



Newall Green Primary School

Aiming High To Reach Our Goals

Firbank Road, Newall Green, Wythenshawe, Manchester, M23 2YH
Tel: 0161 437 2872 Fax: 0161 436 2178 www.newallgreen.manchester.sch.uk



Staff Handbook





NEW STAFF INDUCTION

The information contained within the Staff Handbook either constitutes the policy and procedures or will signpost staff to the location of policies and procedures. Anybody working or volunteering in school is required to familiarise themselves with, and comply with, these policies and procedures.

The Senior Leadership Team and the Governors of Newall Green Primary recognise that our people are the most valuable resource to enable us to meet our pupils' needs and for the continuing development of the school and we are committed to the on-going professional development of all staff. We see training, development and review (i.e. Continuing Professional Development) as fundamental to school effectiveness. This process starts with Induction and will continue throughout your time at Newall Green Primary.

ESSENTIAL INFORMATION: Important information about pupils is available in files in each class room. This includes Behaviour Support, Care Plans, Risk Assessments and Moving and Handling Plans, there is also a blue Medical Plan File for pupils in each class and a yellow SEND file. Please read these. It is the responsibility of the class teacher to ensure that these are kept up-to-date and complete. Some pupils may need 1:1 support for all or part of the day. Generally we will allocate sufficient staff to the class to enable this to be done on a rota basis, i.e. all staff are expected to work with our more challenging pupils. Some pupils may have a dedicated/named 1:1, temporarily or on a more permanent basis, if this is felt to better meet their needs. The Executive Head or Head of School makes this decision in consultation with appropriate staff.

HEALTH AND SAFETY: The Health and Safety Law poster is displayed in the staffroom. It is the responsibility of all staff to ensure that they are aware of the school policy, that they comply with this policy, and that the school premises are a safe place to work in. The Health and Safety Policy can be found on the school website and in the blue school folder in the staff room. An up to date list of first aiders is posted outside main office and pupils with medical needs can be found in the staff room or obtained from Kath Fisher in the Main Office. All school policies are available on our website:

<https://www.newallgreen.manchester.sch.uk>

STAFF POLICIES: All policies for staff can be found at <https://www.newallgreen.manchester.sch.uk/page/staff-policies/> Password: NGPSstaff

ABSENCE: You must contact the Executive Head by 7.30am on 07969593379 to enable the necessary cover arrangements to be made. If you are unable to speak to the Executive Head you should leave a message and she will ring you back later. Inform the School Business Manager of the reason for your absence and the expected day/date of return.

SCHOOL MEALS: A ParentPay account with credit is required before you can order a meal from the school kitchens. Kath Fisher in the main office can set up an account upon request.

STAFF INFORMATION

Executive Head:

Sarah Rudd

Head of School

Ruth Perry

Deputy Head

Elizabeth Pattenden

Assistant Head

Jill Stroud

Sophie Tait

Kirstie McKenzie

Tom Rudd

Designated Safeguarding Lead:

Sarah Rudd

Ruth Perry

Tom Rudd

Admin Staff:

Dianne Harris (Business Manager)

Kath Fisher (Main office)

Lisa Redford (Main office)

Evelyn Uche (Whitehouse Centre)

Telephone Extension List

<u>CLASSES</u>		<u>OFFICE STAFF</u>	
Nursery	102/127	Dianne	100
Reception	128	Kath	107
		Lisa	115
1ZP	103	Evelyn	121
1TB	141		
1KF	136		
		<u>SMT</u>	
		Sarah	113
2CK	120	Ruth	104
2KS	125	Liz	122
2RB	126	Jill	132
		Sophie	142
3JE	123	Tom	116
3AG	131		
		<u>OTHER OFFICES</u>	
3MP	138	SENDCo - Kirstie / Sarah B	105
		SENDCo - Vicki / Clare	114
4AP	129		
4SC	137		
		<u>OTHER</u>	
4KH	139	Key Stage 1 Hall	106
		Staffroom	109
5JM	110	EYFS ASC	117
5AK	130	Y5/6 ASC	101
5HJ	134	ICT SUITE	118
		<u>ACORN ROOMS</u>	
6LE	119		
6AC	124	Acorn 1	143
6HJ	133	Acorn 2	140
		Acorn 3	108
		<u>SITE</u>	
POD - STE	132	Robert	07909 339283
POD - VANESSA	135	Simon	07900 972221
		Kitchens	498 9466

Time Table for Nursery	Time Table for Reception
Doors open 8.45am Register 8.55am School closes at 3.00pm	Doors open 8.45am Register 8.55am School closes at 3.15pm
Time Table for KS1	Time Table for KS2
School starts at 8.50am School closes at 3.15pm Doors open at 8.45am so that parents and children can work together on a morning task.	School starts at 8.50am School closes at 3.00pm Doors open at 8.45am so that children can work together on a morning task.



EVACUATION/EMERGENCY PROCEDURES PLANS

EMERGENCY EVACUATION

An Emergency Evacuation Practice will be carried out at regular intervals, with at least one each term. When the evacuation alarm sounds it must be treated as “the real thing” and all staff must evacuate the building and follow the procedures displayed throughout school. It is the responsibility of staff to ensure that they are familiar with these procedures and to discuss any areas of concern with the Head teacher.

IMPORTANT

Never re-enter the building or allow anyone else to re-enter the building until you are told that it is safe to do so.

FIRE DRILL PROCEDURE

- On hearing the fire alarm sound, vacate area using the nearest fire exit.
- If you detect a fire—break the nearest glass and then leave the building by the nearest fire exit.
- If it is safe to do so designated people check designated areas.
- Teachers line up children in the classroom or area and then leave the building in an orderly manner using the nearest fire exit.
- The designated fire point is the grassed area in front of school.
- The Head Teacher (Deputy Head in their absence) will oversee the congregation of adults and children at the designated fire point. No one will re-enter the building until the all clear has been given by this person.
- The Admin Attendance Officer will pick up the class registers and take them to the fire assembly point.
- Teachers will register their class and then hold the register in the air to show that all pupils are accounted for.
- The Office Manager will role call all visitors and support staff.
- The Site Manager of DH will show the fire crew to the fire panel with the zone plan.

STAFF CODE OF CONDUCT 2022

The governing body of maintained schools have an obligation in line with the School Staffing (England) Regulations 2009 to establish procedures for the regulation of conduct of staff at the school. Academies and Free schools are also expected to establish procedures.

In line with the Education Act 2002, the governing body of Newall Green Primary School have a duty to exercise their function with a view to safeguarding and promoting welfare of children.

This obligation is further outlined within the statutory guidance, 'Keeping Children Safe in Education' (KCSIE Sept 20) (to which all schools must have regard) which stipulates the role that school staff must play in safeguarding pupils. Furthermore, in line with this statutory guidance, schools should have a staff behaviour policy or code of conduct, which should be provided to all staff.

In order to adhere to these obligations and to ensure that safeguarding children is at the focus of our school, this code of conduct has been compiled.

This Code of Conduct applies to employees, supply staff and governors of the school. Throughout this policy the use of the term school includes academies. The term 'staff' is used to apply to all of the individuals listed above. Any reference to the governing body includes governing boards and/or Trustees where appropriate and the term Headteacher includes Principal where appropriate.

This policy must be read in conjunction with the school's safeguarding/child protection policy and e-safety policies, whistle blowing policy and disciplinary policy. These policies can be found on the school website **www.newallgreen.manchester.sch.uk**

Objective, Scope and Purpose

The code of conduct establishes the clear standards of behaviour that are expected of all school staff, and clearly enables staff to understand what is and is not acceptable.

The purpose of this code of conduct is:-

- to ensure that staff to act as role models within their professional capacity;
- to ensure that staff maintain their own professional reputation;
- maintain the reputation of the school and;
- to ensure that conduct and behaviour of all staff both safeguards and sets the example for pupils and students.

Staff should understand the responsibilities and behaviours that are a fundamental part of their role in school. This code of conduct cannot be exhaustive. In addition to the actions and behaviours identified within this code of conduct, staff should ensure they continuously exercise their professional judgement in work and their personal life and avoid any conduct which may be in contravention with their professional role and responsibilities, and/or the ethos of the school.

In addition to this policy, all staff employed under Teacher's Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teacher's Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards – Personal and Professional Conduct.

In addition to this policy, it is expected that Teaching Assistants will adhere to the non-statutory 'Professional Standards for Teaching Assistants 2016' and in relation to this policy, Part 1 of the TA standards - Personal and Professional Conduct.

For staff employed as Higher Level Teaching Assistants, in addition to this policy, they must adhere to the 'Professional Standards for HLTAs 2003' and particularly in relation to this policy, Section 1 of the HLTA standards - Professional Values and Practice.

School staff work within the public sector, delivering public education, and are consequently accountable for the ethical and high quality delivery of this public service. Therefore, in addition to this policy, staff are expected to adhere to the 7 principles of public life (the Nolan principles 1995), established by the Committee on Standards in Public Life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Staff Behaviours

Setting an example:

- Members of public and the wider school community are entitled to expect the highest standards of conduct from school staff.
- Staff are privileged to work with children and young people on a daily basis. This privileged position provides the authority and opportunity to influence children and young people. Staff must ensure they do not abuse this influence and instead use their position to act as role models and influence pupil/student behaviours positively.
- Staff must not behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
- Staff must avoid using inappropriate or offensive language at all times
- Staff must treat others with dignity, courtesy and respect at all times.
- Staff must remain professional towards each other at all times.
- Staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Honesty and Integrity:

- The public and school community are entitled to expect honesty and integrity on the part of all school staff and staff must uphold this.
- Staff must maintain high standards of honesty and integrity in their work. This extends to handling/claiming money and the use of school property, facilities and equipment.
- Staff must treat resources responsibly and consider both the financial and environmental impact, ensuring that resources are not wasted unnecessarily.
- All staff must comply with the Bribery Act 2010. A person may be guilty of an offence of bribery under this act if they offer, promise or give financial advantage or other advantage to someone; or if they request, agree or accept, or receive a bribe from another person. If a member of staff believes that a person has failed to comply with the Bribery Act, this should be reported in accordance with the school's Whistleblowing procedure.
- Gifts from suppliers or associates of the school are not normally acceptable and must in any event be declared to the Headteacher, with the exception of "one off" token gifts from students or parents such as at the end of the Academic Year. This includes gifts in the form of hospitality and sponsorship.
- Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted.
- A failure to adhere to this may lead to disciplinary action.

Conduct outside of work:

- Staff must not engage in conduct outside of work which could potentially damage the reputation of the school, the employee's own reputation or the reputation of other staff. This extends to usage of social media and staff must adhere to the school's social media policy.
- Staff must not allow their own personal interests to conflict with the school's expectations and professional requirements.
- Staff must not use personal interests or their position of authority to improperly apply influence. Please discuss this with the Headteacher if you are unsure how this may affect you.

Confidentiality:

- Staff may be party to information which is confidential as part of their professional role. Staff must not reveal confidential information about a pupil/student or their parents or carers other than in circumstances that necessitate this disclosure to a colleague as part of their professional capacity.
- Staff must not seek out information that is not relevant to them when carrying out their professional duties.
- Staff must not use information for their personal advantage.
- Staff must work within the requirements of the Data Protection Act 1998, ensuring that they follow the 'data protection principles.'
- If a child or other individual reports a safeguarding concern to a staff member in confidence, the staff member must report the concern to the Designated Safeguarding Lead. For the avoidance of doubt, staff must not make promises of confidentiality to a pupil/ student in these circumstances and must escalate their concerns through the school's appropriate channels only.

Safeguarding

This code of conduct must be viewed in conjunction with the school/Academy's safeguarding/ child protection policy as well as Part One of the Keeping Children Safe in Education Statutory Guidance 2020 and The Prevent Duty 2015. These documents can be found at **www.newallgreen.manchester.sch.uk**

- All staff have a responsibility to create a safe environment for learning and to take responsibility for the pupils in their care with the aim of ensuring their safety and wellbeing. This duty extends to challenging any unauthorised adults on the premises and escalating any safeguarding concerns immediately.
- Staff must ensure their approach is child-centred with a focus on the best outcomes for that child.
- All staff have a duty to safeguard pupils from physical, sexual and emotional abuse and neglect. Staff must be aware of the signs of abuse and neglect and escalate any concerns to the School's Designated Safeguarding Lead.
- All staff have a duty to identify pupils at risk of radicalisation and escalate any concerns to the School's Designated Safeguarding Lead.
- The Designated Safeguarding Lead (DSL) for the school is Tom Rudd. In their absence, please report any concerns to the Headteacher.
- If a child reports a concern to a staff member in confidence, the staff member must report the concern to the DSL.

Interactions with pupils:

- Staff must maintain professional relationships with pupils at all times.
- Physical relationships with pupils are strictly prohibited.
- Pupils/ students should only be contacted by staff via the school's approved mechanisms. For the avoidance of doubt, staff must not provide pupils/students with personal email addresses, telephone numbers or befriend them on personal social media accounts. If staff require further clarification, please contact the Headteacher.
- If staff are contacted by students/ pupils via an inappropriate route, they must report this to the Headteacher immediately.

Health and Safety

Staff have a responsibility for their own safety and the safety of others. Staff must report any potential hazards or unsafe working practices and act in accordance with the Health and Safety at Work Act 1974.

Equality

The school holds its obligations in line with the Equality Act 2010 and the Public Sector Equality Duty with the upmost importance. The school's equality objectives can be located on the school's website. Newall Green Primary School is committed to equality and expects staff to uphold these principles.

- Staff must not discriminate on any grounds throughout their professional role

- Staff must act as role models in promoting equality of opportunity and fostering good relations and mutual respect between different groups.
- Staff must be able to recognise acts of prejudice, discrimination or stereotyping and challenge this if appropriate and/or report this to the Headteacher.

ICT, Internet and E-safety

This should be read in conjunction with the school's social media and IT Acceptable use policies. These can be found www.newallgreen.manchester.sch.uk

- Staff must use school IT equipment responsibly and for professional purposes only. This includes the use of school email address and mobile phone, if applicable.
- Any data held on school networks must be accessed appropriately and stored securely. Staff must not disclose their passwords.
- If applicable, staff must ensure they follow the school's booking in/out equipment procedure.
- Staff must be aware of the risks to themselves, pupils and the school that the use of internet and social media can bring. Staff must therefore be responsible users of the internet and social media both at work and in their personal life and continue to act as a role model throughout their internet usage.
- Staff should be aware that they are accountable for any information or views expressed on social media or other internet sites. This includes views expressed directly and through affiliation with internet pages, such as 'liking' a page. Staff must not engage in any internet or social media usage that may bring the school into disrepute or bring in to question their professionalism and suitability for them, or other colleagues, to work within a school.
- Staff must ensure that they have activated high privacy settings on all social media sites. If you are unsure how to do this, please contact your line manager to discuss this.
- Staff should not discuss their professional role online. Staff should not disclose their workplace and/or their role on social media.
- Staff must not communicate or become 'friends' or 'followers' of pupils via personal accounts online.
- If any staff member identifies practices of 'cyber-bullying' this should be reported in line with the normal school procedure.
- Phones should be on silent / vibrate, kept in a secure place such as handbag or office and only used if our internal phone system does not cover an area or if a CPOMs code is being used. All personal calls/ texts etc. should be made in break times in an appropriate staff area away from the children.
- DO NOT use a camera for home and school use, keep photographs separate and do not store pictures of school children on home computer
- Remind parents when in assembly / productions etc. that if they take a picture it is of their own child and must not be posted on the internet or Facebook.

Dress and Appearance

- Staff must present themselves in a manner that is respectable and appropriate for their role within the school environment. Staff should ensure that they promote a professional image.
- Staff must not dress provocatively, nor in a manner that may offend, including through the wearing of controversial, political or offensive slogans.
- Examples of inappropriate clothing are as follows; jeans, miniskirts, tracksuit bottoms (unless a role requirement, e.g. on PE lesson days), cycling shorts (tailored shorts are acceptable), leggings unless with a long over-garment, baseball caps or hats and cropped tops. This list is non-exhaustive and staff must use their professional judgement to ensure their attire is appropriate.
- Footwear must be safe, sensible, smart and clean. Trainers - (unless a specific role requirement), or flip-flops are not acceptable.

Absence Reporting

- If staff are unable to attend work due to sickness or emergency reasons, they must follow the school's absence reporting procedures. Staff must notify Sarah Rudd or Ruth Perry of the reason for their absence, and likely duration of their absence by 7.30 am or as soon as is reasonably possible in emergency situations.
- Staff must call on each day of their sickness absence prior to obtaining a fit note from their GP. A fit note is required for any sickness absence of more than 7 calendar days and a copy must be submitted to the school without any undue delay.
- Upon return to work, staff must complete a return to work form as soon as is reasonably possible and submit this to their line manager.

Leave of Absence

- For term time staff, leave of absence, not relating to sickness or emergency reasons, will not be routinely granted and requests should be made in exceptional circumstances only.
- If staff wish to submit a leave of absence request, they must follow the leave of absence procedures and complete the appropriate request form. Each request will be considered on its own merits and the impact on the school.

Other Employment

Staff are permitted to undertake additional paid or voluntary work outside of school. This is providing that the work does not;

- conflict with the interests, ethos or reputation of the school,
- take place during contracted working hours or school hours,
- have an adverse effect on your role at school, including an individual's work performance and attendance,
- Contravene the working time regulations.

Staff must notify the Headteacher prior to commencement of this work, or declare the additional work at the time of appointment.

Criminal Convictions

- In line with the Keeping Children Safe in Education document 2016, all new staff engaging in regulated activity with children must complete a satisfactory Disclosure Barring Service check prior to commencing a role at school.
- Existing staff (employees and volunteers) within school must notify the Headteacher in writing of any changes to their DBS, specifically if they are arrested, cautioned, charged or convicted of any offence.
- Staff must notify the Headteacher on the next day following an arrest, caution, charge or conviction. For the avoidance of doubt this includes being questioned under caution without charge.
- A failure to notify the school may lead to disciplinary action against the employee.
- Supply staff must contact their agency immediately should there be any changes to their DBS status.

Publications and Dealing with the Press

If staff are approached by the media in relation to any school issues, this must be escalated to the Headteacher immediately. Staff must not provide any statements or comments to the media without authorisation from the Headteacher to do so.

Disciplinary action

A failure to comply with this code of conduct may result in disciplinary action being taken.

Appendix 1 – Staff Confirmation Sheet

The Governing Body requires all staff to read, understand and abide by the Code of Conduct.

If there are any aspects of the Code of Conduct that you do not understand, please contact your line manager or the Headteacher to discuss this further.

I,(PRINT NAME) confirm that I have read and understand the school's code of conduct

Signature.....

Date

Please return this page to Dianne Harris, School Business Manager. This information will be retained on your personnel file.

SAFEGUARDING QUICK REFERENCE FOR NEW SCHOOL STAFF or VOLUNTEERS

As an adult working with children and young people, YOU have a duty to act when you have a concern about a child's welfare.



Tom Rudd
Designated Person
Safeguarding Lead



Sarah Rudd
Designated Person
Executive Head



Ruth Perry
Designated Person
Head of School

When to be concerned

- When you become aware of information that leads you to be concerned about the physical, emotional or sexual wellbeing of a child.
- The information you have may not be enough on its own for a child protection referral.
However, it will help your DP to build a picture of a child at risk.
- Alerts - you may see physical signs:
- You may hear worrying accounts.
- You may pick up emotional distress.
- You may notice changes in a child's behaviour or presentation.
- Someone may disclose to you.

Harm to a child can be caused by:

A parent/carer	Stranger
Family member/friend	Member of staff / volunteer
Another child	Information viewed on the internet

Regardless of the source of harm you **MUST** report your concern.

If your concern is about a staff member/volunteer, you should report this to the **Headteacher**

If your concern is about the **Headteacher**, you should inform the Chair of Governors, see Staff Whistleblowing policy on our website for further information.

What must I do?

- **Know your role and DON'T IGNORE.**
- **Inform the DP without delay.**
- **You can use the following number: 07969593379**
- **Complete a CPOMS report if you have access to CPOMS**

Dealing with a Child Disclosure

Listen:

- Listen carefully to what is said to you. Don't interrupt or ask questions

Reassure:

- Be calm, attentive and non-judgemental.
- Don't promise to keep what is said a secret

Respond:

- Tell your DP without delay **Write:**
- Record information on CPOMS if you have access.
- Use the child's own words. Note anything else that made you concerned.
- If no access to CPOMS, write all information down.
- Sign and date it. Give it to your DP.

Remember!

- Delay in reporting your concerns could cause the child greater harm.
- School staff members are often the first people to see a child after they have been abused.
- Not all abuse has physical signs.
- If in any doubt, talk to your DP

School Prevent Information

Radicalisation has a devastating effect on children and young people. Protecting them from all forms of extremist ideas, in whatever form, is a safeguarding priority. By fostering a collective responsibility and actively promoting the fundamental British value of democracy, the rule of law, individual liberty, mutual respect and tolerance, pupils will build resilience and be protected from extremist narratives. Therefore, it is essential all staff maintain an attitude of and consider it could happen here.

The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping becoming terrorists or supporting terrorism. This also includes non-violent extremism recognising that this can create an atmosphere conducive to terrorism and popularise views, which terrorists can exploit.

Extremism is defined as the 'Vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.' (Counter Extremism Strategy (2015))

Protecting children from the risk of radicalisation is part of the school's wider safeguarding duties. Radicalisation is a gradual process therefore early intervention offers the possibility to steer someone away from being drawn into terrorist activity.

Possible Risk Factors

- Isolation & social exclusion
- Victim of bullying or hate crime
- Family tensions
- Search for personal identity
- Influence/exploitation via the internet
- Extrovert behaviour glorifying violence
- Race & hate crimes
- Personal grievances

Possible signs of Radicalisation

- Notable changes in behaviour
- Lack of self esteem
- Expressing extreme political or radical views
- Increasingly sympathetic to terrorists acts
- Change in appearance
- Change of friends
- Spend excess time on their own or on the internet

Staff will be alert to changes in children's behaviour which could indicate that they may need help or protection.

- Staff will use their professional judgement to identify children who may be at risk of radicalisation and act appropriately – which may include making a referral to the Channel programme.
- The school will work with the Local Children's Safeguarding Board as appropriate.

TRAINING The Designated Safeguarding Lead (DSL) and the members of the Senior Management Team (SMT) will organise Prevent Duty training for all staff. SSS Learning LTD will be used for 2022-2023

Full Preventing Radicalisation Policy & Risk Assessment can be found: www.newallgreen.manchester.sch.uk

Governors

SUMMARY OF GOVERNORS' RESPONSIBILITIES

In accordance with the Government's requirement for all governing bodies, the 3 core strategic functions of Newall Green Primary School Governing Body are:

- Ensuring clarity of vision, ethos, values and strategic direction;
- Holding the Head teacher to account for the educational performance of the school and its pupils;
- Overseeing the financial performance of the school and making sure its money is well spent.

The Governing body is made up of 12 Governors:

1x head teacher governor, 2 parent governors, 1 staff governor, 1 Local Authority governor and co-opted governors.

The Full Governing Body meets at least once each term, we also have 3 committees to consider different aspects of the school in detail. These committees are:

- Curriculum Committee
- Resources Committee
- Pay and Performance Committee.

Name	Governor Type	Link Governor	End of Term of Office
Janette Peak	Chair of LGB / Parent Governors		01/09/2025
Lynne McGahey	Parent Governor	Curriculum & Data	01/09/2026
Charlotte Cooper	Trust Appointed Governor		01/01/2026
Sarah Drake	Vice Chair / Trust Appointed Governor	Curriculum & Data	23/11/2025
Jessica Hogg	Trust Appointed Governor	Health & Safety	24/01/2025
Lucy Yardley	Trust Appointed Governor	Curriculum & Data	23/11/2025
Ruth Perry	Head of School		N/A
Jill Stroud	Staff Governor	Curriculum & Data	01/11/2023
Vanessa Andrews	Staff Governor	Health and Safety	01/11/2023
Dianne Harris	Chief Financial Officer	Health and Safety	N/A

Term Dates 2021 - 2022

Autumn Term

Training Days (School Closed)

Thursday 1st September 2022

Friday 2nd September 2022

Term Starts

Monday 5th September 2022

Half Term Holiday

Monday 24th October 2022 to

Friday 28th October 2022

Term Finishes

Friday 16th December 2022

Spring Term

Training Day (School Closed)

Tuesday 3rd January 2023

Term Starts

Wednesday 4th January 2023

Half Term Holiday

Monday 20th February 2023 to

Friday 24th February 2023

Term Finishes

Friday 31st March 2023

Summer Term

Term Starts

Monday 17th April 2023

Bank Holiday (School Closed)

Monday 1st May 2023

Half Term Holiday

Monday 29th May 2023 to

Friday 2nd June 2023

Term Finishes

Wednesday 19th July 2023

Training Days (School Closed)

Thursday 20th July 2023

Friday 21st July 2023

Newall Green Primary School
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Wythenshawe
Manchester
M23 2YH

Telephone: 0161 437 2872

E-mail: admin@newallgreen.manchester.sch.uk www.newallgreen.manchester.sch.uk