

# Duke Street Primary School



School brochure: Annual Information update  
2021/2022

[www.dukestreet-pri.lancs.sch.uk](http://www.dukestreet-pri.lancs.sch.uk)

## Core Values

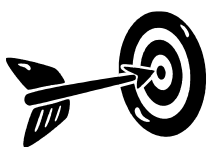
The school **I CARE** core values have been articulated after consultation with pupils, parents, teachers and governors. I CARE is mnemonic for Individuality, Community, Aspire & Achieve, Resilience, Empathy

These core values underpin everything we are striving to achieve as a school.



## School Aims

Duke Street Primary School aims to:



- ☐ provide a safe, secure, caring and stimulating learning environment, where everyone takes pride in their work, appearance and the school as a whole
- ☐ promote self-discipline, moral values and self-esteem
- ☐ set challenging yet realistic goals in order to allow each child and member of staff to reach his or her potential
- ☐ encourage an enthusiastic attitude to learning through a well-balanced and varied curriculum
- ☐ work in partnership with parents to provide the best for each child in order to get the best from each child
- ☐ learn from each other, learn with each other and learn on behalf of each other
- ☐ offer colleagues a safe, enjoyable, positive environment in which to work, fostering both team commitment and the well-being and safety of everyone within our school.

## Principles for Learning and Teaching



### At Duke Street we will:

- ❑ **set high expectations and give every learner confidence they can succeed**
  - raise learner's aspirations
  - secure the active support of parents in their children's learning and encourage children to extend learning beyond school
  - demonstrate a commitment to every learner's success, making them feel included, valued and secure
- ❑ **establish what the children know and build on it**
  - set, share and display learning objectives, explaining them and making every learning experience count
  - create secure foundations for subsequent learning
- ❑ **structure and pace learning experiences to make them challenging and enjoyable**
  - include visual, auditory and kinaesthetic activities
  - set up classroom environments which encourage children's independence
  - provide opportunities to solve problems
  - make creative use of range of learning opportunities available, within and beyond the classroom, including ICT
- ❑ **inspire through passion for the subject**
  - bring the subject alive
  - value contributions from the wider community
  - make it relevant to the learner's wider goals and concerns
- ❑ **make individuals active partners in their learning**
  - promote reflection and evaluation with regards to how they learn and what they have learned
  - build respectful teacher-learner relationships that take learners' views and experience fully into account
  - use assessment for learning to inform subsequent planning and practice
- ❑ **develop learning skills and personal qualities**
  - develop the ability to think systematically and manage information
  - learn with others, from others and help others learn

## Reception Admissions

Children start in the reception class at the beginning of the school year in which they turn five. The school year runs from September 1<sup>st</sup> to August 31<sup>st</sup>.

Applications for a place should be submitted early in the January before the children start in the reception class the following September, at

<https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/starting-primary-school/>

Formal notification of a place and induction meeting, will be done early in the summer term.

## Admissions Policy



You can express a preference for a school and the Local Authority or Governors will offer a place *wherever possible*. If the school is already full you will be offered a school place elsewhere. Our admission number is presently 50 children per year group.

Should the school be over-subscribed in a particular year group, priority, in the following order, will be given to:

1. Looked after children and those who have been previously looked after - those legally adopted from overseas , then
2. Children for whom the Local Authority accepts that there are exceptional medical social or welfare reasons which are directly relevant to the school concerned, then
3. Children with older brothers and sisters attending the school when the younger child will start, then
4. Remaining places are allocated according to where a child lives. Those living nearest to the preferred school by a straight line (radial) measure will have priority basis.

## Transition and Stepping Stones

Coming to school for the first time is an important step in the life of a 4 year old. We want all of our children to feel secure and happy in themselves and with others, as they make this special journey. Over the years we have developed a detailed transition

programme that helps our children make that transition into school gradually. We have found this approach helps our children to settle in more quickly and gets them off to the best start possible.

Prior to starting school in September, and subject to the pandemic situation, we like to invite our new children to attend our 'Starting School Stepping Stones' Sessions. These sessions are run in our school hall and are an opportunity for our new children and a member of their family to take part in fun activities that will help prepare them for starting school. You will have an opportunity to meet our foundation stage staff, visit our classrooms and find out more about how you can support your children at home.

After our Stepping Stone sessions, the children are then invited to our Stay and play sessions in the classroom. These sessions are attended by the children and help them to get to know their new classroom environment and the staff who will be working with them.



## Class Organisation / Staff Subject Responsibility



We currently have capacity for 350 children on roll at Duke Street Primary School and we very close to full capacity. The children are divided into 11 classes. Within these classes children are taught individually, in small groups and as a whole class. In September 2021 the classes are taught as follows:

<u>Classes</u>	<u>Year(s)</u>	<u>Teachers</u>	<u>Subject Leadership Responsibility</u>
Acorn	R/1/2	Mr Reay	SEND
Rose	R	Miss Zawistowicz / Mrs Ridley	EYFS / Maths
Tulip	R/ 1	Miss Robinson	Phonics & Library
Acer	1	Miss Ainsworth	Computing
Redwood	1/2	Miss Lucas	
Spruce	2	Miss Sharman	French & History
Maple	3	Mr McGuinness	Science
Elder	3/4	Miss Gould	RE
Rowan	4	Mrs Robinson	Music & Geography
Yew	5	Miss Young	
Poplar	5/6	Miss Partington	PSHE
Sycamore	6	Mr Stephens	Art & DT

As well as the class teacher, depending on the children in the class and the lesson concerned, there may well be many more trained adults to support in class.

Teachers have statutory Planning Preparation and Assessment time (PPA) when the class is taught by other members of staff, Miss Parkinson, (who is also English subject leader), Mr Allen (who is also PE subject leader), Miss Clitheroe, Mrs Haddon (who is also Forest School leader) and Miss Haddon.

### **Contact Details**

School Office: Mrs L. Nicholls /Mrs T. Wilson: Tel: 01257 239950

Email: [bursar@dukestreet-pri.lancs.sch.uk](mailto:bursar@dukestreet-pri.lancs.sch.uk)

Web Site: [www.dukestreet.org.uk](http://www.dukestreet.org.uk)

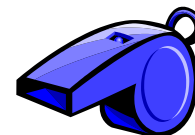
Safeguarding Team: Tel: 01257 239950 - Option 3

School Health Team: Tel: 01772 644721

Area Education Office: Joint Divisional Offices, East Cliff, PRESTON, PR1 3JT Tel: 01772 532191



## Who's Who at Duke Street Primary School



### Teaching staff

Co-Headteachers:

Mr A. Kidd   Mrs S. Ridley

Deputy Head:

Miss K Parkinson

Assistant Head:

Mr L. Reay

Full-time teachers:

Miss N. Ainsworth   Miss L. Sharman  
Mrs S. Robinson   Miss J. Robinson,  
Mr P. McGuinness,   Mr R. Stephens,  
Miss L. Partington   Mr L. Reay  
Miss Lucas   Miss Young

Part-time class teachers:

Miss J. Zawistowicz

Recovery tutors:

Ms. A. Rogers   Ms C.Bain   Ms. K.Derbyshire   Ms. C.Callander

### Teaching Assistants:



Mrs A. Hughes   Miss L. Power   Miss V. Hudson  
Mrs P. Birnie   Miss J. Haddon   Miss D. Maple  
Mrs T. Wilson   Miss A. Pierce   Miss C. Clitheroe  
Mr R. Allen   Mrs D. Turnbull   Miss N Billington  
Mrs J. Flack   Mrs J. Stott   Miss E. Ford  
Ms. W. Casey   Miss K. Earnshaw   Ms. S. Sedgwick  
Miss E. Kunze   Miss Haddon is currently on maternity leave

### Nurture Staff:

Mrs E. Haddon   Mrs L. Cheston   Miss D. O'Neill

### Safeguarding/ Outreach:

DSL: Miss R. Von-kaenel   DSL Back-up: Miss E. Robinson  
Mrs C.Denby   Miss Von kaenel is currently on maternity leave

### Support staff

School Office Manager: Mrs L. Nicholls

School Office Support: Mrs T. Wilson

School Cleaners: Mrs G. Howatt   Mr P. Sutton

Site Supervisor: Miss C. Sharp

Kitchen Supervisor: Mrs J. Robinson

Kitchen Staff: Mrs Y. Hunter   Mrs L. Graham   Mrs E. Johnstone

Welfare Staff   Mrs N. Snape   Mrs R. Snape

### The Governors

Some have a special area of responsibility:

Mr P. Brennan   (Chair of Governors and Chair of Standards, Effectiveness & Curriculum)

Ms K. Monks \* ( Vice Chair of Governors   Chair of Premises Health & Safety)

Mr R. Sage (Chair of Finance)   Mrs C. Toward (Chair of Staffing)   Mrs S. Harrison

Mrs M. Abbott   Mr N. West   Miss A. Pierce   Mrs S. Brennan   Miss L. Partington

Ms J. Bennett \*   Mr C. Ainscow \*   Mr A. Kidd   Mrs S. Ridley   Miss K. Parkinson

\* denotes governor who is a parent of a child at Duke St.

Clerk to Governors:   Mr C. Delaney



### School Daily Routines:

Children should arrive at school between 8.45 am and 8.55 am when the school day begins. Reception children start at 8.45am Entry to school is through the black gates on Duke Street, apart from upper KS2 children who come through the main entrance. .

**Children who arrive after the register is taken at 9.00 am but before 9.10 am are marked as late. Arrival after 9.10 am is classified as an unauthorised absence.**

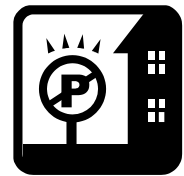
Children come directly into school from 8.45am and into classrooms to do quiet "Good Morning" work. To avoid congestion we politely request that parents of Year 1 to Year 6 children do not come into school with their children at the start of the day. In addition to this Health & Safety reason it is important for children to become independent and to line up and come into school on their own. At the end of the school day, children will be led out of class by their class teachers at 3.15 pm. (3.05pm for Reception children). Staff want to work closely with you and maintain good communications. If you wish to speak to your child's teacher on an urgent matter please try to make an appointment to do so at the **end** of the day, if possible. This will prevent delays to the start of the school day.

### Breakfast:

There is a "Grab and Go" breakfast provision, throughout school, courtesy of funding from Leyland Round Table through the Greggs Foundation. This is staffed by school staff and volunteers.

### Parking:

Parking is a particular problem for us here at Duke Street, due to the nature of the surrounding area. We appreciate that there is very limited space to park on Duke Street and the neighbouring streets. However, to avoid a serious accident, parents should note that they must not park on the zigzag lines, yellow lines or mount the kerb on Duke Street, even just for a few seconds to drop off or pick up. Instead, parents must park in the football club car park or further away and walk the last part of the journey to school. **Parking is not permitted in the nursery /primary school staff car park.** We need the co-operation of all parents to be courteous drivers in the mornings and when going home, by showing due consideration for pedestrians.



### School Uniform:



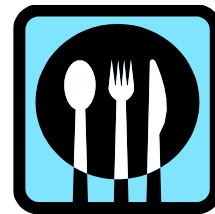
The uniform is as follows: white polo shirt, red sweatshirt, cardigan, grey trousers /skirt, black shoes with low heels. Girls may wear a summer dress at the appropriate time of year. Sweatshirts with the school logo are available from *Nu Uniform* , Market Street, Chorley,

P.E. kits consisting of white T-shirt, and house colour T-shirt, black shorts and pumps should be brought and kept in school in small draw-string PE bags in order to minimise the space taken up in cloakrooms. An outdoor PE kit is also needed: trainers, tops with long sleeves, long legs and no zips or hoods. All uniform items, PE kits and coats should be name labelled. On PE days we are currently asking the children to come to school in their appropriate PE kit for the day.

Extreme hairstyles are not considered appropriate for school. If in doubt whether a style is unsuitable, contact school prior to having the hair styled.

## School Dinners

School dinners are provided free of charge for children in Reception, Year 1 and Year 2. For children from Year 3 upwards, the charge is presently £11.50 per week payable in advance. School is now cashless for school dinners. To pay for dinners, you will need to download and pay through the Iris Parentmail app. (Please ask Mrs Nicholls if you require



further information regarding this). Parents in receipt of **Income Support, Income Based Job Seekers Allowance** or receive **Child Tax Credit (only)** and have an annual income of below the relevant figure are entitled to free meals. Free meals are renewed automatically during the summer holiday but any change in circumstance/name or address change/ etc **must be reported to the education office** in Preston on **01772 531809** and for further information and an application form. Please note the local authority does not usually backdate free school meal payments. Children who wish to bring their own packed lunches can do so. They must bring the lunch in a **small** named lunchbox or bag which is stored until dinnertime. We encourage children to bring and eat healthy lunches. Children receiving free meals under the Government initiative but who are on the appropriate benefits should still apply for Free School Meals, as the school receives additional funding for such children in school. This includes parents of children in R, Y1 and Y2 who should also apply, as the school receives extra pupil premium funding.

## Partnership with Parents



We encourage parental support in school at all levels, with your own children at home, attending online or face-to-face parents meetings in the autumn and spring terms. We aim to keep parents informed by sending regular electronic messages through Facebook and through the school app.

We have a well-established system of rewards and sanctions. We reward with stickers, house points, certificates and trophies. Where behaviour is not up to our expected standard, we contact parents promptly. Behaviour & Discipline policy copies are available in school and on our website.

(Electronic or hard copies of the complaints policy are available from the headteacher.)

## Sunshine Street (Before & After School Care):

A before and after school care provision operates on the site. This is a privately run service. Contact Mrs E. Haddon 07503 154685 for details of how to apply for a place

**Year 6 SATs 2022: Week commencing Monday 9<sup>th</sup> May 2022**



## **Special Educational Needs & Disability (SEND)**

For identified children who require additional support, Individual Learning Plans (ILPs) are drawn up and reviewed termly, with parental involvement. In line with the new Code of Practise (2014), class teachers, with some involvement from the SENDCo, where necessary, will complete the process of assess, plan, do, review to meet the child's learning needs. If there are still unmet needs and a variety of interventions are not having a positive impact on the child's progress then there will be more input from the school SENDCo and there may be advice from external agencies sought. For children with Education and Health Care (EHC) plans (once known as statements), reviews are held annually and there are constant discussions regarding the provision for the child and outcomes to be sought for that child's unmet needs to be developed. We encourage parents/carers to be involved throughout the whole process and school are willing to meet with parents/carers regularly and offer extra parent's evening slots for parents/carers of children with Special Educational Needs & Disabilities (SEND) to discuss their progress in school and agree on targets and intervention. Due to new SEND legislation in the Code of Practise, 2014, there have been many changes to the school's SEND policy and further information regarding procedures, protocol and inclusive arrangements can be found in the SEND policy and the SEND information report on our school website (<http://www.dukestreet.org.uk/>). Our School SENDCo is Mr. Reay. If you have any questions regarding SEND issues at Duke Street Primary School then don't hesitate to contact the school office and speak to the school SENDCo. The full copy of the SEND policy is available on request from the school office and on our website.

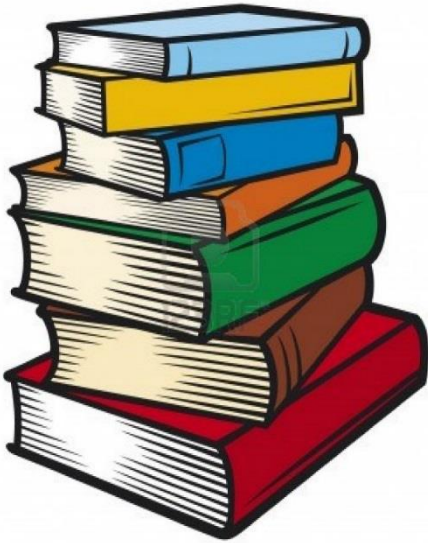
## **Safeguarding**

Rachel Von Kaenel is the designated safeguarding leader (DSL) in school. Emma Robinson is the DSL Back Up. Their office is situated within the Neighbourhood centre Rachel, Emma and Claire are our Outreach/ Safeguarding Team. The safeguarding of children is a high priority of the school. Members of staff are trained to be vigilant in this area. Relevant governors have been trained with regard to 'safer recruitment' of staff. The policy is in the download section of our website.



Contact details: Rachel Von Kaene: 07827 232422  
Emma Robinson : 07557 030848  
Safeguarding Office: 01257 239950 - Option 3

## Curriculum Provision



We aim to provide a balanced curriculum from Foundation Stage right through to Year 6. Details of the Foundation Stage curriculum is circulated separately to parents of Reception children in the induction pack.

From Year 1 to 6 the children work on the following national curriculum subjects: Maths, English, Science, Computing (the 4 core subjects), History, Geography, P.E., Music, Art, and D.T., French is taught in key stage 2. R.E. is taught throughout the school as is Personal Social and Health Education (P.S.H.E.) – a key area of study which is taught as a whole school themed approach and which underpins development of the school as a nurturing environment.

Parents wishing their children to be withdrawn from acts of worship, or from Sex & Relationships Education sessions, as agreed by the governing body, should make their request in writing to the Headteacher. We follow the national curriculum. A lot of our work to meet the needs of all pupils is planned using *Chris Quigley Essentials* and, for English, *Focus Education* and for Maths the Lancashire scheme. Further information is available on the school website.

We supplement the school curriculum with enrichment activities including trips out of school and, increasingly, by inviting appropriate visitors (experts/enthusiasts) who can significantly enrich the curriculum.

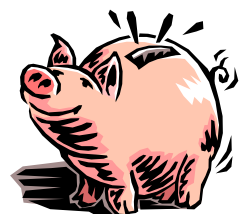
The school also provides a range of extra-curricular activities. Some activities are led by school staff and parents, others by external providers. There are some free activities and some for which extra funding is required. The activities will be for various ages and times of the year depending on the availability of staff/ instructors. This year we are planning for children to enjoy multi-skills, gymnastics, football, netball, dance, performing arts, choir, recorders, craft club, golf, creative writing, juggling, reading, science, gardening, homework club. A sports T.A. leads a number of activities, which are free of charge.

## Charging policy

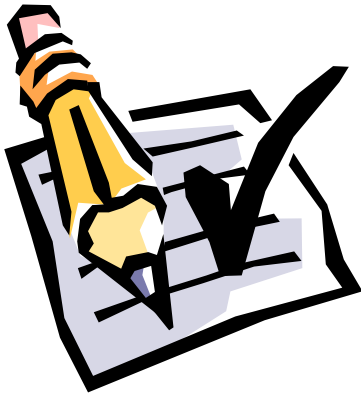
We do not demand a charge to be paid for educational activities which take place mainly during school lesson hours, or as a result of requirements of the national curriculum. However, voluntary contributions will be sought to support some of these activities.

Lack of contributions may result in activities being cancelled.

Families experiencing genuine difficulties should contact the headteacher, in confidence. Full copies of the Charging policy are available on the school website.



## Attendance



The school acknowledges the importance of good attendance. Term time holidays are strongly discouraged as they are extremely disruptive to children's education. It is not possible for children to catch up work missed through taking term time holidays.

Teachers will not set work to be completed on holiday. Parents do not have a right to take term time holiday. The school will only authorise leave during term in **exceptional circumstances**.

The availability of cheap holidays is not an exceptional circumstance. Parents have 13 weeks of school holidays to select

from for a holiday which we believe is ample. Emma Robinson and Claire Denby, in our outreach team, have responsibility for monitoring and working with families who are experiencing difficulties in this area.

**The school should be approached in writing before a holiday is booked to seek the headteacher's authorisation.** Unauthorised leave of absence of a cumulative total of 5 days or more in a year can trigger fixed penalty notices of £120 per child, per parent. Regular attendance for the remainder of the year is also imperative. Parents are encouraged to ensure their children are in school and not kept off for trivial reasons. We also ask that where possible, medical appointments, particularly routine check-ups, are restricted to times outside of the school day. Please notify the school office if your child is going to be absent on any day.

The school rewards regular attendance in a number of ways including the giving out of certificates and special playtime privileges and through weekly attendance tokens awarded to classes with the highest attendance.

## Punctuality

Punctuality, as stated earlier, is very important in order to get the day off to a good start and to ensure children do not miss the vital start to a lesson. With the exception of our Reception children, who should be in school at 8.45am, children can filter into school to their class from 8.45am-8.55am. All children should be in school by 8.55am

Our target attendance for each child and across the school is 95% and above.

### Be on time



### at five to nine

## **Holiday List 2021 / 2022**

### Autumn Term 2021

<i>Term begins</i>	<i>Wed 1<sup>st</sup> September 2021</i>
<i>Half-term</i>	<i>Mon 25<sup>th</sup> Oct to Fri 29<sup>th</sup> Oct 2021(inclusive)</i>
<i>Term ends</i>	<i>Thu 16<sup>th</sup> December</i>
<i>Bank Holiday</i>	<i>Fri 17<sup>th</sup> December (in lieu of the Queen's Platinum Jubilee)</i>

Openings: 74

### Spring Term 2022

<i>Term starts</i>	<i>Tue 4<sup>th</sup> January 2022</i>
<i>Half-term</i>	<i>Mon 14<sup>th</sup> to Fri 18<sup>th</sup> Feb 2022 (inclusive)</i>
<i>Term ends</i>	<i>Fri 1<sup>st</sup> April 2022</i>

Openings: 59

### Summer Term 2022

<i>Term starts</i>	<i>Tue 19<sup>th</sup> April 2022</i>
<i>Bank holiday</i>	<i>Mon 2<sup>nd</sup> May 2022</i>
<i>Half-term</i>	<i>Mon 30<sup>th</sup> May to Fri 10<sup>th</sup> June 2022 (inclusive)</i>

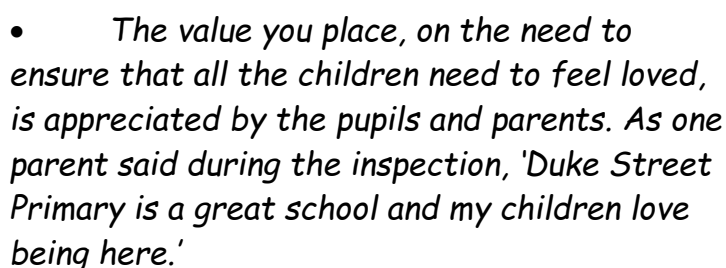
**Note: Two week half term holiday. Return Monday 13<sup>th</sup> June 2022**

<i>Term ends</i>	<i>Fri 22<sup>nd</sup> July 2022</i>
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Openings: 58

## What Ofsted Said About Our School

- Ofsted



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- A simple line drawing of two identical, round, smiling cartoon figures standing side-by-side. They have large heads, small bodies, and are wearing short-sleeved shirts and shorts. Their arms are slightly out to the sides, and they have a happy expression. The drawing is done in a minimalist, sketchy style.

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