



Marsh Green Primary School
Kitt Green Road,
Wigan,
WN5 OEF

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Headteacher: Mrs G Leigh *BEd (Hons) NPQH*

Deputy-Headteacher: Mrs. J. Connolly *B.Ed (Hons) NPQH*

Chair of Governors: Mrs V Rigby

Classification of the school

Marsh Green is a Community Primary School for children from 2-11 years. At the time of the publication of this prospectus (July 2017) there were 308 pupils on roll at the school. The school is expanding to become 2-form entry. We currently have two Reception classes and two Year 1 classes. By 2022 all classes will have a double intake.

The ethos of the school

We, as a community, want to work together to create an atmosphere of purposeful work and positive social relationships. In this way, we hope that our pupils can flourish and achieve their full potential.

The school has an agreed vision statement, which is....

At Marsh Green Primary School we firmly believe that each and every child deserves the very best opportunities and experiences to enable them to live fulfilling and successful lives and aspire to reach their full potential as a valued and respected member of the community.

'I will be the best that I can be'

Our aims as a school are

- *To provide an environment for both children and staff which is happy, stimulating, secure and which offers full equality of opportunity.*
- *To ensure that every child develops his/her maximum potential in all areas, intellectual, social, moral, artistic, practical and spiritual.*

- *To provide a broad, balanced and relevant curriculum, to which every child has equal access.*
- *To ensure that every child develops self-esteem, self-confidence and self-discipline by recognising and rewarding achievement.*
- *To foster moral and social awareness and a tolerant attitude to others in society.*

School is a member of the **WOWs Consortia**.

The WOWS Consortium is a collaborative group of 17 Primary schools and 1 Special school who work together to improve the outcomes for all within our communities.

The network focuses on five levels of learning:

- **Child/adult**
- **Collaborative group**
- **Organisational**
- **Leadership**
- **Network**

By providing high quality learning opportunities, all members of our communities benefit from shared professional development, creative endeavour and mutual support.

WOWS has provided many opportunities for all members of our learning community.

As well as professional training for staff, there have been dozens of opportunities for children to work collaboratively. Our children have benefitted from sharing a wide range of experiences including:

| | | |
|-----------------------------|------------------------------|--------------------------|
| Football Tournaments | Sports Festivals | Music Festivals |
| Art Exhibitions | Newspaper Production | Maths Workshops |
| Puzzle Workshops | Samba Workshops | Science Workshops |
| Poetry Workshops | Photography Workshops | |

Arrangements for visiting the school

Prospective parents are always most welcome to come and visit the school. Appointments can be made by contacting the school office on 01942 222016.

Admissions

For admission to the Nursery, the youngest age at which a child can be admitted is 2 years of age.

In the event of there being more demand for places than are available, the following criteria will be used:

Those children with older brothers/sisters in the school will be given priority.

- *If there is still over-subscription, then walking distance between home and school will be considered.*

A place in the Nursery does not guarantee a place in the Reception Class.

For admission to the main school, the youngest age at which a child can be admitted is 4 years of age (as long as he/she is 5 before the end of the academic year). The maximum number of children who can be admitted to our Reception Class each September is **60**.

In the event of over-subscription to the main school, the following criteria will apply for deciding priority in admission:

- *Children with a statement of Special Educational Needs which names the school*
- *Children in care*
- *Those children who already have older brothers/sisters still attending the school*
- *If there is still over-subscription, children who live closest to the school (measured in a straight line)*

For admissions, the school does not discriminate against any child on the grounds of special needs or disability. The school is due to undergo an extension and this will take into consideration accessibility for all across the school.

Timing of the school day

The school's hours are as follows:

Nursery - Mornings 8:45 – 11:45

Afternoons 12:15 – 3:15

Main School (Recep. / KS1 and KS2) - 8.55 a.m. - 3.00 p.m.

The school day follows this pattern:

Key Stage 1

8:55 – Registration

10:30 – 10:45 – Playtime

11.45 – 12.30 – Lunchtime

1.45 – 2.00 – Playtime

3.00 – End of School Day

Key Stage 2

8:55 – Registration

10:30 – 10:45 – Playtime (Years 3 & 4)

12:00 – 12:45 – Lunchtime (Years 3 & 4)

12:15 – 1:00 – Lunchtime (Years 5 & 6)

3:00 – End of School Day

Organisation of the school day

Marsh Green Primary School has a nursery class and seven classes in the main school.

The curriculum

It is our aim to provide a broad, balanced and relevant curriculum for every child, and this we do through careful, detailed planning to meet the requirements of the National Curriculum's Core and Foundation Subjects. Subjects are mainly taught through a series of 'topics' or 'themes' so that children have opportunities to use/transfer knowledge & skills between them. We give ample time to the core subjects as well as the foundation subjects.

Core Subjects are:

English

Mathematics

Science

Foundation Subjects are:

Art, Design Technology, Geography, History, ICT, Music, Physical Education,

PSHE / Citizenship, MfL

In addition to the subjects of the National Curriculum, Religious Education is taught. The school also teaches Personal Social and Health Education to pupils in all year groups and French to pupils in KS2.

English

To be prepared for life, a child must be literate. The aim of Marsh Green Primary School is to develop a firm foundation in all aspects of literacy (Speaking & Listening, Reading, Writing, Spelling and Grammar) to use language to learn and communicate ideas, views and feelings. Children gain an understanding of their own language by looking at the patterns, structures and organisation. Teachers provide a wide range of opportunities for the children to apply their language learning across the curriculum.

Mathematics

We aim to develop mathematical skills and understanding in all children, and seek to develop children's abilities to apply this knowledge to real situations. Pupils are encouraged to work systematically, independently and co-operatively in an atmosphere which creates a positive attitude to Mathematics and an appreciation of its interest and value. Parent booklets are available to help your child at home by understanding the methods used in school.

Science

Our aims in the teaching of Science at Marsh Green, are to enable children to understand themselves and the world in which they live, acquire the necessary concepts, skills and attitudes to gain knowledge and develop the ability to solve problems. We try to do this through investigation and activities which will develop skills in a structured and progressive way. Children in Year 5 and Year 6 also have the opportunity to enhance their learning by using the Science laboratories at The Dean Trust Wigan.

Art

We consider Art to be an enriching activity which enhances the curriculum. Personal skills are developed through experiences using a wide variety of media. Children are introduced to the techniques of observational drawing, painting, printing, 3D work and textiles. In addition, they are encouraged to develop an awareness and appreciation of the work of famous artists.

Design Technology

Design Technology is structured so that each year group covers a number of topics. These topics enable each pupil to acquire relevant knowledge, skills and understanding at his/her own ability level. We aim to develop initiative and a range of thinking/practical problem solving skills through the creative use of materials.

Geography

We encourage children to develop a range of skills which are necessary to carry out geographical investigation, interpret information and to learn facts about their own surroundings, the local community and the wider world beyond.

History

Children are encouraged to develop an interest in the past, and an appreciation of human development over time. They will be taught about

famous people, major issues and events in history and at the same time, be helped to appreciate evidence from the past and tolerance for a range of viewpoints and opinions.

Computing

Information & Communications Technology is increasingly an integral part of the world in which children grow up. At Marsh Green, ICT is integrated into other curriculum areas. Throughout Key Stage 1 and Key Stage 2, children will develop the competence to use increasingly challenging ICT skills. Children learn about how to keep safe on-line and have access to creative media such as green screens to create films.

Music

All children have the opportunity to learn the basic skills of music making, i.e. listening/appraising and performing/composition. Through the music curriculum, we aim to develop perception, physical coordination and creative expression whilst encouraging appreciation, enjoyment and satisfaction. In Year 4 children have a weekly percussion lesson using xylophones, African Drums or Samba Drums. Children can learn to play a range of instruments on an individual basis for a small charge. We currently have children having lessons for drumming, keyboard and guitar. Children at Year 5 have the opportunity to take part in a massed choir event, 'Let's sing!' at Robin Park Arena.

Physical Education

Our provision for physical activity is wide and includes gymnastics, dance, games, athletics and swimming. Swimming is currently undertaken by children in Year 4. Activities are designed to be enjoyable, vigorous and purposeful with the aim of giving each child the opportunity to reach his/her maximum potential. We keep children active through the 'Daily Mile' and the 'Daily Scoot'.

Religious Education

As the school is a designated Community School, there is no religious affiliation and RE is taught in accordance with the Wigan Agreed Syllabus for R.E. There is a daily act of Collective Worship, which in accordance with the 1988 Education Act is broadly Christian in character though not distinctive of any particular denomination.

Parents are able to withdraw their children from R.E. lessons or Collective Worship if they wish. Requests to excuse children from these activities should be made in writing. Any pupils not taking part in either lessons or assemblies are accommodated on the premises.

We have close links with St Barnabas Church and children visit as part of their Religious Education.

PSHE & Citizenship

Personal, Social and Health Education and Citizenship are taught throughout the school from Nursery to Y6. The school uses the SEALs (Social and Emotional Aspects of Learning) project and a teaching programme called 'Second Step' to promote self-esteem, tolerance, understanding feelings, recognising right and wrong as well as other social/emotional issues.

French

The school recognises the importance of young children learning languages and French is taught to all pupils in KS2. The emphasis is on spoken language and listening skills. Children are encouraged to enjoy French through a range of games, songs and rhymes.

Sex and Relationships Education

Sex Education will be dealt with at Marsh Green Primary School within the framework of the National Curriculum. Should any explicit references to reproduction/physical changes need to be made at any point, parents will be informed and given the right to withdraw their children from these lessons. Any questions which arise from the children naturally will be answered honestly and sensitively.

Foundation Stage

The Foundation Stage (Nursery and Reception) is vital for developing positive attitudes to school and education in general. The school tries to build on the experiences that children bring with them from home, and to lay the foundations for successful future learning. In the Foundation Stage classes, pupils will follow a broad and balanced curriculum, which covers the following areas:

Personal Social and Emotional Development

Communication and Language

Physical Development

Literacy (Reading and Writing)

Mathematics (Number and Shape/Space/Measures)

Understanding the World

Expressive Arts and Design

Special Curricular Arrangements

Our philosophy is to ensure that all children, including those with special needs develop and learn successfully alongside other children, and have access to a broad and balanced curriculum. Marsh Green is an inclusive school and results show that children with Special Needs achieve well.

Our Special Needs Policy has been developed with regard to legislative requirements and the Code of Practice for Special Educational Needs is

followed. Parents are consulted at each stage of the process. A full copy of the school's Special Needs Policy is available from the school office upon request.

The school has well-developed links with various support agencies, who can offer expert help when required.

Anyone wishing to discuss Special Needs provision at the school is welcome to make an appointment to speak to Mrs. J. Connolly (Deputy Headteacher / Inclusion Manager)

Assessing children's progress

Each individual child's progress is assessed regularly over the course of the academic year. Teachers use the information which they gather through assessment to plan for improvement in an individual's attainment by target setting. Children's attainment is shared with parents.

At the end of Reception children are assessed against the Early Learning Goals, at the end of Year 2 (age 7), children undertake KS1 assessments and in Year 6 (age 11), children take national assessment tests. The results of these assessments and tests enable parents to compare their child's attainment with other children within the school and nationally.

The most up to date results of the End of Key Stage Tests / Assessments that the school has are attached to the back of this prospectus. National results are also included for comparative purposes.

Extra curricular arrangements

As well as the formal curriculum, which is taught during the school day, we also offer children the opportunity to become involved in other activities after school finishes or at lunchtime. The school offers a wide range of opportunities. Examples of activities which children have access to include: karate, football, rugby, netball, multi-skills, trampolining, arts/crafts, dance and media production.

Pastoral care

Marsh Green is a nurturing school and achieved the Nurturing School's Award in 2017. We believe that in order to learn effectively children must feel safe and secure. Children are free to approach any member of staff to discuss any problems they may be experiencing. We also very much welcome parents into school to discuss any matters with us that may affect their child's work or behaviour in school.

We may need to contact parents during the day in case of illness or accident, this is why it is essential that school is given an emergency number. Parents are requested to keep school informed of any changes to the number where

they can be reached during the school day.

We feel very strongly that working in partnership ensures that any anxieties or issues can be overcome.

Discipline

Discipline at Marsh Green Primary School is based on a set of 3 simple Diamond Rules, to ensure that teaching and learning can be carried out effectively.

- *Care for everyone and everything*
- *Show good manners at all time*
- *Follow instructions with thought and care*

We praise and reward children for following the rules. There are sanctions in place for children who do not make positive choices. We work in co-operation with parents and rely on support from home to maintain our standards of good behaviour and thank parents for modelling positive behaviour when they are on the school premises.

From time to time it may be necessary to restrain pupils to stop them hurting themselves or others. The school has adopted Wigan's recommended Policy for the Restraint of Pupils. Within the terms of the policy, all adults working directly with the children, i.e. teachers, nursery nurses, classroom assistants and lunchtime supervisors have been delegated the power to use reasonable restraint, should it be necessary, to avoid children harming themselves or others.

If it is necessary to restrain a pupil, parents of that pupil will be informed of the incident.

Bullying

The school recognises that bullying can happen in *any* school and we take this issue very seriously. We act quickly to resolve any problems. As a result of this, genuine cases of bullying are infrequent. We believe the sooner any issues are reported, the sooner they can be resolved. Parents who feel that their child may be being bullied are asked to contact the Headteacher, as soon as possible. All reports will be acted upon in accordance with our anti-bullying policy (full copies available upon request from the school office).

Parents and school

School and parents must work together if every child is to fulfil his/her potential. Parents are always welcome to come into the school, whether it is to

discuss children's progress/address any problems, as guests at our events or as voluntary helpers. The school has an 'open door' policy for all parents.

The school holds two parent/teacher consultation meetings each year, in the Autumn and Spring Terms. Parents are able to discuss their children's progress individually. We also keep parents informed of what is going on in our school through newsletters, the website, our Facebook Page and OurSchools App. During the year we organise a number of events that parents can share, including opportunities to come into the classrooms and work alongside the children. Parents are invited to watch class and other special assemblies. Opportunities to become involved in the life of the school will arise over the course of each year. We also hold a weekly coffee drop in session for parents each Friday in the Nurture Room from 9am.

Parents play an important role in their children's education and we ask for support in ensuring that any homework is completed and returned.

We are always looking for volunteers with all kinds of skills to help us. Anyone wishing to help out should contact the office for more information, or have an informal word with any member of the teaching staff.

Parents may see any of the school's policies or curriculum schemes of work upon request.

Charging and remission

Educational visits are arranged during the year to places of interest connected with particular topics children may be covering in class. These visits enable children to take part in practical learning experiences.

School subsidises these visits to make sure they are accessible. In order to be able to undertake these visits, parents are asked to make a voluntary contribution to cover the cost. If enough money cannot be collected to cover the cost, it may be necessary to cancel the planned visit.

Security

Entry to the school building is via the main entrance. Entry into the teaching areas is via doors which can only be opened with an electronic key fob. All visitors entering the school must report to the school office and sign in.

Health and safety

The school is proactive concerning Health & Safety issues. Health & Safety is a regular agenda item at staff meetings. The school works closely with the Authority's H & S Department to ensure that all members of the school community are kept safe and secure.

Uniform

The school has a uniform, which is:

Bottle Green Sweatshirt / Jumper

Yellow Polo Shirt

Grey or Black Trousers / Skirt

Black Shoes

Please bear in mind that children have to change for PE, and we ask parents not to send children to school in shoes with complicated lacing systems.

School sweatshirts are available from Slater's Uniform Shop, Eckersley Mill (near the Pier) in Wigan.

For PE. children will need:

Green shorts

White T shirt

Trainers or pumps

ALL CLOTHING SHOULD BE CLEARLY MARKED WITH YOUR CHILD'S NAME

Jewellery

For safety reasons, children are not permitted to wear jewellery in school, except for a watch and stud earrings. (Earrings *must* be removed for PE)

Insurance

Parents are advised that neither the school nor the Local Authority has insurance which will cover their child's property as a result of loss or theft. The school also does not have access to funds to cover any losses of property. Parents are advised *not* to send children to school with expensive jackets or personal items, and the school can accept no responsibility for any loss incurred. All children's clothing and individual property should be clearly marked with a name to aid identification. For safety reasons children are not permitted a mobile phone in school.

Attendance and punctuality

We are very proud of our attendance and work hard to ensure all children are regular attenders at school. Regular attendance is essential for children to benefit fully from the education provided by the school.

Parents have a legal responsibility to ensure that their children attend regularly and on time.

Marsh Green has an award system for individuals / classes with good attendance, and for classes with the best punctuality.

Children should not be kept away from school for trivial reasons e.g. shopping or birthdays.

Parents should notify the school as soon as possible with the reason for a child's absence on the first day that he/she is off school. If parents have not contacted school by 10.00 a.m. on the first day of absence, we may have to give an unauthorised absence mark.

The school monitors attendance, and cases of frequent, prolonged or regular unexplained absence will be referred to school's Education Welfare Officer.

In the last attendance reporting year 2016/2017, the school had an overall attendance rate of 96.8%.

A list of holiday dates is attached to this booklet. School cannot authorise any holiday during term time.

The cost of a school meal is currently £2.30 per day or £11.50 per week.

School meals are provided for free for all children from Reception to Year 2.

The school only provides one-off meals in case of emergency e.g. loss or damage of a packed lunch. Parents are asked to pay for these meals afterwards.

Children not wishing to have school meals may bring a packed lunch instead. Parents should not send drinks in glass bottles and are also asked to support our healthy eating policy when making up packed lunches to include fresh fruit and vegetables.

Whichever arrangements parents choose for their children's meals, we ask that changes are only made to the arrangement at the start of every half-term.

Even if your child accesses a free school meal through the KS1 arrangement, if you think you may be entitled to claim for Free School Meals, please do so as this funding helps to support your child in lots of other ways too.

Application forms for free school meals are available at the nearest Life Centre – eg Marsh Green Library.

Governing Body

The Governing body has overall responsibility for the management of the school, although the day to day operational management is delegated to the Headteacher.

Governors meet at least once per term and the minutes of their meetings are available for perusal upon request.

We will inform all parents and ask for nominations when there is a vacancy for a parent representative on the Governing Body.

Complaints

If parents should have a complaint about any aspect of the school, they should initially contact the Headteacher, who will be pleased to try and resolve the issue.

If after speaking to the Head, parents still feel unhappy, they should put their complaint in writing to the Chair of Governors, Mrs V Rigby (via the school).

Following these first two stages, if parents do not feel that the complaint has been dealt with to their satisfaction, they should contact Wigan Education Department on *01942 486123*.

MARSH GREEN PRIMARY SCHOOL

Governors 2019/20

| Position Held | Name |
|--------------------------|----------------|
| Chair | Mrs V Rigby |
| Vice-Chair | Mrs P Bolton |
| Clerk | Mrs S Gardiner |
| Local Authority Governor | Mrs V Rigby |
| Staff Governor | Mrs K Blair |
| Parent Governor | Mr R Adams |
| Parent Governor | Mrs H Lowe |
| Co-opted Governor | Mrs V Warlow |
| Co-opted Governor | Mr T Russell |
| Co-opted Governor | Mrs F Neacy |
| Co-opted Governor | Mrs J Edwards |
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