



ROE LEE PARK PRIMARY SCHOOL PROSPECTUS 2020



Roe Lee Park Primary School

Welcome to Roe Lee Park Primary School



We are a large, happy and friendly primary school situated on the outskirts of the town of Blackburn. We have lovely surroundings, a large school field and state of the art classrooms following a whole school refurbishment project in 2012.

A major extension to the school opened in September 2015 which has increased the capacity of the school and provided two classes in each year group. This means there are no mixed age classes. The two new classrooms provide a very high quality learning environment for our two Year 6 classes and we now have a computer suite and music room.

In April 2015 we opened our extended and completely refurbished kitchen/dining hall which looks fantastic and provides a much more enjoyable lunchtime experience for our pupils. We now have a well established Breakfast Club (8.00am – 8.45am) and After School Club (3.15pm – 5.45pm) every day to support working families (for more information on this see page 13).

We are very proud of our school and what our pupils achieve and we are committed to continually trying to improve what we do. The best way to get a proper feel for what we do is to come and visit us – please contact the school office to arrange this.

We will be delighted to show you around our fabulous school.

Mr Mark Geldard
Headteacher



OUR MISSION STATEMENT:

Our Mission is for “Children, parents, governors and all staff to work together to ensure that everyone fulfils their potential and enjoys a rewarding experience”.



Roe Lee Park Primary School

Our School

At Roe Lee Park Primary School we share the following vision:

We want our pupils to be happy, to foster an attitude of care and respect towards people and the environment, to develop tolerance, respect and co-operation. We seek to create a school where:

- Children are treated with respect, care, patience and fairness
- The school environment is safe, warm, secure and stimulating
- There is a lively, creative atmosphere that is conducive to learning
- There is a positive climate where emphasis is placed on praise rather than criticism
- All pupils achieve success
- All pupils have access to a broad, balanced, relevant and differentiated curriculum, irrespective of race, gender or special needs
- The teaching is intellectually challenging for all pupils
- Pupils are motivated, interested and work productively
- Control is firm but fair, with children being treated as individuals
- Pupils are empowered to realise their potential

We are committed to high expectations of our pupils, our staff and our school. We all try to provide the highest standards which parents and the general public have a right to expect.



Roe Lee Park Primary School

Our Nursery

September 2011 saw the opening of our fabulous nursery - attached to the reception classrooms; it now provides our children with a state of the art, integrated Foundation Stage unit.

We hope that all our Nursery pupils will apply for a place in our Reception classes. Application forms are available from the school office towards the end of September/early October the year prior to them starting in Reception. In Blackburn with Darwen children start in Reception in the September of the academic year (1st September -31st August) in which they turn 5 years of age.

Please note: Attending our Nursery does not guarantee a place in our Reception classes. You will still need to apply for a Reception place using the Local Authority Admission forms available at the school office.

Children attend either a morning or an afternoon session:
The morning class: 8.45am - 11.45am / The afternoon class: 12.15pm - 3.15pm.

Since September 2017 working families may be entitled to up to 30 hours per week of free provision. We will be offering this provision for those families that are entitled in the following 2 ways;

Full day sessions

Pupils will stay for both morning and afternoon sessions (8.45am to 3.15pm) 5 days per week which will include a lunch break – a school dinner can be provided for your child at a cost of £1.90 per day or alternatively you may send in your own packed lunch if you prefer.

Extended morning or afternoon sessions

Pupils will be able to use either the Breakfast Club to extend their morning session (8am to 11.45am), or the After School Club to extend the afternoon session (12.15pm to 5.45pm) 5 days per week.

To check if you are entitled to this offer please visit: www.childcarechoices.gov.uk

Children must be accompanied to and collected from the nursery class by an adult.

Your child will need:

- Elasticated pumps to change into each day
- Pumps and a drawstring pump bag
- A change of underwear and socks, in case of accidents

All items of clothing should be named and should be easy for your child to handle, for example, shoes should preferably not have laces and pants should be easy to slip on and off without complicated fastenings.

We encourage children to be independent about using the toilet, changing shoes and putting on coats and providing easy to use clothes will help them achieve this.

The rules about jewellery, to be found later in this prospectus, also apply to nursery children.



Roe Lee Park Primary School

The School Day

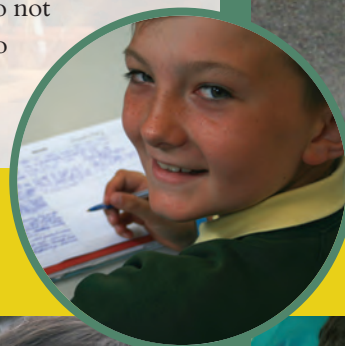
We have the same start and finish times for Infant and Junior children. Make sure your child is at school at the correct time but please do not bring your child too early, as we cannot be responsible for him/her until 8.50am. Please collect your child promptly at 3.15pm.

	Reception	Infants	Junior
Morning school starts	8.55am	8.55am	8.55am
Morning school ends	11.45am	11.55am	12.30pm
Afternoon school starts	12.45pm	1.00pm	1.30pm
Afternoon school ends	3.15pm	3.15pm	3.15pm

Children line up in the playground when the whistle blows at 8.55 each morning and are escorted into school by their class teachers.

If the weather is poor, school will open at 8.45am. It is very busy in the cloakroom at 3.15pm. Therefore in the interests of safety we ask that parents meet their child/children in the playground. All children will be escorted outside by their teacher. We believe that this arrangement allows parents to forge closer links with class teachers.

If, for any reason, you do wish to come into school at the end of the day, please allow five minutes for children to safely exit the building. Please let us know if you are going to be late picking up your child. Whilst we appreciate that there may be a genuine reason for this it cannot be accepted on a regular basis. Pupils not collected on time at the end of the day will be looked after in the After School Club. Please be aware that this will be charged at a rate of £4 per child up to 4.30pm, and £8 per child up to 5.45pm. Also let us know if somebody different is picking your child up as it can cause offence if we have to ask who somebody is. Always use the path nearest to the dual carriageway. The other entrance is for vehicles only. It is too dangerous for pedestrians to use. Please do not park in the staff car park. The date of terms and holiday arrangements are sent to parents at the beginning of each school year and can also be found on our website www.roelee.com.



Roe Lee Park Primary School

Parents And School

Close contact between home and school is important to a child's educational progress. Parents and relatives are welcome in school at all times.

A key part of our communication with parents is our monthly newsletters, texting system and website. We now have the 'Class Dojo' system which is well established and used by the vast majority of parents. Your child's teacher will tell you how to access this free system which will keep you up to date with your child's behaviour and will provide you with useful information about things going on in school. It will also enable you to contact your child's teacher. We now have a well-established, informative Facebook page (<https://www.facebook.com/roleeparkprimary/?ref=bookmarks>) that is very popular with our parents. It is regularly updated and shares lots of information about events and activities at school. The newsletter and website will keep you up to date with current activities at Roe Lee and also will let you know important information about the school. All newsletters are available in the 'Newsletters' section of our website. We send out regular text messages so please ensure we have your current details.

Each year we ask parents to sign our home/ school agreement as their child enters school. This ensures a close working relationship. A copy of this agreement is included in this prospectus.

School reports and parents' evenings

We have a series of parents' evenings each year for you to discuss your child's progress with their teacher. The children receive a written report twice a year. This report will show the child's effort and achievement in each of the curriculum subjects.

We will also give feedback on your child's attitude to learning, behaviour, interaction with adults and children, their attendance and punctuality.



Roe Lee Park Primary School

Special Educational Needs And Disability (Send)

Aims of SEND provision are to:

- Provide full access to the National Curriculum for all pupils
- Recognise a pupil's strengths while addressing his or her needs
- Ensure all children can acquire knowledge, skills and experience to the best of their ability

Objectives:

To deal with effective implementation of the 2015 Code of Practice for the benefit of pupils with special educational needs and disabilities (SEND).

High priorities are:

- Keeping parents informed at every stage and involving them and their children in the decision making process
- Buying appropriate resources
- Encouraging a positive self-image in these children

As a local authority 'Community' school our admissions policy states that children with an Education Health and Care Plan (EHCP), a Statement of Special Educational Needs or an Individual Pupil Resource Agreement (IPRA) naming the school will be admitted first.

Partnership with parents:

We aim to alert parents as early as possible and to involve and inform them at every stage of their child's progress.

Changes to SEND funding in 2013 have given schools more flexibility in how to spend the money available for SEND pupils.

Parents will be made aware of this at review meetings and they will be able to discuss with school how the funding can be used most effectively to support their child.



Roe Lee Park Primary School

School Uniform

We expect children to come to school clean and tidy and hope that all children will wear our official school uniform which is inexpensive and very practical to wear and wash.

The school colours are green and yellow. School sweatshirts in emerald green and polo shirts in yellow can be obtained from Whittakers and Grays in Blackburn. They can also be ordered from Tesco (www.tesco.com/ues) at very competitive prices. Roe Lee Park also supports "Mum's The Word" - providers of new low cost and quality used school wear (www.mumstheword.org.uk).

Pupils in Year 6 wear a different coloured 'Jade' green sweatshirt. This is to acknowledge their responsibility and the important role that Year 6 play in the day to day running of the school. It will make them easily identifiable to pupils who might need their help.

Jewellery

All jewellery, including watches and earrings, should not be worn by children in school, as it can be dangerous particularly at playtime, in PE and other practical lessons.

Clothes for PE and games

All children need:

- Plain black shorts and plain white T shirt
- Pumps - elasticated pumps are easier than laces
- Pump bag

Weather permitting, games lessons take place outside. For this, children are allowed to wear a tracksuit jumper/jogging bottoms and trainers.



Roe Lee Park Primary School

Homework Policy

We believe that it is important that school and home should work together to provide a continuous and inter-connected learning experience. Homework enriches and extends what is being taught in school.

As parents, you have a critical role in helping your children to learn and we encourage and support this through a structured homework policy throughout your child's school life.

Foundation Stage

In the Nursery and Reception classes, we obviously keep homework to a minimum, however, we ask parents to support their child's learning by reading with them every night. This is vital to your child's progress and will make a huge difference to their future achievement as reading will underpin and support their learning across the curriculum.

As the year goes on, we also send home levelled reading books that match up with the phonics that is being delivered in school that week.

Key Stage One and Key Stage Two

Daily reading continues to be central to a child's learning right through school. They should read with you every day, even if they are already fluent and confident readers. This is supported by a wide range of both fiction and non-fiction home reading books that will be provided in addition to the use of our school library.

Sometimes, we ask the children to undertake a project at home that links to work that we cover in class. Parents are informed of this in plenty of time and support offered by the class teacher.

From years two to six, the children will also be given a fortnightly reading comprehension task using the online program Cracking Comprehension Online. From year two onwards, the children will be set regular multiplication tables practise using the program Timestables Rockstars where they play as an avatar to complete tasks either on their own or with their friends.

Children may be given additional work to do at home as deemed appropriate by the class teacher. At the 'Meet the Teacher' meetings in the Autumn term, your child's teacher will explain to you when homework is set and what it should be returned.

For those children who are struggling with their homework or do not have internet access, we provide a lunchtime club every Tuesday, Wednesday and Thursday in the computer suite.



Roe Lee Park Primary School

Health And Welfare

Medicine and tablets

If your child must take prescribed medicine during school hours, contact the school office. All medicine must be clearly labelled with the child's name and the correct dosage. For safety reasons parents are requested to complete a medication form at the school office.

Although school staff will try to ensure that all medication is administered exactly according to instructions, you must be aware that we have no medical training and we can only do our best.

If you wish to be certain that any medication given is correctly administered at all times, with a total guarantee of no mistakes, then we would suggest that you take this responsibility upon yourself and we would welcome you in school at any time to do so.

We urge you not to send your child to school if they are unwell. They cannot work properly and can pass infection to other children.

If your child takes regular medication for specific medical conditions such as asthma, diabetes or epilepsy please make sure that the school knows this, even though such medication may not be needed in school time.

We would like to remind you that it is your responsibility to inform the school staff immediately of any change in dosage and/or administration procedures of the medication and to complete a new form including any necessary changes. In the case of nursery children, arrangements can be made directly with the nursery class teacher.

Illness in school

If your child is taken ill during school hours, parents will be contacted, usually by telephone. Your child will be cared for until you come to collect them.



Emergencies

We need a telephone number to contact in case of emergencies. Hospitals are not always willing to give treatment if a parent is not present. Please remember to notify us immediately if you change your telephone number.

Hospital/clinic appointments

Please try to avoid medical appointments during the school day as they are disruptive to your child's education. Most practitioners will be able to provide appointments out of school hours if requested.

If your child does have a medical appointment during the school day, please inform the school office and let them know who will be collecting your child. Children must be collected from the Main office and signed out.

Welfare benefits

If you wish to apply for free school meals, clothing grants etc, you should contact the Blackburn with Darwen Borough Council, Benefits Section, Town Hall, Blackburn.

If you are eligible for free school meals, please claim them because it entitles your child to free school milk in the infants and provides school with additional funding.

Pupil Wellbeing Support

Our Family Liaison Practitioner through Child Action North West, Ricky Reidy, visits school every Friday morning and provides wellbeing support for pupils and families. If you feel that your child might benefit from this support please contact Mr Geldard on 01254 56297.



Roe Lee Park Primary School

Attendance

Our school attendance policy, sets out procedures to be followed if your child is absent from school.

We expect parents to inform the school (via telephone or note to school) of their child's absence before 9.30am on their child's first day of absence.

If the school does not receive such a message the school office will telephone the family and seek an explanation for the absence. For further information see the summary of the school attendance policy in this prospectus or visit our website: www.roelee.com

From September 2013 new Government regulations state that pupils are no longer allowed to take holidays during term time - For further information see the summary of the school attendance policy on our website www.roelee.com.

If you do not notify school of your child's absence it will result in an unauthorised absence being entered against your child's name in the register. Your child's education will suffer badly through lateness or unnecessary absence. For full details please see the school's extended leave policy on our website www.roelee.com.

Attendance and punctuality are monitored very closely and we will write to you when we are concerned - usually if your child's attendance falls below 90%. If your child's attendance falls below 85% we will usually ask to meet with you to discuss how we can work together to improve things.

The school's Education Welfare Officer (EWO) will usually be asked to support at this stage.



Roe Lee Park Primary School

School Dinners

Roe Lee Park Primary School encourages children to eat and drink healthily. Midday meals are available at school, prepared and served by our kitchen staff. They work hard to produce meals that will cater for all our children with several options available daily.

All children choose their meal at the beginning of each day and wear a coloured wrist band to show their choice to the kitchen

staff. They can also choose to have a sandwich option. Halal meat is bought from KQF, a local and reputable supplier. Roe Lee Park Primary School gained HMC certification in 2013.

Your child can bring a packed lunch to school if you prefer. If your child brings packed lunches, please do not send drinks in glass bottles. Plastic flasks are a good alternative.

Parents are asked NOT TO INCLUDE ITEMS WITH A NUT CONTENT IN PACKED LUNCHES as we have several children on roll who can have a life threatening reaction to even a wrapper from such products. Only children who bring a packed lunch may bring drinks to school.

Dinner money is collected on Monday morning and, in 2020-2021, dinners will cost £9.50 per week - a cost of £1.90 per day. Please send dinner money to school in an envelope marked with your child's name and class.

Breaktime snacks

The school operates a healthy eating policy and we are part of the national "Fruit For Schools" scheme. All children in nursery, reception and Key Stage 1 are entitled to a piece of fruit each day. They are also entitled to daily milk which costs £4 per term. More information about this scheme will be handed out at the reception Induction Meetings and Parent Conferences. Key Stage 2 children may eat fruit at breaktime and are encouraged to bring a piece of fruit from home.

Breakfast Club

Our Breakfast Club is open to all pupils from 8am - 8.55am and costs £2 per day or £9 per week or £1 after 8.30am which still includes a healthy breakfast. Payments should be made at the start of each week. Please contact the school office for more information.

After School Club

The After School Club is available every day from 3.15pm to 5.45pm and can be used by any pupil from Nursery to Year 6. The cost includes a snack and is £4 per child up to 4.30pm and £8 per child up to 5.45pm which we believe represents excellent value for money. For more information please contact the school office on 56297.





Roe Lee Park Primary School Compliments, Comments Or Complaints

At Roe Lee Park, we believe in sharing difficulties and solving problems. If you have a concern, please discuss it with us before it becomes a big problem. We are here to help but it is difficult for us to talk to you properly when we are busy with the children, for example at 8.55am when they arrive at school.

If you wish to speak to the class teacher, please try to arrange a time that is convenient for you both.

If you wish to see the headteacher, please contact school and we will arrange an appointment as soon as possible. If the problem is pressing and worrying, come at once, someone will always try to help.

We can't put things right if you don't tell us things are wrong!

We are continually looking to improve our school. To do this we need your help and would welcome comments you may have, be they good or bad, about the way we run our school.

Summary of Complaints Procedure

Informal stage

Many concerns and minor complaints can be resolved quickly and informally through the class teacher or another member of staff, depending upon the nature of the complaint.

Formal - Stage 1

If the complaint is not resolved through such discussion, the complainant should contact the Headteacher in writing.

Formal - Stage 2

If the complaint cannot satisfactorily be resolved at the first stage of the procedure, the complainant should put their complaint in writing to the Chair of Governors.



Appeal Stage

If the complainant wishes to appeal against the decision made at stage 2 s/he must indicate his/her intention to do so within ten working days of receipt of the outcome of the formal stage. The complainant should do this by sending a written appeal to the Chair of Governors / other nominated Governor. This policy can be seen in full at www.roelee.com in the 'About Us' section.

Roe Lee Park Primary School

School Policies

The school has a range of policies in accordance with the law and good practice. Not all these policies are reproduced in full in this prospectus. Instead, we have outlined the main points of key policies. If you wish to see any or all of our policies in full please visit our website on www.roelee.com. Alternatively, you can contact the school office for copies.

Admissions policy

The standard admission number has increased from 50 to 60 from September 2014.

If you wish to apply for your child to enter the school you should do this in the September before your child reaches five years of age.

If the number of applications is more than the number of places available at the school the LA will consider all preferences equally against the criteria below.

Children with a statement for special educational needs or an individual pupil resource agreement (IPRA). The remaining applicants will be considered against the

Council's admission policy in the priority given below:

- Children in care (looked after children).
- Children who have an elder brother or sister attending the school when the younger child is due to start.
- Children for whom the LA accepts that there are exceptionally strong medical, social or welfare reasons for admission, which are directly relevant to the school concerned.
- Children who live nearest the school.



Roe Lee Park Primary School

Behaviour Policy

Roe Lee Park School has a detailed behaviour policy which can be seen on our website at www.roelee.com. Alternatively, you can ask for a printed copy of the policy. The following information is an outline of our behaviour policy highlighting the aims and key points.

As always, if you have any concerns, please do not hesitate to contact your child's class teacher or the headteacher.

Our behaviour policy actively promotes the aims of the school and covers all parts of school life. We have consulted the whole school community - including the children - to develop this policy.

Aims

- To promote a safe, effective, fair and positive learning environment, fostering understanding, consideration, co-operation, and responsibility;
- To promote the development of self-esteem, self-discipline and self-confidence and a problem-solving approach to conflict resolution;
- To foster acceptable standards of behaviour by providing a common but flexible approach to behaviour management, with boundaries understood by the whole community;
- To promote fairness and understanding of different methods of dealing with problems;
- To involve the school community, particularly the children, in solving problems and conflict;
- To promote the involvement of the whole school community, children, staff, parents and governors, in behaviour issues;
- To provide structures and systems to support positive behaviour and to ensure new members of the school community are aware of the school's ethos, values and approaches.

At all times, we believe that children should be listened to and their concerns taken seriously. We believe in mutual respect between staff and pupils and between the children themselves. We will deal with children's concerns as fairly as possible and will apply rules and sanctions equally.



There may be a very small number of children in the school who have marked emotional difficulties and present extremely challenging behaviour. We have a responsibility to support and provide for all children - including those with emotional and/or behavioural difficulties. If necessary, the code of practice for children with SEN will be used and, if appropriate, outside help may be sought.

Developing positive behaviour - rewards and sanctions

Personal, social and health education (PSHE) is part of the wider curriculum for all pupils and this is often an opportunity to take part in discussion about behaviour, to encourage positive relationships and solve conflicts.

School assemblies also often focus on issues about community, culture and moral development. We aim to promote understanding, appreciation and enjoyment of different cultures and lifestyles.

We also encourage children to take responsibility for the smooth running of the school through following our school rules and taking part in our class and school councils.

Pupils' contribution to school life is recognised by weekly and annual award certificates and the granting of certain privileges such as "golden time". Children are also given team points for good work and good behaviour. One child per class is awarded our special 'Golden Jumper' each week for excellent effort or achievement.

Pupils' work and photographs of events and celebrations are displayed around the school building - all helping to encourage good behaviour and positive contributions to school life. In line with our healthy eating policy we do not give sweets as rewards. Where a tangible reward is given it is usually a small item of stationery. We also now have our well established 'Class Dojo' system which we encourage all parents to access. Your child's teacher will tell you how to do this at the start of each school year and this will keep you up to date with your child's behaviour as well as providing useful information about things going on in school.





Roe Lee Park Primary School

Statement Of Partnership Between Home And

School expects parents will try to:

- Ensure children attend school regularly, on time and correctly dressed
- Support the school's policies and practice on behaviour
- Attend parents' evenings and other opportunities for discussion about their children
- Work with school to help your children achieve their very best
- Support your children in homework and regular reading practice
- Let us know about any problems or events, which may affect your children at school
- Work with school when planning holidays which might affect your child's schooling.

Parents can expect that school will try to:

- Work with you to promote good behaviour, attendance and time keeping
- Provide a safe, secure atmosphere in which your children can work to the best of their abilities
- Provide a broad, balanced and challenging curriculum
- Provide an assessment system, which helps children to make progress
- Share information about targets set for their children
- Provide a system of learning support, which helps pupils with special needs
- Set homework according to the school's policy and in line with the child's needs
- Ensure pupils are aware of their own progress by setting and marking work
- Work with the local community to promote the school and the community's interests
- Keep you informed of your children's progress through reports and parents' evenings and by letters or telephone calls when necessary



School

School and parents can expect that pupils will try to:

- Attend regularly, on time and with the correct clothing and equipment
- Do all their classwork and any homework to the very best of their ability
- Help to keep school free of litter and vandalism
- Follow all the school rules
- Wear the correct school uniform
- Set a good example by behaving well on the way to and from school and on any school visit
- Report any problems to teachers so that they can work together to help pupils do their best
- Always do their best to achieve their full potential.





Headteacher - Mr M. Geldard

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