

Welcome to Layton Primary School

Dear Parents and Carers,

A warm welcome to Layton Primary School's prospectus. Here you will find plenty of information about our school, our aims, our welcoming ethos and our staff.

We wish to enable your child to be the best they can be, whatever their talents, and to develop their skills in order that they achieve beyond their expectations.

At Layton we place a high value on children's achievement and attainment, and have been extremely successful in this regard. We remain one of the most successful schools in England at developing children's potential; in 2013/2014 we were placed in the highest 250 schools in the country for attainment and achievement of groups of our pupils, and were one of the most improved schools in the country. In 2015 we were placed in the highest 100 top performing schools in the country; we are incredibly proud of this huge achievement. In October of 2017 we received an outstanding judgement in all areas from OFSTED. We will be looking forward to building on this success and will continue to strive for excellence in all that we do.

We are currently an Apple Distinguished School and place a high value on using ICT to support development of children as independent learners from the moment they start in Foundation.

We deliver a bespoke curriculum which is tailored to the needs of the children in our community, complying with all national requirements, but tailored to cater for individual needs. We place a high value on the basic skills of Literacy and Numeracy, as well as the skills of learning itself, in order that our children can continue to learn throughout life, and utilise what they have learned over and over again. Our curriculum builds on those skills year upon year, both in academic skills, and in creative subjects.

We aim to educate our children in partnership with yourselves. Our relationship is vital to securing the best outcomes for your children, and we value it highly. Our aim is, as a community, to "Grow Great Minds Together."

Please visit our website, twitter feeds and blogging site to see more of our curriculum in action. It is an integral part of our work in school.

We look forward to working with you and your child to ensure continued success and happiness. We genuinely love our school and the work we do; it has a tremendous impact on our children, and we look forward to welcoming your child to grow and learn together with us.

Yours faithfully

Mr J Clucas, Headteacher

T: 01253 392179 **E:** admin@layton.blackpool.sch.uk www.layton.blackpool.sch.uk

Layton Primary School – Information Booklet for Parents & Carers
Growing Great Minds Together

Communication

You can find out the latest news and information, such as term dates, newsletters, school policies, on our school website www.layton.blackpool.sch.uk and from signing up to Layton's own ParentApp (our website gives you the information on how to 'sign up'). You can also see the latest news, photos and achievements of our children on the Year Group Twitter Accounts. We may also contact you by phone, text or email so it is important to keep us up to date with your contact information.

The School day

Foundation Stage - 8.55 a.m. until 11.55 a.m. and 12.55 p.m. until 3.00 p.m.

Key Stage 1/Years 1 and 2 – 8.55 a.m. until 11.55 a.m. and 12.55 p.m. until 3.15 p.m.

Key Stage 2/Years 3, 4, 5 and 6 – 8.55 a.m. until 12.10 p.m. and 1.10 p.m. until 3.15 p.m.

Children may come into school from 8.40 a.m. if they wish to have a light breakfast.

Extended Schools

Breakfast Club – 8.00 a.m. until the start of school at £3 per session

After School Club – 3.15 p.m. until 5.30 p.m. at £6 per session

Both clubs are very popular and can sometimes have waiting lists so it is imperative to book. There is always a wide range of activities on offer and children are provided with a drink and snack.

Please enquire at the school office if you are interested in booking a place for your child.

Extra - Curricular Activities

We offer a wide range of extra-curricular activities that children can join. These normally run after school for about an hour or during dinner times. Below is an idea of the clubs currently on offer:

Orchestra	School Choir	Taekwondo	Street Dance
Debate Club	Orienteering	Multi-Skills	Digital Leaders



Layton School Uniform

Boys - Grey Trousers (long or short), light blue shirt or polo shirt, royal blue v-neck pull-over and grey socks. **Girls** - Grey trousers, skirt or pinafore dress, light blue blouse or polo shirt, royal blue cardigan or v-neck pull-over and blue and white dress for summer. Footwear for boys and girls should be smart black shoes, NOT trainers or trainer style.

Indoor PE – Black slip-on plimsolls, black or royal blue shorts, light blue or white T-shirt

Earrings – They must be taken out for swimming. PE days, either come in removed/or the child able to remove them. Covered with an plaster or the child provide their own plaster to cover themselves.

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The Aims of the School

- To provide a safe, secure yet stimulating environment for the purpose of promoting all children's learning.
- To provide an atmosphere in which every child will experience mutual respect, consideration and care.
- To provide a wide range of experiences for children through which they will acquire knowledge and develop skills which can be applied both now and in later life; to foster positive attitudes towards work and leisure.
- To provide an education – academic, social, physical and spiritual – suited to the needs of each individual child, in the context of his/her ethnic and linguistic background

Organisation of Classes

Layton Primary is a mixed non-denominational Primary School catering for children within the age range of 4 years to 11 years. There are three classes in each year group in school and we aim for a maximum class size of 30.



What Ofsted said

Following our last inspection in October 2017, Ofsted said Layton Primary was an **OUTSTANDING** school.

- Layton lives up to its motto 'Growing great minds together' in everything it does
- Outcomes for all pupils, at all levels, are exceptional. All groups of pupils make outstanding progress in reading, writing and mathematics to reach standards that are well above average by the time they leave key stage 2.
- At the core of its success is the resolute view that the highest quality of teaching and learning 'must run through the school like a piece of Blackpool rock'.
- Leaders are diligent in carrying out their duties for safeguarding. As a result, pupils say that they feel safe in school. Their welfare needs are well met.
- The exceptional leadership of the headteacher and the staff team has created a climate of high expectations, a love of learning and an insistence of the very best for every pupil.
- The state-of-the-art and wide-ranging use of information and communication technology has a significant impact on pupils' successful learning and enjoyment.
- Governors are committed and knowledgeable. They support and challenge the headteacher effectively and make a valuable contribution to the ongoing development of the school.
- The innovative approach to the professional development of staff has enabled them to grow quickly into highly-skilled practitioners who share a passion for learning.

If you wish to read the document in full it is available at www.ofsted.gov.uk.

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Admissions

In Blackpool children are admitted to school from the beginning of the school year in which they become 5 years. Admissions to school are in accordance with stated parental preferences and using the criteria laid down in the admissions section of Blackpool Council and according to school policy.

Admissions are made via Blackpool Council. www.blackpool.gov.uk

Admissions arrangements for Foundation Stage pupils

Home visits are carried out as part of the induction process.

Week 1	Foundation Stage children do not attend school. Home visits will be carried out as part of the induction into school during this first week
Week 2	All children either attend in the morning OR in the afternoon
Week 3	All children attend 8.55 a.m. to 1 p.m. and stay for lunch. 8.40 a.m. if they are having breakfast in school.
Week 4	All children attend all day 8.55 a.m. to 3 p.m. 8.40 a.m. if they are having breakfast in school.

In consultation with parents, some children will remain part-time until they have settled into school life.

Mid-term Admissions

Non-routine admissions are restricted to the beginning of the school term, except for instances:

Where the family has moved to Layton from outside the area or for any compelling reason, which is deemed by the Headteacher to be acceptable

All non-routine admissions are allocated through Blackpool Council.



Induction for Parents and Children (Foundation Stage)

- Parents of children who have applied for admission to Layton in the September of the academic year in which their child is 5 years old and who are unfamiliar with the school are invited to view the school at work, usually during the Autumn term.
- Parents who have received an offer of a place for their child will then be invited to a Parents Induction Evening. Information about the school and the induction process will be given at this meeting.
- Children will be invited into school on dates during the summer term so that they can see their classroom, meet their teachers and fellow pupils.

Induction for Parents and Children (non-routine admissions)

Children who join the school mid-term will normally have a brief induction to the school. This will consist of:

- Parents will be given information about the school and asked to complete a school admission form, which is situated on our school website in School Information / Admissions & Inductions.
- On return of completed Admissions form, parents and children will be invited for a show-round of the school, so they get a taste of school life.
- Parents will be notified as soon as possible of the proposed class teacher and also agree a start date for the child to start. This is normally the first day of the school term.
- The child will start in school and a 'friend' will be allocated in class to look after the new pupil and all of our children will make your child feel welcome and part of the Layton family.

Before a child can start in school we require a copy of his/her birth certificate, preferably the long version, to verify their date of birth and parental responsibility.



Growing Great Minds Together

The Curriculum

Layton School meets the requirements of the 2015 National Curriculum regarding English, Mathematics, Science, Information Communication Technology and the Foundation subjects.

Religious Education is also taught as a statutory subject following the agreed syllabus as devised by the Local Authority. Religious Education studies are class based and a corporate act of worship forms an integral part of the daily assembly. If parents so wish, they have the right under section 25 of the Education Act 1994 to withdraw their children from Religious Education and collective worship. Requests for exemption should be made, in writing, to the Headteacher.

Modern Foreign Languages are also taught throughout the school, Spanish is our chosen language. Our curriculum is one which is broad and balanced. Through assemblies and in-class teaching, children learn about the fundamental British values as part of our social, moral, spiritual and cultural curriculum.

Health and Sex Education has been approved to be implemented in school by the school Governors. This is not taught as a separate subject but is integrated within the national Curriculum programmes of study.

It is school policy that all children should take part in PE unless physically unable to do so. To children PE is one of the most enjoyable of the compulsory National Curriculum subjects

Pupils' Access to the Curriculum and Teaching

Pupils have access to the National Curriculum through integrated topic work and cross-curricular themes as well as specific subject lessons. A high standard of achievement is expected in all subject. It is appreciated, however, that some children experience learning difficulties and wherever possible, additional support is given. Some children will be identified as having Special Educational Needs (SEN) and in partnership with parents and carers, will be brought to the attention of our Inclusion Co-ordinator.

The school is active musically and every encouragement is given to children to become instrumentalists and/or join the school choir.

Children are taught in their own age group and all classes are mixed gender and mixed ability. Teaching is differentiated and support is given according to the needs and ability of the child. Some specialist teaching takes place, notably in music and modern foreign languages as well as some aspects of PE, Dance and Drama.



Pastoral Care and Child Protection

The well-being of each child is the school's first concern. In practice this is primarily the concern of the child's own teacher.

Every child is informed that, if in need, they should first approach their class teacher or approach another member of staff ie: the learning mentor or key worker, someone with whom they feel comfortable.

Because of the day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused or neglected, to report their concerns immediately.

The school has a child protection team led by Mrs Julie Barr and incorporating the senior leadership team – Mr Jonathan Clucas, Mrs Katherine Shuttleworth, Mrs Claire Jones and Mrs Lisa Sheldon.

Safeguarding Statement

Layton Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

We have a policies and procedures in place that contribute to our safeguarding commitment.

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Mrs Julie Barr. The Governor with responsibility for safeguarding in our school is Mr Chris Westhead.

Anti-Bullying Statement

The school unreservedly condemns bullying in all its forms.

A child receiving harassment of any kind should immediately bring the matter to the attention of the class teacher (via the duty teacher at break-time or via a lunchtime supervisor at lunchtimes).

Alternatively, a child can see their year group team leader or a member of the senior team, who will investigate the matter thoroughly. Parents will be contacted and consulted in all cases.



Absence

We believe children need to be present in school the whole year round and the necessity to be punctual. Any disruption in a child's education can seriously hinder a child's progress and as our ethos is to 'Grow Great Minds Together' I am sure you will work with us to get your children into school and on time.

Absence Procedure – it is important we know where children are. Therefore, in case of absence, whenever your child is absent from school you are asked to let us know as soon as possible.

- You can telephone the school on 392179 and either leave a message out of hours, leave a message on the absence line or speak to one of the office team from 8.00 am. We ask that all absences are reported by 9.30 am. If we do not know the reason why your child is absent we will be in contact with you. However, it is your responsibility to inform us of your child's absence. You can also report your child's absence via ParentApps.
- If on your child's return to school you can provide any medical evidence, for instance medical appointment card, medicine, that would be very helpful.
- In the case of unexplained absences – we have no reason from you for your child not being in school – we will endeavour to make further enquiries.
- Persistent absences will be followed up by the Attendance Officer. We encourage the best possible attendance in school and here at Layton we expect children to be in school every day. Absence from school will only be authorised if your child is too unwell to come in. If your child's attendance becomes a concern we will discuss this with you and seek medical evidence for any absences.

Authorised Absence – Appointments (Medical, Dental, Other reasons)

- It is school policy that no child is permitted to leave the school premises unless accompanied by a parent or carer. Where possible, we ask that medical appointments are made out of school time. Where this is not possible, you can collect your child at the school office on Meyler Avenue, where you will need to present evidence of the medical appointment. You can do this in advance via Parent Apps (info about this further on) or by contacting the school office, in person or by phone 392179. If you are going to be late into school because of an appointment, you must sign your child in at reception/school office and present evidence of the appointment.

Please note

- **Holidays** – taking holidays during term time means that children miss important learning activities and it is often very difficult to catch up on work later. Generally holidays will not be authorised, however, it is very important that you request a 'leave of absence' from school for your child regardless of holiday or a family reason, dance exam etc. You can do this by using ParentApps or requesting a paper copy of the form from the school office. We do need to know why your child is not in school.
- **Lateness** - It is vital to your child's learning that they arrive for school on time so that they do not miss any part of the school day and their learning and learning of their classmates is not disrupted. Registration is at 8.55 am prompt. If you arrive after this time you will need to enter via school reception on Meyler Avenue, signing your child in. Your child will receive a 'late' mark on the register. Any children arriving after 9.30am will receive a 'late after the registers closed' which will affect your child's attendance. If you are late because of an appointment, present the evidence to the office. Only valid appointments can be authorised. If you have any queries, these can be discussed with our Child Protection & Attendance Officer.

Layton Primary School follows the 5R's

Relationships Resilience Risk taking Reflective Resourceful

- To encourage and praise positive **relationships** with peers. Self-respect and mutual respect for others: own and others beliefs, premises, contents and our environment.
- To develop every child's self-discipline, full potential and independent learning through promoting **resilience** and an 'I CAN DO' attitude.
- To provide all stakeholders the opportunities to become **risk-takers**, aiming to build a whole-school belief system where all can 'have a go' and mistakes are seen as a learning resource.
- To build **reflective** learners; pupils and adults that are able to revise and review their behaviour and work. To develop politeness and good manners and promote kindness and helpful behaviours.
- To develop **resourcefulness** in all our children. Develop the ability for children to cope in any situation they are faced with in school and in the wider community.

Each new academic year, the class teacher will embed these expectations with the children. The children will be referred back to these at any point during their school year. All adults will refer to the 5R's so that consistency is key across the whole school

Good communication

It's good to Talk!!

Teachers are unable to meet parents during the school working day but try to make themselves available at the beginning and end of each school day. However, as teachers are regularly involved in meetings, attending courses or involved in extra-curricular activities, it is always best to make an appointment either by sending a note to the class teacher or by telephoning the school office. Similarly, it is best to make appointments to see the Year Team Leader or Senior Leadership Team, these can be made via the school office.

More formally, there are specific times in the year when we report to parents. We hold two Consultation Events with Parents usually in October and March – mid Spring Term. The consultation in October is an informal chance to meet your child's class teacher and have a look at the work children have been doing. Whereas the consultation mid Spring Term is more formal and individual appointments are offered to discuss progress and as appropriate, the Inclusion Manager.

At the end of the school year a written report is issued. This is sent home in July.

Family Drop-In

Our Family Engagement Team run in drop-in sessions every Tuesday morning at 08.45. They provide friendly advice and support with day to day family matters such as managing children's difficult behaviour, routines and boundaries at home, family finances – debt and budgeting, housing issues, babies and pre-schoolers.

As we pride ourselves on working closely with families and there are many events running during the school term to include families in our children's learning, such as Family Learning, Foundation Phonics, so we can all 'Grow Great Minds Together.'

Visit our school website, Layton Blogs and don't forget to 'sign up' to ParentApps to keep up to date with everything happening in your child's busy school day. We look forward to welcoming you soon.