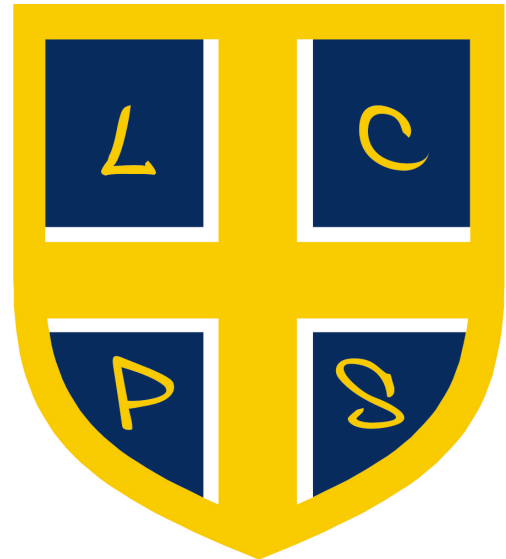




**Longview Community
Primary School**

**LONGVIEW
COMMUNITY PRIMARY
SCHOOL
INFORMATION BOOKLET
FOR PARENTS
2012/2013**



Longview Community
Primary School

Together
Everyone
Achieves
More

AT LONGVIEW COMMUNITY PRIMARY SCHOOL THIS WILL
BE ACHIEVED THROUGH
Curriculum

- Every child is given the opportunity to become literate, numerate and to acquire the necessary technological skills for the future.
- Every child will be encouraged to reach his/her full potential in all areas of the curriculum.

Manners Matter

- Praise and encouragement are used to keep self-esteem high and ensure appropriate behaviour.
- Every child is aware of his/her responsibilities towards the Longview Community and understands that **Manners Matter**.

Environment and Community

- Every child to be given knowledge and understanding of the world and through this it shows a responsible attitude towards themselves, each other and the community where they live.
- Parents, Staff, Governors and the local Community to work closely together for the benefit of the children.

The purpose of this booklet is to provide the information needed by parents and others who are interested in the school. When a child starts in the Nursery or Reception class a separate booklet is given to the family and a formal meeting is held with the parents.

If you have a suggestion about further information the booklet should contain, please mention it to the Headteacher or Office Manager.

General Information

Address ~ Astley Road, Huyton, Merseyside L36 8DB

Telephone Number ~ 0151 477 8240

Fax Number ~ 0151 477 8241

Website ~ www.longviewprimary.co.uk

E-Mail Address ~ longview.de@knowsley.gov.uk

Chair of Governors ~ Mr. R. Bannister

Headteacher ~ Mrs. A. Casey

Deputy Headteacher ~ Miss. J. Sherriff

Teaching Staff ~
Mrs. N Anderson
Miss. G Bowdery
Mrs. J Deberque
Miss. N Jones
Miss. V Fowlis
Miss. L Houlton
Miss. A Johnston
Miss. J Knight

Miss R Leech
 Mrs. H McKeown
 Mrs. M Price
 Miss. L Rice
 Mrs. D Taylor
 Miss. E Taylor

Learning Mentor ~ Mr. A Chamberlain

Teaching Assistants ~ Mrs. T Archibald
 Miss. L Barry
 Miss. N Bradbury
 Mrs. J Brady (Off on maternity Leave)
 Ms. S Cottage
 Mrs. J Dransfield
 Ms. M Hart (Off on maternity Leave)
 Mrs. P McCulloch
 Miss. M Owen
 Mrs. G Parr
 Mrs. G Rooney
 Mrs. M Smith
 Miss. A Wilson
 Mrs. E York

Administration Officer ~ Mrs. H Wright

Office Manger ~ Mrs. K Daley

Administration Assistant ~ Mrs. C Webb

Lunchtime Supervisory Assistants ~

Mrs K Larne
 Miss. L McHugh
 Miss. J Walsh
 Miss. E Williamson
 Mrs. P Worthington

The following teaching assistants Mrs. McCulloch, Mrs. Dransfield, Miss Owens, Ms. Madine and Mrs. Archibald also supervise the children at lunch times.

YOUR GOVERNORS ARE ~

Five Parent Governors (Elected by Parents.)

James	Pettitt
Rachel	Swanwick
Roy	Swanwick
Sonya	Taylor
Paula	Worthington

Three LEA Governors

Robbie	Bannister [Chair of Governors]
Tony	Harvey
(Vacancy)	

Three Community Governors

Patricia	Hughes
Sue	Reay
Rev Clive	Doran

One Teacher Governor

Jennifer	Deberque
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One Staff Governor

Tracey	Archibald
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Associate Governor

Julie	Sherriff
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Headteacher

Amanda Casey

The Governors have a general responsibility for the effective management of the school, acting within the framework set by the national legislation and by the policies of the LEA. The day to day running of the school is the responsibility of the Headteacher.

Any Governor can be contacted through school.

Admission to the school

We welcome parents looking around the school before deciding to send their child. Please make an appointment to look around the school.

Longview is a Community Primary School, which is maintained by Knowsley Local Authority. It is a school for children aged three to eleven years of age.

Children are admitted into our Nursery on a part-time basis in the term following their 3rd birthday. The Governors are committed to giving all children the opportunity to attend Longview School as long as we can meet their learning needs. Longview is a fully accessible school and has wheelchair access throughout.

The Nursery can admit fifty-two part-time children, therefore, it is important that you register your child for a place as soon as possible after their birth.

We will need to see your child's birth certificate and a utility bill containing your address before admission to the Nursery or School whichever is applicable.

There are information booklets, which give more details about your child starting in the Nursery or Reception Class.

Admission procedures (Reception Class)

If your child's birthday falls on or between 1 September 2008 to 31 August 2009 and you live in Knowsley, now is the time to apply for a reception class place in primary school.

Parents or Guardians have to complete an admission form by **Tuesday, 15th January 2013** and will be informed by the Local Authority of school allocated. Admission booklets are available from the school or you can complete an on-line application at www.knowsley.gov.uk/schooladmissions.

If there are more applicants than the number of places available in a particular school, then the school is deemed to be oversubscribed.

Knowsley Local Authority applies the following criteria in strict priority order to decide how places will be allocated in Knowsley community and voluntary controlled schools:

1. Children who are cared for by the Local Authority.
2. Children for whom the Council accepts there are exceptionally strong medical or welfare reasons for admission.
3. Children with a brother or sister already attending the preferred school and who will be attending at the time of admission.
4. Remaining places are allocated by measuring the distance from the child's home to school in a straight line. Those nearest the school have priority.

Admission procedures (Nursery Class).

Nursery age children will usually be three during the term before they start nursery. At Longview we offer five, three hour sessions in either the morning or afternoon.

Parents or Guardians have to complete an admission form.

Priority will be given in the following order

Healthy Packed Lunches

All packed lunch boxes must have the child's name and class on them. Packed lunches **must be healthy and not** contain sweets or fizzy drinks. No glass bottles are allowed.

Dinner Money

If you think your child qualifies for a free school meal, please contact the benefits team on 0151 443 4047 or email the benefits team on benefits@knowsley.gov.uk.

If your child pays for their lunch, the cost is **£1.75** per day. It is easier for the school if the whole week's dinners are paid for on a Monday morning.

Snacks

The children are not allowed to bring sweets into school. In the Infants children are provided with fruit and milk. In Nursery and Reception the Parents are asked for an additional amount of money to pay for extra snacks.

After School Child Care

High Hopes which is a Child Care provider uses the school site and attached Children's Centre to provide Child Care from 7.30 a.m. to 5.45 p.m. Their telephone number is 0151 477 8600. High Hopes also run a holiday club in the school holidays.

Medicines

It is important that if your child has a medical condition the school is made aware of it. If your child needs to take medicine during the school day you will need to attend school at an appropriate time (i.e. playtime or lunchtime) to administer it to your child. Staff do not administer medicine to children during school times.

Attendance

Good attendance is essential if your child is to make progress. Pupils should be absent only for their own illness. If you are taking your child on holiday, please can you request a holiday form from the School Office. Holidays during term time will be coded as 'unauthorised', this is in line with the Local Authorities guidelines.

It is important that Year 2 and 6 children do not have holidays before the end of May, because the children will be taking part in SATs. If you check with the school before booking, we will be able to give you the dates for SATs.

Absence must be covered by an absence note signed and dated by a parent. This note is given to the class teacher. If your child is absent, please inform the school by telephone on the first day of their absence. When the child returns to school an absence note must be sent in. The school will contact parents on the first day of the absence if no contact has been made. Continual poor attendance of a child will result in the school's Learning Mentor contacting you and your child could be referred to the School Attendance Service.

If your child is absent to attend medical or dental appointments, the school must be notified in advance in writing or by producing the appointment card.

School Attendance for 2011/12 93.5%

The school rewards good attendance: -

- Weekly class competition - shield presented to class with best attendance.
- Termly certificates given out to children with full attendance.

PUNCTUALITY

Pupils must be punctual every day. (On the playground by 8.50 a.m.)

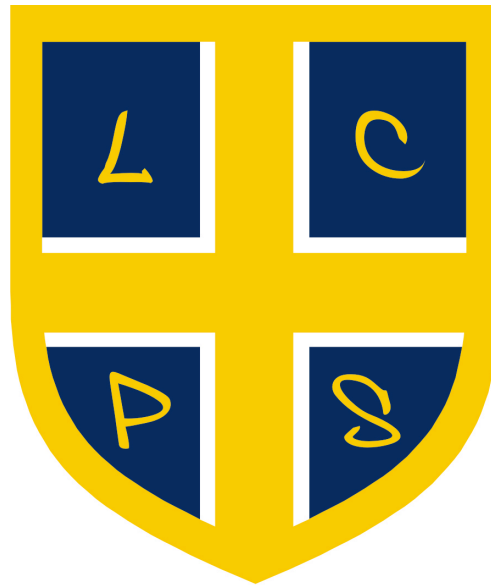
Pupils arriving late will be marked late and a record is kept.

The progress of pupils arriving late is affected because they miss the start of the lesson.

Pupils should not stay away from school because they have overslept.

If your child is late, they must report to the school office to obtain their mark and also, when appropriate, to be marked in for dinner.

**Longview Community Primary
School**



**Longview Community
Primary School**

GOLDEN RULES

Manners matter

Always do your best and have pride in what you do.

Need a friend? Be a friend!

Need help? Just ask!

Every act, think first

Remember! Listen carefully and act quickly

School belongs to you - look after it!

These '**Golden Rules**' are followed by everyone at Longview and if the rules are achieved throughout the week the children are rewarded with '**Golden Time**'. Golden Time is 30 minutes where children have the opportunity to take part in play activities.

The school has a Home School Agreement which parents, children (year 2-6) and school sign. When children are admitted to the school the contract is explained to the parents.

At Longview, we encourage good behaviour by rewarding achievement. Children are given certificates and merit stickers for a variety of reasons, e.g. hard work, good behaviour, improvement etc. It is hoped that by rewarding achievement, there are few incidences of poor behaviour.

If the school has any concerns over a child's behaviour they will contact the parent with the aim of working together to improve a child's behaviour.

Personal Appearance

Pupils are encouraged to take pride in their appearance.

School Uniform must be worn each day.

BOYS

White Polo Shirt
Grey Trousers or Shorts
Plain Navy Sweatshirt/Jumper
Or Navy Sweatshirt with School Logo
Dark socks
Black Shoes
Or plain black training shoes

GIRLS

White Polo Shirt
Grey Skirt or Trousers
Plain Navy Sweatshirt/
Jumper/Cardigan or Navy
Sweatshirt with School Logo
White/Dark socks or Dark coloured
Tights
Black Shoes
Or plain black training shoe.

The schools preference for footwear is black shoes. A white shirt is acceptable as an alternative to a white polo shirt. In the summer, the girls may wear a blue and white gingham dress.

For health and safety reasons, children **are not** allowed to wear jewellery. If ears have been pierced studs may be worn. Watches may be worn but the school cannot accept responsibility for loss or damage. A uniform list and prices are available from the office.

Physical Activities

P.E.

Boys

Plain light blue top
Black or navy blue shorts
Black plimsolls

Girls

Plain light blue top
Black or navy blue shorts or Skirt
Black plimsolls

Outdoor Games

In colder weather, when the older children are taken outside, a tracksuit may be worn. Training shoes can be worn for outside games.

Swimming

KS2 children will have the opportunity to go swimming, usually for a term in an academic school year.

Kit Required

Girls - Bathing costume
Boys - Swimming trunks. **(No long shorts are allowed)**
Swimming hats - **All** children must wear swimming hats.
During swimming lessons, any ear studs **must be** removed.

PE and swimming are a very important part of the curriculum; so please can you ensure that your child is provided with the correct kit. If your child is unable to take part because of a medical reason, a note must be sent in.

Parents

We are committed at Longview to working with parents to provide the best possible education for their child.

Parents' Meeting with Teachers

There are three formal opportunities for the parents to talk to the class teacher about the progress of their child. Teachers are also available for a short period of time at the beginning and end of the school day to discuss informally any concerns that the school or parents might have. For a longer discussion, appointments can be arranged with the classteacher or at the main school office.

The Headteacher is also available to see parents, however it is always best to make an appointment beforehand.

Reports

A full detailed, written report on each child is sent to parents at the end of the academic year.

Class Assemblies/Production

During the year, each child will take part in one class assembly and a range of other significant celebrations too, parents are invited to these assemblies.

Parental Involvement

The school will support and help parents in any way they can. Teachers are always looking for parents who can help in the classroom on a regular basis. Parents can work with children on many different activities including computers, art, craft and reading. Any volunteer Parents will have to agree to a Police Check (CRB). We normally would advise that you do not help at the class where your own children are.

Courses for Parents

The school also arranges courses for parents. Over the last year, courses have been run in first aid, computers, sign language, art, interior design and basic Maths/English. If you require any further information, please contact the school.

PTFA

The parents organise a number of fund raising events throughout the year e.g. Fayres, Fashion Shows, Bingo, etc. Anybody who would like to help, please contact the school and they will be put in touch with the parents' group.

Helping Children with their Home Learning Tasks

Your child will have regular home learning opportunities. The time spent each week will vary according to each individual child and the age of the child. Homework may take the form of: -

- Class-work that children are encouraged to continue or finish at home.
- An extension of class-work to provide further learning opportunities, to assist a child's understanding and progress.
- Practice of some aspect of work, for example spelling or multiplication tables.
- Revision of work to prepare for tests/SATs
- Reading - a time for children to read, talk about their books and listen to their parents read; with the younger children, this could entail learning sounds.
- Activities set to prepare a child for class-work.
- Researching topics and other areas of interest.

New Horizons Children's Centre

The school has a Children's Centre attached to it and they offer a variety of opportunities and services for our families. These include:-

- Childcare and Early Years Provision
- Child, family, health and maternity services
- Family support and parental outreach services
- Information and support in finding jobs and appropriate training
- Information and advice for parents and families

For further information you can ring the centre on 0151 443 5301.

The School Curriculum

The curriculum is what is actually taught in school. It is carefully planned to meet the needs of individual children and the National Curriculum requirements. The subjects covered are Mathematics, English, Science, Design and Technology, Information Communication Technology, History, Geography, Music, Art, Physical Education, Personal, Social and Health Education, International Primary Curriculum, Modern Foreign Language and Religious Education.

Although the subjects are defined separately, they are sometimes taught by using a topic or a cross-curricular approach.

Foundation Stage Curriculum (Nursery and Reception classes).

The Foundation Stage makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. At Longview we value the importance of the unique interests of children. Activities are planned carefully to incorporate these interests, giving children great enthusiasm for learning.

The seven areas of learning that make up the Foundation Stage curriculum are split into Prime and Specific Areas:

PRIME

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

SPECIFIC

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

The outdoor environment is also an integral part of the Early Years Foundation Stage. It has its own specially equipped outdoor area which is planned for and in constant use. The teaching to achieve the Early Learning Goals will be through first hand experience and structured play, led by children's unique interests. The teacher and teaching assistant will keep records on children's experiences and attainments. Assessments of development and learning needs will be ongoing throughout the school year. During the first half of the autumn term the teacher will carry out a holistic observation for every child. This will establish where they are in aspects of their learning and development and help future planning. The results of these early observations will be shared with parents at a Stay and Play session in the autumn term. By the end of the year the teacher will have built up an accurate profile of each child's development.

English/Literacy

All children from Year 1 to Year 6 will be taught a daily literacy lesson. Through this, the children will be taught all the elements of the National Literacy Framework. The framework concentrates on improving all children's reading and writing skills and for this to be done successfully speaking and listening skills are an essential part of it.

Reading

During the literacy lesson and at other times, the children are given the opportunity to read a variety of texts. The children will also bring home a reading scheme book, a fiction book or a book from the school library. We would appreciate it if you heard your child read, read to them, and ask them questions about the book they are reading. We find where parents do this, the reading improves tremendously.

Spelling

The children are regularly given key words to learn at home and are then tested on them in school.

Mathematics

At Longview, the children have daily numeracy lessons, which include a lot of oral and mental work. In Key Stage 1, the children are encouraged to use practical equipment to enable them to have a better understanding of numbers. As they move up through the school, the children are taught how to apply the number skills they have learnt to solve problems. The work usually relates to the mathematics they would use in everyday life.

Science

Through Science, children learn to make observations and comparisons on which they can build a more general understanding of the world around them. Children are provided with a wealth of first-hand experiences to explore and investigate. Through these experiences, children are encouraged to predict, test and question. The children communicate their findings in many ways: by talking to others, or in graph, chart and written forms.

Information Communication Technology (ICT)

The School is wireless and has an I.C.T. suite with thirty networked computers. All classrooms have a computer and most classrooms have an interactive whiteboard. At Longview, we are committed to giving children the opportunity to use computers to gain the necessary skills to prepare them for the technological age we are now in.

International Primary Curriculum

We teach the International Primary Curriculum in Key Stage 1 and 2. The International Primary Curriculum (IPC) is an international curriculum providing a cross-curricular, thematic, approach which engages children of all abilities in today's world. It is a skills based curriculum and encourages children to be able to use skills taught across all subject areas. Many areas of the curriculum are covered by this approach.

Art

Many of the art and craft activities undertaken by the children give a broad range of experiences, which provide opportunities to explore, create and design.

These experiences include painting, drawing, printing, collage and working with textiles. We recognise that it is important to achieve a balance in the teaching of various aspects of art and craft and we aim to develop children's awareness of colour, pattern, shape and texture. Children's artistic experience and knowledge are developed through the introduction of the work of artists, craft workers and designers from a variety of periods and cultures.

Design and Technology

Technology in our school is found in many other areas of the curriculum, such as Mathematics, structured play, Science and art. Our children work together in a practical experienced-based way to meet needs and to solve problems, which they may have identified. By evaluating their results, children will learn to consider their work and identify how they can improve their design.

History and Geography

Children will be given the opportunity to explore History and Geography through topics. Within history, children are provided with opportunities to learn about the past and compare this with the present.

Pupils will look at history from a range of sources including documents, artefacts, pictures, photographs and buildings.

Within Geography, children will study a variety of places and draw comparisons with the environment they live in.

Religious Education

Religious Education is a statutory requirement for all children in Community and Voluntary schools and must be taught in accordance with a locally agreed syllabus. Religious Education helps children learn about religions and from religions. The curriculum is planned to encourage an awareness of the other major religions as well as Christianity.

Parents do have the right to withdraw children from Religious Education lessons. If you decide to withdraw your child, alternative work will be set for the child to do.

Physical Education

Throughout your child's Primary Education, they are taught knowledge, skills and understanding involved in athletic activities, dance, games, gymnastics activities and swimming.

It is hoped that by the time your child has left Longview, they will have developed water confidence and will be able to swim 25 metres in good style.

Whilst taking part in these activities, your child should develop motor skills, body awareness, self-discipline, co-operation skills, fitness, safety skills and a sense of achievement.

Please ensure your child has the correct kit for these activities.

MFL

The children have been studying French in school, but this will soon change to Spanish very soon

Music

With Music in the curriculum, we hope to increase the children's sensitivity to, and their enjoyment of, organised sound. This will involve listening, performing and composing activities. The children should develop physical, vocal and aural skills and above all, gain great pleasure from the activities.

Some children are given the opportunity to learn to play an instrument in Key Stage 2

Personal, Social and Health Education

The P.S.H.E. curriculum provides learning opportunities and experiences that enable pupils to develop knowledge, skills and understanding necessary for personal and social responsibility. Curriculum content should enhance pupils, self esteem and their confidence to learn and make informed decisions.

Collective Worship

A daily act of collective worship will be provided in school. You may withdraw your child from this act of worship if you wish. Most acts of worship in any term will be broadly Christian, but not distinctive of any particular denomination. The acts of worship will be planned with reference to children in school.

Special Needs

We try to treat children as individuals and design the curriculum so that each child can reach their full potential. The Special Needs Co-ordinator works with the class teacher to devise programmes of work for children who are finding difficulty. The school will also work closely with parents to help children overcome their difficulties. Some children are withdrawn to work in small groups with a teacher from Knowsley Central Support. In some cases, the school will ask the parents' permission to involve outside experts such as the Educational Psychologist.

N.B. Obviously, these are only outlines of each curriculum area.

Sex Education

As part of the Science and P.S.H.E. curriculum some aspects of sex education are taught. It is important that children are taught about puberty and this is covered in a series of lessons in Year 6. Responsibility for ensuring that a suitable sex education policy is in place rests with the school Governors, who review their policy on a regular basis.

Library

The school has an attractive library, which is based, by the infant hall. We are constantly working to build up our stock of books, which may be taken home by the children.

Equal Opportunities Statement

Our school believes that everyone [staff, pupils, parents and visitors] regardless of class, ethnic origin, gender or disability should feel safe and happy in school and that all should achieve their highest potential. The school is committed to ensure that an awareness of equal opportunities exists in everything we do. This is reflected in our Vision Statement

TEAM ~ Together Everybody Achieves More

Policy Aims

The School aims to: -

- Give all children equal access to the curriculum so that all children achieve to their highest potential.
- Develop a respect for the culture and customs of others.
- Develop an understanding and respect for people with disability or impairment.
- Develop respect and positive attitudes towards each other.
- Ensure that school is accessible and welcoming to all parents, regardless of class, ethnic origin, gender or disability.

Promoting the Policy

The school aims to promote equal opportunities in both everything we do or say, formally and informally. Positive attitudes will be promoted:

1. Through the curriculum. The curriculum should be free of bias and stereotyping and aim to promote a multi-cultural society through the curriculum and the resources we use.
2. Through promoting a positive ethos and atmosphere in the school.
3. Through displays. Display will be multicultural and also promote positive image of gender and disability.
4. Through the use of positive language by all staff, using non-discriminatory language and terminology.
5. By celebrating the difference and similarities between ourselves.
6. By ensuring that any new resources bought are free from stereotyping and promote positive images. The school aims to continue to build up resources that reflect the multi-cultural society that we live in e.g. library books, posters, artefacts, material.
7. Racist's incidents are taken seriously and are dealt with in a sensitive and appropriate manner.
8. We are committed to providing equal access to the curriculum and that all children should reach their full potential, regardless of gender.

School Visits

Throughout their time at Longview, children are given the opportunity to visit places away from school to encounter new and worthwhile experiences, which support the curriculum within the school and their social development.

These visits are usually subsidised by school funds but parents are always asked to make a contribution towards the cost of a visit. Without the parents' contribution, the out-of-school visits would not take place. Parents have to sign a permission slip before the visit takes place.

Extra Curricular Activities

The children are given the opportunity to attend clubs at Longview. At present the following clubs are taking place boys, and girl's football, dance, boxing and judo. Through some of these activities, the children are given the chance to compete against other children/schools.

Transfer to Knowsley's Learning Centres (Secondary School)

The transfer of pupils to Secondary Schools is explained in the Education Authority's brochure "*Admission to Secondary School*". Parents and children will be invited to evening events at the schools during the twelve months prior to leaving Longview, in order to discover what opportunities are provided for their child.

Car Parking

Many parents bring their children to school by car. We ask you to park carefully in Astley Road, observing the road markings and driving away slowly, being aware that a child could absent-mindedly run across the road at any time.

Our School Term Holiday

	<u>Date of closing</u>	<u>Date of re-opening</u>
Autumn Half Term	Wednesday, 17/10/12	Monday, 29/10/12
Christmas 2012	Thursday 20/12/12	Monday, 07/01/13
Spring Half Term	Friday, 15/02/13	Monday, 25/02/13
Spring Holidays	Thursday, 28/03/13	Monday, 15/04/13
Whit Half Term	Friday, 24/05/13	Monday, 03/05/13
Summer 2012	Wednesday, 24/07/13	

The followings days the school is closed for Bank Holidays: - Monday, 06/05/13
INSET days are Monday 03/09/12, Thursday 18/10/12, Friday 19/10/12, Wednesday 14/11/12 and Friday 21/06/13

Complaints Procedures

If a parent has any concerns, these can usually be dealt with informally by the class teacher or Headteacher.

If a parent wishes to make a formal complaint, please contact the Headteacher, who will explain the procedures and provide a copy of the policy.

