

Parent/Carer Information Booklet

2025 – 2026



Broadford Road

Deane

Bolton

BL3 4NB

Tel: 01204 333646

Email: office@ladybridge.bolton.sch.uk

Website: www.ladybridgeprimaryschool.co.uk

Contents

Introduction	2
Meet the Headteacher	3
Home-School Partnership, Code of Conduct and Behaviour Management System, permissions for publicity, internet use, trips and visits and emergency medical treatment	4–8
Responsibilities for all Members of the School Community	9
General Information, including pedestrian access, school meals and snacks, Labracadabra, trips and open door policy	10-11
The School Timetable	12
Curriculum	13
Site Plan	14
Out of School Care – Labracadabra @Ladybridge	15
Attendance and Punctuality	16-17
Uniform	18
Administering Medication in School	19
Nut Free Zone	20
Parents’ Forum Dates	21
Joint Class Assembly Dates	22
PTFA	23
Events – List of school events and key dates	24-25
Holiday Dates	27
School Staff	27
Pupil Voice	28-31
Governors	32-33
Child Protection Information for Parents and Carers	34
Pupil Premium Grant	35

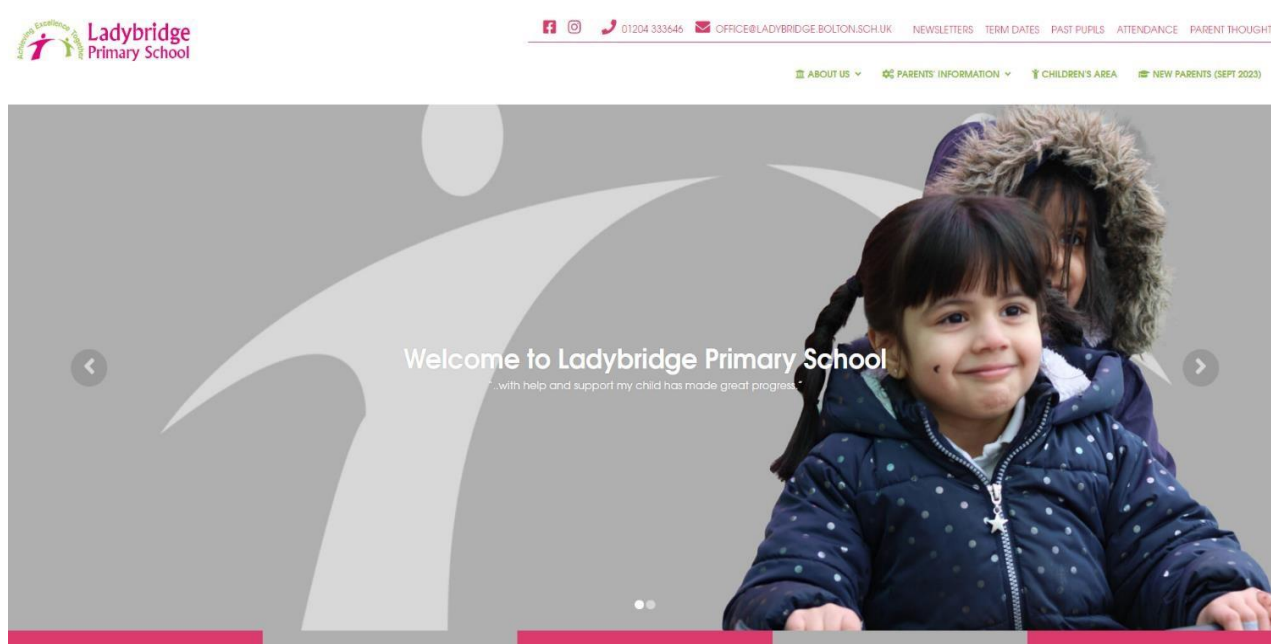
Introduction

The purpose of this booklet is to provide parents with key information about Ladybridge Primary School for the academic year 2025–2026.

Our aim is to ensure every child achieves their best, but we can only do this with your help. It is crucial, therefore, that parents/carers are supportive and committed to the importance of learning during and beyond the school day.

When learning about your child's achievements, always check what their next steps are, in order that you can continually help them to improve.

If you want to keep up to date with what is happening in our school, please keep visiting our school website www.ladybridgeprimaryschool.co.uk (this site works best on 'Google Chrome').



No matter what changes are taking place locally or nationally, as a school, we will always carry out our fundamental purpose of preparing your child for a fulfilling future life, and we look forward to sharing this vital journey with you.

At the start of each academic year, we will provide parents with an up-to-date curriculum overview for the year ahead. This contains important information about the National Curriculum, as well as more specific information about what your child will be learning about in class.

Headteacher: Mr Colin Watson



We are a happy, positive and caring school, where we are all expected to work hard to achieve the best we can.

Children get to participate in a wide range of first-hand, practical and enjoyable activities and experiences; creating unforgettable memories.

We know how important it is that our children learn the basic skills in English, mathematics and computing, including having the opportunity to use and apply them into a range of different situations. We are constantly striving to strike the right balance between high academic standards and all-round development. Providing children with this balanced and solid foundation enables them to approach new learning with enthusiasm and confidence.

Previously, the coronavirus pandemic has had a detrimental impact upon pupils' progress and attainment, across the country. As a result, we are working hard to provide additional and targeted support to ensure we address gaps in learning, to enable pupils to catch up. This process will be most effective when school and home, work together – your support is essential.

Building positive relationships through taking the time to get to really know and understand your child is central to being at Ladybridge. This enables us to uncover and nurture each child's talents, and provide the guidance and support that will allow your child to grow and excel in all that they do.

Learning at Ladybridge is hard, but definitely fun. I love it here!

If you require any further information, please do not hesitate to contact us.

HOME-SCHOOL PARTNERSHIP

School will...

- Create a safe, secure and caring environment, which promotes high self-esteem and sense of worth for each child.
- Set high standards for each child so that he/she performs to his/her best.
- Communicate regularly with parents/carers, providing opportunities to discuss progress, attainment, behaviour and other successes or concerns.
- Provide a range of out of school activities that will benefit a child's development. These will include learning opportunities at home, extracurricular clubs, and activities in conjunction with the PTFA.

Families will become partners with their child's learning by...

- Encouraging their child to be positive about all aspects of school.
- Ensuring that the first/last interaction with your child (at drop off/pick up) is always appropriate and attentive - ensure you are not talking on your mobile phone.
- Ensuring home learning tasks are done.
- Attending parent meetings/evenings, and supporting school events.

As part of this we expect families to...

- Be respectful and receptive, when interacting with staff (no aggressive, abusive or insulting behaviour). Please keep all interactions, at the classroom door, short - this ensures that staff are able to interact fully with the rest of the children in their care. Request an appointment if you require a longer interaction.
- Keep school informed of any concerns about their child's education or changes in home circumstances that may affect the child's performance, allowing school to respond in a supportive and confidential way.
- Ensure good attendance and punctuality for their child and accept that they are accountable for any absence or lateness, including only taking holidays in designated 'holiday time'.
- Accept the standards which generate a good environment for the children to be in, such as standards of behaviour, of dress and punctuality, and support school with after-school 'reflection' time.
- Support all policies and strategies that the school uses to keep a positive learning environment and a high standard of behaviour.
- Ensure that their child wears full school uniform, is smart, and brings the right equipment each day.
- Respond promptly to school requests.

Important Information...

- We have children in school with a severe allergy to nuts, therefore, school is a '**nut free zone**'.
- We have Healthy School Status so all packed lunches and snacks must be healthy.
- School opens at **8.40am** when children may enter the classrooms for registration at 8.50am. School closes at **3.20 pm**. Please ensure children are dropped off and collected promptly.
- Dinner money is £13.25 per week and **must be paid on Monday mornings** (if not paying termly). This should be paid via the My Child at School app, please contact the school office for further information.
- EYFS and Key Stage 1 children are entitled to a **Universal Free Meal** (subject to change). If your child is entitled to a **Statutory Free School Meal** due to certain benefits received, it is important that you still claim these, as the school receives extra funding for these children (ask for further information).

Children will...

- Adhere to the Ladybridge Code of Conduct (please see next page).
- The purpose of a **whole school** Behaviour Management system is to ensure that we are **consistent** about what is acceptable behaviour, therefore ensuring that all staff work together to provide a secure, safe and enjoyable learning environment for our pupils. In all classes, children are expected to follow the school's code of conduct.

The Ladybridge Primary School Code of Conduct

Rewards	The 3Rs	Consequences
Praise Stickers Prizes Letters Phone calls/messages home Certificates Dojo points Class rewards Celebrations Always bands 3* HT awards	Ready	Warning Five minute reflection Work in another room in school See a senior member of staff Parents/carers contacted/letter sent home Parents/carers meet with school Behaviour chart/report Internal/external exclusion
	Respectful	
	Responsible	

Each class have discussed and personalised the 3Rs, into age-appropriate statements that are specific and meaningful for them, for that year. During the year, each class will review their statements, and make the necessary changes to reflect their developing needs.

Our Approach

We adopt a positive approach to behaviour management. The emphasis should be on positive reinforcement - recognising and focusing on positive behaviours rather than negative ones.

Everybody is encouraged to STOP, THINK, FLOP IT, DON'T FLIP IT! This approach encourages individual responsibility, reflection and a positive mindset, and thereby reduces the likelihood of disruptive behaviour.

Examples of this approach include:

- Walk as opposed to don't run
- Talk quietly as opposed to stop shouting
- Thank you for being ready to learn as opposed to you're not ready!
- Kind hands as opposed to stop hitting
- Highlighting the pupil(s) doing the right thing, not those that are doing the wrong thing

Rewards

Staff have the freedom and flexibility to develop and implement their own rewards, some of which can be individual, group or class related.

Class Dojo – Here at Ladybridge, we pride ourselves on the high standard of behaviour. Our 3Rs code of conduct has been established to promote this. Individual Dojo points are rewarded to children to reinforce all aspects of positive behaviour. In addition to this, Dojo house points are also awarded to reinforce collective responsibility, this includes teamwork, looking after each other and our school and putting others first. House team winners are celebrated weekly, and the teams work towards a termly reward.

House Points – Every child is allocated a house: Ruby, Sapphire, Diamond or Emerald. House points are awarded by staff to reinforce and reward expectations, and are tallied in every classroom. 'House Point Captains' (Year 6 children) are responsible for the collection and collation of house points on a weekly basis, along with leading the weekly whole school 'House Point Assembly', in which individual class winners (with the most house points) are announced and rewarded with a badge; children who receive ten weekly class wins (not necessarily consecutive) are awarded with a gold star badge.

Along with individual rewards, the house with the most house points is rewarded on a termly basis, with a party. 'House Captains' announce the weekly house winners, in order for children to track their progress towards this end of term reward, and the house trophy is adorned with the house colours for that week.

Always Bands – Children are awarded Always Bands when their behaviour demonstrates that they have consistently followed the school’s code of conduct. In order to achieve such consistency, each teacher monitors their pupils’ behaviour against the school code of conduct - when children have consistently demonstrated all 3Rs, they are awarded an Always Band.

Every year group has its own colour band, with the intention that by the end of their primary education, children will have had the opportunity to collect all the colours of the rainbow – all pupils who achieve this are awarded the rainbow award.

Consequences (see also ‘Bullying’ below)

When behaviour is deemed inappropriate, and does not meet our expectations, appropriate consequences are given:

Warning	A child who is displaying low-level disruption will be reminded of the school values: Staff will make a discrete note of the child’s name (warning).
Five minute reflection	If this behaviour persists, then this means that the child has chosen not to listen to an adult and/or change their behaviour. At the end of the lesson/session*, when the class have been dismissed, the child will be expected to discuss their behaviour using the ‘reflection and repair’ sheet. The staff member will then join the child to discuss their behaviour, which will include informing parents via Class Dojo using the reflection button. After 5 minutes, the child is expected to apologise. *In KS2, afternoon ‘five minute reflection’ time MUST be completed at the end of the day. Parents/carers, who are picking up after school, will be expected to wait until the reflection time has finished.
The ‘warning-reflection’ cycle begins again next lesson/session/day.	
Beyond	If the child chooses to not adhere to the consequences above, then they will work in the nearest alternative classroom. Any instances of verbal or physical abuse will result in a five minute reflection. Where a child has completed 2 reflection sheets in a single day and/or has reached a total of 3 in a week or when a cumulative total of 5 has been reached, this will result in a timeout (at least one lesson/session and break away from peers). A meeting with parents will take place with the class teachers If the number of reflection times does not reduce from this point, then further time away from their peers including recreation time will take place. A meeting will be held with a member of the Senior Leadership Team to discuss next steps.

Please note: the above order of steps is a guideline only; consequences will always be proportionate to a pupil’s conduct.

If the incident is of a discriminatory/prejudicial nature, a separate form is completed with the child involved. These incidents are logged by school and reported to Governors on a termly basis.

Support

We acknowledge that, at times, some children require additional support to help them understand and/or manage a given situation or time in their life. We will employ a range of strategies as part of support (appropriate to the individual and context), and this support will be reviewed regularly to check impact and suitability.

(Bullying – this is managed through the Anti-bullying policy. At Ladybridge, bullying is defined as something that is one sided, deliberate, unprovoked, hurtful and repeated. It is not one off incidents, fall outs or arguments between children. Where parents feel this criteria has been met, they can collect and complete a Bullying Report form from the school office or class teacher).

Trips and Visits

At Ladybridge we aim to play an active role in the local community by arranging visits and visitors that link with the curriculum. Trips and visits are an essential part of learning and therefore it is important that all children are able to attend. These visits include places that are within walking distance, as well as those further afield, accessible by bus, car, train or coach. You will be informed of all visits before they take place, either by letter, newsletter, text or email and if you have any objections to your child attending a particular visit, you should contact the Headteacher. Many of the local visits will be free of charge, or paid for by the school, but you will be asked to contribute financially towards some visits. As with previous trips, some visits will only go ahead if all children contribute. In line with this, your signature on the Parental Consent Sheet gives consent for the child to attend school trips/visits off site whilst registered as a pupil at Ladybridge Primary School.

Parent/Carer Acceptable Use Agreement - Computing

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should always have an entitlement to safe internet access.

The Acceptable Use Statement of Practice is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use,
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk,
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people regarding their online behaviour.

Ladybridge will ensure that pupils have access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. Parents are requested to sign a form to confirm their support of the school in this important aspect of the school's work.

- As the parent/carers, you give permission for your child to have access to the internet and to ICT systems at school.
- You confirm that your child has signed an Acceptable Use Agreement and has received, or will receive, esafety education to help them understand the importance of safe use of technology and the internet (both in and out of school).
- You understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. You also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and/or mobile technologies.
- You understand that children's activities on school ICT systems will be monitored and that the school will contact you if they have concerns about any possible breaches of the Acceptable Use Agreement.
- You will encourage your child to adopt safe use of the internet and digital technologies at home and will inform the school if you have concerns over your child's e-safety.

Photographs/Videos Taken by School and Publicity

There are a number of occasions when pupils will be taking part in a school activity, which may be filmed or photographed for use in connection with lessons or in association with school publicity or publications. I am sure you will appreciate that we fully understand the need to protect the interests of all our pupils, as this is clearly a sensitive issue. In line with this, parents/carers are requested to sign a permission form to give consent for their child to be photographed or filmed in relation to school activities, school publicity or publications relating to school. However, a lack of permissions can impact upon the opportunities/activities that your child will have access to and, therefore, benefit from.

Taking Photographs/Videos at School Events

The school complies with strict GDPR regulations and will request parents/carers' permission before taking images of members of the school (as per their parental consent sheet signed). We will also ensure that when images are published that the young people cannot be identified by the use of their full names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (such use is therefore not covered by GDPR regulations). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.

Parent/carers agree to the school taking and using digital/video images of their child/children and understand that the images will only be used to support learning activities or in publicity that reasonably celebrates success and promotes the work of the school.

Parent/carers agree that if they take digital or video images at, or of, school events which include images of children other than their own, they will abide by these regulations in the use of these images.

Emergency Medication and Treatment

To ensure that we can respond promptly in an emergency situation, we need your permission to carry out first aid, seek medical advice, arrange to have your child taken to hospital or for him/her to receive treatment. In an emergency situation, a member of staff will always contact you immediately.

If your child has been diagnosed as asthmatic by a doctor, or has been prescribed an inhaler, the school will expect you to:

1. Confirm that the child has been diagnosed with asthma/has been prescribed an inhaler.
2. Complete an 'Asthma Card' (available from the school office).
3. Ensure your child has a working, in-date inhaler, clearly labelled with their name, which they will bring to school every day/leave in school.
4. In the event of your child displaying symptoms of asthma, and if their inhaler is not available or is unusable, sign a consent form for the child to receive Salbutamol/Ventolin from an emergency inhaler held by the school for such emergencies.

**IT IS VERY IMPORTANT THAT IN AN EMERGENCY, SCHOOL IS ABLE TO MAKE CONTACT WITH YOU.
PLEASE ENSURE WE HAVE UP TO DATE EMERGENCY CONTACT DETAILS.**

If necessary, school can administer medication to children,
but only on completion of a medication form that is available from the school office.

Responsibilities for all Members of the School Community

Parents/ Carers	Pupils	Staff and Governors
<ul style="list-style-type: none"> • To provide positive role models • To teach children to respect other people's feelings and property • To be aware of the school's values and expectations • To support the values and expectations of the school • To ensure their child is ready and alert to learn on arrival at school • To liaise with school regarding issues which may impact upon their child's/others behaviour in school • Acknowledge and reward good behaviour and celebrate success • To treat all members of the school community with respect • Know that there is a zero tolerance approach to any alcohol, smoking or drugs on the school site 	<ul style="list-style-type: none"> • To support and care for each other • To respect one another's property and work • To listen to others and respect their opinions • To take responsibility for their own actions and behaviour • To do as asked by all members of staff • • To follow the school Code of Conduct at all times 	<ul style="list-style-type: none"> • To provide positive role models • To be consistent in dealing with children • To promote and share the aims and expectations of the school. • To have high expectations of the children • To meet the educational, social and behavioural needs of the children • To provide a stimulating curriculum • Acknowledge and reward good behaviour and celebrate success • To teach self-awareness, managing feelings, motivation, empathy and social skills appropriate to age and understanding • • To communicate and liaise closely with parents/carers

General Information

Car Park

The school car park entrance is **NOT** a pedestrian route; please ensure you and your children **do not walk through the car park at any time**. There are two pedestrian paths available for school access, which are there to ensure the safety of you and your child(ren). Parents should not enter the staff car park in their own vehicles to drop children off.

School Meals

All children are able to book a school meal on a weekly basis. These meals need to be paid for in advance by 9.00 a.m. on the Monday morning, for that week. Some parents/carers prefer to pay half-termly/termly.

If your child is on school meals and you want to change to packed lunches, you **must** inform the office the week before the change happens. This is due to the fact that food is pre-ordered for the following week. The meal pattern will remain as set as a school meal unless a parent/carer confirms by email to the school office that you wish to change to packed lunches. The change in meal pattern will be actioned, and the office will send you an email confirming the change. Please do not rely on your child advising the teacher, as they often forget, and then a debt accumulates, which you will be liable for as the meals will have been made and the school has to pay Bolton Council for them (the kitchen is managed by Bolton Council, not the school).

- **Key Stage 1 - Universal Infant Free School Meals**

The Government is continuing to fund school dinners* for children in Reception, Year 1 and Year 2, therefore, there is currently no charge to parents for meals in Key Stage 1. (*subject to any change in legislation.)

- **Key Stage 2**

In Key Stage 2, the cost of a school dinner is £2.65 per day (£13.25 per week). Meal costs are set by the council. If you would like to change your child's meal pattern from school meals to packed lunches, or vice versa, please contact the school office for the form that you must complete, giving as much notice as possible (at least a week).

All meals must be paid for at the start of each week (or term).

- **All Parents - Statutory Free School Meals**

Parents of pupils who are eligible for statutory free school meals should continue to claim in the normal way (by calling the Local Authority on 01204 331590 or visiting www.bolton.gov.uk). Please note that the school receives extra funding (called Pupil Premium Grant) for educational needs if your child(ren) are registered as being eligible to receive statutory free school meals. Therefore, we urge all parents to claim this allowance if they think they may be entitled to it. **This includes parents in Key Stage 1 whose child is taking universal infant free school meals and meets the requirements for statutory free school meals.** If you need further clarification on any of the above, please contact the school office.

The school will still be entitled to extra funding for your child, but will not receive it unless you claim for it.

School Snacks

Pupils are allowed to bring healthy snacks for breaktime. In addition, KS1 children receive a free piece of fruit provided by the Government.

Open Door Policy

We operate an 'open door' policy at Ladybridge. We welcome any 'comments, concerns, and/or celebrations' about any aspect of school life, but particularly about your child's learning. Should you have any concerns, please speak to your child's class teacher and/or other member of staff as soon as possible, so that concerns can be discussed and resolved. (Please also complete and return the 'comments, concerns and congratulations' sheet, which is sent out half-termly.) As the start and end of the day are quite busy, if you feel you need a more in-depth discussion with the teacher, please make an appointment. Please be assured that should we have any concerns about your child, we will share them with you at the earliest opportunity.

The School Timetable

EYFS (Reception Class)

8.40	8.50	8.50 - 11.30	11.30 - 12.50	12.55 – 15.15	15.20
Children start to enter the classroom	Registration	Lesson; breaks are incorporated into the morning	Lunch Break	Lesson; breaks are incorporated into the afternoon	End of Day

Key Stage 1 (Years 1 and 2)

8.40	8.50	8.50 - 11.45	11.45 - 12.50	12.55 – 14.45	14.50 – 15.10	15.20
Children start to enter the classroom	Registration	Lesson; a 20 minute break is incorporated into the morning	Lunch Break	Lesson; a 15 minute break is incorporated into the afternoon	Collective Worship	End of Day

Key Stage 2 (Years 3, 4, 5 and 6)

8.40	8.50	8.50 – 11.45	11.45 - 12.50	12.55 – 14.45	14.50 – 15.10	15.20
Children start to enter the classroom	Registration	Lesson; a 20 minute break is incorporated into the morning	Lunch Break	Lesson	Collective Worship	End of Day

Curriculum

As a maintained school, we follow the statutory national curriculum. Much of the curriculum that the children follow and study is through a thematic and cross-curricular approach. Some subjects are taught discreetly, but where possible, we try to connect and link learning. We believe in providing and maintaining a broad, balanced, and varied curriculum that gives equal value to all learning and all subject areas. A high priority is given to speaking and listening as part of language development, encouraging confident readers and writers.

Our Curriculum Intent

Our curriculum is underpinned by the following curriculum intent:

‘Our provision is designed to take into account individual starting points to ensure an equality of opportunity to a broad, balanced and **knowledge-rich** curriculum, with a particular **emphasis on VOCABULARY**. The content of our **ambitious** curriculum will be carefully **sequenced** to encourage **progression of skills, connections, and transference to long-term memory**, and will be chosen for its **usefulness** and **relevance** to our pupils. Pupils will be immersed in **rich, relevant and contextualised** first-hand experiences, which enthuse, excite and challenge them. Pupils will be encouraged to investigate, explore and take risks. As a result, pupils make excellent progress in their development and application of knowledge, understanding and skills (across different contexts).’

Early Years Foundation Stage

In Reception, children continue their pre-school experiences, with learning through play. Children follow the Foundation Stage Curriculum (as part of the EYFS foundation), made up of three prime areas: Communication and Language; Physical Development; Personal, Social and Emotional Development, plus seven areas for development.

Key Stage 1 and Key Stage 2 (some subject areas are taught in KS2 only)

All children are taught the compulsory subjects of the National Curriculum:

English; Maths; Science; Computing; Design and Technology; Art and Design; Music; PE (including swimming); Foreign Language; History; Geography. In addition, children are taught RE and PSHE (including Sex and Relationships Education).

Please note. Parents have the right to withdraw their child from all or part of RE/collective worship and Sex and Relationships lessons.

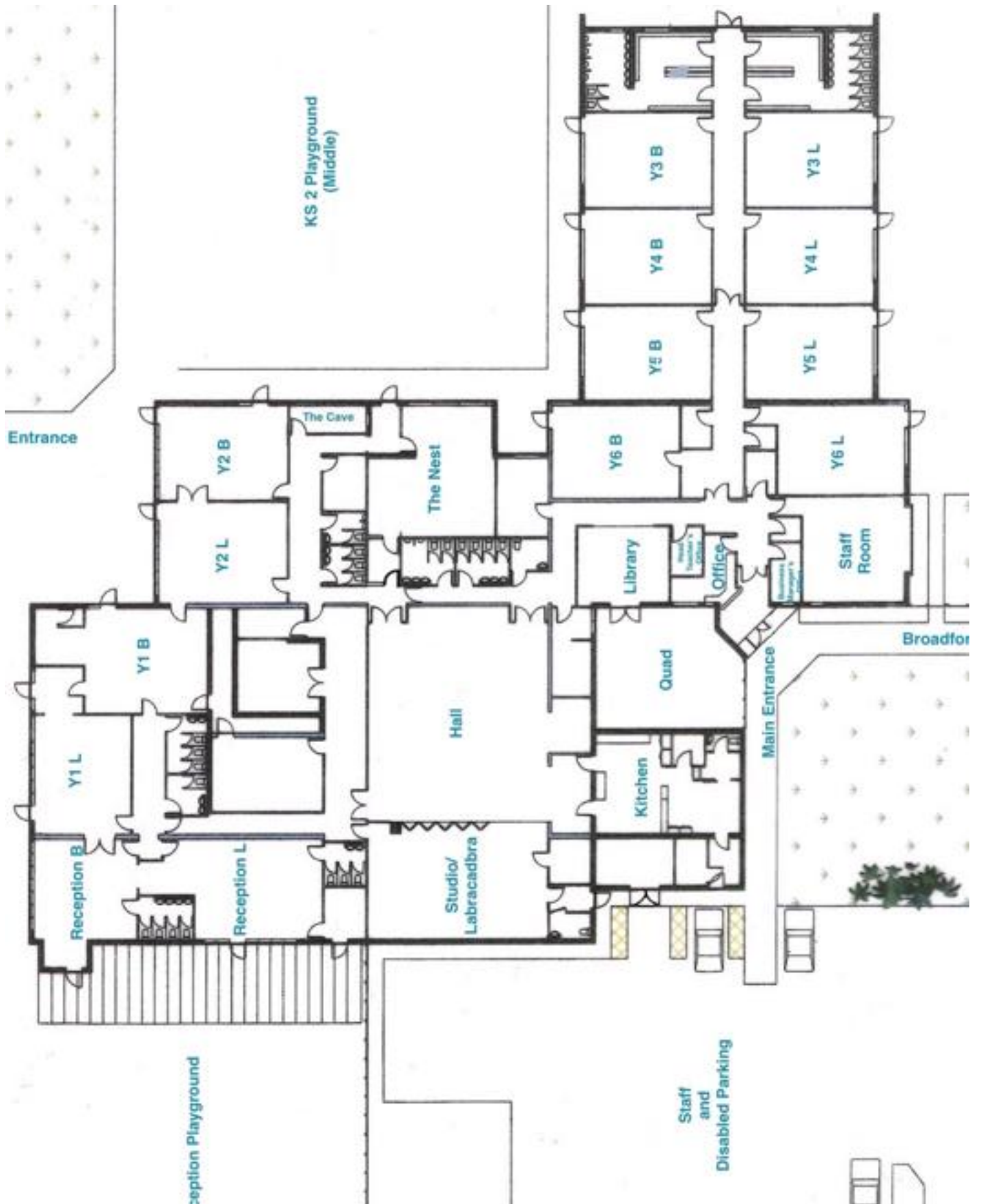
The Discovery curriculum (Years 1 - 6)

Our ‘Discovery’ curriculum includes all the foundation subjects and science, and is usually taught in the afternoon. Music and French are taught weekly, during alternate half-terms. Computing and PE are taught every week throughout the year.

Extra-Curricular Clubs

We make every effort to provide a range of activities and clubs at lunch time and/or after school. Each club will run for a half-term (enabling the maximum number of pupils to participate across the year). These clubs are designed to encourage children to try their hand at something different in a safe and stimulating environment - from football to drawing, cross-country to drama, there will be a wide variety. Extracurricular clubs provide children with opportunities to discover and develop a range of skills and talents and make new friends.

Ladybridge Primary School Site Plan



Before and After School Care Labracadbra



Labracadabra is our popular before and after school care provision (term time only), which is offered exclusively to children attending Ladybridge Primary School. Labracadabra accepts vouchers from Childcare Grant System, Sodexo and Student Loan Company.

Breakfast Club (Before School Care)

- Open daily from 7.30 am until 8.40 am
- Charged at £5.00 per session per child
- Children are given breakfast and a drink (unless otherwise requested, or arriving after 8.30 am).
- Based in the studio, here at school
- Managed and run by our school staff (all with Enhanced DBS clearance)

After School Care

Option 1:

- Runs daily from 3.20pm until 4.00pm
- Charged at £3.00 per session per child

Option 2:

- Runs daily from 3.20 pm until 5.55 pm
- Charged at £8.00 per session per child
- Children are given drinks and a light meal
- Based in the studio, here at school
- Managed and run by our school staff (all with Enhanced DBS clearance)

How to Book Your Child onto Breakfast Club and/or After School Club

All children who attend club will need to have a fully completed contract in place, this is obtainable from the school office. Once you have the contract in place, please book sessions directly on the My Child at School app. If you have any difficulty accessing the booking page on MCAS please contact the school office, who will assist in directing you to the relevant section. Bookings can be made on a regular or one-off basis (if availability permits). It's important to note that places are strictly subject to availability.

Please note, all bookings must be made on My Child at School app in advance and paid for in advance... no payment = no place.

Activities on Offer at Labracadbra

We understand the importance of running a club that provides children with time to socialise, play, relax and also study/complete homework tasks (as appropriate). We offer varying opportunities and access to resources and activities for children, depending upon individual needs. We aim to provide equipment and activities that enable:

- Indoor and outdoor play (gross and fine motor play)
- Table top activities, including formal games and arts and crafts
- Individual, small group and large group games
- Access to school facilities, including the library, the hall and playgrounds

Attendance and Punctuality

Education is the most important gift we can give our children and a day lost is one day too many. At Ladybridge, we believe that excellent attendance is linked directly to raising achievement and helps develop skills for life. Please support the school in its aim to raise the achievement of your child by ensuring that they attend school every day and arrive on time.

If Your Child is Absent from School

- Contact the school office as early as possible on the first morning of absence to notify us of the reason for absence. There is a 24-hour answerphone facility on the school phone system (01204 333646 – press option 1 to report a child's absence).
- We may request copies of paperwork if children are frequently absent from school with minor illnesses or if the absence is immediately adjacent to a school holiday. Parents may be offered a meeting with the School Nurse.
- You should provide medical documentation (e.g., letter or appointment card) in advance of any medical appointments (e.g., hospital or dentist). Routine dental check-ups or non-emergency doctor's appointments should, when possible, be made outside of school hours or, if this is not possible, they should be made for the very end of the school day.

Illness

If your child is absent from school due to illness, please notify the office on the first day of absence as early as possible. Please note, daily dinner numbers must be provided to the kitchen by 9:30 am so if we are made aware of your child's absence after the dinner numbers have been submitted, you may still be charged for a school dinner that day.

Early Arrival at School

Please note that school staff are not responsible for your children until they enter the school building at 8:40am (unless they are attending Labracadabra Breakfast Club). Children must not be left unattended in the school grounds before this time, as school staff cannot be held responsible for their safety. This also applies at the end of the school day. Once children leave the classroom, it is the parents' responsibility to ensure their child's safety. Please note that all children in Reception and Key Stage 1 must be collected by an adult.

Drop Off Time

Children can access their classroom from 8.40am, via their classroom doors. The school bell will ring at 8.40am and then again at 8.50am, when all pupils are expected to be in school ready for registration. All classroom doors are locked at 8.50am prompt.

Late Arrival at School

If your child arrives at school late (after the bell at 8.50am), they will only be able to access the building via the main entrance, as all other doors will be locked for security reasons. You **must** escort your child to the office via the main entrance to ensure the office staff can add them to the class registers. All late arrivals will be unauthorised.

Collecting Children at Home Time

We expect every pupil to be picked up on time at the end of the day, whether this is from school or Labracadabra. If you are going to be later than 3.20pm, please contact the school office so we can ensure your child remains safe. If your child is left uncollected, every effort will be made to contact you or other emergency contacts. If we are unable to contact anyone/don't hear from someone promptly, your child will be placed into Labracadabra (before and afterschool club) which is chargeable (see page 15 for current session prices).

We expect all KS1 children to be picked up by a responsible adult. If you wish for your KS2 child to walk round and meet you and/or their siblings at KS1, or at another predetermined location, you must complete a permission slip (available from the School Office).

Religious Observance

Governors at Ladybridge have decided that when a significant religious festival/ event takes place on a school day, then **one** day's authorised absence will be granted, categorised as 'religious observance'. If the religious festival/events falls on a weekend or during the school holidays, then pupils are expected to attend school as normal during the school week.



100% Attendance

We expect every pupil to strive for 100% attendance. This is to ensure children experience the best and most consistent form of school life and learning. At home, we ask that families do all they can to ensure excellent attendance; this is with particular regard to ensuring that all holidays are booked out of term-time.

Parents do not have the legal right to take children out of school on holiday and, as such, any absences for family holiday or extended leave will be classed as unauthorised and may result in a fine being issued by the Local Authority. School holidays, for pupils, amount to a total of 14 weeks per year, and we would, therefore, expect that holidays can be arranged during these weeks. If you wish to apply to take your child out of school during term time, please complete and return a 'Leave of Absence Request - Exceptional Circumstances' form (available from the School Office).

We will arrange an appointment with the school's attendance officer should we believe it necessary.

How You Can Help Improve Attendance

- Make sure your child understands the importance of good attendance and punctuality
- Don't let your child miss school for minor ailments
- Arrange appointments and outings after school hours, at weekends or during school holidays
- Check the school website and newsletters for term dates when planning holidays

We understand that children do get sick and we are not asking you to send your children to school when they are unwell, but we are asking you to ensure they return to school as soon as they can.

A large amount of time is dedicated to monitoring attendance by school staff. Some attendance initiatives are listed below:

- We have a first day response policy; each parent is telephoned if their child is absent and we have not heard from them.
- Class attendance trees with an end of term reward
- Referrals to Early Intervention Officer and School Nurse when required.
- All absences will be recorded and monitored, and could lead to parents being fined by the Local Authority. More information is available from the school office, school website or Local Authority website.
- Attendance less than 90% - contact from an attendance officer.

What Counts as Unauthorised Absence?

- Any absence from school that the school has not permitted, or cannot give permission for
- Truancy from school, with or without a parent's knowledge (including pupils found during truancy sweeps)
- Inappropriate parentally-condoned absence (i.e., you know your child is absent from school and you do nothing about it)
- Late arrival at school (after the registers have closed)
- Holidays during term time

Please note your child risks losing their school place if they are absent (unauthorised) from school for a protracted period of time.

Uniform

We believe that wearing school uniform has a positive impact:

- it promotes a sense of pride
- it engenders a sense of community and belonging
- it helps to easily identify Ladybridge pupils
- it prevents the wearing of anything that might cause a distraction to learning
- it promotes equality between pupils
- it supports parents in providing an agreed set of clothes
- it supports health and safety.

The uniform consists of:

- navy blue jumper or cardigan
- white polo shirt
- dark grey/black trousers (or shorts for summer)
- dark grey skirt/skort or pinafore dress
- summer dress (blue check)
- black, grey or white socks and tights
- black, sensible school shoes.



For PE

- navy blue shorts
- white round-necked tee-shirt
- trainers for outside
- plain dark tracksuit if outside

On PE days, children will be expected to wear their PE kit (and tracksuit) to school (no school uniform), to minimise the loss of kits and changing time and maximise time available for PE. When taking part in PE, children with long hair will be expected to tie it back.

If your child is unable to do PE, please ensure that you have informed the class teacher.

Please note

The only jewellery allowed in school is one pair of stud earrings and a wristwatch. However, where pupils wish to wear jewellery of religious significance, parents must inform the school. Pupils must be able to remove these objects for P.E.

For pupils who wear headscarves, these must be of a non-distracting nature (plain and either black, white or dark blue in colour). Headscarves must be removed for P.E. lessons (unless a sports hijab is worn).

‘Extreme’ haircuts (including ‘shaved’ patterns) and dyed hair, that we consider distracting, are not allowed.

Our uniform with the school logo is available from ‘Whittakers’ situated on Deansgate in Bolton Town Centre and ‘Smart Clothing’ on Blackhorse Street in Bolton. Alternatively, plain uniform can be purchased from a range of other retail outlets.

Administering Medication in School

Ladybridge Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils (regardless of medical conditions) the same opportunities as others at school, and ensure that all staff understand their duty of care to every child in the event of an emergency.

We understand that certain medical conditions are serious and can be potentially life threatening (particularly if poorly managed or misunderstood) and fully appreciate the importance of medication being taken as prescribed.

All staff feel confident in knowing what to do in an emergency and understand the common medical conditions that affect children at this school.

Medication can be administered within school, but must follow very strict guidelines:

- Parents/Carers **must** complete and sign an 'administration of medication consent form' then hand this into the school office. This is a comprehensive form that includes information around dosage, times, parental consent, emergency contact details and any relevant information (e.g., to be stored in the fridge).
- Medicine **must** be clearly named and labelled, and have a medicine spoon provided if necessary.
- For pupils who need medicine 4 times per day, please give the first dose at home between 7.30am and 8.00am, school will then give the second dose during lunch time 11.30am to 12.00 noon.

We are only able to administer medicines that we have received written consent for (form available from the school office). Please hand all medicinal items to the school office staff along with your completed form - do not send items into school with your children. The medicine needs to be collected from the office at the end of the school day by the adult who collects your child. The school office is open daily from 8.30am until 3.30pm.

You may also choose to come into school and administer such medications yourself at any time during the day (preferably during break or lunchtimes). Office staff will be happy to assist you in arranging an appropriate time to do so.

These guidelines are to ensure the safety of all children within school, and we appreciate your co-operation in this matter.

Should you have any further questions or queries, please do not hesitate to contact school staff.

Nut Free Zone

We have children in school who have a severe allergy to nuts and, in some cases, this could result in an anaphylactic shock, which is life-threatening. It is not just eating nuts that can make these children ill, but having any kind of contact, i.e., with products containing nuts or with people who have nut products on their skin or clothes.

We, as a school, have procedures in place, but it is essential that we have your co-operation to help protect these children. Nuts are in so many products that extra care is needed when sending food into school, either for snacks at break times or packed lunches. Please check **all** food labels before sending any products into school.

When it comes to Christmas parties or other events that involve sending food into school, please take extra care to ensure it does **not** contain or come into contact with nuts, or have nut traces. Remember that treat boxes like Roses/Quality Street/Celebrations contain chocolates with nuts in (e.g., Snickers and Hazel Whirl etc), so please do not send such items into school. Even when chocolates are individually wrapped, they can still cause significant, potentially fatal, harm to children with nut allergies.

School Meals for Pupils with a Nut and Peanut Allergy/Intolerance

If your child is allergic or intolerant to nuts/peanuts, they can enjoy school lunches. However, parents should be aware that while school meals staff do not knowingly use peanuts, nuts or peanut-based products in the provision of school meals, it cannot be guaranteed that food provided at lunchtime is completely free from nuts and peanuts.

To arrange school lunches for a child with a nut/peanut allergy, a letter from a suitable medical practitioner is required as confirmation of the allergy/intolerance. A disclaimer must also be completed; please contact the school office for further information.

Birthday Celebrations

If you are sending birthday cake/chocolates/sweets into school to celebrate your child's birthday, please ensure that (A) they do not contain any nuts or nut traces and (B) cake is cut up into the appropriate number of pieces then individually wrapped. Please give to a member of staff who will hand out to parents/carers at the end of the school day (staff do not have time to cut up cake).

Parents' Forum Dates

What is the Parents' Forum?

The Parents' Forum is an open forum where parents meet once a term with senior leaders to discuss school-related issues. Regular, open communication and consultation with parents is important to the school. The Parents' Forum provides a valuable way to listen to your ideas and concerns and seek your views, helping to make sure the needs of children and their families are met. We have identified a main focus for each meeting, but we also encourage parents to bring a range of other topics to discuss.

Meeting Dates:

- Friday 3rd October 2025 8.50am (focus: SEND)
- Friday 23rd January 2026 8.50am (focus: Online safety)
- Friday 8th May 2026 8.50am (focus: Parental engagement)

Meetings are chaired by school staff and/or governors. Meetings are informal and are a genuine opportunity for open discussion.

Sharing the Information

Feedback is also included in school newsletters which are distributed to all parents and published on the school website. Issues raised should be general issues. If you have specific concerns about your child, your first point of contact should always be your child's class teacher.

Class Assemblies

These joint class assemblies are held once a year, in the school hall (via the Labracadra door), on a Friday. All parents/carers are invited to attend their child's assembly – please be prompt. See dates below:

Date	Time	Class
Friday 27 th March 2026	2.30pm	Y5
Friday 24 th April 2026	2.30pm	Y4
Friday 1 st May 2026	2.30pm	Y3
Friday 15 th May 2026	2.30pm	Y1
Friday 22 nd May 2026	2.30pm	Y2
Friday 12 th June 2026	2.30pm	Reception
Friday 10 th July 2026	2.00pm	Y6



PTFA

PTFA Roles/Responsibilities

Role/Responsibility	Parent Name	Children in Year Groups
Chair	Syla Khan	Y5
Treasurer	Tehmina Sardar	Y5 and Y6
Secretaries	Joanne Karaerkek Aisha Ahmed	Y1 and Y5 Y2

Many other parents in school are active PTFA members. The PTFA receives a 'wish list' from school, then PTFA members discuss and decide where funds would be most beneficial. During each year the PTFA fundraising activities pay for a variety of activities and resources that benefit the children across the whole school.

What We Do

The PTFA is best known for its fundraising work, but we also have a social function too. It's great to see other parents and teachers in a different situation and role, and it helps parents who wouldn't ordinarily meet to socialise together.

Throughout each year we hold a number of events, from Macmillan Coffee Mornings to Treat events. In previous years, we have raised thousands of pounds, every penny of which has gone straight back into the school to provide things such as playground equipment, pantomime trips, ICT resources and a defibrillator.

Events

All our events are listed in capital letters on pages 24 – 27. Please check out all the wonderful events that we organise, and feel free to volunteer with the preparation and/or delivery of any event – every offer of help is gratefully received.

Meetings

All PTFA meetings take place at 9.00am at school in The Studio. All parent/carers are welcome to come along and get involved.

Contact

You can contact the PTFA in the following ways:

Email: PTFALadybridge@gmail.com

Facebook: Ladybridge Primary School PTFA

Events - Autumn Term 1

Event	Date	Information
Start of school (8.40am) Labracadabra opens 7.30am	Tues 2 nd September	Pupils' first day in school of the new academic year. Labracadabra also reopens.
Clubs (lunch & after school)	Week beginning 8 th September	Details are on My Child at School App
PTFA MACMILLAN COFFEE MORNING	Friday 26 th September	Come and help raise funds for Macmillan cancer support charity
Pupil Photographs	Wednesday 8 th October	Individual/sibling school photographs.
Parents' Forum	Friday 3 rd October @ 8.50am	An open meeting for any parents to discuss school-related issues. All parents are welcome.
Parents' Meetings Booking Opens	Tuesday 7 th October @ 6pm	My Child at School app allows parents to book own appointments.
'Hello Yellow' Day	Monday 6 th October	Non-uniform day- pupils wear yellow (raising awareness of world mental health day)
'Show racism the red card' Day Black History afternoon	Friday 17 th October	Non-uniform day- pupils wear red or a football shirt (raising money for 'Show Racism the red card' charity)
Parents' Meetings	Weds 22 nd & Thurs 23 rd October	An opportunity to discuss your child's progress with his/her teacher and to look at their work.
Dress for Diwali	TBC (Friday 24 th October)	A chance for pupils to celebrate Diwali.

Events – Autumn Term 2

Event	Date	Information
Anti-Bullying Week Odd socks day	Week Beginning Monday 10 th November	Pupils wear odd socks (with normal school uniform)
'Children in Need' non-uniform day	Friday 14 th November	Non-uniform day- theme TBC (raise money for Children in Need)
School is closed	Friday 28 th November	School is closed
PTFA CHRISTMAS JUMPER DAY	TBC	WEAR SOMETHING CHRITMASSY NON-UNIFORM DAY (BRING A £1 AND RAISE FUNDS FOR SCHOOL).
Reception Nativity Production	Wednesday 10 th December @ 9.15am and 1.30pm	An opportunity to watch Reception children perform their Nativity Production.
Christmas Lunch	Monday 15 th December	Christmas lunch for children on school meals.
House Point Party	Tuesday 16 th December	Winning house members party celebration!
SATs Meetings Year 6 (and Lledr meeting)	Wednesday 17 th December @ 3.20pm/5.50pm	Parents are invited to a meeting about the forthcoming SATs and to discuss the Lledr residential trip.
Christmas Parties	Rec-KS1: Wednesday 17 th December KS2: Thursday 18 th December	A chance for pupils to celebrate Christmas with their class.

Talent Show (pupils only)	Friday 19 th December	Pupils can show off their talents.
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Events – Spring Term 1

Event	Date	Information
Parents' Meetings Booking Opens	Tuesday 20 th January @ 6pm	My Child at School app allows parents to book own appointments.
Parents' Forum	Friday 23 rd January @ 8.50am	An open meeting for any parents to discuss school-related issues. All parents welcome.
Parents' Meetings	Wednesday 4 th February Thursday 5 th February	An opportunity to discuss your child's progress with his/her teacher and to look at their work.
Year 6 Residential Visit	Mon 9 th - Wed 11 th February Wed 11 th – Fri 13 th February	Various outdoor activities that require team work and collaborative skills.
Safer Internet Day	Tuesday 10 th February	Various activities/workshops in school to make children aware of online safety.

Events – Spring Term 2

Event	Date	Information
World Book Day	Thursday 5 th March	Non-uniform day - pupils dress up/down in celebration of World Book Day.
Book Fair	Tuesday 10 th – Friday 13 th March (after school)	Book (and accessories) available to buy, using £1 book tokens
Eid Celebrations	TBC (week beginning 23 rd March and 1 st June)	A chance for pupils to celebrate Eid with their class.

Events – Summer Term

Event	Date	Information
Parents' Forum	Friday 8 th May @ 8.50am	An open meeting for any parents to discuss school-related issues. All parents welcome.
Year 6 SATs Week	Week Beginning Monday 11 th May	Year 6 statutory tests which are externally marked and results are published.
Sports Days	Reception (EYFS) & Key Stage 1 Tuesday 2 nd June 1.15 pm Key Stage 2 Wednesday 3 rd June 1.15 pm	An opportunity for parents/carers to observe competitive sporting activities on the school field (weather permitting).
Phonics Screening Check (Y1)	Week Beginning Monday 8 th June	Year 1 statutory phonics check.
Multiplication Check (Y4)	Week Beginning Monday 8 th June	Year 4 statutory multiplication tables check.
School closed	Friday 19 th June	School closed for staff training

Year 6 Leavers' Party	Wednesday 15 th July	Time for our Year 6 pupils to bid farewell to their classmates at a party.
Talent Show (pupils only)	Friday 17 th July	A chance for pupils to show off their talents

School Holiday List 2025/26

Autumn Term

Training Day:	Monday 1 st September 2025 (school closed)
Term Begins:	Tuesday 2 nd September 2025
Half Term:	Monday 27 th October - Friday 31 st October 2025 (school closed)
Training Day:	Friday 28 th November 2025 (school closed)
Term Ends:	Friday 19 th December 2025

Spring Term

Term Begins:	Monday 5 th January 2026
Half Term:	Monday 16 th - Friday 20 th February 2026 (school closed)
Term Ends:	Thursday 2 nd April 2026

Summer Term

Term Begins:	Monday 20 nd April 2026
Bank Holiday:	Monday 4 th May 2026 (school closed)
Half Term:	Monday 25 th May - Friday 29 th May 2026 (school closed)
Training Day:	Friday 19 th June 2026 (school closed)
Term Ends:	Friday 17 th July 2026

School Staff

HEADTEACHER Mr Watson	DEPUTY HEADTEACHER Mrs Hall
SCHOOL BUSINESS MANAGER Mrs Taylor OFFICE MANAGER Miss Roper OFFICE STAFF Mrs Khan Mrs Lynam	SITE MANAGER Mr Walton HOUSE KEEPING Mrs Simonova Mrs Wright Ms Newton Mrs Patel
EYFS TEACHERS Rec L – Miss Laithwaite Rec B – Mrs Tinsley KS1 TEACHERS 1L – Mrs Kalemi/Mrs Baker 1B – Miss Hulmes 2L – Mrs Duckers 2B – Miss Robinson The Nest – Miss Morris/ Miss Whittingham	KS2 TEACHERS 3L – Miss Yates 3B – Miss Hanley/Mrs Walsh 4B – Miss Fotheringham 5L – Miss Ainsworth 5B – Mrs Wood 6L – Mrs Bendelow 6B – Mrs Schofield
TEACHING ASSISTANTS Mrs Toth Miss Bowers Mrs Tayeb Miss Hughes Mrs Haider Mrs Ferguson Mrs Ugharadar Mrs Zeayel Miss O’Brien Miss Taylor Ms Newton Mrs Salah Mrs Patel Mrs Pandor Mrs Ibrahim Miss Peitura Mrs Asghar Miss Cooper Ms Hirani	LUNCHTIME SUPERVISORS Miss Ahmed Mrs Akhtar Miss Handley Mrs Ibrahim Mrs Munshi Mrs Memon Mrs Patel Mrs Salah Mrs Yasmeen Mrs Mendoza Mrs Nasir
LABRACADABRA LEAD Mrs S Kalyan	

Pupil Voice

The School Council

The School Council consists of two representatives from each year group, from Year 3 to Year 6. The Council will attend other pupil voice group meetings and will then gather to express views, suggest improvements and make decisions. Mrs Schofield will support the School Council. Representatives of the School Council are very much active citizens and enjoy being involved in making changes across school.

Recent actions have included:

- How the winning house celebrates each term
- Organising the house celebration
- Playground equipment
- School rules re: playground/football/cricket
- Meeting with local MPs

Achievements have included:

- Just Dance 'Dance Off' to raise money for Bolton Hospice
- Petition letter to stop the Accident and Emergency department from closing including interviewing pupils about their thoughts and opinions
- Introduction of a lunchtime salad bar (School Council met with Bolton Council's school meals department regarding this provision and developed a questionnaire to ascertain pupils' thoughts on a salad bar; it has proved to be a hit).

The Eco Council

Our Eco Council is run by Mrs Wood, ably assisted by class representatives in Key Stage 2. Together, they think about how we may look after our school environment and our local neighbourhood.

We are very proud of our school, its grounds, garden and wildlife areas, but we are always striving to make improvements to see how we can maximise our resources and look after our 'world'. Members of the Eco Council get together to discuss ideas and initiatives put forward by pupils, teachers and council members themselves.

Examples of initiatives that the Eco Council has introduced include:

Recycling Waste in School

We asked if we could have re-cycling bins in the classrooms. Now every classroom, offices and staffroom all have green re-cycling bins so any waste paper is put into the right place straight away. We also make everyone think twice before printing and photocopying.

Caring for our Wildlife

Caring for our wildlife garden promotes awareness of our natural habitat. We have bird feeders, wild flowers and even weeds to encourage insects and mammals, like hedgehogs, to pay our school a visit (we welcome all 'visitors', but are not as keen on wasps!)

Growing Things to Eat

In addition to our wildlife garden, in our extensive grounds we are also cultivating an orchard and we have built a greenhouse made from recycled drinks bottles in which we hope to grow things.

The Big Tidy Up: Litter Collection

All our children are taught the importance of not dropping litter. Our school and its grounds are kept very clean, however we are keen to help our local neighbourhood look as 'sparkling' as our school. At least once a year we try to organise a litter collection day entitled, 'The Big Tidy Up'.

Saving Energy

In each class, we endeavour to ensure that there is someone to switch off the lights when we leave the classroom; that outside doors are closed at the end of breaks and during break times; that computers are switched off when we leave the ICT suite (especially at the end of the day), so that we are doing our best to save energy! We also encourage parents/carers to leave their cars at home and walk us to school. As you can see, we are doing our best, but we can do more!

Random Readers

The Random Readers, named by the original group back in 2012, are the guardians of our lovely library, promoters of our school's love for reading and kept busy by Miss Laithwaite and Mrs Asghar when it comes to World Book Day, Readathon, Book Fair Week and anything and everything else to do with reading.

They officially meet one day a week and unofficially keep an eye on the library every day to keep it in fine fettle, to ensure our voracious readers are supplied with reading matter, be it fiction or non-fiction. There is a Random Reader from every Key Stage 2 class. They are chosen for their passion for reading and ability to battle successfully with the Dewey Decimal system. Reading is not just a hobby, it's a life changing experience!

On top of their library duties, our Random Readers also carry out a duty once a week, during dinnertime, on the key stage one playground. Here the Random Readers are on hand to read stories to some of our younger pupils, and help them access books from our outdoor mini libraries.

The Random Readers help to ensure our mini libraries are bursting with exciting books, which the children can enjoy during playtimes and dinnertimes.



Digital Leaders

Our Digital Leaders are a group of year 6 pupils who have a passion for technology and want to share their knowledge with others throughout our school.

They are advocates of positive behaviour with technology, helping everyone in our school wherever possible and showcasing a range of digital skills. More importantly, working closely with Miss Cooper, they will develop a variety of computing expertise: managing iPads throughout the school; sharing online safety and advice; supporting children, whilst running a half termly computing club; ensuring staff are able to use software and specific apps; interviewing (recording) children for pupil voice surveys and supporting staff with tech during school assemblies.

Wellbeing Champions

At Ladybridge, we recognise the importance of mental health and wellbeing, for our pupils. To help promote emotional health and well-being, and remind everybody of its importance, we have set up a group of Wellbeing Champions. This is a group of 8 children from across Key Stage 2, who have undertaken training in school.

The Wellbeing Champions meet weekly with Miss Whittingham. They lead on activities to promote and remind everyone of the importance of wellbeing, and of how good emotional health and wellbeing can be realised.

Our Wellbeing Champions help to promote special days and events, in school, that focus on wellbeing. This includes Mental Health Days, and a range of other special focus days.

Our Champions have recently introduced 'Wellbeing Wednesdays', where they organise enjoyable weekly events, to help promote positive wellbeing in school. Activities that have been run include: mindfulness, outdoor crafts, colouring, outdoor disco and karaoke!

Kindness boxes, and worry boxes have been introduced into every classroom, by our Wellbeing Champions. These are checked by the team every Wednesday. Any worries, are addressed through peer-to-peer support, in a safe environment. Any child who has been nominated for a kindness award, through our kindness boxes, will be rewarded with a kindness certificate and dojos, from our Champions.

Overall, our Wellbeing Champions help to spread joy, lift people's spirits, and be there for anyone in their time of need. Our Wellbeing Champions are easy to spot on a busy playground, in their orange high-vis jackets!



Anti-Bullying Ambassadors

Our Anti-Bullying Ambassadors are led by Mrs Baker, and consists of 16 children, from Years 2 – Year 6. All of our Anti-Bullying Ambassadors have taken part in The Diana Award's Anti-Bullying Ambassador Programme and training. Our Ambassadors are in regular contact with 'The Diana Award's' aftercare team, who provide continued support to help our school's anti-bullying campaigns succeed.

Our Anti-Bullying Ambassadors help to educate their peers on bullying, lead on anti-bullying campaigns, help to promote a culture which celebrates and tolerates difference, and help keep their peers safe both online and offline. All Ambassadors also take turns to be on duty during dinnertimes, to help resolve any friendship issues.

As well as fulfilling their daily tasks, our Anti-Bullying Ambassadors organise regular special events to raise the profile of the importance of friendship, tolerance, anti-bullying and simple acts of kindness. The Anti-Bullying Ambassadors lead assemblies, and organise activities to celebrate National Anti-Bullying Week.

Our Anti Bullying Ambassadors can be seen around school in their red Ambassador high-vis jackets, supporting children with friendship and play worries.



Play Leaders

Ladybridge Play Leaders are a group of children who help to organise activities for other children on the playground, whilst raising the profile of sport and PE. They encourage children to join in games, extend friendships, and keep active. The leadership skills that they have been taught will also help to raise self-esteem and self-confidence.

Ladybridge Play Leaders are run by Mrs Bendelow. On Tuesdays, Wednesdays, and Thursdays the Play Leaders set up games on both the key stage one and key stage two playgrounds, for children to participate in. On Fridays, the Leaders set up a challenge of the week. Children in both key stages are able to compete in the week's challenge, to earn points for their house.



Community Influencers

Our Community Influencers are run by Ms Hirani, and consist of 8 innovative pupils, from key stage two. Together they create new ways of connecting with our school's local communities and charities. We

understand the importance of building connections with local businesses, neighbours, charities and organisations. We want our school to be the hub of our community, and want our pupils to be active members of our society.

The Community Influences meet weekly, to research local business and connect. This year, they've worked closely with our local care homes, Bolton Wanderers Community Trust, Bolton Green Umbrella, Bolton Lads and Girls Club, and Ladybridge Pre-School, just to name a few!

Our Community Influencers, on their way to read stories to the children at Ladybridge Pre-School.



First Aid Champions

Our First Aid Champions, are a new generation of life savers! They are made up of 10 children from across the school. They meet weekly, to learn a new life saving skills, through resources provided by The British Red Cross, and St John's Ambulance. This group is led by Mrs Walsh.

Our Champions complete first aid training in bleeding, asthma attacks, broken bones, burns, and much more. Once fully trained, they help to carry out first aid duty in school. Our First Aid Champions, also help to spread their knowledge, and awareness to the rest of the school. They promote World First Aid Day in school, and lead assemblies, passing on valuable information.

House Captains

Every house has two Year 6 representatives who are chosen to be positive role models to the rest of the school.

The Four Houses: Emerald – Ruby – Sapphire - Diamond

Each House is represented by a different colour and children can earn points for their house in various ways both in and out of school, such as: curricular achievements and/or effort; involvement in school activities – i.e. taking part in extra-curricular activities on a regular basis, helping at school events, representing the school at sporting/academic events etc.

Each week the points are counted and, during a weekly assembly, children are told the scores to date. At the end of each week, the winners have their colour tied to a trophy which is on display in the school hall. At the end of each term, the house points are totalled and the members of the winning House celebrates together in the school hall during a fun filled morning.

Responsibilities of a House Captain:

- To total up the house points on a weekly basis.
- To make house point badges.
- To lead the weekly house point assemblies.
- To organise house point parties.

Prefects

Prefects take on a guidance and leadership role within the student body of the school. They assist with daily duties and whole school events. They are expected to become role models for their peers, arriving to school on time, wearing their uniform correctly and acting in a way that other students should aspire to. The prefects carry out a very important job with many roles such as working closely with the Headteacher/Deputy Headteacher in organising events and assemblies.

Governors

The school has an active and committed Governing Board. Governors are responsible for the strategic management of the school and give support in many ways. The Governing Board has many responsibilities; here is a brief overview of some of these:

- The strategic leadership of the school, including all the responsibility for the school's finances and governance.
- Supporting the Senior Leadership Team.
- Being involved in and supporting the planning of the school's future development and direction.
- Listening to, and supporting, all staff in all aspects of school life.
- Receive reports on progress and achievement on key areas in school, we then check and challenge school leaders to drive forward school improvement.
- Supporting the school in providing for all our pupils, including those with special educational needs.
- Having responsibility of the building, health safety and welfare of all who visit or use or occupy the building and grounds.
- As Governors, we make sure we visit school each term, during the school day, to ensure we are fully informed (and to support our decision making and discussions). Governors abide by a Code of Conduct, of which Discretion and Confidentiality are an essential part. We give our time, skills, talents and passion for education for the benefit of all the pupils, staff and parents who attend Ladybridge Primary School. **Nominated School**

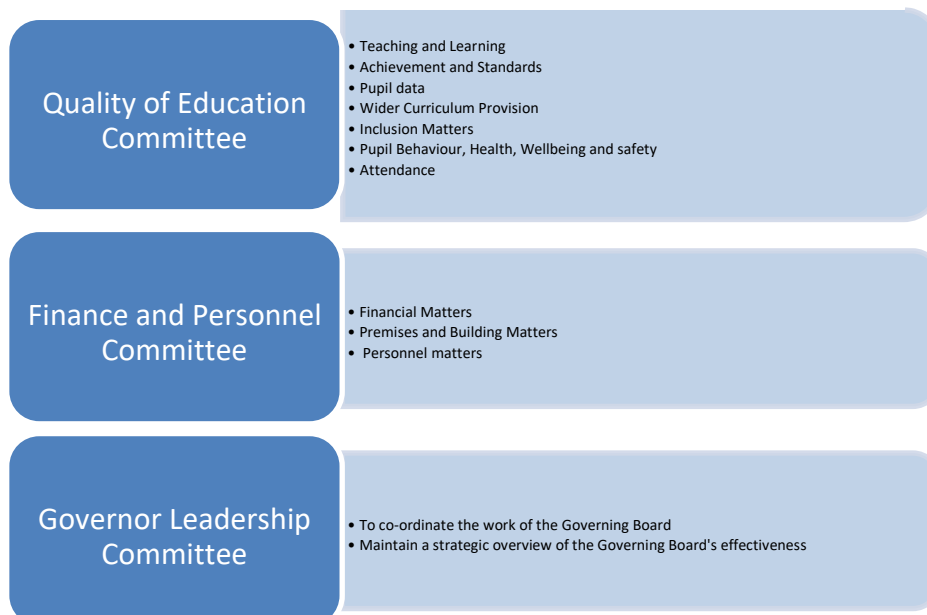
Governors

STAFF	CO-OPTED	LOCAL AUTHORITY	PARENT
Mr C Watson (HT)	Miss N Burgess (Chair)	Mrs L Kozera	Mrs S Patel
Miss J Morris	Mr E Woo (Vice Chair)		Dr N Jiva
	Mrs J Stevens		
	Mrs T Hall		

Our Chair of Governors is Miss Nicola Burgess.

Should you wish to contact her, please leave your details/message/letter at the school office.

Committee Structure



Governor Roles/Responsibilities

<p style="text-align: center;">Special Educational Needs and Disabilities</p> <p>To meet termly with the SEND co-ordinator to understand the needs for SEND and the provision provided in school. To ensure SEND needs are being met and the progress pupils make.</p>	Miss N Burgess
<p style="text-align: center;">Partnership Governor</p> <p>To act as a link between the school and the LA on matters of local educational interest, and to attend meetings of the Primary Partnership Group and feedback this information to all Governors.</p>	Mr E Woo
<p style="text-align: center;">Performance Review Governors</p> <p>To agree annually, with the Headteacher, performance objectives and to monitor progress towards these objectives on a termly basis.</p>	Miss N Burgess Mr E Woo
<p style="text-align: center;">Looked After Children (LAC)</p> <p>To meet termly with the nominated teacher for LAC to ensure that all the policies and procedures within the school facilitate equal access for looked after children to all aspects of education, including: the national curriculum, extra-curricular activities and any additional educational support.</p>	Mrs L Kozera Mrs J Stevens
<p style="text-align: center;">Link Governor for Training</p> <p>To assist in keeping their Governing Board informed about new courses, conferences and training opportunities and help identify the training needs of their Governing Board; To inform the Local Authority of any courses the Governing Board would like for themselves or with a group of neighbouring schools; To keep in school a log of all training courses attended by Governors and the impact of this.</p>	Mrs S Patel
<p style="text-align: center;">Safer Recruitment/Safeguarding</p> <p>To ensure the Governing Board fulfils its responsibilities in respect of safeguarding children. These responsibilities ensure the school: Has effective safeguarding policies in place and follows local procedures. Recruits staff and volunteers in line with the safer recruitment processes. Has procedures for dealing with allegations of abuse made against staff and volunteers. Has a designated senior member of staff for dealing with any safeguarding issues. Accesses appropriate safeguarding training for all staff, governors and volunteers.</p>	Mr C Watson Miss N Burgess Mrs T Hall
<p style="text-align: center;">Pupil Premium Grant (PPG)</p> <p>To meet termly with the PPG lead to understand the needs for PPG and the provision provided in school. To ensure pupils who are in receipt of PPG are making good progress in relation to their peers. To understand how the PPG process works in school.</p>	Mrs L Kozera Mrs J Stevens

Child Protection Information for Parents and Carers

Introduction

Ladybridge Primary will strive to ensure that all pupils remain safe and free from harm, and the school is committed to playing a full and active part in the multi-agency approach to child protection concerns. Additionally, the school has a legal duty to safeguard and promote the welfare of children, and to have a child protection policy and procedures in place, which should be shared with parents, to address concerns about the safety and protection of children. Through their day to day contact with pupils, and direct work with families, staff who work in schools have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore, that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local child protection procedures to report their concern to Children's Social Care immediately. To avoid any misunderstandings therefore, parents of children who sustain accidental injuries outside school, which result in cuts/bruises/fractures should inform the school **without delay** and explain the cause.

Principles

- Children have a right to be safe.
- Parents have a right to be informed.
- Children are best protected when parents and school can work together.

Partnership

- School will inform parents of any concerns about their children (providing it does not compromise the child's safety) and will help and support them as necessary.

Prevention

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights and encourages them to speak about any concerns. The school will also address the issue of children's safety through the curriculum.

Responding to Concerns

School will refer all allegations or concerns that a child has been, or is likely to be, abused or neglected to Children's Social Care within the Children's Services Department.

- School consults with other agencies when it has concerns that a child may have been abused or neglected.
- School discusses with parents/carers any concerns they have about their children.
- Parents/carers will be kept informed about what has happened.

Child on Child Abuse

- Physical and emotional abuse of children by other children will be dealt with, initially, through the school's anti-bullying policy. Parents/carers will be kept informed. All concerns about possible sexual abuse will be referred immediately to Children's Social Care.

Child Protection Strategy Meeting and Conferences

- Members of school staff will attend strategy meetings and child protection conferences when required and will provide information about children and families. This information will be shared with parents beforehand if possible. School will keep confidential child protection records separately from a pupil's academic and other school records.

Confidentiality

- Information from any source, including parents, about possible child abuse cannot be kept confidential.
- Information and records about children who are the subject of a Child Protection Plan will be given only to those people who need it and will be kept strictly confidential by them.

Encompass

- As a Local Authority school, we work in partnership with Operation Encompass. This is a charitable organisation set up to safeguard and support children and young people who have been involved in or witness to a domestic abuse incident. Domestic abuse impacts on children in a number of ways. Children are at increased risk of physical injury during an incident, either by accident or because they attempt to intervene. Operation Encompass directly connects the police with schools to ensure support for children living with domestic abuse in their homes when there has been a police attended incident of Domestic Abuse. Rapid provision of support within the school environment means children are better safeguarded against the short-, medium- and long-term effects of domestic abuse.

If parents have concerns about the safety or wellbeing of their child, they should contact:

DESIGNATED SAFEGUARDING LEAD: Mr Watson; DEPUTY DSL: Mrs Hall; THIRD COVER DSL: Mrs Whittingham

Pupil Premium Grant

What is Pupil Premium?

Pupil Premium is additional money given to schools to enable them to support pupils who are considered disadvantaged to raise their educational attainment. It is available to schools to support pupils eligible for Free School Meals (FSM) and those who are Looked After or in Care (LAC).

Parents of pupils who are eligible for statutory free school meals should continue to claim in the normal way – call 01204 331590 or visit the website at www.bolton.gov.uk for more information. Please note that the school receives extra funding (Pupil Premium Grant) for educational needs for those children who are registered as receiving statutory free school meals. Therefore, we urge all parents to claim this allowance if they think that they are entitled to it. This includes parents in KS1 whose child is taking universal infant free school meals and meets the requirements for statutory free school meals. **The school will still be entitled to extra funding for your child but will not receive it unless you claim for it.**

All members of staff and governors accept responsibility for ‘socially disadvantaged’ pupils and are committed to meeting their pastoral, social and academic needs within the school environment. Ladybridge Primary School is committed to ‘Diminishing the Difference’ between vulnerable pupils, the Pupil Premium Grant forms a vital part of that process.

Provision will be made through:

- Facilitating pupils’ access to education
- Facilitating pupils’ access to the curriculum
- Alternative support and intervention within the school

Pupil Premium at Ladybridge Primary School

For 2025-2026, Ladybridge Primary School has received pupil premium funding of £104135. The Pupil Premium report is published online annually. This report aims to detail information on how Pupil Premium has been used and impacted within school. This report will detail the attainment and progress of pupils who are covered by the premium and the intervention that has been supported by the additional funding. Reports will also detail the progress made towards ‘Diminishing the Difference’ and this will be supported by reported data and academic progress.

Parents will be able to obtain information on the pupil premium grant via the school’s website, which will be updated annually.