



HALE CE

PRIMARY SCHOOL

**PROSPECTUS AND
SCHOOL INFORMATION**

Welcome to our School

Parents are the first and most enduring educators of their children. Your child is about to embark on an extremely important part of his/her life - Primary School education. We are glad that you have chosen Hale school and look forward to working in partnership with you to carry on this important role of educating your child.

This prospectus is designed to give you straightforward information about the school and its aims. However the best way to find out about school is to visit us, as well as talking to other parents and their children.

Hale Church of England Voluntary Controlled Primary School is a small school that feels like a big family. We both support and encourage every member of our community.

We are proud of our links with Hale Village and with St. Mary's Church visiting regularly for services like Harvest, Christmas and Year 6 Leavers. Our Code of Conduct is based on Christian values as we ask the children to care for, respect and understand each other. We aim to nurture each child's sense of responsibility and self-confidence by developing their strengths and supporting their weaknesses.

MISSION STATEMENT

Hearth of the Community

Accepting everyone

Love of God and Neighbour

Excellence for all

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Governing Body

Chair of Governors

Mr. R. Conville

Vice Chair

Mrs R Butler

Parent Governors

Mr. R. Conville,

Mrs J. Ellis

Mrs W Waldron

Foundation Governors

Mrs. R Butler, Mr. J. Holt

L.A. Governor

Cllr. M Fry,

Staff Governor

Mrs. S. Mew

Co-opted Governor

Mr Paul Meara

Associate Governor

Miss C. Millington

Clerk to the Governors

Governor Support at Edsential

School Staff

Headteacher

Mrs. M. Mowatt

Assistant Headteachers

Mrs. S. Mew

Miss C. Millington

Teachers

Miss. L Alderton

Mrs. Y. Buckley

Mrs. R Ford

Mrs. T. Herd

Mrs. S. Mew

Miss C. Millington

Mrs K Renton

Miss R Tierney

Mrs E Turner

Mr M Whiteman

Support Staff

Mrs A.M. Connor

Mrs B Evans

Mrs. T. Gledhill

Mrs. S. Mullarkey

Mrs J Schwarze

Bursar/Office Manager

Miss S. Cox

Caretaker

Mr. D Roberts

Cook in Charge

Mrs. C. Laughton

Midday Assistants

Mrs B Evans

Mrs T Gledhill

Miss W Main

Mrs S Mullarkey

Mrs J Schwarze

Aims of the School

Hale Church of England Voluntary Controlled Primary School intends to nurture the all-round development of every pupil. To achieve this we aim: -

- To foster the spiritual, moral and Christian development of the children whilst sustaining a respect and understanding of other faiths and beliefs.
- To offer a broad and balanced curriculum for all pupils.
- To provide a rich and stimulating environment where positive learning takes place and where children can develop their true potential with enquiring minds and a love of learning.
- To provide range of first hand learning experiences in order to encourage and sustain each child's curiosity and spontaneity.
- To develop children as independent learners who progress at a pace appropriate to them.
- To provide a welcoming, caring and safe environment where children can develop self-respect and are able to cooperate with and show consideration to others.
- To ensure the children appreciate the value of and essential equality between individuals regardless of sex, race, culture or disadvantage.
- To establish high standards of behaviour and self-discipline whilst valuing children and their self-esteem.
- To develop sound links with the home, involving parents in the life of school and the education of their children.

The National Curriculum

Core Subjects

English

The School is particularly concerned with the development of language throughout the primary years and across all subjects. We aim to teach each child to:

- read fluently and accurately, with understanding and feeling; to develop a love of literature
- develop a clear style of handwriting and a competent use of spelling and punctuation
- communicate clearly and with confidence in speech and writing
- listen attentively and with understanding
- learn how to acquire information from different sources and be able to record this information in the most appropriate way

Maths

The School aims to:

- encourage a love and understanding of mathematical processes and so use computational skills with speed and accuracy
- develop mastery, understand and apply mathematical skills in all areas of the curriculum.

Science

Pupils will learn:

- to understand the scientific process and master a wide range of scientific ideas and skills
- investigate solutions, interpret evidence, analyse and solve problems.

Religious Education and Collective Worship

Religious Education is taught within the framework of Christianity. We aim to develop pupils' spirituality, beliefs and values so they develop respect for the rights of others.

Collective Worship is a significant part of the day; it provides an opportunity for the whole school to come together for praise, reflection, prayer and thanksgiving.

Parents are entitled to withdraw their children from R.E. and Collective Worship and must inform the Headteacher in writing if they wish to do so.

Information Technology

This plays an important role in enhancing the learning process in all phases of education and across a wide range of activities beyond the National Curriculum.

Through the use of Information Technology the child becomes knowledgeable about the nature of information, comfortable with the new technology and able to exploit its potential. Use of the Internet is an important part of the scheme of work for ICT. School is aware of the

potential dangers of the Internet and asks all adults and pupils to sign an Internet Access Agreement to govern their conduct when using the Internet. The policy is available in the office.

Foundation Subjects

Design Technology

Technology is about practical problem solving: planning, making and learning through doing. Children are presented with problems appropriate to their age and previous experience. They are encouraged to discuss their ideas, which they then model, test and evaluate.

History and Geography

We aim to foster the child's awareness, understanding and appreciation of, as well as concern for, their own and the global environment. Pupils are involved in studies of the locality and different aspects of the environment, viewed in historical, geographical and social perspectives. This includes fieldwork, visits to museums as well as residential visits for Key Stage 2 pupils.

Physical Education

The programme for Physical Education aims to make each child aware of the potential of his /her body and to develop the ability to control the body in many situations. All pupils are expected to take part in a full range of physical activity including, gymnastics, dance, games, swimming and athletics. Swimming is part of the timetable for some years while pupils are in Key Stage 2.

Art

Art is frequently linked to all the other subjects of the curriculum. Art is also taught as a subject in its own right. Children are taught to observe and appreciate the basic artistic elements of line and shape, colour and tone, pattern and texture. As pupils progress through school new skills are introduced and others expanded.

Music

Music is an integral part of our school curriculum and pupils are given the opportunity to experience music from a range of cultures. Pupils will gain an understanding of pitch, rhythm and duration and observe how music is put together. There are plenty of opportunities for pupils to perform either in class or as a member of the choir.

Reporting to Parents

School has an open door policy for parents. Twice a year we have a parents' evening when parents and teaching staff can talk through children's progress. In the summer term parents receive a written school report on the academic and social development of their child. Where appropriate, test results are included. In the meantime if there is anything you would like to

discuss or if you have a special problem please contact school and an appointment can be made with your child's teacher or with the Headteacher.

Homework

Homework is set every week in all classes; generally there will be English activities as well as Maths and possibly topic related activities. The length and type of activities will depend on the age of the pupils.

After School Activities

There is a range of different after school activities available for pupils to take part in. These include, Sports club, Dance club, Choir and Church on Tuesday.

Whenever possible we encourage children to be active citizens and to take part in activities and events in the community or the Church so we can often be found singing at the Stobart stadium, St Mary's Church, Hale Carnival or the Christmas Crib Service.

Pastoral Care

Pastoral Care and Discipline

Our teachers share with parents the responsibility for their children whilst they are in school, so we try to provide that care which any responsible parent expects to give. We promote Christian Values throughout the life of school encouraging courtesy, respect for others and for property. Children are given responsibilities and are encouraged to value themselves and others. We value close co-operation between home and school and the support of parents is welcomed and appreciated. Many children may experience some sort of difficulties at school some time during their school career and we believe in keeping parents fully informed so that we can work together to resolve those problems.

At the start of each academic year your child will bring home our Code of Conduct booklet and Home School Agreement, which gives clear guidelines for children's behaviour, rewards and consequences. Children are expected to discuss our few clear rules with parents and return the booklet to school signed.

Special Educational Needs

At all times we consider each child as an individual in their own right considering their strengths and weaknesses. Children who are experiencing difficulties in a specific area are identified as early as possible. Children with special needs are given the extra help available within the constraints of our resources. Parents are always consulted about such needs especially where further specialist help is required. A member of the teaching staff has the responsibility for

co-ordinating Special Educational Needs and for liaising with any outside agencies. The policy for Special Educational Needs has been written in line with the revised code of practice. The Special Needs Register is reviewed regularly throughout the year.

Information about Special Needs Education can be found on the school website www.hale.halton.sch.uk

Inclusion

Pupils with Special Educational needs or disabilities are fully integrated within school as far as possible. We liaise with outside agencies to take advice and support as necessary to enable all pupils, including those with special needs or disabilities have access to the full curriculum. The school complies with all the necessary duties to ensure equality and accessibility for pupils, staff, parents, visitors, governors and all stakeholders in Hale.

Health and Sex Education

A planned programme of Health Education runs from Foundation to Year 6. The children's knowledge about themselves and their world is gradually developed and revisited throughout their time at school. Some of the work will be cross curricular, other work will be taught in individual subject lessons such as science. Sex Education will be part of the Health Education programme for all pupils in the school. Foundations will be laid in the Early Years and this knowledge will be built on at appropriate stages of the child's development, to provide sequence and progression. Some aspects of Sex Education will arise spontaneously from children's questions but most issues will be planned within the wider context of personal, social and physical development until human reproduction is covered in Upper Key Stage 2. Throughout all stages the school nurse will support staff. Sex Education will be presented within the context of family life, of loving relationships, of respect for others and responsibility for self, in short within a moral framework. Parents have the right to withdraw their children from sex education lessons. They must inform the Headteacher in writing if they wish to do so.

Helpful Information

Uniform

UNIFORM

Red jumper/sweatshirt/cardigan, white shirt and school tie, grey skirt/pinafore or trousers, girls white/grey/red socks or tights (non patterned), boys grey socks, black shoes - not trainers

NB - Infant children wear a polo shirt without a tie.

For summer wear as above, or: Red and white gingham or striped dress, red school caps. Sensible sandals may be worn.

Hair accessories such as slides, ribbons, bobbles etc. should be fairly simple and if possible in school colours.

Parents are asked to ensure that all items are labelled clearly with their child's name.

Uniform can be ordered online via www.stitchdesign.co.uk. We will hold a small stock of ties for sale in school.

P.E. Lessons -

All children need to change for both inside P.E. and outdoor games. Inside P.E. is generally done in bare feet, so all children require are black shorts and a white T shirt. For outside P.E. in summer slip on pumps or light trainers should be worn. For winter games thicker clothing in the form of a tracksuit may be worn along with heavier footwear.

Swimming Lessons -

For swimming Key Stage 2 pupils will require a costume or swimming trunks not boxer style shorts. All pupils are required by the pool to wear a swimming hat.

The wearing of designer clothes in school is strongly discouraged, as it is not in keeping with our school aims and policies.

If pupils have pierced ears then they should only wear stud earrings as any other type constitute a health and safety hazard and school cannot be responsible for any injuries caused. Bracelets and necklaces should not be worn, as they can also be dangerous. Watches may be worn if the pupil can tell the time.

Medicines

Generally speaking if a child is taking medicine they are not well enough to attend school but there are occasions when it is appropriate for children to finish a course of medicine like antibiotics or take some other, mild form of medication, In these cases, parents will need to complete a form, giving all the necessary details for the medicine to be administered. The form is available from the office or can be downloaded from the school website. Our policy is also available on the website or from the office. Asthma inhalers, like all medicines should be accompanied with written instructions on usage.

Safety and Security

Hale Primary school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Once the children are inside the building the doors are locked and can only be opened from the inside. All other doors are pupil entrances. We accept responsibility for pupils from 8:50am onwards - until that time pupils remain their parents' / carers' responsibility.

Parents and visitors wishing to enter the school building should do so through the main entrance. Visitors to school will be asked for identification, will sign the register and will be

given the school safeguarding statement to read. Regular visitors and helpers will be subject to checks in compliance with the school's safeguarding/ Child Protection policy.

For security reasons the Town Lane gates will be locked soon after 9:15 and open at 3pm. At all other times parents and visitors should use the Hesketh Road gate.

In the interests of safety we ask that parents do not drop pupils off in the school car park at the start and end of the day. Parking outside of the garages in Hesketh Road is strongly discouraged as it causes great inconvenience to residents. The Hesketh Road gates are closed to traffic at the start and end of the school day.

The Building Committee of the Governors carry out an annual Health and Safety review in conjunction with staff who work in the school. Any improvements felt to be necessary will be included in the School Improvement Plan and anything urgent will be dealt with at the earliest opportunity.

Lunchtime

School dinners are available in school. Payment should be made in advance, either cash or cheque made out to Halton Borough Council. All dinner money should be sent into school on Monday morning in a sealed envelope with the child's name on the outside. Parents who wish to apply for free school meals and who live in Halton may obtain a form from the school office. Families living in other Local Education Authorities, like Liverpool or Knowsley should request a form from those L.A.s.

Pupils may bring in packed lunches if they prefer. We do not have any catering equipment for them so please provide everything your child needs to eat their meal, including a cup or straw for their drink. Packed lunches must be in a named box with a secure lid. It is not possible to store lunch boxes in cold conditions. All waste is left in the box so you can see what your child has eaten.

Children who go home for lunch should be collected by an adult. If your child does not normally go home and you wish them to do so on a particular day please send in a written request.

At lunchtime, we encourage the children to go out to play but we also give them opportunities to take part in lunchtime clubs- computer club and games club so that there is a range of activities for them.

Children may bring a snack for morning break but we encourage parents to provide a healthy snack. Kitchen staff serve toast, a piece of fruit, milk or fruit juice for morning break. Money should be brought in on a daily basis in a purse or wallet. Pupils in Key Stage 1 also have a daily piece of free fruit in the afternoon as part of healthy eating in schools.

Absences

If your child is not well enough to attend school could you please inform us firstly by ringing school on the morning of the absence, before 9:15am, and then when your child returns to school send in a note.

It is important that you do keep school informed of all absences even if not due to illness, as visits to the dentist and doctor are authorised absences.

If your child has to leave school during the school day they should be collected from the main entrance of school by an adult.

Playhub

Out of school care is provided by Playhub. They offer provision for before and after school as well as operating a holiday club and other after school activities for all children. For costs and how to become a member please see Playhub prospectus. You can pick up a copy from the school office. Contact details for Playhub as follows:- Tel: 0151 424 4954 Email:

schoolclubmanager@btconnect.com

Web: www.youroutofschoolclub.co.uk

Holidays

At Hale school we feel strongly that children should not take holidays during school time because it has a negative effect on their education. Such absences are discouraged and the national Leave of Absence Policy has been adopted. A copy is available from the school office or from the website. Headteachers are unable to authorise holidays except in exceptional circumstances and cannot give any pupil more than 10 days authorised leave in a school year.

Admissions

Any children reaching the age of five between 1st September and 31st August may be admitted full time to school in the Autumn term, that is the September of the year when they will be five.

The procedure for school admissions is available at:

<https://www4.halton.gov.uk/Pages/EducationandFamilies/Schools/Schools.aspx>

We encourage all prospective parents to come along and visit the school when considering applying for a place at Hale. It is advisable to contact school as early as possible and make an appointment for a visit and informal chat with the Headteacher.

Children who are offered a place will be invited with their parents to come to a meeting in school the term before the child is due to start school.

For the first few weeks that they are in school Foundation Stage pupils will attend part time. This is to enable them to settle into school, get to know their teacher and for the teacher to assess the children using Foundation Stage Profiles.

In the event of over-subscription Halton's Admissions Policy will be applied to allocate places. This policy is available in school or on the website.

Lettings Policy

The Governors have a Lettings Policy for the school premises which can be viewed on the website or on application to the Headteacher /Chairman of Governors.

Complaints

If a problem situation arises parents should seek help in the first instance from their child's teacher. If they consider the problem more serious then they should ask to see the Headteacher, preferably by making an appointment.

If they are not satisfied the next step is to approach the Chair of Governors.

If parents still feel their complaint has not been dealt with they may go to the Department for Education.

PTFA

School has an active Parent, Teacher and Friend Association which raises extra funds for school during the year through a programme of activities for both adults and pupils. All parents are automatically members. If you would like to help out at events, even just for a "one off" you will be very welcome.

Insurance

Parents are asked to note that our insurers will not accept any liability for damage to, or loss of, any personal property and do not provide insurance cover for personal possessions. It's better if children don't bring items of value into school but there are circumstances where children bring items into school such as mobile phones. We ask that they are put in the class box. These boxes are kept in the school office. However, all possessions left on the premises are at parents' own risk. Liability is not accepted for any injury caused to any person climbing over the perimeter fences, standing on the yellow fences, on the planters, on the roof, climbing up the CCTV poles or standing on the meter cupboards.

We want your child to grow, develop, thrive and be happy in Hale School and we want to work in partnership with parents and carers so if you have any suggestions or concerns, please get in touch.

Full School Address

Hale C. E. V. C. Primary School
Hesketh Road
Hale Village
Liverpool L24 4AN
Telephone: 0151 425 3023
Fax: 0151 425 4057
E-mail: sec.hale@halton.gov.uk