

Cams Lane Primary School



Inspire Believe Learn

Prospectus and School Information 2024 - 2025



HEADTEACHER'S WELCOME:

A very warm welcome to Cams Lane. Our school prides itself on having a warm and friendly ethos. We are a small and welcoming school where the whole child and every child is important to us.

We are a busy, friendly school with a warm, community atmosphere. This prospectus aims to give you an insight into the school and some basic information you may need.

Our latest Ofsted inspection took place in March 2020 and they declared us to be a Good School.

We hope that our new Vision statement, motto and values demonstrate what our school is all about

We are incredibly proud of our school and the potential it has to grow and grow.

We work collaboratively with a group of schools in Bury called the Beacon Alliance. With five other schools from Beacon, we have applied to convert into a Multi Academy Trust. This process has already gone through parental consultation. It is currently going through an application and transition phase. We are looking forward to working alongside our partner schools.

You are very welcome to make an appointment to come and visit me and come and visit the school.

We look forward to meeting you at Cams Lane.

Mrs Marie Graves
Headteacher

Our School Vision Statement:

'Together as a Cams Lane family, we will inspire everyone to reach their potential. Guided by our 5 Rs, we will develop independent learners with an awareness of the world around them, ready for the challenges of the future. We will nurture relationships that build confidence and pride within each person.'

Our School Motto:

Our motto is the golden thread which permeates our school ethos and drives everything we do in school.

“INSPIRE, BELIEVE, LEARN”

Our School Values:

- Resilience
- Resourcefulness
- Respect
- Reflection
- Responsibility

SCHOOL INFORMATION:

Cams Lane is a Primary School on the outskirts of Radcliffe town centre and is covered by Bury Local Authority. We cater for all children from the age of 4 to 11. The school's admission number is 30.

We are a one form entry school with seven classrooms – one for each age group. We are lucky to have a large outside area surrounding the school, with some beautiful countryside. We have two large playgrounds and a spacious EYFS area. We are a school which is constantly improving and developing and do our very best for every child. There are many positives at Cams Lane, one of them being the relationships our staff have with the children. It is a school with a dedicated, hardworking staff. We have good relationships with Parents, Governors, the local community and the Local Authority with whom we work together for the best opportunities for the children

We aim towards making each child's time at Cams Lane Primary School a memorable experience, one they will recall with amazing memories and lots of love. Children get one chance to experience Primary School and our aim is to make it the best possible time for them. Every child deserves the best and we will help them to reach their full potential.

We deliver a broad and balanced curriculum with many enrichment opportunities throughout the year such as visits, visitors, projects. We aim for high standards at all times throughout every lesson. We also provide a variety of after school clubs, including sports, gardening, arts and cookery.

AFTER SCHOOL PROVISION (TIGER CLUB):

Our after school provision is “Tiger Club” or TC’s, which is a non-profit organisation independent from school, who provide before and after school care. Despite being separate from school, they use the school environment and have clear links with the school. TC’s were also awarded a judgement of ‘Met’ from Ofsted during their visit in 2019. Information on fees & opening times are included in your starter pack.

KEY CONTACT DETAILS:

Headteacher:	Mrs Marie Graves
Deputy Headteacher:	Mrs Cath Cooper
School Business Manager:	Mrs Jennifer Taylor
School Secretary:	Mrs Paula Barrand
SENDCo:	Miss Rosario
Pastoral Support:	Miss Lancaster
Co-Chair of Governors:	Mrs Elaine Sexton
School Address:	Cams Lane, Radcliffe, M26 3SW
Telephone:	0161 724 8018
Email:	camslane@bury.gov.uk
Website:	www.camslane.bury.sch.uk

Further details regarding our staffing structure can be found on our website.

THE SCHOOL DAY:

The school doors open at 8.45 am

Children are encouraged to utilise the time between 8.45am and 9.00am to complete learning activities.

Please note that the school playground is not supervised by staff until 8.50am and therefore children should not be dropped off before then or left unsupervised. We also ask that they do not use the playground equipment outside of school hours.

The school side gate is locked at 9.00am and all registers are taken at 9.00am. After this all late children must enter school through the school office and will receive a 'Late' mark in the register.

Any pupil arriving after 9.30am will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.

Please see the whole school attendance policy for further information.

Reception and Key stage 1:

9.00am – 12.00 am session

12.45pm – 3.15 pm session

Key stage 2:

9.00am – 12.15 am session

1.00pm – 3.15 pm session

In addition to a forty-five-minute lunch break, Children in KS1 and KS2 have two 15-minute breaks per day. Children in Reception have continuous outdoor provision.

CAMS LANE UNIFORM LIST 2022

General uniform	<ul style="list-style-type: none"> • <u>Yellow polo shirt</u> * • <u>Royal blue cardigan or sweatshirt</u> * • Black trousers, shorts, skirt or pinafore dress • School socks or tights (plain coloured) • Sensible black school shoes (not trainers, boots, ballet slippers or heels) • Yellow or blue summer dress for the summer term (optional) • Appropriate seasonal outdoor wear (e.g. warm coat, hat, summer hat)
PE Lessons (please note Reception do not do PE for their first half term)	<ul style="list-style-type: none"> • Navy blue/black shorts and plain white t-shirt • Jogging bottoms and tracksuit top for winter/outdoor PE • Black pumps for indoor PE • Trainers for outdoor PE (Velcro for KS1 pupils) • <u>Named drawstring bag for PE kit</u> *
Hair, makeup and jewellery	<ul style="list-style-type: none"> • Only a watch and one set of simple studs are allowed (<i>these must be removed for PE lessons or covered with micropore tape</i>) • All long hair needs to be tied back to minimise occurrence of head lice • No extreme haircuts or designs are allowed (e.g. shaved heads, tram lines, mohicans, dyed hair) • No makeup or nail varnish
Other items Book bags are available to buy from School via Scopay (Reception parents will receive their child's unique Link Code when they start school).	<ul style="list-style-type: none"> • A water bottle (filled with water only please) • A book bag • A change of clothes (Reception) • Wellies (Reception) • Bike helmet (Reception)

Unit 2, Kerfoot Street, Warrington, WA2 8NU Tel: 01925 413 777

Email: sales@touchline-embroidery.com

Website: www.touchline-embroidery.com/shop-by-school

Underlined * items can be ordered from our uniform supplier, Touchline. You can choose delivery to home (for a charge) or school (free delivery). Touchline also supply a variety of optional personalised items.

Alternatively, uniform items can be purchased from any local supermarket or department store as long as they match the school colours.

Please ensure that every item of uniform is named.

OUR CURRICULUM:

THE EARLY YEARS:

Like all primary schools, our Reception Class follows the Early Years Foundation Stage Curriculum. (EYFS) This is especially formed for younger children. It is split into 7 areas:

Personal, Social and Emotional development, Communication and Language, Mathematics, Literacy, Understanding the world, Physical Development, Expressive Art and Design

The Reception class day is balanced between different types of activity. Sometimes there will be teacher led guided sessions with small groups of children where focussed teaching takes place. During other times, children learn through directed play activities in the continuous play areas. This also includes the outdoor learning environment which is an extension of the classroom. We want children to be having fun and learning to choose their own activities, supervised by the experienced team of staff. It can be a reading activity, a large construction activity or participating in the role play areas. It could even be the messy stuff – water, sand and lots more! Children will continually be observed and assessed as to what phase they are working at, and if they are at age related expectations. The last phase is up 5 years old.

KEY STAGE 1 & 2

Key Stage 1 (Years 1 – 2)

Key Stage 2 (Years 3 – 6)

These classes follow the National Curriculum 2014 with core subjects such as English, Maths, Science and Computing. There are other foundation subjects such as Geography, History, Art, Design, Music, RE, PE and PSHE
We have very clear routines and timetables, so the children are very clear on expectations and the school has a very settled, purposeful learning atmosphere.

Core Subjects:

In English, all areas of Reading, Writing and Speaking and Listening are incorporated in lessons. There are also discreet sessions for Guided Reading, Phonics and SPAG (Spelling, Punctuation and Grammar).

In Mathematics, all aspects of Number, Problems Solving, Mental Maths and maths topics are covered. We have a Visual Calculation Policy which demonstrates the written methods to use in the 4 areas of addition, subtraction, multiplication and division. We follow the White Rose scheme of learning straight from Reception through to Year 6.

Science can be taught in topics or through Science Weeks.

Computing - Each class has an electronic whiteboard with touch screens that can access the Internet via the school's network. Some classes have class computers as

well. Each child in years 5 & 6 have their own mini laptop in the form of electronic notepads. The skills in the Computing curriculum are taught specifically and in a cross curricular method. Reception class have daily access to a range of technology to use in their provision.

Foundations Subjects:

The foundation subjects are often taught in blocks along with cross curricular links where appropriate, particularly with writing.

KS1 & KS2 use Kapow to teach Art and design, Design and technology and RSE and PSHE.

EYFS, KS1 & KS2 use Key Stage History to teach their History.

KS1 use Plan Bee to teach their Geography and KS2 use RGS (Royal Geographical Society)

EYFS, KS1 & KS2 use Charanga to teach their music. We have a clear link with Bury Music Service who offer a wide range of music lessons with drums, brass, woodwind and string instruments.

Physical Education – PE is an important part of the curriculum. We are a” Healthy School” and promote healthy eating and activities. We often have sports coaches and outside providers to lead specialist sports lessons as part of PE. We also ensure that we participate in swimming lessons in KS2.

Curricular Enrichment:

We always plan to have visitors in school through the year such as artists, sports coaches or experts such as actors. For example: David Webb (Author), Play in a Day, Fire Service & Olympic Sports Coaches. We also have school trips such as Manchester Museum, Chester Zoo and also Year 6 residential trips. For trips and some special activities that take place during school hours we will ask for a voluntary monetary contribution from parents.

POLICIES AND GUIDANCE:

Pupil Welfare:

School Meals and Packed Lunches:

Children in Reception, Year 1 and Year 2 are entitled to a free school dinner under the Governments Universal Free School Meals Initiative. Children can choose to have a school dinner or bring their own packed lunch.

If you are eligible to claim for Free School Meals (income based) – please make this claim (even if your child is entitled to Universal Free School Meals or brings a packed lunch) as the school receives additional funding.

From Year 3 School dinners are charged (£2.60 per day as of September 2024).

At Cams Lane we use a payment system called Tucasi Scopay and we will give you details of how to register when your child starts. We also use this system to pay and give consent for school trips, after school clubs and book bags.

Children in Foundation and KS1 will receive a piece of fruit daily. This is funded by the Government.

Children who choose to bring a packed lunch must aim to bring a healthy packed lunch. **Sweets, chocolate and nuts in any form are not allowed.** Boxes and containers must all be named and plastic/unbreakable. Drinks must not be fizzy. Cartons of juice are acceptable.

Changes between school dinner and packed lunch must be informed at the school office in one half term in advance.

Water bottles:

Please ensure your child has a named water bottle in school at all times. These need to be brought into school on a Monday and returned home on a Friday to be thoroughly washed. Please ensure the bottles are filled with water only (not flavoured or fizzy water or juice).

First Aid/Medicine administration:

All parents are asked to complete a form which gives certain medical information. It is vital that you inform us of any medical condition your child has, for instance allergy to plasters or nuts, hay fever or asthma. This information is kept securely under the Data Protection Act.

School staff may only administer prescribed medicines which are required to be given four times a day. A parental permission form must be completed for this to happen detailing the child's name, name of drug and dosage. No medicines, except inhalers, are to be kept with the child in the classroom. (With the exception of epi-pens – see protocol). Where children require medicine as part of a long term medical condition, this would be discussed in advance with parents and the school.

Staff will deal with any minor incidents involving cuts/bruises etc. and will send an accident slip home on the same day. If there is anything more serious, it will be dealt with by a qualified first aider and we will contact you urgently. If required, we will contact the emergency services and may pass on your child's information to them to ensure they are treated effectively. It is vital that you provide us with sufficient emergency contact numbers to be able to contact someone should an emergency situation arise.

For any incidences of a bumped head where the child is showing no signs of distress or other symptoms we will text you as soon as possible. You can then make a decision if you would like to come into school to see your child or if you are happy for them to be monitored in school.

Attendance/Absence:

Attendance at school is crucial; every effort should be made to ensure that your child attends school regularly. Our school attendance target is 95%. Schools are required by law to keep comprehensive records of attendance and work closely with the Local Authority's Attendance Team. It is essential, therefore, that you notify us by telephone at the start of an absence. If your child is absent due to sickness or diarrhoea we operate a policy of '48 hours clear' before the child returns to school. If your child is absent for a period of more than 5 days, medical evidence is normally required.

Lateness:

Missing even short amounts of time at the start of the school day can have a detrimental impact on a child's education. Lateness is regularly monitored at Cams Lane and if there are concerns, you will be contacted via letter or telephone to see if there is any support the school can offer in improving punctuality.

Absence in term time:

Holidays: The law gives no entitlement to parents to take their child on holiday during term time. Applications must be given in writing addressed to the Head Teacher. Any application for leave must only be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term time holiday as exceptional.

If the request is denied school will inform the parent/carer of the reason by letter. If the parents/carers choose to continue with the planned holiday it will be taken as an **unauthorised absence** and the Local Authority may choose to issue a penalty notice.

Appointments: Where possible we ask that appointments are made outside of school time. If an appointment in school time is unavoidable, please advise school in advance and provide evidence (appointment card, letter, text) so that we are able to authorise the absence.

Days off school add up to lost learning

175 NON SCHOOL DAYS A YEAR

175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments



Child Protection: Designated Safeguarding Lead – Mrs Graves

There is a large amount of legislation regarding Safeguarding of Children. Because of their day to day contact with individual children, school staff are well placed to observe outward signs of abuse, changes in behaviour or failure to develop. School works closely with all outside agencies for the welfare of all children. Staff are aware of the need to alert Social Services when they believe a child has been abused or is at risk of abuse.

Please refer to school's Safeguarding Policy.

Pastoral care:

We have a Pastoral Support Worker in school 3 days a week whose role involves taking time to listen and talk with any child who is experiencing a difficulty affecting them either emotionally or socially. The service is open to all children in school and also their parents/carers who may wish to discuss a concern about their child or need support or signposting. We have a dedicated space 'The Green Room' for pastoral work to take place in a calm and child friendly environment.

Additional needs/SEND/Mental Wellbeing:

We are an inclusive school for all children's needs. Miss Rosario are Inclusion lead and SENDCo works closely with miss Lancaster, our Pastoral Lead , to support all families and children. They are located in the Green Room. We also have a school dog who supports with Canine Assisted Learning with individuals and groups of children. We also have a Mental Health worker in school one day a week.

Mobile Phones and Bike Permits: Y6 Children ONLY

Year 6 Children who need to bring a mobile phone to school MUST apply for a mobile phone agreement between home and school. Once agreed, the phone needs to be switched off and kept at the school office. Phones must not be kept in bags or lockers.

Year 6 children who wish to ride their bike to and from school must apply for a bike permit. They can either be accompanied or unaccompanied. Bikes **must not** be brought to school before applying for a permit.

Behaviour and Discipline:

The school has a very clear Behaviour Policy (available from the school or the website) which involves a positive "Stay on Green" system. There are many positive reward systems including house points, merit points and lunch time awards. Children receive certificates, badges, stickers, treats, awards. There are clear consequences and stages for children who choose not to follow school and class rules. This involves yellow and red cards, and consequences such as missing play time and Golden time.

Contact with Parents:

Contact between parents and staff:

A majority of staff, including School Leaders, are visible on the yard at the start and end of school and this is a good way to have regular, informal contact with school. We believe that a positive partnership between home and school is crucial.

The Headteacher operates an Open Door Policy, and we will make every effort to see parents as soon as possible. All class teachers will also see parents as soon as possible if there are any queries. Meetings or appointments can be arranged by phoning the school office.

A Parents' evening in the Autumn and Spring term will allow you to speak to your child's teacher in more depth. Before these evenings, a pupil feedback report will be sent home.

A full written report will be sent home in the Summer term and each term there will be class curriculum newsletters.

There is also a weekly newsletter on a Friday from school detailing information, news and dates, which will be sent as a text or email and available on the website. Paper copies are available on request. There is also a fortnightly newsletter just for Reception, which will be added to their class page on our school website. This contains specific information about Reception class.

Text messaging:

The school uses a text messaging service to contact parents regarding school business such as unexpected closures or reminders about term dates. We also text our weekly newsletter and other school information about a wide range of school related things. Your contact details are stored securely.

FCL:

"Friends of Cams Lane" is the organisation who work in partnership with school to organise many functions which raise money for many items in school, including very recently new whiteboards for the classrooms. All parents are encouraged to support FCL, either by volunteering at events or attending functions. Please feel very welcome to come along to the regular meetings to find out how you can help or contribute. See the weekly school newsletter for dates of meetings.

Homework:

Homework ranges from class to class. All children should be reading at home, learning spellings and practicing times tables. Other homework activities vary from class to class and may form a task which is more like an open ended project.

Access:

Reception and KS1 children and parents should come into the KS1 playground at 8.50am.

After school Reception and KS1 parents should be collected from the KS1 playground. Please advise school if anyone who does not normally pick up your child is collecting them, if we are not advised, we will need to contact you via telephone which will delay your child's departure.

KS2 children should enter and leave the building by the main children's door off the KS1 playground.

We have recently installed a new accessible path at the front of school. The car park gates are for school staff or visitor vehicle access or deliveries only.

Complaints Procedure:

The complaints Policy is on the school's website.

Complaints in the first instance should be directed to the Headteacher. If you are not happy with the outcomes, the Local Authority has an official Complaints Procedure which school has adopted so should any parent wish to make a complaint then details of the procedure can be gained from school or the school website.

Parking at and around school:

We would encourage where possible, children to be brought to school on foot, but recognise that some parents need to travel to school in a vehicle. We expect all parents who drive a vehicle and who take a place at our school to park safely and respectfully for the safety of all of our children. Inconsiderate parking can endanger lives. Where we are concerned about ongoing parking issues, we will report these to the relevant authorities and the local police do regular spot visits.

Social Media:

We ask parents not to use social media or any messaging app/service in an inappropriate manner to discuss school business/issues, children attending school or to fuel campaigns or complaints against the school. Please remember to use the appropriate channels if you need to discuss an issue by speaking to the class teacher, Headteacher or Chair of Governors. The complaints procedure is detailed on our website.

In the event of libellous or defamatory comments on Facebook or other network sites, they will be reported to the appropriate "report abuse" section of the site

We also ask parent to carefully monitor the use of social media by their children. Please note the legal age limits for most social media sites is 13yrs or more. We take any case of cyber bullying very seriously and they must be reported to school.

Cams Lane Parental Code of Conduct

Cams Lane Primary School has a code of conduct for parents. It says the purpose is:

To provide a reminder to all parents, carers and visitors to our school about the expected conduct so we can work together to ensure a safe and positive environment for all children and parents and for all staff.

The school expects parents and carers to:

- Always respect the caring ethos of the school
- Always understand that parents and teachers need to work together for the benefit of children
- Always demonstrate in their own behaviour that all members of the school community should be treated with respect and understand that even if there is conflict due to a member of staff's oversight, parents must remain calm and respectful
- Always approach school staff to help resolve issues
- Always work with the school to build relationships with its staff
- Always know that children cannot be moved on request of the parent
- Always seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Always correct their own child's behaviour, especially where it could lead to conflict
- Always avoid using staff as threats when telling children off
- Always trust the professional judgement of staff and be mindful that as a school everything we do is in the best interests of the children.

In order to support a peaceful and safe school environment the school does not tolerate:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, parent/carer or pupil
- Damaging or destroying school property
- Sending abusive or threatening emails, text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social media sites or discussing school issues/concerns online.
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises
- Telling off someone else's child
- Smoking, or consuming alcohol or drugs whilst on school property
- Bringing dogs on to school premises (other than guide dogs)

If any of these behaviours occur the school may contact the appropriate authorities and Governors may then ban the offending adult from entering school grounds.

Thank you for:

Respecting the school's caring ethos.

Working with teachers for the benefit of children.

Always remaining calm and respectful.

Always resolving issues through school.

Always correcting your child's behaviour when you need to.

Admission Policy:

Children are admitted to the school in the autumn term of the school year in which they become 5 years old. The maximum number admitted is 30 for our school.

Admission to Cams Lane Primary School is the responsibility of the Local Authority. We are usually able to accommodate all children whose parents have expressed a preference for this school but where this is not possible then the Authority's priorities are:

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

The fact of putting a child's name down on the school admission list when the child is very young does not guarantee a place in the school. All applications for places must be made through the Local Authority who will contact you at the relevant time.

During the summer term before the child starts there will be some induction sessions where the child can attend school to gradually get used to the school setting and staff.

Data protection:

Following the introduction of the GDPR in May 2018 we have reviewed our systems for processing data in school. A detailed Privacy Notice is sent out to parents each year. Further details can be found on the school website.

Further information:

I hope you have found the information in this prospectus useful, however if you have any further questions – please do get in touch or visit the school website at www.camslane.bury.sch.uk