



**Shawclough  
Community  
School**

**Shawclough Community  
Primary School**

**Parents' Pack**

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## **School Details**

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Headteacher Julia Sandiford-Mitchell  
Deputy Headteachers Paula Wilson & Vikki Rayment  
Chair of Governors Lindsey Torrance  
School Business Manager Fiona Calleja

All the above can be contacted in or through the school.

## **Introduction**

### **About this Book**

This book sets out what we do, who works here, who is involved in school life and lots of other useful information.

We have developed this book to give you information about the school, but more importantly, because we are proud of our school, the children, the staff and our achievements. That is why we want to tell you as much as we can.

### **Shawclough in a Nutshell – History**

In 1990 the education service in Rochdale was reorganised. Thrum Hall Middle School was closed and Cronkeyshaw Primary School moved onto the site and became Shawclough County Primary School. Shawclough opened with just under 200 children and now has more than 450 children. We were delighted when in September 1997, after six years of hard work we were designated as a specialist Community School. One of only ten such schools in the Local Authority. In October 2001 the school opened the Nursery. In June 2010 we were awarded 'Outstanding' by Ofsted, followed up by Good with Outstanding features in 2013.

### **Mission Statement**

At Shawclough we want our children to experience the love of learning whilst feeling cared for and safe.

Whilst enjoying their learning we provide opportunities to enable children to become creative thinkers, effective participators, reflective learners, self-managers and independent enquirers, whilst learning as part of a team. These are our school drivers.

All the adults in our school, engaging with parents, will try their best to make this happen for every child.

## **Facilities**

The building has 16 large, semi open-plan classrooms, arranged in four units each of four teaching bases. We also have:

- A beautiful nursery
- A music room with a wide variety of musical instruments
- A separate art room
- A large sports hall equipped for a range of sports plus changing rooms
- A well developed outdoor play space and large fields
- A separate dining hall
- A large library
- A broad range of IT equipment including i-Pads and laptops
- Therapeutic Inclusion Room
- Breakfast and Tea Time Clubs
- Wooded area.

## **Education for Sustainable Development**

Shawclough's Green Rainbow logo embodies and communicates four important elements of the school:

- The rainbow represents the promise the school has made to do the very best it can for each and every child
- The rainbow is a reminder that each day is a new beginning, full of opportunities for all of us
- The rainbow is shaded green to represent the beautiful Pennine hills in which our community at Shawclough is situated
- The rainbow is green to give indication of the school's commitment to environmental issues

## **Home-School Agreement**

Parents, children and school have worked together to write an agreement about the things we will try to do for one another. You will get a copy of the home-school agreement when you join us.

We try very hard to make sure that parents are involved and informed about what happens in school. Parents play a very important role in the success of our school. Our behaviour system is about praise and positive reinforcement rather than sanctions. We try to have as few school rules as possible but certain behaviours are not tolerated. We always deal with these incidents by talking to the child about the importance of respect for each other and telling them we do not accept these kinds of behaviour.

## **Policies**

At school we have a number of policies that Govern the procedures for dealing with different aspects of school life. All our current policies are on our school website <https://www.shawclough.rochdale.sch.uk/>

We would like to draw your attention to the following policies that are listed:

- Anti-Bullying Policy
- Complaints Policy
- Attendance Policy

### Activities Over the Year

There are many different things happening at Shawclough throughout the year. Some of them may be:

- Welcome meetings
- Christmas drama productions and celebrations
- Certificates for the children's effort and success
- Special themed days
- Annual tests week for the children and information meetings for parents
- A variety of sports events
- Celebrations such as Easter, Eid, etc
- Teacher/parent meetings to discuss how well your child is doing
- Charity fund raising events
- The Children's Council regularly hold events during the year

### Term and Holiday Dates

The school year is organised into three terms with a half-term holiday in each. The total time your child will spend here during the year is 190 days.

The holiday dates are agreed and published each year. They are also on the school website. Holidays cannot be taken during term time.

### The School Day

7.30 am – 8.40 am	Early Start Club (chargeable service)
8.30 am	The classrooms are opened
8.40 am	The children's school day begins, all entrances are locked
10.00 am – 10.15 am	Assembly
10.15 am – 10.30 am	Morning Break
11.45 am – 12.45 pm	Lunch Break for Unit 1
12.15 pm – 1.15 pm	Lunch Break for Units 2,3,4
3.15 pm	The children's school day ends
3.15 pm – 4.15 pm	Tea Time Club (chargeable service)

### The Nursery Day

8.30 am – 11.30 am	Morning session
12.30 pm – 3.30 pm	Afternoon session

### The Teaching Staff

All the members of the education staff employed at Shawclough are experienced, hard working and caring professionals with a wide range of knowledge and expertise in child development and the curriculum. They are always willing to listen to you and give advice.

### Children's School Council

This is a group of children that meets to discuss and decide about issues that are important to the children of the school. Each year the children from each class elect two representatives to become councillors to sit on the children's school council.

The children on the school council meet each week to discuss issues that have been placed on their agenda by the pupils. The councillors then report back about the decisions they have made to their classes. The School Council does a lot of very important, useful work that benefits all the children. They are also very active in charitable work.

## **Starting School**

Your child's first days at school are very important and we aim to make this a happy time.

Your child may have been to Shawclough's School Nursery, a playgroup or another nursery already. This is a good start and when they join us they will learn more about how to enjoy their time at school. You and your child will get to know about the school in two stages.

We arrange an evening meeting for parents to attend. We will explain to you about the way we introduce your child to school and about how you can help to do this well. We will also tell you the things your child will need when they start school.

### **Visits to School**

In July we will invite you to come into the classroom with your child. Unit One is the area where new children spend their first two years and you will be able to have a look round and get used to how the unit is set out.

You and your child can get to know the staff, especially your child's own teacher, and try the activities they will do at school. Your child will meet other new children; find out where the toilets are, where to hang their coat and where you will be waiting to pick them up at the end of the day. You will also meet other parents.

There will be the chance to speak with teachers about your child.

### **School Starts**

In September new children will start school in small groups. During the first few weeks your child will be carefully introduced to the different parts of school life, for example, they have their own special time to understand how the lunch system works.

We want your child's first days with us to be a time that your family will remember as a happy start to school life. To do that we need your help and support through the process.

### **Beginning and End of the School Day**

**Parents are responsible for the supervision of their children until the doors open at 8.30am.**

For the safety of all our children the following rules must be followed by all parents and children.

#### **Nursery**

All parents must use the outside nursery door for dropping off and collection of the children.

#### **Unit 1**

Blue Class – all parents and children must use the outside door into Blue Class

Turquoise and Purple Classes – all parents and children must use the outside door at the side of Turquoise Class.

Lavender Class – all parents and children must use the outside entrance at the side of Lavender Class.

#### **Units 2, 3 and 4**

All children and parents must use the main entrance into school. At the end of the day the children in the units 2, 3 and 4 must be collected from the dining hall or just outside the school at a place you have agreed with your child.

Children remaining in school after 3.30pm, without notification, will be placed in tea time club at the parent's expense.

## **How Teaching is Organised at Shawclough**

Children start in the Nursery in the term after their second or third birthday. Children start at Shawclough Reception class in the September after their fourth birthday. Children spend seven years with us before going on to high school.

### **The Way Teaching is Organised**

The school is divided into four units, each with its own leader and staff. Three of the units cover two years (this is called vertical grouping) and one has a single year group. There are about 30 children in each class. Each class has a colour name.

<b>Unit</b>	<b>Class</b>	<b>Age of Children</b>	<b>Year Group</b>
Nursery Morning Class Afternoon Class	Sky Ocean	2 years old 3 years old and above	Nursery 1 Nursery 2
Phase 1	Turquoise (R) Blue (R) Purple (Y1) Lavender (Y1)	4 years old and above and 5 years old and above	Reception (R) Reception (R) Year 1 Year 1
Phase 2	Coral Sunshine Lemon Amber Orange Yellow Green Emerald Jade Olive	6 years old and above and 8 years old and above	2 , 3 and 4
Phase 3	Cherry Poppy Red Scarlet	9 years old and above and 10 years old and above	5 and 6

Teachers plan the children's work from the Early Years Foundation Stage Framework, National Curriculum and within our school guidelines. You will find details of the curriculum on the following page. We mostly study themes which explores knowledge and skills across several subjects.

### **The National Curriculum**

The National Curriculum subjects are divided into two categories.

#### **The Core Subjects:**

English, Mathematics, Science and Computing.

#### **The Foundation Subjects:**

History, Geography, Design Technology and Computing, Art & Design, Physical Education, Spanish and Music.

We also teach Religious Education (RE) and Personal, Social, Health and Citizenship Education (PSHCE).

## **English**

The teachers teach the children the English skills they will need for over an hour each day.

We divide English into three areas:

### **Speaking and Listening**

We aim to give children a wide range of experiences to develop their communication skills, for example, drama and performing in assemblies. In group and class discussions children are encouraged to talk about their ideas clearly and confidently, and to listen carefully.

### **Writing, handwriting and spelling**

We encourage all children to produce easy-to-read joined up writing. We plan activities to look carefully at words and develop spelling and grammar skills, and to write for many different reasons, for example, letters, stories, lists and instructions.

### **Reading**

Our aim is for children to become good readers who enjoy books. We use a number of different ways to teach all the skills needed. Children learn best by experiencing lots of books, for example, poetry, plays and factual books. We have an excellent and up-to-date book stock that we continually develop. Home is a very important part of developing a love of reading and books.

### **Mathematics**

We put a great emphasis on arithmetic and reasoning. Our aim is to give children a good understanding of numbers and the confidence to use maths in everyday life. More information is available from school.

### **Science**

We teach science by using investigative science activities and encouraging the children to question. This helps children observe and explore the world around them in new ways. We look at nature, technology, the physical world and how things are made.

### **Computing**

We involve children in computers from an early age. We show them the different functions including storing and calling up information, word processing, drawing and problem solving.

### **Geography**

We teach about people and places. We encourage children to learn about their own environment by studying and drawing maps, looking at buildings and natural features and investigating where they live. They study other places in Britain, for example, a seaside town. We also study people from other countries, where and how they live, for example in Egypt.

### **History**

We aim to increase the children's knowledge of the past, with the use of books, toys, costumes and photographs. We invite people into school to discuss their own history and we make visits to historical sites.

### **Art & Design**

We work with a variety of materials, for example paint, crayon, pastels and fabric. We encourage children to try different ways of expressing themselves including modelling,

printing, collage and painting. As they go through the school their skills will improve. They will study the work of a range of artists.

### **Music**

All children in the school study music. As their skills develop they can learn other instruments including guitar, violin, cornet. The children can also have lessons to learn to play the flute, clarinet, violin or brass instruments. Children can take part in the choir and orchestra.

### **Physical Education**

We teach physical activities which improve performance and encourage co-operation. This includes gymnastics, creative dance, games (individual and team sports) and athletics. Swimming is taught throughout year 4.

### **Design and Technology**

We investigate problems and find solutions in practical ways. For example, children can investigate the problem of litter in the school playground. The children may design a litter bin made of suitable materials then suggest the best place to put it.

### **Other Subjects**

#### **Personal, Social, Health and Citizenship Education (PSHCE)**

Learning about health is a vital part of each child's development. The Governors have decided that it is important to include health and relationship education in our curriculum. We include health and relationship education in some of the wider topics covered. This develops some of the simplest facts in the early years to more complicated issues in Year 6. We answer children's questions or comments as they arise in a simple and honest way. We take account of the child's age and needs.

#### **What is covered?**

PSHCE education covers a wide range of topics including:

- Physical development and the changes of puberty
- Diet and exercise
- Relationships, friendships
- Healthy choices

#### **Involving Parents**

We encourage you to find out what we are teaching and which resources we use. We always welcome your comments and questions. If you are concerned about our approach to health and relationship education you should speak to the class teacher.

#### **Religious Education (RE)**

The religious education we teach encourages respect and understanding for religion in people's daily lives. We want children to be aware of all the different faiths in our society. We will teach children moral values and encourage kindness, respect and honesty.

We teach RE as part of themes and follow the guidelines in the syllabus for teaching RE in Rochdale schools. RE is not part of the National Curriculum. We are happy to discuss the way we teach RE with parents and local religious leaders. You have the right to withdraw your child from this part of the school day. Please contact the Headteacher for information about how to do this.

#### **Homework**

We set regular homework for all children in school in line with national guidelines. All children are given a reading packet in which they must take home the book they are reading

and their homework. This work will depend on the child's ability, age and interest. All children are expected to complete all the homework they have been set.

### **Assessment and Testing**

As part of their weekly planning the teachers assess the stage the children are achieving in the areas they have been taught. This is done by the teacher who watches and talks to each child to assess how well he/she understands what they have been doing.

During the year children are assessed and you will receive a Report termly explaining where the children are up to.

The assessment standards the children achieve in Year 2 and Year 6 are reported to parents with the children's reports (SAT's Tests). Also Year 1 Phonics check.

For Shawclough's latest SAT's results for Key Stage 1, Key Stage 2 and Phonics, please see the website.

### **Assembly (Whole School Collective Act of Worship)**

Children access a collective Act of Worship daily and we arrange twice weekly assemblies that include celebrating children's achievements, music, visitors from the local community as well as developing spirituality. The law requires that the collective acts of worship are broadly Christian in character. If you need more information about assemblies the Headteacher will be happy to discuss them with you.

Whole School Assemblies take place each morning. Sometimes a class or unit lead the assembly and you will receive an invitation from your child on this occasion for you to attend. Wednesday assembly is often led by representatives from the local churches. Friday assemblies are our celebration assemblies when children receive their badges in recognition of their hard work or contribution to school, which parents can attend.

You have the right to withdraw your child from this part of the school day. Please contact the headteacher for information about how to do this.

### **Extra-Curricular Activities**

The school works hard to organise a range of activities that take place before school, at lunchtime and after the school day. Activities currently include:

- Colouring Club
- Computing Club
- Music classes
- Football
- Eco Club/Gardening
- Multi Sports
- Knitting
- Cookery

### **Special Educational Needs (SEN) and Disability**

Some children have additional needs that can make it more difficult for them to learn. These needs may be caused by physical or emotional difficulties. They may last for a short time or they may be permanent.

We have a 'whole school policy' on special educational needs and disability, which means that we see this work as part of everyday life at school. The policy includes the procedures recommended in the SEN Code of Practice. We aim to make our school as inclusive as possible.

## **Working with you**

If your child has special educational needs or is disabled, we work with you to see what those needs are and how best to meet them. Together we help your child develop their abilities. We may do this by:

- Teaching in different ways
- Giving your child work that will match his/her abilities so that he/she can succeed and grow in confidence.
- Planning a special individual programme

The school's Special Educational Needs Co-ordinator (SENCO) will help you in any way they can if your child has special educational needs.

## **Who helps us?**

From time to time we involve people from outside the school to help us. This includes:

- Specialist support services and teachers
- The educational psychologist service
- The school nurse

If you have any questions about your child, please speak to the class teacher or the school's Special Educational Needs Co-ordinator.

We always keep in touch with you about your child's education and will talk to you immediately if we are worried about your child.

## **You in School**

### **Being Involved in the School**

Children learn best when parents and staff communicate well about what is happening to the child. If this is working well, we will be working together to provide the best possible school experience for your child.

Communication happens in many ways and includes:

- Parents and teachers talking together
- Open evenings
- Group meetings for discussion
- Letters
- School and unit notice boards
- Newsletters
- Through a parent governor
- Information leaflets
- Children's reports
- Text messaging
- Emails
- School website
- PTA

### **Communication - What does the school do?**

- When your child starts at Shawclough you can come in at the end of the school day to talk to the teachers. You can also make an appointment to talk with the teacher in private if you want.
- We send letters to you by email, usually on Thursday. We display recent letters on the noticeboard outside the school office. The weekly newsletter is put on the school website and on our display in the Dining room.
- Unit One organises a range of activities to help the new children settle in.

- We will invite you to parent/teacher meetings three times a year. The first at the beginning of the school year, a second in the spring term, and the third after you have received your child's report in the summer term.
- We keep information about your child's educational progress as a written record in school. You will also be able to see it at the parents/teacher meeting. If you would like to see the record folder at any other time, this will be arranged with you.
- We will give you a detailed report on your child's progress in the Spring Term.

## **What can you do as parents?**

### **Supporting your child**

Please share books with your child. It encourages them to enjoy reading and develop skills. Find out what your child is learning about at school and talk about their work. This applies equally to all the children. Please organise at home so that your child has the time and the space to complete the homework that they are given.

### **Information to school**

Please keep in touch with us about your child. The more we know about the children the more we can help them.

## **Other Useful Information about Shawclough**

### **Illness and Emergency Contacts**

If your child is unable to attend school due to illness, please ring the school office before 9 a.m. on the first day of absence.

If your child becomes ill during the school day it is important that we can contact you. Please make sure that we have your current address and telephone number. Do this by completing and returning the form we will give you when your child starts school. Please let your child's teacher know of any health matters that may cause your child a problem at school.

### **Supporting Health**

We understand the need to support any children who have health issues. Full details can be found in our Medicine Policy.

### **Asthma**

Children with asthma need to be able to use their inhaler while at school. Inhalers are kept in the classroom and taken to PE and Games. At playtime, your child can use an inhaler with the help of the supervisory staff. Ask your doctor for a spare inhaler and spacer to keep at school at all times. Please replace this when the date expires.

### **Attendance and Punctuality**

It is important that children come into school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential. We expect an attendance level of 95% or above. We keep a record of all absences and lateness at school and take action if a child's absence becomes a cause for concern.

Tell us if your child has a medical appointment so that we can record this accurately. If you need to take your child for an appointment please collect them from school. We will not allow children to leave school without an adult. Please arrange all routine appointments outside of the school day.

### **Lunchtime**

At lunchtime children can either:

- Eat a school lunch
- Eat a packed lunch

We think of lunchtime as a time for children to socialise with each other. We encourage the children's good manners at mealtimes and teach them how to use a knife and fork.

### **School Lunch**

The meals that the school kitchen staff prepare and cook are tasty and nutritious and there is always a choice. We run our own catering service. We are very health conscious and work hard to ensure that meals are well balanced and healthy. Menus are available on the noticeboard in the main school corridor or on the school website. Every day there are three meal choices, the food is prepared to order and children choose the option they prefer.

Reception, Year 1 and Year 2 children are currently entitled to free school meals. For all other year groups the current cost of the meal is available from the school office. If your child is entitled to free school meals please speak with the Business Manager. We can cater for special dietary needs.

### **Packed Lunch**

If children bring a packed lunch it should be in a clearly labelled lunchbox. The school produced guidelines about what should be included in a packed lunch.

#### Packed Lunches should include:

- A sandwich or equivalent e.g. wrap, rice, salad, pasta salad etc
- A drink of water, milk or pure fruit juice
- A portion of fruit
- A portion of vegetables
- A portion of dairy e.g. yoghurt or cheese.

#### Packed Lunches should not include:

- Jam or chocolate spread
- Fizzy drinks or cordial
- Bars of chocolate
- Crisps more than once a week

We would ask parents to support this.

### **Lost Property**

If you label all items of clothing and equipment your child brings to school then the task of returning property becomes very simple. However, there is a lost property box in the corridor.

### **Early Start and Tea Time Clubs**

These are available for all children. Early Start Club opens at 7.30 a.m. until 8.30 a.m. each day when the children are taken by the Club staff to their classrooms. Tea Time Club is open from 3.15 p.m. until 4.15 p.m. A register is taken of all children attending and each child is signed out of the club by their parent/carer. Payments can be made on a daily or weekly basis. Both clubs include breakfast/snack.

### **Your concerns**

From time to time you may have worries about your child at school. We hope that you will discuss with your child's class teacher any problems you have as soon as they happen. Often this is all that is needed to put matters right. If not, then speak to the Unit Leader, Deputy or

Headteacher. We have a formal complaints procedure to solve any problems we cannot sort out. You can get a copy of this procedure from the school office.

## **The School Governors**

### **Who are the Governors?**

The Governors are the people who are responsible for running the school.

Their main duties are to:

- Make sure your child gets a broad and balanced education
- Decide how the school budget should be spent
- Monitor the standards being achieved
- Choose and employ staff
- Look after the building and grounds

This is done within the guidelines set by the Government and Rochdale Council and with the co-operation and hard work of staff.

From September 2016 our Governing Body is made up of 12 Governors. A list of the current members of the Governing Body is on the school noticeboard.

### **How can you get involved?**

Anyone can come along to the Governors' meeting. We meet once a term and advertise the dates on the notice board at the main entrance to the school. You can get minutes from our meetings and copies of the papers we discuss from the school office or at the meeting.

### **How to get in touch**

Come and talk to us if you or your child have any questions or comments about school. If you want to contact a Governor:

- Talk with the parent or teacher governors in school
- Call into the school office and make an appointment to speak with one of the governors
- Write to any or all of the governors at the school address.

## **PTA**

The PTA is a group of willing volunteers who meet to fundraise in school. We have regular meetings in school – please ask at the School Office for further information.

## **Uniform**

Our Schoolwear is available from Moses Schoolwear, 21 – 23 Oldham Road, Rochdale.

The following is a list of school-appropriate clothing:

- Fleece- Black
- Sweatshirt or cardigan- black
- Black long or short trousers, black skirt or pinafore dress, Green/white or yellow/white gingham dress in summer
- Polo shirt –green or yellow
- Plain black shoes or plain black trainers- No logos or heels
- Sunhat (summer)
- Coat

**PE KIT**

- T-shirt
- Shorts
- Black pumps
- Track suit bottoms, jumper and trainers

**JEWELLERY**

Children who wear earrings must only wear studs in school. During PE lessons these must be either removed or covered with surgical tape (which should be kept in the child's pump bag). No other jewellery should be worn for school.

**NAIL VARNISH/MAKE UP**

Could I please remind you that all forms of make-up and nail varnish are unnecessary for school. Please ensure that children remove it before coming to school.

**HAIR**

Children with long hair should have it tied up neatly for school for health and safety reasons.

**Conclusion**

We hope you have found the information useful but if you have any other questions please come and see us.