

# **Royton Hall Primary School**



**Prospectus**



## **Welcome to Royton Hall Primary School.**

*As a prospective new parent, there will be many questions that you want to ask about life at Royton Hall and whether this school is the place that you wish for your child. We hope that this prospectus goes some way to answering these questions, but the best way for you to know more about us is to visit and see for yourselves.*

*We believe that Royton Hall is a very exciting place to be, there is a wealth of expertise and experience here that can help your child to achieve their potential. All staff; teachers, support staff, premises staff and Governors work together to continually improve the education we provide.*

*We value the good relationships we have with our parents and community and believe that when we all work together we provide our children with the best opportunities in school to achieve the highest standards in all that they do.*

*If you would like to visit the school please make an appointment to come and see how Royton Hall makes learning exciting (Telephone – 0161 7707640). I look forward to meeting you and your child.*

*Tracy Wood*

## **Enjoying learning, achieving success.**

At Royton Hall Primary School we believe that when our children leave us, they will

- Be happy and confident
- Be Literate and Numerate
- Strive to do their best in all that they do
- Be independent
- Be respectful
- Have positive attitudes and relationships
- Be healthy and active
- Enjoy learning, be lifelong learners
- Be creative
- Play a part in the community
- Use their learning
- Manage their feelings
- Be good communicators
- Be adaptable
- Have high self-esteem
- Be confident ICT users

These aims are at the heart of all that we do in school; our learning, our environment and the culture of our school. Our school provides children with the enjoyment, skills and learning to become successful individuals.



# **ADMISSIONS**

As a Primary School maintained by Oldham MBC places are available to all children, irrespective of area of residence, in line with the following policy:

1. Exceptional medical or social reason (e.g. child at risk).
2. Where brothers or sisters are in attendance.
3. Geographical proximity to the school.

Foundation Stage - Nursery Year (age 3/4 years): 26 full or 52 part time places  
Foundation Stage – Reception Year (age 4/5 years): 45 full time places



# **ENROLMENT**

Children who are 3 years old are eligible to join our Nursery. These children are not statutory school age and the process is managed by the school.

All children who are already 4 years old and who will have their 5<sup>th</sup> birthday during the school year will be admitted to the Foundation Stage Reception year in September.

Children's names and details can be placed on our waiting lists at any time. Parents will be sent an application form by the Local Authority in the September prior to admission to confirm their request in writing. Places are allocated in April by Oldham LA who manages the admissions process for all schools.

Pre-school visits and meetings are arranged for parents and children before starting the Nursery and Reception classes.

# NURSERY

In accordance with Oldham MBC policy to provide nursery education for all children whose parents request it, we offer full and part-time nursery provision in our Foundation Stage Unit.

There is no appeal process as nursery children are not yet statutory school age.



## SCHOOL TIMES

### Foundation Stage & KS1 Units

School begins .....	8.45am
Registration .....	8.45am
Break.....	10.30am – 10.45am
Lunch.....	11.50am – 1.00pm (FS) 12.00pm – 1.00pm (KS1)
Home time .....	3.15pm



### KS2 Units

School begins .....	8.45am
Registration .....	8.45am
Break time .....	10.00am – 10.15am
Lunch.....	12.00pm – 1.00pm
Home time .....	3.15pm

**NB All doors close promptly at 8.45am to ensure the safety of our children.**

# BRINGING AND COLLECTING CHILDREN

**Please can all parents & carers ensure they use the pedestrian entrance and paths around school to ensure everyone's safety.**

## Foundation Stage Children - Nursery and Reception

### Bringing your child

- At the beginning of the school day we ask you to come into school through the roller shutter to the entrance doors to bring your child in.
- A gentle unhurried start to the session will help your child to feel confident about leaving you. We want to encourage your child to be independent, but if he/she is distressed, do please stay for a little while to settle him/her by playing with the toys or reading a book.
- Find the coat peg with your child's name and name card for self-registration.
- Encourage your child to hang up their own things.
- Leave confidently with a smile and a promise to be back soon.
- Foundation Stage children must NOT be escorted to their classrooms by older siblings



### Collecting your child

- At the end of the school day we ask you to come to the entrance doors from the Foundation Stage playground to collect your child.
- Help your child to put on their coat and collect their belongings.

There will usually be time for a short chat with staff if you need it at the end of the session. Where longer time is needed, an appointment can be made with the teacher or the Headteacher.

## Key Stage 1 – Years 1 and 2

### Bringing your child

As school starts at 8.45am your child would need to be in the school yard before this time. **Children must not be left on their own in the school yard as we would have no record of the child arriving before registers are marked.**



- 8.40am The bell rings and the doors are opened and children are welcomed by staff. KS1 children must NOT be escorted to their classrooms by older siblings.
- 8.45am Doors closed and registers are marked.

### Collecting your child

- Meet your child in the school yard near to their classroom doors.
- Children will be released when a member of staff has seen the child's parent / carer.
- If you are going to be delayed for any reason, we ask you to let us know, if possible, so that we can reassure your child.

It is vital that you let us know of any changes in the collection arrangements for your child. Children **will NOT** be allowed to go with persons unknown to school staff unless prior arrangements have been made. Please try to ensure your child is collected on time. Where parents or carers are frequently late, children can become very distressed, especially when all other children have gone home.



## **KS2**

Children may arrive and depart from school either accompanied or unaccompanied. We ask that you ensure that your child knows who is meeting them and where they will be. If the person that a child is expecting to meet them is not in the school yard then children are taught to come back into the entrance hall. It is vital that you inform school if you are delayed and will not be on time to collect your child.

**Children should not be in the playground before 8.30am as they will not be supervised by staff before school.**

- 8.40am                      The bell rings and the doors are opened and children are welcomed by staff.
- 8.45am                      Doors are closed and registers are marked.



## **PARKING**

If you are bringing or collecting your child by car, please park in the marked spaces or on the road. **We have a collective responsibility for the safety of all our children.**

Parents should try, where possible, to park away from the school entrance and encourage their child to walk into the school playground. All children must enter safely through the pedestrian entrance. Parents may enter the school car park in their car, but must follow the one-way system, we try to make the area in front of school as safe as possible, (occasionally deliveries and vehicles arrivals do coincide with arrival and departure times) but children should always take care and be aware of vehicles. If you are dropping off a Key Stage 2 child please use the drop off zones and then move on.

## **PROCEDURE FOR CHILDREN LEFT AT SCHOOL**

- 3.30 pm                      Parents contacted by telephone.
- 3.30 pm                      Where parents cannot be contacted other named persons will be telephoned to collect the child.
- 4.30 pm                      Staff will go to child's home address.
- 5.00 pm                      Social Care will be contacted if school has been unable to contact parents or other named contacts and the child is still at school.

# ATTENDANCE

Children are required to attend school every day. Please see our Attendance Policy for more information.

## APPOINTMENTS

All routine appointments at the dentist or optician should be arranged for after school or during the holidays to avoid absence from lessons. Where this is unavoidable, please bring your child to school first for registration so that they are not marked absent. Please email your appointment card to the school administrator so that your child's absence can be authorised for medical reasons.



## ABSENCE



Please contact school on the first day of your child's absence. We are legally required to keep a register of all absences and the reasons for them. Where no reason is given by parents, absences must be recorded as unauthorised.

Absence totals are included in each child's annual report to parents. Please telephone/email school on the first morning of absence by 8:45am. Staff will text/telephone parents when no information has been received. Where no reason is given, you will receive a letter from school asking for a reason for absence.

**Please note:** Lateness and absence for medical appointments will affect attendance.



# HOLIDAYS IN TERM TIME

Since September 2011 the Governors have instructed the Head Teacher not to authorise any holidays in term time. Any holidays taken in term time will be classified as unauthorised absences.



School has adopted the Oldham Improving Attendance Policy. We encourage parents to take their holidays when the children are not in school. Holidays must be applied for in advance.

## BEFORE/AFTER SCHOOL AND HOLIDAY CARE

Wrap around care is provided by Royton After School Care Association (RASCA) at their adjacent premises on Radcliffe Street in Royton.

**Please contact RASCA on 0161-620 1375 for detailed information on sessions, charges and availability.**



# Key Stage One and Two Curriculum

All children in KS1 and KS2 follow the National curriculum and this is divided into subject areas. However, many lessons provide cross-curricular links, for example, making a puppet in design technology, can then be used in literacy to write and perform a play.

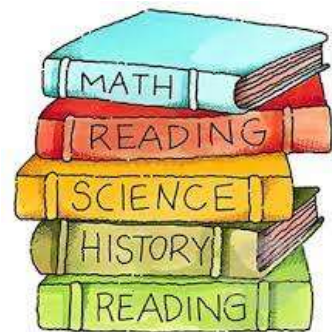
For the under-fives in the first two years at school, their work is based on the government's Early Learning Goals. This is known as the Foundation Stage.

The 3 Prime Areas are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The 4 Specific Areas are:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design



From Year 1 children follow the National Curriculum.

These are:

## Core Subjects

English  
Mathematics  
Science

## Foundation Subjects

History  
Art  
Computing  
Religious Education  
Physical Education  
Design Technology  
Music  
Geography  
Personal, Social & Health  
Education (PSHE)  
RSE  
MFL- Spanish (KS2)

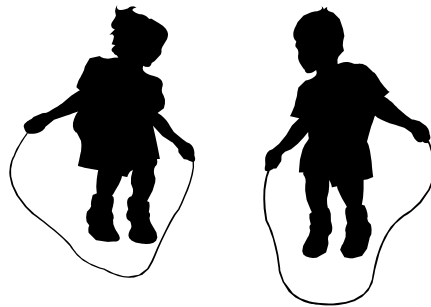
## **AFTER SCHOOL LEARNING**

We provide an extensive range of extra-curricular activities for pupils.  
After school clubs are held to cater for a wide range of interests for example:

Football	Gardening
Dancing	Board Games
Multi Sport	Art
Rugby	Baking
Yoga	Rounders

Not all of the above activities are offered every term.

At lunchtimes children are provided with a range of play equipment to play games with. Our Year 6 Sports Leaders also create and play games with our younger children.



## **Music Lessons**

All children in Years 3 and 4 have whole class brass lessons. We also offer a Choir session to Key Stage 2 children and children in Years 5 and 6 have the opportunity to sign up 'Rock Steady' who are rock bands that rehearse and perform for the whole school



# **SCHOOL VISITS**

Field study visits are seen as an important part of the school curriculum.

Royton provides many opportunities for short visits, for example, to the library, the park, Tandlehills. These visits are connected to learning in the classroom. Parents are asked to sign a General Consent Form to give permission for these visits.

Occasionally we arrange visits further afield which are linked to particular themes. We use both public transport and private coach companies. A consent form will be sent home. Children will not be allowed to take part in these visits unless the permission is given via the School Gateway. Risk assessments are carried out by school staff prior to the visit taking place.

Parents are asked to make a voluntary contribution to the cost of the visit. Any difficulties should be discussed with the Headteacher. However, visits will not be able to take place if there is not sufficient support.

# **CHARGING POLICY**

Royton Hall School subscribes to Oldham LA's charging policy, which states that parents will be charged for activities where permitted by the Department for Education (DfE). Our charging policy is available to view on our website

# **VISITORS IN SCHOOL**



We see Royton Hall Primary School as part of the community of Royton. We have close links with the clients of Orchard House, and regularly invite other community members into school.

# ASSEMBLY

Assemblies take place each day with either the whole school, a year group or a class. Assembly is a collective act of worship which enables children to know and understand the beliefs and practices of some of the great religions of the world. It is also a time to explore our shared human experience, reflect upon our own experiences and ask and answer questions about them.

Within our assemblies we sing and listen to stories which help to develop children's growing awareness of the need to live and work together. We also use this time for reflection. Our assemblies are also a time to celebrate children's achievements (in and outside school), birthdays and group achievement.

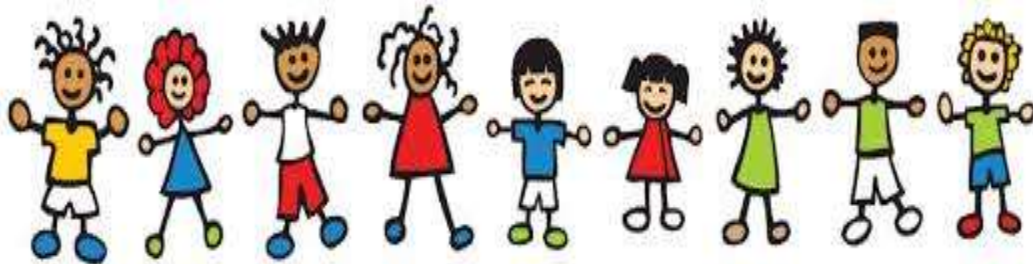
Parents are occasionally invited to join our assemblies. We would ask that parents arrive promptly for assembly in order to ensure a quiet atmosphere and that all mobile phones are switched off as assembly is an act of worship.

As the children in the Foundation Stage are so young it is not appropriate that they come to every assembly. However, they are gradually included in assembly in a phased way.

We believe that assemblies are an essential part of the life of our school family, but we recognise that parents have the right to withdraw their child from collective worship.

## **Taking photographs or videos**

Please see information regarding school policy on taking children's or staff images further in this document.



# ASSESSMENT

Assessment is ongoing and plays an important part in every activity throughout children's learning across the school.

Teachers work hard to plan interesting and appropriate lessons across the curriculum. Regular daily and weekly assessments of children's learning help this process and informs future planning. Work is adapted according to children's needs and abilities.

Children are assessed in the core subjects three times a year.

Parents are informed of their child's progress through parent's evenings, informal chats and a formal end of year report.



Key official assessments:

- At the start of Reception all children are assessed using the Reception Baseline Assessment.
- In the summer term Year 2 and Year 6 children are assessed using the Standard Assessment Tests (SAT's) and Teacher Assessment. These results are included in their end of year report. Comparative data from our SAT's results are included in this document.
- All Year 1 children take a Phonics Screen Check in June, the results of this will be included with the end of year report.
- Year 4 children take a Multiplication Tables Check (MTC) in June whereby children are tested on their timetables up to and including 12x12 again these results will be released to parents with the end of year report.

The parents of every child in school receive an annual report during the summer term.



# BEHAVIOUR



Good behaviour is essential if children are to benefit from the quality education provided at Royton Hall, and we believe this is a shared commitment between home and school.

We see our school as a family, where the good relationships ensure children feel secure and happy. We have high expectations of our children and praise and reward them consistently. Children respond well to this and good behaviour in school is the norm.

Our School Expectations are displayed in all areas of the school. They set our expectations for all children and adults in our school community.

## Our School Expectations

At Royton Hall we expect everyone to:

- do their best
- be respectful
- behave in a safe way
- use friendly language
- co-operate with others
- be in the right place at the right time
- handle their feelings positively

Children are always listened to, and any deliberate acts of unkindness are dealt with immediately. Minor problems are usually dealt with by the class teacher or other members of staff in school.

Occasionally, children may see the Headteacher or Deputy Headteacher when behaviour is unacceptable. Where behaviour is a cause for concern parents will be informed and invited to school to discuss how problems can be resolved.

There are whole school policies for Positive Behaviour, Anti-Bullying and Racist Behaviour.

## Positive Behaviour – A Summary for Parents:

All parents are provided with a summary of the school's behaviour policy. This clearly sets out our expectations, the rewards, and the enforced consequences used for unacceptable behaviour, and how parents and school can support each other to maintain high standards ensuring all children are safe and happy. This policy is available on the school website.

# REWARDS



Most children behave well and we acknowledge and reward their good behaviour. This is done in a variety of ways, for example:

- a smile and 'well done'
- pat on the back
- praised to friends and family
- certificates
- stickers and badges
- award assembly

Children thrive on attention and praise for doing the right thing.

# ILLNESS

We feel the best person to tend to a poorly and distressed child is a parent. If your child is ill during the day we will contact you. So, we can do this we ask you to complete an emergency contact form at the beginning of each school year. ***It is important that you notify us of any changes to this information.***

# MEDICINES

As part of our approach to Health and Safety, we will administer prescribed medicines in school. However, we will only administer medicine that is named for the child, with the frequency and dosage detailed. It must also be necessary for a dosage to be given during school hours. All medicines must be handed into and collected from the main office by a responsible adult and our form completed to share dosage and expectations.



We recognise that some conditions require regular medication, e.g. asthma, diabetes, epilepsy. Such medication will be given following written consent and agreement between home and school.

# **HOME SCHOOL AGREEMENT**

A Home/School Agreement has been a statutory requirement from September, 1999. You will receive a copy to read and sign when your child begins school. It states what the school and parents can expect from each other. There is also a section for you to talk about with your child and help them to sign it.

## **COMPLAINTS PROCEDURE**

Whilst we aim to provide a quality education for your child in a safe and happy environment, we acknowledge that sometimes problems arise. We hope that all our parents feel able to come into school to discuss any difficulties. Your child's class teacher is the first contact, or you may wish to see the Headteacher.

Most problems can be readily resolved quite quickly.

If a complaint cannot be easily resolved, you are asked to follow the school complaints procedure which is available on the school website or as a paper copy from the school office.

Please see our Complaints Policy.

## **PROTECTING CHILDREN FROM ABUSE**

We have a duty to protect the children in our care. Parents should be aware that the school will take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill treatment, neglect or other forms of abuse, including emotional abuse, staff must inform the Headteacher who will follow Oldham Child Protection procedures and report their concerns to Oldham Social Services Department. The school has a Child Protection Policy which is regularly reviewed and updated, it is available on the school website or as a paper copy from the school office.

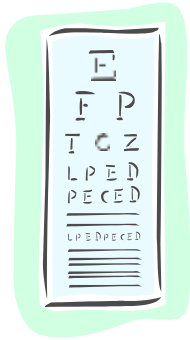
All adults who have regular contact with children in school will have been through the Vetting and Barring system before working in school.

## USE OF CHILDREN'S IMAGES



The school has a policy for the use of children's images. This covers photographs, videos, webcams etc. taken for school use, and images taken by parents or carers, for example, a video of the nativity at Christmas. A copy is available in school on request. All parents/carers are asked to sign a consent form when their child starts school, so that they are fully informed of the school's policy and guidelines.

## VISITING HEALTH WORKERS



As part of her work, the school nurse monitors the growth and development of the children. This includes weighing and measuring them occasionally and carrying out eye tests.

Medicals for all reception children are no longer routine. However, the School Nurse visits school regularly and will see children in response to a request by parents or school. Parents are always informed and their consent is sought.

The Oral Health Team visit school and talk to parents and we participate in Dental Surveys when requested.

## HEAD LICE



The school nurse does not check pupils for head lice. However, she can advise on treatment and can be contacted via the school. Your health visitor or GP can also give advice.

If your child contracts head lice, please do not be alarmed. Where groups of children play and work together, it can be a common occurrence.

A weekly check of your child's hair will help prevent head lice.

Information on the detection and treatment of head lice is available on the NHS website.



## SCHOOL MEALS



The school has its own kitchen and provides a midday meal, meeting the D f E nutritional standards. The meals are balanced and nutritious and offer good value for money. Children are offered a choice of hot meals and a salad bar each day. Drinks of water are provided each day. Please inform us if your child has any special dietary needs.

You may be entitled to free school meals for your child. If you think you may be eligible, please apply to Oldham Council on 0161 770 6688.

From 1<sup>st</sup> September 2014, Reception, Year 1 and Year 2 children are eligible for Universal Free School Meals (please note, this does not include Nursery or KS2 children).

**Please note:** You may change your child's dinner arrangements only after a school holiday and at least 4 week's written notice must be given. This is necessary as the cook must order food at least one month in advance.

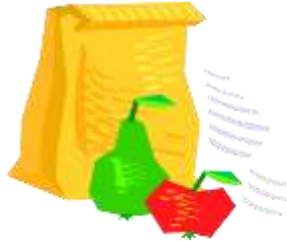
## PAYMENT FOR SCHOOL MEALS

Dinner money for the full week should be paid on the online. Further information regarding the Gateway can be found on the school's website.

Where no money is received, a reminder letter will be sent home. None payment will result in the service being withdrawn. Credit cannot be given for school meals and arrears cannot be allowed to build up.



## PACKED LUNCHES



You may wish to provide a packed lunch for your child. Please do not include sweets, chocolates or chocolate biscuits, as we are a Tooth Friendly school. Drinks of water are provided each day if required. If you wish to send in a drink with your child's lunch, please send in **cartons with a straw or drinks with a sports top**. This minimises spills in lunchboxes or on tables.

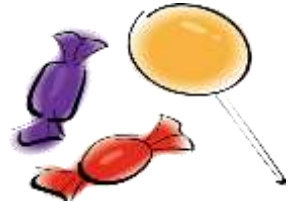
## WATER



Children have access to drinking water at all times. All children have their own water bottle in the classroom. These can be purchased from the school office.

## SWEETS IN SCHOOL

Sweets are not allowed. If children do bring in sweets their class teacher will put them away until home time when they will be returned to you.



## BIRTHDAY TREATS



We ask parents who may wish to send in birthday treats for their child's classmates to send in sugar free treats. Fruit, stickers, erasers etc. are a good alternative. Other parents may not wish their child to have lollipops or other sugary treats.



# PARENTS

Parents are invited to involve themselves in the life of the school at all levels, from assisting class teachers, attending Parents' Evenings and other functions, helping to raise money for school in conjunction with the PTA, to representation on the Governing Body.

Parents fulfill a vital role in supporting the efforts of the school to provide a happy, comprehensive learning environment for all its pupils. Parents Evenings are held in the Autumn and Spring terms, and parents may make an appointment to see a teacher to discuss their child's end of year report. Parents are welcome to make an appointment to come into school to discuss any aspect of their child's progress at other times. If you wish to speak to your child's teacher please telephone school to arrange an appointment at a mutually convenient time.

# UNIFORM

Our school uniform helps children to feel part of our school family. It is simple, practical and inexpensive. We encourage the children to wear their uniform and take a pride in their appearance. Items of school uniform embroidered with our school logo can be obtained from school, or you may purchase uniform from another source.

Please select your child's uniform from the following list;

- Navy sweatshirt or cardigan
- Grey skirt
- Grey trousers, shorts or jogging bottoms
- White polo shirt
- Navy/light blue gingham or stripe dress
- Grey tights or white socks



We also ask that all children (except Nursery & Reception) have a PE kit in school consisting of:



- Plain white T shirt
- Black or navy shorts or jogging bottoms
- Pumps

**Please note - ALL CLOTHING MUST BE NAMED**

# SHOES

Black flat shoes, that are easily fastened, are appropriate for school. Children feel more confident about dressing and undressing themselves if they can manage their own clothing and footwear.

Children are asked not to wear trainers in school. Platform shoes, sling backs, fashion boots and jelly shoes are not suitable for school. They often cause children to fall when running on the playground.

# LOST PROPERTY

Children are encouraged to look after their own belongings. All clothing is expected to be named and this enables it to be returned to its owner easily. We try to ensure that children's belongings are returned to them if they are lost. Any unclaimed property is displayed outside the front door at the end of each half term.



# JEWELLERY

Plain ear studs and simple watches may be worn for school. They must be removed for PE and will be stored in a safe place in the classroom. For safety reasons no other items of jewellery should be worn in school. Long hair should always be tied back with a **plain coloured** band or bobble that cannot cause any injury, similarly headbands should be plain.

This information is correct at the time of going to print, but information may be subject to change. Where possible parents will be given as much notice of this as possible.