



# Anderton

## *Primary School*

Babylon Lane, Anderton, Nr. Chorley, Lancashire PR6 9NN



01257 480551

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

Headteacher: Mrs L Minton B.A. (Hons) PGCE

Dear Parents,

Welcome to Anderton Primary School. We hope that your child will be happy with us and take full advantage of the many opportunities that are provided by our caring staff, both in and out of school hours. Anderton Primary School takes great pride in its good reputation and its high all round standards.

This brochure aims to explain some very important aspects of the life of the school, its organisation and day-to-day running. We are a well-established primary school where we see parents as partners in the education process and as a valuable part of the school family.

Our aim is to make school a friendly, caring and safe place, where we all can work together. We want each and every child to enjoy a happy, successful and memorable seven years with us. Please remember you are welcome to come and discuss any matter concerning your child.

Yours faithfully,

Mrs L Minton  
Headteacher

## **Information to Parents.**

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**The Aims and the Philosophy of the School**  
**'A Good Start for a Better Future'**

This is a caring school in which every child matters and we want a school to which pupils are happy to come

Our aims are: -

1. To provide a broad, balanced and relevant curriculum within a happy, caring, safe and disciplined environment, which enables each child to achieve his/her full potential, whilst developing their independence.
2. To pursue the achievement of the highest personal standards in academic, creative, spiritual, sporting, social and moral activities, within a stimulating environment.
3. To provide equality of opportunity for all our pupils regardless of ability, race, gender, disability, religion or circumstances.
4. To prepare children to take up the duties and responsibility of citizenship, both as individuals and towards, the wider community.
5. To encourage self-esteem and respect for the property, efforts, strengths and weaknesses of others.
6. To actively encourage parental partnerships between home and school so that parents/guardians and carers can become partners in their children's learning and bring out the best in each child academically, personally and socially.

### **School Admissions and Useful Addresses**

Anderton Primary School is a community school with a friendly, welcoming and hard working atmosphere. The main building was built in 1910 and has been extended and modernised to meet our needs. It serves the inter linking villages of Anderton, Adlington and Heath Charnock. The school is a one-form entry school with seven classrooms of which three are located around an

internal hall. There is a Resource Area for Reception & Key Stage 1 and a purpose built classroom for Y6. In addition there is an administrative office, a library, a computer suite and a separate kitchen and dining block. We have ample playground space and a large field. We cater for the education of children between the ages of 4 and 11 years.

Children are normally admitted in the September of the academic year (which runs from Sept. 1 to August 31) in which they become five. Parents who have children below school age are invited to enter their child's name on a waiting list for possible admission to our school when eligible. Parents of children on this list will be sent information booklets and forms in the year before the child is due to start school. Visits to the school by parents and children are very welcome. Children moving into the area are also welcome to attend one of three transition afternoons held in June to see if the school is right for them. Parents of preschool children should return the form stating the school of their preference to the school before the deadline in November. Parents will be advised in March of the following year whether or not their child can be admitted. The school intake number is currently set by the L.E.A. at 30 per year. The Anderton Admission's Policy follows the guidelines for County schools. All children are welcomed into our school regardless of disability and every effort is made to include all children at Anderton. Meetings are arranged for new parents and their children in the Summer Term before the children start in September. Parents are most welcome to contact school to arrange a visit. The school should be notified of any changes in address or other details.

<b>School Address</b>	<b>Anderton Primary School, Babylon Lane, Anderton, Chorley, Lancashire. PR6 9NN</b>
<b>Telephone</b>	<b>01257 480551</b>
<b>Headteacher</b>	<b>Mrs L. Minton</b>
<b>Chair of Governors</b>	<b>Mr A. Knott</b>

**STAFF LIST**  
**2009/2010**

School Staff

Mrs Louise Minton	Headteacher
Mrs Patricia Walmsley	Part time Deputy Headteacher/teacher
Mrs Christine Holmes	Senior Teacher (+TLR)
Mrs Jeanette Dean	Teacher

Miss Rachel Metcalfe	Teacher
Mrs. Anne Harrison	Part time Deputy Headteacher/Teacher
Mrs Jane Harrison	Teacher (on maternity leave)
Mrs Helen <u>Winnett</u>	Covering maternity leave
Miss Michelle Sumner	Teacher
Mrs Amanda Byers	Teacher
Miss Tanya Jackson	Teacher
Mrs Christine Hitchen	Higher Level Teaching Assistant
Mrs Lynda Smith	Teaching Assistant
Mrs Karon Higginbottom	Teaching Assistant
Mrs Susan Stanley	Teaching Assistant
Ms Sue Tasker	Teaching Assistant
Mrs Kath Welch	Teaching Assistant
Miss Anna Slowinski	Teaching Assistant
Mrs Tanya Cross	Teaching Assistant
Miss Lisa McLoughlin	Teaching Assistant
Miss Myanna Unwin	Teaching Assistant
Mrs Kathleen Devlin	Teaching Assistant
Mrs Karen Sherliker	School Bursar (on sabbatical)
Mrs Jacqui Jones	Admin Assistant
Mrs Liz Mc Evoy	Cleaner
Mr John Cornforth	Site Supervisor
Mrs Debbie Lewis	Welfare Assistant
Mrs Theresa Prescott	Welfare Assistant
Mrs Joanne Smith	SEN Welfare Assistant
Miss Louise Hodson	SEN Welfare Assistant
Mrs Shirley Clare	Welfare Assistant
Mrs Kath Leatherbarrow	Welfare Assistant
Mrs Eileen Hope	Welfare Assistant
Mrs Vanessa Roscoe	Welfare Assistant
Mrs Annette Colligan	Welfare Assistant
Mrs Liz Mc Evoy	Welfare Assistant
Mrs Joyce Mc Evoy	Welfare Assistant
Mrs Christine Iddon	Catering Manager
Mrs Laura Horne	Assistant Cook
Mrs Marilyn Carvall	Kitchen Assistant

## **The School Governors.**

**Chair** Mr Adrian Knott

**Vice Chair** Mrs Fiona Fahlin

**Co-opted Governor** Mrs Margaret Stanton

**LEA Governors** Dr F Walkden  
Laurence Caterall

**Community Governor** Mr Eric Hitchen

**Parent Governors** Mr Adrian Knott  
Mrs Elaine Billsborough  
Mrs Fiona Fahlin  
Mrs H Banks

**Staff Governor** Mrs Christine Hitchen  
Mrs Anne Harrison  
Mrs Karon Higginbottom

**Headteacher** Mrs L Minton

## **Curriculum Statement**

At Anderton Primary School we aim to provide a vibrant, purposeful and challenging curriculum, which reflects the Aims and Philosophy of the school. We have a broad and balanced curriculum that still maintains a focus on high standards. All subjects are valued and are taught in a variety of ways. Children learn using different methods and the teachers cater for this range in their varied delivery of lessons, projects and topics. For example, we enjoy music workshops, Book Weeks, including dressing in character, and class/whole school art exhibitions. We ensure that subjects are taught in a cross-curricular way to meet the needs of all learners. From time to time we have Themed Weeks where a particular subject is celebrated in more detail. In the past we have focussed on Science, PHSEE, poetry and the Olympics and have more planned for the future. We have themed days that have concentrated on the subject of weddings, Divali and Ghana. We use school visits to extend the curriculum, for example, visits to art galleries,

museums, the theatre, sports venues, and so on. We encourage visitors to our school to enrich the curriculum.

We have begun to plan the curriculum more creatively and thematically; developing a skills based approach in Key Stage 1. In Key stage 2 we are progressing towards this. The whole school curriculum provision has been reviewed in line with the National Curriculum programmes of study. This has enabled subjects to be grouped in a cohesive way, allowing for the children's own subject knowledge and interests to lead the learning.

We use ICT across the curriculum, and plan cross-curricular links where appropriate.

We take considerable time and trouble to arrange the classes and groups of children in the way that we feel is most appropriate to the circumstances in that particular year and beneficial to the children.

Most lessons in a Primary School are taken with the child's own class teacher. In order to make best use of our teacher's expertise, another teacher may take a class for a particular subject.

## **THE CORE SUBJECTS**

### **English**



The aims of English are to enable all pupils to develop fully their ability to use and understand English and equip them with the necessary language skills to cope, with confidence and understanding, in all aspects of life. The four basic skills are speaking, listening, reading and writing. The skills are integral throughout the curriculum.

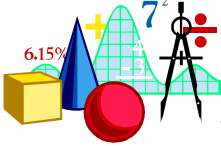
Speaking and Listening - Activities are carefully planned to stimulate talk and to give children the opportunity to offer opinions, ask questions and make suggestions. This includes role-play and drama activities.

Reading - Learning situations are provided where reading for meaning has priority and children are taught to appreciate that reading is an aid to communication. A range of methods including phonics is built around our structured reading programme. Children are encouraged to read regularly both at school and at home.

Writing - Grammar, punctuation, spelling and handwriting are taught to enable pupils to express themselves accurately, creatively and factually in a variety of situations. ICT is used to support the children's learning. Writing is taught using links to the real world. From September 2008 we

intend to introduce the new Literacy framework. Last year we introduced the Ros Wilson writing project. This has had an excellent impact on standards across school.

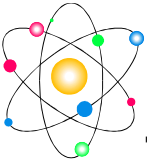
### **Numeracy.**



We aim to develop mathematical language, the ability to select and use materials and to develop reasoning and skills in applying mathematics.

Number work develops an understanding of place value, the relationship between numbers and methods of computation leading to problem solving. We incorporate the use of mental strategies, calculator and computer work. Shape, space and measure covers knowledge of shapes, position and movement as well as time, length, area, weight, volume and capacity. In handling data children collect, represent and interpret data and develop an understanding of probability in K.S.2. Numeracy is taught interactively using a variety of games and a practical approach. We have had a very successful first year using the new Numeracy framework.

### **Science.**



Through the Science curriculum, we aim to enable the children to develop their understanding of the world around them, by investigating that world. The children are given opportunities to learn about their environment and the way things happen, through scientific experiences, using scientific methods. They are encouraged to think and work in a scientific way.

### **Information Technology.**



In ICT we aim to teach our children the skills, knowledge and understanding to employ ICT to good effect in a variety of situations and across all curriculum areas. We provide pupils with a wide range of ICT tools with which to find, explore, analyse, exchange and present information in a responsible and discerning way.

Our school currently has 2 standalone computers with Internet access in every classroom. We also have a purpose built computer suite complemented by a mobile suite of 15 laptops, which utilises the latest wireless technology. Every classroom has an interactive whiteboard.



## **Design Technology**

Children will explore principles of designing and making objects and disassemble systems and models to consider appropriate use of design materials. Planned systems of work will help the child to develop and communicate their own ideas, working independently and in groups, evaluating, adapting and improving their designs in a safe working environment.

## **Geography.**



In geography we aim to investigate the physical and human features of our surroundings and beyond. We develop geographical skills through observation, questioning and varied recording of topics, based on places or themes. We introduce the appropriate vocabulary and incorporate fieldwork, map work and the use of globes, maps, atlases and secondary evidence such as photographs and pictures. We use ICT to support our studies where possible.

## **History**

In the teaching of History we aim to provide children with an experience of history, which is valid, stimulating and informative. We hope to encourage a lively questioning approach to history, which will enable children to develop an interest in the past, and how the events of the past affect the present day.

In Key stage 1, pupils are given the opportunity to develop awareness of the past and of the ways in which it was different to the present day. The children are taught to develop a sense of chronology. In Key stage 2 pupils are taught about important episodes and developments in Britain's' past from Roman times to modern times. They are taught about ancient European and world civilisations. The children investigate local history and learn about this from a range of sources.

## **Art**



We give pupils the opportunity to experience different approaches to art, craft and design. Pupils are taught about visual and tactile elements including pattern, texture, colour, line, tone and shape and form. They also explore different techniques for drawing, painting, printing, collage, sculpture and textiles. Pupils are introduced to the work of artists in order to develop their appreciation of the richness of our diverse and cultural heritage.



## **Music**

The aim of the music curriculum is to enable children to enjoy, appreciate and create music, and through this to encourage them to derive fulfilment, a sense of achievement and an increase in self-confidence. Music at our school enables children to experience a range of instruments and teaches them how to use their voices. Music is used in a wide range of lessons to support learning. A new and exciting opportunity is happening in 2008/9. Some children will have the opportunity to work alongside a professional musician learning how to play steel pans and a range of other instruments. We are also promoting singing throughout school and we are now part of the National Singing Programme “Sing Up.”

Extra-curricular activities are provided to extend pupil’s experiences and skills. Concerts, dramas and celebrations are high in the school’s programme of social events bringing together pupils, parents, teachers, friends and governors into the school community.

## **Religious Education**



We follow the Lancashire agreed syllabus for R.E., which allows children to explore the world in which they live, including themselves and others. We seek to educate our pupils about different religions and therefore develop an understanding and tolerance of others whilst at the same time provide opportunities to reflect on what is important to the individual child.

In accordance with the agreed syllabus Christianity covers 50% of the R.E. curriculum. Children will also cover work on Buddhism, Hinduism, Islam, Judaism and Sikhism.

## **Physical Education.**



The aim of the PE curriculum is to encourage children to explore creativity. The focus of our delivery is to ensure children have the opportunity of “MOVING TO LEARN.” In lessons children learn tactics, skills (problem solving and making judgements,) evaluation of performance and very importantly personal well being. We aim for all children to take part in PE enabling them to have the opportunity to feel the benefits of exercise. Health and fitness is something that is highly promoted throughout school. Our PE curriculum consists of dance, gymnastics, athletics and games. There is also a fantastic opportunity for children in Year 5 to access a swimming programme at the All Seasons Leisure Centre in Chorley. This programme is organised by Lancashire County Council.

## **Sporting Achievements/Experiences**

Pupils are encouraged to participate in many sporting activities at Anderton Primary School. At present, football, cricket, swimming, high fives, cross-country, skipping, judo and aerobics are available for appropriate year groups. At the end of Key stage 2 children have the opportunity to enjoy an outdoor Adventure weekend accompanied by members of staff. Children are able to experience a wide range of activities such as climbing, zip wire and canoeing.

The school sports partnership also organises many tournaments and competitions. Through this association the children have had the opportunity to experience tri golf, multi skills, and gymnastics. The school is a member of the local primary school's sports association, which organises many leagues, competitions and tournaments. Links with local professional clubs have been established. We currently have a strong link with a Football in the Community programme (Bolton Wanderers FC.) Experienced coaches attend school to work with the children. Many of our own staff run sport clubs and organise matches and practices throughout the year.

All children should take part in PE unless excused on medical grounds. Please refer to page 14 for the PE clothing list. PE kit must be in school at ALL times.

## **M.F.L.**



The MFL subject leader teaches French to Years 5. French is taught to Years 3 and 4 by the headteacher and the class teacher. Helped by our linked school in Grenoble, the children learn about French culture, comparing and contrasting it to their own. With mainly an oral emphasis, the children speak and begin to read and write French in variety of situations. After SATs in the summer term, Year 6 are given a series of taster lessons to give them a good start as they progress to high school. The teaching of French will be extended to all junior year groups by 2010 when MFL becomes a statutory curriculum requirement.

## **P.H.S.E.E**



Through the personal social and health education curriculum we aim to empower the children to improve the quality of their lives, giving them knowledge and skills to enjoy a healthy lifestyle. PHSEE will enable them to make informed choices, to build self-esteem and to become aware of their role as a citizen within our school community and the wider world.

PSHEE gives the children the opportunity to reflect on and clarify their own values and attitudes, and explore the complex and sometimes conflicting range of values and attitudes they encounter now and may encounter in the future. The facts about healthy eating, personal safety, exercise, use and mis-use of drugs, personal hygiene and sex are taught within the science curriculum. Issues of emotions, decision making, interacting with others and relationships are taught within PSHEE, circle time and SEAL lessons. Sensitivity and awareness of the pupil's age and circumstances are always paramount in the planning and delivery of the lesson material. We are a nationally recognised Healthy School and are continuing to work towards our Lancashire

Healthy Schools Certificate. We are also a SEAL school and every week in assembly and in class we address an aspect of the social and emotional aspects of learning. We believe that this is crucial to the successful achievement of each individual child's potential and it is embedded into the ethos of Anderton Primary School.

### **Special Educational Needs**

All children regardless of disability, gender, ethnicity or culture will be given full SEN entitlement according to their specific needs.

Children with special educational needs will be identified as early as possible, and with the help and advice of expert professionals, we will endeavour to provide appropriate learning experiences that are challenging and will encourage the child to achieve its true potential.

Support staff will be deployed as appropriate, and communication with parents is a continuing part of our provision. Parents are encouraged to discuss progress, strategies and any concerns they may have with the class teacher, the SENCO or the Headteacher.

The ethos of our school is one where difference and diversity is celebrated. Children with special educational needs are welcomed into our school community and encouraged to play their part while staff and pupils encourage and support them.  
(A copy of the SEN policy is available on request.)

### **Gifted and Talented Pupils**

At Anderton we recognise that some pupils will have skills and abilities beyond what is generally expected for their age. We aim to identify them early and to put special provision in place to cater for their academic or creative abilities.

In addition to appropriate curriculum provision, we endeavour to offer opportunities outside school where they will be challenged in a variety of ways. This may include working with high schools in the area, or working with a professional in a workshop situation with other gifted or talented pupils.

Children are identified early and special provision is made to ensure that these children are catered for whether it is academic, dramatic or artistic. Some children this year have attended local high schools, in curriculum time, where they have been challenged in a variety of ways. We have a designated person in school with overall responsibility for Gifted and Able pupils.

We have a designated person in school with overall responsibility for this area (A copy of the policy for Gifted and Talented Education is available on request.)

### **Assessment, Records and Reports.**

Informal assessment goes on all the time as each teacher matches work plans for each child's needs. These regular teacher assessments are supported by more formal tasks. National Curriculum Standard Assessment Tasks and Tests are held in the summer term for pupils at the ages of 7 and 11 years. Parents are urged not to take their children out of school unnecessarily, when these tests are taking place. Parents will be informed of the dates in advance. In the National Curriculum assessment procedures, there are 10 levels of attainment covering the Primary and Secondary years. It is expected that many Primary children will achieve approximately Level 2 at 7 years old and Level 4 at 11 years.

Records of children's work, progress and achievement are kept in accordance with the Lancashire Education Authority guidelines. Parents Evenings are held in the autumn term with a 5-minute appointment and the spring term with a 10-minute appointment. Parents are welcome to visit the school at any other time although an appointment can be helpful. If a teacher feels it is desirable to see a parent about a particular problem then this will be arranged. Near the end of the Summer Term, a comprehensive report will be sent home to parents of every child in school. Results of the KS1 and KS2 tests will be included in these reports, for children of that age. The Headteacher runs regular surgeries/focus groups every term and parents are welcome to attend these without an appointment.

### **Equal Opportunities**

Whilst we recognise that many of these principles are already incorporated in good practice in our school, we are committed to the following: -

This school will endeavour to prepare all pupils for life in a multi racial society and be sensitive to the needs of all others. We affirm our commitment to promote an understanding of good inter-community relations. We welcome the greater representation of ethnic minorities within the school, governing body and education service. We therefore value a close and harmonious relationship with all sections of the community. We take every opportunity to ensure that all children and adults regardless of any disability have access to all areas of the school and access to all curriculum areas and school trips. (A copy of the Inclusion Policy, Race Relations Policy and the Equal Opportunities Policy are available on request.)

### **Accessibility**

All children and adults have equal access to our school. As part of our accessibility plan we have identified provision for all of our children, adults and visitors. We have ramps leading into the dining centre and school via the main entrance. We have disabled bathroom facilities in school. The Disability Equality Scheme has been in place since December 2007 as this is a legal requirement. Parents/carers with disabled children have been invited to be part of the working party relating to this scheme. The scheme lasts for three years and is reviewed annually. (The Accessibility Plan and the Disability Equality Scheme are available on request.)

### **Homework**

We strongly encourage regular reading sessions at home, which are of great value throughout the Primary years. When work is given, such as the weekly learning of spellings and multiplication tables or research for a topic, parents are asked to help in seeing that the child gives an appropriate amount of time and effort to the task. Parents will be informed of homework expectations annually. We regularly review these procedures and always involve parents' views about such issues. (A copy of the Homework Policy is available on request.)

### **Behaviour**

In our school each child is a member of a close community. A variety of positive reward systems are in place to encourage positive behaviour and high standards of achievement. A high priority is placed on the development of self - discipline and self-control and we actively encourage respect for staff and fellow pupils. Behaviour that is likely to harm people or property is not permitted. Any conduct, which causes other children to be distracted or disturbed while they are working, is strongly discouraged. If a child wastes time in class then the work has to be completed in break times or at home.

The policy of the school with regard to corporal punishment is the one issued by the Local Education Authority, that is, corporal punishment is not allowed in Lancashire Primary Schools. If punishment is necessary then the teachers try to make it as immediate and relevant to the offence as possible. In the unusual circumstances of persistent misbehaviour in a child, parents will be invited to come to school to discuss the problem. (A copy of the Behaviour Policy is available on request.)

## **Other Facets of School Life**

**2008/2009**

### **Extra-curricular activities and other activities**

Adventure holiday  
Football practices and matches  
Cricket practices and matches  
Library visits  
Cross-country Club  
Carol Concerts (Infants & Juniors)  
Junior choir

Drama Club  
Provision of swimming,  
Theatre groups  
High Five Club  
Productions-at both Key Stages  
Homework Club  
Visits to school by experts

### **High School Links**

When the time comes for High School Transfer, we work closely with the local High Schools to ensure that both parents and children get as much information and help making the right choice of school for their child. To ease the transition, we try to give our older pupils as many opportunities to work with staff from High schools and make visits. We have also taken the opportunity to

utilise staff and facilities to maximise pupil's development.

### **Charities**

During the course of a normal year we support several worthy charities. It is very heartening to notice that often the original idea stems from our pupils themselves with much enthusiasm do a great deal of the work. Care and concern for others and the environment is an important and integral part of the education of our children.

### **Assemblies**

We provide daily collective worship for all pupils, which is broadly Christian. Should parents wish their child to be withdrawn from R.E. lessons or from collective worship, in part or in whole, application should be made to the Headteacher.

A variety of whole school, Key Stage and class assemblies are held throughout the week. Special assemblies are often held on Fridays for the whole school to which parents are invited. These have included assemblies held by each class, visiting groups or speakers as well as celebrating good work, achievements, music and festivals.

### **THE WELFARE OF PUPILS.**

Educating children is a many sided process and partnership between home and school in this process is essential. Because of this it is important to keep each other informed of any likely

problems or points of concern. In addition the school sends home regular notes and newsletters containing up to date information about events taking place in the school or about any changes to holiday lists or school times.

### **Child Protection Procedures**

Parents must be aware of the school's legal responsibility to report all child abuse, but the staff must be aware of the importance of protection for all the family and their integrity. The head teacher is the senior designated person for Child Protection issues.

### **Emergencies**

When a child becomes unwell at school, it is not desirable, for the child's sake and others, for him or her to stay at school. An information sheet is issued to every parent on which particulars of home telephone numbers, place of work and emergency contacts are entered. It is vital that any changes to this information are given to the school office so that the records can be updated.

### **Illness**

We have been advised that in instances of sickness or diarrhoea it is advisable that the child is kept at home until they have been clear for a full 48 hours. We would appreciate your help in this matter.

### **Playtime supervision**

At morning and afternoon break times, a teacher is on duty in each playground. During dinner times a member of support staff or a member of welfare staff is on duty in the playground. A member of welfare staff is on duty in the dinner centre.

### **Medicines**

For the safety of all our children, please do not send your child with any kind of medicine or tablets. **Members of staff are unable at any time to administer children's medicine.** Inhalers for asthma are permitted and must be clearly labelled and given to the class teacher. It is the parents' responsibility to provide inhalers that are up to date. In exceptional circumstances such as specific condition the headteacher can administer medicines. Please see the headteacher if this is the case.

### **Safety**

Our school tries to develop an awareness of the need for safety at all times. Parents and school will need to work in partnership to encourage safe practices on or near the road. We ask parents to observe parking restrictions. Children do not have access to the staff car park. Parking is for authorised staff only.

### **No Smoking Policy**

The school operates a no-smoking policy on school premises, both internally and externally.

### **Uniform**

We strongly encourage the wearing of a standard form of school dress. It is convenient, practical and gives a sense of unity. It is strongly recommended that all items of clothing be clearly labelled. Sweatshirts with the school logo are available from the school office at a cost of £8.50 to size 32" £9.00 34" to 36", also Fleece at £12.00 and book bags at £4.00.

Children are permitted to wear a watch and stud earrings only, for which the child is responsible and which must be removed for P.E., including extra curricular activities, for safety reasons.

*(Should you wish to have your child's ears pierced, please do so during the school six-week break, so they have time to heal before returning to school)*

### **UNIFORM**

**Grey skirt, pinafore**  
**Grey trousers (long or short) but not tracksuit pants or jeans**  
**Checked gingham dress red/white**  
**Red School Sweatshirt preferred (available from school)**  
**Red cardigan or jumper**  
**White shirt, blouse or polo shirt (also available from school)**  
**Red, grey or white socks or tights**  
**Dark sensible shoes (not trainers)**

### **P.E. Clothing**

**All children need PUMPS not trainers (LEA requisite indoor work)**  
**Trainers can be worn outdoors**  
**Plain T-shirt (preferably white)**  
**P.E./Sports shorts, navy or black (not Bermudas)**  
**Jogging bottoms (special circumstances)**  
**Football boots, -kit- socks, shirt, shorts (optional for juniors only)**  
**A tracksuit may be worn in cold weather**  
**Children taking part in swimming will need a swimming cap,**  
**Costume/trunks and towel. Clearly labelled (School Name & Child's Name)**

## School Routines

### School Hours

**School opens at 8.50 a.m.**

The school hours are as follows: - **9.00 a.m. - 12.00 noon**  
**1.10 p.m. - 3.20 p.m. (Infants)**  
**1.00 p.m. - 3.30 p.m. (Juniors)**

This means that the educational hours spent in class are 21 hours for Infants and 23 hours 30 mins for Juniors excluding registration, breaks and collective worship, but including R.E. instruction and all our curriculum work.

### **Attendance**

In the interests of safety, it is vital that children do not arrive more than ten minutes before the start of school and if children need to be collected this is done promptly. New parents of Reception children are welcome to settle the children in and enter school to do this. However, we expect that after a few weeks children will be entering school independently. The doors are closed at 9.00 a.m. and children arriving after this time should report to the school office where they will be entered into the late book. Regularity and punctuality of attendance is of the greatest importance and an absence note is required from parents when a child is absent from school, so avoiding an unauthorised absence.

<b>Authorised Absence for</b>	<b>2006/2007 3.1%</b>
<b>Unauthorised Absence for</b>	<b>2006/2007 0.3%</b>

### **Leaving School Premises**

Children are not permitted to leave school premises at any time during the day. If required for attendance at clinics then we would expect a note and collection by an adult. If you collect a child during break or the lunch hour, please let one of the staff know before you do so. If this adult were not a parent then we would need a note to warn us beforehand.

## Holidays 2009/10

### Autumn Term 2009

TRAINING DAY	Thursday	3rd September 2009
TRAINING DAY	Friday	4 <sup>th</sup> September 2009
Re-Open	Monday	7th September 2009
Mid Term Closure	Monday	26 <sup>th</sup> Oct - 30 <sup>th</sup> Oct 2009
School Re-opens	Monday	2nd November 2009
Closure after school on	Friday	18 <sup>th</sup> December 2009

### Spring Term 2010

TRAINING DAY	Monday	4 <sup>TH</sup> January 2010
School Re opens	Tuesday	5 <sup>th</sup> January 2010
Mid Term Closure	Monday	15 <sup>th</sup> -19 <sup>th</sup> February 2010
Re-Open	Monday	22 <sup>nd</sup> <sup>h</sup> February 2010
Closure after school	Thursday	1 <sup>st</sup> April 2010

### Summer Term 2010

Re-Open	Monday	19 <sup>th</sup> <sup>†</sup> April 2010
May Day Bank Holiday	Monday	3 <sup>rd</sup> May 2010
*TRAINING DAY (due to voting)	Thursday	6th May 2010
Mid Term Closure	Monday	31 <sup>st</sup> May - 4 <sup>th</sup> June 2010
School Re-opens	Monday	7 <sup>th</sup> June 2010
Closure after school on	Thursday	22 <sup>nd</sup> <sup>st</sup> July 2010
Training Day	Friday	23 <sup>rd</sup> July 2010

Please note the \*Training day is subject to change due to Council elections. We will endeavour to give you as much notice as possible.

**Please apply to school in writing for permission when holidays during term-time are unavoidable any holidays taken without prior permission and those exceeding 2 weeks in a school year will be recorded as unauthorised absence**

*Please apply to school in writing for permission when holidays during term-time are unavoidable any holidays taken without prior permission and those exceeding 2 weeks in a school year will be recorded as unauthorised absence.*

### School Meals.

Good quality school meals are cooked on the premises and served in our separate Dining Hall. The cost of a meal is £1.75 per day, which is £8.75 per week. Money is collected **IN ADVANCE** on

Friday mornings. It is a great help if the correct amount is sent in **a named sealed envelope** for each child. If a child is sent home ill before 10.30 a.m. a credit for the meal will be given. After 10.30 a.m. the meal must be paid for.

Children may opt to bring a packed lunch, which is eaten, under supervision. All drinks and liquids must be brought in a safe container. (No fizzy drinks or chocolates) Children can change from packed lunches to hot dinner at any time. Children changing from hot dinner to packed lunches need to give a half term's notice to the office.

### **Welfare Benefits**

Details of benefits to which you may be entitled may be obtained from school or our District Education Office in Chorley.

### **School Milk.**

This is provided for those infant children who want it and there is a nominal charge for those who require milk. All Children throughout school are encouraged to drink water and we would request that you provide a clear sports type water bottle with your child's name clearly marked, this can be filled throughout the day from the water cooler.

### **Mid-Morning Snack**

In conjunction with the school kitchen we operate a mid-morning snack service. For 20p per day payable half termly in advance the children can have a biscuit/cake and piece of fruit each day. You will be notified of the amount payable by a flyer from Mrs Jones.

### **Charging for School Activities**

When an activity takes place during school hours, the school may not charge pupils for that activity. In effect this means that schools can no longer afford to organise educational trips many of which are considered essential in National Curriculum outlines. However a school has a right to invite a contribution for the benefit of the school in support of any activity organised by the school. A certain amount of money would be suggested as the contribution per child. There would be no obligation to contribute and no pupil would be omitted from the educational visit. However it would be necessary to have substantial parental contributions in order that the activity could take place. The activity would not take place if parents were reluctant to support it. A fuller description of the Governors' policy and that of Lancashire Education Authority is available on request from the Headteacher.

### **Parental Involvement**

All parents are automatically involved as partners in the education of their children. Your child's education began with you in the home and we hope that your involvement will continue by hearing them read and being involved in school in a variety of ways. We welcome assistance in school during practical lessons, for instance art, craft, cookery and with ICT. Parents often accompany us on educational visits. Help with running clubs is appreciated and from time to time specific projects have benefited from an extra pair of hands.

If you are worried about your child then let us know because together we can help solve problems.

### **PTFA**

Anderton School has a thriving Parent Teacher and Friends Association. Members of the committee meet each month and plan activities, which raise money for the school and are also happy social occasions. Past events for parents and children have included, "Family Night", "Christmas Fair", "Halloween Disco", "Easter Egg Bingo" and the "Summer Fair."

All parents of children in school are automatically members of the P.T.F.A. Money raised is used to provide that extra financial support to the school, which enhances the quality of your child's school days. e.g. for computers, sports kit, extra equipment, audio equipment, library books, Christmas treats, and subsidies for visits and swimming.

Each year a carefully prepared induction programme is run for pre-school children intending to start school. Children are invited to the school so that they can become familiar with school life. Supporting this are a series of leaflets giving information and suggesting activities, which are available at a New Parents Information Evening held in summer term.

### **Breakfast/After School Club ANDERTON COOL KIDS**

The clubs are open every weekday during term time all children wishing to use the clubs must be registered for insurance purposes. The breakfast club runs from 8.00 - 8.50 a.m. and the registration fee is £5.00. The current charge for the breakfast club is £2.00 After School Club runs from 3.30 until 6:00 p.m. and a registration fee of £5.00 is payable. Charges are £3.50 for the first hour and £5.00 for two hours and £6.00 for, the full session. Please ask in school for further details of how to register for breakfast/after school care.

The club is run by a management committee and is a self-financing, non-profit making organisation.

### **Good for Parents**

Parents know that their children are involved in suitable, stimulating activities, in a supervised environment.

### **Good for Children**

Children will have exclusive use of materials and resources and will enjoy themselves in a wide variety of activities with their friends. Activities have included baking, arts and crafts, seasonal activities, outdoor games and visitors. There is a quiet area for relaxing, homework and T.V. whatever they choose we are sure they will have a good time.

# Appendix A

## Class Arrangements.

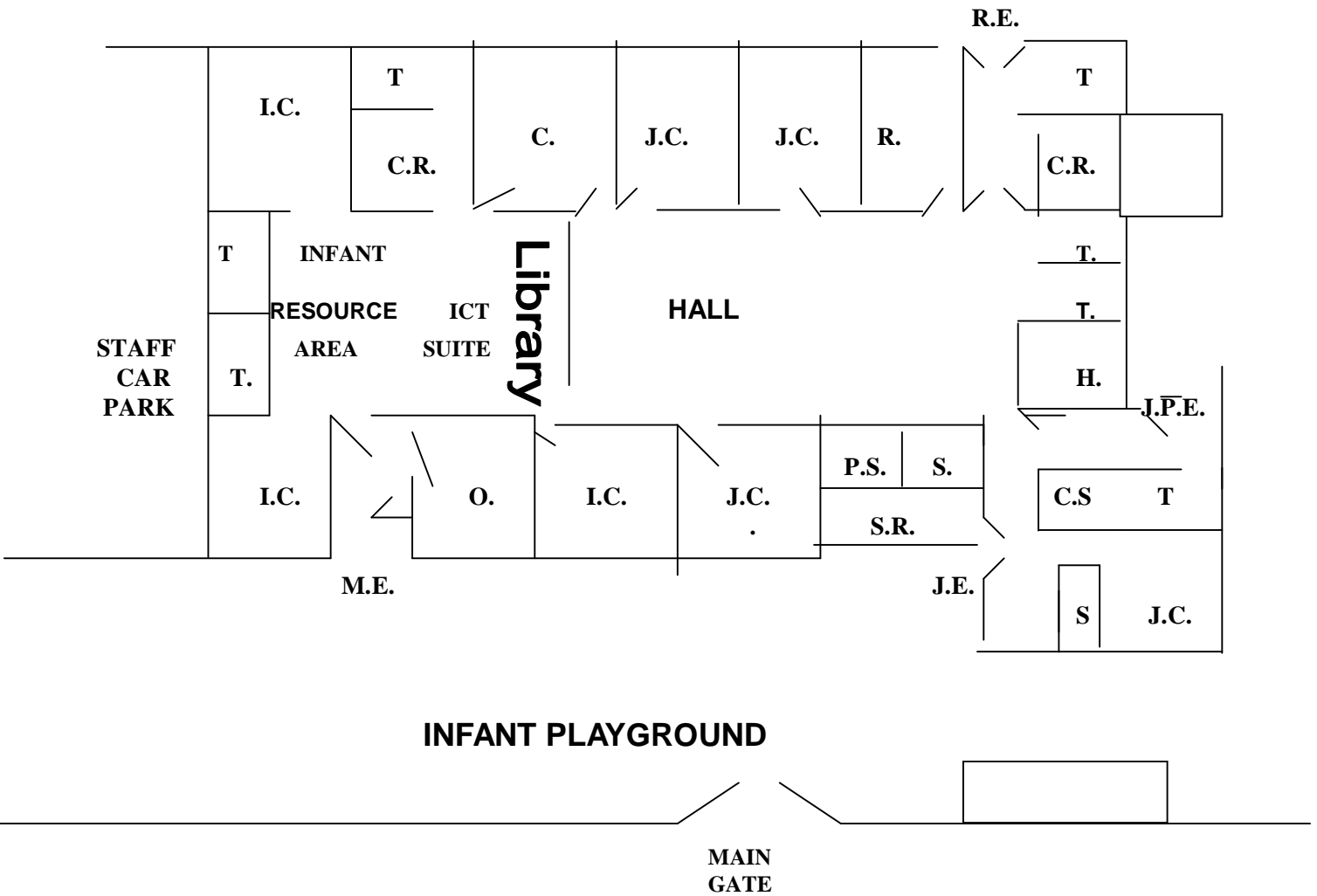
2009/2010

**The teachers' of classes are listed below                      Numbers in each class**

Mrs J. Dean/Miss T Jackson	Reception	30
Mrs C Holmes	Year One	29
Mrs A Harrison	Year Two	30
Mrs P Walmsley/Mrs A Byers	Year Three	28
Miss Metcalfe	Year Four	21
Mrs J Harrison	Year Five	31
Miss M Sumner	Year Six	30

# APPENDIX B

## PLAN OF ANDERTON PRIMARY SCHOOL.



### KEY TO PLAN.

**M.E.** Main and Infant Entrance.  
**C.R.** Cloakroom  
**I.C.** Infant Classroom  
**C.** Classroom  
**H** Hall  
**J.P.E.** Junior Playground Exit  
**T** Toilets  
**S** Stockroom  
**D** Dining Hall and Kitchen  
**H** Head teacher's Office.

**R.E.**  
**O**  
**J.C.**  
**C.S.**  
**J.E.**  
**A.C**  
**R**  
**SR**  
**P.S.**

**Rear Exit**  
**Office (Secretary)**  
**Junior Classroom**  
**Caretaker Store**  
**Junior Entrance**  
**Additional Classroom**  
**Resource Area**  
**Staff room**  
**P.E. Store**

# **APPENDIX C.**

## **Public Access to Documents and Information**

It is the duty of governing bodies to make the following documents available to parents:  
(14 days prior notice being given) -

1. The School Curriculum
2. The National Curriculum and associated documents
3. Any published H.M.I. and Ofsted reports which refer expressly to the school,
4. Any syllabuses followed (whether public examinations or otherwise)
5. The arrangements for the consideration of complaints about the school curriculum under Section 23 of the Education Reform Act.
6. School policies concerning R.E. and sex education
7. The Annual Report of the Governors to Parents.

## **Appendix E**

### **Statement for Parents on the Use of Reasonable Force**

If staff become aware of, or have any need to become involved in situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to take steps to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy for dealing with such situations may do so on request

### ***Disclaimer***

*The information and particulars contained within this prospectus relate to the school year 2009/2010 and are correct at the time of publication. It should be assumed that there might be changes during this year and in subsequent years.*