

Buckstones Community Primary School

Prospectus

Buckstones Primary School has been graded Outstanding by Ofsted. 2014



I love the 'feel' of the school. Everyone seems to know everyone and they respect each other and show excellent behaviour.

Parent

2016-17



Achievement of pupils	Outstanding	1
Quality of teaching	Outstanding	1
Behaviour and safety of pupils	Outstanding	1
Leadership and management	Outstanding	1

This is an outstanding school.

■ Achievement is outstanding in this happy school. Pupils’ love of learning and eagerness to succeed shine through. All groups of pupils make outstanding progress in reading, writing and mathematics.

■ Teaching is outstanding and enables pupils to make rapid gains in learning. Pupils are challenged to think and expected to do their very best. They show high levels of interest in all that they do. Classrooms are vibrant places where learning is exciting and relevant to pupils’ needs.

■ Behaviour is outstanding. Pupils are friendly, polite and always keen to be helpful. They are exceptionally proud of their school and work and play together in harmony.

■ Leadership and management are outstanding. Leaders at all levels are highly effective in enabling pupils to reach high standards. They promote pupils’ personal development exceedingly well. The impact of this excellent leadership is seen in the improvements made since the last inspection. Teaching is now outstanding and achievement has risen.

■ The headteacher’s outstanding leadership displays an unflagging ambition for all pupils to succeed. She is ably assisted by an excellent deputy headteacher and a committed and effective leadership team. Everybody on the staff pulls together for the sake of the pupils.

■ Methods for checking on the quality of teaching and the progress of pupils are excellent. Consequently, leaders, teachers and governors know the school exceptionally well and continuously aspire to improve. For example, leaders have correctly spotted the opportunities to make even more use of pupils’ computer skills.

■ Highly effective governors provide support and challenge and have an excellent grasp of the school’s performance.

■ Leaders, governors and staff make learning exciting and meaningful for pupils. As a result, pupils achieve exceptionally well across a range of subjects such as music, art and sport.

■ Parents are highly supportive and one summed it up by saying ‘they go the extra mile here.’

Welcome to our school
A Message from the Headteacher

Dear Parent,

Buckstones is a happy, successful and inclusive school and we are extremely proud of our school and everything that we do. This prospectus is designed to give you an introduction to the life at our school and help you to decide which primary school you feel is best suited for your child. However should you require further information you are very welcome to visit our school and experience the wide and varied learning experiences we are able to provide for the benefit of your child.

At Buckstones, through a rich curricular and extra-curricular programme, and strong links with the community, we help each child discover and develop their talents and interests. In addition to gaining language, mathematical, scientific, creative, musical and technological skills, your child will build confidence, develop self-reliance, and learn to make decisions and develop the ability to articulate feelings and ideas. We also attach great importance to the development of the children's social skills and seek to enable them to build relationships with other children and adults and be sensitive to the feelings and needs of others.

Staff are highly skilled at assessing each pupil's individual level of development and then supporting them in moving, at their own pace, towards their full potential. We will make learning vivid and real, and will strive to ensure that the whole school is an excellent learning environment which inspires, excites and celebrates effort and achievement. We work hard to ensure that all children feel good about themselves, and acquire a high level of self-esteem. If you feel successful you will always be successful.

We feel parental involvement in this process is crucial and we will provide frequent opportunities to keep you informed about the ways in which we are working with your child. Childhood, we would all agree, is a very special time and no one gets a second chance at it. You can count on us to do our best to make it as joyous and productive as possible for your child.

Yours sincerely,
Sarah Healey

Mission Statement

- At Buckstones School, we aim to promote the development of our children academically, physically, socially, morally and spiritually, by providing a high quality of teaching and varied learning experiences within a well-ordered and stimulating environment, which supports equality of opportunity.
- We teach the National Curriculum, planning for and presenting the children with challenges that support differentiation.
- We aim to nurture individual skills and talents within an environment which values, self worth, confidence, independence, self-motivation and co-operation, and in which our children have respect for each other's differences.
- We aim to give our children a love of life and learning.



SCHOOL INFORMATION

School Name: Buckstones Community Primary School
Address: Delamere Avenue, Shaw, Oldham, OL2 8HN
Telephone Number: 0161 770 5850
Fax Number: 0161 770 5851
Headteacher: Miss Sarah E. Healey B.Ed. M.Ed
Website: www.buckstones.oldham.sch.uk
Twitter: buckstonespri

Key Stage 1 teachers:

Mrs.N. Leigh (Reception)
Miss M Platt (Deputy and SENCO) and Mrs. A. Pearson (Year 1)
Mrs. V. Joyce (Year 2)

Key Stage 2 teachers:

Mrs J. Charnley (Year 3)
Miss F. Curley (Year 4)
Miss R. Rooney (Year 5)
Mrs. K. Adamson (Year 6)

School Administrator: Mrs. C. Jones

Financial Officer: Mrs. J. Gledhill

Teaching Assistants:

Mr. L. Chadderton
Mrs. S. Chadderton
Mrs J. Gledhill
Mrs. C. Hall
Mrs. C. Harding
Mrs. S. Horrocks
Mrs. K. Kulczycki
Mrs. K. Littlewood
Mrs. E Lundy
Mrs. A. Nelson
Mrs. A. Schofield

Site Manager: Mr. P. Brown

GENERAL SCHOOL INFORMATION

Buckstones Primary School was opened as a one-form entry primary school in 1976 and was originally designed as an open plan school. In recent years the school has had extensive internal alterations and extensions which have resulted in a more traditional classroom layout for the majority of the school. The school has a purpose built I.T. suite, large hall/dining area which also serves as a gymnasium and a centre for extra-curricular activities.

The school has extensive grounds, including three hard surface play areas, a grass field, nature paths and a nature area and pond. We also have covered areas in the Infant playground and the Junior playground. The children have a trim trail, seating areas, fast play area, stage, football walls, and basketball nets to play with.



SCHOOL ADMISSIONS POLICY

Parents of prospective pupils are welcome to view the school by prior arrangement. Please contact the school office to make an appointment.

Children are admitted in the September of the school year in which their fifth birthday falls. Parents need to complete application forms and send them to the Local Authority to comply with the co-ordinated admissions arrangements. A pack is sent out by the Local Authority to all parents of children coming up to statutory school age. Reception class places are allocated by the Local Authority and not the school. Our class sizes are a maximum of 30 pupils in each of the seven classes.

During the term preceding school entry, children and their parents are invited to visit the school; for story time, play afternoon, and an introductory meeting.

BEFORE AND AFTER SCHOOL CARE

At Buckstones we have close links with three *independent* Before and After School Providers. Children attend Before and After School Care at Buckstones School, Shore Edge Church and St. James' Parish Hall. Contact details are available at school.

TIMES OF THE SCHOOL DAY

The school doors will be open from 8.50am and children should arrive punctually at that time as Registration takes place promptly at 9.00am.

The morning session begins at 9.00 a.m.

The Infants and Juniors both have a 15 minute break in the morning. Reception also have a 15 minute break in the afternoon.

The lunch break begins:

at 12.05 for Infants
at 12.20 for Juniors

The afternoon session begins at 1.15 p.m. for all children.

The school day ends at 3.15p.m. for all children.

Please note that the school cannot be responsible for children before 8.50am and for health and safety reasons the play equipment is strictly out of bounds outside the school day.

Please ensure you leave the premises promptly as school are not responsible for supervising children after 3.15pm unless they are involved in extra-curricular activities.

LEARNING AT BUCKSTONES

Organisation

Children who attend Buckstones are placed into age group classes that are fully inclusive and contain a wide range of abilities and skills. Within the classes, children are taught in a variety of ways. They are taught in whole classes, smaller groups and individually. Pupils are grouped in a number of ways: by ability or mixed ability, interest groups, friendship groups or gender groups depending on the work or activity set.



The Curriculum

The curriculum is the totality of all learning experiences provided by the school for your child. The school aims to provide a broad, balanced curriculum at all stages through which all children realise their full potential and develop individual talents, interests and skills.

The curriculum is planned through thematic topics and discrete subjects and covers the National Curriculum Programmes of Study. We seek to maximise the potential of all our pupils, including the most gifted and those who find difficulty with some aspects of learning. We continually seek to provide first hand learning opportunities to engage and motivate pupils and thus foster a love of learning. Throughout the year we try to arrange visits to support our topic work and we seek parental support for this through voluntary contributions.

The Foundation Stage Curriculum

The Early Learning Goals are:

Personal, social and emotional development;

Literacy;

Communication and language;

Mathematical development;

Understanding the world;

Physical development;

Expressive Art and Design



These Early Learning Goals are taught through a wealth of first hand experiences. Children are actively encouraged to become independent, make decisions, interact with their peers and problem solve. We believe that these first steps into primary school are crucial. The children's happiness and personal and social well being is at the heart of Buckstones and is a priority in this first year at school.

CURRICULUM INFORMATION

English

At Buckstones we feel English is an integral part of the whole curriculum.

Our aims in teaching English are:

- To enable children to develop the skills and competence to express themselves, their thoughts and their opinions in a wide variety of situations and for a range of different purposes.
- To develop enthusiastic, independent and knowledgeable readers seeking enjoyment and information from books and other printed material.
- To encourage children to develop and present their written work in a way that expresses their feelings, ideas and information accurately in a neat and legible handwriting style.
- To develop the children's competence in oracy and literacy so that these skills can be applied to other areas of the curriculum.

We use Oxford Reading Tree as our core reading scheme throughout school, encouraging children to develop their reading skills through understanding and group discussions of fiction and non-fiction texts. This is enhanced by a whole range of other texts - traditional stories, plays from other cultures, humour, myths, encyclopaedias, topic books etc., to broaden the range of reading and develop a love of books. We also use the 'Letters and Sounds' scheme of work, supplemented by 'Jolly Phonics' and 'Phonics Play' to aid our teaching of phonics in the lower school.

The school also follows the Ros Wilson criteria when teaching writing and from Years 1 to 6 children partake in a BIG WRITE every fortnight. This is when the children prepare for a piece of writing, which they then share at home during their BIG TALK homework. The following day they then carry out the writing independently (where appropriate) in a quiet, calm environment. Children are encouraged to write on a variety of topics developing an increasing ability to express themselves in different and appropriate styles. We aim to develop neat, legible and joined handwriting alongside correct grammar, punctuation and spelling.

Mathematics

Basic number skills, real life maths and problem-solving remain the focus for our own maths teaching.



Our aims in teaching mathematics are:

- To enable children to enjoy mathematics and to be able to apply the skills they have learnt to all areas of the curriculum.
- To develop mathematical language, skills and understanding.
- To develop number skills and facts associated with the four rules of number and to be able to apply this knowledge to problem solve.
- To be able to investigate mathematical situations logically and with confidence.
- To develop the mathematical skills of prediction, interpretation and communication.

Science

Children learn science through experimenting, testing ideas and discovering about the world around them.



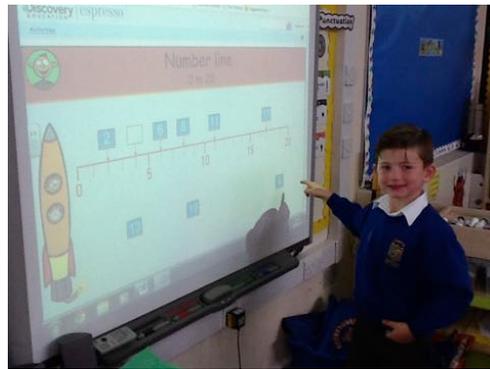
It's fun. I like learning about animals.

Reception pupil

In both Key Stages 1 and 2 Science is taught through topics and links are also made to other subjects; for example, in Year 3 children do a topic on food and in this topic they learn about a healthy balanced diet as well as designing healthy sandwiches. Sex education is taught as part of Science topics and our Sex and Relationships Policy was updated recently after discussion with our *Governors*.

Computing (I.T.)

The key skills for Computing are taught across the curriculum, enriching as many subject areas as possible. Children are taught to use technology for algorithms and programs, data retrieving and organising, e-safety and communication/presentation.



Children have access to the internet but are taught to use it responsibly and safely. Parents are asked to sign our *Acceptable Use Agreement (please see Appendices 1 and 2)*.

The school has a fully equipped computer suite with 18 Apple computers, and the children also have access to laptops and iPads. There are interactive whiteboards in all classrooms.

History and Geography

Like Science, these subjects are taught as topics with links made to other subjects. Through the teaching of History and Geography we aim to develop a wide range of skills that are transferable throughout all areas of the curriculum.

I like Geography. I've learned all about the UK. Before I started our UK topic I thought that it was just one big country.



Year 3 pupil

Children will often go on educational visits or have visitors in school in order to make their learning more meaningful and enjoyable. For example, Year 2 visit the War Memorial in Shaw as part of their 'Remembrance Day' history topic and Year 6 visit London as part of their geography / history topic.



Year 1's trip to Skipton Castle

Design Technology and Art

Design Technology and Art are carefully planned in line with the new National Curriculum requirements.



In Design Technology, the children are given lots of first hand experiences in their learning, focusing on practical tasks to develop their skills and knowledge in designing, making and evaluating products. A variety of products are used including Lego, Duplo, wood, paper, food, construction kits and recycled materials. Children are taught to use a range of equipment safely.

DT is enjoyable. I enjoy learning how to use new materials and tools properly.

Year 6 pupil

In art and design, children will study the work of artists; for example in Year 4 they look at the work of L.S. Lowry as part of their topic about 'Manchester'. Children are taught about colour, shape, pattern and they use a wide range of techniques and media including paints, wax, fabrics, clay and wood.

Art just makes me feel happy!

Year 1 pupil

Music

Music is taught throughout school. In Years 5 and 6, music is taught by a specialist music teacher. Children are given opportunities to compose, perform, listen to and appreciate lots of different types of music.



'We get to make music on the i-pads! Miss Curley demonstrates how to do it.'

Year 4 pupil

We also have two extra-curricular music groups: our school choir and our brass band. These groups regularly perform at local community events. Instrumental tuition is also taught by a peripatetic brass teacher. Parents pay for the brass tuition.



Physical Education

The school has a structured programme in order to ensure the development of skills in Physical Education, and the understanding of the importance of physical activity to long term health and well being. Children will experience a range of activities in Games, Gymnastics and Dance in both Key Stages, with supplementary work in Athletics, Swimming (Year 3 only) and Outdoor and Adventurous Activities.

I enjoy PE and Games because I enjoy learning lots of new skills eg. multi-skills.

Year 2 pupil



The school also takes part in many sporting activities through the sports partnership we have with Crompton House.

I enjoy Games because of the range of sports you can do eg. rounders, tennis, hockey and diamond cricket. I've learned lots of new skills!

Year 5 pupil



Primary Modern Foreign Language (PMFL)

At Buckstones we enjoy learning another language at an early age. We feel that learning French (our chosen language) provides valuable educational, social and cultural experiences for all our pupils. PMFL is compulsory at Key Stage 2 so French is taught in Years 3 to 6. We also have an after-school French Club for pupils in Years 1 and 2.



Religious Education and Collective Worship

The school is not affiliated to any religious denomination. The teaching of Christian beliefs is the main part of Religious Education at Buckstones but the syllabus does also teach about other religious beliefs, in order to develop an understanding and appreciation of the diversity that exists in the society in which the children are growing up.



There is a collective act of worship each day in school, and the agreed syllabus for Oldham is followed. Parents may exercise their right to withdraw their child from Religious Education and collective worship by notifying the Headteacher.

Spiritual, Moral, Social and Cultural Development (SMSC)

SMSC stands for spiritual, moral, social and cultural development. We recognise that the personal development of pupils, spiritually, morally, socially and culturally, plays a significant part in their ability to learn and achieve. High-quality SMSC helps to provide pupils with knowledge, skills and

understanding to prepare them to play a full and active part in our society. This is achieved through a variety of ways and is always age appropriate to the child.



We therefore aim to provide an education that provides pupils with opportunities to explore and develop their own values and beliefs, spiritual awareness, high standards of personal behaviour, a positive, caring attitude towards other people, an understanding of their social and cultural traditions and an appreciation of the diversity and richness of the cultures.

Buckstones is also a Healthy School which promotes healthy eating, regular exercise and the promotion of good health and emotional well-being.

The staff and Governors have written and implemented the Sex and Relationships policy which is available for anyone to read. All parents have the right to withdraw their child from sex and relationships lessons. If you wish to exercise this right please contact the Headteacher who will make alternative arrangements.

Assessment

Assessment for learning is an important element of daily interaction between teachers and pupils. This means that teachers regularly mark and assess work and use the information to advise children about what they need to do to improve or to reach their next target.

At the end of Years 2 and 6 children undertake Standard Attainment Tests (SATs). At the end of Year 1 children are assessed on their phonics knowledge through the Phonics Screening Check. Pupils are also assessed at the end of the Foundation Stage using the Foundation Stage Profile.

Special Educational Needs and Disabilities (SEND)

The school's ethos is to value every pupil for their contribution to the life of the school and we are committed to developing each child's potential in all areas of the curriculum. The school meets the requirements of the SEND Code of Practice and the Legislation for Disability and Inclusion.

All reasonable arrangements will be made to provide inclusive education and services for all those involved in the school. The school is accessible to wheelchairs via the main doors via ramps in the Junior playground. Due to the school being on a split-level, wheelchair access is not possible between the Infant and Junior departments. The Accessibility Policy and Action Plan are available for inspection by parents. The school also has a comprehensive policy for supporting children with additional educational needs, and parents can have a copy on request.

We believe that working in partnership with parents is the best way to meet the additional needs of each pupil. At every stage we will meet with parents and discuss the child's educational progress or social or emotional needs. We support the child through giving additional adult help, as well as teaching in different ways as indicated in their individual education plans.

Sometimes we may consult with outside services; including Educational Psychologists, Speech and Language Service, Occupational Therapy and Additional Needs Service. We only ever do this after your permission has been granted.

Children who demonstrate exceptional abilities are catered for through enrichment and extension activities.

EDUCATIONAL VISITS

Educational visits and visitors are an extremely valuable part of the educational process at Buckstones and we hope parents support their child in these ventures. Visits and visitors include, amongst others:

- Reception - visit from 'Animal Quackers' petting farm
- Year 1 - trips to Skipton Castle and Manchester Airport
- Year 2 - visit from Dinostar dinosaur man and trip to Gallery Oldham
- Year 3 - visit from a pirate and trip to Touchstones Museum
- Year 4 - trips to Pizza Express Manchester and Quarry Bank Mill
- Year 5 - residential trip to Robin Wood and trip to Salford Museum
- Year 6 - trip to London, as well as outdoor activities at Castleshaw

Charging for school activities

The Governors have adopted the Oldham LA Policy with regard to charging for school visits and activities. A copy is available upon request.

At Buckstones we will not make a charge for any activity that takes place in school time, apart from certain circumstances such as instrumental tuition. The school will however send a letter home and invite parents to make voluntary contributions towards these educational visits or visitors. The school is not in a position to finance or subsidise these costs, and so, if contributions are not forthcoming, visits may have to be cancelled. In cases of genuine hardship or difficulty, the Headteacher should be contacted; such matters will be dealt with sensitively and in confidence.

Buckstones does make a charge for some activities that are provided wholly or mainly outside school hours, for example some extra-curricular activities where an external provider has been used and any residential trip.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are very important at Buckstones as they enhance children's self esteem, motivation and enthusiasm. We require parental permission for the children to take part. We expect the children to always adhere to the rules, safely use the equipment, come with the correct clothing and footwear and display high standards of behaviour.



Group of Junior pupils

We have lots of different after-school activities at Buckstones. Not just sporting clubs, we have other clubs too, like Gardening, French and Choir.

Below are some examples of the types of extra-curricular activities available at Buckstones:

Football	Years 3 to 6
Band	Years 3 to 6
Choir	Years 3 to 6
Dance	Years 1 to 6
Booster Classes	Year 6
Multi Sports	Years 5 and 6
Netball	Years 5 and 6
Gardening	Year 3
Health and Fitness	Years 1 and 2
French	Years 1 and 2



"A good range of learning experiences for my child."

Parent

PUPIL WELFARE

Pastoral care

Each class teacher has the day to day responsibility for the care of your child and at lunchtime the children are cared for by a team of midday-supervisors.

As children learn best when they feel happy and secure, please let the teacher know of any issues which could affect your child's performance at school. We will contact you if we have any concerns. Please contact school at any time to discuss significant issues and/or make an appointment with the class teacher. Please inform the Headteacher where there are custody or access issues.

School Security

When the children have been admitted into the building at 8.50am, the exterior doors are secured and the children will not be allowed to leave school during school hours unless collected by a parent or an appropriate adult. Prior notification from parents is always necessary on these occasions.

The school secretary greets all visitors to school during the day. We have a "Visitor" sign-in and "Visitors" badge system, so that teachers and staff know immediately that a visitor has been properly admitted.

The gates to the perimeter fence are opened at 8.30am and locked at 9.15am in order to secure the playgrounds and are only unlocked at 3.00pm. Admittance during the day is through the front door only and this has a secure key code pad.

Behaviour and Discipline

Discipline is based on appropriate principles involving mutual respect, consistent fairness and honesty. Clear guidelines are given verbally to the children to ensure that they know what acceptable behaviour is, and what is not. We encourage high standards of behaviour by praising good examples, and verbally reprimanding poor behaviour.

The children are expected to treat each other, and adults, in school with kindness and respect. Various strategies can be used to avoid disruptive behaviour. For example, we keep children busy and absorbed in their work, making sure that they know what they are supposed to be doing, and that they have the right equipment. We also reward positive behaviour with stickers, house points, certificates and Golden Time.

We are vigilant in our supervision of children, both in the playground and within the building. Sanctions are used to prevent repetitive poor behaviour. Normally, a verbal reprimand by the class teacher is sufficient. Sometimes if bad behaviour persists, or if misdemeanours are more serious, children are excluded from the group, and made to work alone for a short time or be sent to spend their lunchtime in the Reflection Room.

The Headteacher or Deputy Headteacher will be involved in more serious problems, such as bullying. Rare incidents of bullying (which can be verbal as well as physical) are dealt with firmly as they arise.

A good deal of discussion regarding appropriate behaviour occurs in school during assemblies, class lessons and with individuals or groups. Parents of children who are persistently badly behaved will be informed and consulted, so that they can be involved in a suitable programme to help their child improve their behaviour. The Governors' discipline committee may be involved in very rare cases.

Healthy Eating

The school also aims to keep the children healthy and we have achieved Healthy Schools status which includes adopting a Healthy Eating Policy. From September 2014 all children in Reception, Year 1 and Year 2 are entitled to a free school dinner. In the Juniors, dinner money must be sent into school on Monday morning in a named envelope. Cheques for school meals are to be made out to OMBC. If you feel your infant or junior child is entitled to a free school meal please contact the Education Shop on 0161 770 6688.

School meals are cooked freshly on the premises. The choice includes vegetarian and salad meals. The menu for each day is displayed in the kitchen window. If your child has a particular medical or religious dietary requirement please discuss this with the Headteacher so that appropriate meals can be prepared.

A packed lunch may be brought as an alternative to school meals. These should be in a container which is clearly marked with your child's name. Parents are asked to ensure they follow the healthy eating guidelines if they are providing a packed lunch.

Every week a child from each class will be chosen to eat their lunch at the 'Captain's Table' during Wednesday lunchtime. These children are chosen because of their wonderful behaviour at lunchtimes. They are asked to choose a friend to go with them and the 'Captain' is usually a teacher, teaching assistant or Governor from the school. The children will be presented with their certificate during Tuesday assembly.



Captain's table with Miss Healey

Children are encouraged to have regular drinks of water. Key Stage 1 children also receive a piece of fresh fruit every morning play and a carton of milk in the afternoon. We have a fresh fruit tuck shop for Key Stage 2 children.

Our Healthy Eating Policy means that children are only allowed to eat healthy snacks at playtime; no crisps, sweets, chocolate etc. Also at birthdays we do not hand out sweets or lollies and instead encourage children to bring in a healthy present or buy a book for the class.

School Council

Pupils in Years 2 to 6 are elected democratically to be members of our School Council and they meet with Mrs. Leigh to share suggestions from the classmates and discuss and plan for events in school and fund raising activities.

Attendance

Buckstones prides itself on its high attendance record. We have adopted the Local Authority's revised policy for managing requests for all absences from school. Schools are monitored closely on attendance. It is therefore essential that your child attends school at all times unless they are genuinely ill or attending a medical/dental appointment. Please telephone school if your child is ill, and send a letter of explanation upon their return.

Any holidays taken during term time will be classed as unauthorised. If you take your child out of school without approval the absence will be recorded as unauthorised and Oldham's School Attendance Improvement Service may issue you with a penalty notice of up to £60, per parent, per child. In some cases you may be prosecuted or your child may lose their place at the school.

Maximum attendance is crucial to the continuity of learning for your children.

Illness and Injury

We ask you to give us at least one emergency contact telephone number in case your child is taken ill or has an accident. There are several first-aiders within the school. If children have a fall, we deal with any necessary first aid, but if the accident is more serious we contact parents immediately. Serious accidents are reported to the Local Authority.

If your child becomes ill during the day parents will be contacted so they can go home. The school has information on contagious diseases and the length of exclusion from school. If a child has vomited or had a tummy bug they must remain at home for at least 48 hours after the last bout of sickness.

If your child is fit for school but needs medication, you are welcome to come at the appropriate time to administer it. Should your child require regular medication over a long period of time, you should discuss this with the Headteacher. School will not administer any form of pain killers. Medication that will be administered includes: anti-biotics, hay fever medication, medication for diagnosed conditions e.g. allergies or ADHD. These medicines will only be administered if they have been sent in with a signed permission letter giving details of time and dosage.

If your child has asthma then please inform the school and complete the necessary form. Any child with asthma **must** keep an in-date inhaler in school. Children **must** have their inhalers with them to take part in any out of school activity or sporting event.

It is important to keep our records up to date so if your child has been diagnosed with any illness please inform the school office immediately.

Head lice

Unfortunately head lice are a persistent problem and are often attracted to the cleanest of heads. If your child does contract head lice please inform us and we will send out a standard letter to the members of that class. If you do find head lice in your child's hair please treat it immediately.

School Nurse

Our school nurse visits school on a regular basis to monitor the children's health and to provide support for parents. During the first year at school the nurse will carry out hearing and eye checks with your permission. The school nurse continues to carry out regular vision and hearing tests as children progress through school and may also monitor growth and weight. The school nurse will be happy to help with any health enquiries you have. Please telephone school to make an appointment.

Equal Opportunities

It is the policy of the staff and Governors of Buckstones to treat all people equally and to provide all children with the same inclusive experiences and opportunities.



Safeguarding/Child Protection

Parents should be aware that we take all reasonable action to ensure the safety of all its pupils. Any photographs or video recordings of school performances or events must be wholly or mainly be of your own child for personal use and must not be uploaded onto the internet.

All Oldham schools follow Oldham's Safeguarding Children Board procedures. The school will, in most circumstances, discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police; we will only do this if we have concerns that a child may be suffering ill-treatment, neglect or other forms of abuse. Sarah Healey is the person designated to be in charge of Child Protection and Mrs Elizabeth Lundy is our Governor in charge of Child Protection.

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We **Buckstones Primary School** are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE) **The LA may occasionally be required to share pupil's personal and sensitive data with any government and/or partner agencies. The LA will only share data when there is a statutory duty or legal requirement to do so, or when it will be of benefit to the child/young person. Any pupil data that the LA share with government and/or partner agencies will be strictly assessed and the LA will ensure that the Data Protection Act 1998 is complied with.**

If you want to see a copy of the information we hold and share about you then please contact **Carolyne Jones.**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.oldham.gov.uk/learning and

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/a0064374/pn>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Barbara Mulvihill
Information Management Team
Oldham Council
Civic Centre
West Street
Oldham
OL1 1UG

Website: www.oldham.gov.uk
Email: Barbara.mulvihill@oldham.gov.uk
Tel No: 0161 770 4827

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Tel No: 0870 000 2288

PARENT PARTNERSHIPS

We recognise the importance of parent partnership and welcome parental involvement in many aspects of school life.

Parent Helpers

We are keen to encourage any parents - or grandparents- who have a few hours to spare each week to come into school to assist children's learning. This is a very valuable and rewarding role. If you would be interested please either contact the class teacher or the Headteacher. Again, in the interests of child protection, we stipulate that all adults working with children must agree to undergo an Enhanced DBS clearance before beginning their voluntary roles in school.

Friends of Buckstones

The Friends of Buckstones is open to all parents and friends and you are very welcome to become an active member or alternatively join in any of the activities they run. A small committee of parents run and organise social and fundraising events. They do a wonderful job and we are very grateful for all their hard work.

An Annual General Meeting is held at the beginning of the autumn term and then regular meetings are arranged throughout the year.

Homework

The homework policy has been recently updated and is available from the school office.

- The main purpose of homework is to improve the quality of learning of all children.
- Homework may reinforce and support learning, which has been initiated at school.
- Regular homework indicates to the children the high priority we place on learning.
- Homework forges links between home and school and enables parents and carers to partake in their child's learning and to work together to enjoy teaching experiences.
- For all children it is important to develop a learning partnership with parents or carers and develop active involvement in their child's learning.

- Regular homework helps develop confidence, good study habits and self-discipline in children.
- To consolidate, reinforce and extend skills.
- To provide opportunities for parents and children to work together.
- To allow parents to gain an understanding of what children are learning in school.
- To allow children to progress towards becoming more independent learners.
- At Key Stage 2, particularly in Year 6, more independent study helps to prepare the children for the requirements of Secondary School.



How much time should be spent on homework?

Year Group	Time
Reception	10 mins per day reading & key words / handwriting
Years 1 and 2	Up to 45 mins. per week PLUS 5/10 mins. a day reading and key words 5/10 mins. a day spellings 5/10 mins. a day Mental Maths Big Talk once a fortnight
Years 3 and 4	Approximately 1 hour per week PLUS 10/15 mins. a day reading 10 mins. a day spellings 10 mins. a day Mental Maths Big Talk once a fortnight
Years 5 and 6	Approximately 30-45mins twice weekly PLUS 15/20mins a day reading / comprehension 10/15 mins a day spellings 10 mins. a day Mental Maths Big Talk once a fortnight

Reporting to Parents

Parents' evenings are held two times in a year, in the autumn and spring terms. This is when parents are invited to come and look at children's work and discuss their individual progress with the class teacher. You are welcome to speak to staff about your child at other times. Appointments are readily arranged.

Written reports are sent to all parents towards the end of the summer term. These reports detail progress within the National Curriculum, and achievements in general.

Complaints Procedure

If you have any concerns or complaints we would like you tell us about it in confidence. We welcome any suggestions for improving our work in school. We ask parents and children to complete bi-annual questionnaires. In the first instance most parental concerns can be resolved through discussions with the class teacher or the Headteacher. If the matter is unresolved, a formal complaint should be put in writing to the Headteacher, who will refer the complaint formally to the Chair of Governors.

A copy of the complaints procedure is available upon request.

GOVERNORS

Governors are like a board of Directors and make decisions about how the school is run. They meet at least once a term at school.

Governors are appointed to help:

Decide what is taught

Set standards on behaviour

Interview and select staff

Decide how the school budget is spent

School Governors have legal duties, powers and responsibilities. They act together, they cannot act individually.

School Governors are:

Parents

Support Staff

Teachers at the school

Local council representatives

Community representatives

Why are parents on the Governing Body?

Parent governors bring the views of parents to the Governing Body, but they speak and act as individuals. They have equal status in the work of the Governing Body and have voting rites.

What can Parent Governors be expected to do?

Parent Governors can make sure that all communications with parents are both informative and easy to read, describe the activities in everyday language and avoid the use of jargon. The Governors can ensure that parents have easy access to information.

What do Governors do?

The Governors meet at least once a term.

The Head teacher presents a report on all school activities, curriculum, finance and staffing matters. Discussions range over many issues, such as the state of the grounds and buildings, deployment of staff, the progress of learning of the pupils, issues raised by parents.

There is a committee for finance and staffing, and a working party for the curriculum. The Governors are working towards a Governor Mark Award.

Copies of reports and the minutes of meetings are available in school for parents to read, along with the instruments and articles of Government. The governors are all unpaid volunteers and have received no travel or subsistence allowance this year.

List of current Governors:

LA Governor Chair	Mr. Stephen Beckley	Appointment date: 1.9.2004 Expiry date: 31.8.2016
Community Governor Vice Chair	Mrs. Pauline Whitehead	Appointment date: 17.6.2003 Expiry date: 09.06.2019
Co-opted Governor	Mr. David Vause	Appointment date: 20.4.2007 Expiry date: 09.06.2019
Co-opted Governor	Mr. Ian Hartley	Appointment date: 8.2.2012 Expiry date: 09.06.2019
Co-opted Governor	Mrs. Susan Gee	Appointment date: 10.06.2015 Expiry date: 09.06.2019
Co-opted Community Governor	Rev. David Jones	Appointment date: 20.6.2012 Expiry date: 19.06.2016
Co-opted Community Governor	Mr. Ken Coburn	Appointment date: 2.10.2014 Expiry date: 09.06.2019
Co-opted Parent Governor	Mrs. Sarah Parker	Appointment date: 01.01.2011 Expiry date: 09.06.2019
Co-opted Parent Governor	Mr. James Woodward	Appointment date: 13.3.2012 Expiry date: 09.06.2019
Parent Governor	Mr. Andrew Aspinall	Appointment date: 1.5.2013 Expiry date: 15.04.2017
Parent Governor	Mr. Richard Scull	Appointment date: 16.04.2013 Expiry date: 15.04.2017
Parent Governor	Mrs. Helen Singleton	Appointment date: 06.07.2015 Expiry date: 06.07.2019
Co-opted Teacher Governor	Mrs Karen Adamson c/o Buckstones School	Appointment date: 5.4.2003 Expiry date: 09.06.2019
Support Staff Governor	Mrs Liz Lundy c/o Buckstones School	Appointment date: 4.10.2004 Expiry date: 3.10.2016
Headteacher	Miss Sarah Healey c/o Buckstones School	Appointment date: 1.9.2002

SCHOOL UNIFORM

Pupils who attend Buckstones should be proud to belong to the school and should wish to be identified with us by the wearing of our distinctive school uniform. The uniform list is kept as brief as possible and with as much variation within the list as is reasonable so as to avoid undue expenditure on the part of the parents.

Appearance is one of the aspects by which we are judged. This school is proud of its record within Shaw.

Uniform: Grey trousers / skirt / pinafore / shorts
Yellow / white polo shirt / shirt
School sweatshirt / grey jumper / cardigan
Black **school** shoes - NO TRAINER SHOES
Blue or yellow checked summer dresses

For P.E. Yr. R to Yr 6 children - blue/black shorts and plain
white or yellow T-shirt
Black pumps

For Games: Tracksuit and trainers.
(No football strips)

We currently carry a small stock of sweatshirts, cardigans and PE t-shirts in school. All other uniform is available online from www.schooltrends.co.uk
Reading folders can be purchased from school.

The only jewellery allowed in school is a wristwatch. **Earrings, necklaces, bracelets and rings are not permitted.** No jewellery is to be worn for swimming and P.E. No earrings are allowed in school, nor are children allowed to wear plasters over their ears to cover earrings. Please ensure that if your child has their ears pierced they do so at the beginning of the 6 week holidays. Children are also not to come to school with the nail varnish on.

NATIONAL CURRICULUM ASSESSMENT RESULTS

Ofsted reports can be downloaded from their website at <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/105671>

The latest school performance data is available from the Department for Education website at <http://www.education.gov.uk/cgi-bin/schools/performance/school.pl?urn=105671>

The following represents an analysis of SAT's results at Key Stage 1 and Key Stage 2 in July 2015. **Summary of most recent standards and achievements**

Key Stage 1: Teacher Assessments 2015

	2B and above	3
Reading	84%	23%
Writing	71%	-
Mathematics	71%	29%

Key Stage 2: SATs Results and Teacher Assessment 2014-2015

	%L4+	%L5+	%L6+
Reading (SAT)	100%	67%	-
Writing (TA)	90%	40%	-
Spelling, Grammar and Punctuation (SAT)	100%	87%	10%
Maths (SAT)	97%	50%	13%

2016-2017 Holiday Pattern

Opening Dates	Closing Dates
Monday 5 th September 2016	Friday 21 st October 2016
AUTUMN HALF TERM - Monday 24 th October 2016 to Friday the 28 th October 2016 (inclusive)	
Monday 31 st October 2016	Friday 16 th December 2016
CHRISTMAS BREAK 2016 - Monday 19 th December 2016 to Tuesday 3 rd January 2017 (inclusive)	
Wednesday 4 th January 2017	Friday 10 th February 2017
SPRING HALF TERM 2017 - Monday 13 th February 2017 to Friday 17 th February 2017	
Monday 20 th February 2017	Friday 31 st March 2017
EASTER 2017 - Monday 3 rd April 2017 to Monday 17 th April 2017 (inclusive)	
Tuesday 18 th April 2017	Friday 26 th May 2017
MAY BANK HOLIDAY 1 ST OF MAY 2017 CLOSED	
SUMMER HALF TERM 2017 - Monday 29 th May 2017 to Monday 5 th June 2017	
Tuesday 6 th June 2017	Friday 21 st July 2017

The content of this prospectus was correct at the time of publishing.

Appendix 1 Contract for Acceptable Use of the Internet (Pupil)
Rules for Responsible Internet Use

Pupils

The school has computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the email with my own login and password, which I will keep secret;
 - I will not access other people's files;
 - I will only use the computers for school work and homework;
 - I will not bring CD's or a memory stick into school;
 - I will ask permission from a member of staff before using the internet;
 - I will only e-mail people I know, or my teacher has approved;
 - The messages I send will be polite and sensible;
 - I will not give my home address, telephone number, email address or personal website details, or arrange to meet someone, unless my parent, carer or teacher has given permission;
 - To help protect other pupils and myself, I will tell a teacher if I see anything I am unhappy with or I receive messages I do not like;
 - I understand that the school may check my computer files and may monitor the internet sites I visit.
-

Appendix 2

Dear Parents

Responsible Internet Use

As part of pupils' curriculum enhancement and the development of ICT skills, Buckstones Primary School is providing supervised access to the internet including email.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet access provider operates a filtering system that restricts access to inappropriate materials.

The access your child will have to the internet will be highly planned for and appropriate to enhance their educational needs. I enclose a copy of the Rules for Responsible Internet Use that we operate at Buckstones.

Should you wish to discuss any aspect of Internet use please telephone me to arrange an appointment.

Yours sincerely

Miss S. Healey

Headteacher

Permission for Internet Access

Parent/carer's permission

I give permission for access to the Internet on the terms set out in the above letter.

Signed:

Print name:

Date:

Pupil's agreement (for Key Stage 2 children)

I agree to follow the rules for Responsible Internet Use.

Signed:

Print name:

Class: