



Parents'

Handbook

2023-24

Welcome to

Baguley Hall Primary School

If you are thinking of sending your child to Baguley Hall you are very welcome to visit us during the school day, and look around our school. You might also like to look at the school website.

If your child is already at Baguley Hall or just about to start, we hope this handbook will help you to understand how our school works.

It will also help you to support your child when they are at school.

Please familiarise yourself with the contents of the handbook.

Please always remember we are here to help you and your child.

Please do not hesitate to contact us if you have any worries or wish to discuss any issues that may arise during the school year.

We also love to hear positive comments.

Baguley Hall Primary School

School Information

Address:	Ackworth Drive Baguley Manchester M23 1LB
Telephone:	0161 998 2090
Email:	admin@baguleyhall.manchester.sch.uk
Type and Range:	Primary School 3 – 11 years
Head Teacher:	Mrs Kate Bulman

The school aims to:

- Provide a stimulating, caring and safe environment
- Assist each child to reach their full potential
- Promote an atmosphere of mutual respect
- Provide for the individual needs of every child and enable them to participate fully
- Encourage home-school partnership and be at the heart of the community

Our Mission Statement

This will be a welcoming, happy place where children will feel secure, enjoy their learning, and develop resilience, empathy, aspiration confidence and honesty as they grow.

We will offer every child - whatever their own individual characteristics - the chance to achieve their full potential and be ready to embrace the opportunities ahead.

Every child will be treated fairly, listened to and given the chance to achieve success, take responsibility, and develop their self-esteem.

Baguley Hall will combine high standards with a broad and rich curriculum delivered in innovative ways. Learning and teaching will be matched to the appropriate stage of children's individual development and will consider their physical, mental, social, spiritual, moral and cultural development needs. The learning and teaching will be of a high quality, planned and managed so that every child is supported and challenged. Effective assessment for learning will inform individual next steps. Teachers and classroom assistants will provide a tailored approach to support all groups of children. We will give extra support to the children that need it most.

A curriculum, based on excellence and enjoyment will be presented in an interesting, exciting and imaginative manner with lots of opportunities for first-hand experience, practical work, investigation and learning through play. The curriculum will be enlivened and enriched by visits, visitors, and extensive use of the environment. The basics will be taught well and the creative aspects including art, poetry, story, dance, music, performance will be central to our work. We will provide activities outside school hours to extend and enrich learning.

We will build partnerships with parents and carers by giving good information and by providing them with their own opportunities to develop. We will embed the school into the life of the community.

Success will be promoted and progress and achievement will be rewarded.

This school will drive its own improvement, setting its own challenging targets because we recognise that, for the sake of our children, we can always do better.

Admissions

If you wish to join our Nursery, then please call at the front office where you will be asked to complete an admission application form. This will be passed to the Nursery Manager and considered with reference to our admissions policy.

Please note, our Nursery is oversubscribed and we operate a waiting list.

Application for admission to all other year groups is via Manchester Education Admissions Department. Forms are available from the school office.

Please note, attendance at our Nursery **does not** automatically lead to allocation of a place in Reception. All families must apply directly to Manchester Admissions for Reception places.

The standard admission number is 75 R – Y6

Children are admitted to the school in compliance with the Local Authority policy

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 rights and responsibilities

Children

- Come to school with their parents and friends
- Always try their best in everything they do
- Develop independence in looking after their possessions
- Understand and follow the school rules
- Follow the class routines

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 their teacher asks them to do at home.
- Keep the school informed of any concerns they may have about their child's welfare

Teachers

- Take responsibility for the children between 8.45am and 3.15pm
- 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

The School Day

	EYFS	KS1	Y3 & Y4	Y5 & Y6
School Starts	8.45a.m.	8.45a.m.	8.45a.m.	8.45a.m.
Break	As per timetable			
Lunch	11.40-12.40	12-1.10	12.30-1.30	12.30-1.30
School Finishes	3.15p.m.	3.15p.m.	3.15p.m.	3.15p.m.

Arrangements for dropping off/picking up.

Unless attending Breakfast/After School Club:

Nursery and Reception children enter and exit directly through the Foundation stage entrance

KS1 children are dropped off and collected at their classrooms.

Y3 children are dropped off and collected at their classrooms.

Y4 children are dropped off at the edible playground entrance and collected from the KS2 playground

Y5 and Y6 children enter the bottom KS2 door and are collected from the KS2 playground.

Attendance

Good attendance is a priority in our school and we recognise that every child's ability to learn and achieve success will be helped by regular, good attendance. Every school day is important, one missed day can mean several more days when the lessons don't make sense to a child because of what they have missed. Research has shown that if children are allowed to unnecessarily miss primary school, they are much more likely to truant in high school.

Continued or frequent absences will be followed up closely by school. If poor attendance continues then parents will be required to attend an Attendance Panel Meeting, this could result in a Parenting Contract, or lead to fines or prosecution.

Allowing a child to be absent from school, without good reason, is against the law and parents can be fined up to £1,000.

Authorised Absence

Please do not keep your child off school unnecessarily.

Your child should only be absent if the reason is unavoidable. This means illness, medical appointments that cannot be made out of school time or an emergency.

Children leaving school, for any reason, must always be signed out of school.

The Attendance Officer, will contact parents by text messaging, phone call or a home visit if children are absent from school and we have not been informed of the reason why.

Lateness

Arriving late can be a cause of anxiety for your child as they miss the reassuring routines vital to the start of the day. Being regularly late is seriously disruptive to your children's learning.

However, where unavoidable, we would always prefer your child to be late rather than absent.

Late children can only access school through the front entrance where the time of their arrival will be recorded.

DID YOU KNOW? Being five minutes late every day for one school year adds up to 16 hours = Two and a half days of school. Being 30 minutes late every day is 95 hours which is 15 school days = 3 school weeks.

Safeguarding

The 1989 Children's Act places clear responsibility on schools to ensure that they work together with other agencies to safeguard and provide the welfare of all children.

If we have any concerns about the safety of your child or any incidents are reported to school we are legally responsible to inform Children's Services.

Designated safeguarding officers: Mrs K Bulman, Mrs T Cooper.

Uniform

It is the policy of the school that all children wear school uniform.

Wearing uniform brings a sense of identity to the school. It looks smart and avoids discussions about what to wear in the morning.

- ☐ School sweatshirt (available from the front office)
- ☐ White polo shirt
- ☐ Grey or black trousers/skirt
- ☐ Sensible, plain black shoes

P.E. Kit

- ☐ Shorts
- ☐ White T shirt
- ☐ Pumps / Trainers

Unsuitable Items

The following items are considered unsuitable for school.

- ☐ Ear-rings. (1 stud permissible in each ear)
The Governors, under their Health and Safety Guidance, require children to remove ear-rings for P.E.
- ☐ Jewellery
- ☐ Mobile phones
- ☐ Heeled shoes

- ❑ Nail varnish
- ❑ Coats with face masks
- ❑ Hair tattoos – designs shaved into hair

Where to purchase uniform

- School branded bookbags, sweatshirts, cardigans and fleeces are available at cost from the school via Pay 360.
- Non branded items of the above are acceptable and are widely available at competitive prices from clothes stores and supermarkets
- All other required items are widely available at competitive prices from clothes stores and supermarkets

Second Hand uniform

We hold termly sales of good quality second hand uniform items which are unclaimed from lost property or have been donated.

If families are unable to provide their child with the correct uniform, the Children and Families Welfare Team will contact them in order to support them to comply with the school policy.

Behaviour

We aim to encourage a calm, purposeful, happy atmosphere in school where everyone is valued. As such, we expect our children to show respect to all members of our community

All classes develop their own class charters.

Good behaviour is praised both privately and publicly.

Disruptive behaviour is addressed with a very clear behaviour policy, which the children understand.

Parents are notified when necessary and are always welcome to discuss the behaviour of their children with the class teachers.

Clear systems are in place to develop pupils' social, emotional and behavioural skills.

Pupils as Leaders

School Council/RRS Ambassadors, Eco Council and Peace pals.

The pupil leaders' groups are either elected by class members or selected by Staff.

The groups promote citizenship, eco-friendly sustainable developments, e safety, rights and responsibilities and tolerance and respect within the school. They also provide a voice which is listened to by Senior Leaders when planning the provision for the school.

The Curriculum

- ❑ Early Years & Foundation Stage (3 years to 5 years)

▮ Key Stage 1 (Y1 + Y2)

▮ Key Stage 2 (Y3 to Y6)

The school aims to offer a broad and balanced curriculum in line with government expectations. Teachers plan their work in teams in order to ensure progression and continuity through school. Children will often take part in visits and we welcome visitors to school; in this way the curriculum is enhanced.

Early Years Foundation Stage

Early Years Foundation Stage has a curriculum which recognises children as individuals who thrive in a safe and secure environment. There are three Prime and four specific areas of learning.

- ▮ Personal, Social and Emotional Development
- ▮ Physical Development
- ▮ Communication and Language
- ▮ Literacy
- ▮ Maths
- ▮ Understanding the world
- ▮ Expressive Arts and Design

Key Stage 1 & 2

The core curriculum at Key Stage 1 and 2

- ▮ English
- ▮ Mathematics
- ▮ Science
- ▮ Computing

Children also study the subjects below as part of the National Curriculum. These are called foundation subjects:

- ▮ Art and Design
- ▮ Design Technology
- ▮ History
- ▮ Geography
- ▮ Music
- ▮ Physical Education
- ▮ Children are also taught Personal, Social, Health and Citizenship Education which includes Relationships and Sex Education

We prioritise children acquiring the skills and knowledge that will equip them for life. Teachers plan

to ensure continuity and to take account of what children already know.

Teaching style varies according to what is being taught. There may be whole class teaching, group work or individual work. Children are encouraged to work both independently and co-operatively.

Religious Education

Non-denominational Religious Education is provided for all children as part of the curriculum and is in accordance with the statutory requirements. Assemblies are non-denominational and although they are broadly Christian in nature, due consideration is given to the multicultural society in which we live. We take every opportunity to learn about and celebrate the festivals which are important to our families and the wider community.

Sex Education

The school's sex education policy has been agreed with the School Governors. The subject is dealt with honestly and sensitively, giving appropriate detail to match the maturity of the children concerned.

With younger children, growth and life cycles will be considered in their topic work on animals, plants etc. As the children become older, a member of staff or possibly the school nurse, discusses growth and body changes.

Special Educational Needs and/or Disability

Children at school are considered to have Special Educational Needs and or disability if their abilities are significantly outside the expected range for their age. Some children join our school with an identified need, others will have needs identified as they settle and progress through the school.

Children with SEND are supported by their class teacher in conjunction with our SEND co-ordinators, Miss Orme and Mrs Whitesmith, our specialist SEND teaching assistants and, where necessary, support from other agencies.

Individualised and or group learning is planned for identified children. This programme of work is planned, monitored and evaluated in order to meet the needs of the child. Parents are included at each stage and their help and involvement are greatly valued.

Medicine

School can only agree to prescribe dated medicines being safely stored in school. Trained staff will aid your child to administer the medication.

Parents must complete the necessary consent forms before school will agree to administer any medication

School Meals

School meals are freshly prepared each day. The menu provides the children with a healthy and balanced diet.

The school has a National Healthy Schools Award and we operate a healthy packed lunch policy. Packed lunch should not include fizzy drinks, chocolate bars or chocolate coated items, sweets, crisps or sugary foods. A piece of fruit / vegetables should always be included. The [packed Lunch Policy allows for limited 'treats' on a Friday.

Breakfast and After School Club

The Breakfast and After School Clubs are open to all of our families and are situated in the Space for Sports and Arts building.

We operate a booking system. Electronic booking Forms can be accessed on the school website or a paper copy is obtainable from the school office.

Breakfast Club opens at 7.30 am and there is a daily charge of £2.30

After School Club operates from 3.15pm – 6pm and there is a daily charge of £7.50

Children attending are taken to /collected from their class teachers by school staff.

The club is run by our **Wraparound Care manager, Mrs R Cloake**, supported by other members of school staff.

Snacks

The Foundation Stage and Key Stage 1 children receive a free daily piece of fruit and the option for a bagel.

In Key Stage 2 children have the option of a bagel. They may, of course, bring a piece of fruit in from home.

How is your child progressing?

Teachers welcome the opportunity to talk to you about your child's progress.

Learning starts immediately the children arrive in the classroom at 8.45 but all classteachers are available to talk to you informally at the end of every school day.

If you would like an appointment for a more formal meeting, please arrange that with your child's teacher directly.

Parent's evenings take place twice a year.

Written Reports come home at the end of the school year

Homework

Home learning is used to reinforce and consolidate learning. Please support your child to complete given tasks and return them to school on time.

- **Key Stage 1**

Every night - shared reading of books lasting 5 - 10 mins -> reading record to be completed by supporting adult

Every week - 1 Maths and 1 English task to complete in the Homework Workbooks.

TT Rockstars

- **Years 3 & 4**

Every night - reading for 15 mins-> reading record to be completed by supporting adult ('Free Readers' to complete their own Reading Journal)

Every week - 1 Maths and 1 English task to complete in the Homework Workbooks.

TT Rockstars

- **Years 5 & 6**

Every night - reading for 20 - 30 mins-> reading record to be completed by supporting adult. ('Free Readers' to complete their own Reading Journal)

Every week - 1 Maths and 1 English task to complete in the Homework Workbooks.

TT Rockstars

Every child in KS1 and KS2 is issued with a homework workbook for Maths and English. Lost books will need to be replaced at a cost of £2.50 per book.

VLE: Additional enrichment home learning tasks linked to the curriculum and topic work are available on the VLE during term time only. Links to other on line activities can be found on our website under Holiday Homework on our Learning at Baguley Hall page.

Charging Policy

The cost of educational visits are kept to a minimum, these are usually subsidised by Pupil Premium. School usually asks for a donation towards the cost. If there is a large shortfall between the actual cost and the received donations, then the trip may not go ahead.

It is a shame when this happens as the first hand experiences gained from the visits is invaluable to your child's education.

Extra Curricular Activities

There are opportunities for children to participate in a range of activities before and after school and at lunchtime. These include both sporting and non-sporting activities.

An annual residential experience is offered to the Year 5 & 6 children. This is heavily subsidised with Pupil Premium funding as we believe these activities to be an extremely important part of our school.

Senior School Staff and Governors

Head Teacher

Mrs K Bulman

Deputy Head Teacher / Upper Key Stage 2 Phase Leader

Miss C Goulding

Assistant Head Teacher

Miss R Heapy (EYFS lead)

Miss E Green (KS1 lead)

Safeguarding Officer

Mrs K Bulman

SEND/CO

Miss L Orme

Mrs L Whitesmith

Chair of Governors

Mrs C Steedman