



ROYLES BROOK Primary School

SCHOOL PROSPECTUS

**Marsh Road
Thornton-Cleveleys
Lancs
FY5 2TY**



01253 821396

email: head@roylesbrook.lancs.sch.uk
bursar@roylesbrook.lancs.sch.uk



Welcome to Royles Brook



We are delighted that you have chosen to send your child to Royles Brook Primary School. We are looking forward to working with you and your child to ensure they are provided with the best opportunities to succeed.

The information in this booklet should help your child make a good and happy start at Royles Brook. We hope that you will get to know the school and take an active part in its life. All of the people you will meet here are friendly and will be happy to answer any questions you have.



OUR MISSION STATEMENT

“Our aim at Royles Brook Primary School is to allow all of our children to attain high standards of individual achievement in a happy, friendly and secure environment.”

Be Kind



Be Thankful



Be Ambitious

OUR SCHOOL AIMS

At Royles Brook we aim to:-

- Create a positive environment where children enjoy learning
- Encourage partnership between home, school and the community
- Educate children to be polite and show respect and concern for the needs of others and their property
- Have high expectations of all our children regardless of age, gender, culture, ability or disability
- Develop their self-esteem throughout all aspects of school life
- Teach our children to be honest about things they have done
- Develop academic, creative and physical skills by following the National Curriculum
- Begin preparing children for adult life

ROYLES BROOK SCHOOL

Our Staff

Headteacher
Deputy Headteacher
Assistant Headteacher

Mrs H Murray
Mrs C Robinson
Miss V Lilley

EYFS/KS1 Teachers

Mrs C Mitchell
Mrs A Baines
Miss A Parkinson
Miss G Jackson
Mr J Walley

KS2 Teachers

Miss S Coupe
Mr A Fielding
Miss V Lilley
Miss K Melling
Mrs H Horsley
Miss S Akin
Mrs K Dodgson
Miss E Fallon

SEN Leader
Family Link Worker
Learning Mentor

Miss R Lea
Mrs D Lambert
Mrs L Ogden

School Admin Officers

Ms S Gillott
Mrs C Crankshaw

Higher Level Teaching Assistants

Mrs L Ogden
Mrs C Mullender

Teaching Assistants

Mrs S Slate
Mrs H Hastings
Mrs C Lambie
Mrs F Stubbs

Mrs A Tauber
Mrs E Priestley
Mrs J Marsh

Site Supervisor
Cleaning Staff

Mr W Nuttall
Mr I Loveland
Mr J Buckley
Mr D Wiggins

Cook
General Kitchen Assistants
Mrs A Slate

Mrs D Reader
Mrs Z Mays

Senior Middy Supervisor
Lunchtime Welfare Staff

Mrs G Martin
Mrs S Parkinson

Mr T Meadows
Ms N Rycroft

Mrs L Adetoro



OUR GOVERNORS

Working in partnership with the Headteacher and staff, our Governors are responsible for the running of the school. The Governors meet for a formal meeting once each term. The majority of their work is conducted in their Curriculum, Pupil Welfare & Resources Committees. These committees usually meet at least once a term.

Our Governing Body is made up of the following members:-

Chair of Governors

Miss C Williamson

Vice Chair of Governors

Mrs K Glass

Co-opted Governors

Miss C Williamson

Mrs K Glass

Miss C Preston

Rev D Platt

Mrs K Shearman

Vacancy

Vacancy

LA Governor

Dr S Knox

Parent Governor

Mrs N Vanderwal

Vacancy

Staff Governor

Miss R Lea

Headteacher (ex-officio)

Mrs H Murray

Clerking of Governors

Area Education Office
 White Cross Education Centre
 Quarry Road
 Lancaster

ADMISSIONS

Royles Brook Primary is a non-denominational Community School for pupils aged 4 to 11 serving the central residential area of Thornton. The school adheres to Lancashire County Council guidelines on all admission procedures.

The admission number for each year group is 45 and the school operates a strict Equal Opportunities Policy.

In the year leading up to your child starting school in Reception, the school application should be completed by January online via the Lancashire County Council website. You and your child will then be invited into school to attend half day induction sessions to help you become familiar with the school, your child's new teachers and any new procedures.

If the number of applications for a year group exceeds 45, then Lancashire County Council will decide which children can be offered a place at Royles Brook School.

Pupils with disabilities are considered alongside other admissions according to our Equal Opportunities Policy and our school's Disability Equality Scheme.

If you would like your child to join Royles Brook School in any year group, you will need to contact the Pupil Access Team Telephone 01524 581112/581148.

USEFUL INFORMATION

EDUCATION OFFICES

If you need to contact the Education Offices for help and advice, our Area Education Office is at:-

White Cross Education Centre
Quarry Road
Lancaster
Tel: (01524 581148)



SCHOOL UNIFORM

We are proud of the school identity that our uniform gives us.

The children wear:

Girls

A grey skirt, pinafore or grey school trousers
School sweatshirt or cardigan
White shirt - long or short sleeved
(No polo shirts please)
School tie
Yellow check dress for summer with grey
School cardigan

Boys

Grey shorts or trousers
School sweatshirt
White shirt - long or short sleeved
(No polo shirts please)
School tie

The school tie is brown and gold

PE Kit

Plain yellow top
Black shorts
Black slip-on pumps

Outdoor Kit

School hoody with logo
Black leggings or tracksuit bottoms
with no sports logo on
Training shoes (trainers)

School logo Bookbags—Reception to Y2 children

School logo Rucksacks—Year 3 to Y6 children

- Children should wear sensible shoes for school. Heel height should be no more than 1 inch. Trainers cannot be worn for school other than for outdoor PE.
- We make every effort to encourage the children to take care of personal property. You can help your child by having items clearly labelled and telling us of any missing items immediately.
- We do not allow the wearing of jewellery apart from one stud in each ear lobe.
- We support the government guidelines which recommend no jewellery should be worn during physical education.



THE SCHOOL CURRICULUM

A broad and balanced curriculum is planned and taught in accordance with the National Curriculum 2014 requirements, including daily lessons of English and Mathematics from Year 1 to Year 6. In Reception, children are taught through a range of topics and access much of their learning through continuous provision.

English

Children are taught in whole class and small group situations covering all areas of literacy including reading, writing, listening, speaking, spelling and handwriting.

The English Curriculum is currently delivered in line with the objectives of the National Curriculum for English (NC14). Teachers plan creatively using core English objectives making explicit links to other curriculum areas. Pupil provision is related to attainment and ability, not age.



Mathematics

We follow a mastery approach in mathematics from Reception through to Year 6. We have piloted the Red Rose Mastery Maths Scheme for a number of years which has involved Royles Brook staff feeding back and contributing to this scheme's development. Our mastery approach reflects our ethos that all pupils can achieve depth in learning. Children begin their mastery of mathematics in Reception through whole class teaching sessions, guided groups and continuous provision. This continues through a more formal approach from Year 1 to Year 6. Lessons include an initial problem that children explore in a collaborative way, then guided learning followed by independent learning. Children often further their understanding with tasks that encourage deeper learning.

Science

Science at Royles Brook enables children to observe, question, experiment and investigate through practical hands-on sessions. We focus on ensuring that knowledge/topics in science are taught through the seven working scientific skills: asking questions, making predictions, setting up tests, observing and measuring, recording data, reporting and interpreting results and evaluating.



Computing

Computers and other technological aids are used throughout the school. ICT skills are taught as a discrete subject and as a means of supporting other areas of the curriculum. The children are encouraged to communicate ideas and information in a variety of forms, where appropriate, using equipment and computer software to enhance their learning.

It is essential that the children of Royles Brook School become fully confident and capable in their use of modern technologies. In addition to this, we take priority in ensuring all our children have the knowledge and support to stay safe online. We have several lessons a month on Online Safety and ensure we are up-to-date with any software and games the children might use at home. All computers, laptops and iPads are protected by strong internet restrictions so that the children can work safely online.

Religious Education

We follow the Lancashire Agreed Syllabus as the basis for our teaching of RE within our school. Within this we try to dispel prejudice and show appreciation in the multi-cultural world which we share.

We hold collective worship each day with singing practice weekly. Reverend Katie Leonowicz (from Thornton Methodist Church) and Rev Damian Platt (from Christ Church) regularly lead our assemblies. BSYW (Blackpool Schools Youth Workers) also come in and lead an assembly each half term. Parents have the right to withdraw their children from RE and collective worship on a written request to the Headteacher.

Other areas of the Curriculum

All classes in the school follow a Programme of study in Personal, Social and Health Education (PSHE). As part of this programme your child will be taught about healthy relationships and sex education at a level appropriate to their age.



All children are encouraged to enjoy a variety of sporting activities both within lessons and also at after school clubs. In order to promote physical activity, team spirit, positive attitudes and a healthy lifestyle we enjoy the following sports: swimming, tennis, athletics, netball, football, Kwik Cricket, Multi-Skills, tag rugby, dance and gymnastics.

We also place a great deal of emphasis on music and art. In addition to weekly lessons in school time and whole school singing practices, we encourage children from Year 4 upwards to join our school choir, 'Royles Brook Beat'.

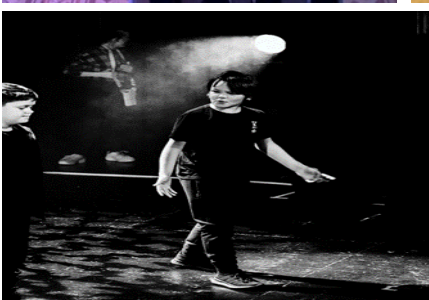
The choir has proudly performed at many local events and has attended national events, such as the Young Voices Concert in Manchester. We are presented with ample opportunities to showcase the children's talent throughout the course of the year at a variety of venues.



Performing Arts at Royles Brook Primary School

At Royles Brook, we are currently working towards an Arts Mark Award. The Arts Mark is awarded by Arts Council England and recognises organisations who inspire young people through arts and culture. This is

enriching the entire school community and our cultural capital. Arts Mark support schools who bring arts and culture to life in every classroom through a shared commitment to high quality art and cultural education. At Royles Brook, the arts and cultural experiences are at the heart of everything we do and are valued by staff, children, and parents. The teaching of Music, Art, Dance, Drama and Musical Theatre are taught in ways accessible to all and enable the development of their natural talents. Over the last few years, our children have also benefitted enormously from us becoming a Royal Shakespeare Associate School and we have offered numerous performance opportunities in dance festivals, choirs, choral poetry, street dance, musical theatre, and theatre visits.



The children and staff are proud of all our achievements.



CHILDREN WITH SPECIAL EDUCATIONAL NEEDS & DISABILITIES

At Royles Brook we have a whole school approach to the support and nurture of the children with SEND. Our objectives are:-

- Early identification of children with SEND
- Careful monitoring of the pupils progress and, if appropriate, provision of an individual education plan (I.E.P.)
- To inform parents/carers at every stage and keep them informed of progress
- To involve the pupil whenever appropriate in setting and evaluating programmes of work or behaviour support strategies
- To seek the advice and involvement of specialists from within the Local Authority whenever appropriate
- To refer pupils with persistent difficulties to the Local Authority for a statutory assessment of SEND, so they can receive the extra support they need

We regularly review our provision, policies and procedures for children with SEND and aim to use our funding carefully in the purchase of new materials and resources and staffing.

SEND Leader - Miss R Lea
SEND Governor - Mrs K Glass

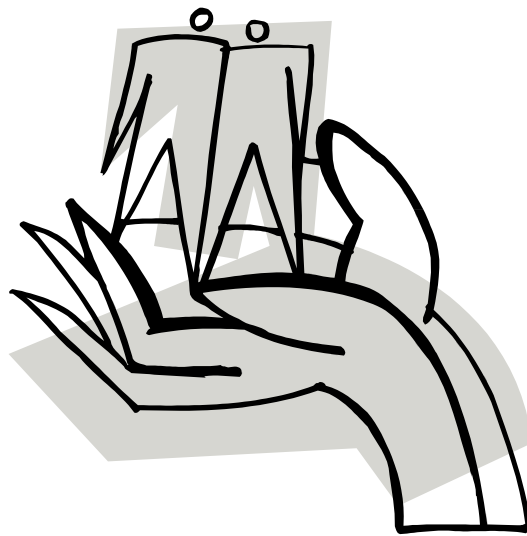
Comprehensive details of the provision Royles Brook School offers can be found on our school website under 'Local Offer'.



ACCESSIBILITY PLAN

A copy of our Accessibility Plan is available on the school website.
The main actions included are:-

1. Providing opportunities and resources (including human) to enable our disabled pupils to access the full curriculum - including beyond the school day (e.g. playtimes, lunchtimes, class assemblies, special occasions and school trips).
2. Improving the physical environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services.
3. Improving the delivery of information to disabled pupils.



OUR SCHOOL DAY

Children should arrive at school between 8.40am when the doors open and 8.45am when they are closed for registration.

The rest of our day is as follows

| | |
|------------------------------|-----------------|
| Morning break (all children) | variable times |
| Lunch - Infants | 11.45– 12.30 pm |
| Lunch - Juniors | 12.30 - 1.15 pm |
| Afternoon break | variable times |
| Finish Time (all children) | 3.15 pm |



ABSENCE

If your child is ill or will be absent from school that day, please notify school by telephone prior to the start of the school day and certainly **no later than 9.30 am** on the first day of absence. If we have not heard from you by 9.30 am then one of the school staff will contact you directly. This system is in place to ensure every child has arrived in school safely.

Any child arriving after the doors have been closed will need to come into school via the school office. For the security and safety of our children, we operate a system whereby an adult must sign in any child arriving late.

If your child has an appointment during school hours, please send a note to explain this, along with an appointment card, if possible.

Due to a change in legislation, Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances. Any applications for leave must be requested at least 2 weeks in advance and approved by the Headteacher prior to booking. Each request for leave will be valued on its individual merit.

HOMEWORK

As a matter of course, your child will be set homework involving reading, learning spellings and Tables; work related to topics in school; creative writing; maths work, etc. The tasks will be appropriate to your child's age and ability. Please help your child to complete their set homework and remember to encourage them to read, even if the specific homework for that day does not include reading.

The following times are a general guideline for the times children should expect to spend working on homework.

- Reception, Year 1, Year 2 - 15 minutes per night
- Year 3 and Year 4 - 20 minutes per night
- Year 5 and Year 6 - 30 minutes per night



HEALTHY SCHOOLS

Healthy Eating

As a school we are conscious of the role we can play in encouraging our children to choose healthy options.



All our Foundation Stage and Key Stage 1 children receive a piece of fruit or vegetable snack each day as part of the National Fruit Scheme. This is eaten during morning or afternoon break. We have a no sweets, crisps or chocolate policy but do encourage Key Stage 2 children to bring a piece of fruit, cheese or a vegetable snack for morning break.



For those children on packed lunches, we encourage healthy eating and ask that sweets and solid chocolate bars are **not** included in the lunch boxes.



Please note that as we have staff members and children in school who suffer from severe nut allergies, all foods and snacks must be nut free.



Milk in ½ pint cartons is provided for all Infant children. There is a charge each term for this milk once your child reaches the age of 5.



Water

We encourage our children to have their own drinking bottles in class and there are water fountains in each resource area to ensure they are well hydrated thus enabling maximum concentration. The bottles can be purchased from the school office at a cost of £1.50.



Lunchtime

Meals are served in the hall at a cost of £2.50 each day (£12.50 per week). There is always a choice of meals and salad or fruit are always made available. As far as possible, food is baked rather than fried and the salt content of the food is controlled. We follow LCC Catering guidelines and our aim is to positively influence the diet of our children and always consider where the food we put on the plates comes from and how it is produced. It is our policy to provide a service for those pupils with medically diagnosed food allergies, food intolerances or a medical condition which affects eating. Welfare Assistants look after the children when they are in the hall and afterwards on the playground.



Dinner money is to be paid in advance via our online payment system ParentPay. Dinners can also be paid in advance, monthly or half-termly if you wish. We require a half-term's notice of any changes, where possible, as the food is ordered in advance.

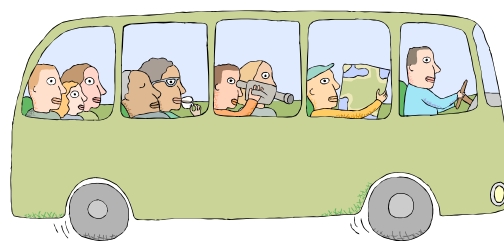


SCHOOL VISITS

To broaden the experience of the children, we regularly take the pupils on out-of-school visits linked to the topics covered in class. We do not make compulsory charges for these visits but we will ask parents to make voluntary contributions towards them. We are able to subsidise many trips through school fund-raising, Pupil Premium funding and monies raised by the PTFA but still rely heavily on parent/carer contributions to enable the many trips to go ahead.



For parents on a low income, alternative grants are sometimes available. Please contact the school for advice.



KEEPING YOUR CHILD SAFE

Keeping your child safe is of fundamental importance to us.

Safety

To ensure your child's safety, please do not bring them to school before 8.35am. If you bring your child by car please take care of other children and pedestrians and park sensibly, not in a dangerous position, and **never** on the yellow lines outside school.

Parking is NOT allowed in the entrance to the drive, on the school driveway or in the staff car park.

- To ensure a safe handover of your child, it is essential that you escort your child into the playground to drop off. Please come into the playground to drop off or pick up your child. During school hours the Wordsworth Avenue entrance is locked but access can be made to the school office from the main entrance on Marsh Road.
- Each term, a fire drill is held to check the safe evacuation of pupils and staff.
- Links with the Police are enhanced by our support of Road Safety and the 'Strangers' talks given to the children by the Community Police Officer.

Hand-over of Care at End of School Day

In order to establish a safe hand-over of care at the end of the day, all children must be collected from the class teacher by a named parent/carer at the designated collection point. If there is a change in the person expected, it is essential that you inform the school office or class teacher direct. Children in Year 6 may be allowed to walk home providing a request is made in writing to the Headteacher first.

Security

All parents who need to enter the school, please use the front entrance which is clearly sign-posted. All other entrances are secured so that they cannot be opened from the outside.

CHILD PROTECTION

The safeguarding and welfare of our pupils is of the utmost importance to us. Parents should be aware that the school will take all reasonable action to ensure the safety of pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, school have no alternative but to follow Lancashire's Child Protection Procedures and inform Children's Social Care of their concern.

The school also participates in Operation Encompass which is a unique Police and Education early intervention safeguarding partnership which ensures that a child's school is informed, prior to the start of the next school day, if there has been an incident of Domestic Abuse to which the child or young person has been exposed and which might then have an impact on them in school the following day.



Royles Brook School Association

- We have a very active Parents, Teachers and Friends Association which arranges social and fund-raising events throughout the year. Planning meetings are open to anyone and are held at regular intervals. Dates will be sent out in advance.
- The funds raised go directly to helping the children, either by providing extra equipment and materials or by subsidising school visits. You will be most welcome to come along and join in any of the meetings or functions. Skills are not always needed, just enthusiasm!
- We also value the help parents can give in the classroom, in the library and in accompanying school visits. Your contribution to the school is much appreciated by staff and pupils.



Stay and Play

After school, Monday to Friday during term time, we hold an after school club to cater for parents wishing to collect their child later. Details of charges and registration forms are available from the Club Supervisor, Mrs A Tauber. Mrs Tauber is available during the club hours of 3.15pm to 5.30pm on 07752868674 or via email on rb.stayandplay@outlook.com

Breakfast Club

We also have a before school childcare facility (Breakfast Club). Your child can be brought into Breakfast Club from 7.45am. They are well supervised, in a safe environment, and provided with breakfast and a variety of activities until school begins. Details of charges and registration forms are available from the Club Supervisor, Mrs A Tauber. Please contact Mrs Tauber on 07752868674 or via email: rb.stayandplay@outlook.com



PROBLEMS OR COMPLAINTS

We care about what you think

At school we make many decisions every day and we try hard to do our best for all our pupils. Your views help us plan for the future and we like to know when things are going well. We also want parents to tell us about their worries, concerns or complaints as soon as possible. It is much easier for us to sort out a recent problem than something that happened some time ago.

If you are unhappy with the way your child is being treated, or any of our actions or lack of action, please feel able to tell us your concern. We know it can be difficult to question what a school is doing, but if you do not tell us what is worrying you, we cannot explain our actions or put things right. Our support and respect for you and your child will not lessen in any way.

Our promise to you

- We will deal with your concern or complaint honestly and politely
- It will be looked into thoroughly, fairly and as quickly as possible
- We will keep you up-to-date with what we are doing
- We will apologise if we have made a mistake
- We will tell you what we are doing to do to put things right

What to do first

If you have a concern about anything we do you can tell us by telephone, in person or in writing. If any of these are difficult for you, a friend or adviser can speak to us on your behalf. Most concerns or complaints will be sorted out quickly either by putting things right or by explaining the school's actions to you.

Try to go to the member of staff involved or your child's class teacher, who will either deal with your issue or pass you on to someone who is more able to help.

Please remember the beginning or end of the school day can be a very busy time. If you talk to a teacher at these times, for practical reasons, it may not be possible to sort things out there and then. Be ready for the teacher to say she or he will see you or ring you as soon as possible. This is because we want to give your worries the attention they deserve. You should not be asked to wait more than a week and often the teacher will discuss things with you much sooner. We hope this will be enough to put things right.

Sometimes the teacher will send you a brief note after a phone call or meeting with details of what we are doing about your concern.

Making a complaint

If you have already told us about a concern but are not satisfied with how we have responded, you may wish to make a complaint. We have a complaints procedure to make sure we respond to complaints in the best possible way. Our aim is to resolve complaints as quickly and as effectively as possible.

The complaints procedure will tell you exactly what will happen and how long it should all take. If you want to look at it before speaking to us, please contact the school office who will provide you with a copy. Alternatively, it can be accessed on our school website.



PUPIL/PARENT VOICE

We greatly value the opinions and comments from both pupils and parents and would encourage you to put forward your ideas either via a PTFA member, class teacher or directly to the Headteacher.

In addition, we regularly send out parental questionnaires as another way of finding out what you feel we are doing well or areas that we could make improvements on. Views can also be expressed by visiting Parent View@www.parentview.ofsted.gov.uk

School Council

Within school we have an active School Council, with each class in the school having a serving representative. The School Council meets regularly and plays an important part in influencing decisions about our school.

PALS

We have a group of KS2 pupils who have trained to become PALS (Play at Lunchtime Leaders). They organise games and activities for our younger pupils during the lunchtime period. This is a good opportunity for our older pupils to take on responsibility and our younger pupils thoroughly enjoy it!

School Leadership Team

Each year we choose a group of Upper Key Stage 2 pupils to become "School Leaders". They take on different roles within the school, for example distributing messages and registers, assisting in the lunch hall and also setting a good example to the younger pupils. We also select Heads and Deputies who all have the opportunity to work alongside the Senior Leadership Team.

Sports captains are nominated in each class to represent house teams at competitions and Sports Day.

Buddies

Our Year 5 pupils are amazing "buddies" to our Reception new starters. They pair up with them at the beginning of the year and offer support, friendship, guidance and help them settle into school life smoothly.



WORKING TOGETHER

We aim to work in partnership with you, our parents, to ensure that your child is benefiting from all the learning experiences offered by the school.

As part of our partnership, we have a Home-School Agreement explaining what school will provide for your child's education and how you as parents are expected to be involved. This agreement is signed both at school and home and will be sent to you separately. You will find a copy of the agreement at the back of this booklet.

When a child is having difficulty with work or behaviour, it is often the case that the teacher will contact you so that the problem can be discussed. We value your interest and support in encouraging your child's development at school.

Parents' Evenings are held in the Autumn and Summer Terms and these are an opportunity for you to see your child's work and discuss their progress. In addition, we also provide mid and end of year reports which evaluate your child's progress and attainment. These can be discussed further with the class teacher if desired. Mid year reports are from Y1 upwards, not Reception.

"Working Together" sessions in Reception are introduced once all the children have settled in fully. These give parents and carers the opportunity to come into class to work together with their child. Unfortunately, due to Health and Safety Regulations, we are unable to accommodate younger siblings during these sessions.



PARENTS/CARERS

I/We agree to:

- Make sure that my child attends school regularly, arrives on time, smartly dressed, wearing the school's full uniform
- Contact the school on the first day to explain my child's absence
- Keep the school informed of any changes of contact names and numbers
- Contact school if there is a change in the person picking up at the end of the school day
- Support my child with homework and other opportunities for home learning
- Let the school know about any concerns that might affect my child's work or behaviour
- Attend Parents' Evenings and discussions about my child's progress and behaviour
- Avoid taking holidays during term time
- Consider other parents/carers and park safely outside of school.
- Not park on the school driveway or car park



SCHOOL

The school agrees to:

- Care for your child's safety and happiness
- Provide a safe, clean, well equipped and attractive learning environment
- Provide the highest standards of teaching and learning
- Provide a broad and balanced curriculum that meets individual needs
- Provide and monitor homework activities which will be given in line with school policy
- Let parents know about any concerns that persistently affect your child's work or behaviour
- Contact parents if there is a problem with attendance or punctuality
- Arrange parent consultations and provide an annual report to keep you informed about your child's progress
- Keep parents informed about school events and activities by providing regular newsletters and updates



TOGETHER

We will encourage the children to:

- Try their best, work hard and take pride in their school work
- Behave well in school
- Learn to respect other people's feelings
- Be polite, kind and helpful to others
- Keep the school tidy, litter free and take care of equipment



CHILD

I agree to:

- Attend school regularly and on time
- Be smart in my appearance and wear the school uniform with pride
- Listen well, work hard and always do my best
- Behave well at all times
- Respect and care for the school environment
- Make sure that I have my PE kit, homework and reading books when I need them.



Signed _____ (Child)

Signed _____ (Parent/Carer)

Signed _____ (Head Teacher)

STANDARD ASSESSMENT TESTS (SATs)

The National Curriculum 2014 provides attainment targets for children in each subject. These set out what each child should know, understand and be able to do. School's regular reporting arrangements will inform you whether or not your child has met the expected standards.

Children take part in standard testing, usually in May, at the end of Key Stages 1 and 2 and parents are informed of their results. The results are collated by the government and published in the national press.



If you require any further information or wish to discuss the contents of this prospectus further, please contact the school office to arrange an appointment. Thank you.