

***Winmarleigh  
Church of England  
Primary School  
and  
Pre-School***



Enjoy Believe Achieve

School Brochure

2022-2023

**Church Lane, Winmarleigh, Preston, PR3 0LA**  
[www.winmarleigh.lancs.sch.uk](http://www.winmarleigh.lancs.sch.uk)

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[head@winmarleigh.lancs.sch.uk](mailto:head@winmarleigh.lancs.sch.uk)

*“Be strong and courageous. For the Lord your God is with you wherever you go.” Joshua 1:9*

### **Headteacher's Welcome**

*Train up a child in the way he should go; even when he is old he will not depart from it.  
Proverbs 22:6*

Thank you for considering Winmarleigh Church of England Primary School for your child.

Winmarleigh School is a small, happy village school situated on the outskirts of Garstang, with an additional Pre-School provision. The school benefits from strong links to St. Luke's Church, a dedicated staff team, an outstanding outdoor area and extremely supportive parents. Our curriculum, which is creative, broad, balanced and fun, is underpinned by our Christian values and our school mission statement.

*OFSTED 2020 reported, "Staff and pupils are proud members of this nurturing, friendly and welcoming school. Staff help pupils follow the school's vision, 'Enjoy, Believe, Achieve'.*

We challenge our children to reach their full potential, supported by a caring family atmosphere in which they feel safe and valued.

We aim to ensure that the children develop a life - long love of learning, that we prepare them for the responsibilities and experiences of later life but most of all that they develop in the knowledge that they are part of God's family.

Visits to the school are very warmly welcomed.

Mrs. Campbell



The general information in this prospectus relates to the school year 2022-2023.

The village school was built in 1870 by John Wilson Patten, MP, Lord Winmarleigh, and serves the parish of St. Luke's, Winmarleigh and families living in the surrounding area.



Lord Winmarleigh

The school caters for children between the ages of three and eleven years.

The children on roll taught in a variety of different ways, dependent on their age and need but essentially, they are divided in to three groups: PreSchool, Key Stage One and Key Stage Two.

The original school building (1870) houses the Key Stage 2 classroom, school offices, library/resources room and staffroom.

An extension was built later and this provides a Key Stage 1 classroom and children's toilets.

We have a large, bright conservatory room for dining, collective worship and other individual, group or class activities.

The conservatory looks out on a secure grassed area and beyond to the hills of the Forest of Bowland.

Our outdoor learning facilities are outstanding and designed to meet a range of needs across the curriculum. In November 2021 we were successful in our application for a *'Lancashire Education Award' for our Outdoor Learning Provision.*

Staff, parents, carers, governors and members of the community work closely together in seeking to serve the needs and interests of the children.

Staff	
Headteacher	Mrs Lucy Campbell
KS2 Teacher/EVC	Mrs Sarah Shaw
FS/KS1 Teacher	Mrs Clare Darling
Administrative Officer	Mrs Jane Heyworth
Teaching Assistants	Mrs Claire Thornber Mrs Sandra Wilson Mrs Julia Campbell
Site Supervisor	Miss Vicky Parker
Welfare Assistants	Mrs Claire Thornber Mrs Julia Campbell

We follow the current National Curriculum which covers:

- Mathematics
- English
- Science
- Computing
- PE
- History
- Geography
- Design and Technology
- Art
- Music
- French (KS2)
- Personal, Social, and Health Education and Citizenship.

We also follow the Diocese of Blackburn Syllabus for Religious Education

Our youngest children (Reception) follow the  
Early Years Foundation Stage (EYFS) curriculum.

We seek to fulfil the potential of each child and strive to provide high quality teaching and learning; we all work together to give the children the very best we can.

At Winmarleigh we aim to develop happy, trusting relationships between children and staff. Through our Home-School Agreement, we encourage supportive links between school and home, and seek to create a high quality working environment for all. Our caring ethos is seen as fundamental to ensuring the self-esteem and motivation for our children to flourish.





### St. Luke's Church, Winmarleigh

As a Church of England Aided School our collective worship and ethos are rooted in Christian teachings and values. While parents have a right to withdraw their children from worship this will not insulate them from the Christian ethos in school.

Music and singing play an important part in our worship and celebrations at Harvest, Christmas and Easter. All children in Key Stage 2 have tuition on brass instruments.

For two terms of the year our children have weekly swimming lessons at Garstang Swimming Pool and benefit from a full afternoon of PE/sports delivered by a professional sports coach. Since September 2013 we have entered into a Sports Partnership with Garstang Community Academy and other local small schools This enables the children to take part in monthly sports tournaments and meet with a large number of children in their peer groups from other local schools.

We are particularly pleased to be able to offer our children the opportunity to take part in outdoor and adventurous activities locally, thanks to the generosity of our neighbours at Winmarleigh Hall - a PGL Activities Centre.



### **Pre-School Provision**

We offer a full time (8am -5pm) Pre-School provision from the age of 3 years. Details of the provision can be obtained from the school office.

**Reception Class Induction Arrangements** - our induction arrangements offer each Friday afternoon through the first half of the summer term prior to starting school in September. This then extends to Monday and Friday afternoons through the second half of the summer term.

Also, throughout the Summer term, there are pre - school classes such as Diddy Dance, Forest Schools and Rhythm Time. Our induction programme offers the children a very gradual and positive introduction to life in school and when they begin school in September, they are generally very happy to stay full time. If, however this is not the case, we would always work with families to provide the very best, personalised arrangements for their child, to ensure that starting school is a happy and positive experience.

### **Special Educational Needs**

OFSTED 2020 *"Leaders make sure that pupils get the support they need to help them achieve well. This includes pupils with special educational needs and/ or disabilities (SEND)"*.

Children with special educational needs are well supported. Their progress is carefully monitored and the views of parents are sought at all stages.

A copy of our Special Educational Needs Policy and Local Offer can be viewed on our website [www.winmarleigh.lancs.sch.uk](http://www.winmarleigh.lancs.sch.uk)

### **Before and After School Provision**

We are extremely proud of the wide range of After Schol Clubs which we offer to our children. For as long as we are able we will remain committed to offering all sports related clubs free of charge. In the past these have included archery, yoga, fencing, football, dance, Zumba to name but a few. The clubs are open to children from Reception through to Year 6. There is a nominal charge for other clubs, such as Spanish.

## Homework

We are very grateful for the support and encouragement that parents give their children at home with their homework. Home learning is very much encouraged. We ask that parents support the school by hearing their child read every evening at home, learn weekly spellings and times tables and various other tasks as set by the class teacher.

## Behaviour

We believe that small schools offer a natural extension from family life at home. We encourage children to act in a sensible, responsible and polite manner demonstrating sensitivity and kindness towards others and to have regard for one another as members of the school family.

*"Pupils develop as kind and caring individuals. Their behaviour reflects the school's values, including kindness and respect," OFSTED 2020*

Our behaviour policy can be viewed at [www.winmarleigh.lancs.sch.uk](http://www.winmarleigh.lancs.sch.uk)

## Child Protection

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that the school is required, as part of the local Child Protection Procedures, to report any concerns to the local safeguarding authority immediately.



## Reporting to Parents and Carers

Pupils have a Home School Agreement and Home-School Link Book in Class 1, to record messages, list homework, etc. The book also allows for a dialogue between home and school. The homework book serves as both a link book and homework book in Class 2.

At the beginning of the school year we talk to the children and their parents and put together a Learning Passport for that year. This is a lovely way to share together the child's learning styles, strengths, interests, possible anxieties and also to establish areas for development and future targets. The **Learning Passport** forms part of the child's **Learning Journey** for that year. Each half term a brief summary report relating to effort, progress and overall development is given to parents, along with further targets for the following half term. A full written report on each child is provided for all parents and carers at the end of the summer term. We also offer parents consultation meetings during the year, in the Autumn and Spring term. In Summer term there is an opportunity for parents and carers, to discuss their child's end of year report.

*On a day to day basis we have an open door policy. We are passionate about knowing our children well and welcome regular communication with our parents.*

Throughout the year the teaching staff monitor the progress and achievements of children. This is in addition to the statutory testing that takes place at the ages of seven and eleven.

Assessment is undertaken in a variety of ways, for example by looking at children's work, talking to children to assess their understanding, simple tests in class and more formal assessments at various times during the year.



## Transition

We continuously review the ways in which we integrate children into school, allowing a smooth passage from preschool to our Key Stage One class and then on to our Key Stage Two class. Throughout the summer term, for children joining us in September there are two sessions a week, as well as pre - school classes such as Diddy Dance, Forest Schools and Rhythm Time.



We also liaise carefully with the high schools to which our children transfer. We ensure the children are provided with as many visits to their new school as they need. The children's 'transition journey' includes being formally invited back to Winmarleigh in the Autumn term, to share how they have settled at high and to reassure them that they are still part of our school family, should they need us. This also serves as an excellent opportunity to begin to prepare our Year 6 children for when it comes to their time to move onto high school.



## Uniform

This can be ordered from **Uniform, Sports and Leisure** in Garstang.

Maroon sweatshirt or cardigan with school logo

White Polo Shirt with school logo

Grey skirt/pinafore or trousers

Dark coloured school shoes

Black, grey or white socks / black, grey or white tights

**Summer option:** Dark red and white gingham dress (girls)

White Polo shirt (boys)

Short grey trousers (Boys)

**P.E.** Navy shorts

Maroon T shirt

School tracksuit (provided by school) and trainers

## PE Sessions

Our PE lessons are on Tuesday afternoons and the children come to school dressed in their tracksuits. Most of our PE lessons are taken in the playground but we also use the Village Hall and field, dependent on the activity. Please make sure your child is provided with wellingtons, which are kept in school, for wet days and outdoor learning.

For swimming, the children will need to remember to bring to school, a towel and swimming trunks/costume. A swimming hat must cover long hair. For safety reasons, children are advised against wearing goggles. The Local Authority will accept no responsibility for injury as a result of them being worn and permission to wear them must be sought by completing a form - available from the swimming instructor..

Items of jewellery are not allowed in school. If you wish to have your child's ears pierced we ask that you do this at the beginning of the summer holidays so that by the time they return sleepers or studs will not be required. Nail varnish or makeup are not allowed - please make sure that all traces are removed before your child comes to school each day.

## The School Day

Breakfast Club	8.00am - 8.50 am (£2 per session / £4 for Pre-School children)
School begins	9.00 am
Morning break	10.30 - 10.45 am
Lunch	12 noon - 1.00 pm
Afternoon break	2.00 pm - 2.15 pm
School ends	3.30 pm
After School Club	3.30 pm - 5.00 pm (the majority of After School Clubs are free of charge but there is occasionally a charge of £3.50 per session depending on the nature of the After School Club).

## Charging Policy

In line with Government legislation, a 'voluntary' contribution only can be sought from parents to cover the cost of visits that are arranged for the children.

## Dinners and Milk

All Key Stage One children are entitled to free school meals under a Government initiative which began in September 2014. All key Stage Two children are able to order a school dinner at a cost of £2.40 per day. The meals are cooked at Garstang Community Primary School and delivered to us in insulated containers. Children may bring in a packed lunch from home if they prefer. Fruit is made available to KS1 children from the government scheme. Milk is also free for all Key Stage One children.

## Attendance and Absence

Regular attendance is essential if children are to benefit fully from all that school has to offer. Schools can no longer authorise absence during term time unless the circumstances are exceptional.

Whenever a child is absent from school it is important that the school is notified on the day by telephone. If your child does not arrive at school, and you have not let us know they will be absent, you will be contacted by telephone or text message. On return a letter confirming the reason for absence should be provided. All unauthorised absences are recorded and reported to the Local Authority and the DfE.

School should be notified in advance if you need to collect your child during the day for a medical appointment. You will be required to sign out your child, and sign them in when they return.



## Accident or Illness

For obvious reasons, it is both unfair and unwise to send a child who is unwell to school. The Health Protection Agency have issued guidelines about which illnesses, rashes etc require a child to stay at home.

Ask in school if you require clarification. Generally, if a child has a raised temperature they should not return until their temperature has been normal for 24 hours.

***In particular, children with tummy bugs should only return when 48 hours have passed since the last episode of sickness or diarrhoea.***

If a child becomes poorly during the course of the day or has an accident, it may be necessary to contact a parent quickly. To facilitate this please make sure that school is kept up-to-date with emergency contact details. School staff will care for the child until a parent arrives.

## Medicines

Prescribed medicines will only be administered to children by staff provided that written permission is received. Please remember that if an antibiotic is prescribed to be taken three times per day (and the child is well enough to come to school) doses can be given before the child comes to school, as soon as they arrive home and at bedtime.



## Further Information

If you have any questions, please contact the school bursar or headteacher.

Information about the school, including key policies, is also available on our website

## Appendix A

### Complaints

All complaints should initially be reported to the headteacher. (If the complaint is about the headteacher, then it should be reported to the Chair of the Governing Body).

Where informal discussion with the Headteacher (and other staff when appropriate) does not resolve the issue, the complaint may be referred to the Governing Body. The Governing Body has a committee structure which will enable the governors to:

- ✦ hear the complaint
- ✦ carry out investigations
- ✦ decide whether or not the complaint is to be upheld.

Where a complaint is upheld, the Governing Body may be responsible for ensuring that the matter is rectified, including the possibility of disciplinary procedures. If parents or carers are still not satisfied, then it is the Local Authority's responsibility to set up an independent complaints procedure to hear the case (complaints about the competence or conduct of individual teachers do not fall within this particular procedure.)

## **Appendix B**

### **School Governors**

**Chairman:** Mrs L Sutcliffe  
c/o Winmarleigh C E School  
Church Lane  
Winmarleigh  
Preston PR3 0LA  
☎ 01995 603006

**Clerk:** Governor Services  
Schools Division  
Area Office  
P O Box 606  
White Cross Education Centre  
Quarry Road  
Lancaster LA1 3SQ  
☎ 01524 63243

### **Headteacher**

**Mrs Lucy Campbell**  
Winmarleigh C E School  
Church Lane  
Winmarleigh  
Preston PR3 0LA  
☎ 01995 603006

### **Ex-officio Governor**

**Rev Gary Lewis**  
☎ 01995 603006