

# Pike Fold

Community Primary School



**Where Stars Sparkle**



**Acting Headteacher:  
Mrs R Farnell-Hill**

**Old Market Street  
Blackley  
Manchester  
M9 8QP**

**Website:  
[www.pikefold.manchester.sch.uk](http://www.pikefold.manchester.sch.uk)**

**Tel: 0161 702 3669**





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[admin@pikefold.manchester.sch.uk](mailto:admin@pikefold.manchester.sch.uk)*

*Dear Parent/Carer,*

*Welcome to Pike Fold Community Primary School.*

*Pike Fold is a well-respected primary school with an established teaching staff. We are very proud of our school's achievement and we see pupils as the heart of our school.*

*We had a full Ofsted inspection in May 2013. The inspection rated the school as good in all areas.*

*If you wish to look round the school, please telephone to make an appointment.*

*Yours sincerely,*

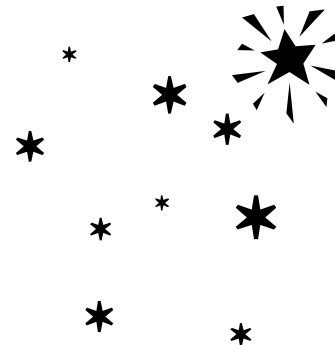
*Mrs R. Farnell-Hill  
Acting Headteacher*

*Rev E Roberts  
Chair of Governors*

Pike Fold Community Primary School has been open since 1960.

Pike Fold Community Primary School caters for pupils aged between 3 and 11, the admission limit being 60 pupils per year (from September 2013).

**Pike Fold** .....*where stars sparkle*



### **Mission Statement**

At Pike Fold we provide a safe, caring and happy environment where children develop skills which enable them to make choices which will impact positively on their lives.

Our aims at Pike Fold are:

- To provide equal access for all children by recognising the special conditions required for learning by individual children.
- For children to achieve targets expected within the National Curriculum and within the context of a wider curriculum.
- To enable each child to enjoy a creative learning experience.
- To understand the world in which we live and the interdependence of individuals, groups and nations.
- To encourage children to develop tolerance and an understanding of other people's religious and moral values and ways of life.
- For each child to create a sense of her or his worth and place in school and the community.
- To develop attitudes of self-discipline in relation to the child as an individual and the way she or he shows respect for other individuals and groups.
- To encourage every child to take pride in and aspire to quality work.
- To provide a secure, safe and happy environment for children and adults.

## **Governing Body**

The school has a governing body made up of representatives from the school staff, parents, members of the community and representatives of the Local Authority. The parent governors are nominated for the position as and when vacancies arise. However if you are interested in joining the Governing body you can become a co-opted member who does not have voting rights.

The Governors oversee everything that happens in school.

Ofsted stated that the Governors are effective critical friends to the school.

## **The School Day**

School opens at 8.30 a.m. for Breakfast Club. School begins at 9.05 a.m. There is a morning break of 15 minutes. Lunchtime is 1 hour 15 minutes for pupils in the Foundation Unit and 1 hour for all other pupils.

Key Stage 1 finish from 3.20 p.m. and Key Stage 2 finish at 3.30 p.m.

It is important that children arrive on time. Children who arrive late often feel harassed and find it difficult to settle. This can make them unreceptive to work. Pupils who are persistently late are given a playtime detention after three successive lates.

## **Admissions**

There are approximately 374 children on roll, of which 52 have fulltime places in the Nursery.

The school follows Manchester's Admissions Policy, and before entering school, children and parents are invited to visit us.

A responsible adult who is known to school must collect Foundation Stage pupils. We hope that your child will transfer to the main school.

Our school is a two-form entry school organised in year groups of mixed ability.

We have close links with other primary schools and with The Co-operative Academy.

## **Attendance**

Good attendance is essential to successful education. It is the responsibility of parents to ensure that their children attend school. Punctuality is also a vital part of school life.

Prolonged/unexplained absences may be referred to the Education Welfare Officer.

## **Homework**

All pupils are given homework. This may range from words in Reception to practice S.A.T. papers in Year 6. All homework supports activities which have been studied in school. If you are unsure about how to help your child, do not hesitate to contact the appropriate class teacher.

## **School Rules**

The basis for our school rules is safety and good manners.

- Children are to walk inside school and to keep to the paths outside.
- Children are not allowed to leave the playground without permission.
- Children must display manners and courtesy towards others.
- Children must take care of the environment.
- Children must take care of school property.

## **At lunch-time**

- Children must be polite and sensible at the table.
- Children must not swear, be rude or tease.
- Children must follow instructions.
- Children must be courteous to lunchtime organisers.
- Children must move round sensibly.

## **Discipline**

The general behaviour of all our children inside and outside the classroom sets a tone for the school. Parents will be contacted if extremes of bad behaviour such as bullying, repeated aggressiveness, blatant disobedience and general anti-social behaviour are exhibited. If you feel that there has been an incident that we may not be aware of, please inform us. We hope that parents will take an active interest in their child's behaviour during their school life.

## **How we Behave in School**

Our aims are: -

- To develop in pupils a sense of self discipline and an acceptance of responsibility for their own actions.
- To create conditions in which effective learning can take place and in which there is a mutual respect between all members of the school community.
- To encourage positive, caring attitudes.

### **Good behaviour is rewarded by:-**

- Team points
- Certificates
- Badges
- Class winners
- Records of Achievement
- Praise from others
- Affirmation

### **Bad behaviour is dealt with by:**

- Immediate checking
- Loss of free time
- Temporary withdrawal from the classroom
- Referral to the Deputy/Headteacher
- Exclusion from the school
- Counselling

## **Bullying**

Bullying is taken very seriously and forms part of our Behaviour Policy.

We acknowledge that bullying exists in society but we strive to eradicate it and provide a safe and secure environment for all.

Parents will be informed if extremes of bad behaviour such as bullying, repeated aggressiveness to others, blatant disobedience and generally anti-social behaviour are exhibited.

## **Behaviour Records**

All inappropriate behaviour is recorded onto our electronic system. Pupils with severe behavioural issues have a daily behaviour record card. Parents are informed of this and copies are sent home.

## **School Uniform**

We have a compulsory school uniform, which may be purchased from Ziggy's uniform shop in Harpurhey shopping complex.

The uniform is as follows:-

Royal Blue sweatshirt/cardigan with school logo,

Black trousers/skirt

Gold polo shirt with school logo

Summer dress in blue gingham

PLEASE LABEL ALL ITEMS OF CLOTHING.

## **P.E.**

Please make sure that your child has the correct clothing for P.E. T-shirts, shorts and leotards are acceptable and can be purchased in school colours from Ziggy's.

Children are encouraged to use bare feet for P.E. If your child has a foot complaint, they must wear pumps. Outdoor games must be done in pumps or trainers.

## **Swimming**

Your child will need a swimming costume or trunks and a towel. Children with long hair must wear a swimming hat. Jewellery is not allowed in the pool. Boys are not allowed to wear shorts

## **Footwear**

The preferred footwear for all pupils is black trainers. Pupils who are not wearing suitable footwear cannot access play equipment or sports.

## **School Meals**

Meals are provided by Manchester Fayre. There is always a choice of meal ranging from a hot meal to sandwiches.

Dinner money is collected on Monday mornings. Please send money in an envelope labelled with your child's name and the amount of money inside. Information about free school meals may be obtained from the school secretary.

A child may bring a packed lunch. As we are part of the Manchester Healthy Schools we do not allow pupils to have high sugar/ fizzy drinks, sweets, or chocolate. This should be made secure. Please do not send glass bottles.

If you wish to change lunch arrangements, please give two weeks notice.

Special dietary provision is available on request. Lunchtime is under the supervision of the lunchtime staff. Persistent wrongdoers will be sent home for lunch.

## **OFSTED Inspection 2013**

### **Main Findings**

Pike Fold is a good school, and as its motto says, 'a place where stars sparkle'. It provides good value for money. The school has a good track record of success in enabling pupils to achieve well.

The full Ofsted report is available in school and on the Ofsted website.

## **Curriculum**

- All pupils have a daily Literacy Hour.
- All pupils have a daily Numeracy Hour.
- Other core subjects are Science, I.T., R.E. and Design & Technology.
- Foundation subjects are History, Geography, P.E., Art and Music.
- Pupils are rewarded for good work in a weekly assembly and are given badges and team points.
- Weekly certificates and a half termly prize is given to the class with the best attendance and punctuality.



## **Learning Support**

The underlying principle of the school's policy for providing for pupils with Special Educational Needs (SEN) is a step-by-step or graduated approach. This is consistent with the Department for Education (DfE) Code of Practice for pupils with SEN. The graduated approach recognises that children learn in different ways and at different rates. If observations and assessments show that children have Special Educational Needs then this leads to levels of additional support known as SEN Support. If a child is felt to have needs beyond this level then a request can be made for a Statutory Assessment. This could lead to an Education and Healthcare Plan by the Local Education Authority which would specify what additional support a pupil needs, including funding to provide such support.

For the majority of children their needs are met through differentiated provision. Some pupils need more support and an individual education plan (IEP) is prepared to meet their needs. A small minority of children are referred for additional external assessment to identify specific needs and the school receives advice on how to ensure their needs are met.

The school works closely with outside agencies eg educational psychologists, speech and language therapists etc, to ensure our pupils receive first class support. Children's progress is regularly reviewed and meetings are held with parents, class teachers and the SENCO

## **TH.Inc Space**

We have a special therapy area. Pupils are referred for therapy and receive individual, group or massage therapy as appropriate. The involvement of parents in this therapy increases the effectiveness. The parents of pupils referred for therapy can also benefit from a family support worker who can offer advice and access to a range of services.

## **Equality Act 2010**

The school has implemented the Equality Act and has produced an equality scheme and action plan.

## **R.E.**

We follow the Manchester Agreed Syllabus Guidelines on R.E. It is possible for children to be excused from these lessons on religious grounds and after consultation with the headteacher.

## **Collective Worship**

There is a daily act of worship based mainly on Christianity. Parents may withdraw children from assembly after consultation with the Headteacher.

## **Information**

Parents may request to see the OFSTED report, the Governing Body Annual Report, DFE circulars and copies of statutory instruments.

## **Extra Curricular Activities**

There is a range of Extra Curricular Activities which change throughout the year. We endeavour to offer activities to all pupils from Year 1 onward at some point in the year.

## **Sex Education**

The school has a policy on Sex Education. Sex Education is part of the Personal, Social and Citizenship curriculum. Some aspects of reproduction are dealt with through the science curriculum. The policy has been developed in conjunction with the Healthy School Standard. The sex education is age-appropriate.

## **Charges & Permissions Policy**

### **Charging for School Activities**

#### **School Days or Part of School Days**

These include visits such as summer day trips and other class trips not provided free by the L.A. The law states that these should be provided free but that requests can be made for voluntary contributions.

If a visit is being planned, parents will be informed as to the nature of the visit and a request will be made for a voluntary contribution with guidance as to the level of contribution required and a return slip for parents to fill in to indicate the level at which they are willing to contribute. If sufficient contributions are collected, then the trip will go ahead, if not, the trip will be cancelled. No pupil will be excluded or prevented from taking part in the visits if their parents are unable or unwilling to make a contribution.

We will assess risks involved in making visits. We feel strongly that when the benefit of the experience outweighs the risk the trip will go ahead. We also acknowledge that there is an element of risk in everything we do in our daily lives, but we do our utmost to minimise these risks.

Parental consent for school trips is given on the emergency contact form, therefore we do not seek additional consent for visits that take place during the school day as we view these as part of the Excellence and Enjoyment curriculum.

### Residential Visits in School Time

There will be a charge made for board and lodging but families in receipt of Income Support or Income based Job Seekers Allowance can apply for full remission of these charges.

If visits out are planned during these residential visits, then voluntary contributions will be requested as explained for the day visits in the previous section.

Residential visits on school trips outside school hours – there will be a full charge.

### After School Activities

There will be no charge for transport or for entry fees for teams or groups of pupils.

Governors reserve the right to charge in respect of individual pupils entry and award fees .

### **Music Tuition**

At the moment, no charge is made in respect of music or instrumental tuition which takes place during the school day. However it is a prerequisite that pupils receiving free tuition must attend the weekly band practice, as performance is a key to musical prowess. Ofsted stated that 'pupils achieve impressive standards in singing and music'.

The children in Key Stage 2 and year 2 are encouraged to join the choir, which has a weekly practice. The children perform on a number of occasions throughout the year.

### **Breakages or Losses**

The Governing Body reserves the right to charge parents for the damage or loss of School equipment or books, and for damage to the buildings which is a result of pupils behaviour. These charges will be based on the costs incurred.

## **Charging in Kind**

The Governing Body reserves the right to charge for the cost of materials of any item made in school which is kept by a child or parents. Normally items are sent home free of charge. Charges will be made in respect of the purchase of items which parents may wish to keep e.g. school photographs.

## **Parental Partnership**

Parents are valued as co-educators. We have parental reviews twice a year, including children with Additional (previously referred to as Special) Needs. There are also induction meetings where parents can meet their child's new class teacher.

We welcome parents as volunteer teaching assistants. If you are interested please make an appointment with the administrator who will apply for DBS clearance. This clearance is required for everyone who works in school.

If you wish to see your child's class teacher or the Headteacher, please make an appointment.

## **Child Protection**

Schools have an important part to play in the detection and prevention of child abuse. If a child appears to have been abused, the school is required to report the matter to Social Services. The agreed child Protection procedures are followed. It is usual procedure for the designated person to discuss concerns with the parent or carer before a referral is made unless the concern involves allegations of sexual abuse.

The designated person for child protection is the Headteacher. The special needs coordinator deputises in the absence of the headteacher.

## **Complaints Procedures**

If you have a complaint, please see the Headteacher. The Governing Body has a complaints procedure which may be viewed on request.

Many thanks for your continued support and a very warm welcome to parents and pupils who are new to our school.

Mrs R. Farnell-Hill  
Acting Headteacher

## **USEFUL ADDRESSES**

Pike Fold Primary School  
Old Market Street  
Blackley  
M9 8QP  
0161 702 3669

Attendance Officer  
0161 682 9054

Manchester Education Dept  
PO Box 532  
Town Hall  
Albert Square  
Manchester  
M60 2LA  
0161 234 5000

School Admissions  
0161 245 7166

Application for Free School Meals  
From the School Office or  
Manchester Benefits Service  
P.O. Box 395  
Heron House Lloyd St  
Manchester  
0161 834 0444

North Manchester Health Authority  
Central Drive  
Crumpsall  
Manchester  
M8 6RL  
0161 795 4567

Manchester City Council  
Town Hall  
Manchester M60 2JT  
0161 234 5000

Education Psychology Service  
2 Thornaby Walk  
Harpurhey  
0161 205 2857  
School Psychologist – Ms. S. McHugh

Plant Hill Clinic  
Plant Hill Road  
Blackley  
Manchester  
0161 740 7955  
School Nurse

Environmental Health  
North Area  
0161 795 6670

The Co-operative Academy of Manchester  
Plant Hill Road  
Higher Blackley M9 2WP  
0161 795 3005  
Headteacher: Mrs K Leaver