



Claremont  
Primary School

## School Brochure

**CLAREMONT PRIMARY SCHOOL**

Claremont Road  
Moss Side  
Manchester  
M14 7NA

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**Headteacher: Ms Anne Conboy, BA (Hons), MA**

## Welcome to our school!

If you are thinking about sending your child to our school, this booklet will try to answer all the questions we think you would like answered. If you would like to know more, please contact the office manager or myself and we will try to help.

Our school is open to every child in the community. We welcome everyone into our school and celebrate the success of every pupil. We believe our school is here to support children being happy, secure and successful. It is our responsibility to give as many learning opportunities as possible and encourage each child to make the most of these opportunities available.

Places are limited and there are waiting lists at most age groups. Please register your interest and we will contact you as places become available.

I hope you find this booklet of interest.

Yours sincerely

Anne Conboy  
Headteacher

### **General Information**

Claremont Primary School is a community school situated in Moss Side and serves an area which includes parts of Rusholme and Fallowfield.

### **Vision Statement**

In partnership with all members of our school community, we wish our children to become positive contributors to wider society. Through instilling a passion for life-long learning and nurturing a strong sense of self, with an understanding of social responsibility, we will enable our children to achieve their full potential academically and socially.

### **We aim to do this by:**

- Being an outward looking school, actively engaging and celebrating the diversity of our wider community.
- Fostering a welcoming environment of equality, tolerance and respect.
- Implementing a creative, enquiry based curriculum.
- Providing enthusiastic, adaptable teaching to enable all children to become independent learners.
- Providing a range of enrichment activities and visits.
- Creating a physically secure, emotionally safe and socially supportive environment.
- Offering opportunities for collaborative learning and developing shared responsibilities at all levels.

### **School Ethos**

Our children, staff and parents come from a variety of different ethnic backgrounds, cultural groups and religious beliefs. We are extremely proud of this fact and believe it contributes towards the quality and vitality of school life. We use this background on which to base our school curriculum. By learning about each others customs, practices and beliefs we hope to have a greater awareness and tolerance of each other in our multi cultural society.

We hope to develop in each child an appreciation of their own identity and an understanding of their cultural background and that of others. Each child should have a positive self image and a pride in the contribution they can make to society. All parents and carers are expected to support and respect this philosophy. Racial abuse will not be tolerated. We attempt to provide each child with an opportunity to achieve high levels of academic achievement and develop the appropriate skills to make the most of their abilities.



### ***What are the Admission Procedures for a school place at Claremont Primary School?***

Parents/ carers wishing to visit the school with a view to placing their children should contact the Admissions team at the education department of the City Council by telephoning 0161 234 7163.

If there are no places available immediately, the Local Authority will find an alternative place for your child and your name will stay on our school's waiting list until a place becomes available.

Places are allocated as follows:

- Children who are deemed to be "in need" in accordance with the requirement of the Children's Act 1989. This will include the medical, educational and social needs of the child.
- Preference is given to children who have a brother or sister already attending the school.
- Other children are admitted according to the distance between home and school. Children who live the nearest are given priority.

### ***What is the Appeals procedure?***

If a child is not offered a school place, parents/ carers can appeal to the Independent Education Appeals Committee at Manchester City Council Education Department, Overseas House. Information on the Appeals procedure is available from the school office.

### ***Can you tell me about the National Curriculum and what my child will be learning?***

It is every child's entitlement to have full access to all the National Curriculum, which includes:

- Literacy
- Numeracy
- Science
- Computing
- Art and Design
- History
- Geography
- Music
- P.E.
- Religious Education



In addition to the subject areas listed, there are cross curricular themes which are integrated into the children's learning:

Health Education, Citizenship, Economic and Industrial Awareness, Environmental Education, Careers Education.

All the planned learning in school is called the curriculum. In primary schools we deal with three dimensions –

\* Skills      \* Knowledge      \* Attitudes

The National Curriculum subjects are not all always taught separately but are often incorporated in planned topics which maintain the subject integrity but relate to a central theme.

As well as curriculum subjects, we teach other things which are very important. These include good manners, thoughtfulness, friendship, honesty, respect for others and tolerance. We hope these values help prepare children for life outside school.

Please ask at school if you would like more information on what is taught through the National Curriculum.

### ***How is the Curriculum organised?***

Each class has children of wide variety of abilities. We use a variety of methods and approaches so that each child can learn in the best way suited to them.

Sometimes the children are taught:  
Individually  
In small groups  
Together as a whole class



For most of the time children are taught through a set topic. Some subjects are taught separately alongside such as parts of Numeracy and Literacy.

### ***What does the school do if my child is having difficulty learning?***

Children do not always learn at a steady rate or at the same rate as each other. We provide help in school for children who need it and most children need extra help at some time in their school career, some more than others.

If your child is experiencing difficulties with their learning in school and you have concerns, firstly speak to the class teacher who will monitor the progress. The class teacher can also arrange for you to meet with the Special Needs Co-ordinator (SENCO) so that she can tell you how we can support your child further if necessary. At Claremont Primary School we can offer a range of support depending upon the particular needs of your child.

If your child is still experiencing difficulties then with your permission we can call on the advice, help and support of many other professional people to help your child as much as possible. If extra help is being offered to your child we will always discuss this with you and we often need your help too.

Please ask for further information from school regarding Special Educational Needs.

### **Religious Education and Collective Worship**

Although it is not part of the National Curriculum, Religious Education is a compulsory subject. We use Manchester City Council Education Department's Agreed Syllabus which was drawn up by members of all the different faith groups in the city.

As a multi-cultural school we think it is important that children are proud of their heritage and religious beliefs while at the same time respectful of other peoples'.

We have a school assembly each day in each key stage, either in class or together with other classes in the school hall. Fridays are awards assemblies. Assemblies are a time when everyone gathers together for an act of collective worship in line with the legal requirement of the 1998 Education Act. Children, staff and visitors all help to organise and take part in our assemblies.

We aim to promote awareness, understanding and tolerance in all our children by emphasising and respecting the different beliefs held by our community.

You are always welcome to join us. Parents have the right to withdraw their children from Religious Education and Collective Worship. If you do not wish your child to be taught Religious Education or to take part in acts of Collective Worship please come in and talk to the Headteacher. We are proud to report that there are no parents in our school who withdraw their children from RE and Collective Worship. This is a testament to parents supporting the school in its aims and ethos for Religious Education and actively wanting for their children what the school aims to deliver.

### ***Will my child go on school visits?***

As part of their learning the children are regularly taken on educational visits. Children in each year group from Nursery to Year 6 enjoy visits to museums, galleries, exhibitions, the local park, places of worship, the theatre, the library, the cinema and many varied trips and experiences relating to the work they are doing in class. We will let you know about these visits and you are welcome to join us and help. Children in Year 6 have the opportunity to experience a residential camping trip to Derbyshire where they take part in more adventurous outdoor pursuits such as canoeing and rock climbing.



### ***Are there any after school facilities?***

There are a number of after school clubs in our school for music, sport, art, dance, ICT and many other activities throughout the year. Once your child has started school ask the class teacher what is available for your child. There are also several after school clubs and services in our area which our children attend.

### ***What is the Charging Policy?***

The Governing Body have taken the decision that all school activities should be available to all children. Parents and carers are asked to contribute towards the costs of certain activities. When we ask for a contribution, school usually subsidises the major cost of the event.

### ***What about Equal Opportunities?***

Everyone at Claremont Primary school is equally valued and given equal opportunities in all aspects of school life regardless of gender, racial origin, religious beliefs, or disability.

### ***What can I do if I am unhappy and I want to complain?***

If you are unhappy about any aspect of school and you have not resolved the matter with the class teacher, you may make an appointment with the Deputy Headteacher or the Headteacher to try to settle the issue. We prefer to settle all disputes and misunderstandings informally. We believe that if you are unhappy about any aspect of school, the best way to resolve matters is by sitting down and talking to us.

At any school, it is difficult to agree with all decisions that the school may make, but most parents understand this and decide that on balance they are happy with the school and the rules that are laid down and want their children to attend the school.

However, if you feel you have a complaint and you have discussed this with the school and you are still unhappy there is a complaints procedure which parents may use if they believe that the school is failing to:

- To provide the National Curriculum in the school for a particular child
- To follow the law for charging for school activities
- To offer only approved syllabuses
- To provide religious education and daily collective worship
- To provide information that they have to provide
- To carry out any other statutory duties related to the curriculum

Every effort will be made to settle the complaint quickly and if possible informally. If you are unhappy with the Head Teacher's response you may ask the Governing Body to hear your complaint.

This will require putting your concerns in writing, then a meeting will be held to consider the matter. If you are still not satisfied then you may take your complaint to the Local Authority.

A copy of the school's complaint procedure is available from the school office.

***When did you last have an OFSTED inspection and what were the outcomes?***

Our last Ofsted inspection was in December 2013 and we received a very favourable report.

***Does the school have a uniform?***

Yes it does. It gives all the children a sense of belonging and community. It stops competition between children and does not impose pressure on parents and pupils for designer brands which are discouraged. The uniform is a red sweat shirt or t shirt with the school logo printed on it. These are available from the school office at a very reasonable price. Children can wear a white shirt underneath the sweatshirt with a black skirt or trousers. Children wear black sensible school shoes (or non brand plain black trainers). In the summer some girls wear red and white checked dresses. All these clothes and shoes are available at the local supermarket at very reasonable cost. For more details ask one of the staff in the school office. We also sell school book bags and PE bags with the school logo that can be purchased from the office. Please make sure every item of clothing has your child's name clearly marked in it.

All children work with paints and glue and while we do provide aprons, on occasion clothing can get marked.

**Lost Property**

If your child loses anything, please ask the class teacher first and check all the cloakrooms. Please put your child's name in every item of clothing, especially coats, so that we can return lost property quickly to the owner. There is a lost property box outside the school office.

**Physical Education**

Claremont Primary School values the importance of physical education (P.E.) sport and exercise. The PE curriculum is broad and balanced: each pupil at Key Stage 1 participates in gymnastics, games, and dance. At Key Stage 2 the P.E. curriculum includes swimming, athletics, outdoor and adventurous activities. Pupils experience a variety of games e.g. netball, basketball, short tennis, rugby, hockey and football.

There are opportunities for children to attend extra curricular activities.

Children are required to take part in all PE activities, and need suitable clothing to change into for P.E. particularly at Key Stage 2.



The kit includes a tee shirt and shorts for Gym, and track suit bottoms and sensible pumps or trainers for Games.

Class teachers will inform parents on which days PE takes place.

For safety reasons, no jewellery may be worn during P.E. lessons or for swimming.

### Assessment and Testing



*How will I know how well my child is doing?*

#### Assessment

Children's progress is continually monitored throughout their school time. Staff, after assessing what a child can do, plan the next steps in the child's learning. Records are kept of the child's progress along with samples of their work. You may be asked to contribute to the records of this assessment when you meet with staff.

#### Testing

At the end of each Key Stage children undertake Standard Assessment Tests (SATs).

In Key stage 2 children also take tests annually. The results of these tests together with the teachers' own assessments, show which level a child is working at and help the next teacher plan the learning for each child.

#### Reporting to Parents and Carers

It is very important that you are kept informed of how your child is progressing. As well as the meeting with staff at the start of the year and the end of the year, staff are available through the year, if parents wish to discuss their child's progress and how you can help at home. These meetings also give you a chance to ask questions and offer any information you have about your child's learning. The children will also be asked to say how they think they are making progress and generally what they think about their learning.

#### Pastoral Care and Behaviour in our School

Our school prides itself on its warm and caring atmosphere to its community. It is important that we not only care for and respect ourselves but care for and respect all others. This is fundamental to our approach. We encourage anyone with a problem or concern to come in and talk about it to any member of staff they feel comfortable with so that it can be sorted out to everyone's satisfaction. Part of social development is being able to deal with emotions and feelings and we do a lot of work in this area. We therefore discourage fighting and aggressive behaviour and find it better to get those involved in a dispute together and talk about it.

**This can only be effective if we have the support and help of parents and carers. Please do not encourage your child to fight back in school.**

#### Bullying

Bullying, violent behaviour, abusive language and fighting of any kind are not acceptable nor are they tolerated at Claremont Primary School under any circumstances. If an incident occurs we take the matter very seriously. All parents will be informed immediately and the

incident recorded. Sanctions will be taken as appropriate. We will not tolerate any form of racist abuse either verbal or physical. We will immediately inform the parents, record the incident and inform the Local Authority if necessary.

Any child who is troubled by bullying, either verbal or physical should talk to an adult in school about their concerns.

### ***What are your expectations of the children's behaviour?***

We think of the school as a community. Any rules we have are common sense ones to ensure the smooth running of the community and the safety of the people in it. In order to run a school where everyone can achieve their full potential we must have high expectations with regard to behaviour. Care and respect for people are the most important things for all of us to observe.

Our expectations are:

**Look after yourself**

**Look after each other**

**Look after the school**

We encourage children to think about their behaviour and its consequences. The expectations or rules are discussed with and explained to the children regularly. We focus on and celebrate good behaviour and children receive praise, individual awards, certificates and class treats for good behaviour.

The sanctions against unacceptable behaviour are warnings, spending time in isolation in class, spending time in another class, and for further misbehaviour, a letter home. You as parents will always be informed if your child is giving cause for concern. If you are sent a letter informing you that your child has misbehaved we do expect your support by imposing sanctions at home and returning the slip to inform us of this. If there are further problems we may ask you to come into school and discuss this. In more serious circumstances exclusion from school may be thought necessary.

When a child joins the school you are asked to sign an agreement saying you have read the school rules, discussed them with your child and agree to support school.

We would stress that the majority of our children never give any cause for concern.

### **Toys, Games, Money and Valuables**

Children are not allowed to bring toys and games into school unless this is part of a special Topic which the teacher has requested.

Children should not bring valuables to school. This includes i-pods, game boys etc. Any child needing a mobile phone for parent contact should deposit this with the school office staff in the morning and collect it at home time.

Whilst we do our best to keep things safe we cannot be responsible for such items. If money is brought to school for any reason it should be given to the office staff at the beginning of the day for safekeeping.

Any money brought to school for visits, meals or photographs should be handed to the person responsible for the class at that time in an envelope with the child's name, class and the amount written on the front.

### **Jewellery**

It is advisable for children not to wear jewellery to school. The school and staff take no responsibility for its loss or damage. For safety reasons all jewellery must be removed before PE lessons. Small sleepers or studs for pierced ears are low risk but school takes no responsibility for accidents incurred when these items are not removed. No jewellery may be worn for swimming.



### **Sweets**

Children are not allowed to bring sweets into school. Chewing gum is never allowed in school.

Our school holds the Healthy Schools Gold Award. At Key Stage 1 children are given fruit to eat mid morning. Water is freely

available.

### ***What are the arrangements for School Meals and how do I pay dinner money?***

There are two options for your child at lunchtime –

- \*Your child can have a school meal.
- \*Your child can bring a packed lunch into school.

School meals are cooked on site for all pupils with a Halal option. Children have a choice of meals and we emphasise healthy eating options. Children may register as vegetarian, halal, or no meat. A sandwich choice is also available.

If you pay for your child's school meals, please send in the money on Monday morning in an envelope marked with your child's name and the amount paid. The office staff keep a close record of payments and we will let you know your balance as required. Cheques are accepted at the school office only if supported by a banker's card. Meals are paid for in advance.

If you are in receipt of some benefits your child may be entitled to free school meals, please see the office for further advice.

Please send your child's packed lunch in a suitable container with drinks in plastic bottles or cartons. **No glass or sweets please.**

If you wish your child to change the way they have a lunchtime meal (eg from paid dinners to packed lunch), please let us know with at least two weeks notice.

Changes to lunchtime requirements may only be made on a half termly basis. Children are not allowed to have school meals on odd days and packed lunches on others.

### ***Is there an extended school service before and after school?***



Yes there is. School runs a breakfast club for all school children from 8 00am each morning at very reasonable prices. After school clubs run from Monday to Thursday from 3.30 until 4.15 pm. Please ask your child's teacher for more information.

## **Milk**

A small carton of milk is available for each child who wants it and a contribution is asked for in advance of the order for the term. Milk is provided as a nutritional supplement, and water is always available for children as a thirst quenching drink.



## **Parents and Carers and the School**

We firmly believe that children have learned a lot before they come to school and will continue to learn at home as well as at school. It is important that we work together to give the best education we can for all children.

## ***Who are the School Governors?***

The Governing Body make decisions about how the school is run. They meet at least once a term at school and also work on particular issues as sub-committees reporting back to the main meetings.

Governors are appointed to help:

- Decide what is taught
- Set standards of behaviour
- Interview and select staff
- Decide how the school budget is spent

School Governors have legal duties, powers and responsibilities. They work as a group and cannot act individually.

School Governors are:

- Parents
- Teachers and staff at the school
- Local council representatives
- Community members representing local organisations and business

Parent Governors:

- Have a child at school
- Are elected by parents at the school
- Serve, as do other Governors for four years

Parent Governors bring the views of parents to the Governing Body but they speak and act as individuals. They should not be thought of as delegates and they do not vote for all parents in general. They have equal status on the Governing Body and have voting rights.

## ***What does the school do to ensure my child will be safe?***

### **Health and Safety**

The following services are provided to children whilst at school.

- Medical examinations
- Dental inspections
- Eyesight tests
- Hearing tests

Parents and Carers are always informed about these and the results of any tests. It is important that you sign the permission forms and attend when requested.

### **First Aid**

Simple first aid can be given by staff with recognised first aid qualifications. They normally deal with minor cuts, bumps and bruises. If your child needs further treatment we ask you to take her/ him to your doctor.

### **Medicines**



Children who are unwell should not be sent to school. If your child needs to take medicine during the school day, please contact the headteacher. Children who suffer from asthma are encouraged to take care of their own inhalers themselves.

### **Medical Emergencies**

Occasionally we need to contact you in a hurry if your child is taken ill or has an accident. Please ensure that your emergency contacts information is always up to date.

### **Fire**

The school has a fire drill every term to ensure we can clear the buildings quickly and safely. The school is regularly checked by the fire prevention officers.

### **Visitors**

All visitors to the school must sign in at the school office and wear a visitor's badge.

***What do I do if my child is ill, has an appointment or we are planning a holiday?***

**Attendance and Absences**

School is required to record and report all absences. We must report all authorised and unauthorised absences. Details of your child's attendance and absences are recorded in your child's end of year report. Please inform us of the reason for all absences, preferably by letter.

If your child is ill and cannot attend school you must contact the school the same day. If they are going to be absent for more than one day you must keep the school informed.

If you are planning a holiday in term time, please come and speak to the office to fill in a request form. Permission for holidays or leave of absence taken in term time is only given in extreme circumstances and where attendance is already at 100%.

Please do not ask for leave of absence during school term time as our refusal offends parents.

**Authorised Absences are:**

\*When your child is absent with permission from the Headteacher. So if your child needs to be absent please request this from the school office

\*When your child is ill. Please let us know as soon as possible what the illness is and if you know when your child is likely to return to school.

\*When you are following religious observance on a day exclusively set aside by the religious body to which the family belongs.

If the school receives an explanation for your child's absence it is recorded as authorised.

***What if my child arrives late?***

Children arriving late not only disrupt their own learning but also that of all the other pupils in the class. The registers are completed ten minutes after the start of the morning and afternoon sessions and are returned to the school office. Children arriving after that time without a valid explanation are counted as unauthorised absences.

***What if my child has to leave school early?***

We are legally required to provide a set number of hours that pupils are taught for during the week. If your child needs to leave school early for any reason please discuss this with the Attendance Officer. Please send in a written note if this is unavoidable.

### ***What are the regulations for Family Holidays?***

Please discuss any proposed holiday or visit overseas with the Attendance Officer if your child will be absent from school. He will give you a request form to complete. We prefer parents to take holidays not in term time. No holidays are authorised in the week before and during SATs week. Any special requests will only be approved if attendance is at 100%. Please don't ask for holidays or leave of absence during term time. Parents are often offended by our refusal yet we are required by the local authority to maintain high levels of attendance.



### ***What are the Child Protection Procedures?***

Schools have an important role to play in the prevention of child abuse. The Local Authority requires the school to report immediately any sign of any form of abuse – physical, emotional, sexual (actual, alleged or suspected) to the Children's Services Department. The school has no choice in this. It is likely in such cases that social workers will contact the family directly and not via the school.

### **School Records and Confidentiality**

It is the duty of the Governing Body to make arrangements to hold and give access to Educational Records on each pupil which may include:

- Curricular records
- Administrative information eg attendance
- Information on pupil's home background
- Emotional development, behaviour

All information should be sufficiently well founded to bear scrutiny by entitled and responsible persons.

Regarding Claremont Primary School this is:

- Entitled persons – a parent of a pupil
- Responsible persons – the headteacher of the school with limitations

If you would like further information on school records please speak to the headteacher. Notes on a pupil kept solely by a teacher for his/ her own use do not form part of the pupil's educational record and are therefore not subject to disclosure.

### ***Keeping you informed***

We regularly send out letters about school events and dates and information. Letters and notices are also posted on the Parent/ Community Notice Boards near the school entrances. Letters are translated into Somali when possible to inform as many parents and carers as possible.



We also use a texting service to inform all parents of holiday dates, school events and emergency closures etc. Please keep us informed of your latest contact details to receive this information.

***If you have any further questions do not hesitate to contact the school office or arrange to visit the school.***

**The information in this booklet is correct at the time of publication. It cannot be assumed that there will be no change in the information after the start of the following academic year or in later years.**

**April 2014**