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The school adopts the Local Education Authority's policy relating to complaints. Detailed information is available from the school office on stages 2 and 3 (below), but it is hoped that any complaint will be resolved at stage 1.

<b>Stage 1</b>	Settling the complaint informally with a teacher, or with the Headteacher
<b>Stage 2</b>	Formal referral to the Governors
<b>Stage 3</b> East)	Formal referral to the Local Authority (Cheshire

A full copy of the complaints procedure is available on the school website.

## **Governing Body**

The Governing Body is responsible for all aspects of Lower Park Primary School. It is made up of representatives from parents, teachers, community representatives and some co-opted members. Together they provide a wealth of experience.

In order to carry out their duties effectively, the Governing Body has organised themselves into four working committees - each responsible for:

- \* Pupil and Curriculum
- \* Environment and Community
- \* Personnel
- \* Finance

These sub-committees meet on 1 or 2 occasions per term and report to the full governing body, which in turn, convenes twice each term.

The governors are anxious to provide the best possible education for the children at Lower Park School and all work determinedly towards this goal.

The Chair of governors is Mr Colin Richards. He can be contacted through school

### **Clerk To The Governing Body:**

Mrs F Peart - Telephone: 01625 872560

[admin@lowerpark.cheshire.sch.uk](mailto:admin@lowerpark.cheshire.sch.uk)

Lower Park School, Hazelbadge Road, Poynton, Cheshire, SK12 1HE



*Members of the School Council make a presentation to the Governing Body*

## **Governors**

As the name suggests, the governors 'govern' the School. The Minutes of the Meetings are available for parents to read and five Governors are elected by the parents. You will be notified by letter each time an election takes place. The Governors' Term of Office is four years. The School Governors are:-

<i>Type of Governor</i>	<i>Name</i>	<i>4 Yr Term of Office Ends</i>
Parent (Chair)	Mr Colin Richards	10/2015
Parent (Vice Chair)	Mr Lee Podmore	05/2015
Community	Mrs Sandra Sharpe	09/2016
Community	Mr Nigel Jay	06/2016
Parent	Mr Paul Banford	09/2017
Parent	Mr K Lambert	09/2019
LA	Mr Roger West	08/2017
Co-opted	Mrs Amy Beasley	06/2017
Co-opted	Mrs Clara Kenyon	01/2018
Staff – non teaching	Mrs Val Eaton	09/2017
Teacher	Mrs Jill Daniels	09/2017
Headteacher	Mr Ian Coulson	
Clerk to the Governors	Mrs Faye Peart	

## **Safeguarding Children**

Lower Park administers a Safeguarding Children Policy for the protection of children. It puts into place all the recommendations of 'Safeguarding Children' (June 2006 reference HMI 2467). The designated teacher for child protection is Mr I Coulson and the named governor for safeguarding children is Mrs C Kenyon. Staff appointments and volunteer recruitments are conditional upon the presentation of a valid DBS certificate and other safeguarding checks. All staff (teaching and non teaching) have had training for the safeguarding of children.



*The Year 6 children are 'Playground Pals' teaching the younger children playtime games.*

# **Health**

## **When Your Child Is Ill**

If your child is unwell, it is essential to let us know on the first day of illness by sending a note, or by telephoning:

**01625 872560** from 8.30 am

If we are unsure why your child is absent, we will endeavour to ascertain the reason for non-attendance.

Pupils with appointments at hospitals or clinics during school term must be collected by the parent from the school premises where they will need to 'sign out.' Children are not allowed to leave school unescorted for an appointment.

## **Medical Conditions**



It is important that the school knows about any medical conditions that may affect your child's learning. For example, we need to be aware of sight and hearing difficulties or asthma, etc.

The Local Authority advises that no medication other than asthma sprays should be administered in schools. Exceptional cases may be permitted, but will require the completion of a procedure form by the parent after having consulted the Headteacher. Parents are asked to provide a spare asthma spray for emergencies.

Several members of staff hold current First Aid qualifications and will attend to minor problems.

## **Emergency Contact**

From time to time accidents occur or children become unwell. It is important that the school has an address and telephone number where parents can be reached in an emergency. It is essential that parents inform the school if there is any change to their emergency contact number (particularly mobile telephone numbers). In turn, the school offers a 'Text2parents' facility in order to convey urgent messages and information (eg. If after-school clubs are cancelled or school is closed due to adverse weather conditions). It is therefore important to update school immediately when a mobile phone number is changed.



# Our Uniform

We believe that a school uniform encourages a positive attitude towards school so we ask parents to help support us in maintaining a smart standard of dress for the children.

The School uniform consists of royal blue sweatshirt or cardigan with the School's badge, white polo shirt and grey skirt/trousers. All children are expected to wear the School uniform. The P.E. and Games kit is shorts and a T-shirt with pumps for indoor wear and trainers for outdoor wear. All uniform can be purchased from 'Poynton School Uniform'. Tel. 01625 876885.



## Girls

**Uniform** White polo shirt or blouse

Grey skirt, trousers or pinafore  
Royal blue cardigan or sweatshirt  
White socks, grey tights or grey socks

Black, sturdy shoes (not trainers)

**PE Kit** Blue leggings or shorts and T-shirt

(pumps for summer)

**Games Kit** As for PE with trainers and track suit

**Swimming** Costume, towel (and swimming hat for long hair)

## Boys

**Uniform** White shirt or polo shirt  
Grey trousers

School sweatshirt

Grey socks

Black, sturdy shoes (not trainers)

**PE Kit** Blue shorts and T-shirt

**Games Kit** As for PE with socks, trainers and track suit

**Swimming** Costume, towel (and swimming hat for long hair)

## School sweatshirts

£9.50\* for ages 3-8 and £10.00\* for ages 9 -13.

**Polo shirts** £5.25 for ages 3-8 and £5.50\* for ages 9-13

\*NB. Current prices

Parents are asked not to provide children with expensive fashionable items, in particular named designer training shoes and large sports bags. Suitable, sensible school shoes and a small school bag are more appropriate. The wearing of jewellery is also unsuitable for safety reasons.

# School Hours & Holidays

## School Hours

	Morning	Afternoon
<b>Infants</b>	8.50 am - 12 noon	1.10 pm - 3.15 pm
<b>Juniors</b>	8.50 am - 12.15 pm	1.10 pm - 3.15 pm

Children are asked to assemble in the playground after 8.40am when a teacher will supervise them in that area. Parents are urged to ensure that children arrive on time for their school day.

Parents bringing their children to school by car are reminded that stationary cars on the yellow zig-zag lines on Hazelbadge Road are illegal and cause a major threat to children's safety. Please use the safer areas of Poynton Rail Station, Wayside Drive and The 'Jones' Estate for parking. You are also asked to park vehicles on the opposite side of Hazelbadge Road during the school day.

## Teaching hours

The hours spent on teaching during the normal School week, including Religious Education, but excluding the Statutory daily Act of Collective Worship, registration and breaks are:-

Infants	5 - 7	21.25 hours
Juniors	8 - 11	23.75 hours

## School Holidays for 2015 – 2016

School	Holidays	2015 - 2016
Holiday Period	Date of Closing	Date of Opening
Autumn Term		Tuesday 2nd September
Autumn Half Term 2015	Friday 23rd October	Tuesday 3 <sup>rd</sup> November
Christmas 2015/16	Friday 18 <sup>th</sup> December	Monday 4 <sup>th</sup> January 2016
Spring Half Term 2016	Friday 12 <sup>th</sup> February	Monday 22nd February
Easter 2016	Thursday 24th March	Monday 11th April
May Day 2015	Monday 2nd May	Tuesday 3rd May
Summer Half Term 2016	Friday 27th May	Monday 13 <sup>th</sup> June
Summer Holiday 2016	Tuesday 26th July	

INSET Days:

Tuesday 1st September 2015  
 Monday 2nd November 2015  
 Friday 20<sup>th</sup> November 2015  
 Monday 22nd February 2015  
 Wednesday 27<sup>th</sup> July

## ***School Numbers***

Presently, there are 284 children on roll. They are organised into ten classes. There are 121 children in Key Stage One and the Foundation Stage and 163 in Key Stage Two.

## ***Pupil Records***

The school keeps records of pupils' progress and access to pupil records is open to parents of the child. Enquiries can be made, in the first instance, to the school office.

## ***Absence Rates***

The absence rate figures for the year 2014/2015 were as follows:

Attendance rate	97.5%
Unauthorised absence	0.3 %
Authorised absence	2.0 %

Authorised absence is defined as an absence from school due to sickness or medical appointments. Holidays taken in term time adversely affect continuity and progress in your child's education, consequently, without exceptional circumstances, requests will not be authorised. This policy has been agreed and adopted by all schools in Poynton

## ***Policies Available to Parents***

Copies of Governors' policies, detailed curriculum policies and policies in other areas are available on request from the office. Some policies are also available on the school's website.

## ***Your Child's Next School***

In September following their eleventh birthday, children transfer to high school. Children normally transfer to Poynton High School, but sometimes parents also enter their children for alternative education at grammar schools in Manchester, Macclesfield or Stockport. Further information and advice can be obtained from the Headteacher.



***Year 6 Children at the Leavers' Prom in July***

# Academic Results

Generally, the school aims to achieve the following each year:

By the end of Key Stage 1 we aim to attain 100% Level 2B or above in all Core subjects (reading, writing and maths) for pupils that have been at the School for at least two years.

By the end of Key Stage 2 we aim to attain 100% Level 4 or above in all Core subjects for pupils that have been at the School for at least two years. We also aim for 60% of pupils to be attaining a Level 5 or above in all core subjects.

## Statutory Test Results for Year 6 in 2015

Subject and Level		Lower Park	Nationally
Maths	Level 4	93%	87%
	Level 5	63%	41%
	Level 6	10%	9%
Reading	Level 4	93%	89%
	Level 5	81%	48%
	Level 6	3%	0%
Writing (TA)	Level 4	95%	87%
	Level 5	53%	36%
	Level 6	0%	2%
English Grammar, Punctuation and Spelling	Level 4	93%	80%
	Level 5	83%	55%
	Level 6	8%	4%
L4+ in Maths, Reading & Writing		93%	80%

**The school achieved 'Significantly Above' the National Average in attainment in all subjects**

Expected / More Than Expected Progress	Lower Park	Nationally
2 levels of progress in Reading from KS1	95%	91%
More than 2 levels of Progress in Reading from KS1	58%	33%
2 levels of progress in Writing from KS1	100%	94%
More than 2 levels of Progress in Writing from KS1	53%	36%
2 levels of progress in Maths from KS1	92%	90%
More than 2 levels of Progress in Maths from KS1	51%	34%

\*Expected Progress is defined as two levels from KS1 to KS2

**The school achieved 'Significantly Above' the National Average for progress made in all subjects and is on the 16<sup>th</sup> percentile rank nationally.**