

Prenton Primary School

General Information



The School Day

School hours:

Key Stage 1 and Foundation

8.55am – 11.50am

1.00pm – 3.20pm

Key Stage 2

8.55am – 12.00pm

1.00pm – 3.30pm

STAFF, PARENTS AND GOVERNORS

Staff

The school is organised into seven year groups, including Foundation stage, with two classes of mixed ability in each. The majority of teachers are responsible for a class although we do have teachers who job share and some who work on a part time basis helping to support staff and children throughout the school. We have a number of teaching assistants working to support children in the classroom.

The School Day

All children begin their day at 8.55am and those children in Key Stage One will finish at 3.20pm. Children in Key Stage Two will finish at 3.30pm. Parents are requested not to send children into school before 8.45am as it is not possible to organise and maintain supervision prior to this time. From 8.45am all children are invited to come straight into school where the younger children will have “get busy” tasks and KS2 children will have a morning task to complete.

The amount of time spent each week on learning activities by the children is 21 hours 30 minutes for Foundation and Key Stage One children and 23 hours 30 minutes for Key Stage Two children. Additional time is given to our daily assemblies, morning and afternoon registration and playtimes.

Parents are requested not to send children to school too early in the morning as the playgrounds are unsupervised before 8.45am.

Discipline

Sound discipline is essential so that a controlled, well-ordered environment, necessary for successful teaching, is maintained. We have a highly committed and caring teaching staff who encourage high standards of behaviour from the children both inside and outside of school when the school's reputation depends on the way they behave.

The teacher is responsible for the welfare of all the children in the class. Children are expected to be polite and well mannered, showing consideration for the safety and well being of other people.

We support a positive approach to discipline and work with children to develop a whole school code of conduct. The school has an anti-bullying policy which is distributed to all parents. This is reviewed every year. Parents are encouraged to come to school to discuss matters of mutual concern as and when they or the teacher feel it necessary. It is helpful however if parents could make an appointment to ensure that quality time is allocated for discussion. Unless a situation is urgent it is best to avoid mornings as children are coming into school and this is a busy time for teachers. There is an open door policy and in urgent situations it is always possible to speak to a member of the leadership team.

School Lunches

Lunch break is 11.50-1.00pm for children in Foundation and Key Stage 1 and 12.00-1.00pm for children in Key Stage 2. All children are entitled to buy a school lunch, go home or bring a packed lunch. F2 and KS1 children are entitled to a free school meal. Children in KS2 may purchase a meal; children may choose from the options displayed on the menu. The menu is on the website. Parents must ensure that they have credited their Parentpay account prior to children purchasing a meal. If parents would like their child to have a hot meal they

must give the office a week's notice. On a Thursday/Friday children in Year 5 and Year 6 may opt to have a meal. Families in receipt of Income Support or Income Based Job Seekers Allowance are entitled to obtain free meals for their children. Any child who receives a free school meal is also entitled to a free carton of milk each day, which is available at lunchtime. Further details of the free meal scheme may be obtained from the Education Office, Birkenhead, tel. no. 606 2000. If your child prefers to bring a packed lunch to school, it must be contained in a proper sandwich box which should be clearly marked with the child's name and class. A drink (in a sealed container) may be included although water is always provided. Glass bottles, canned drinks, hot drinks and soup are not allowed for safety reasons. **Please do not include sweets and chocolate in your child's packed lunch as we are trying to promote a healthy attitude towards eating. Please do not send any peanut/peanut products in your child's packed lunch as we have pupils with nut allergies.**

At least one week's notice is required if children wish to change from packed lunches to school dinner and vice versa.

Milk is available for the Foundation and Key Stage 1 children during the morning session. Milk money is required termly and a letter will inform parents of the cost. Access to individual water bottles is available during the day. We encourage the drinking of water to prevent children becoming dehydrated. Fruit at break time is also provided for the Foundation and Key Stage 1 children. Children in Key stage 2 are welcome to bring their own fruit to school for break time although there is a Health Tuck Shop, run by Year 6 children selling fruit and water. **Sweets are not permitted in school at any time.**

Clothing for School

All of our children wear the school uniform, although it is not compulsory. Children are expected, however, to come to school clean and suitably dressed and we do appreciate parents' co-operation in this matter.

Girls: Pink check or white blouse, or red polo shirt, grey tunic/skirt, grey jumper/cardigan. Girls are allowed to wear trousers providing they are plain grey school uniform type.

Boys: Red polo shirt, grey pullover, grey shorts, grey trousers. All uniform items can be obtained at local children's outfitters. Please enquire at the school office.

Pupils with long hair should have it tied back whenever possible.

Please ensure that your child has suitable footwear for school; **training shoes are not part of the uniform and neither are trainer type shoes.** Older children are allowed to wear trainers at lunchtime on the playground. Children change back into school shoes when they come back into school.

In the summer months it is still important for children to wear the appropriate footwear –

not open sandals, slingbacks, wedge sandals or ballet pumps.

P.E. and games form part of the school curriculum and suitable clothing and footwear is necessary. For guidance, listed below are the items required.

Girls: Blue or white shorts, school T-shirt and pumps.

Boys: Blue or white shorts, school T-shirt and pumps.

For games in Key Stage 2 trainers will be required and a change of kit. Children are involved in learning games skills and do not need any specific equipment. It is safer for younger children to do dance and P.E. in bare feet.

Key Stage 2 children should bring tracksuits to wear outside in cold weather.

It is important that children have their P.E. kits in school at all times. Please ensure that kits are named and in a named bag to hang on their peg. P.E. bags and book bags are available to purchase in school. We encourage the children to take kits home at half terms for washing.

It is advisable for children to bring into school an old apron or shirt to wear during art activities as we cannot be responsible for stains caused by paint or glue spillages during art lessons.

Equal opportunities are given to all children with respect to all activities including physical activities and we adhere to our published Disability Equality Scheme.

Personal Belongings and Valuables

Wherever practicable, **personal belongings should be marked with your child's name.** We cannot accept responsibility for valuable objects brought into school. Apart from a watch and small sleeper ear studs, jewellery should not be worn, as it can cause accidents to the wearer or to other children. For P.E., swimming and extracurricular activities all jewellery should be removed. Mobile phones are **not** allowed in school.

Child Protection

Keeping Children Safe in Education 2016 place duties on a number of agencies, including Local Authorities, to assist Local Authority Social Services departments acting on behalf of children in need or enquiring into allegations of child abuse. Because of the duty explicitly placed on L.A.'s, L.A.-maintained schools are indirectly subject to the provisions of these sections.

It is important therefore for parents to realise, that if deemed necessary, the appropriate agencies will be consulted if we have concerns about the welfare of any child.

Parking

We are constantly aware of the dangers to which our children are exposed and we therefore ask for your support in the matter of car parking outside the school. Please ensure that cars are parked well up or down the road rather than opposite the school entrance gate, when setting down or picking up your child.

Parents are not allowed to park in the school car park as this causes congestion and staff may need to leave early to attend courses.

Out of School Activities

As an Extended school Prenton Primary has an extensive programme of extracurricular activities that is organised by teachers and other staff throughout the year for the benefit of the children but will vary according to the age of the children. Examples of activities available include football, tag rugby, dance, drama, multi skills, stool ball, Science and Art clubs and a “drop in” homework club for Year 3 and Year 4. Years 5 and 6 have homework club after school. The activities take place during lunchtime and after school. Children will be informed in advance of the finishing time of all activities, so that it is possible for you to meet your child out of school. School teams participate in the competitions organised by Local School’s Sport Associations and we are part of the Extended Scheme which offers us a great deal of support in conjunction with Woodchurch High School for some extra-curricular activities. Some teachers have specific qualifications for sports coaching. Our school teams are usually very successful in local competitions, particularly football, rugby, kwik cricket and athletics.

Year 6 pupils are offered the opportunity to attend a residential camp for 3 days at Whitemoor Lakes. Year 2 pupils attend a residential at Barnstondale for one night.

OFFICIAL INFORMATION

Administration of Medicines

Although teachers in schools have a professional duty to safeguard the general welfare and safety of the children in their charge, they are under no obligation to administer drugs or medicine to pupils. There is a school policy for the administration of medicine in school and parents are welcome to discuss this with the Headteacher. Please contact the school for advice.

Charging Policy

Education at Prenton Primary School is provided without charge and no pupil’s education will be affected by the parent’s inability to pay or contribute towards the cost of the pupil’s education. The vast majority of activities will be financed with funds received from the Borough Council. There are some valuable educational activities, which we cannot provide without seeking some financial support from parents. School trips and visits form an important part of the curriculum offered by our school. Parents are not required to pay for

such visits, but may be asked to make a voluntary contribution towards the cost. Although there is no obligation to contribute, we regret that such visits cannot take place without financial help from parents. We always try to support any family who really cannot afford the full contribution and no child would ever be prevented from taking part because of cost. The exception to this is a residential activity. Parents are expected to cover the cost of this. If a parent is experiencing difficulty paying they may speak to the Headteacher.

Equipment and Materials

Parents may be asked to pay in cash or kind for materials used in practical activities if they indicate a wish to own the finished product, prior to its completion.

Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or any item of school property which has been damaged or lost as a result of their child's behaviour. The charging and remissions policies determined by the governing body of the school are those laid down by Wirral L.A. and a copy of this policy is available on request from the Headteacher.

Suggested Guidance notes for Parents

If you have a concern or complaint

We would like you to tell us about it. We welcome suggestions for improving our work in the school. Be assured that no matter what you want to tell us, our support and respect for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem which has happened some time ago.

What to do first

Most concerns can be sorted out quickly by speaking to your child's class teacher. All staff will make every effort to resolve your problem informally. They will make sure that they understand what you feel went wrong, and they will explain their own actions to you. They will ask what you would like the school to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both of you and the school to understand each side of the question. It may also help to prevent a similar problem arising again.

What to do next

If you are dissatisfied with the teacher's response, please speak to the Headteacher. In many cases the situation can then be resolved. If you wish to take matters further you can make a complaint, in writing, to the Chair of Governors. Letters sent into school will be forwarded to him.

If you are still unhappy

The problem will normally be solved by this stage. However, if you are still not satisfied you may ask for a referral to the Complaints Committee of the Governing Body. It will then be heard by a group of three governors who have no previous knowledge of the problem and can give it a fresh assessment. The Complaints Procedure explains how these meetings operate and a copy is available from school. The procedure will also explain how to take further action to an outside body if that is deemed necessary.

Curriculum Complaints Procedure

In accordance with section 23 of the 1988, Education Reform Act, the Authority has adopted procedure to deal with complaints about the curriculum. Most complaints can be settled quickly and informally at school level. The complaints procedure exists for those parents who also wish to pursue a complaint through more formal channels. A copy of the complaints procedure is available from the school or directly from the Education Department, Public Libraries and Public Information Offices.

Prenton Primary OFSTED report

The school underwent a very successful inspection under the new Ofsted framework in October 2016.

The report is a testament to all of the hard work and dedication of the staff and governors at Prenton.

The report can be found on the Ofsted websites and also on the school website.