

Our School Vision

At Essa Primary, we set every child on a path to achieve their dreams, enabling them to drive their own future to greater success. In doing so they will shape our diverse community for the better. We are an inclusive school, providing an innovative, technologically advanced, exciting, creative and engaging approach to learning and teaching. We are committed to excellence and continuous improvement in all that we do.

Our Core Values

It is our values that determine our thinking and behaviour. Through a values focused education, a positive culture for teaching and learning is created which is based upon valuing ourselves, each other and the environment. Our school values support the development of the whole child.



The ethos of our school is built on a foundation core values which are addressed directly through lessons, assemblies and across the whole curriculum. We learn to understand what the values look like and how we can demonstrate the value, in the way we behave, in our attitude towards each other and in our learning. Parents are encouraged to develop the Essa values at home and have the opportunity to nominate their child for displaying the value.

The Essa Primary, core values are:



Our Aims and Objectives

- To ensure that all of our children have the opportunity to achieve to their maximum academic potential.
- To utilise the advantages that the innovative use of creative learning technologies can bring to engaging student learning.
- To develop a curriculum which not only meets the needs of all of the children but also provides opportunities for all children to succeed.
- To have equality, diversity and community cohesion central to the work of the school.
- To ensure that high quality opportunities are available for all children including those with learning difficulties and/or disabilities.
- To engage, involve and support parents, teachers and other adults involved in working with the children to help them unlock their full potential and realise their educational ambitions.
- To encourage children to develop respect for each other so they can form caring and tolerant relationships and be sympathetic to the needs of others.



Essa Primary is characterised by:

- * A culture of respect for local people, local culture and local values.
- * Dedication to serving the needs of our community.
- * Families who are true partners in their children's education.
- * Staff who have been selected not only because they are outstanding professionals but also because they believe they have a responsibility to reach every child.
- * Children who expect to reach high academic standards, make positive personal growth, behave with respect and dignity and develop the emotional resilience to succeed.

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Daily Routine

Breakfast Club

Breakfast club is offered daily from 7.30am. All children attending breakfast club will be provided with cereal, toast and a drink. Breakfast club costs £10.00 per week for the first child and £5.00 for any siblings. Children are expected to attend every day to secure their place. Breakfast club places can be booked through the school office.

Morning

Children should arrive when the gates open at 8:15am and wait at the classroom door (Reception) or the main pupil entrance where the doors will be opened at 8.20am. They should then proceed quietly to their classroom where the teacher will be waiting. Lessons start promptly at 8:30am.

Break Time

Children from Reception up to Year Two are provided with a healthy snack to eat during the morning session. Children in Years Three to Six may bring in a piece of fruit for snack. Milk will be provided free of charge for children under 5 years old. If your child is 5 or over, you are able to sign up to the Cool Milk scheme for a small fee per term. Further details can be found on their website www.coolmilk.com or through the school office. All children in school are offered a warm bagel each morning. There is no cost for this.

School Meals

All children in Reception, Year One and Year Two are currently entitled to a free hot meal each day through the government Universal Free School Meal scheme, whilst children in Years Three to Six can purchase a meal for £2.00 per day. Our meals are prepared on site in our school kitchen. If your child has any dietary requirements, please speak to the office staff. A copy of the menu is available at the school office. All meals produced in school are halal.

Packed Lunch

If you would prefer for your child to bring a packed lunch, please send a healthy meal in a labelled bag/box. We have a 'no nuts' policy in school and therefore request that you do not send items made from nuts such as peanut butter or chocolate spread. Children choosing to bring a packed lunch will be provided with a healthy lunch box leaflet. Fizzy drinks, glass bottles and sweets are not permitted.

Afternoon

The afternoon session will end at 3.00pm. After school childcare can be provided by School Shuttle who will collect the children from school and take them to their afterschool provision. Further information can be found on their website www.schoolshuttle.co.uk or by contacting 01204 416990. After school activities are available Monday to Friday until 3.45pm.

The school office is open for general enquiries from 7:30am to 4:30pm.

Arrival and Departure from School

Please note that for the safety of all of our children, there is no parking on the school site unless you have a Blue Badge Permit. Children in Years One to Six must be escorted to the main pupil entrance and Reception children to their classroom door. Any children arriving late need to be brought to the main entrance and signed in by a parent.

Children in Year Six will be allowed to walk to and from school on their own but will not be allowed to bring/collect siblings.

Attendance and Absence

Attendance

Parents are responsible for ensuring that their children attend school every day and on time. This is a **legal** requirement.

Absence from School

Children must attend school unless it is absolutely unavoidable.

If your child is absent from school, please contact the school office between 8:00am and 8:30am. If we do not receive notification, we will contact you to confirm the absence. Parents should be aware that



absence is authorised at the discretion of the Principal and that an absence note, in itself, does not authorise an absence.

Absence may be authorised for the following reasons:

- Medical, either through illness, dental or hospital appointments etc.;
- Religious observance by a religious body to which the child's parents belong;
- Exclusion by the school.

If an absence does not fit into any of the above categories it will be registered as unauthorised. If children's absence falls below the national expectation of 95% you will be notified by the Principal. The school does not support holidays during term time. All parents requesting a holiday form must make an appointment to see the Principal first and all holidays are classified as unauthorised.

Lateness

Registers are closed and sent to the school office at 8:40am. Children who arrive after this time are deemed absent for registration and will receive a late mark at the school office. Children who arrive more than thirty minutes after the closure of the registers will be marked absent but without authorisation for the entire morning session.

School Uniform

Essa Primary uniform is very important. A smart appearance reflects the right attitude to learning. General appearance can be as important as the uniform itself. For full details of our uniform policy, please download a copy from our website or ask at the school office for a copy of our policy.

All children need:

- Royal blue Essa Primary crew neck sweatshirt/sweatshirt cardigan.
- Bright yellow Essa Primary polo shirt.
- Grey school trousers/skirt/pinafore dress. An optional pinafore with the Essa Primary logo is available from Smart Clothing.
- White or grey socks or grey tights with flat, black sensible school shoes. Shoes are to be plain black with no coloured logos. Crocs or open toed sandals are not acceptable.
- Blue Essa Primary book bag.
- **Optional** blue Essa Primary zip fleece and waterproof jacket.



During summer months, pupils may wear a blue gingham dress or grey tailored shorts.

During winter months, children may wear wellington boots to school but these **MUST** be stored in a bag and indoor shoes worn whilst inside the building.

Essa PE Kit Items - Compulsory

- White Essa Primary PE polo shirt.
- Navy blue shorts (indoor) or tracksuit bottoms (for outdoor PE).
- Plimsolls/trainers.

Children are asked to come to school wearing their PE kit on their PE day. All earrings must be removed. If your child cannot remove their own earrings, this must be done at home before coming to school. Long hair must be tied back for PE/sports activities.

Uniform items can be purchased from Smart Clothing, Units 5-7 Blackhorse St, Bolton, BL1 1SY.

School Communication Contacts

Face to Face Communication

Class Teachers/Teaching Assistants

All day-to-day queries/concerns should always be communicated with the class teacher in the first instance. If the teacher is otherwise engaged, please inform the Teaching Assistant (TA) of your need to communicate with the teacher so that he/she can get back to you at his/her earliest convenience. If it is

an emergency which involves the safety/health/welfare of your child, please inform Mrs Atherton, the Principal.

Principal

The Principal may be contacted via telephone 07788 313452, email at joanna.atherton@efatrust.org or in writing and will reply, within three working days. If your immediate query or concern persists for a variety of reasons, then please either book an appointment to see the Principal through the school office or ask if she is free that morning. Booked appointments will always take priority unless it is an emergency. In the latter case please inform the admin team.

Parents see the Principal for a variety of other reasons; pupil progress, behaviour issues or for information on personal family situations including house/school moves. It is always helpful to understand the child's needs within the family context.

School Office

Tel: 01204 201310

Email: office@efatrust.org

If your child is ill during the school day, one of the school's admin team, the class Teaching Assistant (TA) or class teacher will contact you either to collect your child or to ask your advice. Sometimes a child visits the office complaining of an illness when, in fact, they are concerned about something which has happened either at school or at home. On these occasions we may ring you to ask for your advice.

Queries regarding school milk money, trip money, photograph payment etc. should be addressed to the school office although payment should normally be made via the child's class teacher so that a receipt can be issued or through the online payment system.



Midday Supervisors

Any queries/concerns about incidents which occur at lunchtime can be communicated to the Principal through the school office who will discuss the queries with the midday supervision team.

Governors

If any of the other school personnel have not dealt with a query or concern to your satisfaction, you can discuss your issues further with our Chair of Governors, Mr Nigel Whittle. Contact details can be obtained via the school office.

Written Communication

Our website www.essaprimary.org contains a vast amount of information about our school. Further information can also be requested from the school office.

Regular newsletters are sent home via pupils or by email and contain information about current events, dates, weekly dinner menus, new developments and celebrating achievements.

At the beginning of each term you will receive a letter from your child's class teacher which will contain details of the planned topics, homework and annual targets. In this letter there might also be requests for help or resources that link in with your child's work.

Parent Consultations

Formal consultations are held with class teachers each term to discuss children's progress. Sessions start in the early afternoon and run until early evening and all parents may book a short 1:1 meeting. In addition, if a parent or teacher has a particular concern about a child's progress, behaviour or other factors affecting their education additional meetings can be arranged.

Reports

Reports are sent home with your child during the Summer term. These will contain a detailed account of your child's progress in the curriculum areas.

Open Evenings

All parents are invited to our annual open evenings which are usually held in September and July to look around the school, meet your child's new teacher and find out more about what they will be/have been learning during the year.

Educational Events/Parent Workshops

These are held to discuss the curriculum or new school initiatives during the year. We will also offer guidance on how to help your child at home with phonics, reading and maths.

Home-School Agreement

This document details our aims and values and also outlines the responsibilities of both parents and the school. This agreement is part of the school's wider policy on parental involvement and is reviewed every year. We ask that all parents and children agree to and sign the Home-School Agreement every year.

Health and Welfare

Health Care

The school has access to a community nurse who is based at a local Health Centre and can be contacted via the school office.

Please avoid booking medical or dental appointments during the school day. In emergency situations when this is necessary, please inform us about appointment details so that they can be noted in the register. Children must be collected or delivered back to school via the school office where they will be signed in and out.

Emergency contact

In the event of illness or accident, it is essential that we are able to contact either a parent, carer, other relative or other responsible adult. Any changes in contact details should be notified, as soon as possible, to the school office.

Many of the school staff are First Aid trained and any child who is ill or injured will receive an initial assessment by a trained member of staff. Any child receiving First Aid will receive a slip to bring home. Parents will be contacted if a child needs to go home or receive further treatment from a doctor. If there is a medical emergency the school will call the ambulance service and contact the parents/carers of the child.

Medicines in school

School staff cannot administer unprescribed medication such as over the counter cough medicine or ibuprofen during the school day. If medication has to be administered then it is the parent's responsibility to make arrangements for the medicine to be administered by either coming to school and giving it personally to their child or by delegating that responsibility to another named adult (relative, child minder, friend etc.).



Medication can only be administered by school staff in the following circumstances:

- That it is necessary to preserve life e.g. allergic reactions, asthma, diabetes;
- That the condition requiring medication is ongoing and requires immediate treatment to prevent it worsening e.g. hayfever, migraine. In both cases the medication can only be administered if:
 - The medication is prescribed or accompanied by a doctor's note;
 - The parent takes responsibility for the delivery/collection of the medicine to/from school, its replacement and checking that the medicine is in date;
 - All medication must be given to school in its original packaging with the child's name on a pharmacy label);
 - Parents must complete a consent form which is then given to the admin team.

The above also apply to any medication taken on educational visits.

Further details of the school's policy on the administration of medication is available from the office.

Health Education

All children participate in a health education programme during their years at Essa Primary. This is part of the Personal, Social, Health and Citizenship programme. The Governing Body has a responsibility to ensure that sex and relationship education takes place. This takes place within a broad health education programme, which includes input from the community nurse.

Child Protection

Under the Education Act 2002 (section 175), schools must make arrangements to safeguard and promote the welfare of children. The law 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 or carer, and where possible inform them of the referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm.

In accordance with local information sharing protocols, we will ensure that information is shared effectively and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm.



Safeguarding Children in Education

The school is compliant with all duties placed upon it by the Education Act (2002) which requires that the following responsibilities are discharged by the Governing Body:

- * There is a Safeguarding policy and procedures in place.
- * The school operates safe recruitment practices.
- * The school maintains a single central record which includes details of all DBS checks.
- * The school has a number of senior leaders who are Level 3 Safeguarding trained and the Assistant Principal is designated to take

lead responsibility for dealing with Safeguarding.

- All members of staff receive Safeguarding training to equip them to carry out their responsibilities effectively and this is refreshed annually.
- All temporary staff and volunteers are informed of the arrangements for Safeguarding.
- There is a member of the Local Governing Body with responsibility for Safeguarding.
- The school seeks assurances from other organisations using the school for after-school activities that they have appropriate policies and procedures.
- The Local Governing Body reviews its policies and procedures annually.

School Security

Access to the school during the day is only via the main entrance door which is operated by the admin team. All external doors are kept locked during the day. Children are encouraged to be vigilant and report any unknown adult in school, who is not wearing a blue or red lanyard, to a member of staff.

Personal Property

It is not permitted for children to bring valuables, mobile phones or money to school. If they are brought to school, they will be handed to the school office for safe-keeping and must be collected by a parent/carer. The school is not insured for damage or loss to personal items and we strongly recommend that all items which are brought to school are covered by your household insurance policy.

Lost Property

There is a lost property box held at the school office. Any found items will be stored in the box until the end of each half term. Any unclaimed items will be donated to charity.

Help in School

We are always delighted if any parents, grandparents or family members offer to help in the classroom. Please contact your child's class teacher if you would like to help in any way. All volunteer helpers must sign a copy of our volunteer helper policy which is available from class teachers. Please see the office to check whether or not you require a DBS check (Disclosure and Barring Service).

Discipline and Behaviour Praise and Behaviour Management

At Essa Primary all expected behaviour is based on our school values. There is a strong emphasis on courtesy and consideration for others. We aim to develop self-discipline which is a mark of a maturing child. Teachers encourage a positive approach, praising pupils and highlighting outstanding work. We also use a restorative approach to managing behaviour. Details of the behaviour policy can be obtained from the school office or viewed on the school's website. We use Class Dojo to track behaviour in school.

Bullying

We believe that all children should understand that bullying is unacceptable, and our aim is to provide the appropriate support to the victim, whilst considering carefully the consequences for the bully. We encourage children to feel that they can discuss any concerns about bullying. All members of staff are available to listen to and help with such problems.

Parents are always kept informed about bullying issues relating to their children. It is also important to note that parents can bring any worries to the school's attention. All incidents are treated seriously and confidentially. Further information can be found in our Anti-Bullying policy which is available both on our school website or through the school office.



Special Educational Needs and Disability (SEND)

Children, at some time in their school career, may have Special Educational Needs of some kind. The difficulties a child may experience can vary and may occur in a number of areas. Some children will need help and support all of the time that they are at school, while other children may only need help for a short time.

Our aims with regard to Special Educational Needs and Disability (SEND) at Essa Primary are:

- To have a curriculum which is accessible to and includes all pupils, and which matches their individual needs.
- To ensure that the requirements of those pupils with SEND are met.
- To ensure the early identification and assessment of children's needs and to act upon the results of such identification.
- To ensure that children with Special Educational Needs receive a broad and balanced curriculum.
- To ensure that all children with SEND join in all school activities as far as possible.
- To provide differentiated work to take account of the needs of More Able/Gifted and Talented children as well as those with learning difficulties and ensure that the development of their children is celebrated.
- To ensure that the atmosphere of the school promotes a happy, sensitive and secure environment to enable the most effective learning.
- To ensure that the school aims to encourage parents as partners in the learning process for their children.
- To appreciate that notable achievement can be made by all pupils and these should be recognised and recorded.

Throughout their time at Essa Primary, a pupil's progress is continuously monitored and tracked. This helps to highlight any problems immediately and identifies any children who may be falling behind. As soon as any problems are highlighted, appropriate intervention is taken to support pupils in the learning process through being placed on the SEND register and given an Individual Education Plan (IEP). The SEND register is maintained by the Special Educational Needs Co-ordinator (SENDCo) and reviewed on a termly basis.

The official complaints procedure for Special Needs is as follows:

If you have any complaint about the Special Educational provision for your child, or about Special Educational Needs generally, please speak to the Principal or Chair of Governors. The Principal will investigate and then contact you as soon as possible. If he/she has not resolved the matter to your satisfaction it will be referred to the Special Needs governor who will raise the matter at the next Governing Body meeting and reply to you as soon as possible.



Diversity

The governors and staff at Essa Primary recognise the positive contribution of the cultural and ethnic diversity present in the school and in society as a whole.

As partners in the education of our children staff, parents and governors fully appreciate the special responsibility they have to help all children develop respect, values and attitudes which are appropriate for our multi-cultural society. We do not tolerate racist, homophobic or sexist incidents and will always help children be proactive in implementing our school value for equality. We investigate, action and record any racist incidents which is reported termly to the Local Authority.

Accessibility

If your child has a disability, he or she will be treated the same as other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage and participate fully in school life. We will take all reasonable steps to ensure that people with a disability are not treated differently without lawful justification.

It would be helpful if parents could:

- Inform the school, at the earliest opportunity, if their child has a disability and the exact nature of that disability.
- Provide the information the school needs to plan effectively for the child to be a full member of the school community.
- Acknowledge that when deciding whether an adjustment is reasonable, one of the factors the Principal must consider is the effect of the proposed change on all members of the school community.

Equal Opportunities

Education at Essa Primary is operated within our statement of equal opportunities. We believe that education has a crucial role to play in bringing about a fair and just society. It is important that pupils learn to respect themselves and each other as future citizens so that we can build a society which is based on mutual respect and understanding.



The Curriculum

The main aim of our curriculum is to offer a range of experiences that will develop your child and his/her potential in every sphere of growth and learning. We provide a challenge based creative curriculum. We believe very strongly in a broad and balanced curriculum and value creativity as an essential part of children's learning, but we also have a strong emphasis on every child's achievement in English and Mathematics.

Organisation of the curriculum

The school is organised in the following way:

Early Years Foundation Stage – Reception.

Key Stage 1 - Infants (Years One and Two).

Key Stage 2 – Juniors (Years Three to Six)

Reception children follow a Foundation Stage Curriculum with Early Learning Goals which should be achieved by the end of their Reception year. The foundation curriculum covers education in pre-schools

and nurseries and operates from the ages of 2 to 6 and, therefore, provides continuity from pre-school to school.

The curriculum is a balance of free exploration, play and set tasks. There is an emphasis on English and Mathematics as the children progress through their time in this class. Children are not functioning within the National Curriculum at this stage but will have gained valuable experiences in readiness for National Curriculum requirements in Year One.



Children from Year One upwards all follow the National Curriculum. Religious Education (RE) is not part of the core curriculum but is regarded as a main subject to be taught. We follow the Bolton syllabus for RE which aims to provide children with knowledge and understanding of the nature of religions, their beliefs and practices. Parents retain the right to request withdrawal of their children from RE lessons and from assemblies, which under the 1988 Education Act are required to be broadly Christian in character. Personal, Social, Health and Citizenship Education is also a focus at Essa Primary in our curriculum as it makes a valuable contribution to children's development.

English

A strong emphasis is placed on the teaching of English throughout our curriculum. Letters and Sounds provides the core emphasis of the Phonics curriculum. English lessons will also often link with the children's topic. We believe that it is really important to provide children with a purpose for writing wherever possible. This could be writing instructions for how to play a board game that they have designed, writing clues for a treasure hunt or a letter to the Principal to ask for more playtime. Each week children will be able to develop the skills they have been learning independently

Handwriting is taught from Reception so that children can learn how to form letters correctly before joining letters further up the school. We use the 'Penpals' scheme to support the teaching of handwriting. Handwriting activities include large and fine motor skills activities, as well as teaching the correct language to describe the shape and direction of the letter formations and joins. We encourage children to take pride in their presentation and be proud of their work.

At Essa Primary we aim for all children to read with confidence, fluency and understanding. We will encourage interest and enjoyment in books and other reading materials by enabling children to share a wide variety of reading with yourselves, teachers and other children in school. You are encouraged to play a supportive role in the teaching of reading by enjoying daily reading sessions with your child at home. All children will be provided with levelled reading books according to their age and stage to practise their skills at home. There will also be the opportunity to borrow books to take home from a wide selection of both fiction and non-fiction books in the school library. Speaking and listening opportunities are also a key focus at Essa Primary and will be provided each day through a variety of different activities. Phonics will be taught daily, in small groups, throughout the school using 'Letters and Sounds'.

Maths

Mathematics is a subject that supports pupils to understand the world around them. It is linked to other subjects across the curriculum and helps our pupils to make sense of the everyday problems we encounter.

Mathematics is full of patterns, laws, sequences, puzzles and wonder. This is something that we at Essa strive for every child to experience and share our drive for achievement and success.

At Essa, we embrace the key elements of the National Curriculum.

Fluency - for pupils' understanding their mathematical work.

Reasoning - to make links and to better understand mathematics that have been acquired.

Problem solving - using the skills pupils' have learnt and to break down problems with increasing difficulty.

As a school, we allow pupils – through mathematics - to develop confidence, independence and creativity. These are all skills that will equip our pupils for a rapidly developing future.



Assessment

Foundation Stage

This is a form of continuous assessment which takes place throughout the child's Reception year and culminates in a final summary at the end of the year. The Early Years Foundation Stage (EYFS) profile is reported to parents at the end of the summer term.

Other Forms of Assessment

Year One children are assessed nationally on their phonics development. From Year One onwards we use continuous assessments to monitor progress in reading, writing and maths. We use the end of unit written outcomes as a way of assessing writing regularly.

Educational Visits

These form an important part of your child's education and are curriculum linked. During your child's stay at Essa Primary he/she will participate in educational visits such as:

- Local walks around the area.
- Day trips to museums, environmental centres, art galleries etc.
- Sporting fixtures.
- Extended residential visits.

All visits are linked to the school curriculum. You will be required to complete a form giving permission for educational visits. All visits requiring transport will be in coaches or minibuses with seat belts. The teachers responsible for the visits act 'in loco parentis' at all times and will give the care which any reasonable parent would give.

Under the Education Reform Act, 1988, parents are asked to make a voluntary contribution to help fund these visits. We are required to state that these contributions are voluntary but if insufficient funds are received the school reserves the right to cancel the visit or event. If children are in receipt of pupil premium funding, the Governing Body will make a financial contribution towards these educational visits.

Community Involvement

School Governors

The Governing Body works closely with the Principal in the leadership and management of the school. It meets regularly during the term with additional committee meetings to discuss individual areas e.g. Attainment and Achievement, Health and Safety, Premises, School Development, Finance, Inclusion and Personnel issues. The minutes of Governing Body meetings are available to parents on request.

The governors play an active role in school improvement and raising standards. They are always happy to talk to you about any matters related to school and your children. All parents are eligible to stand for the position of parent governor as and when such positions arise. Notification of vacancies is via election documentation provided by the clerk.

Parent Partnership

The Local Authority operates a Parent Partnership scheme which provides independent advice to parents about their children with SEN. It is advisable to contact the Principal, in the first instance, to register any concerns. Bolton Parent Partnership can be contacted on 01204 848722.

Please don't hesitate to contact the school office if you have any questions about the school – 01204 201310 or office@efatrust.org

