

# SPRING HILL

COMMUNITY PRIMARY SCHOOL

*'To be the best we can be.'*

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**Headteacher: Mr S Tonge**

## Welcome to Spring Hill

*We are all very proud of our school. At Spring Hill our school motto is 'To be the best we can be.' As a school we aim to provide the best educational experience for all our children and celebrate successes across the curriculum. We aim to deliver a curriculum that develops a love of learning in all our children and we believe that our school is a wonderful place to learn.*

*In our OFSTED inspection (February 2018) it was commented that '...pupils are a real credit to the school. They are polite and keen to speak about their learning. They also display good manners.'*

*We hope that every child achieves and experiences success at Spring Hill and leaves our school with the skills needed for further challenges, taking with them many happy and rewarding memories.*

*This brochure will give you some information about our school and a flavour of what our school is like.*

*We look forward to working in partnership with you over the coming years.*

*Mr Tonge*

*Headteacher*

### *Our Vision*

At Spring Hill we aim to ensure that every child is:

- A successful learner
- A confident individual
- A responsible citizen
- An effective contributor

We do this by creating a happy, creative and inclusive learning environment which promotes excellence and develops a life-long love of learning.

## **SCHOOL STAFF (from September 2019)**

### **Senior Leadership Team**

<b>Headteacher</b>	Mr S Tonge
<b>Deputy Headteacher</b>	Mrs H Jones
<b>Infant Leader</b>	Mrs L Freeman
<b>Junior Leader</b>	Mr O Tracey
<b>Wider School Effectiveness</b>	Mrs S Robinson
<b>Special Educational Needs Lead</b>	Mr N Blower

### **Teaching Staff**

Mrs A Adams	Mr N Blower	Miss E Brown	Mrs K Walmsley
Mrs C Bicknell	Mrs M Brunskill	Mrs L Freeman	
Mrs E Greenhough	Ms K Harwood	Mrs V Hornby	
Mrs S Kendall	Ms L Kay	Miss J LePage	
Mrs S Robinson	Mr P Scholes	Mr O Tracey	
Mrs J Williams	Miss S Wright	Miss K Wrightson	

Mr S Brown provides specialist music teaching.

### **Higher Level Teaching Assistants**

Mrs K Daly	Mrs T Riley
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### **Teaching support**

Mrs K Abbas	Mr Z Amin	Mrs N Akhtar
Mrs M Alam	Mrs D Archer	Mrs E Barrass
Mrs M Battle	Ms M Benson	Mrs C Byrom
Mrs L Clarke	Mrs D Cristoforo	Ms B Davies
Ms M Davies	Miss H Fisher	Mrs I Gales
Mrs D Grasso	Mrs A Holdroyd	Mrs N Hussain
Mr S Iqbal	Mrs V Kennedy	Mrs S Khan
Ms M Majid	Mrs Z Nawaz	Miss J Spooner
Miss J Rigby	Mrs A Shuttleworth	Mrs S Zaman
Mrs R Saaed	Mrs S Zaman	

### **School Office**

Miss S Ali - School Business Manager  
Mrs J Roberts – School Administrator  
Miss J Clayton – School Assistant Administrator

### **Lunchtime Support**

Mrs Abid	Mrs Ali	Mrs Begum
Mrs Bi	Mrs Kauser	Mrs Roohi

## **Site supervision**

Mr K Barrass  
Mrs S McShane  
Mrs H Cash

## **School Governors**

The school governing body has the overall responsibility for the effectiveness of the school. There are currently 10 governors who each serve for a period of four years.

Our governors are:

Dr N Shah (Chair)  
Mr P Heaton (Vice-chair)  
Mrs J Ashworth  
Mrs E Barrass  
Mrs S Zaman  
Mr S Tonge  
Mr K Abbas  
Mrs T Khuram  
Mrs L Freeman  
Mrs S Penman

The full governing body meets at least once per term. There are also two sub committees (Resources, and Standards and Effectiveness) that also meet once per term and report back to the full governing body.



## **The School Day**

Below are the times of our school day. Please ensure that your child arrives at school on time.

### Infants

8.50am – 11.50am (Reception)

8.50am – 12.00pm (Years 1 and 2)

1.00pm – 3.10pm (all infants)

### Juniors

8.50am – 12.10pm

1.00pm – 3.10pm

Children from Year 1 to Year 6 have a mid-morning break at 10.40am until 10.55am. Children in Year 1 and Year 2 also have a mid-afternoon break from 2.05pm until 2.20pm.



## **Curriculum**

The curriculum comprises all activities for learning that the school provides. It includes all lessons, trips, visits and visitors and extra-curricular opportunities.

With this in mind at Spring Hill we aim to provide the children with a broad and balanced curriculum that builds knowledge and skills and incorporates all the requirements of the National Curriculum 2014.

As a school we are committed to providing the best curriculum possible for all our children and provide many exciting learning opportunities.

At Spring Hill the subjects we follow are:

### ***Core subjects***

English

Mathematics

Science

### **Foundation subjects**

Computing

Physical Education (PE)

Religious Education (RE)

History

Geography

Art

Design Technology

Music

Foreign Languages (juniors only)

Children in the Foundation Stage (Reception Class) follow the curriculum for the Early Years Foundation Stage. In this curriculum there are three *prime areas*:

Communication and Language

Physical Development

Personal, Social and Emotional Development

There are four other *specific areas*:

Literacy (reading and writing)

Mathematics (number, shape space and measure)

Understanding the World

Expressive Arts and Design

### **Religious Education**

All state schools are required to have a curriculum that promotes the spiritual, moral, cultural and social development of every child. Each school must also teach Religious Education (RE) for all pupils; however parents and carers have a legal right to request that their child be withdrawn from RE. This must be done in consultation with the headteacher. At Spring Hill we follow the Lancashire Agreed Syllabus for RE.

### **School Visits/Visitors / Extra Curricular Activities**

All classes will have the opportunity over the school year to support their learning by having at least one visit/visitor and this is often more. These are organised by the class teacher to support the learning in a particular curriculum area. Costs for are kept to a minimum for all visits and are always subsidised by school. Parents are asked to contribute towards the cost. Whilst no child is ever refused a place on a visit because a contribution has not been given, if there are insufficient funds to cover the visit it may be cancelled.

Further details are available in our charging policy which is available on our school website.



### **School dinners/dinner money**

The school offers a range of tasty, nutritional meals for children served each lunchtime. Children in infant classes (Reception, Year 1 and Year 2) qualify for a free school meal each day. Children in junior classes (Year 3 – 6) must pay if they wish to have a school dinner. These are priced at £2.30 per day. Payment for dinners is done via our ParentPay system.

### **Special Educational Needs and Disabilities**

Some children need help and support with their learning or another aspect of school at some point in their time with us at Spring Hill. When children start at our school we will talk with parents and the previous school or nursery, to ascertain whether the child has particular needs, so that we can then make the appropriate arrangements. Some children may be identified as having special needs during their time at Spring Hill, which may mean they need special attention to be able to do their best. We will always talk with parents about children's progress and how this can be developed. We hope that parents will also talk to class teachers about their own feelings in this regard.

Mr Blower is the Special Educational Needs and Disability Co-ordinator (SENDCo) and makes sure that this is happening in our school.

He works with the teachers to

- ◆ identify children who are underachieving
- ◆ find out why some children are having difficulties
- ◆ provide support programmes for children, if needed, which is appropriate
- ◆ help children to overcome difficulties and become successful learners.

We work closely with educational psychologists, a speech and language therapist, support teachers, counsellors, medical professionals and other agencies to identify and meet the needs of the children in our care.

We always like parents to ask about the work which the children are doing.

If you have any concerns please come in and talk to the class teacher.

If the class teacher has any concerns they will let you know too.

We also have a Learning Mentor, Ms Kay, in school who works with groups of children and individuals, who are experiencing difficulties which require short term additional help. The input

helps them to overcome these difficulties and continue with school life. This could involve meeting with the family to talk through any concerns.

### **Reporting to Parents and Carers**

At Spring Hill we operate an 'open door' policy where parents and carers are welcome to make appointments to come into school to discuss their child with the class teacher or with a senior member of staff at any time during the school year. An annual report is provided for parents in July which informs parents about the progress their child is making.

### **Attendance and Absence**

Excellent attendance at school is essential to ensure your child makes the progress they are capable of. We need your child to be in school as much of the time as possible – 100% would be brilliant, but we need everyone to aim for at least 96% attendance which is our school target. We have a detailed attendance policy which explains what our procedures are. We are committed to raising attendance, so we will work hard to reward children and classes with the best attendance. Where attendance is a cause for concern, parents will be invited into school to discuss how this can be improved.

If a child is away from school, it is important that parents / carers inform school as early as possible on the first day of absence or in advance when this is possible. If we have had no notification by 9:30am on the first day of absence, a member of staff will ring to establish the reason for the absence. This is to safeguard children.

We will allow children to take one day's holiday if they celebrate Eid, when Eid falls on a school day.

No other leave of absence will be granted unless in exceptional circumstances. This **must** be discussed with the headteacher when leave of absence is requested. Please see the school policy for full details. Children who are often late or frequently absent without good reason will be offered support from our Learning Mentor. Where families persistently keep children off school with no good reason, the Local Authority may issue a Fixed Penalty Notice (a fine).



### **Accidents and Illness**

Minor illnesses and accidents will be dealt with at school by school staff. Many staff hold a current First Aid Certificate, including some with a Paediatric First Aid Qualification. In the event of any bump to the head, a letter is sent home to parents /carers to inform them.

If a child is really quite poorly or has had a nasty accident, a parent or carer will be contacted at home or work. This is the reason that school must keep an up to date emergency contact number for all children. Emergency contact forms are sent out annually to parents in September in order

that they may be updated. If circumstances change, parents / carers are asked to notify school as soon as possible.

Unfortunately, head lice can be a problem in school and we ask parents /carers to check their child's hair on a regular basis. Combing hair every day can help to prevent the lice becoming established and weekly combing of wet hair over the sink or a pale towel is a good method of detection. If you find any signs of headlice, please apply a suitable treatment which can be bought from the chemist and inform school.

All parents / carers should notify school if their child has any infectious disease, especially rubella (German Measles).

### **Medicines**

Children may only bring prescription medicines into school and parents/carers must complete a consent form for the school to administer it. Only prescription medicines that are required four times daily will be given. The school will not administer paracetamol or ibuprofen based products unless they have been prescribed by a medical professional.

Medicines are stored securely in the school office.

Asthma inhalers – these should be clearly marked with the child's name and can be kept in class and this is advised. The school also provides inhalers in case of emergency.

### **Equal Opportunities**

We aim to provide all children with equality of opportunity, regardless of age, ability, gender, ethnicity or religion. We endeavour to promote positive role models for children through all our learning opportunities. We have an Equality Policy which covers all areas related to equality.



### **Behaviour**

We have a comprehensive policy for behaviour to ensure high standards at all times. This is available to view on the school website.

At Spring Hill, children are taught to have respect for others, to care about each other and to care for the school buildings, grounds and resources. This is reinforced throughout the year both in class and through whole school assemblies.

### **School Uniform**

Burgundy and gold are our school colours. The uniform consists of:

- burgundy school sweatshirt
- gold polo shirt
- grey trousers or skirt.
- Black shoes (**not trainers or boots**).

School uniforms with the school logo are available from Abbey Street Shopping Centre in Accrington next door to the main Post Office or from Whitakers at Oswaldtwistle Mills.

For P.E. children will need to bring a burgundy t-shirt and black shorts or leggings. They will need to bring a pair of pumps/trainers too. P.E. bags are recommended to keep these in.

Please make sure that all items of clothing have your child's name in them. Any personal belongings should also be marked with the child's name.

*If they get lost they are more likely to be returned if they are named*

No jewellery, except small studs for pierced ears, should be worn. These must be removed for P.E. (by the child)



### **Mobile Phones**

These are not allowed in school. Any contact between child and home during the school day will be made via the school office.

### **Holiday List 2019-20**

#### **Autumn Term**

Open	Tuesday 3rd September 2019
Close for half term	Friday 18 <sup>th</sup> October 2019
Open	Monday 28 <sup>th</sup> October 2019
Close	Thursday 19 <sup>th</sup> December 2019

#### **Spring Term**

Open	Tuesday 7 <sup>th</sup> January 2020
Close for half term	Friday 14 <sup>th</sup> February 2020
Open	Monday 24 <sup>th</sup> February 2020
Close	Friday 3rd April 2020

#### **Summer Term**

Open	Tuesday 21 <sup>st</sup> April 2020 (Bank holiday 8 <sup>th</sup> May 2020)
Close for half term	Friday 22 <sup>nd</sup> May 2020
Open	Monday 1 <sup>st</sup> June 2020
Close	Friday 17 <sup>th</sup> July 2020



