

Barlows Primary School

School Brochure

2016-2017

Barlows Primary School



"To give of our best, to work together, to value everyone and learn for life."



Welcome to Barlows Primary School 2016-17

I would like to welcome you and your family to Barlows Primary School. At Barlows we see education very much as a partnership between school and home. It is our aim that the shared responsibility of learning, care and behaviour management will result in a close liaison, with families and school working together. This partnership is confirmed in the Home/School Agreement.



There has been a school on the Barlow's Lane site since 1912. Over the years many children in the community of Fazakerley have attended the school and we often have great grandparents calling in to reminisce over their school days!

Since November 2003 we have been in our lovely building which has been developed to meet the needs of our pupils and enhance the learning opportunities to deliver today's busy curriculum. There are 16 classrooms, two nurseries, administration areas, a library, a conference room, a computer suite, a music room, resource rooms, three playgrounds, gardens and a sports field. We have an Assessment Centre that caters for the needs of up to thirty children (3-7 year olds) with special needs. Another very positive and exciting aspect of is Fazakerley Children's Centre which was opened in June 2007.

Even though Barlows Primary School has grown considerably, we have maintained the feel of a community school - friendly and welcoming, with every child valued as an individual within a family atmosphere. All staff in the school work together in a spirit of inclusion. Team work is the key to our success and I am surrounded by a very hard working, committed and highly motivated staff. We all aim to "give of our best" for the children and parents of Barlows.

We attain and maintain high standards of achievement, but never rest on our laurels! We provide excellent opportunities for all our pupils ensuring that every child is challenged and motivated to reach their potential. We pride ourselves on identifying special educational needs at an early stage and targeting intervention to meet those needs.

"In this school 'Every Child Matters' is much more than words. It is the driving force empowering pupils to have an effective voice not only in school but in the wider world." Ofsted - November 2007.

"Outstanding school which is held in high regard by the community" - January 2010.

The following pages are a general guide and introduction to Barlows, which I hope will prove useful in helping you to choose a school for your child. However, nothing beats first-hand experience and we would welcome the opportunity of showing you the school during a working day. Please telephone the office to make an appointment.

Mrs Jan Taylor Headteacher

General Information

Barlows Primary School
Barlows Lane
Fazakerley
Liverpool
L9 9EH

Telephone: 0151 525 2751

Fax number: 0151 525 8310

Email address: barlows-ao@barlows.liverpool.sch.uk

Website: www.barlowsprimary.co.uk

Barlows Primary School is a mixed school for children aged 3 to 11 years. It has a full pre-school Nursery facility on site and Children's Centre. The number on roll for the school is 477 pupils, which includes 60 nursery pupils (30 nursery full-time equivalent). There are 50 childcare places available in the Children's Centre.

Fazakerley and Croxteth Children's Centre (Address as above)

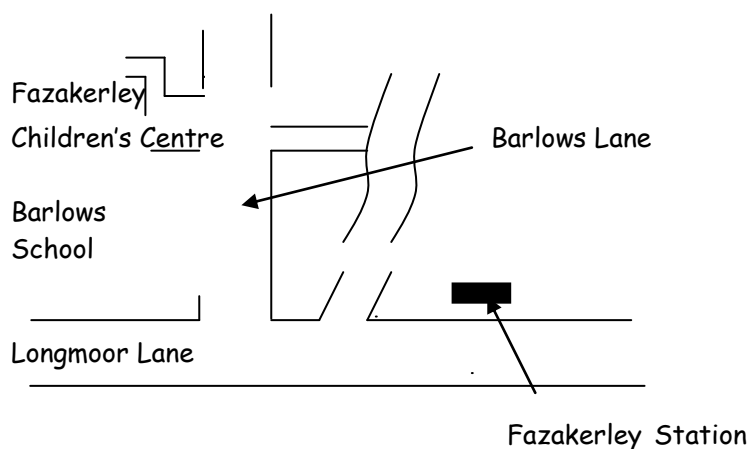
Telephone: 0151 233 3705

Fax number: 0151 233 3713

Email address: fazakerleycc@liverpool.gov.uk

Website: www.fazakerleychildrenscentre.co.uk

Location



Barlows Primary School
Barlows Lane, Fazakerley
Liverpool L9 9EH
Tel: 0151-525 2751
Fax: 0151-525 8310

GOVERNING BODY
(as at January 2017)
Governors Address c/o Barlows Primary School

LA Appointed Governors

Louise Ashton Armstrong

Staff Governors

Mrs Jan Taylor

Mrs Jan Gardner

Co-opted Governors

Reverend Mike Hindley

Mr Norman Threlfall (Vice)

Mrs Fiona Chambers (Chair)

Parent Governors

Mr Helen Martin

Mr David McGorian

Associate Governors

Stacey Feenan

Dave Berry

Hayley Marshall

Sam Fox

Dorothy Ainsworth

Clerk to the Governors

Mrs Val Wright

Teaching Staff

Mrs Jan Taylor - **Head Teacher**

Miss Stacey Feenan - **Deputy Head**

Miss Clare Bakstad - **Assistant Head**

Ms Rachel Bamber

Mr John Bulmer

Mrs Sue Evans

Mrs Diane Farrell

Mrs Sam Fox

Ms Lauren Foy

Ms Jenny Flynn

Ms Lacey Howarth

Ms Nicole Kattou

Ms Lynsey Knibb

Ms Ciara Mills-Bains

Ms Jona Qeshori

Ms Emma Feenan

Ms Jennifer Smith

Ms Hannah Williams

Ms Lauren Williams

LEARNING SUPPORT STAFF

Mrs Pauline Bird
Mr Jack Campbell
Miss Nikita Coughlin
Mrs Jan Gardner
Mrs Sharon Hargreaves (Foundation)
Mrs Tracy Hope
Mrs Gill Horlick
Miss Rachel Horlick
Miss Kristin Hughes
Miss Beth Lawson
Mrs Lisa Manchester
Mr Neil Mattocks

Mrs Angela Ockleshaw
Ms Sue Rankin
Miss Lorna Robinson
Mr Jamie Rogers (Foundation)
Mrs Sharon Street
Mrs Elizabeth Sullivan (Foundation)
Miss Hannah Williams
Mrs Natalie Williams
Mrs Debbie Winstanley
Mr Charlie Owens

KITCHEN STAFF:

Ms Alison Roach (**Unit Manager**)
Ms Doreen Bassett (**General Assistant**)
Ms Diane Lee (**General Assistant**)
Mark Hughes (**General Assistant**)

ADMINISTRATIVE STAFF:

Mrs Val Wright (**Admin Officer**)
Mrs Janette Roberts (**Assistant Admin**)
Miss Vicky Chialton (**Clerical Assistant**)
Mr Chris Taylor (**Clerical Assistant**)
Ms Collette Moon (**Clerical Assistant**)

SUPERVISORY ASSISTANTS:

Ms Carol Wilson (**Senior Supervisor**)
Mrs M Evans
Mrs D McIver
Ms N Gaughan

CLEANING STAFF:

Mrs M Evans
Mrs P Nixon
Mrs M Hesketh

EDUCATIONAL PSYCHOLOGIST

Hemma Ward

EDUCATION WELFARE OFFICER

Rosemary Ojukwu

SCHOOL NURSE

Ann Quinn

CARETAKER

Mr John McCarty

Barlows Primary School



"To Give of Our Best"

To fulfil these aims we encourage

- Hard Work
- Active participation in school life
- A partnership with parents



Barlows Primary School provides a happy and secure environment in which our children can acquire skills and develop their imagination and appreciation of the world, thus enabling them to fulfil their role as valuable members of the community.

School Mission Statement

- To give children the experience of school as a caring, supportive community where life is enjoyable and stimulating.
- To provide equality of opportunity for all pupils as individuals, helping them understand the world in which they live and to foster the attitudes and values of good citizenship.
- To prepare children for the opportunities, responsibilities and experiences of later life.
- To teach a code of behaviour which encourages self control and respect, details of which can be found in the school behaviour policy.
- To provide a high standard of teaching and learning opportunities that encourages and challenges children to;

"To give of our best, to work together, to value everyone and learn for life".

School Aims

Admission Policy

Pupils are admitted to Barlows Primary School in accordance with the Liverpool Authority policy. Copies of this are issued to the school each year by the LA and are available from the Headteacher.

Parents are welcome to visit the school and are asked to make an appointment with the Headteacher.

The Local Authority and Governors intend to admit to school 60 children who will reach the age of five within their first academic year, commencing 1st September. Children in other infant classes are taught in groups of no more than 30 per class. However, more children may also be admitted to junior age classes providing that the class size does not exceed 32.

The criteria for admission to school are as follows:-

- ❖ The genuine wish of the parent that their child should have a state school education
- ❖ The attendance of a brother/sister in the school
- ❖ The proximity of the family to the school

Criteria for admission to the Nursery class are drawn up by the Governors and follow the LA policy. This is available on request.

The school promotes good attendance and encourages parents to support us in this drive to improve our performance in this important area.



Organisation of Education

School hours

Morning

Nursery	8.30 am – 11.30am
Reception	9.00 am – 12.15pm
Key Stage (Infants)	9.00 am – 12.15 pm
Key Stage (Juniors)	9.00 am – 12.15 pm

Afternoon

12.30 pm – 3.30 pm
1.10 pm – 3.30 pm
1.10 pm – 3.30 pm
1.10 pm – 3.30 pm

Nursery Department

There is a morning class and an afternoon class. Each has places for **30** children.

Parents who live in the school area and within the Liverpool City Council may apply to have their children admitted to the Nursery. Children are admitted from three years of age when places are available.

Further information is contained in our Nursery pack and Handbook.

Teaching Times

Key Stage One: 23 hours 15 minutes Key Stage Two: 23 hours 15 minutes

Infant and Junior Class Organisation

Each year classes are organised either in year groups or mixed age groups depending on the numbers in the year.

In accordance with the Education Reform Act 1988, the year groups are designed as:-

Early Years Foundation Stage: Nursery/Reception

Infants: Key Stage One (Year 1 / Year 2)

Juniors: Key Stage Two (Year 3 /Year 4 /Year 5/Year 6)

Barlows' Nursery

Hours:	Morning session:	Afternoon session:
	8.30 am – 11.30 am	12.30 pm – 3.30 pm

Barlows Primary School Nursery caters for 60 children, 30 in the morning and the same number in the afternoon. Children are admitted gradually from the age of three years as and when places become available.

The nursery is well resourced with an excellent outdoor environment in which the children can explore, develop and socialise.

Fazakerley Children's Centre is based on the school site. This has enabled us to provide "Extended Provision" care and nursery education.

Application forms for Nursery should be handed in to the school office together with the child's birth certificate.

30 children attend in the morning and a different 30 attend in the afternoon. The nursery is staffed by a qualified and experienced Early Years teacher, 2 Early Years teaching assistants and an Outdoor Environmental teaching assistant who works across the Early Years Foundation Stage. Parents are valued members of our nursery team and are welcome to help on a rota basis and the children benefit greatly from their help and support.

There is a program of parents' meetings and visits to the nursery to prepare the children gently for the start of their school life.

Aims

- ❖ To provide a broad and balanced curriculum which builds on children's interests and experiences in a secure, happy, exciting and challenging environment.
- ❖ To work in partnership with parents, sharing learning and progress while encouraging parents to become involved in the life of the school.
- ❖ To foster good behaviour and respect for the feelings and property of others.



The National Curriculum

The New National Curriculum (Implemented September 2014) sets out what will be taught in schools throughout the country. The children are taught the full National Curriculum which is enhanced by a range of educational visits and visitors and themed days & weeks.

The subjects of the curriculum are:

The Core Subjects

English
Mathematics
Science
Religious Education
Computing
PSHE & Citizenship

The Foundation Subjects

History
Geography
Art
Design & Technology
Music
Physical Education

Assessment and Reporting to Parents

Children are assessed regularly and the results discussed with parents. The national assessments occur in:

Reception	4/5 years	Foundation Profile
Year 1	5/6 years	Phonics Screening
Year 2	6/7 years	Standard Assessment Tests (SATs) Key Stage 1
Year 6	10/11 years	Standard Assessment Tests (SATs) Key Stage 2

In addition to the informal assessment and testing which teachers conduct throughout the year, all children are given end of year Pupil Progress Assessment Tests in English and Maths. Reports are sent out on three separate occasions throughout the school year and parents have the opportunity to discuss their children's progress with the teachers each term.

Equal Opportunities

We have a multi-racial, non-discriminatory approach to our teaching. All members of Barlows Primary School are valued equally, regardless of gender, race or creed. Racial or sexual remarks are unacceptable and a strict record is kept of any discriminatory behaviour following the guidelines of Liverpool's Anti-Racism Policy.

English

Our aim is to teach the range and objectives from the New Primary English Curriculum and Liverpool LA English Plans whilst also developing cross-curricular links and the use of Computing in English.

Speaking and Listening.

Children are given the opportunity to experience a range of activities in the following areas:

- Speaking and Listening
- Group discussion and interaction including debate
- Drama

Emphasis is placed on developing the children's confidence to express themselves.

Children are taught to speak audibly and fluently with an increasing command of standard English



Reading

- Reading skills are taught in shared and guided reading sessions
- Emphasis is placed on children becoming independent, fluent and enthusiastic readers who read widely and frequently.
- Children access a range of fiction and non-fiction books and are taught to recognise whole words and use phonic strategies to decode new words.
- Children are encouraged to read for enjoyment and meaning whilst developing their understanding of a range of texts.

Writing

- Writing skills are taught in Shared and Guided Writing sessions and children are encouraged to write in different forms and for a variety of purposes and audiences.
- Children learn to plan, draft and edit their writing and to recognise the importance of organising their writing to suit the purpose and type of writing. They are taught to use punctuation appropriately and to organise their writing into sentences and paragraphs.
- Children write in many different forms e.g. short stories, poems, reports, information leaflets, instructions, letters and recounts, using a cross curricular approach.
- Emphasis is placed upon developing a consistent and fluent style of handwriting from the Early Years onwards.

English Grammar, Punctuation and Spelling (EGPS)

- Children are taught the correct grammatical terms in the English language.
- Children are taught to punctuate their writing correctly.
- Children are taught the vocabulary they need to discuss and enhance their reading, writing and spoken language.
- Spelling is taught in a structured way and children are encouraged to 'have-a-go' and use investigations and spelling journals to develop their confidence.
- Children use computers as word processors to draft, redraft, save & recall pieces of writing.

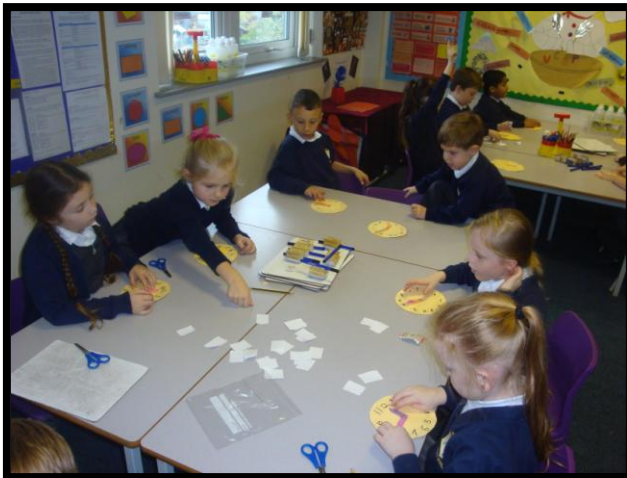


Children are encouraged to recognise the importance of using their English skills across the curriculum.

Mathematics

Our approach to Mathematics is based upon learning through understanding; it is our aim to develop a positive attitude to Mathematics, linking it wherever possible to real life situations, so that Mathematics learnt in school becomes relevant.

Younger children are introduced to Mathematical concepts through the medium of play and are given a wide range of practical work to enable them to move at their own pace from the concrete world to the abstract.



Although a more formal approach is adopted as children progress, we attempt at all times to give insight into the creative aspects of Mathematics by developing their own approach to the subject, through a variety of practical activities.

From Year One onwards the school follows the New National Curriculum and Liverpool LA Maths Plans, which provides the framework for the daily Maths lesson.

We introduce technology into the field of Mathematics at an early age, so that children grow up with the awareness of technology as a Mathematical tool, not simply a games machine.



Science

All children will be taught to explore, discuss and investigate the world around them and build on their experiences to develop broader concepts or scientific ideas. The curriculum of the school will provide a broad and balanced programme of work, which will fully cover all the requirements of the National Curriculum. Staff have used Primarily Science resources as a guideline to provide a carefully planned cycle of topics, which aim to achieve balance within the year and progression throughout the child's education.



All the children will be given equal opportunities to participate in scientific activities. At regular intervals the children's skills and knowledge will be assessed. This will be done to enable teaching staff to plan work differentiated to provide experience appropriate to the children's intellectual ability. The activities planned will consider the cultural background of the individual pupils.

The children will have the opportunity to study science with some of the latest pieces of equipment such as this computerised pulse meter.

At all times children will be encouraged to develop a respect for living things and a sense of responsibility towards the whole environment.



Design & Technology



The aim of the school is to provide all pupils with the opportunity to participate in Design & Technology activities. These activities follow the Lancashire grid for Learning Guidelines which demonstrates the progress through the stages.

Using this framework, teachers will develop tasks, which allow children to achieve all the attainment targets within familiar contexts. The tasks and activities used will be of a practical nature.

Technology requires pupils to apply knowledge and skills to solve practical problems. Pupils will be taught to use materials economically, to work safely and hygienically.



Design & Technology provides an ideal vehicle for pupils to develop personal qualities and attitudes essential for later life. All children will be given the opportunity to develop skills in design, construction and environmental implications of technological change so that they are able to appraise and make judgements.

Computing

In this day and age we are all aware how important computers are in our daily life. This is reflected in school life with Computing playing an ever-increasing role in the curriculum. Right from Nursery, pupils will have the opportunity to develop their computer skills and extend their awareness of the way computers affect our lives. Computing is taught as a subject in its own right and through the medium of the other curriculum areas.

Pupils will have the opportunity to work with the latest computer technology including interactive whiteboards and screens, digital and video cameras, games consoles, app design software, iPads, laptops and Macbooks.



Computing skills taught at the school include graphical modeling, coding / programming, digital literacy, movie making, animation, word-processing, spreadsheets, presentations, game and app design, internet use and email. Online Safety is an important aspect of pupils' education, not only in computing but across the wider curriculum.



At Barlows, pupils in Early Years Foundation Stage, Key Stage 1 and 2 have weekly access to computer suites which between them house some 31 networked computers with access to wifi, printing and projectors. Computers and interactive screens are based in each classroom to support Pupils are also able to use school laptops and iPads that can be moved around the school for projects. In addition, pupils have access to a range of other hardware such as probots, beebots, green screen technology, data logging software and digital microscopes.

As computing is such a large part of modern life; children are taught how to only how to access and use the internet for research and communication purposes, but also how to do this safely and know where to go to get help.

Computing at Barlows is further enhanced by projects from industry which includes STEM Festivals with the Tablet Academy and Robotics with MGL. We use both Windows and Apple iOS with pupils in order for them to develop a range of computing skills.

Children are given access to email and online collaboration tools and projects through Google Apps for Education, Makewaves and Purple Mash. Children in the KS2 classes have used email and Skype to correspond with children not only in other schools, but in other countries such as Spain and Wales.



Physical Education

All children at Barlows Primary School take part in Physical Education. In the Early Years Foundation Stage the children work towards achieving the Early Years Outcomes in physical development through following a structured programme involving games, dance and spatial movement.



In Key Stage One, children are taught in accordance with the New National Curriculum, which provides the children with the opportunity to develop a range of basic skills. Games, dance and gymnastics are taught throughout the year with a term devoted to each area.

In Key Stage Two, athletics, swimming, and a variety of advanced games skills are introduced as well as the continuation of dance and gymnastics. Extra-curricular activities are available for junior children in order for them to improve specific skills and represent the school in team and individual sports.



Music



All children follow the National Curriculum and all have the opportunity to play tuned or untuned percussion instruments. There is an opportunity for children to join choir and recorder groups. We have purchased computer software such as Garageband and iPad Apps which the children will also have the chance to use.

Instrumental teaching on the following instruments: guitar, recorder, and drums are available for children who show aptitude and interest in this direction. These lessons are usually in the Junior Department. We were invited by the Local Authority and Liverpool Philharmonic Orchestra to be part of their Wider Opportunities and In Harmony initiative which provides string instrument tuition for the whole of our Year 4 children each academic year. This initiative is developed for those Year 5 and 6 children who wish to continue learning to play their particular instrument.

The school uses the New National Curriculum along with the Charanga Music Scheme to deliver a varied programme of lessons that have continuity and progression.

Religious Education

Barlows Primary School is not affiliated to any particular religious denomination. Religious and moral education is provided for all year groups, as it is a compulsory subject. Our scheme of work is from Liverpool's Agreed Syllabus for religious Education. The broad basis of the teaching is Christian but children are made aware of other religions and beliefs.

Religious Education is integrated into our topic work and at the beginning of each topic an R.E. plan is produced. Stories from the Bible and other religions which have a moral, or, give an insight into other people's feelings, thoughts and attitudes, are used in school assemblies and R.E. lessons.



A daily act of collective worship is provided. This is not distinctive of any particular denomination but is broadly Christian. Parents have the right to withdraw their children from collective worship by written request to the Headteacher.

Art



All children are given a wide range of experiences to develop their skills in art. They are provided with opportunities to express their creativity and develop an appreciation of art, in addition to exploring the work of a range of artists.

Art is delivered through a planned programme of skills development in line with the New National Curriculum.

Geography

Through geography children develop an interest in their surroundings and in the variety of human and physical conditions on the Earth's surface. Children will be encouraged to develop an appreciation of the beauty of the world around them, and gain a sense of responsibility for the care of the Earth and its people.

In KS1 Geography is about developing knowledge, skills and understanding relating to children's own environment and the people who live there, and developing an awareness of the wider world.

In KS2 Geography is about developing knowledge, skills and understanding in relating to people, places and environments in the UK and overseas, and an appreciation of how places relate to each other and the wider world. Links with other subjects include Computing, Maths, English, Art, Design & Technology and P.S.H.E.

History

Through history children have the opportunity to understand chronology, interpret the past and develop a sense of identity.

In KS1 History is about the lives and lifestyles of familiar people in the recent past, and about famous people and events in the more distant past, including those from British history.

In KS2 History is about people and important events, developments from recent and more distant times in the locality, as well as exploring significant achievements of ancient civilizations from around the world. Links with other subjects include Computing, English, Art and Science.



Gifted & Talented

We pride ourselves on identifying and developing children in all aspects of their school life. Some children may be more able or talented in a particular area of their learning. We identify these children, challenge them in their learning, provide opportunities for them to thrive and celebrate their success. We work in partnership with our parents to identify and support our children, in aiming higher. Each year we audit of more able and talented provision and liaise with parents to ensure we have a comprehensive picture of our pupils. In September we hold a series of open evenings to talk about our After School Club and how pupils are identified to attend these sessions.

Our more able and talented Co-ordinator ensures that there are a range of activities and opportunities outside of school to help these children develop. To date children have attended more able & talented Science events, more able and talented Football Courses, more able and talented English workshops.

Special Educational Needs

At some time in their lives at least 20% of children have some special educational needs. Whilst many of them can be helped when they are very young, a few of them have educational needs which require long-term support. These may include medical, motivational, behavioural and learning problems.

The school has appointed two Inclusion Managers to supervise the extra provision which is made for these children. The Inclusion Managers ensure that children also benefit from the services of other professionals e.g. educational psychologist, SENISS (Special Educational Needs Support Service). Abbots Lea and Bankview Outreach Services. The Inclusion Managers meet parents regularly to review and discuss progress and is available to advise and support parents.

Further details of support the school can offer pupils and their families is detailed in the School's Local Offer which can be found on the school website www.barlowsprimary.co.uk or Early Help Directory: <http://fsd.liverpool.gov.uk/k65/liverpool/fsd/localoffer.page>

Baseline Assessment

All children are assessed on entry into the Nursery and Reception Classes using the Early Years Outcomes so that their learning needs may be met from the beginning. The On Entry Assessments provide valuable information to ensure staff are able to plan effective activities to support the children's learning and development. Where children have Special Educational Needs, the Early Years staff work with them individually and in small groups. Children are assessed across the 3 Prime and 4 Specific Areas of the EYFS Curriculum, at three points across the year, thus providing a picture of the whole child.

Key Stage 2 children, who are identified as still having difficulties (which may be physical, medical, behavioural or learning) are supported by special support assistants and specialist teachers. The school uses a range of support and intervention activities tailored to pupils' individual needs. There is a range of specialist resources available to support them e.g. laptop computers and writing supports. The SENCO and inclusion manager are always happy to arrange an appointment with parents at a mutually convenient time.

School Events and Visits

During the school year, each year group will have the opportunity to attend many educational visits; including a residential trip to Colomendy or trips and excursions to such venues as Keswick, York, exhibitions and the local supermarkets. We have also participated in an inter-schools quiz and visits from guest speakers.



Tactics 4 Families Night at LFC Reducate



Trip to Underwater Street



Years 5 and 6 Residential at Kingswood Colomendy



*Former Everton Footballer
Tim Cahill visits Barlows*



Footballer Stewart Downing Visited Barlows



Years 3 & 4 Residential at Barnstondale Centre

School Meals

From September 2014, all state funded infant school children (i.e. those in Reception, Year 1 and Year 2) will receive a Universal Free School Lunch.

The School Food Plan (www.schoolfoodplan.com) presented evidence that universal free school meals leads to positive improvements in health, attainment and social cohesion, and help families with the cost of living.



All parents of Key Stage 2 children (Year 3, Year 4, Year 5, Year 6) who are not eligible for Free School Meals will be expected to pay for their child's school lunch which is currently £2.10 per day/£10.50 per week.

Payments can only be paid via Parent Pay using your personal log-in already provided. If you do not have a log-in please contact the school office.

Please inform the school admin **before 10.00am** if the child will be absent for the first part or all of the morning session, but requires a cooked meal at lunchtime. Sandwiches may be brought to be eaten at lunchtime but please note:

1. Children will not be allowed to chop and change from cooked meals to packed lunches but must keep to a set pattern.
2. A week's notice in writing must be given to the school if parents wish their child/ren to start, or change from cooked meals to packed lunches or vice-versa, and to inform us of a change of pattern.
3. Children may bring cold drinks, but only in safe cartons or screw top plastic containers.
4. Food should be brought in a clean plastic box with a tight lid. **Name of the child** should be on the outside.
5. Children should be proficient in using a knife and fork to eat their meals. Your assistance in teaching this skill is appreciated.
6. Children are not allowed out of school to buy food to eat on school premises.
7. Lunch will be eaten in the dinner centre.
8. No sweets are allowed.
9. Milk money - a carton of milk is provided free to infants receiving free school meals. Infant milk is to be paid yearly in September. Parents of junior children wishing them to have milk will be charged a nominal amount on a termly basis. Milk money needs to be brought in on the first week of term.

Free Meals

When parents apply for free meals it is expected that their children will stay for a cooked meal every day of the week for these reasons:

1. An excellent meal is prepared by the staff.
2. The cook orders food a month ahead and calculates her orders on projected numbers, which include all free meals.

All parents are welcome to come to school at lunchtime to try the meals. Please let us know on a Monday the day you wish to come. There will be a charge for the meal.

All children in receipt of a Free School Meal (FSM) are designated as Pupil Premium Children and the Government allocates additional funding for their education. Please refer to Page 22 for more information regarding our Pupil Premium Policy and information regarding Universal Free School Meal.

Universal Free School Lunch

Universal Free School Meal entitlement should not be confused with any child that is eligible for a Free School Meal under the Pupil Premium allocation. The coalition government announced last year that it is their intention from September 2014 that all state funded infant school children (i.e. those in Reception, Year 1, Year 2) will receive a free school lunch if their parents wish them to have one. Within your pack there is a letter inviting you to sign up for the Universal Free School Meal Scheme for your child.

If you choose not to take up an option for a Universal Free School Meal for your child, please provide a packed lunch.

Pupil Premium Statement

Pupil Premium allocation for School Funding Year beginning April 2014 is predicted to be £92,300.

At Barlows Primary funding is targeted at narrowing the attainment (diminishing the difference) gaps between learners.

Our school website provides a detailed breakdown of exactly how the funding is spent. The analysis is updated at the end of each term of which there are three, Autumn, Spring and Summer. The funding is allocated to schools in two payments, usually June and January.

For your information:

- 1 FSM refers to Free School Meal pupils
- 2 CLA refers to Children who are Looked After
- 3 PP+ refers to children who are adopted

Pupil Premium is allocated to schools for:

- Children of statutory school age from families who are known to be eligible for free school meals (FSM) in both mainstream and non mainstream settings
- For children who have been looked after (CLA) continuously for more than six months
- Children of Services parents; to include those whose parents have died in action, and those whose parents have left the Services since April 2011 for other reasons, including injury.

School Uniform

Parents are requested to provide a simple school uniform and are asked to support the school by ensuring that the uniform is worn throughout your child's time at Barlows Primary School.

Boys: Grey shorts or trousers
White short sleeved polo shirt
Navy blue school sweatshirt
Navy tank top (sleeveless jumper)

Girls: Grey skirt / tunic, pinafore dress or grey trousers
White short - sleeved polo shirt
Navy blue school sweatshirt / cardigan
Navy tank top (sleeveless jumper)

Summer - pale blue gingham dress* as shown in the picture and black shoes



*pale blue gingham culottes style dresses (as requested by some parents - Summer 2015)

Short-sleeved shirts are easier wear for infants participating in painting or water play.

Waterproof fleece jackets with the school badge on can be worn if you wish. These are very popular and we like to see the children wearing them. [It is your choice whether you purchase these.](#)

Further information about footwear:

In the interest of safety, footwear worn in school must be flat heeled shoes, which must be black.

It is acceptable for children to wear black trainers, however these must be plain and without any fluorescent or coloured stripes or motifs on. As above, these cause great distraction to children and cause an element of competition as to has the "best" brand shoes.

Glittery, flashing and fluorescent shoes are not allowed as in the past these have caused great distraction to the children who play with their shoes or talk to other children about them when they should be listening to the lesson.

In the colder months, if you want your child to wear boots for school, it is school policy for your child to change into school shoes whilst in the building. This is for health reasons as the building is extremely warm owing to the under floor heating system.

P.E. Kit:

Navy blue shorts
Pumps (**Infants non-lace ups**)
White T-shirt

Junior children's Games kit

Training shoes
Jogging bottoms (in addition to the PE kit)

Training shoes are not allowed in the hall. Only children attending football training require football boots.

P.E. Kit should be kept in a draw string bag

- ❖ And left in the school from Monday to Friday
- ❖ Games kit should only be brought in on games day
- ❖ Children take P.E., games and swimming lessons unless withdrawn for medical reasons.

All clothing must be clearly marked with your child's name. This includes P.E. bags, lunch boxes, coats, hats, scarves and gloves. All uniform can be purchased from:

KIDS KIRKBY
29 St Chad's Parade
Kirkby
Liverpool
L32 8UG
Tel: 0151 548 9390

SCHOOL CONNECTIONS
61 County Road
Walton
Liverpool
L4 3QD
Tel: 0151 524 9818

YourSchoolUniform.com

Bags

School bags must be the size of a school book bag and NOT too deep as they need to fit into a tray or box to be stored throughout the day.

Pencil Cases/pens/pencils etc.

Children in Reception, Years 1,2,3,4 & 5 do not need to bring into school pencil cases, pens, pencils or any other type of equipment as school provide these items. Year 6 are allowed to bring their own equipment in as part of their transition to High School.

Hair

Children need to have their hair tied back, in bunches or a bun. This is for reasons of hygiene in an attempt to try to stop the transfer of head lice.

Hair should be tied back with bobbles or scrunchies. All hair bands, bobbles clips or small bows should be plain navy or white, they should not be glittery, multicoloured or florescent or have huge flowers.

Children should not have a Mohican haircut or patterns etched into their hair as once again, this is extremely distracting for children as they spend much of their time talking about their new hairstyle.

Children who have pierced ears need to wear small stud earrings. For Health & Safety reasons hoops and other types of earrings are not allowed.

Once again, in the interests of Health & Safety, children are not allowed to wear bracelets, necklaces or chains, in addition to this, they could get broken or lost.

Nails

Nail varnish is not allowed for school.

I hope this information supports you and your child. I look forward to your cooperation in these matters.

Pupil Voice at Barlows Primary School

The school firmly believes that a child's education is most effective when there are opportunities for pupils to have a voice in their school's decision making. Pupil Voice Committees meet with the Senior Leadership Team and School Governors to propose their ideas and share their successes.

School Council

Through Barlows School Council all children are encouraged to be involved in decision making as well as taking responsibility for many aspects of school life. Each year each class nominates children to take on the roles and responsibilities of a School Councillor. The School Council meet every two weeks to discuss issues which have arisen from class meetings. As a group the children are encouraged to suggest ideas and possible solutions to issues raised. Members of the School Council also attend the Liverpool Schools' Parliament, where they have the opportunity to raise and discuss issues that are of concern to the children of today.



Fair Trade Committee

The Fair Trade Committee is made up of 2 children from each year group. They meet every half term to discuss ways of promoting Fair Trade throughout the school and the wider community.



The committee are responsible for holding the Fair Trade Café.

The school was one of the first in Liverpool to achieve the prestigious Fair Trade Quality Mark.

The children's work in this field has been celebrated all over the North West and as far as Ethiopia.



Eco-Committee

Barlows Primary School is committed to working towards a sustainable lifestyle. The school Eco-Committee is a pupil led committee, who meets with children regularly throughout each term. The Committee works on projects based on the nine Eco Schools topics: Energy, Litter, Water, Waste Minimisation, Global Perspective, Biodiversity, Transport, Healthy Living and School Grounds, to become a greener, reducing, re-using whole school site. The Eco Committee firmly believe that:- 'It's not about one person doing everything; it's about everybody doing something.'



Travel Plan Committee

The Travel Plan Committee is made up of 2 children from each year group, who meet every half term to discuss forthcoming events or issues raised in class meetings. The committee are responsible for promoting 'Walk to School' and making sure as many children join in as they can. The committee are also involved in organising Bike it Breakfasts and run the 'Big Pedal' annually.



Allotment Committee

The Allotment Committee is made up of 2 children from each year group, who children meet at least once a half term to organise fundraising activities and discuss what they can grow for the season on the school allotment. The Committee organise a whole school growing event each year awarding 'golden carrots' to classes for excellence in their allotment work.



Healthy Schools Committee



The Healthy Schools Committee is made up of 2 children from each year group. The children monitor and give feedback about school dinners and encourage other children to keep healthy in a variety of ways.

The Healthy Schools Committee work hard each year to maintain the Healthy Schools Award through a variety of initiatives and activities.



International Schools Committee

The International Schools Committee is made up of 2 children from each year group.

The Committee helps to create new links with schools all over the world, completing a number of projects, learning about other cultures and developing their intercultural awareness.



Expectations of Behaviour

The Governors, staff, parents and children have developed together a behaviour policy, which has been very successful in ensuring a pleasant environment both in class and in the playground.

Our aims are:

- To create a secure, positive and safe learning environment in which the whole school community has a voice.
- To develop in the pupils the capacity to work effectively both as individuals and as members of a group.
- To help pupils develop self-respect and respect for others.
- To help the pupils develop the quality of reliability and a sense of self discipline.

We believe in the value of praise and recognition for reinforcing attitudes of co-ordination and hard work and there are systems of rewards and sanctions in place, which are appropriate for each Key Stage.

All children should be able to develop physically, socially, intellectually and emotionally. No child should ever face the trauma of an on-going bullying situation. All schools have problems with bullying at some time. The children are regularly told about bullying and how to deal with it.

We have a buddies system. Children have been selected by the School Council and the Circle of Friends group to be Barlows Buddies. These children make themselves available at break-times to support any child who may be upset, lonely or in need of a "buddy" that day.

There are friendship benches in the playground for the buddies to look out for these children.

There are a number of steps children can take in the event of them being a **victim** or a **witness** to bullying:

- Tell Mrs Horlick or Mr Mattocks (Learning Support Staff)
- Tell any of the adults who work in the school
- Tell one of the Barlows Buddies
- Tell a friend or a member of the school council
- Tell his/her parents

More information is detailed in our Behaviour Policy, which can be obtained from the school office.

Child Protection

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils. Due to day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child may have been abused, the school is required, as part of the local Child Protection Procedures, to report their concern to the Social Services department immediately via Careline in its aim to be a 'Safer' school.

Parents will not always be fully informed of concerns unless staff are certain that the safety of the child will not be prejudiced by their doing so.

Pastoral Care

It is the aim of the school that the child should develop a special relationship with the class teacher and is hoped that any anxieties can be sorted out as they develop.

It is the class teacher to whom parents should first speak to. If there are any minor problems or curriculum issues which need addressing please make an appointment to see your child's class teacher. Should there be any matter of a more pressing nature, the parents should make an appointment to see the Deputy Headteacher, Assistant Headteacher or in the final analysis the Headteacher herself.

Complaints Procedure

If parents have a complaint regarding the school curriculum they should first address the matter with the class teacher. If this does not resolve the concern, an appointment with the Headteacher can be made through the School Administration Officer. If this still does not bring about a satisfactory resolution, then there is a School Complaints Procedure Document (available from the Headteacher), which can be followed.

Attendance

The School expects that all parents will support their children in being punctual and attending regularly. Any child who is absent without a valid reason, is considered to be an unauthorised absentee.

Regular school attendance is essential if your child is to maximise their educational opportunities. Interruption to school attendance not only disrupts your child's education and makes it harder to catch up on work missed it can also affect their social life within school.

It is the school's responsibility to provide the best education possible. We can only do this if the children attend regularly.

Following advice from Liverpool Local Authority, Barlows Primary School has been strongly advised to operate a zero tolerance policy to holidays taken in term time. This is in line with many other schools in Liverpool.

Government guidance states that only under exceptional circumstances may the Headteacher consider giving permission for a child to be absent from school for a maximum of 10 days in any one school year. Further to this, Liverpool schools and authority do not accept that leave for the purposes of a holiday is acceptable and application for such leave is always discouraged. In line with national and local guidance I would like to outline clearly when permission will **not** be granted:-

- During transition time as a pupil is settling into the school
- Immediately before or during SATS or any public examination (i.e. GCSE etc)
- If the pupil has an attendance record below (%)
- If the pupil's attendance rate will fall below (%) if leave is taken
- If the pupil already has unauthorised absences.

Additionally

- Any granting of leave does not set a precedent for similar future requests and the frequency/duration of such leave periods will be considered as factor in any decisions.
- Requests will be considered by the Headteacher/Governing Body.
- Any approved leave must be subject to a contract/agreement between parents and the school stating what leave has been granted and the pupil's date of return to school.
- Failure of a pupil to return by the agreed date may, after a further 10 school days, result in that pupil being removed from the school roll.

First Day Response

The school must be informed of the reasons for all absences. In the event of no verbal message being received, a note must be provided, otherwise the absence is unauthorised. The school operates a First Day Response system and the impact of this has proved to be positive. A member of the School Administration staff contacts each parent of the children who are away as soon as the register is marked, if there has been no contact by the parent to the school to inform them of the reason for the child's absence.

Punctuality and Arrival at School

It is essential that children arrive at school on time. No children should be kept away from school because the family has overslept. They should be sent to school with a note no matter how late they are. Lateness is monitored and persistent offenders will receive notification from the Head Teacher. The school doors open at 8.50 am and close at 9.03 am. At lunchtime all children who go home for lunch should not return until: **1.00 pm** unless they are taking part in school activity. If there are any problems please inform us.

Medical and Dental Appointments

Please ensure that the child brings to school the appointment card or note. All children **MUST BE MET** and an authorisation slip collected from the School Office before children may be withdrawn from lessons.

Medicines and pills must not be brought to school. There are exceptions for some long-term complaints. Medicines that can be self administered such as asthma restoratives or diabetic insulin are kept in school in the Medical Room. Parents must detail the medication in an accompanying book. There is a form available that must be filled in and given to the office. Parents must apply to the school office for the requisite form to allow children to leave school.

Infectious/Contagious Illnesses

We are committed to the health and safety of all children and staff who play, learn and work here. It may sometimes be necessary to require a sick child to be collected early or be kept at home while they get better. In such cases, the provisions of the Health, Illness and Emergency policy will be implemented.

In accordance with the procedures set out in the Health, Illness and Emergency policy parents/carers will be notified immediately if their child has become ill and needs to go home. Poorly children will be comforted, kept safe and under close supervision until they are collected.

If a child has had to go home prematurely due to illness, they should remain at home until they are better for at least 24 hours, or according to the times set out in the table overleaf.

If a child becomes ill outside of school hours, they should notify the school as soon as possible. The minimum exclusion periods outlined in the table overleaf will come into operation.

If any infectious or communicable disease is detected on the schools premises the school will inform parents/carers personally in writing as soon as possible. The school is committed to sharing as much information as possible about the source of the disease and the steps being taken to remove it. The Local Authority and Health Authority will be informed of any infectious or communicable diseases discovered on the school premises.

Minimum Exclusion Periods for Illness and Disease

DISEASE	PERIOD OF EXCLUSION
Chicken Pox	5 days from when the rash first appeared
Conjunctivitis	no exclusion
Diarrhoea	48 hours
Diphtheria	Consult Health Protection Unit
Gastro-enteritis, food poisoning, Salmonella and Dysentery	48 hours or until advised by the doctor
Glandular Fever	Until certified well
Hand, Foot and Mouth disease	During acute phase and while rash and ulcers are present
Hepatitis A	7 days from onset of jaundice & when recovered
Hepatitis B	None
High temperature	24 hours
Impetigo	Until the skin has healed
Infective hepatitis	7 days from the onset
Measles	4 days from when the rash first appeared
Meningitis	Until certified well
Mumps	5 days minimum or until the swelling has subsided
Pediculosis (lice)	Until treatment has been given
Pertussis (Whooping cough)	21 days from the onset
Plantar warts	None
Poliomielitis	Until certified well
Ringworm of scalp	None
Ringworm of the body	Until treatment has been given
Rubella (German Measles)	6 days from onset of rash
Scabies	Until treatment has been given
Scarlet fever and streptococcal Infection of the throat	1 day from the start of the treatment
Tuberculosis	Until declared free from infection by a doctor
Typhoid fever	Until declared free from infection by a doctor
Warts (including Verrucae)	Exclusion not necessary. Sufferer should keep feet covered.

This list is not necessarily exhaustive, and parents are encouraged to contact local health services if they are in any doubt.

Parent/Teacher Association

The school has a very strong and active P.T.A., which supports the school in a whole variety of ways. All parents become members when their first child joins the school. Each year the PTA holds a number of social and fund-raising functions which parents are encouraged to support.

Parents in School and Parent-Teacher Co-operation

While the Headteacher and staff are happy to see parents in and around the school, it is advisable that parents make an appointment to discuss anything apart from day to day matters. There are Teaching Assistants available to support parents in this. Each morning Teaching Assistants will be on the playground to pass on any day to day messages. Please do not stop the class teacher as she/he needs to register the class as soon after 9.00 am as possible in order to start the school day.

Parents are welcome to help in school, but each class teacher decides about help in their classroom in consultation with the School Leadership Team. It is preferred practice for parents to help class teachers who do not teach their children. See our Helping in School Policy.

Extra Curricular Activities

In addition to the normal curriculum of the school, junior children may take part, at different times, in the following activities:

Football	Drama activities	Basketball	Role Play
Netball	Recorder	Problem solving	Story Telling
Rounders	Guitar	Science fiction	Mask Making
Top Trumps	Choir	Art & craft	Homework
Athletics	Spanish class	Puppet making	Science Investigations
Dance	French class	Healthy Eating	Tag Rugby
Cheer Leading	ICT - G&T	Little Big Planet	Art Club
Computing	Scratch Programming	Allotments	New Age Curling
Cricket	Basketball		

National Fruit Scheme

Our school takes part in the National Fruit Scheme in order to promote a 5-a-day fruit and vegetables programme for healthy eating. This is extremely popular with our children, parents and staff.

School Sporting Achievements

The school offers children many opportunities to try out their sporting prowess in such sports as football, cricket, athletics, basketball, netball and gymnastics. Here are some photos of some of the school teams.



Girls' Football Team



Boys' Football Team
Football Kit kindly donated by Ashley Neal
Driving Instruction



Basketball Team

Barlows also has many other teams representing the school in various activities including:

- | | |
|--------------|--------------|
| ❖ Water Polo | ❖ Hockey |
| ❖ Athletics | ❖ Tennis |
| ❖ Dance | ❖ Cricket |
| ❖ Netball | ❖ Basketball |
| ❖ Tag Rugby | ❖ Lacrosse |
| ❖ Mat ball | |

Working Alongside the Local Community

Parents and friends of Barlows Primary School are often seen in the school, they meet to take part in activities designed to develop their own personal interests and possibly to advance their qualifications. Courses have included: Family Literacy Projects, Reading workshops, Family Numeracy Projects and Computer Courses for Parents and Parents as Educators.

BEFORE AND AFTER SCHOOL CARE

Morning Club

We offer all parents the opportunity to send their children to our morning club. (This is supervised by Learning Support Assistants who provide a range of activities to interest the children.) These include time to play, read, make models and do homework. The children are given refreshments of a drink and a biscuit ready to start their day. The club operates from 8.00 am to 9.00 am and costs £2.00 per day.

After School Club

We provide after school care from 3.30 pm to 5.50 pm in Barlows Primary School. The club caters for all primary school age children offering them fully supervised care in the security of our school hall and other settings in the school such as the library and the outdoor play areas. The types of activities include: painting, model making, board games, reading, craftwork and an opportunity to do homework tasks if they choose are also on offer. The children are given refreshments of an afternoon tea and a drink. Each session costs £7.00 regardless of the length of time your child stays. Further information is available from our school office.

Homework Club

Barlows offers children in Years three, four and five, the chance to complete their homework in a 'Homework Club'; which is held throughout the year. The club is supervised by a member of staff who will be able to give assistance to children who need it.

Personal, Social, Health Education & Citizenship (including sex education)

From their earliest days in the Nursery, children begin to understand themselves and other people. They learn to value healthy exercise, nourishing food and rest. As they get older they learn how their bodies work and how to keep them healthy.

In each year there is a planned programme (SEAL), which covers all aspects of personal, social, health education and citizenship. Children are taught everything that is appropriate for their age. Discussions cover a range of topics - keeping safe, healthy eating, friendships etc.

In the Early Years and Key Stage 1, expectant mothers talk to the children about the preparations they are making to welcome a new baby. They come back a few months later and bath the baby in class and answer the children's questions.

Throughout the Juniors, the children learn in more detail about the functions of bodies, human, animal and insects. In Year 6, in the context of loving family relationships, they learn about the physical changes of adolescence and, in an open and straightforward way, about love, marriage and babies. Before the children begin their sex education programme, parents are invited to school to examine and discuss all the materials which will be used. Parents have the right to withdraw their children from Sex Education lessons by written request to the Head teacher.

National Healthy Schools' Award

At Barlows we are committed to promoting a healthy school. In order to do this we have embarked on a major initiative in developing effective health education.

The 'National Healthy Schools' Award' forges links between education, health, parents and the wider community. We aim to equip our children and young people, with the knowledge, attitudes, values and personal skills that will empower them to pursue healthy lifestyles. The school achieved their 1st Liverpool Healthy Schools Award in 2001, 2010 and in 2013 achieved our most recent Healthy Schools Award. In November we became one of only a handful of schools to achieve the Healthy Schools Enhancement. This award takes pride of place in our trophy cabinet.

International Eco Schools' Green Flag Award

Barlows is committed to working towards sustainable lifestyles. With this vision in mind the school, led by the Eco Committee, continues to work hard towards achieving sustainable goals. Pupils, staff and parents are encouraged to use recycling schemes, travel wisely and become more energy efficient. The Eco Committee leads many Eco Projects for which they have been recognised by the Merseyside Groundwork Awards, and in July 2008, the school achieved International Eco Schools' Green Flag status and was presented with the prestigious Green Flag which can be seen flying at the front of the school today.



City of Readers

2014 was dedicated as 'Year of Reading' in Liverpool by the Lord Mayor, Joe Anderson who like Barlows, is committed to engaging both children and families in reading. In Barlows, we encourage all children to read for enjoyment and meaning, we develop their reading experiences through exposure to a wide range of texts. We guarantee a broad curriculum for all children, where they can gain new experiences and further their 'life-long love of reading'.

Our fantastic Reading Advocate Committee, which consists of seven Year 5 children, help to contribute new and creative ideas for projects to help to promote reading.

In Summer 2013, the school embarked on an exciting project called 'Reading for Enjoyment', which has continued to impact on reading throughout subsequent terms to the present day. The project aims to inspire the children to read for pleasure. It also aims to enhance the range of genres and texts the children read.

In Spring 2015, Barlows was awarded the prestigious Gold Standard Reading Quality Mark, celebrating the wide range of work undertaken by the school to promote a true love of life long reading. In March the school was presented with the award at a ceremony held at Liverpool City Library.



Charging Policy

The education provided at Barlows is free if it takes place during school hours. A charge may be made for individual tuition in playing any musical instruments unless it forms part of the syllabus for a prescribed musical examination or is provided as part of the National Curriculum. Charges may apply for peripatetic music lessons. Children who receive peripatetic music lessons can use their own instruments. These are normally purchased by parents through school.

Materials

Neither the children nor their parents are required to pay for or supply any materials, books, or other equipment for use in connection with education during school hours. However, the school may charge for, or request the supply of, ingredients or materials for practical subjects such as Design & Technology or baking, if parents have indicated in advance a wish to own the finished product.

Parents' Voluntary Contributions

The school accepts that voluntary contributions will be sought from parents to finance activities for the children. All contributions are voluntary, though some activities may not take place unless contributions are forthcoming.

Property

Barlows Governing Body does not accept liability for the loss, damage or theft of personal property.

- 1 Jewellery must not be worn by pupils. (However, if ears have been pierced, stud ear-rings only may be worn.)
- 2 Large plastic hair slides are not allowed.
- 3 Infant children are not to bring watches to school.
- 4 Toys and valuable articles should not be brought in, except with the teacher's permission.
- 5 Parents are advised to have private insurance cover in respect of their own property, which may be on the school premises.
- 6 Pupils are expected to take care of the school's property. Reimbursement will be sought from parents for any articles lost or not returned at the appropriate time.
- 7 No sweets, card collections, money (other than that which is necessary), full size footballs or other articles that in the opinion of the school's management are undesirable or dangerous, are allowed in the school.
- 8 Mobile phones are not allowed in school unless there are extenuating circumstances. If there is an occasion when a child needs to have a mobile phone it must be kept in the school office until the end of the school day.