



# Newall Green POD Prospectus 2021-2022



Aiming high to reach our goals

Dear Parents and Children,

Welcome to Newall Green Primary School. I hope the information contained in this booklet will be helpful and give you some idea of the educational opportunities we can offer your children. Education is a partnership linking parents, children and the school staff. By working closely together we hope to give your children the best possible start to their school life.

Throughout your child's time at Newall Green Primary School, staff will make considerable efforts to actively involve you in all that is going on.

I look forward to meeting you.

Yours sincerely,

Mrs Sarah Rudd, Executive Headteacher.



### Our Mission Statement

At Newall Green Primary School, we provide an environment where pupils feel happy, safe and ready to learn the knowledge and skills identified within the national curriculum. We recognise every child as a unique individual and we aim for all of our pupils to have the knowledge, skills and attitudes that will enable them to be successful in their future careers.

### About the School.

Newall Green Primary School is a community school for children aged 3 to 11 years, set in extensive tree-lined grounds on a very attractive parkland site, in the Wythenshawe district of Manchester. There are approximately 700 places for children, in the main stream school and 12 places within a smaller 'Alternative Provision' called the POD.

### The POD

The POD provision was established in 2019 and links with Manchester City Council's Bridgelea Primary School, a specialist provision for social, emotional and mental health (SEMH) difficulties. Children who attend the POD provision have a personalised curriculum that meets their SEMH needs. Places are allocated within the provision via Bridgelea for children who have an Education, Health and Care plan (EHCP), who need an assessment placement while an application for an EHCP is processed, or who need respite from their current school setting.



## **Parents in school**

All parents are given the opportunity to visit school, see a working day in operation and meet staff, when their child is offered a place. Any parent or guardian wishing to visit the school for the first time, please ring 0161 437 2872 to make an appointment.

Parents are welcome in school at all times. We are always looking for help in school in a variety of ways. If you have any special skills, which we could use for the children's benefit, please do not hesitate to tell us. Help on school trips etc. will be asked for on each individual occasion.

Currently with the Covid 19 restrictions we ask that you follow the guidelines in the Visitors to School policy.

## **Holidays in Term Time**

In order to comply with Manchester Education Committee's policy on leave of absence during term time Newall Green Primary School advises: *School considers all requests for leave of absence in term time very seriously and will only authorise leave in exceptional circumstances. Parents do not have an automatic right to remove their child from school during term time.*

Anyone applying for a leave of absence must send a written request to the Headteacher using a Leave of Absence request form, available from the School Office or website, before the leave is arranged. Retrospective requests will not be considered and will result in the absence being recorded as unauthorised. Full policy details are available on our website.

[www.newallgreen.manchester.sch.uk/policies](http://www.newallgreen.manchester.sch.uk/policies)

You have a vital part to play in the education of your child. By working together we can help your child to make the most of his/her time at Newall Green Primary School. We also encourage you to take part in our Parent Education Programme. This exciting programme of activities is available for everyone. You become part of our school community as soon as you put your child's name down on our nursery waiting list.

## **School Times, Attendance and Punctuality**

An Annual Calendar of individual events, holidays etc. is published each year. Copies are available at the School Office or <http://newallgreen.manchester.sch.uk>

## **Your child will have a personalised timetable**

This means that their attendance will be decided by the staff within the provision to meet the needs of the child.

Your child might have a timetable which is a full day 9.15am until 2pm or a part-time timetable.

All decisions are made for the best possible outcomes for the child and are decisions are informed by;

- Speaking to parents
- Speaking to the child
- Speaking to the previous school / teacher
- Professional involvement from educational Psychologists, Therapists, CAMHs workers etc.

## **School Dress**

At Newall Green Primary School all children are expected to wear school uniform. Children who arrive at school clean and smartly dressed in proper uniform will have a better attitude towards their work and school.

School uniform is:

Black, Navy or Grey school trousers (long or short) / Black, Navy or Grey school skirt

Plain white or blue shirt, or plain white or blue polo shirt or school polo shirt

School Sweatshirt, Navy blue Cardigan or Fleece

Black school shoes or black trainers

In the summer girls may wear a blue checked school summer dress. Any other clothing falls outside our school uniform policy and so is unacceptable for school.

Uniform can be purchased online:

SCHOOL TRENDS: <http://www.schooltrendsonline.com/schools/>

Or from: Debonair The School Shop, Unit 2B, Haletop East, Civic Centre, Wythenshawe M22 5RN. Tel: 0161 498 0200

## **P.E. Kit**

The children need a plain white T. Shirt and a pair of black or blue shorts for P.E. lessons. For outside P.E. and games lessons the children need a pair of trainers. Obviously all P.E. kit should be clearly labelled with your child's name. It is easiest to keep P.E. Kit in school in a small drawstring bag, so that it is always available for any P.E. lessons. The children should take their P.E. Kit home periodically to get it washed.

## **Lost Property**

Anything that the children lose will be kept in the POD. Items that are properly named are returned to the owner immediately. Anything that is not named will be kept until the next holiday when it will be disposed of. Please ask the staff if your child has lost anything and we will do our best to find it. However, we cannot be held responsible for any item that is lost or stolen.

## **Jewellery**

The children may only wear single stud earrings and a watch to school. This is for all of the children's safety and also the security of any jewellery. No other jewellery is acceptable and your child will be asked to remove it. Jewellery **MUST NOT** be worn for P.E.

## **Hair Cuts**

**The Governors have decided that any child who attends school with a 'pattern' cut into their hair will have to have it removed that evening.** They can remain in school on the first day, but if they return to school on the second day without having the 'pattern' removed they will be placed in internal isolation until they have had their hair cut. The same applies to excessive use of hair products and hair colour. The definition of an extreme hairstyle is at the discretion of the Headteacher.

## **Charging Policy**

The School Governors recognise the valuable contributions that visits, visitors and other educational activities can make towards stimulating and enriching the work done in school. In line with the government's charging policy, we will notify parents of any costs associated with these activities and ask for 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 if we receive insufficient voluntary contributions we reserve the right to cancel an activity.

We do charge, except where pupils are entitled to remission, for all board and lodging costs on any residential visits.

We may charge for activities that take place wholly or mainly outside of school hours, which are not part of the National Curriculum or statutory religious education.

The Chair of Governors in consultation with the Head teacher will determine any case that arise from the Charging Policy.

## **School Rules**

We have a POD Behaviour Policy, which is given to all new parents of children attending Newall Green Primary School's POD. We encourage children to make the right choice and be responsible for their own decisions around their behaviours. However, if a child displays behaviour that puts themselves or others at risk we will use positive handling techniques outlined in our Positive Handling Policy.

To make sure we have the right support for your child and to help them have the right behaviour for learning we will complete a Behaviour Risk Assessment and an ABC Behaviour Plan. We share these with you and at this point you have the opportunity to agree to this method of behaviour management.

You are asked to read it with, and discuss it with your child. There is a slip to sign, which confirms that you have done this.

## **Behaviour**

All children must be respectful and courteous with staff and other children and children are expected to follow our peace commitments. Swearing, fighting or physical assault is not tolerated under any circumstances. Please refer to the POD Behaviour Policy.

## Religious Education and Acts of Collective Worship

The school has no affiliation with any particular religious denomination but collective acts of worship are mainly Christian in content although knowledge of and respect for other faiths is an intrinsic part of education at Newall Green Primary School. This is reflected by the Peace Mala an accreditation we hold as a Peace Mala school. There is usually a daily assembly for all children, but arrangements can be made by parents to withdraw their child from all or part of Religious Education and Collective Worship. The supervision of these children will be discussed with the parents when they make the request.

Religious Education at Newall Green Primary School is based on the LA Agreed Syllabus. The school has a strong Personal, Health, Social and Moral Education policy, which is integrated into its organisation and teaching structure wherever possible.



Peace Mala™



Peace Mala  
Accredited School



## Sex Education

The Governors, in consultation with parents and teachers, have decided that Sex Education will be taught as part of the Personal, Social, Moral and Health teaching throughout the school. You are asked to consult the Headteacher if you have any queries or problems concerning the Sex Education programme at Newall Green Primary School.

## **Child Protection**

Schools have an important part to play in the detection and protection of child abuse. Parents should be aware that where it appears to a member of staff that a child has or is being abused, the school is required to report the matter to the appropriate authorities immediately. Consequently, in such situations it is likely that a social worker will contact the parents, not the school.

This requirement forms part of the local authorities procedures for dealing with child abuse, and is not a matter for the discretion of individual Headteachers, nor members of the school staff.

## **Accidents and Emergencies**

Occasionally accidents occur or children feel ill. It is vital that we are able to contact you in an emergency and we must therefore have an emergency telephone number or address where you can be contacted during the school day. Please ensure that you have completed our Emergency Contact Form and returned it to the School Office.

In the unlikely event of an accident or emergency at school we will immediately try to contact you using the information, which you give us on your completed contact form. If this is not possible the Headteacher or his delegate will assume parental responsibility and will act as any caring parent would under the circumstances. If you do not wish the Headteacher to assume this responsibility, e.g. in the case of medical treatment, please make this clear on the contact form and also bring it to the attention of the Headteacher or Deputy Headteacher.

It is vital that contact forms are brought up to date whenever there is a change of circumstance and you are asked to contact us immediately if there are any changes to these details.

## **Medical Conditions**

The School Health Service and the Dental Service carry out routine screening of pupils' physical and dental health. We urge you to encourage your child to adopt healthy habits in all aspects of their development, for example, cleanliness, dress, hygiene, footwear, nutrition. The school nurse is always willing to discuss any aspect of your child's health on a one-to-one basis, during their weekly visit. Please inform us if your child has any medical condition such as asthma or epilepsy, so that we can write a medical health plan which will help us to act effectively in an emergency.

## **First Aid**

Some members of teaching and non-teaching staff are qualified in first aid a list can be found at the school office.

## **Medicines and Pills** (please see school medicine policy)

The school cannot accept responsibility for the administering of drugs and medicines except where a child has a recurring medical condition, such as asthma, respiratory problems, or epilepsy, which need continual medication. In such cases, the school will do everything possible to help. Such medicines must be handed in to the office and not given to the class teacher. If children need to be given other medicines during the day we request that this be done at home.

## **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. Every child is encouraged to take part in all activities that form the school curriculum.

All children at the school have equal right of access across the whole school curriculum.

## **Smoking**

We are a smoke free site and consequently **ALL** adults are asked not to smoke cigarettes, pipes or e-cigarettes within the buildings or school grounds.

## **Dogs on School Premises**

School recognise that dogs are an important part of life for some of our families and, as such, are often included in their day to day activities. We are concerned that even well-behaved dogs can behave unpredictably when in a busier, noisier, crowded school environment. Children also can behave unpredictably when in the presence of dogs or when in contact with them and this could potentially lead to a child being bitten. Therefore, with the exception of guide / hearing / mobility dogs, dogs are not permitted on all areas of the grounds and buildings and at all times of the day, all year round. We also kindly request that dogs are not tied up and left unattended at the school gates or carried on to school grounds.

## **School Governors**

School Governors are like the Board of Directors and make decisions about how the school is run. They meet at least once a term at school for a full committee meeting. They also have sub-committees for Finance, Staffing, Premises and Curriculum, which also meet regularly.

Governors are appointed to help:

- Decide what is taught
- Set standards of behaviour
- Interview and select staff
- Decide on the priorities for spending the School Budget
- Monitor the spending of the Budget.

School Governors have legal duties, powers and responsibilities. They act together to monitor and evaluate the effectiveness of the school.

School Governors are:

- Parents
- Staff at the School
- Local Authority Representatives
- Community Representatives

There are Parent Governors on the Governing Body and you will be notified of the procedure for the election of these Governors as positions become vacant. The parents of the school vote to select the Parent Governors, who must have a child at school. Parent Governors bring the views of parents to the Governing Body, but they speak and act as individuals. They can also make sure that all communications with parents are informative, easy to read and avoid the use of jargon.

## **Complaints Procedure**

We aim to always do our best in every aspect of your child's education. However if we do fall short of your expectation and you are dissatisfied, respond to your complaint.

The majority of complaints can be dealt with by discussing the matter with the class teacher or Head Teacher. If you want to take the matter further a copy of our Complaints Procedure is available from the School Office.

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 problem. More details about Newall Green Primary School's policies, detailed curriculum plans, individual records etc., are available from the school office or on our website <http://newallgreen.manchester.sch.uk/policies/>



