



DELPH PRIMARY SCHOOL



Headteacher: Mrs A. Leigh
Chair of Governors: Mr M. Hopkins

The information provided in this prospectus was accurate at the time of writing (Updated March 2016).
Please be aware that changes may subsequently occur.



'to be the best that we can be!'

Dear Parents / Carers,

Welcome to Delph Primary School. The information contained in this prospectus is designed to give you some idea of the educational opportunities we can offer your child at our school. By working closely together with parents, pupils, governors and the whole staff team we hope to give your child the best possible start at school.

Throughout your child's time at Delph Primary, we will make every effort to keep you informed and involved in all that is going on at our school.

I hope that you will find the information in this pack useful. Further enquiries and visits to the school are welcome.

I look forward to meeting you.

Yours sincerely,

Mrs A. Leigh
Headteacher

Our Mission Statement and Aims

At Delph Primary School we are committed to achieving the highest of standards which, we believe, is underpinned by our mission statement:

'To be the best that we can be'

We aim to provide a wide range of opportunities for:

- **D**eveloping good working relationships in school, based on mutual respect.
- **E**njoying being at school, recognising and supporting the needs of all children in a caring, happy, safe, secure and stimulating environment.
- **L**earning through access to a broad range of curriculum areas and enrichment experiences and enabling children to develop to their full potential.
- **P**laying, communicating and socialising with others.
- **H**elping each child to be confident, believe in themselves, behave well and make informed choices, necessary for their eventual development into active and responsible adults.

About The School

Delph Primary School is a community school, open to children from 4 -11 years of age. The school opened on 5th September 1953 and an extension infant block was added in 1973. Delph Pre-school opened in 1997. There are currently 206 children on roll. We have separate playgrounds for infants and juniors, as well as a large playing field.

The school is organised into seven classes and there are three educational phases.

1. **Foundation Stage** - consists of Pre-school and our Reception class and is where our youngest children begin their learning.
2. **Key Stage 1** - this is our Infant department and is made up of Year 1 and Year 2.
3. **Key Stage 2** - this is our Junior department and consists of Years 3, 4, 5 and 6.

Children mainly work in their class groups and are taught by their own class teacher. For certain subjects, children may be grouped differently to take advantage of specialist teaching. As pupils move through school there are opportunities for them to meet with new teachers, join in activities and familiarise themselves with their new classroom. There is a transition programme for children in Year 6 to help them prepare for going to their Secondary School.

At Delph Primary School we recognise that each child is unique, with his or her own distinctive set of talents, abilities and pace of learning. We value all of our pupils as individuals and show respect for their values, culture and religious beliefs.

Admissions

Admissions to school are administered by the Local Education Authority. The planned maximum number of children per year group in our school is 30. In exceptional cases the LEA can increase intake numbers depending on specific circumstances. Where there are more children seeking admission than there are places available, names are put onto a waiting list. These are our criteria for admission:

- Exceptional medical or social reasons
- Brothers or sisters already in attendance
- Geographical proximity

Children are normally admitted for the first time in the September of the school year in which they become five years of age. When joining our Reception class, we have a well-established induction procedure to ease transition into school life – it is important to us that your child settles quickly and feels happy and secure.

Matters relating to your child and family background are treated confidentially. To help us effectively meet the individual needs of your child, it is important however, that we are given as much relevant information as possible. Before your child can start school you will be required to complete the school admission form. Parents and carers who are considering applying for a place are welcome to visit the school by appointment.

School Opening Times

School starts at: 8:55am

KS1 Lunchtime: 12 noon - 1:15pm
KS2 Lunchtime: 12:15pm - 1:15pm

School closes at: 3:15pm

Please note that we do not accept responsibility for children who arrive at school before 8.50 am. If you normally meet your child from school but are likely to be delayed please contact school at once and arrangements will be made to keep your child at the school office until you arrive.

Attendance and Punctuality

A careful check is kept on attendance and punctuality and your child's attendance record will be reported to you at the end of each year. We consider that regular attendance at school is vital to a child's educational development. Parents are requested to telephone the school on the first morning of an absence. Following an absence, a letter should be sent to the class teacher confirming the reasons and the dates of the absence.

Children arriving later than 9:30am without previous notice will lose their mark for that morning and be recorded as late in the register.

No child will be allowed to leave the premises during school hours unless accompanied by an adult and prior notice is given.

Holidays in Term Time

Holidays in term time will not be authorised. We expect parents to ensure that all holidays are booked in accordance with the school holiday pattern, which is available to download on the school website/copies available on the school notice board.

The Department for Education (DfE) amended the Education (Pupil Registration) (England) Regulations 2006 governing requests for holidays in term time and from 1st September 2013, the new law gives no entitlement to parents to take their child on holiday in term time. It makes it clear that Headteachers may not grant any holidays or other absences during term time unless there are exceptional circumstances.

Parents can receive a Penalty Notice from the Local Authority for taking their child on holiday in term time without the consent of school.

All requests for exceptional leave must be discussed with the Headteacher well in advance and an exceptional leave form must be completed.

Parents and the School

We seek to work in full partnership with parents and firmly believe in the value of home-school links. By working together we can help your child to make the most of his/her time at Delph Primary School.

Parents are welcome in school. We are always looking for willing volunteers to help in school in a variety of ways. If you have the time and wish to become involved please speak with your child's class teacher. If you have any queries or concerns, we hope that you will not hesitate to come and talk to us about them as they arise. Simple, quick messages may be given to staff at the beginning or end of the school day. For longer discussions, we ask that you please make an appointment as these are often very busy times of the day for class teachers. If you have issues that you cannot discuss with your child's class teacher, please make an appointment to see the Headteacher at a mutually convenient time.

You have a vital role to play in the education of your child and will be expected to help and support your child with regular home learning tasks .e.g. reading, spellings, times tables and practical tasks.

Every effort is made to keep parents well informed about school – newsletters are sent home at regular intervals and a parent notice board is located in the main entrance. The school website is updated regularly and is a valuable source of information. Communications will also be sent out electronically via our text messaging and email service. During the year, we hold two parents' evenings and welcome meetings. A written report is produced for each child during the summer term.

The Curriculum

Delph Primary School provides a broad, balanced curriculum which meets National Curriculum requirements and is differentiated to meet the needs and abilities of the children. We plan our teaching and learning thoroughly to enable each child to reach for the highest level of personal achievement. A variety of teaching methods are used, including, whole class teaching, group work and individual teaching.

Much of the curriculum is taught through carefully planned topics, which may focus on specific subjects. Children in Reception class work towards Early Learning Goals in six areas of experience which lead towards the National Curriculum. In the Early Years, children also learn through structured practical / play activities.

Religious Education is also studied and the school follows the LA policy/guidelines in delivering this.

Sex education is taught in some classes and, at present, involves children participating in a short series of discussions towards the end of Years 5 and 6. The school has a strong Personal, Social, Health and Moral Education policy which covers many issues including health, hygiene, growth, drugs, making responsible choices and bullying. Regular class circle time activities and talks by the school nurse/health professionals support this area of the curriculum. All children learn French as part of the curriculum.

Special Educational Needs

At Delph Primary School we are committed to providing an education that meets the individual needs of all our children. The school has an agreed policy for identifying and meeting children's special educational needs within the normal classroom setting. There is a designated Special Educational Needs Co-ordinator (SENCO) in school who will oversee this provision. Where necessary, advice from appropriate advisory agencies may be sought e.g. QEST Team, Schools' Psychology Service, Speech Therapy Service, CAMHS and Hearing or Visually Impaired Services.

If we feel a child has a specific learning difficulty we will notify parents and seek to involve you closely at all stages. Parents are encouraged to discuss any concerns regarding their children's progress with class teachers, SENCO or the Headteacher.

Work will be suitably challenging and differentiated for all pupils and some specialist teaching may be employed.

Religious Education and Acts of Collective Worship

Religious Education and daily assemblies are an important part of the life of our school. Although the school has no affiliation with any particular religious denomination, collective acts of worship are mainly Christian in character. However, knowledge of and respect for other faiths is an essential part of the Religious Education curriculum at Delph Primary School. Parents may request that their children be excluded from all or part of these activities. Any such request should be made to the Headteacher in writing.

We particularly welcome parents and friends to our family assemblies every Friday at 9:15am. These provide an opportunity for teachers, children and parents to share experiences together and celebrate achievements.

School Uniform

At Delph Primary School all children are expected to wear school uniform. We believe that children who come to school clean and smartly dressed in full school uniform will have a better attitude towards their work and school.

School uniform is:

- Grey school trousers (long or short)
- Grey school skirt or pinafore dress
- Plain white school shirt ,
or plain white, grey or red polo shirt,
or school logo polo shirt
- School Sweatshirt, Cardigan or Fleece
- In the summer girls may wear a school summer dress
- Children will need a pair of pumps to wear inside school.

Fashion items and accessories e.g. brightly coloured pumps and/or socks, stripy tights, leggings, wrist bands, wearing of training shoes or items of jewellery in school is not part

of our school uniform. Any other clothing, which falls outside our uniform policy is unacceptable for school. Pumps, pump bags and book bags are available to buy from the school office.

Please ensure that every item of clothing worn to school or personal equipment is clearly labelled with your child's name.

Hair Styles

As a general rule, long hair should be tied back at school. Shaved hair patterns and Mohican styles are not acceptable.

P.E. Kit

Children require suitable clothing for P.E. and Sports. For indoor P.E. lessons a plain white T-shirt and dark blue shorts will be needed. For outdoor P.E. and games sessions the children need a pair of trainers, joggers and sweatshirt. For swimming lessons swimming costume or swimming trunks will be needed (long, baggy shorts are not acceptable) and long hair should be tied back or swimming cap worn.

P.E. kit is best kept in school in a small drawstring bag, so that it is always available. The children should take their P.E. kit home periodically to get it washed.

Jewellery

In the interests of safety and security the children may only wear stud earrings and a watch to school. No other jewellery is acceptable. All children will be asked to remove items of jewellery for P.E. and sports sessions. We request that ear piercing takes place during the summer holidays to allow healing and prevent children missing P.E, sports and swimming sessions.

Lost Property

We encourage all of our pupils to be responsible for their belongings. The school does not accept responsibility for lost or stolen items of property, although staff will do their best to help children locate these. Items that are properly named will be returned to the owner immediately. Anything that is not named will be kept for a short period of time in the school office. These items will be kept only until the next holiday and, if unclaimed, will be disposed of or recycled.

Home Learning

All children are given home learning according to their age and development. Please do your best to encourage your child to get into a routine and do this work in a quiet place where he/she can concentrate on the task. Class teachers will inform you about arrangements for home learning in your child's class. Regular reading practice is important at Key Stage 1 and 2 so please encourage your child to read at home.

Educational Visits

As part of the school curriculum, teachers organise a range of educational visits and activities to stimulate the children's learning such as visits to local Museums, Gallery Oldham, the village library and the surrounding countryside. Year 5/6 children are invited to participate in residential visits to Castleshaw and Robinwood.

Charging Policy

The School Governors recognise the valuable contributions that visits, visitors and other educational activities can make in stimulating learning and enriching the school curriculum. Parents will be notified of any costs involved with these activities and will be asked to make voluntary contributions to fund them. Our ability to offer such activities is very much dependent upon those voluntary contributions. No child will be excluded from an activity because of an inability or an unwillingness to make a contribution. However we reserve the right to cancel an activity if insufficient voluntary contributions are received.

Music tuition is provided in school for children who wish to learn to play an instrument, currently brass, violin, cello and percussion. Fees for music lessons are charged on a termly basis. Subsidies may be available for children in families receiving income support – please contact the Headteacher to apply.

We may also charge for other activities that take place outside of school hours such as sports coaching.

School Meals

School meals are prepared on the premises and there are separate sittings for Infant and Junior children. The children have a choice of hot meals, salads / sandwiches and a choice of dessert. Children may bring a packed lunch if preferred and must notify the school office if they wish to change from school meals to packed lunches (or vice versa), giving at least one weeks notice. For safety reasons, please do not include glass containers in your child's lunch box. Pupils are encouraged to eat healthily and to show courtesy and good manners at the table.

Children in Reception and Key Stage 1 are entitled to a free school meal. For KS2 children, dinner money is payable on Monday mornings. Please send this to school in an envelope clearly marked with your child's name and class. Parents who feel that their child may be entitled to free school meals should contact the school office or the One Stop Shop, Civic Centre, Oldham. (Tel: 0161 911 3202).

Delph Primary School is a healthy school. The school kitchen serves healthy options and we expect pupils bringing packed lunches to adhere to this too.

School Rules

The school has a policy on behaviour and high standards of conduct and courtesy are expected of all of our pupils. We have a few school rules which are concerned with promoting sensible, safe and considerate behaviour and working hard. These must be strictly observed for the success and well-being of the whole school community. We call these our 'Delph Ways'.

Classroom rules are formulated in consultation with the children at the beginning of the year and are regularly reinforced throughout the year.

Good behaviour, effort and achievement are encouraged and rewarded e.g. through praise, positive comments on work, stickers, stars, 'smiley faces', team points, and certificates of achievement.

Unacceptable behaviour is dealt with in a variety of ways, including verbal expression of disapproval, 'time-out' and withdrawal of privileges. Serious breaches of discipline will be dealt with by the Headteacher or Deputy Headteacher.

Corporal punishment is not used under any circumstances. Parents will be notified if a child's behaviour is causing concern.

Parents are urged to support us in our efforts to ensure that our children work hard and behave in a reasonable and socially acceptable manner at all times. In order to achieve this, parents and children will be asked to read and sign a Home / School Agreement on entry to our school.

Extra-Curricular Activities

Throughout the year there are a variety of clubs and activities made available to the children. Many will take place after school, but some are run as breakfast clubs and at lunch time. These include: Film Club, Football, Netball, Chess, Art, Table Tennis, Badminton, Tag Rugby, Running, French, Multi-Skills, Rounders and Eco-Club. We also have a School Council and there are opportunities for children to learn instruments, join the school band and sing in the choir. Most of these activities are provided free of charge and may change termly. Children and parents will be notified about individual arrangements.

Health and Safety

Medical Conditions:

During their first year in school, all Reception children have a full medical examination. Parents are requested to attend this. We encourage all children to adopt healthy habits in all aspects of their development and urge parents to support us with this. Please inform school if your child has any medical condition such as allergies, asthma or epilepsy, so that we can act effectively in an emergency. The school nurse is always willing to discuss any aspect of your child's health on a one-to-one basis.

First Aid:

All Teaching Assistants, Mid-day Supervisors and teaching staff are trained in first aid. A list of first-aiders is displayed in the main entrance.

Medicines:

Wherever possible we expect medicine to be administered at home i.e. where administration during the school day can be avoided, arrangements should be put in place. However, we recognise that there may be times when medication needs to be administered e.g. antibiotics prescribed 4 times per day. Where this is the case:

1. We will only authorise the administration of medication which has been prescribed by a doctor or healthcare professional.
2. Medication must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions
3. The Headteacher will determine if medication is to be administered at school and by whom
4. Written permission will always be required and a medicines form must be completed by the parent/carer
5. We will only administer 'Calpol' or an equivalent medication if it is part of the treatment of a long term condition
6. Where a child has a serious illness or is receiving ongoing/long term treatment, school staff will work with the parents, health professionals and the child to ensure his/her needs can be met and an Individual Healthcare Plan will be put in place.

We welcome parents coming into school to administer medicines where possible.

*All medicines must be handed in at the school office. Pupils must not keep medicines in their bags or coats.

Accidents and Emergencies:

Occasionally accidents occur or children feel ill. It is vital that we are able to contact you in an emergency and therefore contact telephone numbers / address details must be kept up to date. Please ensure the school office is notified of any change of circumstances immediately.

In the unlikely event of an accident or emergency at school we will follow the procedure below:

- a) Contact you, or your emergency representative, as detailed on the contact form. If this is not possible the Headteacher or her delegate will assume parental responsibility and care for the child as any caring parent would under the circumstances.
- b) If the situation requires a hospital visit, you (or your emergency representative) will be asked to take your child there. If this is not possible then the Headteacher

or her delegate will accompany the child until such time as you or your representative is able to take responsibility.

If we are concerned or unsure about the need for further medical treatment, we will always try to contact you and explain the situation.

Home time:

All children are told to stay in school if no-one arrives to collect them at home time, if this is their normal routine. Please ensure that your child understands and obeys this rule as it is the only way in which we can make absolutely sure that children do not wander off alone after school.

Parking:

We ask that parents consider the safety of all pupils when stopping to drop off or pick up children by car. Please use the car park if possible and do not stop outside the school gates or on / opposite the yellow zig-zag lines – to do so is illegal.

Child Protection and Safeguarding

The welfare and safety of children in our care is paramount. Schools have an important part to play in the detection and protection of child abuse. Parents should be aware that where a member of staff has concerns that a child has been or is being abused, the school is required to report this to the appropriate authorities. This requirement forms part of the Local Authority Safeguarding Procedures for dealing with child abuse which all schools must follow.

Complaints Procedure

We aim to always do our best in every aspect of your child's education. However, if you are dissatisfied and wish to make a complaint the school has adopted the LEA's complaints procedure. The majority of complaints can be dealt with by discussing the matter with the class teacher or the Headteacher, Mrs Leigh. Should the complaint be of a very serious nature, the matter will be referred to the Governing Body who will set up a Complaints Committee to respond to the issue. A copy of our complaints procedure is available on the school website.

Parent Teachers Association

Delph Primary School has a highly supportive, active and successful Parent Teachers Association. This group organises social and fund-raising activities throughout the year to enable the school to purchase additional equipment to enhance the children's education. Committee meetings take place monthly in the village and are open to all parents. Any parent who wishes to become a member of the PTA should contact an existing member of the committee or see the notice board in the main entrance.

Extended School Services

Delph Out of School Care

A before and after school care scheme is in operation, separately run under the supervision of Miss A. Ingham / Mr C Buckley. The scheme operates from 7.45 am in the morning till 5:45pm at night and is fully approved by Social Services and OFSTED. A charge is made for this service and interested parents should ask at the school office for further information.

Delph Pre-School

A part-time Pre-School operates on the school premises for children aged 2 years 6 months to 4 years of age. Early Learning Goals are covered in fun, practical ways. For information about session charges and available places please contact school. We will be happy to place your toddler's name on our waiting list.

Equal Opportunities

It is the school's policy that all children and their parents/carers be treated equally, regardless of gender, religion, race, nationality, social background or disability. All children have equal right of access across the whole school curriculum.

School Governors

School Governors make decisions about how the school is run. Full Governor meetings are held termly but there are various sub-committees e.g. Finance & Personnel, Premises & Safeguarding, Pre-School, Curriculum and Standards which also meet regularly throughout the year. Governors have legal duties, powers and responsibilities. They act together to monitor and evaluate the effectiveness of the school.

School Governors can be parents, school staff, LEA representatives or community representatives. You will be notified as and when Parent Governor positions become vacant and about the election process.

More Information

For more information, please visit our website www.delph.oldham.sch.uk

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