

# Penketh Primary School



***PROSPECTUS 2017/ 2018***



Prospectus 2017 -2018

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## Prospectus 2017 -2018

Address	Penketh Primary School Coniston Avenue Penketh WA5 2QY
Telephone	01925 723719
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Website address	<a href="http://www.penkethprimary.co.uk">www.penkethprimary.co.uk</a>
Type of school	Primary (4-11)
Number on roll	208 (September 2017)
Executive Headteacher Head of School	Mrs Sue Dymond Mrs Rebecca Kayll
Chair of Governors	Mrs Katie Hinds



## Prospectus 2017 -2018

Welcome...



On behalf of Pupils, Staff and Governors, we would like to welcome you to Penketh Primary School. We are all very proud of our school and work hard to do the best for our children.

We are an aspirational school and work in partnership with parents/carers and the wider community to ensure the success of all our children. We believe that children deserve the best possible chances in life and that they learn best when there are strong links between home and school. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities, both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where outstanding behaviour and mutual respect is modelled by everyone and where everyone is valued.

Choosing the right school for your child is an important decision; if you would like further information, please visit our website at [www.penkethprimary.co.uk](http://www.penkethprimary.co.uk). Visitors are always welcome, so why not take the time to come and see how much Penketh has to offer!

Penketh Primary converted to an academy in 2016 and is part of the Warrington Primary Academy Trust.

Mrs Rebecca Kayll



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## Our aims and values



### Mission Statement

The school aims to provide high quality teaching and learning for all children so that they will develop academically, socially, physically and morally to their full potential.

We aim to instill a love of learning that will help them develop into lifelong learners.



*"This is an outstanding school. Pupils' personal welfare and development are at the heart of all the school does. Pupils are exceptionally happy, safe and well cared for. Pupils work and play harmoniously in a school that is highly active and respected in the community it serves." OFSTED - September 2009*

### ***Ethos***

The ethos of the school is its distinctive character. It is the quality of the relationships that exist within the school and concerns the values and attitudes that we are trying to develop. At Penketh we have high expectations of our children. We set ourselves challenging targets. Our expectations are for children to produce as high a standard of work and behaviour as possible. We are positive in our attitudes as we feel that every child needs to be aware that the teacher cares about his/her efforts and this is shown by praise and our reward systems.



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### ***Moral Development***

At Penketh we encourage children to behave in accordance with the ideals of Christianity or ideals of their own religion if this is not Christian. Our objectives are to pass on to the pupils in this school certain moral values, which society and we hold to be important. Such virtues as honesty, compassion, unselfishness, kindness, tolerance and thoughtfulness are all regarded by us as being desirable. We must also teach the children to follow common courtesies and good manners.

### ***Climate to Learn and the Curriculum***

Each class sets out to achieve good teacher/child relationships, which recognise teacher authority and the established tone of the school, yet build self esteem and confidence in the children. We recognise the value of teacher/parent communications in furthering each child's progress. We also welcome the support given by many individual parents in helping with many parts of the school curriculum.

The curriculum of this school aims to develop a range of skills and knowledge in Personal Development, English, Mathematics, Computing, Science, Design Technology, Geography, History, Spanish, Religious Education, The Arts including Music, Physical Education and Computing. The aim of our curriculum is to teach skills that can be applied across the curriculum. The content of the curriculum and these skills need to be matched to the individual child's ability and needs. Thus accurate assessment and future planning as a result of this assessment is crucial. Good planning helps lead to effective teaching.

### ***Safeguarding Statement***

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We work to provide a safe and welcoming environment where children are respected and valued. We are alert to signs of abuse and neglect and follow procedures to ensure that children receive support, protection and justice. All members of staff and volunteers are subject to Disclosure and Barring Service checks along with other relevant employment checks.

The school Safeguarding and Child Protection Policies are available on our website or ask at the school office for a copy.

The school's designated Safeguarding Lead is Mrs Rebecca Kayll.

**In our most recent Parental Questionnaire (July 2017) 100% of parents felt their child was happy at this school.**



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## **Code of Conduct and Home School Agreement**

### ***The children of the school will:***

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- feel safe.
- be happy and caring of others.
- be well motivated, keen to learn and will show initiative.
- be independent.
- be polite and show respect to others and the environment, being aware of sustainability
- enjoy a variety of extra-curricular activities.
- have healthy lifestyles
- celebrate their individuality but recognise that they share the same values as other children.

### ***The staff of the school will:***

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- be well trained and supported in their professional development.
- be friendly and welcoming.
- be well prepared to meet the individual needs of the children and ensure that they develop to achieve their full potential.
- create a positive ethos.
- help the children to become lifelong learners.
- follow school policies.



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### *The parents of the school will be:*

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- well informed about the attainment and achievements of their child within school.
- encouraged to develop their child's skills in home learning and to assist, where possible, with learning activities within school.
- Supportive of the school's efforts to promote healthy lifestyles.
- welcomed and encouraged to provide support within school.

### *The governors will:*

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- set the strategic direction of the school with the Head of School.
- monitor and evaluate the performance of the school, always seeking to build on strengths and address any areas for development.

### *The school environment will be:*

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- orderly and creative.
- used to its full potential.
- encouraging an atmosphere of learning with good displays and classrooms that are well resourced.





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Meet the team at Penketh...

	NAME	ROLE/ RESPONSIBILITY	SPECIFIC ROLE
	Mrs Katie Hinds	Parent Governor	Chair of Governors SEND & G&T
	Mrs Emma Nixon	Parent Governor	Health & Safety/ Safeguarding
	Mr Kieran Layfield	Parent Governor	Maths/ Health and Safety
	Mr James Parr	Parent Governor	Computing and E Safety
	Mrs Laura Watson	Parent Governor	Vice Chair, SMSC, Behaviour & PSHE,
	Miss Kayleigh Bennett	Staff Governor	EYFS
	Mrs Nikki Edwards	Observer	English
	Ms Kirsty Pine	Parent Governor	Finance
	Mrs Marie Darlington	Co-opted Governor	ICT
	Mrs Nici Briscoe	Co-opted Governor	Early Years
	Mrs Sue Dymond	Executive Headteacher Governor	Training link
Teaching Staff	Mrs Rebecca Kayll	Head of School	Safeguarding, SENCO, Assessment
	Mr Phil Towey	Reception	RE
	Miss Emma Hind	Year 1	PE, Spanish, NQT mentor
	Miss Yvonne Titchard	Year 2	KS1 Lead, Teaching and Learning Lead, Computing, NQT Mentor
	Miss Rachel Noon	Year 3	
	Mrs Gill Clarke and Mrs Liz Hall	Year 4 teachers	Science, History & Geography Lead
	Miss Kayleigh Bennett	Year 5	Art/ DT
	Miss Katie Rowland	Year 6	KS2 Lead, Teaching and Learning Lead, PSHE, RE and School Council
	Mr Shaun Haplin	Sports Coach	



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**Meet the team at Penketh**

<b>Support Staff</b>	Mrs Julie Moore	HLTA	Pupil interventions and PPA cover
	Mrs Allison Williams	Reception Class support	First Aider
	Miss Caitlin Woodley	Reception 1:1 support Year 1 1:1 support	
	Mrs Kathryn Jones	Year 1 1:1 support	
	Mrs Jill Allen	Year 1 support	First Aider
	Mrs Kelly Bold	1:1 interventions	Breakfast Club First Aider
	Mrs Emma Sykes	Year 3, 4 and Reception support	First Aider
	Mrs Joanne Williams	Year 6 pupil interventions Year 1 1:1 support	First Aider
	Ms Ann Bland	Speech & Language interventions across school	
	Mr Shaun Halpin	Year 3 class support	Sports Coach
<b>Lunch</b>	Mrs Tina Goulding	Cook in charge – Direct Services	
	Mrs Carol Adams	Middy Assistant	
	Mrs Janet Hawgood	Middy Assistant	
	Mrs Gill Vincent	Middy Assistant	
<b>Office</b>	Mrs Marie Darlington	Business Manager	
	Mrs Andrea Wilcock	Admin Assistant and Pastoral Lead	First aider
	Mr Dave Shaw	Caretaker	



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### Curriculum

Penketh Primary School aims to provide a high quality teaching and learning environment in order that the children will develop academically, socially, physically and morally to their full potential.

**‘The outstanding curriculum also plays a significant role in providing them with an excellent range of learning opportunities, both inside and outside the classroom.’ *Ofsted***

The school endeavors to offer a broad, balanced, challenging curriculum, which emphasises the central importance of reading, writing and mathematics. A wide range of extra-curricular activities and after school clubs enrich school life and are an important aspect of the school.



**100% of parents in the July 2017 survey stated “My child is taught well at this school.”**



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### Foundation Stage Curriculum

We ensure a good mix of indoor and outdoor continuous provision takes place and that the children learn through play activities. The early learning goals set out what most children are expected to achieve by the end of their year in Reception.

### Early Learning Goals



**Personal, Social and Emotional Development.** Your child will learn to be self-confident, take an interest in things, know what their own needs are, tell the difference between right and wrong, and be able to dress and undress.

**Communication, Language and Literacy.** Your child will learn to talk confidently and clearly, enjoying stories, songs and poems, hearing and saying sounds, and linking them to the alphabet. They will read and write some familiar words and learn to hold and use a pencil.

**Mathematical Development.** Your child will develop an understanding of maths through stories, songs, games and imaginative play. They will become comfortable with numbers in practical activities, involving adding, subtracting and sharing. They will also understand ideas such as 'heavier than' or 'bigger than' when dealing with concepts involving shape, space and measuring.

**Knowledge and understanding of the world.** Your child will explore and find out about the world around them and everyday technology and learn what it is used for. They will find out about different cultures and beliefs.

**Physical development.** Your child will learn to move confidently, controlling their body and handling equipment.

**Creative development.** Your child will be taught to use their senses as they explore colours and shapes in art and design. They will experience music making and dance, as well as story telling and role play.

Children who achieve these goals before the end of their year in Reception will automatically move on to the National Curriculum for Key Stage 1.



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## **Teaching and Learning: The Curriculum**

### **English**

The school is proud of its outstanding record of success in teaching young children to read and enjoy books. We use Letters and Sounds to teach phonics and have a wide range of reading scheme books that are used by the children. These are carefully graded at various levels so that a child is reading a range of books appropriate to their ability. Reading skills are further developed in KS2. Our SATs results over time are above the national and local average and indicate that the children leave the school with an excellent range of reading skills in readiness for the next phase of their education. The school also seeks to provide numerous opportunities for the children to develop confidence in speaking and attentiveness in listening. From the earliest stages children are encouraged to present work neatly and to pay attention to spelling. A wide variety of writing tasks are planned, the purpose of which is to allow children to express themselves confidently and coherently. Again our excellent results in writing reflect the enthusiasm our children have for writing.

### **Mathematics**

Our maths lessons encourage children to develop reasoning and problem solving in order for them to love the subject and be able to use it in everyday life. We give the opportunity for pupils to work together, discuss and model their methods in order for them to have a secure grasp of the concepts. We have SAT results that are well above the national and local average and within lessons we ensure that the needs of all children are met through challenge and support.

### **Science**

Through our teaching of Science we aim to challenge, excite and encourage the natural curiosity and love that children have for the subject. We combine the essential principles and processes of Science with the application of skills in a practical way. This subject is taught during the early years, primarily via a topic-based approach. In later years, Science is increasingly taught as a separate subject, with an emphasis on practical investigative work.

### **Computing**

Computing has a high profile in national and local Government Policy and at Penketh we teach it as a discrete subject as well as to support other work across the curriculum. We have invested a lot of money in our ICT equipment in recent years, with a contemporary suite which uses Apple macs as well as office word. Alongside this we have a class set of ipads which are used to support learning through apps in other subjects. Much



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of the ICT equipment is used in the mornings to support individual and groups of children who require additional support. This enables them to use specific programmes which suit their individual need. The PfA have helped enormously raising money to continue our investment. ICT is used to support work across the curriculum and as such is very important.

### **PE**

The school possesses excellent PE facilities and the subject is viewed as an essential part of every child's education. The school's playing field is spacious and means that we are able to offer the children a wide range of games and athletic activities. Visiting coaches take classes in football, gymnastics, rugby league and many more sports during the year. Children from Years 3 to 5 receive swimming instruction at our nearby pool. The children are able to participate in a wide range of extra curricular activities including dodgeball, volleyball, netball, golf and rugby. The school regularly takes part in matches with other schools and we structure out PE around the tournaments. The school received a subject inspection for PE by Ofsted and was graded 'outstanding' and we have also received the Sainsbury Bronze Sports Award.

### **Music**

All children are taught music in line with National Curriculum guidelines. Extra Individual or group tuition is also available for pupils in piano and guitar. Groups of children from years 2 upwards are offered tuition in brass and woodwind instruments by music teachers from Penketh High School. Year 3 and 4 children also have whole class recorder tuition with Year 5 and 6 learning the Ukulele, African and samba drumming and songwriting skills. The school choir is open to all children and is very popular. The choir and musicians give an annual concert and perform in and around many venues in Warrington. They also put on concerts for the local residents in the retirement homes.

### **Art**

We are extremely proud of our artist abilities at Penketh and the children love their art exhibition which takes place each year on the school site. Children are taught to use a wide range of materials and produce an excellent standard of work. We liaise with local galleries and often go on school trips to develop their love and appreciation of art. The school has received the prestigious Arts Mark award.

### **Design Technology**

Children in both Key Stages design and make a variety of vehicles, models, foods and textiles using a wide variety of tools and materials.



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### **Geography**

Children use maps and aerial photographs to support their work and use the local environment around us to develop their skills.

### **History**

Younger pupils learn about their own history and that of their families. As pupils progress they study topics such as The Romans, The Greeks and WW1. Outside visits and visiting speakers to the school support their learning. Children enjoy a Historical Dress Up Day in the Autumn Term where they come to school dressed in their era. This helps to develop knowledge of chronology.

**Design Technology, Art, Geography and History are linked closely to other subjects as part of the cross curricular work that takes place in the school.**

### **Religious Education**

Children follow the Warrington & Lancashire agreed syllabus. They study Christianity in some depth, and also become aware of aspects of Judaism, Hinduism and Islam. Outside speakers and visits to different places of worship are made to enrich the curriculum. Parents do have the right to withdraw their child from religious education and collective worship. Alternative provision is made for these pupils in conjunction with their parents.

### **Spanish**

We teach Spanish from Reception to Year 6 focusing on everyday language and conversational work. As the children progress through school they are encouraged to develop reading and writing skills in Spanish. We have a link school in Barcelona. This academic year we are hoping to set up email links between our students.



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## Special Educational Needs (SEN)

**‘All groups of pupils, including those with special educational needs and/or disabilities, achieve well.’**

*Ofsted*

Children with learning difficulties are taught on a regular basis, according to their needs. The school attempts to cater for all individual needs in normal classroom situations. Children who require extra support are put on individual programmes and the school deploys its teaching assistants on a flexible basis according to the needs of the pupils. The School’s Special Needs Co-ordinator is Mrs Kayll.

Children with Education and Health Care Plans are provided with extra assistance according to their requirements as outlined in their plans. On occasions specialist staff from the Local Authority visit the school to give support to those children who may have specific learning problems. We follow the special needs code of practice.

### **Children with disabilities**

We are an inclusive school and admit pupils to our school with a variety of needs. The school has facilities such as ramps, a disabled toilet and special staging to allow access onto the school stage, to cater for pupils with physical disabilities.

The school has an accessibility plan to increase access, for those with disabilities to the school, to ensure that these pupils are not being treated less favourably than other pupils. We have good working relationships with different agencies which ensure that our pupils receive the very best support and that our staff are well trained in carrying out their specialist roles with these pupil.





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**Extra-Curricular Activities - Example**

**‘The range of sporting and artistic opportunities available is simply outstanding. It is little wonder that pupils are keen to try out new things for themselves and enjoy school when so much is offered to them.’**

*Ofsted*

HT1	HT2	HT3	HT4	HT5	HT6
Football Club Y4,5,6 SH	Tag Rugby Club Y4,5,6 SH	Girls Football Y4,5,6 SH	Football Club Y3&4 SH	Cricket Club Y4,5,6 SH	Netball Club Y4,5,6 SH
SCIENCE Y1&2 KR	ART Y1&2 KB	ART Y3&4 KB	SCIENCE KS2 KR	Gardening Club Y2&3 NH/ JW	
Woodwind APJ	Woodwind APJ	Woodwind APJ	Woodwind APJ	Woodwind APJ	Woodwind APJ
PHS Netball Tournament Penketh High School SH	PHS Football Tournament Penketh High School SH	PHS Rugby Tournament Penketh High School SH	PHS Girls Football Tournament Penketh High School SH	PHS Y3&4 Mixed Football Tournament Penketh High School SH	PHS Y5&6 Mixed Cricket Tournament Penketh High School SH
CHOIR Y2-Y6 YT	CHOIR Y2-Y6 YT			CHOIR Y2-Y6 YT	CHOIR Y2-Y6 YT
Lingo Club Y1&2 KK	Lingo Club Y1&2 KK	Lingo Club Y3&4 KK	Lingo Club Y3&4 KK	Lingo Club Y5&6 KK	Lingo Club Y5&6 KK
Netball Tournament Training SH	Football Tournament Training SH	Rugby Tournament Training SH	Girls Football Tournament Training SH	Football Tournament Training SH	Athletics KS2 SH
COMPUTING Y3&4 LP	COOKERY Y1&2 AW/ES	COMPUTING Y1&2 LP	COOKERY Y1&2 AW/ES	Ocarina Y1,2,3 JA	Ocarina Y1,2,3 JA
DODGEBALL: Y3 & 4 SH	VOLLEYBALL Y1&2 SH	BASKETBALL Y1&2 SH	DODGEBALL Y4,5&6 SH	ATHLETICS Y1&2 SH	BADMINTON Y1&2 SH
Brass RJ	Brass RJ	Brass RJ	Brass RJ	Brass RJ	Brass RJ
FOOTBALL: Y1&2 SH	TAG RUGBY: Y1&2 SH	FOOTBALL KS1 team training/ friendlies SH	TAG RUGBY TRAINING Y1&2 SH	MULTI-SPORTS Reception SH	MULTI-SPORTS Reception SH



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We also run a Gardening Club and Chess Club and Boys Choir at lunchtimes run by our Year 5&6 children. Our Sports Leaders also run sporting activities each lunchtime for our KS1 pupils.

Our Year 6 pupils are encouraged to run clubs alongside members of staff as part of their Enterprise Projects. These have been very successful in previous years and the younger children thoroughly enjoy being taught and coached by the older pupils. Please note that there is a small charge for all clubs. This money goes into providing further equipment for our children within school.

### **Breakfast Club**

The school runs a very popular and successful breakfast club. It is organised by Mrs Wilcock and is available every day from 8.00am to 8.40am. At the moment the charge for this service is £3 per person per day, there are discounts for families.

### **After School Club**

This is now a well established part of the school and has proven to be a great success. It takes place every day from 3.15pm to 6.00pm in the school building and is run by Mrs Byford and the staff from Little Acorns. The present charge is £7.50 per day paid in advance.

### **Residential Visits**

Children from Year 4 are offered the opportunity to go on a two night residential visit. This takes place every year at Kingswood. Our Year 6 now enjoy a two night residential at the YHA in Castleton. This is an end of Year 6 fun visit that is heavily subsidized by the PFA so that all the children can take part. It also forms part of the children's Enterprise Project, raising their own money to fund the trip.



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*Our Year 6s enjoying their time away at Castleton*



### **Sex Education**

The school has a programme of sex education that takes place in the context of human relationships. The school health advisor, Yvonne Jameson, may be involved in such discussions and shows a video to the older children on puberty and menstruation. Parents are invited to view the video and discuss any issues with Mrs Jameson prior to the discussions with the children to ensure that the content is suitable for their child.

### **Pastoral Care**

**“Pupils’ personal welfare and development are at the heart of all the school does. As a result, pupils are exceptionally happy, safe and well cared for. ‘It’s really like being part of a family’, is the opinion of one older pupil.”**

**Ofsted**



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The Class teacher is responsible to the Head of School for the care of all children in his/her care. First Aid is carried out by qualified first-aiders. The school is in close contact with other agencies concerned for the welfare of its pupils.

### **Lunchtimes**

We aim to ensure that lunchtimes are a pleasant experience for our pupils. A lot of our pupils have a school dinner every day and all children in KS1 are entitled to a free school meal. Our lunchtime system has increased the level of supervision for the children. There is a variety of equipment available for the children to use. We have year 5 and 6 play leaders who are trained to play with the KS1 children. We also have sports leaders within KS2 who hold tournaments for the rest of the school during lunchtimes.

Some children may prefer to bring a packed lunch. This should be contained in a lunch box, clearly labeled with his/her name. A drink should be included – but no glass bottles, fizzy drinks or hot drinks please.

Healthy snacks are also sold at break time for the children to purchase. In addition children in KS1 receive a free piece of fresh fruit or a vegetable every day in the afternoon break.

### **Discipline and Behaviour**

**From the parental survey July 2017, 100% of parents felt “their child feels safe and is well looked after.”**

The school expects and receives a high standard of self-discipline from the children. Good behaviour is praised and emphasised by all staff. If a child’s behaviour is continually unacceptable the parents will be contacted and we would hope to involve them in any remedial steps.

A Home/School/Child agreement includes our golden rules outline the standard of behaviour expected in school. These are:

- Listen
- Do as asked
- Work well with others
- Be the best we can be



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It is the responsibility of everyone involved with Penketh Primary School to ensure the safety and happiness of every member of the school. Therefore this school will not tolerate behaviour of any kind that makes another pupil feel uncomfortable. All known instances of bullying will be investigated, and our principal aims will be to raise the victim's self esteem and confidence and to convince the bully that his/her behaviour is wrong and must not be repeated.

### **School Council**

We try as often as possible to give our children a 'voice' in the school. It is very important that their thoughts and opinions are valued. The School Council are elected by their peers, every year, to represent the whole of the school. They meet once a fortnight with nominated members of staff to discuss general issues, concerns and current initiatives.

Representatives feedback information via whole school assemblies weekly. Each member of the School Council has a role to fulfill, and attend Local Governing Body meetings. The pupil's voice extends to all children completing pupil questionnaires yearly to inform the future planning and running of the school.

### **Medicines in school**

Please do not send your child to school if he or she is unwell in the morning. However, if there is a significant improvement later in the morning please bring your child in. If your child becomes ill during the day we will try to contact you so that arrangements can be made for him or her to be collected. That is why it is so important that you let us know, if contact addresses and numbers have been changed. Medication cannot be administered by staff, however if your child requires medication within the school day, please arrange for an adult to come and administer it. More information about medicines in school is on our website.

### **First Aid**

We are able to offer basic first aid in school from our team of trained first aiders for any accidents that may occur in school. Please make sure that we have your current **emergency contact** details just in case your child is unwell or has had an accident.



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### **Headlice**

Like in most schools, there can occasionally be an outbreak of head lice. Therefore it is very important that all parents check their child's hair regularly. If required the School Health Advisor will provide advice.

### **School Uniform**

The governors, staff and parents believe that wearing a smart, practical uniform reinforces a correct attitude to school and learning. All parents are encouraged to send their children to school in uniform.

*Royal blue sweatshirt or cardigan (Sweatshirts and cardigans featuring the school logo are available in school).*

*White shirt or polo shirt.*

*Grey trousers or skirt.*

*A school tie is optional*

*Suitable dark footwear. (**not high heels or trainers**)*

*Blue checked or striped dresses may be worn in warm weather.*

*A blue T-shirt and black shorts are required for PE, with Pumps/Trainers*

*No jewellery may be worn, apart from stud earrings in pierced ears.*

*No make-up or painted nails*

**Please put your child's name on EVERYTHING!**

### **PE and swimming**

All children who are well enough to attend school will be expected to attend the baths and/ or PE lessons unless they have a medical note to exempt them. If any child forgets their PE kit the school can provide spare kit. If this happens more than once then the parents will be contacted. Swimming is offered to all children in Years 3-5.



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### The school day

Children are allowed into school at 8.40 am, in order that registers can be taken promptly at 9.00 am.

The official school day is as follows:

- KS1 age group: 9.00am to 11.50am and 12.50 pm to 3.15 pm.  
**(The Reception class finishes at 3.10 pm)**  
KS2 age group: 9.00 am to 12.30pm and 1.20 pm to 3.15 pm.

These are pupil working times. KS1 children have a morning break from 10.30 am to 10.50 am and KS2 children from 10.45 to 11.00. KS1 children have an afternoon break on each afternoon. There is a daily assembly. Parents are expected to ensure that children arrive in school promptly. Registers close at 9.10am and children who enter school after this time will be marked as late.

### Length of the School Day

Teaching time does not legally include registration or acts of collective worship (assemblies). Our teaching time is in line with government advice.

- Key Stage 1 (KS1) 21.0 hours per week  
Key Stage 2 (KS2) 23.5 hours per week



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### **Parents and the wider community**

#### **The Community**

Penketh Primary School seeks to make a positive contribution to the local and wider community. Children are encouraged to help those less fortunate than themselves by supporting charities, such as the Jeans for Genes, Marie Curie and the Foodbank. The annual bonfire organised by the PFA attracts around 2,000 people. It is an excellent example of the school and the local community supporting each other to their mutual benefit.



The school hopes that parents will become actively involved in their child's education and will welcome any offers of practical assistance from parents. A comprehensive annual report on every child's progress is provided for parents towards the end of the school year.

Arrangements are made for two parents' evenings each year so that their child's progress may be discussed. Parents are always welcome to come in on an individual basis and discuss their child's progress at a mutually agreed time. Weekly newsletters are emailed out informing parents of the school's activities.

#### **Parents and Friends Association**

The school has a very active PFA. All parents are automatically members and are encouraged to take an active role in its activities. A variety of events take place, including a bonfire night fireworks display, balloon races and discos. All profits are donated to the school and used to benefit the children. Money has been raised to improve the outdoor facilities for the children so that their playtime experiences can be made even better. More recently funds have been provided to improve the ICT equipment and subsidise school visits.

#### **Transfer to High Schools**

The majority of our pupils transfer to Penketh High or Great Sankey High School at the end of Year 6, although links with other local high schools mean wherever your child goes the transition is thorough. This is a very important time for the children and is one that we take very seriously.





## Prospectus 2017 -2018

### **School Security**

We ask that all visitors, including parents if they need to come into school, come in via the main entrance. All other entrances and exits are to be used by the children and staff **only**. All visitors must sign in and wear a school badge. There are important reasons to insist on this. Firstly, so that we know who is in the building and to help ensure that the children, staff and property of the school are safe. Secondly for the safety of those people who visit, because if ever the fire alarm was activated we need to ensure that those people are accounted for. This may mean that informal communication with staff will need to take place with the infant staff at the beginning and end of the school day on the playground and with the junior staff either with the teacher on duty or at the end of the school day via the main entrance. More formal appointments can be made at the school office.

### **Homework**

Appropriate learning activities are given by teachers to support learning. We follow the government guidelines in relation to the amount of homework set for each year group. In Key Stage 2 children are provided with diaries so that parents are aware of the homework set. As well as supporting the curriculum, homework is set so that the children can become more independent and develop their organisational skills. Regular reading at home plays an important part in maintaining very good standards in this vital area. We set a minimum level of homework, but provide website addresses if parents and pupils wish to do extra homework.

### **Policy for Charging for Activities**

All teachers plan a programme of out of school visits to support learning in school. The school requests that parents make a voluntary contribution for educational visits arranged during the school day.

After school activities have a nominal charge, except for clubs organised by private providers when a full charge will be made. Our policy for charging is also on our school website.

### **Complaints Procedure**

If any parent is concerned about any aspect of school life then, in the first instance, they should meet with the Class teacher and/or Head of School. Most problems and complaints can be dealt with at this informal stage. If the matter needs to be taken further, governors are the next in line followed by the Local Education Authority. Our complaints policy is available in the school website.



## Prospectus 2017 -2018

### Attendance

**‘Very good. The attendance rate is above the national average. Pupils arrive punctually and lessons start on time.’**  
OFSTED

We encourage parents to take their holidays outside term time so that children are in school and following the National Curriculum. **If a child is absent the school requires a clear explanation. All absences are unauthorised unless for a medical reason. Parents must contact the school on the day of their child’s absence between 8.30am and 8.45am. We would like to thank parents for their co-operation. If a child’s attendance rate begins to dip, we will inform parents and invite them into school for a formal meeting prior to involving the local authority.**

### AMENDMENTS TO PARTICULARS OF INFORMATION

Every effort has been made to ensure the accuracy of the information in this prospectus. However changes may be necessary from time to time, sometimes due to factors beyond our control, including the implementation of recent legislation.

Mrs Rebecca Kayll (September 2017)



Prospectus 2017 -2018

## APPENDIX 1

### Information for new parents

#### Reading Records

Reading Record and Reading diaries must be in school every day. We encourage children to read alongside their parents every night and have their record signed. Books are changed at least weekly and in Year 2 upwards, children are independent in doing this themselves.

#### Money

It is important that all money brought into school is in a sealed, named envelope stating the child's name, year group and what the money is for. Dinner money should be handed in daily or weekly. In KS1 this needs to be in a named envelope, whereas in KS2 this can be done by the children paying directly to Mrs Goulding.

Dinners: £2.20 per day

Milk: 28p per day

Orange Juice: 25p per day

Toast:25p per day

If paying for dinners, milk or snack by cheque they need to be made payable to:

**Warrington Borough Council**

All other cheques should be made payable to:

**Penketh Primary School**

#### Events in the year

We have various non uniform days, trips out, charity events throughout the year. All of these are advertised well in advance via the school newsletter and separate information letters sent out to the class. If you are ever unsure, please ask the class teacher or the school office.



Prospectus 2017 -2018

**APPENDIX 2**

**Term Dates for 2017/2018**

<b>TERM</b>	<b>Date of opening</b>	<b>Date of closing</b>	<b>No of days</b>
<b>AUTUMN first half term</b>	Tuesday 5th September 2017	Friday 20th October 2017	34 days
<b>AUTUMN second half term</b>	Monday 6th November 2017	Tuesday 19 <sup>th</sup> December 2017	32 days
<b>SPRING first half term</b>	Wednesday 3rd January 2018	Friday 16th February 2018	33 days
<b>SPRING second half term</b>	Monday 26th February 2018	Friday 13th April 2018	33 days
<b>EASTER WEEKEND: Friday 30<sup>th</sup> March – Monday 2<sup>nd</sup> April (this falls within HT4)</b>			
<b>SUMMER first half term</b>	Tuesday 24th April 2018	Friday 25th May 2018	23 days
<b>BANK HOLIDAY MAY DAY: Monday 7<sup>th</sup> May (school closed)</b>			
<b>SUMMER second half term</b>	Monday 11 <sup>th</sup> June 2018	Friday 27th July 2018	35 days
<b>TOTAL</b>			190 days
<b>INSET days</b> <b>Monday 4<sup>th</sup> September 2017</b> <b>Tuesday 2<sup>nd</sup> January 2018</b> <b>Monday 23<sup>rd</sup> April 2018</b> <b>+ two day worth of twilights across the year</b>			+5 INSET days
<b>TOTAL</b>			195 days