

Leverhulme  
Primary  
School  
Prospectus  
2015-16







*"This is the perfect school for all children. Children are treated fairly & the teachers are very caring & protective"*  
...by a Year 5 pupil

## SCHOOL BROCHURE

### INFORMATION

Leverhulme Community Primary School

Brightmet Drive

Bolton

BL2 6EE

Tel: 01204 333123

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Email: [office@leverhulme.bolton.sch.uk](mailto:office@leverhulme.bolton.sch.uk)

Website: [www.leverhulmecps.co.uk](http://www.leverhulmecps.co.uk)

Type/Age: Community Primary 3 – 11 years

Headteacher: Mr A N Ashton

Chair of Governors: Cllr J Byrne

School Hours: 8.45 am to 3.15 pm

Local Authority: Bolton LA

Paderborn House

Civic Centre

Bolton BL1 1JW

Tel: 01204 333333



.....LEVERHULME is an IBO 'World School'



## LEVERHULME PROSPECTUS

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## LETTER FROM HEADTEACHER

Dear Parents/Carers

Thank you for your interest in Leverhulme Primary School.

Since opening in 2006, we have made significant strides in raising standards and improving the life chances for every pupil in school. We are a good school where achievement and progress is three times better than schools nationally. Behaviour is outstanding. We are very proud that during 2010 we became a 'WORLD SCHOOL' approved to deliver the International Baccalaureate curriculum ([www.ibo.org](http://www.ibo.org)) and gained International School status. We have also won the National Awards for Healthy Schools and Active Sports marks. A selection of quotes giving feedback about Leverhulme are contained on page 4. These include comments from Ofsted, the LA, parents & pupils

Education is a partnership between home and school and we place great emphasis on our relationship with parents/carers. When your child starts school our job begins and yours continues ...!

We provide a core curriculum to teach basic skills but we deliver a broad range of activities and experiences with an exciting and motivating framework using the International Baccalaureate Primary Years Programme or PYP. Promoting Internationalism and a global dimension are key elements of our curriculum aims.

We have first class facilities, staffed by professional, committed and enthusiastic staff. Since 2006 we have spent £750,000 on upgrading and updating the building.

We are justifiably proud of the caring and friendly atmosphere here and we encourage visits from prospective and current parents any time. Please contact the office to make an appointment.

Please contact school at any time with any concerns, questions or comments or this can be done via our website at [www.leverhulmecps.co.uk](http://www.leverhulmecps.co.uk)

Yours sincerely  
A N ASHTON

Headteacher



## Quotes about Leverhulme

“ ... the improving profile and quality of provision reflects the effective strategies implemented by senior leaders ... “

“ ... Leverhulme has taken important steps forward since its formation in 2006 and has developed as a community of leaders and as a team of professionals with a shared ambition to serve local families and their children ... “

“ ... Children displayed respect and care for one another and courtesy towards adults ... “

“... Relationships between staff and pupils are a strength of the school ... “

“ ... Children display good attitudes in their lessons, listening with patience and consideration and working with effort and purpose ... “

“ ... SEN children and those receiving intervention support are making good progress ... “

“ ... A particularly impressive facet of leadership development is provided by pupils. The School Council are a conscientious and aware group who have a shared agenda coupled with a strong responsibility to improve their school ... the pupils were impressively articulate and acted as good ambassadors for Leverhulme ... “

“I feel in the last few years this school has improved so much and I believe it will carry on, the teachers and head are always there to help you out whenever you need them.”

“I am very impressed with the progress of Leverhulme Community Primary School, and am proud that my daughter attends this school.”

“My child loves going to this school. I also like the school.”

“This is the perfect school for all children. Children are treated fairly & the teachers are very caring & protective”

“I think the school is very nice & I would love to stay forever”

“The teachers are very friendly & kind. The Headteacher deals with problems well”



## OUR COMMITMENT

1. To be an inclusive school and to put into place the practice in all aspects of our work that ensures that all learners are given equality of opportunity and treated fairly.
2. To promote and achieve high standards for all by providing teaching and learning of the highest quality.
3. To treat learners as individuals and to differentiate teaching and learning to take account of their individual and special needs.
4. To ensure that all learners benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner.
5. To make connections between subjects and to apply basic skills across the curriculum.
6. To enliven and enrich the curriculum by visits, visitors, use of the environment and extra-curricular activities.
7. To build an ethos marked by a welcoming, friendly, bright and lively, happy place where learners feel secure. A place where good behaviour is expected and where learners enjoy growing up.
8. To make this school a place of enjoyment where success is celebrated.



## OUR SCHOOL VISION

...Together we strive for success with confident, caring, lifelong learners who develop into responsible members of the world community...

### Our Aims

1. Together we will provide a safe, secure, caring environment where children have a clear understanding of rights and responsibilities
2. Together we will provide a rich curriculum to inspire children to enjoy and achieve
3. Together we will provide opportunities to find out about ourselves, other people and places around the world
4. Together we will develop life skills to respond to the challenges and changes in our future lives





## FACILITIES

- ❖ A very large, extensive field
- ❖ A driveway with dedicated and separate parking facilities for staff, parents and visitors
- ❖ A private garden and environmental/nature area with decking
- ❖ Separate large hard play areas for nursery, infants and juniors
- ❖ A secure fenced off playground
- ❖ A separate fenced off football area
- ❖ A tyre park
- ❖ A large, modern building in good condition
- ❖ Security on all doors
- ❖ Large classrooms
- ❖ A purpose designed Early Years Department, with its own fully furnished outdoor play area
- ❖ New staffroom and toilets
- ❖ Disabled toilets
- ❖ No steps on site
- ❖ New purpose designed library
- ❖ Separate ICT suite
- ❖ Conference room and Meeting Rooms
- ❖ Facilities for breakfast, holiday and after school club
- ❖ Hall with stage and AV equipment
- ❖ Resource, storage and activity rooms
- ❖ Learning Mentor's Room
- ❖ Attractive entrance area
- ❖ Many curriculum , practical and IT software resources
- ❖ School provides a second language (Spanish)
- ❖ A very wide range of musical, after school and sporting activities
- ❖ And its own Minibus!



## SCHOOL UNIFORM

Our uniform is comprised of:

- ❖ Pale blue polo T-shirt
- ❖ Purple school sweatshirt or cardigan
- ❖ Dark grey trousers or dark grey knee length skirt
- ❖ Lilac/White or Pale blue/white gingham or striped dresses may be worn during the summer term
- ❖ Black sensible shoes (please note trainers and “fashion” shoes are not suitable for day to day wear in school)

We also ask parents to provide a PE kit, which should include:

- ❖ Shorts
- ❖ T-shirt
- ❖ Change of socks
- ❖ Pumps/trainers for outdoor games
- ❖ A track suit is useful on cold winter days

Please note our emphasis on the need for a change of footwear from everyday use in school, to trainers for outdoor use on the playground or field. This is important for hygiene and also helps to keep the school building clean. Most PE work in the hall is undertaken in bare feet or pumps as recommended by the LA. For games sessions in the winter, children should be equipped with an old sweater or tracksuit to keep them warm. Jewellery is not to be worn in school. The accidental pulling and catching of earrings, rings and necklaces during play can cause severe damage to fingers and ear lobes. Children will be asked to remove earrings or tape over studs during PE/Games activities if worn to school. The school cannot accept responsibility for the loss or damage of items of jewellery and watches.

Long hair must be tied back in school for reasons of health and hygiene.

School sweatshirts and cardigans are available directly from our suppliers in the town centre. They also sell small bags suitable for carrying reading books, records, etc, to and from school. These are available from the provider Smart Clothing based in Bolton Market Complex (further details available from the school office).

We ask parents to ensure that items of value are not brought to school. This includes expensive watches, personal stereos, game boys, etc. Mobile phones are not allowed in school unless we receive a phone call or letter stating an acceptable reason from parents. In this case mobile phones need to be left in the school office at 8.45 am until home time.

It also makes life easier for everyone if all clothing including shoes and watches (if they have to be worn) are clearly marked with your child's name. That way if items are misplaced and then found they can be quickly returned to their owner.



## ADMISSION

The Local Authority is responsible for admissions to Leverhulme Primary School. Bolton produces a special booklet available from Pupil and Student Services, Paderborn House, called “Admissions to Primary Schools – Information for Parents and Carers”. This booklet is posted out to all parents of Reception children in the summer break before applications need to be returned.

Admissions to Nursery – please contact the school office for further information and an application form for Nursery. Parents/carers are welcome to look around at any time – again, please contact the school office to arrange a convenient appointment.

We do admit 2 year olds into our purpose-built provision for eligible families.

Admission to Reception class takes place in the September of the academic year in which your child turns 5 years old.

Anyone seeking admission for a child between the ages of 5 and 11 years may contact the Headteacher.



## THE SCHOOL COMMUNITY

Our school community is made up of children, parents, teachers, support staff and governors. Everyone has their part to play and this brings with it certain responsibilities.

### Children

- ❖ Come to school with their parents and friends on time
- ❖ Always try their best in everything they do
- ❖ Be independent in managing their own possessions
- ❖ Understand and follow the school rules and behave well

### Parents

- ❖ Bring their children to school and collect them on time
- ❖ Ensure that their children attend school
- ❖ Support their child by hearing them read and encouraging them to complete any tasks that their teachers ask them to do at home
- ❖ Keep the school informed of any concerns they may have about their child's welfare and ensure we always hold up to date contact numbers

### Teachers

- ❖ Take responsibility for the children between 8.45 am and 3.15 pm
- ❖ Work closely with parents
- ❖ Provide the highest quality of education and care at all times

### Governors

- ❖ Support and assist the Headteacher in the strategic direction of the school



## CURRICULUM

### Foundation Stage:

The Early Years Foundation Stage (EYFS) covers pupils from birth to five years. This is probably the most important time of your child's education, which provides a foundation on which to build future learning. At Leverhulme we have an EYFS Unit which can accommodate children from the age of 2 years.

Our curriculum covers seven areas of learning. Each of these areas is delivered by fully qualified staff through planned and purposeful play. Your child will be learning in a high quality environment which is well equipped and resourced, offering indoor and outdoor provision. In order to achieve successful delivery of the EYFS we aim to:

- Meet the diverse needs of all children
- Work in partnership with parents and other agencies, e.g., school nurse, speech therapists, etc.
- Provide flexible provision, e.g., full time nursery care, breakfast club, after school club
- Constantly think about how we can improve what we offer (quality improvement)

Staff within the EYFS work together in planning and organising systems in order for the children to receive a safe, enjoyable and challenging learning environment.



## CURRICULUM CONTINUED ...

### Key Stage 1 and 2:

Children are taught English and Maths from the National Curriculum. Science and many of the foundation subject, Geography, history, art, design technology, PSHE are taught through the Primary Years Programme (PYP) of the International Baccalaureate Organisation ([www.ibo.org](http://www.ibo.org)). This thematic approach embraces a range of teaching and learning styles where children are encouraged to work independently, with talking partners and in small groups.

Visitors invited into school and visits made out of school are a valuable part of the children's learning.

Religious education, physical education and music are taught as separate subjects although objectives from these can be planned and taught through some of the units of inquiry.

The PYP promotes an international mindedness within each child. This encourages children to consider and reflect upon the issues around the world and the impact this has upon them. The school has developed valuable links with primary schools overseas including South Africa, Venezuela, Spain & Indonesia. Where possible, children are encouraged to take action involving all school stakeholders and the wider community. Education plays a vital role in helping children recognise their contribution and responsibilities as citizens of this global community.



## HOMEWORK

Homework is given across the school. At the start of each year full details of work set for each class is sent to parents. Full details can be found on the school website [www.leverhulmecps.co.uk](http://www.leverhulmecps.co.uk)

In setting homework we aim to:

- ❖ Promote positive attitudes to work and school
- ❖ Raise achievement of all pupils
- ❖ Consolidate and reinforce skills and understanding in literacy and numeracy and across curriculum
- ❖ Encourage and develop independent learning
- ❖ Increase self discipline
- ❖ Develop home/school partnership
- ❖ Prepare children for transfer to secondary schools





## BEHAVIOUR

At our school we expect all children to follow our Code of Conduct:

- ❖ Work hard and do your best
- ❖ Do as you are asked first time
- ❖ Respect other people
- ❖ Be polite and helpful
- ❖ Always tell the truth
- ❖ Be gentle, do not hurt anyone

If a child behaves inappropriately, we use our assertive consequences policy, including warnings, time out, detention, being on report and as a last resort, exclusion.

We treat any bullying incidents very seriously but rely on parents and carers to keep us informed as often we can be the last to find out.

Every day is a fresh start for every child and staff work hard to maintain high standards at all times. We do inform parents early if behaviour becomes an issue.

We have numerous reward systems for good behaviour and our Friday Rewards Assemblies celebrate success and achievements. Parents/carers are welcome to attend this without prior notice.



## EDUCATIONAL VISITS

The school's policy for Charges and Remission meets the requirements of the Education Reform Act 1988 and reflects the high standard of learning experiences which we provide for the children of Leverhulme Primary School.

The educational value of all proposed activities and visits and the health and safety of our children is carefully considered by staff. Voluntary contributions towards the cost of these visits and activities will be requested from each participating family. Each visit/activity will only take place if sufficient voluntary contributions are received to enable us to fund it. If the visit/activity does go ahead all relevant children will participate whether or not their parents have made a voluntary contribution. However, the school reserves the right to leave behind any child whose behaviour is a danger to himself/herself or others. Parental permission is always sought before removing children from the school premises for educational visits. If the shortfall on voluntary contributions is so great that the visit/activity cannot proceed, all monies collected will be returned to parents.

These visits/activities are an enhancement of the school's curriculum and as always we rely on our partnership with parents to help us provide the best learning opportunities for the children in our care.



## PARENTS AND SCHOOL

You are your child's first and most important educator. At Leverhulme Primary School we value the role you play in supporting your child in developing a positive attitude to school and learning.

Research has proved children achieve best when home and school work in partnership. We offer a range of opportunities to involve you in school and in particular to find out how your child is doing.

These include:

- ❖ Newsletters giving details of events & dates
- ❖ Welcome to new class pamphlets
- ❖ Termly reports on progress
- ❖ Half termly curriculum newsletters outlining each child's learning journey over the following six weeks
- ❖ Parent open evening
- ❖ Annual questionnaire
- ❖ Tours for new parents
- ❖ Open invitation to attend Friday Reward Assemblies

### Safeguarding of Children

Leverhulme is a very secure school where all children are kept safe. However if we have any concerns regarding child protection issues, these are always reported to the appropriate agencies. As a school we have no discretionary powers not to act as stated.



## TIMES AND ATTENDANCE

8.45 am      SCHOOL OPENS

3.15 pm      SCHOOL CLOSES

Within the school day KS1 and KS2 have slightly different break times and lunch times.

Lunchtime for KS1 is 12.00 pm to 1.00 pm

Lunchtime for KS2 is 12.25 pm to 1.10 pm

Please note that it is not advisable to send children to school too early each morning especially in poor weather as school cannot open its doors before 8.45 am.

### **Attendance**

The Education Act states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education. At Leverhulme Primary School we ask parents and families to support in promoting good attendance in the following ways:

- ❖ Ensuring that children attend school regularly and arrive on time. (Registration is often a time when teachers will discuss with children the programme for the day).
- ❖ If your child is ill please contact the school on the first day of absence as soon as possible so we can update our records. If school is not informed you will be phoned on the first day of absence asking why your child is absent
- ❖ When your child returns to school, please ensure that a note is provided confirming the reason for absence
- ❖ **HOLIDAYS are not allowed during term time** (change to previous policy)

Our new attendance policy effective from Sept 1<sup>st</sup> 2013 is now in line with Government guidance on not allowing holidays in term time. Parents may request Leave of Absence by writing in to school but only for exceptional circumstances for which supporting evidence would need to be provided. Holidays or absence for reasons other than genuine illness are recorded as unauthorised absences. One school day counts as 2 sessions & if 15 sessions (8 days) of unauthorised absence are recorded a penalty fine is likely to be issued at £60 per parent. Any further periods of unauthorised absence may then lead to prosecution & court appearance.

Did you know that the expected level of attendance for Primary age pupils at Leverhulme is 97%? At Leverhulme Primary School we have a responsibility to work with the LA and Education Intervention Service to ensure that children attend school. We are required to inform the LA if a pupil fails to attend or is late regularly and if no reason for absence is provided.

Note..Unauthorised absence is when the school receives no valid explanation or if the reason is not a valid one in the opinion of the Headteacher...this is in accordance with Government guidelines.

Rewards...we have many reward & incentive system to encourage good class & individual attendance ranging from winning cash & gifts for parents / carers to class league tables

Children are not allowed out of school between 8.45 am and 3.15 pm without the permission of the Headteacher. If your child needs to leave school for any reason, such as dental appointments, please send a note to the class teacher beforehand. Children with such appointments should be collected from the school office and signed out by the parent/guardian. When you collect your child to take them to an agreed appointment you will be issued with an exit slip, which you may be asked to produce by the Education Welfare Service or the police.



### BREAKFAST, AFTER SCHOOL AND HOLIDAY CLUB

At Leverhulme Primary School this is known as CFAB, standing for Children's Fabulous Club. It is open from 8.00 am each morning until 5.45 pm and for 50 weeks of the year. For up to date charges and further details contact the school office or the CFAB Manager Kim Horridge on 07591628434.

### SPORTS AND CLUBS

We offer many opportunities for children to participate in sport, both during PE lessons and after school. Although mainly for KS2 children we do hold some team events for KS1 pupils. Sports we teach include:

- |             |                |
|-------------|----------------|
| ❖ Football  | ❖ Table Tennis |
| ❖ Handball  | ❖ Sewing       |
| ❖ Tag Rugby | ❖ Drama        |
| ❖ Netball   | ❖ Choir        |
| ❖ Rounders  |                |

We have held the National Sport Activemark since 2007 for providing sporting opportunities across our school.



## SCHOOL MEALS

Meals are cooked on the premises and the Cook follows national guidelines on healthy eating. A copy of the current school meals menu is available at the school office.

School works with families when special diets/requirements are needed, such as vegetarians.

Please enquiry at the school office for the latest prices and criteria for free school meal provision.

If children bring packed lunches we request that they too follow healthy eating guidelines and school can offer specialist advice on this issue.

We do, however, ask that children never bring sweets, chocolate or fizzy drinks to school.

## DRINKING WATER

Children are encouraged to bring a plastic bottle of water to school. It has been proven that if children have regular access to water during the day they are more able to concentrate and so make greater progress.

Containers can be kept in classrooms where children can use them during lessons if thirsty.

We have no facilities to fill these at school so they should be taken home in the evening and refilled ready for the next day.

Children in our Early Years Foundation Stage Department, that is Nursery and Reception children, have their own water fountain to use so do not need to bring containers.



## HEALTHY SCHOOLS

We hold the National Healthy Schools Award. This reflects the work we have done in ensuring that our children are healthy while at Leverhulme, and also help them to learn how to live a healthy lifestyle as they grow up. Children can have fruit at break time for a snack if they wish.

## CHILD PROTECTION

Leverhulme is committed to ensuring the safety and welfare of the children in our care. All members of staff, governors and voluntary helpers are subject to being checked.

The Headteacher has no discretion if a concern becomes evident with a child over any related child protection issue. It is a requirement that any such concerns are reported to the appropriate department at the Local Authority.





## PARKING

Parents may use the school drive and turning road for dropping off and collecting children. However, the staff car park must not be blocked or used at any time. Also, most importantly and purely for safety reasons, children and parents must not use the drive entrance from Brightmet Drive as a walkway.

We also request that if parents use either the Fylde or Poulton entrances they are respectful of our neighbours and do not cause congestion on either Poulton Avenue or Fylde Avenue.

## MEDICAL

Please do not send your child to school if they appear to be ill. We have no facilities to cater for their needs and usually have to telephone you to take them home.

A sick child can be distressed in school and can also spread illness.

Dispensing of medicines is at the discretion of the Headteacher and will only be considered in exceptional circumstances. We do look after blue inhalers which must be clearly labelled and handed in at school. Children are asked to hand in any inhalers to their teacher as these are kept in class for the children's use.

Please ensure we are up to date with any special medical needs your child has.

## SCHOOL COUNCIL

The school council includes children from Year 2 up to Year 6 and a member of staff to act as “link” teacher. There are two representatives from each class and they are selected through a class ballot. The school council elects a chairperson, vice chair and secretary. Sub-committees are formed where appropriate to organise and address issues raised.

The school council meets every other week for 30 minutes. The agenda is created by the council in response to the issues raised during class council meetings. Minutes are kept from each meeting.

Class council meetings take place each week, a chairperson and secretary are elected for each class and minutes of the meetings are kept.

The school council offers an essential forum for children to have their say and express their opinions about day to day school matters.

The school council recognise that every child matters at Leverhulme.



## GOVERNORS

School governors have a very important strategic leadership role at Leverhulme.

They are made up of people from the Local Authority, local community, school staff and parents.

Governors meet at least once a term and also hold different committee meetings on a regular basis to monitor and make key decisions relating to finance, the curriculum and the building.

The Headteacher reports regularly to both committees and the full Governing Body.



## COMPLAINTS

If you have a problem concerning your child please make an appointment to see the class teacher at the earliest opportunity. Most problems can be dealt with informally by the teacher concerned. The Headteacher will normally refer parents to the class teacher if approached in the first instance.

A Deputy Headteacher may become involved if the matter is not easily resolved. Problems will be referred to the Headteacher when standard procedures have not been effective in resolving the issue.

If the above procedures prove unsuccessful a formal complaint may be made to the Chair of Governors c/o the school.







Complaints about the curriculum, religious education and related matters would be made under Section 23 of the Education Reform Act. The Governors adopt the Local Education Authority's recommended procedure for dealing with formal complaints. Copies of this are available from Paderborn House, Bolton. It is hoped, however, that any matters of concern can be resolved by informal discussion at the school.

Copies of the school's complaints policy are available on request from school.

## Leverhulme Community Primary School

### Term and Holiday Dates for September 2015 – July 2016

Yellow, Blue and Green – School Closed No Children to Attend

Key:	Term Days	Holidays	Bank Holiday	Inset for Staff		
<b>2015</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Pupil Days</b>
<b>September</b>	7	8	9	10	11	 34 Pupil Days
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	1	2	
<b>October</b>	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	<b>Autumn Half Term</b>
	26	27	28	29	30	 34 Pupil Days
<b>November</b>	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
<b>December</b>	23	24	25	26	27	
	30	1	2	3	4	
	7	8	9	10	11	<b>Christmas Holidays</b>
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31	1	
<b>January 2016</b>	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	 29 Pupil Days
	25	26	27	28	29	
<b>February</b>	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	1	2	3	4	 20 Pupil Days
<b>March</b>	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31	1	
	4	5	6	7	8	
<b>April</b>	11	12	13	14	15	 37 Pupil Days
	18	19	20	21	22	
	25	26	27	28	29	
<b>May</b>	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	<b>Half Term</b>
	30	31	1	2	3	
<b>June</b>	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	1	
<b>July</b>	4	5	6	7	8	 35 Pupil Days
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
	1	2	3	4	5	
<b>August</b>	6	7	8	9	10	
	13	14	15	16	17	<b>Summer Holidays</b>
	20	21	22	23	24	
	27	28	29	30	1	
<b>July</b>	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	
<b>August</b>	1	2	3	4	5	



*For up to date information on School performance and data and staffing, please see the school website:-*

[www.leverhulmecps.co.uk](http://www.leverhulmecps.co.uk)



