

WELCOME TO OUR SCHOOL

Thank you for your interest in Leftwich Community Primary. We hope that this prospectus will give you and your child lots of useful information about our school.

Leftwich Primary is a happy and friendly school where children, parents and teachers work closely together. We hope that parents and carers will feel just as much part of the school as their children. We strongly believe that working in partnership with parents will be of maximum benefit to their children and help them progress.

Leftwich has a wonderful atmosphere which is calm, hard working, exciting and full of quality learning. We have a fantastic team of teachers and teaching assistants who provide a very high standard of education and care, and a community of pupils who care and respect one another and who have great attitudes towards both work and behaviour.

Throughout the building the quality of work on display demonstrates the value placed on every child's efforts; the high expectations we have of them; the standards achieved in their work; and the enormous pleasure that everyone gets from working in an atmosphere where achievement and success is celebrated and is attainable by all.

We all work hard, love what we do and always strive to do our best. Come and visit us and see for yourself why our school is so special.

Lynn Guy and Claire Harrison : Headteachers



OUR SCHOOL'S ETHOS AND VALUES



At Leftwich Community Primary School we value the potential and contributions of all and grow together to achieve excellence and success.

Our Vision

At Leftwich Community Primary School we value the potential and contributions of every individual, whilst inspiring pupils to develop lively and enquiring minds.

We provide fun and stimulating learning opportunities in a happy, healthy, caring and vibrant environment.

We build relationships and develop self-esteem within our school and the wider community, encouraging respect and a sense of belonging.

We create experiences that develop life- long skills to equip everyone to face challenges with confidence.



Our vision for our children at Leftwich Community Primary School:

Knowledge

- To know right from wrong
- To know their own strengths and weaknesses and how they can make a unique and positive contribution
- To know how important their education is and what it can lead to

Skills

- Be literate and numerate
- To communicate well and interact positively with the world
- Be able to adapt to change and learn from success and failure

Attributes

- To be confident and resilient in themselves
- To be compassionate and respectful towards others
- To be realistic and wise in their decisions.

Our Golden Aims

Love of Learning

Excellence

Fairness

Teamwork

Working Hard

Independence

Confidence

Honesty



What Ofsted said about our school:



- *The school is exceptional led by a head teacher who is determined to ensure that the school continually improves.*
- *Teachers have very high expectations of pupils and ensure that learning is both interesting and engaging.*
- *Teachers plan activities which engage and excite pupils of all abilities and challenge them to achieve the very best of their ability.*
- *The behaviour of pupils is good. Pupils are polite, welcoming and inquisitive and enjoy coming to school.*
- *Pupils say that they always feel safe and well cared for... because of the school's good system of care and support.*
- *Very positive relationships between staff and pupils encourage pupils to feel safe and happy.*

The latest Ofsted report can be found at www.ofsted.gov.uk

Governing Body

Our Governing Body consists of :

Mrs K Allen	-	Chair
Mrs J Hilton	-	Vice Chair
Mrs L Guy	-	Acting Head teacher
Mrs D Rees	-	Non-Teacher Rep
Mrs Scott	-	Teacher Rep
Mrs Z Crellin	-	Parent Rep
Pastor D Williams	-	Co-opted Gov
Miss J Dunn	-	Co-opted Gov
Dr D Lundie	-	Parent Rep
Mrs J Chambres	-	Parent Rep
Miss C Shaker	-	Parent Rep



Overview Of The Curriculum



The National Curriculum subjects include English, Mathematics, Science, Computing, History, Geography, Design Technology, Art, PE and Music and Modern Languages. In addition to these, children are also taught Religious Education and Personal, Social, Health Education (PSHE). Subjects are taught to teach specific skills, knowledge and understanding and are also linked under a theme or topic to embed them within the curriculum.

At Leftwich we firmly believe children achieve their best when they enjoy their learning experience. We have a rich and creative curriculum in which subjects are taught through a range of exciting, stimulating themes and where learning is taken outside the classroom. Some topics we have recently enjoyed are; Crocodiles, The Amazon Rainforest, The Stone Age and Anglo Saxons.

Children of all ages take part in fun themed days, school visits and creative arts weeks to support their learning.

More detailed information about our curriculum can be found on our website in the Parent Information section.



Who's Who?

Acting Head teacher : Mrs Lynn Guy

Currently Lynn has the role of acting head teacher, ensuring that Leftwich continues to thrive. Lynn has worked at Leftwich for 15 years and is the Special Needs Co-ordinator within school working to ensure that all children have equal access to the wider school curriculum. She is also responsible for safeguarding throughout the school.

Reception Teacher : Mrs Kate Grimson and Mrs Karen Dutton

Karen is the Science co-ordinator, ensuring that Science is at the forefront of the curriculum. In her role as Early Years and Key Stage 1 coordinator she maintains strong links with Small World (the school's on site pre-school) to make the transition from pre-school to primary as easy as possible.



Kate has taught at the school for the last 20 years and has a vast range of experience with Reception children.

Year 1 Teachers – Mrs L Stewart and Mrs N O'Neill

Louise has just completed her first year at Leftwich, bringing with her a wealth of experience from her years teaching in France and London. She is responsible for co-ordinating History and Geography for the infants.

Natalie is returning from maternity leave, to share the teaching within the year 1 classroom. Natalie has taught at Leftwich for 3 years, and is the co-ordinator for design and technology.



Year 2 Teacher – Miss J Heath

Jayne is in her second year at school and is the Maths Co-ordinator. Maths has, in recent years, shown a dramatic improvement throughout school, and Jayne is at the forefront of ensuring this success is maintained.

Year 3 – Miss Sarah Oldham / Mrs Sarah Campbell



Sarah Oldham is our PE subject leader and makes sure that the school is involved in as much healthy activity as possible. She arranges a wide range of activities from extra-clubs and competitions to sport related visitors to school.



Sarah Campbell is the Computing co-ordinator who makes sure that the children are exposed to the newest technology and that computing is incorporated into all areas of learning. She also raises the profile of on line safety throughout school.

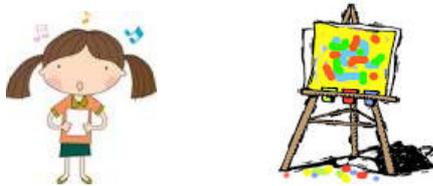
Year 4 – Mrs Helen Scott

Helen Scott is the co-ordinator for Key Stage 2 and the English co-ordinator.

In her role as subject leader for English she develops good practice and ensures that high standards are maintained in reading, writing and phonics.



Year 5 – Mrs Suzanne Wood



Suzanne is the subject leader for Music and the Arts in school. She currently runs the school choir and Year 5 orchestra. Suzanne also sings with a local teachers' choir with her colleague Helen. Suzanne ensures our curriculum has many opportunities for children to develop their skills and knowledge about all aspects of the Arts.

Year 6 – Mrs Sarah Ozturk

Sarah has taken on the role of Year 6 teacher. This year she will be leading Geography and History in Key Stage 2 and supporting Mr Robinson with running netball and hockey clubs.

Teaching Assistants

There is a high level of teaching assistant support throughout the school providing intervention programmes and classroom support. All the teaching assistants have a wealth of teaching experience, help with after school clubs and are first aid trained. Two of our teaching assistants Bev Akers and Sharon Barton are trained as Higher Level TA's and cover PPA time for the teachers.



Admissions

Reception Children in September



Our admissions into the Reception class are organised by Cheshire West and Cheshire Council. Parents must complete an online or postal application in the year before their child is due to start school.

Once parents have received notification that their child has a place at our school, they are invited to an open morning in the term before their child starts to meet the teachers. Parents who cannot attend this open day have the opportunity to visit the school for a tour before their child formally starts in class.

In September all Reception children spend two weeks attending school either in the afternoon or the morning, to make the transition to school less daunting.

Admissions during the School Year

It is important that, if you are thinking of moving your child from another local school to Leftwich Primary midway through the year, you discuss this with the head teacher from your present school before you approach us.

Once your current head teacher has been informed, parents must complete an in-year application form which is available from the school office or from the website. Parents will then be notified whether or not there is a place available. If there is a place available, we will be pleased to see you and give you a tour of the school. At this point appropriate uniform can be ordered and we will contact your present school for any useful information.

Pupil, Eco and Sports Councils

At Leftwich the children are central to the school moving forward.



We have an active Pupil Council who lead the way with fund-raising initiatives and school developments. Two representatives from each class are elected by their peers at the beginning of the school year; a Chair and Vice Chair are then elected by the council.

This year we are continuing to work hard in our school garden and our Eco Committee continue to work towards achieving the Eco-Schools Award. Our Eco Code is to :

Collect mobile phones, ink cartridges, stamps, clothes and textiles and put them in our recycling bins.

Always turn off lights and taps when you have finished using them.

Recycle, reduce and reuse as much as you can.

Everyone should be involved in picking up litter and keeping the school clean and tidy.

Follow these simple rules to show that you **CARE** about your school.



We also have Sports Council which is headed up by two Bronze Ambassadors, one each from Year 5 and 6. This council helps with activities to promote sport within school by running competitions and running media promotions on certain events such as Sports Day and High School Festivals.

Homework

Children of all ages are expected to read at home, learn letter sounds, spellings, number bonds and times tables on a daily basis. Further homework is also provided which, as the children approach the end of Year 6, becomes more demanding in preparation for their move to High School. Pupils in junior classes have home/school diaries in which to record their homework and provide a means of dialogue on the subject between parent and school.



Behaviour and Code Of Conduct

Philosophy and aims

Our Behaviour and Discipline policy is rooted in the belief that all members of the school, regardless of age, race, colour, religion or disability:

- Are of equal value as human beings
- Have a valuable contribution to make to the life of the school
- Are responsible for their own actions

Our belief is that teachers should be able to teach, and children able to learn, in a safe and ordered environment. Bad behaviour disrupts these processes. Our aim is to actively encourage and celebrate good behaviour. To achieve this we regularly review our approach to behaviour and discipline.

Good behaviour and discipline stems from a partnership between home, school and the child. It is the responsibility of everyone connected with our school to ensure that behaviour management is consistent and appropriate. We value our links with the community and partnerships with parents.

Throughout the school we encourage, reinforce and acknowledge good behaviour with a variety of incentives. Where necessary we modify inappropriate behaviour with positive reinforcement and a variety of sanctions.



Rules

- 1 Be thoughtful in their work and play and not upset others with their words and actions
- 2 Be polite and helpful and do what they are asked the first time
- 3 Always try to do their best
- 4 Move around the building sensibly
- 5 Look after our school, both inside and out

We have a clear code of conduct based on a balanced combination of rewards and sanctions delivered in a positive atmosphere.

Houses and House Point System

Every child belongs to a house (red, yellow, green or blue). House points are awarded for effort, achievement and good behaviour both in class and during playtimes. Midday Assistants play an integral role in the recognition of consistent good behaviour and weekly certificates are awarded for polite behaviour and good manners during lunchtimes.

House captains count points weekly, and the house with the most points is celebrated as 'House of the Week' during Achievement Assembly on Friday afternoons. Additionally, the children attend termly House Meetings to encourage one another and discuss initiatives.



Achievement Assembly and Achievement Certificates

Each week teachers select a child to be 'Star of the Week'. The Head teacher awards children with their certificate during the Achievement Assembly and their classmates share the star's achievements for the week.

Positive comments about the star are recorded in special books in the classrooms. In Key Stage 2 (the juniors) awards are also given to children for progress and effort in writing, reading, science and maths.

Golden Time

Golden time is the reward scheme linked to the 'Golden Rules' used in each class.

In every class each child begins the week with approximately 30 minutes of 'golden time'. This period of time is set aside from the timetable during the week for children to engage in different activities (suggested by the teacher or chosen by the children).

If a child disregards a 'golden' rule, then he/she loses a part of his/her golden time (ranging from 1-5 minutes across the age groups) and must sit apart from the rest of the class for that period of time. They may then join in with the activities.

Sanctions

When behaviour problems occur, we always try to listen and endeavour to establish the facts but this is not always an easy matter. Only when we are certain of the facts can we then judge and then we must apply rules firmly and fairly. All teachers record more serious incidents of poor behaviour in behaviour logs which are kept in classrooms.



Parental Involvement

The level of communication between parents and staff means that teachers are able to use their professional judgement as far as individual children and incidents are concerned. If a child's behaviour warrants discussion, then one of the following methods may be used:

- An informal conversation after school
- Parents may be asked to come in before/after school
- Discussions may be held involving parents, teacher and child
- Regular communication may be arranged

Recording

Teachers may feel it necessary to keep a record of recurring behaviour in their diary or on a planning sheet in order to identify an emerging pattern or to inform future discussions with a child and/or parent. In instances of repeated poor behaviour, where there is a particular concern, teachers are asked to keep a written record. Where possible, this takes the form of a home/ school report book which ensures partnership with parents and carers.

Exclusions

A decision to exclude a pupil from this school will only be taken:

- In response to serious breach of this school's discipline policy;
and
- If allowing the pupil to remain in school would seriously harm the educational welfare of the pupil or others in the school.

At Leftwich Primary we take a very serious view of incidents of this type and in extreme cases the head teacher has the power to exclude for a fixed period of time or permanently.

If a pupil's behaviour leads to exclusion we will follow guidelines provided by Cheshire West and Chester Council and parents will be informed of actions taken.

Bullying

At Leftwich Primary we regard bullying as particularly serious and always take firm action against it. We feel that everyone connected with school has a responsibility to ensure that any instances of bullying are reported immediately. Children must be secure in the knowledge that it is 'ok to tell' and feel confident that appropriate action will be taken. All incidents will be taken seriously and investigated as soon as possible. In order to prevent or deal with bullying we will always endeavour to observe, listen, investigate and then act to solve problems of this kind in a direct and positive manner.



Home/School Agreement

The School	Parents and Carers	Child
<p>We will support children in achieving their best and enjoy school by :</p> <ul style="list-style-type: none"> • Setting and expecting high standards of learning and behaviour • Working to achieve the aims and vision for the school • Treating all children fairly • Planning enjoyable and interesting lessons which enable all to succeed • Listening to the views of children, parents, carers and the wider community • Working with Governors and staff to maintain high standards and a philosophy of continuous improvement • Monitoring our performance and targeting improvement 	<p>I/we support the learning and education of our/my child and the work of the school by :</p> <ul style="list-style-type: none"> • Ensuring he/she attends school on time each day • Ensuring he/she comes to school well rested and well fed • Ensuring he/she wears the correct school uniform and does not wear jewellery, or have unacceptable haircuts. • Reading with him/her at home and supporting home learning through the use of the reading/ home –school diary • Supporting school rules, policies and procedures • Supporting my child with his/her learning and encouraging him/her to try new activities • Ensuring my child brings the correct equipment to school • Supporting the school's health and environmental policies • Keeping the school informed of things that may affect my child's learning • Working in a spirit of collaboration with the school for the benefit of my child 	<p>I share responsibility for my own success in school alongside my teachers and parents by:</p> <ul style="list-style-type: none"> • Following school rules • Taking care of school equipment, inside and outside • Letting other people work without disrupting their learning • Reading at home regularly • Complete any homework to the best of my ability • Working hard in school • Asking for help when I need it • Taking care of my own belongings • Tidying up after myself • Taking letters home • Not wearing trainers • Not wearing jewellery, including earrings • Not wearing makeup or nail varnish • Not having spiked, gelled, shaved patterns, coloured or Mohawk haircuts

By accepting and taking up a place at Leftwich Community Primary School we expect all parents, carers and children to subscribe to this agreement and all other school policies.



Inclusion

OFSTED defines an educationally inclusive school as 'one in which the teaching and learning, achievements, attitudes and well being of every young person matters'.

We aim to include all children and their families at Leftwich, so everyone can develop their own talents and skills.

Inclusion is all about ensuring that **ALL** pupils, regardless of the complexity of their needs or the level of support that they require, are enabled to be included in all activities within school and to access the curriculum at an appropriate level, making it meaningful to them.

Special Educational Needs / Gifted and Talented Pupils

We plan and teach a broad and balanced curriculum differentiated for the differing needs of all our children. In practice this may mean extension or more challenging work for the more able children, while children who find the work quite difficult will be given extra support or differently structured tasks.

Children who are identified as having specific learning difficulty are given individual programmes of work targeted to support their needs. For these children, parental support is especially important. Parents/carers are kept fully informed about what the school is doing and extra activities to support this are sent home as additional work with opportunities for help and support at home.

The school supports more able pupils through differentiation and access to additional teaching provision. This includes participating in Local Authority enrichment activities.

Assessment and Reporting

Teachers at Leftwich understand and accept that effective assessment provides information to improve learning and teaching. Children are given regular feedback about their work so that they understand what is required to improve. This allows teachers to base lesson plans on a detailed knowledge of each pupil. Parents are given termly reports on their child's progress so that teachers, children and parents are all working together to raise standards for all our children.



Aims and Objectives

- To enable our children to demonstrate what they know, what they understand and what they can do in their work;
- To help our children understand what they need to do next to improve their work;
- To allow teachers to plan work that accurately reflects the needs of each child;
- To provide regular information for parents that enables them to support their child's learning;



Target Setting

Teachers set targets in Mathematics and English for all our children during each academic year. Where necessary, individual targets are discussed and communicated to parents. Teachers review the progress of each child at the end of the academic year and set revised targets.

Targets are also set for other areas of work in school. Teachers encourage the children to set targets that are linked to their individual working habits. These targets are recorded in a variety of ways – around the classroom or in individual books.

Recording

Lessons are planned with clear learning objectives. Teachers record pupils who fail to meet the learning objective, or who achieve more than was planned, and the needs of these pupils are taken into account when planning for the next lesson.

Teachers take the objectives for individual lessons from the broad learning objectives from within a year plan. These in turn reflect the demands of the National Curriculum. Our teachers record the progress of each child against these broad objectives. This enables them to make a judgement about the work of each child in relation to the National Curriculum level of attainment and allows us to monitor the progress of each child. Each teacher passes this information on to the next teacher at the end of each year.



Reporting to Parents

Leftwich has a range of strategies that keep parents fully informed of their child's progress in school. Parents are encouraged to contact the school if they have concerns about any aspect of their child's work.

Parents are offered the opportunity to meet their child's teacher in the Autumn and Spring terms. At the first meeting of the school year identified targets for each child are discussed. At the second meeting, discussion centres on the child's progress as measured against these targets.

At the end of the year, parents receive a detailed written report on current progress and attainment. In this report target areas are identified for the next school year. Teachers write individual comments on all subjects of the National Curriculum. A separate pro forma is included for parental feedback.

For pupils in Year 2 and Year 6 details of the levels achieved in the national tests are provided.



Feedback to Pupils

Feedback to pupils is very important, as it tells them how well they have done and what they need to do next in order to improve their work.

Teachers give verbal feedback on children's work whenever possible.

Peer and Self Assessment

Peer and self-assessment are important additional forms of assessment which engage children in becoming self-critical and independent.

Uniform

It is important that all children wear the appropriate uniform in school at all times. It is helpful to name your child's uniform. Uniform is available to order via the school website or, alternatively parents may request an order form at the main office. A limited amount of stock is kept at school.

We ask that all children have :

- red polo shirt or cardigan with the school logo
- white or red polo shirt
- black or grey skirt or trousers
- flat, supportive shoes (no backless, pumps or high heels)
- a summer school dress in red and white gingham

For PE we ask that all children have :

- a drawstring bag
- house colour t shirt
- blue shorts
- black pumps
- trainers for outdoor games
- please provide children with black or navy jogging bottoms and tops for outdoor games in autumn and winter – hooded tops with the school logo are available to order.

Please note the following are not permitted:

- trainers, unless for PE
- jewellery, including earrings. Studs may be worn after piercing for a six week period but plasters supplied by parents must be worn over these
- makeup and nail varnish
- spiked, gelled, shaved patterns, brightly coloured or mohawk haircuts.

Children are allowed to play out if there is light drizzle, so please ensure that your child has a waterproof coat in school with them.



Medicines and First Aid In School



We have a number of qualified first aiders in school. If your child has an accident during school time you will receive a letter so you are aware of the incident.

We are not permitted to administer antibiotics or other medications unless they have been prescribed by a doctor and need to be administered 4 times per day. Some children require daily asthma medication, parents are required to fill in the appropriate paperwork and this will be monitored in school.

Attendance and Punctuality

We expect all children to arrive on time and feel that it is vital to the effective running of the school day that all children are in school when the registers are taken. For any children arriving after the class doors are closed we have a computer system at the school entrance that allows for the reason for late arrival to be given, and automatically updates the child's arrival to the class register. This system is approved for fire regulations and safeguarding for all children. The Education Welfare Officer may choose to contact parents of children who are late on a regular basis. Parents are given a termly update on children's attendance.

The School Day

Children should arrive at school no earlier than 8.45am. For safety reasons parents and children should not go through the car park to get into school but should go in via the playground.

8.45am	Children may enter their classrooms from this time
8.55am	School Starts and registers are taken
9.05am	Registers are closed
10.30 – 10.45	Playtime
10.45 – 11.00	Snack (Reception Only)
12.00 – 1.00	Lunchtime (12.15 for Juniors)
3.00pm	End of School (3.05pm for Juniors)



Holidays in Term Time

Although we appreciate the cost of holidays can be expensive during school breaks, it is important to remember that your child misses out on vital learning experiences if they are taken out of school during term time. School will not provide work for children who are taken out of school.

Our policy for Attendance and Punctuality now falls in line with new Government Policy and we will not approve holidays during term time unless there are exceptional circumstances. Should parents wish to seek approval a letter should be sent to the Head teacher asking for permission. If not approved and a child is taken out of school the Local Authority will be informed and school will request that parents are issued with a Fixed Penalty Notice in accordance with section 444 of the Education Act 1996.

School Meals, Playtime and Snacks



We are an accredited National Healthy School and operate a healthy eating policy. Salad, vegetables and fresh fruit are all available daily from the school kitchen, which operates a four week menu. School meals are charged at the Cheshire West and Chester Council rate of £2.20. Snacks are provided at morning playtime for a small charge. For children in receipt of free school meals, school provides the snack daily, free of charge.

We encourage children who eat a packed lunch brought from home to bring a balanced lunch with them, and not to bring sweets in their packed lunch. Children must bring in a water bottle to drink throughout the day. Bottles must not contain juice.

Universal Free School Meals are available to all infant children (Reception, Year 1 and Year 2). Additionally, Children in Reception and Years 1 and 2 have a piece of fruit or vegetable free each morning as part of the Government's Fruit scheme.

We ask parents to pay for school meals directly to the school cook using the post-box in the reception area, not via the school office. All cheques should be made payable to CWAC (Cheshire West and Chester) and not the school, and on the reverse write the name of the child and class. Money should be in a sealed envelope. Alternatively, children can bring in their own money to pay for their meals and snacks, in a named purse or wallet.

Parents on a low income may be entitled to Pupil Premium Free School Meals, this is different from the Universal Free School Meals for infant children. There are many benefits to registering for PP Free School Meals including; free school meals for junior children, reduced costs for school trips, free after school activities, music lessons and support for buying school uniform. If you think you are entitled to Free School Meals please contact the Area Education Office on 0300 123 7039.





Charging Policy

We understand how important it is to take the children outside the classroom to enhance their learning through participation in visits and residential opportunities. Some of these opportunities can be provided free of charge, but on other occasions we have to ask parents and carers for a voluntary contribution.

No child will be excluded from an activity which depends on voluntary contributions, but we do ask that families who are experiencing difficulties paying for an activity come and speak to the Head teacher confidentially.

Extra Curricular Activities

We offer a range of clubs for children of all ages throughout the year during lunch times and after school. Many of these are free of charge and run by members of staff, such as Tag Rugby, Choir, Summer Sports, Drama, Sign Language, Art and Netball.



To extend the range of clubs we can offer the children we use outside providers to take some activities. In the past these have included Italian Club, Street Dance, Keyboard, Kickboxing and Gym. There is usually a small charge for these activities. However, for children who are in receipt of the Pupil Premium these are often free of charge or at a much reduced cost.

