



## Introduction

Moorlands Junior School  
Temple Road  
Sale  
M33 2LP

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**Email:** moorlands.admin@trafford.gov.uk

**Website:** www.moorlandsjuniorschool.com

**Head Teacher:** Miss Alison Kelly

**Deputy Head:** Mrs Elaine Litten

**Chair of Governors:** Mrs Jo Renfrew

### Type of School:

Moorlands Junior School is a mixed county junior school, supported by Trafford Local Education Authority. It serves the local area, accommodating children between the ages of 7 and 11. The school has a sixteen place small specialist class for children with complex learning difficulties, admitting children from a wider area.

Our standard admission number is 60 children per year group. Most children join us from Templemoor Infant school.

### Religious Affiliation:

The school does not have any religious affiliations.



## Welcome to Moorlands!

Dear Parents and Guardians,

On behalf of the Governors of Moorlands Junior School, I am delighted to be able to introduce our school prospectus.

This document aims to provide you with the essential information that you and your child will need on entering Moorlands Junior School.

Moorlands is a happy, caring school where each child is valued as an individual and encouraged to do well. The teachers, teaching assistants, staff and governors work hard to provide a positive and fulfilling school experience. We look at developing the whole child, through a strong curriculum and wide variety of extra-curricular activities.

We are also very proud to be an Artsmark Gold and Sports England Activemark school. These are nationally recognised awards that we are all extremely proud of and these awards demonstrate our commitment to provide a broad and balanced curriculum for our children.

Within this prospectus you will find details of the School's aims, its policies and procedures. We hope that this will help you understand what you can expect from the school and what the school expects from you and your child.

As a Governor I am proud to be able to Chair a highly committed team of Governors and to work with the Head-teacher, staff, and Local Education Authority to ensure the best possible educational experience for all children in the school.

Yours sincerely

Mrs J Renfrew

Chair of Governors



## The Aims of the School

The Governors and staff of Moorlands Junior School working alongside parents aim to:

- Provide the highest quality learning in a safe and nurturing environment
- Challenge children to discover and reach their full potential
- Support all our children to develop resilience, independence, self-motivation and positive thinking
- Foster a love of learning
- Provide children with new opportunities and experiences that may develop hidden talents
- Develop happy, confident, caring citizens of the future with tolerance and respect for all



## The School Day

8.45 am	Children on Trafford Transport arrive and are supervised.  Children may enter the school building and are supervised by class teachers.
8.50 am	School starts.
10.00 am to 10.15 am	Morning play (lower school)
10.35 am to 10.50am	Morning play (upper school)
11.45 am to 12.45 pm	Lower school lunchtime
12.15 pm to 1.15 pm	Upper school lunchtime
2.05 pm to 2.15 pm	Afternoon play (lower school)
2.15 pm to 2.25 pm	Afternoon play (upper school)
3.30 pm	School ends.
3.40 pm	Teacher supervision ends.

## Staff Responsibilities Before and After School

Your child will be supervised between 8.45 am and 3.40 pm. If your child attends one of the after school clubs they will also be supervised until the club has finished, usually 4.30pm. Parents should note that the Trafford crossing assistants are not on duty at this time. Arrangements must be made for the collection of children who attend after school clubs.

Parents are requested to wait for their children outside the building by their classroom door. Please do not come into the building to collect your children; the central corridor is very busy at this time.

## Parking

Parents are requested to park away from the school and collect their children on foot. The roads around the school do become very congested and inconsiderate parking can also make them dangerous. The majority of children do walk to and from school and must cross these roads.





## The Curriculum

Moorlands Junior School provides its pupils with a rich, broad and balanced curriculum which meets fully the statutory requirements of the National Curriculum 2014 for England and the requirement to teach Religious Education.

- The national curriculum sets out the most important knowledge skills and understanding that every child has a right to learn.
- It is a framework given to teachers by the government, so that all school children are taught in a way that is balanced and manageable, but hard enough to challenge them.
- It provides standards that measure how well children are doing in each subject so that teachers can plan to help them do better.

In Key stage 2 both Lower and Upper School have curriculum guidelines which set out in detail the content for each subject, for each year group, based on the National Curriculum 2014 document. The subjects include English, mathematics, art, music, physical education (PE), computing, history and geography, science, design and technology (DT) and religious education (RE). The subject content for each year group, for religious education is based upon the Trafford LA Agreed Syllabus for Religious Education and SACRE guidelines.

In addition to the National Curriculum the school provides a wide range of visits and extra-curricular opportunities plus additional activities which include music, sport and the arts.

In English children are taught speaking and listening, reading and writing skills. We use a wide range of methods and materials for teaching reading.

Through the curriculum pupils learn the basic skills necessary to succeed in each subject and we use the curriculum to help them develop their personal and social skills.

Where children have special needs or disability we make provision for them so that they too can flourish.

We encourage children to be keen, enthusiastic, independent learners and we give them lots of opportunities to develop their inter-personal skills by working and co-operating with others. Through the curriculum we build their self-esteem and self-confidence.

Each year in school builds on the previous year. We assess progress and achievement and we regularly report to parents about how well their children are doing.





## Religious Education

R.E. is not one of the National Curriculum 2014 subjects but is required to be taught by law. Our lessons are non-denominational and follow Trafford L.E.A. guidelines. At Moorlands Junior School we believe that the spiritual, moral and social development of the child is vitally important. In religious education we aim to transmit the values of belief, customs and family life.

We welcome visitors from different denominations, to inform and educate the children, giving them first-hand experience. As well we visit places of worship and this year children have attended workshops run by Altrincham Baptist Church.

Parents have the right to withdraw their children from religious education.

Further details are outlined in the school's R.E. Policy, which is available on request from the school.

## Sex Education

Sex Education is part of the personal, social and health education programme and taught through science, English and physical education lessons. By the end of Key Stage 2 most children will:

- Begin to know about and have some understanding of the physical, emotional and social changes which take place at puberty;
- Know that there are many different patterns for friendship and able to talk about friends with important adults;

A full copy of the school's sex education policy is available from the school's office on request.

Parents will be informed in writing before any sex education lessons take place. Parents have the right to withdraw their child from any part or all parts of the sex education programme, other than those elements, which are required by the National Curriculum Science Order. Parents who wish to withdraw their child should contact the Head Teacher or Deputy Head Teacher.



The table below shows the relationship between the school years and the children's age.

School Year	Child's Age
Year 3	7 – 8
Year 4	8 – 9
Year 5	9 – 10
Year 6	10 – 11

## Homework

Homework is a valued activity, which provides additional support and discipline for the children. The school provides homework for all the children, which is set and marked by the class teacher. At the beginning of each week children receive a homework grid which details the homework for each week to be handed in the following Monday. Parents are asked to inform their child's teacher if they do not wish their child to receive homework.

## Parents Reports and Progress Meetings

There are three formal parental meetings during the academic year. They are:

- A 'Meet the Teacher' with your child's teacher in the autumn term
- A progress meeting with your child's teacher in the spring term
- A drop in progress meeting with your child's teacher to discuss his/her year and report towards the end of the summer term.

If parents have any concerns or questions about their child's progress at any time, they are encouraged to contact the class teacher to arrange a meeting or a phone call in addition to these more formal meetings.





## Achieve and Enrich Afternoons (A & E)

During A & E all children have the opportunity to engage in a variety of activities planned and organised by the teaching staff and outside agencies. Use is made of the greater flexibility schools now have in organising their timetable. Time is devoted to provide a broader curriculum with attention given to the arts, sport and development of the whole child. Activities offered have included; card making, gardening, cooking, French, multi-sports, 3D art, sewing, first aid and cricket.

## Adult Helpers

Adult helpers are an extremely valuable part of the school's life. We use adult helpers to enrich and support the curriculum. For instance, some adults help on school trips or with the transport to matches; another group of helpers assist in our "A & E Afternoons".

We ask all our adult helpers to complete a DBS disclosure form, which is vetted through the appropriate Trafford system. In this way we feel we provide protection for both the children and the helper.

If you wish to offer support to school in this way please contact the Deputy Head Teacher who will be delighted to find an appropriate placement. Your reward will be a feeling of satisfaction and a cup of coffee!

## School Dinners

Lunchtime lasts for one hour. Children have the choice of school meals or a packed lunch.

Our school dinners are very popular and good value for money. There is always a choice of main courses and a vegetarian option. You may pay for and order school dinners via a ParentPay account, details of which will be given on enrolment at the school. Alternatively, dinners may be paid for on a weekly or half termly basis, money or cheque (made payable to "Trafford Borough Council") should be sent in an envelope with the name of the child and the class clearly identified on a Monday morning, or at the beginning of the half term.

It is important that children on packed lunch have lunch boxes which are marked clearly with the child's name and class. Children are not to bring glass containers, cans of drink or chocolate bars and sweets.







## MOORLANDS SCHOOL UNIFORM

### For boys

- Black school trousers or black school shorts
- Moorlands sweat shirt\* or plain bottle green sweat shirt
- White Moorlands polo shirt\*/plain white polo shirt or white shirt with Moorlands tie\*
- Black socks

### For girls

- Black school skirt or black tailored trousers (not leggings or jeans please)
- Moorlands sweat shirt\* or plain bottle green sweat shirt
- White Moorlands polo shirt\*/or plain white polo shirt or white shirt with Moorlands tie\*
- White or black socks or black tights; black socks with trousers
- In addition girls may wear a green and white gingham or candy striped dress in the summer and a bottle green cardigan (optional)

### For all

- Secure, sensible, black school shoes
- Sensible outdoor coat
- Green fleece jacket\* (optional)
- Green showerproof fleece jacket\* (optional)

### For P.E. for all

- White T-shirt and black shorts
- In addition when the weather is cold a black sweat shirt\* and black track suit/jogging bottoms are recommended
- Trainers are advisable for outdoor games lessons although pumps are permissible
- Pumps are advisable for indoor P.E. lessons as the Hall is used for many different activities including lunch and we do not have a dedicated sports hall; bare feet are permissible

Children cannot do P.E in shoes or inappropriate footwear

Boys are required to wear trunks, not shorts, at the swimming baths. Girls should wear one piece swimming costumes. All swimmers must wear swimming caps.

\*These items can be purchased via our Marks and Spencer uniform website, see link on school website for details.



## Jewellery

The only jewellery that can be worn in school is a watch and one pair of pierced stud earrings. These should be removed for P.E. by the child. If ears have been recently pierced, the child will be required to tape them over for P.E. Earrings must be removed for swimming; taping over is not permitted.

Please note: smart watches (which access the internet) are not permitted.

## Hair

At all times long hair should be tied back. Hair decorations should be kept simple and limited to the school colours of green, black or white. Beads are not permitted in braided hair as they are a risk to health and safety. Hair dye is not allowed.

## Shoes

We do ask parents to pay particular regard to choice of shoes and only allow children to come to school in black sensible school-type shoes. Shoes need to be fastened securely to ensure safety around school and in the playground. Please do not send children into school in "fashion" footwear. Trainers and boots are not suitable for wearing full-time in school. If the weather is inclement and children come to school in wellingtons, please send a pair of shoes for indoor wear.

## Naming of Clothing

It is essential that ALL items of clothing are clearly marked with your child's name. With changing for PE there can be confusion if any item is accidentally mislaid. So please remember that all items of everyday uniform, PE kit; footwear and outdoor coats must have the owner's name clearly marked. It would also help if you can check that your child has not accidentally put on someone else's garments and, if this has happened, return the wrong ones to school.

## Valuables

Children often need to bring to school musical instruments. It is vital that these are named as they are often expensive items. We recommend that you label (or at least initial) each part of the instrument including the case. Whilst the school and staff take great care over the storing and handling of musical instruments it is advisable to ensure that instruments are insured.

We urge children not to bring other items of value to school.



## Lost Property

There is a lost property box at the front of school where many lost items are stored. Children and parents are always welcome to call in and enquire about lost items. Parents often find that items can be discovered in their child's cloakroom area after the majority of children have gone home. The class teachers will also help your child to find lost possessions as a matter of courtesy and care. However, we do encourage children to have responsibility for their own possessions as this is part of their personal development.

## Collective Worship

At Moorlands Junior School our Acts of Collective Worship are broadly Christian and we observe major Christian festivals such as Christmas and Easter. Children gather together for an act of worship in the school hall every morning. On Monday and Tuesday morning we have an assembly (when we celebrate the achievements of our school community both inside and outside of the school). On a Wednesday morning a member of our senior leadership team leads our act of worship. On Thursday mornings we meet together for whole school singing, when we learn and sing hymns we are going to use in Collective Worship. Our school recorder group and the percussion section of the orchestra accompany us in the hymns. On most Friday mornings an individual class leads our worship and parents are warmly invited to attend.

## Disabled Access

At Moorlands there is access to a disabled toilet.

The school is single storey and there are concrete ramps to the front door and the hall to give access to the school. We have had a number of pupils in wheelchairs and have always found them to cope very well. We also have provided special furniture and texts for children with physical or visual disabilities. The school has as an Accessibility Plan, covering access to the school by pupils of all abilities. This is available from the school upon written request.





## Small Specialist Class

At Moorlands we have a Small Specialist Class for up to 16 children with statements of Complex Learning Difficulties. The admission to our Small Specialist Class is managed by Trafford LEA. It is staffed by two specialist teachers and two specialist classroom assistants.

The children are taught as a single class, where learning is based on individual education programmes and teaching is differentiated according to ability. There are opportunities for integration with their peers and further integration opportunities for some children, who would benefit from this provision.

The progress of all the children is monitored using a half-termly Individual Education Programme for maths and English. A formal Annual Review Document is completed for each child, outlining progress and learning objectives achieved in the year and setting out new objectives for the year to come.

## Special Educational Needs

At Moorlands we value all children equally. Our aim is to ensure that all children have their individual needs met so that they can achieve their full potential. New children to the school who have already been identified as having a special educational need or disability (SEND) will be supported in the classroom and, if appropriate, have additional support through our intervention programme. This support is also available for children who are identified as having a special educational need after starting at our school. All children with SEND are set targets using an individual education plan which are reviewed three times a year. Children with a statement for SEN also have an annual review of their progress. We aim for children and their parents and carers to be fully involved in the target setting and review process. We also work in close partnership with outside agencies to ensure that the support we give is the most appropriate for the child.

More detailed information is available in our special needs policy.





## SCHOOL PROCEDURES

### Illness and Absence from School

The school register is taken twice a day at the start of morning and afternoon sessions. In order to conform with regulations we record every time a child is late or absent from school and the reasons for these events.

If a child is absent through illness parents should ring the school to inform us that they will be away or send a note with the child when he or she returns to school.

If parents fail to inform the school about the reason for an absence they will receive a phone call from school.

If your child is late to school (9am onwards) for any reason they must be signed in by an adult using the electronic signing in system at reception.

The only absences which will be authorised by the Head Teacher automatically are illness and absence on a day exclusively set apart for religious observance by the religious body to which the parent and child belong.

At the start of every year parents receive the dates of important events within the school year, such as SATs. Please make a careful note of these dates.

From 1<sup>st</sup> September 2013, amendments to the Education Regulations 2006 state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. This means that you **do not have the right** to take your child out of school during term time. The local authority works with the school to reduce the number of children missing school because of absence taken in term time and the school may not approve your request to take your child out of school.

The regulations allow Head Teachers discretion to grant permission for authorised leave of absence **only** in **exceptional circumstances**. You should be aware that leave of absence **will not** be granted for a holiday during school time.

There are times of the year when a child may experience extra problems because of missing school. These include examinations periods, at the time of starting a new school or at the start of a new school term. In deciding whether to authorise your child's absence and give permission for a leave of absence in term time, the school will take these and other factors into account.

If your application is refused and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences **may lead to a Penalty Notice or a Summons** being issued against you for irregular school attendance.





Having read the information if you still wish to apply for leave of absence for your child in exceptional circumstances then please ask at the office for an application form. Applications received that do not use the official application form will not be considered.

Your application form should be returned to the school office as far in advance of the proposed holiday as possible, and no later than 28 days before the absence is proposed.

Children arriving after 8.55 am or 1.15 pm, but before the register closes, are marked as present, for health and safety purposes, but late. Children arriving for a session after the register has closed must report to the school office for the register to be amended. The number of days a child is late or absent is recorded and reported to parents with the annual academic report. Where lateness or absenteeism is disrupting the continuity of learning for your child or others in the class this information will be passed onto Trafford's Education Welfare Officer.

## Home School Agreements

Like all schools, Moorlands has a home-school agreement which has been prepared by the governors in consultation with staff, pupils and their families. It is a statement of how we think the school and the family can work together so that each child achieves their full potential and has their individual needs met alongside the needs of all.

We ask parents and children to sign the agreement before the child has joined the school. Whilst we hope that everyone will agree that the document is helpful please note that signing is not compulsory, nor is it legally binding. In any case, the school is happy to discuss the agreement with parents and children.

## Data Checking Sheets

We send parents a data checking sheet at the start of every year. We rely on these sheets to keep an accurate and up-to-date record of medical and personal information for children. If these details change during the year, please note the changes in writing and send them to the school office. The safety and well-being of your child may rely on the accuracy of this information. The information on these forms is confidential, kept secure and complies with the Data Protection Act 1998.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time schools are required to pass on some of this data to LEAs, the DfE and to agencies, such as NCA and Ofsted that are prescribed by law. Consent for use of photographic images will be sent out prior to entry to the school and is included in Form 1 Data Collection in our 'important forms to complete' pack.







## Transition

Continuity in a child's learning is very important. Consequently we have developed, and are continuing to develop, firm links with our local infant and secondary schools.

### Transition to Moorlands in Year 3

Children coming to Moorlands from Templemoor Infant School have several opportunities to visit the school. They are invited to a variety of our school events, for instance the lower school performance of the "May Queen" and a year 3 assembly. Also year two children are invited to a taster A & E afternoon. This helps the children to become acquainted with the school itself. We also set aside a special afternoon when the year 2 children come to visit their new teacher and classroom. They have a tour of the school buildings and enjoy their first playtime with us. Parents also have a special evening when they are invited to meet the Head Teacher, the Deputy, and their child's class teacher for the following September. Behind the scenes staff from both schools work closely to pass on and receive vital information about the children.

We also hold regular open mornings throughout the year for prospective parents.

### Transition from Moorlands at the end of Year 6

During year 6 children may participate in the Trafford Secondary Schools Selection Procedures. In addition some take examinations for independent schools, while others choose not to sit any of the above examinations. At the end of year 6 the children leave us to go to many different secondary schools. The separation from the group of children with whom they have been educated for many years (some since the nursery at Templemoor) can prove upsetting; as can the whole selection of a secondary school for both parents and children. We endeavour, at Moorlands, to support both children and parents through this time and encourage parents to attend any meetings called to inform them about selection procedures.

During the May of their final year at Moorlands all children take their Key Stage 2 SATs. These are formal national tests in Reading, Spelling, Grammar & Punctuation and Maths. Both test results and teacher assessments are part of the records which are sent on to the new secondary schools in order to ensure continuity of the children's education.

### Transition to and from Moorlands during the Key Stage

Occasionally children move schools during their junior school education, often because the family has moved house. At Moorlands our policy is to provide a friendly, welcoming atmosphere to enable them to become part of the school community. All relevant records are passed to the receiving schools.





## Pastoral Care

We care for the whole child at Moorlands. Our behaviour and child protection policies create an open and friendly atmosphere where children feel that they will be listened to and their opinions valued. In addition to the extra-curricular clubs we also have a number of special events that take place throughout the year. The purpose of these events is to provide children with experiences outside the classroom, promote social skills and, above all, to have fun! Many events also raise money which is used to provide new resources for the children or to support a charity.

Our approach to teaching, which often involves your child being taught by different teachers, has important benefits for pastoral care. Children develop good links, with more teachers having contact with your child, ensuring that we, as a staff, are more effective at monitoring their well-being.

Part of giving children the feeling of belonging to the Moorlands community is the awarding of responsibility. Within each class monitors are appointed to help with the day-to-day running of the class. There are also school monitors selected from year 6 children. Monitors are identified by their enamel badges, something that children work very hard to earn.

## Access to Information about the School and Your Child

Parents have the right to look at school policies and schemes of work. Written requests to do so should be sent to the School Business Manager. If you have a problem you wish to discuss with the class teacher you are welcome to do so. The most effective way to gain access to a class teacher is to ring or write for an appointment. Class teachers are the first point of contact with the school for parents. Issues which cannot be solved in this manner can be referred to the Head Teacher by the parent or by the class teacher.

We value the contribution that parents make to their child's education. As teachers we only see a small proportion of the child's life. Information about changing home circumstances, problems in friendship groups or other influences on a child is vital and allows us to teach the 'whole child'.





## School Security and Fire Arrangements

As parents will be aware, we place a high priority on the safety of children. We aim to make the inside of the school a warm and secure environment. Every external door has a lock, only accessible by authorised personnel. Visitors to the school gain access to the building via the school office where they are asked to sign in, they are clearly identified to children by the use of a visitor badge.

We encourage the children to play an active role in keeping the building secure. They learn to be aware of strangers and are given strategies to cope with the unexpected person turning up outside the school building. Children are not allowed to let adults into the school building.

Parents visiting the school during the day must enter the building by the front entrance on Temple Road.

Security systems are in place to ensure the safety of children in the event of a fire. Children learn routines to evacuate the building quickly and safely when the fire bells are sounded. They may leave the building from any of the external doors.

## Medical Care

### Administration of Drugs

If children are required to take medication parents will be asked to fill in a medicine administration form, available on the school website or at the school office. This must be brought into school along with the medicine on the first day it is to be administered.

### Asthma

It is school policy for children to have access to their inhalers at all times. Children are encouraged (with reminders) to take responsibility for remembering to take their inhalers on trips out of school or swimming lessons. Parents are requested to keep the school up-to-date with the condition of their children so that we can provide the best possible care.

### Nut Allergy/ Other Medical Conditions

Children with a nut allergy are able to store their medicines in the staff room. All staff have been trained to recognise when medication is needed, and how to administer an 'Epi-pen'. Most school meals are 'nut free' - when there is an exception, our school cook will offer your child an alternative.

**Please note: it is the responsibility of parents to ensure medicines are within date.**





## Accident Procedures

The school has an Accident and Emergency Procedure which is based on Trafford guidelines. It is imperative that in the case of an emergency we are able to contact a parent or guardian for your child. For this reason we insist on every parent supplying at least two daytime contact numbers for their child.

## EXTENDED SCHOOL

An afterschool club is offered at our partner infant school, Templemoor Infants, where staff will collect from Moorlands. Details are available at the office.

At Moorlands we offer a before school club each morning, details of which can be found on the website or from the school office.

Each afternoon from 3.40pm until 4.30pm we offer an extensive choice of extra-curricular clubs some of which are detailed below.

## EXTRA CURRICULAR ACTIVITIES

### Sport

The school aims to provide extra-curricular sport for all those children who wish to partake and to provide opportunity for excellence.

Throughout the year boys and girls in the upper school can attend football and netball clubs which are held after school. These school clubs act as a base from which school teams are selected. We have school football and netball teams which are open to both boys and girls.

Children from all year groups can also attend cricket, judo, lacrosse and a "tricks and flicks" ball skills club.

### Music

We are proud to have an excellent school choir and a school recorder group, in which there are opportunities to play descant, treble, tenor and bass recorders. We also boast a school orchestra and all three groups meet once a week. The choir and orchestra perform at our Christmas Carol Service and in a number of concerts and school events throughout the year. We were very proud when our school recorder group, orchestra and choir all performed at The Wirral Music Festival, bringing home a wealth of silverware! Closer to home we also enjoy performing at Sale Festival and at Templemoor - our feeder infant school.





## School Policy Documents

The school has many policy documents. These say how we intend to do things. Full copies of any policy are available from the school on request but parents may wish to note the following brief descriptions of some of these policies.

### Admission

The admissions policy of Moorlands Junior School will at times complement the school Equal Opportunities Policy.

Pupils with physical disabilities are admitted to the school under the L.E.A.'s admissions policy. The L.E.A. provides any necessary extra support for these pupils. Teachers and non-teaching staff ensure that these pupils are treated equally with other pupils. Staff respond sensitively and positively to meet the particular needs of each child, depending on the nature of his or her disability.

Moorlands is accessible by wheelchair and is suitable for pupils with physical and visual impairments. Moorlands Junior School follows the Trafford L.A. policy for admissions, which states "All applications for a place at a Trafford Community School should be made in writing to Trafford Schools Admission Team who can be contacted at Schools Admissions, 4<sup>th</sup> Floor, Waterside House, Waterside, Sale M33 7ZF." Children who have attended Templemoor Infant School, and whose parents so wish, will automatically be admitted to Year 3.

Parents considering a place at Moorlands are welcome to visit the school to look around. Further information of Trafford's admission policy is available from the school or Trafford Direct.

The zone map for Moorlands Junior School is available from the school and from Trafford L.E.A.





## Complaints

If you have a complaint to make about your child's progress, behaviour or an incident, you should approach the class teacher. If you feel the action has not solved the problem you should make an appointment and discuss the issue with the Head Teacher or Deputy Head Teacher. They will ensure that an independent investigation is carried out.

Governors will not act on complaints where the above process has not been followed.

Complaints about the Head Teacher should be made to the Chair of the Board of Governors. Any other complaints made to the Board of Governors will be passed onto the Head Teacher. Where the Board of Governors is required to act on a complaint it will do so through a complaints committee formed from the governors who have no connection with the person making the complaint. The committee will comprise a parent governor, community governor, an L.E.A. governor and a school governor. Individual complaints will not be raised in the full meetings of the Board of Governors.

We are unable to deal with complaints that arise from the incidents that occur outside the stated times of supervision. The Board of Governors cannot resolve complaints over which it has no jurisdiction, e.g. allocations of pupils to classes, the responsibility of which rests with the Head Teacher.

The Board of Governors is legally required to have written procedures for dealing with complaints. The aim of the policy is to provide more formal arrangements for dealing fairly and effectively with complaints that have proven impossible to settle informally. A full copy of this procedure is available from the school and on our website.

## Safeguarding and Child Protection

Moorlands Junior School is committed to safeguarding the health, safety and well-being of all the children in our care at all times and expect all staff and volunteers to share this commitment. We listen carefully to our pupils and take seriously what they tell us. Our aim is that children will enjoy their time as pupils in this school.

Any adult who has access to our pupils through school activities is required to complete a DBS disclosure form. So please do not be offended if you offer help and are asked to complete a disclosure form to provide personal details.

Owing to the day-to-day contact we have with our children we are particularly well-placed to observe signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that where it appears to any member of staff that a child may have been abused the school is required as part of the Procedural Guide issued by Trafford Area Child Protection Committee, to report the matter to the social services department. This requirement forms part of







the Local Authority's procedure's for dealing with child abuse and is not a matter for discretion of individual Head Teachers or members of school staff.

The Head Teacher, Miss Kelly, is the school's Designated Safeguarding Lead. Mrs Litten, our Deputy Head, is the deputy Designated Safeguarding Lead.

## Charging and Remissions

All books and tuition are provided free of charge with the exception of instrumental music tuition. However, there are activities for which we will need to ask for contributions from parents to cover costs not funded by the L.E.A.

School trips are not funded by the L.E.A. so we ask for voluntary contributions from parents. A child will not be excluded from a trip because parents are unable to make the voluntary contribution, but where contributions do not cover the basic cost of the trip, the trip may be cancelled.

If you child is invited to join the orchestra or choir, which are extra-curricular activities, there is a small annual subscription to cover the cost of an accompanist.

Another request for money may come when the school is holding charity fund-raising events.

Children will need school uniform and the correct P.E. kit. They will also benefit from having a good handwriting pen, available to buy from the school, coloured pencils and a dictionary.

Activities outside school hours may be charged to parents at the actual cost – never more. School hours are those when the school is actually in session.



## Equal Opportunities

At Moorlands Junior School we are committed to ensuring quality of education and opportunity for pupils, staff and all those receiving services from the school, irrespective of gender, ethnicity or disability.

The achievement of all pupils will be monitored on the basis of gender, ethnicity or disability and we will use this data to raise standards to ensure inclusive teaching, and to make the school environment as accessible as possible. We will aim to provide our pupils with a firm foundation, which will enable them to fulfil their potential regardless of gender, disability, ethnicity or stereotypes.

We will seek to eliminate discrimination against pupils and staff by adhering to our duty as an employer under the legislation.

At Moorlands Junior School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

## Mobile Phones

Under our safeguarding procedures, it is school policy that no child should have access to a mobile phone in school hours.

We do, however, understand that you may want your child to have a mobile phone for use on their way to and from school, so you can contact them. In these cases a mobile phone policy agreement needs to be signed; these are available from the school office. Your child's phone should be switched off and handed in to the office, first thing in the morning, where it will be stored safely. It can then be collected at the end of the school day.

## E-safety

When your child joins our school we ask them to sign a Responsible Use of the Internet Form. This form details the Safe Use of the Internet Rules we use. These rules are displayed in the school and the dangers of the Internet are sensitively discussed with pupils regularly. Should any parents require any further information please contact, Mrs. Litten the Deputy Head Teacher.

May we remind parents of age restrictions on many of the popular apps; Facebook, Instagram, Snapchat and Whatsapp. These exist as many of our children are not mature enough to use these under the age specified.





## Behaviour and Discipline

Moorlands Junior School subscribes to a positive behaviour policy based on a specific structure of behaviour reinforced by reward. We affirm that good behaviour will reward all, whereas only the individual will suffer if there is inappropriate behaviour.

It is the aim of the school that all children should behave in a caring, considerate and co-operative way in all areas of the school and their relationships with other children and adults.

It is important that the subject of discipline be considered consistently throughout the school, and that the emphasis is on shared values.

At Moorlands we operate a 'traffic light system' to monitor and address behaviour. Each child starts the day on 'green' and is moved through amber and red if school rules are broken. Each stage on the traffic light system has a consequence such as loss of a privilege or positive activity, including trips. Where persistent poor behaviour continues the child may be taken to the Head Teacher and the parents informed. The only exception to this process is when there is an incident of serious misbehaviour, which could include racism or bullying, and the Head Teacher is informed immediately. The distinction between minor and more serious behaviour is discussed with pupils during the drawing up of rules.

## Rewards and Sanctions

There are many forms of reward for good behaviour at Moorlands. One of these is team points for good work. Moorlands has four houses, Chapel, Priory, Temple and Abbey. The house with the most team points is rewarded a shield at the weekly awards assembly. Good behaviour and work is also rewarded with stickers, which children collect on a bookmark. Once the bookmark is full they are able to exchange this for a credit card, which is presented at the awards assembly. Another reward we use here at Moorlands is postcards home which are sent for exceptional behaviour.

At Moorlands we have 'Big Workers' of the week, where a child from each class is chosen. They each receive a raffle ticket for the half termly draw with a chance to win £5!

Each class teacher awards a star of the day, outlining their reasons to the class. Children receive a sticker and a certificate. Stars of the week are announced in our weekly awards assembly, where stickers and pencils are presented to the children.





## Community Cohesion

We are each members of our School Community; the community within which our school is located; the community of the United Kingdom; and also a member of our global community. It is our responsibility to equip all our pupils to cope with this ever changing, diverse world. Our children are encouraged to value the role that each of them plays in our communities and we seek to develop new links that are mutually beneficial locally and internationally.

## Local Community

Moorlands enjoys a strong partnership with Intergeren. We welcome volunteers into our school each Thursday and they support our children with cooking and other A & E activities. They have very quickly become important members of our school team.

## Partnership Schools

Each year our Year 6 leavers go to many different schools. We are proud that we have developed strong links with a large number of these and regularly welcome their staff into our school or take groups of our children to visit them to take part in a variety of activities.

## School Trips and Transport

At Moorlands we aim to provide trips that:

1. extend the learning and experience of pupils in contexts outside those normally provided in the school environment;
2. enhance the teaching of the National Curriculum, by providing our children with first-hand experiences;
3. increase the child's independence and further their social development;
4. increase the child's development of a sense of identity;

The school follows Trafford B.C guidelines for safety in outdoor education and educational visits.

Any child's exclusion from trips will be on the grounds of behaviour, with particular regards to the safety of the child and others that are accompanying the visit. Occasionally a destination or activity may be judged to be physically dangerous for an individual, but every effort will be made to arrange an alternative activity.

Both the school's Medical and Charging policy will apply to all school trips.

The school also follows the Trafford Safe Transport Guidelines. We only use coaches with seat belts and where parents are transporting children, to away matches from example, the status of driving licences and insurance policies are checked by the school and the relevant police checks are undertaken.





## School Fund

Throughout the year at Moorlands all children enjoy activities and experiences which enhance learning and enjoyment at our school.

Friends of Moorlands, which you are all members of, raise funds which contribute to many aspects of life-for example our wonderful treehouses.

School fund pays for consumables such as plants, compost, cooking ingredients, specialist art equipment and some visitors. It also helps with the costs towards trips at times.

From September 2017, in line with current school fund policy at our feeder infant school, we will be asking for voluntary contributions of £1 a week or £10 per term. We hope you will assist us in maintaining our enriched provision for your children.

## The Library

At Moorlands we have a well-stocked library, which benefits from a computerised cataloguing system. All children have regular access, through a lunchtime club. Monitors in year 6 take responsibility for the library and enjoy helping younger children to choose books as part of their responsibilities.

## Tuck Shop

The school has a tuck shop, which opens during morning play. It is run by year 6 children and provides them with an opportunity to handle money and develop responsibility. The tuck shop supports our healthy eating programme, which is a feature of the science curriculum. We sell fruit and toast. Children may bring their own snacks for morning playtime providing that they are similar to the items sold on the tuck shop. Crisps, chocolate biscuits and sweets are not permitted.

## School Council

School Council, a group made up of 2 elected pupils from each class, meet regularly. Our mission statement is that, "We are working to make a brilliant school even better!" Elected pupils represent the views of their own class at the meetings and then report back to their class on the outcomes. They are a very busy team that works hard to improve school life. The representatives take their role very seriously.

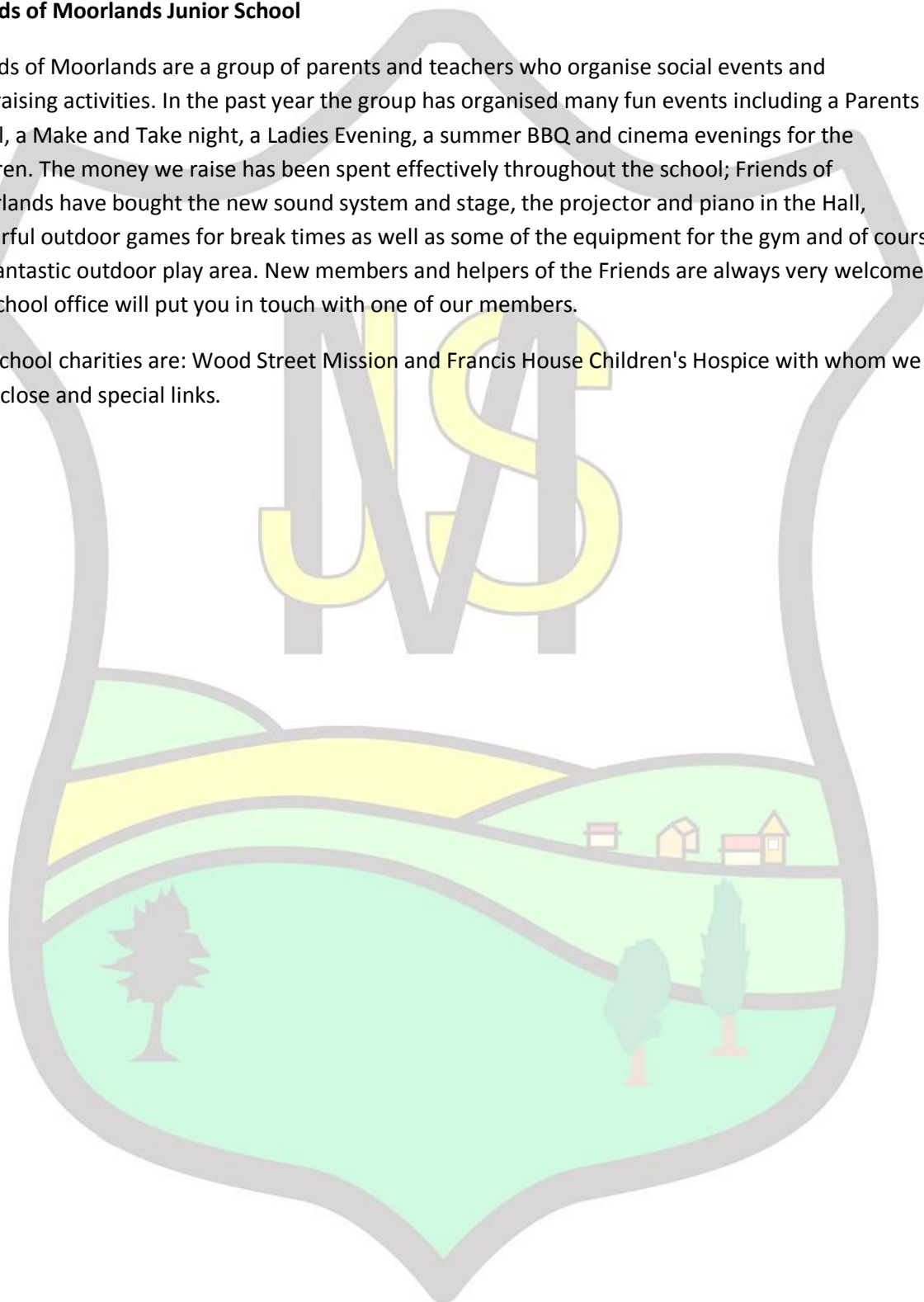




## Friends of Moorlands Junior School

Friends of Moorlands are a group of parents and teachers who organise social events and fundraising activities. In the past year the group has organised many fun events including a Parents Social, a Make and Take night, a Ladies Evening, a summer BBQ and cinema evenings for the children. The money we raise has been spent effectively throughout the school; Friends of Moorlands have bought the new sound system and stage, the projector and piano in the Hall, colourful outdoor games for break times as well as some of the equipment for the gym and of course our fantastic outdoor play area. New members and helpers of the Friends are always very welcome; the school office will put you in touch with one of our members.

Our school charities are: Wood Street Mission and Francis House Children's Hospice with whom we have close and special links.







## Role of Governors

The role of the Governors is to work with the Head teacher, the staff and the local education authority to ensure the best possible education for all children in the school.

At Moorlands our Board of Governors is made up as follows:

- 1 Head Teacher Governor
- 3 Parent governors - selected by election and drawn from parents and carers of children at the school.
- 1 Staff governor
- 5 Co-opted governors - appointed by the governing body to represent community interests
- 1 LEA governors - appointed by the LEA

The Governors meet in full every term and many of them have special roles and responsibilities for areas such as numeracy, literacy, special needs or the chairing of our specialist committees. The Chair and Vice Chair are appointed by invitation of the board of Governors.

Their primary function is to help raise the educational standards and performance of the school by supporting the work of the Head teacher and staff. In doing this we carry out a number of activities;

- Together with the Head teacher they set the future direction for the school and decide how the school's budget should be spent.
- They make decisions collectively on matters such as performance targets, school policies and the school's development plan.
- They monitor the impact of policies and oversee the use of the school's budget.
- They report to parents on the school's achievements and respond to inspection recommendations.
- They also hear appeals from pupils and staff and consider complaints.
- They ask searching questions and respect the head teacher's position as professional leader of the school.

Overall the Governors aim to provide the Head teacher with the right level of support and advice, drawing on their knowledge and experience. It is important to note that the Governors govern rather than manage. They are there to give direction and focus; the management of a school is the responsibility of the Head teacher, and any day-to-day issues surrounding the running of the school should be addressed to the Head.

Individual Parent Governors do not act as a representative of the parents at the school and do not report back to them, that is the role of the whole Board of Governors.



## List of Governors

### School Appointed Governors

Alison Kelly (Head Teacher)

### Parent Governors

Dr Nicolas Wheeler

Elaine Dawson

Liz Hocking

### Staff Governor

Elaine Litten

### Co-opted Governors

Jo Renfrew (Vice Chair of Governors & Numeracy Governor)

Louise Smith (Chair of Governors & Literacy Governor)

Sue Harrison (SEN Governor)

Kane Simons

Roger Lee

### Trafford LEA Representatives

Cllr Jane Baugh

### Associate Members

Julie Jenkinson (Safeguarding Governor)

If you would like to contact any of the members of our Board of Governors, you can do so via a letter handed into the school office. This will be treated in the strictest confidence and forwarded to the governor to whom it is addressed.



<b>Teaching Staff</b>		
Alison Kelly Elaine Litten	(Head Teacher) (Deputy Head Teacher)	
Maureen Beswick	John Gillam	Victoria Norbury
Amy Calladine	Emma Gregg	Tom Phillips
Yusaf Chaudhry	Clare Kendal	Alaina Taylor
Henry Clark	Richard Lake	Sara Wood
Samantha Davidson		
<b>Non-Teaching Staff</b>		
Paula Briggs	Geraldine McKenna	Nicola Somerville
Joanne Crewe	Francesca McKenzie	Julia Twine
Diane Eccles	Julie Nash	Janet Yarwood
Tracey Harrison		
<b>School Business Manager</b>	<b>Caretaker</b>	<b>Senior Mid-day Assistant</b>
Julie Jenkinson	Kevin Smethurst	Francesca McKenzie
<b>Office Admin Assistants</b>		
Julie Axis	Julie Nash	
<b>Cook</b>		
Sue Ashbourne (in charge of 2 kitchen assistants)		





**Moorlands Junior School**  
**Templemoor Infant and Nursery School**  
**Calendar 2017/2018**

## **Autumn Term 2017**

School Opens  
School Closes

Tuesday 5<sup>th</sup> September  
Friday 20<sup>th</sup> October

### **Half Term Holiday – One Week and One Day**

School Opens  
School Closes

Tuesday 31<sup>st</sup> October  
Thursday 21<sup>st</sup> December

### **Christmas Holiday – One week and Three Days**

## **Spring Term 2018**

School Opens  
School Closes

Wednesday 3<sup>rd</sup> January  
Friday 9<sup>th</sup> February

### **Half Term Holiday – One Week and One Day**

School Opens  
School Closed

Tuesday 20<sup>th</sup> February  
Wednesday 28<sup>th</sup> March

### **Easter Holiday – Two Weeks and Two Days**

## **Summer Term 2018**

School Opens  
School Closed – Bank Holiday  
School Closes

Monday 16<sup>th</sup> April  
Monday 7<sup>th</sup> May  
Friday 25<sup>th</sup> May

### **Whit Holiday – Two Weeks**

School Opens  
School Closes

Monday 11<sup>th</sup> June  
Thursday 26<sup>th</sup> July

### **Teacher (Non Pupil) Days**

Monday 4<sup>th</sup> September  
Monday 30<sup>th</sup> October  
Friday 22<sup>nd</sup> December  
Tuesday 2<sup>nd</sup> January  
Monday 19<sup>th</sup> February



## MOORLANDS JUNIOR SCHOOL

### NATIONAL CURRICULUM ASSESSMENT RESULTS OF PUPILS IN THE SCHOOL AT THE END OF KEY STAGE 2 MAY 2016

In 2016, the new more challenging national curriculum, which was introduced in 2014, was assessed by new tests and interim frameworks for teacher assessment. Results are no longer reported as levels: each pupil receives their test results as a scaled score and teacher assessments based on the standards in the interim framework.

#### MOORLANDS JUNIOR SCHOOL SATS RESULTS 2016

##### Whole school - 62 pupils (60 mainstream and 2 in Small Specialist Class)

	Moorlands Junior School	National
% of children meeting the expected standard in reading, writing and maths	55%	53%
% of children meeting the expected standard in reading	65%	66%
% of children meeting the expected standard in writing	87%	74%
% of children meeting the expected standard in maths	65%	70%
% of children achieving a higher standard in reading, writing and maths	8%	5%
Average progress made in reading between KS1 and KS2	-1.5	Not available
Average progress made in writing between KS1 and KS2	-0.3	Not available
Average progress made in maths between KS1 and KS2	-1.5	Not available
Average scale score in the reading test	104	103
Average scale score in the maths test	104	103



## Mainstream only – 60 pupils

	Moorlands Junior School	National
% of children meeting the expected standard in reading, writing and maths	57%	53%
% of children meeting the expected standard in reading	67%	66%
% of children meeting the expected standard in writing	90%	74%
% of children meeting the expected standard in maths	67%	70%
% of children achieving a higher standard in reading, writing and maths	9%	5%
Average progress made in reading between KS1 and KS2	-1.3	Not available
Average progress made in writing between KS1 and KS2	0	Not available
Average progress made in maths between KS1 and KS2	-1.2	Not available
Average scale score in the reading test	104	103
Average scale score in the maths test	104	103

As a note to these tables the governing body, Head Teacher and staff at Moorlands wish to express their pride in both the children of the school who have Complex Learning Difficulties, and their achievements. They enrich the daily experience of the school by adding an extra dimension to its culture.





## MOORLANDS JUNIOR SCHOOL ATTENDANCE SUMMARY – FOR THE PERIOD

01/09/15 TO 31/07/16 (INCLUSIVE)

YEAR GROUP	POSSIBLE ATTENDANCE TOTAL	TOTAL AUTHORISED ABSENCE	TOTAL UNAUTHORISED ABSENCE	PUPIL TOTAL	TOTAL PUPIL WITH AUTHORISED ABSENCE	TOTAL PUPIL WITH UNAUTHORISED ABSENCE
6	22800	829	37	60	53	12
5	25020	804	77	66	57	15
4	22730	440	24	62	46	7
3	23966	567	19	64	53	4
<b>TOTAL</b>	<b>94516</b>	<b>2640</b>	<b>157</b>	<b>252</b>	<b>209</b>	<b>38</b>

YEAR GROUP	PUPIL TOTAL	PERCENTAGE ATTENDANCE	PERCENTAGE OF UNAUTHORISED ABSENCE	PERCENTAGE OF PUPILS WITH UNAUTHORISED ABSENCE
6	60	96.20	0.2	20.0
5	66	96.48	0.3	22.7
4	62	97.96	0.1	11.3
3	64	97.55	0.1	6.3
<b>TOTAL</b>	<b>252</b>	<b>97.05</b>	<b>0.2</b>	<b>15.1</b>

## MOORLANDS JUNIOR SCHOOL REASONS FOR ABSENCE SUMMARY – FOR THE PERIOD 01/09/15 TO 31/07/16 (INCLUSIVE)

YEAR GROUP	ILLNESS AND MEDICAL REASONS	HOLIDAY	OTHER AUTHORISED CIRCUMSTANCES	EXCLUDED	PUPIL TOTAL
6	758	37	73	0	60
5	714	101	67	0	66
4	367	50	37	6	62
3	404	50	117	16	64
<b>TOTAL</b>	<b>2243</b>	<b>238</b>	<b>294</b>	<b>22</b>	<b>252</b>

### OF ALL AUTHORISED ABSENCES:

81% were for medical reasons

8.5% were for additional holidays

10.5% were for other circumstances such as family illness and bereavement

Additional holidays accounted for 119 lost school days. This affects all pupils.