



# Euxton Primrose Hill

## WEDNESDAY WEEKLY

17th July 2024



[www.primrosehillschool.org.uk](http://www.primrosehillschool.org.uk)

X - @EuxtonPH

*"Together We Will Make A Difference."*

### HEADTEACHER MESSAGE:

Dear Year 6 pupils,

As the end of the school year draws near, we would all like to take a moment to reflect on the wonderful journey you have had throughout your time at Primrose Hill. It has been an absolute pleasure getting to know you since I started and listening to stories from teachers and other adults in the school about your time here.

The enthusiasm and talent you displayed in your end-of-year production of 'I'm an 11-year-old, Get Me Out of Here' were nothing short of phenomenal. You should be extremely proud of all you have achieved both in and out of school. These achievements, along with the countless memories and milestones you have reached over the years, have made every member of staff incredibly proud.

As you start on your new adventures at high school, carry with you the lessons you've learned and the friendships you've made. We all wish you lots of luck and happiness in this exciting new chapter. Remember, you will always have a special place here at Primrose Hill, and you should leave with your heads held high, knowing how much you have achieved.

Best wishes, and never forget how proud we all are of you.

### Happy Holidays

I would like to take this opportunity to thank you for the wonderful support since I joined Primrose Hill and for how you have supported the whole school over this past academic year. It has been a fantastic end to the year with our Ofsted inspection outcome, highlighting that when we all work together, we really can make a difference.

I do hope that summer appears at some point over the next six weeks, and that whatever your plans, you enjoy some quality family time together. I look forward to welcoming all pupils back into school on Tuesday 3rd September, ready to start a new and exciting academic year.

### Staffing

We will be saying goodbye to Mrs. Lesley Deacon at the end of this week, as she takes up a new role as a School Business Manager in another Lancashire school. We are extremely proud of Mrs. Deacon and all she has achieved. We would like to thank her for all she has done for our school. I know you will join me in wishing her much luck and happiness.

### Behaviour out of school

At Primrose Hill, we are extremely proud of our pupils' exemplary behaviour and the wonderful role models they are, exemplifying our school values. However, it has been brought to our attention that a small number of children have not been displaying this behaviour outside of school and have been unkind to other children, laughing at them.

Please could you talk to your children about the importance of being kind to each other at all times, not just in school. We believe that by working together, we can ensure that all children feel safe and valued everywhere they go. Let's help our children understand the impact of their actions and continue to uphold the high standards we cherish.

Thank you for your ongoing support and cooperation.

**Mrs Claire Jones**  
Headteacher

Tel: 01257 276688

Email: [office@primrosehill-euxton.lancs.sch.uk](mailto:office@primrosehill-euxton.lancs.sch.uk)

Out of school Club, please contact Sarah Collison 07548 944202 or [s.collison@primrosehill-euxton.lancs.sch.uk](mailto:s.collison@primrosehill-euxton.lancs.sch.uk)



## PART-TIME OFFICE ADMINISTRATOR VACANCY

We have an exciting opportunity for a highly motivated, hard-working, passionate person to join our office staff team in the role of Office Administrator. The permanent/variable hours post (Job Description attached, Grade 4, £11.98 - £12.38 p/h) will commence on as soon as possible and is initially for 15 hours per week (3 hrs per day or 15 hours over 3 days). The successful candidate will be able to offer flexible working patterns and have the capacity to increase hours at busy times throughout the year. In return, school can offer great in-house and external training, a highly supportive environment and the chance to make a difference to the lives of all children in our care. Experience of working in an office/school is desirable for this post and a firm commitment to safeguarding. Should you be interested in this post, please contact the school office for further information and/or for an application form. Completed forms should be emailed to Mrs. Vost ([bursar@primrosehill-euxton.lancs.sch.uk](mailto:bursar@primrosehill-euxton.lancs.sch.uk)) and the closing date for applications is Friday 23rd August 2024.

## SPORTING ACHIEVEMENTS AND THANK YOU

It has been the most successful sporting year ever at Primrose Hill. With achievements coming from EYFS all the way up to year 6. From football, cricket and basketball to balance biking, athletics and swimming, then even more in between! As a school we couldn't be more proud of all the children who have represented the school in all the competitions this year, and I hope they have made memories to last a lifetime. For a more detailed look at all the sporting achievements the last instalment of the Primrose Sporting Post will be released on Friday.

With all the competitions we enter comes an enormous amount of administrative work, and without our outstanding office team organising everything to make all these events possible for the children they wouldn't happen. So I want to give an enormous thank you to Mrs Deacon, Mrs Griffiths and Mrs Thompson.

**Last and certainly not least I want to give the biggest thank you to all parents who have offered to take children to and from events this year. Without your generosity we wouldn't be able to have so many teams competing and succeeding in all the events we have this year. Thank you so much.**

**Mr Will Halsall, PPA Teacher**

## PTFA

As we come to the end of the year the PTFA would like say a huge thank you first to all the PTFA Volunteers for the time, energy and effort you have all given this year. It makes a massive difference to the experiences for all our pupils and we are all extremely grateful for everything you do. Also a thank you to all parents and staff for all your support throughout the year. Without everyone's help, the fundraising would not have been possible.

The PTFA wish you all a fantastic break and look forward to welcoming new members and planning events to help and build Primrose Hill Community.

## CHILDREN'S UNIVERSITY

Mrs Swires would like to thank everyone who has taken part in Children's University this year. It has been a pleasure reading your evidence and seeing you all enjoy a variety of clubs, learning new skills. Please find attached summer challenges to complete and we look forward to receiving and reading your evidence that your child/ren complete over the summer.

Finally, this week a Children's university postcard will be sent home. On the postcard it has details on how your child/ren club can register for Children's University. Please could you take this postcard to any of your child/ren clubs that they attend and ask if they would like to join Children's University. The more clubs we have joining the more credits can be issued and earned. Thank you as always for your continuous support. If you have any questions, please do not hesitate to contact Mrs Swires at [j.swires@primrosehill-euxton.lancs.sch.uk](mailto:j.swires@primrosehill-euxton.lancs.sch.uk)

## £1 IN A BOX WINNERS FOR SUMMER TERM - CONGRATULATIONS!!

The winners of the £1 in a box this term are: Kate J in Year 6 - £96.00 and Harry R in EYFS - £64.00. Please come to the office on Thursday to collect your cheque.

Tel: 01257 276688

Email: [office@primrosehill-euxton.lancs.sch.uk](mailto:office@primrosehill-euxton.lancs.sch.uk)

Out of school Club, please contact Sarah Collison 07548 944202 or [s.collison@primrosehill-euxton.lancs.sch.uk](mailto:s.collison@primrosehill-euxton.lancs.sch.uk)



# Pupil Achievements and Celebrations

## YEAR 6

K2 - Thomas T  
Everest - Josh H

## EYFS

Aedan M  
Mia B

## YEAR 1

Ash - Harry F  
Cedar - Evie S

## YEAR 2

Elm - Charlotte M  
Maple - Whole Class

## YEAR 3

Pendle - Daisy B  
Rivington - Jack M

## YEAR 4

Ben Nevis - Rosemary C  
Snowdon - Whole Class

## YEAR 5

Mont Blanc - Harry H  
Olympus - Bikeability Week

**Super  
Pupils**

## House Point Winners

KS1  
Yellow

KS2  
Blue

## Birthday Books

Thank you to the following pupils for donating their favourite books to celebrate their birthday this term:

Amelia in Ash - 'Billionaire Boy'  
Freddie in Maple - 'The Smeds and the Smoods'  
Theo in Maple - 'Princess Smartypants'

## Reminders And To Do

*DON'T  
miss it!*



We are a nut free school. Please do not bring any snacks into school which contain nuts, including any Nutella products.



A reminder that **ALL** library books that have been borrowed from the school library must be returned this week.



A reminder that all medication held in school needs to be collected on or before Friday. If it needs to be returned next term, a new form will need to be completed.



**Y5 - Boreatton Park 1st instalment overdue.**



**Y4 - Hothersall Lodge 2025 payment overdue.**



From September 2024 the pupil meal price is increasing to £2.75 per day and toast is increasing to 25p per day.



From September 2024 the After School Club price is increasing to £8.80 per day. Morning Club will stay the same at £4.00

## Out of School Club Activities

If your child isn't attending club for whatever reason, please let Sarah Collison know. We do need confirmation from an adult that your child will not be attending a session. You can contact Miss Collison on 07548944202 or email [s.collison@primrosehill-euxton.lancs.sch.uk](mailto:s.collison@primrosehill-euxton.lancs.sch.uk)

**\*\* Please note from September 2024  
After school club prices will be increasing  
to £8.80 per day. Breakfast Club will  
remain the same at £4.00\*\***

## Euxton Library Reading Challenge

Euxton Library are once again running their Summer Reading Challenge. This year is a Superhero Theme! You can go to Euxton Library now to sign up and receive your own Superhero name. After that, you have until the end of September to read 5 books from the library to complete the challenge. Easy! You don't have to complete the challenge to count towards our total, you only need to sign up. Get reading! The Euxton schools have a yearly competition to see who can get the most children signed up. We have won the trophy for the last 3 years - let's go again this year!

# Dates for the Diary 2024



## July

**17th** LKS2 Disco - 6.30pm - 7.30pm

**18th** UKS2 Disco - 6.30pm - 7.30pm

**18th** Y6 Leavers Assembly 2pm

**19th** END OF SCHOOL TERM

## September

**3rd** SCHOOL RE-OPENS\*

**17th** Y5 Trip to Hoghton Tower\*

**20th** Tempest Photography - Individual & Family\*

**26th** Y4 Ben Nevis Trip to Martin Mere\*

**27th** Y4 Snowdon Trip to Martin Mere\*

\*New date added

\*\*Information or date amended

# Lancashire County Council

## Role Profile - Operational Context Form

<b>Post title:</b> School Business Support Officer 2					
<b>Directorate:</b> CYP Schools				<b>Location:</b>	Euxton Primrose Hill Primary School
<b>Establishment or team:</b>		School Office		<b>Post number:</b>	
<b>Grade:</b>	Grade 4	<b>Staff responsibility:</b>	NA	<b>Essential Car user:</b>	NA

### Scope of Work – appropriate for this post:

Under supervision maintain, update and extract information from systems and database and provide general administrative/clerical/financial support for the school. This could include producing financial and management information and/or the provision of general advice and guidance to pupils, parents and staff or call for the use of word processing/spreadsheet/IT skills that involves the use of a range of software packages.

### Accountabilities/Responsibilities – appropriate for this post may include:

1. Providing general clerical and administrative support, including word processing, filing routine correspondence, distributing mail etc.
2. Undertaking routine financial administration, including petty cash, banking, postage ensuring cash is stored securely.
3. Maintaining and updating manual and computerised records including, for example, records of free school meals, school trips, registers, etc including related financial administration.
4. Operating relevant equipment, IT packages, systems e.g. SIMS, ParentPay, Parentmail.
5. Undertaking reception duties including answering telephone and responding to routine queries, including, where appropriate, dealing with visitors on behalf of SLT.
6. Maintaining stock and ordering supplies, including the processing of orders, checking of incoming deliveries, obtaining prices from occasional suppliers and the distribution and storage of stock.
7. Assisting with pupil attendance response including pursuing pupil absence/lateness with parents and recording, maintaining and monitoring absence/lateness, reporting any concerns to the SLT or Learning Mentor. Producing termly attendance/punctuality letters, where required.
8. Assisting as appropriate in relation to recruitment and selection to support posts in school.
9. Assisting with day to day/annual office tasks as required, such as pupil lunches, leave of absence requests, medical information, admission packs etc.
10. Ensuring all visitors receive a warm welcome and in accordance with safeguarding procedures, providing hospitality as required.

**General**

1. To work within school policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
2. To contribute to the provision of an effective environment for learning and the overall ethos/work/aims of the school
3. To support the promotion of positive relationships with parents and outside agencies/professionals
4. To attend skill training and participate in personal/performance development as required
5. To take care for their own and other people's health and safety
6. To be aware of the confidential nature of issues
7. Such other responsibilities allocated which are appropriate to the grade of the post.

**Additional supporting information – specific to this post.****Indicative knowledge, skills and experience**

- General experience of working in an office/school environment.

<b>Prepared by:</b>	C Jones/J Vost	<b>Date:</b>	17/07/2024
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The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

# SUMMER FUN THURSDAYS



**MARKET WALK**

**FREE**

**to all shoppers**

**From**

**25 JULY - 29 AUGUST**

**10am-4pm**



Lots of  
FUN

<b>25 July</b>	Encanto themed entertainment plus arts and crafts (by Lancashire Ice Queen Events)
<b>1 August</b>	A fun packed day with Louby Lou
<b>8 August</b>	Ranger Mike's Baby Dinosaurs – a full day of dinosaur appearances with arts & crafts
<b>15 August</b>	Face painting & balloon modelling by Artifacts
<b>22 August</b>	Toy Story themed entertainment featuring Woody and Jessie, plus Toy Story glitter tattoos (by Lancashire Ice Queen Events)
<b>29 August</b>	A fun packed day with Louby Lou

Lots of  
LAUGHTER



# SUMMER FUN IN CHORLEY

CHECK OUT  
**CHORLEY**

## Enjoy Market Walk

This summer, enjoy Market Walk - a great place for shopping, entertainment, food and drink. From Fun Thursdays in the school holidays, to a variety of places to grab some lunch, or those all important back to school supplies, Market Walk has something for everyone. Check out the fabulous range of stores and leisure venues at: [marketwalkchorley.co.uk](http://marketwalkchorley.co.uk)



## Children's activities at Chorley Flower Show



At this year's **Chorley Flower Show**, 26 - 28 July 2024, there'll be lots to enjoy for children, including entertainment, craft activity sessions, theatre performances and more. Plus, children aged 15 and under go free when accompanied by an adult! [chorleyflowershow.com](http://chorleyflowershow.com)

## Outdoor theatre at Astley Hall

**Quantum Theatre** return to the **Astley Hall Walled Garden** on Friday 2 August with their new charming adaptation of the Beatrix Potter classic story, **The Tale of Jemima Puddle-Duck**! Get your tickets now via Skiddle and the **Astley Museum Gift Shop**, visit [astleypark.co.uk/whats-on](http://astleypark.co.uk/whats-on) for more information.

And don't forget to visit **Astley Hall** - step back in time to discover the history of those who lived and worked there: [astleypark.co.uk/hall](http://astleypark.co.uk/hall)



THE TALE OF  
JEMIMA  
PUDDLE-DUCK

BY BEATRIX POTTER  
ADAPTED FOR THE STAGE BY  
MICHAEL WHITHURST



## Summer Fun at Chorley Leisure Centres



Make a splash at **Chorley Leisure** this summer with our inflatable swimming sessions! There's also a range of other swimming sessions to suit the whole family. If you prefer dry land, why not try pickleball, badminton or table tennis? Visit [chorleyleisure.com/schoolhol](http://chorleyleisure.com/schoolhol) for more details.

For more great days out visit  
[checkoutchorley.com](http://checkoutchorley.com)

Follow @CheckoutChorley on







## Summer term challenges 2024

**Activity 1** - The Paris Olympics are being held this summer. Create a fact sheet with 5 facts about the Olympics...you could find out about the 5 rings, the countries taking part, new Olympic sports - there are more ideas here!

<https://www.natgeokids.com/uk/discover/history/greece/facts-about-the-olympics/>

**Activity 2** - Lancashire's Summer Reading Challenge is called Reading Heroes! Join up at your local library for prizes when you read 5 books over the summer holidays. There are also additional challenges along the way - You will gain 10 credits for completing the Reading Heroes challenge! Click here for more information:

<https://www.lancashire.gov.uk/libraries-and-archives/libraries/lancs-reading-heroes/>

**Activity 3** - Make something crafty on an Olympic theme. How about an Olympic torch, some gold medals, a flag garland or think up something of your own! Here are a few more ideas:

<https://artscraftsymom.com/11-easy-olympic-crafts-for-kids/>

**Activity 4** - Why not take part in your own Olympic games? You could include homemade versions of discus, javelin and shot put as well as sprinting, cycling or football. Choose at least 5 different events and why not find someone to compete with?

<https://kidactivities.net/10-fun-olympic-game-ideas-for-kids/>

**Activity 5** - Make some delicious Olympic style snacks. You could make an Olympic rings pizza using pepperoni, Olympic rings fruit platter, Olympic torch Cheeto cone, or some Olympic themed cupcakes. Here's some ideas:

<https://sofestive.com/2024/06/14/olympic-games-themed-food-ideas-recipes/>

Don't forget to take a picture!

**Activity 6** - Why not visit one of our great Learning Destinations and write a review with some fun facts and tell us what you enjoyed most. You can search for Learning Destinations below:

<https://www.childrensuniversity.co.uk/activity-search/>

Don't forget to send me a picture of your review.

**Activity 7** - Do you like Design? Dinosaurs? Animation? Storytelling? Comics?

If so, click on this link for loads of ideas to make and create all of these things! With fun videos to help you along the way, once completed, you get a special certificate. Don't forget to send me a picture of your work and certificate.

<https://www.designtasksforkids.com/>



Collect extra Children's University credits during summer term by completing these challenges. Each activity is worth 1 credit *unless stated otherwise* when you take evidence of your activity to Mrs Swires or you can email me your evidence to [CU@primrosehill-euxton.lancs.sch.uk](mailto:CU@primrosehill-euxton.lancs.sch.uk) Hope you enjoy the challenges and thank you.