

# Welcome to Byley Primary School & Nursery



Prospectus

website: [www.byley.cheshire.sch.uk](http://www.byley.cheshire.sch.uk)

## INTRODUCTION

Dear Parents,

Our School Prospectus is intended to give you information about our school.



Children at Byley Primary School & Nursery are confident, cooperative and independent learners who feel safe and are happy in their surroundings. *'Pupils across the school make good progress in their learning. All pupils' interests are met. A pupil said "Learning here is fun"'* (Ofsted 2017). That we become the best we can, is at the heart of our philosophy. There is a true sense of family and community here and we work in close partnerships with families to encourage and support the children in every aspect of their learning.

We are proud of our reputation of being a caring and friendly school with a good academic record of achievement. Class sizes are small and children are treated as individuals who quickly develop social skills; building relationships with children and adults whilst being sensitive to the needs of each other. Children all enjoy school and feel good about themselves, taking a pride in their achievements.

We offer an engaging curriculum which is researched and delivered by an experienced staff of highly committed, caring professionals. We share high expectations and provide excellent learning opportunities inside and outside of classrooms, including enrichment activities available through our close links with partner primary and secondary schools. Children's learning is carefully planned for and assessed, enabling all pupils to succeed.

We aim to inspire, motivate and challenge all children to develop a love of learning. Byley pupils aim to achieve high standards in all areas of school life, they are motivated to be creative, innovative and sporting. We encourage young people to have positive values and a strong sense of right and wrong.

Our school environment is safe, nurturing and stimulating. Lessons are fun, exciting and purposeful; inclusive of all children.

We have an active PTA which organises a variety of fund-raising events throughout the year to benefit our children. New members are always welcome.

We currently offer a Breakfast club from 7:45am each morning and an after-school club from 3:15pm – 6:00pm each day, bookable in advance and very reasonably priced.

Our Governors play an important part in the running of the school. They usually meet formally once each term and endeavour to attend school functions and events.

We welcome prospective parents to our school and hold an open day annually. However, if you would like to visit us and discuss your child's education at another time, I will be very pleased to meet you and show you round. Please telephone to make an appointment – our number is 01606 832519.

Yours sincerely,

Kay Walsh (Head teacher)

## ADMISSION TO SCHOOL



Nursery and Reception 2018-19

It is important to us that parents and teachers work together to ensure that your child's development is successful.

We have recently lowered your age range to include children from the age of 3, who qualify for 15 hours funded nursery provision each week from the term following their 3<sup>rd</sup> birthday. Otherwise, your child can start school in the September after his or her 4<sup>th</sup> birthday.

Our school is in the Cheshire West and Chester Local Authority **but we admit children from both Cheshire West and Cheshire East Local Authorities.** If you live in Cheshire East and wish to apply for a place for your child here, you can do so on the Cheshire East application form. You will find the Cheshire West and Chester Local Authority in the 'drop down' menu on the applications form and selecting this option will enable you to apply for a place here. Further details about our school and the admission process can be found on our school website <http://byleyprimary.schools.uk.com>

If you have any queries regarding the admission of your child to our school, please contact us by e-mail or phone.

The transition from home to school is helped considerably if children who do not already attend our Nursery, join the Reception class for two half days during the summer term before they start school full time. These are arranged by school and parents are informed of the dates in advance.

**PARENTS** are the most important people in the children's lives. We need and welcome your support, encouragement and interest in the school.

We have formal occasions for discussing with you your child's development, but there is no need to wait for these if you have any worry or concern. Come to us straight away. Parents are always welcome in school and we shall do our best to resolve any worries you may have.

## **EARLY YEARS**

### **How you can help prepare your child for school**

The following suggestions help you prepare your child for school in the most effective way.

1. Read stories as often as possible, so that your child associates reading with pleasure
2. Help your child to hold a pencil correctly, i.e. between thumb and forefinger and supported by the second finger
3. Teach him/her to undress/dress with minimum help in indoor and outdoor clothes. Although we are always ready to help, this does save time within the school day
4. Make sure that he/she can use the toilet without help
5. Mark articles of clothing with his/her name to encourage him/her to take responsibility for his/her own belongings

### **How you can help once your child has started school**

1. Continue to read as many stories as possible, and let children talk about pictures and stories, daily.
2. Show an interest in what he/she does at school, praising what he/she can do and has learned.
3. Help with number work by counting and playing number games.
4. Help with writing, by encouraging correct letter formation - reinforcing the work that will be done in school. Mrs Madden will be happy to advise you about the way in which we teach letter formation.

### **Home-School Agreement**

During your child's first term in school you will be asked to sign a copy of our Home-School Agreement.

These Agreements have been drawn up as part of a Government initiative to formalise the relationship between Parents/Carers, pupils and schools. Our Agreement was produced in consultation with staff, pupils and our Governing Body and refers specifically to Byley Primary School & Nursery.

Copies of the Agreement will be sent home before the October half-term break, after your child has had time to settle into school and to become familiar with our rules and routines.

## AIMS OF THE SCHOOL

Briefly, this is what we believe our school should aim to do:-

- To achieve the fullest possible personal development and enrichment for each child in all strands of life - social, physical, spiritual, emotional and intellectual
- To create an environment which gives access to the linguistic, mathematical, scientific, artistic and creative skills of our culture and of other world-wide cultures
- To use our knowledge of the way in which children develop intellectually to facilitate learning with understanding. This is best achieved by teaching from first-hand experience where possible, and allowing children to acquire knowledge and skills through problem solving situations
- To encourage personal enjoyment in learning by equipping children with skills of observation, recording and independent appraisal of sources of information
- To foster enjoyment and pride in maintaining high standards of work presentation by providing an environment rich in attractive and stimulating equipment, books, materials and displays of work
- To provide a thoughtful and caring atmosphere in which relationships are based on mutual respect. The importance of consideration for other people, their work and achievements and their property is an integral part of the ethos of the school
- To encourage the development of self-discipline by giving some controlled responsibility in planning work and organisation of time
- To foster sensitivity and creativity of thought, speech and action in all aspects of life, and to help children to achieve a deep sense of enjoyment in their work

## CLASS ORGANISATION

Our children are organised into four classes:  
Nursery & Reception, Years 1 & 2, Years 3 & 4, Years 5 & 6.

The Primary National Curriculum recognises that children should be offered a curriculum which is balanced and broadly based and which:

- *promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and*
- *prepares pupils for the opportunities, responsibilities and experiences of later life.*

Curriculum 2014

We recognise that children vary in their development and need programmes of study which take account of individual progress. Our Schemes of Work are based on these programmes of study and are structured in the form of 'rolling programmes' to take account of the needs of our mixed age classes.

Schemes of work will be planned for children with statements of Special Educational Needs as required. If parents require further information, please contact the school for advice.

Teaching is organised in a flexible way to allow for these individual needs. Children may work in small groups or individually, depending on the work they are doing at the time. We pay great attention to problem-solving activities which encourage children to think independently and develop self-motivation. Formal class teaching also has its place in encouraging children and giving direction to their work.



The school has a policy of using its resources to employ specialist teachers from time to time to work with the children in school so that they can benefit from special expertise in a particular area. This has the advantage of introducing the children to a wider range of adults in school within the framework of the village school atmosphere. Parents and other interested adults are also welcomed as helpers and play a valuable part in the education of the children.

Assemblies take place every day in our school hall. They are broadly Christian based but also join the school together to celebrate achievements as well as encouraging positive relationships and tolerance of others. They are led by the Head teacher, a member of staff, a member of the local clergy or a representative of the local community.

Religious Education is taught in accordance with the Local Authority guidelines. Parents have the right to withdraw their children from these lessons and from the daily school assemblies.

We also run a variety of after school sports clubs throughout the year for children from Year 1 onwards and there is no charge for these activities.

We currently organise Residential visits for children in Years 3/4 and Years 5/6. The younger children attend for 2 days, with 1 night away from home and the older children for 3 days and 2 nights. As well as providing a range of rich and varied activities, these also help to prepare and encourage children to become increasingly independent and confident.

## ATTENDANCE



The school day begins promptly at 9.00 a.m. and the children are allowed to come into school at 8.45 a.m. The school day ends at 3.15 p.m. for everyone unless you have been otherwise informed. There are breaks of fifteen minutes in the morning and afternoon.

It is important that parents should always contact school by telephone or in person **on the first day of absence and any subsequent days.** When your child returns to school after an absence, we request that you provide a short explanatory note for our attendance records.

Following changes in legislation which came into force in September 2013, pupils are no longer allowed to take holidays during term time unless there are exceptional circumstances. At present, permitted 'exceptional circumstances' are:

- When a parent who is in the Armed Forces returns from a tour of duty abroad;
- To allow family time prior to and following the death of a very close relative;
- Life threatening and life limiting illness of a child or sibling;
- Visit abroad prior to a family moving there.

Any other absences for holiday will be unauthorised and may result in parents being issued with a Fixed Penalty Notice and a fine by the Local Authority of £60 per parent per child.

## **INCLUSION**

At Byley Primary School & Nursery we are fully committed to providing an inclusive education for all our pupils, in all areas of the curriculum and of school life.

Full details of our policy on Inclusion are given in the relevant Policy Document which is available in school.

Children with Special Educational Needs and Disabilities (SEN/D) are given as much support as possible from the class teacher and Special Needs Co-ordinator and work is planned to suit individual abilities. When the child's needs require more support than this, the LA's Learning Support Service is usually consulted for advice and additional support, after consultation with parents. All procedures relating to children with SEN/D fulfil the requirements of the Department for Education's Code of Practice.

## **DISCIPLINE**

The class teachers or Head teacher deal with school discipline in most instances. If more serious or persistent behaviour problems occur, parents will be contacted and invited to discuss the problem, so that they and the staff can decide together on a suitable course of action.

## **SAFEGUARDING**

At Byley Primary School & Nursery we take our duty of care towards our pupils very seriously. All members of staff are kept fully informed about child protection procedures through staff meetings, designated training and by having access to relevant documents and information.

Our Safeguarding Governor is Mr M Such and he can be contacted, if required, through school.

We also ensure our pupils are made aware of relevant information through, for example, teaching sessions, class and group discussions, visitors to school, posters and newsletter items.

## **COMPLAINTS**

If you have a concern, this should be discussed initially with your child's class teacher or the Head teacher.

If the problem cannot be resolved, Department for Education guidelines provide an established procedure for referring issues to the Governing Board.

Parents should refer their complaint to the Chair of Governors who will deal with it in the manner outlined in the school's Complaints Procedure. A copy of our Complaints Procedure is available on our website or a printed copy can be provided, usually within 24 hours, on request.

Our Chair of Governors is Mr A Gibson. He can be contacted via school or e-mail: [chair@byley.cheshire.sch.uk](mailto:chair@byley.cheshire.sch.uk)

## **RELATIONSHIPS AND SEX EDUCATION (RSE)**

Children may raise questions about sex in response to health education topics or the Science Curriculum. Staff will always do their best to answer questions as sensitively as possible, bearing in mind the age and development of the children concerned, or alternatively, parents may be consulted first if this is more appropriate. We also arrange for a health professional to talk with children in Years 5 and 6. Parents may, if they prefer, withdraw their child from this lesson.

## **COMMUNICATION WITH PARENTS**

We use various methods of communication with parent and carers and our most widely used method of communication is our weekly Newsletter, by e-mail. These are also available on our website. The children in Reception are sent a weekly newsletter from their teacher every Friday, outlining the work they have done during the week and explaining what they will be doing during the following week.

The children in Years 1 to 6 have their Curriculum published on the school's website.

Additional information is sent to parents when necessary.

Our school website is also an effective means of communication with parents. Teaching staff and Mrs Evans, our Bursar, update the website regularly. Our website contains a host of information for families, including holiday dates, relevant policies, school meals information and on-line copies of the Newsletters mentioned above.

Parent Consultation Meetings are held in the Autumn and Summer term, giving parents the opportunity to discuss their child's progress with the class teacher. Annual reports are sent to parents every Easter, with targets for the summer term. We also hold Curriculum Evenings to inform, explain and engage with as many parents as possible, especially when there are changes to the school curriculum.

Our Open Afternoon in the Autumn term, provides an opportunity for existing and prospective parents to visit and see our school and pupils in action. We also hold an Induction afternoon for parents of our September intake at the end of the school day in June.

We operate an 'open door' policy where the class teachers are available on the playground at the end of the school day to liaise with parents and carers and Mrs Walsh is usually also available to speak to parents each morning. If you are unable to come into school immediately to discuss any concerns we can usually arrange a mutually convenient time for you to do so.

## **SCHOOL MEALS**

Our children can have a hot school meal every day or can choose to have hot meals on Wednesdays and Fridays only. Dinner money is collected on Monday morning. It is helpful if each child brings the correct money in an envelope labelled with the name of the child and the amount of money contained. A school dinner currently costs £2.25. Dinner money can be paid weekly or half-termly in advance, if you wish to do so and cheques should be made payable to Cheshire West and Chester Council. Children in Early Years and KS1 can currently receive a school dinner, at no charge, due to the government initiative.



There is provision for children to bring packed lunches if preferred. A minimum of two weeks notice should be given, in writing, if parents wish to change



from school meals to packed lunches or vice versa. This is to enable the school to alter its order for supplies.

If you feel your child may be eligible for free school meals, please speak to Mrs Evans, our Bursar and she will be able to give you the necessary information.

As part of our healthy school initiative, children are encouraged to bring only fresh fruit or vegetables as a mid-morning snack. Crisps, chocolate, sweets and other sugary snacks are not permitted at break time. The children have free access to fresh drinking water during the day. Each child has a school water bottle which they bring into school each day, filled with fresh water. This can be topped up if needed from our water cooler. We ask that pupils who have packed lunches do not bring cans or bottles of fizzy drinks.

## SCHOOL UNIFORM



Our school uniform is as follows:-

### **GIRLS:**

Winter: Grey dress/skirt or black or grey trousers, white blouse or red polo shirt, red cardigan, pullover, sweatshirt or fleece.

Black or brown shoes (not trainers)

Summer: Red checked dress, with the red cardigan, pullover or sweatshirt.  
Red base-ball cap with school logo if desired.  
School shoes or suitable sandals (not trainers)

### **BOYS:**

Winter: Black or grey trousers, white shirt or red polo shirt, red pullover (round or V neck), sweatshirt or fleece.

Black or brown shoes (not trainers)

Summer: As above with black or grey shorts, if preferred  
Red base-ball cap as above.

School uniform is available from 'Triffic Togs' in Wheelock Street, Middlewich and we suggest that all items of school clothing are labelled with the child's name.

We would also be grateful if you could provide your child with a small book bag to hold their reading book and homework. Bags bearing the school logo are available in school, priced £5.

## PHYSICAL EDUCATION



Since the construction of our school hall we have our PE lessons in school. Outdoor games are played on our school field when the weather permits.

We ask that you ensure that your child has his/her P. E. kit in school every day; P.E. bags are available in school at a cost of £5.

For P.E. your child will need to have the following:

Girls: White tee-shirt, navy or black shorts/skirt, indoor pumps and trainers for outdoor games.

Boys: White tee-shirt, navy or black shorts, indoor pumps and trainers for outdoor games.

Here again, all items should be labelled with the child's name.

Children are allowed to wear watches and those who have pierced ears should wear small stud earrings, as hoops can be dangerous to the wearer.

During P.E. and swimming lessons ear-rings **must** be removed or covered with sticking plaster and the children must be able to do this themselves to comply with Health and Safety and Child Protection guidance.

Swimming lessons are undertaken by children from Year 3 upwards at Winsford Leisure Centre during the summer term each year.

## HOMEWORK

The amount of homework children are given depends upon the Year group they are in.

All children are expected to read/share a book each day. Children in Foundation Stage and Key Stage 1 take home books to read and discuss with their parents. They also have a reading diary where parents and teachers can exchange comments.

As children progress through the Key Stage they will be given Maths homework including times tables, which children need to learn by heart, and some spellings to learn.



In Key Stage 2 the children select library books to take home. They have spellings and multiplication tables to learn. The older children receive additional homework relating to work being done in English, Mathematics and other curriculum areas. The amount of homework given increases towards the end of Key Stage 2, in preparation for High School.

## **SECONDARY EDUCATION**

Many of our Year 6 children make successful transitions to both Holmes Chapel Comprehensive School and Middlewich High School. Parents are able to apply for places at either school in accordance with Cheshire West and Chester Council and Cheshire East Council's admissions policies.

## **SCHOOL CHARGING POLICY**

You may sometimes be asked if you would be willing to make a voluntary contribution for special school activities, such as educational visits. However, your child will not be excluded from any activity if you are unable to pay the contribution.

## **PTA**

At Byley Primary School & Nursery we are extremely fortunate to have an enthusiastic and committed PTA which all parents are very welcome to join. Our PTA has raised a considerable amount of money over the years, through a variety of activities for both children and parents. These have included summer fetes, cake sales and film nights, to name but a few.

The activities serve to bring all members of the school together as a community and the money raised has provided our pupils with a wide range of curriculum enhancing resources – most recently some new laptops and iPads.

The PTA is always looking for ways to enhance the provision for all children in the school and is a highly valued part of school life.

## **OTHER INFORMATION**

The most up to date source of information about our school is our school website – <http://byleyprimary.schools.uk.com> where parents can usually find out most of the things they need to know about visits, events and other aspects of school life. In addition, we have a noticeboard situated on the outside wall of our Reception classroom by the pedestrian entrance gate.

# **BYLEY PRIMARY SCHOOL & NURSERY**

## **Teaching Organisation**

In common with many schools our children are taught in mixed age and mixed ability classes.

## **Teaching staff:**

|                     |   |
|---------------------|---|
| Head teacher        | Mrs K. Walsh  |
| Nursery & Reception | Mrs Madden  |
| Years 1 & 2         | Mrs King  |
| Years 3 & 4         | Mr N Trude  |
| Years 5 & 6         | Mrs H. Bebbington (0.8)<br>Mrs K Walsh<br>(part time teaching 0.4)                            |
| Teaching Assistants | Mrs Y. O'Sullivan (0.8)<br>Mrs W. Hampshire<br>Miss T. Sobutta<br>Mr D. Gibson<br>Mrs L. Such |

## **Non teaching staff:**

|                     |   |
|---------------------|---|
| School Bursar       | Mrs C. Evans  |
| Caretaker           | Mr E. Smith   |
| Catering Supervisor | Mrs J. Daniel   |
| Mid-Day Assistants  | Mrs A. Maddock<br>Mrs V. Frith<br>Mrs W. Hampshire<br>Mrs L. Such |
| Byley Busy Buddies  | Mrs L. Such<br>Miss C. Maddock                                    |

Address: Moss Lane  
Byley  
Nr Middlewich  
Cheshire CW10 9NG

E-mail: [head@byley.cheshire.sch.uk](mailto:head@byley.cheshire.sch.uk)

Website: <http://byleyprimary.schools.uk.com>

Telephone/Fax: 01606 832519

## SCHOOL GOVERNORS

The Governing body is made up of parents, teachers, local authority representatives and members of the local community. These people have responsibility for the management of the school, including curriculum matters, management of finances, and appointment of staff and maintenance of the school building. The Governors meet at least once a term but often more frequently, depending on the amount of business to discuss.

|                    |                |                 |
|--------------------|----------------|-----------------|
| <b>CHAIRMAN:</b>   | Mr A. Gibson   | Community       |
| <b>Vice-Chair:</b> | Mr M. Such     | Parent          |
|                    | Mr J. Beecroft | Local Authority |
|                    | Mrs D. Brain   | Local Authority |
|                    | Mrs C. Hankey  | Community       |
|                    | Mrs L. Qulliam | Parent          |
|                    | Mrs V. Whiston | Parent          |
|                    | Mrs C. Evans   | Staff Governor  |
|                    | Mrs K. Walsh   | Head teacher    |
|                    | Mr E. Smith    | Staff Governor  |



## **LENGTH OF SCHOOL DAY**

### **KEY STAGE 2 (Years 3, 4, 5 and 6)**

|           |                        |                  |
|-----------|------------------------|------------------|
| MORNING   | 9.00 a.m. - 12.00 noon | 3 Hrs            |
| AFTERNOON | 12.45 p.m. - 3.15 p.m. | 2 Hrs 30 Minutes |

Length of taught day excluding registration, assembly and breaks =  
23 hours 45 mins per week.

### **FOUNDATION STAGE and KEY STAGE 1 (Reception, Years 1 and 2)**

|           |                        |                  |
|-----------|------------------------|------------------|
| MORNING   | 9.00 a.m. - 12.00 noon | 3 Hrs            |
| AFTERNOON | 1.00 p.m. - 3.15 p.m.  | 2 Hrs 15 Minutes |

Length of taught day excluding registration, assembly and breaks =  
22 hours 30 minutes per week.

### **NURSERY**

|         |                        |       |
|---------|------------------------|-------|
| MORNING | 9.00 a.m. - 12.00 noon | 3 Hrs |
|---------|------------------------|-------|

Length of taught day excluding registration, assembly and breaks =  
12 hours 30 minutes per week.