



MANOR BEACH PRIMARY SCHOOL

Manor Drive, Thornton Cleveleys, Lancashire FY5 1EU

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Headteacher: Miss J. Mason

Welcome to Manor Beach Primary School

A very warm welcome to our school. We hope your visit will give you a flavour of what our school is all about and what we are aiming to achieve.

We are very proud of our school and the wonderful young people and community that it serves! Ours is a dynamic, exciting place of learning where children are encouraged to become lifelong learners. Our children are the most important part of our school community, without them our school would just be a building! Making a positive difference to their lives motivates us to do the very best that we can for the children in our school.

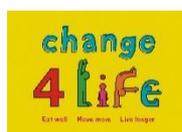
Our new Mission Statement **“Inspiring Minds, Shaping Futures”** reflects this desire. We aim to encourage our young people to become independent, enthusiastic learners with high aspirations.

Our school has gone from strength to strength. Children have the opportunity to experience a broad and balanced curriculum and make good progress. We continue to be a good growing school that provides a wide range of opportunities for **ALL** our children. Our last Ofsted Inspection judged us as being a “good” school, which we were pleased with, however, at Manor Beach, good is not good enough and we continuously strive to improve.

With very best wishes

Jane Mason
Headteacher

“Inspiring Minds, Shaping Futures”



Area Education Office: White Cross Education Centre
Quarry Road
Lancaster
LA1 3SQ

Telephone: 01524 63243

Local Education Authority: Lancashire County Council
Chief Education Officer
County Hall
Preston
PR1 8RJ

Telephone: 01772 254868

FRIENDS OF MANOR BEACH ASSOCIATION

This association exists to enhance the education of all the pupils in our school. Membership is open to all parents / guardians of pupils attending or due to attend the school, the school governors, teaching and ancillary staff and all friends of the school. The three aims of the association are ...

To promote co-operation between parents and teachers
To arrange educational and social functions To raise funds
to provide extra resources

Meetings are held at least twice a term and notice will be given approximately two weeks in advance.

OUR SCHOOL

Manor Beach is a Community Primary school maintained by the Lancashire Education Authority. There are eight classes, each having an equal mix of boys and girls and reflecting the full range of abilities. The admission number is 45 per year group.

We hope to provide a caring and stimulating environment for your child through a wide range of balanced learning opportunities.

We try to create a happy and stable working atmosphere, with good relations between children and teachers, teachers and parents. Close co-operation between home and school will help us to achieve the best for your child. We always emphasise the importance of family life, personal relationships and respect for others. We aim to provide a positive, caring and happy atmosphere, which stimulates a curiosity and enthusiasm for learning. The broad and balanced curriculum is varied.

The information in the prospectus is up to date but of course, we will need to send you further information as situations change.



Mission Statement

“Inspiring Minds, Shaping Futures”

We want to develop pupils that respect their own and other individuality, who can form positive relationships and take on responsibilities. We celebrate children reflecting on their learning and promote high expectations for all, inspiring and empowering children to become resilient in all aspects of life.

Aims

To provide a happy, stimulating, secure and safe environment which will give all the children an equal opportunity to develop their abilities and personalities as fully as possible.

To encourage the following qualities:- positive attitudes to learning, curiosity, self-reliance, self-respect, self-discipline, respect for, and the ability to co-operate, with others.

To help children progress continuously towards achieving their potential in all areas of the curriculum.

To equip our pupils to take their place in society, in working, social and leisure situations.

To create an ethos where pupils, parents and teachers can effectively work together to enhance the education provided for our children. Our school ethos and climate promote British values at every level. We enable children to develop their self-esteem and self-confidence.

To help children appreciate the benefits of healthy living and of physical fitness and how this contributes to positive well-being.

To help children gain knowledge and understanding and be respectful of religions and their roles in shaping society and the development of moral and social values.

To learn from, and care for, their environment.

ADMISSIONS

We are a primary school for children between four and eleven years of age.

Applications to our reception year group prior to the September intake should be made direct to Lancashire County Council; www.lancashire.gov.uk/schools

All other admissions throughout the academic year should be made direct to school. We will arrange a school visit and talk you through the application process. A registration pack will be given, this should be completed and returned as soon as possible, with a copy of the child's birth certificate, which is a legal requirement.

It is essential that parents inform school of any changes of address, telephone numbers, work place and emergency contact numbers.

THE SCHOOL CURRICULUM

The school aims to fulfil the requirements of the National Curriculum 2014 and to develop the full potential of each child. By creating a happy and caring atmosphere the children can learn the skills of English and maths, and through an exciting and stimulating environment be encouraged to investigate, discover and create. The curriculum will be broad and balanced and take heed of recent changes in society and technological advances and is reviewed regularly on an internal and external basis.

The children are taught mainly by one class teacher although occasionally by another member of staff who may be a specialist in a particular subject. The teachers use a variety of teaching approaches to provide the most effective learning situation and to offer the maximum benefit of their expertise.

The school curriculum includes the Core and Foundation subjects of the National Curriculum.

Core: English, Mathematics, Science & Computing

Foundation: Design Technology, History, Geography, Music, Art and P.E.

Wherever possible the curriculum is enhanced by themed week, school visits and visitors in to school.

PSHE is also taught, which equips Children with the knowledge and skills to deal with a range of issues they face as they grow up e.g. Safety, nutrition and physical activity and emotional health and well-being.

In addition subject, Religious Education is also taught and follows the Lancashire Agreed Syllabus. This teaching has strong moral and spiritual tones and is broadly Christian in nature, but other religions and cultures are included. This is important as we live in a multi-cultural society and tolerance and understanding are qualities, which have to be learned. Provision is made for the Professional Development and training of staff. Each day the children take part in a Collective Act of Worship. Our Friday Assembly is particularly important and enjoyable as the children's achievements are shared and celebrated.

Parents may exercise an option to withdraw their child from Religious Education assemblies. If you are thinking of making this request you are very welcome to discuss the matter further with the Head Teacher.

Health and Sex Education are not taught as specific subjects but are covered in other areas of the curriculum especially in Science and R.E. The aim is to help children cope with the physical and emotional aspects of growing up. Care and sensitivity is shown in matching the teaching to the appropriate level of maturity of the pupils.

ORGANISATION OF THE SCHOOL DAY

Infants:

Morning Session	9am-12pm
Afternoon Session	1.05pm-3.20pm

Juniors:

Morning Session	9am-12.15pm
Afternoon Session	1.15pm-3.20pm

Playtimes:

Infants	10.15am-10.30am 2.05pm-2.15pm
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Juniors	10.15am-10.30am
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Children should be in the playground in time for the morning whistle – racing in on the last minute or after everyone else can be upsetting, embarrassing and is an unsettling start to the day. Doors open at 8.50am and children can come into school from that time.

Infant children are provided with a drink of milk each morning, if parents wish. A small charge is made for this at the beginning of each term, forms are available from the school office.

Pupils are not allowed to leave the school premises during the day but may go home for lunch if parents wish to make the necessary arrangements. Children attending dental or medical appointments must be accompanied by an adult. Appointment cards must be shown.

Pupils who remain in school at mid-day may either bring a packed lunch or have a meal cooked in the school kitchen. Changes from one option to another should be made with two week's notice.

Lunch is £2.20 per day and is paid should be electronically via ParentPay. Parents who feel their child may qualify for free meals should contact the Area Education Officer for further details.

ASSESSMENT, REPORTING AND RECORDING

The school has always assessed the performance of pupils in order to emphasise the strengths of individuals and their area of achievement, as well as to identify where more help is needed.

Baseline assessments are carried out on entry to Reception to provide initial information about the ability of the children alongside everyday observations by the class teacher.

The Education Reform Act (1988) made it mandatory for all pupils in maintained schools to undergo a series of assessments at the ages of 7 and 11 years. The assessments are carried out using Standard Assessment Tests (SAT's). The assessments happen in the summer term of year 2 and year 6. In Yr 2 assessments are carried out in Reading and Maths and then judgements for all subjects are based on Teacher Assessment. In Yr 6 pupils take tests in English, Maths & Spelling Grammar & Punctuation and their writing is assessed against a set of criteria. This enables the child's attainment to be measured against National Standards.

Biennial science sampling also takes place for children at K.S.2. These tests will not be taken by whole cohorts and will be selected randomly by The Standards Testing Agency. A teacher assessment judgement for science is carried out using the class teacher's assessments of the children each year.

In Year 1, 3, 4 and 5 teachers regularly assess the children and use termly reading and maths tests to support their judgements.

WHAT TO DO IF YOU HAVE A COMPLAINT

Most parents are very happy with the education their children receive at Manor Beach. However, from time to time, issues of concern are raised. These can usually be resolved quickly and informally through discussions with class teachers or the Headteacher.

If these attempts to address the matter are not sufficient then the Headteacher will give the address of the Chair of Governors who could then advise on how best to tackle the problem.

Informal Stage

The School hopes that concerns and complaints can be resolved informally with the member of staff or governor concerned and encourages the complainant to discuss the matters causing them concern. However, if that does not resolve the problem then the matter should be brought to the attention of Headteacher (Complaints and concerns about governors should be made to the Chair of Governors).

The Headteacher (Chair of Governors) will then seek to resolve the matter informally and will:

- Acknowledge the complaint
- Make enquiries to establish the facts
- Seek advice as appropriate
- Attempt to resolve the matter informally
- Establish whether or not the complainant is satisfied
- Advise complainants of the next stages if they wish to proceed to a formal consideration of the complaint
- Make a brief note of the complaint and the outcome

This stage would normally be expected to be completed in 20 school days. Where the complaint has not been resolved to the satisfaction of the complainant the Headteacher (or Chair of Governors as appropriate) should be informed within 20 school days that the complainant wishes to proceed to the formally stage.

The informal stage will not be used if the allegations made refer to:

Criminal activity which may require the involvement of the police; Financial or accounting irregularities; or Abuse of children

Formal Stage

Where an informal complaint has not been resolved to the satisfaction of the complainant or the complainant has indicated they wish to go straight to the formal stage, the Headteacher (or Chair of Governors as appropriate) will:

Ensure the complainant is aware of the procedures;

Require a written record of the complaint (someone else may write this on behalf of the complainant);

Formally acknowledge the complaint; Seek advice as appropriate

If the complaint concerns a member of staff (governor) inform them and provide them with a copy of the complaint;

Arrange for a full investigation of the complaint;

Prepare a report as a result of the investigation and consider actions to be taken;

Advise the complainant of the outcome. Where it is considered no further action is needed or the complaint is unsubstantiated, the complainant should be advised in writing. They should also be informed of their right to appeal to the Complaints Appeals Committee with 20 school days; and

Make a record of the complaint and its outcomes; this should be retained for school records.

This stage would normally be expected to take no more than 20 school days. The Governing Body should be informed in general terms of all formal complaints.

Appeals Stage

The Complaints Appeals Committee of the Governing Body will consider complaints where the Headteacher (or Chair of Governors) has not been able to resolve the complaint to the satisfaction of the complainant and the complainant wishes to appeal. Any appeal must be made in writing to the Clerk to the Governing Body (the school will advise the complainant of the contact details). The Committee will be convened by the Clerk to the Complaints Appeals Committee (Governing Body) and will:

Consider the written materials;

Consider the complaint and the Headteacher's (Chair's) Action; and

Seek advice and support as necessary.

Determine whether to dismiss or uphold the appeal in whole or part;

Where upheld, decide on appropriate action;

Advise the complainant and Headteacher of their decision; and

Advise the complainant of any further action they may wish to take if they remain dissatisfied.

The Clerk to the Committee will arrange for the School's Complaints Register to be amended to include a brief summary of the complaint and the Complaints Appeals Committee action and for the matter to be reported to the Governing Body.

This stage would normally be expected to take no more than 20 school days.

Further Stages

The complaints procedure does **not** include a further appeal to the Local Authority, but complainants who remain unsatisfied with the outcome may refer the complaint to the Secretary of State for Children, Schools and Families. Parents may refer certain complaints to Her Majesty's Chief Inspector of Schools.

Withdrawal of a complaint

If the complainant wishes to withdraw their complaint, they will be asked to confirm this in writing.

BEHAVIOUR

At Manor Beach we take a positive and realistic approach to discipline. Our school code of behaviour is simple and easily understood. It is based on respect for one another and incorporates the values of respect, courtesy, honesty and tolerance.

We are eager to promote team spirit and reward positive contributions from children. We have reward certificates, which are presented, in our weekly Achievement Assembly. These are gained by children who work hard, overcome a difficulty, behave well and tackle school tasks with enthusiasm and spirit. Stickers are used on a daily basis to motivate and reward children. Our belief is that good behaviour is linked to self-discipline and positive reinforcement of good behaviour, rather than constantly reflecting on negative aspects of poor behaviour. This encourages children to develop a good self-image.

Education is a partnership between families and teachers, between home and school. Parents have rights, which are acknowledged and respected at Manor Beach. They also have responsibilities – children need to sleep and must go to bed at an appropriate time for their age – a tired and irritable child will learn little. Children must be encouraged to arrive at school on time, to respect adult authority, to respect other children and to respect property. It is important that children are not encouraged to react to problems or difficulties in an aggressive manner.

Above all, parents should support the work of the school by discussing School Rules with their child and assisting when possible, with the enforcement. Further support is evident within the Home/School Agreement which all new parents and children are requested to sign.

PASTORAL CARE: HEALTH AND WELFARE

The social and emotional development of each child is carefully monitored during their time in school. The class teachers together with the Headteacher are directly responsible for the pastoral care of children in their classes.

The School Nurse checks hearing, eyesight, height and weight at selected stages.

Please do not send your child to school if he/she is unwell or you suspect that he/she may become unwell during the day.

ATTENDANCE

We expect children to attend school every day, as long as they are fit and healthy enough to do so. We feel that the most important way to promote good attendance is to ensure that both pupils and parents have a positive relationship with school. Research shows that pupils who attend school regularly are more likely to do well in the future. Regular attendance helps children to develop their self-confidence and to make and keep lasting friendships. *Anything than 100% attendance means* that your child is missing out on their education. For example, 90% attendance is the same as missing half a day each week, or one whole month a year off school.

If you know your child is going to be absent from school, you should:

- Ring school at the earliest opportunity to let them know.
- Bring a copy of your child's appointment letter/card to the School Office, if appointments are in the school day.
- If school has not heard from a parent by 9.30 a.m. on the first day of absence a member of the office staff will contact you to enquire why your child is not at school.

If an emergency should arise we will make every effort to contact parents or a nominated representative and inform them of the problem. Please ensure that you inform the school immediately of any change in your emergency contact details.

HOLIDAYS

There is no automatic entitlement to any leave in term time therefore parents **must** seek school's permission before taking their child out of school.

School will **only authorise** the absence if there are **exceptional reasons** for taking the leave in term time. Cost of the holiday is **NOT** considered to be exceptional.

School **will** require parents to fill in a leave request form **prior to booking** any holiday and/or attend a meeting in school.

There may be occasions where, even in exceptional circumstances, school may not agree leave, for example during SATs week or if attendance is poor.

Reasons why you should not take your child out of school in term time:

Evidence shows that even small amounts of absence from school can affect your child's progress and attainment.

The education of your child could be disrupted both prior to and after any leave, causing them to fall behind and struggling to catch up.

For every week of school a child misses, they lose 25 hours of education, which can never be regained.

Approximately every 6 weeks your child gets a holiday from school, therefore you should use this time to take your child on holiday.

If you choose to take your child on holiday in term time without permission, you may be issued with a penalty notice.

PUNCTUALITY

Please ensure that your child arrives on time each morning. Punctuality is very important as lessons begin straight after registration and a child arriving late misses the teacher's introduction and explanation of the day's work.

HOME SCHOOL AGREEMENT

All schools are required to have a Home/School Agreement which we would like parents to sign. Our agreement was put together after full consultation with all parents, staff and Governors. Please see the copy of our Agreement which is at the back of the prospectus.

HOME LEARNING

Home learning is given by class teachers, appropriate to the year group they teach. From the earliest days in children are encouraged to be responsible for taking home relevant materials and returning them to school at the right time. You will be informed each week as the homework requirements in each year group. Parents' co-operation is very much appreciated by the teaching staff in supporting and encouraging children to carry out their tasks and to develop a routine for organisation of their materials.

PARENT COMMUNICATIONS

Communication is crucial. We aim to keep you updated regularly and concisely with your child's learning progress and school life. We tailor our newsletter communications to you, so you will never receive irrelevant or outdated information from us.

We communicate in a variety of ways and will always welcome you to come and have open and transparent conversations with us.

Newsletters

We have a school newsletter which is emailed regularly. This shares some important reminders but is mostly for parents to hear news from the Head.

Social Media

We encourage you to connect with us on our social media platforms. They are not one-way communication devices: we aim to achieve a dialogue between the school and parents.

- [Facebook](#)
- [Twitter](#)

Communication Books

At the beginning of each year or when a new child begins, they are given a Communication. These books are vital for keeping organised, but also to ensure that teachers' can write comments for parents and vice versa.

Regular Newsletters are sent home with the children. They will keep you informed of what is happening in school and give you specific details of special events and projects. Please take time to read all the information and do ask for further details if anything is unclear.

Uniform

Wearing school uniform as set out below is compulsory, and all items of clothing, both uniform and PE kit should be labelled with children's names (sewn labels or laundry marker pen).

Girls

WINTER

White shirt—short or long sleeves
School Tie
Royal Blue Knitted Cardigan
Grey Skirt/Pinafore Dress/long or short Grey Trousers
White or Grey Socks or Tights
Black shoes – NO Trainers

SUMMER

Royal Blue & White checked Summer Dress
Or
Grey Skirt/long or short grey trousers
White shirt - short or long sleeves
School Tie
Royal Blue Knitted Cardigan or Jumper
White Socks

Boys

WINTER & SUMMER

White shirt—short or long sleeves
School Tie
Royal Blue Knitted Jumper OR
Royal Blue Knitted Sleeveless Jumper
Grey Short/Long Trousers
Grey Socks
Black shoes – NO Trainers
P.E. KIT
Blue T. Shirt
Royal Blue Shorts
Black slip on Pumps/Pump Ba

Hair

Hair should be smart and well-groomed and consistent with being part of a school community. We are very aware of the fact that children are continually subjected to fashion influences with regard to hair styles and hair wear – some of which are appropriate to the school situation whilst others are not.

It is difficult to be definitive about hairstyles, but, as examples, the following are not acceptable:

- Extreme or highly individualized styles such as Mohican or similar cuts where hair is unduly short at one or both sides compared with the top, or spiked hair
- Any part of the head shaved or cut very short such that the scalp is visible; as a guide, the minimum cut should be 'number 2' but should be applied with caution
- Shaved eyebrows
- Tram lines or patterns shaved into the scalp
- Hair colourings or streaks, braids or hair extensions
- Hair which is long and over the collar, unless it is tied or clipped back
- Bobbles/scrunchies/ headbands other than plain blue or black no flowers or extra decorations on the band.

Jewellery

Jewellery is not allowed, including rings, earrings, bracelets and necklaces. Reasons include the health and safety risks both to the wearer and others. Where ears have been pierced, a discreet gold stud can be worn but only one per ear lobe and these must be easily removable for P.E. and swimming in line with the LEA's Health and Safety Policy. Plasters can be used to cover earrings up, however children must be able to put the plasters on themselves.

No other earrings or body piercings are allowed and ears must not be pierced higher than the lobe. If children are considering having their ears pierced then parents are encouraged to arrange this for over the Summer holidays. This will allow time for them to heal before we return to school.

Sanctions

Standards of appearance in the school are high and the school is very grateful for the support of parents. Occasionally, appearance, often hairstyle, does not conform to the standards as set out above. If children come to school with inappropriate uniform, hair styles, or wearing jewellery, the school will contact parents to talk about the situation and agree next steps. Sanctions that can be taken by the school should they be necessary include:

- Asking children to remove jewellery
- Sending the pupil home (this would be regarded as an authorized absence, not an exclusion)
- Removing the pupil from class and other group activities; extreme haircuts can take some time to 'grow out', so isolation or absence could be for several days.

The school is committed to working with parents to maintain high standards in all aspects of the school's life - academic work, behaviour, attendance and sense of community. Please talk with Miss Mason if you have any concerns or questions about its policies and guidelines which are all focused on assuring high quality and standards in all we do.

SPECIAL NEEDS and DISABILITY

Manor Beach Primary School is a mainstream school where every child has the right to an education suitable for their needs. Special Educational Needs provision at Manor Beach is very important and inclusion is at the heart of our educational philosophy. We believe that every teacher is a teacher of every child or young person, including those with SEND. If children are not able to 'learn the way we teach' then we must 'teach the way they learn'. Good practice for pupils with special educational needs is good practice for all.

Please take a look on our wonderful website where you can find out more information about provision for children with SEND and have a read through our SEND Information Report.

Alternatively, please contact our SENCO (Special Educational Needs Co-ordinator) – Mrs Katie Diver who is available every Tuesday and Wednesday.

PARENTAL INVOLVEMENT AND VOLUNTARY HELP

We are fortunate to have many helping hands in school. Voluntary helpers' are a valuable and much appreciated support to daily school life. If you are interested in helping in school please ask for further details of our Voluntary Help programme.

You will be notified through our Newsletter of our various events during the school year and you will be invited to attend or join in whenever possible. You will be kept fully informed about your child's progress and each year we hold Open Evenings for all parents. On these occasions you are invited to look at your child's books and meet the staff. Written reports are sent home at the end of the summer term.

If we were concerned about any aspect of your child's work or behaviour we would contact you. Please let us know of any circumstances which could affect your child in school or give cause for concern.

All children will bring books home for reading practice and enjoyment. Please share this experience with your child.

As children go through school they will be given homework. Homework is part of our school life and it is given to reinforce classroom learning. The amount and content does vary according to the age and ability of the children. It is helpful if homework can be supervised at home and returned on time to the class teacher.

SCHOOL VISITS

During the course of a school year a number of educational visits will be planned and organised by the Class Teachers and it is hoped that all pupils will participate. Parental contributions to these outings are voluntary but we do rely on your support to make the visits viable.

Charging Policy

Under the provisions of the 1988 Education Reform Act the LEA and the Governing Body may charge for certain defined activities which are as follows:-

1. Board and lodging on residential visits (unless parents are in receipt of income support or family credit).
2. Costs associated with tuition in the playing of a musical instrument of school hours, unless such tuition is required as part of the National Curriculum.
3. Activities which take place wholly or mainly outside school hours but which are not required as part of the statutory obligations to fulfil the requirements of the national curriculum.

A school trip or holiday, which is organised to take place, wholly or mainly, within school hours, cannot be charged to parents. The school will give a breakdown of costings and will ask the parents to make a contribution to cover all or part of the cost.

This contribution will be voluntary on the part of the parents and no child will be penalised if his/her parents do not wish to contribute their share of the costs. However, parents must appreciate that unless sufficient contributions are received, the visit will not take place.

