



Pool House

Community Primary School



CONTENTS

- **Welcome to Pool House School**
- **Our Mission Statement**
- **The School Ethos**
- **Aims of the School**
- **Admission to Pool House**
- **School Times**
- **School Uniform**
- **The Curriculum**
- **Gifted, Talented and Able and SEN Provision**
- **Homework**
- **Behaviour Policy**
- **Health and Wellbeing**
- **Food in School**
- **Sporting Activities**
- **Educational Visits**
- **Parental Involvement**
- **The Governing Body**
- **Members of Staff**

WELCOME TO POOL HOUSE SCHOOL.

Pool House Community Primary School opened in September 1980. It was built to serve the Tanterton area of Ingol. It is a bright and welcoming school which provides an excellent standard of education and care for families in the area.

In October 2011 the office extension was opened by the Mayor of Preston.

We are a relatively small school which means children are taught in classes of less than 25 and often in small groups. We are also able to provide well for the individual needs of pupils and respond quickly to any changes in those needs. All staff know the pupils individually and are able to support them well throughout the day because of this.

The school uses the space within its premises to the pupils' maximum benefit. All of our classrooms are fitted with interactive whiteboards, all children have access to individual laptop computers and children also have access to 'I' Pads.

We are lucky to have sizeable grounds with three tarmac playgrounds and large playing fields. On one of the fields is an adventure playground which the children use at break times.

The school has a nursery on site catering for children from birth to school age. The nursery is managed independently and is regulated and inspected by OFSTED to ensure good provision is maintained at all times. The nursery is self-contained and has its own outdoor provision.

The school was last inspected in July 2017 when we were judged to be good with some outstanding features. The report is available on the OFSTED website or you can see a copy in school.

We always welcome visitors and you may come and look around the school, meet the staff and the children and discover the warm, friendly atmosphere of our school. Appointments are not necessary, visitors are welcome at any time.

MISSION STATEMENT



Pool House School nurtures, by example, a caring attitude in our young people and a desire to be involved in the world around them.

We begin to prepare them for the challenges of life that will face them in the years ahead.

THE SCHOOL ETHOS

In order to achieve our aims for your child there are general principles that run through the curriculum.

Everyone is taught as an individual: all pupils have individual needs, some learn more slowly than others, some have exceptional ability, and others learn more readily in one area of work than another. Pool House allows for these different rates and ways of development in seeking to ensure that all its pupils achieve their full potential through pursuing excellence in all its forms.

Everyone has an opportunity to develop morally, culturally and spiritually.

Everyone has an equal opportunity: all our girls and boys have equal access to the same broadly based and balanced learning experiences.

AIMS OF THE SCHOOL



At Pool House, emphasis is placed on the child's 'all round' development. In particular, we aim to promote our children:-

- To be enthusiastic, cheerful and sensible.
- To work hard to achieve all that they are capable of in every aspect of their life
- To become literate and numerate and to learn about the world they live in
- To develop thinking and study skills to allow them to carry on learning throughout their life
- To show independence and take responsibility for themselves and for others
- To care about other people, show consideration of their needs and treat everyone equally and without prejudice
- To know how to behave appropriately, acting with courtesy, common sense and self-discipline at all times
- To follow all our rules regarding health and safety.

Admission to Pool House C P School

First Admissions to School

The Local Authority sets down our admissions policy and a copy can be obtained from the Education Office. Children may start school at any time in the school year in which they turn five but we prefer to start the children in September. All admissions to Reception Class must be arranged through Pupil Access at the Local Authority and not through the school.

If you are interested in taking up a place for your child at Pool House you are invited to call in, see the pupils working, meet the Headteacher and find out more about the school.

When children come to school they have had very different experiences and are at different levels. We give our younger children the chance to acquire and develop a range of skills, knowledge and concepts through practical activities as well as more formal learning. Children learn through purposeful play and we give them the opportunity to experience a selection of materials, activities and equipment. This helps them to develop socially, physically and academically.

The school also has close links with Pool House Under 5's Nursery who operate in the building as a voluntary provider of pre-school care.

To help our children to settle we have an induction programme to help the children adjust easily to school life. As a result, we have very few tears in our reception class.

Joining the school during the school year

If you move into the area and require a school place your child can start as soon as is convenient providing we have a place available in their year group.

If you would like a place at Pool House for your child who is currently attending another school you should discuss the matter with your child's current Headteacher as well as ourselves.

What if I'm turned down for a place?

In exceptional circumstances we may have to turn down your request for a place. If that is the case you have the right to appeal and we will give you the necessary information at the time.

SCHOOL TIMES

School Hours

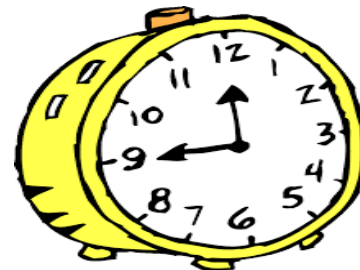
Every Day Matters

Morning

9.00 a.m. - 12. 10 p.m.

Afternoon

1.10 p.m. - 3.15 p.m.



The time per week spent on teaching excluding lunch breaks, collective worship and registration is:

Infants - 21 hours 30 minutes. Juniors - 23 hours 30 minutes.

These timings are in line with legal requirements.

Absences

Your child's education is important and valuable time at school should not be missed. Please contact the school if your child is going to be absent from school. The school operates an early response system whereby if your child is not in school by 9.30am and you have not contacted us, we will contact you to find out why your child is absent. We also work closely with the Local Authority to support pupils with attendance problems.

Permission will not be given to take your child out of school for a holiday during term time and, in line with current legislation, parents who do so will be fined. Only in very exceptional circumstances will absences from school, other than for illness, be authorised. If your child has a significant period of time off through illness you may be asked to provide a doctor's note.

School Uniform

Uniform helps children to feel part of the school and creates a pride in their appearance, their work and their school. The uniform is kept as simple as possible to enable parents to 'shop around'. Sweatshirts, polo-shirts and coats with the school logo on are available from 'Smart Clothing' or 'Bang Bang' both in Preston town centre.

We encourage all our children to wear school uniform:

Grey or black trousers, skirt or pinafore

Light blue polo shirt and a navy school sweat shirt

Black shoes (high heels and platforms are seen as a hazard under the school's health and safety policy and therefore not allowed).

For summer:

Blue and white gingham dress

Grey shorts

PE Kit

Dark / navy blue shorts or P E skirts

Team colour T-shirt

Pair of black plimsolls

Training shoes are not allowed for PE lessons in the hall as they stop the children gripping on the apparatus and can cause accidents. For reasons of safety and security jewellery is not to be worn for school. Simple stud earrings may be worn but must be removed for P E. or covered with a plaster supplied from home, if recently pierced. Please make sure that the younger children do not wear their earrings on PE days as staff are not allowed to remove them.

Junior children will have the opportunity to play football or other outdoor games during the autumn and spring terms and will need suitable footwear. When the weather is cold the children will need warm clothing, if possible a tracksuit.

Lost Property - PLEASE WRITE YOUR CHILD'S NAME ON ALL ITEMS OF CLOTHING BROUGHT TO SCHOOL.

The Curriculum

Organisation

During the day children are taught in various ways, as a class, in small groups or on an individual basis. We treat our children as individuals and prepare the work at an appropriate level to allow each child to develop and progress at his or her own rate.

Curriculum

Pool House offers a full and varied curriculum which incorporates the requirements of the National Curriculum in the core, foundation subjects and Religious Education. Details of the National Curriculum guidelines are available in school.

Pupils follow appropriate programmes of study to learn and practice the required skills through subject and topic work. The children are assessed regularly so that the class teacher is able to monitor improvements. The school works hard to promote equality of opportunity in education.

English

English is divided into three sections:

Speaking and listening - Children are encouraged to speak about what they are doing and report on events with confidence. They learn to express opinions clearly and to recognise that both speaking and listening are important in discussions, debates and other presentations.

Reading - We aim for children to be able to read with understanding and enjoyment from a range of fiction and non-fiction books and for them to develop advanced reading skills to help them with their other studies.

Writing - Children are taught to develop their writing skills so that they can produce clearly expressed work for different purposes; e.g. letters, reports, stories, and poetry. They are encouraged to take pride in the presentation of their work.

Phonics

Along with the three strands of English detailed above, as a school we place great emphasis on the teaching of phonics. Children are taught in phased phonics groups, completing one phase before moving onto the next. All staff in school have received training in the delivery of phonics and are able to deliver this teaching.

Mathematics

We aim to give the children a positive attitude to maths so that they can enjoy it for its own sake and use it as a tool to make sense of the world around them. As the children progress they use the maths they have learned to apply to new problems that they meet. They develop independence and thinking skills by carrying out mathematical investigations.

Science

The world of science holds great fascination for children. In following the National Curriculum, our children gather a broadly based experience of science. They accumulate scientific knowledge but they also learn to design and carry out investigations and to interpret their findings

Design and Technology

The children work with different materials to apply knowledge and skills to solve practical problems. They gradually develop their ability to plan, evaluate and refine their own work.

Information and Communication Technology

We use ICT across the whole of the curriculum. The children use computers to develop their ability to communicate and handle information, to explore real life situations through simulation, and to exercise control through simple programming.

The school has invested in computers for use in the classrooms to allow for individual and independent work. All of the classrooms have interactive white boards which are used as teaching and learning resources and we believe greatly enhance your child's learning.

Physical Education

Children develop their physical abilities through a wide range of movement activities, particularly dance, games, gymnastics, swimming and athletics. Through the school PE co-ordinator and other agencies we are able to access specialist members of staff to coach the children in a range of different sports and activities.

Swimming Lessons

Swimming lessons are taken as part of the normal school curriculum for most junior children. For these lessons all children must wear a swimming cap. They should not wear jewellery and if the children need to wear goggles they must bring a letter into school to that effect. Pierced earrings must be removed for swimming lessons.



Provision for Gifted, Talented and Able

The school employs a teacher specifically to co-ordinate the provision for our Gifted, Talented and Able cohort. These pupils may be identified in a range of different areas, they may be gifted artists or musicians, talented athletes or gymnasts or very able mathematicians or scientists. Whatever their area of particular strength we will do our best to support them either in school through targeted curriculum time, or alternatively we will do our best to look for outside provision to meet individual needs.

Special Educational Needs

We aim to cater for the needs of every child in the school. Some children require special help in certain areas. We have a special educational needs and disabilities co-ordinator (SEND0), currently Miss Ellison, who works with the class teachers to identify and help to cater for these individual needs. Each child who is identified as having special needs has an Individual Education Programme, developed to address those needs. This is regularly reviewed. Help can be given in a number of ways including adapting work for a particular child, providing additional teacher time, support in the classroom or withdrawing children to work in a small group for part of the time.

As well as our class teachers the school employs a wide range of support staff to work in class. We also liaise with outside agencies such as the Educational Psychological Service and the School's Medical Services to help us to identify and deal with particular needs.

Educational psychologists are applied psychologists working both within the educational system and in the community. They are skilled in the use of a range of psychological and educational assessment and intervention techniques.

If you feel that your child has a particular problem, please tell us about it and we will try our very best to address that need or support you in seeking outside help.

Homework

You, as parents, are your child's first, and most important, teacher. You can help your child to be ready for school by listening to your child, asking and answering questions, teaching nursery rhymes and jingles and giving them the experience of visiting different places and meeting other people e.g. the library, shops, parks etc.

If your child completes their tasks and meets their lesson objectives for the school day we judge that they have worked quite hard enough. We feel that evenings should be spent with the family allowing your child time to further develop their social skills and curiosity. However, we do ask that you support your child by spending just a little time, 3 or 4 times a week, reinforcing basic skills.

In your child's first years we encourage you to help your child learn their sounds and key words and then share reading books at home. Simple addition and subtraction practice can be made fun in the home. One of our aims is to help children appreciate books and to read for enjoyment. We ask you to read with your child. Parents are also encouraged to spend a little time as often as possible listening to their child read, this basic skill is vital to your child's progress in school. Young children can only concentrate for short periods so make the learning situation as "fun like" as possible.

As your child progresses through the school we ask them to learn spellings and the multiplication tables. At this stage we hope that children will be more fluent and independent readers and will spend some of their leisure time reading for enjoyment. In preparation for their secondary education we do encourage the older children to take some work home in addition to their reading, spelling and multiplication tables practice.

Homework should be enjoyable. If it becomes an issue between you and your child please come in and speak to your class teacher.

We welcome any help given at home by parents that will reinforce and complement work carried out in the classroom. Our teaching staff are always pleased to give parents any support and guidance they require to further their child's education.

Behaviour Policy

At Pool House good behaviour and discipline have a high priority, as they are essential if children are to learn. We believe that good discipline is best achieved when children develop self-discipline and respect for others and we encourage this by emphasising and praising good behaviour. We have a set of simple rules to encourage the children to behave well.

- ✓ Follow directions
- ✓ Observe quiet times
- ✓ Keep hands feet and objects to myself
- ✓ Talk politely
- ✓ Don't interfere

We focus on encouraging the children to make the right choices for themselves.

Rewarding Good Behaviour

We reward good behaviour in a number of ways including showing our pleasure, awarding certificates and team points in our Merit Assemblies and other appropriate rewards.

What if my child has a problem?

Almost all of the time our children behave well. When there are issues the children are dealt with firmly but fairly. Parents are involved at an early stage and we welcome your support in dealing with behaviour problems.

If staff become aware of, or have a need to become involved in, situations where a child may be at risk of hurting themselves or others, or if the behaviour of a child seriously disrupts good order in the school or causes damage to property, staff may need to intervene physically. In such circumstances staff will follow the school's policy for dealing with such situations. Any parent wishing to view this policy may do so on request.

If you have any concerns please speak to your child's class teacher or if problems continue please speak to the Headteacher or Assistant Headteacher

Bullying

We consider bullying to be a very serious matter and deal with it promptly whenever it arises. We have a policy for dealing with bullying, and a senior member of staff will be responsible for making sure that our response is swift and consistent.

Health and Wellbeing

We do not normally administer medicines of any kind in school. However, we will help your child to take prescribed medication provided that a letter of request, authorising us to give the medicine and a clear indication of the amount to be given. We do not give medicines that have been bought at the chemists, without prescription.

If your child suffers from asthma, please discuss with your child's teacher or the head teacher the best way to manage the condition.

If your child begins to feel unwell at school, we shall try to make him/ her comfortable until we are able to contact you. It is important that you tell us if you change address, telephone number or the person who is an emergency contact so that we can reach you as soon as possible. If your contact number is a mobile number please keep it on during school hours. Delays in contacting someone causes extra anxiety for an ill child.

Please remember- if your child is unable to attend school because of illness, a telephone call is essential and will assure us that the absence is unavoidable. We will contact parents on the first day of a pupils' absence if you haven't contacted us, however we would prefer that staff time is spent educating our pupils.

School Health Service

The Lancashire Education Authority provides medical care for your children. In your child's first and last year in school, the School Doctor may give your child a medical and you will be invited to attend. At other times all the children are given routine hearing, vision and dental checks. You will be informed of these visits but will not normally be invited to these, but you will be notified of any problems.

Child Protection

We are required, as part of the Local Child Protection Procedures to report any concerns to Children's Social Care where it appears that a child may have been abused either mentally or physically or neglected. Any concerns would normally have been discussed with a parent prior to contacting an outside agency.

If you have concerns about another pupil's welfare outside of school, you must contact Children's Social Care yourselves. We cannot report other peoples' concerns.

FOOD IN SCHOOL

Full Meals

Hot meals or a cold 'Pick and Mix' option are available for Infant and Junior children. These are prepared and cooked on the premises and are supervised by a team of welfare assistants. The cost is £2.30 per day.

Dinner money should be sent or taken to the school office. Please remember to secure and label any money sent to school. If you think you may be entitled to free school meals, either contact the District Education Office to receive the necessary forms or speak to Mrs Gates the Office Manager in school.

All Key stage 1 pupils are entitled to free school meals under the government scheme. However parents must provide their national insurance number to access this.

Packed Lunches

If your child prefers to eat sandwiches at lunchtime, s/he may bring a packed lunch. For safety reasons please do not send glass bottles or flasks of hot liquids. Please label lunch boxes. In line with the national Healthy School Policy please do not include fizzy drinks, sweets or bars of chocolate in your child's packed lunch.

We ask that you give a week's notice if you wish to change types of lunch.

Milk

Milk is available to all infant children for mid-morning break at a cost of £15 per annum (approximately 30pence per week), however if you are eligible for free school meals your child can receive free milk. If your child does not drink milk, water will be given as an alternative.

Fruit

The school is part of the government scheme which provides free fruit for all Key Stage 1 children. We have found that most children will eat the fruit here which is of benefit to their health and encourages them to eat more out of school as well.

Playtime

The kitchen staff provide a tuck shop at playtime where the children can buy toast, fruit and/or a drink. We find a maximum of 20p per day sufficient for younger children. In line with the current national Healthy Schools agenda we do not allow the children to bring sweets, crisps or chocolate into school for break.

Breakfast Club

The school runs a Breakfast Club from 8a.m. until 8.50am. The children can come and have a good breakfast and then have the opportunity to chat, play or practice spelling and tables. The children who come enjoy a calm and relaxed start to their day. The cost per session is £1.50



Sporting Activities

In addition to being an important part of the National Curriculum, all forms of Physical Education can enrich the lives of pupils by enabling participation in, or appreciation of sports, both in school and in the community. We believe that this is one way in which the school contributes to community, educational, recreational and cultural life.

Children at Pool House will receive a balanced programme of the different activity areas prescribed within the National Curriculum.

We provide extensive sporting opportunities outside normal school hours, including:

- Football
- Taekwondo
- Cross-country
- Swimming
- Athletics
- Mini-Skills
- Dance
- Tag-rugby
- Tennis
- Gymnastics
- Rounder's



Please ensure your child has a named P.E kit in school for every P.E lesson.

Children wear a t-shirt in their team colour for PE, these are available from school at a cost of £2. An optional winter PE kit is also available from the school outfitters.

As items of jewellery have proved to be a danger in P.E. and swimming, they must not be worn in these lessons, (where children have newly pierced ears and studs are being worn, they are asked to bring tape from home to cover the ear lobe).

Educational Visits

Educational visits play a part in the school's curriculum and are a feature of our school life. You are invited to support these visits by contributions towards the cost.

Our EVC Co-ordinator is Mr Mearns who will ensure all risk assessments and other documentation are carried out and completed before a trip goes ahead.

Charging Policy

The Governors' Charging Policy is in line with that recommended by the Local Authority in that they will not generally subsidise the cost of these visits. If voluntary contributions fail to meet the expenditure then the educational experience may have to be cancelled.

Occasionally trips are arranged just for fun with no direct educational link and only those wishing to pay for these trips will be included on them.

Exclusions

It is the school's policy that children whose behaviour is unacceptable in school will not be allowed to go on school trips. The Headteacher will make the final decision as to whether a child is to be excluded from a trip and will inform the child's parents.



PARENTAL INVOLVEMENT

Your child will work best if he or she knows that school and home are giving the same messages. For this reason we need to work towards building close links. We value your views as parents and encourage you to join in the life of the school. If there are any problems we will involve you at an early stage and your support plays a major part in our success as a school.

It is important for you to know what is happening in school, and for us to know how to contact you. We will communicate with you in a number of ways.

Before children start in the reception class we invite you into school to take part in our induction programme.

When your child starts school we ask you to complete a standard form to give us information about your child and how we can contact you.

- If your child is taken ill or has an accident while in school, you will want to be contacted as soon as possible. For this reason it is essential that we always have up to date information regarding addresses, telephone numbers etc. Please keep us informed of any changes.
- You are most welcome to come and see the teachers. Staff are normally available before and after school, but please remember that staff may need notice if the discussion will take some time. The Headteacher is also happy to talk to parents.
- We arrange parents' evenings twice a year to give you the opportunity to discuss your child's progress. These normally take place in the autumn and spring terms .
- A written report will be sent to you towards the end of the summer term and you will have opportunity to discuss this with your child's teacher.
- We will contact you if we are concerned about your child in any way.
- Throughout the year you will be invited to parent's sessions to practice a variety of skills and activities to help your child learn more effectively.
- If you wish to come into school to support the children you are very welcome. Please speak to your child's class teacher. You can help support art, sport, D&T, maths games: it doesn't have to be reading!

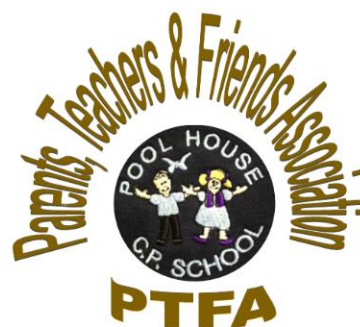
Pool House C.P School PTFA

Chair - Mrs Chantelle Bradley - *School Staff*

Vice Chair - Mrs Sarah Lewis - *Parent*

Treasurer - Mrs Kelly Baines - *Parent*

Secretary - Mr A Parkinson - *School staff*



Our PTFA was established in October 2017 and has since grown and gone from strength to strength. It's a great way to get involved with school life and meet new and existing parents and also have a positive effect on the children within school.

We try to meet in school at least once every half term and meetings are usually on a Friday 9:10am till 10:10am. The PTFA has a flexible policy and attendance isn't compulsory. All Parents, Guardians and Friends are welcome.

The PTFA is proving to be such a valuable asset to school, they provide the children with little extra things such as games for the playground and classroom games for wet playtimes. In the short period they have been going, they have raised over £2000 (June 2018) which all goes back into school.

The PTFA plan events such as The Christmas fair, Summer Fair, Firework display and dance, Easter activities, Valentines disco, Bingo etc.

Plus they're also asked to come and help school when needed with things like serving and providing refreshments, helping with adult numbers on school trips etc

If you or your child have any suggestions as to things that the PTFA can provide or do for the children, please let us know.

If you're interested in joining please speak with one of the members listed, email us at PTFA@poolhouse.lancs.sch.uk or keep an eye on the school Facebook page for details of our next meeting and come along.

THE GOVERNING BODY

The Governing Body of Pool House C.P. School is currently made up of the following people:

<u>GOVERNOR</u>	<u>TYPE</u>
Rev. H. Bloomfield (Chair)	Community
Mrs. L. Soole (Vice-Chair)	Community
Mrs C. Hope	Community
Mrs J. Furr	Community
Mr D .Bamber	Teacher
Mrs. L. Gates	Staff
Mr I. Bradbury	Parent
Mrs M. Yuzbasioglu	Parent
Mrs. V.McEwan	Parent
Mrs K. Baines	Parent
Mrs. J. Cole (Headteacher)	Ex-Officio
Mr. P. Mearns (Assistant Headteacher)	Observer

Pool House is a Community School maintained by the Lancashire Education Authority based at County Hall in Preston.

COMPLAINTS PROCEDURE

Governors will adopt procedures agreed by the Local Authority should all informal procedures fail. If you have any concerns, please contact the Headteacher in the first instance. (Arranging a meeting with the Headteacher to discuss the matters of educational concern or the wellbeing of the child, during his/her school day, is considered an informal procedure)

Members of Staff

Headteacher	Mrs J.M Cole BA(Hons) PGCE
Assistant Headteacher	Mr P.Mearns
Key Stage 1 Leader	Mrs S. Parkinson

Class Teachers

Sunshine	Mrs S. Parkinson
Moonbeam	Miss S. Wilson
Rainbow	Mr D.Bamber
Bronze	Miss D. Ellison
Silver	Miss K. Pass
Diamond	Mr M. Blackburn
Gold	Mr P. Mearns
Inclusion Manager	Miss D. Ellison
DSL	Mr P. Mearns / Mrs J. Cole

Teaching Support - HLTA's

Mrs A. Miller

Mrs J. Gibson

Miss L. Hargreaves

Mrs D. Bradley

Mr M. Herd

Miss T. Chippendale

Mrs C. Bradley

Learning Mentor

Mr A. Parkinson

Social Group

Mr A. Parkinson

Teaching support - Teaching Assistants

Mrs D. Hudson

Miss J. Parkinson

Mrs M. Preston

Mr S. Price

Non-Teaching Staff

Bursar / Office Manager

Mrs L. Gates

Office Manager (Tues/Thurs)

Mr A. Parkinson

Site Manager

Mr. A. Parkinson

Cleaner

Ms. M. McBride

Cook-in-Charge

Miss S. Bateman

Lunchtime Manager

Mr A. Parkinson

Welfare Assistants

Mrs D. Hudson

Miss L. Hargreaves

Mrs J. Gibson

Mrs E. Agic

Ms L. Dixon

Miss S. Greaves

Mrs D. Goliszewska

Breakfast Club

Mrs A. Miller

Mr M. Herd

Mrs J. Gibson

Nursery Managers

Miss K. Clifford

Miss N. Mason

Where to find us



Pool House

Community Primary School

Kidsgrove, Tanterton, Preston PR27BX

Tel :- 01772 732628

email :- bursar@poolhouse.lancs.sch.uk

Web site :- www.poolhouse.lancs.sch.uk