Prospectus

2017-2018
Welcome to Peel Park Primary School

Our address is;
Alice Street,
Accrington,
BB5 6QR

Our phone number is:
01254 231583 (2 lines)
Fax: 01254 396900

Our email address is:
head@peelpark.lancs.sch.uk

Our School Web site:
www.peel-park.lancsngfl.ac.uk

The Headteacher is:
Mrs Alison Padgett

Our Chair of Governors is:
Mrs Lisa Hartley

Our local Education Office address is:
Area (East) Education Office
44 Union Street
Accrington
BB5 1PL
Tel 01254 220714
A message from Alison Padgett, Headteacher

Thank you for the interest you have shown in Peel Park Primary School. We are an OFSTED rated outstanding primary school and we attract children from all over the Hyndburn area.

I know that choosing a school for your child is a difficult task and there are many factors you might wish to consider before making this vital decision. However, I hope that by looking round our school and reading about what we have to offer, your decision might be an easier one. I can certainly promise you an exciting and stimulating environment, an outstanding staff and excellent resources. All of us at Peel Park are committed to providing the very best education for the children in our care. We pride ourselves in creating a happy, caring and nurturing environment, enabling children to reach their full potential. As a Level 2 Rights Respecting School we place great importance on mutual respect and developing responsible, caring citizens of the future. OFSTED inspectors were very complimentary about our school and confirmed our high expectations and standards when they visited in June 2012.

“The overall quality of teaching is excellent. Teachers and teaching assistants work tirelessly to ensure that provision in the classroom matches the needs of pupils of all abilities, so that all are both challenged and supported.

The behaviour and safety of pupils is exemplary. Pupils say that Peel Park is a ‘fun’ and a ‘caring’ school. They enjoy their experiences and this is reflected in their above-average attendance. Adults have high expectations of pupils and lead by example, ensuring an ethos of courtesy and respect in which all pupils feel valued and are exceptionally supportive of each other.

Leadership and management are outstanding. Senior leaders and governors have created a clear vision which permeates the school and is summed up by the motto, ‘high expectations, all pupils, and no excuses’. Their drive for improvement has been systematic and robust, and they have an excellent understanding of the strengths and areas for development of the school.”

I hope this brochure answers most of your questions but if there is something more that we can help you with, please do not hesitate to telephone us, or even better, call in.

Should you wish your child to come and join us here at Peel Park, then please complete the admissions form, after which we shall look forward to a long and happy partnership with you and your child.
And from Lisa Hartley, Chair of Governors...

The Governors and all the staff at Peel Park would like to welcome you to our outstanding school.

We hope that you find the atmosphere in school warm, friendly and welcoming. The staff are of the highest quality and extremely dedicated. They ensure that all the children enjoy coming to school and are provided with excellent opportunities to experience as many different things as possible during their time at Peel Park. This is demonstrated by the children’s attitude to school and is reflected in the high standards, excellent reputation and outstanding rating the school has achieved that ensures children achieve their full potential.
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Vision

By working in harmony, everyone excels, achieves beyond expectations and aspires to greatness.

Our ethos

Our ethos combines traditional values with innovative and creative approaches to learning. We place a huge emphasis on the values of courtesy and respect and we expect our pupils to aspire to excellence in everything they do. Peel Park actively encourages the children to become caring, hardworking, creative and respectful citizens of the future. We believe that excellent behaviour underpins excellent attitudes and learning. We aim to make learning enjoyable and tailor the curriculum to meet the needs of all children.

Values

- Integrity
- Passion and positivity
- Going the extra mile
- Finding the best in everyone

Our motto is; “High expectations, every child, no excuses.”

Mission Statement

At Peel Park we are committed to offering our pupils the highest possible quality of education.

Our children will:

- develop imagination and creativity
- acquire skills and abilities
- have a love of learning.

Through respect, honesty, teamwork and partnerships, we will work together to ensure that all children achieve, succeed and become responsible and well-mannered citizens.
**Aims**

1. To instil in children a love and enthusiasm for learning

2. To promote positive behaviour, recognise and celebrate different achievements and help children to respect themselves and others.

3. To assist pupils to acquire knowledge, understanding and life skills and so become informed, self-motivated and reflective members of the community.

4. To help pupils develop independence, confidence and take responsibility for their own learning, making the most of their abilities and appreciating those of others.

5. To develop the skills of literacy, numeracy and ICT so that each child fulfils their potential and is able to apply their learning in other areas and situations.

6. To help pupils develop skills in enquiry, communication and in forming positive relationships.

7. To foster respect and promote positive attitudes towards religions, develop spiritually and acquire moral values, and an awareness and understanding of other races, religions and ways of life.

8. To help pupils understand the world in which they live and play an active role as citizens.

9. To develop an awareness of healthy lifestyles, to promote physical development and team spirit.

10. To make children aware of their rights and those of others according to the UNCRC.
PEEL PARK  
PRIMARY SCHOOL  

STAFF LIST : 2016 / 2017

J. Airey  
Class 1 (Foundation Stage)
C. Downing  
Class 2 (Foundation Stage)
R. Fenwick  
Class 3 (Foundation Stage)
V. Patterson/F. Davis  
Class 4(Y1)
K. Delisser/ D Gowlett  
Class 5 (Y1)
B. Crompton/S. Metcalfe  
Class 6 (Y1)
J. Tracey  
Class 7 (Y2)
S. Rawstron  
Class 8 (Y2)
G. Whittle  
Class 9 (Y2)
K. Hepworth  
Class 10 (Y3)
E. Radcliffe  
Class 11 (Y3)
J. Briggs  
Class 12 (Y3)
C. Hilton  
Class 13 (Y4)
L. Otto  
Class 14 (Y4)
J. Walsh  
Class 15 (Y4)
J. Coombs  
Class 16 (Y5)
R. Swift  
Class 17 (Y5)
L. O’Brien  
Class 18 (Y5)
C. Carlton  
Class 19 (Y6)
G. Seddon  
Class 20 (Y6)
C. Whittaker  
Class 21 (Y6)

A. Padgett  
Headteacher
B. Spedding  
SENCO/ Deputy Headteacher

Additional Specialist Staff

S. Ogden  
Sport Liaison
D. Pilkington  
I.T. Technician
D. Barker  
Horticultural & Forest school
J. Williams  
Forest schools
C. Holt  
Nurture and Best Start

HLTA

H. Korol
D. Gowlett
H. Fleck
K. Fazackerley

Pastoral Manager

L. Askew

Learning Mentors

High Expectations, Every Child, No Excuses!
## GOVERNORS

### Who are they?

The school is funded by Lancashire Authority who have delegated the management of the school to the Governors. The Governors are responsible for the running of the school and will be accountable to the parents and pupils of the school. They work in cooperation with the Headteacher and the Local Authority to enable the school to perform its functions.

### PARENT GOVERNORS

The school is entitled to be represented by parent governors who are each elected to serve a four-year term of office, as shown above.

Parents of children at the school elect parent governors. The law defines a parent as “including a guardian and every person who has the actual custody of the child or young person” and for a parent to take part in an election s/he must have a child who is registered as a pupil of the school.
It should be noted that parent governors do not cease to hold office when their child stops attending the school. They are elected for a four-year term.

In consultation with the governors, the Headteacher of the school is responsible for the internal organisation, management and discipline of the school. The governors, who meet at least once a term, have a range of responsibilities for the school, which include the oversight of the school's budget.

**CLERK TO THE GOVERNORS**

John Halshaw is clerk to the Governing Body.

**CHAIRMAN**
Mrs L Hartley

**VICE-CHAIRMAN**
Mrs R Brough

**GOVERNORS**
Mrs A Coles
Mr I Mitchell
Mr John Baron

**PARENT GOVERNORS**
Mr B Hill
Mrs T Hussain

**TEACHER GOVERNORS**
Mrs G Whittle
Mrs J Airey

**STAFF GOVERNORS**
Mrs K Fazackerley c/o School

**HEADTEACHER**
Mrs A Padgett c/o School

**EDUCATIONAL PROVISION IN LANCASHIRE**

In Lancashire children receive their primary education in schools which are either primary schools (4 - 11 years), infant (4 - 7 years), or schools catering for the same age ranges provided by the various church authorities and grant maintained schools.

Peel Park Primary School is a co-educational Trust school with a Foundation. The roll is 617 children in the age range 4 - 11 years. The building was constructed in 1910.

**ADMISSIONS POLICY**
The admissions policy is in line with Lancashire Authority's recommended policy. For the academic year 2016/2017, the maximum admission number has been fixed at 90 pupils. However if we are over-subscribed the following criteria will be employed and preference given to those children who fulfil them:

a) In the event of oversubscription places will be offered first to those living in the priority admission area using the following criteria:

1. Children in care (looked after children) and previously looked after children
2. Children with social, medical welfare reasons. Professional supporting evidence from e.g. A doctor, psychologist, social worker is essential if admission is to be made under this criteria. Such evidence must set out the particular reasons why the school in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children who have parents working at the school.
4. Children residing within the defined admission area who have a sibling at the school.
5. Children of multiple birth residing within the defined admission area (children born at the same time from the same birth mother).

Applications from outside the area will include:
6. Siblings from outside the defined admission area.
7. Other pupils - without siblings

Prospective parents are welcome to visit the school and we are always happy to discuss any matters. Please telephone for an appointment.

Children are admitted to school in the autumn term if their fifth birthdays fall before the 1st September the following year.

All parents, including those with children in the school, who wish their child to attend a particular county or controlled primary school should state their preference by contacting the school concerned between 1st September and 30th November of the school year prior to admission.

At present, there are three classes in each academic year group throughout Key Stage 1 (infants) and Key Stage 2 (juniors).

All of the school’s classes are composed of mixed-ability pupils. Within each class group, arrangements are made for matching work to pupils of these varying abilities. Similarly, there is provision within each class to extend those pupils who show exceptional ability. Teaching strategies are varied and include individual, group and whole-class teaching.

The school has a strong special needs department. Pupils on the school’s special needs register receive appropriate support, which is co-ordinated by a nominated member of staff. The school adheres to the Special Needs Code of Practice.

The school’s present staffing quota is 23 qualified teachers in addition to the Headteacher.

SCHOOL TIMES
Morning Session 8.50 a.m. - 12.10 p.m.
Reception Classes 8.50 a.m. - 11.50 a.m.
Break 10.40 a.m. - 10.55 a.m. (Healthy food snack shop for KS2)
Afternoon Session (Jnrs) 1.10 p.m. - 3.20 p.m.
Afternoon Session (Infants) 1.25 p.m. - 3.20 p.m.
Reception Classes from 1.10 p.m. - 3.20 p.m.

Total weekly teaching hours (excluding registration and assembly) are 22.3 for KS1 and 23.45 for KS2.

Please try to avoid sending your child to school before 8.40 a.m., from which time there is supervision in all four playgrounds and children can enter school. During inclement weather, doors are opened and pupils are admitted into the building ten minutes early at 8.40 a.m.

Doors are opened at 8.40 a.m. All doors are closed at 8.55 a.m., after which time the only entry into the building is via the secure main reception area. Please ensure that your child is always punctual. If s/he has lunch at home, please avoid sending her/him back to school before 1.00 p.m. (juniors and reception) or 1.10 p.m. (infants). Pupils who stay for school lunch or bring a packed lunch are not allowed to leave the premises at lunchtime.

CHILDREN NOT PICKED UP
If for any reason you may be late to pick up your child from school, we ask that you inform the school as soon as possible to explain the likelihood of a delay. Children for whom we have no reason for late pick up are taken to the reception area to wait and staff will then telephone parents on the telephone contact numbers already supplied to us. For this reason it is imperative that you inform us of any changes to contact details. We will do our best to locate parents but in the unlikely eventuality of us being unable to find a parent, the police and social services would be informed. We also require parents to sign out children and give a reason for late pick up.

For persistently late pick-ups after school we operate a charging policy of £8.50 per child.

CHILDREN WHO GO MISSING
If for any reason a child was to go missing from the premises our first course of action would be to contact the police and search the locality. Parents would be informed immediately. This is a procedure adopted by all schools and parents should not be alarmed at the requirement to include this information in the school prospectus!

SCHOOL HOLIDAYS
Accrington Peel Park Primary School

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Closure after school on:</th>
<th>School re-opens on:</th>
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</thead>
<tbody>
<tr>
<td><strong>2016</strong></td>
<td></td>
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<tr>
<td>Autumn Half Term</td>
<td>Friday 28th October</td>
<td>Monday 7th November</td>
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<tr>
<td>Christmas</td>
<td>Tuesday 20th December</td>
<td>Thursday 5th Jan 2017</td>
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<tr>
<td><strong>2017</strong></td>
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<td></td>
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<tr>
<td>Spring Half Term</td>
<td>Friday 10th February</td>
<td>Monday 20th February</td>
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<tr>
<td>Easter</td>
<td>Friday 31st March</td>
<td>Tuesday 18th April</td>
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<tr>
<td>May Day</td>
<td>Friday 28th April</td>
<td>Tuesday 2nd May</td>
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<tr>
<td>Spring Bank</td>
<td>Friday 26th May</td>
<td>Monday 5th June</td>
</tr>
<tr>
<td>Summer Holiday</td>
<td>Wednesday 19th July</td>
<td>Monday 4th Sep</td>
</tr>
<tr>
<td>Autumn Half Term</td>
<td>Friday 27th October</td>
<td>Monday 6th November</td>
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<tr>
<td>Christmas</td>
<td>Tuesday 21st December</td>
<td>Monday 8th Jan 2018</td>
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<tr>
<td><strong>2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Half Term</td>
<td>Friday 9th February</td>
<td>Monday 19th February</td>
</tr>
<tr>
<td>Easter</td>
<td>Friday 23rd March</td>
<td>Monday 9th April</td>
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<tr>
<td>May Day</td>
<td>Friday 4th May</td>
<td>Tuesday 8th May</td>
</tr>
<tr>
<td>Spring Bank</td>
<td>Friday 25th May</td>
<td>Monday 4th June</td>
</tr>
<tr>
<td>Summer Holiday</td>
<td>Tuesday 17th July</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Inset Days: Thursday/Friday/Monday 20th/21st/24th July 2017
Friday 1st September/Friday 22nd December 2017 and Wed/Thurs/Fri 18th/19th/20th July 2018

*Holidays should not be taken in term time. Any requests to do so should be made to the Headteacher in writing before a holiday is booked. Routine holidays will not be authorised and if 10 or more unauthorised absences occur in a term or 20 over the course of the school year, this will trigger a fixed penalty fine from the courts.*

**SCHOOL BUSES**

Services run to and from Huncoat, Laneside, Fern Gore and Baxenden.

The school cannot make arrangements for older pupils to escort younger pupils on the school buses. A responsible adult should always accompany younger pupils. *Parents are expected to keep a close check on the conduct of their children if they travel to or from school by bus.*

**THE SCHOOL CURRICULUM**
A curriculum that matters

The curriculum at Peel Park has been designed to enable the school to successfully deliver a creative curriculum which develops independence and a lifelong love of learning. Our curriculum has been updated to reflect the changes to the national Curriculum due in September 2014.

The content of the curriculum is based on the national curriculum programmes of study and, where possible, they will be taught through a cross curricular theme. This will help make sense of the learning for the pupils. The child is at the centre of the curriculum - most subjects are inter-related and many cross curricular, creative and linked activities take place so that each child is aware of the relevance of what they are learning.

Important key skills and understanding are taught discretely before opportunities are created for pupils to apply these skills to other areas of learning. All the themes chosen have relevance and meaning for the pupils within the context of this school.

There are up to six main themes for each year group which are covered throughout the year.

The learning and application of skills, knowledge and understanding drives the curriculum rather than the content or coverage.

All themes, wherever possible, are selected in order to build upon the pupils' prior learning. e.g.

Younger pupils - Local Area / Recent Past.
Older pupils - U.K. World Study / Ancient History

At the start of work on a theme the teacher will always seek out the pupils' prior knowledge and plan the learning activities based on this.

All staff will seek to provide rich and varied first hand experiences for the pupils to support the learning. e.g. visits, visitors, artefacts etc.

Consideration is given to who is the best person to deliver the teaching and where is the most appropriate location for the learning to take place.

The allocation of time for learning is determined by the teacher based on the needs of the pupils in the class e.g. some pupils may require more emphasis on PSHE and citizenship. There is an emphasis of allowing time for application so that deep rather than shallow learning can take place.

Priority is given to ensuring that the learning of key skills and the development of pupils' emotional and physical health are always addressed first and the appropriate amount of time is allocated accordingly.

Teachers plan the curriculum together under the guidance of the team leader so that continuity and progression is ensured. There are four planning groups - Foundation, Key Stage 1, Lower Key Stage 2 and Upper Key stage 2.

Individual records are kept on each pupil in the school and parents receive an annual written report on their child's progress.

Sex & relationship education
This aspect of learning is taught progressively from reception to Y6 through a cross curricular, topic based approach. We aim at nurturing responsible attitudes towards personal relationships including aspects of mutual respect and care and to develop sensitivity towards the needs of others encompassing fidelity and loyalty. We ensure that the context is based on human relationships, human and physical reproduction and later on the risks of sexual activity and sexuality. Teachers answer children’s questions in an open and factual manner. All sex education is taught in mixed sex classes. A talk about puberty takes place in Y6.

PUPILS WITH DISABILITIES AND PUPILS WITH SPECIAL EDUCATIONAL NEEDS

Under the terms of the Disability Discrimination Act 1995, the school recognises that whilst most pupils with special educational needs will not be physically disabled, consideration must be given to the admission of those who are. In such cases, arrangements for the admission of disabled pupils should be made directly with the headteacher who will liaise with the LEA and other appropriate agencies. The school adheres to the LEA’s equal opportunities policy and actively strives to ensure that disabled pupils are not treated less favourably than other pupils.

Subject to the conditions set out in Section 317(4) of the Education Act 1996, the Governing Body already ensures that all pupils with special educational needs join in everyday activities with other pupils. The school takes positive steps to prevent pupils with disabilities from being treated less favourably than other pupils.

Some entrances to the school building involve some form of steps but the main entrance to school, the Y3/4 yard and the Reception yard are now ramped. 80% of the school’s floor space is on the same level. Most pupils with disabilities would have full access to the curriculum, but should there be a need to modify the premises to facilitate access for a particular pupil, the school will liaise with the LEA to request such a provision and reference will be made to the school’s accessibility policy. We also have 2 designated disabled car parking bays in the school car park. The accessibility plan details actions which lead to further inclusion of children with learning difficulties through the curriculum, information to parents, the physical aspects of the building and facilities for disabled people.

The school reviews the SEN, Child Protection, Behaviour Management and Care and Control Policy annually. The success of the SEN policy is evidenced by the way that children are swiftly identified and their needs catered for so that they make the best possible progress. SEN provision in the school is very good and parents and children are fully involved in their education and any additional provision. IEP’s are created and delivered so that all pupils are enabled to make maximum progress. Staff training on these and differentiation is enabling the needs of all children to be met very successfully. More children are now identified earlier, the format of IEP’s has changed and pupils are more involved in the target setting process.

Despite the class teacher’s support and differentiated planning some children may experience difficulty in learning. If this happens we will provide additional help and support. We will discuss this with parents and devise an Individual Education Plan (IEP) for the child. This will be reviewed once per term by Mr Spedding – the Special Educational Needs Co-ordinator (SENCO) and the class teacher. Parents will be informed of this meeting and a copy of the reviewed IEP and new IEP will be sent home and any comments will be welcomed.

In a small number of cases where a child meets the LEA criteria for action we will refer the child to the LEA so they can consider making a detailed diagnostic assessment. This will be fully discussed with the parents beforehand. For pupils who have an EHC P, the school will hold statutory reviews and meet all statutory requirements.
We value the help that parents can give us and appreciate them sharing any problems a child may have had previously or during their time with us. Should a parent have concerns about the progress of their child they should discuss them with the class teacher. If there continues to be a cause for concern then this should be brought to the attention of the SENCO. Complaints about the special educational needs provision made by the school should be discussed with the Headteacher. In the unlikely event that the Headteacher is unable to resolve the complaint, then the parent should write to the School's SEN Governor (Mrs Everett) or the Chair of Governors, Mrs Lisa Hartley.

**BEHAVIOUR MANAGEMENT**

These concern the safety of the pupils and the good order and running of the school.

*Behaviour inside and outside the school is expected to be of the highest standard.*

We have five school rules/expectations. In producing these expectations there has been an emphasis on the positive. These form the basis for classroom charters which are negotiated by the children at the beginning of each year. These are prominently displayed in classrooms and each child signs them before they are sent home as the classroom charter. Acceptance and ownership of these expectations (by both teachers and children) in addition to consistent and fair application of them are crucial to the success of this policy.

They are as follows:-

- Always treat others as you would like to be treated yourself
- Do as you are asked the first time
- Always try your best
- Listen carefully and work sensibly
- Keep school neat and tidy and treat all equipment with respect

The charters use the language of rights and respect. As we are a Rights Respecting School, we ensure that children understand their rights according to the UNCRC (United Nations Convention on the Rights of a Child). Children are encouraged to recognise that they have a responsibility to ensure everyone’s rights are upheld. We believe that by teaching children about their rights and the rights of others we are developing respect and trust in our school community.

In matters concerned with the behaviour of the pupils, parents will be contacted whenever there is serious cause for concern and their co-operation will be expected and very much appreciated on such occasions.

Fighting, bullying and a lack of respect for any adult associated with the school, or any form of authority, will not be tolerated. The School has a Bullying Policy which parents are welcome to see on request.

Electronic toys, radios, and MP3 players are not allowed in school. Phones must be handed to the class teacher and not switched on until off the school grounds, unless in an emergency.

**Pupils' hairstyles should be tidy and reasonable.** Long hair should be tied back with a ribbon or an elastic band. **Extreme hairstyles which can include fashionable yet inappropriate styles for school are not allowed e.g. sculptured “ticks”, mohican styles or patterns.**

Parents are requested to pay particular regard to the cleanliness of their child’s hair. We ask that all parents check their child’s hair, in particular on Monday evenings - children are reminded about this in Assembly. From time to time, individual pupils do become infested with head lice and such cases are always
treated sympathetically. However, the school will ask parents to take their child home for treatment if they are considered to be persistently infecting other pupils.

**Jewellery** (other than watches and ear studs, as outlined below) is not allowed in school.

Pupils with pierced ears are allowed to wear studs only. **Decorative earrings are not allowed.**

It is a County Council regulation that all jewellery, including ear keepers and studs must be removed for swimming lessons. Staff cannot be held responsible for the removal or insertion of such items prior to swimming or P.E. lessons. During swimming lessons, the wearing of goggles is forbidden unless under the direct orders of the child's doctor or Schools' Medical Officer.

Pupils are required to wear reasonable footwear. Trainers and pumps are **NOT** considered suitable for normal wear.

**Medicines** can only be administered to pupils on receipt of a **WRITTEN** request from parents. The parents of pupils with complex requirements for the administration of medication should see the Headteacher in order to discuss these requirements.

The fenced-off car park at the Coppice Avenue (Turkey Street) side of the school is reserved exclusively for delivery and staff vehicles and **THERE IS NO ADMITTANCE FOR PUPILS, PEDESTRIANS OR PARENTS' CARS except for those pupils with disabilities who have agreed usage of the car park.**

Access to school is either through the Turkey Street gate (across the bottom of car park), Manor Street entrance or across the Junior's playground from Alice Street and through the connecting gate into the Infants' playground (Infants), or via the respective juniors' playgrounds fronting onto Alice Street (juniors). After the start of the morning session, these doors will be locked to the outside and all visitors should enter the school via the school's **MAIN ENTRANCE** located on Turkey Street.

The school's **MAIN ENTRANCE** is at the top end of the Junior's (older pupils') playground via the door marked “GIRLS”. Immediately inside that door is the school's general office and reception area.

**HOME / SCHOOL AGREEMENT**

All parents are requested to sign a copy of the Home/School agreement. Copies are available from the school's General Office if not already received at the Induction Evening.

*IT IS ASSUMED THAT PARENTS SEEKING ADMISSION FOR THEIR CHILD(REN) TO PEEL PARK PRIMARY SCHOOL HAVE READ AND AGREE TO COMPLY WITH OUR EXPECTATIONS & THE HOME-SCHOOL AGREEMENT, WHICH HAVE THE SAFETY AND WELL BEING OF OUR PUPILS AT HEART.*

**Aggression towards other adults in the school community**
The Governors will not tolerate any abusive, threatening or aggressive actions or language towards staff. We expect interactions and communication to be courteous and respectful at all times.

AUTHORISED & UNAUTHORISED ABSENCES

In cases of absence, a letter must be sent or a telephone call made to school to explain the absence. Otherwise, the absence will be recorded as "unauthorised".

Absence is unauthorised when a pupil has:

- Been absent without explanation
- Has taken a holiday in term time which has not been agreed by the headteacher during the calendar year.
- Been absent through truancy.
- Been absent for an unjustifiable reason, even if condoned by parents, e.g. taken to get new shoes, visiting relatives, excessive minor illness complaints that are not felt to be genuine etc.

It is extremely important to inform the school of the reason for absence, to avoid it being recorded as "unauthorised"

Parents are also requested not to take holidays or extended breaks during school time as this has a detrimental effect on a child’s learning. Routine holidays are not authorised and parents must always make a request to the Headteacher before booking a holiday in term time.

If a child has 10 unauthorised absences or more this will trigger a fixed penalty fine from the courts. These are issued per child per parent and are currently £60.00 each if paid within 28 days.

Although the issuing of a fixed penalty fine is not something that the school takes lightly, your child's education is of paramount importance and missing valuable school time adversely affects education and learning. This last year we unfortunately issued 35 requests for fixed penalty notices. The penalty notices are issued by Lancashire County Council and fines paid go to them, NOT the school.

PUNCTUALITY

Parents, will, of course be aware of the fact that school regards any lateness as a source of disruption, which harms the education of all pupils in the affected classes and is in conflict with the aims that we share for this school. We ask that parents do everything in their power to ensure that pupils arrive at school on time every day, except when lateness is unavoidable and authorised. At Peel Park we follow up excessive lateness on a routine basis and expect parents to work with the school to address any concerns that we have.

PHOTOGRAPHIC AND DIGITAL IMAGES OF PUPILS
From time to time, photographic or digital images may be taken of pupils at work and play at Peel Park School. Such images may be displayed internally within the school, in local or national newspapers and on the school’s developing Internet web site (peel-park.lancsngfl.ac.uk).

The school will make every effort to ensure that such images are discreet and not of a nature that may be perceived to be of an interest to individuals with interests or intentions that would be unacceptable to the school and parents. However, such images may show full facial views of pupils.

Parents may object to their child’s images being displayed in such a way. We have a comprehensive e-safety policy which protects all children. Parents are asked to complete an e-safety consent form when they register at the school, detailing what images can be used.
SAFEGUARDING
We take the health and safety of all pupils as a priority and have comprehensive policies and procedures, including site safety to protect your child while at school. The school follows the procedures as laid down by Lancashire County Council on Child Protection.

Staff are aware of their responsibility to report their concerns especially around Child Protection. We have a pastoral manager, Mrs Lynda Askew and three other trained Senior Designated Persons in school. All staff receive induction training on Child Protection and regular annual training also takes place.

Peel Park Primary School will endeavour to support the pupils through:

(a) A curriculum that encourages self-esteem and self-motivation with activities and learning opportunities within PSHE, which will equip children with the skills they need to stay safe from abuse. Included also are materials which will help children develop realistic attitudes to the responsibilities of adult life.

(b) A school ethos which promotes a positive, supportive and secure environment where children are encouraged to talk and are listened to. Children are made aware of the networks that exist to support them e.g. Assemblies, Circle Time sessions, Worry Box. They are also given the names of adults in school, who they can approach if they are worried or in difficulty.

(c) Adopting a clear and consistent code of behaviour that recognises and separates the cause of behaviour from that which the child displays.

(d) Regular liaison with other professionals who support the pupils and their families.

(e) A commitment to develop productive, supportive relationships with parents whenever possible so long as it is in the child’s best interests to do so.

(f) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection issues.

Peel Park Primary School has separate, but related policies on Bullying, Intimate care, Behaviour Management and Care and Control, E-safety, Health and Safety, Supporting pupils with medical needs.

EDUCATIONAL VISITS

Local and national requirements for the planning of educational visits, as well as parents’ consent for their child(ren) to participate are now quite comprehensive.

Parental consent and the completion of an extensive form relating to the child’s medical details are now required for every occasion that the child leaves the school site as a participant in an “educational visit”. It is stressed that it is the duty of the parent(s) to notify the school of any changes in the child’s medical details and if necessary, complete a new form as the need arises.

For each new educational visit, parents will be required to sign a consent form which will confirm that the child’s medical details logged with the school are correct and up-to-date.

Under no circumstances will a child be allowed to leave the school site on an educational visit without the school having the parents’ written consent and the child’s up-to-date medical details.

High Expectations, Every Child, No Excuses!
CHARGES FOR SCHOOL ACTIVITIES

INTRODUCTION
This charging and remissions policy complies with statutory requirements, has regard to the Authority’s policy statements on charging and is reviewed on an annual basis.

CHARGING POLICY
Activities without charge.
There will be no charge for the following activities:
• Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
• Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
• Instrumental and vocal music tuition which is part of the National Curriculum in which the whole class engages with the KS2 Programme of music. (Wider Opportunities);
• Instrumental and vocal tuition for children in care;
• Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:
• Any children of parents who do not wish to contribute will not be treated any differently;
• Where there are insufficient contributions to make the activity viable then the activity will be cancelled.

Chargeable Activities
The school may recover the full costs of the following activities but charges will not exceed actual cost:
• Educational or other activities provided wholly or mainly outside school hours which are not:
  (a) Part of the National Curriculum;
  (b) Part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  © Part of religious education.
  (Such charged activities include sporting clubs, music tuition, etc)
• Board and lodgings on residential visits (subject to remission arrangements).
The residential Y5 visit to London is fully chargeable to parents.
The Y6 residential visit to Tower Wood is fully chargeable to parents.
• Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
• Cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
• Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents / carers.
• Day care facilities

SCHOOL UNIFORM

We ask that parents send their child to school in the school uniform, taking into account the comments made in the section on school rules.

Girls
Tartan or grey skirts only (not pinafore dresses)
Summer clothing for girls is a green checked dress
Grey trousers only
White polo shirts with Peel Park logo only in Infants
White shirt with tie in KS2
Green V sweatshirts or green cardigans with school logo
White or grey socks or grey plain tights
Red V sweatshirt/cardigan with Peel Park logo for Y6 only

Boys
White polo shirts with Peel Park logo only for Infants
White shirt with tie in KS2
Grey trousers or shorts
Green V sweatshirt with Peel Park logo
Red V sweatshirt/cardigan with Peel Park logo for Y6 only

PE kit for all is a white tee shirt and black shorts
No ear rings

All children should wear sensible, clean black school shoes. Trainers are not considered suitable footwear for school.

Uniform and clothing may be purchased from:
Tesco online
Whittakers
ABBEEY ST. SHOPPING CENTRE, 2-4 Abbey St.
Next to main post office.
Tel. 382076
**P.E. EQUIPMENT**

In addition to the above clothing, it is important that each pupil should have black plimsolls; black shorts and a white T-shirt. As many sports lesson take place on the school field or in the yard children also require an outdoor PE kit (tracksuit, trainers). A **drawstring bag** to hold this equipment should also be provided. Both the bag and its contents should be clearly marked with the pupil's name. Upper Junior pupils also require swimwear.

As we aim to take learning outside the classroom whenever it is appropriate, it would be beneficial if your child could leave a pair of wellingtons or old trainers in school.

**MARKING OF EQUIPMENT**

All clothing should be clearly marked. Please make sure that EVERY article which your child brings to school is marked with her/his full name. Nametapes are much the best method of marking articles of clothing, but names may be written on tape with indelible ink.

Each pupil's coat should have a hanging tab large enough to enable it to be hung securely on a hook.

**BEFORE/AFTER SCHOOL CLUB (PUPILS OF PEEL PARK SCHOOL - "POPPS")**

An independent after school club run by experienced, caring and fully qualified staff operates from the school's dining room each day from 8.00 a.m. to 8.50a.m. and 3.15 p.m. to 5.45 p.m. The same club also sometimes offer holiday care facilities. Further details may be obtained by contacting the manager, Mrs Jill Holbrook, on 07523 205650.

**SCHOOL CROSSING**

Parents are requested to ensure that wherever possible, their children use the school's crossing patrol on Alice Street; even when they accompany them personally.

**SCHOOL MEALS**

School meals cost **£11.00** per week (**£2.20** per day). Pupils are now offered a freshly prepared choice of food and parents are encouraged to consider these as the best lunchtime option. Payment is made in advance, through Parent Pay. **Arrears are not permitted.**

Applications for free school meals should be made directly to the Education Welfare section of the Area Education Office. Until the school has received authorisation for free meals, all meals must be paid for.

**ALL Foundation and KS1 children will be entitled to a free school meal.**

**SCHOOL MILK**
Milk is available for infant pupils only on payment of £12.00 per pupil per term. **PUPILS CAN ONLY BE GIVEN MILK IF PAYMENT HAS BEEN MADE IN ADVANCE.** Pupils eligible for free school meals are also eligible for free milk.

**FRUIT IN SCHOOLS**

All infant pupils are provided with one piece of fruit per day, free of charge.

**HEALTHY TUCK SHOP**

Junior children have access to a healthy snack and a tuck shop in the morning which offers a range of nutritious food including toast and drinks at a reasonable price.

**RELIGIOUS EDUCATION/CORPORATE ACT OF WORSHIP**

An assembly/thought for the day involving worship & reflection is held every day, either in classes, year groups, Key Stages or whole school. This is non-denominational and includes children leading the assembly. If parents object to their child participating in assemblies, a request can be made to have her/him withdrawn. Assemblies also include awards for good behaviour/work and trophies are given out each week.

Each class also has periods of religious education on its timetable. As with assembly, if parents do not wish their child to participate in religious education, the child can be withdrawn.

All requests should be made to the Headteacher in writing.

**PASTORAL CARE**

The Headteacher, Deputy and Assistant Headteachers and the respective class teachers are responsible for the general well-being of the pupils in school. Parents are welcome to come into school at any time to discuss problems, but it is preferable to make an appointment. Please appreciate that the Headteacher and the respective class teacher are not always available at short notice.

**Parents’ Evenings** are arranged where teachers are available to see parents at an arranged time. These are usually held in October and again in March/April before school tests take place. A report of achievement and general progress is sent to every parent in the spring and summer term. The school reports Baseline Assessment and National Curriculum levels for relevant age groups and these are assessed in accordance with statutory arrangements.

**SCHOOL NURSE**

Our school nurse is Kay Jones. She provides advice for parents, informal contact and is involved in personal social and health education. Her contact telephone no. is 01254 283960. Kay is also a valuable member of our team with regard to other professionals in the community.

**PARENTS IN SCHOOL**

Parents are very welcome to come into school. Many teachers welcome assistance in the classroom and parents may be engaged in a variety of activities e.g. hearing readers, art and craft, gardening, ICT.
Miss Whittaker is the person with specific responsibility for volunteer placements and any parents interested in helping in school should contact either her or their child’s class teacher in the first instance. Mrs Airey can also issue interested parents with the school’s booklet “Parent Helpers” and give them details of courses that are offered in school. Mrs Holt organises a wide range of activities and support for parents. Currently we provide:

Stay and Play, Stay and Cook, Family Seal sessions, ICT skills, coffee mornings, afternoon tea, curriculum evenings (reading, maths, SATS, behaviour support), SEN workshops, in addition to inviting parents to attend performances and assemblies.

**ROAD SAFETY EDUCATION**

The school will actively support the development of positive attitudes towards road usage. This will be achieved through the integration of appropriate road safety themes and topics into the curriculum. Our youngest children take part in “Right Start”, a scheme in which we take children out of school to show them how to safely cross the road. In addition efforts will be made to work in partnership with parents in order to further encourage safe practices on or near the road through the provision of relevant publicity materials and information.

**ECO – SCHOOLS**

Peel Park recognises the importance of caring for the environment. The school runs several recycling initiatives; paper, batteries, stamps, mobile phones, pens and felt tips. An active Eco - Committee monitors the use of energy in school and organises regular events to raise pupils’ awareness of environmental issues. The curriculum also introduces the children to local, national and global projects such as Fair Trade and UNICEF.

**PUBLIC LIBRARY**

There is a lending library in school and pupils are encouraged to participate in one of the schemes run by the Accrington Library. The Rainbow Book Club is for infant pupils, whilst The Reading Zone caters for juniors. Details can be obtained by calling the library on 872385.

Please encourage your child to join the Lancashire library, to borrow books regularly and to use them properly.

We have our own library clubs which run at lunchtime and older pupils are trained as pupil librarians.

**MUSIC**

The school seeks to provide as many opportunities as possible to develop skills and interests that are either not pursued in depth or cannot be provided for in the curriculum. There is a school choir which has an exceedingly good reputation and entertains the public at events both in school and elsewhere. They also compete annually in local music festivals.
SPORT

There are always a wide range of sporting activities taking place before, during and after school.

CLUBS AND ACTIVITIES
We have a wide array of clubs and activities for example:
An art club for Year 5 pupils is held after school every week.
A Maths club meets weekly for Infants.
Sign language club
An aerobics/dance class takes place at lunchtimes.
Literacy club Film Club
Drama clubs Lego
Netball Chess
Reading club Digital Leaders
Basic skills club
ICT club.
Gardening & allotment club

A variety of sporting activities is arranged for boys and girls from interested pupils who wish to represent the school at football, netball, cricket, fencing, orienteering, tag rugby, golf, rounders, gymnastics and athletics. Key Stage 2 pupils have a timetabled games lesson each week.

Pupils are invited to take part in these extra-curricular activities at lunchtimes and after school. Parents always receive prior notice if pupils are to take part in activities after school.

EQUALITY OF OPPORTUNITY

Equality is a key principle for treating all people fairly and creating a society in which everyone has the opportunity to fulfil their potential - irrespective of their gender, ethnicity, disability, religion or belief, sexual orientation, age or any other recognised area of discrimination.
We believe that equality at Peel Park should permeate all aspects of school life and is the responsibility of every member of the school and wider community. Every member of the school community should feel safe, secure, valued and of equal worth.
Peel Park School is committed to providing a working environment free from discrimination, bullying, harassment and victimisation. We will not tolerate discrimination or any form of bullying.
All members of the school community use appropriate language which helps all people to develop their self-esteem and does not cause offence to any particular groups or individuals.
Everyone is welcome at our school and visitors are treated with friendliness and respect.
Should any racial incidents occur these would be referred to the team leaders or members of the school leadership team. Racial incident forms are completed and referred to the Local Authority and the incident would be dealt with appropriately. Governors are also regularly informed about the nature and numbers of racial incidents.

Complaints procedures
We encourage all parents to make known any concerns early to the class teacher so that any emerging issues can be easily resolved. However if any parent has a serious complaint they should make it known to the head teacher. The school will always give serious consideration to concerns or complaints that are brought to its attention. However anonymous complaints will not normally be considered. In considering concerns or complaints we will ensure that they are dealt with effectively and with fairness to all parties. Most
complaints can be dealt with and resolved informally and the Governors have adopted a formal complaints policy and procedure for dealing with complaints that can go to a more formal stage to be resolved if needed.

The procedure is devised with the intention that it will:
- Usually be simple to use and understand
- Usually be possible to resolve problems by informal means
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly through the correct procedure
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur

The school extends a warm welcome to all new pupils and sincerely hopes that they will settle happily at Peel Park and enjoy every success here
Privacy Notice (How we use pupil information)

Data Protection Act 1998:
We collect and hold personal information relating to our pupils and may also receive
information about them from their previous school, local authority and/or the Department
for Education (DfE).

We use the pupil data:

- to support pupil learning
- to ensure their safety
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free
  school meal eligibility)
- Attendance information (such as sessions attended, number of absences and
  absence reasons)
- Assessment information
- Medical information
- Any safeguarding issues
- Any SEN information
- Behaviour issues /exclusions
- CCTV footage

Collecting pupil information
Whilst the majority of pupil information you provide to us is mandatory, some of it is
provided to us on a voluntary basis. In order to comply with the General Data Protection
Regulation, we will inform you whether you are required to provide certain pupil information
to us or if you have a choice in this.

Storing pupil data
We hold pupil data for as long as they are on roll or in line with government guidance on
retention of records.

Who do we share pupil information with?
We routinely share pupil information with:

- schools that the pupil’s attend after leaving us
- our local authority
- the Department for Education (DfE)
- External agencies such as Police, CSC and School nurse
Why we share pupil information
We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
We share pupils’ data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:
To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The National Pupil Database (NPD)
The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years’ census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.


The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:
who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department’s data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data
Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact The School Business Manager - bursar@peelpark.lancs.sch.uk.

You also have the right to:
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at https://ico.org.uk/concerns/

Contact:
If you would like to discuss anything in this privacy notice, please contact:

The School Business Manager - bursar@peelpark.lancs.sch.uk. 01254 231583

“Confident and independent learners”