



Welcome to

Lowercroft Primary School

Information Booklet

Updated September 2024

Empathy Respect Independence Courage Curiosity

Contents

Page 3	Contact Details School Times
Page 4	Pupil Safety Parking Absence Leave of Absence
Page 5	School Uniform Lost Property
Page 6	Lunches Drinks & Snacks Nut Allergies & Food Intolerances Birthdays
Page 7	Medical/Emergency Information Medicines in School Emergency Contact/Messaging Service/Parents' Evening Appointments
Page 8	Welfare of Children Special Educational Needs and Pupils with Disabilities Behaviour and Discipline
Page 9	Curriculum Trips and Visits Mobile Phones
Page 10	Pupil Voice School Productions Before and After School Clubs
Page 11	Pupils Records and Reports Parental Involvement Lowercroft PTA Childcare at Jay Jays Out of School Club
Page 12	Complaints Procedure Additional Information Notes

We hope you will find the information in this booklet useful

If you have any questions please contact school

Contact Details

Lowercroft Primary School
Ashington Drive
Bury
BL8 2TS

Tel 0161 761 2798

Email: lowercroft@bury.gov.uk

Website: www.lowercroft.co.uk

Co-Headteachers: Mrs Tessa Farr & Mrs Janine McGadie

School Times

Doors Open at	8.40 am	School starts at 8.45 am
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Cloakroom doors close at 8.45am - late arrivals please use main school entrance door

Morning Break	10.15 am – 10.30 am	Reception & KS1
	10.30 am – 10.45 am	Lower KS2
	10.45 am – 11.00 am	Upper KS2

Lunchtime	11.45 am – 1.00 pm	Reception
	12.00 pm – 1.00 pm	KS1
	12.15 pm – 1.00 pm	KS2

Afternoon Break	2.00 pm – 2.15 pm	Reception & KS1
	2.15 pm – 2.30 pm	Year 3

School Ends	3.10 pm	Reception & Year 1
	3.15 pm	KS1 & Lower KS2
	3.20 pm	Upper KS2

Late arrivals can be very disruptive to the class and we would appreciate your support in ensuring your child arrives on time. If your child arrives at school after the cloakroom doors have closed at 8.45am please ensure they are brought into school via the main school entrance and sign them in at the school office.

Pupil Safety

School starts at 8.45am. Pupils remain in the care of their parents until the children are let into school. Children should not enter the school building before this time unless they are attending Jay Jays before and after school club or they are specifically supervised by a teacher or other member of staff. If it is raining, the doors will be opened at 8.35am. For safeguarding reasons please stay with your child until the school doors open and you see them enter school.

When school ends at 3.15pm/3.20pm Key stage 2 pupils leave school via the junior cloakroom door and they should be told where to meet you or your representative and to return to their classroom/main office if there is nobody there to meet them. **Reception pupils (3.10pm) and Key Stage 1 (3.15pm)** pupils leave either through their classroom door or the infant cloakroom door. If someone else will be picking your child up on your behalf could you please let their class teacher know beforehand. If you are delayed on your journey to school at home time please ring school to let us know your estimated time of arrival. Children who are **not collected at 3.15pm** will wait in the entrance area outside the main office in the care of the Headteacher or another member of staff.

An efficient **security system** operates in the school. This involves all outer doors and gates having coded entry systems. Visitors requiring access to the school should use the main entrance and collect a visitor's badge from the office. Access via the school car park is restricted.

Parents should not use the school car park when picking up or dropping off pupils as children are not allowed in the school car park. There is a significant danger for children when vehicles are entering, manoeuvring, or leaving the area. Arrangements can be made to use the car park in special circumstances – please contact school for more details.

Parking

Please show consideration when parking on the roads outside school as there have been occasions where local residents have been blocked in by parked cars. **Please do not park or stop on the yellow zig zag lines, white solid line or double yellow lines outside the school gates.** These are restricted areas and should not be used even just to drop off children.

Absence

If your child will not be attending school for any reason please telephone school on 0161 761 2798 before 10.00am on their first day of absence. There is an answerphone facility for you to leave a message if you ring before the office opens at 8.45am. If no contact is made by parents/carers on the first day of absence, we will try to contact you to secure an explanation for your child's absence. Any unexplained absences will be referred to our School Attendance Officer.

Leave of Absence

Headteachers are not able to authorise any holidays in term time unless there are exceptional circumstances.

Bury Council's School Attendance Team have issued guidelines regarding the new arrangements and the attendance policy can be viewed on the school website.

School Uniform

Red sweatshirt or cardigan with school logo
White polo shirt with or without school logo
Grey trousers or shorts / Grey skirt or pinafore
Girls may wear grey school trousers (no fashion styles please)

In the summer red and white school dresses may be worn

Black school shoes & red school book bag

Optional Items - Red school caps & reversible school coat/fleece available in red or navy

Jewellery* We only allow small, plain stud earrings and small watches to be worn in school.

Nail varnish should not be worn.

Hair** should be neat and tidy for school. High fashion cuts are not suitable for school and we therefore request that extreme styles and fashion hair accessories are not worn in school.

****For safety reasons earrings must be covered with tape or removed on PE days.***

*****Hair bobbles should be provided to tie long hair up during PE/games.***

Reception and KS1 PE Kit

Red PE t-shirt with or without school logo with blue or black shorts, pumps & pump bag

Your child should have their PE kit in school at all times. The kit will be sent home each half term to enable you to wash it and check that your child's pumps still fit.

KS2 PE and Games Kit

PE Kit - Red PE t-shirt with or without school logo with blue or black shorts and pumps

Outdoor Games Kit - Leggings / sweatshirts or tracksuits and trainers (football boots optional)

All uniform items with the school logo can be purchased from:

<http://www.touchline-embroidery.net/lowercroft-primary/>

Swimming - As part of the National Curriculum PE requirements Key Stage 2 children have swimming lessons at a local swimming pool. These children will require a swimming costume or trunks (not swim shorts or bikinis) plus a towel.

LOST PROPERTY

Lost property can be a time-consuming problem in school, so please ensure your child's clothing and possessions are clearly labelled. The school does not accept responsibility for loss of, or damage to, clothing or any other valuables. Please ensure that all items of clothing and footwear are clearly labelled with your child's name and that coats have a strong hook to enable them to be hung up securely in the cloakrooms. Shoes and pumps also need some identifying marks.

Lunches

School meals are cooked on the premises and served in a cafeteria system which offers a choice of at least two hot meals each day and a variety of desserts. The Government introduced Universal Free School Meals from September 2014 for all Reception, Year 1 and Year 2 school pupils in England. This is to encourage a balanced diet from an early age and help children be as healthy as possible.

If your child prefers to bring a packed lunch this should be packed in a sealed container and labelled with your child's name. **Lunch boxes should not contain sweets, chocolates or nuts.** No hot fluids, fizzy drinks or glass bottles are allowed in school.

Children may return home for lunch. They will be permitted to leave school at the start of the lunch break from the main entrance and should return to school five minutes before the afternoon session starts.

Key Stage 2 - dinner money can be paid weekly, monthly or termly and should be paid at the start of the week or term. We will keep you informed of the current cost of school meals and the amounts due each term. If you are paying by cheque please write your child's name on the reverse of the cheque and make cheques payable to Bury Council. Please send dinner payments into school in an envelope marked with your child's name and the amount enclosed. Bury Council also operate an online payment system for school meals. Details of this system including your child's personal identification number will be sent home.

Drinks and Snacks

It is not necessary for Reception and KS1 pupils to bring a mid-morning snack to school as they will be given a piece of fruit or vegetable as part of 'The National School Fruit Scheme'. Please inform school if your child has any fruit allergies. KS2 pupils may bring a piece of fruit or dried fruit from home for their snack. We ask that crisps, biscuits or snack bars are not brought into school. Once again, no nut products please. Milk is available to order from www.coolmilk.com- please ask for an information leaflet for more details.

Chilled, filtered water is available in school. All pupils will be given a water bottle when they start at Lowercroft and replacement bottles are available to purchase from the office. Water bottles will be sent home each day to be washed and filled ready for the next day. Bottles will be refilled as required during the school day. Please ensure name labels are clearly visible.

Nut Allergies & Food Intolerances

As you may be aware the number of children suffering severe allergic reactions (anaphylaxis) is rising. We have a number of pupils in school with severe nut allergies. **We would therefore request that no form of nuts, or products containing nuts, are brought into school in lunch boxes or as snacks to reduce the risk of cross contamination.**

Birthdays

We celebrate pupils' birthdays by letting them come to school in 'Non-Uniform' on their birthday. In the past children have brought in sweets, cakes or chocolates to celebrate birthdays. We have, however an increasing number of pupils with food allergies and it is becoming increasingly difficult to ensure that all treats are suitable for all pupils. We therefore decided that instead of bringing in treats we will allow pupils to have their own special non-uniform day on their birthday. This will make their birthday special in school and make it fairer for all the pupils with allergies. If your child's birthday falls at the weekend they may come to school on the Friday in non-uniform if they wish. If your child chooses to wear non uniform on their birthday, please ensure that their clothes are suitable for taking part in school activities including outside play.

Medical/Emergency Information

If your child is unwell and will not be attending school would you please contact school on their first day of absence (see page 4 of this booklet for absence reporting procedures). If your child has an upset stomach, please do not send them to school for at least 48 hours from the last episode of any sickness/diarrhoea. This will help reduce the spread of infection to other pupils and members of staff. Please ensure that your child is well enough to attend school and that they are able to join in playtimes and are well enough to go out to play before they return to school.

If pupils have to attend an appointment during school hours please notify the class teacher and the school office in writing beforehand if possible. Pupils should be collected / brought back into school via the main school entrance.

If your child requires First Aid treatment, in school you will be notified by email. If your child is unwell or injured and needs to be collected from school then every effort will be made to notify you by telephone or your emergency contact if you are unavailable. Please ensure that school is notified of any changes to your email or contact telephone number. If your child requires emergency medical treatment, we will endeavour to act quickly on your behalf to ensure every reasonable action is taken until we are able to contact you.

Medicines in School

If your child requires prescribed medication during school hours a Medication in School Form (MED 3) needs to be completed giving details of dosage etc. Please note we will only accept medication that requires 4 doses per day. Only medicines that have been prescribed by a medical practitioner can be administered during school hours. Children are not allowed to bring medication of any kind into school, this includes creams, eye drops, etc. Medicines should be brought to the school office by an adult and a medication form will need to be completed before we can administer the medicine. If your child suffers from asthma and will need access to an inhaler during the school day please ask at the office for an Asthma Medication Form. Inhalers should be clearly labelled with your child's name. All medication forms are available from the school office if required.

Sun creams cannot be applied by staff and we recommend that in sunny weather you apply a long lasting sun cream to your child before sending them into school in a morning. Sun hats may be worn whilst the children are outside. If your child suffers from chapped lips they may bring a lip balm into school. The lip balm should be labelled with your child's name and class and handed to the class teacher

Emergency Contact/Messaging Service/ Parents' Evening Appointments

Lowercroft uses 'Teachers2Parents' run by Eduspot which is an online app / text messaging service that we use to send messages and reminders to parents. They also provide our Parents' Evening Appointment online booking system. These messages are sent to the parent who is named as the first emergency contact for your child. If you wish it to be sent to a different person, please inform school.

Welfare of Children

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or abuse, staff will follow Bury's Area Child Protection Committee's Procedures and inform the Social Services of their concern.

If your child has injured themselves out of school hours (eg fallen off their bike, sustained bruising or cuts etc) please let their class teacher know when you bring them into school in the morning.

Special Educational Needs & Pupils with Disabilities

At Lowercroft we endeavour to treat each child as an individual ensuring that all children fulfil their potential. The school has a clear policy for identifying children with Special Educational Needs that is in line with the Code of Practice from the DfE. When a child is considered to have learning difficulties these are identified at an early stage by the class teacher. In consultation with our Special Needs Co-ordinator, an Individual Provision Plan of work is drawn up. The programme of work is shared with parents and monitored closely in regular meetings with the class teacher. Occasionally a child's needs are such that we seek outside advice and help from support agencies within Bury Local Authority. Parents of children needing such advice and help are informed every step of the way and are fully involved in the procedure.

On admission to school individual arrangements are made for children with disabilities and a care plan is drawn up in consultation with parents and any outside agencies who may be involved with the child. Our policies and curriculum ensure that these pupils achieve their full potential and feel happy and safe at Lowercroft.

The Governing Body has an accessibility plan which is available to view at school. We have implemented a variety of recommendations including ramped access and an accessible toilet.

Behaviour and Discipline

Good discipline is essential for school to be a place where effective teaching and learning can take place. Children should be encouraged to develop independence, self-reliance, trustworthiness and pride in the school. These qualities are encouraged at Lowercroft by praise and reward. Certificates are awarded for personal and academic achievements as well as good citizenship. A copy of our positive Behaviour Policy which details procedures and guidelines is available in school and on the school website.

It is important that children know how to obtain help and they are encouraged to speak to a member of staff if they are concerned or worried about anything. Staff at Lowercroft are aware of children's behaviour both in school and in the playground and take prompt, positive action if they notice any sign of bullying. We believe that good behaviour is a partnership between home and school and this is reinforced by our Home School Agreement, a copy of which is sent to parents as their child starts at Lowercroft.

Curriculum

Lowercroft Primary School consists of 8 mixed ability classes. The children are taught individually, in groups, or as a whole class according to the needs of the child and the subject being taught. Reception and Key Stage One children have access to a range of structured play activities including role play. Pupils in Reception follow the Early Years Foundation Stage Curriculum. More details about our curriculum can be found on the school website.

Religious Education is based on a syllabus agreed by the Local Authority. In addition we have non-denominational assemblies of a broadly Christian nature. If you do not wish your children to receive Religious Education at school or take part in Collective Worship please inform the Headteacher in writing. Suitable alternative arrangements will then be made.

Sex Education is included in the Science curriculum and Personal, Social, Health and Citizenship Education (PSHCE). The school endorses Bury Council's policy which states that personal and social education is an essential element of the curriculum and is an important aspect in sustaining the ethos of the school. Our approach to sex education is appropriate to the age, maturity and needs of the children who, as they mature and move through the education system can build on a solid foundation. Parents have a right to withdraw their child from sex education lessons about conception.

Trips and Visits

At least once a year teachers arrange for their classes to visit places of interest or exhibitions in connection with their current curriculum work. We also arrange whole school events for example theatre companies, musicians etc. Under the 1996 Education Act we are not allowed to charge for such visits in school time. However, we are allowed to ask for voluntary contributions on the understanding that no child shall be excluded through inability to contribute. Parents in receipt of qualifying benefits will be exempt from contributing to visits. If insufficient voluntary contributions are received it may be necessary to cancel the activity. Please speak to a member of staff if you have any queries regarding payments for school visits or trips.

Mobile Phones

As they start to prepare for high school some of our year 6 pupils make their own way to and from school and as a safety measure bring their mobile phones with them for their journeys. If your child does need to bring a mobile to school they will need to hand their phone to the class teacher at the start of the school day. Phones will be secured in the school office for the duration of the day, then handed back to students by the class teacher at the end of the school day.

Pupil Voice

We value what pupils have to say about their experience of school and use what they tell us as part of our school improvement process. There are several opportunities for pupils to express their views e.g. pupil questionnaires, Pupil Voice and Eco Gang.

The Pupil Voice comprises of pupil representatives from each class. They meet on a regular basis to discuss issues of particular relevance to pupils and their welfare. We have developed our Pupil Voice to provide a democratic voice for the pupils of Lowercroft and they are involved in a wide variety of events in school from fundraising to helping design the school environment area.

The Eco Gang is a newly established group who are keen to make our school eco-friendly. Their work involves reusing, reducing and recycling within our school, the local community and the world around us.

School Productions

Throughout the year all pupils will have the opportunity to take part in a variety of assemblies and school productions. There are Christmas Productions from our younger pupils and at the end of the summer term Year 6 take to the stage in their leavers' production. Our school choir participate in various activities over the school year.

Classes take part in a variety of performances both during the school day and in the evening.

Details of all school events will be on our website.

Before and After School Clubs

A wide range of Extra Curricular Activities are offered at Lowercroft both before and after school. We have a school choir for Key Stage 2 pupils and a variety of activities for both Key Stages. We are members of the Bury Junior School Sports Association and participate in a variety of competitive events.

Sports clubs include:- Netball, Football, Rugby, Cross Country, Cricket, Athletics, Rounders, Karate, Gymnastics, Street Dance, Cheerleading and many more.

We ask that if you wish to watch any of the after school clubs that you watch from outside the school railings as for safety reasons we do not allow people in the school grounds during club times.

Parents should collect children from the main school entrance after any school clubs.

Pupil Records and Reports

Throughout their reception year pupils will be assessed using the Foundation Stage Profile. As children move through the school their progress will be measured using teacher assessments based on the National Curriculum and non-statutory SATs. There are national statutory phonics tests at the end of Year 1 and statutory tests at the end of Key Stage 1 and 2, as well as new multiplication tests in Year 4. Records of children's progress are kept in school and these are transferred when pupils move to a new school. Parents are invited to attend Parents' Evenings when they may look at their child's work and talk to the class teacher. Teachers may also request to see parents to discuss a child's progress and parents are actively encouraged to see teachers if they feel that a meeting is in the child's interest. If any parent wishes to discuss any matters concerning staff or children they may also see the Headteacher.

Parental Involvement

We welcome parents and carers to support school by offering their services on a voluntary basis as volunteer helpers. If you have a particular skill or interest and would like to come into school either on a one off basis or as a regular helper please get in touch. We do however prefer that parents do not help out in the same class as their child/children. Parents help out throughout the school to support a variety of activities e.g. reading, art and craft etc. We do ask that all our helpers undergo Disclosure and Barring Service checks as part of our Safeguarding procedures.

Lowercroft PTA

The school has a very active Parent Teacher Association who raise a significant amount of money each year for the school. They organise a variety of fund raising and social events throughout the school year. All parents automatically become members when their children start at Lowercroft. All levels of support, from manning a stall at the Summer Fair, providing raffle prizes, helping with teas and coffees to helping to organise an event, is welcomed.

Some recent events/activities have included a Family Bingo night, Dinner Dance, Annual Summer Fair, Fashion show and sale, Pilates Classes, Star Wars Day, Halloween Disco, Christmas Fair, Coffee Morning

Childcare at Jay Jays Out of School Club

There is an out of school club called Jay Jays based at Lowercroft Primary School which offers children a caring, safe and stimulating environment allowing them to relax, socialise and participate in a variety of activities within familiar surroundings.

Jay Jays opening hours

7.30am until 8.45am

3.15pm until 5.45pm

For more details please contact Jay Jays on 07804 835259

Complaints Procedure

At Lowercroft we are proud of the very positive relationships we have with our parents. The vast majority of concerns and queries are dealt with promptly on an informal basis. It is however required that we have an established procedure for dealing with complaints.

The procedure for handling complaints is intended to: -

- be easily accessible and well publicised
 - be simple to understand and use
 - allow complaints to be dealt with speedily and consistently with fairness to all concerned
 - ensure a full and fair investigation
 - respect individuals' desire for confidentiality
 - address the key issues raised, provide an effective response and appropriate action
- be used by staff and governors appropriately and confidentially

A full copy of our Complaints Procedure is available from the school office and website.

Additional Information

The school website provides all essential information regarding school policies, the curriculum and standards of achievement. The school also has social media accounts to keep parents up to date with events and activities in and outside of school. Follow us on Facebook - Lowercroft Primary and Twitter - @lowercrofts

Please ask at the main school office if you require any further information.

Notes