin and end is as set out below. Apart from the beginning and end of the school day these times are of course approximate and may be subject to change depending on circumstances.

8.45am	School opens
8:55am	Registration. Lessons start
10:15am-10:30am	Break
10.30am - 11.55am / 12.05pm	Lessons
11.55/12.05-1.00pm	Lunch
1.00pm - 2:00pm	Lessons
2:00pm - 2:15pm	Afternoon Break
2.15pm - 3.20pm/3.25pm	Lessons
3:20pm /3:25pm	End of the school day

The dates of the school terms for the next school year, including details of half-term holidays, are sent to parents as soon as they are decided.

## National Curriculum

Reception children study Areas of Learning working towards the Early Learning Goals. All children of statutory school age study the National Curriculum, which all state schools in England and Wales must follow. These subjects are:-

English	Mathematics	Science
Design and Technology	History	Geography
Music	Art	Physical Education
Computing	PSHE	Modern foreign language

English, mathematics and science, which help children in studying all other subjects, are also known as core subjects. All other subjects are classed as foundation subjects.

For each foundation subject there are objectives or goals that set out what children should know and be able to do at each stage of their schooling. These objectives are called attainment targets.

For each subject there are also descriptions of what children should be taught to help them to achieve attainment targets. These are called programmes of study.

At the ages of 7, 11 and 16 there are assessments of how children are doing compared with the attainment targets. This will show up where they may need extra help, and where they are doing well.

There are 4 stages for different age groups known as key stages. These help parents to know what their children should be learning at various ages.

Key Stage 1 from age 5 to 7

Key Stage 2 from age 7 to 11

Key Stage 3 from age 11 to 14

Key Stage 4 from age 14 to 16

## National Curriculum.

At different times children will be taught as a class, as a small group or individually, depending on the work they are doing. It has always been the policy at Marshside to have children working at a level that is correct for them. Some children have ability in particular areas, which may be significantly greater than that of their peers. It is important that their needs are met, wherever possible, to ensure that they fulfil their potential. The needs of gifted children will be catered for by careful differentiation of the curriculum within the classroom.

## **Pupils with Special Educational Needs**

The school has a Special Educational Needs Co-ordinator who is responsible for ensuring that every step is taken to ensure that each child's individual needs are met and each child develops to their full potential. At Marshside we aim to encourage an environment where all children are valued by the whole school community whatever their individual needs and abilities.

The school buys in the services of Sefton's Teaching and Educational Psychology Service (STEPs) and we are also able to consult with the STEP's Advisory Teacher and Educational Psychologist. There is always close liaison between the Support Teacher, the S.E.N. Co-ordinator and the Class Teacher. A copy of the school's SEN policy is available to be seen in school.

## **Physical Education**

This is an important part of our children's education and development and all children must participate unless they are excused on medical grounds.

For health and safety reasons the following items of clothing must be worn for physical education:-

### **Indoors**

- Black P.E. shorts and plain white tee-shirt - indoor black elastic-fronted plimsolls.

### **Outdoors**

- Black P.E. shorts and plain white tee-shirt - trainers or outdoor pumps.
- Children may also wear a tracksuit to wear if the weather is cold.

Unfortunately pumps and trainers worn outside cannot be worn in the School hall because of the damage that ridged soles can cause to P.E. mats, as well as the dirt, which they inevitably bring in from outside. Likewise indoor thin-soled elastic-fronted plimsolls are not suitable for outside use.

The school follows Safe Practice in P.E. recommendations, which state that studs must be removed from shoes for P.E. It is the child's responsibility to do this and so we recommend that children do not wear studs to school on days on which they do P.E., if they are unable to remove them.

P.E. kits must be stored in a named kit bag, so that they can be hung in the cloakroom until the kit is needed.

## **Swimming**

Children in years 4, 5 and 6 have the opportunity to go swimming at 'Swims'Cool', Marshside, Southport. Members of staff, along with a qualified swimming instructor, provide instruction. It is a rule that all children must wear a swimming cap (these can also be purchased from the School Office). Swimming fitted trunks or full swimming costumes must be worn. The children and staff walk to 'Swims'cool'.

## **School Teams**

We have teams, which compete with other schools for the following sports: - football, cricket, netball, athletics, cross-country and swimming.

The school provides special kits for teams when playing in competitive games.

Whilst we are very pleased when our children do well in competitive sports and we encourage them to do their very best, we are in fact more focussed on developing good sportsmanship and an enjoyment of the game.

## **Religious Education**

Schools must also offer religious education and provide daily collective worship but parents can decide whether their child takes part or is withdrawn. Christianity is the main religion in this country and will form the main part of both the lessons and the collective worship but other religious beliefs will also be discussed with the children.

Our school aims to make children aware of the importance of religious and moral values and to develop tolerance towards other races, religions and ways of life.

## **Sex Education**

A formal Sex Education policy has been agreed by the Governors and may be seen on request. However when other matters, which come under this heading arise in either health or science lessons they will be dealt with as appropriate to the circumstances by the class teacher, bearing in mind the age of the children concerned.

## **School Clubs**

Through the generosity of the staff a range of extra-curricular clubs are offered to the children. These have included: Netball, Football, Art Club, Gardening, Homework and Craft Club. The clubs offered are subject to change on a half-termly basis. The majority of these clubs meet after school and children must obtain their parents' permission to attend them.

At times there are clubs that are offered in school, but run by an outside provider. Often there will be a charge for these clubs.

It would be helpful if, before giving permission, parents discussed with the child the responsibilities of club membership and the necessity of regular attendance.

## **Children's University**

Children's University recognises and rewards children's voluntary participation in learning activities and experiences outside the normal school curriculum. We acknowledge the impact study support activities can have on children and the contribution made by staff in delivering study support. The Children's University programme aims to raise children's awareness of University and the key differences between school and University, in particular the voluntary nature of higher education.

Children attending our extra-curricular clubs will gain credits, which they can bank in order to gain sufficient credits to graduate. 1 credit is awarded for each hour of attendance. ( $\frac{1}{2}$  credit for  $\frac{1}{2}$  hour sessions)

Children who gain sufficient credits by the end of a Key Stage will be invited to graduate from Sefton Children's University at a special ceremony held at a local university.

## **Homework Policy**

All children are expected to read regularly at home and you can help your child greatly, particularly when they are young, by hearing them regularly.

As far as other homework is concerned the school has a formal homework policy, which may need to be changed from time to time. In addition, after parent/teacher consultation, children with difficulties in certain areas of work may need support from parents in doing work at home to help them to acquire certain skills, mechanics and facts. Older children are encouraged to develop private

study habits as a preparation for High School

### **Home-School Agreements**

A Home-School Agreement has been drawn-up following consultation between Governors, staff and parents. The Agreement sets out in general terms what the school and parents will try to do to help each child fulfil their potential during their time at Marshside and, following admission of a child to the school.

### **School Contact**

I am always very pleased to speak to parents whenever they wish to see me. If your child appears to have any problem please call to discuss it with either the class teacher or myself as soon as possible as usually, though these problems may seem major to a child, they can be very easily sorted out as soon as we are aware of them.

Most parents, when they just wish to see me for a minute or two, find it most convenient to call either just before school begins or at 3.25pm and unless I am otherwise engaged I am always willing to see parents then. However if you wish to see me for a longer period, or you wish to ensure that I will be available, then please phone or call in to make an appointment.

### **Parent's Evenings**

The main Parents' Evening is held in January when parents are given an appointment with the class teacher to discuss their child's progress. A short written report of the child's progress is sent out about one week prior to this appointment.

The appointment will be in the evening to give both parents the opportunity of attending and parents are asked to keep to their allotted time and to limit any discussion to five minutes. Should matters be raised which cannot be dealt with in the time available another meeting at a mutually convenient time can be arranged.

In the Summer Term a longer written report is sent out for each child and parents have the option, if they so wish, to arrange an appointment with the class teacher if there is anything, which they want to discuss.

### **Discipline**

At Marshside we instil discipline in a positive manner. Children are praised and rewarded for good behaviour and Golden Pupil and Learning Certificates are given out on a weekly basis at assemblies to those children whom staff have particularly noticed doing good work or behaving in a meritorious way during the week.

However, when school rules are broken it is necessary for the child to understand that such behaviour is not acceptable and to be given sanctions that will deter them from behaving in a similar way again. If a child's general behaviour is causing concern I will contact their parents at an early stage so that together we can co-operate to solve the problem.

The following sanctions will be used in school:

1. Removal of privileges: - Loss of break, not representing the school in sporting fixtures, exclusion from special treats, etc.
2. Being put on Report: - Children who persistently disobey school rules will be put on Report for a

period of time. Children on Report will be given a report card which will be filled in and signed daily by their teacher, countersigned by me and taken home and signed by their parent. The card is returned to school daily until the period of the report is completed.

3. Exclusion: - In the event of a particularly serious incident or if a child persistently, over a period of time, openly flaunts the school rules, then it may be necessary to impose either a fixed term or permanent exclusion.

### **Bullying**

We instil an ethos of care for others within the school and, while we do not feel that bullying is a major problem at Marshside, there is a written anti-bullying policy in place, and is available on the school's website at <http://www.marshsideprimary.org.uk/> under **Key Info > Policies**.

If you think your child is being bullied, inform the school immediately and ask for an interview with the class teacher or the Head teacher who will deal with the incident. However, please come into school with an open mind as there are often two sides to every story. Do allow the school time to investigate the problems. All reports will be investigated urgently.

### **In-School Events**

The main events, which the children produce for you to see are the Class Assemblies which are held throughout the year and to which you are warmly invited. In the first half of the Autumn Term parents are invited to a Harvest Festival and at Christmas time all children take part in a Nativity celebration. In the Summer Term all parents are invited to the very popular school Sport's Day.

### **Educational Visits**

Educational Visits provide opportunities for children to experience, at first hand, something of the world in which they live. Some visits are in the immediate locality of the school, e.g. the Botanic Gardens; while others take the children further afield, e.g. Liverpool Maritime Museum. We always endeavour to keep costs to a minimum but with the rising cost of transport even the simplest visit can involve a lot of money. We therefore request that parents contribute towards to cost of appropriate coach hire / admission fees as sadly the school budget restrictions means there is no funding to support these costs.

Whilst parents need not contribute to the cost of Educational Visits during the school day the governors have agreed that a specific voluntary contribution can be asked for. PLEASE NOTE No child will be omitted from Educational Visits because parents have not made a contribution. However, if the number of contribution is low visits will have to be cancelled.

The children in Years 5 and 6 have the opportunity to go on a school educational holiday lasting a few days. We try to give parents about nine months notice of these visits so that costs can be spread over a reasonable period of a time. The children benefit from these expeditions not only academically but also socially.

### **Transfer to High School**

There are a number of High Schools in Southport and each offers very good educational opportunities; yet each has its own particular strengths and specialisms.

During the Autumn Term, Year 6 parents will receive a letter from the Local Authority asking them to indicate their preference of High School. Applications are made online. During the Spring Term the Education Office writes to parents to inform them which High School has been allocated. If the place allotted to your child is not your choice, there is an appeals procedure, which you may invoke. The decision of the appeals panel, however, is final.

### **Outside Speakers and Shows**

We try to give the children a taste of various kinds of entertainment and shows of an educational nature in the school itself. Such visits to the school are from theatre groups, puppet shows, slide shows and music and drama workshops, etc. Again contributions towards the cost of such visits are entirely voluntary but, as these are usually about £1.00 per child or less, they represent extremely good value for what the children receive.

### **Parental Help in School**

We welcome any help from parents in any capacity in which they feel able. This can involve helping to transport children to games fixtures with other schools, taking sewing or cooking groups, helping in the library, etc. Please be aware that government legislation, designed to protect the children; means we are not allowed to have any parents helping on a regular basis unless they have been cleared to work with children via a disclosure form. These can be obtained from school and are then sent away for confidential checking. Clearance is usually given within a few days. We really need as many parents as possible to be cleared, or it may be that some school activities cannot go ahead.

### **Parental Help out of School**

Many parents have asked how they can help their child out of school. There are so many ways in which you can do this that it is hard to know where to begin but below I have listed some of these.

- Take an interest in everything that they are doing and take time to talk to them about all sorts of things
- Encourage your children to take part in all aspects of school life such as out-of-school activities.
- If there is some homework to be done provide them with time and a quiet place to do it.
- Particularly with younger children hear them read regularly and also read stories to your children. Even at age eleven they still enjoy a good story.
- Ensure that they go to bed at a reasonable time - a tired child makes little progress.
- See that your children attend school regularly; on time, refreshed, alert and ready to work.
- Show by your example that you support the school in setting high standards.
- Help your child to achieve self-discipline and self-control by supporting the school.

### **Friends of Marshside School**

The Parents and Friends Association (PFA) is an organisation which has been set up to develop good relationships between home and school and also to assist the school by raising money to purchase equipment, etc. The association organises various events during the year including Family Nights, Quiz Nights, Children's Discos, etc. Officers and a committee are elected at the Annual General Meeting held in the Autumn Term. At the AGM and at least one meeting per term, an open meeting is held and all parents are welcome to come along to have their say in the running of the Association. The functions run by the PFA are always enjoyable as well as helping to raise money for your children. I hope that you will support the work of the association by attending the various meetings and functions that it holds.

### **Dates for your Diaries**

A diary of key dates/events is listed in our newsletters, and is also available on the school website. A term calendar is enclosed in this information pack.

## FOOD AND DRINK

### **Morning Break**

We have a school *Healthy Eating Tuck Shop* during morning break where children can purchase Fresh Fruit. Children may bring their own fruit or cereal bars, Please Note crisps, chocolate bars and sweets are not allowed.

As part of a government initiative Key stage 1 children are given an item of fruit free of charge on a daily basis, usually in the afternoon.

### **Water**

There is a large consensus of opinion regarding the benefits of children regularly drinking water throughout the day as this helps avoid dehydration and aids learning. This is why we have installed a filtered water supply in the school. We would ask parents to supply their child with a 0.5 litre clear, plastic bottle with a sports top to bring into school. These can be purchased from the school office. These must be taken home daily to be cleaned.

### **Mid-Day Meals**

All Key stage 1 children (Reception, Y1 and Y2) are entitled to a universal free school dinner. However they can choose to bring a packed lunch instead. In KS2 (Years 3, 4, 5 and 6) children may choose between having a school meal and bringing a packed lunch. We request that children make a commitment to either meal option for the full half term.

Dinner money is collected on the first day of the school week. Children absent on the first day of the school week must bring their money on the first day of attendance in that week. Our school meals come from Larkfield School and have to be pre-ordered no later than 9:30am every morning. If you know that your child will be in after 9:30am on any day, please let the class teacher know beforehand whether they will require a meal.

If you are paying by cheque, these should be made payable to Sefton M.B.C. It would be preferable for children ordering hot meals to do so for a full half term.

### **Packed Lunches**

Children bringing packed lunches should do so in a suitable container, clearly marked with their name and class number. All containers should be of unbreakable plastic. These containers are taken through to the dining hall and children are not allowed to touch them until lunchtime. For this reason no food sent in for a child's morning break should be put in the packed lunch container. Sweets or chocolate should not form part of the packed lunch.

All meals are eaten in the dining room where drinks of water are also provided. Children may, if they wish, bring a drink to school but these must be in carton-type cardboard containers or plastic flasks with straw holders/sports bottles. A straw should also be provided. No hot drinks should be brought into school as there is a danger of scalds being caused by liquid that is spilled.

### **Free School Meals**

If you think you may be entitled to free school meals please speak with the office staff for a form.

## SCHOOL UNIFORM

It is the policy of our school that all children should wear school uniform. We look for parental support in implementing this policy, so it may be helpful if I share with you our reasons for being in favour of school uniforms:

1. It gives the children a sense of belonging and identifies them as a member of our school community;
2. It alleviates differences stemming from home background and parental income;
3. It reduces pressure on parents, by children, to purchase expensive fashionable clothing;
4. It is especially designed for the function it serves.

Our school uniform consists of the following items:

### **All year round uniform**

- Red knitted cardigans or jumpers.
- Grey trousers, shorts, skirts, culottes or pinafores.

### **Winter uniform (After October half-term until Easter)**

All year round uniform plus:

- White shirt.
- Black, red and silver striped clip on ties (available in school).
- Grey or red tights; white, grey or red socks (Plain).

### **Summer uniform (After Easter until October half-term):**

All year round uniform plus:

- White or red polo shirts with logo.
- Red and white gingham checked dresses.
- White or grey long socks or ankle socks (Can have red edging, but rest plain).

### **P.E. uniform**

- Black shorts and white tee shirt;
- Plimsoles for indoors and trainers for outdoors;
- Black, blue or grey jogging bottoms for outdoors;
- **Optional:** Grey V or round neck sweatshirt with logo.

### **Swimming**

- Swimming hat, goggles and towel;
- **Girls:** One piece swimming costume
- **Boys:** Fitted swimming trunks (not loose swim shorts).

Uniform (apart from school ties) can be ordered on line through

<http://uniformeasy.com/>

If you have a Tesco Clubcard you can earn clubcard points on your order and 5% of all orders are donated back to school.

Logoed jumpers and cardigans can also be purchased from Whittakers School Wear in Southport town centre.

**Ties can only be purchased through school.**

Footwear should take the form of suitable black shoes. Shoes with above average heels, boots and pumps should not be worn in school. In the summer months sandals, which give suitable support may be worn (e.g. no sling-back or open-toed sandals).

Children are not allowed to wear jewellery, including bracelets, rings and earrings, with the exception of children with pierced ears. They may wear a single, small, plain stud in each ear. In the interests of health and safety that earrings must be removed for P.E. and long hair must be tied back. No elaborate hair decoration should be worn and pupils should not come to school with hairstyles, which are generally unacceptable. (E.g. virtually shaven, shaven patterns, Mohican, unnaturally coloured, etc.)

All clothing should be clearly marked with the child's name. This includes such items as underclothing, shoes and P.E. clothing. In the event of loss it is then a simple matter to ascertain ownership.

### **Personal Property**

Children should not bring to school anything of value. The school cannot accept responsibility for any items or articles lost or damaged in school.

### **Money**

Children should not bring to school any substantial amounts of money unless it is being brought into school to pay for any school activities. In such cases all money should be brought in a sealed envelope marked with the child's name, class and the purpose for which the money is brought. In this way if the envelope is lost and handed in we will know to whom it belongs.

All monies should be sent into school on the first day of the week in which the child is in attendance, and handed in to class in a named sealed envelope. This is a great help to staff when collecting money.

## **TRAVEL TO SCHOOL**

### **Bicycles**

We would like to encourage children to either walk or cycle to school from both a health point of view and also to alleviate parking problems. If children wish to travel to school on their bike they must obtain a Cycle Contract from the school office. **Helmets must be worn.** All cycles must be wheeled inside the school gates and are brought to school entirely at the owner's risk. Children living within a reasonable distance from the school are expected to walk to school. For safety reasons, even children living further away from school are generally only allowed to come to school on bicycles if they have passed their Cycling Proficiency Test or are accompanied by an adult.

### **Parking**

You will have noticed the yellow lines on the road outside the school entrance, indicating that this is a restricted parking area. As there is a real danger of children running behind, in front of, or into vehicles, parents are requested neither to park on these yellow lines nor to bring cars into the school car park. Parents are also encouraged not to park on either of the two corners opposite the school entrance, so that any child crossing the road to or from school can be clearly seen by any approaching vehicles.

### **Entering and Leaving School**

All children must enter and leave by either of the single school gates at the front of the school. Under no circumstances are they allowed to enter or leave the school by the car park gate, even when accompanied by an adult.

## ABSENCE

From time to time it will be necessary for children to be absent from school. If this absence is known about in advance, please request an official absence form from the School Office. If at all possible please try to arrange dental and medical appointments out of school hours.

If absence is the result of illness you must telephone the school, on the first morning of absence, before 8.30am, stating how long you expect your child to be absent for and the reason for their absence. Any absence, which we are not informed will result in the child being recorded in the school register as being absent without authorisation. We will also send a text to parents informing them that their child is absent.

If you wish your child to leave school early for any reason, e.g. a medical appointment, please send a note in with them, as under no circumstances will a child be allowed to leave early unless we have your written authority. Parents of children leaving school before 3.20pm / 3.25pm will need to complete the *Pupil's Signing Out Register*, which is located in the School Office.

### **Illness in School**

Should a child become ill or have an accident during school time and more immediate first-aid becomes necessary, parents will be contacted at home or at work and advised of the child's condition and asked to call for the child and assume care of them. In cases of serious illness or accident the child will be taken to hospital and parents informed as soon as possible so that they may reach the school to accompany the child or meet the child at the hospital. **Please ensure your contact details are up to date.**

### **Medicine in School**

In most cases where a child has to have medicine in liquid or tablet form this will mean that the child is too ill to be in school and will be at home until all medicines are finished. In a few cases however, a child may be well enough to attend school but still need medicine during the day time.

It will be the parents' responsibility to contact the Head teacher to see if suitable arrangements regarding the giving of any medicines by staff and it will also be the parent's responsibility to bring medicines to school and to take the items home again. **No medicines of any kind should be sent into school with children.**

Any medicines brought to school for a child should be in their original packaging and clearly labelled with the child's name, the dosage and when it should be dispensed. A medicine permission form needs to be completed by parent/guardian.

While all efforts will be made to ensure that a child is given such medicine, the school cannot take responsibility for administering any medicine at set times.

In some cases parents request that their child be kept in at break times and lunchtimes because they have a minor ailment. While we will endeavour to help in these instances, because of problems of supervision we cannot guarantee that we will always be able to do so.

## **Medical Inspections**

Your child will be medically examined at various times during their time at Marshside. At the moment these examinations consist of the following:-

- 1) Health interview with school nurse - during first year in school.
- 2) Selective Medical - Some Year 6 children are seen prior to going to secondary schools.
- 3) Doctor's Survey - Any child who has a problem, i.e. visual, hearing, asthma, etc. may be surveyed.
- 4) The Dentist inspects the teeth of children in Reception Class and Year 3.

The School Nurse sees every child that she is responsible for at least once during their time in school. On school entry every child has a hearing test, which, if satisfactory, is not repeated except at the request of a parent and/or teacher.

## **Holidays**

Holidays taken during term-time are classed as unauthorised and with any such absences the local authority will be notified. This could result in a penalty notice being issued.

## **CARE AND CHILD PROTECTION**

### **Personal Information Forms**

When your child begins school you will be given a form to complete giving details of places and phone numbers where you and your other relatives and friends can be contacted during the day. This form also asks for medical information about your child. It is important that the school is informed of any medical condition that your child might have e.g. epilepsy, hay fever; congenital defects etc., so that we can take any precautionary steps that may be necessary.

It is also important that any new information about your child's health, or any change of your home or place of employment address or telephone number, is given to the school as soon as it is known.

### **Equal Opportunities**

Marshside Primary School recognises the principle that every member of the school community has the right to be treated equally, regardless of ethnic origin, gender, cultural or social background, religion, age, disability or special needs. The Governors have therefore approved an Equal Opportunities Policy, which is implemented throughout the school and is available on the school's website at <http://www.marshsideprimary.org.uk/> under **Key Info>Policies**.

### **Complaints Procedure under Section 23 of the Education Reform Act**

The procedure recommended by Sefton Council regarding any complaints by a parent about any matters which come under Section 23 of this Act is as follows:

"If a parent is concerned about any aspect of the curriculum or what is taught (including religious education and worship) at this school or with the school's policy on charging, and wishes to make a complaint, an appointment should be made to discuss the matter with the Headteacher. We would always hope to agree on how to resolve any concerns at that stage. If, however, this does not prove to be possible, a parent has the right to have the complaint investigated by the Governing Body of the school and if this fails to resolve the matter, by the Local Education Authority. The Headteacher will supply the parent with details of how to proceed in such circumstances. Alternatively contact can be made with the Senior Education Officer (Schools) of the Authority at the Town Hall, Bootle, L20 7AE, (tel. 0151 933 6003). A document is available, free of charge, from the school or the Authority which explains what steps to take if a parent wants to make a complaint on what is taught at the school."

### **Inspection of Documents**

Under the Education (School Curriculum and Related Information) Regulations 1989 parents or members of the public may inspect certain documents within the school. Such documents include any DfEE circular, statutory instrument or DfEE administrative memorandum, the LEA's statement setting out its policy on the curriculum, as well as schemes of work and syllabuses followed by pupils. If you should wish to view any of these documents please contact the Headteacher giving sufficient notice for them to be made available. Copies of the documents can also be obtained although these will be charged for.

### **Child Protection**

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Local Authority Protection Procedures and inform Social Services of their concern. Parents will not always be informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so.

### **Photographs**

Children are often photographed or videoed in school or on trips and the images are put on display in the school. Photographs of the children taking part in concerts, on trips, etc. also often appear in local newspapers and on the school's website. The majority of parents enjoy seeing these photographs appear in print or on the school website. We send home annually a photographic consent form on which parents can inform us of any preferences they have regarding photography.

## **FINANCE**

Each year the Local Authority grants to each school an amount of money, which is largely based on the number of children in the school. The Governors and Headteacher administer this budget and must use it to pay all the expenses devolving upon the school such as teachers' salaries, maintenance, heating, etc. The purchasing power of this allowance is always strained so it is becoming increasingly necessary to use funds raised in other ways to supplement it.

Money raised by the Parents and Friends Association (PFA), is important to the school. These funds are administered by the PFA and the school can make requests to them to fund particular projects. In the past the association has funded new computers, toilet refurbishment, netball tops, sets of reading books, etc. and it regularly subsidises school visits.

The School Fund is administered by the Head Teacher in consultation with the Office Manager of the school. This fund obtains money in a variety of ways and is used to purchase a wide variety of items for the school and so directly helps the education of your children.

Both the PFA account and the School Fund account are subject to an annual audit and all payments are made by cheque, which must be signed by two out of three designated signatories. We hope that you feel that you will be able to help both funds, as only by raising money in various ways can the school provide your child with the richness of education which we would, both as parents and as a school, wish them to have.

### **Amendments to Particulars of Information**

Every effort has been made to ensure the accuracy of the above information at the time of printing. Changes may of course be necessary, from time to time, sometimes through factors beyond our control, including implementation of recent legislation. With the National Curriculum undergoing almost continual redrafting there will be changes within the school curriculum as it evolves to meet the new needs of the National Curriculum.

### **CONCLUSION**

I hope that this booklet is useful to you. Please keep it for reference as your child progresses through the school and if you have any other queries do not hesitate to ask. I am sure that your child will spend many happy and beneficial years at Marshside Primary School.

Mrs K Hall  
Headteacher

## **APPENDIX A - GENERAL AIMS OF THE SCHOOL**

### **Academic Aims**

- To enable each child to develop a lively, enquiring mind, the ability to question, to argue rationally and to apply themselves to tasks.
- To encourage each child to acquire and apply knowledge, skills, concepts and practical abilities relevant to adult life, at home, in employment, at leisure and as citizens in a rapidly changing world.
- To encourage each child to understand the world in which they live, it's social, economic and political order, and the inter-dependence of individuals, groups and nations.
- To assist each child to appreciate human achievements and aspirations in such areas as the arts, music, science, technology, literature and sport.
- To develop a curriculum this is flexible, relevant, practical and meaningful.
- To recognise, encourage and develop talents of all kinds.
- To assist each child to be articulate, literate and numerate to the highest level possible.

### **Moral Aims**

- To help each child acquire a reasoned set of attitudes, values and beliefs including a respect for, and understanding of, other races, religions and ways of life.
- To help each child develop, gain interest in, and respect for, a high personal moral standard.

### **Social Aims**

- To develop in the school a caring community, exercising concern and respect for others, and emphasising the importance of relationships based upon sensitivity, tolerance and good will.
- To foster habits of responsibility, self-discipline and collaboration and to promote initiative, endeavour and the exercise of individual judgements.
- To encourage each child to develop a sense of self-respect and the capacity to live full lives as independent, confident, self-motivated adults with the ability to contribute to the welfare of others, to the school and to society.
- To encourage each child to develop a sense of respect and consideration for their environment.
- To develop positive attitudes towards, and to promote actively, the principles of equal opportunities; especially in relation to gender issues.

### **Pastoral Aims**

- To hold each individual in esteem.
- To identify and respond to the pastoral needs of each member of the school community.