

Willow Lane Community Primary School



Welcome to our School...

Contents



	Page Number
Mission Statement	3
School Information	4
The School Staff	5
Admissions	6
Starting School	6
The School Day	6
The Premises	7
The Curriculum	8/9
Homework	10
Sex and Relationships Education	10
Collective Worship	11
Clubs, Sports and After School Activities	11
Pastoral Care and Behaviour	12
Our School Rules	13
Special Educational Needs	13
Educational Visits	14
Charging Policy	14
School Meals	15
Partnerships with Parents	15
Links with the Wider Community	16
School Council and Eco Council	17
Accidents and Illness	17
Child Protection	17
Safeguarding	18
Complaints	18
Attendance	18
Uniform	19
Holiday Timetable	20
Admission Form	Back page

Willow Lane Community Primary School



Mission Statement

The children are at the heart of everything we do at Willow Lane and they are happy, creative and achieving well academically. They are encouraged to learn to the best of their abilities and we also want them to have fun along the way - to understand nature by growing vegetables and exploring the wildlife area, to develop confidence through drama and singing, to nurture independence through problem solving and to develop positive human values by caring for each other and making links in the local community which we are proud to serve. We know that children learn – academically, socially and morally – when they are emotionally engaged and that is why we ‘teach to the heart’.

Our school...

Provides a happy and secure environment, where everyone feels safe and valued.

Develops an active, positive and healthy lifestyle – we teach to the heart physically too.

Provides a balanced curriculum, which engages – through exciting topics and stimuli - the interest of every child and enables all to achieve.

Ensures an inclusive ethos which caters for the needs of all children.

Develops, through values education, children’s responsibilities towards themselves, others in school and the wider community.

Promotes an open, active and effective partnership between school, mums, dads, carers and children.

Teach to the Heart.

School Information

Headteacher: Mr Mel MacKinnon
Address: Willow Lane, Lancaster, LA1 5PR
Telephone: 01524 65880
E-mail: head@willow.lancs.sch.uk
Website: www.willow.lancs.sch.uk

Governors

Chair: Nick Harrison
Members: Christine Bowles
Lou Mosey
Ros Wilson
Ruth Good
Hayley McGinley
Natalie Kellett
Matthew Jones
Victoria Crossman
Rebecca Goulds
Jen Pardoe
Rebecca Joy Novell

School Advisor Julie Webster
School Nurse Kath Fox

The Governors are charged with the strategic management of the school. The day-to-day management is the responsibility of the Headteacher. Governors are parents, staff, local authority nominees and members of the community. They can be contacted through the school office and school website.



THE SCHOOL STAFF (from September 2016 – July 2017)

Teaching staff:

Mel MacKinnon	Headteacher
Sarah Fish	Deputy Head
Claire Clarke	Violet Class
Robbie Piper	Indigo Class
Marc Miller	Blue Class
Marina Southern	Green Class
Laura Hillyer	Yellow Class
Alison Henriksen	Orange Class
Sophie Smalley	Red Class
Jo Forster	PPA

Learning Support Staff:

Rachel Wiez	Lorraine Benefer
Lee Cooper	Sue Shepherd
Richard Higgins	Maria Noakes
Helen Holden	Tamar Newton
Michaela Crawford	Helen Powell
Judy Miller	Tracey Loxam
Sarah Phillips	

Learning Mentor & School Attendance/Healthy Schools Coordinator Kirsty Banks

School Office Manager Clerical Assistant

Alison Brennan
Suzanna Corbridge

Lunchtime Welfare Staff

Katie Gardner	Trish Salt	Akila Essa
Sandra Reay	Jackie Freeman	Sharon Rawcliffe
Claire Marsland	Corrina Morgan	Debbie Hoyle

Caretaking and Cleaning Staff

Graham Smith	Claire Marsland
Julie Jolly	Sue Dobson

Admissions

Willow Lane is a Community Primary School, which offers primary education to children aged 4 to 11. The school is organised into seven classes of no more than 30 pupils. The school's admission policy follows LEA guidelines for community schools.

If you wish your child to come to Willow Lane School, please contact the Headteacher for a visit and complete the admission form at the back of this booklet. Admissions for Reception (Red Class) are managed by LCC and must be completed online.

Starting School

Children begin school in the September after their 4th birthday. We can admit up to 30 children.

For the first two weeks, children attend our Reception class on a part time basis, in a group of no more than 15 pupils. This gives them the best chance to settle into school, to become familiar with routine and their learning environment and for staff to get to know each child properly.

Please ask for a copy of the Reception Brochure for more information on how we help children start school smoothly.

The School Day

8:50am	School Opens
9:00am	Lesson 1
10:10am	Break
10:25am	Lesson 2
11:15am	Lesson 3
12:15pm	Lunch
1:15pm	Lesson 4
2:15pm	Lesson 5
3:15pm	School Closes



The WOOSH (Willow Out Of School Hours) Club provides the opportunity for children to come to school from 7:45am for breakfast and to attend after-school club until 5:30pm. This is a popular club for parents with complex work schedules and carries a cost implication. Please ask at the office for more information.

Furthermore, there are a selection of after school clubs and groups throughout the year which children can join too (see page 11).

The Premises

Willow Lane is an attractive and spacious school, with views of the Castle and Priory, offering a high quality learning environment for all pupils.



The colour schemed classrooms are organised and appealing with children's learning adorning the walls. As well as the classrooms, we have additional spaces for small group tasks as well as a hall (used for assemblies, lunch and PE), a children's kitchen (every child cooks) and library areas (we love reading).



Most of the classrooms overlook the playing fields which are bordered by the allotment and orchard, climbing equipment and the wildlife area. Every child spends time in these areas - both in lessons and play - and we are particularly proud that so much of the produce grown and harvested by children is used by the school kitchen at lunchtime. We are also



lucky enough to have a hard surface playground too for when the weather is more unsettled.



To ensure pedestrian safety when entering the school, all visitors and pupils are requested to use the pedestrian entrances. Pupils on bikes are requested to use the designated cycle path and gate. The main gates are locked by 9:05 each day and all access is then through the reception area so that your children are safe and secure. Visitors are buzzed in and report to the School Office where they can be attended to properly.

Curriculum

The school has a creative curriculum, based on the National Curriculum, which makes learning relevant, exciting and engaging for the children. The curriculum is organised into half termly topics, where pupils can use and apply their skills and knowledge across a number of subjects (cross-curricular learning), which is the most effective way of helping children learn.

In the Early Years Foundation Stage there are 7 learning areas: The 3 prime areas are: Communication and Language; Physical Development; Personal, Social and Emotional Development. The 4 specific areas (through which the 3 prime areas are strengthened and applied) are: Literacy; Mathematics; Understanding the World; Expressive Arts and Design.

The remainder of the school (Key Stage 1/Infants and Key Stage 2/Juniors), follows the National Curriculum expectations.

- **English:** Children learn skills in phonics, reading, writing, grammar and speaking and listening. Daily English lessons are brought to life through exciting books, video and artefacts, drama and writing about engaging experiences.
- **Mathematics:** Children are taught Maths skills in a daily session, developing their knowledge of number, measurement, geometry and statistics. Maths lessons are given a creative edge through problem solving, real life contexts and practical learning.
- **Science:** Children are taught about the world around them - animals and plants, different materials, energy and forces. More importantly, they are taught to ask How? and Why? and taught how to find the answers through practical science investigations.
- **Computing:** Children use class iPads and computers to code and become digitally literate and to enhance and present information linked to their topic.



- **Geography:** Children learn not only about local and wider physical geography but also how it links to human actions. The environment is given a key focus and older children spend time in the Lake District and London.



- **Art and Design:** Children are inspired and challenged to create their own works of art, craft and design in a range of mediums.

- **History:** Children learn about people and events in the British and global past. They ask questions, make comparisons and enjoy hands on experiences at museums and with artefacts.



- **Languages:** Younger Children learn European languages as a foundation for learning further languages. In KS2, the older children have a weekly Mandarin lesson.

- **Design and Technology:** Children are involved in designing and creating, problem solving, enterprise schemes and cooking as part of our cross curricular approach to learning.



- **Music:** Children's love of music is developed through whole school singing, using music in shows and topic linked music and composition.

- **Physical Education:** Children develop skills as the foundations of specific games. They enjoy learning about the positives of health and fitness and we are proud of their successes in competitive events.



- **Religious Education:** Children learn about the world's major religions and enjoy learning about others' beliefs and customs. RE is supported with trips to places of worship and visitors who practise different faiths.

Homework

The best homework for all children is reading, talking about the books and parents showing an interest in their child's education. Every child is expected to read most nights and they have reading records to record and share their successes with the school. Children in KS2 also have copies of our school spellings (Willow Words) and times tables resources to practice at home. Each half term all children are invited to complete a piece of 'creative homework' which fits with the half termly topic. These are great opportunities for mums, dads, grandparents and carers to work on a project with their child using whatever medium they choose.



Sex and Relationships Education

Sex & Relationships Education is taught as part of the Personal, Health and Social Education (PHSE) programme as well as the science curriculum. The session begins by learning about growing up and caring for others. The importance of relationships, responsibilities and the family is also taught.

Children in Year 5 and 6 receive additional Sex and Relationships Education. We will inform you in advance when your child is due to begin this programme. If you require any further information, please contact your child's teacher or the Headteacher. Parents do have the right to withdraw their children from all or part of the Sex and Relationships Curriculum, other than those elements which are required by the National Curriculum.

Collective Worship

The whole school meets together for three assemblies per week. Assemblies are a time for celebrating pupils' success, for singing, for visiting guests and for considering larger issues such as our half termly values, democracy and global events.



Clubs, Sports and After School Activities

We pride ourselves on our wide variety of after school clubs, which complement the curriculum. The school has a history of being very successful in a range of local sports competitions.

Many clubs run throughout the year and others in half termly blocks and some – run by external coaches - involve a cost to parents. We want all children to have an opportunity to try a range of clubs so we use funds from our Sports Premium and Pupil Premium to ensure this.



Activities on offer throughout the year can include:

Football
Netball
Gymnastics
Art

Multi-skills
Dance
Volleyball
Cricket

Choir
Cookery
Keyboard
Rounders

Ukulele
Activ8
Gardening
Crochet

Pastoral Care and Behaviour

Willow Lane Primary School is a caring and positive environment and we are proud of our children's outstanding behaviour. All children are valued and social and emotional skills are actively taught throughout the school. The attributes needed to become a well-rounded individual are taught through our Values education. Our behaviour policy is centred on high expectations, where pupils take responsibility for their personal behaviour. Positive behaviour is modelled, celebrated and rewarded using a variety of strategies such as praise, team points and certificates/special mentions in assembly.



Whilst encouraging positive behaviour at all times, the school recognises that children need a clear system of sanctions. Children lose minutes of playtime for minor breaches of our code of conduct and/or to finish off class work. Adults hold restorative approach conversations with children so that they learn from wrong choices. Serious concerns and incidents are

referred to the Headteacher who decides on the next step, up to and including exclusions. Pupils can be placed on report for up to two weeks and, if progress is limited, a behaviour contract will be drawn up. We invite parents to discuss serious behaviour concerns and support us with whatever action we deem necessary to remove unacceptable behaviour from our school.

Bullying occasionally happens at every school. Children and parents are encouraged to tell us if bullying is taking place. We will take your concerns very seriously - bullying is upsetting, unkind and will not be tolerated. The school has an 'Anti Bullying Policy', which is available for viewing.

Pastoral meetings are held each week to discuss the needs of any children. We have a pastoral team, led by the Learning Mentor, which can support children with barriers to their learning. We also work closely with the School Nurse and other agencies to support families and ensure that children are happy, healthy and in school.



Please let us know if your child is worried or unhappy at school in any way. However small your concern, it will always be treated seriously. We want all children at Willow Lane to be happy and love coming to school every day.

Our School Rules

- 
- **Respect staff, children and everyone within our school community.**
 - **Respect school property and take care of our school environment.**
 - **Do your best learning at all times.**
 - **Be friendly and kind always.**

Our Golden Rule:

Love school, love learning!

Special Educational Needs and Disabilities

Willow Lane is an inclusive school, where every child has a sense of belonging and every child can contribute to the life of the school. Willow Lane makes provision for all children, drawing upon the school's resources (human and financial), and local authority resources, to ensure that children with special educational needs achieve and succeed.

Willow Lane has facilities that meet the needs of children, and other school users, with disabilities. The school is all on one level, with wide entrances and doorways and there is a disabled toilet with changing and lifting facilities. Where specialist equipment may be required for a child, the school can apply to the LEA to meet these additional needs.

The School follows the Special educational needs and disabilities code of practice: 0 to 25 years. Every term, teachers discuss children in their class and we reflect on our SEND list and interventions. If you have any concerns about your child then please come and talk to the class teacher, SENCO or Headteacher at a time convenient to yourself. The school follows a model of assess-plan-do-review with children on the SEND register and their needs are met within the classroom, in small groups or on a 1:1 basis.

Our Admission Policy is in line with LEA guidelines. The school ensures that no child with disabilities is treated less favourably than other children. Further details of the above are found in our SEND policy available from the office or the website.

Educational Visits

Educational visits can be life changing and every term each class go on an educational visit – to the beach, museums, woodlands, safari parks, Lake District and wherever best supports the topic. In addition, the older children have the opportunity to stay away from home on a residential trip and to take part in outdoor adventure activities, such as abseiling, climbing, canoeing, sailing and orienteering. Year 6 pupils also visit London for two days, to experience the excitement of our capital city, view the sights and to watch a West End show!

A full risk assessment is carried out before any trip takes place.



Charging Policy

We sometimes ask for a voluntary payment towards the cost of these educational visits. If we do not receive enough contributions, then the trip cannot go ahead.

It is the school's wish that no child should be prevented from taking part in an activity because of an inability to pay. We ask that parents discuss any problems with the Headteacher, in strictest confidence, and the school can utilise Pupil Premium money to help in these situations.

School Meals

At Willow Lane our school meals are cooked on site which ensures that they are healthy, balanced and enjoyed by all. The school has achieved the Food for Life Silver Award for its healthy, farm assured lunches and for achieving a positive dining room experience. We are working towards Gold, with a commitment to increasing Fair Trade and organic produce, including vegetables grown on the school grounds.



Prices

Currently meals cost £2.10 per day, £10.50 a week. If your child has regular school dinners, then dinner money should be brought to school each Friday for the following week or can be paid online at www.schoolmoney.co.uk. Dinners can also be ordered on a daily basis, provided payment is made prior to the start of the school day.

Children in Reception, Year 1 and Year 2 are entitled to a Universal Free School Meal. All children eligible for Pupil Premium free school meals, throughout the whole school, need to complete a form available from the School Office.

Pupils are also welcome to bring a packed lunch – no sweets or fizzy drinks please.

Partnership with Parents

Children's first and most influential teachers are their parents. We are proud of our work in partnership with parents and you are welcome to become involved in whatever way you can. There are many ways you can be involved in school:

- Reading the newsletters and other letters home to find out what's going on.
- Coming to Parents' Evenings in Autumn and Spring to discuss your child's progress. (In Summer, you will receive a written progress report instead, which you may wish to discuss with the class teacher.)
- Helping in the classroom - reading with children.

- Helping with clubs and after school activities.
- Joining the P.T.F.A. (Parents, Teachers and Friends Association) committee to help organise and run our popular fairs, discos and events.



Links with the wider Community

Willow Lane is proud to be a community school. We work closely with our partners and friends and the children have a wide range of opportunities to contribute within the community. The school is an active member of the Marsh Network, involving Appletree Children's Centre and the Community Centre.

Willow Lane is part of a Sports Partnership organised through Our Lady's Catholic College. The partnership provides funding for additional sports opportunities and interschool competitions.

We also link with local primary and high schools on projects which support our curriculum and allow us to use resources such as specialist subject rooms and teachers.

We work with the University of Cumbria, supporting the placements of trainee teachers. Children benefit from additional support in the classroom provided by volunteers from Lancaster University.

School Council

The views of children are regarded as very important within the school and we have an active School Council (led by one of our governors). Willow Lane has achieved Silver Eco-status and is currently working towards the Green Flag award. The School Council have recently been involved in designing the new KS2 toilets, adapting the rewards system and choosing new activities for outside at playtime.



Accidents and Illnesses

Please make sure that you let the school know if you change your address or contact number. We will always try to contact you if your child is unwell so that he/she can go home. If there is a serious accident, we will contact you to take your child home or to the hospital, or arrange to meet you there.

If your child is unwell, please keep him/her at home to recover. Children should not be sent back to school with medicines, except in exceptional circumstances, which have been previously agreed with the school.

Asthmatic children should have their inhalers in school with them at all times, clearly labelled with their name.

Child Protection

Willow Lane is a school which is committed to the well-being of all its children. All our children are alerted to the need to tell someone if they are anxious about anything anyone says or does to them. All staff are trained in Child Protection procedures, with the Headteacher, Deputy Headteacher and Learning Mentor the designated members of staff responsible. Parents/Carers should be aware that the school is required to report child protection concerns to Children's Social Care immediately.

Safeguarding

At Willow Lane we are committed to keeping young people safe by providing a safe environment for children to learn in. Rigorous policies and procedures are in place which cover safe working practices and recruitment. There is also a policy on e-safety available on the website, which details restrictions on mobile phones and camera use as well as internet safety. We would recommend that parents/carers follow the links on the website for relevant information on e-safety.

Complaints

As a school we always wish to hear any worries or complaints from parents, no matter how small. If you are unhappy about any aspect of your child's school life, please speak to his or her teacher. That is usually enough to resolve the problem. If, however, you are still unhappy, then please make an appointment to see the Headteacher.

In the unlikely event, that your complaint cannot be resolved, you are able to follow the school's complaints procedure which may involve writing to the Chair of Governors or to the Local Authority. We will provide you with a copy of the procedure on request - alternatively it is available on the website.

Attendance

At Willow Lane we place great importance on children attending school regularly and punctually. Good attendance is vital for your child to progress effectively. We want all children to take full advantage of school and to gain the appropriate skills, which will equip them for life. If your child is ill we ask parents/carers to inform school on the first day of absence by phone call. If the school is not provided with a reason for the absence, this is marked as 'unauthorised'.

Parents/Carers are asked where possible to make medical appointments after school hours. If they need to be made in school time, where possible, they should be made later in the school day. We advise that holidays should not be taken in term time. Holidays will not be authorised unless in exceptional circumstances. Where there are serious concerns regarding a child's attendance, or unauthorised holidays are taken, the Local Authority can be asked to issue a fixed penalty notice in line with Lancashire's policy.

The full Attendance Policy is available on the school website.

Does my Child need to take anything to school?

The answer to this question is "very little". School uniform is:

- Navy Blue school sweatshirt* and yellow polo shirt*.
 - Black/grey school trousers or skirt/pinafore dress.
 - Black school shoes or black trainers.
 - Summer dresses – yellow or blue check
- Children need a book bag*, which should be brought to and from school every day.
 - All children need a P.E. kit – Yellow, Green, Red or Blue T-shirt* (depending on which house team they have been allocated to) and blue shorts*, pumps and something warmer for outdoor P.E. These should be kept in a PE bag*.



(All items marked * can be bought from school, an order form is available from the school office)

- Those pupils who go swimming, (Years 3 to 6) need a swimming costume, towel and a swimming hat for long hair.
- The only jewellery allowed is single ear studs. Children **must** be able to remove these themselves for P.E. and swimming. If they cannot remove them please ensure they do not wear them on PE days.
- For **safety reasons no other jewellery is allowed.**
- Please label all your child's clothing – it saves a vast lost property mountain building up each year!

Willow Lane Community Primary School

School Holiday Pattern **2017/2018**

Autumn Term

Teacher Training day 1	Friday 1 September 2017
Children back to school	Monday 4 September 2017
Close after school 15:15	Wednesday 25 October 2017
Teacher Training Day 2	Thursday 26 October 2017
Teacher Training Day 3	Friday 27 October 2017
Children back to school	Monday 6 November 2017
Close after school 13:30	Thursday 21 December 2017

Spring Term

Teacher Training Day 4	Monday 8 January 2018
Children back to school	Tuesday 9 January 2018
Close after school 15:15	Friday 9 February 2018
Children back to school	Monday 19 February 2018
Close after school 13:30	Friday 23 March 2018

Summer Term

Children back to school	Monday 9 April 2018
May Day (School closed)	Monday 7 May 2018
<i>Key Stage 1 SAT's (Year 2)</i>	<i>During the month of May 2018</i>
<i>Key Stage 2 SAT's (Year 6)</i>	<i>Monday to Friday May 2018</i> <i>Actual dates to be confirmed</i>
Close after school 15:15	Friday 25 May 2018
Children back to school	Monday 4 June 2018
Close after school 13:30	Monday 23 July 2018

Please note 5th Teacher Training Day will be held as twilight sessions in term time.
Please note Teacher Training Days are subject to change.