

*Beever Primary School*



*Prospectus 2017/2018*



Dear Parents,

Welcome to Beever. This prospectus has been written with you in mind as you make the choice of Primary School for your child.

As you read on I hope you will find the things you probably want to know about us and that you will feel satisfied that Beever is the right choice.

I am anxious that you should know how much we value the support of parents at Beever. Indeed, we need to work together in order that your child will benefit from all we can offer, flourish and reach their fullest potential.

I hope your child will be very happy and I look forward to meeting you soon.

Yours sincerely,

Mr. G. Oates

Headteacher

## THE SCHOOL

Name: Beever Primary School

Address: Moorby Street, Oldham, OL1 3QU

Telephone No: 0161 770 8351

Fax No. 0161 620 1873

Text Messaging: 07860 027745 (Please note that this number does not accept voice calls)

Email: [info@beever.oldham.sch.uk](mailto:info@beever.oldham.sch.uk)

Website: [www.beever.oldham.sch.uk](http://www.beever.oldham.sch.uk)

Headteacher: Mr. G. Oates

Chair of Governors: Mrs. N. Carter  
C/o Beever Primary School  
Moorby Street  
Oldham, OL1 3QU

*The information contained in this booklet relates to the school year 2016/17 and although it is correct in relation to that year on 12<sup>th</sup> June 2017 it should not be assumed that there will be no change affecting the relevant arrangements or some other matter particularised*

- a) before the start of, or during the school year in question, or*
- b) in relation to subsequent years.*

**Who's who? (from September 2017)**

<u>Teaching staff</u>	Headteacher	Mr. G. Oates
	Deputy Headteacher	Mrs. N. Edwards
	Assistant Headteacher	Miss K. Jones
	Nursery	Miss M. Cordwell
	Reception	Mrs. B. Owen
	Year 1	Miss K. Bibi
	Year 2	Miss T. Brown
	Year 3	Mr. K. Pragnell
	Year 4	Mrs. C. Nawaz
	Year 5	Miss F. McLaughlin
	Year 6	Miss K. Jones
	Foundation stage	Mrs. S. Pollard
	Support Teachers	Miss. R. Eade Mrs. L. Nowicki
<u>Non - Teaching Staff</u>	Foundation Stage	Mrs. J. Lawrenson Miss C. Dibley
	Key Stage 1	Mrs. M. Brunt Mrs. R. Ruffle
	Key Stage 2	Mrs. G. Adamson Mrs. R. Stelfox Miss R. Hilton Mrs. A. Fox
	Pastoral Lead	Mrs. K. Hilton
	Business Manager	Mrs. A. Buckley
	School Administrators	Miss K. White and Mrs. J. Goodwin
	Attendance Officer	Mrs. S. Jacobs
	Site Manager	Mr. T. Hunking
	Assistant Caretaker	Mr. O. Smith
	Cook-in-Charge	Mrs. J. Hawkins

## General Details

### Classification of the school

Beever is a Primary School catering at present for approximately 245 boys and girls from the ages of 3 - 11 years, including a nursery unit for children aged 3 and above. The nursery offers free part time places of 15 hours per week. There are further brief details of the foundation stage organisation contained within the 'School Organisation' section of this prospectus. Not all our Nursery children enter the Reception Class in the main school, where class size is limited to 30 pupils.

## Our School

### Summary of Aims

1. To acknowledge that all children have individual needs.
2. To encourage the all round development of each pupil (social, emotional, intellectual, moral and physical).
3. To provide a curriculum which enthuses, motivates yet challenges every child, and is planned to raise achievement throughout the school.
4. To provide an equal opportunity for access to the National Curriculum.
5. To encourage a positive response to a stable, stimulating and motivating environment.
6. To encourage mutual respect and understanding amongst individuals and groups.
7. To foster an awareness of the individual pupil's potential contribution to society.
8. To help pupils develop a good self image.
9. To encourage pupils to become independent, self motivated and self disciplined.
10. To help pupils recognise the value of co-operation with peers and adults.
11. To foster community and environmental awareness.

## Admissions Policy

The school adopts the Admissions Policy of Oldham Local Authority which is based on the right to express a parental preference.

## School sessions

Nursery	9.00am - 3.00pm	(Monday to Thursday)
Reception	9.00am - 11.45am	1.00pm - 3.15pm
Year 1 - Year 3	9.00am - 12.00pm	1.15pm - 3.15pm
Year 4 - Year 6	9.00am - 12.00pm	1.00pm - 3.15pm

## **Breakfast Club**

Breakfast Club opens at 8.00am every morning, with last entry at 8.45am. Children go straight to class when the Breakfast Club finishes at 8.55am.

### **Pricing details are as follows:**

Drinks:	Fruit juice	20p
	Milk	20p
Food:	Toast per slice with butter & jam	20p
	Cereal with semi-skimmed milk	20p
	Yoghurt	20p
	Fresh fruit	20p
	Slice of toast with butter & jam and any drink	30p
	Porridge (in winter months)	20p
	Cheese or beans on toast	30p

## **School Holidays**

A holiday list is provided at the beginning of the school year for each parent. All children are expected to be on the school premises before the start of each session. This also applies to children who go home to lunch. A copy of the school holiday pattern for 2017-2018 is printed at the back of this prospectus.

## **Holidays in term time**

Recent amendments to the **Education (Pupil Registration) (England) Regulations 2006** have removed references to family holidays and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances. This means that holidays taken in term time are not allowed to be authorised. Further information on this is contained on the Department of Education website: <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>.

**Following recent events in the appeal court, we are awaiting further guidance on this area.**

## **School Uniform**

Approved Supplier: Monkhouse Schoolwear, 27 Union Street, Oldham, OL1 1XS. Telephone: 0161 627 0417

The school office also stocks a small supply of school sweatshirts and are priced at £8.00 each.

We are aware of other suppliers locally but these are not approved by us.

## **School visits**

Prospective parents wishing to visit the school with a view to the admission of their child, are invited to do so, by telephoning the Headteacher for an appointment. The parents of the new Nursery and Reception class entrants have their own meetings before their child enters the school in September.

## **School Organisation**

Beever has a Nursery unit offering part time places (15hrs taken over 3 full days Mon-Thurs) for children. It is staffed by a qualified teacher and qualified teaching assistants. Here the children learn skills which fully prepare them for future years in school, although these children are not legally required to be involved or to follow the National Curriculum, we follow the Early Years Foundation Stage (EYFS) guidance.

The main school has seven classes grouped by age. All the children start the morning session with group reading activities, and during the day opportunities are presented for learning all the formal skills across the curriculum. Each class has access to fully networked lap top computers and all children use this equipment to assist their learning. All classes have an interactive whiteboard which teaching staff utilise to enhance their children's learning.

## **The Curriculum**

During the Foundation stage in school, children are introduced to 7 areas of learning and development. All areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- communication and language;
- physical development; and
- personal, social and emotional development

There are then four *specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy;
- mathematics;
- understanding the world; and
- expressive arts and design.

All subjects within the National Curriculum are taught either by subject or through a thematic approach as appropriate. Each class takes a different theme every half term.

### **Homework**

The school has a Homework Policy which refers to any work or activities pupils are asked to do outside lesson time either on their own or with parents. The recommended time allocation for homework ranges from 1 hour to 2.5 hours weekly. A copy of the policy is available for viewing on our website.

### **Extra-curricular Activities**

A range of extra curricular activities are available to pupils throughout the year. Parents will be notified in advance in order that permission can be obtained for pupils' participation.

### **P.E. & Sport**

Sport is valued at Beever for the promotion of physical development, a healthy lifestyle, positive self-image and co-operation with others. The school aims to provide experiences for pupils, during their school life, in games, gymnastic activities, dance, athletic activities, outdoor adventurous activities and swimming. Children in classes R to Year 2 usually do indoor P.E. in their t-shirt and bare feet, pumps can also be worn. Children in Year 3 to Year 6 are required to wear a t-shirt and shorts. **Children should wear a plain white t-shirt and black/dark blue shorts.** Specialist clothing for football, rugby, dance and swimming need only be brought when required. Trainers or pumps are required for outdoor P.E. and we advise that pumps should be worn for indoor P.E., although bare feet is also acceptable.

### **Healthy Schools Eating Policy**

We have developed a policy that tries to promote general and dental health within the school.

1. We ask that the children do not bring sweets or sweet foods as rewards.
  2. We do not use sweets or sweet foods as a reward.
  3. Dental Health and Healthy Eating activities are included in the school curriculum.
  4. Birthdays are celebrated without sweets. A child will receive a birthday card from school and will have happy birthday sung to him/her in class.
- *Parents are not obliged to send anything into school for their child's birthday, but if they decide to do so, it must be in line with our Healthy Eating Policy. Some possible suggestions are balloons, pencils or rubbers etc. Alternatively, a parent may wish to donate a book for the school library, in recognition of their child's birthday.*

5. All Key Stage 1 and Foundation Stage pupils are provided with a third of a pint of milk to drink during the morning.
6. All Key Stage 1 and Foundation Stage pupils are provided with a piece of fruit or vegetable for their morning snack.
7. Key Stage 2 pupils are only allowed to bring in fruit or vegetables for their morning break snack.
8. All pupils are allowed to drink water in class.
9. Our school catering services provides a varied choice of healthy, nourishing school meals that meet the Government's 2006 Nutritional Standards.

\* Children who do not have school dinners should be provided with a packed lunch that meets the Government's 2006 Nutritional Standards. More information regarding Healthy packed lunches can be found at:

<http://www.eatwell.gov.uk/healthydiet/eatingouthealthily/healthierchoices/>

### **Reporting to Parents**

An annual report of each child's progress will be sent home to parents in July. It is now a statutory requirement to report attendance, and in particular unauthorised absences, therefore it is more important than ever that you notify school, giving a reason if your child is absent. If parents do not inform school about absences then they become unauthorised. We operate a text system for parents to advise us that children will be absent and the number is 07860 027745. Please do not send verbal messages with siblings regarding absences as often these are not passed to the office in the proper manner.

The rate of attendance achieved during the year 2016/17 is 95.1%

### **Assessment**

End of Key Stage Testing and Assessment for the school year 2016/17 was completed in line with statutory requirements; all Year 2 and Year 6 results have been circulated to parents and discussed at Governors' meetings.

Further information is available from the Headteacher who will be happy to advise.

The Headteacher will be able to provide a copy of the school's results on request together with comparative national data.

## **R.E. and Collective Worship**

There is worship every day for all pupils in the school. One day per week the whole school meets for shared assembly and worship. The school RE scheme of work includes opportunities to learn about many faiths but is predominantly Christian in nature.

Should parents wish to withdraw their children from worship or R.E. then they are requested to discuss the matter with the Headteacher.

### Complaints Procedure (Curriculum and Religious Worship)

If you are not satisfied with the delivery of any aspect listed below then you are advised in the first instance to discuss the matter informally with the Headteacher who will then indicate which steps to take if you wish to take the matter further:

- a. The provision and implementation of a curriculum and religious education meeting the requirements of the 1988 Education Act;
- b. The need to act reasonably in deciding whether or not to be associated with an application for exemption from all or part of the National Curriculum in order to carry out developmental work;
- c. In the case of a governing body, consideration of appeals by parents about the temporary withdrawal of pupils from part of or all of the provisions of the National Curriculum;
- d. Operation of charging policies in relation to the curriculum.

The complete document relating to the complaints procedure is available in school for inspection on request to the Headteacher.

## **Special Educational Needs**

Beever's Special Education Needs policy reflects the aims of the school in meeting the needs of all children, and providing additional support where necessary. The school has an agreed procedure for the identification, assessment, intervention and monitoring of children with special needs. In addition, the Additional Educational Needs Service offers help and advice to schools and individual pupils. Advice and guidance for the statementing procedure, (where a child needs a statement of his/her special requirements written down and supported by the school) will be freely given by the Headteacher if the need arises.

## **Sex Education**

At Beever we aim to complement and support the role of parents in preparing pupils for the opportunities, responsibilities and experiences of adult life. Sex Education is offered to all pupils in such a manner as to encourage pupils to have regard to moral considerations and the value of family life. Parents may formally withdraw their child from all or part of the sex education provided, but not from specific National Curriculum

topics. Parents are requested to consult with the Headteacher on this matter. Our Sex and Relationships Policy is available in school for inspection on request to the Headteacher.

### **Equal Opportunities Policy**

The Governors and Staff at Beaver believe that discrimination on the basis of race, colour, sex, sexuality, age or ability is unacceptable. All members of the school are valued equally. We aim to equip pupils with an awareness of our increasingly diverse society. Everyone contributes to school life. Similarities are highlighted, differences are respected.

Beaver has a Race Equality Policy and parents may see a copy of this policy by arrangement with the Headteacher.

### **Health and Safety in School**

Parents should always feel confident that children in school will be as safe as they are at home. However, because of the number of pupils here, we need to take additional steps to secure the well-being of your child. School has a policy for safety in P.E. lessons which states that suitable clothing and footwear should be worn and jewellery removed before the lesson. Children may do indoor P.E. in pumps or bare feet, although we would always advise that wherever possible, pumps should be worn. All children should wear a plain white t-shirt and black/dark blue shorts. Children are not allowed to wear any jewellery for their PE lessons. Since there is an aspect of PE which takes place all the time in the Nursery, we request that earrings are not to be worn at all in the Nursery. We urge you to arrange for any ear piercing during the long holiday to allow for the period of compulsory wearing of earrings. Earrings should be removed for PE lessons. Where this is not possible due to them being recently pierced, they should be covered with plasters.

We stress that sweets and chewing gum are not allowed in school.

Dogs excluding Guide Dogs must not be brought into the school grounds at the start and end of school. The Nursery and Reception areas become quite congested and large numbers of adults and children can upset even the calmest of pets.

The school site is a no smoking area. Please support this by ensuring any cigarettes (including e-cigs and vaping products) are extinguished prior to entering the school grounds.

During the first year of school, whilst your child is in the Reception class, the school nurse will visit to carry out health interviews, eye tests etc. School health may conduct a medical and Dental Health Staff will check teeth. If you have any objections to such health checks please put it in writing to the Headteacher who can then act accordingly.

## **Environmental Studies**

During a child's time at Beever great emphasis is always laid on caring for and working towards a better environment. Opportunities to visit Castleshaw Study Centre are usually available.

Throughout the year staff take children out of school on visits of an educational nature. The school has an Educational Visits co-ordinator who advises staff on all matters regarding health and safety on out of school visits. Risk assessments are completed by classteachers prior to any out of school activity.

## **Codes of Conduct/Discipline**

School Rules are made in the interest of safety and consideration for others at all times. All children are expected to behave with courtesy and consideration to both staff and their peers. This attitude then ensures that no other child is either prevented from learning, or put in physical danger by the behaviour of others. We try to work in partnership with parents on this issue. Their support can positively affect children's behaviour in school. The school's behaviour policy is enclosed for your approval, which gives further details on the reward systems and sanctions we have in place.

***The success of any educational visit is very much dependent on the behaviour of children when out of school. With this in mind, we reserve the right to stop any pupil going on an educational visit who does not meet the required levels of behaviour expected from pupils at Beever. This is done to ensure the health and safety for all pupils and ensure that maximum educational benefit is achieved from taking children out of school.***

## **Anti-Bullying Policy**

The school has an agreed Anti-bullying Policy which is closely observed and monitored. All disclosed or observed cases of bullying are taken very seriously by staff who investigate thoroughly and take any necessary action.

A copy of the policy is available for viewing on our website

## **Safeguarding**

This school believes that the protection of children should be an integral part of the ethos of the school, and that this should be a 'listening' school which seeks to create an atmosphere in which children feel secure, that their viewpoints are valued, and that they are encouraged to talk and are listened to.

The school will follow the procedures as laid down by the Safeguarding Children Board, will respect issues of confidentiality and will give priority to working together with other agencies to protect children in our care particularly those who have been identified as being at risk of abuse.

In this statement, and policy, staff includes both teachers and any other person employed to work in the school who has contact with our children.

The designated lead professional for Beever is Mr. G. Oates. Other designated professionals within the school site are Mrs. Edwards (Deputy Headteacher).

## **PROTECTING CHILDREN FROM ABUSE**

**Parents should be aware that the school will take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill-treatment, neglect or other forms of abuse, staff must follow Oldham Local Safeguarding Children's Board procedures and report their concerns to Oldham Social Care Department.**

### **Emergency Information**

Parents are requested to fill in a form giving details that would be helpful to us, in the case of illness or accident at school. All information regarding children in school is now stored on computer and is totally confidential. A copy of the information stored will be issued to each parent to ensure all details are correct.

### **Charging Policy**

The Governors reiterate the equal right of access to the whole curriculum by any pupil within the school. This curriculum will be delivered to all pupils without charge. At the same time it is recognised that the curriculum may be enriched by activities and materials which could not be made freely available within the scope of existing resources and these activities and materials will only be available if sufficient voluntary contributions are made by parents. Where there are cases of hardship, parents are always invited to consult with the headteacher in the first instance.

Parents will be expected to pay the replacement cost of school property which has been damaged by a pupil through negligence or intent.

### **School Meals**

Meals are prepared daily in the school kitchen. Choices are always available. Meals taken must be paid in advance at the beginning of the week and cost £2.10 each day. Please send the money in a sealed envelope with your child's name.

The school is a Healthy School and as such has a Healthy Eating Policy which runs throughout the school. We encourage children to make healthy choices from the daily menu served in the canteen. Children who bring a packed lunch are also encouraged to bring nutritious items and **not fizzy drinks and chocolate**. Please ask in school if you unsure of what you could put in your child's lunch box.

You may choose to provide a packed lunch as an alternative to a school meal. Whichever option you prefer we ask that you do not change the arrangement between school holidays i.e. school lunch for a half term or packed lunch for a half term. Please notify the school office before you change any lunch time arrangements. Administration is now very complex and your assistance in this matter will be appreciated.

### **Free school meals**

*From September 2014, all children in reception, year 1 and year 2 in state-funded schools in England are eligible for free school meals. Please inform school if you do not wish to receive this offer, otherwise your child will automatically be opted in to the free school meal.*

You need to complete an application form available from the school office and submit it to Access Oldham. You do not need to re-apply for free school meals every year unless your circumstances change.

### Eligibility

You can apply for free school meals if:

1) Your child attends a school maintained by a local education authority and you and your child live in the Oldham borough. (If you do not live in Oldham and your child attends a local authority maintained school in Oldham please contact your local council for advice).

2) You receive any of the following:

Income Support

Income-based Jobseekers Allowance

An income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit (Not Working Tax Credit)

The Guarantee element of State Pension Credit

Universal Credit

If your or your child's circumstances change, free school meals may be withdrawn. The most common reasons include:

The parent or guardian ceases to receive a qualifying benefit

The child leaves school

The family move out of the borough

All changes of circumstance must be reported by the claimant. School can also reports changes too.

## **School policies**

Governing Bodies are required to hold a range of policy documents and these can be found on the schools website:

- Anti-bullying policy
- Asthma policy
- Behaviour policy
- Calculation policy
- Complaints policy
- Drug Policy
- Healthy Eating policy
- Homework policy
- Marking policy
- No smoking policy
- Physical Activity policy
- Safeguarding Children policy

Alternatively, copies of any of the above policies are available for viewing on request.



### **Holiday Pattern 2017-2018**

#### Autumn term

School opens:	Wednesday 6 <sup>th</sup> September 2017
School closes for half term:	Friday 27 <sup>th</sup> October
School reopens:	Monday 6 <sup>th</sup> November
School closes for Christmas:	Friday 22 <sup>nd</sup> December

#### Spring term

School opens:	Monday 8 <sup>th</sup> January 2018
School closes for half term:	Friday 9 <sup>th</sup> February
School reopens:	Monday 19 <sup>th</sup> February
School closes for Easter:	Thursday 29 <sup>th</sup> March

#### Summer term

School reopens:	Monday 16 <sup>th</sup> April
May day holiday:	Monday 7 <sup>th</sup> May
School closes for half term:	Friday 25 <sup>th</sup> May
School reopens:	Monday 4 <sup>th</sup> June
School closes for Summer holidays:	Thursday 19 <sup>th</sup> July @ 3.15pm

Headteacher: Mr G. Oates B.A. (Hons)

Moorby Street Oldham OL1 3QUT: 0161 770 8351 F: 0161 620 1873 E: [info@beever.oldham.sch.uk](mailto:info@beever.oldham.sch.uk)