

Tottington Primary School



Prospectus 2024-25



Mrs Taylor
HEAD OF SCHOOL

TOTTINGTON PRIMARY SCHOOL

Our school is in the heart of Tottington, in the north of Bury, set in large grounds on Moorside Road. We cater for children aged 3 to 11 years. Our school has a yearly cohort intake of 32 in Nursery and 45 from Reception to Year 6.

Our school is dedicated to providing a nurturing and inclusive learning environment where every child can thrive and reach their full potential.

Our vision is to inspire and empower every child to 'aim high' in everything they do and be prepared a 'future of possibilities'.

Our vision is underpinned by a set of core values. These are the basis of our school Community Charter which outlines clear and agreed expectations of all stakeholders, to ensure the best outcomes for our pupils whilst at our school and beyond.



We actively promote a positive climate for learning in everything that we do, and this enables our pupils to achieve high academic outcomes and become positive members of the local community and wider world. We are relentlessly focussed on making sure children are safe, love learning and reach their full potential.



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Tottington
Bury
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Facebook – Tottington Primary School

OUR LEARNING ENVIRONMENTS

Inside our school



Around School



Entrance Hall



One of our Learning Hubs

Out and About



A Typical Classroom



Key Stage 2 Playground



The Early Years Outdoor Rainbow



Reception & Key Stage 1 Playground



The Field



The pond

always aim high

OUR CURRICULUM

The Early Years

The Early Years Curriculum

Outdoor Provision

The Nursery and the Reception classes at our school follow the Early Years Foundation Stage Curriculum. In this curriculum children's learning and development is split up into seven key areas: **Personal, Social and Emotional development, Communication and Language, Literacy, Mathematics, Understanding the world, Physical development, Expressive arts and design**

We ensure children are taught the knowledge and skills they require in EYFS and get them ready for Key stage 1. Children are given the opportunity to practice and explore what they have learnt through play-based activities, expertly guided by our team. Making sure they are having fun, sometimes without even knowing they are learning!

We make the most of our outdoor learning environments providing lots of opportunities for children to get outdoors and into our playgrounds, play areas, gardening area, pond area and local community.

Key Stages 1&2

English, Maths, Science

Foundation Subjects

Physical Education

Religious Education

Sex and Relationships Education

In KS1 & KS2 classes at our school follow the National Curriculum for all subject areas. We have high expectations of our pupils and provide our pupils an ambitious curriculum offers. We make sure that the core skills from Reading, Writing, Maths and Science are reinforced and practiced through other areas of the curriculum.

All foundation subjects are taught discreetly. Subject leaders ensure that there is a clear progression of skills and knowledge throughout their time at TPS. Our aim is that children will know more and remember more and be next stage ready as they move through our school and progress on to high school, in all areas of the curriculum. We aim to teach the children transferrable skills through our high-quality teaching and resources.

We see Physical Development as a very important life-long skill. We are a very healthy and active school, and our pupils get the opportunity to learn gymnastics, dance and a variety of outdoor games. We run clubs in a wide range of sports, and we also make sure all children can swim by the time they leave school.

The teaching of this subject is based upon the Bury agreed syllabus. Importance is given to providing children with opportunities to learn about other cultures, faiths and their practices.

SRE is taught with due regard to moral considerations, value of family life and the needs of our local community. Our curriculum was developed with support from our staff, governors and parents. Parents and carers can view the curriculum we deliver, if required.

EXTRA-CURRICULAR ACTIVITIES



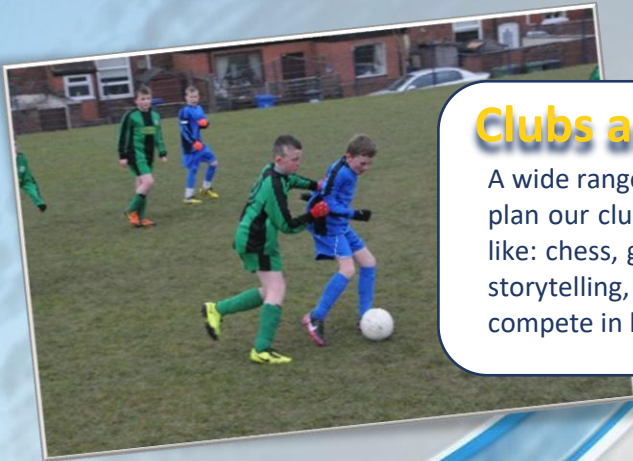
Music and the Performing Arts

We have a strong music and performing arts tradition at our school. Our pupils are immersed in an array of musical experiences and have many opportunities to perform in front of an audience. We work in partnership with Bury Music Service, with each child having the opportunity to learn to play a wide range of instruments during their time at our school - percussion, the ocarina, the ukulele, brass and keyboards.



Clubs and Teams

A wide range of sporting and non-sporting clubs are available throughout the year. We plan our clubs around the needs and interests of our pupils, offering a range of clubs like: chess, gardening, dance, football, rounders, cricket, netball, cross country, chess, storytelling, craft & board games and many more! We also have school teams that compete in local, Trust and regional competitions and events.



Enrichment Trips & Events

We enhance our school offer with a wide range of trips and events. These opportunities provide a platform for children to further develop their skills, interests, and talents outside of the regular curriculum, all of which make memories that last a lifetime for our children.



SCHOOL INFORMATION

The School Day

The school site is open from 8.30 each morning. Classroom doors open from 8.40 in the morning and children can enter their classrooms to carry out start of day activities.

It is very important that children arrive punctually at school. Children should arrive at school at 8.40am, entering through their classroom doors, taking off coats and put all their belongings in their lockers, and at 8.50am the register is taken. Please note that the playground is unsupervised before 8.40am and therefore, for safety reasons, children should not be left unattended until this time.

8.40am – The school doors open

8.45am – The school doors close (anyone arriving after this time are to come through main office)

8.50am – The register is taken

8.55am – Lessons and learning begins

3.15pm – The end of the school day

Our School Uniform

Top	Jumper: Navy blue V-neck. Pale blue logo OR Cardigan: Navy blue button front. Pale blue logo White shirt: Any supplier Tie: Pale blue tie. Elasticated or normal
Bottom	Grey skirt, pinafore dress, skorts or trousers: Any supplier White socks or black/grey tights or socks
Summer	Blue Gingham dress optional in summer term: Any supplier Optional grey shorts: Any supplier
Hair	Discreet blue hair bands, ribbons, bobbles and clips No hair colours No extreme hairstyles
Jewellery	No jewellery or earrings are allowed
Footwear	Black shoes: Not boots, trainers or sandals Children can bring a change of footwear for sporting activities at lunch if they wish. If children travel to school in alternative footwear e.g. wellies, they must change into their school shoes at the start of the day
PE Kits	Indoor PE: T-shirt in house colour, black shorts, black plimsoles Outdoor Games: T-shirt in house colour, black shorts, trainers / football boots (as appropriate), Cold Weather: Plain navy blue tracksuit bottoms, Tottington hoodie or plain, unbranded navy-blue hoodie n.b. School jumpers must not be worn for games sessions
Watches	A watch may be worn. Smart watches may be worn but they must not have a camera or be able to connect to the internet. School accepts no responsibility for loss or damage
Bags	YR & KS1: A navy blue school book bag for reading books and homework, a small drawstring bag for PE kits KS2: A navy blue school book bag or small rucksack for reading books and homework A small drawstring bag for PE kits

OTHER SERVICES

Totts Nursery



Totts Nursery is our fantastic on-site nursery, we cater for up to 32 children between the ages of 3 and 4 years in a happy, stimulating environment inside and out. At Totts, children's needs are met through a structured curriculum, developed from the Statutory Framework for the Early Years Foundation Stage, delivered in a fun and friendly way by our team of dedicated staff.

The children also have opportunities to access the main school grounds and building for a range of activities during their time in Totts Nursery. If they stay for lunch, they will eat this in the school dinner hall alongside our Reception children each day. They will also attend assemblies and other planned whole school events.

For more information, pick up a Totts Prospectus or contact the school office.

Super Ts Before and After School care



Super Ts is the school's before and after school care, run by dedicated team. Super Ts offers children from Nursery to Year 6 the opportunity to 'start the day right' with our breakfast club. Super Ts also offers after school care providing play and sporting opportunities, including a homework club. Children at both clubs receive healthy snacks.

Before school care: 7:45a.m. – 8:40 a.m. (includes breakfast)

After school care: 3:15 p.m. – 5:45 p.m. (includes a snack)

Please pick up a Super Ts brochure for more information and prices.

Inclusion is at the heart of our school. We have ambition for all children to 'aim high' and reach their full potential. We believe that it is essential that all children in our school feel valued and our aim is to make each one of them be the best they can be. As an inclusive school we give all pupils, regardless of their age, gender, ethnicity, achievements or background, equal opportunities to succeed.

We are proud to have achieved and been awarded the Inclusion Quality Mark and are now a centre of excellence for Inclusion.



KEY INFORMATION

School Holidays

	CLOSE ON	RE-OPEN ON
Summer Term Ends	Fri 19 th July 2024	Weds 4 th September 2024
Half Term	Fri 18 th October 2024	Mon 28 th October 2024
Occasional Day	Fri 22 nd November 2024	Tues 26 th November 2024
Christmas	Fri 20 th December 2024	Mon 6 th January 2025
Half Term	Fri 14 th February 2025	Mon 24 th February 2025
Trust Wide Training Day	Thurs 13 th March 2025	Mon 17 th March 2025
Easter	Fri 4 th April 2025	Tues 22 nd April 2025
May Day Bank Holiday	Fri 2 nd May 2025	Tues 6 th May 2025
Half Term	Fri 23 rd May 2025	Tues 3 rd June 2025
Summer	Tues 22 nd July 2025	

School Staff

	Head of school: Mrs D Taylor	
Assistant head: Mr S Groutage	Assistant head: Mrs E Berry	SENCO: Ms Benz
TEACHERS		
Mrs Briggs (EYFS lead & R)	Miss Horsfall (Year 2)	Ms Benz (Year 4)
Mrs Clayton (Reception)	Miss Duffy (Year 3)	Mrs Hewitt (Year 5)
Mrs Tebano (Reception)	Mr Hunt (Year 3/4)	Mrs Brierley (Year 5/6)
Mrs Kennedy (Year 1)	Mrs Chapman (Year 3/4)	Mrs Hopkinson (Year 5/6)
Mrs Berry/ Mrs Percy (Yr 1/2)	Mr Groutage (Year 4)	Mrs Dymond – Muller (N)
TEACHING ASSISTANTS		
Mrs Carroll	Mrs Harrison	Mrs Stewart
Mrs Chadwick	Miss Ridings	Mrs Thomason
Mrs Chew	Mrs Rigby	Miss Yuen
Mrs Critchard	Miss Rothwell	Mrs Smith
Mrs Flanagan-Daly	Mrs Smith	Mrs Wilson
ADDITIONAL STAFF		
Mrs Foley (Office Manager)	Mrs Turnbull (Office Administrator)	Mrs Collinge (Super T's)
Miss Cheetham (Super T's)	Mrs Sowden (Super T's)	Mrs Wilson (Super T's)
Mrs Heaton (Kitchen)	Miss Cook (kitchen & cleaning)	Miss Lekhnovska (kitchen)
Mr Stevens (Caretaker)	Ms Szendzielarz (cleaning)	Mr Horrocks (cleaning)

Local Governing Board

APPOINTED GOVERNORS		
Mr Whitham (Chair)	Raveena Rai	Mr C Dudley
Mr Holly (Vice Chair)	Mr Wood	
STAFF GOVERNORS		
EX OFFICIO		
Mrs Taylor		

POLICIES & GUIDANCE

Pupil Welfare

School Meals & Packed Lunches

We have a fully equipped kitchen on site and food is freshly cooked each day. Children can choose either to have a school lunch or bring a packed lunch. Children in Reception, Year 1 and Year 2 are entitled to a free school meal under the Governments Universal Free School Meals initiative. Payment for Key Stage 2 meals are made online via ParentPay. Dinner money must be paid in advance, either weekly, monthly or a half-termly.

Packed lunches should be in a sturdy container labelled with the child's name. Only unbreakable flasks and plastic bottles should be brought into school. Changes from packed lunches to school meals or vice versa can be made at the start of each half term. This should be notified in writing to the school office.

Snacks and sweets are not permitted in school. All children in Reception and Key Stage 1 are provided with a free piece of fruit daily, funded by the Government. Children in Key Stage 2 can bring in a healthy snack in to school for break times. We are a nut-free school, and no snacks should be brought into school containing them.

Medicine Administration

School staff may only administer prescribed medicines which are required to be given four times a day. A parental permission form must be completed, detailing the child's name, name of drug, and dosage. Blank forms are available from the school office, or downloadable from the school website. No medicine, except inhalers, may be kept in trays, pockets, bags etc.

Medical Checks

Children have medical checks & immunisations from the NHS during their time in school. Hearing and eyesight tests are carried out in Reception and Year 1 by the school nurses. Permission from parents will always be sought before these checks or immunisations take place and you will be contacted if there are any matters arising.

Absence

Schools are required, by law, to keep comprehensive records of absences. It is important, therefore, that you notify us by telephone at the start of an absence and back that up in writing upon your child's return to school. National and local regulations do not allow headteachers to grant leave for a family holiday **under any circumstances**. If a holiday is taken the headteacher will notify Bury School Attendance Team and they will consider issuing a penalty notice. Leave of absence may be considered in what the Government call 'exceptional' circumstances.

Pastoral care

The pastoral care of the children is very important to us. Class-based staff support children's day to day pastoral needs. Our learning mentor also delivers 1:1 and group support to children requiring specific pastoral support. Parents are encouraged to contact school should any problem arise.

Child Protection

Safeguarding and protecting children is a priority and we have rigorous procedures in places that are followed by all staff in our school – details can be found in our safeguarding policy. We work closely with Bury LA and external agencies when we have concerns about a child's safety and well-being.

Secondary School Provision

Pupils transfer to High School at the end of Year 6. Bury high schools organise taster days during the pupils' last term in primary school, making for a smooth transfer between the schools. Parents, with any queries or concerns in connection with secondary school provision, should discuss them with the head of school at the earliest possible time.

Mobile Phones

Children may bring mobile phones from Year 4 – 6 if they are walking to and from school without a parent but **MUST** hand them in to the class teacher before lessons start. We take no responsibility for any loss or damage to mobile phones whilst on school property.

Further information on any of the above areas can be found on our website: www.tottingtonprimaryschool.org.uk

POLICIES & GUIDANCE

Contact with Parents

The school welcomes close and regular contact with parents as we believe we get the best out of children when there is a positive relationship between home and school. The class staff are always willing to talk to individual parents regarding the progress and happiness of their children although it is helpful to both staff and parents if appointments can be arranged beforehand, either by telephone, letter or email. The start or end of the day is usually the most convenient time.

Formal Parents' Evenings are held in the Autumn and Spring terms each academic year. Parents of all children receive a written report on their child's work and progress at the end of each academic year.

The head of School is always available to parents, although it is advisable to arrange an appointment in advance.

A calendar containing details of forthcoming events and activities can be located on our school website. We are a paperless school, and we aim to send all letters and information via email or our school text service copies of any correspondence can be found on our web site.

Parents help with various activities in school on a regular basis. Any parents or grandparents who are interested in helping in school would be made most welcome. We also run open days, taster events, celebration events and parent's sessions throughout the year to make sure parents are involved in the life of the school.

Friends of TPS

The school has an active Parent Teacher Association, known as the Friends of TPS, with a full list of functions which raise money for many items in school. All parents are encouraged to support the Friends, either by volunteering to help, or simply by attending events and supporting ventures. Contact school for further information.

Admission Policy

Children are admitted to our school into Reception in the Autumn Term following their 4th birthday. The maximum number admitted is 45 for this school.

Admission to Tottington Primary School is the responsibility of the Local Authority. Should there be insufficient spaces for all the children whose parents have expressed a preference for this school, then the Local Authority's priorities are:

1. A child in public care.
2. A child for whom the Authority accepts that there are strong medical, social or welfare reasons for admission.
3. A child who has a brother or sister already attending the school

The remaining places will be allocated with reference to the distances between home and the nearest alternative school. Places are offered annually in April for the following September.

Please note, putting a child's name on the school admission list when the child is very young does not guarantee a place in the school. Similarly, attendance at Totts Nursery does not guarantee a place at the school.

Pre-admission visits

During the summer term preceding the September in which children start school, our reception teachers visit local playgroups and nurseries to meet our new intake of children. Children also have the opportunity to spend an afternoon our Reception unit in the term prior to admission.

If you would like an informal chat about the school or wish to arrange a visit to tour the school, then please contact the Head of School, Mrs Taylor.