

Parent/Carer Information Booklet

2018 – 2019



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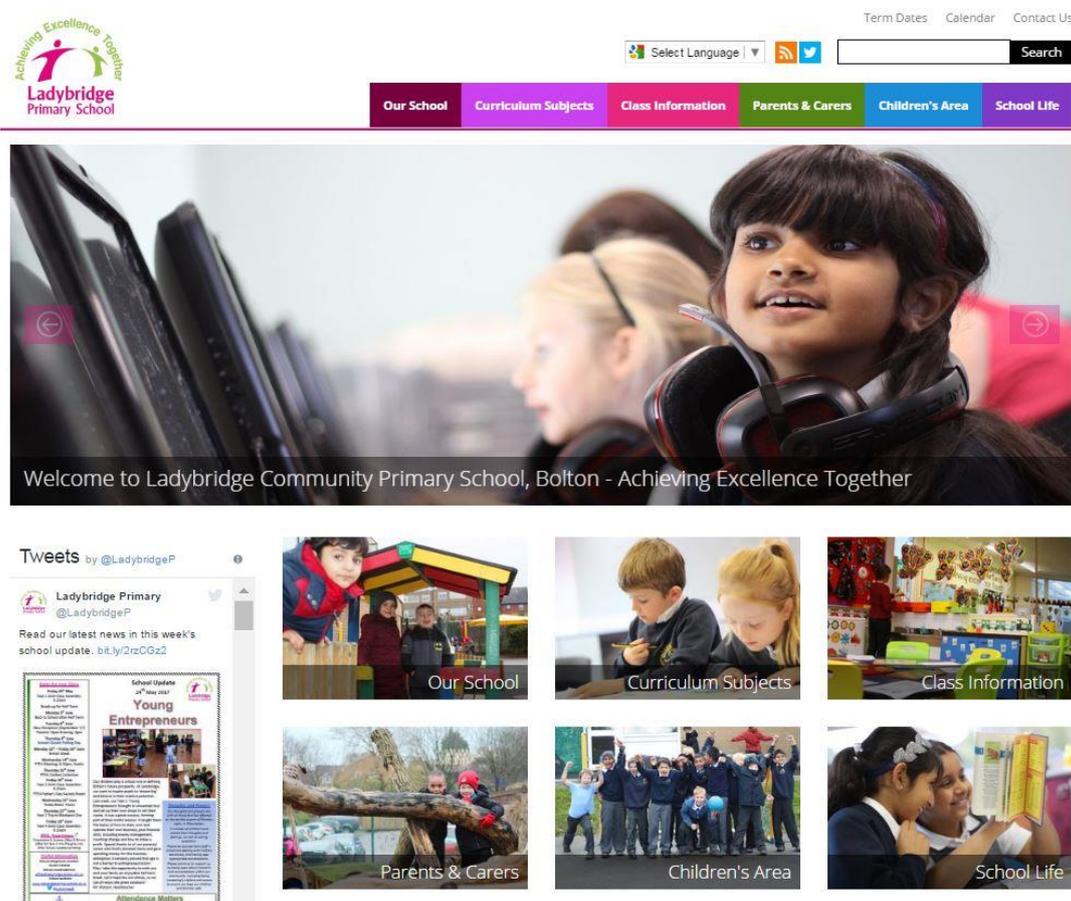
Introduction

The purpose of this booklet is to provide parents with key information about Ladybridge Primary School for the academic year 2018 – 2019.

Our aim is to ensure every child achieves their best, but we can only do this with your help. It is crucial therefore, that parents and carers are supportive and committed to the importance of learning during and beyond the school day.

When learning about your child's achievements, always check what their next steps are, in order that you can continually help them to improve.

If you want to keep up to date with what is happening in our school, please keep viewing our school website www.ladybridgeprimaryschool.co.uk The site works best on 'Google Chrome'.



No matter what changes are taking place locally or nationally, we as a school will always carry out our fundamental purpose of preparing your child for a fulfilling future life, and we look forward to sharing this vital task with you.

We have recently reviewed our curriculum, and in light of this, we will provide parents with an up-to-date curriculum overview during the Autumn term. This will contain important information about the National Curriculum, as well as more specific information about what your child will be learning about in class.

Headteacher: Colin Watson



We are a happy, positive and caring school, where we are all expected to work hard to achieve the best we can.

Children get to participate in a wide range of first-hand, practical and enjoyable activities and experiences: creating unforgettable memories.

We know how important it is that our children learn the basic skills in English, mathematics and computing, including having the opportunity to use and apply them into a range of different situations. We are constantly striving to strike the right balance between high academic standards and all round development. Providing children with this balanced and solid foundation enables them to approach new learning with enthusiasm and confidence.

Building positive relationships through taking the time to get to really know and understand your child is central to being at Ladybridge. This enables us to uncover and nurture each child's talents, and provide the guidance and support that will allow your child to grow and excel in all that they do.

Learning at Ladybridge is hard, but definitely fun. I love it here!

If you require any further information, please do not hesitate to contact us.

INFORMATION CONTAINED IN THE HOME SCHOOL AGREEMENT

(School has your signed copy of the Home School Agreement; please note the School Code of Conduct and Behaviour Management System has been updated)

School will...

- * Create a safe, secure and caring environment, which promotes high self-esteem and sense of worth for each child.
- * Set high standards for each child so that he/she performs to his/her best.
- * Communicate regularly with parents/carers, providing opportunities to discuss progress, attainment, behaviour and other successes or concerns.
- * Provide a range of out of school activities that will benefit a child's development. These will include regular homework, extracurricular clubs, and activities in conjunction with the PTFA.

Families will become partners with their child's learning by...

- * Encouraging their child to be positive about all aspects of school.
- * Ensuring homework is done.
- * Attending parent meetings/evenings, and supporting PTFA events.

As part of this we expect families to:

- * Keep school informed of any concerns about their child's education or changes in home circumstances that may affect the child's performance, allowing school to respond in a supportive and confidential way.
- * Ensure good attendance and punctuality for their child and accept that they are accountable for any absence or lateness, including only taking holidays in designated 'holiday time'.
- * Accept the standards which generate a good environment for the children to be in, such as standards of behaviour, of dress and punctuality.
- * Support all policies and strategies that the school uses to keep a positive learning environment and a high standard of behaviour.
- * Ensure that their child wears full school uniform, is smart, and brings the right equipment each day.
- * Respond promptly to school requests.

Important Information

- * We have children in school with a severe allergy to nuts, therefore, school is a '**nut free zone**'.
- * We have Healthy School Status so all packed lunches and snacks must be healthy.
- * School opens at 8.50 am when children may enter the classrooms for registration at 9 am. School closes at 3.30 pm. Please ensure children are dropped off and collected promptly.
- * Dinner money is £7.00 per week (subject to change) and must be paid on Monday mornings (if not paying termly).
- * EYFS and Key Stage 1 children are entitled to a **Universal Free Meal** (subject to change). If your child is entitled to a **Statutory Free School Meal** due to certain benefits received, it is important that you still claim these, as the school receives extra funding for these children (ask for further information).

Children will...

- * Adhere to the Ladybridge Code of Conduct (please see next page).
- * The purpose of a **whole school** Behaviour Management system is to ensure that we are **consistent** about what is acceptable behaviour, therefore ensuring that all staff work together to provide a secure, safe and enjoyable learning environment for our pupils. In all classes, children are expected to follow the school's code of conduct.

The Ladybridge Primary School Code of Conduct

Rewards	Our Expectations	Consequences
Smiley faces Key Stage Pupil of the Week Reward Smiles Praise Stickers Prizes Golden time Letters and phone calls/texts home Certificates House points Class reward Always bands HT Awards End of term celebrations	Be polite, fair and kind	Verbal warning Amber Red Work in another room in school See a senior member of staff Parents contacted/letter sent home Parents meet with school Internal/external exclusion
	Walk quietly around school	
	Everything in its place	
	Let others learn	
	Listen carefully and follow instructions	

“Pupils are respectful of one another, polite and courteous with staff, and welcome visitors in an open and friendly manner.”

Ofsted Inspectors

Rewards

Staff have the freedom and flexibility to develop and implement their own rewards, some of which can be individual, group or class related.

Key Stage Pupil of the Week – Every week, pupils are nominated by class teachers, who then identify one winner. This pupil then receives a certificate, awarded in Good Work Assembly, and their name is displayed prominently within the key stage.

House Points – Every child is allocated a house: Ruby, Sapphire, Diamond or Emerald. House points are awarded by staff to reinforce and reward expectations, and are tallied in every classroom. ‘House Point Captains’ (Year 6 children) are responsible for the collection and collation of house points on a weekly basis, along with the leading of the weekly ‘House Point Assembly’ (whole school), in which individual class winners (with the most house points) are announced and rewarded with a badge; children receiving ten weekly class wins (not necessarily consecutive) are awarded with a gold star badge.

Along with individual rewards, the house with the most house points is rewarded on a termly basis, with a party. ‘House Captains’ announce the weekly house winners, in order for children to track their progress towards this end of term reward, and the house trophy is adorned with the house colours for that week.

Always Bands – Children are awarded Always Bands, when their behaviour consistently demonstrates the following of the school’s code of conduct. In order to achieve such consistency, each teacher monitors their pupils’ behaviour against the school code of conduct, using the same behaviour chart. Every expectation is listed, along with the expectation of ‘***’ (consistently excellent effort); when children have demonstrated all six, they are awarded an Always Band. Pupils are able to track their own progress towards this goal, using the class chart. Every year group has its own colour band, with the intention that by the end of their primary education, children will have had the opportunity to collect the colours of the rainbow.

Consequences

Every class has a traffic light system, to ensure that behaviour management remains consistent. Children are expected to remain on green and those that do so are entered into a daily class draw for three house points. When behaviour is deemed inappropriate, and does not follow the school code of conduct, appropriate consequences are distributed:

1. Verbal warning
2. Amber
3. Red

Please note: The above order of steps is a guideline only; consequences will always be proportionate to a pupil’s conduct.

Any incidents of ‘red’ are recorded on our school behaviour log, which is analysed, on a weekly basis, by the school’s behaviour lead. Parents are contacted by the class teacher every time their child’s behaviour is recorded on the log. For every three ‘reds’, during the same half term, letters are sent to parents, in order to keep them informed. If there is little improvement, a referral to behaviour support might be made, with support from the child’s parents.

If the incident is a racist incident, a separate form is completed with the child involved and the incident is logged by school and reported to Governors on a termly basis.

The Traffic Light Behaviour Management System

<p>Green means expected behaviour </p>	<p>Every child begins each day on green. All children who remain on green all day are entered into a ‘lucky dip’ for the chance to win three house points; this is done at the end of each day. Most children will never move from green and will be given verbal praise, a sticker or rewarded by their class teacher or given House Points. Parents/Carers may be informed by text message or email that their child has been a good role model or represented school well, etc.</p>
<p>Verbal Warning</p>	<p>A child who is displaying low-level disruption will be asked why they are choosing to behave in that way, reminded of the school expectations and consequences, and given a verbal warning.</p>
<p>Amber means a child is choosing to disregard expectations </p>	<p>If this behaviour persists then they will be placed on amber. This means the child has chosen to not listen to an adult and not follow school’s expectations of conduct. The amber card will be placed behind their photograph. The child’s name is then removed from the lucky dip for that day.</p>
<p>Red means a child has continually not followed expectations  (If a child is moved on to red, parents will always be informed.)</p>	<p>If the child chooses to continue to behave inappropriately, then the red card will be placed behind their photograph. Children who are moved to red miss the next playtime and complete a behaviour reflection sheet. The child’s name and a brief summary of why they have been moved to red is recorded on the class behaviour log. If children persist with disruptive behaviour, then they will work in another room in school. The Behaviour Logs are collected and analysed on a weekly basis. If a child appears on the behaviour <u>log more than twice</u> in a week then the class teacher will always speak to parents to discuss the matter. Any child that is appearing regularly on the log will be sent a letter and parents will be asked to discuss the behaviour issues with their child and parents will be invited into school to discuss the issue with the Behaviour Head.</p>
<p style="text-align: center;">It will be at the discretion of staff to bypass any steps if they feel the incident warrants it, but an explanation must be given to the child. Any instances of verbal or physical abuse will result in an immediate move to red.</p>	

Trips and visits

At Ladybridge we aim to play an active role in the local community through arranging visits and visitors that link with the curriculum. Trips and visits are an essential part of learning and therefore it is important that all children are able to attend. These visits include places that are within walking distance, as well as those further afield, accessible by bus, car, train or coach. You will still be informed of all visits before they take place, either by letter, newsletter, text or email and if you have any objections to your child attending a particular visit, you should contact the Headteacher. Many of the local visits will be free of charge, or paid for by the school, but for some visits you will be asked to contribute. As with previous trips, some visits will only go ahead if all children contribute. In line with this, your signature on the Home School Agreement/permission form gives consent for the child to attend school trips/visits off site whilst registered as a pupil at Ladybridge Primary School.

Parent/Carer Acceptable Use Agreement - Computing

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

The Acceptable Use Statement of Practice is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use,
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk,
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people regarding their on-line behaviour.

Ladybridge will ensure that pupils have access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. Parents are requested to sign a permission form to show their support of the school in this important aspect of the school's work.

- As the parent/carers, you give permission for your child to have access to the internet and to ICT systems at school.
- You confirm that your child has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.
- You understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. You also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- You understand that child's activity on the ICT systems will be monitored and that the school will contact you if they have concerns about any possible breaches of the Acceptable Use Agreement.
- You will encourage your child to adopt safe use of the internet and digital technologies at home and will inform the school if you have concerns over your child's e-safety.

Photographs/Videos Taken by School and Publicity

There are a number of occasions when pupils will be taking part in a school activity, which may be filmed or photographed for use in connection with lessons or in association with school publicity or publications. I am sure you will appreciate that we fully understand the need to protect the interests of all our pupils, as this is clearly a sensitive issue. In line with this, parents/carers are requested to sign a permission form to give consent for their child to be photographed or filmed in relation to school activities, school publicity or publications relating to school.

Taking Photographs/Videos at School Events

The school will comply with the Data Protection Act and request parents/carers permission before taking images of members of the school (as per their signed Home School Agreement). We will also ensure that when images are published that the young people cannot be identified by the use of their full names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Parent/carers agree to the school taking and using digital/video images of their child/children and understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Parent/carers agree that if they take digital or video images at, or of, school events which include images of children, other than their own, they will abide by these guidelines in the use of these images.

Emergency Medication and Treatment

To ensure that in an emergency situation we can respond promptly, we need your permission to carry out first aid, seek medical advice, to take your child to hospital or for him/her to receive treatment. In an emergency situation, a member of staff will always contact you immediately.

If your child has been diagnosed as asthmatic by a doctor or, has been prescribed an inhaler the school will expect you to:

1. Confirm that the child has been diagnosed with asthma/has been prescribed an inhaler.
2. Ensure your child has a working, in-date inhaler, clearly labelled with their name, which they will bring to school every day/leave in school.
3. In the event of your child displaying symptoms of asthma, and if their inhaler is not available or is unusable, sign a consent form for the child to receive Salbutamol/Ventolin from an emergency inhaler held by the school for such emergencies.

IT IS VERY IMPORTANT THAT IN AN EMERGENCY, SCHOOL IS ABLE TO MAKE CONTACT WITH YOU. PLEASE ENSURE WE HAVE UP TO DATE EMERGENCY CONTACT DETAILS.

School can give children **prescribed** medications such as paracetamol, ibuprofen and antibiotics if necessary (on completion of a medication form held at the school office).

Responsibilities for all Members of the School Community

Parents/Carers	Pupils	Staff/Governors
<ul style="list-style-type: none"> • To provide positive role models • To teach children to respect other people's feelings and property • To be aware of the school's values and expectations • To support the values and expectations of the school • To ensure their child is ready and alert to learn on arrival at school • To liaise with school regarding issues which may impact upon their child's/others behaviour in school • Acknowledge and reward good behaviour and celebrate success 	<ul style="list-style-type: none"> • To support and care for each other • To respect one another's property and work • To listen to others and respect their opinions • To take responsibility for their own actions and behaviour • To do as asked by all members of staff • To follow the school Code of Conduct at all times 	<ul style="list-style-type: none"> • To provide positive role models • To be consistent in dealing with children • To promote and share the aims and expectations of the school. • To have high expectations of the children • To meet the educational, social and behavioural needs of the children • To provide a stimulating curriculum • Acknowledge and reward good behaviour and celebrate success • To teach self-awareness, managing feelings, motivation, empathy and social skills appropriate to age and understanding • To communicate and liaise closely with parents/carers

General Information

Car Park

The school car park entrance is **NOT** a pedestrian route, please ensure you and your children **do not walk through the car park at any time**. There are two pedestrian paths in use for school access; these are there to ensure the safety of your child. Parents should not enter the staff car park in their own vehicles to drop children off.

School Meals

KS1 Parents - Universal Infant Free School Meals

The Government is continuing to fund school meals* for children in Reception, Year 1 and Year 2, therefore, there is currently no charge for meals in Key Stage 1. (*Subject to any changes in legislation.)

KS2 Parents

In Key Stage 2, the cost from September 2018 is £1.40 per day, £7 per week (this is a discounted tariff of 70p on a standard school meal charge which is funded by Bolton Council; please note meal costs are subject to change at the discretion of the council). If you would like to change your child's meal pattern from school meals to packed lunches, or vice versa, three weeks' notice is required. Please contact the school office if you intend to do this.

All Parents - Statutory Free School Meals

Parents of pupils who are eligible for statutory free school meals should continue to claim in the normal way – call 01204 331590 or visit the website at www.bolton.gov.uk for more information. Please note that your child receives extra funding (called Pupil Premium Grant) for educational needs if they are registered as receiving statutory free school meals. Therefore, we urge all parents to claim this allowance if you think that you are entitled to it. This includes parents in Key Stage 1 whose child is taking universal infant free school meals and meets the requirements for statutory free school meals. If you need further clarification on any of the above, please contact the school office.

The school will still be entitled to extra funding for your child but will not receive it unless you claim for it.

School Snacks

Healthy snacks will again be available for Key Stage 2 children after the summer holidays (Year 3 to Year 6 only, as all Key Stage 1 children currently receive a fruit snack provided by the Government). These snacks are ordered and charged for on a termly basis: Autumn, Spring and Summer.

School Trips

School trips are an important part of learning at Ladybridge and parents will be asked to contribute towards the cost. However, if possible, we will always aim to subsidise the costs. As always, all money sent in should be clearly labelled with the child's name, class and amount.

Open Door Policy

We operate an 'open door' policy at Ladybridge. We welcome any 'comments, concerns and/or celebrations' about any aspect of school life, but particularly about your child's learning. Should you have any concerns, please speak to your child's class teacher and/or other member of staff as soon as possible, so that concerns can be discussed and resolved. (Please also complete and return the 'comments, concerns and congratulations' sheet which is sent out half termly.) As the start and end of the day are quite busy, if you feel you need a more in-depth discussion with the teacher, please make an appointment. Please feel assured that should we have any concerns about your child, we will share them with you at the earliest opportunity.

The School Timetable

Please note there are some changes to the timetables to accommodate changes to break and/or lunch times for some year groups.

Reception (EYFS)

8.50	9.00	9.00 - 11.50	12.00 - 13.00	13.00 - 15.30	15.30
Children may enter the classroom	Registration	Lesson; a break is incorporated into the morning	Lunch Break	Lesson; a break is incorporated into the afternoon	End of Day

Key Stage 1

8.50	9.00	9.00 - 10.30	10.30 - 10.50	10.50 - 12.10	12.10 - 13.15	13.15 - 14.45	14.45 - 15.00	15.05 - 15.25	15.30
Children may enter the classroom	Registration	Lesson	Morning Break	Lesson	Lunch Break	Lesson	Afternoon Break	Collective Worship	End of Day

Key Stage 2

8.50	9.00	9.00 - 10.30	10.30 - 10.50	10.50 - 12.10	12.10 - 13.15	13.15 - 15.05	15.05 - 15.25	15.30
Children may enter the classroom	Registration	Lesson	Morning Break	Lesson	Lunch Break	Lesson	Collective Worship	End of Day

Curriculum

As a maintained school, we follow the statutory national curriculum. Much of the curriculum that the children follow and study is through a thematic and cross-curricular approach. Some subjects are taught discreetly, but where possible we try to connect and link learning. We believe in providing and maintaining a broad, balanced and varied curriculum, that gives equal value to all learning and all subject areas. A high priority is given to speaking and listening as part of language development, encouraging confident readers and writers.

Early Years Foundation Stage

In Reception, children continue their pre-school experiences, with learning through play. Children follow the Foundation Stage Curriculum, made up of three prime areas: Communication and Language; Physical Development; Personal, Social and Emotional Development.

Key Stage 1 and Key Stage 2 (some subject areas are only taught in KS2)

All children are taught the compulsory subjects of the National Curriculum:

English; Maths; Science; Computing; Design and Technology; Art and Design; Music; P.E. (including swimming); Modern Foreign Language; History; Geography. In addition, children are taught R.E and P.S.H.E. (including Sex and Relationships Education).

Please note. Parents have the right to withdraw their child from all or part of R.E./collective worship and Sex and Relationships lessons.

The Discovery curriculum (Y1-6)

Our 'Discovery' curriculum includes all the foundation subjects and science. This curriculum is organised into Learning Challenges, which focus on developing specific skills as well as relevant Knowledge and Understanding. Learning Challenges are overarching questions that enable different subjects to be taught in a cross-curricular way. Our Discovery curriculum will usually be taught in the afternoon, with pupils focusing on one subject at a time. So, for example, one week could be science week, and the following week could be Art and Design week, and so on. Mornings will continue to focus on English and Maths.

There are significant benefits for children when they only have to focus on one subject:

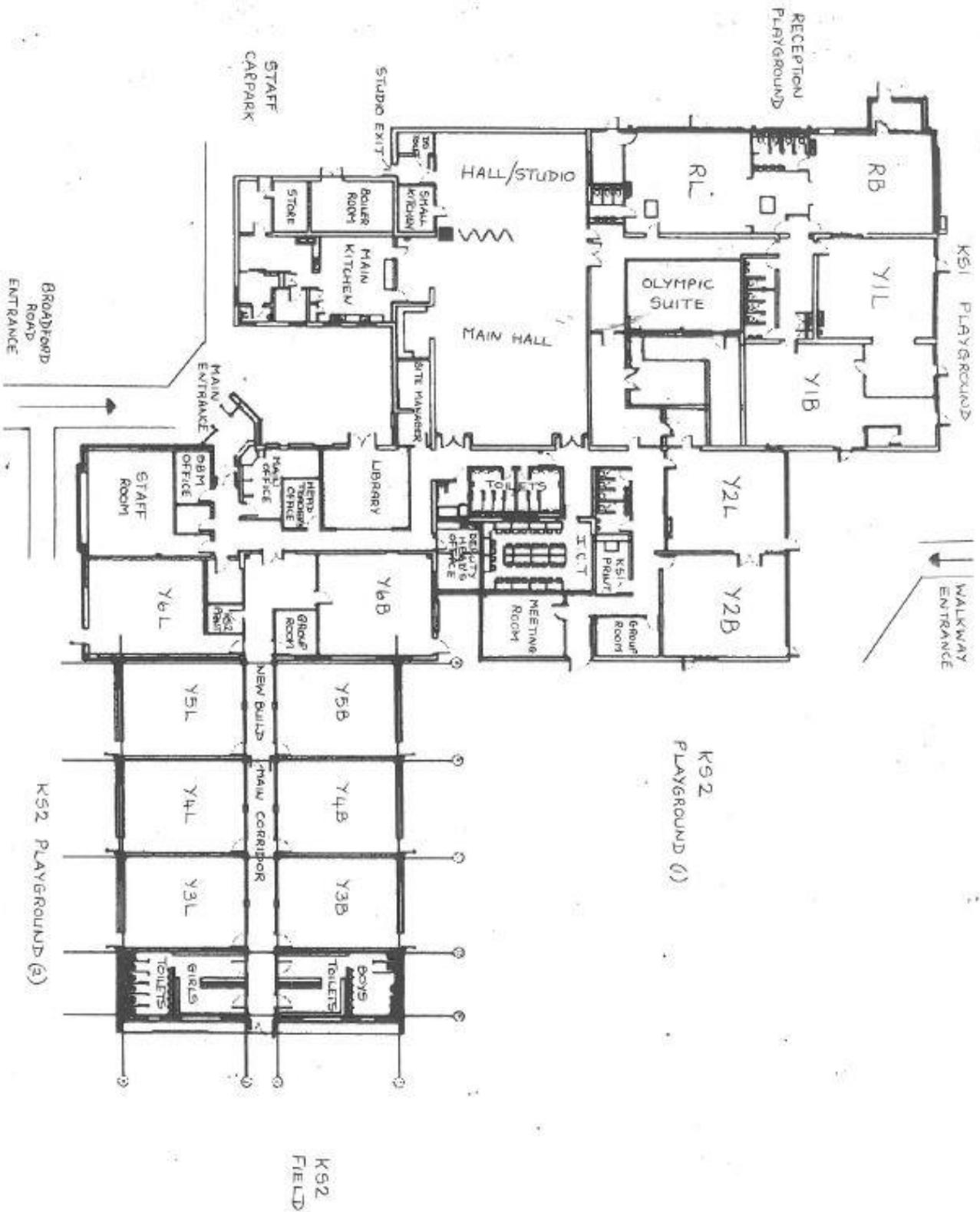
- Children can see and understand their progress, in each subject, more clearly from Monday to Friday; children's progress in terms of their skills, knowledge and understanding, will accelerate, as they build on more specific learning day after day;
- Increased opportunities for children to redraft and improve their learning, resulting in a higher standard of work.
- Regular review weeks take place to ensure that children have time to recap learning.

Computing and PE are taught weekly, during alternate half-terms, as are music and French.

Extra-curricular Clubs

Starting in the autumn term, a range of activities and clubs at lunch time and after school will be available to children from Year 1 to Year 6. These clubs are designed to encourage children to try their hand at something different in a safe and stimulating environment - from football to drawing, cross-country to ukulele, there will be a wide variety. Extra-curricular clubs provide children with opportunities to discover and develop a range of skills and talents.

Site Plan



Before and After school care: Labracadabra



Before School Care

Launched in April 2017, our Labracadabra @Ladybridge Breakfast Club, exclusively for children attending Ladybridge Primary School, is proving a hit with pupils and their parents/carers. Open from 7.30 am to 8.45 am, children will be provided with breakfast and a drink whilst at the club, unless otherwise requested (or arriving after 8.30 am).

The Breakfast Club will be:

- Based in the Studio;
- Managed and run by our school staff;
- Charged at £2.50 per session

After School Care

Our new Labracadabra @Ladybridge After School Club, again exclusively for children attending Ladybridge Primary School, starts in September and will run from 3.30 pm until 5.55 pm.

The After School Club will be:

- Charged at £5.50 per session further discounted by the Government Tax Free Childcare Scheme if applicable to your circumstances), per child, to include a light tea;
- Based in the Studio;
- Managed and run by our school staff.

How to Book Your Child on to Breakfast Club and/or After School Club

If you would like to book a place, please contact the school office for details. Bookings can be made on a contract basis and are subject to availability.

You will be asked to complete the following forms before your child can attend: Booking Form, Contract, Medical Form.

Activities on Offer at Labracadabra:

We understand the importance of having a club that provides children with time to socialise, play and relax, as well as a place to study and complete homework tasks (as appropriate). The clubs will offer different opportunities and access to resources and activities for children, depending upon families' needs. We aim to provide equipment and activities that enable:

- Indoor and outdoor play (gross and fine motor play);
- Table top activities, including formal games and arts and crafts;
- Individual, small group and large group games;
- Access to school's facilities, including the library and ICT suite.



Attendance and Punctuality

Education is the most important gift we can give our children and a day lost is one day too many. At Ladybridge, we believe that excellent attendance is linked directly to raising achievement and helps develop skills for life. Please support the school in its aim to raise the achievement of your child by ensuring that they attend school every day and arrive on time.

What should I do if my child is absent from school?

- Contact the school office on the first morning of absence to notify us of the reason for absence.
- Medical documentation may be requested for any absence from parents of children who are frequently absent from school because of minor illnesses or absence immediately adjacent to a school holiday. They may also be offered a meeting with the School Nurse.
- Provide medical documentation (e.g. letters/appointment cards) in advance of any medical appointments (e.g. hospital/dentist). Routine dental check-ups or non-emergency doctor's appointments should, where possible, be made outside of school hours or, if this is not possible, at the very end of the school day.

Illness

If your child is absent from school due to illness, please notify the office on the first day of absence (before 9:10 am, as dinner figures need to be given to the kitchen by 9:30 am).

Early Arrival at School

Please note that school staff are not responsible for your children until they enter the school building at 8:50 am (unless they are registered for the Breakfast Club). It would be appreciated if children were not left unattended in the school grounds before this time, as school staff cannot guarantee their safety. This also applies at the end of the school day; once children leave the class it is the parents' responsibility to ensure their child's safety. Please note that all children in Reception and Key Stage 1 will need to be collected by an adult.

Drop off on Time

Children can access their classroom from 8.50 am via their classroom doors. The school bell will ring at 9 am, when all pupils are expected to be in school, in order that they can be ready for registration at 9 am prompt. All classroom doors are locked at 9 am prompt. If your child arrives after the doors are locked, they are expected to go to the main entrance, to ensure the office staff can add them to the class registers.

Late Arrival at School

If your child arrives at school late (after the bell at 9 am), they will only be able to access the building via the main entrance due to all other doors being locked for security reasons. They **must** report to the office to ensure they are marked in the relevant registers and to explain their lateness. All late arrivals are logged in a 'late book' for the Early Intervention Officer.

Collecting Children at Home Time

We expect every pupil to be picked up on time at the end of the school day. If you are going to be late collecting your child from school at 3:30 pm, please contact the school office so we can ensure your child remains safe. If your child is left uncollected, every effort will be made to contact you or other emergency contacts. If we are unable to contact anyone/don't hear from you by 4:30 pm, then Social Services will be contacted to ensure that safe child care arrangements can be made.

Collecting Children at Home Time (cont.)

We expect all KS1 children to be picked up by a responsible adult. If you wish for your KS2 child to walk around and meet you and/or their siblings at KS1, or at another predetermined location, you must complete a permission slip (available from the School Office).

100% Attendance

We expect every pupil to strive for 100% attendance; this is to ensure children experience the best and most consistent form of school life and learning. Each week, all children with 100% attendance will be entered into a prize draw. At home, we ask that families do all they can to ensure excellent attendance; this is with particular regard to ensuring that all holidays are booked out of term-time.

Parents do not have the legal right to take children out of school on holiday, and as such any absences (for family holiday or extended leave) will be classed as unauthorised and may result in a fine being issued. School holidays amount to a total of 14 weeks per year, and we would, therefore, expect that holidays are arranged during these weeks.

We will arrange an appointment with the school's attendance officer should we believe it necessary.

How You Can Help Improve Attendance:

- Make sure your child understands the importance of good attendance and punctuality.
- Don't let your child miss school for minor ailments.
- Arrange appointments and outings after school hours or at weekends or during school holidays.
- Check the school website and newsletters for term dates when planning holidays.

We understand that children do get sick and we are not asking you to send your children to school when they are unwell, but we are asking you to ensure they return to school as soon as they can.

A large amount of time is dedicated to monitoring attendance by the office staff. Some attendance initiatives are listed below:

- We have a first day response, therefore each parent is called if their child is absent and we have not heard from them.
- 100% weekly prize draw.
- Referrals to Early Intervention Officer and School Nurse when required.
- All unauthorised absences will be monitored and will lead to parents being fined by the Early Intervention Service (more information/leaflets are available from the school office).

What Counts as Unauthorised Absence?

- Any absence from school that the school has not permitted or cannot give permission for
- Truancy from school, with or without a parent's knowledge (including pupils found during truancy sweeps)
- Inappropriate parentally-condoned absence (i.e. you know your child is absent from school and you do nothing about it)
- Late arrival at school (after the register has closed)
- Term time holidays.

Please note your child risks losing their school place if they are absent (unauthorised) from school for a protracted period.

Uniform

We believe that wearing school uniform has a positive impact:

- * it promotes a sense of pride
- * it engenders a sense of community and belonging
- * it helps to easily identify Ladybridge pupils
- * it prevents the wearing of anything that might cause a distraction to learning
- * it promotes equality between pupils
- * it supports parents in providing an agreed set of clothes
- * it supports health and safety.

The uniform consists of:

- * navy blue jumper or cardigan
- * white polo shirt
- * dark grey/black trousers (or shorts for summer)
- * dark grey skirt/skort or pinafore dress
- * summer dress - blue check
- * black, grey or white socks and tights
- * black sensible school shoes.

For P.E.

- * navy blue shorts
- * white round neck t-shirt
- * pumps.



When taking part in PE, children with long hair will be expected to tie it back. Children can wear a tracksuit for outdoor PE sessions (applicable from year one).

If your child is unable to do PE, please ensure that you have informed the class teacher.

Please note:

The only jewellery allowed in school is one pair of stud earrings and a wristwatch. However, where pupils wish to wear jewellery of religious significance, parents must inform the school. Pupils **must** be able to remove these objects for P.E.

For pupils who wear headscarves, these must be of a non-distracting nature (plain and either black, white or dark blue in colour). Headscarves must be removed for P.E. lessons.

‘Extreme’ haircuts (including ‘shaved’ patterns) and dyed hair, that we consider distracting, are not allowed.

Our uniform with the school logo is available from ‘Whittakers’ situated on Deansgate in Bolton Town Centre and ‘Smart Clothing’ on Blackhorse Street in Bolton. Alternatively, plain uniform can be purchased from a range of other retail outlets.

Administering Medication in School

Ladybridge Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and ensure that all staff understand their duty of care to children and young people in the event of an emergency.

We understand that certain medical conditions are serious and can be potentially life threatening, particularly if poorly managed or misunderstood, and the importance of medication being taken as prescribed.

All staff feel confident in knowing what to do in an emergency and understand the common medical conditions that affect children at this school.

Medication can be administered within school, but must follow very strict guidelines:

- Medicines **must** be prescribed by a doctor.
- Parents/Carers **must** complete and sign the administration of medication consent form, including dosage, time, and any necessary instruction (i.e. to be stored in the fridge), and hand this into the school office.
- Medicine **must** be clearly labelled and have a medicine spoon provided, if necessary.

Unfortunately, we are unable to administer over-the-counter medicines that are not prescribed by a doctor, such as Calpol and cough syrup, so please do not send these into school. You may, however, choose to come into school and administer such medications yourself at any time during the day and office staff will be happy to assist you in arranging to do so. Other medications **not allowed** in school unless brought in and administered by a parent/carer are: cough sweets, throat lozenges, vapour rubs, decongestant sprays, etc.

Please note that all medication will need to be personally dropped off at the office and signed for by a parent/carer in the administered medicine log book, and again be collected and signed for at the office at the end of the school day by the individual who collects your child. The school office is open from 8:30 am until 4 pm, daily.

These guidelines are to ensure the safety of all children within school, and we appreciate your cooperation in this matter.

Should you have any further questions or queries, please do not hesitate to contact school.

Nut Free Zone

We have children in school who have an allergic reaction to nuts, and in two cases, this allergic reaction could result in an anaphylactic shock, which is life threatening. It is not just eating nuts that can make these children ill, but having any kind of contact, i.e. with products containing nuts or with people who have nut products on their skin or clothes.

We, as a school, have procedures in place, but it is essential that we have your co-operation to help protect these children. Nuts are in so many products that extra care is needed when sending food into school, either for snacks at break times or packed lunches. Please could you **check** food labels for any products you send to school.

When it comes to Christmas parties or other events that involve sending food into school, please could you take extra care if you are sending food in to **ensure** it does not contain/come into contact with nuts or have nut traces. Please remember that treat boxes like Roses/Quality Street/Celebrations contain chocolates that contain nuts, such as Snickers, Hazel Whirl, etc. Please **do not** send these into school.

School Meals for Pupils with a Nut and Peanut Allergy/Intolerance

If your child is allergic or intolerant to nuts/peanuts, they can enjoy school lunches. However, you should be aware that while School Meals do not knowingly use peanuts, nuts or peanut based products in the provision of school meals, it cannot be guaranteed that food provided at lunchtime is completely free from nuts and peanuts.

To arrange school lunches for a child with a nut/peanut allergy, a letter is required as confirmation of the allergy/intolerance from a suitable medical practitioner. A disclaimer must also be completed; please contact the school office for further information.

Birthday Celebrations

If you are sending birthday cake/chocolates/sweets into school (to celebrate your child's birthday), please ensure that, a) they do not contain any nuts/nut traces, and b) cake is cut up into the appropriate number of pieces and they are individually wrapped. Please give to a member of staff who will hand out to parents/carers at the end of the school day (staff do not have time to cut up cake).

Parents' Forum Dates

Day	Time
Wednesday 7 th November	6.30 pm
Wednesday 27 th February	6.30 pm
Wednesday 12 th June	6.30 pm

What is the Parents' Forum?

The Parents' Forum is an open forum where parents can meet once a term to discuss school-related issues. Regular, open communication and consultation with parents is important to the school. The Parents' Forum provides a valuable way to listen to your ideas and concerns and seek your views, helping to make sure the needs of children and their families are met. Before each Parent Forum meeting, a letter will be sent out to all parents asking for their comments, concerns and congratulations. The responses gathered will form the agenda for the Parent Forum Meeting. Meetings are chaired by school staff and/or governors. Meetings are informal and are a genuine opportunity for open discussion.

Sharing the Information

Feedback is also included in school newsletters which are distributed to all parents and published on the school website. Issues raised should be general issues. If you have specific concerns about your child, your first point of contact should always be your class teacher.



Joint Class Assembly Dates

Date	Class
Friday 15 th February 2019	Year 1
Friday 22 nd March 2019	Year Five
Friday 10 th May 2019	Year 4
Friday 24 th May 2019	Year 2
Friday 14 th June 2019	Year 3
Friday 21 st June 2019	Reception
Friday 12 th July 2019	Year Six

Joint class assemblies are held in the school hall at **9:15 am**. A crèche is usually available for pre-school children.

At the end of the class assembly you will be asked to share your thoughts about it. The children and staff thoroughly enjoy reading these after all their hard work.



PTFA

What is the PTFA?

Ladybridge Parents, Teachers and Friends Association is a registered charity made up of volunteers whose aim is to raise money to provide resources for the children which are not covered by the schools' main income from the Local Education Authority.

PTFA Roles/Responsibilities

Role/Responsibility	Parent Name	Children In
Chair	Victoria Blazeley	Year 5
Treasurer	Sharon Harper	Year 6
Secretary	Carmel Jenkins	Year 5 and Year 6

Many other parents, teachers and members of the school community are active PTFA members. The PTFA is open to all parents/carers and we would love to see some new members this year.

What We Do

The PTFA is best known for its fundraising work, but we also have a social function too. It's great to see other parents and teachers in a different situation and role, and it helps parents who wouldn't ordinarily meet to socialise together.

Throughout the year we hold a number of events, from Macmillan Coffee Mornings to Easter Egg Bingo and of course our ever-popular Summer Fair. In the last 5 years we have raised almost £30,000, every penny of which has gone straight back into the school to provide things such as playground equipment, pantomime trips, ICT resources, and a defibrillator.

AGM

The first PTFA meeting this term will be our Annual General Meeting, held on Wednesday 19th September at 6pm in the Labracadabra Studio. We would like to extend an invitation for all parents to come along for a chat and meet the team - everyone welcome!

Contact us:

You can contact the PTFA in the following ways:

Email – PTFALadybridge@gmail.com

Twitter @PTFALadybridge

Or find us on Facebook – Ladybridge Primary School PTFA

Events - Autumn Term 1

Event	Date	Information
Start of school	Tuesday 4th September	All pupils to attend school for the new academic year 2018-2019
Lunchtime and After School Clubs	Week Beginning Monday 10th September	Clubs start this week. Please ensure pupils have the appropriate PE kit in school.
Meet the Teacher	Friday 14 th September 8.40 - 9.10 am	An opportunity for parents to come into school to meet their child's class teacher.
PTFA Meeting (AGM)	Wednesday 19 th September 6.30 pm	An opportunity for parents to meet and discuss forthcoming PTFA events.
English Workshop (Year 2 to Year 6)	Tuesday 25th September 2.30 – 3.30 pm; 6 – 7 pm	A chance for parents/carers to learn the principles of SPAG teaching.
Maths Workshop (Year 2 to Year 6)	Thursday 27th September 2.30 – 3.30 pm; 6 – 7 pm	A chance for parents/carers to learn the principles of maths teaching.
PTFA Macmillan Coffee Afternoon	Friday 28 th September 2.30 – 4.30 pm	Come and help raise funds for Macmillan Cancer Support charity.
Parents' Evening Booking System Opens	Monday, 1st October	Our online booking system allows parents to book their own appointments. The school office can make bookings for those without internet access.
Open Morning for Prospective Families	Tuesday 2 nd October 9.15 am	An opportunity for people to look around school before they make the decision as to which school their child will attend.
Harvest Assembly	Friday 12 th October 9 – 9.45 am	We're supporting Bolton's Urban Outreach Winter Watch, supporting the homeless.
PTFA Meeting	Wednesday 17 th October 6.00pm	An opportunity for parents to meet and discuss forthcoming PTFA events.
Parents' Evenings	Wednesday 17 th October (early) Thursday 18 th October (late)	An opportunity to discuss your child's progress with his/her teacher and to look at their work.

Events – Autumn Term 2

Event	Date	Information
PTFA Halloween Disco	Thursday 1 st November	A family event with lots to do (and help raise funds for school).
Parents' Forum	Wednesday 7th November 6.30 pm	The Parents' Forum is an open meeting for any parents to discuss school-related issues. All parents are welcome to attend.
Pupil Photographs	Friday 9 th November	Individual/sibling school photographs.
Anti Bullying Week	Week Beginning Monday 12th November	Anti-Bullying Week – various activities in school throughout the week.
PTFA Meeting	Wednesday 14 th November 6.00pm	An opportunity for parents to meet and discuss forthcoming PTFA events.
PTFA non-uniform day	Friday 30 th November	Pupils wear non-uniform in exchange for Christmas fair donations
Open Day for Prospective Families	Tuesday 5 th December 9.15am	An opportunity for prospective parents to look around school.
PTFA Christmas Secrets Room	Friday 7 th December	Children can buy pre-wrapped Christmas gifts for all the family
PTFA Christmas Fair	Thursday 13 th December	A family event with lots to do (and help raise funds for school).
Key Stage 1 Christmas Production	Monday 17 th December 2 pm Tuesday 18 th December 9.30 am	An opportunity to watch KS1 children perform their Christmas Production.
House Point Party	Tuesday 18 th December	Members of the winning house will celebrate together at a party.
Christmas Lunch	Wednesday 19th December	Christmas lunch for all the children who have school meals.
Christmas Parties	Wednesday 19 th December: KS1 Thursday 20 th December: KS2	A chance for pupils to celebrate Christmas with their class.
Talent Show (pupils only)	Friday 21 st December	Pupils can show off their talents.

Events – Spring Term 1

Event	Date	Information
SATs Meetings (+ Y6 Lledr meeting)	Tuesday 15 th January: Year 2 - 3.30 pm Tuesday 22 nd January: Year 6 - 3.30 pm	Parents are invited to a meeting about the forthcoming SATs.
PTFA Meeting	Wednesday 23 rd January 6.00pm	An opportunity for parents to meet and discuss forthcoming PTFA events.
PTFA Movie Night	Friday 25 th January	An event for children only! (and help raise funds for school).
Parents' Evening Booking System Opens	Monday 28 th January	The online system is opened to enable parents to book their appointment(s).
Safer Internet Day	Tuesday 5 th February	Various activities/workshops in school to make children aware of online safety.
Parents' Evenings	Wednesday 13 th February (early) Thursday 14 th February (late)	An opportunity to discuss your child's progress with his/her teacher and to look at their work.

Events – Spring Term 2

Event	Date	Information
Parents' Forum	Wednesday 27 th February 6.30 pm	The Parents' Forum is an open meeting for any parents to discuss school-related issues. All parents are welcome.
Class Photographs	Tuesday 5 th March	Class photographs to be taken in school.
World Book Day	Thursday 7 th March	Children will be invited to dress up in celebration of World Book Day.
Book fair	Tuesday 12 th – Friday 16 th March	Books available to buy
PTFA Meeting	Wednesday 13 th March 6.00pm	An opportunity for parents to meet and discuss forthcoming PTFA events.
PTFA Mother's Day Secrets Room	Friday 22 nd March	Children can buy pre-wrapped Mother's Day gifts
Year 6 Residential Visit	Week Beginning Monday 25 th March	Year 6 pupils have the chance to participate in various outdoor activities that require team work and collaborative skills.
PTFA non-uniform day	Friday 29 th March	Pupils wear non-uniform in exchange for Easter Egg bingo donations
House Point Party	Thursday 4 th April	Members of the winning house will celebrate together at a party.
PTFA Easter Egg Bingo	Thursday 4 th April	Fun for all the family.

Events - Summer Term 1

Event	Date	Information
PTFA Meeting	Wednesday 8 th March 6.00pm	An opportunity for parents to meet and discuss forthcoming PTFA events.
Year 6 SATs Week	Monday 13 th May – Friday 17 th May	Year 6 statutory tests which are externally marked and results are published.
Year 2 SATs	May (during the month)	Year 2 statutory tests. A range of optional SATs tests including reading, writing, maths and spelling for all other year groups.
New Parents' Open Evening	Wednesday 22 nd May 6 pm	An opportunity for new reception parents and children to come into school, to find out about school life.

Events – Summer term 2

Event	Date	Information
PTFA Father's Day Secrets Room	Friday 7 th June	Children can buy pre-wrapped Father's Day gifts
Parents' Forum	Wednesday 12 th June 6.30 pm	The Parents' Forum is an open meeting for any parents to discuss school-related issues. All parents welcome.
Teddy Bears' Picnic	Wednesday 19 th June	An opportunity for all the children to enjoy a lunchtime picnic, outside (weather permitting), with their teddies.
Sports Days	Key Stage 2 Monday 1 st July 1.30 pm (reserve day 4 th July 1.30 pm) Reception (EYFS) & Key Stage 1 Monday 8 th July 1.30 pm (reserve day 11 th July 1.30 pm)	An opportunity for parents/carers to observe competitive sporting activities on the school field (weather permitting).
Year 6 Leavers' Party	Thursday 18 th July 2.30 pm	Time for our Year 6 pupils to bid farewell to their classmates at a party.
House Point Party	Wednesday 17 th July	Members of the winning house will celebrate together at a party.
Talent Show (pupils only)	Friday 19 th July	A chance for pupils to show off their talents

Please refer to page 21 for the Joint Class Assembly dates.

Holiday Dates 2018-2019

Autumn Term

Training Day:	Monday 3 rd September 2018 – school closed
Term begins:	Tuesday 4 th September 2018
Training Day:	Friday 19 th October 2018 – school closed
Half Term:	Monday 22 nd October 2018 – Friday 26 th October 2018
Term ends:	Friday 21 st December 2018

Spring Term

Term begins:	Monday 7 th January 2019
Half Term:	Monday 18 th February 2019 - Friday 22 nd February 2019
Term Ends:	Friday 5 th April 2019

Summer Term

Term begins:	Tuesday 23 rd April 2019
Bank holiday:	Monday 6 th May 2019 – <i>school closed</i>
Bank holiday:	Monday 27 th May 2019 – <i>school closed</i>
Half Term:	Thursday 30 th May 2019 – Wednesday 5 th June 2019 (incorporates 1 staff training day)
Term ends:	Friday 19 th July 2019

School Staff

<p>HEAD TEACHER Mr Watson</p>	<p>DEPUTY HEAD TEACHER Mrs Hall</p>
<p>SCHOOL BUSINESS MANAGER Mrs Taylor</p> <p>OFFICE ADMINISTRATORS Mrs Turnbull Mrs Brickles</p>	<p>SITE MANAGER Mr Walton</p> <p>HOUSE KEEPING Miss Ashton Miss Newton Mrs Simonova</p>
<p>EYFS TEACHERS Reception – Miss Laithwaite, Mrs Hall, Mrs Gavin, Mrs Baker</p> <p>KS1 TEACHERS 1L – Ms Phillips 1B – Miss Cain 2L – Mr Ferguson 2B – Miss Whittingham</p>	<p>KS2 TEACHERS 3L – Mr Kell 3B – Miss Lynam 4L – Mrs Walsh 4B – Miss Hanley 5L – Miss Bottomley 5B – Mrs Wood 6L – Mrs Bendelow 6B – Mrs Hoolihan</p>
<p>TEACHING ASSISTANTS Mrs Acton Mrs Asghar Miss Cooper Mrs Ferguson Miss Hughes Mrs Kathiriya Mrs Matthews Mrs Mugal Mrs Tayeb Mrs Rowland Mrs Shaw Mrs Sixsmith Mrs Speed Mrs Toth Miss Towne Mrs Ugharadar Mrs Whittam</p>	<p>LUNCHTIME SUPERVISORS Miss Ashton Mrs Hewitt Mrs Ibrahim Mrs Kalyan Mrs Munshi Mrs Renshaw</p>
<p>CLASS COVER Mrs Hirani</p>	<p>LABRACADABRA MANAGER Mrs Brickles</p>

Pupil Voice

The School Council

The School Council consists of two representatives from each year group, from Year 3 to Year 6. The Council meets every week to express views and make decisions. Staff are always keen to know the views of our pupils. For example, following curriculum themed days (Everybody Writes Day/Maths Morning), Miss Cooper met with the School Council to know more about what went well.

Representatives of the School Council are very much active citizens. In addition to this, the School Council meets regularly with the Governors, sharing the pupils' voice and their views on school life.

Who is responsible for the School Council?

Miss Cooper has successfully run the School Council for many years.

Recent decisions have included:

- How the winning house celebrates each term
- Organising the house celebration
- Playground equipment
- School rules re: playground/football/cricket
- Organising Just Dance and rules

Achievements have included:

- Just Dance 'Dance Off' to raise money for Bolton Hospice
- Petition letter to stop the Accident and Emergency department from closing including interviewing pupils about their thoughts and opinions
- Introduction of a lunchtime Salad Bar (School Council met with Bolton Council's school meals department regarding this provision and developed a questionnaire to ascertain pupils' thoughts on a salad bar; it has proved to be a hit).

The Eco Council

Our Eco Council is run by Mrs Ferguson, ably assisted by class representatives in Key Stage 2. Together, we think about how we may look after our school environment and our local neighbourhood.

We are very proud of our school, its grounds, garden and wildlife areas, but we are always striving to make improvements and see how we can maximise our resources and look after our 'world'. Members of the Eco Council get together to discuss ideas and initiatives put forward by pupils, teachers and council members themselves.

Examples of initiatives the Eco Council has introduced include:

Recycling Waste in School

We asked if we could have re-cycling bins in the classrooms. Now every classroom, the offices and staffroom all have green re-cycling bins so any waste paper is put into the right place straight away. We also make everyone think twice before printing and photocopying.

Caring for our Wildlife

Caring for our wildlife garden promotes awareness of our natural habitat. We have bird feeders, wild flowers and even weeds to encourage insects and mammals, like hedgehogs, to pay our school a visit (we welcome all 'visitors', but are not as keen on wasps!).

The Eco Council (cont.)

Growing Things to Eat

In addition to our wildlife garden, in our extensive grounds we are also cultivating an orchard and we are building a greenhouse made from recycled drinks bottles in which we hope to grow things.

Plastic Bottle Greenhouse

Our Eco Council have undertaken the task of building their own plastic bottle greenhouse. This was not an easy job, as over 1,500 2 litre bottles had to be gathered, washed and prepared for the build. This was very time consuming and they put a lot of effort into this preparation. Working with staff and volunteers the children are looking forward to building the new greenhouse, which should be up and running for October 2017.

The Big Tidy Up: Litter Collection

All our children are taught the importance of not dropping litter. Our school and its grounds are kept very clean, however we are keen to help our local neighbourhood look as 'sparkling' as our school. At least once a year we try and organise a litter collection day entitled, 'The Big Tidy Up'.

Saving Energy

In each class, we endeavour to ensure that there is someone to switch off the lights when we leave the classroom; that outside doors are closed at the end of breaks and during break times; that computers are switched off when we leave the ICT suite (especially at the end of the day), so that we are doing our best to save energy! We also encourage parents/carers to leave their cars at home and walk us to school. As you can see, we are doing our best, but we can do more!

Random Readers

What Role do the Random Readers Play in School?

The Random Readers, named by the original group back in 2012, are the guardians of our lovely library, promoters of our school's love for reading and kept busy by Mrs Sixsmith when it comes to World Book Day, Readathon, Book Fair Week and anything and everything else to do with reading.

What do the Random Readers do?

They officially meet every Wednesday afternoon during Assembly time, but unofficially keep an eye on the library every day to keep it in fine fettle to ensure our voracious readers are supplied with reading matter, be it fiction or non-fiction. There is a Random Reader from every Key Stage 2 class. They are chosen for their passion for reading and ability to battle successfully with the Dewey Decimal system. Reading is not just a hobby, it's a life changing experience!

House Captains

What is a House Captain?

Every house has two year six representatives that have been chosen to be positive role models for the rest of the school. All year six pupils will be asked to submit a House Captain application that details the following:

- What personal qualities would they bring to the post?
- What experiences have they gained within school that would prepare them for the post?
- Their broader experiences gained outside of school that may be of benefit to them in the post of House Captain

House Captains (cont.)

The Four Houses

Emerald – Ruby – Sapphire - Diamond

Each House is represented by a different colour and children can earn points for their house in various ways both in and out of school, such as: curricular achievements and/or effort; involvement in school activities – i.e. taking part in extra curricular activities on a regular basis, helping at school events, representing the school at sporting/academic events etc.

Each week the points are counted and during a weekly assembly children are told the scores to date. At the end of each week the winners have their colour tied to a trophy which is on display in the school hall. At the end of each term, the house points are totalled and the winning house celebrate together in the school hall during a fun filled morning.

Responsibilities of a House Captain:

- To total up the house points on a weekly basis.
- To make house point badges.
- To lead the weekly house point assemblies.
- To organise house point parties.

Prefects

Prefects take on a guidance and leadership role within the student body of the school. They assist with daily duties and whole school events. They are expected to become role models for their peers, arriving to school on time, wearing their uniform correctly and acting in a way that other students should aspire to. The prefects carry out a very important job with many roles such as working closely with the Headteacher/Deputy Headteacher in organising events and assemblies.

Champions of Consistency

This group of pupils is responsible for helping to ensure that pupils and classes are consistently adhering to 'Be W.E.L.L.' (our expectations in the school's 'Code of Conduct'. On a weekly basis, they check different areas in school, grade and report back to pupils and staff about how well they are doing, e.g. tidiness, behaviour, uniform, manners, P.E. kits.



Governors

The school has an active and committed Governing body. Governors are responsible for the strategic management of the school and give support in many ways. The Governing Board has many responsibilities; here is a brief overview of some of these:

- The strategic leadership of the school, including all the responsibility for the school's finances and governance.
- Supporting the Senior Leadership Team.
- Being involved in and supporting the planning of the school's future development and direction.
- Listening to, and supporting, all staff in all aspects of school life.
- Receive reports on progress and achievement on key areas in school, we then check and challenge school leaders to drive forward school improvement.
- Supporting the school in providing for all our pupils, including those with special educational needs. Having responsibility of the building, health safety and welfare of all who visit or use or occupy the building and grounds.
- As Governors, we make sure we visit school each term, during the school day, to ensure we are fully informed (and to support our decision making and discussions). Governors abide by a Code of Conduct, of which Discretion and Confidentiality are an essential part. We give our time, skills, talents and passion for education for the benefit of all the pupils, staff and parents who attend Ladybridge Community Primary School.

Nominated School Governors

STAFF	CO-OPTED	LOCAL AUTHORITY	PARENT
Mr Colin Watson (HT)	Miss Nicola Burgess (Chair)	Mrs Laura Kozera	Mrs Kalpna Kathiriya
Mr Richard Kell	Mr Edward Woo (Vice Chair)		Mrs Rashida Khan
	Mrs Kastur Mepani		Mrs Shabnam Ibraheem
	Mrs Tracey Hall		

Our Chair of Governors is Miss Nicola Burgess; should you wish to contact her, please leave your details/message/letter at the school office.

Committee Structure



Governor Roles/Responsibilities

<p style="text-align: center;">Special Educational Needs and Disabilities</p> <p>To meet termly with the SEND co-ordinator to understand the needs for SEND and the provision provided in school. To ensure SEND needs are being met and the progress pupils make.</p>	Nicola Burgess
<p style="text-align: center;">Partnership Governor</p> <p>To act as a link between the school and the LA on matters of local educational interest, and to attend meetings of the Primary Partnership Group and feedback this information to all Governors.</p>	Edward Woo
<p style="text-align: center;">Performance Review Governors</p> <p>To agree annually, with the Head Teacher, performance objectives and to monitor progress towards these objectives on a termly basis.</p>	Nicola Burgess Edward Woo
<p style="text-align: center;">Looked After Children (LAC)</p> <p>To meet termly with the nominated teacher for LAC to ensure that all the policies and procedures within the school facilitate equal access for looked after children to all aspects of education, including: the national curriculum, extra-curricular activities and any additional educational support.</p>	Kalpna Kathiriyia
<p style="text-align: center;">Link Governor for Training</p> <p>To assist in keeping their Governing Board informed about new courses, conferences and training opportunities and help identify the training needs of their Governing Board; To inform the Local Authority of any courses the Governing Board would like for themselves or with a group of neighbouring schools; To keep in school a log of all training courses attended by Governors and the impact of this.</p>	Edward Woo
<p style="text-align: center;">Safer Recruitment/ Safeguarding</p> <p>To ensure the Governing Board fulfils its responsibilities in respect of safeguarding children. These responsibilities ensure the school:</p> <ul style="list-style-type: none"> Has effective safeguarding policies in place and follows local procedures. Recruits staff and volunteers in line with the safer recruitment processes. <p>Has procedures for dealing with allegations of abuse made against staff and volunteers. Has a designated senior member of staff for dealing with any safeguarding issues. Accesses appropriate safeguarding training for all staff, governors and volunteers.</p>	Colin Watson Nicola Burgess Tracey Hall
<p style="text-align: center;">Pupil Premium Grant (PPG)</p> <p>To meet termly with the PPG lead to understand the needs for PPG and the provision provided in school. To ensure pupils who are in receipt of PPG are making good progress in relation to their peers. To understand how the PPG process works in school.</p>	Kastur Mepani

Child Protection Information for Parents and Carers

We have a legal duty to safeguard and promote the welfare of children (as set out in our Child Protection and Safeguarding policy). We are committed to ensuring that all pupils remain safe and free from harm. Part of this is the active partnerships and work we do with appropriate external agencies.

Principles

- Children have a right to be safe.
- Parents have a right to be informed.
- Children are best protected when parents and school can work together.

Partnership

To avoid any misunderstandings, parents of children who sustain accidental injuries that result in significant cuts/bruises/fractures should inform school on the next working day.

School will inform parents of any concerns about their children (providing it does not compromise their safety) and will help and support them as necessary.

Prevention

School will actively seek to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights and encourages them to speak about any concerns. The School will also address the issue of children's safety through the curriculum.

Responding to Concerns

If a pupil makes an allegation of abuse, or where it appears to staff that a child may have been abused, then this will be reported to social care. In most cases school will contact parents to share their concerns.

Child/Child Abuse

Physical and emotional abuse of children by other children will be dealt with through the School's anti-bullying policy. Parents will be kept informed.

Child Protection Conferences

School will attend conferences and provide information about children and families. This information will be shared with parents beforehand.

Confidentiality

Information from parents about possible child abuse cannot be kept confidential.

Information and records about children on the Child Protection Register will be given only to those people who need it and will be kept strictly confidential by them.

If parents have concerns, they should contact the Headteacher/Deputy Headteacher.

Pupil Premium Grant

What is the Pupil Premium?

Pupil Premium is additional money given to schools to enable them to support pupils who are considered disadvantaged to raise their educational attainment. It is available to schools to support pupils eligible for Free School Meals (FSM) and those who are Looked After or in Care (LAC).

Parents of pupils who are eligible for statutory free school meals should continue to claim in the normal way – call 01204 331590 or visit the website at www.bolton.gov.uk for more information. Please note that your child receives extra funding (Pupil Premium Grant) for educational needs if they are registered as receiving statutory free school meals. Therefore, we urge all parents to claim this allowance if you think that you are entitled to it. This includes parents in KS1 whose child is taking universal infant free school meals and meets the requirements for statutory free school meals. **The school will still be entitled to extra funding for your child but will not receive it unless you claim for it.**

All members of staff and governors accept responsibility for ‘socially disadvantaged’ pupils and are committed to meeting their pastoral, social and academic needs within the school environment. Ladybridge Primary School is committed to ‘Diminishing the Difference’ between vulnerable pupils, the Pupil Premium forms a vital part of that process.

Provision will be made through:

- Facilitating pupils’ access to education
- Facilitating pupils’ access to the curriculum
- Alternative support and intervention within the school

Pupil Premium at Ladybridge Primary School

For 2018-2019, we have received pupil premium funding of £128,920.00. Ladybridge Primary School will publish the Pupil Premium report online annually. This report aims to detail information on how Pupil Premium has been used and impacted within school. This report will detail the attainment and progress of pupils who are covered by the premium and the intervention that has been supported by the additional funding. Reports will also detail the progress made towards ‘Diminishing the Difference’ and this will be supported by reported data and academic progress.

Parents will be able to obtain information on the pupil premium via the schools’ website. This will be updated annually.

