



# WELCOME TO



**LILY LANE**  
PRIMARY SCHOOL

Kenyon Lane, Moston, M40 9JP  
0161 205 3397

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

# SCHOOL TIMES

Nursery: 9.00am - 3.05pm

Reception & Key Stage1: 8.50am – 3.05pm

Key Stage 2: 8.50am – 3.10pm



# WELCOME TO

## LILY LANE PRIMARY SCHOOL

We offer you and your family a warm welcome to Lily Lane.

From September 2018 Lily Lane will be a three form entry school, 90 children in each year group (with the exception of Year 1 and Year 2 with 75 children). We also have a 60 place nursery.

In September, we will be opening a new classroom block for the Nursery, one Reception class and Year 1. There will also be a new playground and forest school which will be completed by October 2018. A new external lift will be installed on the existing building at the Lizmar Terrace end.

We are looking forward to these changes and the high quality-learning environment that this will provide for all our children.

The school is organised into four phases. If you have any questions relating to your child, the class teacher, Year Team Leader or Phase Team Leader would be who to go to first.

<b>EYFS Phase Leader</b>	Rachel Hardy
<b>Nursery Manager</b>	Emma Henstock
<b>Reception Year Team Leader</b>	Seema Saini
<b>Key Stage 1 Assistant Head</b>	Anne Marie Frost
<b>Year 1 Year Team Leader</b>	Catherine Carlisle
<b>Year 2 Year Team Leader</b>	Anne Marie Frost
<b>Lower Key Stage 2 Assistant Head</b>	Sarah Smart
<b>Year 3 Year Team Leader</b>	Sarah Thompson
<b>Year 4 Year Team Leader</b>	Sarah Smart
<b>Upper Key Stage 2 Assistant Head</b>	Jane Cunningham
<b>Year 5 Year Team Leader</b>	Sam McVey
<b>Year 6 Year Team Leader</b>	Razeena Bibi





## OUR SCHOOL

We are very proud of our school and its achievements. Our shared vision is that every child will learn and succeed. We aim to educate the whole child in achieving not only academic success but physical, moral, cultural and emotional well-being. We do this by providing a broad and balanced curriculum so that children really can succeed and enjoy their education.

*Ms Julia Clark*  
Headteacher



# SCHOOL VISION

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.

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.





# READY, RESPECTFUL, SAFE

## School Rules

- We are always kind, RESPECTFUL, polite and listen to each other.
- We look after each other and are aware of others' feelings.
- We only use words and actions that make people feel good about themselves.
- We are READY for our learning and try our best in everything we do.
- We take care of our belongings and look after resources.
- We always behave in a SAFE way.

## Everyday Expectations

- We walk inside the building and to where we need to be.
- We use the hand rail to go down stairs.
- We walk quietly to assembly.
- We are careful and considerate when moving through doors and hold doors open for people.



## At Playtime

- We only play games which are safe for ourselves and other people.
- We do not play games which involve grabbing or hurting people.
- We look after playground equipment and play with it in the correct areas.
- We go to peer mediators and adults for help if we cannot resolve situations peacefully.
- We stand still and quietly on the first whistle and walk to our line on the second whistle.
- We walk quietly to our classrooms when we enter the building.
- We do not go into the school building without permission from an adult.

## Before and After School

- We do not play ball games or chase games before school.
- We do not go on the traversing wall before or after school.
- When the school day ends, we go straight to where we should be.





# PARENTS AND THE SCHOOL

We work in partnership with families 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, the school website and via the classroom noticeboards.



If you wish to see the Headteacher or the Deputy Headteacher, please make an appointment at the School office.

# ATTENDANCE AND PUNCTUALITY

This is how we will support you to maintain or improve your child's attendance and punctuality.

## GOLD

100 % TO  
98 %

We will celebrate very good attendance and punctuality throughout the school with you and your child

Children with 100% attendance at the end of each half term receive a certificate and are entered into a prize draw. The classes with the best punctuality in KS1 and KS2 have a special lunch at the end of each half term.

## SILVER

97 % TO  
95 %

### Going for Gold

Well done on your good attendance!

Now let's try going for GOLD!

## AMBER

94 % TO  
91 %

### We may be becoming concerned about your child's attendance

We are starting to monitor your child's attendance. You will receive a letter from school and may receive a home visit. We will help you to improve your child's attendance by looking at reasons for absences and lateness and we may request medical evidence. If there is a continued concern, we will arrange for you to meet our PSAs to see if any help or support can be offered.

## RED

90 % TO  
BELOW

### Your child is high risk of becoming a Persistent Absentee

You will be invited to a panel meeting with our PSAs where you may be offered a **Parenting Contract/ Attendance Contract or Support Plan**.

If you do not engage with us, or attendance does not improve, you will receive a **Penalty Notice Warning Letter**.

Following this, if no improvement is made, you may be referred to the Local Authority who will consider a **Penalty Notice Fine or Prosecution**.



**'Let's Learn and Succeed Together' to ensure all our children achieve their best.**

# 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

We expect all children to wear school uniform every day. 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. Children should not wear make up (including nail polish) or extravagant bows.

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

They are encouraged to bring hats during hot weather but sunglasses are not permitted. Footwear should be suitable for active playtimes. No heels, flip flops or strappy sandals for health and safety reasons. Uniform can be purchased from the School Office.

## P.E Kit

P.E kit consists of a pair of shorts (no denim) and a T-shirt that covers your child's shoulders. Pumps or trainers must be worn for games lessons. No jewellery should be worn for health and safety reasons.



# SCHOOL UNIFORM PRICE LIST

Item(s)	Price (£)
Jumper	£ 8.52
Small Adult Jumper	£ 9.57
Cardigan	£ 9.88
P.E T-shirt	£ 4.00
P.E Shorts	£ 3.69
Full P.E Kit	£ 7.69
Replacement Book Bag	£ 4.25

We also have a good quality second hand uniform shop. Please enquire at the office for more information.



# CASHLESS OFFICE

In order to meet Manchester City Council's audit requirement and to improve the security of our financial transactions we have moved to a cashless school.

Payments for the following services must be made through the 'School Gateway':

- Breakfast club
- Afterschool club
- School meals
- School trips
- Uniform
- Milk
- KS2 fruit

Instructions on how to download the app are below Please bring your phone or tablet and staff will help you to download the app and demonstrate how to make payments. We will also have laptops available for parents to use.

How to download the 'School gateway' app onto your Smartphone or Android:

1. Go to your app store and search for "School Gateway" and download the app
2. Once downloaded, select the "I'm a New User" button
3. Enter your email address and mobile number.
4. Select Send PIN and a PIN number will be text to your mobile phone
5. Log in with your email address and the PIN

Or you can access this through your internet browser at [www.schoolgateway.com](http://www.schoolgateway.com)



# **JEWELLERY**

Jewellery must not be worn for school; however, children who have recently had their ears pierced are permitted to wear small studs but these must be covered with a plaster for P.E lessons for health and safety reasons. Hooped earrings are not permitted. Parents will be required to sign a waiver form if they wish their child to wear any jewellery for religious reasons.

# **SCHOOL DINNERS**

Our school dinners are good value for money, nutritionally balanced and we have an excellent catering team who ensure that there is a wide range of healthy food on offer including: Chef's choices, sandwiches, pasta and a delicious salad bar.

Dinner money is £11.30 per week (£2.26 per day). The payment has to be made on-line through the School Gateway. Milk money is paid termly; you will receive a letter giving you details of this in advance.

Copies of sample menus are on the School Website.

# **FREE SCHOOL MEALS**

In September 2014, Free School Meals were introduced for all children in Reception and Key Stage 1 (4-7 year olds). 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 on offer each day. The free school meal offer doesn't include Nursery children.



# PUPIL PREMIUM

If you currently claim, or are in receipt of Income Support, Job Seekers Allowance or Child Tax Credit, the school will be eligible for Pupil Premium money for your child. This amount is currently £1320 per year per child and is essential source of income for the school which is directed to ensure best outcomes for your child. This money is used to provide best quality additional learning support and opportunities including reading, writing and maths specialists, extra learning assistants and teachers.

We also use some of this money for enrichment opportunities, trips and visits including residential. A breakdown of how the money is spent is 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 a school hours' visit or activity, on the basis 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.



# HEALTH, SAFETY AND WELL-BEING

At Lily Lane we expect everyone to behave in a way which ensures the safety and well-being 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 barriers to 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 School Office to make an appointment.

# HEALTH

The school nurse visits school once a week from 9:30am to 11:00am. If you have any concerns regarding your child's health, she can be contacted for advice. The local health centre is Harpurhey Clinic - 0161-861-2435.

Head lice can be a recurring problem in schools but 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 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. Please inform the School Office if your child has any medical conditions as soon as possible.

# MEDICINES

If your child has been prescribed medication (by a doctor) which needs to be given during the school day, please ask at the School Office who will provide you with paperwork to ensure your child's medicine is administered safely. We cannot administer medicines without the correct paperwork being in place.





# ASTHMA

Our school recognises that asthma is a widespread, serious but controllable condition and the school welcomes all pupils with asthma. If your child has this condition, please fill in an asthma care plan and hand it in at the School office.

Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent/carer, doctor or asthma nurse agrees they are mature enough. All inhalers must be labelled with the child's name by the parent/carer.

## FAMILY SUPPORT STAFF

We are fortunate to have two members of staff, Julie Houghton and Sandra Oldham, whose roles alongside working with children is to support families. They are available to offer advice and support on a range of matters, including health, housing, benefits and any concerns you may have regarding your children.



# CHILD PROTECTION

The school has a duty of care 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

At Lily Lane Primary School, we celebrate the diversity of backgrounds of all pupils, families and the wider school community and are proud of our cohesive and welcoming community.

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)**



# THE CURRICULUM

The curriculum that we provide at Lily Lane is designed to be inclusive of all children. 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 in 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 teach religious education to all pupils at every key stage. At Lily Lane we meet daily for assembly, in different key stages, and class assemblies are also held once a week.

# 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 usually 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 and is provided for children in year 4. These children are expected to attend the swimming baths weekly 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, including bikinis or swimming shorts is allowed.

# HEALTHY SCHOOLS

We have a Gold Healthy Schools' Award and are committed to our children staying healthy. Being physically and mentally healthy is the aim for all our children.

# 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.

We offer an extensive physical education programme during curriculum time and through our extra-curricular activities. Our FIT4LIFE initiative and daily mile also encourages our children to be as active and healthy as possible.





# BEING PHYSICALLY HEALTHY

Children have access to chilled, filtered water throughout the day to keep them hydrated. Milk is available to order. It is free for nursery children; however, a small charge is made for other year groups. Milk is ordered termly. Please see the School Office for further information.

We are aware that the dental health of many of the children in the area is very poor; therefore, fizzy drinks, flavoured water, squash or fruit juices are not allowed in school or in packed lunches. Only fruit should be brought to school for break time snacks. No sweets, crisps or chocolate are allowed in school.

School meals are nutritionally balanced and adhere to strict food guidelines. If your child brings a packed lunch, you should aim to provide a healthy meal such as a sandwich, wrap or pasta dish, a yoghurt and some fruit. Please do not add high fat or sugary snacks, with no nutritional value, such as: crisps, Cheddars, chocolate biscuits or sweets. Please see the school 'Food and Drinks' policy for further guidance.



## BREAKFAST CLUB

We offer a daily Breakfast Club, opening at 8:00am. If you are interested in accessing this, please collect a form from the School Office. You will be notified if a place has been allocated. The charge is currently £1 per day.

## AFTERSCHOOL CLUB

We offer an Afterschool Club which runs from school finishing at 3:05 pm until 5:45 pm. If you are interested in accessing this, please contact the School Office. You will be notified if a place has been allocated. This club provides affordable child care at a cost of £6 per day.



## 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 9:15am and then from 3:00pm until 3:30pm.



At all other times, parents who need to visit school should come to the Visitors' entrance via the Lily Lane staff car park.

## **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. This also applies to before and after school club collection. Please do not enter the carpark 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. Please do not walk through the staff car park before or after school when dropping off or collecting children.

## **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.



# COMPLAINTS PROCEDURE

If you have a concern and/or complaint regarding any matter within the school, your first point of contact would be your child's teacher or Year Team Leader. Following this, a member of the Senior Leadership Team will be consulted regarding the matter or issue. We aim to work with you to resolve issues promptly. A copy of the 'Complaints Policy' is on the School Website.

## 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 ensure that 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

Telephone: 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)





# Lily Lane Primary School

## PUPILS Term Dates 2018-2019

### Autumn Term

<b>Term Starts</b>	Wednesday 5th September 2018
<b>School Closes</b>	Friday 19th October 2018
<b>Half Term Holiday</b>	Monday 22nd October 2018 – Friday 26th October 2018
<b>School Re-opens</b>	Monday 29th October 2018
<b>Term Finishes</b>	Friday 21st December 2018

### Spring Term

<b>Term Starts</b>	Tuesday 8th January 2019
<b>School Closes</b>	Friday 15th February 2019
<b>Half Term Holiday</b>	Monday 18th February 2019 - Friday 22nd February 2019
<b>School Re-opens</b>	Monday 25th February 2019
<b>Term Finishes</b>	Friday 5th April 2019
<b>Easter Holidays</b>	Monday 8th April 2019 - Friday 19th April 2019

### Summer Term

<b>Term Starts</b>	Tuesday 23rd April 2019
<b>Bank Holiday</b>	Monday 6th May 2019
<b>School Closes</b>	Friday 24th May 2019
<b>Half Term Holiday</b>	Monday 27th May 2019– Friday 31st May 2019
<b>School Re-opens</b>	Monday 3rd June 2019
<b>Term Finishes</b>	Tuesday 23rd July 2019

**Two Staff Training Days still to be confirmed**













LILY LANE  
PRIMARY SCHOOL

