



**Headteacher:
Mrs R Farnell-Hill**

**Old Market Street
Blackley
Manchester
M9 8QP**

Website: www.pikefold.manchester.sch.uk

admin@pikefold.manchester.sch.uk

**Tel: 0161 702 3669
Fax: 0161 795 2192**



Dear Parent/Carer,

Welcome to Pike Fold Community Primary School.

Pike Fold is a well-respected primary school with an established teaching staff. We are very proud of our school's achievement and we see pupils as the heart of our school.

We had a full Ofsted inspection in November 2017. The inspection rated the school as good in all areas.

Yours sincerely,

*Mrs R. Farnell-Hill
Headteacher*

Pike Fold Community Primary School has been open since 1960. Pike Fold Community Primary School caters for pupils aged between 3 and 11, the admission limit being 60 pupils per year (from September 2013). We are two form entry.

Pike Foldwhere stars sparkle

Mission Statement

At Pike Fold we strive to provide a safe, caring, inclusive and happy environment where every child can flourish.

Our aims at Pike Fold are:

- To provide a secure, safe, inclusive and happy environment for our whole school family.
- To provide equal access for all children by recognising the special conditions required for learning by individual children.
- Through creative, broad and balanced experiences we inspire confidence and celebrate the uniqueness and successes of all.
- For children to achieve/exceed targets expected within the National Curriculum and within the context of a wider curriculum.
- To enable each child to enjoy a creative learning experience and develop skills which enable them to make choices which will impact positively on their lives.
- To understand the world in which we live and the interdependence of individuals, groups and nations.
- To encourage children to develop tolerance and an understanding of other people's social, moral, spiritual and cultural values, and ways of life.
- For each child to create a sense of her or his worth and place in school and the community.
- To develop attitudes of self-discipline in relation to the child as an individual and the way she or he shows respect for other individuals and groups.
- To encourage every child to take pride in and aspire to quality work.

Governing Body

The school has a governing body made up of representatives from the school staff, parents, members of the community and representatives of the Local Authority. The parent governors are nominated for the position as and when vacancies arise. However if you are interested in joining the Governing body you can become a co-opted member who does not have voting rights.

The Governors oversee everything that happens in school.

Ofsted stated that the Governance at Pike Fold is strong.

The School Day

School opens at 8.15 am. for Breakfast Club at a cost of 50p per day. This is not a pre booked service. The school day begins at 9.05 a.m. There is a morning break of 15 minutes. Lunch is 1hr 15 mins in EYFS and 1hr for the rest of the school

Key Stage 1 finish from 3.25 p.m. and Key Stage 2 finish at 3.30 p.m.

We have an after-school club-'Pike Fold All Stars' which is a pre bookable service and is paid in advance. Each session is £4, this includes a light snack and operates by our own staff straight from school until 5:45pm. A late collection charge must be paid and your place maybe revoked if late collection becomes a concern.

It is very important that children arrive on time. Children who arrive late often feel harassed and find it difficult to settle. This can make them unreceptive to work.

Admissions

There are approximately 479 children on roll, of which 52 have fulltime places in the Nursery.

The school follows Manchester's Admissions Policy, and before entering school, children and parents are invited to visit us.

A responsible adult who is known to school must collect Foundation Stage pupils. We hope that your child will transfer to the main school.

Our school is a two-form entry school organised in year groups of mixed ability.

We have close links with other primary schools and with The Co-operative Academy.

We have a Resourced Provision unit for 7 Autistic pupils. This admission process is dealt with through the SEN panel within the authority, **not** school.

Attendance Our School target is 97%- Please see Attendance Policy for further information

Good attendance is essential to successful education. It is the responsibility of parents to ensure that their children attend school. Punctuality is also a vital part of school life. The school supports Manchester's Attendance Policy and parents will be fined for non-attendance.

Prolonged/unexplained absences may be referred to the Education Welfare Officer.

Homework- Please see homework policy

All pupils are given homework. This may range from words in Reception to practice S.A.T. papers in Year 6. All homework supports activities which have been studied in school. Learning Logs are sent home before half term to give children an insight into themes being covered over the following half term. If you are unsure about how to help your child, do not hesitate to contact the appropriate class teacher.

School Rules Focus: Ready, Respectful & Safe

The basis for our school rules is safety and good manners.

- Children are to walk inside school and to keep to the paths outside.
- Children are not allowed to leave the playground without permission.
- Children must display manners and courtesy towards others.
- Children must take care of the environment.
- Children must take care of school property.

At lunch-time: Pupils must be Ready, Respectful and Safe.

- We expect pupils to:
 - be polite and sensible at the table.
- not swear, be rude or tease.

- follow instructions.
- be courteous to lunchtime organisers and other pupils.
- move around school sensibly.

Discipline

The general behaviour of all our children inside and outside the classroom sets a tone for the school. Parents will be contacted if extremes of bad behaviour such as bullying, repeated aggressiveness, blatant disobedience and general anti-social behaviour are exhibited. If you feel that there has been an incident that we may not be aware of, please inform us. We hope that parents will take an active interest in their child's behaviour during their school life. *Ofsted state, pupils are positive ambassadors for our school.*

How we behave in School

Our aims are: -

- To develop in pupils a sense of self discipline and an acceptance of responsibility for their own actions.
- To create conditions in which effective learning can take place and in which there is a mutual respect between all members of the school community.
- To encourage positive, caring attitudes.

Good behaviour is rewarded by:-

- Team points/Dojos
- Certificates
- Badges/stickers
- Class winners
- Praise from others
- Affirmation

- Postcards/phone calls home
- 'Hot Choc' Friday with the senior leadership team

Bad behaviour is dealt with by:

- Immediate checking
- Temporary withdrawal from the classroom- discussion with parents
- Referral to the Deputies/Headteacher
- Exclusion from school
- Counselling/Therapy

Bullying- see child friendly leaflet enclosed

Bullying is taken very seriously and forms part of our Behaviour Policy.

We acknowledge that bullying exists in society but we strive to eradicate it and provide a safe and secure environment for all.

Parents will be informed if extremes of bad behaviour such as bullying, repeated aggressiveness to others, blatant disobedience and generally anti-social behaviour are exhibited.

Behaviour Records

All inappropriate behaviour is recorded onto our electronic system. Pupils with severe behavioural issues have a daily behaviour record card. Parents are informed of this and copies are sent home.

Pike Fold has a zero tolerance policy with regards abuse to staff. Parents that fail to adhere to this may be banned from school premises and in certain cases of abuse-verbal, physical or on social media, police maybe informed.

School Uniform-please see enclosed policy

Swimming

Your child will need a swimming costume or trunks and a towel. Children with long hair must wear a swimming hat. Jewellery is **not** allowed in the pool. Boys are not allowed to wear shorts.

Footwear

The preferred footwear for all pupils is black trainers. Pupils who are not wearing suitable footwear cannot access play equipment or sports facilities. Neon trainers or not permitted.

School Meals

Meals are provided by Aspens. Parents and can order, along with their children. Payment is made through your Select account, where you also order meals for your child/ren. Please ensure you order in advance as no pre-order will result in your child not having a meal. Support with ordering can be provided by our admin team.

A child may bring a packed lunch. As we are part of the Manchester Healthy Schools we do not allow pupils to have high sugar/ fizzy drinks, sweets, or chocolate. This should be made secure. Please do not send glass bottles.

Lunchtime is under the supervision of the lunchtime staff. Persistent wrongdoers will be sent home for lunch.

OFSTED Inspection 2017

Main Findings

Pike Fold is a good school, and as its motto says, 'a place where stars sparkle'. The head teacher, governors and staff work well together to create a school where pupils are happy, feel safe and enjoy learning.

The full Ofsted report is available in school and on the Ofsted website.

Curriculum-further information on class sessions is available on the website

- All pupils have daily Literacy & Numeracy sessions.
- Other core subjects are Science, Computing & R.E.
- Foundation subjects are History, Geography, MFL, PHSE (inc British Values), P.E. (Minimum of 2hrs week), Design & Technology. Art and Music.
- Pupils are rewarded for good work in a weekly assembly and are given certificates/stickers and team points/dojos.

Learning Support

The underlying principle of the school's policy for providing for pupils with Special Educational Needs (SEN) is a step-by-step or graduated approach. This is consistent with the Department for Education (DfE) Code of Practice for pupils with SEN. The graduated approach recognises that children learn in different ways and at different rates. If observations and assessments show that children have Special Educational Needs then this leads to levels of additional support known as SEN Support. If a child is felt to have needs beyond this level then a request can be made for a Statutory Assessment. This could lead to an Education and Healthcare Plan by the Local Education Authority which would specify what additional support a pupil needs, including funding to provide such support.

For the majority of children their needs are met through differentiated provision. Some pupils need more support and an individual education plan (IEP) is prepared to meet their needs. A small minority of children are referred for additional external assessment to identify specific needs and the school receives advice on how to ensure their needs are met.

The school works closely with outside agencies eg educational psychologists, speech and language therapists etc, to ensure our pupils receive first class support. Children's progress is regularly reviewed and meetings are held with parents, class teachers and the INCO-Mrs McKeever. School does employ our own Speech and Language Therapist to assist with early concern of language development.

TH.Inc Space

We are very fortunate to have a special therapy room. Pupils are referred for therapy and receive individual, group or massage therapy as appropriate. The involvement of parents in this therapy increases the effectiveness. The parents of pupils referred for therapy can also benefit from a family support worker who can offer advice and access to a range of services.

Equality Act 2010

The school has implemented the Equality Act and has produced an equality scheme and action plan.

R.E.

We follow the Manchester Agreed Syllabus Guidelines on R.E. It may be possible for children to be excused from these lessons **after** consultation with the head teacher. Appointments **must** be made with the head teacher before a child is withdrawn. As part of the RE curriculum children will visit several places of worship.

Collective Worship

There is a daily act of worship based mainly on Christianity.

Information

Parents may request to see the OFSTED report, the Governing Body Annual Report, DFE circulars and copies of statutory instruments.

Extra Curricular Activities

There is a range of Extra Curricular Activities which change throughout the year. We endeavour to offer activities to all pupils from Year 1 onward at some point in the year.

SRE

The school has a policy on Sex and Relationship Education. SRE is part of the Personal, Social and Citizenship curriculum. Some aspects of reproduction are dealt with through the science curriculum. The policy has been developed in conjunction with the Healthy School Standard. The sex education is age-appropriate.

Charges & Remissions Policy-available upon request

Charging for School Activities

School Days or Part of School Days

These include visits such as summer day trips and other class trips **not** provided free by the L.A. The law states that these should be provided free but that requests can be made for voluntary contributions.

If a visit is being planned, parents will be informed as to the nature of the visit and a request will be made for a voluntary contribution with guidance as to the level of contribution required and a return slip for parents to fill in to indicate the level at which they are willing to contribute. If sufficient contributions are collected, then the trip will go ahead, if not, the trip will be cancelled. No pupil will be excluded or prevented from taking part in the visits if their parents are unable or unwilling to make a contribution.

We will assess risks involved in making visits. We feel strongly that when the benefit of the experience outweighs the risk the trip will go ahead. We also acknowledge that there is an element of risk in everything we do in our daily lives, but we do our utmost to minimise these risks.

Parental consent for school trips is given on the emergency contact form, therefore we do not seek additional consent for visits that take place during the school day as we view these as part of the Excellence and Enjoyment curriculum.

Residential Visits in School Time

There will be a charge made for board and lodging but families in receipt of Income Support or Income based Job Seekers Allowance can apply for full remission of these charges.

If visits out are planned during these residential visits, then voluntary contributions will be requested as explained for the day visits in the previous section. Residential visits or school trips outside school hours – there will be a full charge.

After School Activities

There will be no charge for transport or for entry fees for teams or groups of pupils. Pupils may be withdrawn if behaviour is not of the expected standard.

Governors reserve the right to charge in respect of individual pupils entry and award fees

Music Tuition

At the moment, no charge is made in respect of music or instrumental tuition which takes place during the school day or after school. Recorder, guitar and ukulele are offered in KS2

The children in Key Stage 2 and year 2 are encouraged to join the choir, which has a weekly practice. The children perform on a number of occasions throughout the year.

Breakages or Losses

The Governing Body reserves the right to charge parents for the damage or loss of School equipment or books, and for damage to the buildings which is a result of pupils behaviour These charges will be based on the costs incurred.

Charging in Kind

The Governing Body reserves the right to charge for the cost of materials of any item made in school which is kept by a child or parents. Normally items are sent home free of charge. Charges will be made in respect of the purchase of items which parents may wish to keep e.g. school photographs.

Parental Partnership

Parents are valued as co-educators. We have parental reviews throughout the year, including children with Additional (previously referred to as Special) Needs. There are also induction meetings, where parents can meet their child's new class teacher and Open evenings.

If you wish to see your child's class teacher or the Headteacher, please make an appointment. Staff are available daily after school once all children in their care have been collected.

We have a Family Engagement officer who will offer support to families with regards numerous concerns or worries-Please see leaflet enclosed .

Child Protection

Schools have an important part to play in the detection and prevention of child abuse. If a child appears to have been abused, the school is required to report the matter to Social Services. The agreed child Protection procedures are followed. It is usual procedure for the designated person to discuss concerns with the parent or carer before a referral is made unless the concern involves allegations of sexual abuse.

All staff are trained on PREVENT. Prevent is a duty of care for all schools. It is to prevent radicalisation for our children. If you would like any more information please click on the weblink on our website or speak to our Prevent Officers: Mrs Farnell-Hill or Mrs Gallimore. CSE is also our duty of care for pupils at Pike Fold. This is a prevent strategy to empower children against being exploited and to make all adults aware of the dangers of CSE. School are also part of 'Operation Encompass' supporting families around domestic abuse. Pike Fold has pupils that act as E-Cadets to keep children and parents aware of the dangers of online activity-Mrs McKeever leads this initiative.

The designated person for child protection is Mrs Farnell-Hill, our Headteacher. There is also a team of Designated Safeguarding Officers. They are: Mrs McKeever, Miss Hawcroft, Mr Morris, Mrs Gallimore and Mrs Howarth (ASC)

Complaints Procedures

If you have a complaint, please see the Headteacher. The Governing Body has a complaints procedure which may be viewed on request. Many thanks for your continued support and a very warm welcome to parents and pupils who are new to our school.

Mrs R. Farnell-Hill

Headteacher

USEFUL ADDRESSES

Pike Fold Primary School
Old Market Street
Blackley
M9 8QP
0161 702 3669

Attendance Officer
0161 682 9054

Manchester Education Dept
PO Box 532
Town Hall
Albert Square
Manchester
M60 2LA
0161 234 5000

School Admissions
0161 245 7166

Application for Free School Meals
From the School Office or
Manchester Benefits Service
P.O. Box 395
Heron House Lloyd St
Manchester
0161 834 0444

North Manchester Health Authority
Central Drive
Crumpsall
Manchester
M8 6RL
0161 795 4567

Manchester City Council
Town Hall
Manchester M60 2JT
0161 234 5000

Education Psychology Service
2 Thornaby Walk
Harpurhey
0161 205 2857
School Psychologist – Ms. S. McHugh

Plant Hill Clinic
Plant Hill Road
Blackley
Manchester
0161 740 7955
School Nurse

Environmental Health
North Area
0161 795 6670

The Co-operative Academy of Manchester
Plant Hill Road
Higher Blackley M9 2WP
0161 795 3005
Headteacher: Mrs K Leaver