



Hippings Methodist Primary School

Headteacher: Mrs T. J. Westwell BA(hons) QTS,LPPH

Welcome To The Hippings School Prospectus



For the academic year 2022—2023

This school provides a multitude of extra curricular activities and trips, such as this one to Tower Wood



Heron Way Oswaldtwistle

Lancashire

BB5 3BT

Tel: 01254 234089

Hippings Methodist Primary School



CONTACT DETAILS , STAFF AND INSURANCE

STAFF

Headteacher Mrs T.J. Westwell BA (hons) QTS,LPPH

Deputy Head Miss U Hussain BA (hons) QTS

FOUNDATION AND KEY STAGE 1 (INFANTS)

Mrs K O Hare	BA (hons)PGCE	Reception
Mrs S Griffiths	BA (hons)QTS	Year 1
Miss U Hussain	BA (hons) QTS	Year 2

KEY STAGE 2 (JUNIORS)

Mr J Holden	BSc(hons)QTS	Year 3
Miss D Eccles	BSc(hons) PGCEQTS	Year 4
Mr S Baldwin	BA (hons) QTS	Year 5
Mrs M Hunter	BA (hons)QTS	Year 6

Inclusion and Intervention Team

Miss N Summers BSc(hons)QTS 0.8 SENDCO

SUPPORT STAFF

Mrs S Ramsden
Mrs J Bartlett
Mrs D Kennedy
Mrs D Bolton
Mrs W McLean
Mrs H Taylor
Mrs M Hodges
Mrs C Themistocles

Cook in Charge

Miss C Smith

Kitchen Staff

Ms J Wright
Mrs A Ashton
Mrs S Allen

Welfare Assistants

Mrs D Bolton
Mrs W McLean
Miss L Thompson
Mrs M Hodges
Mrs D Mayor
Mrs H Taylor

Breakfast Club

Mrs W McLean
Mrs D Mayor

Stay and Play

Mrs Williams
Miss Smith

Site Supervisor

Mr. A. Cooper
Mrs A Ashton (Cleaner)

**HIPPINGS METHODIST
(VOLUNTARY CONTROLLED)
PRIMARY SCHOOL
HERON WAY
OSWALDTWISTLE
LANCASHIRE
BB5 3BT**

01254 234089

Email:

head@hippings.lancs.sch.uk

bursar@hippings.lancs.sch.uk

School Administration

Mrs Wilkinson—Smith
(Supply)

AREA EDUCATION OFFICE

44 Union Street,
Accrington.
BB5 1PL
01254 220714

CLERK TO THE GOVERNORS

Governor Services Officer
Area Education Office (East)
44 Union Street,
Accrington.
BB5 1PL
01254 220714

INSURANCE

The County Council's insurance arrangements in relation to children and parents are as follows:

- The County Council's liability insurance arrangements provide protection for the County Council in respect of claims for compensation made by any person suffering bodily injury or damage to property due to some act or error of the County Council.
- These arrangements are in respect of the County Council's legal liabilities only and it should be noted that the County Council does not automatically accept liability for any injury or damage which may occur. It has to be proved that the County Council was legally responsible for the injury or damage suffered i.e. it was at fault.
- Where an injury or damage to property arises due to some act or neglect of a Third Party (i.e. some person or organisation other than the County Council) any resultant claim for compensation would have to be directed towards the Third Party and not the County Council.
- If a person suffers a bodily injury where no-one is at fault there would be no legal grounds for pursuing a claim for compensation against either the County Council or a Third Party.

However, this is a risk which can be covered by a Personal Accident insurance policy which provides limited benefits in respect of injuries. However, this is a risk which can be covered by a Personal Accident insurance policy which provides limited benefits in respect of injuries suffered by the insured person regardless of legal liability. Parents could arrange such cover on a general "all risks" basis applicable throughout the year or for a particular event.

Hippings Methodist Primary School



ABOUT THE SCHOOL

HIPPINGS METHODIST PRIMARY SCHOOL

Hippings Methodist School was founded by the local Methodist Church in 1809. The church at that time was situated in the area of the town known as Hippings Vale, where the bridge at the bottom of the "Straits" crosses Tinker Brook. Before the bridge was built, stepping-stones or "Hippings" stones were the means of crossing and it is from this old word that the school derives its name. In the 1850's a school was built next to Mount Pleasant Wesleyan Methodist Church - now Rhyddings Methodist Church - and the school was known by this name for many years. The old building became unsafe in 1968 and the school was housed in temporary accommodation for several years.

The present building on Heron Way was opened in 1975. The school was built to an open-plan design and comprised seven class teaching areas or "home bases". The building has been adapted and extended in recent years to provide seven self-contained classrooms, each with its own 'mini-suite' of computers. There are also some shared library/resource/working areas. The hall provides a large multi-purpose area for assemblies, dinners and P.E. lessons. There is a large playing field and two outdoor playgrounds.

ORGANISATION OF THE SCHOOL

Hippings Methodist School is a controlled primary school providing education for boys and girls from the ages of 4 to 11.

The school is financed through the Lancashire County Council Finance Scheme and comes under the general control of the Local Education Authority. The Governors of the school are responsible for the overall supervision of the school in co-operation with the Headteacher and Staff.

Our school has a special identity as a Methodist "Controlled" School because of its Foundation and Trust Deed and our continuing link with the local Methodist community. In addition to the special rules that apply with regard to Foundation Governors, Religious Education and Collective Worship, Christian beliefs and values are the basis for the aims and purposes of the whole life of the school.

The school is organised into seven classes according to the age of the children. Children in a class have birthdays during the same school year (1st September - 31st August). The children work mainly in these class groups with their class teacher but, for certain subjects, children may be grouped to take advantage of the specialist teaching of other members of staff. Children usually move to a new class at the end of each school year.

ADMISSION

Admission to the school is governed by the regulations of Lancashire Education Authority and is set out in full in the booklet "Information about Primary Schools" which can be obtained from the Area Education Office or from school. In Lancashire, children usually begin school at the start of the school year in which they have their fifth birthday but this may be delayed if parents wish. Parents may place their name on a list of "interested parents" from the school year when their child is three, but this list is entirely unofficial and a child's position on the list does not indicate any priority for eventual admission. Parents placing a name on the list will be sent full details of the appropriate LEA admission regulations. In the Autumn Term of the school year before admission parents are asked to confirm that a place is still required.

Places are allocated according to the regulations of the Local Education Authority as set out in the booklet. Briefly, these regulations state that priority should be given to children who will have a brother or sister attending the school at the time of admission and to children for whom the LEA accepts that there are strong medical, social or welfare reasons. Any remaining places are allocated with reference to the distance between your home and our school and the distance between home and any alternative schools at which a place is available.

Hippings Methodist Primary School



ABOUT THE SCHOOL

Places are not allocated on a "first come, first served" basis and a child's position on any list that the school may keep is NOT taken into account.

Hippings Methodist School is allowed to admit a maximum of 30 pupils each year. Prospective parents are welcome to visit the school and should contact the Headteacher for further details.



GOVERNORS' CHARGING POLICY

The Governing Body of Hippings Methodist School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CHARGES

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:-

RESIDENTIAL VISITS

The board and lodging element of approved residential activities deemed to take place in school hours.

ACTIVITIES IN SCHOOL HOURS

All activities which take place during school hours must be free of charge. These activities include educational visits and trips, visits to the theatre and performances by musical or theatre groups at school.

Where the school proposes to arrange such an activity, parents will be informed of the plans in advance and invited to make a voluntary contribution to the cost. Any activity to which parents are invited to contribute will go ahead if sufficient contributions are received to cover the cost of the activity. It is stressed that there is no obligation to contribute and that no pupil will be excluded from any such activity on the basis that no contribution has been received on their behalf once an activity has been organised.

DESIGN TECHNOLOGY, SCIENCE, ART/CRAFT

The Governing Body reserves the right to charge for ingredients and materials used in these subjects if appropriate.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made.

FRIENDS OF HIPPIINGS SCHOOL

The School has an active

"Friends" Association that arranges educational, social and fund-raising activities throughout the year. All parents are automatically members of the Friends and are welcome at all events. In the Autumn Term, the Annual General Meeting is held to report on the previous year's activities and to elect officers and a committee who plan events during the year. The Friends Association is a member of the National Confederation of Parent-Teacher Associations and its constitution is based on that recommended by the NCPTA. Minutes of meetings are displayed on the notice board in the school entrance. The Friends Association does not deal with the problems of individual children or matters relating to the organisation or conduct of the school which are the responsibility of the Governors.

The Friends Association Secretary is:

To be Agreed

*Contact through school
01254 234089*

We are always pleased to hear from parents who are willing to offer help or special skills to the school on a voluntary basis. Parents regularly help with curriculum areas and help with supervision on school trips or offer help with transport to our school teams. If any parents feel they would like to contribute to these or other areas, please contact the Headteacher.

Hippings Methodist Primary School



GOVERNORS

HIPPINGS METHODIST PRIMARY SCHOOL: GOVERNORS

The school has thirteen Governors. Three are "Foundation Governors" who are appointed by the local Methodist Church, two are appointed by Lancashire County Council and two are "co-opted" by the governors from nominations made from the local community. eTwo members of the teaching staff, and the Headteacher also serve as Governors. We also have four Parent Governors who are elected by the parents of the school. The elections for Parent Governors take place in the Autumn, at the end of the Parent Governor's term of office, or as soon as possible after a retirement or resignation. Parents are informed of the arrangements for election at the time.

The Governors meet in full once each term and items for inclusion on the agenda can be passed on through any of the Governors, the Headteacher or the Clerk to the Governors. Committees of Governors also meet to discuss and make recommendations about Curriculum, Finance, Staffing and the Building. Copies of Minutes of Governors' Meetings are displayed on the notice board.

As of Sept 2022
the Governors will be:

Foundation Governors

Vacancy
Dr V Higham
Mrs R Haworth

Representative Governors

Mr A Woodhouse
Mrs A M Allonby

Parent Governors

Mr J Partlin
Mrs E Hodge
Mrs J Sargeson
Mr A Beswick

Community Governors

Mrs J Horman
Ms. M Gardner

Staff Governors

Mr S Baldwin

Miss U Hussain

Headteacher
Mrs T. J. Westwell



Hippings Methodist Primary School



AIMS AND CURRICULUM

AIMS AND CURRICULUM

Hippings Methodist Primary School endeavours to provide the best possible all-round education in a Christian setting. The school acknowledges and values its foundation by the Methodist Church, continuing links with the local Methodist community and the principles which form the basis of Methodism.

Children are encouraged to develop a mature and positive attitude to themselves, to their relationships with others and to the life of the school in general. Good standards of behaviour and respect for others are expected and we hope to foster the social skills and moral awareness that will enable the children to become well-balanced individuals who will enjoy all aspects of life.

The school endeavours to develop in its pupils a sympathetic understanding of Christianity and to provide an opportunity to search for a faith by which to live. We aim to ensure that the curriculum provides a Christian setting in which children can grow in understanding and develop appropriate skills, attitudes and values.

The school believes that this should take place in an attractive, safe and friendly environment, distinguished by the quality of mutual care between all its members.

The school employs a variety of teaching methods to achieve these objectives. For some of the time the children will be taught as a

whole class, at other times they may work in groups or individually. The way in which teaching and learning is organised is based on the following principles:

Identifying, valuing and building on each pupil's existing skills, knowledge and experience

Creating a learning environment which focuses on individual need, interest and concern, yet requires pupils to work collaboratively

Establishing high personal and school expectations and clear targets within the capabilities of each pupil

Requiring pupils to accept responsibilities and develop qualities of initiative and persistence

Encouraging self-evaluation and the development of self-esteem

Providing opportunities for success by systematic encouragement and the recording of achievement of each pupil

The curriculum of the school is based on the National Curriculum which provides the framework for content, programmes of study and attainment levels. The National Curriculum comprises the following subjects:

Core Subjects
Mathematics, English, Science,
Foundation Subjects
Computing,
Design and Technology,
History, Geography, Music,
Art and Design P.E., R.E.,
PSHE/Citizenship, Modern Foreign Language (KS2)

Within each subject, Key Learning Indicators of Performance (KLIPs) set the objectives for what the children should know and describe what they should be taught.

The teaching of Literacy and Numeracy at the school is taught in accordance with the National Literacy and National Numeracy Strategies. These are set out in Framework Documents which parents may inspect on request.

Age groups are determined by the age of most of the children in the class. Reception children are aged 4-5, Year 1 are 5-6, Year 2 are 6-7 and so on up to Year 6, at the end of which the children have reached their 11th birthday and transfer to secondary school. The Reception class (R) is classed as the FOUNDATION STAGE, Years 1 & 2 comprise KEY STAGE 1 and Years 3 - 6 comprise KEY STAGE 2. Each subject is divided into Levels which represent the attainment which most of the children of that age will reach. In each year group children are expected to reach age related expectations. Children are assessed at the end of Key Stage 1 and Key Stage 2 and the results are notified to parents along with a summary of the results achieved by the whole class. This summary does not identify individual children.

Hippings Methodist Primary School



CURRICULUM

HOMEWORK

The school encourages parents to help children with schoolwork and provide support where necessary. Guidance about this is given at the appropriate time and we are happy to advise parents who wish to support the learning of their children. The type and frequency of work to be done at home will depend on the age of the children and the work being done in school.

Infants (Foundation Stage - Reception, Key Stage 1 - Years 1 & 2)

The children take reading books or other reading activities home, beginning with books to share and moving on to books which the child can read to the parent. Children are also given a short list of phonics and spellings to learn regularly. Occasionally children may be asked to complete other simple tasks at home but homework is not set on a regular basis.

Juniors (Key Stage 2 - Years 3, 4, 5 & 6)

Children in the KS2 classes continue to take reading and library books home and are encouraged to develop personal reading skills both in and out of school. The children are also given lists of spellings and numeracy skills to learn during the year. Other tasks may be set from time to time, at the discretion of the class teacher. The tasks set could include items such as further research for a topic introduced in class, preparing

a talk on an individual interest, collecting resources for use in school or observing something which it is not possible to do during the school day. Older children are given homework more regularly as a preparation for the KS2 tests and transfer to High School.

Children identified as having Special Educational Needs may be set individual homework, based on their Individual Progress Plan. Parents are notified of the contents of the IPP and may discuss the plan with the Special Needs Co-ordinator and/or the class teacher.

All children have the opportunity to choose a Library book regularly, which they may take home.

The school does not set work for holiday periods, nor for children who are absent from school due to a family holiday taken during term time. Parents whose children are absent from school for a long period due to illness should consult the Headteacher for advice.

HEALTHY SCHOOLS

Hippings Methodist School continues to support the 'Every Child Matters' initiative through the promotion of healthy living issues in school, particularly diet and exercise. Parents are asked to ensure that snacks brought into school are of a healthy nature such as fruit/dried fruit.

A water bottle scheme is in operation to ensure every child has access to sufficient amounts of water throughout the day. Children are encouraged to bring a

water bottle each day and these are available to purchase from school. At the end of each day these should be taken home, washed and refilled with water for use the next day. Please note the children will still be able to use the water fountains situated throughout school.

EXTRA ACTIVITIES (EXCELLENCE AND ENJOYMENT)

The school provides a number of additional activities which children may choose depending on their age and interests. Listed below are some of the clubs that may be on offer during your child's attendance at Hippings.

Representative teams and after-school practices in:

- Football
- Netball
- Athletics

Musical instrument tuition groups for:

- Recorder
- Keyboards
- Guitar

Other activities may include:-

- School choir
- Science club
- Performing arts
- Art club
- Adult Learning Courses

Every pupil during their time at Hippings Methodist School will be provided with a variety of opportunities to broaden their life experience. This may be in the form of external visits to theatres, museums or other educational establishments. We are also committed to providing, specialist support in school, where necessary.



SPECIAL NEEDS

Every pupil, regardless of sex, race, religion and special educational needs, should have access to educational opportunity and a full curriculum. The school is committed to the implementation of the Special Needs Code of Practice and the integration of children with Special Educational Needs into the school where resources permit. A Pupil's access to educational resources should be determined by individual need.

We believe that every child is entitled to a curriculum which enables them to achieve the highest levels of achievement possible. To this end the needs of all pupils who may have special educational needs either throughout, or at any time during their school careers must be identified and addressed. We support the definition of inclusion proposed by the Qualifications and Curriculum Authority as:

'Securing the appropriate opportunities for learning, assessment and qualifications to enable the full and effective participation of all pupils in the process of learning.'

Miss N Summers, our school Special Educational Needs Co-ordinator (SENCO) is responsible for helping to identify needs the children may have and working with staff to arrange special provision. We follow the staged process of the Code of Practice in

implementing our Special Educational Needs (SEN) Policy. The process of identifying, providing and monitoring of the education for children with SEN has the following stages.

Monitoring

Allows for class teachers and parents to identify a concern and inform the SENCO. The SENCO registers the concern in the SEN register and monitors the child's progress with class support.

The SENCO gathers information to help co-ordinate the child's special educational provision. An Individual Progress Plan (I.P.P.) is prepared with targets for the child to achieve progress with success. The I.P.P. is monitored and parents are informed and invited to come into school to discuss their child's progress.

SEN Support

The class teacher, SENCO and parents are supported by specialists from outside school to prepare an I.P.P. monitored as above.

STATUTORY ASSESSMENT

If a child's needs are still not met, the child is referred to the Local Education Authority (LEA) for consideration of a statutory assessment. If the LEA decides to assess the child's needs, they will consider whether an EHC/ statement of SEN is necessary.

A statement is followed up by a formal review of the provisions made annually.

Children move up and down the stages as their needs are met with the SEN provision which is made.

RELIGIOUS EDUCATION

In addition to the Core and Foundation Subjects, all schools are required to teach Religious Education. RE at this school is taught in accordance with the Blackburn Diocese Syllabus. Each day commences with an act of worship which is of a mainly Christian character in accordance with the principles on which the school was founded. We continue to value our links with the Methodist Church and the school takes part in special services at Rhyddings Methodist Church at Harvest, Easter, Christmas and for Education Sunday.

Parents have the right to withdraw children from assemblies and/or lessons in Religious Education. Parents who wish to receive more information about these rights should contact the Headteacher.



Hippings Methodist Primary School



CURRICULUM/OTHER INFORMATION

Sex Education

Sex education is not currently taught as a separate part of the school curriculum, but is dealt with in a manner appropriate to the age and development of the children as part of a wider teaching programme in PSHE, that emphasises the importance of family life, relationships and personal development.

If parents are concerned about this subject and wish to discuss the matter further, they are very welcome to contact the Headteacher.

SPORT

The school includes in its provision for Physical Education in the National Curriculum opportunities to learn about, understand and play small-sided games and simplified versions of recognised competitive team games. The children are taught to observe the conventions of fair play, honest competition and good sporting behaviour as individual participants, team members and spectators.

The school is a member of the Oswaldtwistle Sports Partnership which organises activities in Football, Cricket, Swimming, Netball, Athletics, and Running. These activities involve teams representing our school in games, competitions and leagues with other schools in the district. Members of teams are chosen by staff on merit, sporting attitude and the ability to represent the school appropriately.

We have always

aimed to take part in a friendly and sporting manner and to maintain the reputation the school has built up over many years. It is hoped that the children see sport as an opportunity to develop mutual respect and teamwork and to build friendships. We encourage a courteous attitude in both teams and spectators.

We also feel it is important that opportunities for taking part in sport are open to all children and that the allocation of resources for representative sports is balanced against the needs of all the children.

MILK

Funding for milk has now changed and school will be unable to provide it as we have in the previous years.

To ensure pupils are kept well hydrated; as part of their "starting school pack" a water bottle will be provided for use during the day. (see Healthy Schools' section for further information)

Sports Grant

All schools have received extra funding from the Government to increase pupils participation in sports. This funding has provided extra lessons, after school clubs and teacher training delivered by an organisation called Sports Cool.

MEDICINE IN SCHOOL

Medicines in school will be administered in line with our Safeguarding Policy.

Prescribed medicine only can be given in school. Other medicine may be administered by parents if they wish.

We are not able to administer any form of medicine to the children without precise written details of dosages, times and the nature of the illness for which the medicine has been prescribed. Staff cannot administer non-prescription medicines, with the exception of pain killers along side prescription medication.

Parents are asked to complete the required information forms which are available from the school office.

We have a particular concern for children who suffer from asthma and ask parents to complete a registration card in conjunction with their GP to provide details of asthma problems and current treatment. A spare inhaler and spacer must be kept in school at all times.

Hippings Methodist Primary School



SCHOOL SESSIONS/SCHOOL MEALS

SCHOOL SESSIONS

Years R, 1 & 2
Morning Session
8.45a.m. to 12 noon
Afternoon Session
1.00 p.m. to 3.15 p.m.

Years 3, 4, 5 & 6
Morning Session
8.45a.m. to 12.00 p.m.
Afternoon Session
1.00 p.m. to 3.15 p.m.

Children should not arrive in the playground before 8.40a.m. or later than 8.50a.m. for the morning session. The teachers on duty for the day will open the doors at 8.45am and signal for all children to enter through their classroom doors under the direction of staff. We insist that the children come into school in a safe, quiet and orderly manner with consideration for one another. We do ask parents to be sensitive to the problems and to ensure that their presence does not make it difficult for the teacher to assemble the children or to restrict access to the building.

If children are late for school they should report to the school office as soon as possible and give a reason for their late arrival. These cases are followed up and parents are notified if the explanation is not satisfactory.

Parents bringing children to school later than the normal session time should report to reception to ensure that a member of staff has recorded the child's arrival.

Parents who bring children to school by car should use the pedestrian entrances on Heron Way (not the car park entrance). Please do not bring children by car to the Alice Street entrance or wait in your car on Fielding Lane near the school crossing patrol.

In cases of emergency or on exceptional occasions where parents are unavoidably delayed and cannot collect children at 3.15 p.m., children may remain in school until a responsible person arrives. However, we are not able to supervise children after 3.30 p.m. on a regular basis or where other arrangements could have been made in advance.

ABSENCE FROM SCHOOL

We are required by DFE regulations to record all absences and the reason for absence in the class register. Parents are requested to report absences as soon as possible on the first morning of absence, stating the reason. **Holidays in school time cannot be authorised except in extreme circumstances.** If employers require holidays to be taken at a specific time then a letter from an employer will be required to explain why holidays cannot be taken during the normal school breaks.

SCHOOL MEALS

Meals are cooked on the premises and served during the lunch break under the supervision of the welfare staff. Since September 2014 all pupils in Foundation Stage

and Key Stage 1 have been entitled to a free school meal. Children in Key Stage 2 can purchase a school dinner or may bring a packed lunch if parents wish and these are eaten in the dining room under the same conditions of supervision. Packed lunches and drinks brought for mid-day may not be eaten at other times of the day or in class. Hot drinks or soup or any other hot foods are not permitted for safety reasons. Drinks should be brought only in plastic "roughneck" flasks or a similar leak-proof plastic Container. Please do not send chocolate bars, sweets or fizzy drinks in packed lunches.

Payment for dinners is made in advance at the reception area before 9.00 a.m. on Monday mornings.

The current cost is £11.75 per week. Please send dinner money in a sealed envelope on which the name of the child and the amount are written or pay through the School money App. Children absent on a Monday may bring dinner money on the following day. We are not permitted to allow children to receive dinners without payment.

Hippings Methodist Primary School



OUR SERVICES TO YOU

PASTORAL CARE

The school seeks to create a secure and caring environment in which effective teaching and learning can take place. The Headteacher and the appropriate class teacher are responsible for the well being of the children in the school and are supported by Ancillary and Welfare Staff.

The school will:

- Accept responsibility for the care and control of the children during school time and in connection with school activities.
- Provide appropriate supervision during the school day and for an appropriate period before and after school.
- Act reasonably and responsibly in place of parents where necessary.
- Be aware of the educational, personal and social needs of the children, help children to overcome difficulties,
- Provide information, help and counselling to children and their families.
- Provide a professional, friendly and helpful environment in school which encourages mutual support for the benefit of the children.

Parents who have any concern regarding matters of welfare, discipline, school rules or any other matter concerning their child should contact the Headteacher in the first instance.

School rules are kept to a minimum and are based on practical and

common sense solutions to problems commonly experienced in school. Some rules are explained in this booklet, others are made clear at the appropriate time.

Most problems at school can usually be resolved co-operatively, and the class teacher is usually the first person to contact if there are any concerns. If the problem remains unresolved or if parents are not satisfied with the action that has been taken, discussion with other staff involved with your child and the Headteacher may be the next step. In some cases, parents may feel that they wish to discuss a problem with the Chair of Governors or a Parent Governor. Contact information is given in the Governors section of this booklet.

There are procedures for making formal complaints about any aspect of the school or the implementation of the National Curriculum and details of this procedure may be obtained from school, from any of the Governors or from the local Education Office.



REPORTS AND PARENTS EVENINGS

In the Autumn and Spring Terms, all parents have the opportunity to meet their child's class teacher and discuss progress. The school aims to help parents understand the curriculum and its implementation and to encourage parental involvement in pupil learning and individual progress. Where parents or staff feel that more time is needed to resolve particular problems, further consultation may be arranged.

Parents are always welcome to come to school to discuss the work or welfare of the children. Many parents make brief visits to school to see children's work or to discuss problems and many informal contacts take place each day. If parents wish to speak to staff for a longer period it is advisable to contact school to arrange an appointment at a mutually convenient time.

Where parents or staff feel that more time is needed to resolve particular problems, further consultation may be arranged.

Reports are sent to parents at the end of the Summer Term each year summarising achievements and progress during the year. During the Summer Term children in Years 2 and 6 take their end of Key Stage tests **(tests for Y6 are always the 2nd week in May)** Children in Years 3, 4 and 5 also have tests in Mathematics and English. The results of these tests are included in the end of year reports.

Hippings Methodist Primary School



BEHAVIOUR

BEHAVIOUR

Our emphasis is on rewards to encourage good behaviour, rather than on punishment of failure. We believe that rewards have a motivational role, helping children to see that good behaviour is valued. The commonest reward is praise, informal and formal, public and private, to individuals and groups. It is earned by the maintenance of good standards as well as by particularly noteworthy achievements.

The following are whole-school based rewards, usually presented during Friday Assembly. Care is taken to see that all children are able to earn rewards, irrespective of academic or sporting talent. We try to ensure that rewards are fair, consistent and understandable.

MERIT BADGES

Awarded by staff in each class, for special achievement in curriculum, behaviour and social areas. And for sharing the Christian values.

TEAM POINTS

Awarded to individual children for more everyday achievements, e.g. effort, completing special tasks or targets, finding information, being helpful, caring or friendly. Team points are recorded on a class sheet for each team. The results of the week are announced on Fridays. Each half term, the team with the highest total is presented with the Team Points trophy. The teams are named after the Patron Saints; George, Andrew,

Patrick and David.

WORK OF THE WEEK BADGES

Awarded to children whose work is considered to show special effort, improvement or attainment. Copies of children's work may be displayed in class or in school.

ACHIEVEMENT CERTIFICATES

Presented at the discretion of staff for particular personal achievement or reaching a specific target in work or effort.

PERSONAL INTERESTS AND ACHIEVEMENT

We believe it is important to recognise out-of school achievement and interests and children are encouraged to bring certificates and awards gained in these activities and tell everyone about them. These may be for sport, dance, gymnastics, music, organisations such as Cubs or Girls Brigade, helping charities or community work. Other children can be inspired by the range of interests celebrated in our assemblies.



SCHOOL SPORTS

Recognition of achievement is important in implementing the school policy on sport. Team membership and representing the school is seen as an honour and a responsibility and we feel it is important to emphasise qualities of fair play and courteous behaviour in sport. At times it is possible to celebrate success, but we feel it is equally important to support and encourage children who have experienced failure and disappointment. Personal qualities of determination, teamwork and graciousness in defeat are seen as important.

In addition, each Year Teacher organises informal, class-based systems appropriate to the age and development of the child and to curriculum needs. These may involve a range of rewards such as stickers, stamps, class approval, encouragement in the marking of work and involvement of other adults to give special recognition.

Recognition of good behaviour by staff, especially where this is communicated to parents, is a regular part of our relationship with the children. It is important with all children, but especially where children may have difficulty at school, to grasp opportunities to praise, encourage and recognise achievement.

Copies of the school Behaviour Policy and procedures for dealing with Bullying are included with this pack.

Hippings Methodist Primary School



UNIFORM

CLOTHING AND FOOTWEAR

The school has a uniform based on green and gold, the colours of the Methodist Division of Education and Youth. The school badge depicts a heron enclosed by a shell. The shell is the emblem of the Methodist Church.

KEY STAGE 2 (JUNIORS)

School v-neck sweatshirt or v-neck pullover or cardigan – bottle green

White shirt with school tie

Grey long or short school trousers, skirt or pinafore

Grey, black, white socks/tights

Black school shoes (**No Boots or trainers**)

KEY STAGE 1 AND

FOUNDATION (INFANTS)

School sweatshirt or crew neck pullover or cardigan – bottle green

White polo shirt

Grey long or short school trousers, skirt or pinafore

Grey, black, white socks/tights

Black school shoes (**No Boots or trainers**)

SUMMER TERM ONLY

(ALTERNATIVES)

Short sleeve shirt with tie

School summer dress – green/white

OPTIONAL OUTERWEAR

Bottle green, waterproof, reversible school fleece, school baseball cap.

P.E. UNIFORM

- White t shirt
- Black shorts(not cycling shorts or skorts)
- Black pumps
- Drawstring P.E. bag

Hair accessories should be in the school colours only.

Sweatshirts and fleeces, embroidered with the school badge, are available from Grays of Blackburn, samples are available to see in school. A tie in the school colours for the Juniors is available from school; price £2.80. Please note that the Infant uniform does not include a school tie. All other items may be purchased from any high street store.

The total cost of the uniform should be no more than approximately £30.

The children are encouraged to dress neatly and to take care of their clothing in school. We reserve the right to make decisions on the suitability of any particular item of clothing, footwear or hairstyle. Long hair should be tied up and kept back off the face in the interest of health and safety. Long or short trousers must be of a style suitable for school wear and jeans or cords should not be worn. We do not consider that trainers or boots are suitable footwear for school.

For reasons of safety, children should not wear jewellery or rings.

It is **STRONGLY RECOMMENDED** that:-

children of primary school age do not have pierced ears for reasons of personal safety.

Parents who wish children to have pierced ears, please note that:- only small studs are permitted in school. These must be removed and replaced for games and P.E.

by the children themselves. It is the recommendation of the LEA that staff do not remove or replace earrings.

It is essential that all items of clothing and equipment are clearly labelled with the child's name.

In addition to games and P.E. lessons in class, children may occasionally need special clothing and equipment for other activities. Parents are notified of this as appropriate.

In Key Stage 2, children will be taken to Accrington Academy Swimming Pool for swimming lessons with most learning to swim during their time with us. No children are excused swimming except on medical





TERMS AND HOLIDAYS 2022/2023

A list of holidays for the following school year is available in the Spring Term which covers the year from 1st September to 31st August.

Holiday dates for 2022/2023 are as follows:

AUTUMN TERM 2022

Re-open - Monday 5 September

Mid Term Closure - Monday 24 October – Friday 28 October 2022 (inclusive)

Re-open—Monday 31 October 2022

Closure after school on:-Friday 16 December 2022

SPRING TERM 2023

Re-open on - Wednesday 4 January 2023

Mid Term Closure - Monday 13 February – Friday 17 February 2023(inclusive)

Re-open—Monday 20 February 2023

Easter Holidays - Monday 03 April - Friday 14 April 2023(inclusive)

SUMMER TERM 2023

Re-open on - Monday 17 April 2023

May Day Closure - Monday 1 May 2023

Mid Term Closure - Monday 29 May – Monday 5 June 2023 (inclusive)

Re-open on Tuesday 6 June 2023

Closure after school on:- Thursday 20 July 2023 at 2.15pm

TEACHER TRAINING DAYS:

Thursday 1 September 2022

Friday 2 September 2022

Tuesday 3 January 2023

Monday 5 June 2023

Friday 21 July 2023





EXTENDED SERVICES

Our school is currently involved in partnership with local schools and nurseries to provide after-school care. Current arrangements exist whereby children are collected and taken to after-school clubs. In school we hold details of some local registered childminders, which parents can access.

After School Clubs

Early Start Nursery
Oswaldtwistle
Tel: 01254 230714

Oscar Bears Nursery
Tel. 01254 238600

Further information relating to childminding services can be obtained from the school office.

Stay and Play

Our school Stay and Play Club is held in the Community Room daily from 3.15pm until 5.15 pm. The club offers light refreshments of biscuit, fruit and a drink. There are a variety of activities provided by Miss Smith and Mrs Williams, the Stay and Play Leaders, these may include outdoor sports, art, ICT programmes or table top games. The cost of each session is £5:00

Breakfast Club

The school runs a Breakfast Club Monday to Friday. This starts at 8.00am and is supervised by Mrs McLean, and Mrs Mayor. The cost is currently £5.00 per day, £25.00 for 5 days and includes a breakfast of cereal, toast and juice.

This prospectus has been updated at the beginning of May 2022 to reflect changes that will take place at the beginning of the 2022/2023 school year.

However, it should not be assumed that there will be no further change before the start of the school year in question. We will always keep parents/carers informed.

