

Shawlands Primary School

High Aspirations for All



INVESTOR IN PEOPLE

School Brochure 2005 - 2006

SHAWLANDS PRIMARY SCHOOL

Shawlands Primary School is a Local Education Authority Maintained School in Barnsley MBC.

Telephone: 01226 287177
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Shawlands Primary School
Shaw Street
Barnsley
S70 6JL

Headteacher: Mr J A Sawyer

Chair of Governors: Mr P Politano

THE SCHOOL DAY

Shawlands Primary School sessions are as follows:

Morning	9.00 am to 11.55 am for Key Stage 1 and 9.00 am to 12.15 pm for Key Stage 2 with a mid-morning break from 10.15 am to 10.30 am.
Afternoon	1.15 pm to 3.30 pm for all children with a mid-afternoon break from 2.15 to 2.30 pm.

The Nursery Department sessions are as follows:

Morning	9.00 to 11.30 am
Afternoon	1.00 to 3.30 pm

Welcome to Shawlands School.

This booklet has been prepared to help you and your child by explaining some of the workings and organisation of Shawlands Primary School. We welcome you most warmly and trust that your child's time here will be both happy and beneficial in every respect.

We aim to provide a learning environment, which is friendly and purposeful where every child can realise his or her potential in as many areas as possible. You can help us to achieve this by supporting the school and encouraging your child to have a positive attitude towards education. On entry, you will receive a copy of the Home-School Agreement, which sets out the ways in which we at school and you at home can work together for the benefit of your child. Please read it with your child and return the signed agreement to the school.

You are always most welcome to visit the school informally and see what goes on for yourself. If you wish to discuss any aspect of your child's education or development, please don't hesitate to contact us. Information relayed via other people, no matter how well meaning, can be unreliable and cause misapprehensions.

Shawlands Primary School is fortunate in having so many talented, caring and committed people among its staff, governors and parents. Please keep in touch with what is happening in your child's school. We view you as active partners and need your informed support for the future and the changes it will bring.

The School Site

Shawlands Primary School shares a seven-acre site with Holy Rood Catholic Primary School. It has its own playing field and large playground. The building contains seven classrooms, three carpeted quiet/shared areas, a large hall for physical education and assemblies, a dining room and a shared kitchen. The Nursery unit, which is attached to the school consists of a general-purpose room with wet area, carpeted area, cloakroom, toilets and outdoor playground.

Admission to the Nursery

The Nursery unit serves children within this community. Children are admitted as soon after their 3rd birthday as is possible, each child being taken chronologically from the waiting list.

They then transfer to school at the beginning of the term in which they are five. Dates of entry as follows:

Birthdays between:-

1 September to 31 December admitted in September

1 January to 31 August admitted after the Christmas holiday

Attendance at Shawlands nursery does not guarantee a place for your child in the main school.

Admission Arrangements to Shawlands Primary School

It is essential to register an interest in a place for your child at the school. You will receive a booklet issued by the LEA in the Autumn Term of the year before your child starts school. This booklet contains an application form, which you should return before the closing date of November in the school year before she/he will start school. Children transfer to school at the beginning of the Autumn Term and the Spring Term. Dates of entry as follows:

Birthdays between:-

- 1 September to 31 December admitted in September

- 1 January to 31 August admitted after the Christmas holiday

The admission limit, which is determined by the LEA is 30 children in each school year. If the number of applications exceeds this number, the LEA will determine which of the applicants receive places.

You are welcome to visit the school at any reasonable time, by arrangement with the headteacher. A meeting for parents of new children is always held towards the end of the term before your child starts so that you can meet the teacher who will explain her/his role and answer questions. The school has no particular religious affiliation.

During the coming year there will be approximately 210 children in the school and a further 52 part time children in the Nursery.

Absence, sickness and medical matters

Regular and punctual attendance is vital if a child is to progress at school. If your child is absent for any reason please telephone to let us know. When your child returns to school the teacher will give him/her an absence note for you to fill in. We are required by the LEA to have written notification of any absence.

Children who arrive more than ten minutes after the bell will be marked late. When your child has to leave school during the day to see a doctor or dentist, for instance, it is essential that you collect him/her. Children are not allowed to leave the premises during the day unless they are collected by a parent or other authorised person.

You will be asked to fill in a form containing important information about contact address and telephone numbers during the day in case of accident or illness. Normally you will be contacted if we feel your child needs urgent medical or other attention. In the event of real emergencies, the school will act in 'loco parentis' and hospitalise your child if this is felt to be necessary. We are aware of our responsibilities to children and will take all precautions to ensure their safety.

The youngest children receive a school medical examination, where hearing and eyesight are checked. You have a right to withdraw your child from this medical inspection.

Please note that we are not allowed to administer any medication in school unless it is prescribed by a doctor and parents have completed a form, which they have given to the headteacher. Children should not keep medication themselves in bags or in coat pockets. If a child needs to use an inhaler, the class teacher should be informed and the inhaler given to her/him for safe keeping and ready access.

The School Curriculum

The curriculum in Shawlands Primary School is based on the National Curriculum and aims to address the needs of every child as an individual. Our specific aims are:

- To provide a challenging yet supportive environment to stimulate, maintain and develop a lively, enquiring mind.
- To encourage all pupils to reach their full potential in all aspects of their development.
- To develop in pupils a sense of moral values to enable them to become responsible citizens in society, respecting people's property, ideas and beliefs, irrespective of race, gender, disability or academic achievements.

- To develop in pupils a positive attitude towards themselves.
- To develop positive attitudes towards and concern for the environment.
- To offer a broad and balanced curriculum to all children, facilitating the ability to acquire knowledge, the skills to learn and the talent to become active, confident and responsible members of society.
- To develop a school community, which values its members and which encourages mutual respect, concern and truthfulness.
- To foster a close relationship between the school, children's homes and the community.

These aims will be achieved through the curriculum offered in school and through the relationships between children, staff, parents, governors and the local community.

The school curriculum comprises of:

Religious Education – unless parents request otherwise.

Core subjects	-	English Maths Science Information and Communication Technology (ICT)
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Foundation Subjects		History Geography Music Physical Education Art
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Personal, Health and Social Education (PHSE) and Sex Education are also taught.

The teaching in our school is divided into three Key Stages.

The Foundation Stage includes Nursery and Reception age children.

Key Stage 1 is for children in Classes 1 and 2 (age 6 and 7).

Key Stage 2 is for children in Classes 3, 4, 5 and 6 (age 8 to 11).

Teaching is mainly class based, but from time to time children may be taught in bases outside their own classroom allowing for small group work or for specialist teaching.

Children's progress is assessed regularly and formal assessments take place in May each year. At the age of 7 and 11 these assessments are based on nationally reported tests, the results of which appear in the appendices at the end of this prospectus.

As children enter Key Stage 2 they are offered the opportunity to have tuition in a musical instrument taught by a visiting teacher from the Performing Arts Development Service. This tuition is currently being offered in brass and lower strings.

During the year special weeks are organised to enhance the curriculum. In the past these have included an Arts Week, a Science Week and a Sports Week. At the end of each term we usually put on a performance of some sort in which children have the opportunity to perform in groups or as individuals. In addition to these we participate in many extra activities to offer width to the normal curriculum, including visits from school and visitors to school. At the upper end of Key Stage 2 the children

have the opportunity to participate in residential visits. In recent years these visits have included:

Winmarleigh Hall in Lancashire
Scout Dike Outdoor Activity Centre, Penistone
The Earth Centre at Doncaster
Castleton Youth Hostel

Behavioural Issues

We believe that from the earliest age, children should be encouraged to exert the fullest degree of self-discipline. Acceptable standards of behaviour in and outside school are based on safety and respect for one another. Differences are usually resolved by talking about them and if punishment is ever necessary, it usually consists of loss of playtime or privileges. We have basic rules, which are displayed on classroom walls. These aim to ensure the happiness and security of all our children.

If any child's behaviour gives continued cause for concern, we will contact the parent to see if together we can find some reason for the poor behaviour and attempt to deal with it jointly at home and at school. In such a situation, it is essential that home and school are in close touch with each other and, hopefully, they share the same aims.

In the case of persistently disruptive or aggressive children, suspension or ultimately, exclusion, may be used as a last resort. If such a situation occurs, parents have a right of appeal to the governing body who make the final decision in these matters. No form of corporal punishment is used in any school in Barnsley.

Helping your child at school

Most children have acquired a vast fund of skills, knowledge and attitudes in their first few years because of the love and encouragement of their parents. Please don't feel that your role has come to an end when your child starts nursery or school. We have to work together if we are to bring out the best in your child. Give him/her as many different experiences as you can, even if some of them are time consuming or messy. Encourage their independence, allow them to solve some problems for themselves, even if it is quicker to do it yourself!

We expect children to work hard at school. Like you, they may want to relax when they come home. A balance of work and play is vital to the child.

Parental Involvement in School

If you would like to be involved in school and have some time to spare, please speak to your child's class teacher. We can nearly always make good use of any offers of help in the classroom, with sports or out of school visits. We would also be especially grateful for your help if you have a particular interest or skill and would be happy to talk to a group of children.

Parental Consultations

Formal parents evenings are held three times each year: usually one per term. The autumn term meeting is that opportunity for you to inform the teacher of relevant matters regarding your child and the teacher will give information on what will be taught in the year, homework arrangements and foci for the topics taught. The spring term meeting, usually held in January, is a sort of "halfway report", where the teacher

will report about progress and where you can discuss together the strategies to be used for the remainder of the year. **This is a very important meeting and we hope that all parents will be able to attend.** The summer term meeting is to discuss the School Report on the progress made by the child and to hold general discussions on strategies to be employed for the future.

If and when the need arises arrangements can be made for parents to meet their child's teacher at the end of the school day. Such arrangements are usually made through the headteacher.

Religious Education and Collective Worship

As a state school we have no particular affiliation to any church or other organisation. The teaching of religious education and daily act of worship are a legal requirement of schools. The content of religious education is determined by the Barnsley Agreed Syllabus, which reflects a multi-faith approach. Religious education in a primary school often takes place as part of an integrated topic, which might include many subjects.

Assemblies for Collective Worship are held every day and are usually related to what is happening in the school, the time of year, world events, etc. Songs or hymns, which are broadly Christian, are sung in assembly. One of the greatest values is for children to begin to understand their belonging to the school as a whole and their place in it. Parents' Assemblies are held regularly. At these assemblies, attended by all children, we celebrate birthdays and make presentations.

Secondary School Links

The majority of our children transfer to Holgate or Kingstone schools with whom we have many formal and informal links. Regular meetings are held between the Secondary schools and their feeder schools to discuss the curriculum and ensure some continuity. Children in Y6 are visited by secondary staff and also spend a day in their chosen secondary school in the summer term. Parents of Y6 children are invited to parents' evenings at both secondary schools and both schools give a presentation evening for parents and Y6 children at Shawlands during the autumn term.

Sex Education

The decision to include sex education in the school curriculum rests with the governing body, which also approves the content of any sex education undertaken. The LEA and the school are required by law to ensure that sex education, "is delivered in such a manner as to encourage pupils to have due regard of the moral considerations and value of family life."

Any person or body taking decisions regarding sex education also has a statutory duty to take note of the views of parents and the community.

Sex education has the following aims:

- To enable children to develop caring interpersonal relationships.
- To foster a sensitivity and respect for others.
- To develop a sound and thorough knowledge and understanding of our own bodies.

- To encourage enquiring and critical attitudes towards personal relationships, sexuality and family life.
- To assist children in protecting themselves against physical abuse.

We try to view sex education as an integral part of the school curriculum by not isolating it, and by answering questions honestly and in a manner appropriate to a child's stage of development. Sex education usually forms a part of a larger topic on some aspect of health education or personal and social education. As children get older, the sex education offered to them becomes more specific. Parents are always given the opportunity to preview videos or other materials before they are used with children.

It is important to recognise that children of the same age are at very different stages of knowledge and development. For this reason it is always made clear to children that they are free to ask anything privately if they wish.

Special Educational Needs

Though we try to see all children as having individual needs, there will inevitably be times when some children will need specialised help with some areas of learning. Special needs are hopefully identified as soon as possible after entering school and parents are involved in all discussions from the earliest stages. In nearly all cases children with special needs can be catered for at Shawlands with help and advice from specialist support teachers, advisers and educational psychologists. The Special Educational Needs Co-ordinator is Miss J Prigmore. The Special Needs Governor is Mrs P Adcock

If there are any issues regarding Special Needs parents should, in the first instance, contact the school to make an appointment with the headteacher.

Staff

Teaching staff:	Headteacher	Mr J Sawyer
	Deputy Head	Mrs J Thickett
	Yr 6	Mr J Baker
	Yr 5	Mr D Lucas
	Yr 4	Mr B Winder
	Yr 3	Mrs S Gilroy
	Yr 2	Miss J Prigmore
	Yr 1	Mrs L Holliday
	Reception	Mrs J Price
	Nursery	Mrs C Dean
	Part time	Mrs S Ibbotson
Nursery Nurses	Miss L Hepworth, Miss A Williamson	

Teaching Assistants Mrs S Clark, Mrs W Lindsay, Mrs S Watson
 Mrs L Isles, Miss S Clarke, Mrs P Taylor, Mrs M Gibbs

School Admin Officer Miss L Barradell
 Clerical Assistant Mrs A Asquith

Caretaker Mr D Lownds

SMSAs Mrs S Auty, Mrs S Mills, Mrs S Roberts,
Mrs K Roantree, Mrs D White

Governors

The Governing Body is made up of three representatives nominated by the local authority, four elected parent representatives, one elected representative of the teaching staff, one non-teaching staff representative, three members co-opted by the other governors and the Headteacher.

Governors:

Mr P Politano Chairman	LEA Representative
Mrs T Adcock	Co-opted Member
Mrs J Dickinson	Co-opted Member
Mrs C Hadfield	Co-opted Member
Mrs J Brookes	Parent Representative
Mr R Prigmore Vice Chair	Parent Representative
Mrs A Reavill	Parent Representative
Mr A Mayo	Parent Representative
Miss R H Rees	LEA Representative
Mrs J Thickett	Teacher representative
Mrs S Auty	Non-teaching Staff Representative
Mr J A Sawyer	Headteacher

The Clerk to the Governors is the Director of Education.

The Governors meet regularly and have wide ranging responsibilities. There are sub-committees of governors to deal with personnel, finance, premises and curriculum.

The governors make many important decisions affecting the school and in the summer term they send a report to all parents explaining what they have done during the year. Parents are then invited to a meeting to discuss the report, which is held in the Summer Term annually.

In Conclusion

We try very hard to treat your child as an individual. If you are concerned in any way about your child, then please come and talk to someone at school. Similarly, please keep us informed of any changes, for instance, in personal circumstances. We will always listen and can sometimes offer practical help.

We believe that the process of education is based on a partnership between home and school. We need you as much as we hope you need us.

This booklet is only an introduction to Shawlands School, if there is anything further you would like to know please come and ask or spend some time in the school.

If you feel we have left anything important out of this booklet, please let us know so that we can include it next time.

Appendices

A Family Holidays in Term Time

The basis of the LEA policy comes from the Education (Schools and Further Education) Regulations 1981 Act. Regulation 12. and by The Education (Pupil Registration) Regulations 1995 Act. Contained in these regulations there is a **discretionary power** for leave to be granted for the purpose of an annual family holiday or an annual holiday in term time. Only in **exceptional circumstances** may the amount of leave granted exceed (in total) more than two weeks in any academic year.

Leave of Absence will not be considered in the following periods or circumstances:

- During September or between the end of February and the end of SATs.
- In between February and May half terms for pupils in Years 2 and 6 due to the timing of SATs.
- For more than ten days in any one school year.
- If on granting the request, the pupils attendance rate falls below 92% (15 days).for the year in question and the previous year. This is the current trigger level for consideration to issue a Penalty Notice for poor school attendance.
- For day trips and long weekends.

Leave of absence will be granted **in exceptional circumstances** outside the above only after consideration of the following:

- Whether the parents are restricted in terms of leave from their employer. (Parents will be required to bring a signed letter from the employer to support the request for leave of absence.)

- The nature of the trip
- Where the visit is to members of the family living overseas. (Discussion should take place with the school on the most appropriate time to arrange such a visit.)

Requests for leave of absence must be submitted on the official school form, a copy of which is available from the school office.

B Charging and Remissions

The whole subject of charging and remissions is quite complex. Put, very simply, the situation is that some activities which take place at school can only happen because parents make some contribution to the cost.

It is obvious that if sufficient voluntary contributions are not received, the activity will not be able to take place.

In practical terms, if the cost of any activity offered to your child causes problems for you, please speak in confidence, to the class teacher or Headteacher. We can usually work out a solution.

In the case of damage to school property or equipment, our policy is to ask for a contribution towards repair or replacement in cases where the damage was deliberate or wilful.

C Clothing

The school uniform is as follows:

Sweatshirt/jumper/cardigan	- navy blue
Trousers/skirt	- navy or grey
Shirt/blouse	- pale blue or white
Tie	- Royal with gold diagonal stripes.

For PE children wear a white T Shirt and black or navy blue shorts. Shirts with aggressive slogans are not acceptable for school.

It is possible to order sweatshirts, polo shirts etc, with the school logo. Please contact the School Administrative Officer, Miss Barradell for details. School ties may also be purchased at the school office at any time.

PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME.

We have a policy of wearing indoor shoes in school. The best and safest type are the black elastic sided pumps which are quite cheap to buy. Slippers particularly the large fluffy toy type are highly unsuitable both for the health of the children's feet and also for safety as they are likely to trip up and cause an accident.

Any lost property is first taken around the school, and then put in a basket in the PE store unclaimed lost property is usually disposed of at the end of the term.

D Child Protection

Changes in law, notably the Children Act (1989), mean that staff in schools have a duty to report any concerns that they may have that any child may be suffering

significant harm, particularly as a consequence of possible abuse. It is a Department for Education requirement that each school in the country nominates a member of staff who will have special responsibility for Child Protection. In this school that person is Mr J A Sawyer.

The school has a policy on Child Protection, which has been agreed by the Governing Body, Mr P Politano is the Child Protection Governor. As a school, we have close contacts with the School Health Service, and the Police, any or all of whom may become involved if abuse is suspected or alleged.

The school has a responsibility to collate basic information such as who has parental responsibility for a child, and to pass this information to the relevant agencies if so requested. In the event of an investigation into possible child abuse, the school has a duty to cooperate with the investigating agencies to the best of their ability to promote the welfare of the child. Whilst the school will always attempt to work in partnership with parents, and try to ensure that parents are fully informed of, and participate in, any action concerning their child, if there is a conflict of interest, the welfare of the child must be the paramount consideration.

Should you wish to discuss Child Protection and the safety of your child, or indeed, any other topic involving your child, please feel free to contact the school.

E Complaints Procedure

We hope that most complaints will be dealt with informally by discussion with the class teacher or Headteacher. If you wish to bring something to the attention of the Governing Body, please contact the parent's representatives. (see list of governors elsewhere in this booklet).

There is a statutory procedure to be followed in the case of a complaint, which is not resolved informally. The Education Office at Berneslai Close will supply you with details of the procedure on request.

F Equal Opportunities

It is our aim that all children realise their potential in as many areas as possible. As a school, we try to respect everyone in it and attempt to create a climate in which self respect and respect for others will flourish. This will be achieved through our Statement of Principle which is reproduced below:

This school recognises that some people have to struggle against discrimination in our society.

We want Shawlands Primary School to be a place where all children have the right to be included, to feel safe, to feel happy and to realise their full potential

All children have equal access to all areas of the curriculum.

We would like children to feel confident and able to question and challenge any areas of discrimination to themselves or others.

We aim to meet their individual needs with regard to gender, level of ability or disability, cultural, religious and social backgrounds.

All children are encouraged to respect themselves as well as other people and to understand and value the diversity of our society.

It is important to recognise that we all have much to learn in this area, and as ever, we welcome your active support.

G Jewellery in School

The policy of the school is that no item of jewellery should be worn during the school day, with the following exceptions.

1. watches may be worn
2. items of jewellery may be worn for religious reasons
3. ear studs may be worn to prevent the closure of the hole.

The Governing Body and Staff of Shawlands Primary School cannot be responsible for:

- loss or damage to any item of jewellery worn by a child
- injury to a child caused by the wearing of jewellery by that child.

The advice of the Local Education Authority is that no item of jewellery should be worn in PE lessons. Staff are not allowed to remove studs from pupil's ears in order that they may safely take part in PE lessons. It is the responsibility of the child so to do. The use of adhesive dressings, adhesive tape or any other material over studs or rings, in an attempt to protect pupils whilst wearing them for PE, cannot be sanctioned by the Health and Safety Unit or the school.

H Money and Valuables

If children bring money to school to pay for school meals, trips, photographs or music tuition, please send it in an envelope (recycled will do) with your child's name, class and purpose clearly marked. Staff and governors can not accept any responsibility for money or personal belongings lost or damaged on school property.

I Road Safety

The school does not currently have a School Crossing Patrol Warden on Shaw Street. Please assist us in making the crossing of Shaw Street safe for all by being considerate when parking. If you bring or collect your child by car, PLEASE don't park on the yellow lines outside the school gates. It is not only illegal, but creates a dangerous situation for children arriving at or leaving school.

Road safety education is a regular feature of assemblies and discussions in class. The most powerful influence on your child however is probably the example you set as a parent or carer.

J School Meals

School lunches are cooked in the kitchen shared by our school and Holy Rood. The food served is from the Young Encounters selection, and consists of a choice of a traditional school meal, fast food and sandwiches. The current cost is £1.50 per day. To keep clerical work to a minimum and for security purposes, it is appreciated if you **send the correct money in a named envelope/bank bag on Monday morning.**

The children are supervised in the dining room and the playground by five school meals supervisory assistants.

If you think your child might be entitled to free school meals, please contact the Welfare Officer at Berneslai Close, sometimes free meals can be granted temporarily by the school in times of hardship or difficulty.

K School Milk

Milk may be purchased on a termly basis, the current cost is £6.00 per term payable at the beginning of each term. If you need advice about the school milk please ask.