

# BLEAK HILL PRIMARY SCHOOL



## PROSPECTUS 2016 - 2017

INFORMATION FOR PARENTS

BLEAK HILL

PRIMARY SCHOOL



## WELCOME TO BLEAK HILL PRIMARY SCHOOL



Dear Parents/Guardians

We thank you for taking the time to look at our Prospectus.

We hope that the information in this Prospectus will help you to work with us to provide the best possible education for your child.

We believe that all contact which you have with the School should be informative, reassuring and supportive. From the earliest possible stage, we endeavour to develop a close relationship with you and your child and to develop a close partnership with you, as parents, in order to bring the best out of your child.

During the years there will be many opportunities for you to be involved in the many facets of your child's education, both in and out of school.

We see you as partners and we look forward to meeting you and your child in the near future and trust that our years together will be happy and successful.

Ian Wellens  
Head Teacher

Diane Ross  
Chair of Governors

## MISSION STATEMENT

**Bleak Hill Primary School aims to provide every member of our school community with an environment which enables them to be happy, healthy and safe, in order to be highly motivated lifelong learners.**

We will work together to enable our children to:

- 🏆 feel valued and have their strengths recognised
- 🏆 achieve success now and in their future lives
- 🏆 have high self esteem – respecting themselves, others and the environment
- 🏆 set high expectations of themselves
- 🏆 work in a cooperative, open and honest way
- 🏆 be a proud member of their family, school and community
- 🏆 choose to follow a healthy, safe lifestyle.

We believe that each child will succeed through experiencing quality in:

- 🏆 a broad, challenging, adaptable and inclusive curriculum which meets the needs of every child
- 🏆 an enriching programme of extra – curricular activities and visits
- 🏆 a stimulating learning environment
- 🏆 innovative teaching and an investigative approach to learning
- 🏆 an ethos of support, challenge and encouragement to succeed
- 🏆 learning partnerships between school, home and the community

We demonstrate our commitment to working as a learning community by:

- 🏆 striving for continuous improvement in all that we do
- 🏆 working collaboratively towards common goals
- 🏆 providing carefully planned programmes of continued professional development
- 🏆 enabling effective and open communication for all stakeholders.



## A UNIQUE CURRICULUM

Each pupil will follow a curriculum which is broad, balanced and designed to emphasise the relevance of the knowledge, skills and understanding developed through learning programmes and experiences;

The curriculum we deliver satisfies the requirements of the Education Reform Act relating to the National Curriculum and religious education, ensuring that sufficient time is allowed for all aspects of this basic curriculum; This includes:

- 🏛️ The Foundation Stage curriculum (for 3-4 year olds)
- 🏛️ The statutory National Curriculum and religious education (for 5-11 year olds) with cross curricular aspects
- 🏛️ Key skills (communication, number, information technology, working with others, improving own learning and problem solving); personal, social and health education and citizenship; a climate for learning (ethos) created by school staff, parents and learners; additional learning opportunities taught and provided outside school hours.

The curriculum at Bleak Hill Primary School:

- 🏛️ provides continuity of coherent learning experiences, as well as progression within, between, and beyond the key stages: Foundation Stage, Key Stage One and Key Stage Two;
- 🏛️ offers challenge leading to the highest standards of personal achievement through recognition of individual needs according to ability and aptitude;
- 🏛️ assesses the progress and attainment of each pupil:
- 🏛️ determines whether individual learning objectives have been achieved;
- 🏛️ identifies the individual pupil's progress in different aspects of the curriculum;
- 🏛️ informs the setting of further learning objectives;
- 🏛️ informs parents, pupils and schools about individual achievement;
- 🏛️ informs the wider community about the performance of individual schools and groups of schools;
- 🏛️ enables the study of long-term trends in pupil performance;
- 🏛️ records the progress, attainment and achievements of each pupil and reports to parents in a way that: demonstrates the outcomes of the National Curriculum and personal attributes;
- 🏛️ records experience and achievement, where relevant, in core skills such as communication, numeracy, and information technology;
- 🏛️ includes achievement outside the taught curriculum, such as service in the wider community;

The curriculum we deliver actively prepares for the responsibilities and opportunities that arise throughout life, including those offered by the family and the world of work, within a multicultural and technological society.

### **Creativity, culture and education**

Education is a complex task entailing preparation to live lives with meaning and purpose in a future we can scarcely predict. Creativity needs to be fostered if learners are to be adaptable and flexible in a constantly changing world.

### **Inclusion and individual needs**

The curriculum and its delivery should be flexible to respond to individual needs and to build upon earlier learning for each and every person. This is essential to ensure access and that all are included and motivated by their learning experiences.

### **Breadth and balance**

A broad, balanced, relevant curricular experience is one that fosters learning across all areas and which responds to all areas of a person's development and intelligences. It values different facets of learning, including personal, social, spiritual, practical, physical and cultural development as well as intellectual and academic development.

## 2. **HOME SCHOOL AGREEMENTS**

Our Home School Agreement is in four parts:

-  It exemplifies the aims and values of our school in the Mission Statement
-  It spells out the responsibility of the school
-  It outlines the responsibilities of the family
-  It highlights what the school expects of our children in the Code of Conduct

## 3. **CODE OF CONDUCT**

We try our best in school and remember the needs of others at all times. In our school:

-  We listen carefully when being spoken to
-  We speak politely to everyone in our school
-  We work co-operatively and quietly
-  We wait patiently until it is our turn to be involved
-  We are respectful to adults and other children
-  We look after the books/equipment in our classroom
-  We tidy up after each activity
-  We come to school on time and ready to learn
-  We show consideration to others and their feelings

## 4. **SOCIETIES AND EXTRA-CURRICULAR ACTIVITIES**

These take place at playtime, lunchtime, after school, in the holidays, or in lesson time. At our school, they are many and various, but in any school the more there are, the better the atmosphere within the school. They include:

- a. **Lunchtime clubs** : eg Change for Life
- b. **Excursions** : opportunities to be together and know each other better.

- c. **Before and After School Clubs** : eg Tennis, Football, Netball, Rugby, Judo etc.
- d. **Inter-School Activities** : Soccer, Netball, Rugby, Athletics.
- e. **Visits** : Educational excursions are arranged for all children at various times throughout the year.
- f. **Charities** : As a school we are active supporters of a variety of charities. We regularly support the British Legion Poppy Appeal and Comic Relief. In addition, an annual charity is chosen to receive donations from various events.
- g. **Open Days, Sports Days etc.** will be held during the year, to which parents will be invited by letter and warmly welcomed.
- h. **Friends Association** : The school enjoys the support of a strong Parent/Teacher Association. Besides raising money to supplement the school budget, the Association organises many social events for families, parents and pupils. This facility strengthens the link between home and school, and every parent is encouraged to support the Association. Every parent is a member of the Association.
- i. **Class Assembly/Concerts** : All classes/year groups have the opportunity to lead assemblies or perform in concerts. When your child is involved in a performance, you will be invited to attend.
- j. **Homework** is set regularly in accordance with children's ages and development. This is seen as being particularly important in relation to activities undertaken during the school day. Such work may sometimes take the form of project research, additional practice with regard to mathematical problems and investigations and so on. As reading development is considered to be an important aspect of Language, children are encouraged to read at home, both for pleasure and information. This activity is therefore very profitable and class teachers of Infant and Junior pupils may ask parents to note home reading on the cards provided.
- k. **Music**: tuition is offered in woodwind, brass, strings, keyboards, guitar.
- l. **Breakfast, After School and Holiday Club Provision**: At Bleak Hill Breakfast Club, After School Club and Holiday Club will be provided by the school from September 2016. Breakfast Club runs from 7.30 am – 9.00 am; After School Club runs from the end of the school day until 6.00 pm; Holiday Club operates daily during the holidays from 7.30 am – 6.00 pm except during the Christmas Holiday, when the club is closed. Prices are on a sliding scale – full details are in our terms and conditions document.

## 5. **FAMILIES AS PARTNERS**

The home/school educational partnership aims to develop effective communications with parents/carers together with shared learning opportunities which build on and extend positive learning experiences bringing together the resources of home and school.

This takes place through:

-  Year Ahead Meetings
-  Parent Meetings
-  Newsletters

-  Text Messaging
-  Website information, including half termly curriculum overviews, class timetables etc.
-  Open door policy

Through these means we try to build:

-  Understanding of the purpose of the child's learning linked with knowledge of and commitment to the school curriculum
-  Mutual support and shared values
-  A family input into the child's learning process and the process of assessment
-  Opportunities for informal shared experiences

All Parents/Carers, Children and Teachers are expected to sign a Home-School Agreement.

## 6. **REPORTING TO PARENTS**

Bleak Hill operates an open door policy with regard to meeting parents/guardians. In addition, there are three opportunities for a formal meeting during the school year, during which verbal reports about the child's progress are discussed. A written report is sent home at the end of the summer term.

## 7. **INSPECTION OF DOCUMENTS**

The School provides parents with access to the following documents:

-  The Ofsted Report ([www.ofsted.gov.uk](http://www.ofsted.gov.uk))
-  The School Prospectus
-  The L.A. and Governors Statement of Curriculum Aims & Policy
-  Statutory Orders and Circulars about the Curriculum
-  H.M.I. Reports about the School
-  Details of the Complaints Procedure
-  Syllabuses and Schemes of Work in use at the school
-  The L.A.'s Agreed Syllabus for R.E
-  School's Policy on Special Educational Needs

## 8. **SPECIAL CURRICULUM AND ARRANGEMENTS FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS**

The principle that all pupils should receive a broad and balanced curriculum relevant to their individual needs and within the constraints of class size, is considered very important.

In addition, Mrs Dawson, who is the school's Special Educational Needs Co-ordinator (SENCO), or the class teacher is willing to give advice, and the school has access to specialist services currently provided by the L.A.

## 9. **ASSESSMENT**

Assessment is the process of forming a judgement based upon information. A large majority of the assessment that goes on in the primary classroom is used to inform the teacher about how to organise the learning. This can help to fashion the approach of the teacher by helping to identify difficulties that a child might have with a piece of work, strategies to develop work and the most effective ways of teaching. Towards the end of the academic year for Reception children this takes the form of F.S.P.

(Foundation Stage Profile). At the end of Key Stage 1, Year 2 children take SAT's tests. At the end of Key Stage 2, Year 6 children take SAT's tests in Maths, English, Reading and Spelling, Punctuation & Grammar. In addition they receive a teacher assessment for Writing.

10. **CONTRIBUTION OF OTHER CULTURES**

Every opportunity is taken throughout the curriculum to indicate the valuable contribution of cultures different in time and place from ours. This will give children the opportunity to view the world from different standpoints, helping them to question prejudice and develop open-mindedness.

11. **EQUALITY OF OPPORTUNITY**

Gender, race, colour or native language does not preclude any child's development. Nationally we are very aware of the failure of boys to match the attainment of girls. Locally we are very aware of the changing population.

12. **PASTORAL CARE**

The class teacher looks after the child's immediate progress and welfare, and if there are any issues that a parent wishes to discuss, contact should be made with the school so that an appointment may be made with either the class teacher, the Head of Department, the Deputy Head Teacher, or the Head Teacher .

13. **Sex & Relationships Education**

Parental consent is sought before SRE lessons are delivered. Parents are reminded that they can withdraw their children from all or part of the SRE curriculum, except those elements taught as part of National Curriculum Science.

14. **NUMBER OF HOURS SPENT ON TEACHING DURING SCHOOL WEEK**

Children in the Infant Department will spend 22 hours 5 minutes on lessons, including R.E., but excluding the statutory daily act of collective worship, registration and breaks (including lunch).

Children in the Junior Department will spend 23 hours 45 minutes on lessons, including R.E., but excluding the statutory daily act of collective worship, registration and breaks (including lunch).

15. **TRANSITION**

We aim to ensure effective transition between year groups and end of key stages. During the Summer Term children are given opportunities to experience the setting they will be in from the following Autumn Term. In addition they also meet their new class teacher and learning assistant where possible. We arrange a variety of new intake sessions and have close links with the secondary schools that we feed to. Year 6 children visit their chosen secondary school in the Summer Term. During the Autumn Term each class teacher holds a 'Year Ahead Meeting' for parents/guardian.

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16. **DATES OF SCHOOL TERMS AND HALF-TERMS**

**ACADEMIC YEAR DATES 2016/17**

**AUTUMN TERM 2016**

*Staff In-Service Day*

*Staff In-Service Day*

Re-open after the Summer Holiday on the morning of:

**Half-Term:**

Close for the October Half-Term on the evening of:

Re-open after October Half-Term on the morning of:

Close for the Christmas Holiday on the evening of:

*Monday 5<sup>th</sup> September 2016*

*Tuesday 6<sup>th</sup> September 2016*

*Wednesday 7<sup>th</sup> September 2016*

*Friday 21<sup>st</sup> October 2016*

*Monday 31<sup>st</sup> October 2016*

*Wednesday 21<sup>st</sup> December 2016*

**SPRING TERM 2017**

*Staff In-Service Day*

Re-open after the Christmas Holiday on the morning of:

**Half-Term:**

Close for the Half-Term Holiday on the evening of:

Re-open after the Half-Term on the morning of:

Close for the Spring Break on the evening of:

**Bank Holiday – Easter Monday**

*Tuesday 3<sup>rd</sup> January 2017*

*Wednesday 4<sup>th</sup> January 2017*

*Friday, 10<sup>th</sup> February 2017*

*Monday 20<sup>th</sup> February 2017*

*Friday 31<sup>st</sup> March 2017*

*Monday 17<sup>th</sup> April 2017*

**SUMMER TERM 2017**

Re-open after the Spring Break on the morning of:

**Bank Holiday:**

**Half-Term**

Close for the Half-Term Holiday on the evening of:

*Staff In-Service Day*

*Staff In-Service Day*

Re-open after the Half-Term Holiday on the morning of:

**Close for the Summer Holiday on the evening of:**

*Tuesday 18<sup>th</sup> April 2017*

*Monday 1<sup>st</sup> May 2017*

*Friday 26<sup>th</sup> May 2017*

*Monday 5<sup>th</sup> June 2017*

*Tuesday 6<sup>th</sup> June 2017*

*Wednesday 7<sup>th</sup> June 2017*

**Friday 21<sup>st</sup> July 2017**

**Holiday/Term Dates for 2017/18 will be determined by the Governing Body during Autumn Term 2016**

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## 17. SCHOOL UNIFORM

School uniform is compulsory at Bleak Hill. Governors have expressed a view that the school badge on items is most desirable as it helps to give pupils a sense of belonging. All children being dressed the same looks smart and helps promote high expectations. Items of uniform are listed below:

### Boys

Mid-grey trousers (short or long)  
Pale blue shirt OR Pale blue Polo Aertex-type shirt  
Navy blue sweatshirt or pullover  
Sensible shoes - black  
Navy blue fleece (optional)

### Girls

Navy pinafore or skirt (knee length) OR  
Standard school mid-grey trousers, full length, straight-legged  
Pale blue shirt/blouse OR pale blue polo aertex-type shirt  
Navy blue sweatshirt, pullover or cardigan  
Sensible shoes - black/navy (flat heeled)  
White socks **or** navy woollen tights  
A blue and white striped or gingham dress may be worn in summer  
Navy blue fleece (optional)

***PLEASE NOTE: Jewellery should not be worn for reasons of health and safety. Earrings are not allowed in school. Children having ears pierced should have this procedure carried out at the beginning of the summer holiday so that earrings can be removed upon return to school in September.***

***Trainers are not allowed as an alternative to school shoes. They are acceptable for outdoor PE/games only.***

***Children should have a coat in school daily. On some days coats must be worn and on other days children are given a choice, depending on the weather. If children don't have coats in school and it is deemed a 'coats must be worn' day, they will not be allowed outside at breaks/lunchtimes***

## P.E. AND GAMES KIT

### Indoor P.E./Dance

Pumps only (no trainers) - slip-ons for young children  
Simple cotton shorts – navy blue  
House colour tee shirt (to be advised prior to admission)

### Outdoor P.E./Games

Trainers are recommended  
Shorts – navy blue  
Sports shirt - house colours (to be advised prior to admission)  
Track suit/jogging bottoms  
Football boots when applicable  
Gloves may be worn on cold days

### Swimming

Trunks/swimming costume  
Swimming cap for the girls and boys with 'long' hair

**IT IS IMPORTANT THAT ALL CLOTHING IS MARKED WITH YOUR CHILD'S NAME**

PE T-shirts, polo shirts, sweatshirts, cardigans, fleeces, reversible coats and shoe bags may be ordered from Topaz, Lynton Way, Windle. Order forms are available from the school foyer.

Children are encouraged to set high standards in their personal appearance and school uniform is therefore compulsory. Coloured hair, jewellery (including ear-rings) and outlandish clothing are all positively unwelcome. All articles of clothing which may be removed during the day e.g. coats, wellingtons, sweatshirts etc. should be marked with the child's name.

A Clothing Allowance is available in certain circumstances. Further details can be obtained from Education Benefits Department at the Local Authority (telephone 01744 455216).

18. **CHARGING AND REMISSION POLICIES**

The Governing Body has decided:

- a. To adopt a policy of charging for the full cost of board and lodging associated with residential trips and to follow the Local Authority's guidelines and delegate responsibility to the Head Teacher for the collection of charges.
- b. To adopt a policy of charging for transport and other costs associated with trips which occur wholly or mainly outside school time and do not relate to a public examination, the National Curriculum or statutory duties relating to R.E. and to follow the Local Authority's guidelines and delegate responsibility to the Head Teacher for the collection of charges.
- c. That a policy on charging for certain examination costs was not relevant to the school at the present time.
- d. To adopt a policy of not charging for materials, even where it has been indicated in advance that the finished product is to be owned by the parent/guardian.
- e. To adopt a policy of charging for lost text books and breakages of any school equipment and to follow the Local Authority's guidelines and delegate responsibility to the Head Teacher for the collection of charges.
- f. Where a charge cannot be made, to adopt a policy of seeking voluntary contribution to cover the cost of:-
  - a) residential courses/trips
  - b) non-residential courses/tripsand to delegate to the Head Teacher responsibility for seeking voluntary contributions, following the Authority's guidelines.
- g. Where a charge cannot be made for materials and the services of visiting performers the Governing Body delegated to the Head Teacher the power to seek voluntary contributions at his discretion.

19. **MONEY**

**Send Weekly/Termly DINNER MONEY on Mondays.** Dinner Money may be paid in cash or by cheque (made payable to St. Helens Council).

Please note that Dinner Money should be sent with individual children and not with one child on behalf of all family members, as records are kept by each class teacher.

Any other money e.g. trip money etc., should be sent in on Tuesdays, Wednesdays or Thursdays. Cheques will be accepted for trips, photographs etc. and should be made payable to **BLEAK HILL PRIMARY SCHOOL**, unless otherwise stated in the relevant letter to parents.

All money should be clearly labelled with your child's **NAME, CLASS, AMOUNT and IDENTIFICATION OF WHAT THE MONEY IS FOR**. Money must be handed in to the Class Teacher and **NOT** handed in at the Office. This causes confusion as the Class Teacher keeps a record.

## 20. **ATTENDANCE & PUNCTUALITY**

Children are expected to come to school on time and ready to learn. Research shows that children who attend school regularly are likely to be more successful. A child who misses a day of school each week misses an equivalent of two whole years in their school life. This obviously leads to huge gaps in their knowledge.

**Infant Children** begin school at 8.55 a.m., break from 10.15 to 10.30 a.m., have lunch from 11.45 am to 12.50 p.m., break from 2.00 to 2.15 p.m. and go home at 3.20 p.m.

**Junior Children** begin school at 8.55 a.m., break from 10.30 to 10.45 a.m., have lunch from 12.05 to 1.00 p.m., break from 2.00 to 2.15 p.m. and go home at 3.25 p.m.

### **First Response**

As part of safeguarding procedures, school operates a 'First Response' system. This means that if your child is not in school when the register is taken and we have not been notified of the reason, we will contact parents/carers to ascertain the reason for absence. This contact is by way of a text message. If a response is not received either by return text or by telephone, no mark will be given for the day. If a reason is not provided, the absence will be marked as unauthorized.

### **Requests for holiday during term time**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which came into force on 1<sup>st</sup> September 2013 made clear that Head Teachers may not grant any leave of absence during term time unless 'exceptional circumstances' exist. In addition, a pupil's attendance record will be considered before a decision is made. The Governors support this legislation and have indicated that they consider there to be very few circumstances which are truly exceptional.

Any requests for leave of absence must be made in advance, using the Leave of Absence Request Form, which is available from the school office.

### **What do I do if my child is ill?**

If your child is sick, please contact school on the first day. If you call before the school office is open, please leave a message on the answerphone. If your child is absent for more than one week, please ring school at the start of the second week to let us know the situation.

### **Illness at school - notification of parents**

The normal procedure for notifying parents when a child is ill during the school day is to use the emergency phone numbers provided by parents. Arrangements can be made for the child to be collected by the parent and/or a responsible adult.

It is, therefore, most important that the emergency contact information is kept up to date.

#### 21. **MEDICAL NEEDS/MEDICINE**

In the event of your child needing to be given prescribed medicine during the school day, you must provide written instructions of the dosage and times the medicine is to be administered. A form for this purpose is available in the entrance foyer. If you prefer to administer the medication yourself, you are welcome to come into school to do so.

If your child has complex medical needs we will discuss them with you on an individual basis and agree a care plan with you.

#### 23. **FACILITIES**

##### **Our facilities include:**

-  A modern well equipped school
-  A bright, attractive, stimulating learning environment
-  Well equipped classrooms with interactive whiteboards and projectors
-  An ICT suite
-  A mobile computer suite
-  A mobile tablet suite
-  An excellent hall with stage and interactive whiteboard and projector
-  Attractive school grounds with extensive playing fields
-  Kitchen with healthy meals prepared on site
-  Extensive grounds with a variety of play equipment
-  Gardening and woodland areas

#### 24. **THE GOVERNING BODY**

The Governing Body of the school was reconstituted on 1<sup>st</sup> September, under the School Governance (Constitution) Regulations 2012.

Governors have a strategic role in the management of the school. Their individual category on the Governing Body determines how they are elected and who by. Governors serve a four-year term of office and are volunteers in the role. Some Governors also work in school but many are from outside of the school, bringing a wealth of experience and commitment to the role.

<b>Member</b>	<b>Governor Category</b>	<b>Role</b>
Mr I Wellens	Head Teacher	Head Teacher
Mrs L Hemingway	Staff	
Vacancy	LA	
Mr D Martland	Parent	Vice Chairperson
Mr N Ryan	Parent	

Mrs S Swift	Parent	
Mrs K Davison	Co-opted	
Mr P Larsen	Co-opted	
Councillor S Glover	Co-opted	
Parish Councillor Mrs S Barton	Co-opted	
Mrs D Ross	Co-opted	Chairperson
Mr D Thorpe	Co-opted	
Mr D Armstrong	Co-opted	
Vacancy	Co-opted	

25. **THE FRIENDS OF BLEAK HILL**

We are extremely fortunate to have a very active Friends Association/PTA, who arrange many events throughout the school year both for fundraising and to create a social life for the school.

The Committee of the Friends of Bleak Hill is currently as follows:

Mr. I. Wellens	-	President
Mrs. L. Marsh	-	Chairperson
Mrs K Davison	-	Vice-Chairperson
Mrs Lisa Moore	-	Secretary
Mrs L Roberts	-	Minute Secretary
Mrs C Foster	-	Treasurer

26. **THE STAFF OF THE SCHOOL**

-  School is fully committed to developing its people in order to achieve its aims and objectives
-  The school is clear about its aims and what people need to do to achieve them
-  The school develops its people effectively in order to improve its performance
-  The school understands the impact of its investment in people on its performance

In May 2016, the current staff of the school are as follows:

Mrs R Anders	Midday Supervisor	Mrs J Lyons	Kitchen Assistant
Mrs J Ashcroft	Learning Assistant	Miss B Malone	Teacher
Mrs S Aspinall	Midday Supervisor	Mr C Martin	Senior Assistant Head Teacher
Mrs C Atherton	Cleaner & Kitchen Assistant	Miss H McDermott	Teacher
Mrs P Bailey	Learning Assistant	Mrs J McLaughlin	Teacher
Mrs H Barton	Learning Assistant	Miss E Moorcroft	Learning Assistant
Mrs D Boardman	Learning Assistant	Mr R Morley	Teacher
Mrs R Burdett	Midday Supervisor	Ms D Murphy	Teacher
Mrs K Caisley Scott	Teacher	Mrs J Murphy	Learning Assistant
Mrs L Calderbank	Learning Assistant	Miss R Orr	Midday Supervisor
Mrs K Carman	Teacher	Mrs M Owen	Learning Assistant
Miss R Carney	Learning Assistant	Mrs S Pratt	Midday Supervisor
Miss L Cathcart	Learning Assistant	Mrs H Prescott	Clerical Officer
Mrs K Davison	Deputy Head Teacher	Mrs S Ratcliffe	Learning Assistant

Mrs C Dawson	Teacher & SENCO	Mrs S Rimmer	Teacher
Mrs M Derbyshire	Cook	Mrs J Rhoden	Kitchen Assistant
Mrs J Downing	Teacher	Mrs N Roberts	Learning Assistant
Mrs S Edwards	Midday Supervisor	Mrs H Sephton	Learning Assistant
Mrs S Foster	Teacher	Miss J Sharples	Teacher
Mr N Finney	Caretaker	Mrs K Smith	Learning Assistant
Mrs J Gilbert	Learning Assistant	Mrs J Thow	School Business Manager
Mr A Harrison	Teacher	Mrs S Tinsley	Midday Supervisor/ Supply Learning Asst
Mrs L Hemingway	Assistant Head Teacher	Mrs C Toole	Midday Supervisor
Miss J Hill	Learning Assistant	Mrs A Tyrer	Learning Assistant
Mr K Holden	Teacher	Mrs H Virton	Admin Officer
Mrs S Houghton	Learning Assistant	Mrs K Waive	Teacher
Mrs A Hughes	Teacher	Miss K Webster	Learning Assistant
Miss J Hunter	Learning Assistant	Mr I Wellens	Head Teacher
Mrs S Jacobson	Supply Learning Assistant	Mr P Wilde	Teacher
Mrs L Johnson	Learning Assistant	Mrs F Williams	Senior Cleaner
Miss S Jones	Learning Assistant	Mrs J Williams	Teacher
Miss F Kaminski	Learning Assistant	Mrs B Worrall	Midday Supervisor
Mrs B Kynastonova	Midday Supervisor		
Mr P Larsen	Learning Assistant		
Mrs R Larsen	Learning Assistant		

27. **RESPECT**

Whilst on our school premises you will be treated with courtesy and respect. We expect you to treat our staff, pupils and other parents and carers in the same way. Abuse (verbal or physical) threats or intimidation towards any member of the school community will not be tolerated. Anyone acting in an unacceptable manner will be asked to leave the premises. Action may then be taken to ensure that they are not able, in future, to enter the school buildings.

28. **WHAT TO DO IF THINGS GO WRONG**

**Complaints Procedure**

The school Complaints Procedure has been based on the Local Authority's model procedure and meets our obligations under Section 29 of the Education Act 2002.

Many complaints or potential complaints can best be resolved swiftly in discussion with the Class Teacher, then the Head of Department, the Deputy Head Teacher and finally the Head Teacher. This is where the process should start and unless there are exceptional circumstances there should be full discussion at the informal stage as a first step. Those with complaints will normally be advised to seek to resolve them through informal discussion before embarking on the formal stage.

If attempts to settle the matter informally have failed, the Head Teacher will provide the complainant with a copy of the Complaints Procedures.

29. **SAFETY**

We take children's safety very seriously. Please help us by being aware of these guidelines:

-  Children who are late for School should come through the main entrance and be signed in by an adult
-  If you need to visit us during the day, please report to the School Office
-  Please inform school if another adult is collecting your child at home time
-  All doors to the building are secured during school hours and the perimeter gates are locked
-  Dogs are not allowed on school premises at any time
-  Please take care when parking – please do not park on the pavement and drive slowly in the vicinity of the school
-  Please do not drive into the school grounds during the times when children are arriving at and leaving school
-  At other times, when entering the site by car, please park on the car park and not on the driveway or turning bay
-  Please do not park in the disabled parking bays unless you are a blue badge holder

30. **TRANSFER TO SECONDARY EDUCATION**

Most children transfer from Year 6 to Rainford High Technology College but the choice of secondary school is entirely up to the parent. Established arrangements are in place with Rainford for transition to secondary education.

31. **CHANGES TO BE MADE AFTER START OF SCHOOL YEAR**

The information contained in this booklet relates to the school year 2016/17 and although it is correct in relation to that year as at Summer Term 2016, it may be subject to change.

32 **ABOUT THE SCHOOL**

**Name:** Bleak Hill Primary School  
**Address of School:** Hamilton Road, Windle,  
St. Helens. WA10 6HG

**School e-mail** bleakhill@sthelens.org.uk  
**School Website:** www.bleakhill.st-helens.sch.uk.  
**School Tel. No:** 01744 678190  
**School Fax No:** 01744 678191

**Head Teacher:** Mr. I. Wellens  
**Chair of Governors:** Mrs. D Ross

### **Classification of the School:**

The school is a Primary, co-educational, day school, catering for boys and girls in the 4 - 11 age range.

#### 33. **ARRANGEMENTS FOR VISITING THE SCHOOL**

Parents wishing to visit the school in connection with the possible admission of their child, are invited to do so by telephoning the school for an appointment to meet the Head Teacher and view the school while it is open.

#### 34. **ADMISSIONS**

The admission policy and procedure for the school is part of a co-ordinated admission arrangement managed by St. Helens Council. Details relating to admissions can be found on the Council's website under 'School Admissions' and are also contained in a separate booklet, published annually by the Local Authority. [www.sthelens.gov.uk/admissions](http://www.sthelens.gov.uk/admissions)

60 places were available for September 2015 and these attracted 71 first choice applications.

#### 35. **COMMUNITY POLICY**

The school enjoys a flourishing relationship with other schools, neighbours, local Churches and sporting organisations, both Parish Councils and the local Police. The Brownies, Scout Groups and Church Group use the school facilities for their weekly meetings.

#### 36. **SCHOOL'S SPORTING AIMS**

Since the Government's Sport Funding was introduced, school has employed a specialist sports teacher for some days each week who focuses on the quality of sports teaching and the breadth of the sports curriculum. In addition, she is an award winning School Games Organiser, based at our school, arranging sporting competitions across the borough.

#### 37. **SCHOOL'S SPORTING ACHIEVEMENTS**

At Bleak Hill we encourage our children to take part in a wide variety of activities in their leisure time and are always pleased to hear of their ventures which range from judo through to horse riding.

In the past few years, our Bleak Hill teams have become Champions in St. Helens Cricket, the St. Helens School Swimming Gala, the St. Helens Tag Rugby, the Merseyside Games Tag Rugby(Tag to Twickenham), the St. Helens Boys Cross Country Championship, the St. Helens Girls Cross Country Championship, the Boys Indoor Athletics Championship and the Girls Indoor Athletics Championships, and the Year 6 Football Team gained a place to play at the Emirates Stadium in London.

In addition, we were very happy to hear that individual Bleak Hill children have had their talent recognised by others. For example, children were selected for St. Helens Boys Soccer Team, St. Helens Boys Rugby League Team, boys and girls athletics team

We at Bleak Hill hope to build on our Activemark success by continuing to promote the concept of "a healthy mind in a healthy body". Our achievement of Sainsburys Gold Award is testament to this commitment.

38. **SCHOOL'S ARTS PROVISION**

Bleak Hill School was delighted to be awarded the Arts Council of England's Artsmark Gold Award. This Award celebrates the school's commitment to the arts, both within and outside the school curriculum.

39. **HEALTHY SCHOOLS**

Bleak Hill School is a smoke-free building working towards a smoke-free environment. Healthy eating is encouraged in school – as part of the Healthy Schools initiative children in Key Stage 1 are provided with a piece of fresh fruit or vegetable portion each day. Children are encouraged to bring water to school to drink freely throughout the day. We were delighted to achieve National Healthy School Status in December 2007. In 2014 the school was designated as a lead school for Enhanced Health & Well Being.

**Lunches:** children in EYFS and KS1 are currently entitled to a free school meal under the Universal Infant Free School Meals Initiative. Our cook provides a healthy, balanced meal and there are a variety of options each day. The menu is available on the school website. Children in KS2 may also have a school meal, payable at the current rate of £2.20 per day/£11.00 per week. This price may increase slightly in September 2016 and details will be available from the school office.

Whether you take advantage of the school meals service, free or paid, is entirely up to you as parents. You may of course decide to send your child to school with a packed lunch and if you do, we would urge you to provide a healthy, balanced lunch.

40. **TEACHING SCHOOL STATUS**

Bleak Hill achieved Teaching School Status in 2013. This means that the school has been chosen by the Government to provide quality teacher training through Schools Direct and to provide continuous professional development for all teachers. This includes newly qualified teachers, with programmes tailored to their specific needs. In addition, in 2014 the school became a Maths Hub.

41. **FINALLY**

We would like to express the hope that your child enjoys and benefits from every day spent at Bleak Hill, so that when they too become adults, they may look back with fond memories of their time at our school.

