

Elm Street, Middleton, Manchester. M24 2EG. 0161 287 0607

e-mail: office@elmwoodps.co.uk

Chair of Governors: Mr C Connorton

Dear Parent/Carer

Welcome to Elm Wood School and we are delighted that you are considering, or have already selected, our school for your child. We believe that you have made an excellent choice and hope that your child's education and your partnership with the school will be both a fruitful and enjoyable experience.

This prospectus gives you some information about the school and gives you a few tips about how you can work with your children at home.

The building itself was built between 1908 and 1910 and designed by the architect Edgar Wood. Historic England, who jointly manage the building consider the building to be one of the most important of its kind in Europe.

There are at present 15 classrooms in the main building including a nursery which caters for 26 morning and 26 afternoon children (aged 3 years) and eight 2 year old children.

Facilities in the school include: a separate canteen which is away from the main building; a computer suite with 28 computers; a large library area and a music room.

In the school grounds there are two purpose made adventure areas, one for EYFS and one for KS2, a tyre park, a nature area/ ECO garden and extensive, well maintained grounds with multi-purpose pitches. These are fully utilised by the school's extensive extra-curricular programme that includes the opportunities for our children to participate in many sporting activities.

There are 15 classes - 2 for each year group and 1 in the Nursery. The Nursery is fully integrated into the school, for example, the children perform at Christmas and in class assemblies in front of the school. They attend Infant assemblies and use the gym for PE. Nursery and Reception teachers plan together to make sure that the children make progress from the Nursery to Reception.

We try to keep in close contact with you over the year about your child's progress and we welcome any help that you can give us at home and in school.

You will receive a curriculum newsletter each half term which describes what the children are learning in each subject area. Each month, you will receive a newsletter which tells you about the things that are happening in school in that month.

At Elm Wood we have very high expectations of the children. We expect the children to behave well are strict and expect parents to support us in disciplinary matters.

Whilst we believe that academic success is important (we pride ourselves on our good results), we also feel that the children should have as many opportunities and experiences as possible so that they can be prepared for the future. To achieve this, we have a great many sports, clubs, trips and visits, visiting speakers, performers. Some of our visits include trips in the local community e.g. local parks, churches and other local places of interest that help support our curriculum such as the local canal.

If you would like more detailed information and a tour of the school, please telephone and make an appointment with Miss Taylor.

Catherine Barron



Headteacher





School Organisation

The school is organised into two classes per year group from Reception through to Year 6. Nursery and Reception are known as the foundation stage, Year 1 and Year 2 as Key Stage 1 with Year 3, Year 4, Year 5 and Year 6 being known as Key Stage 2.

Aims

1. To provide a happy, stimulating, supportive and secure learning environment
2. To enable each child to reach their own potential
3. To encourage and develop care and respect for themselves and others
4. To promote independence, creativity and responsibility through excellent learning opportunities
5. To provide clear and concise communication, so that parents can be involved in the life of the school
6. To ensure equal opportunity for every child and member of the school community
7. To promote British values and SMCS across the school.

MISSION STATEMENT

We value the part that everyone plays at Elm Wood as we educate our children for life. Within a happy, safe and caring environment all of our children have the opportunity to become confident communicators, who are able to work independently or supportively with others. We are committed to encouraging everyone to reach their own highest potential within a culture of respect and care.



Starting School

Starting school is a key time in a child's life and we hope to make it as enjoyable an experience as possible. Parents meetings, home visits and visits to the school prior to the September start help develop familiarity with staff and the building.

Admissions

The school follows the Rochdale education admissions policy. Admissions for nursery are made to the school, decisions are made based on the places available (52 part time places). Where places are oversubscribed decisions are made based on siblings in the school, medical reasons and proximity to the school.

Admissions to the Reception classes are placed to the school who forward them to the education offices where places are allocated and parents informed. The standard intake number in each year group is 58.

For in year admissions throughout the school these can be made where our intake number has not been reached (58 in Reception - Year4, 53 in Year 5 and 6). If the standard intake number has been reached then overcrowding appeals are sent to the Local Authority who make the decisions.

School Uniform

Children are expected to wear school uniform. Items with the school logo are available from the school office and other items can be picked up at most supermarkets.

Dark blue jumpers/cardigans/ fleece (available from school)

Black/grey trousers

White/light blue shirt/ polo shirt

Black shoes

PE kit

Indoor-White t-shirt, black shorts, black pumps

Outdoor-long sleeved top, long pants, trainers



Behaviour

We have **very** high expectations of behaviour in the classroom and around the school. Most incidents are dealt with by class teachers, teaching assistants or supervisors and we try to be firm, but fair with the children. Sometimes children will be sent to the phase group leader to be reprimanded. The principle of the Behaviour Policy is on **rewarding good** behaviour and attitudes at every opportunity. There is in place a well tried and proven rewards and sanctions system (Good to Be Green). This includes reward charts, badges, certificates and a 'celebration assembly' every week. The emphasis is on acknowledging the good behaviour of our children and reinforcing the positives wherever possible.

Unacceptable behaviour will also be addressed through a structured approach that is shared with all children. Any serious matters will be recorded by the head teacher and parents will be invited to discuss ways in which, in partnership, we may try to resolve the cause of the problem.

Attendance

If your child is ill or has a medical appointment, please can you telephone the school or send in a message to school as soon as possible. We need this information because it is the law that schools fill in their registers and explain the whereabouts of all the children if they are not in school. You will need to bring in an appointment card to prove the child's appointment time.

We will give you regular updates about your child's attendance. If your child is regularly off with an illness, we may refer you to the Educational Welfare Officer who can arrange for a visit by a specialist doctor/nurse. These absences will normally be authorised but if the school feels that there is no genuine reason for keeping the children off school, we will not authorise the absence, for example, moving house, buying new shoes. There have been instances where parents have telephoned the school saying that their child is ill and then being found shopping in the town centre with them. This is an unauthorised absence. By law it is the duty of all parents to send pupils to school for 190 days a year. The school has a policy of the Office Staff contacting home on the first day of absence, if not in receipt of any other notification.

At the end of the year, you will receive a report which will tell you how many times your child has been away in the year.



Punctuality

School begins at **8.55a.m.** each morning. The school doors will be open 10 minutes before this in order for children to be in class ready for learning.

It is important for children to arrive at school promptly each day. Any children who are persistently late are monitored closely and are followed up by the Education Welfare Officer.

Any child who arrives late for school must report to the main school office to be marked in.

School Meals

School meals are cooked on the premises and are served in the canteen each day, weekly menus are available from the school on request which shows the choices which are available. The cost of school meals from September will be £2.20 per day (£11.00 per week). School have a ParentPay system where you are able to pay for your child's meals.

Children who prefer to bring a Packed Lunch may do so. These should be brought in a suitable container labelled with your child's name and class. We encourage children to make healthy choices with their packed lunch and not bring fizzy drinks or chocolate bars.

Mid Morning Break

In the foundation stage and key stage one the children receive free fruit daily as part of a government health initiative. The children can also have free milk purchased by school.

Children in Key Stage Two can bring in a snack of fruit or vegetables for morning break or they can buy a snack from the "snack shack" for 50p.

Jewellery

Children with pierced ears may wear **plain studs only** but we discourage the wearing of any jewellery in school. In PE lessons, all earrings must be covered or removed

Sensible wrist watches may be worn in school but must be removed for PE and Games.

School can not take responsibility for any watches that go missing so it is better for them not to be worn when taking place in sporting activities.



Medicines

We are under no obligation to administer medicines but there are certain instances in which we will do so to help children return to school before a course of medication is complete.

- The school can only administer PRESCRIBED medicines that are essential during the school day
- If you wish us to administer medicines to your child come into school and fill in a form which gives us consent to administer medicines to your child
- Ensure the medicine is in container with the chemists label on it stating the child's name and the correct dosage

If your child needs regular medication during the school day please come into school to discuss this and fill in the relevant forms. Also please inform us immediately if your child has any allergies

Child Protection

The protection of children is mainly the concern of parents or guardians. However, staff at school have certain obligations if they feel that a child is suffering any sort of abuse. If they feel a child is at any risk they have a duty of care to inform Social Services in accordance with the local authority guidelines.

Pastoral Care

At Elm Wood we have a learning mentor who works with groups of pupils or individuals to help them overcome any barriers to learning that they may have. Exercises may focus on building self esteem or helping them to control their anger. When children are working with the Learning Mentor parents are invited in for regular discussions about the work that is going on.

The School Council

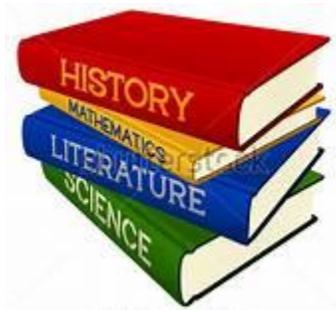
The school has a very active school council which is led by Mrs Stewart. Many fund raising events and strategic decisions are made through the school council.

Parents/ Carers and School

At Elm Wood we recognise that parents have a lot to offer and welcome support from parents in whatever form they can offer. Many parents help on school trips but we also welcome help with readers or within the classroom.

Parent's evenings take place in the autumn and spring term where parents can discuss the progress their child is making with the class teacher. Reports will be sent home in July with parents being offered the opportunity to come in and discuss them if they wish.

Teachers are more than willing to make opportunities to discuss the progress of children at other points of the year. If there are any concerns parents are encouraged to make an appointment to discuss this with the class teacher outside lesson times. If issues are more pressing an appointment can be made with the Head teacher on request



The Curriculum

At Elm Wood we are using the new National Curriculum to teach English and Maths. We have introduced the Cornerstones Curriculum to teach other subject areas.

"Written specifically for the new National Curriculum, Cornerstones provides a thematic and creative approach to learning with the flexibility to create an entirely bespoke curriculum. Their ILPs are flexible, thematic and suitable for both mixed and single age classes."

The Cornerstones Curriculum provides lots of learning challenges requiring children to solve problems, apply themselves creatively and express their understanding and knowledge effectively across the curriculum. Children are also given ideas to do at home to enhance their learning further with their parents and friends.

Numeracy (Mathematics)

Children have a numeracy lesson each day where they are equipped with the skills of logical reasoning, problem solving and the ability to think in different ways.

The school follows the National Curriculum where children are taught the key operations of number which are then applied to a range of different exercises.

Literacy (English)

In literacy sessions, which take place daily, the children follow the National Curriculum where they are taught how language works, looking at its patterns, structures and origins. Once the children have become competent with the basics, they develop their ability to write in different styles for different purposes. Reading is paramount across the school and we encourage children to read at home. We have a large library which children visit weekly with their classes. The library is also open after school on Mondays and Thursdays. We also have a book swap cupboard in the Crescent garden open before and after school.

Science

In science children explore the world around them developing a range of concepts and skills. Much of the work is practical and investigations help the children formulate and answer questions. The Love to Investigate Curriculum encourages children to explore concepts through practical investigations and experiments.

Computing

The school has a fully equipped ICT suite which all classes have access to and each classroom has its own computer and interactive whiteboard. Computers are networked and all have access to the internet. ICT is an integral part of the curriculum and skills are built on through a carefully structured programme. We also have a large number of iPads and laptops for children to apply their computing skills inside and outside the classroom.

History

Many of the topics the children cover throughout school have a historical basis. These range from the children looking at how they themselves have changed and developed in the foundation stage to studies around the Egyptians and the Tudors in Key Stage Two. Through this work the children learn how to ask questions and use artefacts and resources to gather information about life in other times and understand the past.

Geography

The children undertake studies of the local environment from the school grounds, to Middleton itself and even the wider Manchester conurbation. Through work in Geography, the children look at how people impact on the world we live in and how we can take steps to improve it.

Design and Technology

The children have lots of opportunities to design and make through their time in Elm Wood. They disassemble items to help them with how things are made and develop their making skills through carefully planned skills teaching.

Music

Music is taught in each class by the class teacher, following an agreed scheme and additional peripatetic lessons available with a range of instruments by arrangement.

Art and Design

The children explore working with a range of materials including: chalk, pencil, charcoal, clay, to produce pictures and 3-D models. The children develop their observational skills, explore colour, texture and pattern to recreate objects and scenes around us. They also study the work of established artists and use some of their ideas to develop their own work.

Religious Education

At Elm Wood we follow national guidelines. The major focus of the work is Christianity where children find out about the bible and key events in the life of Jesus, they also learn about the main traditions and festivals of the Islamic, Hindu and Jewish faiths. Through their work in RE the children develop tolerance and understanding.

Parents, by law, have the right to withdraw their children from RE lessons. If you would like to withdraw your children please contact the head teacher.

P.E. and Games

There is an excellent sporting tradition at Elm Wood with the children having access to a wide range of sports during PE and games lessons. The key focus of lessons is the development of skills for which there is clear progression through the school. These skills are then used during team games.

There is a fun afternoon in the summer term each year where the whole school is divided into teams for a range of events.

There is extensive extra curricular sporting provision for children in Key Stage Two, where children train and then compete with children from other schools.

Personal, Social, Health Education

Within these sessions the children learn how to keep healthy and express their feelings. Work in these sessions is often discussion based with children exploring dilemmas and relating these to situations they find themselves in.

Sex Education

Sex education lessons are delivered in age appropriate session throughout the school. Sessions range from knowing the name of body parts in Key Stage One to learning about puberty and human reproduction in Year 5 and Year 6.

Spiritual, Moral, Social, and Cultural Development including promoting the Fundamental British Values

All state schools are required to prepare pupils for 'life in Britain'. At Elm Wood we do this through pupils' Spiritual, Moral, Social and Cultural Development, which includes promoting the Fundamental British Values of Democracy, The Rule of Law, Individual Liberty and Tolerance and Respect of others Faiths and Beliefs.

Homework

The children will be given work to do at home on a regular basis.

At Key Stage One this will consist of:

- 1) Books to read with parents
- 2) Words to learn to read or spell
- 3) Simple number work
- 4) Work to do alongside family members
- 5) Research linked to the Cornerstones Curriculum

At Key Stage Two this will consist of:

- 1) Books to read
- 2) Spellings
- 3) Times tables
- 4) Consolidation of work done in literacy, numeracy or science
- 5) Independent research linked to the Cornerstones Curriculum

Inclusion

Elm Wood is a fully inclusive school where the teaching and learning, achievements and well-being of every pupil matter. There is an inclusive curriculum designed to meet the needs of all pupils including those with disabilities, special educational needs, different cultural backgrounds and those with English as an additional language.

If your child is identified as having special needs, or as being gifted or talented, the school will contact you to discuss how we can work together to meet the needs of the child.

However, in the majority of cases the needs of the children are met within the classroom through careful teacher differentiation and use of classroom support.

Th.Inc Room

The Enchanted Forest, our Therapeutic Inclusion Room (Th.Inc Room) has been transformed into a magical space for children to explore. Our Learning Mentor, Kate Hunter, runs small groups with children from all year groups through school, to improve self-esteem, life skills, address social and emotional issues and support children with any other specific needs. During the groups children will have the opportunity to have a snack, share news, take part in a planned activity and finish with a relaxation under the stars!

Extra Curricular Activities

There are a wide range of clubs and activities which take place during the school day or after school. These include:

Sports ran by EdStart

Girls/ Boys football

Cross country

Cricket

Rounders

Manchester United Football Club Activities

Before and After School Club

Berry's Childcare is a privately owned company which operates in liaison with the school.

The club has access to the main hall, some classrooms and the outside play areas, when the weather is suitable. It is run by Mrs Berry along with six other play workers. We are registered with OFSTED for 32 children from the ages of 4 - 11.

The opening times are from 8.00 - 9.00 am each morning and from 3.15 - 5.45 pm each evening. The cost for the Breakfast Club is £2.50. The After School Club costs are £2.50 for the first hour and then £2.00 for every subsequent half hour. A percentage of your fees may be recovered from the Tax Credit Department. Breakfast and snacks are included in the weekly cost. Fees are to be paid in advance to reserve your child's place at the club.

Elm Wood Primary School Charging Policy

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary contributions

- 2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have the right to know how the trip is funded. The school provides information on request.
- 2.3** The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as "optional extras".

3 Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the cost of board and lodging. Parents who receive state benefits are exempt from payment.

4 Music tuition

All children must study music as part of the normal school curriculum. We do not charge for this. Charges are made for individual tuition i.e. violin.

5 Swimming

The school organises swimming lessons in Key Stage 2. These take place during school time and are part of the National Curriculum. We make no charge for this activity although we do ask for contributions to the cost of transport. We inform parents when these lessons are taking place, and we ask parents for their written permission for their child to take part in swimming lessons

Complaints Procedure

The school has adopted the Rochdale model complaints procedures. Copies are available from the school on request.

