Manor Road Primary School

School Prospectus 2024-2025

Learn and Grow Together

http://www.manor-road.lancsngfl.ac.uk/

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Dear Parents/Carers

It is with great pleasure that we welcome you to Manor Road Primary School, a school which is committed to the highest possible standard of education and welfare for every child.

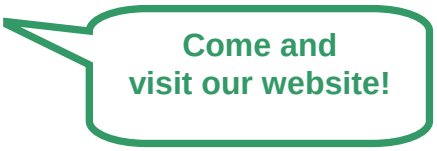
This prospectus provides you with general information about our school that we hope you will find useful. It gives details about the structure of the school in addition to our school's aims and recent results showing children's attainment.

A great deal of additional information can also be found on our school's website. Here you can see recent school events and achievements along with information about topics being studied by different classes. Our weekly newsletters and holiday information are available on our website.

We look forward to welcoming you to the Manor Road family and building positive relationships with you.

Yours sincerely

Karen Marshall



Karen Marshall
Headteacher

(In this prospectus we have used "she" and "her" to try to avoid gender arguments. In other booklets we use "he" and "him". We trust that this balance is acceptable to you.)

MANOR ROAD PRIMARY SCHOOL
MANOR ROAD,
CLAYTON-LE-WOODS,
CHORLEY,
PR6 7JR

TEL: (01772) 335699
E-mail: bursar@manorroad.lancs.sch.uk

HEADTEACHER
Mrs Karen Marshall

CHAIR OF GOVERNORS
Mrs Karen Haydock

GENERAL SCHOOL INFORMATION

MANOR ROAD is a community primary school currently catering for approximately 250 children aged from four to eleven. The school workforce has developed extensively and creatively to ensure that children are well supported in all aspects of their school life.

In addition, we also have a Pre-School catering for 16 children located in our Annexe. Children in the Pre-School follow the EYFS Curriculum, working closely with our Reception Class.

There are nine classes with associated resource areas providing excellent facilities for all our children from Pre-School through to Year 6. This allows for small group work as well as whole class work. There is a multi-purpose hall used for assemblies, PE and as a dining room. We have a well-stocked library and an excellent range of home reading books. We also have an additional annexe building which contains a hall and class areas. We have extensive and modern IT facilities in all classrooms.

Governors have a policy of constant improvement and support the school extremely well. We are particularly proud of our development of the school grounds to provide additional resources for learning and recreation. Outdoor facilities include a hard play area and extensive grounds within which we have sports pitches, a pond, wildlife areas, allotments and gardens. We also have our own bees, and chickens!

MANOR ROAD STAFF

Headteacher	Mrs Karen Marshall
Deputy Headteacher	Mrs Kellie Foulds

Classes

Pre-School	Teachers:	Mrs Kirstin Maloney
	Teaching Assistants:	Miss Lucy Bickerstaff Miss Jasmin Carter Mrs Gina Kerfoot
Ash (Foundation Stage)	Teachers:	Mrs Kellie Foulds
	Teaching Assistants:	Mrs Ginnette Mason Mrs Laura Bennett Miss Jasmin Carter Miss Laura Evans Mrs Megan Fedusio Mrs Claire Stanley
Elm (Foundation Stage and Year 1)	Teachers:	Mrs Natalie Armitage
	Teaching Assistants:	Mrs Wendy McDonald Miss Lucy Bickerstaff Miss Laura Evans
Oak (Year 1 and Year 2)	Teacher:	Mrs Carol Atkinson
	Teaching Assistants:	Miss Ellie Atkinson Miss Jasmin Carter Mrs Megan Fedusio Mrs Wendy McDonald

Yew (Year 2)	Teachers:	Mrs Susanne Heald
	Teaching Assistants:	Mr Luke Atkinson Mrs Laura Bennett Mrs Megan Fedusio Mrs Laura Whyte
Year 3	Teachers:	Miss Katy Read Mrs Jane Harrison
	Teaching Assistants:	Mr Luke Atkinson Mrs Nicola Baron Mr Simon Barton Mrs Adele Trueman Mrs Nadia Shvets
Year 4	Teacher:	Mrs Brogan Lawrenson
	Teaching Assistants:	Mr Luke Atkinson Mrs Angela Lewis Miss Elysia Moss Mrs Carol Valiant Mrs Laura Whyte
Year 5	Teachers:	Mrs Katy Elford Mrs Jane Harrison
	Teaching Assistants:	Miss Lucy Bickerstaff Miss Jasmin Carter Mrs Kayla Kemp Mrs Gina Kerfoot Mrs Sara Lane
Year 6	Teachers:	Miss Louise Otto
	Teaching Assistants:	Mr Luke Atkinson Mrs Claire Stanley Mrs Carol Valiant

School Office

School Business Manager	Mrs Julie Davis
Headteacher's PA & Parent Support Advisor	Mrs Debra Conway
Admin Support	Mrs Elaine Haworth

ICT Technician

Mrs Denise Sirvinskas

Site Supervisor

Mr Paul Bradley

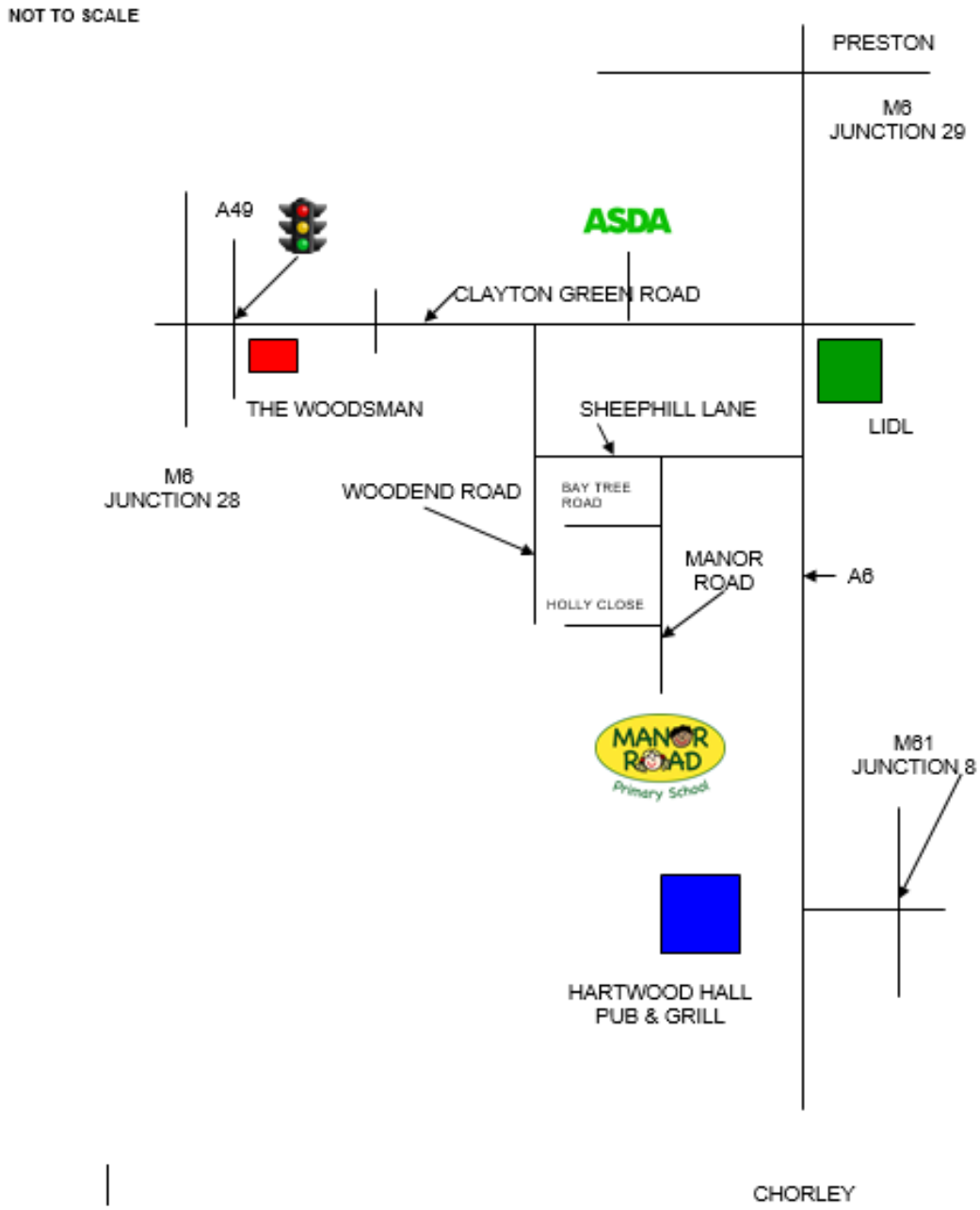
Lunchtime Staff

Supervisor	Mrs Wendy McDonald
Assistants	Mrs Julie Bullen Mrs Rebecca Carr Mrs Gill Howlett Mrs Rachelle Satloka Mrs Nadia Shvets Miss Louise Taylor

Kitchen Staff

Cook	Mrs Jeanette Chamberlain

HOW TO FIND US



Our Vision

Learn and Grow Together

Our Aims

To realise this vision, we aim to...

- Ensure our school is a nurturing and happy family where everyone is valued for their individuality within a safe and secure environment.
- Equip children with the resilience and perseverance to become creative, independent thinkers.
- Encourage learning for life within an ever-changing world.
- Foster an enquiring mind in order to stimulate reflection, challenge and innovation both inside and outside the classroom.
- Provide first hand experiences in order to develop in our children a love of learning, a pride in their work, respect for their surroundings and good relationships with others.
- Promote rights and attitudes of care, tolerance, trust and respect through a broad and balanced curriculum.
- Build strong, collaborative partnerships between the school & wider community.

THE SCHOOL'S CURRICULUM

The curriculum is organised into **key stages**, which are broadly as follows:

Early Years Foundation Stage	ages 0 to 5	Pre-School → Year R
Key Stage 1	ages 5 to 7	Years 1- 2
Key Stage 2	ages 7 to 11	Years 3- 6
Key Stage 3	ages 11 to 14	Years 7- 9
Key Stage 4	ages 14 to 16	Years 10-11

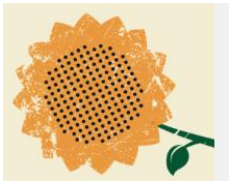
At Manor Road we admit children to Pre-School from the term following the child's third birthday and to Reception on the 1st September following their fourth birthday.

The school keeps records in line with the Early Years Foundation Stage and the National Curriculum. The class teacher will assess your child's work throughout the year and you will be told how your child is progressing through Parents' Evenings.

In Pre-School, children are taught in one class with a maximum of 16 children. In the Foundation Stage and Key Stage 1, children are taught in four classes of fewer than 30, two of them having mixed ages. The class organisation is: Pre-School, Ash (Foundation Stage), Elm (Foundation Stage and Year 1), Oak (Year 1 and Year 2), Yew (Year 2). However, whenever possible, children spend time with their whole year group. In Key Stage 2, they spend most of their time in classes with children of a similar age.

The school follows the Early Years Foundation Stage Curriculum and the National Curriculum. Children work at an individual level, as whole classes and in small groups in order to match work to their personal needs.

The Early Years Foundation Stage covers the education of children from birth to five years and this is followed in both Pre-School and Reception class and into Year 1 as appropriate for individual pupils. The Foundation Curriculum, based on the Early Learning Goals, is planned to lead smoothly into the National Curriculum at Key Stage 1.



The Foundation Curriculum stresses the equal importance of the three prime areas of learning:

- Physical development
- Communication and language
- Personal, emotional and social development

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

- Maths
- English
- Understanding the World
- Expressive Arts and Design.

The subjects in the National Curriculum are: English, Mathematics, Science, Computing, Design & Technology, History, Geography, Art, Music, PE and Modern Foreign Languages.

Every child will learn all subjects which we teach in a creative and stimulating way.

We celebrate and value our children's work in our many displays in classes and throughout the school.

Copies of policies, schemes of work and curriculum documents used are available in school and on the website. Requests for copies must be made in writing to the Headteacher.

THE SUBJECTS OF THE NATIONAL CURRICULUM

ENGLISH

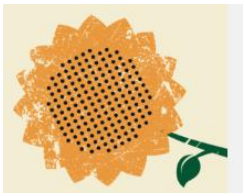
English unites the important skills of reading and writing. It also involves speaking and listening. Our children learn to write with confidence, fluency and understanding. They learn to plan, draft, revise and edit their own writing.

We consider that the teaching of reading is of the utmost importance. We aim that our children will be interested in books, read with enjoyment and evaluate and justify their preferences.

In English lessons, our children learn reading strategies through shared, whole class reading, through guided group reading and through independent reading.

In addition, reading at home is valuable in supporting children on the road to reading with fluency and enjoyment.

At Manor Road we use The Write Stuff as our main way of teaching writing.



MATHEMATICS

Mathematics involves confidence and competence with numbers and measures. It requires an understanding of the number system. Children will acquire both the inclination and ability to solve number problems.

Our children will develop a practical understanding of the ways in which information is gathered by counting and measuring and how it is presented in graphs, diagrams, charts and tables.

A key element of the Mathematics curriculum is that children are taught to calculate mentally. This is an aspect of maths that has always been included in the curriculum at Manor Road. Our children learn number facts and to be able to recall them without hesitation. They will also use these known facts to figure out new ones.

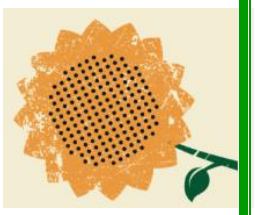
They will be given a repertoire of mental strategies to aid their working out of calculations. An emphasis on mental calculation does not mean that written methods are not taught but that the balance between the two and the development from one to the other is very important.

At Manor Road we use Maths – No Problem as our main way of delivering the requirements of the Maths National Curriculum.

SCIENCE

Science teaching at Manor Road offers opportunities for our children to:

* develop knowledge and understanding of important scientific ideas processes and skills and relate these to everyday experiences;
* develop skills of predicting, asking questions. Make inferences, concluding and evaluating based on evidence and understanding and use these skills in investigative work;
* use scientific and mathematical language to communicate scientific ideas;
* work with others, critically evaluate ideas.



They will study:

Life and Living Processes - related to knowledge of animals and plants in the local environment.

Materials and their properties - including work on solids, liquids and gases.

Physical processes - including forces and motion, light and sound and the earth in space.

Children are encouraged to develop their enquiry and investigative skills in activities that promote the raising and answering of questions. As children begin to gain increasing knowledge and understanding, they are given the opportunity to develop an awareness of the importance of science in everyday life.

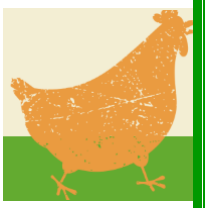
COMPUTING

The school has a large number of laptops and iPads and our children are skilled in using them by the time they reach the age of 11. We have a wireless network which allows children to access IT equipment in their classrooms throughout the day where appropriate.

They will be taught to use IT confidently and purposefully to communicate and handle information. Children also learn to use coding programmes to create their own moving images and games.

DESIGN TECHNOLOGY

Children are taught to recognise and explore people's needs, develop ideas about how they might be met and develop products to meet those needs. They will be given opportunities to work with a range of materials and be taught designing and making skills. Children will begin to research and collect examples of artefacts and materials for both Design and Technology and Art.



ART

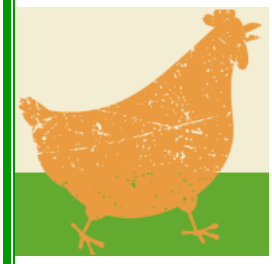
Children learn to experiment with a variety of techniques including painting, drawing and clay modelling and with colour, pattern, texture, line, shape and form. They work in both 2D and 3D.

The older children continue to use and develop a variety of media and techniques and extend their knowledge of the work of famous artists introduced in the Early Years.

GEOGRAPHY AND HISTORY

Much of the work in Geography and History is topic based and often linked with other subjects. Children are given opportunities to investigate their surroundings. They develop knowledge and understanding about places and about geographical themes.

Geography aims to broaden our children's view of their immediate environment and of the world beyond by studying the local area and countries in Europe and the developing world. They learn to deal with wider horizons and with issues such as trade, agriculture and industry in other countries.



In History, our children learn to appreciate how the world we live in today grew out of the past. They develop a sense of continuity and learn to evaluate evidence. They develop an informed understanding of people in the past using a range of sources. Children take a close look at our local historical heritage.

MUSIC

Children experiment with sound using a wide variety of sound makers through activities of performing, composing and appraising.
Through listening activities, they develop a good knowledge and understanding of musical traditions.

All children are actively involved in a range of singing activities.

The school organises visiting music teachers for children learning brass, drums, guitars and keyboard.

PHYSICAL EDUCATION

PE includes movement and activities developing skills with both small and large apparatus. The school hall contains a climbing frame, vaulting boxes etc.

There are also indoor games such as bounceball and outdoor games such as netball, football, rounders and cricket for the older children all of which are accommodated within our own facilities and take place during the weekly games lessons. Children in Year 1 have swimming lessons at All Seasons Leisure Centre, Chorley.

Specialist coaches are invited to school to provide additional input for our children and we have playground activities during playtime/lunchtime in our aim to provide two hours of physical activity each week.

We have a programme of additional sports activities running throughout the year, in conjunction with Chorley School Sports Partnership. These activities include athletics, High 5 netball, multi-skills, gymnastics, hockey, street dance, cheer dance and orienteering.

In addition, children in the Foundation Stage and Year 1 learn basic cycling skills using our own balance bikes and pedal bikes; children in Years 4, 5 and 6 are offered 'Bikeability' which teaches off and on-road safety skills.

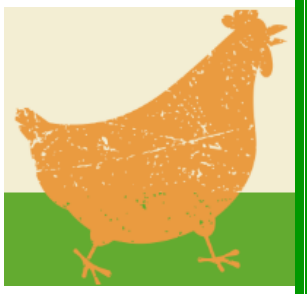
Every year we hold a 'Health and Fitness' week during which the children take part in a variety of physical activity sessions, along with educational sessions covering healthy food and lifestyle choices.

RELIGIOUS EDUCATION

Religious Education supports the general aims of our broad and balanced curriculum, which promotes the spiritual, moral, cultural development of each child. RE is a key in helping pupils to develop a framework of values, attitudes and beliefs and appreciation of other races, religions and ways of life. If you wish your child to be withdrawn from Religious Education, you should talk to the Headteacher initially.

MULTI-CULTURAL EDUCATION

Our society comprises people from a variety of cultural backgrounds and ethnic origins. The school recognises that education must reflect this. The school further recognises that it has a moral obligation to promote racial harmony. The school will seek to promote positive attitudes towards our multi-ethnic society by expanding children's knowledge and understanding of their own and other cultures.



PERSONAL, SOCIAL AND HEALTH EDUCATION

We are continuously adapting our structured approach to PSHE. We address PSHE through explicit lessons and through school systems such as our School Council, Eco Council, Rights Respecting Council and various school activities.

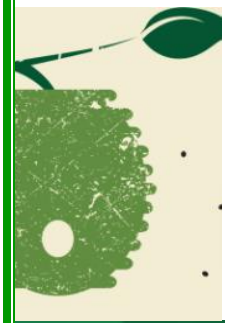
We also have a focus on Global Learning embedded into our PSHE lessons.

SEX/HEALTH EDUCATION

Typically, children in the early years will study topics on "Ourselves" or "Growth". In the National Curriculum, children study life processes, including reproduction in Science. Questions about reproduction and related matters will be dealt with appropriately as they come into the curriculum.

Year 6 have more direct teaching on reproduction and 'growing up'. Parents are invited to discuss materials used in this curriculum area with the appropriate class teacher.

Parents have the right to withdraw their child from Sex Education and should discuss any concerns with the Headteacher.



WORSHIP

All pupils, unless their parents exercise their right of withdrawal, will take part in a daily act of collective worship. The children may be grouped as a whole school, as a "Key Stage" group (infants/juniors) or as a teaching group (class). Some acts of worship will be of a broadly Christian character.

I love learning at Manor Road because doing sentences is fun!
Isla

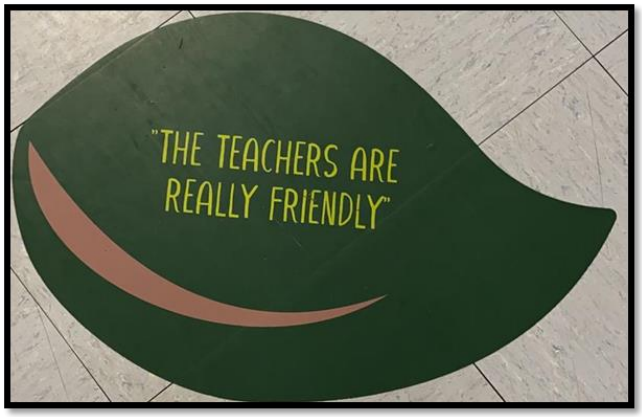
The school makes nice dinners!
Emy

Manor Road is a nice school and we all work together.
Sullivan

I really like the outdoor classroom.
Grace

Everybody is kind.
Harry

Everybody cares for things.
Christopher



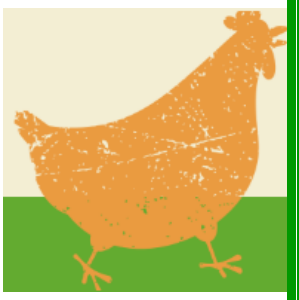
INCLUSION

Children with special needs and disabilities are welcomed and the school is committed to compliance with the Special Educational Needs and Single Equalities Act 2010. We have produced a Special Educational Needs and Disability Information Report which will ensure that we will not treat any pupil or parent less favourably for a reason related to equality and we will take reasonable steps to ensure that no child or parent is placed at a substantial disadvantage compared to their peers. The school has made many adaptations to its physical environment, including full access to the first floor in order to make provision for those with physical disabilities. The school's commitment to inclusion ensures that we actively seek to accommodate those with disabilities.

Despite the class teacher's support and differentiated planning some children have difficulty in learning. If this happens we will provide additional help and support and we will often ask for advice from professionals not directly employed by the school. We will discuss this with parents and devise an Individual Education Plan (IEP) for the child. This is called "SEN Support".

In a small number of cases where a child meets the Local Authority (LA) criteria for action we will refer the child to the LA so they can consider making a detailed diagnostic assessment which may lead to additional funding to support the child through an Education, Health and Care Plan (EHP). This will be fully discussed with the parents beforehand. For pupils who have an EHP, the school will hold statutory reviews and meet all statutory requirements.

We value the help that parents can give us and appreciate them sharing any problems a child may have had previously or during their time with us. Should a parent have concerns about the progress of their child they should discuss them with the class teacher. If there continues to be a cause for concern then this should be brought to the attention of the Special Needs Co-ordinator (SENCO) Mrs Marshall.



We also identify children who are more able, gifted or talented and we strive to offer them a curriculum which enriches and challenges them to reach their full potential. They are given opportunities to attend specialist workshops and activities, often linking with children from other local schools.

Our SEND, Inclusion and More Able Policies and SEND Information Report are published on our website. If a parent would like to read a paper copy of any of these documents, then they can borrow one from the School Office. If a parent would like their own copy then this can be arranged.

EXTRA CURRICULAR ACTIVITIES

These vary according to the interests and strengths of individual members of staff. Termly activities are listed on our website. We usually offer the following activities:

Sports: Football, athletics, running, swimming, netball, rounders, cricket, judo, multi-skills, bounceball, archery.

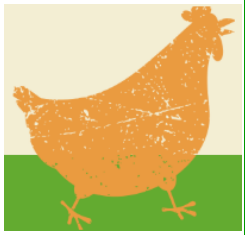
Inter-school sports tournaments, including:

Clayton & Whittle Athletics and Clayton Cup, Cross County, Gymnastics and Sportshall Athletics.

We also take part in the Chorley Leagues for football, netball and rounders.

Music : Keyboard, guitar, drums.

Arts: Dance, drama, annual musicals/concerts, art club.



Outings, trips, residential activity holiday

Themed weeks eg Health and Fitness, Science Week

Local quizzes and other activities at High Schools eg Maths Challenge, STEM Challenges.

School Council

Eco Council

Rights Respecting Council

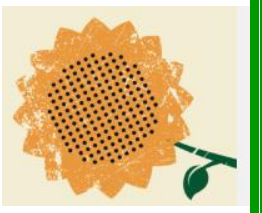
HOME AND SCHOOL

COMMUNICATION

The school believes that children succeed when they see that home and school are working together for their benefit. Each class uses the Dojo system to send and receive messages.

As we are an Eco School, we try to minimise the amount of messages and letters sent home on paper. We use ParentMail to email important information to parents, such as our weekly newsletter.

Before your child starts school do feel free to contact Mrs Foulds, the Early Years Foundation Stage Leader, or of course, the Headteacher, Mrs Marshall.



HOME-SCHOOL AGREEMENT

Our Home-School Agreement sets out what the school will do for your child, how you can help and what is expected of the child. The Agreement is seen as a way of strengthening the partnership between home and school. Each year, parents and children are asked to sign the agreement which can be viewed on our website.

PARENTS IN SCHOOL

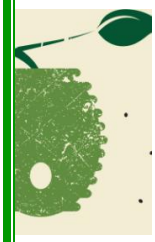
There are many areas of life in school that would be almost impossible without the help of parents. We normally never refuse an offer of help and in fact will often ask for it. We ask for help on both a regular and occasional basis. All parents must have undergone a criminal records check if they help regularly in school. We really are most grateful for the help we receive from parents.

There is an active **PARENT TEACHER & FRIENDS ASSOCIATION (PTFA)** at Manor Road and all parents are welcome to join virtual meetings that are held two or three times a term. The PTFA are busy planning events which are held throughout the year.

Through our normal events, funds are raised for the school which enhance and enrich your children's school life. Even if committee meetings are not for you, there is always a place and a need for volunteer hands to make light work of the events arranged.

REPORTING TO PARENTS

We start the year with an informative 'Meet the Teacher' presentation about the curriculum for the forthcoming year and organisational reminders. We have Parents' Evenings in the Autumn and Spring terms when parents can discuss their child's progress with the class teacher. A detailed Annual Report is sent home at the end of the Summer Term. There is also an opportunity for parents to discuss their child's Annual Report at the end of the school year.



HOMEWORK

As children are developing their early reading skills the opportunity to practise these at home is invaluable. In addition, practice in learning addition and multiplication facts and other work set by the teacher is encouraged at home. You can view a copy of our policy on our website.

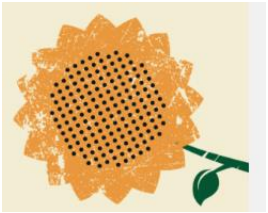
PASTORAL CARE

We endeavour to make our school happy and safe, giving our children a secure environment in which to learn. Every child will be valued and have opportunity to talk about any worries.

The school has an active School Council made up of representatives from most classes. Issues are brought to the regular meetings held throughout the year.

Online Safety is taught from the Foundation Stage to ensure children know how to keep safe online and parents and children sign each year to follow the internet safety code.

The social and emotional needs of our pupils are of paramount importance.

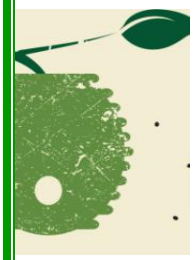


SAFEGUARDING

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Our school fully recognises the contribution it can make to protect children and support pupils in school. Mrs Marshall and Mrs Foulds are the Designated Safeguarding Leads. All staff are aware of recommended procedures.

There are three main elements to our Safeguarding & Child Protection Policy:

- Prevention: by providing a caring environment which supports pupils through a positive school environment.
- Protection: by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- Support: to pupils and school staff and to children who may have been abused.



Parents should be aware that where it appears to a member of staff that a child has been abused, the school is required, as part of the local Child Protection Procedures, to report concerns to the Children and Social Care Department immediately.

ATTENDANCE

Regular, punctual school attendance is vital if your child is to benefit fully from the opportunities that the school offers. Electronic registration tracks each child's attendance daily. Parents will be contacted if attendance falls below an acceptable level. Our Attendance Policy is available on the school website.

DISCIPLINE

We expect good behaviour from our children at all times. We aim to encourage a high degree of self-discipline based around our Manor Road Code of Conduct, Ready, Respectful and Safe.

In the event of an incident of bullying being brought to our attention, the school will adopt the "*all responsibility approach*", in which the bully is made to accept responsibility for the act and for the resolution of the problem. We encourage children to bring their concerns to our attention.

It is true, of course, that discipline begins at home. Children learn a great deal in their earliest years. We feel that parents have a responsibility in supporting us in maintaining good behaviour.

BEFORE AND AFTER SCHOOL CHILDCARE

The Manor Road Out of School Club provides before and after school activities for children aged 3 to 11 years in a safe and happy environment, supervised by caring, experienced staff. Only children who attend Manor Road Primary School can attend the Out of School Club.

Out of School Club meets in the adjacent Annexe and operates from 7.30am to 8.50am and from 3.30pm to 5.30pm.

Please see our website for further details.

SCHOOL UNIFORM

Our school uniform is in the school colours of green and gold. Children should wear a gold polo-shirt with a dark green sweatshirt or cardigan and grey trousers, skirt or pinafore. In warmer weather, children can wear grey shorts or yellow or green checked dresses. Children should wear sensible, black shoes for daily use. Trainers and shoes with heels should not be worn.

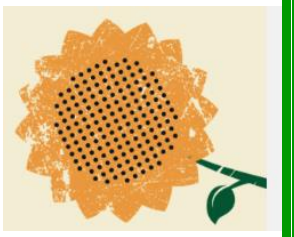
PE kit should be worn on days your child does PE. This consists of a white polo shirt, black shorts or jogging pants and a black zip-up long sleeved top. Trainers should be worn for all PE lessons. Jewellery should not be worn in school.

Sweatshirts, cardigans, polo shirts and PE kits with the school logo, are available to buy online from Stitch Design – please see the link on our website. Many local shops also sell gold polo shirts and yellow or green checked dresses, grey trousers, skirts and pinafores. Our PTFA also sell pre-loved school polo-shirts, sweatshirts and cardigans.

SCHOOL MEALS

Meals are cooked on the premises in our own kitchen, choices are offered for both courses. Please let us know if there are foods that your child must avoid, e.g. meat, milk or egg products, orange juice, flour etc. We are a nut free environment.

There is supervision for children who bring a packed lunch.



SCHOOL VISITS

We arrange many activities both on and off the premises to enhance and enrich the curriculum and to develop children's interests and talents. Parents are often asked to contribute to the cost of these.

THIRD PARTY

Costs charged by a third party may be passed on to parents, (e.g. a school travel company).

HOLIDAYS

Headteachers cannot authorise any leave of absence during term time, unless there are exceptional circumstances to warrant the granting of leave.

The exceptional circumstances are:

- The funeral of a close family member
- The wedding of a close family member – but not a parent
- Professionals who are not able to take holidays at other times – this must be backed by a letter from their employer

MANOR ROAD Primary School