

LYME

COMMUNITY

PRIMARY SCHOOL



PROSPECTUS

Dear Parents, Carers and Families,

It is my absolute privilege to be the Headteacher of our wonderful school. Lyme is a one form entry school with a family atmosphere. We set high standards of expectation for our children in everything they do and pride ourselves on being a caring and friendly school.

We are proud to be a Gold UNICEF Rights-Respecting School, which celebrates how we value the personal development of our pupils through the teaching of their rights and their role as global citizens.



I hope the information contained in this prospectus will be helpful and informative. Please also visit our school website at www.lyme.st-helens.sch.uk for other, up to date information.

Your child is an individual and I know that you will want to be as certain as you can that the school you choose for them is one where they will be happy and successful.

You are more than welcome to come and visit our school at any time – please contact the School Office to book a date and time.

We look forward to working in partnership with you.

Mrs. Jo Roberts
Headteacher

I CAN

Inspire

Challenge

Achieve

Nurture



Mission Statement

At Lyme we create an inclusive learning environment for all where barriers do not narrow any child's potential to succeed.

Through our 'I CAN' values we deliver an engaging curriculum with personal development and achievement at the centre of everything we do so that our children feel confident that they can achieve anything.

We want our children to leave Lyme with a wealth of knowledge, skills, and experiences so that they know their talents and how they can contribute to the community and wider world.

AIMS

- ❖ To ensure that each child is given full entitlement to the National Curriculum.
- ❖ To ensure equal opportunities for all.
- ❖ To value all pupils equally and ensure that curriculum provision takes account of each individual child's age, stage of development and ability.
- ❖ To create a consistently, happy, stimulating learning environment which is both challenging and supportive and encourages independence throughout the school.
- ❖ To create an atmosphere where staff work together as a team sharing ideas and expertise, ensuring staff development and mutual support.
- ❖ To set and maintain high standards of expectation so that children are helped to achieve their maximum potential.
- ❖ To liaise with outside agencies and, when needed, to arrange access to a range of specialist services to support children with Special Educational Needs.
- ❖ To foster a close relationship between school and the community through the development of home/school links, giving opportunities for parental involvement in the life of the school and in the education of their own children.
- ❖ To promote the development of the school as a resource for the community and the community as a resource for the school.
- ❖ To further develop links and networks between the community including other primary schools, secondary schools, colleges and local agencies.
- ❖ To develop a curriculum that draws on and relates to the local community wherever possible.
- ❖ To continue to develop environmental sustainability.



INFORMATION ABOUT THE SCHOOL

School: Lyme Community Primary School

Address:

Lyme Street,
Newton-le-Willows,
Merseyside,
WA12 9HD.

Telephone Number: 01744 678350

Headteacher: Mrs. Jo Roberts

Chair of Governors: Mrs. Caroline Unsworth

Classification of School



The school is a community primary school for boys and girls in the 5-11 age range.

We also have a nursery unit which caters for boys and girls in the 3-4 age range.

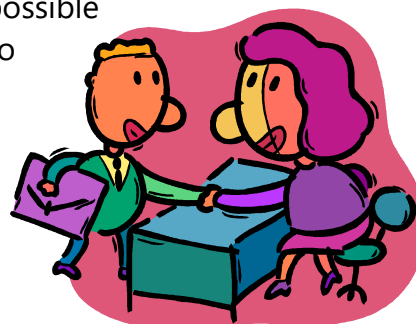
ARRANGEMENTS FOR VISITING THE SCHOOL

Parents are always welcome in school.

Parents wishing to visit the school in connection with the possible admission of their child should either telephone or call in to arrange an appointment. Full details of admission arrangements will then be given.

Parents wishing to discuss their child's progress, or any concerns should contact the Headteacher who will arrange an appointment.

The school holds regular consultation evenings throughout the year to keep parents fully informed about their child's progress and development.



ADMISSION POLICY

Our admission policy complies with L.A. guidelines. Full details are available on request.

Admission to Nursery

Parents wishing to apply for a nursery place should first contact the school. The L.A. issues a comprehensive brochure outlining the full admission procedure.

There are three intakes a year, in September, after Christmas and after the spring half term holiday. Children are admitted during the intake month following their third birthday.

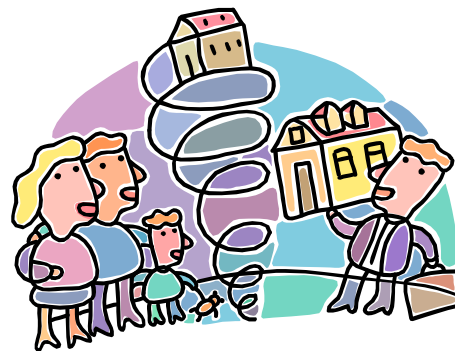
The nursery has 35 places:

Morning session: 8.45 to 11.45 a.m.

Afternoon session: 12.15 - 3.15 p.m.

Every child is entitled to a FREE part-time place, either morning or afternoon for 3 hours,

five days a week, Monday to Friday. **Parents who are eligible are entitled to 30 hours FREE in Nursery per week. (See Mrs O'Brien for details.)**



Once nursery places are allocated, following L.A. procedure, parents will be contacted by the school and arrangements made for admission.

A date for a 'pre-visit' is arranged. Parents are asked to remain with their child for the duration of this visit.

The aims of the pre-visit:

- (i) To allow the child to become familiar with our Nursery Staff and peer group prior to admission.
- (ii) To allow parents to sample the Nursery and give opportunity for questions to be answered.
- (iii) To build good home/school relationships.
- (iv) To provide parents with information and a copy of our 'Nursery Handbook'.

Nursery – Educare

For those parents who require a fulltime Nursery place for their child we operate the EDUCARE initiative. This means that we offer a limited number of spaces for children who have a morning place at Nursery so they can stay for the whole day i.e. 8.45am - 3.15pm.

They bring a packed lunch and are cared for by qualified staff at lunchtime. Children can stay for anything between 1 to 5 full days a week.

Educare costs £12 per day. We offer 5 days for the price of 4 so if you book 5 days full time it is £48 for the week, which compares very favourably with private Nursery care.

We also offer the opportunity to add on 1¼ hours to the morning so you could pick your child up at 1pm. Your child would need a packed lunch for this arrangement, and it would cost £4.

Parents who are interested in this provision should contact the Headteacher for further details.

Admission into School

The majority of children who come into our Reception Class, transfer directly from our Nursery.

Parents of children due to start school in the September are requested to complete a form in the Autumn Term prior to the admission date. Forms are available from the school.

Parents are informed in writing when places have been allocated.

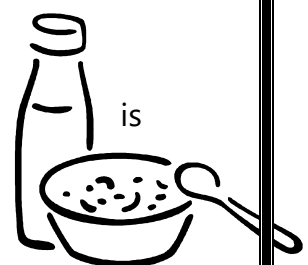
Children transferring to Lyme from other schools

Parents of children who transfer from other schools, either at the beginning or part way through a school year, are requested to complete an ADP(T) form.

The form is then posted to the L.A. Admissions Section. Children are admitted to School once L.A. clearance is given and parents are informed of a place available.

Breakfast and After School Club.

We operate a 'Breakfast Club' Monday to Friday from 8.00am to 8.50am each morning in the KS1 area for children in Reception to Y6. The charge £5 a day. This provides a safe and enjoyable start to the day and includes a choice of breakfast food, such as toast, cereal, and fruit. The Breakfast



Club is fully supervised by school staff and includes activities and games for the children.

The after-school club is available Monday-to Friday until 5.30pm again for children from Reception to Y6 for a cost of £7.50 a day. The children are given a drink and snack and can do a wide variety of activities. Please see Mrs O'Brien in the office for a booking form or for further information.

DUE TO SPACE LIMITATIONS, WE MUST LIMIT THESE SPACES TO 16 PER SESSION.

SCHOOL ORGANISATION

The school has three departments.

1. Early Years Foundation Stage (Nursery and Reception)

Our Nursery accommodates children aged 3 to 4 years.

Nursery children attend for either a morning or afternoon session.

Morning session: 8.45 - 11.45 p.m.

Afternoon session: 12.15 - 3.15 p.m.

YR Reception class aged 4 to 5 years

8.45am – 3.15pm

2. Key Stage 1 (Infants)

Y1 Children aged 5 to 6 years

Y2 Children aged 6 to 7 years.

3. Key Stage 2 (Juniors)

This accommodates children aged 7 to 11 years. Each class has a qualified Teacher. There are also a number of well-qualified Teaching Assistants supporting each junior class.

The four classes are grouped according to National Curriculum year groups:

Y3 aged 7 to 8 years

Y4 aged 8 to 9 years

Y5 aged 9 - 10 years

Y6 aged 10 - 11 years.

TIMES OF THE SCHOOL DAY

KEY STAGE 1 (INFANTS)

8.50 a.m. – 10.45 am:	Teaching session 1
10.30 a.m. – 10.40 am:	Break
11.00 a.m. – 12.00 noon:	Teaching session 2
12.00 noon – 1.00 pm:	Lunchtime
1.00 p.m. - 2.00 pm:	Teaching session 3
2.00 p.m. – 2.20 pm:	Assembly
2.20 p.m. - 2.35 pm:	Break
2.35 p.m. - 3.15 pm:	Teaching session 4



KEY STAGE 2 (JUNIORS)

8.50 a.m. – 10.45 am:	Teaching session 1
10.45 a.m. – 10.55am:	Break
11.00 a.m. – 12.00 noon:	Teaching session 2
12.00 noon – 12.45 pm:	Lunchtime
12.45 p.m. – 2.00 pm:	Teaching session 3
2.00 p.m. – 2.20 pm:	Assembly
2.20 p.m. – 3.20 pm:	Teaching session 4



ATTENDANCE AND PUNCTUALITY

Lyme Community Primary School aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality with the intention of enabling all to take full advantage of the educational opportunities available to them.

The morning bell is rung at 8.50 a.m. Registration takes place at 8.55 a.m. **Learning starts promptly at 9.00 a.m.**

The Headteacher, Office Manager and Pastoral Manager all closely monitor and track attendance and punctuality.

A class attendance award is awarded weekly and one person from each class with 100% attendance is picked to choose a prize from the trolley.

Any child achieving 100% attendance for each term is awarded a special certificate. A full year gets a very special certificate and badge!

Absence from school will only be authorised for the following reasons:

- ❖ Sickness
- ❖ Unavoidable medical/dental appointments
- ❖ Days of religious observation

- ❖ Exceptional family circumstances, e.g. bereavement



Holidays

- ❖ Holidays **MUST BE TAKEN IN SCHOOL HOLIDAYS** except under **very exceptional circumstances** and proof of this provided by parents.

Every School Day Counts and Every Day is Important!

The Governors have agreed to adopt the L.A.'s system of 'Fixed Penalty Notices' for unauthorised absences.

SCHOOL ETHOS, VALUES AND PUPIL CARE



The school strongly promotes a caring ethos. High standards of work and behaviour are expected. Pupils are encouraged to show care, consideration and mutual respect for each other.

The school behaviour policy is based on a system which rewards good behaviour (full details are available on request). All children are in the immediate care of their class teachers who are supported by Teaching Assistants.

The school has qualified first aid staff.

In compliance with LA guidelines the school has a Health and Safety Policy which may be viewed by parents at any time.

CHILD PROTECTION & SAFEGUARDING POLICY

Parents should be aware that the school will take any reasonable action to ensure the safety of its 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, staff have no choice but to follow procedures and inform Social Services.

Our Safeguarding Policy is available to read on our website.

THE CURRICULUM

Early Years

The Early Years makes a crucial contribution to children's early development and learning. We provide children with a rich variety of teaching and learning experiences that are appropriate to their needs. It is about developing key learning skills such as

listening, speaking, concentrating, persistence and learning to work and co-operate with others.

The areas of learning and development

There are seven areas of learning and development that shape educational programmes in early years settings. All areas of learning and development are important and interconnected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas, the *prime* areas, are:

- communication and language.
- physical development; and
- personal, social, and emotional development.



We also support children in four *specific* areas, through which the three prime areas are strengthened and applied. The specific areas are:

- literacy.
- mathematics;
- understanding the world; and
- expressive arts and design.

The outdoor environment is also a very special part of the Foundation Stage curriculum.

As such it is carefully planned for and available each day. The nursery and reception class has its own specially equipped outdoor area which is planned for and in constant use.

Teachers and teaching assistants keep records on children's experiences and attainments which are ongoing throughout the school year. During the first half of the autumn term the teacher will carry out a baseline assessment for every child. This will establish where they are in aspects of their learning and development and help future planning. The results of this early assessment will be shared with parents at the parents evening in the autumn term.

By the end of the year the teacher will have built up an accurate profile of each child's development.

We encourage children towards reading, communication and mathematical skills from the very beginning. Much of this earlier learning is achieved through carefully structured play. Young children who cannot read or write often express their ideas and feelings through play. It is an important way of developing new skills and building up relationships with other children both individually and in groups. Reading is taught through a variety of different structured reading schemes

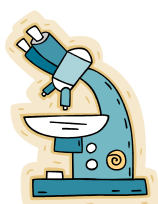
supplemented with a wide range of other books. Books are organised in a structured, graded way to allow children many opportunities for consolidation of key vocabulary.

We encourage parents to work with their child at home by hearing them read daily and are always pleased to discuss ways in which they can help their child at each stage of their reading development.

The school follows the National Curriculum.

Core subjects are:

- ❖ English
- ❖ Maths
- ❖ Science
- ❖ ICT



Non-core subjects are:

- ❖ History
- ❖ Geography
- ❖ Design Technology
- ❖ Art
- ❖ Music
- ❖ P.E.
- ❖ MFL – We teach French in KS1 and KS2



The school also follows the L.A. Agreed Syllabus for R.E. and P.S.H.R.E.

English

Children learn to read and write and develop their vocabulary, along with speaking and listening skills, through a carefully structured programme. These key skills are reinforced and further developed by their application in other areas of the curriculum.

Mathematics

In Mathematics, great importance is placed on the understanding of basic concepts and their application in everyday situations.

Science

Children are taught about living things and life processes as well as ways to keep themselves healthy. The science curriculum also covers topics such as materials and their properties, electricity, forces and motion, light and sound. Children are encouraged to experiment, observe and ask questions.

Design Technology

Children are introduced to technology through a design and make process. They are required to evaluate models they have made and see if they can improve upon their design. Children's problem-solving skills are developed through hands-on experience with construction kits such as Lego, Duplo, Brio etc. They learn about forces, motion, structures, gears, pulleys and levers through structured play, investigation and activities.

Computing

The school is extremely well equipped with technology. We have I-Pads and Laptops to which all children have access to develop their skills in computing.

Physical Education

All children take part in PE. Areas covered are gym, dance and games. Swimming lessons are also provided at Key Stage 2 (junior children).

Our Y6 children are given the opportunity to attend a residential 'Outdoor and Adventure' holiday at PGL's centre, Boreatton Park in Shropshire. We give our Y2 an opportunity to have an overnight stay at Kingswood's Colomendy site to help with transition into KS2.

History and Geography

Children learn about the world around them and about how our world today is different from that of the past. History and Geography are both taught through a series of topics and themes. Children are encouraged to investigate their local environment and events of the past to extend their knowledge and understanding.

Art

Children are given the opportunity to explore various aspects of art and craft and develop their creative skills through painting, drawing, modelling, printing, collage and sewing.

Music

Children are given the opportunity to listen to music, sing songs and perform with percussion instruments. All children are also given the opportunity to learn to play a brass instrument in Y4.

Throughout the school year there are a number of special events and productions to which parents are invited and are always welcome to attend.

KS2 children are offered further tuition in playing musical instruments, (recorders and guitars,) through school clubs and the Valley Brass Band. This is at a cost of £30 per term.

PERSONAL, SOCIAL, HEALTH EDUCATION, INCLUDING SEX AND RELATIONSHIPS EDUCATION

We encourage the children to know that they are responsible in so many ways for their own well being. Questions will arise from the study of science and from discussions in other areas of the curriculum. These will be dealt with in a manner appropriate to the age of the children.

The importance of family life, personal development and good relationships are all part of the school ethos. Parents will be informed by letter when their child will be undertaking Sex and Relationships Education. They will have an opportunity to view the materials used. If they feel the materials are inappropriate, alternative arrangements can be made.

The school provides an environment where children are taught the range of necessary and appropriate "life skills" through a variety of methods and approaches including direct teaching, cross curricular themes and the general ethos of the school. We encourage development of the children and try to prepare them for the responsibilities, opportunities and experiences of adult life.

Religious Education

As the school is a community school, there is no religious affiliation. Religious education is in accordance with the LA Agreed Syllabus. Assemblies are led by a variety of Staff and visitors and various groups of pupils in attendance at the school take part.

If parents request that their child be wholly or partially excused from attendance at collective worship and/or religious instruction in school, they may be excused if the request is made in writing. The child will be accommodated on the premises during such periods of withdrawal.



HOME LEARNING

We use home learning to develop the partnership between home and school with the aim of working together to help all children achieve their full potential. Home learning time allocations are built up gradually from year to year and the activities set will be appropriate for the age and ability of the children.

Tasks set for home learning may include specific literacy or maths tasks with additional spelling, reading or times table activities. **Children throughout the school are encouraged to read at home for at least 10 minutes on a daily basis.** We 'ask that each child's Reading Record is returned every Thursday to evidence this every week.

It is also expected that parents and staff will write comments in their reading diary when a child is heard reading. Parents are asked to provide an appropriate setting in which children can complete the home learning with the minimum of distractions.

COMPLAINTS ABOUT THE CURRICULUM

In the event of parents having complaints about the curriculum, they are advised to take the matter up with the Headteacher in the first instance. If the matter cannot be resolved there is a set procedure to be followed as determined by the LA.

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS - DISABILITIES

There are many kinds of barriers which can affect a child's learning journey. A child may experience difficulties in communication, Literacy, Maths, have a sensory need or physical disability.

At Lyme Community Primary School the class teachers are supported by subject leads and a Special Needs Co-ordinator. With their help, and advice from a range of other professionals, we attempt to meet the differing needs of all children in an inclusive learning environment. A variety of strategies and resources are used to encourage all pupils to reach their full learning potential. Support staff are employed to assist pupils in their learning. Sometimes an Individual Educational Plan is necessary to target areas of learning for individuals.

There are further details of the support we give to our students with special needs on our website – OUR LOCAL OFFER.

If you are ever concerned about the academic progress or behaviour of your children, please contact school. We will inform you if we have any concerns regarding your child's progress.

PASTORAL CARE MANAGER - Supporting with 'Barriers to Learning'

Jenny Lammond, our Pastoral Manager, works with groups of pupils and individuals, teachers and managers, parents, carers and families, schools, and other agencies, helping to construct a support network. Within that framework she aims to develop trusting relationships in which information can be shared.

Helping Hands Team At Lyme Primary School pastoral support is a high priority and we aim to promote the wellbeing and self-esteem of each child. We believe that every child should enjoy their education and be happy, healthy, and safe at school. We have set up our new 'Helping Hands Team' which consists of staff with a wealth of experience in promoting positive mental health and pastoral care. We deliver tailored and flexible support to meet each child's individual needs, delivered by Janice Bradbury, our Pastoral Teaching Assistant.



EXTRA-CURRICULAR AND COMMUNITY ACTIVITIES

The school offers all its pupils the opportunity to take part in a wide variety of activities over the year. The following list is an example of some of them:

- ❖ Educational visits to places of interest
- ❖ Guitar Club
- ❖ Other musical instrument lessons
- ❖ School productions - Music and Drama
- ❖ School social events
- ❖ Football Club
- ❖ Brass Band
- ❖ Choir
- ❖ Dance
- ❖ Multi-sports

We run a number of workshops throughout the year which focus on helping your child with educational initiatives for parents.

- ❖ Help your child with reading and writing'



- ❖ 'Help your child with Maths'
- ❖ 'Help your child prepare for school'
- ❖ Stay and Play in Foundation Stage'

PARENT VOLUNTEERS AND PARENTAL INVOLVEMENT

If we are able to, we welcome parents to come into school as volunteers to help in classrooms or with other activities.

Any parents who wish to do so should speak to the Headteacher to make arrangements.

Safeguarding procedures must be followed before adults can come into school to help.

CHARGING POLICY

The Governing Body has agreed to adopt the Authority policy of seeking voluntary contributions to cover the cost of trips/visits.

The Governing Body has agreed to adopt the Authority policy over charging for materials in that, where it has been indicated in advance that the parent or guardian will own the finished product, there will be a small charge made to cover the costs. Charges will be made for the loss or damage to school textbooks and equipment.

NEWSLETTERS.

We text, e-mail and post on our website and Facebook page, weekly newsletters to inform you of what your child is learning in the curriculum during each term. Important dates of events and activities which will take place and news of sporting and other celebratory events and trips are also in the newsletter. To receive these updates, you must have access to School Spider – details are shared with parents/carers.



HEALTHY SCHOOLS.

At Lyme healthy lifestyles/eating are promoted in a cross-curricular way through Science, Design Technology, Physical Education and Personal, Social, Health Education. In Early Years and KS1, children are provided with a healthy snack at break time and can purchase milk at a cost of £2 per term. In KS2, children can bring their own healthy snack to eat at break time.

We provide plastic drinking bottles which are filled daily. It has been proven that if children have regular access to water during the day, they are more able to concentrate. The water bottles are kept in the classroom.

SCHOOL MEALS



We aim to ensure that our pupils are offered healthy meals. Our kitchen staff cook meals onsite offering a varied menu. We believe we give good value for money. Dinner money must be paid every Monday morning for the week ahead. Cheques should be made payable to Lyme Community Primary School with the child's name on the back. Any money sent in to school should be in an envelope clearly labelled with the child's name and class, indicating what the money is for.

The weekly cost for school dinners from September 2023 is £12.50. **Reception and Infant children are entitled to a free school meal.**

You may prefer your child to bring a healthy packed lunch. No glass bottles, fizzy drinks or cans are allowed. Food and drink need to be in a named lunch bag. The children are supervised by Lunchtime Supervisors who encourage good manners, keep a watchful eye on playground games and generally see to the welfare of the children.

Further information on entitlement to free school meals and how to claim is available from the school office. The menus are on the school website.

UNIFORM

School uniform is compulsory for full-time children in school. Nursery children do not need to wear uniform. All items of clothing should be clearly named. Uniform is as follows:

- ❖ Red sweatshirt, jumper, or cardigan
- ❖ White polo shirt (T-shirt with collar)
- ❖ Grey skirt/trousers (**Please note:** Trousers should be the tailored type and **NOT** jeans or leggings. **Please also note:** The school colour is **GREY - NOT BLACK**).
- ❖ Summer dresses are red gingham and shorts can be worn.

School sweatshirts and fleeces may be purchased at any time from the office. Prices on request. School reading book bags are also available to purchase at any time, P.E. kits are available to order at certain times throughout the year.



No jewellery may be worn in school.

The P.E. kit is:

- Plain white t-shirt.
- Usual school sweatshirt
- Plain black shorts, leggings or jogging bottoms.
- Plain black pumps or trainers



Children may come to school in their PE kits on the days they have games or after school sports clubs.

SPORTING ACHIEVEMENTS

We are proud to be a Sports Mark GOLD school! All our KS1 and KS2 children are taught two PE lessons a week by a specialist PE Coach. In addition to the Physical Development aspect of the Early Years curriculum, children in Nursery and Reception have a weekly session taught by the PE Coach. Each half term, all children can participate in intra-school competitions to apply the skills they have been taught. As part of our PE offer, we provide several different sporting after-school clubs and enter a variety of different inter-school competitions to give the children the chance to compete against other teams and to experience a wide range of sports. A Sports Day is held each summer term and parents are invited to cheer their child on!



MUSIC AND DRAMA



We are an 'Arts mark' school – showing our commitment to the arts. Each class shares an assembly for their family about their learning – one year group per half term. At Christmas time, our Early Years and KS1 perform the nativity story and KS2 share carols and Christmas readings. These events always well attended and enjoyed by parents, governors, and other members of the community. In the summer, our Year 6 put on a production to share their acting and singing skills! The whole school participates in Arts Week in the summer term which includes 'Lyme's Got Talents' – a chance for all children to shine!

Achievement in and out of school is recognised and rewarded – children are encouraged to bring in their certificates, medals, and trophies to feature of our 'Stars at Lyme' board.

Parent's Evenings

We hold a Parents' Evening in the autumn term to share information about how your child has settled in their class and how they are progressing. There is another Parents' Evening in the spring term, and you are provided with a written report in the summer term.



Outside these opportunities, if you have any questions or concerns then please come and speak to us. We are available to see before school until 8.45am or straight after school. Other times can always be made by appointment.

**The information contained in this prospectus relates to the current school year
BUT things may change!**

Kind regards,

Mrs. Roberts
Headteacher