



## Contents

### General Information

- School Vision
- A Forward from the Chair of Trustees
- Our School
- School Aims and Objectives
- Parents in Partnership

### Applying for a School Place

- Appeals
- Arrangements for Parents of Prospective Pupils

### School Organisation

- Nursery Admissions
- Early Years Foundation Stage
- Induction into Reception Class – September
- Key Stage 1
- Key Stage 2
- School Hours
- Arriving Late to School
- Taking Holidays in Term Time
- Food Allergies
- Breakfast Club and After School Club
- School Meals and Mid-Morning Snacks
- Packed Lunches
- Home Lunches
- Free School Meals
- School Uniform
- Jewellery and Hair Cuts
- School Trips and Performances
- Charging for School Activities
- Extra-Curricular Activities
- School Polices
- Complaints Procedure
- Bullying Prevention
- Secondary School Admissions
- Privacy Notice – Data Protection Act 2018

## **Health and Safety Information**

- Safeguarding
- Confidentiality
- Behaviour on School Premises
- Safety Information
- Online Safety
- Cyber-bullying
- Preventing and addressing cyber-bullying
- Access to school
- Health Checks
- Medicines in School
- Attendance
- Doctors or Dental Appointments
- Photographs

## **Curriculum**

- Faith and Ethics
- Developing British Values
- Trustees' Policy on Relationships, Health and Sex Education (RSE)
- Children with Special Education Needs or Disabilities (SEND)

## **Conclusion**

# General Information



## Vision - 'Nurture, Grow, Succeed'

**At Lever Edge Primary Academy, it is our mission to nurture and raise the aspirations, achievements and life chances of all pupils, so that they are able to grow and develop into life-long learners and achieve their full potential, leading healthy, fulfilled lives, contributing positively to the community.**

## A Forward from the Chair of Trustees

My name is John Shepley and I am proud to be the Chair of Trustees at Lever Edge Primary Academy. I am delighted to have this opportunity to write a brief forward to our school prospectus and let you know a little about our school.

Every time I visit Lever Edge, I am always impressed by the warm and welcoming atmosphere and the caring and supportive environment. The school ensures that every child has the opportunity to achieve their full potential so that they can lead happy and fulfilled lives as they move forward through their early years.

The school provides an important focal point in the area and this has helped us forge strong links within the local community. Working closely and in partnership with parents is an important part of what we do. By working together, we can and do provide your child with the best possible education and opportunities.

Finally, I would like to welcome you and your children to Lever Edge Primary Academy. You can be sure of a warm and friendly welcome certain in the knowledge we will provide your child with a sound foundation for the future.

***John K Shepley***  
***Chair of Trustees***

## Our School

Lever Edge Primary Academy has been a primary school for 75 years, converting to academy status in January 2011. The Academy provides quality education for the children of Great Lever, and it has been graded as Good by Ofsted.

Our school has fifteen classrooms and two large purpose built nurseries, one for 2 year olds and one for 3 year olds. There are also designated music and drama room, design technology suite, art and media rooms, as well as a Year 6 Common Room. There is a well-equipped hall with a stage and a separate dining room, which provides healthy freshly cooked meals each day and cooked on site.

Externally, there are two multi-purpose games areas, a running track/trail, a Forest School, a sports hall and a large grassed sports pitch. The playgrounds and outside spaces are exciting places for pupils, incorporating a conservation area, outside story and play areas, allotments and a variety of play equipment (including a pirate ship).

We are proud of our school and this is reflected in the quality of the buildings, which are very well maintained and very clean. It is also reflected in the very good behaviour of our pupils and the high academic standards that they achieve.

Our staff make every effort to ensure that pupils work to the best of their ability, that they are polite and caring towards others, and that they feel good about themselves. We believe that children who attend Lever Edge leave with lively, enquiring minds and with a confidence in who they are, in their values, and in their contribution to our community. We achieve this by good teaching, by setting high expectations and by making sure that learning isn't just what happens in the classroom. In addition to class teachers, we also provide specialist teaching in the following areas: Music, Art, P.E. and Modern Foreign Languages (Spanish).

Parents and prospective parents are welcome to visit the school and, by arrangement, speak to staff about any concerns they may have. By working in close partnership with parents, we do our best to ensure that Lever Edge Primary Academy is a happy place for everyone.

## School Aims and Objectives

We aim to achieve our mission by providing: -

- A warm, welcoming, safe environment, which is clean and well resourced
- An environment which encourages high moral standards, courtesy, respect and good behavior
- High quality teaching and learning, which ensures pupils are happy, self-confident learners, who are actively engaged in their learning and making significant progress
- A broad, balanced and rich curriculum, which pupils enjoy and which ensure they have the opportunity to develop their artistic and physical skills, as well as their academic skills, and that their understanding of the world is enhanced

## Parents in Partnership

Good communication between school and our parents/carers is very important to us and we are conscious that we need to include you in your child's progress. There are various ways that we can communicate, whether that is when you bring your child to school, through our website and newsletters or by using our online system called Class Dojo. (You will be sent a link to Dojo by your class teacher when your child starts school).

Parent/teacher interviews take place at least twice a year although parents are welcome to see the class teacher at any other mutually convenient time. Parents receive a written report at the end of the school year. It is important for all parents/carers to know who to contact should they have any concerns or information that they wish to pass on.

We acknowledge **the school's** responsibility to support parents in developing each child to their full potential.

Therefore, we will:

- provide a friendly and welcoming atmosphere for your child and a secure, stimulating and caring environment in which to learn
- ensure that your child is valued for who he or she is and helped to make good progress in their spiritual, moral, social, emotional, physical and intellectual development
- do our best to provide a broad and balanced curriculum, which is well taught and relevant to their needs and their future as individuals and as citizens
- Work in co-operation with parents to resolve issues and problems that may arise
- provide you with regular information about your child's progress and with opportunities, via open evenings, to meet with staff to discuss concerns or by appointment at other times
- send home an annual report on your child's progress
- keep you well informed about school policies and activities through regular letters and newsletters
- set, mark and monitor homework suitable to your child's needs
- contact you if there is a problem with your child's attendance, punctuality or behaviour in class or in the playground
- inform you of any concerns regarding your child's work or health
- challenge your child to strive for personal excellence in all he or she does or is asked to do
- encourage success and recognise effort and achievement in all areas of student life
- go beyond the requirements of the Early Years Foundation Stage Curriculum / National Curriculum and meet, wherever possible, the individual needs of the child
- try to develop clear lines of communication between home and school treat parents and pupils with courtesy and respect

We acknowledge that **parent's responsibilities**, are as the primary educators of their children, and therefore have an irreplaceable role to play in supporting children's learning at school.

Therefore, parents will:

- work with the school in supporting the education of my child
- see that my child attends school regularly, on time, suitably equipped and dressed in accordance with the school rules and full school uniform
- make use of the contact book and encourage my child to use it properly
- support the aims and values of the school community
- Work in co-operation with staff to resolve issues and problems that may arise and let the school know of any issues that might affect my child's work, behaviour or attendance
- encourage my child to be enthusiastic about learning, provide opportunities for home learning and support homework from school
- support the school's policies and guidelines for behaviour and dress code, which are intended to promote the highest standards of behaviour, discipline and safety
- encourage my child to show kindness and consideration to others and to always behave appropriately, when in school uniform, on their way to, and from, school
- participate in whatever way possible in school events
- treat staff and pupils with courtesy and respect

**Pupil's responsibilities** when they are in school will:

- play well with my friends and be kind
- come to school every day and in my uniform
- be well behaved on the way to and from school
- try and enjoy being at school
- keep my locker, classroom and the school clean and tidy

Pupil's also understand that they have special talents that they must try and use wisely and will:

- attend school regularly and on time, bringing with me all the things I need
- wear school uniform and take a pride in my appearance
- take care of all school equipment and help keep our school free from litter and graffiti
- try my best in all my work and be polite, at all times to all pupils, all adults and all visitors to the school
- be well behaved on the way to and from school
- behave sensibly so we can be happy and safe as we learn
- observe all school rules and treat everyone with the respect they deserve
- try to think for myself and take responsibility for my actions
- take part in all aspects of school life and be proud of my school

## Applying for a School Place

Applications for admission to Reception class must be made on the form available from the Local Authority.

The Academy will admit all children with statements of Special Educational Needs or Education Health and Care Plans, where the school is named.

When the number of applications received is greater than the number of places available, the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority shown.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989).
2. Children for whom there is a child protection plan or has been within a 12-month period
3. Children who will have a brother or sister in years Reception to Year 6 of the academy at the date of admission. This includes full, step, half, foster and adopted brother, sisters or any child identifying as non-binary living as part of that family unit, living at the same address as the pupil requesting admission.
4. Children who suffer from a medical condition or disability, which makes it better for them to attend that school rather than another. Places will only be offered under this criterion if the child has a certified medical condition with strong professional supporting evidence confirming that existing exceptional problems with the child's health would be seriously exacerbated if a place were not made at the preferred school. Medical evidence **must** be provided by the closing date for application, 15 January 2024. Parents applying under this criterion must provide a letter from the child's GP/Consultant setting out the reasons why the school is the most suitable school and details of the child's medical condition. Medical evidence must be submitted to the school admissions team by 15<sup>th</sup> January 2024. Evidence received after this date will not be taken into consideration
5. Children of any member of staff, provided that the member of staff has been employed by the Academy for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.
6. Distance from school (Where you Live) – Children who live nearest the school will be offered places first. Under this category, the remaining places will be offered to children who live nearest to the preferred school. The distance will be measured in a straight line, which measures from the centre of the home property to the designated main entrance to the school.

### Appeals

It is hoped that the allocation procedure described above will result in a satisfactory offer of a place for each child. If, however, the final offer of a school place is not satisfactory, the parent has a right of appeal. An appeal panel will determine if a place should be offered to a child refused admission to the Academy on class size 'prejudice' grounds. A leaflet explaining the Appeal Procedure is obtainable from the Education Department – Pupil and Student Services Unit. An appeal must be made in writing to the Director of Children's Services, Town Hall, Bolton, BL1 1RU within 15 days of the date of the Authority's letter of final offer.

### Arrangements for Parents of Prospective Pupils

Applications for admission to the Academy are available to complete online [https://ems.bolton.gov.uk/CitizenPortal\\_LIVE/en](https://ems.bolton.gov.uk/CitizenPortal_LIVE/en). Parents who wish their children to attend Lever Edge Primary Academy are encouraged to visit the Academy before making an application. The Headteacher and staff will be pleased to meet parents, show them around the Academy and answer questions.

# School Organisation

## Nursery Admissions

The Headteacher will allocate places in the Nursery Units as they become available. Priority will be given to siblings and children living in close proximity to the school. Children with additional needs will also be given priority if it is considered better for them to attend Lever Edge Primary Academy rather than another setting.

Lever Edge Primary has two Nurseries, one for children aged nine months to two years and one for three year olds.

There are currently nine places available for children from nine months to two year olds and 30 spaces for two-three year olds attending part time (morning or afternoon).

The three year old nursery has spaces for 104 children attending part time (morning or afternoon) or full time.

## Early Years Foundation Stage

This includes the Nurseries and Reception classes. They follow a curriculum called Early Years Foundation Stage (EYFS) which is play-based and involves a balance between 'child-initiated' (chosen by the child) and 'adult initiated' (led by an adult) activities.

Each teacher in the Nursery and Reception classes is supported by a qualified teaching assistant.

## Induction into Reception Class – September

To help your child settle into their Reception class, their first week will be on a part time basis. Children will stay for the whole morning but will leave at lunchtime, taking a packed lunch home with them. This is similar to what they are used to in nursery. In the second week, this will be extended to staying the full day.

## Key Stage 1

This includes Years 1 and 2, which are the first classes to follow the National Curriculum.

## Key Stage 2

This includes Years 3, 4, 5 and 6 and these classes also follow the National Curriculum.

## School Hours

The school day begins at 8.30 a.m. and finishes at 3.00 p.m.

We ask all parents to support their child by ensuring that they arrive at school punctually. Late arrivals disturb class teaching and children miss out on important teaching points.

The school lunchtime break is three quarters of an hour long, KS1 and KS2 children have separate lunchtimes:

**KS1 Lunchtime: 11.45 a.m. - 12.30 p.m.**

**KS2 Lunchtime: 12.30 p.m. - 1.15 p.m.**

Children in KS1 have a morning and afternoon break at 10.15 a.m. – 10.30 a.m. and 1.45 p.m. – 2.00 p.m.

Children in KS2 have a morning break at 11.00 a.m. – 11.15 a.m.

## Arriving Late to School

If your child arrives after 8.45 a.m., he/she should enter school via the main entrance and go straight to the school office to inform the school administrator of their arrival. It is important to do this in order to receive a registration mark and to book a school lunch.

## Holidays in Term Time

All holidays taken in term time **will not be authorised**. If a child is taken out of school, without permission from the Headteacher, this will be recorded as an unauthorised absence and noted on the child's record. This may result in parents being issued with a fixed penalty notice, from the Local Authority, of £60.00 (£80.00 in September 2024) per parent, per child. This will need to be paid within 21 days. If not, the notice increases to £120.00 (£180.00 in September 2024) per parent, per child, if paid within 28 days. If this is not paid within 28 days then parents will face prosecution and a fine of £1,000 will be given.

## Food Allergies

The school have a 'nut free' policy, which includes all the meals we serve. We ask parents to respect this policy and not send food into school, which may contain nuts, e.g. cakes, sweets etc. Parents should also be aware that there are nut oils in sunscreen and be vigilant of this when purchasing sun creams for your children.

Medically prescribed diets can usually be accommodated within the school lunch service. Written evidence from a doctor, or registered dietician, will be required prior to making special arrangements.

## Breakfast Club and After School Club

Children can attend Breakfast Club, which starts at 8:00 a.m., and/or After School Club which starts at 3.00 p.m. and runs for either one or two hours, depending on your requirements (please contact the school office if you require longer After School Club sessions). The children have access to plenty of fun activities plus breakfast or tea-time snack. More information regarding menus and prices can be found on the school website.

## School Meals and Mid-Morning Snacks

All children are offered a free mid-morning snack, consisting of either a toasted bagel or fruit.

The Academy also provides hot freshly cooked meals for all pupils at KS1 and KS2 who wish to have one.

An extensive range of food is provided and there are also facilities for KS2 pupils to have their own packed lunch.

Pupils who choose a hot meal are offered a two course lunch with a choice of a main meal, including vegetarian and halal options, supplemented by salad and bread. We also offer a choice of a jacket potato, or soup and a sandwich. The children are also provided with a plentiful supply of water or milk to drink. All meals are prepared on site each day and meet the nutritional requirements for food and drink in schools.

All meals for our KS1 pupils are provided free of charge. Payments for school meals for our KS2 children must be made online via the Pay360 app. School meals should be paid on the first day of the week, usually Monday. If your child is absent from school having paid for a meal, a credit is granted for the following week.

## Packed Lunches

Children may bring a packed lunch in a lunch box/bag. This needs to be clearly labelled with the child's name and class. As we are a Healthy School we encourage fruit and other healthy snacks as part of a well-balanced meal. Nuts are not allowed. This includes using peanut butter and Nutella in sandwiches.

## Home Lunches

If parents want to take their child home for their lunch, please remember that lunch is from 11.45 a.m. – 12.30 p.m. for Reception and Key Stage 1 children and from 12.30 - 1.15 p.m. for Key Stage 2 children.

## Free School Meals

Access to free school meals for our pupils is an important part of the school meals service. Applications for free school meals should be made either online at [Free school meals and help with school uniform – Bolton Council](#) or at the One Stop Shop, Bolton Town Hall, Telephone: 01204 332099.

## School Uniform

All pupils are required to wear school uniform, which must have their child's name in it, so that they can easily be identified. The school uniform consists of:

- Red Jumper, Cardigan or Sweatshirt
- Grey or Black Trousers or Skirt
- Red and White Checked Summer Dress
- White Polo Shirt
- Black or White Headscarf (**optional**)
- Sensible Black School Shoes (**not trainers**)

### P.E. Kit

- Navy Blue P.E. Shorts
- White T-shirt
- Black Pumps

We expect all pupils to attend school clean, tidy and suitably dressed. Parents must ensure that pupils have their P.E. Kit in school on the days that their child has a PE lesson. Jewellery is **not** allowed, apart from small ear studs and watches, both of which must be removed for P.E., as must headscarves.

Forest school activities are included in your child's timetable and you will be informed what day this will be. When your child is going to the forest school, they will be expected to bring with them suitable clothing:

- Wellington boots
- Waterproof coat
- Hat (woolly or sunhat – depending on the weather)
- Sunscreen if required

Children in Year 1 to Year 6 are expected to take part in swimming lessons and will therefore need:

- Fitted swimming shorts or trunks for boys
- Fitted one piece swimming costume for girls
- Towel
- Dressing gown (or similar)
- Swimming footwear (sliders, pool shoes or flip flops)
- Swimming hat
- Swimming goggles (optional)

## Jewellery and Hair Cuts

Jewellery can be dangerous as it may be caught up when children are engaged in physical activity. Children are therefore **not** allowed to wear any jewellery other than ear studs.

Children are **not** allowed in school with shaved heads or patterns shaved into their hair.

Children are also **not** allowed to wear any makeup or nail varnish.

## **School Trips and Performances**

Your child's class will go on educational outings during the school year to places of interest linked to the curriculum. The trips might be to museums, castles, parks and so on. These trips are of immense educational value and children build on the experience when they return to school. Payments for school trips can be made via the School Gateway app: [School Gateway - The App for Parents to Interact With Their School](#).

## **Charging for School Activities**

Charges may be made for optional extras, which take place outside the school day. Parents are asked for contributions for children to participate in trips and events of an educational nature. No pupil will be omitted because his/her parents do not make a contribution. However, the trip/activity will not take place if there is not sufficient financial support.

## **Extra-Curricular Activities**

Staff give up a lot of their own time for extra-curricular activities. This is voluntary and parents will be informed by letter if there is an opportunity for their child to join a club. We also have coaches and instructors run clubs after school. These change on a half-termly basis. Some of the clubs, teams and activities include netball, basketball, football, times table club, reading club, writing club, athletics, performing arts, cricket and gymnastics.

## **School Policies**

School Policies are available on the school website.

## **Complaints Procedure**

The Academy has an established procedure for dealing with complaints. A copy of the procedure is available on the school website, or, alternatively it can be obtained from the school office, if required. If you would like to contact the Chair of Trustees, please speak to the school office.

It is important that all parents feel supported and know who to contact should they have a problem to allow this to be resolved efficiently and effectively.

Staff at Lever Edge Primary Academy are committed to providing high quality education and caring environment for each child. Problems can occasionally arise involving a child and whilst we appreciate that parents will be naturally protective of their own child, we would ask that all adults remain calm when resolving issues. It is never acceptable for a parent to approach someone else's child in an attempt to resolve a dispute. Parents must always refer their concerns to the school by speaking to the class teacher in the first instance.

Parents and carers have a positive and invaluable role to play in the education of their children. We wish to encourage and promote a genuine exchange of views and information and a climate of mutual support with the individual child firmly at the centre of our joint endeavours.

## **Bullying Prevention**

Bullying is not tolerated at Lever Edge Primary Academy. There are very few incidents of bullying here and if they do occur are taken very seriously and are dealt with immediately. All children are clear about procedures for reporting bullying and can do so in confidence. The Anti-Bullying and Anti-Harassment policies can be found on our website.

## **Secondary School Admissions**

During the Summer holidays, prior to the start of the year in which the children will leave Lever Edge Primary Academy, parents will receive a Local Education Authority Booklet giving information about secondary schools and admission procedures and they will be asked to select a secondary school for their son/daughter.

Parents who wish to apply for a place at a school not maintained by a Local Education Authority (e.g. fee-paying, independent or free school) should apply directly to the School. Parents should still however complete the Local Education Authority preference form in case a place at a maintained school is required.

## **Privacy Notice – Data Protection Act 2018**

Lever Edge Primary Academy are the Data Controller for the purposes of the General Data Protection Act (GDPR). We collect information from you and may receive information about you from your previous school and the other agencies. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, National Curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the Data Protection Officer at the school.

If you require more information about how the Local Authority (LA and/or DfE use your information, then please go to their website.

# **Health and Safety Information**

## **Safeguarding**

All schools have a statutory responsibility to safeguard and promote the welfare of children in their care. Child Protection is one aspect of safeguarding and schools are required to take action to protect any child they identify as suffering, or at risk of suffering, harm.

There are five senior members of staff in school who are Designated Child Protection Officers. Any concerns about the welfare of children are reported to these staff and appropriate action is taken.

A copy of the school's Child Protection Policy is available on the school's website, should you wish to access it. Alternatively, a paper copy may be obtained from the school's office.

## **Confidentiality**

The school is committed to working in partnership with parents/carers in the best interests of their children. From time to time, adults working within the school community may receive information about individual children, or family circumstances, which needs to be treated as confidential. It is the policy of the school that anyone receiving such information must share it with the Headteacher or Deputy.

The Head will decide whether it is necessary to inform other staff, so that the child's needs may be dealt with in a consistent and appropriate way.

The wishes of parents/carers will be taken into consideration when making this decision and information sharing will be on a 'need to know' basis. Confidentiality will be preserved between the staff and the information will not be disclosed to other parents/carers. Information will remain confidential within the school, with the exception of when there is a duty to share it with other agencies for the protection of the child.

This policy applies to all teaching and non-teaching staff and to members of the Board of Trustees. Parents/carers working within the school as volunteers are also expected to adhere to this policy.

## **Behaviour on School Premises**

All members of the school community are expected to behave towards each other with respect and consideration, politeness and good manners. Children are encouraged to take responsibility for their own actions. The ethos of the school can be summed up as, "Behave towards other people as you would want other people to behave towards you". The children are constantly reminded of our expectations in all areas of school life - in the classroom, around the school, in the playground and in assembly. Our emphasis is placed firmly on encouragement and praise for effort, achievement and good behaviour, with a reward system shared by the whole school.

Parents and other adults have certain rights to be on school premises but do not have the right to disturb school activities or threaten or intimidate staff, pupils or other parents.

Sanctions that will be applied, if appropriate standards of behaviour are not met, include:-

- Asking parents to leave the premises
- Contacting the Police
- Banning parents from the premises (in extreme circumstances)

## **Safety Information**

For the safety of your children please could we ask parents:

- Not to park on the zig-zag lines outside school and to drive slowly in the streets around school
- To teach children to cross the road safely – we have a zebra crossing outside school that we encourage parents and children to use

- To help to teach younger children the rule that they should be with a responsible adult until the doors are open at the start of the school day
- Not to allow children to play on the outdoor equipment before/after school
- Not to bring dogs into the school playgrounds
- Not to smoke/vape anywhere within the school grounds
- Not to be physically or verbally abusive to anyone whilst on the school grounds

Please note, bicycles and scooters are not allowed to be ridden on the school premises or in the playgrounds. Bicycle racks are situated on KS2 playground and can be used to store children's bikes/scooters during the day.

## Online Safety

It is the duty of the school to ensure that every child in their care is safe, and the same principles should apply to the 'virtual' or digital world as would be applied to the real world. It is important to teach pupils the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app.

The Headteacher is responsible for ensuring that staff understand the Online Safety policy, and that it is being implemented consistently throughout the school.

Parents should be aware that they are expected to:

- Notify a member of staff or the Headteacher of any concerns or queries regarding this policy
- Ensure their child has read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- What are the issues?, UK Safer Internet Centre: <https://www.saferinternet.org.uk/advice-centre/parents-and-carers/what-are-issues>
- Hot topics, Childnet International: <http://www.childnet.com/parents-and-carers/hot-topics>

The school will raise parents' awareness of internet safety in letters or other communications home, and in information via our website.

If parents have any queries or concerns in relation to online safety, these should be raised in the first instance with the headteacher.

## Cyber-bullying

Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

## Preventing and addressing cyber-bullying

To help prevent cyber-bullying, we will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.

The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers and the ICT Lead will discuss cyber-bullying with their classes, and the issue will be addressed in assemblies.

Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate.

All staff, trustees and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training. The school also sends information/leaflets on cyber-bullying to parents so that they are aware of the signs, how to report it and how they can support children who may be affected.

In relation to a specific incident of cyber-bullying, the school will follow the processes set out in the school behaviour policy. Where illegal, inappropriate or harmful material has been spread among pupils, the school will use all reasonable endeavors to ensure the incident is contained.

The headteacher will consider whether the incident should be reported to the police especially if it involves illegal material, and will work with external services if it is deemed necessary to do so.

## **Access to school**

There are three different entrances to school

The main entrance to the school office is on Lever Edge Lane. There are spaces available on the car park, at the front of school, for visitors and some staff. Children don't come into school via this entrance, they use the entrances listed below:

### **Lever Edge Lane Entrance**

This entrance leads to both nurseries and KS1 playground.

### **Halsall Drive Entrance**

This entrance leads onto KS1 playground and is where children who have been in an after school club are collected from.

### **Rufford Drive Entrance**

This entrance leads onto KS2 playground.

Should parents wish to collect their children from two different playgrounds, this can be done by following the path around the rear of school.

## **Health Checks**

All pupils in Reception Class have their vision, height and weight checked by the School Nurse. They also have their teeth checked as part of the Health Service Dental Screening Programme.

In Year 6, all pupils have their height and weight measured. Parents will be notified if a child's health check highlights any concerns, or it is recommended that a child needs to be examined by a doctor or a dentist.

The school nurse visits the school regularly and, where necessary, checks children for routine health and hygiene. Where a teacher or a member of staff expresses concern over a health matter, the school nurse will look into it, and, if necessary, contact the child's parents. In an emergency, parents or emergency contacts will be informed immediately.

Parents should ensure that the school is informed of any specific medical conditions their child may have so that appropriate provision can be put in place.

## **Medicines in School**

Where there is a need for medication to be administered during the school day, parents will need to fill in the appropriate form, which is available from the school office. Inhalers for pupils suffering from asthma are required to be kept in school at all times. Inhalers must be clearly labelled with the child's name.

There are a number of qualified First Aiders in school (including Paediatric First Aiders). The First Aiders administer first aid for injuries, as required. In an emergency appropriate treatment will be sought and parents and/or emergency services will be informed immediately.

## Attendance

The law requires parents to ensure their children attend school regularly. It is also very important that children arrive on time so that they can maximise all the learning opportunities on offer. If a child is to be absent from school, then parents should telephone the school office before 8.45 a.m. to explain why.

Any absence from school, for which an explanation is not received, will be followed up. If no satisfactory explanation is received, then the absence will be recorded as unauthorised.

Where the school has concerns about attendance then the parent will be invited to attend a meeting with the Headteacher. If attendance does not improve then the Pastoral Lead will become involved.

If a child has **5 or more** days of unauthorised absences from school then parents will be issued with a fixed term penalty notice, which will be issued by the Local Authority.

## Doctors or Dental Appointments

**Parents have a legal responsibility to ensure their child is in school every day during term time, unless they have a significant illness.**

If your child is in school, doctor or dentist appointments cannot be considered an emergency, and therefore, you need to make the appointment for **after** the school day has finished.

The NHS set up out of hour's hubs around Bolton and if you contact your GP, you will find that appointments are available on the same day, out of school hours, especially for children up to the age of 16 who require treatment.

Going forward, routine doctors or dentist appointments during the school day **will not** be authorised. If you come to the school office to ask to take your child out for an appointment during the school day, it is highly likely that this will not be allowed.

Scheduled hospital appointments will be allowed, on production of a letter the day before the appointment.

## Photographs

Taking photographs and filming of your child's successes and achievements has traditionally been an important record of her/his development and also forms part of performance assessment in school. The school typically take photographs of children during the day and upload them to Class Dojo so that parents can keep up to date with what their child is doing in class. Photographs and filming is also undertaken taken during school plays, concerts and sporting events.

To comply with the Data Protection Act 1998, we need your permission before we take any images of your child. Consent is sought when your child starts school and will be for the entire period of the child's attendance. A new form must be completed should a parent wish to change the consent given. More information can be obtained from the school office.

During school plays, assemblies etc., the Trustees have agreed that it isn't always appropriate to allow parents to take photographs or record it as this can be disruptive. When such events are hosted, parents will be permitted to take photographs or film footage after the performance. Parents are reminded that the images they capture are for personal use and that they should not post photographs on social media of other people's children.

The school offers the opportunity to purchase individual or family photographs taken by an external professional during the school year. Parents can opt out of this arrangement by contacting the school office.

## Curriculum

Every child is entitled to experience a broad and balanced education. Our school, in line with the vast majority of Primary Schools in England, follows the National Curriculum. Every child is offered a wide range of learning opportunities in the Arts, Health and Well Being, English, Mathematics, Faith and Ethics, Science and Technology and Physical Development. Children at KS2 also have the opportunity to learn Spanish.

Through our Curriculum Framework, every child is given the support and opportunity to become a successful learner, a confident individual, a responsible citizen and an effective contributor to society.

Class Teachers teach children as a whole class, in groups or individually. A variety of learning and teaching approaches are used and children experience a wide range of interesting activities and challenges.

The curriculum is kept continually under review to ensure that it is effectively meeting the needs of the children. Further information can be found on the school website.

## Faith and Ethics

The purpose of Faith and Ethics at Lever Edge Primary Academy is to help pupils to have a broad understanding of the major world faiths. Pupils learn about the various beliefs and customs of each faith, particularly the ones represented in their own community.

Studying one another's religions helps pupils to build up an understanding and tolerance of differences within their own community, thereby contributing to community harmony.

Alongside lessons on Faith, the school runs lessons on Ethics by following the Philosophy for Children Programme (P4C). For more information, please see the school website.

## Developing British Values

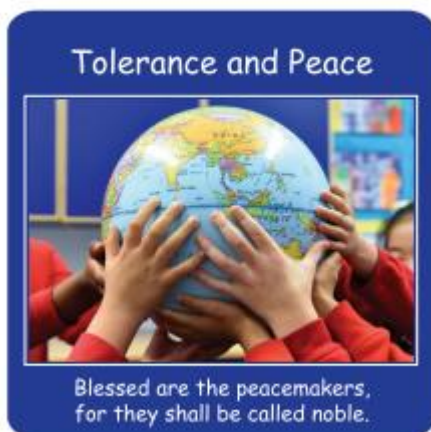
In 2014, the government set out a duty for schools to actively promote the British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs to ensure young people leave school prepared for life in Modern Britain. These values were first set out in the Prevent strategy in 2011.

At Lever Edge Primary Academy, we reflect British values in all that we do. It is our mission to nurture and raise the aspirations, achievements and life chances of all pupils, so that they are able to grow and develop into lifelong learners and achieve their full potential; leading happy, healthy, fulfilled lives and contributing positively to our community.

We promote these values through our own school values, curriculum and enrichment activities.

Value	How we promote it
<p><b>RESPECT:</b></p> 	<p>Mutual respect is a core value within the school. Children learn that their actions have an effect on their own rights and those of others. Pupils understand that respect is shown to everyone, both adults and children. We help them to develop an understanding of, and respect for, their own culture and the culture of others.</p> <p>We have high expectations of pupil conduct and this is reflected in our Behaviour Policy.</p> <p>Through the school's values, PSHE, P4C, Faiths and Ethics and assemblies, pupils are taught to respect each other, to be cooperative and collaborative, be supportive and to look for similarities while being understanding of differences.</p> <p>Through assemblies, pupils are taught about the United Nations Conventions on the Rights of a Child and learn to respect their rights and the rights of others.</p> <p>Other skills such as taking turns, sharing, listening to others, following simple rules, e.g. being kind to others and equipment are all embedded within daily life.</p>

## TOLERANCE AND PEACE:



We aim to create a peaceful and calm environment, where fighting and falling out are not tolerated and children are encouraged to get along with one another and to be kind.

We have high expectations about pupil conduct and this is reflected in our policies.

Tolerance of different faiths and beliefs is promoted through Faith and Ethics. Pupils learn about different religions, their beliefs, places of worship and festivals. Children have opportunities to visit places of worship and speak to local religious leaders.

This is supplemented by assemblies and through other curriculum, which mark and celebrate significant events.

## EQUALITY:



Through the school's values, PSHE, P4C, Faiths and Ethics and assemblies, we aim for our pupils to have an understanding of and respect for the rights, equality and diversity of all without discrimination. We believe it is important to equip children with the skills, attitudes and behaviours needed to develop mutual understanding and respect, empathy, trust and honesty and acceptance.

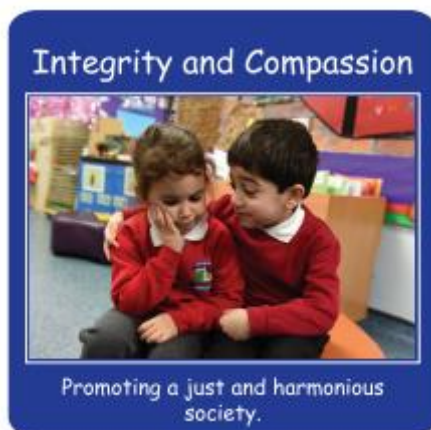
We want our pupils to become confident, fair and responsible individuals who make informed and responsible decisions throughout their lives.

The theme of Equality also links with Diversity. At Lever Edge Primary Academy, we are a very diverse school and celebrate this.

All major festivals in each of the faiths represented are celebrated and discussed. Pupils are encouraged to understand that they may be different from one another (that diversity is a good thing) but they are all equal.

All pupils are encouraged to take part in all activities and there are no girls or boys only resources or activities.

## INTEGRITY AND COMPASSION:



Lever Edge Primary Academy is not only a place where we strive for academic excellence, but also a place where our pupils begin to understand what it means to be a member of a community. We aim to guide our pupils in developing trust, honesty and principles as they interact with others. We expect all of our pupils to tell the truth, to not cheat and to own up to mistakes.

Staff model caring behaviour towards the children and other members of staff. Children are encouraged to help and care for other pupils where they can, e.g. by playing with them when they are feeling sad or helping them with their hats and coats etc.

Through various daily activities, pupils learn the importance of listening to what others have to say before they respond.

Through the school's values, PSHE, P4C, Faiths and Ethics and assemblies they are encouraged to be kind and mindful to others.

Pupils are given the opportunity to show their support to the local community through links with the local care home and via fundraising opportunities for both local and national charities.

**DEMOCRACY Including Freedom of Speech:**



We have a democratically elected School Council. This provides us with the opportunity to promote and teach about democracy and the electoral process. Pupils have the opportunity to have their voices heard through our School Council and Pupil questionnaires. Democracy is also promoted through curriculum activities including in PSHE lessons and assemblies.

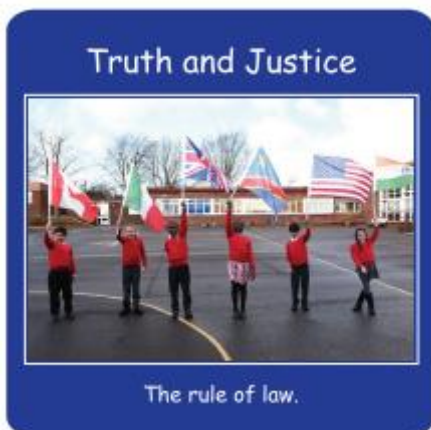
Pupils are always listened to by adults and are taught to listen carefully and with concern to each other, respecting the right of every individual to have their opinions and voices heard.

We encourage pupils to take ownership of not only their school but also of their own learning and progress. This encourages a heightened sense of both personal and social responsibility and is demonstrated on a daily basis by our pupils.

We allow all pupils the opportunity to contribute at discussion times and encourage the quieter pupils to speak and make a contribution.

In P4C lessons, in particular, we enable every pupil to have a voice.

**TRUTH AND JUSTICE - The Rule of Law:**



Pupils are taught the value and reasons behind laws, that they govern and protect us, the responsibilities that this involves and the consequences when laws are broken. The Lever Edge Home-School agreement sets out the contract between the school, the child and their parents.

Our behaviour policy makes it clear that we have simple rules that pupils are aware of and are encouraged to follow with praise and recognition. We have clear and consistent use of sanctions when poor behaviour is displayed. Pupils collectively decide on a set of classroom rules at the start of the year, which they all agree to adhere to.

There is emphasis on the importance of telling the truth and understanding right from wrong.

Keeping safe when using the internet is regularly discussed with children in computing lessons and in assemblies. All members of the school community sign our Acceptable Use Policy and pledge to use the internet safely.

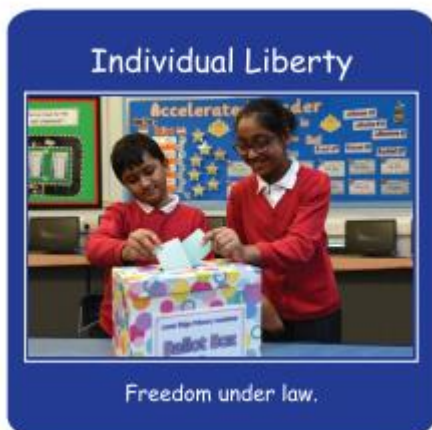
**FORGIVENESS AND MERCY:**



Encouraging children to make friends when they have fallen out is important. We also make use of the 'Buddy' Stop and encourage children to show empathy to others and be inclusive to all.

We ensure that when pupils have been in trouble for something, they understand that once they have been spoken to, it is finished and not held against them.

**INDIVIDUAL LIBERTY - Freedom Under Law:**



Developing pupils' self-confidence and self-esteem so that they are confident about making their own individual choices and having their own individual opinions. This will be set within the context of the school rules, i.e. respecting and being kind to others and caring for the environment.

At Lever Edge, pupils are actively encouraged to make choices, knowing that they are in a safe and supportive environment. As a school, we educate and provide boundaries for young pupils to make informed choices, through a safe environment and an empowering education.

## Trustees' Policy on Relationships, Health and Sex Education (RSE)

All children should grow up healthy, happy and safe and able to manage the challenges and opportunities of modern Britain. This is why ALL primary age children are taught Relationship and Health Education.

We use the whole school JIGSAW programme to teach the fundamental building blocks and characteristics of positive relationships including:

- Families and people who care for me,
- Caring friendships,
- Respectful relationships,
- Online relationships,
- Being safe and
- Changes occurring to our bodies as we go through puberty

These are taught through such topics as Being Me in My World, Celebrating Difference, Dreams and Goals, Healthy Me, Relationships and Changing Me.

Primary sex education focuses on preparing boys and girls for changes adolescence brings (puberty).

Further information is available on our website.

## Children with Special Educational Needs or Disabilities (SEND)

### **A Brief Guide on Special Educational Needs (SEND)**

What do you do if you think your child is experiencing problems learning at school?

- **Talk to your child's teacher.**

Many problems can be sorted out as they arise. It is important that you speak to your child's class teacher or the SENDCo as soon as you think there is a problem. They will work with you and decide how best to assist your child.

- **Read the School's Policy on Special Educational Needs & Disability and the SEN report.**

The School's policy on Special Educational Needs & Disability is regularly reviewed by staff and Trustees. For reference, a full copy is available at the School Office and on the website.

- **What happens next?**

The class teacher will work with the SENDCo and parents/carers to ascertain whether any interventions need to be implemented.

- **Are further steps necessary?**

In most cases, your child will benefit from the extra help they have received. In some cases, more support will be needed and your child may benefit from working with a specialist member of staff.

In a small number of cases we may, with parent permission, refer to an outside agency or a formal assessment may be advised.

At all times you will be kept up to date with what is happening concerning your child's education and you will be advised as to the best course of action.

## Conclusion

If there are still unanswered questions please contact the school office who are always happy to help parents with their queries. The office is open every school day from 8.00 a.m. to 4.00 p.m. (3.30 p.m. on Fridays).

Parents can also follow what we are doing in school via the website: [www.leveredgeprimaryacademy.co.uk](http://www.leveredgeprimaryacademy.co.uk)