



# WELCOME TO



**LILY LANE**  
PRIMARY SCHOOL

Kenyon Lane, Moston, Manchester, M40 9JP  
0161 205 3397

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

## SCHOOL TIMES

Nursery: 8.50am - 3.05pm

Reception & Key Stage 1: 8.50am – 3.10pm

Key Stage 2: 8.50am – 3.10pm





# WELCOME TO

## LILY LANE PRIMARY SCHOOL

We would like to offer you and your family a warm welcome to Lily Lane Primary School.

In September 2018, Lily Lane became a three-form entry school with a 60-place nursery. We opened a new classroom block for the Nursery and Reception classes and have a new playground and forest school. This new building and playground provides us with a high quality learning environment for all our children.





## OUR SCHOOL

At Lily Lane Primary School we believe that working with our community makes us stronger. In September, following significant leadership and staffing changes, we refreshed our school vision with this in mind.

Our vision is to provide an **inspiring** curriculum that will engage all learners to be successful and proud within their learning at school and beyond. We recognise that our community is diverse and **unique** and we will nurture and celebrate this so that children, staff and families feel proud. With our words and actions we will be **determined** to strive for excellence for our children and their community. By ensuring **support and kindness** for all we will flourish and grow.

We seek to hold firm to these values as we move through this year of change.

**Miss Sarah Murray**  
**Executive Headteacher**





## SCHOOL VISION

Our community is: **Stronger Together**

**We will seek to be:**

**Supportive:** we work hard to provide support and inclusion for all

**Kind:** we communicate kindness and care in everything we do

**Inspiring:** our curriculum and learning opportunities will inspire and engage all learners

**Determined:** we will strive for excellence in everything we do

**Unique:** we *will be* proud of our unique and diverse community and the curriculum that we offer

Our vision is to provide an **inspiring** curriculum that will engage all learners to be successful and proud within their learning at school and beyond. We recognise that our community is diverse and **unique** and we will nurture and celebrate this so that children, staff and families feel proud. With our words and actions we will be **determined** to strive for excellence for our children and their community. By ensuring **support and kindness** for all we will flourish and grow.

We will do this through:

- A rich and exciting curriculum that reflects our community and extends children's experiences within and beyond
- Access to a range of opportunities within the performing arts so that all children can develop their creativity and self-expression
- Inspiring learners to be engaged and take ownership of their learning as they grow
- Taking care of everyone's health, wellbeing and safety in our plans, words and actions, providing specialist support where it is needed
- Tailored support for children who have additional needs: learning, physical, medical or with language
- Removing barriers to success and wellbeing for our children and families
- Nurturing and listening to all, recognising the value that every contribution brings
- Engaging with our families and the community so that the school benefits from their special contribution
- Using our individual skills as a team so that we are stronger together



## READY, RESPECTFUL, SAFE

As a school we believe that:

- All children have capacity to get it 'right' – even if this is with support
- Where children struggle to follow routines or expectations, we need to look at the reasons why. There is always a solution that will work, even if it is for a short time.
- High expectations need to be communicated at all times by all adults:
- To support understanding we need to show children why we ask them to behave a certain way
- Giving positive feedback is motivating and engaging, we should seek to do this about behaviour as well as learning. We should catch children being Ready, Respectful and Safe and tell them we have noticed!
- Children are not born knowing how to behave, it takes the adults around them to model, teach and show them how it is done.
- At the heart of great behaviour sits strong relationships: we believe that strong relationships help to make children feel included, valued, trusted and builds their self-belief.
- Clearly promoting a Ready, Respectful and Safe culture and approach at our school will bring positive change for all

**All adults will support children to show:**

Whole School Charter	BE READY		
	In EYFS	In KS1	In KS2
<b>Listen</b>	Good sitting	Whole body listening	Listen and think
<b>Participate</b>	Good looking	Talk and take part	Participate, sharing my ideas
<b>Be Independent</b>	Good listening	To try for myself	Use 3 before me
<b>Be organised</b>	Get myself ready	Have the things I need	Select the things I need

Whole School Charter	BE RESPECTFUL		
	In EYFS	In KS1	In KS2
<b>Value others</b>	Listen and help	Listen to others ideas	Listen to different opinions
<b>Be kind</b>	Be kind with our bodies and words (Take turns)	Show kindness in our actions and words	Think before we speak or act. Treat others with kindness
<b>Be proud of ourselves and others</b>	Use good manners	Be proud of ourselves and others	Give and take compliments and praise
	Look after our school and class property		

Whole School Charter	BE SAFE		
	In EYFS	In KS1	In KS2
<b>Move safely around school</b>	Safe walking.	Fantastic walking.	Move safely (with my class and on my own)
<b>Safe bodies at all times</b>	Gentle hands and feet	Safe bodies at all times	Safe inside and out
<b>Build friendships</b>	Kind words	Use kind words and give praise	Include and recognise the skills of others
<b>Be emotionally aware</b>	Learn about my emotions.	Share my emotions.	Control my emotions



**To support us getting this right; we need parents to make sure that:  
CHILDREN ARE READY:**

- children are well rested and have had breakfast before school
- children have a book bag, read at home and bring it in every day
- children are in school and on-time, every day that they are well
- talk to your child about the school menu so they know what is on offer and choose well
- children have their uniform, outdoor clothing and things that they need
- you talk to your child about their learning, look at Class Dojo together and ask what they have done

- you help your child to complete their home learning and bring it back into school
- you help your child get their things ready for school, encouraging independence
- you spot when your child is ready and praise them for this
- let us know if your child is struggling, then we can help them by giving the right support
- you support your child to be independent in getting ready: coat, getting dressed, shoe laces, equipment ready for school

#### **CHILDREN ARE RESPECTFUL:**

- you acknowledge and praise your child's positive behaviours and the recognition they have received
- encourage your child to be happy when others get recognition too, feeling proud of others is important
- you recognise that all children will get it wrong sometimes and together we can make this better
- you talk to your child positively about school, raising any concerns you may have respectfully so that we can work together to make it right
- use the right channels to raise any concerns – we will always make time to put things right
- speak to adults and other children in school with respect. If we want a safe school, we all have to act safely.
- Share good news and achievements that your child has made outside of school
- Attend parents evenings, read newsletters and offer your support, where you can for what is happening at school

#### **CHILDREN ARE SAFE:**

- Make sure we know who is picking your child up
- Act safely and respectfully around the school site so that we all feel safe
- Let us know if your child is concerned or feeling worried about something
- Work with us if things aren't going right: together we can quickly make it better
- Talk to your child about their emotions and encourage them to share
- Support expectations within school, understand that all children being Ready, Respectful & Safe is important
- Make sure your child does not have unsupervised time on the internet without you checking what they are saying, doing and what others are saying and doing to them
- Remember that social media should not be used before the age of 13





## 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, 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 Class Dojo.



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 receive a reward each week.

### 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**.

## 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.

## SCHOOL UNIFORM AND BOOK BAGS

We expect all children to wear school uniform every day. The school uniform consists of a red sweatshirt or cardigan, white polo shirt and either black or grey 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. Uniforms can be purchased from the School Office.

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.

### P.E Kit

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

## SCHOOL UNIFORM PRICE LIST

Item(s)	Price (£)
Jumper	£ 9.25
Small Adult Jumper	£ 13.84
Cardigan	£ 10.75
P.E T-shirt	£ 4.60
P.E Shorts	£ 4.00
Full P.E Kit	£ 8.60

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 an 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**

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, Sandra Oldham and Paula Daly, whose role 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 Policy', 'Equal Opportunities' and 'Safeguarding' can be found on our website.

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

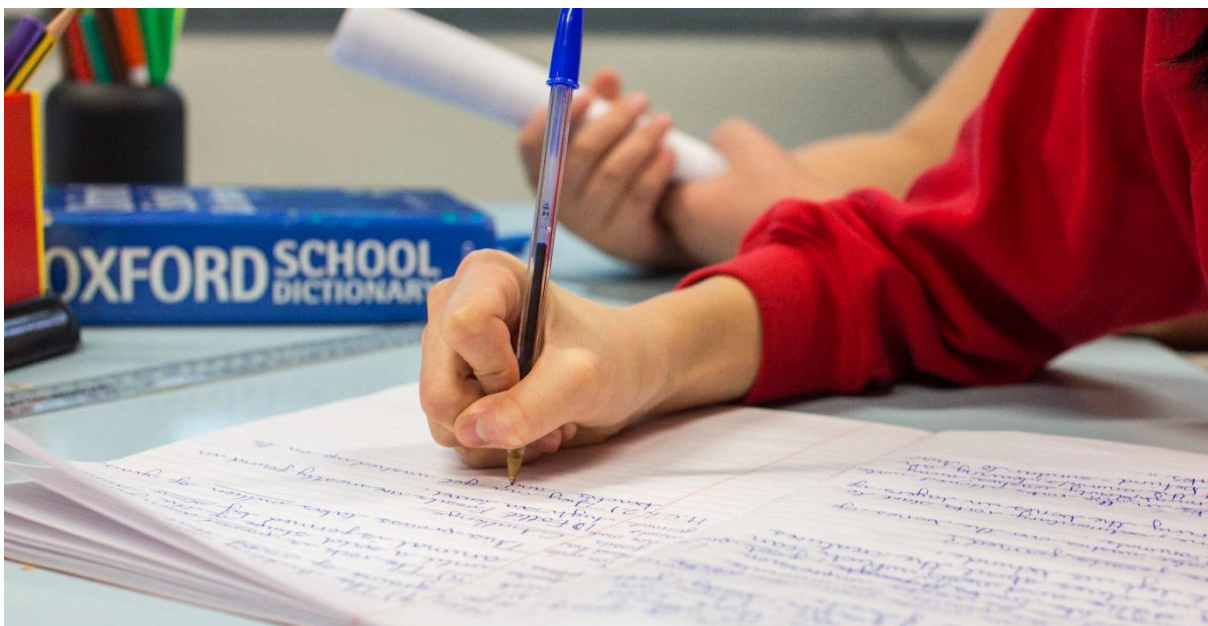


## THE CURRICULUM

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.



## 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. Parents may be asked for voluntary contributions towards any education visits, however advanced notice will be given for this. 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 5. 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 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.



## BEING PHYSICALLY HEALTHY

Children have access to chilled water throughout the day to keep them hydrated. Milk is available at dinnertime.

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.



## **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 3:10pm until 5pm. 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 8:45am until 9am and then from 3pm until 3:25pm.

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: Mrs Sarah Murray  
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)

