

Welcome to Lomeshaye Junior School

It is my pleasure to welcome you to Lomeshaye Junior School. This prospectus is designed to provide you with information about how our school is organised and to appreciate the exciting opportunities on offer to children and families as part of the Lomeshaye community.

Our school is a unique place full of caring and dedicated staff. We have a friendly and hardworking atmosphere and high expectations of all members of our community.

I feel very fortunate to be able to lead such a fantastic school and inspirational team of staff. We strive to always do our best and love coming to work to provide each and every child with the best possible experiences and opportunities and to see all aspects of the children here develop.

Those of you who know Lomeshaye will know that we are a community who work hard and want the very best for the pupils and the families that we work with. We want to inspire and challenge everyone to reach their potential and encourage everyone to **Aspire-Believe-Achieve**.

We are a large junior school with 360 pupils between the ages of 7 and 11 years. The pupils are arranged into 12 classes of 30, with additional small group teaching facilities for pupils with additional needs. We are very fortunate to have classrooms, group spaces, a music room, a library, parent/community rooms, sports hall, outdoor space and a garden in which to undertake our learning.

Lomeshaye Junior School is a place to build friendships, make memories and develop resilience to help pupils to be outstanding learners. When pupils leave at the end of Year 6 we always hope to send them off being ready for not only for High School, but with skills to use for the rest of their lives!

I look forward to working with you over the coming years in partnership, to ensure the very best outcomes for your child.

Yours sincerely

Miss S. A. Jones
(Headteacher)

From The Chair of Governors

Dear Parents and Friends,

On behalf of the Governing Body of Lomeshaye Junior School, I would like to welcome you to the school and to this our prospectus, which I hope will provide you with the information you will require.

After reading about the work in the school, please come for a visit and see the school in action, we would be delighted to show you round. You will find a climate of high expectations and care which we believe leads to achievement in all aspects of school life.

We see the education of our children as being a partnership with all concerned, we invite you to join this partnership so that your children will gain most from their years at school.

Yours sincerely,

Sheila Wicks
(Chair of Governors)

The School Governors

Mrs. S Wicks (Chair)	L.A. Representative
Ms. Habib	Parent Governor
Mr. Ayub	Community Governor
Mr. Ahmed	Parent Governor
Mrs. S Safdar	Staff Governor
Mrs. M Howarth	Community Governor
Mr. N Aziz	Community Representative
Mr. H Wallace	Community Governor
Mrs. J Seggie	Community Governor
Miss. S A Jones	Headteacher Governor
Mrs. A Spokes	Deputy Head Governor

J Halshaw – Governor Support Ltd

Governors can be contacted via the school office.

From the School Council

We adore coming to Lomeshaye Junior School!

Our School Council is an important part of school life and is very proactive. School council is made up of children who have been voted into membership by class peers. Each class elects two councilors, a boy and a girl, to represent them on the School Council. We meet on a regular basis to share ideas and proposals pupils have suggested. Once the meeting is over we feed back to our fellow class members any information they need to know. We aim to make things happen or explain why they cannot. We also develop our roles as responsible citizens, creating a sustainable and democratic community in school.

As a school council we endeavour to make our school a better and safe place. By taking very important decisions, we make our school an amazing and fun place to be. Every year, we plan one event every term to increase awareness for an issue or raise money for different charities.

In the Autumn term we organise a Harvest Festival. We collect a variety of food items and distribute it to the elderly people in our community as well as the Salvation Army Foodbank. We were also a drop off point for the Rock FM Mission Christmas Toy Appeal in December 2017. During the Spring term we concentrate on fundraising for charities through cakes sales and non-uniform events. In the Summer term, all classes take part in arranging a stall for our annual summer fair, such as the bouncy castle, food stalls and games. This coming year our summer fair proceeds will be donated to Pendleside Hospice.

Part of our role is to make sure that we make visitors feel welcome and ensure that they are impressed with our sensational school. The Head Boy and Head Girl have the important job of showing the visitors around. The teachers help us to keep our school buzzing!!

School Council 2019

Important Contact Details



Lomeshaye Junior School
Norfolk Street
Nelson
Lancashire
BB9 7SY

Telephone number: 01282 612063

email: head@lomeshaye.lancs.sch.uk

website www.lomeshaye.lancs.sch.uk

Local Area Education Office

District 13
Area Education Office
44 Union Street
Accrington
BB5 1PL

Admissions Tel: 01254 220715/01254 220709

Free School Meals Tel: 01254 220715

Email: pupil.accesseast@lancashire.gov.uk

It is important that you are familiar with the name of your child's class teacher and the class that they are in.

Change of Address

It is very important that you tell us immediately of any change in your address, telephone number or emergency contact. We may need to get in touch with you urgently so please keep us informed.

A Punjabi /Urdu speaking member of staff is readily available to talk to parents or to speak to them on the telephone (01282 612063). Bilingual staff are on duty before and after school to help parents. Bilingual staff are also available at meetings between parents and teachers whenever necessary.

Vision Mission & Values

Mission Statement and Aims of the School

Mission Statement.

At Lomeshaye Junior School we endeavour to provide the highest quality education to all of our pupils by creating a stimulating, safe and nurturing environment in which every child can learn and develop as they are inspired to Aspire-Believe-Achieve.

Aims of the School.

We aim to be a school where:

- ✚ A dedicated team of staff and stakeholders are committed to ensuring that every child has the best education and experiences during their time with us
- ✚ Unique talents and abilities are encouraged and celebrated
- ✚ Pupils are taught to be respectful, free-thinking and creative individuals
- ✚ Pupils foster strong and lasting friendships
- ✚ Essential personal, social and life skills are developed
- ✚ Resilience and growth mind-sets are promoted which are the foundations of pupils becoming powerful learners
- ✚ Well-being, impeccable behaviour and positive attitudes are important
- ✚ Children and adults alike are supported to achieve their goals as part of our learning community

Our School Values

Values are fundamental expressions of what we think and believe. As a school we encourage children to think about personal and social values, to become aware of and involved in the life and concerns of their community and society and so develop their capacity to be active and effective citizens.

At Lomeshaye Junior School our core values are:

COOPERATION

Working together; team work.

KINDNESS

Being helpful and considerate.

TOLERANCE

Patience, fairness and respect for all people.

HONESTY

Being open and sincere; truthful.

PERSEVERENCE

Continuously striving to attain a goal; persistence.

RESPONSIBILITY

Making your own decisions.

Lomeshaye School Vision **Aspire – Believe – Achieve**

Lomeshaye Junior School is a unique and inspirational place, with dedicated staff who share a common vision for the school.

This vision is that Lomeshaye Junior School will be:

- ✚ An outstanding school in all areas.
- ✚ A school which is fully inclusive and expects the highest standards of its pupils, staff and stakeholders.

A School which:

- ✚ Provides a first class education – the best opportunities and outcomes, for everyone, every day.
- ✚ Ensure all pupils are given appropriate care, guidance, support and nurturing.
- ✚ Creates free thinking, well rounded individuals.
- ✚ Encourages all pupils to be independent and resilient learners.
- ✚ Is at the heart of the community.

Lomeshaye is a school where:

- ✚ Everyone is supported to reach their full potential.
- ✚ Abilities and talents are encouraged.
- ✚ Pupils and staff are supported to be the very best they can be.

As a school we are committed to:

- ✚ The pursuit of excellence; excellence is standard.
- ✚ The belief that only the best is good enough, the pupils come this way but once.
- ✚ Our whole school community being inspired to:

ASPIRE – BELIEVE-ACHIEVE

About Our School

The school buildings are of a traditional build with ramp and lift access for wheelchair users. Each area is spacious, level and very well equipped allowing excellent access to all pupils and adults. Our building accommodates 12 classrooms, a computing suite, four group rooms, a music room, a well equipped library, dining hall, sports hall and parent/community spaces.

We have a playground with adventure play equipment, football goal posts and basketball nets, as well as a walled garden and newly developed garden which is adjacent to the school.

Organisation of the School

Education is provided for children between the ages of 7 and 11, and the school has approximately 360 pupils on roll. Pupils are admitted on completion of Key Stage One, the majority coming from Whitefield Infant School. We have a standard limit per age group, which is 90 pupils in each year group.

The school has classes arranged chronologically in mixed ability groups. Each class is taught by a fully qualified teacher and is supported by at least one Teaching Assistant. We encourage professional development and our staff are very highly qualified. A wide range of teaching styles and strategies are used according to the needs of the pupils and the subjects taught. Class teachers deliver the national curriculum to their own classes and the learning is arranged into themes. Where possible specialist input is used and this may involve interchange of pupils and/or classes. We pride ourselves in creating inspiring learning experiences for our pupils and as such each learning theme will have a visit or visitor linked in order to motivate and engage our pupils.

Staffing

Teaching Staff

Name	Class	Responsibilities
S. A. Jones		Headteacher, Assessment DSL Child Protection DST for Children Looked After Teaching School Alliance Strategic Partner
A. Spokes	6 Elder	Deputy Headteacher Day to Day organisation of the school Prefects Assessment DSL for Mental Health Back up DSL Volunteers & Placements Eco Schools
K. Heseldon	6 Rowan	Maths, Behaviour & Extended Provision – TLR
K. Cooper	6 Elder	Science Leader
E. Payne	6 Ash	Computing and Curriculum Development – TLR History/Geography
S. Malik	Year 6 Additional	RE Leader School Council

	Needs	
O.Lee	5 Beech	NQT
B.Switzer	5 Cedar	Assistant Headteacher – Yr 5 & 6 Transition, School Links, Pastoral Support, NQT Mentor, RRS Lead, Back Up DSL
L. Kelly	5 Larch	Inclusion Leader (EAL, SEND) Welfare
H. Holden	4 Chestnut	Assistant Headteacher Year 3 & 4 Community Group Projects Pupil Leadership Team, Able & Talented, Back Up DSL
M. Foote	4 Sycamore	
H. Wallace	4 Willow	English – TLR Oracy Lead
H. Sajjid	3 Maple	Art
S. Whittle	3 Oak	PE Leader PSHE
S. Mansell	3 Elm	Design Technology Leader
S. Bhatti	Learning Leaves	
S.Birks	All Classes	Specialist French Teacher
L. Brunton	All Classes	Specialist Music Teacher Music Leader

Administration Staff

Name	Responsibilities
A. Embley	School Business Manager Finance, Administration, Health & Safety, Buildings, Personnel, EVC & DPO
B. Murray	Administrative Assistant Attendance Officer
A. Collier	Finance and Administration Officer

Site Staff

Name	Responsibilities
L.Cooper	Site Manager, Caretaking, Cleaning, Health & Safety, Maintenance
S. Watson	Cleaner
E. Watson	Cleaner
S. Ali	Cleaner
J. Cook	Cleaner

Learning Support Staff

Name	Responsibilities
A. Ahmed	TA/EAL
M. Ahssan	TA/SEND/EAL
R. Asghar	TA/EAL/Maths Specialist
F. Aslam	TA/ EAL and extended leave packs
L. Birtwistle	HLTA for PE Support
N. Cooke	Specialist SEND TA
A. Casey	HLTA for Art/TA
M. Ciura	TA/EAL
A. Grimshaw	TA/EAL
K.Hall	TA
J. Harvey	ICT Technician/Librarian/HLTA for ICT
Z. Kauser	TA/EAL
S. Lawless	TA/SEND/Pupil Wellbeing
D. Rothwell	TA
S. Safdar	HLTA, Parental Involvement Officer/Speaking & Listening TA
S. Saghir	TA/SEN/EAL
B. Saleem	TA/PE Support
S. Shah	TA/SEN/EAL
L.Solanti	One to One TA Support
S. Sultana	TA/SEN/EAL
K. Walmsley	TA/SEN/Speaking & Listening TA
J. Wilkinson	Pastoral and Safeguarding Support Worker
L. O'Keefe	TA/SEN

Welfare Staff

Name	Responsibilities
S.Lawless	Lunchtime Wellbeing Support
M.Ahssan	Senior Lunchtime Supervisor
S. Saghir	Senior Lunchtime Supervisor
S Ali	Lunchtime Supervisor
N. Akhtar	Lunchtime Supervisor
J. Cook	Lunchtime Supervisor
Z. Kauser	Lunchtime Supervisor
K. Hall	Lunchtime Supervisor
M Ciura	Lunchtime Supervisor
M. Ahssan	Lunchtime Supervisor
B. Saleem	Lunchtime Supervisor
S. Kauser	Lunchtime Supervisor
A. Ahmed	Lunchtime Supervisor
A. Grimshaw	Lunchtime Supervisor
N. Cooke	Lunchtime Supervisor
A. Grimshaw	Lunchtime Supervisor

N. Cooke	Lunchtime Supervisor
N. Inayat	Lunchtime Supervisor
S. Khurum	Lunchtime Supervisor
Z. Noreen	Lunchtime Supervisor
S.Watson	Lunchtime Supervisor
L.O'Keefe	Lunchtime Supervisor

School Day



8.45am – 8.55am	Early Bird/Registration
9.00am – 9.20am	Assembly
9.20am – 11.00am	English & Reading Activities
11.00am – 11.15am	Break
11.15am – 12.15am	Maths Activities
12.15am – 1.10pm	Lunch
1.10pm – 3.15pm	Creative Curriculum/Science Work

A number of after school clubs will take place for groups of pupils between 3.20pm and 4.25pm every day.

CURRICULUM

The Creative Curriculum

At Lomeshaye we are very proud of our creative curriculum, ensuring that our pupils have real life experiences through numerous visitors to school and educational visits linked closely to curriculum objectives. This is an important part of your child's education. As well as providing opportunities for pupils to learn and achieve our curriculum also promotes pupils' spiritual, moral, social and cultural development and prepares all pupils for the opportunities, responsibilities and experiences of life. The curriculum of the school is organised so that children are stimulated, encouraged and challenged to develop their individual potential and personality to the full.

At Lomeshaye Junior School our curriculum is planned through a range of themes, which link subject areas together to develop key skills. All National Curriculum programmes of study are covered through the themes which are carefully mapped out for each year group. Pupils are involved in the planning and evaluation of each theme. It is very important that the school curriculum meets the needs of the pupils and is also flexible enough to reflect events that are happening in the local and wider community. To keep up to date with curriculum themes and learning in your child's class you will receive a curriculum newsletter at the start of each learning theme, this can also be accessed on the school website.

Educational visits are an integral part of the education of children at Lomeshaye. We value the opportunities such visits offer our pupils and the commitment of staff and adults undertaking them. Trips include class visits aimed at bringing learning alive and providing first-hand experience; extra-curricular outings such as activities with the school choir or sporting events; and attending or taking part in performances or competitions.

Pupils in Year 3 and 6 have the opportunity to take part in a residential visit at an outdoor education centre, encompass the outdoor and adventurous education requirements of the PE curriculum.

English

English is central to our communication in school, in public life and internationally. Literature in English is rich and influential, reflecting experiences of people from a range of background, countries and cultures. When studying English pupils will develop skills in speaking and listening, reading and writing. It enables them to express themselves creatively and imaginatively and to communicate with others effectively.

English is taught in several ways in school. Each class receives a daily English lesson, as well as five guided reading sessions, two grammar skills lessons, spelling and phonics sessions twice each week and one comprehension skills, lesson each week. Pupils are encouraged to develop their writing skills across the curriculum and as such opportunities are planned for children to write for real audiences and purposes.

Language development has a high priority across the curriculum and every opportunity is used to reinforce good standards of written and spoken English. Children are encouraged to read extensively in school and at home. Each child has a reading record book, to record any reading which has taken place at home with a reading partner (parent, grandparent, sister, brother or aunt.) Talk homework is set regularly to develop pupils' speaking and listening skills. Special programmes to encourage reluctant readers are delivered in school by trained staff. Several reading challenges take place throughout the year as well as intervention programmes to develop key skills.

English as an Additional Language

On entry to school pupils will be identified who have a low level of English language acquisition and they will be placed on the EAL register. Special intervention strategies will be used to develop their spoken language, some small group work or one to one tuition may be involved using special staff and services. Bilingual classroom assistants ensure pupils have full access to the curriculum.

Mathematics

Mathematics is essential to everyday life. Through teaching and learning in this area we aim to ensure that pupils become confident and fluent with the fundamentals of mathematics, moving on to more complex problems over time.

Pupils in all classes are taught a daily maths lesson as well as two additional Big Maths sessions each week which focus on basic skills appropriate to the ability of each individual in school. Our teaching programme follows the Primary National Curriculum 2014 and sets out what pupils are expected to learn on a year-by-year basis in the areas of: Number, Measurement, Geometry and Statistics.

We encourage pupils to practise maths at home including times tables, measuring, number bonds and mental arithmetic strategies. Throughout the year various maths clubs are offered to pupils to help them to develop stronger skills in this subject.

From the academic year 2019-20 pupils in year 4 will be expected to take a timestable recall exam so they must know all tables fact up to 12x12 by the end of Year 4

Science

Science stimulates and excites pupils' curiosity about events and things in the world around them. It also satisfies this curiosity with knowledge. At Lomeshaye Junior School Science teaching is based on practical investigations teaching of science skills and knowledge and so engages learners at many levels. Pupils are encouraged to discuss scientific issues and develop questioning skills in order that they may begin to understand how science affects their lives. We follow the Lancashire Scheme of Work which covers all current National Curriculum requirements for the teaching of science.

Computing

Computing prepares pupils to participate in a digital world in which work and other activities are increasingly transformed by access to varied and developing technology. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly and creatively. They learn how to employ computing to enable rapid access to ideas, information and experiences from a range of sources, people, communities and cultures. Pupils develop independent learning skills through the use of new technologies, these skills will be taught in discrete computing lessons and will also be embedded throughout the curriculum and the wider life of the school.

Pupils will be educated in online behaviour and safety throughout their time at school.

In order to facilitate the computing curriculum we have an ICT suite with an interactive whiteboard, a number of iPads and mini iPads for classroom use, three desktop computers which are housed in each classroom and a classroom use interactive whiteboard. Each class has a connection to Apple TV and the school network stores all relevant software packages in order to teach the full curriculum.

History and Geography

Teaching and learning in history and geography is incorporated into the learning themes and topics in each class.

Through the study of geography children are given opportunities to develop an awareness of their immediate surroundings, other places and how people have used their environment. Through this

they will be introduced to the techniques necessary to undertake fieldwork and geographical enquiries. Children are encouraged to broaden their knowledge of places and environments throughout the world; develop an understanding of maps and a range of investigative and problem-solving skills both inside and outside the classroom.

History ignites pupils' curiosity about the past in Britain and the wider world. Pupils consider how the past influences the present, what past societies were like and what beliefs and cultures influenced people's actions. As they do this, pupils develop a chronological framework for their knowledge of significant events and people. In history, pupils find evidence, analyse it and reach their own conclusions. To do this they are encouraged to research, sift through evidence, examine artefacts and engage in active discussion.

Design and Technology

Design and technology helps to prepare pupils to participate in tomorrow's rapidly changing technologies. Children are helped to develop the skills that enable them to plan creatively for end users, with imaginative designs, and evaluate products against the needs of users, solving real and relevant problems within a variety of contexts.

Art

Art and creativity is a natural form of expression and can be a source of great pleasure. We encourage children to develop their creative and imaginative talents through learning skills and techniques using a variety of materials and tools. Pupils have opportunities to work with professional artists during the year and have regular art lessons. In the study of art, pupils learn to appreciate works of art and use artistic language to describe and give opinions on paintings, sculptures and other works. We are an Artsmark school and value the contribution that's arts teaching makes to pupils development.

Modern Foreign Languages

Learning a language enriches the curriculum. We are very fortunate at Lomeshaye Junior School to have a rich and diverse linguistic heritage which we embrace and celebrate. Along with English and the variety of first languages spoken by pupils we also teach French to all pupils. Learning a new language provides excitement, enjoyment and a challenge for children, helping to create enthusiastic learners and develop positive attitudes to language learning through life.

During French lessons the emphasis is on active learning to engage, motivate learners and develop oral skills through the use of games, songs and activities.

Religious Education and Collective Worship

As required by the Education Reform Act, Religious Education must be included in the curriculum. The Lancashire Syllabus forms the basis of the work covered in this subject. We strive to make pupils aware of the different faiths and cultures of the world and to encourage the tolerance, respect and understanding necessary in a modern, multicultural democracy. RE lessons are taught weekly.

Assemblies take place daily and are an important part in the development of the school community. They cover issues related to the Spiritual, Moral, Social and Cultural aspect of society, citizenship, British Values, children's rights and the celebration of different festivals and current

affairs. Pupils play an active part where possible. Parents are welcome to attend the Friday morning Celebration Assembly at 9am.

Although parents have the right to withdraw their children from religious worship, it is hoped that all the pupils will take part in the daily acts of collective worship, as a determination has been granted to the school by SACRE, lifting the requirement for broadly Christian worship. No parents have chosen to withdraw their children since this form of Collective Worship was introduced.

Music

Music is essentially a practical subject. Children are encouraged to sing, compose and work creatively with sound. Music lessons will be taught by a specialist music teacher each week and pupils will develop an awareness, understanding and appreciation of a wide variety of music.

In addition to National Curriculum coverage pupils will also be given the opportunity to join choirs and instrumental groups as well as being involved and encouraged to participate in a wide range of musical activities and performances.

Swimming and Physical Education

Physical Education is concerned with the promotion of positive attitudes towards physical activity and well being. At Lomeshaye Junior School we help children to acquire the skills needed to participate with confidence and enjoyment in a range of team and individual activities at school and in the wider community.

At present, all pupils have two sessions of P.E., Swimming or Games per week. Year 4 boys or girls have one swimming session per week. Swimming is organised in separate groups for boys and girls. Only female instructors are in attendance for the girls' sessions, and the girls are permitted to swim in suitable costumes. Pupils are not permitted to wear any kind of jewellery during any of these sessions and head scarves should be removed or tucked into t-shirts. Separate changing facilities are provided for girls and boys within school for P.E. and Games.

P.E lessons that are taught in school are lead by sports coaches and class teachers and we also benefit from work with sporting organisations such as Burnley Football Club.

Relationships and Sex Education (RSE)

As of September 2020 all schools will be required to teach relationships & sex education. The subjects, by nature of their content, have attracted high levels of interest. However, we must follow the guiding principles of keeping children safe, preparing children for the world in which they are growing up in, including its laws in relation to relationships, sex and health; and help to foster respect for others and for difference. The content must be age and developmentally appropriate; provide schools with the flexibility to deliver the subjects in a way that will be most beneficial for the pupils.

A parent may wish to withdraw their child from sex education classes that are taught in Year 5 & 6 at Lomeshaye Junior School, this does not mean that their child can be withdrawn from science lessons where some content is covered.

In the coming year we will develop a whole school policy for teaching and learning, fine what relationship education is, set out subject content, how it's taught and who is responsible for teaching it and describe how the subject is monitored and evaluated.

The themes covered by the end of primary schools are:
Families & People who care for me
Caring Friendships
Respectful Relationships
Online Relationships
Being Safe

Home Learning & Home Reading Programme

Weekly spelling and maths tasks are set as part of home learning for all children in schools. In addition to this a series of home learning challenges are set each ½ term by class teachers. These involve family learning experiences. The Senior Leadership Team of the school will provide a holiday home learning challenge at each holiday period. Children are rewarded for completing home learning activities by the awarding of house points in schools.

Clubs and Teams in School

We have a range of clubs on offer for pupils to participate in during lunchtime and afterschool. These clubs can be to further the academic progress of a child, to develop a creative interest or sporting talent and also to encourage social relationships with others.

Each half term letters will be sent home inviting your child to attend a club, it is important that if they wish to attend they do so every week and that they are collected on time once that club has finished.

As clubs change on a regular basis please watch out for the different events advertised on the plasma screen in the main entrance and the school hall and also in the school newsletter.

School Council

Every child has the opportunity to express their opinions about issues related to school in general through the medium of the school council. Each class has two council representatives that run meetings and prepares items for the main agenda, which is brought to be discussed at the full School Council meeting. Our school council frequently organises charity and fundraising events as well as the annual Summer Fair.



Eco Warriors

Your child also has the opportunity to become a member of Eco Warriors. Their objective is to encourage the school to become an environmentally friendly and sustainable establishment. The

team gather ideas from all pupils and carry out various tasks and activities to reduce our carbon footprint. We have already been awarded the Eco Schools and Green Tree Schools Bronze Award.



Pupil Leadership Team

We have a Pupil Leadership Team comprising of two class members plus the head boy and head girl of the school who meet regularly with Mrs. Holden to discuss and evaluate aspects of school life. This team have to action plan to work to each year and are able to direct project and improvement work in school, meeting regularly with SLT to give feedback.

School Prefects

All Year 6 pupils have the opportunity to complete an application process to be successful in gaining a position as a school prefect. The role of a prefect is incredibly important in the day to day organisation of our school. Prefects support with break and lunch time tasks and also office duties and the distribution of class registers and letters. Each term a Head Boy and Head Girl are chosen from our Year 6 classes. They lead the Pupil Leadership Team and are also ambassadors for our school when we have important events and visitors.

Rights Respecting School

Lomeshaye Junior School aims to be a school where children's rights are at the heart of our ethos and culture to improve well-being and to develop every child's talents and abilities to their full potential. As part of this plan we are working towards recognition as a 'Rights Respecting School', an award given to schools on behalf of Unicef UK. In lower school pupils will learn about rights enjoyed as laid out in the United Nations Conventions on the Rights of the Child. In upper school children will learn about Sustainable Development Goals, which will affect communities and environment locally, nationally and internationally. We also teach "through" rights and incorporate it in all areas of the curriculum. As well as all the children and adults at school putting these rights into practice every day, we also look at the national and international impact that these rights have. The Rights Respecting School award supports and develops the work we do in our PSHE curriculum and helps provide a broad and balanced spiritual, moral, social and cultural element to all aspects of our school. So far we have obtained the Bronze and Silver Awards and are officially a "Rights Aware" school.

Inclusion and Equality

Special Educational Needs and Equal Opportunities.

Every effort is made to identify, as early as possible, any pupil who may have a special physical, learning or social need. Special Support staff are assigned to pupils to give extra help so as they may gain maximum benefits from the educational process they will experience. Intervention is provided for pupils which is delivered by qualified teachers and a specialist SEND Teaching Assistant in order to more effectively meet pupil needs.

We are committed to being a fully inclusive school where everyone will meet their full potential. Outside agencies are used to help us provide this and we always ensure parents are kept fully informed.

We aim to provide equal opportunities for all our children, regardless of gender, ethnicity or disability. We avoid discriminatory material and presenting the children with stereotypical models.

Behaviour and Code of Conduct

The school follows the Restorative Approaches to Behaviour Management.

Our aim is to make the school, and each classroom, a place where pupils find enjoyment and are able to exercise their right to a good quality education. We aim to foster a society which is ordered and disciplined yet founded on kindness, firmness and understanding. To this end a Behaviour Policy has been introduced and our expectations are copied below.

Our Shared Expectations

We ASPIRE to be the best we can be, in a safe environment where we can all develop our talents and interests.

We BELIEVE we should celebrate our differences and allow everyone to express their right to learn, play and rest.

We ACHIEVE our goals and dreams by working cooperatively, showing resilience and applying our motto in everything we do.

All forms of bullying and harassment are considered to be unacceptable and are not tolerated within the school environment. All incidents are taken very seriously and followed up in accordance with school systems and procedures.

Safeguarding

Lomeshaye Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse in

the real world or online. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response.

A number of staff in school are trained as Designated Senior Leaders for Safeguarding and all concerns and disclosures are dealt with by them and the Lancashire Safeguarding Officers. All staff routinely undertake safeguarding training.

General Data Protection Regulation

Parent/Carer information

We need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. The Headteacher is responsible for their accuracy and safe-keeping.

Please help to keep your child's records up to date by informing us of any change of circumstances or contact details.

School staff have access to your child's records to enable them to do their jobs. From time to time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc. Data pertinent to your child will be shared with their high school when they leave after Year 6.

To ensure your child's privacy, we will not disclose information over the telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others. You have a right to see your child's records if you wish. Please ask at the school's office if you would like further details. An appointment will be required. There is usually no fee payable.

A copy of our privacy notice which explains how we use pupil information is available on our website or from the school office.

School Uniform

Uniform

School uniform is an important way of showing school identity. Our uniform portrays the school's ethos and shared positive values. We have a smart but simple uniform that all pupils must wear.

All pupils are expected to wear the correct uniform with the embroidered school logo at all times of the school day during term time. The school colours are red sweatshirt/cardigan, gold polo shirt and dark grey or black trousers for Years 3 to 5 and purple sweatshirts/cardigans, jade polo shirts and dark grey or black trousers for Year 6.

Book bags that display the school logo are also available.

All items of clothing should be clearly named in order to avoid items being lost or taken by mistake.



Day wear for girls and boys

Gold polo shirt for Year 3 to 5, jade polo shirt for Year 6.

Dark grey or black school trousers, pinafore dress or skirt.

Red sweatshirt (with the school's logo) or cardigan Years 3 to 5, purple for Year 6

Black leggings or tights.

Black/Grey Socks.

Plain red, white or black headscarf

Footwear must be waterproof and suitable for use

- black shoes
- no canvas, plastic trainers or boots to be worn in school
- no open-toe sandals in the summer or sling back shoes

Pupils are expected to keep their uniform clothes clean and neat.

During winter or wet weather all pupils should have a warm, waterproof coat.

The wearing of jewellery is limited to small stud earrings for those pupils who have had their ears pierced. These will be removed for P.E., Games and Swimming.

In the summer months red checked Summer dresses and shorts can be worn.

P.E. Kit

It is important that children change out of their school uniform in order to take part in PE lessons. All pupils should wear either Black, Navy or Red shorts and white T-shirt. Alternatively they may wear black/navy blue tracksuit bottoms or leggings instead of shorts. Throughout the year pupils will take part in outdoor PE sessions and will need pumps or trainers in school all year round for them to do this.

All jewellery must be removed during the PE lesson, headscarves should be removed or tucked in to t-shirts and long hair should be tied back. PE Kits should be brought in on the 1st day of each half term so children are ready to participate in lessons.

Swimming

All Year 4 pupils require swimming kit and towels. Pupils with long hair are required to wear a cap which is available to purchase in school. Long sleeved leotards and footless tights are optional.



Medical Conditions

The school has responsibility for the safety and welfare of pupils. Many children have specific medical conditions which require them to take regular medication, such as those with asthma and eczema. If your child takes regular medication during the day it is vital that we have medicine in school should they need to take it.

If your child needs to take medicine for an infection for a short period of time or regular medicine, arrangements need to be made with school. A medicine administration form must be completed for medicine to be administered in school. Children who need to be given regularly prescribed medicines must receive them at home or you must come into school to administer the medicine yourself.

If your child requires medication or health care during the school day, this should be discussed with the head teacher.

Staff have been trained in first aid and if a pupil is injured they will be treated in school. If the injury is serious, the pupil's parents will be informed.

The school nurse visits the school regularly, assists with Health Education and also conducts sight and general medical tests. Any parents wishing to speak to the school nurse should contact the school office.



To make sure the school can contact parents without delay, parents should inform the school of any changes to address or telephone numbers as soon as possible.

PARENTS AS PARTNERS

Links with the Home

Open Door Policy

We are always happy to discuss your child's academic progress and social development with you and work in partnership with you to offer your child the very best opportunities. We appreciate your support and understand the need for good communication in school. If you have concerns regarding your child or any other matter, please see the class teacher as soon as possible, as many problems arise from misunderstandings. During the busy school day it isn't always possible to see you straight away so it is always best to book an appointment through the school office

Bilingual members of staff are available before school to answer parents' questions and to liaise between parents and teachers.

Lomeshaye Junior School

Parent Code of Conduct



At Lomeshaye Junior School we are very proud and fortunate to have a dedicated and supportive school community. At our school the staff, governors, parents and carers all recognise that the education of our children is a partnership between us. As a partnership, our parents will understand the importance of a good working relationship to make this happen. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so that we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Behaviour that will not be tolerated:

- Disruptive behaviour which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/carer or child.

- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs or other animals being brought on to the school premises. (Other than guide dogs)

Parental Involvement

We are very proud of our work with parents and have been able to offer many courses and workshops over the years. Our work with parents has gained us the Leading Parent Partnership Award and we are delighted to be able to offer various classes to enhance lifelong learning such as Family Learning – ESOL, Sewing, Cook and Taste, Exercise, First Aid, IT and Parenting Classes. Some courses are accredited by local colleges and adult learning centres and many parents have found our activities useful in preparing them for work as well as helping their children at home.

Letters are sent out regularly by our Parental Involvement Officer with details of courses that will be on offer. If you are interested in taking part in any parent classes please contact Mrs. Safdar. We hope that as many parents as possible will become involved in these activities.

WOW Group



Who are we?

We are a group of ladies that have combined our knowledge and skills to engage with the local community to create opportunities to empower you to thrive and succeed. We meet weekly in school to plan new and exciting initiatives for the community.

Mission Statement:

We are committed to building relationships based on respect, tolerance and understanding within our community to promote peace and diversity. We encourage responsible parenting thus enhancing family and communal life.

Aims Of the group:

- To provide training and activities for people in the Whitefield ward of Nelson
- To develop links with other people/organisations within both Whitefield and the wider community of Nelson
- To address issues of concern and endeavour to resolve any problems in the area
- To involve members of the community who are isolated or seldom heard.

We would really like you to become of part of our group and would appreciate your expertise in any manner or form that you can bring to the group.
If you are interested please sign up with us.

Parents' Evenings and Reports to Parents

At Lomeshaye we hold two formal Parent's Evenings each year and a special Parent Information Meeting early on in the Autumn Term where you will receive a presentation from the class teachers on the curriculum and how to help your child at home. At our formal meetings you will be able to meet with your child's class teacher to discuss the progress that your child is making in school.

Parents will receive a full individual report in the summer term that summarises the complete school year. Bilingual members of staff will be available to help at meetings and specific time will be allotted so as the end of year report can be read and discussed with support staff.

If any parents are unable to attend a Parent's Evening the class teacher must be informed so that they can make alternative arrangements to meet, either after school or at lunchtime on another day.



Other Information

Play Equipment

Our playground equipment is for use by Lomeshaye Junior School pupils **only** during the school day, at break time and dinner times whilst they are supervised by members of staff. All classes have a rota for the use of the equipment.

For health and safety reasons you must ensure that you refrain from allowing any other children to use the equipment at any other times such as before or after school.

Walking to School

Walking is actively encouraged at Lomeshaye Junior School. Not only is walking good for health and well being it is also an environmentally friendly way of travelling and it is also promoted by the school eco warriors. We would like pupils to walk to school on a regular basis and as a means of keeping them safe a crossing patrol operates twice a day at the junction of Carr Road and Norfolk Street.

Every Thursday we have a special walk to school day; this is organised in school as a competition and the class with the most walkers receives a trophy in our Celebration Assembly. Pupils are

issued with a hi-visibility jacket to help keep them safe as they walk to school. This is loaned to pupils for the year and should be looked after. If the jacket is lost at any point there will be a charge of £5.00.



Parking

The school has difficulties as regards parking. Large Lorries use the same access road and therefore at the beginning of school, and in particular at the end of school, there is major congestion outside the school. For the safety of all the pupils we urge you to park away from the school or better still walk your child to school.

The area outside school is monitored so by parking on the yellow zigzag lines you are breaking road traffic laws and are likely to receive a fixed penalty fine. Moreover, by parking in restricted areas outside school you are endangering children's lives. Please **show that you care and park elsewhere.**

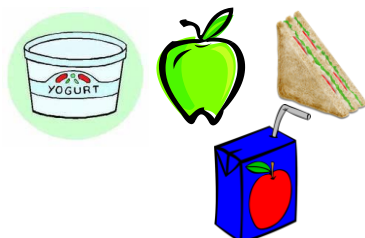
School Meals & Snacks

School meals are cooked on the premises and offer at least two choices to each child. **Vegetarian and / or Halal meals using approved suppliers**, and all the meals provide a healthy balanced diet. School meals cost £2.30 per day = £11.50 a week payable in advance at the school office. If parents wish, pupils may bring in their own 'packed lunch' to eat at lunchtime, this lunch should provide a balanced meal including fruit and/or vegetables and should **not** contain fizzy drinks, crisps or large amounts of sugary food.

Pupils who normally stay at school for their lunch will not be allowed out of school without formal notification from their parents to either the class teacher or the school office. Your child can only change their meal arrangement at the end of a half term period by prior arrangement with the school office staff.

Children who go home for their lunch must return to school at **1.05 pm**, ready to start afternoon school at **1.10pm**.

Children are allowed to bring fruit into school to eat at break time but they are **not** allowed to bring sweets, chewing gum, crisps or any other chocolate snacks. We have a fruit shop which is open each break time offering a range of fresh fruit at a cost of 20p



Money

Children should only bring money into school when necessary, e.g. dinner money, trip money, bookclub, summer fair etc. This should always be in a sealed envelope clearly stating your child's name, class, amount and what the money is for. Envelopes can be purchased from the school office at a cost of 5p each or 25 for £1.

If other money is brought into school it should be handed to the class teacher for safe keeping and will be returned to parents at the end of the school day.

No change will be given for dinner money, so please send in the exact amount each week. If you over-pay your child's dinner money the balance will be carried forward to the following week.

Attendance and Punctuality

Attending school every day is vitally important, and as parents/carers it is your legal duty to ensure that your child attends. Children should only be kept off school if they are very unwell or have visited the doctor who has diagnosed a condition that requires them to have time off school. Unacceptable reasons are, temperature, tummy ache, head ache, sore throat, cough or cold and will be recorded as unauthorised absences.

If your child is unable to attend school please ensure that you contact the school office and leave a message with your child's name, class and reason for their absence by 9.15am. If no contact is made our Pastoral and Safeguarding Support Worker will attempt to telephone you in order to establish why your child is not in school. If no contact is made then a visit to your home address will be arranged.

School is open to pupils from 8.45am and all children must be in the building by 8.55. School registers are marked at 8.55am so if your child arrives after this time they will be marked as LATE. Being late for school has a negative impact on pupils learning and behaviour and so should be avoided. Registers close at 9.25am, if your child arrives after this time they will be marked as absent for the morning session.

All pupils should have medical or dental appointments before or after school hours or in the school holidays. If your child has to attend an appointment during school time an appointment card should be brought in to the class teacher or the office to ensure prior arrangements for their absence is noted.

To encourage high levels of attendance we have a number of incentives and rewards throughout the year. Every Friday we announce the class or classes with the highest attendance in our Celebration Assembly. If a class has 100% attendance for the week they are given a certificate and chocolates to share.

Each month children that have 100% attendance are given the opportunity to win a cinema ticket to the value of £20. This is done through the issuing of monthly raffle tickets for those with full attendance. At the end of each month the raffle is drawn and a winner is announced for upper and lower juniors.

Over the course of the year if your child attends school every day they become a member of "The 100% Club". This means they have the opportunity to win

- *A Brand new bicycle or scooter and Helmet*
- *Cameras*
- *Radio/CD Player*
- *Portable DVD Player*

Any many other amazing prizes!

As there can be only one winner for the main prize all children with 100% will have a treat at the end of the term.

At the end of each term a bunch of flowers will be presented to the parent of a child who has had 100% attendance. (All 100% attendance pupils' names are displayed on the Attendance Tree and one child is chosen at random).

Each term you will be kept informed about your child's level of attendance. If your child's attendance falls below 96% a text message will be sent requesting an improvement to be made.

If there are no signs of improvement, Parents will receive a request to attend a meeting with the Pastoral & Safeguarding Officer to set targets for improvement. These will be monitored on a regular basis.

Attendance Panel Meetings will take place for any pupil whose attendance falls below 91%. Additionally, the county councils Pupil Attendance Support Team will become involved if a child's attendance at school becomes concerning.

Extended Leave – Holidays in Term Time

WARNING - Fixed Penalty Notices are in operation in this school!

New Government regulations from September 2013 state **no extended leave will be authorised** for any pupil. **All extended leave applications will be rejected**, however, if you still choose to take your child away for more than 5 unauthorised school days, the school can request penalty notice proceedings, as this becomes a matter for Lancashire Authorities to deal with.

If a child is taken out of school with no notice, a penalty notice will be issued immediately on the child's return to school. If two week's notice or more is given, the school will apply for you (the parents) to be issued with a warning letter informing you that if you still take your child/children without permission you will be fined. At present the cost of a fine is £120 per parent per child, so **two children would cost two parents £480.**

After the agreed date of return, if child/children do not return to school and can not be located, if appropriate, the school may contact CME (Children Missing Education) which could lead to removal from school roll.

Any pupils returning after this time must re-apply for a position at the school.

Any parent wishing to take a child out of school during term time must make an appointment to see the Headteacher prior to making a booking. Authorisation will only be given in extreme circumstances. **No holidays will be considered.**

Complaints Procedure

Most potential complaints can be resolved at an early stage by discussion with the teacher or head teacher. If anything, no matter how trivial, is troubling you or your child, we need to know about it so that we can deal with the concerns and ensure that you and your child are confident and happy in their education at Lomeshaye. Formal complaints should, in the first instance, be addressed to the head teacher or where appropriate to the Chair of Governors. Details of the complaints procedure can be found on our school website.

Charging Policy

For certain types of educational activities during the school day (eg. class visits, outings, etc.) parents will be asked for 'voluntary contributions' in advance. If we do not receive enough contributions to cover the costs of the activity or event, it may be cancelled. If for any reason parents feel they are unable to contribute towards the cost, it is important that they speak to either the class teacher concerned, or the head teacher.

Parents have always supported the school in these matters thus enabling worthwhile outings and visits to take place. Pupils in receipt of free school meals will have visits subsidised through use of Pupil Premium funding.

Home / School Journal

Your child will be given a journal at the beginning of the year. The purpose of this journal is to develop clear lines of communication between home and school. It enables you, as a parent, to keep a record of the performance and behaviour of your child and we ask you to check and sign the journal weekly.

All our parents are asked to sign a Home School Agreement, which highlights the ways in which parents and teachers can work together to support the children.

The following guidelines have been drawn up to help you as parents make your contribution to the success of the journal.

The journal is to be used in the following way:-

- **HALF TERM ACTION PLAN** – Targets for the half term are entered for English, Maths and Personal Development.
- **HOME LEARNING** – Pupils will enter their homework in the appropriate section.
- **MESSAGES/COMMENTS** - Comments about the child can be made by the teacher and the parent. The reason for a child's absence can be entered by parents. Parents and class teachers should sign the journals weekly.



School Policies

The school has many policies that may be of interest to you as parents, such as health and safety, equal opportunities, single equalities and many risk assessments. These are available to you on request.

Please enquire at the school office if you wish to see a policy or risk assessment.