



# Prospectus

# 2021/22



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## WELCOME

Dear families,

Thank you for your interest in Pensby Primary School. We hope that this prospectus will give you and your child lots of useful information about our school.

We would recommend that you come and visit our school and see for yourself why our school is so special. A good time to visit is during the day when the children are in lessons, or around the building. You will then be able to get a feel for the life of the school and meet the staff and children.

We welcome the partnership we have with parents and families and despite having the security that all schools need, we encourage an open door policy and would urge you to visit us as often as you can. We also believe very strongly, that our close working partnership can only benefit the children and help them to progress.

Our school opened in September 2008 and was an amalgamation of 3 primary schools. Bringing 3 schools together was very exciting. Our old site had several buildings and the children wanted to be all together. In May 2012, we moved into our new building and the children all came together under one roof for the first time. We are very proud of our new school and realise how fortunate we are to have it and the wonderful facilities it provides for our children, staff and families.

Our school is open for children aged from 3 to 11. We have a nursery facility that offers 15 and 30 hour provision that can be taken flexibly. . Our school is able to admit 30 children in each year from Reception to Year 6 and there is usually one class in each year group. In addition to this, we can offer **breakfast** and **after school care** for our pupils.

We employ all our own staff, from the classroom staff, to the breakfast club staff, to the sports coaches. That way everyone knows they belong to our school family and everyone knows each other really well.

Thank you again for your interest in our school. If you would like your child to join our school, then please follow the admission procedure outlined in this brochure.

We very much look forward to working with you and your child,

Yours sincerely



Mrs K. Brown  
Headteacher



Mr. D Spencer  
Chair of Governors

## **OUR AIMS**

Our talented and dedicated staff aims to:

1. Create a safe, secure and welcome environment where everyone can flourish;
2. Provide a challenging, creative curriculum both in and out of the classroom;
3. Make activities accessible to all;
4. Nurture independent learners with high self-esteem;
5. Develop responsible citizens of the future;
6. Build a school community where everyone has high expectations of behaviour and success in all areas;
7. Be part of a school that is an integral and positive partner within the wider community.

We have thought carefully about our curriculum and what we want to achieve for your children. Our overarching intent is:

**To encourage curiosity and creativity alongside knowledge and understanding so that our pupils move forward in life, with confidence and resilience, as valuable members of the local community and the wider world.**

In May 2012, the children designed and created a mosaic to celebrate the new building. It is displayed in the main school with great pride. They developed our school motto:

**REACH FOR THE STARS – BE AMAZING!**



## **PENSBY AND STANLEY SCHOOLS**

We have a unique site that we share with Stanley School. Stanley School has 140 pupils who have particular SEND needs. The two schools have a very close working relationship and wherever possible we support each other. This can be through sharing costs and resources to more importantly sharing expertise to benefit all the pupils and their families. Our shared building was designed with this mind and allows us to make full use of an incredible range of resources. This has led to the development of a lovely wider

school community with us all coming together for many events and experiences. Our close relationship is the envy of many schools and our governing bodies are looking at how we can develop this further to ensure maximum benefits for all pupils, staff and the community.

## **COLLABORATIVE WORKING**

Our school is part of a large Wirral cluster of schools called Deeside Primary Schools. Within this cluster we work particularly closely with about 8 primary schools. We work as closely as we can to benefit our pupils, staff and families. Our staff work together to ensure they are as highly trained as possible. We organise competitive sporting and educational events between the schools. We are critical friends of each other, monitoring what we do and seeking to help each other improve our already highly effective schools. Many of the headteachers and staff in our schools are asked by the Local Authority to support other schools in Wirral to share our expertise and experience more widely.

## **PENSBY STAFF**

The school employs all its own staff. We have a wonderful catering team who prepare meals and snacks for the pupils of our school and Stanley School, catering for over 300 pupils on average each day. All our produce is purchased fresh and wherever possible is purchased from local merchants. You can find details of current staff on our school website. The staff in our Breakfast and After School clubs are also employed by the school to ensure continuity for the pupils.

## **THE GOVERNING BODY**

Pensby Primary School has a very motivated and effective body of 15 Governors. The main body meets termly and there are committee meetings, which are held termly. The Chairperson is Mr D Spencer and the Vice Chairperson is Mrs Y Clarke. Our Governors also meet with Stanley Governors.

Information about the Governing Body can be found on our website.

## **THE PARENT TEACHER ASSOCIATION (PTA)**

The school has a thriving Parent Staff Association. The PTA is always delighted with the support given by parents/carers and welcomes help at all events. All parents are automatically members of the PTA and there is no subscription fee! Several events of a social or fundraising nature are held annually. Details of these events and meetings are sent to parents well in advance through our school communication systems.

## **ADMINISTRATION STAFF**

Mrs K Yeardsley-Jones is the school's Office Manager. Mrs D Shaw is our Administration Officer and she is ably assisted by Ms H Lloyd-Jones and Mrs Francis. The Admin team are a real asset to our school and very knowledgeable. Children and parents soon get to know them! Our admin team are always willing to help and give advice.

## **SCHOOL COMMUNICATION**

When your child joins us you will receive regular communication from the school. We use electronic communication methods wherever we can. We have consulted with families as to the best methods of communication and feedback from them is that our communication is very strong.

### ***Parent Mail***

We use Parent Mail for online payments, surveys and messages. This is a secure application and we will give you details of how you sign up to this. Parent Mail is phone friendly meaning you can get messages quickly and easily. Parent Mail is the system we use for payments (school lunches etc.). We are a cashless school and this system supports families and school very effectively.

### ***Text, emails and newsletters***

We use text messages from time to time and will also email you. We try to keep this to a minimum. The school issues a newsletter every 2 weeks to families. Class letters and other school letters are published. These are all placed on the Seesaw or emailed for families to read.

### ***Seesaw***

We use Seesaw throughout the school for each pupil. Families have control of their child's Seesaw account. This is used by the class teachers to send you general messages and reminders for the class e.g. 'don't forget it's the zoo trip tomorrow – please wear non uniform' etc. You can message staff through Seesaw. More importantly, the classroom staff use Seesaw to share with you what your child is doing in school. Photographs, voice recordings and videos and all shared with you in a totally private and secured platform.

### ***Contacting staff***

We recommend you call the school office or email the school office if you need to speak to a member of staff. This is because all the staff need to be in the classroom to educate the children and keep them safe. The admin team will pass on your message and then the classroom staff can contact you at times that they are not in the classroom. We always try to respond to any questions on the same day wherever possible.

## **THE CURRICULUM**

Our overarching Curriculum Intent Statement is;

***To encourage curiosity and creativity alongside knowledge and understanding so that our pupils move forward in life, with confidence and resilience, as valuable members of the local community and the wider world.***

The staff, governors, children and families of Pensby Primary have all worked together during the academic year of 2019/20, to re design the curriculum. This development is now ongoing year on year. It is appropriate that each curriculum subject has its own intent statement. Sometimes those intent statements overlap as they share similarities with other subjects; if it is natural they do so. Other subject's intent statements are very individual. Both have a place in our school.

In all areas of school life (lessons, experiences, interactions) we have one overarching intent for our pupils. We know that this intent is very individual to our school, and is driven by everyone in our school family.

What we have created as the foundation for our pupils is often commented upon highly positively by visitors to our school and by the those members of the community we meet.

In our school we have a Nursery facility, which is part of our Early Years (EYFS) Provision. In EYFS we follow the EYFS curriculum. Our Nursery is very much part of our school and links very closely to Reception class (which is the first year in school but also part of EYFS). Children in the Nursery are able to access their activities inside and outside the classroom in a purpose built and very well equipped environment. We offer 30 and 15 hour Nursery provision and this can be taken flexibly. Our EYFS team will be happy to discuss this with you.

Reception class is the first year of primary school. In our school we have one Reception class and the maximum number of pupils in the class is 30. In Reception class the curriculum is also based around the Early Learning Goals.

These Early Learning Goals help practitioners to plan the learning environment and the activities provided within it, but this does not mean that children learn in these separate subject-based areas. Very often, a well-planned activity can promote children's development and understanding in several areas simultaneously.

In Key stage 1 and Key Stage 2, we have 1 form entry – this means there are 30 pupils in each year group. In Key Stage 1 (years 1 and 2), we follow the National Curriculum. We try to include experiences that will help the children to develop intellectually, aesthetically, physically and spiritually. We plan our work deliberately to further these areas. High regard is given to the development of the intellectual skills, which are essential in all our work. It is vital that the children learn to convey their meaning clearly and accurately through speech and written English and that they learn to manipulate numbers with confidence and understanding and solve problems mathematically using the appropriate concepts. At all times we try to extend these skills in a realistic way, involving the children in first hand, meaningful experiences. Wherever possible we take the children out to explore their environment and help them respond to it creatively through the arts, mathematics, science and language. In this way, children develop the formal skills far more quickly and comprehensively.

In addition to these skills we aim to develop the children's ability to observe carefully, record accurately and with sensitivity and to gain an understanding of their environment in a natural, geographic, historical and social way.

In Key stage 1, the children follow a structured approach to phonics. Details of this can be found in the English section of the website.

In lower key stage 2 (years 3 and 4), children continue to build on the KS1 curriculum following the National Curriculum. Children develop their understanding of maths concepts and apply them through reasoning and problem solving activities. Guided reading and structured spelling/phonics programmes are taught regularly through the week. Children's learning is enhanced through humanities, the arts, PE and science, providing a broad and balanced curriculum. The structure of the day becomes increasingly defined, building on the structures introduced in EYFS and key stage 1.

Years 5 and 6 form upper key stage 2. The children continue to follow the National Curriculum. It is important that the children become increasing independent both socially and in their work by taking more responsibility for moving their learning forward. The demands of the curriculum steadily increase and build upon those already introduced in the school. Despite the need to prepare the children for national tests at the end of year 6, the staff strive to deliver a broad and very balanced curriculum through a creative approach. More information about our curriculum can be found on the website.



## **RESIDENTIAL VISITS**

At Pensby Primary School, we are very enthusiastic about the experiences residential visits can offer to the children. Each year we aim to take as many children as possible on a residential visit. These visits are well planned by the staff and health and safety procedures are always followed. The children learn a great deal about themselves during these visits as well as learning more about other people around them! The children in year 6 spend three days in Wales undertaking a range of adventurous activities – rock climbing, canoeing, mine exploration, orienteering etc. The children in year 4 and year 2 spend one night at Barnstondale and experience activities such as archery and climbing etc.

## **STAFF ROLES**

Staff hold specific roles in the school:

<b>Name</b>	<b>Role</b>
Mrs K Brown	Headteacher, Child Protection & Safeguarding 1
Mrs K Wright	Deputy Headteacher, Child Protection & Safeguarding 2/Subject Leader and Curriculum Lead
Mrs L Gilleece	Middle Leader, Subject Leader
Miss M Reynolds	Subject Leader
Miss L Grant	Senior Leader, Child Protection and Safeguarding 3, Subject Leader
Mr J Klausen	Senior Leader, Subject Leader
Mrs K Beggs	Middle Leader, Subject Leader
Mrs R Embery	Senior Leader, SENDco, EYFS Leader, Subject Leader
Mrs H Johnson	Middle Leader, Subject Leader
Mrs N Williams	Middle Leader, Subject Leader
Mrs S Shaw	Subject Leader
Mrs C Spencer	Subject Leader

## **EXTRA CURRICULAR ACTIVITIES**

We believe that extra-curricular activities are an essential part of our school. These activities extend the skills of the children and give them opportunities to try new experiences. These may include football, netball, instrumental instruction, recorders, choir, golf, knitting, guitars, art, dance, drama or any other activities the staff or children feel are relevant. Most of our clubs are run and organised by the staff of the school. These activities have no charge. A few clubs are run by outside agencies and these carry a small charge. Details of clubs are sent to parents at the beginning of every school term. Parental permission must be given for children to attend any extra-curricular activity.

## **PASTORAL CARE**

We take our responsibility for the children in our care very seriously and we believe we are privileged to share this care with parents and families. We strive to provide the care that any responsible parent would give. For example, when the children move around the school, we show them how to do so with regard for the safety of themselves and others. We try to create an atmosphere of co-operation and mutual trust and we listen to the children as we would expect them to listen to us. We encourage the children to share their news and thoughts with us and we treat their contributions to discussions with respect. If there are any



problems, either created by, or occurring to a child, we bring this to the attention of their parents. Parents are encouraged to read our policies for behaviour, Anti-Bullying and Child Protection/Safeguarding (on the website).

## **BEHAVIOUR**

Along with parents we work to teach children appropriate behaviour. This needs to be tailored to the age of the children. Above all we always try to be encouraging and positive. The school has a behaviour policy (on the website) and any cases of repeatedly poor behaviour will be dealt with in line with the policy. Sanctions for children will be discussed with their parents.

On the other hand we are very proud of the manner in which the children conduct themselves and we have a comprehensive system of rewards to encourage this. The culmination of this reward system is our Friday Celebration Assembly. In this assembly the children receive certificates in recognition of the special things they have done. We also encourage the children to bring in certificates and prizes they have gained in out of school activities, so that we can award and celebrate these with them.

## **EXPECTATIONS OF SITE USERS**

Our 260 pupils and the 150 pupils in Stanley school deserve the very best role models around them at all times. This is why we have our staff codes of conduct and a **Site user's code of conduct;**

To keep all our children safe requires all site users (including staff and families) to be the best role models at all times. We are the mentors they look up to and they deserve only the best models from the adults around them. This is something we cannot and will not compromise on. Both schools require all site users to meet the following code of conduct to achieve this by:

- supporting the respectful ethos of our schools by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with teachers/staff for the benefit of children. This includes approaching the schools calmly to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- reinforcing the each schools policy on Behaviour;
- respecting the learning environment appropriately (both in the schools and off site). This includes not dropping litter or chewing gum;
- parking around the schools and using the school drop off bays with consideration and respect for others when delivering and collecting children from school;
- Refraining from bringing dogs onto the school site (except for guide dogs/dogs for hearing and other 'working' dogs');

In order to support a peaceful and safe school environment, the school does not tolerate:-

- disruptive behaviour which interferes with the operation of classrooms, office areas or any other part of each schools grounds;
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical

punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);

- damaging or destroying school property, including dropping chewing gum;
- abusive, threatening, malicious or inflammatory emails, phone or social network messages;
- smoking (including vaping) and consumption of alcohol or other drugs or accessing the school site whilst intoxicated ;
- Waiting beyond the school site to take parental responsibility of a child whilst intoxicated or under the influence of other drugs;

The above behaviours on the schools premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/pupils. Pensby and Stanley Schools consider the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the Class Teacher, the Headteachers or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated at Pensby or Stanley School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The schools will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the schools will consider their legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

We trust that site users for both schools will fully support this general Code of Conduct.

## **ABSENCE FROM SCHOOL**

Absence from school for any reason must be reported to the school office before 9.15 am on the first day of absence. After this time we will telephone you if we do not know why your child is absent. Please call 0151 348 4145.

In line with statutory guidelines, holiday leave will not be approved by the school unless it is in exceptional circumstances. The DfE have detailed these changes on their website. For all Wirral schools, Headteachers are not able to authorise any holiday leave in term time. Leave of absence for exceptional circumstances only can be considered by the Headteacher and holiday is not considered an exceptional circumstance. Families who choose to take holiday in term time without authorisation will automatically be referred to Wirral Attendance Service.

## **TEACHING ORGANISATION**

Pensby Primary School is organised like many primary schools with several lessons per day. The times of the day are as follows:

<b>8.40 a.m.</b>	<b>Children can come into the school building</b>
<b>8.55 a.m.</b>	<b>Start of morning session – registration and basic maths lesson</b>
<b>10.45 a.m.</b>	<b>Morning break</b>
<b>12.00 p.m.</b>	<b>Lunch break</b>
<b>1.00 p.m.</b>	<b>Start of afternoon session</b>
<b>3.15/30 p.m.</b>	<b>End of school day</b>

## **BREAKFAST AND AFTER SCHOOL PROVISION**

We offer a breakfast club (open from 7.30am) and an after school club (open until 6.00pm). There are charges for these clubs. Information can be found on the school website.

## **UNIFORM**

Uniform is important and helps to set high standards for all we do in our school. Pensby Primary School uniform for all children comprises:

**White polo shirt** (polo shirts with school emblems are available from our supplier [www.goodies.co.uk](http://www.goodies.co.uk) ).

Plain polo shirts can also be worn and are available from many retail outlets)

**School tie** (optional)

**Black trousers, shorts or skirts**

**Burgundy Sweatshirt or cardigan** with the school logo- these are available from our supplier [www.goodies.co.uk](http://www.goodies.co.uk).

**Black footwear**

For PE, the children wear:

**Black or navy blue shorts**

**White t-shirt** (T -shirts with school emblems are available from our supplier [www.goodies.co.uk](http://www.goodies.co.uk)

**Trainers**

**Tracksuit bottoms** for outdoor PE

## **CHARGES**

The school attempts to make the costs of trips and visits as reasonable as possible, but cannot meet these costs from school's own resources alone. Parents are asked to make a voluntary contribution towards the cost on the understanding that no child would be disadvantaged on the grounds of inability to pay. Children whose parents receive income support or are eligible for Free School Meals have reduced payments on trips and many other school activities. If you think you may fit this criteria, it would be of great benefit to us if you could inform the Headteacher. This information will remain strictly confidential.

## **CHILD PROTECTION / SAFEGUARDING**

The Headteacher and Deputy Headteacher are responsible for the implementation of the child protection policy and there is also a named governor to oversee it. Parents should be aware that this policy may require cases to be referred to the investigating agency as a constructive and helpful measure. This procedure is in line with that laid down for all schools. Safeguarding of children is taken very seriously. All adults in the school must be DBS cleared if they work regularly with children. Visitors who work with the children for one off activities or who may be carrying out school maintenance may not be DBS cleared (this would be a rare occurrence) and in this case would be escorted by a member of staff at all times. All access to the school is secured during school hours to ensure the safety of the children and visitors must report to the school office.

## **SECURITY**

Our security measures have been implemented with the safety of the children in mind. All entrances to the school are secured. Anyone wishing to enter the building has to do so by reporting to the school office first. All the other doors to the building are fitted with magnetic locks. These are easy to open in the event of a fire, but mean the door is locked to anyone wishing to enter the building from outside. The site boundary fence and gates are locked during the school day. The school also has a main fire alarm and there is exterior lighting for use during darkness. CCTV monitors the site.

## **PARKING**

Parents must follow the one way system driving through the school grounds. Cars may pull up in the drop off area but must not park in this area. At the beginning and end of the school day we would urge parents to park courteously and safely at these times, thinking about the welfare of all the children who will be moving close to the vehicles. We ask families to follow this parking routine:

- Drive into the school site from Greenbank Drive.
- Drop off on the left hand side of the road in the site. Please do not park in the drop off area
- Exit the site towards Kentmere Drive
- If parking around the school site, ensure that driveways of residents are not blocked

## **CONTACT BETWEEN FAMILIES AND STAFF**

At every stage of your child's time in school with us, we are eager to share their experiences with you and all the staff welcome parents and families into the classroom and school. It is essential that we keep in close contact to discuss progress or problems. We try to be as flexible as possible, although there are some times of the day when it is very difficult to meet with you, for instance, before school is a difficult time. If you have a need to contact your child's class teacher, please arrange a mutually convenient time with them, or contact the school office who will arrange this for you.

You can ask to meet with your child's class teacher at any time. It is best to call or email in to school to request this. Twice a year we hold a formal meeting for every class (autumn and spring terms) and in the summer term we have an open evening. We give you opportunities to come and look at your child's work, with your child before parents/carers meetings so that you can celebrate what they have done.

## **COMPLAINTS**

Should you have any complaints you may contact your child's class teacher or, if you so wish, the Headteacher. If you wish to take a complaint further you may contact the Chair of Governors through the school office. Complaints relating to curriculum matters and Religious Worship will be dealt with according to the regulations of The Education Reform Act 1988.

## **ADMISSIONS**

The school's admission policy is in line with that of the Local Authority. In Wirral there is one admission date for reception children. Some parents may be concerned that their child is not ready for full time school and may wish to discuss a delayed start, or a more gradual start with the Headteacher. Parents who wish to apply for a place in reception need to complete an application directly with the Local Authority Admissions Team. Please contact the school office for details or see Wirral's website.

In order to help the children in Reception become familiar with the school, we invite them to attend some half day sessions in school during the summer term, prior to their admission date. Parents can come into school with their children if they wish.

Nursery admissions should be made directly with the school. The school office will help you with this. We offer 'play and stay' sessions for you and your child to help them settle into Nursery life.

## **ATTENDANCE FIGURES**

By law we must publish our absence figures in our prospectus.

Attendance figures for the academic year 2018/19 was 97%

For children at our school to gain the greatest benefit from education it is essential that they attend school regularly and punctually. They should only be absent from school when it is absolutely necessary. School absence will disrupt a child's learning and may affect their academic progress. It may also disrupt their friendships and impact on their social and emotional development. Children may be at risk of harm if they do not attend school regularly. School attendance is given a high profile throughout the school because we know how important it is. It is discussed at all school assemblies, parents' evenings, staff meetings and governors' meetings. It is also included in all school reports.

## **PERSONAL DATA**

We will ask for certain data to help us to communicate with you and help us keep your child safe e.g. email addresses, phone numbers. All data is handled with great care and data owners can read our Data Protection and Data Security policy for more information on this.

## **GENERAL INFORMATION**

Please contact us if you make any changes to your normal collecting procedure at the end of the school day, so we can ensure the safety of your child. It is also important that you let us know of any change of contact details, such as address and phone number.

Statutory documents are available for you on request through the Headteacher or may be found on the school website. If you would like further information regarding admission procedures, parent's interviews, arrangements for lunch, transport to school or any other requirement, please contact the school and we will be pleased to supply the information you need.

Parents are asked to note that the Authority does not accept any responsibility for loss of, or damage to personal property whilst on or left on the Authorities premises.

Contact details for the school are:

Telephone: 0151 348 4145

Fax: 0151 342 0240

Email: [schooloffice@pensbyprimaryschool.org](mailto:schooloffice@pensbyprimaryschool.org)

## **SCHOOL WEBSITE**

Our school website is full of information that will help you. The link to the website is:

<https://pensbyprimaryschool.org/>