



## Lily Lane Primary School School Information



| School Times: |                         | Start  | Finish |
|---------------|-------------------------|--------|--------|
|               | Nursery:                | 9.00am | 3.05pm |
|               | Reception & Key Stage1: | 8.50am | 3.05pm |
|               | Key Stage 2:            | 8.50am | 3.10pm |

### Our School

We are an expanding primary school with a current roll of approximately 570 pupils which includes our 60 place Nursery.

### School Aims and Values:

At Lily Lane, our goal is to ensure that everyone is highly motivated and engaged by their experience with us, be it a pupil, staff member, parent or a community volunteer, and to enrich their time together at school. Our school statement is, '**Let's Learn and Succeed Together.**'

Children, staff and parents work actively in partnership to enable all children to realise their full potential. We aim for us all, as learners, to:

- feel safe and valued as part of a caring community that celebrates success.
- be independent thinkers / learners who are able to seek solutions creatively and co-operatively.
- inspire an 'enquiring' mind and ask questions.
- be confident enough to take risks in our learning.
- experience and actively participate in a relevant, enjoyable curriculum that evolves to meet the needs of all.
- be able to listen and articulate responses showing consideration to others.
- be polite and courteous.
- be proactive in our responsibilities towards the community, society, the environment and economy, linking 'real life' with our learning.
- understand and respect diversity.
- be aware of and recognise our own learning needs and be involved in planning future steps.
- develop a sense of self esteem: be well balanced and healthy individuals.

### Our Aims

- For children to operate as independent learners and thinkers
- To inspire a love for learning
- To provide a relevant curriculum for all
- For children to value themselves
- To foster a sense of belonging to a community
- Develop a curiosity for life
- Try hard and always have a go
- Believe that no mountain is too high to conquer
- Strive to become the best that you can be.

### **Attendance and Punctuality**

It is important that your child arrives at school on time every day. If your child is unable to attend school, please let us know by telephone or send a note when your child returns to school. If we do not receive an acceptable reason for your child's absence, it will be counted as an unauthorised absence. Attendance is monitored daily by the school and regularly by the local authority. Please let us know in advance if your child has an appointment with the doctor or dentist so that an appropriate mark can be put in the attendance register.

We run a reward system for pupils who attain 100% attendance each half term.

### **Requests for absence during term time**

Unless your child is unwell or has an appointment they should be in school. Since September 2013 it has not been possible for Headteachers to authorise absences for holidays during term time. Such requests can only be authorised in exceptional circumstances.

### **School Uniform and Book Bags**

School uniform consists of a red sweatshirt, white polo shirt and either black trousers or skirt.

Please make sure that your child's name is clearly marked on all belongings.

Each child will be given a school book bag when they start school, if you could ensure that they bring their bag every day so that they can keep their reading books and any letters safe.

### **School Dinners**

Dinner money is £11.00 per week (£2.20 per day). Please send the correct money on Monday morning, in an envelope with your child's name and class. Milk money is paid termly you will receive a letter giving you details of this in advance.

### **Free School Meals**

In September 2014 Free School Meals were introduced for all children in Reception and Key Stage 1 (4-7 year olds) (excluding Nursery). We are encouraging all children in Reception and Key Stage 1 to have a school dinner. Our school dinners are excellent and provide good nutritional value and there is a good selection (including sandwiches) on offer each day.

### **Pupil Premium**

If you currently claim or are in receipt of Income Support, Job Seekers Allowance or Child Tax Credit the school may be eligible for pupil premium money for your child. This amount is currently £1320 per year per child. This money is used to provide trips and enrichment activities and additional staff. A breakdown of how the money is spent on the school website. If you think you are entitled to Pupil Premium please collect a form from the office.

### **Charging Policy**

The policy for charging, adopted by the Governing Body, is based upon the principle that education for all pupils should be free of charge if it takes place during school hours. However, the policy allows us to seek voluntary contributions for activities such as educational visits. It should be noted that unless sufficient voluntary contributions are received, the activity may not take place. No pupil will be prevented from taking part in school hours' visit or activity on the bases of not being able to pay. Books and equipment will normally be provided by the schools. However, the charging policy allows the schools to ask for a donation towards the replacement of any item of school property which has been lost or damaged.

### **Jewellery**

Jewellery must not be worn for school, however children who have recently had their ears pierced are permitted to wear small studs. Parents will be required to sign a waiver form if they wish their child to wear any jewellery for religious reasons.

### **Safety and Security**

For the safety of all our children the school gates are fitted with an automated locking system. They will open from 8.00am (for Breakfast Club) until 9.10am and then from 3.00pm until 3.25pm. At all other times parents who need to visit school should come to the Visitors entrance via the Lily Lane car park.

## **Health, Safety and Wellbeing**

At Lily Lane we expect everyone to behave in a way which ensures the safety and wellbeing of all the children and encourages a positive start to the day.

The school will not tolerate abusive or aggressive behaviour either to members of our staff or to other members of the community. Where parents and carers do not respect this, further action will be taken. In some instances this may include being banned from the school site.

## **Special Educational Needs**

We recognise that all children have individual needs and some children will experience difficulties in learning at some time in their school life. The school will make every effort to meet these needs by following the Code of Practice for Special Educational Needs. These procedures involve consulting with parents at every stage. Full details of our 'Local Offer' and how we support families of children with Special Educational Needs or Medical Conditions can be found on our website. If you would like to speak to our SENCO please contact the office to make an appointment.

## **Health**

The school nurse makes regular visits to school. If you have any concerns regarding your child's health she can be contacted for advice. The local clinic is, Harpurhey Clinic 0161-861-2435  
Head lice are a recurring problem in school and the school nurse no longer does routine head inspections. Therefore, we must ask you to check your child's head regularly to stop the spread of infection. If your child needs to wear glasses please let the class teacher know.

If your child becomes unwell or has an accident in school, we may need to contact you so **please ensure that you have completed the emergency contact form and keep us informed of any changes.**

## **Medicines**

If your child has medication which needs to be given during school hours please ask at the office and we can ensure the relevant paperwork is completed to administer your child's medicine safely

## **Child Protection**

The school has a duty to respond to and pass on concerns of a child protection nature, where possible we will inform parents. There are occasions when we are required to report the matter to the Children Families and Social Care Services IMMEDIATELY. Consequently, in such situations, it is likely that a social worker will contact the parents, not the school.

This requirement forms part of the local authority's procedures for dealing with child protection and is not a matter for the discretion of the Headteacher or members of the school staff.

## **Equal Opportunities Policy**

The school is fully committed to Manchester City Council's policies on anti-racism and equal opportunities. We have a positive and inclusive school community where all individuals are treated equally and with respect of gender, race, religion, culture and ability. All forms of verbal abuse will be treated seriously and it will always be made clear that racial acts and/or name calling will not be tolerated in school.

School Policies such as Behaviour for Learning, Equal Opportunities and Safeguarding can be found on our website [www.lilylane.manchester.sch.uk](http://www.lilylane.manchester.sch.uk)

## **Complaints Procedure**

If you have a problem and/or complaint regarding any matter within the schools, please contact the Headteacher verbally and then if necessary, in writing. If you are not satisfied with the response, put your complaint in writing to the Chair of the Governing Body. 7

## **Access to Information**

The school holds copies of information which all parents can legally request to see. These are as follows:-

- Statutory instruments or circulars sent to school.
- OFSTED or H.M.I. Reports.
- Policies and schemes of work.
- The Governing Body's School Profile.
- A copy of the arrangements for the consideration of complaints.

## **The Curriculum**

The curriculum that we provide at Lily Lane is designed to be inclusive of all children and cater for all learning styles. Our committed, hardworking and talented staff plan lessons that are creative and imaginative, whilst nurturing and developing a love of learning. We place a big emphasis on the teaching of key skills in reading, writing and maths to ensure that children reach high standards of learning. Our curriculum encompasses the social and emotional aspects of learning and the well-being of children is seen as the foundation of academic success.

Our curriculum aims to inspire all children at Lily Lane. We endeavour to capture the interests of each pupil, providing exciting and enriching learning experiences. We encourage children to become independent learners, to ask and answer questions about the world around them to create a love of learning.

We offer a curriculum which is balanced and broadly based and which promotes the spiritual, moral, cultural, mental and physical development of pupils at school and society. We aim to prepare pupils for the opportunities, responsibilities and experiences of later life.

## **Religious Education**

All state schools are required to make provision for a daily act of collective worship and must teach religious education to pupils at every key stage. At Lily Lane we meet daily for collective worship, in different key stages, and class assemblies are also held once a week.

## **Relationship Education**

At Lily Lane we believe that Relationship Education is important to our children and we follow the Manchester Healthy Schools 'Growing and Changing' scheme of work. We use expertise from the Healthy School team and our school nurse is involved in the delivery of some of these sessions.

## **Music**

The national curriculum for music aims to ensure that all pupils:

- perform, listen to, review and evaluate music across a range of historical periods, genres, styles and traditions, including the works of the great composers and musicians.
- learn to sing and to use their voices, to create and compose music on their own and with others, have the opportunity to learn a musical instrument, use technology appropriately and have the opportunity to progress to the next level of musical excellence.
- understand and explore how music is created, produced and communicated, including through the inter - related dimensions: pitch, duration, dynamics, tempo, timbre, texture, structure and appropriate musical notations.

## **Physical Education**

The national curriculum for physical education aims to ensure that all pupils:

- develop competence to excel in a broad range of physical activities
- are physically active for sustained periods of time
- engage in competitive sports and activities
- lead healthy, active lives

## **Educational Visits**

We are committed to enhancing the curriculum by providing real life experiences through the use of the wider environment. Where this is not possible we bring in people with particular talents or experience into our school.

Each class normally has at least one educational visit each year. The transport costs are normally paid from our school budget, although parents may be asked for voluntary contributions towards any donations that we make. In reality these visits still need to be subsidised by School fund. You will be informed by letter of any visits involving your child.

## **Swimming**

Swimming forms part of the National Curriculum in P.E, swimming is only provided for children in year 4. These children are expected to attend the swimming baths regularly, unless they are medically unfit. It is essential that earrings are not worn in the swimming baths and girls must wear a swimming cap. Swimming costumes or trunks must be worn no other clothing is allowed.

## **Healthy Schools**

We have a Gold Healthy Schools Award here at Lily Lane Primary School and are committed to our children staying healthy. Being physically and mentally healthy is the aim for all our children.

## **Being Mentally Healthy**

Staff are constantly striving to address the social and emotional aspects of learning some of which is delivered through our PSHE (Personal Social and Health Education) curriculum.

We aim to make children feel safe in school, for example safe from the fear of bullying.

We look after our environment to keep children safe within our grounds. Our school rules and policies are all ways of ensuring that all children are kept safe.

## **Being Physically Healthy**

Children have access to water throughout the day. We are very aware that the **dental health** of many of the children in the area is very poor therefore fizzy drinks, flavoured water or juices are not allowed in school. Only fruit should be brought to school for break time. No sweets, crisps or chocolate are allowed in school. Milk is available to order; milk is free for nursery children however a small charge is made for other year groups. Milk is ordered termly.

School meals contain a balance of proteins, carbohydrates and vitamins. This makes a healthy meal. If your child brings a packed lunch you should aim to provide a healthy meal such as a sandwich, a yoghurt and a piece of fruit. Cereal bars can be included in your healthy packed lunch but please do not add crisps chocolate biscuits or sweets.

## **Parents and The School**

We work in partnership with parents and you are welcome to visit the school or see the headteacher about any matter. We would particularly ask for your support in ensuring the policies and rules of the school are followed. We would also appreciate any help you are able to give in non-teaching activities or accompanying visits.

We hold parents' evenings twice each year and a review day for Year 6 children in the Spring Term, when the teachers are available to discuss your child's work, progress and welfare. A written report will be provided in July. However, if you have any worries or queries at any time, please do not hesitate to contact us.

Other information will be circulated by regular newsletters and via the classroom noticeboards.

**Site safety: Vehicles**

For the safety of all children, the only vehicles permitted in the school grounds are staff cars and vehicles making authorised deliveries. Please do not either enter the playground with your vehicle or park on the yellow lines outside school when either dropping off or collecting your children. It is not safe for children to cut through the car park. In the interest of safety, bikes and scooters should be pushed, not ridden, onto the site.

**Site Safety: Dogs**

For the safety of all children, please do not bring dogs onto the school premises. Please do not leave them unattended at the school gate, or allow them to follow children to school.

**No Smoking**

Please note that there is **no smoking** allowed on school premises, at any time.

**Contact Details and Absences**

It is very important that we have your contact details and that they are kept up to date so that we can contact you in case of an emergency. **Please let us know if you change your address or telephone number as soon as you can.**

If your child is going to be absent, please ring school on the first day of absence. This will save us ringing you and the absence can be authorised if the reason is sickness or because of any other unforeseen circumstances that may prevent your child from coming to school.

**School Contact Details:**

**Headteacher:** Ms Julia Clark  
Lily Lane Primary School  
Kenyon Lane  
Manchester  
M40 9JP

**Tel:** 0161 205 3397

**Email:** [admin@lilylane.manchester.sch.uk](mailto:admin@lilylane.manchester.sch.uk)

**Website:** [www.lilylane.manchester.sch.uk](http://www.lilylane.manchester.sch.uk)