

HAZLEHURST

COMMUNITY PRIMARY SCHOOL

Prospectus
2017/2018





Quotes from the school guestbook ...

'I love Hazlehurst for many different reasons. It is just fantastic!'

(Year 5 pupil)



'I think this school is very good. I am loving it!'
(Year 3 pupil)



'I would just like to say a big thank you for my daughter's first afternoon visit. In her words, 'It was fab! When can I go again?' We are both looking forward to getting involved with our new school – exciting times ahead!'

(New parent after a child's pre-school visit.)



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Contents

Page

4	Introduction
5	Mission Statement and School Aims
6	Addresses Age Range Arrangements for Parental Visits
7	Staff List
8	Governor List School Hours Organisation within School
9	The Curriculum Teaching Time per Week
10	Children with Special Educational Needs Equal Opportunities Extra-Curricular Activities Discipline Pastoral Care
11	Staff - Parent Contact Policy Regarding Uniform
12	Disabled Access Complaints Access to Documents Charging and Remissions Policy
13	School Meals Rates of Unauthorised Absence, Absence and Punctuality
14	Details of Admission Policy Transfer to High Schools and Independent Schools Before and After School Care Club – ‘Hazles’ The Friends of Hazlehurst Community Primary School (Home / School Association) Parental Helpers
15	Assessment Results
16	Holiday Pattern for the Coming Year



Welcome to Hazlehurst Community Primary School

Introduction

Hazlehurst School was opened in November 1903 and the building has been extensively modernised in more recent years. There are seven classrooms and the building can accommodate 30 children in each class (210 in total). The school also has a large assembly hall, various resource areas and offices, a large school field and several play areas. The school kitchen is well equipped and excellent meals are prepared each day.

We aim for each child to fulfil his or her potential. Great emphasis is placed upon the acquisition and extension of basic skills in Literacy and Numeracy because these skills provide access to all other aspects of the curriculum. The overall curriculum is broad and balanced and, in addition to English and Mathematics, includes Science, Computing, Religious Education, History, Geography, Art, Design Technology, Music, Physical Education, and Personal, Social Health and Citizenship Education (PSHCE). Subjects are matched to a child's age and aptitude, with special provision for gifted and talented children and those with Special Educational Needs.

Ofsted's views of the school ...

Hazlehurst is an outstanding school.

It provides a very happy, secure and vibrant environment in which pupils **thrive. Outstanding care, guidance and support form the foundation of pupils' excellent achievement.** Attainment is high in English and mathematics. Behaviour is excellent. The teaching and curriculum are outstanding and they inspire excitement and a love of learning in pupils, who work with great enthusiasm and determination.

The drive for excellence is evident in all of **the school's work.**

Taken from the school's most recent OFSTED Inspection Report (December 2011)



Mission Statement

Our school is a caring community, founded on mutual respect, where talent is nurtured and everyone is challenged to achieve their potential.

Our goal is to inspire a love of learning and create confident, compassionate individuals, who are proud of their achievements and committed to the common good.



School Aims

1. Every child should achieve the highest possible standard of academic excellence, within his or her capabilities.
2. Each child should be cared for as an individual.
3. Each child should be encouraged by his or her teachers in social, spiritual, academic, aesthetic, physical and moral development.
4. All should take place within a pleasant working environment and in a true spirit of close co-operation.

The information contained in this prospectus is primarily for parents who may wish to register their children at our school, and for guidance to new parents.

No brochure alone can give a complete picture of a school, its ethos, activities, or learning environment. We therefore extend a warm invitation to visit the school, by appointment with the headteacher.

Addresses and Telephone Numbers

Headteacher	Mr M Golding BMus (Hons)
Chair of Governors	Mr P Bracewell
School Address	Geoffrey Street, Ramsbottom, Bury BL0 9PQ
Telephone Number	01706 822002
Fax	01706 823273
Email	hazlehurst@bury.gov.uk
Website	www.hazlehurstschool.co.uk

Local Authority	Bury Education Committee
Executive Director of	Mr Mark Carriline

Children, Young People
and Culture

Address	Bury BMC, Department of Children, Young People and Culture, 3 Knowsley Place, Duke Street, Bury, Lancs, BL9 0EJ
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Local Authority	0161 253 5501
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Age Range

The school caters for children who have their fifth birthday in the academic year, to children who have their eleventh birthday in the academic year.

Arrangements for Parental Visits

Parents considering sending their children to the school are welcome to visit, meet the staff and see the school in operation. Please contact the headteacher to arrange a suitable time. A meeting for new parents is held in June to discuss admission to the Reception class. New Reception children visit the school on two afternoons late in the Summer Term. Prospective parents and pre-school children are also most welcome to attend the school Sports Day.



Staff List

Headteacher	Mr M Golding	
Deputy Headteacher	Mrs A-M Knowles	Year 2
Teachers	Mrs D Prudham	Reception
	Miss G Hollis	Year 1
	Mrs S Kinsella	Year 3
	Mrs J Power	Year 4
	Miss M Shepherd	Year 5
	Mrs N Lawton	Year 6
	Miss D French (part-time)	Special Educational Needs Co-ordinator
Teaching Assistants/HLTAs	Mrs L Awan	
	Mrs J Brown (part-time)	
	Mrs C Chai (part-time)	
	Mrs M Dalliday	
	Miss L Duthie (part-time)	
	Mrs C Fitzpatrick	
	Mrs S Johnson (part-time)	
	Mrs A Lane	
	Mrs C McKeeman	
	Mrs K Southwell	
	Miss G Whittaker	
Business Manager, Out of Hours Club Administrator and Clerk to Governors	Mrs L Little	
Office Assistant	Mrs J Scarth (part-time)	
Lunchtime Supervisors	Mrs C Hinson (Senior)	
	Mr A Bougen	
	Mrs V Bougen	
	Mr C Duckworth	
	Miss L Duthie	
	Mrs S Johnson	
	Mrs C McGinlay	
	Mr J Powell	
	Miss G Whittaker	
Out of Hours Club Assistants (Hazles)	Mrs L Kelly (Manager)	
	Miss G Whittaker (Deputy Manager)	
	Mrs L Awan	
	Mrs M Dalliday	
	Mrs S Gilbody	
	Mrs A Lane	
	Mrs C McKeeman	
	Mrs C McGinlay	
	Miss K McGinley	
	Mrs K Woolley	
Caretaker	Mr D Hughes	
Cleaner	Mrs D Rumford	
<i>School Meals Service</i>		
Cook	Mrs J Wilcock	
Assistant Cook	Mrs V Allen	
Assistant Cook	Mrs J Doyle	
Assistant Cook	Mrs S Peel	

Governor List

<i>Name.</i>	<i>Details.</i>	<i>Term of Office.</i>
Mr P Bracewell (Chair)	Community Governor	1.9.15 - 31.8.19
Mr S Macadam (Vice-Chair)	Parent Governor	1.9.15 - 31.8.19
Mrs C Thomas	Parent Governor	1.9.15 - 31.8.19
Vacancy	Parent Governor	4 years
Mrs S Noot	Parent Governor	1.9.15 - 31.8.19
Mrs K Southwell	Staff Governor	1.9.15 - 31.8.19
Mrs J Power	Staff Governor	1.9.15 - 31.8.19
Mr A Rogers	Community Governor	1.9.15 - 31.8.19
Mrs L Khan	Community Governor	1.9.15 - 31.8.19
Miss N Afilal	LA Governor	1.9.15 - 31.8.19
Mr M Golding	Head Teacher	***

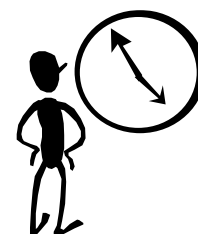
School Hours

School begins at 9.00 am. Children must not enter the yard before 8.50 am. Supervision by a member of staff in the yard begins at 8.50 am. The lunch break is as follows:

Infants 11.45 am – 1.00 pm

Juniors 11.55 am – 1.00 pm

School finishes at 3.30 pm except on the last day of the autumn, spring and summer terms when school finishes at 3.00 pm.



Organisation within School

Within the National Curriculum, Year Groups correspond to pupils' ages as follows: -

Key Stage	Year Group	Age of majority of pupils at end of school year
Foundation	Reception	5
1	Year 1	6
	Year 2	7
2	Year 3	8
	Year 4	9
	Year 5	10
	Year 6	11

Each class has its own teacher for most of the curriculum. Teaching methods include a mixture of whole class, group and individual work, depending upon the nature of the subject being taught. A clear emphasis is placed on reading skills throughout the school. Homework is set, and regular reading at home is encouraged. Computers are used across the curriculum throughout the school.



The Curriculum

All children are taught the National Curriculum. Each year group follows Programmes of Study, which have been prepared by school staff, in the following subjects: -

Core Subjects English, Mathematics, Science and Computing

Foundation Subjects History, Geography, Design and Technology, Music, Art and Design, and Physical Education.



Religious Education follows the Bury LA Agreed Syllabus. 'Personal, Social, Health and Citizenship Education' is also included in the school's overall curriculum and there is a daily Act of Collective Worship. Parents wishing to withdraw their children must notify the headteacher in writing. Currently no children are withdrawn.

Provision for Sport Within the formal curriculum, each class has two lessons of Physical Education per week, one of which will usually consist of Games activities, **designed to develop the children's skills, and help them enjoy a wide range of sporting activities.**



The field is large and well drained and provides an excellent sporting resource throughout the year.

Sex Education Children are taught about relationships as part of Personal and Social Education and some aspects of the science curriculum are also relevant. In the Y5/6 classes the children are taught about growing up and puberty in separate units of work. Details of the work are available to parents on request. Parents wishing to withdraw their children must notify the headteacher in writing. Currently no children are withdrawn.

Teaching Time per Week

The total teaching time per week, including Religious Education, but excluding Collective Worship and breaks, is as follows: -

Key Stage 2 24 hours per week

Reception 22 hours per week

Key Stage 1 23 hours per week

The recommended minima for each age group is: -

Key Stage 2 23.5 hours per week

Reception and Key Stage 1 21 hours per week



Children With Special Educational Needs (SEN)

The school has a policy for SEN, which complies with the DCFS Code of Practice. If necessary, pupils with SEN are referred to the LA for support from outside agencies. At each of the stages involved in requesting help for a child, parents are consulted and kept informed. Miss French, school SEN Co-ordinator, is in charge of SEN and parents are able to talk to her, the class teacher or the headteacher about progress being made.

Equal Opportunities

The school is opposed to all forms of discrimination and will fulfil its obligations under the Equality Act 2010 and the Public Sector Equality Duty.

Extra-Curricular Activities

A full programme of sporting activities is organised throughout the year including football, netball, cricket, badminton, swimming, rounders, athletics, multi skills and dance.

Music also plays an important part in the life of the school. All children are taught to play the recorder in Years 2 and 3, and children in Years 4, 5 and 6 learn a brass instrument. There is a school band and a school choir. Bury Music Service offers instrumental tuition on other orchestral instruments and children who show an interest are encouraged to play.



The children have also enjoyed taking part in our cookery, gardening, art and French clubs.

Discipline

Good behaviour is expected from all pupils at all times. It is encouraged and rewarded. The school has a **'Behaviour Policy'** to which all children must adhere. Parents are asked to familiarise themselves with it. The pattern of disciplinary sanctions is clearly listed and displayed in each classroom.

Pastoral Care

The school has close links with the Education Welfare Services and the school Education Welfare Officer is available to help in areas of difficulty. The School Health Adviser attends school regularly and makes home visits when necessary.

The responsibilities of schools in the area of Child Protection are laid down in the Children Act of 2004. Because of their day-to-day contact with individual children during term time, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. All staff at school are aware of the need to alert Social Services when they believe a child has been abused or is at risk of abuse.

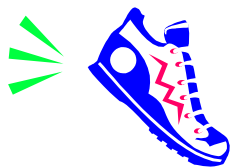
Staff - Parent Contact

Parents are invited to a 'Meet the Teacher' event within the first few weeks of each new school year, to get to know the staff and classroom routines. Formal Parents' Evenings are held twice a year to discuss each child's progress. There is also an opportunity to meet with staff at the end of the Summer Term if required. If at any time a parent wishes to discuss their child's education with the class teacher or headteacher, a mutually acceptable time should be arranged by telephone or letter.

Policy Regarding Uniform

It is expected that all children will wear the School Uniform. Ties and Reading Bags are available from the school secretary. The School Uniform consists of : -

Girls



Blue and gold tie (available from school)
Pale blue or white shirt
Grey jumper or cardigan
Grey/black skirt or pinafore or trousers
Or optional blue check (gingham) dress or royal blue polo shirt during Summer Term
Grey or white socks/tights
Black shoes (no sandals, trainers or boots)

PE
Black pumps
Black/white/navy blue shorts
White vest or plain white T-shirt

Games
Navy blue jogging trousers and sweatshirt (no logos) and trainers

Boys

Blue and gold tie (available from school)
Pale blue or white shirt
Or optional royal blue polo shirt during Summer Term
Grey jumper/cardigan
Grey/black trousers
Grey socks
Black shoes (no trainers or boots)

PE
Black pumps
Black/white/navy blue shorts
White vest or plain white T-shirt

Games
Navy blue jogging trousers and sweatshirt (no logos) and trainers

All children will need a pump bag, to be taken home each weekend. All clothing must be clearly marked with your child's name.

Pupils must not wear jewellery except for children with pierced ears who may wear plain studs. The studs should be removed for PE.

Disabled Access

The school is built on a split-level site, with a staircase connecting the two main parts. There are also steps at some of the entrance doors, making wheelchair access very difficult. The school has two disabled toilets on the upper level, which are accessible from the hall.

Complaints

If any parent has a complaint regarding school organisation or the curriculum, the following plan must be observed.

An attempt will be made to resolve the issue through informal discussion involving the teacher or headteacher.

If the complaint is unresolved, the complainant makes a formal written statement, which is submitted to the headteacher or Chair of Governors. The issue will be investigated and a response will be provided.

If the complaint is still unresolved, the complainant can write to the Chair of Governors asking for the matter to be dealt with at Stage 3, which involves a formal meeting of the **Governors' Complaints Committee**. **Both parties are invited to address the committee** members, who will then discuss the matter and provide a written response.

Once the Complaints Committee has heard a complaint, and it is clear that correct procedures have been followed, that specific complaint cannot be reopened or re-heard. If a request is received in this respect, the complainant will be advised that they should write to the Secretary of State for Education.

Full details of these arrangements are available from the headteacher or the Education Department.

Access to Documents

The **Governors' Statement of Curriculum Policy, Statutory Instruments, Circulars, OFSTED Reports on this school and the school's Schemes of Work** are available to parents on request.

The school's **Freedom of Information policy** gives full details about all these matters and is available through the school website at www.hazlehurstschool.co.uk

Charging and Remissions Policy

On certain occasions during the year parents may be asked to make contributions to cover the cost of educational visits. Although the contributions are voluntary, it is hoped that parental contributions will cover the cost of such visits, and if more than 10% of pupils do not make the contribution, the visit may have to be cancelled. In such circumstances all parents will be informed of the reason for the cancellation and payments will be returned.

School Meals

Approximately three quarters of the children have a school meal and the others bring a packed lunch. Dinner money is paid each Monday morning and should be handed to the class teacher in a clearly marked envelope. In the interests of safety, children having a packed lunch are not allowed to bring nuts, glass bottles or breakable flasks. Parents are encouraged to provide a healthy packed lunch. All infants are entitled to a free school lunch through the Universal Free School Meals Scheme.



School milk is provided for any child for a small fee. Infants receive a free fruit snack every **day and juniors are encouraged to bring fruit from home. There is also a 'healthy tuck shop'.**

Children wishing to change between school dinners and packed lunches (or vice versa) are asked to give a sufficient period of notice, not less than a fortnight.

All applications and enquiries in respect of free school meals should be made to the Customer Service Adviser, Benefits Office, 7 Whittaker Street, Radcliffe, M26 2DT.
Tel-0161 253 5858

Rates of 'Unauthorised Absence', Absence and Punctuality

During the year 2015/16 the overall attendance rate was 97.2%. There was a total of 2.4% authorised absences and 0.4% unauthorised absences.

All requests for Leave of Absence in term time for any purpose other than medical appointments must be made in writing to the Head Teacher, explaining what the exceptional circumstances are. Leave of absence is not normally granted for holidays. If there are no **special extenuating circumstances, the absences will be deemed 'Unauthorised' which may** involve a visit from an Educational Welfare Officer or the issuing of a Fixed Penalty Notice.

Children are not allowed to leave the premises during school hours unless a parent, or some other responsible adult known to us, collects them.

We attach great importance to punctuality and children are expected to be in the playground when the bell rings at 9.00 am, but your child should not be at school before 8.50 am, at which time staff will be on voluntary duty in both yards.

Parents of Infants new to the school are invited to accompany them into the classroom until their child is confident enough to come in alone. Children are then able to line up and come into school independently.

Children going home for lunch should not return before 12.50 pm.

We have no waiting accommodation for parents inside the building. Therefore, it would be appreciated if you would collect your child promptly in their respective yards when you call at the end of the school day.

Details of Admission Policy

The first stage is for parents to complete the school's admission card and then their child's name is placed on the school's admissions register and their contact details are passed on to the Local Authority. Parents are then required to make a formal online application to the LA by January (prior to admission in September) stating their school preferences. If there are 30 or fewer first choice applications, then those parents are informed in April that a place is available. If there are more than 30 first choice applications, the LA will decide which children will be offered places. Having an older brother or sister in the school and proximity to the school will be taken into account. Parents whose children are not offered a place may appeal against the LA's decision.

Transfer to High Schools and Independent Schools

Most children transfer to Woodhey High School, Bolton Road West, Ramsbottom, which is a mixed comprehensive school up to Year 11, or the Bury Grammar Schools, Tenterden Street, Bury, which are Independent, single sex schools up to Year 13. Close liaison with Woodhey High School is maintained by the headteacher and curriculum co-ordinators.



Before and After School Care Club – ‘Hazles’

‘Hazles’ provides high quality out-of-hours care for up to 56 children. The club opens at 7.45 am and closes at 6.00 pm daily. It is run by qualified staff and is very popular with parents and pupils. Details of the fees and booking arrangements are available from the school office.

The Friends of Hazlehurst School (Home / School Association)

The ‘Friends’ association makes a valuable contribution to school life. It is organised and run by parents, teachers and friends, the aim being to raise funds for the school and support its work. All parents are automatically members of the society and its social events are always a great success.

Parental Helpers

The school encourages parental involvement and maintains a register of volunteers who are willing to be called upon to provide help with various activities throughout the year. Some parents are able to offer help at a regular time each week and work in class helping individuals or small groups of children, under the guidance of the class teacher. A DBS (Disclosure and Barring Service) Form has to be completed by parental helpers.

Assessment Results 2015-16

Percentage of key stage 2 pupils who achieved the expected standard

Reading	Writing	Grammar, Punctuation and Spelling	Maths
86.2	55.2	96.6	93.1

Percentage of key stage 2 pupils who achieved a high level of attainment

Reading	Writing	Grammar, Punctuation and Spelling	Maths
27.6	0	17.2	3.4

Average Scaled Scores in Standard Attainment Tests (National Expectation = 100+)

Reading	Grammar, Punctuation and Spelling	Maths
106	106	104

Average Progress from KS1 to KS2 (National Expectation = 0+)

Reading	Writing	Maths
2.4	-4.6	1.1

Holidays for the school year 2016-17

	School Closes	Re-opens
Autumn Term		Monday 4 Sept (term begins)
Half Term	Friday 20 Oct	Tuesday 31 Oct
Christmas	Wednesday 20 Dec (3.00 pm)	Thursday 4 Jan 2018
Half Term	Friday 16 Feb	Monday 26 Feb
Easter	Thursday 29 March (3.00 pm)	Monday 16 April
Election/May Day	Wednesday 2 May	Tuesday 8 May
Occasional Day		
Half Term	Friday 25 May	Monday 4 June
Summer	Friday 20 July (3.00 pm)	



'I am leaving Hazlehurst with my head held high and with great memories inside. Thank you Hazlehurst!' (Year 6 Leaver)



'This school rocks and Ofsted would definitely agree!' (Year 6 pupil)



For more information, including documents, the most recent Ofsted report and all the latest school news please visit

www.hazlehurstschool.co.uk