

## **Information for Parents**

### **1. NAME OF SCHOOL**

HATTON HILL PRIMARY SCHOOL

Address of school:

ALWYN AVENUE, LITHERLAND  
LIVERPOOL L21 9NZ

Telephone Number:

0151-928-7012

Fax:

0151-949-0250

Headteacher:

MRS H LYALL

Chairman of Governors:

REV. J WHITLEY

### **2 CLASSIFICATION OF SCHOOL**

This is a Primary School, providing for boys and girls, aged 3 to 11 years, on a day basis.

### **3 VISITS TO THE SCHOOL FOR PARENTS OF PROSPECTIVE PUPILS**

Parents considering sending their child should ring or call to arrange a mutually convenient time to visit. They will be invited by the Headteacher to see the children in the Nursery and at work throughout the Infant and Junior departments. Prior to starting in the Nursery each child is visited at home by a teacher to help establish a good home-school relationship.

### **4 THE GOVERNORS**

The Governors, including the Headteacher are responsible for the organisation, management, discipline, and financial arrangements of the school. The Governors meet regularly throughout the year and volunteer to be on the Governing Body because of their interest in the welfare of the school.

The Governing Body is made up as follows :-

Headteacher and two Teaching Staff representatives.

Non Teaching Staff Representative

Four Local Education Authority representatives.

Five Parent representatives.

Four co-opted representatives.

### **5 STAFF**

The staff is comprised of the headteacher, deputy headteacher, fifteen other full time teachers and four nursery nurses. Specialist music teachers come to the school each week to assist in teaching individual pupils to learn to play musical instruments. A teacher from the Sefton Special Needs Support Team visits weekly and classroom support assistants are also employed to help with special needs.

There are two clerical assistants, a caretaker and ten welfare assistants. A team of seven cleaners are responsible for maintaining a standard of cleanliness throughout the school and the cook and kitchen staff are responsible for the preparation of the school meals.

## **6 GENERAL AIMS OF THE SCHOOL AND MISSION STATEMENT**

### **Mission Statement**

We are working together to achieve "HAPPY LEARNING" by creating a secure and friendly environment in which everyone feels confident, has a good self image and can reach full potential. High standards are set and we expect our children to demonstrate awareness of community responsibility / good citizenship whilst valuing learning for its own sake.

### **School's Aims**

- \* That relationships within the school are such that the child feels secure in the environment and has confidence to move forward without fear of failure and to develop the independent skills necessary for life.
- \* That the atmosphere be relaxed, warm and friendly within a disciplined framework that encourages each child to work hard and reach his or her full potential, thus developing a good self image.
- \* To create a school environment that is :-
  - i) Clean, safe and secure;
  - ii) Welcoming for children / staff / visitors;
  - iii) Inspired by the curriculum.
- \* To teach and review the effectiveness of a broad curriculum that includes at least the full range of National Curriculum subjects.
- \* That the moral, physical, cultural and spiritual development of each child is developed within our broad curriculum.
- \* That concern for others be nurtured, and tolerance and empathy for races and cultures be encouraged.
- \* That competition should be against self for the attainment of standards but when appropriate pitched against high standards demonstrated by others.
- \* To recognise and value the expertise of parents and all members of our local community in the education of our children.
- \* That liaison with parents and parental involvement be encouraged.

## **7 CONTACT BETWEEN PARENTS AND SCHOOL**

Parents are welcome in the school.

Often the first contact we have with parents is during a pre-school visit prior to the child starting in the Nursery or in School. There are many ways in which parents can become involved in the life of the school and we welcome parental involvement. If any parent is able to spare an hour or two each week we are delighted to put them on our rota of volunteers. Parents help with baking, sewing, hearing children read, help with art work swimming, repairing books, playing games with groups of children, typing and duplicating. There are also opportunities for parents to come into school to see their children's work on parents evenings, class `tea parties', curriculum evenings and many social events. We hope that parents will become involved in the life of the school and form a partnership with teachers in the education of the children.

## **8 HOW CAN PARENTS HELP THEIR CHILD?**

- \* By involvement in our Parents as Educators courses or Family Programmes
- \* Support the school homework policy.
- \* Make sure you find time to talk with and listen to your child.
- \* Read books and recite nursery rhymes together
- \* Try to have a regular routine during term time that ensures your child is in school on time and collected promptly.
- \* Encourage independence e.g. dressing, tidying up, setting the table etc.
- \* Give plenty of opportunities for your child to draw using a variety of pencils/crayons/chalks/pens etc. Remember to encourage the correct grip on the pencil.
- \* Please make sure your child gets enough sleep.
- \* Encourage creative activities and give plenty of praise.

## **9 STARTING SCHOOL**

We aim to make this big step in your child's life a happy and rewarding experience. This is achieved by parents meeting staff prior to the beginning of term, the children visiting the classroom and seeing their teacher and when term starts by gradually increasing the time your child spends in school. The children will start on half days, progress to full days but going home to lunch and eventually when fully settled will begin to stay for a school dinner. This process usually takes about three weeks although with some children they may need more time to settle.

## **10 SCHOOL CURRICULUM**

The requirements of the National Curriculum, the National Literacy Strategy and the Numeracy Strategy are taken into account when planning the schemes of work for each curriculum area. The school aims to provide as wide a range of educational activities as possible and the needs of each individual child are paramount. Much emphasis is placed on Reading and Language Development, Mathematics, and Science as well as other aspects such as individual, group, and class work on topics of History and Geography. Basic skills of Art and Craft, Design and Information Technology are taught and children are encouraged to develop their creative activities to the full. Emphasis is placed on creating a stimulating environment both within the classroom and around the school generally. Music is taught throughout the school and includes percussion and singing. There is a school choir and groups of children play the recorder. Arrangements are made for visiting teachers to give violin, guitar and woodwind lessons to small groups of children. Physical Education includes Movement and Dance as well as Games. The Games activities take place on the two hardcourt areas and the large adjacent playing fields. All children from the top infants upwards enjoy swimming lessons from a qualified instructor, at the Authorities heated Learner Pool which is built on the site. There are computers in each class and a fully equipped IT suite with interactive whiteboard. Children of all ages are able to have hands on experience.

Attention is paid to Personal and Social Education and Health Education. This includes Moral and religious education, class teaching, assemblies, discussion assemblies and circle time. As agreed with the Governing Body some sex education is included in the context of reproduction, human relationships and personal and social development. This may occur in both Infant and Junior departments when appropriate but more formally from year four onwards in the Junior department. During these lessons children's

questions will be answered in a professional and honest way. Any parents who feel uneasy about this should visit the school for discussion and their views will be taken into consideration.

The school is extremely well equipped with books and other resource materials. Children are encouraged to use their initiative, to work independently and to recognise that each person has a worthwhile contribution to make to society. They are led to realise, however, that only their best is acceptable, and much emphasis is placed on both the quality and appearance of their work. The school aims to be a caring community with a happy, friendly atmosphere in which children can develop confidence and self esteem, and where courtesy and consideration for people and property are stressed and encouraged.

## **11 RELIGIOUS EDUCATION**

Religious Education is provided on a non denominational basis in accordance with the Education Reform Act, safeguarding the rights of parents, who so wish, to withdraw their children.

## **12 PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

In compliance with the 1981 Education Act, and with regard to the 2002 Code of Practice, every effort is made to make provision for the learning needs of each child within the classroom. However, where specific learning or behavioural difficulties occur the school will inform parents as soon as possible. The school's Special Educational Needs Policy with its staged approach will then be followed. Regular meetings with parents will be organised to monitor progress and set targets. Where necessary support from the L.E.A. Special Educational Needs Service is available.

## **13 COMPLAINTS PROCEDURE**

The governors have decided that any complaints about the school curriculum or related matters should be addressed in the following way:-

- \* If a parent is concerned about any aspect of the school they should make an appointment to discuss the matter with the headteacher.
- \* Should the complaint fail to be resolved, then it must be put in writing, signed and referred to the Chair of Governors for consideration by the complaints` committee.
- \* The initial consideration of the complaint will be made by a minimum of three members of the complaints committee.
- \* The complainant may then elect to consult the full Board of Governors. This course of action must always be taken before the final recourse which is to the D.F.E.S.

## **14 DOCUMENTS**

Copies of Department for Education documents. inspection reports, schemes of work etc. may be obtained from the school on request.

## **15 ORGANISATION OF EDUCATION AT THE SCHOOL**

The school has a Nursery class (for children over the age of three) where attendance is on a part-time basis. Thirty children attend each session. Children normally transfer to the Infant department in due course.

Because the Nursery and main school (maximum yearly intake 60) are often over subscribed an Admissions Policy has to be operated. Children who have brothers or sisters already in the school have first priority, distance of home address to school is then taken into consideration.

Children move to the Infant Department when they are approaching five years of age and make several visits before taking part in a transfer ceremony. For a short period they attend on a part-time basis to help make the big step into school a happy one. There are six classes in the Infant department and eight classes in the Junior department. All classes are mixed ability. Children in all classes are taught at their own National Curriculum level.

The school has a homework policy developed in consultation with parents. This policy involves all parents and children.. Junior children are given spellings and tables to practice at home and children throughout the school are encouraged to take books home on a regular basis, some to be read by parents and others that they will be able to read for themselves. Parents are invited to help both at school functions and in the classrooms. Opportunities are available for parents to attend Parents as Educators courses. Teachers keep comprehensive records of their children's progress in all areas of the curriculum. Parents' Evenings are arranged, on an appointment basis, when parents are invited to discuss their child's progress with the teacher. Curriculum evenings are held when parents can come along and see how and what is taught in a particular area of the curriculum. Written reports on all children in the school are sent home at the end of the school year.

There is an annual Parents/Governors meeting when Governors and Parents may discuss the annual Governors' report and the discharge by the Governing Body, the Headteacher, and the L.E.A. of their function in relation to the school.

## **16 PASTORAL CARE**

Each teacher, in all departments - Nursery, Infant, and Junior - is basically responsible to the Headteacher for the welfare of all children in his/her class. The Deputy Headteacher has general responsibility for children in both the Infant and Junior departments. Regular pastoral care meetings take place between staff where solutions are discussed concerning any specific problems.

The school is in contact, as necessary, with other agencies concerned with the welfare of pupils, and co-operates closely, as the need arises, with the Educational Welfare Officers, Social workers, Health Visitors, and the school's Psychological and Medical services. In certain cases where child protection issues are involved, this may be done without your prior knowledge. It is felt to be of paramount importance that children are happy and secure in the school so that each child can reach his/her full potential.

Parent/teacher relationships are considered to be very important. Parents are encouraged to visit the school if they have any worries or problems concerning their children, or simply if they wish to enquire about their child's progress or about teaching methods. The school is very aware of the importance of parental partnership as children meet most success when parents and teachers work together. Parent accreditation courses and curriculum meetings are organised for parents to help to include them in promoting the ethos of the school.

There is a thriving Parent/Teacher Association and all parents are welcome to join. Activities organized by the P.T.A. enable parents to get together informally at social gatherings and funds are raised to help to provide extras for the children.

## **17 ACCIDENTS AND EMERGENCIES**

It is essential that the school has an accurate list of emergency contact numbers for every child. In the event of an accident we need to be able to contact parents. An annual update form will be sent to you each September, however, if your circumstances change please contact the school.

## **18 DISCIPLINE**

There is a "Home School agreement" which parents, teachers and pupils must read and are requested to sign.

School rules are simply based on common sense, courtesy, and consideration. Taking offenders to task verbally is usually sufficient but other sanctions may be applied under the school discipline code. If pupils break five school rules or seriously misbehave parents are informed by letter. Co-operation is sought in helping to overcome the difficulty. Bullying will not be tolerated. Very occasionally outside agencies may be called in for advice should the need arise.

## **19 SCHOOL UNIFORM**

The school has a uniform and it is expected that all parents will adhere to it.

Girls:- Pale blue blouse and school tie or polo shirt. Royal blue sweatshirt/cardigan with grey skirt/pinafore/school trousers. White socks, flat black shoes and hair bobbles should be soft, inconspicuous and in school colours. Blue and white checked dresses may be worn in summer and white / black / navy flat sandals.

Boys:- Pale blue shirt and tie or polo shirt. Royal blue sweatshirt or jumper and grey trousers. Black shoes (not trainers) and grey socks.

All pupils need black shorts, white T-shirts and black pumps for P.E. These should be kept in a school pump bag. Children from Year 2 to Year 6 require a swimming kit (trunks for boys, not swim shorts). Girls and boys with long hair are required to wear a swimming cap. During winter months, junior children may wear tracksuits for outdoor games. There is no particular style or make and purchases can be made at most outfitters, chain or department stores. School ties, royal blue sweatshirts and light blue polo shirts both with the school logo on may be purchased from Pauls Place at the Bootle Strand. Names must be on all items of clothing. Jewellery, other than watches, is not allowed in school for safety reasons. Earrings, chains bracelets and rings are dangerous particularly during P.E and swimming.

## 20 EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities currently available either at lunchtime or after school are as follows:-

Netball	Athletics	Short tennis
Football	Swimming club	Judo
Choir	Cricket	Basketball
Dance	Rounders	Computers
Rugby	Gymnastics	

These activities may vary during the year according to demand and interest. Children are taken on educational trips which supplement the work done in the classroom and visiting speakers and theatre and dance groups are brought into the school as appropriate. In order to make these activities possible it is necessary to ask parents for donations towards the cost. Children who are unable to make such donations would not be excluded from the activity. However if there are insufficient donations many of these activities could not take place.

## 21. THE ORGANISATION OF THE SCHOOL DAY

Nursery	Morning session 9am. to 11.30am Afternoon session 1pm. to 3.15pm.
Infants	
Morning session	8.55am. to 11.55am. Break 10.35am to 10.50am.
Afternoon session	12.55pm.to 3.15pm. Break 2.35pm to 2.40pm
Juniors	
Morning session	8.55am. to 12.15pm. Break 10.55 am to 11.10am
Afternoon session	1.15pm.to 3.15pm. No afternoon break

Assemblies take place each day for approximately 15 minutes (this includes an act of worship as well as some religious education).

There is a fifteen minute break during the morning in both departments and a fifteen minute break in the afternoon in the Infant department.

## 22 ATTENDANCE

Parents are required to ensure that children arrive promptly and attend every session unless prevented from doing so for medical reasons. A note of explanation is required to cover any absence, otherwise it has to be reported as an 'unauthorised absence' and will appear on the school record. Family holidays should not be taken during term time.

The schools attendance figure submitted to the DFEE in June was 93.62% attendance. Six and two tenths per cent authorised absence and two tenths of a percent unauthorised absence. The governors are concerned that a substantial number of parents have organised family holidays during term time. This often involves the child missing over ten days of schooling and being marked as unauthorised absence.

## **23 PARENT PARKING**

In response to requests from residents I must ask parents to only use their car when absolutely necessary for transporting children to school. Congestion at 8.50am and again at 3.10pm is causing a serious problem in Alwyn Avenue. If you need to use your car please park with consideration for the safety of others.

Could parents please note that the school car park is for employees of the school to use. The car park is not a safe place for collecting pupils. No cars belonging to parents in this area please.

## **24 MEDICINES**

In general it is not felt appropriate to administer medicines in school. If a child has been prescribed a course of medication and is fit to attend school before completion of the course then a special form needs to be obtained from the school office. This must be completed accurately and signed by your doctor. Medication will then be administered in accordance with school policy.

An asthma card must be completed for pupils who suffer from asthma. Arrangements are then made for the child to have a relief inhaler readily available.

## **25 FOOD IN SCHOOL**

We encourage healthy eating and children are allowed to bring fruit into school for a break-time snack.

## **26 DINNERS**

Once children are happily settled in school they are encouraged to stay for dinner. Dinner money is collected in advance on Monday mornings.

## **27 EDUCATIONAL VISITS**

We try to give children as much first hand experience as possible as this is the way they learn best. We have travelling theatre companies in school occasionally as a way of ensuring that the children see good live plays and puppet shows.

Children are also taken out on visits and these experiences are used as a basis for much project work in school. As we have no allowance to cover the cost of these visits we have to ask parents for donations. If insufficient donations are received the trip may not be able to take place. No individual pupil will be excluded from a trip because their parents cannot make a donation.

## **28 AMENDMENTS TO PARTICULARS OF INFORMATION**

Every effort has been made to ensure the accuracy of the above information, but changes may of course be necessary from time to time, sometimes through factors beyond our control, including the implementation of recent legislation.

It therefore cannot be guaranteed that the present organisation and programme of the school will continue unchanged for the whole year commencing September 2001. Copies of key school policies are available to parents from the school office on request.