



Marsh Lane Primary School

Prospectus

www.marshlanepimary.org.uk

Welcome

We are a one form entry, family orientated school, striving to continually build on our current strengths. We currently have 129 children on roll with five classes. In addition to our dynamic, creative and well qualified teaching staff we have an excellent team of teaching assistants who work across the school, supporting and enhancing children's learning.

All our staff are highly committed and dedicated to providing pupils with high quality learning opportunities, in all aspects of the curriculum. Additional support staff in school take immense pride in their work and also make a strong contribution to the high standards we maintain at Marsh Lane.

We are very proud of the successes of our school – the excellent relationships we have with families and friends within our community and of the governors, staff and children who work hard to make our school a happy place where we can learn together in friendship. Our strong relationships are highlighted by the additional support we receive from parent helpers and grandparents and friends of the school. We maintain our commitment to the learning of each and every person within our school family.

We have a highly supportive Governing Body who are not complacent about the future and are committed to continuing to raise standards and provide an effective,

inspiring education for all of our children. We hope that the close co-operation and partnership between school and home will enhance and support your child's development throughout these vitally important early years.

At the heart of our school are indeed, the children themselves. The pupils really are a delight to work with and are a credit to our school. Very few visitors fail to comment on their politeness, enthusiasm and love of learning!

As the Headteacher of Marsh Lane Primary School, I have found it a pleasure and a privilege to work alongside such a committed team of staff and such lovely children.

If you would like to visit our school, please do not hesitate to contact the school office and I would be more than happy to give you a tour.

Fiona Marsh,
Headteacher



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Letter from the Governors

Dear Parent/Guardian,

Welcome to Marsh Lane Primary School! I hope that the following pages give you a flavour of what our wonderful school offers.

At Marsh Lane Primary our number one priority is ensuring that your child makes the best start possible to their education. Our school community of teachers, support staff, parents, guardians and governors all work together towards that common goal.

We aim to make Marsh Lane a place where children are eager to come to

each day, where they feel safe in a caring and supportive environment, and where they come ready to learn, take risks and have access to the teachers and tools that enable this. Marsh Lane governing body is made up of a group of volunteers, some staff, some parents and some from the local community, all dedicated to making this happen. So, we are here to help. If you have any questions please ask.

Lindsey Davies
Chair of Governors

Our School Ethos and Values



To enable pupils to mature as confident and self-reliant members of society by encouraging them to take increasing responsibility for their own learning, and by helping them to develop the ability to make decisions and choices for themselves



To be responsive to the individual child's ability and potential and to provide continuity and progression in learning through careful planning, assessment and evaluation



To create a happy, secure and supportive environment in which all individuals are cared for, valued and respected



To develop lively, enquiring minds and encourage the ability and enthusiasm to question and discuss rationally



To promote Healthy Lifestyles for all our pupils



To work as a partnership, with parents and staff



Our School

Marsh Lane Primary is a Community School. Our classes consist of single year-groups in KS1 and one mixed year 3/4 class, a single Year 5 and a single Year 6. Our increasing numbers have meant that we are nearly one class per year group, where historically year groups have generally been mixed. Classes are all of mixed ability, with one class of each year-group. In Reception, Year 1 and Year 2 class sizes are no more than 22.

The School Building

The school was built at the start of the twentieth century. The remodelling joined the old buildings together with two new classrooms, to house the increasing number of pupils over the years. The Foundation Stage is in a separate building called 'The School House' giving the children their own special area - a quiet, safe and secure start to their education. This also has an extensive outdoor area for the children to continue their learning beyond the classroom.

Admission

The admissions number for this Reception year and future years is 20. The school can admit 22 children in some older year groups. Your child is entitled to start school in the September following their fourth birthday and must start school by the beginning of the term after their fifth birthday.

Many of our parents are happy for their child to start school in the Autumn term. However, if you are concerned that your child may be too young for mainstream school, you can request for your child's admission date to be deferred until later in the school year or until the child reaches compulsory school age.

If you wish to defer your child's entry to school please inform us as soon as you have been allocated a place. You can also opt for your child to attend school on a part-time basis until your child reaches compulsory school age. If you would like to find out more about part-time attendance please contact us for further information.

An induction programme of visits is arranged, to ease the children into school life. Children who begin full or part time in September will make visits in the previous summer term. The school's current admission policy is operated by the Derbyshire Local Authority (LA), which is the

admissions authority for all community and con-trolled schools within Derbyshire. Application forms need to be returned in January for a place in the following academic year.

Please visit the Derbyshire County Council website which contains comprehensive information and guidance on the school admissions process.

Our School Day



School starts at 8.45am

The whistle is blown for children to be taken into school for morning registration

9.05am - 10.40am

Session 1&2
(Literacy/Numeracy/EGPS)

10.40am - 10.55am

Morning Break
for all pupils

10.55am - 12.00pm

Session 3
(Literacy/Numeracy/Thematic Work)

12.00pm - 1.00pm

Lunchtime

1.00pm - 2.00pm

Session 4
(Foundation Subjects/Thematic work)

2.00pm - 2.10pm

Afternoon Break
(Key Stage 1 pupils only)

2.10pm - 3.10pm

Session 5
(Foundation Subjects/Thematic work)

3.10pm - 3.30pm

Assembly
for all children

3.30pm

End of School Day



Curriculum

The national curriculum (2014) is taught at Marsh Lane Primary School.

Our teachers work hard to ensure the curriculum is as stimulating and exciting as possible, so that the children enjoy learning and are inspired to become lifelong learners. We have built in many links with the local area as we are lucky enough to have a wealth of resources right on our doorstep and we therefore plan to continue taking the children on as many trips out of school as possible, to excite and interest them in their learning and to create a real life context to learning.

Our aim is to deliver our whole school creative curriculum in a cross curricular way. Within each theme of work maximum opportunity will be taken to integrate cross curricular links, with literacy and numeracy at the core. Our planning and thematic lessons ensure full coverage of the following:

- Understanding English, communication and languages Mathematical understanding
- Understanding physical development, health and wellbeing/P.E
- Understanding the Arts—Art & DT
- R.E/SMSC
- Computing
- Science

Curriculum workshops for parents

We hold regular curriculum evenings for parents and children to attend to give parents the opportunity to find out how we teach different subjects, meet their children's teachers and gain advice about how to support their children's learning at home.

Extra Curricular

School Visits

We use visits to museums and other places of interest as a stimulus for work across the curriculum. You will always be fully informed about any visits planned. All visits are planned with care, taking full account of the LA and Government safety recommendations. We regularly visit a variety of local venues, museums and places of interest to support the children's learning.

Extra Curricular Activity

In-school and after-school clubs vary according to the time of year. They include sports activities, art and design activities, computers, dance, computers, languages and drama, to name a few. The list for the current

term is available from the office and is on the school website. There is a weekly fee to pay for those clubs provided by outside coaches.

Play Leaders

Volunteer pupils offer support to others at lunchtimes: helping in the dinner hall; playing with younger children; working at the friendship stop. The friendship stop is a place where children can go for help if they have no-one to play with or advice and mediation if they have fallen out with their friends.

The School Council

The School Council is an important part of life at our school. Each class



has its own council and elects two councillors, a boy and a girl, to represent them on the School Council. A member of staff attends the meetings and offers support and advice, when necessary. Children discuss and vote on issues important to them and have already influenced many elements of school life. Children's voices are important to us at Marsh Lane School.

SMSC & British Values

The promotion of British Values takes place across the curriculum. Spiritual development encourages the children to reflect on their beliefs, religious or otherwise, and reflect on their experiences, and to try and answer some of life's fundamental questions. The use of imagination, creativity, and a sense of fascination in learning about themselves and the world around them is developed.

Moral development encourages the children to recognise the difference between right and wrong; to have a concern for others and develop and to understand the consequences of their actions. They are helped to think about moral and ethical issues

and to think about the views of others in these matters.

Social development encourages the children to work and socialise with others and to relate to those from different backgrounds; religious, ethnic and socioeconomic, and they are helped to understand and accept fully the British Values in order to participate fully and contribute positively to life in modern Britain. Cultural development encourages the children to understand and appreciate the wider range of cultures in their local community and further afield. They are taught to respect different faiths and diversity in local, national and global communities.

The children are also encouraged to take part in artistic, sporting and cultural opportunities. British Values are promoted so that the children can be prepared for life in modern Britain. They are helped to accept and engage with the fundamental values of Democracy, The Rule of law, Individual Liberty, Mutual Respect and Tolerance of those with different faiths and beliefs. All of these are experienced in a variety of activities, including discussions, circle times, assemblies, visitors, workshops and specific lessons.



SEN

The Governors and staff work hard to ensure that children with SEN have access to a fully inclusive curriculum and can take part in everyday activities.

The school operates within the guidelines contained within the revised Code of Practice that came into effect in September 2014. We will always consult parents if we feel that a child needs special support with learning and parents are encouraged to voice any concerns they may have with their class teacher or the Head. Children will also be encouraged and helped to express their views and all staff work towards supporting these children effectively and boosting their self-esteem.

All children entering school will be assessed and this highlights any possible developmental areas, which may benefit from very early identification and intervention. The support which children with SEN receive may be given in class or as an individual or small group member out of the classroom.

Support for children

Children with SEN will receive specific help from their class teachers, the SEN co-ordinator and teaching assistants. Where necessary, the school and parents will consult with and receive advice from various outside agencies, such as the Learning Support Advisory Teacher and the Speech and Language Therapist. At all times, the progress of children with SEN is

assessed and reviewed and individual or group education plans are produced accordingly. We have a number of schemes in place to support children with their reading, writing and listening - Early, Additional and Further Literacy Support, Wave 3, Phonics and maths support. We also run groups to specifically support children who experience speech and language difficulties.

Finally, we have an experienced pastoral support Team made up of three learning support mentors who provide invaluable support to many children in school to try to remove any social or emotional barriers to learning.

Pastoral Care

Effective pastoral care depends on mutual respect, confidence and understanding between the home and the school. We aim to motivate children through praise and reward for good behaviour, but have a scale of sanctions, which we can use for children who misbehave, if necessary. If your child's behaviour is causing concern at school, you will be informed and invited to discuss the way forward with the class teacher or Headteacher. We believe that it is important to encourage every child:

The school rules are intended to ensure that the children are safe. We have a detailed policy for Race Equality, which includes a clear procedure for responding

to racist incidents. Copies of the Behaviour Policy and the Race Equality Policy are available on the school website.

The school has a detailed anti-bullying policy and pastoral support is given to both bully and victim. If you are concerned that your child is being bullied, please tell a member of staff as soon as possible.

Our pastoral care team are always available and are trained to support both you and your children. Pupils who require additional support, have 'Positive play' or 'Nurture sessions' which are delivered by experienced trained teaching assistants.

Pupils may have adhoc sessions dependent on the need and requirements of the individual, as we recognise that sometimes children need time to talk or time to calm down and relax before the start of a busy day in school. Parents are always informed if necessary.



School Services

Reporting to Parents

A positive and supportive link between home and school can help your child come happily to terms with two very important parts of their life. Your child will learn more readily in the secure and happy environment that such a link can provide. We will keep you informed about your child's progress and of any concerns we might have. Please let us know of any factors at home that might affect your child during the day. It can be difficult to help if we are not clear about the situation. Parents' evenings are held during the Autumn and Spring term and we hold "drop in" sessions for parents to meet with their class teachers in the Summer term, view their children's work and gain feedback. During the

Autumn and Spring term, parents are also provided with interim progress reports to provide them with information regarding their child's effort and attainment and an annual report is sent to the parent/carer of each child in the summer term. Arrangements can be made to send copies to both parents if they live at different addresses.

Please don't feel you have to wait for parents' evenings, though! You may make an appointment at any reasonable time, to talk to your child's class teacher.

Medicines

If your child has been prescribed a medicine by their doctor and a dose is required during the school day, you will need to complete a medical requirement form to enable school staff to administer it on your behalf. We are normally unable to give

over-the-counter medicines to children during the school day. Parents must usually make arrangements to administer these medicines to their children themselves. Please talk with the Headteacher.

If this causes insurmountable problems. If your child is asthmatic, diabetic, extremely allergic or has epilepsy, you will be asked to complete a detailed medical form, providing all relevant information, and provide us with emergency/preventative treatment for use in school.

School Health Service

During your child's first term at school, s/he will be offered a general

health check, including a measurement of height and weight and a hearing test. These are carried out by the School Nurse. At some time during their first year at school, your child will have a vision test, carried out by an Orthoptist. If you have any concerns about medical matters including bedwetting, soiling and behaviour at home, you can contact the School Nurse who will be happy to discuss your concerns with you and offer help as appropriate. For contact details, please ask at the school office.

Illness and Absences

If your child is taken ill at school, we will contact you. Children are not allowed to go home on their own if they are unwell. If your child is

absent from school through illness, please contact the school office by telephoning before 9 a.m. stating the reason for absence. If your child has to attend a dental or medical appointment during the school day, please give the school the information in writing and arrange for a responsible adult to collect the child at the arranged time or let us know in advance that the child will arrive late on that day. Headteachers are unable to grant any leave of absence during term time unless there are exceptional circumstances. If leave is granted the Head will determine the number of school days a child can be away from school.



Food and Drink

The school serves a wide range of high quality dinners, which are planned to provide a balanced and healthy diet with a choice of food every day. All Key Stage 1 children are provided with a cooked meal for free though we find that the vast majority of our Key Stage 2 children opt for the hot meal too. Key Stage 2 children can pay for their meals on a daily, weekly or monthly basis. If you think your child may be entitled to free school meals, collect an application form from the school office. The cost of school meals is available from the office.

Children not wanting a school dinner can bring a packed lunch to school. If your child has free school meals they will have a packed lunch provided for visits.

Snacks and sweets are not allowed in school except as part of a packed lunch. Fruit is allowed at break time. Drinks for the children should not be in glass containers or cans, for safety reasons. No carbonated drinks, please. Fresh water is always available for children and the school provides every child with a drinking bottle to be used during the school day.



Uniform

We have the following recommended uniform:

- Grey skirt or pinafore, grey trousers or shorts;
- White polo shirts;
- Blue sweater or cardigan;
- White or grey socks or tights;
- Blue gingham dress (summer)

The wearing of jewellery is inappropriate for school. If children wear earrings, they must be plain, small studs, for safety reasons. Even these will have to be removed or covered with tape for PE. Jewellery may be worn for religious or cultural reasons, with appropriate safety precautions.

For P.E., children need navy or black shorts, blue or white singlet or T-shirt and black plimsolls. Trainers can be worn for outdoor PE. These are best kept in a traditional drawstring “pump bag” throughout the year.

Parental Involvement

There are many ways that you can become involved in the life of the school, including hearing readers, sharing a story, cooking, art or craftwork or joining us on a visit. We encourage parental involvement and value the part parents can play in enriching the life of the school. If you would like to become involved in any way, please talk to your child's teacher.

Friends of Marsh Lane School

We value the Friends of Marsh Lane School, our PTA, who raise money, organise events and support us in many, many ways. Please speak to a member of staff to find out more about how to get involved.

Parents with Disabilities

If there is any way in which we can help you to enter fully into the life of the school or to access information about your child, please let us know. The front and back entrances are ramped and the school is ramped internally, with a toilet for the disabled. We can easily arrange for large print information, easy access, seating for events etc., and would be happy to help in any way we can.

All documents referred to in this book and any records concerning your child are available for your inspection at any reasonable time. If you wish to see them, please contact then school office staff to make an appointment. If any parent wishes to make a complaint under Section 23 of the Education Reform Act (1988),

they should contact the Headteacher. A copy of the complaints procedure is available on the school website. All DfES documents, schemes of work, school policies and OFSTED Inspections are available from the school website. We hope that the information in this book has been helpful to you. Please let us know if there is additional information you feel future parents/ guardians might appreciate.

The information contained in this booklet is correct at the time of printing but it is possible that changes may have been made before or after the school year starts.

Insurance

The Local Authority provides insurance cover to protect your children should they suffer injury, damage or loss through negligent acts by staff or others engaged on LA business. Please note, though, that this insurance does not provide personal accident cover for individual children.





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Proud to work in
partnership with

LEAP

Multi Academy Trust