



*Little Bollington Church of England  
Primary School*

*Through faith we are changing lives for the better, forever.*

*Parent's Handbook  
2018 -2019*



Little Bollington C of E Primary School

Lymm Road

Little Bollington

Nr Altrincham

Cheshire

WA14 4SZ

**Dear Parents/Carers**

Welcome to a new school year at Little Bollington C of E Primary School and we look forward to working with you to help your child achieve the very best they can.

This booklet contains information covering all aspects of school life which I hope you find useful.

**PLEASE KEEP IT SOMEWHERE SAFE for reference throughout the year.**

Our website [www.littlebollington.cheshire.sch.uk](http://www.littlebollington.cheshire.sch.uk) is the most important point of information for our school whether it be to find out what's happening in your child's class, dates for events or how to buy uniform and we ask **that you regularly visit the website** to keep up to date **as this year we will be phasing out our weekly paper newsletters.**

We also have copies of forms on the website which you may need as the year progresses eg absence permission requests, administration of medicines in school time

Should you wish to have any further information please don't hesitate to get in touch via:

Phone 01565 830344

E Mail [admin@littlebollington.cheshire.sch.uk](mailto:admin@littlebollington.cheshire.sch.uk)

Yours sincerely,

Caroline A Johnstone

Headteacher

## Mission Statement

**Through faith we are changing lives for the better – forever!**

### We Aim

- To provide a caring, Christian ethos where children and adults can learn and develop with confidence, creating a lifelong love of learning.
- To place teamwork and co-operation at the heart of the school.
- To create stimulating and dynamic environment in which individuals feel safe and secure and are confident, adaptable and well balanced.
- To encourage and welcome the church and wider school community into the daily life of the school.
- To encourage everyone to show care, courtesy, respect and consideration to all, in an atmosphere of mutual trust and co-operation and understand their responsibility to others and the world around them.
- To value creativity, individuality and initiative in a culture of praise and encouragement.
- To develop spiritual awareness and a sense of awe and wonder in their lives and in God's creation.
- To foster attitudes of pride, self-esteem and motivation enabling individuals to gain independence and self-discipline and achieve their full potential
- To provide a broad, balanced and differentiated curriculum which is stimulating and exciting and meets the needs of all individuals.
- To provide equality of opportunity for all and value diversity.



## Our Golden Rules

- Be a good friend.
- Respect other people's feelings.
- Have good manners.
- Don't swear or use offensive language.
- Respect the school's and other people's things.
- Take responsibility for yourself and your actions
- Walk in and around school.
- Bullying – just don't go down that path! Tell someone if it is happening to you or someone you know.
- Play in safe and proper places (eg not the toilets).
- If annoyed or angry, use the count to 10 rule before taking action ... cool off ... get help.

Agreeing to these golden rules will lead to

### A Healthy and Happy School.



***According to statements from the children whilst on a residential trip, a healthy and happy school is one that...***

- ... 'has a great atmosphere and respect for pupils and staff alike.'
- ... 'is a nice place to be and no-one is treated differently from anyone else.'
- ... 'doesn't have bullying and pupils and teachers are happy and safe working there.'
- ... 'has good equipment and good teachers who listen.'
- ... 'has friendly and helpful teachers and the teachers and pupils respect each other.'
- ... 'where the pupils can trust the teachers and talk to them about anything.'

## Staff List 2018-2019

|                             |                                     |
|-----------------------------|-------------------------------------|
| <b>Mrs Johnstone</b>        | <b>Headteacher</b>                  |
| <b>Class 1 Reception/Y1</b> | <b>Mrs Hayward</b>                  |
| <b>Class 2 Year 2</b>       | <b>Mrs Witter / Mrs Challinor</b>   |
| <b>Class 3 Year 3 / 4</b>   | <b>Mr Olver</b>                     |
| <b>Class 4 Year 5 / 6</b>   | <b>Miss Millett / Mrs Schilling</b> |

**Mrs Schilling** does PPA (Planning, Preparation and Assessment) cover for classes 3 and 4. She also works with Y5/6 on Tues, Weds, Thurs.

**Mrs Dixon** works in Classes 2, 3, and 4 on Wednesdays to deliver French

We also have a team of teaching assistants who work in class with individuals or small groups of children in a variety of curriculum areas.

**Mrs Middleton** is our HLTA (Higher Level Teaching Assistant) she is Teaching Assistant Team Leader, and does PPA cover in classes 1 and 2.

|                                      |  |
|--------------------------------------|--|
| <b>Mrs Jones</b>                     | Class 4                                  |
| <b>Mrs Middleton</b> (Wed Thurs Fri) | Groups and Individuals and KS1 PPA cover |
| <b>Mrs Rumsey</b>                    | Class 3                                  |
| <b>Mrs Simmons</b>                   | Class 3                                  |
| <b>Mrs Davidson</b>                  | Class ½                                  |
| <b>Mrs Harris</b>                    | Class 4                                  |

### **Our non-teaching staff are:**

|                     |                             |
|---------------------|-----------------------------|
| Business Manager    | <b>Mrs Massey</b>           |
| Caretaker           | <b>Mr Holman</b>            |
| Catering Supervisor | <b>Mrs Platt (Michelle)</b> |
| Midday Assistant    | <b>Mrs Girdlestone</b>      |

## Our Governors

Our Governing body is made up of 10 full members and an associate Governor, who meet at least every half term to discuss and monitor the life and work of the school. The current membership is as follows:

|                        |                                       |
|------------------------|---------------------------------------|
| Mrs Hilary Girardier   | Foundation Governor. Chair.           |
| Rev Philip Robinson    | Foundation Governor.                  |
| Mrs Gail Blackburn     | Community Governor.                   |
| Mrs Ann Blackburn      | Local Authority Governor, Vice Chair. |
| Mrs Kate Deasey        | Parent Governor                       |
| Mrs Kyla Middleton     | Non-Teaching Staff Governor           |
| Mrs Lisa Hayward       | Teaching Staff Governor               |
| Mrs Caroline Johnstone | Headteacher Governor                  |
| <b>Vacancy</b>         | <b>Parent Governor</b>                |
| <b>Vacancy</b>         | <b>Parent Governor</b>                |
| Mrs Alison Johnson     | Associate Governor                    |

The Governors are responsible for overseeing the running of the school and managing its budget. Contact can be made with Governors at any point throughout the year if you wish to seek information or bring something to their attention.

All adults working with or on behalf of children have a responsibility to protect them and, to this end, all staff and Governors have a full DBS check. Parents who are regular volunteers in school also have a DBS check as do sports coaches, music teachers etc.

In our school the designated teacher for child protection is Mrs Johnstone and the designated Governor is Mrs Ann Blackburn. By following our Child Protection Policy and procedures, staff can respond appropriately and sensitively to child protection concerns and work with other agencies as appropriate.

## The School Day

School is open to children **not using our breakfast club at 8.40am** (up until that point we are not legally responsible for children other than in breakfast club)

All children come into school through the main entrance, where they will be met by a member of staff and directed to the hall for the morning activity.

To assist us with safeguarding your child ....

**PARENTS ARE NOT PERMITTED TO GO INTO THE CLASSROOMS AT ANYTIME UNLESS THEY HAVE SIGNED IN AT THE OFFICE AND WEAR A VISITORS BADGE**

**AFTER SHARING ASSEMBLY ON FRIDAY WE ASK THAT PARENTS LEAVE THE HALL VIA THE FIRE EXIT AND COLLECT THE CHILDREN FROM OUTSIDE THEIR USUAL EXIT**

### TIMES OF DAY

'Good morning session' in the hall/outside 8.40am

School starts at 8.55 am

Playtime is 10.30 – 10.50 am

Lunchtime is 12.00 – 1.15 pm for Class 1 and 2

12.10 – 1.00 pm for Classes 3 and 4

KS2 (Classes 3 and 4) pupils have a 5 minute learning break at some point in the afternoon

KS1 playtime is at 2.45 – 3.00 pm (slightly flexible)

Home time is 3.30 pm



### What will my child be doing in school?

When your child starts for the very first time they will follow the Early Years Foundation Stage Curriculum which is child focused and designed to develop their learning through play. From Year 1 through to Year 6 pupils follow the National Curriculum which consists of the core areas of Literacy, Numeracy and Science combined with the foundation subjects of ICT, PE, Music, Art, Geography, History, R.E, Design Technology and P.S.H.E including citizenship and British values

These subjects are delivered through umbrella topics in a cross curricular way. This allows the children to see the links and connections and really enjoy finding out more in an exciting, hands-on approach.

A plan of each class's themes will be published on the website at the beginning of each term/half term, so you can get involved and support them and help extend their learning. The themes are also supported by visits or visitors to school to enhance learning and make learning real.



## Homework

We expect every child to share a book at home and work on their spellings and times tables on a day-to-day basis.

We give work to be done at home to reinforce the teaching that has gone on in your child's lessons and children will be set this appropriately within their class groups. There will also be an opportunity for you to meet their teacher and find out more about class rules and routines **early in September** but if you are at all unsure of any routines etc please contact your child's teacher or see our website.

## Policy Information

At Little Bollington C of E Primary School, we recognise that the interests of our pupils are best served when the school and parents work as a partnership, based on mutual respect. We aim to realise each child's personal potential by developing positive social and moral values, intellectual and physical skills and a positive self-image.

To assist us in these aims we have school policies which are regularly reviewed by staff and Governors with input from all stakeholders. These policies outline how we operate and include management and curriculum areas and are available in the school our website as appropriate or available on request should you wish to view them.

### How we manage behaviour

Here at Little Bollington we expect the highest standards of behaviour from everyone and we praise and reward children for demonstrating positive attitudes, independence and trustworthiness and we also reward effort and achievement through stickers, special mentions and stars of the week at a class and school level.

We also operate a **red amber green** system (RAG) in all classes, whereby all children are expected to stay at **green** level for their good behaviour and attitudes however, they may move to **amber** as a warning that what they are doing is not what we expect and work hard to get back on green over a working session. Poor behaviour is addressed by the child moving to **red** – this is logged and the child then works to move back up to **green** by doing the right things.

It is important to us that those children who do constantly do the right things are our focus and that are rewarded so the RAG system feeds into a Smiley Face system where the children earn smiley face for staying on green and good attendance and earn more by doing great things in school. At the end of the term we have a celebration day for those reaching smiley targets.

Each week we award a class of the week trophy for those classes where no one was 'on red' (we have had to buy more so each class can have one which is great!) We also award a 'Star of the Week' award to a child who has particularly gone over and above the norm over a period of time.



## Healthy Eating

We are committed to being a healthy school. As part of our Healthy School Programme, **we DO NOT ALLOW sweets, chocolate or chewing gum** – not even in packed lunch boxes as this is damaging to the children's teeth. We have water fountains available so your child may bring a water bottle to fill up during the day but please **DO NOT fill bottles with fruit juice/ squash as sipping juice all day causes serious tooth decay**. We also ask that bottles are taken home each evening and washed out.



## School Meals

We have an excellent choice of healthy school meals available provided by our cook. **All children under 7 will be entitled to a UNIVERSAL FREE SCHOOL MEAL.**

**The cost of school of a meal for those children in KS2 is £2.30 per day.** Please put your child's lunch money in a named envelope and post in the lunch money box on the wall in the entrance hall **on MONDAY MORNINGS** or pay online via

[www.cheshireeast.gov.uk/schools/schools\\_epayments/schools\\_epayments.aspx](http://www.cheshireeast.gov.uk/schools/schools_epayments/schools_epayments.aspx)

**Meals MUST be paid for in the week they are taken.**

**PLEASE NOTE** meals will not be given to children if there are outstanding payments from the previous week.

If you think you may be entitled to **free school meals on financial grounds (even if your child is entitled to Universal Free School Meals)** please visit:

[https://www.cheshireeast.gov.uk/schools/free\\_school\\_meals.aspx](https://www.cheshireeast.gov.uk/schools/free_school_meals.aspx) to check the eligibility criteria and a link to make an application, you can also call 0300 1235012.

Eligibility criteria includes:

- Parents who are in receipt of Income Support or Income Based Job Seekers Allowance or
- Parents in receipt of Universal Credit

Please note that Free School Meals claims cannot be back dated, so if you think you may meet the criteria please apply as soon as possible.

**Please register for these if you are eligible as residential visits and some after school activities are at a reduced price or free, also the school benefits from additional funding too which helps fund our additional teaching assistants.**

## Healthy Snacks

All KS1 children are provided with fruit at break times however children can also bring a healthy snack from home or purchase one from the kitchen at morning break. **PLEASE NO SWEETS/ CHOCOLATE/ FATTY Snacks.**

Please see price list below.

|                 |     |
|-----------------|-----|
| Toast (1 slice) | 30p |
| Crumpet         | 35p |
| Teacake         | 50p |
| Cheesy Oatcake  | 60p |
| Small Drink     | 30p |
| Large Drink     | 35p |



## Medicines

We are willing to administer medicines should your child need them **BUT only if prescribed by a doctor and we must have a medicine form (available on our website or from the office) fully completed by the child's parents or carers. We cannot give your child an 'off the shelf medicine' eg. Calpol, travel sickness tablets, as they must be medically authorised.** Please give the medicine and form to your Class teacher, who will store it appropriately and administer it to your child as directed.

## Attendance & Punctuality

It is vital that your child makes the most of their time in school and, therefore, must make every effort to ensure continuous attendance. Similarly, if your child is persistently late, they miss out on important information; starts of sessions etc with the result that they end up feeling lost or unsure of what's happening and lose valuable learning time.

The following statistics are a stark reminder as to how important punctuality and attendance are:-

- 90% attendance means children are absent from school one half day every week -this equates to four whole weeks of lessons over a school year.
- If a pupil misses 90% continually throughout their time at school – they have missed one half of a school year.
- To put this in context research suggests that 17 days missed from school equates to a full GCSE grade.

If children are late ( after 9am) they must report to the school office before going through to class as registers will have been completed .The reason for being late will be logged and meal arrangements made. Persistent lateness will be monitored by ourselves and our Education Welfare Officer.

## Holidays in Term Time

**Legislation does not give any entitlement to parents to take their child on holiday during term time.** Any application for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave of absence. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

If your child has a high rate of absence it will be picked up through the regular visits of our Education Welfare Officer and may evoke further investigation.

Please complete the absence request form at the on the website and send to Mrs Johnstone if you feel your child needs be absent from school in an exceptional circumstance.

Any absence through illness or unforeseen circumstances **MUST BE REPORTED ON THE MORNING OF THE FIRST DAY OF ABSENCE BY PHONE AND THEN FOLLOWED UP IN WRITING ON YOUR**

**CHILD'S RETURN TO SCHOOL.** This then enables an accurate reason for absence to be stated in the register, information which is gathered by both the Education Welfare Team and the Government. If we are not contacted by you, you will be contacted to find out the reason for absence.

Please be honest in this as we have had children tell us all about their holiday when it has been reported to us that they are ill!

### **Health and Safety**

Your child's safety is paramount to us whilst they are in school. To this end we carry out regular health and safety checks on equipment, we have an external review of policy, practice and the premises annually and we carry out risk assessments for the workplace as well as when we are engaging in activities off the school site.

All external doors are locked by a keypad or inside opening locks. Access to school for parents and visitors is through **the main entrance only. Afternoon pickup is from Class 1's door (via the side gates by the shed) for KS1 children, and Classes 3 & 4 from their class doors. (Accessed via the playground).** Children will be supervised by a member of staff in the entrance hall if they are to be picked up at the drop-off point. Children who catch the bus wait in the Hall until their bus arrives.

After **Friday's Sharing Assembly please exit by the hall fire door exit doors** to pick up your child from their appropriate door. This helps us ensure that children have been collected safely by the appropriate person.

If your child is to be picked up by someone other than the usual person please inform school as we will not release children without notification from parents.

Our **First Aiders** are Mrs Johnstone, Mrs Middleton, Mrs Davidson, Mrs Jones, Mrs Hayward and Mr Olver.



### Driving onto the school site

We ask that:

- You park safely and sensibly on the school premises –**please do not park on the roadside opposite or in front of the school site, especially in front and on the hard standing alongside the house opposite the school field.**
- Always accompany your child through the car park.
- If you park and collect at night please come and collect your child from the classroom or front door as we will not allow your child to cross the car parks alone to come to you.
- **If you use the pick-up point at home time please arrive no earlier than 3.25pm as the gates to the playground will not be open until this time. (You can always wait in the lay-by by the No 3)**
- Can I also remind you that it is a **ONE WAY SYSTEM** at **ALL TIMES** coming in by the playground entrance and out by the school hall exit.
- **As drivers please take care to indicate early that you are turning into the school** and we ask you to try not to use the school field car park if at all possible as the exit from there is extremely dangerous.
- **We especially request that if you have to turn right from the field towards Altrincham that you DO NOT use the field car park at all.**
- It goes without saying that there should be **no parking on the verge outside the school on either side of the road.**

Following consultation on our travel plan, we widened the 'in' entrance to the school so as two lanes of traffic can operate. Please allow cars exiting the playground to do so if you are waiting in a queue for the drop off zone.

### School Transport

We have some children who travel to school on a private bus (High Legh Community Transport) This service has been arranged privately with parents and can be used by any child along the Partington / Lymm bus route. There is a Travel Assistant on the bus (who is a parent) to take care of the children and whilst we work very closely with the Travel Assistant and bus company the bus service is not the responsibility of the school and so any queries should be made to Lucy Jennings 07983347857.

### Keeping in Touch

Positive, open channels of communication are vital for the smooth running of your child's time in school. To this end **we issue a weekly newsletter to pass on news and information (these are also uploaded to the website)**

**... PLEASE CHECK YOUR CHILD'S BOOK BAG when you read with them each night as letters etc. are also put in there.**

We also operate a messaging service which allows us to contact you all quickly with reminders or urgent information. **Please ensure you give us your new mobile number / email address if you change it.**

Staff will send notes home if kit is missing or something special is needed.

We have a reading record book in which you are asked to write about what you have read with your child and how they have done and the older children have homework diaries to guide their home learning.

**We have a sharing assembly every Friday at 3.10pm**, where children from each class take turns to share their work from the week with the whole school. You are warmly invited to these.

Your child's class teacher will let you know, informally, at the end of a day if there are any problems or successes and you will have the opportunity to meet them formally for a parent interview once a term in October, March and July. At the first two we will share our targets for your child with you and in the latter you will discuss their full written report. If you wish to talk to a member of staff about your child at any other time please just contact the person concerned to arrange a convenient time.

If you have a complaint about any aspect of school life, please contact the Head to discuss it. If the matter is not resolved then, please put it in writing to the Chair of Governors who will then initiate the complaints process within the committees of the Governing Body. If you are still unhappy with the outcome then you can write to the senior officer responsible for schools at the Cheshire East Council.

We are always happy to have parent helpers in school. If you would like to contribute your time in any way please speak to Mrs Johnstone.

### **The Home School Association (H.S.A)**

The H.S.A is a long established parent and carers group who organise and run both social and fundraising events for the benefit of the children and the school. All parents are automatically members of the H.S.A. and are invited to all meetings (the more new ideas and willing hands the better!).

We have key officers of Secretary, Treasurer, Chair and Publicity Officer who are appointed every 2 years but operate quite informally and we encourage all families to get involved where they can and as a result, we are hugely successful in raising a great deal of funding for additional school items. Currently the H.S.A covers the cost of coach travel on school visits reducing the cost greatly.

## Before and After School Care

### 'Thingamajigs'

Thingamajigs is our before and after school club. It runs from 8.00am to 8.40am and after school from 3.30-5.30pm. It runs from Monday to Friday and is staffed by our Teaching Assistants.

At these sessions we provide a range of activities for the children including cinema nights, art and craft sessions, games and cooking. Drinks, snacks are available at the after school club and breakfast in the morning session

**If you drop your child off before 8.40am or cannot pick them up before 3.40pm they will automatically be included in the club and the appropriate charges will be made.**

**Payment MUST be made by the end of the week your child has used the club if there any outstanding payments at the end of a week YOUR CHILD WILL NOT BE ABLE TO USE THE CLUB UNTIL PAYMENTS ARE SETTLED.**

### Uniform List

We expect all our children to be smartly dressed for school **IN OUR EMBROIDERED SCHOOL UNIFORM** and ask that you support us by encouraging your child to wear their uniform with pride as it's very much a sign of our school family.

We have a gender neutral uniform policy which is available on our website. Our uniform is:

Gold polo shirt – Royal blue sweatshirt or cardigan with our school logo – **GREY** skirts or pinafore dresses - **GREY** trousers or shorts -white or grey socks or grey woolly tights.- **Light blue** gingham dress in summer.

Black, sensible, comfortable shoes are essential in school. **TRAINERS or CANVAS shoes are NOT ACCEPTABLE school shoes** and your child will be asked to change.

**P.E Kit:** White Shorts, **EMBROIDERED** Royal Blue embroidered PE Top, Trainers, and Navy Jogging Pants for winter months.

Kit should be brought to school in a named drawstring bag. **(Please do not bring large bags into school, a bookbag and drawstring bag plus optional lunchbox are all that is needed for the school day.)**

Your child should leave their kit in school all half term unless it gets very dirty in which case it will be sent home to wash

Our uniform is available to order online from <http://littlebollington.gooddies.co.uk/> Prices from:

|                             |        |
|-----------------------------|--------|
| Blue Embroidered Sweatshirt | £10.00 |
| Blue Embroidered Cardigan   | £10.45 |
| Gold Polo Shirt             | £9.00  |
| Fleece Jacket               | £12.00 |
| Showerproof Jacket          | £18.30 |
| PE Top                      | £5.45  |
| PE Shorts                   | £5.35  |
| Book Bag                    | £6.54  |



***Please ensure EVERYTHING has your Child's name on it so it can be returned if lost***



### **Electronic Items**

We DO NOT encourage mobile phones, electronic games etc in school, not least because they are high cost items and could be lost or damaged. If such items are brought in, they need to be signed in at the office and will be kept in the safe for safekeeping until home-time.



### **Jewellery, Hair Dye etc.**

**Jewellery should not be worn in school**, not least because it can get lost and for health and safety reasons. Some children may have stud earrings for a short time but these should be removed for school as soon as possible and always for P.E. Children are not permitted to have hair dye, radical hairstyles, nail varnish, tattoos etc.

We ask that children with long hair have it tied back for school

### **School use of Photographs of your Child**

From time to time we will use photos of the children working or on visits etc, in class, in newsletters, on our website and in the press to celebrate their work

**The children will not usually be named but if they are in the local press we will use first names only.**

**Early in the school year we will issue a form to request your permission for your child's photo to be used in this way PLEASE ENSURE YOU RETURN IT TO THE SCHOOL OFFICE.**





**Holiday Dates  
2018-2019**

| <b>HOLIDAY PERIOD</b> | <b>DATE OF CLOSING</b>           | <b>DATE OF RE-OPENING</b>           |
|-----------------------|----------------------------------|-------------------------------------|
| Summer 2018           |                                  | Wednesday 5 <sup>th</sup> September |
| Autumn Half Term 2018 | Friday 26 <sup>th</sup> October  | Monday 5 <sup>th</sup> November     |
| Christmas 2018/19     | Friday 21 <sup>st</sup> December | Monday 7 <sup>th</sup> January      |
| Spring Half Term 2019 | Friday 15 <sup>th</sup> February | Monday 25 <sup>th</sup> February    |
| Easter 2019           | Friday 5 <sup>th</sup> April     | Wednesday 24 <sup>th</sup> April    |
| May Day               | Monday 6 <sup>th</sup> May       |                                     |
| Summer Half Term 2019 | Friday 24 <sup>th</sup> May      | Monday 3 <sup>rd</sup> June         |
| Summer 2019           | Friday 19 <sup>th</sup> July     |                                     |

| <b>INSET DAYS<br/>(School Closed to Pupils)</b> |  |  |
|---|--|--|
| Monday 3 <sup>rd</sup> September 2018           |  |  |
| Tuesday 4 <sup>th</sup> September 2018          |  |  |
| Tuesday 23 <sup>rd</sup> April 2019             |  |  |
| Monday 22 <sup>nd</sup> July 2019               |  |  |
| Tuesday 23 <sup>rd</sup> July 2019              |  |  |