



PARK LANE

PRIMARY SCHOOL
AND NURSERY



“Parents say that children often do not want to come home after school because they are so interested in learning.”

OFSTED 2015

Welcome to Park Lane Primary School and Nursery

We hope this prospectus will help you to gain an understanding of how our school is organised, and to appreciate the exciting opportunities on offer to children in our care. Our school continues to develop in many exciting ways, providing an enriching experience for our pupils.



Mr D Harding
EXECUTIVE
HEADTEACHER

Park Lane is a happy and vibrant school where we, with your support, aim to provide an excellent education for all pupils living in our community. We have friendly and caring staff who will offer your children a wide range of learning opportunities. We also offer a before and after school child care facility.

We are extremely proud to lead a team that is committed to providing the very best opportunities for the children who attend Park Lane Primary School. Staff, supported by governors, work hard to deliver a rich and challenging curriculum; to prepare children for future education; and to help them acquire the skills and enthusiasm needed to pursue learning for the rest of their lives.



Mrs D Wilson
HEAD OF SCHOOL

The school was last inspected in June 2015 when the overall effectiveness was judged to be good. The inspection report said, ‘Pupils throughout the school are making good progress. They make particularly good

progress in writing and in speaking and listening.’

They commented further, ‘Pupils behave well in lessons and at other times during the school day. They are thoughtful, kind to one another and have good attitudes to learning.’ The full report is available on the school’s website.

The best way to find out about our school is to come and visit, to see us in action and meet staff and children. A telephone call to the school office on 02476 382924 is all that is needed to arrange this.

We look forward to welcoming you to our school, and to a happy and successful partnership with all our children and families.



High Achievement.
Proud Traditions.
Wide Horizons.

Our Vision

Our vision for Park Lane Primary School and Nursery reflects a passionate commitment to learning which is driven by our desire to offer the best possible education for our pupils in partnership with parents and the local community.

OUR VALUES

- Co-operation
- Responsibility
- Freedom
- Peace
- Love
- Honesty
- Happiness
- Respect
- Tolerance
- Humility
- Independence
- Curiosity
- Perseverance
- Resilience
- Empathy
- Patience
- Trust
- Kindness
- Determination
- Courage
- Generosity
- Pride

OUR VALUES

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values, to become aware of and become involved in the life and concerns of their community and society, and so develop their capacity to be active and effective future citizens.

At Park Lane Primary School and Nursery we are firmly committed to values-led education. We work towards a set of agreed values by children, parents, staff and governors.

All values will be addressed on a monthly basis over a two year period.



“The promotion of British Values is at the heart of the school’s curriculum.”

OFSTED 2015





Born: July 24, 1897
Died: July 2, 1937

Bio: Amelia Earhart was the first female aviator to fly solo across the Atlantic. She received the U.S. Distinguished Flying Cross for this record. She disappeared in 1937 while trying to fly around the world.

“The school offers its pupils an outstanding range of after school activities.”

OFSTED 2015

“Pupils thrive in an environment where most of them are consistently challenged.”
OFSTED 2015



The Curriculum

The School curriculum comprises all learning and other experiences that we plan for our pupils.

The central aims of our curriculum are to work in collaboration with families and the local community to provide opportunities for all pupils to learn and to achieve; to promote pupils’ spiritual, moral, social and cultural development and prepare all pupils for the opportunities, responsibilities and experiences of life.

The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full.

Through a well planned and organised curriculum, effectively taught by qualified and enthusiastic teachers, pupils are helped to:

- Gain a joy and commitment to learning that will last a lifetime
- Develop the essential literacy and numeracy skills they need to learn
- Develop the attitudes, understanding and skills to become successful, independent learners
- Develop their creativity
- Develop lively, enquiring minds
- Develop personal values, qualities and attitudes and be respectful of other people and their views and opinions
- Develop appreciation and concern for the environment
- Work co-operatively with others
- Work toward achieving their potential



About Our School

Park Lane Primary School and Nursery was opened in September 1996. It occupies a large area in extensive grounds on the corner of Park Lane and Ansley Road. The school is well resourced with good facilities for teaching and learning. It has a large well-equipped library, multi-purpose rooms, practical areas for food technology and design technology, and a large hall.

The classrooms are built around two central courtyards. Outside the school building there are large playing fields and two tarmac playgrounds, attractive borders with trees and shrubberies and a developing wildlife/conservation area.

SCHOOL SESSIONS

Nursery	
Morning	08.45 – 11:45
Afternoon	12.30 – 15:30
Key Stage 1	
Morning	08.55 – 12.15
Afternoon	13.15 – 15.15
Key Stage 2	
Morning	08.55 – 12.15
Afternoon	13.15 – 15.15

Note: The school cannot accept responsibility for pupils who arrive before 08.40 (excluding Nursery) or who stay later than 15.15 unless attending an after-school club or arrangements have been made with a member of staff.

LEAVE OF ABSENCE

From 01.09.2013 amendments to the Education (Pupil Registration – England) Regulations 2006 came into force. These amendments are:

- Headteachers shall not grant any leave of absence during term time unless they consider there are exceptional circumstances relating to the application
- Parents do not have any entitlement to take their children on holiday during term-time. Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave
- Headteachers will determine how many school days a child may be absent from school if the leave is granted
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in action against the parent, either by Fixed Penalty Notice or through the court

ABSENCE FROM SCHOOL

If your child is absent for any reason please notify the school by telephone, by e-mail or in writing. The same applies if your child needs to leave school during the day for a medical appointment.

Note: For their safety, children will not be allowed out of school without prior notification and must be collected from Park Lane by an adult.

- Attendance and lateness for all pupils is closely monitored
- Rewards are given to those with excellent attendance
- The attendance record for pupils is given in the Absence Report

Note: When attendance falls below 70% we are required to make a referral to the ACE (Attendance, Compliance & Enforcement) Team. We will then work together with the family to ensure that attendance improves.



“Pupils are kind, considerate and feel proud to belong to their school. They are naturally curious and develop good social skills.”

OFSTED 2015

Joining the School

ADMISSION ARRANGEMENTS

Nursery education may start on a part time basis when your child is three. A number of full time places are available for 4 year old children.

Children start their infant education in the September of the year they become five.

At present the school's priority area is:

- The area bounded by Park Lane from the railway line, Ansley Road, Pennine Way to the railway line
- The area to the north of the railway line, Whittleford Road and Bucks Hill and estates leading off these roads as far and including Frensham Drive
- The village of Galley Common and Plough Hill Road

The school is able to accept up to 50 children into its reception classes each year. The school admits children into all year groups depending upon the availability of places.

ADMISSION POLICY

Park Lane adheres strictly to the Local Authority criteria for admissions. The admission criteria for Community and controlled Junior & Primary Schools, in order of priority is:

- Children living in the priority area who have a brother or sister at the school at the time of admission
- Other children living in the priority area
- Children from outside the priority area who have a brother or sister at the school at the time of admission
- Other children from outside the priority area

Within each criterion first priority is given to children in the care of, or provided with accommodation, by a Local Authority (under the terms of the Children Act 1989 Section 22).

General School Information

SAFEGUARDING

Park Lane Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.

‘Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children. Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.

The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or is likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.’

If you would like to know more about our policy or procedures for Safeguarding, please speak to David Harding, Executive Head or Alison Mills, Inclusion Manager who are the designated child protection officers.

CATERING FOR THE NEEDS OF ALL CHILDREN

At Park Lane we believe that every child is unique and special, and we aim to provide a broad and balanced curriculum for all. We are committed to developing cultures, policies and practices that are inclusive.

We have systems to identify when children have barriers affecting their learning and tailor specific

interventions to enable pupils to overcome these barriers. This practice of personalising learning applies to all pupils across the learning spectrum and for academically more able pupils this means provision of weekly challenges as well as opportunities to attend events to develop their particular talents.

Children achieve success at our school in many aspects. Excellence is encouraged and celebrated. The school enjoys a strong academic reputation. Children leave our school highly literate and numerate. Our End of Key Stage 2 SAT results are consistently in line with or above national averages, with a high proportion of children achieving at the higher levels. Work is well planned, challenging and differentiated appropriately and the whole-school curriculum is planned to provide exciting and creative learning opportunities. Expectations are consistently high across the school and children are encouraged to be independent thinkers and learners, and to have enquiring minds.

Where children are identified as needing additional learning or behavioural support, the school adheres to the Code of Practice. We ensure that each child's needs are individually and appropriately catered for, and that any relevant outside agencies are involved in providing guidance and support.

Through assessments and/or observations a teacher may feel a child needs to be placed on the Special Needs Register. With support from the Special Educational Needs (SEND) Co-ordinator, an Individual Education Plan (IEP) is written for the child identifying key targets. These targets are shared with parents and the child, and are reviewed regularly to assess pupil progress.

The SEND Co-ordinator is responsible for supporting, planning and monitoring interventions and IEP reviews. This monitoring is used to ensure systems are effective and impact positively on pupil progress.

Following discussion with parents and carers, pupils may be placed onto the SEN Register at some point in their school career. For many, this involves a short burst of targeted intervention which may lead to them being removed again, while for others the support process is a longer one. In all cases our aim is to provide the very best education for pupils, allowing all children to fully achieve their potential.

SCHOOL UNIFORM

What a child wears to school reflects his or her learning and portrays the school's ethos and values. We have a smart but simple uniform that we encourage all pupils to wear:

- Navy cardigan/jumper/sweatshirt with school logo
- Black trousers, skirt or pinafore dress
- White shirt
- School Tie
- Grey or white socks
- Sensible black shoes - not trainers please

During warm weather, plain black tailored shorts and blue checked or striped dresses are alternatives. Jewellery, other than watches and small studs for pierced ears, is not permitted. All items of uniform should be clearly named.

Uniform, including sweatshirts, fleeces, polo shirts and PE t-shirts, are sold at cost and can be purchased from the school office.

PE & GAMES KIT

It is important that pupils wear correct clothing for physical activities and that long hair is tied back and earrings removed.

PE: White or navy t-shirt with school logo and black shorts

Games activities outside: White or navy t-shirt with school logo and , black shorts and trainers.

Navy track suits or fleeces may be worn for games during winter months. All items of kit should be clearly named.

SCHOOL DINNERS

Children in Nursery, Reception, Year 1 and Year 2 are entitled to a free school meal. This is a new Government initiative. Your child will be encouraged to have a free meal but they can bring a packed lunch if they don't like the choices at lunchtime. They can choose on a daily basis. If you are in receipt of benefits and your child has received free school meals this year you will still need to register in September. If you register then the school will receive extra funding in the budget which will directly benefit your children.

School meals are freshly cooked on the premises and served daily. There is also a 'grab bag' sandwich option. Parents wishing to buy school meals for their children can use 'Parentpay' or send money into school in a named envelope. Children can choose daily if they want a school meal.

If you do not wish your child to have a school meal you may provide your child with a packed lunch. Please provide a secure sandwich box, clearly named. For reasons of safety hot drinks, glass containers and tins of fizzy pop should not be included in the packed lunch. Could you please place an ice pack in your child's lunch box as we are unable to keep them in a fridge.

A copy of the food policy is available for parents/carers. If you consider that your financial circumstances entitle you to the provision of a free school meal for your child, please contact the school office and we will provide the necessary forms.

SNACK TIME

During the 10-minute morning break children are allowed to eat fruit but no other snacks. Fruit is available free of charge for all Nursery, Foundation Stage and Key Stage 1 children. Milk is available free for all 4 four olds.

COMPLAINTS

Any complaints about school matters should first be discussed with class teachers or brought to the attention of the Headteacher. If the complaint is not resolved, a formal complaint may be made firstly to the Governing Body and secondly to The Griffin Schools Trust. The procedure to register a complaint is available from the school's Administrator.

HOMEWORK

Park Lane has always encouraged children to take books home to share with parents. However, we also encourage children to complete specific activities at home. These mainly focus on Literacy and Numeracy skills and topic work.

At Key Stage 1 children benefit from short activities of different kinds such as simple games, regular reading together, learning spelling patterns, and reinforcing number facts. These activities provide a very important opportunity for young children to talk about what they are learning to an interested adult, and to practise key skills in a supportive environment.

At Key Stage 2 homework provides a further opportunity for children to develop independent learning skills and hopefully this will become its main purpose. Children need to develop confidence, self-discipline and good learning habits, to enable them to study on their own. In addition to reading, literacy, numeracy and science tasks, children will be encouraged to research project work.

These activities will hopefully raise standards for individual children and be beneficial to them in the future.

FRIENDS OF PARK LANE

The Friends group exists to support the life and work of the School and is open to all members of the school community.

The Association provides invaluable support to the school through organising many social and fundraising events involving parents and the wider local community. Money raised provides extra facilities and equipment for the pupils. The group holds regular meetings in school, with dates and details published in the school's newsletter.

The Friends group needs the support of parents to ensure it is able to continue to enrich the lives of children. As a new member of our school community we hope you will be able to add your support to the work of the group.

School Details:

In November 2013 Park Lane Primary School and Nursery converted to academy status, sponsored by The Griffin Schools Trust.



Age Range:
3 to 11 years

Executive Head:
Mr David Harding

Head of School:
Mrs Dawn Wilson

Griffin Schools Trust Executive Directors:
Ms Liz Lewis
Ms Ange Tyler
c/o Park Lane Primary School and Nursery
02476 382924

Chair of Governors:
Mr Phil Clarke



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PRIMARY SCHOOL
AND NURSERY

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