



## Welcome to Northcote Primary School *Caring, Learning, Growing*

**PRIMARY SCHOOL** Northcote Primary School is at the heart of the Walton community. The new school opened its doors to pupils in September 2000 and is purpose built to meet the needs of pupils well into the 21<sup>st</sup> Century.

The original school was founded in 1886 and has served the educational needs of local people for several generations. Northcote Primary School has a proud history, many of its former pupils achieving high academic standards and sporting accomplishments.

Each child is an individual and we aim to help all our pupils to realise their fullest potential by providing for their needs in a range of areas.

The aim of this document is to provide you with information about our school. If you have any questions that are not answered in this booklet, please do not hesitate to contact the school directly.

We are a happy school with an 'open door' policy. This means that parents are encouraged to come in and play as full a part as possible in the life of the school. Prospective parents are encouraged to visit the school before their children start their education. In this way we hope that families get to know us as quickly as possible and we too have the opportunity to become acquainted with you.

We want your child to receive the best education possible and we aim to meet the individual needs of each child who comes to our school. We recognise that our success is dependent on parents and teachers working as partners, this partnership being the cornerstone upon which a child can develop both socially and educationally.

We very much look forward to working with you.

Northcote Primary School  
Cavendish Drive  
Walton  
Liverpool  
L9 1HW

Tel: 0151 284 1919 or 0151 233 4610

Fax: 0151 284 1920

E-mail: [northcote-ao@northcote.liverpool.sch.uk](mailto:northcote-ao@northcote.liverpool.sch.uk)

Visit us online at: [www.northcoteschool.com](http://www.northcoteschool.com)

Follow us on Twitter: @NorthcoteSch

Headteacher: Mr R Morgan BEd

## **Our Mission**

To enable pupils to maximise their potential; both intellectually and socially, by creating a stimulating, secure and caring environment in which a broad and balanced education is provided.

## **School Aims**

To help pupils to develop lively, enquiring minds, the ability to question and argue rationally and to apply themselves to tasks and physical skills.

To help pupils to acquire knowledge and skills relevant to adult life and employment in a fast changing world.

To help pupils to use language and numbers effectively

To instil respect for religious and moral values, and tolerance of other races, religions and ways of life.

To help pupils to understand the world in which they live, and the inter-dependence of individuals, groups and nations.

To help pupils to appreciate human achievements and aspirations.

To allow each child the opportunity to achieve his/her potential in happy, caring surroundings

To create a school community in which children, parents, teachers and governors work together for the common good

## **Classification of School**

Northcote School is a Community Primary School catering for girls and boys on a daily basis. Northcote Primary School is part of the Liverpool City Council's Children Service and as such operates within the ethos and policies of the Service.

## **The School's Governing Body**

Mr Brian Lawless	Co-Opted Governor (Chair) MB
Mrs Sue Culkin	Co-Opted Governor
Mr Gerard Ashley	Co-opted Governor
Mr Jonathan Lowe	Co-opted Governor
Miss Clare Gore	Staff Governor
Ms Heather Harris	Parent Governor
Ms Monika Fulop	Parent Governor
Mr Graham Webb	Parent Governor
Mr Roy Morgan	Headteacher

## **Northcote Primary School Code of Conduct**

We aim to follow this simple yet important Code of Conduct to make sure that everybody has a happy and safe time whilst learning at Northcote Primary School.

1. Be polite
2. Always be ready to listen
3. Move sensibly around the school
4. Be friendly towards people
5. Respect other people and their belongings
6. Work hard and do your best
7. Be kind and helpful
8. Play with care and kindness.

## **School Website/Twitter**

Northcote Primary School has a very comprehensive website [www.northcoteschool.com](http://www.northcoteschool.com). The website contains useful information for parents, pupils and visitors. This prospectus is contained in the site along with school policies and useful weblinks for parents, children and staff. Our weekly newsletters can be found on the website along with term dates, photographs and information relating to educational visits and a virtual tour of the school. We aim to develop the site further during the coming year and we are certain that it will be a powerful additional source of information to our community. We are also active on Twitter @NorthcoteSch please feel free to follow us to keep up to date on the many amazing things we do every day. Classes use Seesaw to share news and homework – Teachers will send out information about how to log in.

## **Walton Children's Centre**

Northcote Primary School is associated with Walton Children's Centre. The centre provides an extensive range of services to families in the Walton area. The school is working in partnership with SCOPE Nursery, the Salvation Army Centre, the childminders' network and Jobcentre Plus to provide quality services. Information about the children's centre is available from the Children's Centre Notice Board by the main gate.

## **Members of Staff**

Head Teacher: Mr R Morgan

Deputy Head Teachers Mrs C Foden  
Miss C Gore (SENCo)

Teachers:  
Mrs C Ashton  
Miss J Brislen  
Mr I Burbridge  
Mrs C Ackyurek  
Mrs L Dwyer  
Miss A Gladwinfield  
Miss C Hartley  
Miss L Joyce  
Mrs C McDermott (EYFS Leader)  
Mr S McMurtry  
Miss K Manley (Upper KS2 Leader, Years 5 & 6)  
Mrs J Monks (Lower KS2 Leader, Years 3 and 4)  
Mr A Norman  
Mrs V Pitfield (KS1 Leader)  
Mrs M Thomas  
Miss L Toby

	Miss A Turner
Nursery Nurse:	Mrs S Kelshaw
Teaching Assistants:	Mrs L Bell Mrs J Birch Mrs S Clarke Miss S Cox Mrs E Newall Mrs C Hill (Senior Learning Support Assistant EYFS/KS1) Miss K King Mrs S Munn (Senior Learning Support Assistant KS2) Mrs M Osman Miss D Rogers Mrs L Rowe Miss R Simpson Miss H Troy Miss H Wright Miss A Stokes Mr M Hindley Miss K McIntosh
Bursar:	Miss K Scott
Administrator:	Ms S Keary
Caretaker:	Mr E Regan
Lunchtime Supervisory Assistants:	Miss P Constantine Mrs P Quinn Mrs S Russell Mrs A Steel Ms A Scott Ms C Humphries
Cleaners:	Mrs J Banks Mrs K Beattie Miss P Constantine Mrs L Faraday Mrs J McKenzie
Catering Area Manager:	Tracey Clarke (Absolutely Catering)
Chef:	Mr M Frankland (Absolutely Catering)
Kitchen Staff:	Mrs M Jones (Absolutely Catering) Miss M Richards (Absolutely Catering) Mrs N Tully (Absolutely Catering)
School Nurse:	Liz Jackson

## **Admissions**

Parents who are considering sending their child to the Nursery are encouraged to visit. Arrangements for visiting the Nursery can be made by telephoning school and speaking to the teacher in charge of the Nursery or the Headteacher.

Children are normally admitted to the nursery after their third birthday. Please contact school for further information or advice in this matter.

Parents who are considering sending their child to the school are welcome to visit at any mutually convenient time. Arrangements for visits can be made by telephoning the school office. All requests for admission to the school must be made DIRECT to the school

Northcote School has been designated as a 'two form entry school' the school's standard number (i.e. the number up to which the school is expected to admit pupils in each year group) is 60.

In the event of the number of applications exceeding the number of places available, the Governors have approved the following criteria for admission:

First Priority                Pupils who have a brother or sister already attending the school.

Second Priority             Applicants, in the order of proximity of their homes to the school.

Parents who are refused admission to the school have a right to appeal. Details of appeals procedures may be obtained from The Admissions Section, Liverpool Education Directorate.

## **Organisation of Education**

The school provides education for children 3+ to 11 years

Teaching styles and strategies are adapted according to class, group or individual requirements.

The Foundation Stage (Nursery and Reception classes) works to the national framework for desirable learning outcomes.

The Infant (Key Stage 1) and Junior (Key Stage 2) departments work to the requirements of the National Curriculum.

Rigid time tabling is inappropriate at Primary School level but each year group conducts a 'time audit' to ensure that a broad and balanced curriculum is presented.

All pupils of a statutory school age study units of work that have been developed from the National Curriculum Programmes of Study. The core subjects have been identified as being; English, Mathematics and Science. Foundation subject; Information Technology, History,

Geography, Art, Music, P.E. and Design Technology are also studied at the appropriate levels. Personal, Social, Health Education is also studied by the pupils.

All details of the Northcote curriculum can be viewed via the website. Paper copies can be provided on request.

Any questions relating to the curriculum that is being provided can be addressed in the first instance to the class teacher. If further information is required an appointment should be made to see the Mrs. Foden (curriculum lead).

### **Child Protection**

Northcote School is committed to the well being and safety of all pupils and staff. The school has a clear Child Protection Policy and operates according to the requirements of the Department for Education and Liverpool Children's Services. The School's Child Protection Officer is Mrs Monks.

Staff are trained in child protection procedures and advice and support is sought from Liverpool's Children's Services when concerns arise.

A copy of the Child Protection Policy is available from the school office.

All visitors to school are requested to sign a screening document.

### **Photographs and video images**

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998.

We require all parents to complete and sign a written consent form for their child to be photographed during school activities by staff only.

Any images taken in school will not be used inappropriately.

Parents are only permitted to take photographs of their own children.

### **Behaviour and Discipline**

Northcote School is a happy school in which all members of the school's community are expected to respect each other and each other's property. We believe that children should be rewarded for good behaviour, academic achievement and regular and prompt attendance in school. A comprehensive rewards system has been developed in school with the goal of celebrating our pupils' successes.

The school has a clear policy for behaviour. This policy contains a 'code of conduct' for pupils along with the school's rules. There is an agreed system of rewards and sanctions. Pupils are expected to be well behaved and well mannered and we believe that it is essential to reward these behaviours. Sadly, on occasion, a few children can let themselves and the school down. In these circumstances a range of sanctions may be applied.

The school rules are simple and encourage self respect, respect of other people and respect of property.

### **Bullying**

We believe that all children should be able to come to school without any fear of bullying behaviour. We have an 'anti-bullying policy' and aim to eliminate all bullying in a fair and consistent way.

## **The School Day**

### **Doors open at 8.45 am**

#### **Infants**

8.55 am	School begins: Registration
12.00 pm - 1.00 pm	Lunch
3.25 pm	End of school day

#### **Juniors**

8.55 am	School begins: Registration
12.15 pm - 1.15 pm	Lunch
1.15 pm - 3.30 pm	Third Session

### **Religious Education**

Religious Education is provided on a non-denominational basis in accordance with the 1988 Education Act. School follows the locally agreed syllabus provided by the SACRE. The school recognises the right of parents who so wish, to withdraw their children under Section 9 of the Act and Section 25 of the 1944 Act from RE lessons. Appropriate provision will be made for those pupils who are so withdrawn.

### **Relationship/Sex Education**

Northcote School delivers RSE scheme of work using the Christopher Winter Project. . Parents have the right to withdraw their children from all or part of any RSE programme provided, except that which is required as part of National Curriculum Science. All details will be communicated with parents. Further details can be found on our website.

### **Student Council**

We believe that it is important that the pupils of Northcote School have a say in the way in which the school is run. To this end we have a school's council. Each year pupils from Years 2, 3, 4, 5 and 6 are elected by the pupils to represent their opinions. School Council meetings are held regularly and the outcomes are acted on.

### **Attendance and Punctuality**

Regular and punctual attendance at school are essential if appropriate progress is to be made by your child. Children have a right to be provided with high standards of teaching and learning experiences. Absence from school has a detrimental effect on a child's progress. We ask all parents to ensure that their child/children attend school regularly and on time.

Children should be punctual for school on all occasions. Juniors should be in the playground five minutes before the start of the school day. Infant children, accompanied by their parents are admitted to school five minutes before the start of the school day.

Children who arrive after 8.55am will be classed as late, children who arrive after 9.30am will not be given a mark for that session, and their parents must attend the school office to sign them in.

Every school has to send a return to the Department for Education indicating all authorised and unauthorised absences. It is very important that parents ensure that their child/children attend school as often as possible.

Registers are checked each week by the Headteacher and Education Welfare Officer. Families of pupils whose attendance is low or who give rise for concern may receive telephone calls or a home visit. Such parents will be requested to meet with the school's Governors.

A comprehensive system of awards and rewards is in place for those children whose attendance is good or excellent.

Families for whom no acceptable reason is provided for a child's absence may receive a fine issued by the city council.

If your child is going to be absent from school, please phone the school office on 284 1919 and leave a message on the answer phone. When your child returns to school please send in a short note explaining the reason for absence.

### **Absence Statistics 2020/2021**

These figures relate to the period September 2020 to June 2021

% Attendance: 92.6%

We ask all parents to help their child/ children and teachers by making sure that all children are on time for school each morning.

### **Information for Parents**

Newsletters are sent home from school each week on a Wednesday. School also has access to a texting service and will contact parents from time to time by text with important information

We hold three Parent Consultation Meetings (one each term) during the school year. We send out written reports recording each pupil's progress at the end of the summer term. These reports also record each child's targets.

### **Information for School**

Please note that it is parents responsibility to keep school informed of any changes in your circumstances. Of particular importance is the need to ensure that school has up to date mobile phone numbers and other emergency contact numbers.

### **Homework (KS1)**

In the Infant department all children and parents are encouraged to engage in home reading activities. We regard the development of children's reading skills to be crucial to their further educational development and so seek to provide a strong range of reading materials appropriate to the level of development of each child. Guidance for parents about how to support the development of their child's reading, is available from the child's teacher. We also consider it to be crucial that parents take time at home to talk to their children, take them to places of interest and encourage them to take part in a range of play activities.

In Key Stage 2 we expect the children to reinforce learning that has taken place in school in the following ways:

Reading activities

Project work (when appropriate)

Mathematical activities (e.g. learning multiplication tables or practising number work)

Extra work for children who need extra practice in a particular aspect of their work.

## Spellings

Any other weekly homework set by the class teacher.

## School Uniform

The Northcote School uniform is simple, inexpensive yet very smart. We believe that our uniform supports the development of each child's pride in the school along with a sense of belonging to the Northcote family.

Grey shorts/trousers. Navy skirts or pinafore dresses. Grey or white socks and black school shoes. White shirt/polo shirt, school tie (only needed with shirts) and navy blue sweatshirt or cardigan.

Blue and white summer dresses with white socks can be worn in warmer weather with plain black shoes – **no high heels, no flip flops, no open toed sandals or jelly sandals.**

## PE Kit

It is important, for good health and hygiene that children have a PE kit to wear during PE lessons. This kit should be completely separate from their school uniform.

Navy blue shorts, white T-shirt with school logo, gym shoes (plain black pumps).

## Outdoor Games

As for PE, warm navy tracksuit bottoms are allowed during the winter months. For outdoor games children also need an appropriate change of footwear and socks. Light indoor pumps or gym shoes worn for PE are not suitable for use on the school field.

## Swimming

Pupils in classes that go to the local swimming baths for swimming lessons are required to have the following items;

Swimming costume (trunks - no shorts please, also a one-piece costume) towel. Swimming caps, appropriate bag for storing kit.

Please note that swimming caps are encouraged for use by children with long hair.

## Jewellery

Local Education Authority policy is not to allow jewellery in school. Children who have pierced ears may wear studs. On days when physical activity e.g. PE or swimming is on the class timetable, the children should leave their jewellery at home. Alternatively, the children should remove their studs before the activity and place them in a small box brought from home. They should have practised at home replacing the studs themselves. The school cannot accept any responsibility for the care of these items. If the ear has been recently pierced the child should bring a plaster to put over the front and back of the stud. It would be most helpful if children only had their ears pierced at the beginning of the school summer holidays, thus giving the holes time to heal.

Please note that we only allow plain ear studs to be worn. Other items of jewellery such as rings, neck chains and bracelets must not be worn in school.

## Personal Belongings

All items brought to school, including clothing, footwear, PE, games and swimming kits should be clearly labelled with the child's name.

Pupils should not bring valuables or large amounts of money into school. The school cannot take responsibility for lost or damaged items.

Dinner money should be sent in a sealed envelope labelled with the child's name.

Mobile Phones – No mobile phones are allowed in school for the children.

### **After School Activities**

Northcote School is justly proud of its outstanding achievement in the sports and arts. The hard work and dedication of staff who give of their own time to support after school clubs is of great credit to them. A wide range of sporting clubs will run throughout the year, please see school website or correspondence for further details.

### **Charging and Remission Policy**

The 1988 Education Reform Act does not permit the financing of educational visits by compulsory contributions if the activity takes place wholly or mainly in school hours though voluntary contributions may be sought. The school's Governors have therefore adopted a policy of voluntary contributions. No child should ever be excluded from such an activity, but point out that in the event of insufficient funding for a particular activity being raised; cancellation of the activity may be necessary. If transport is required for the activity and you have paid in full but your child does not attend the activity the cost of the transport will not be refunded to you.

There is no charge for any materials used by children in school.

### **Educational Visits**

Educational visits are planned for each year group. The visits are linked to aspects of the work being undertaken by the children at the time. Some visits are to areas of local interest while others involve travelling to more distant locations. It is the policy of the school's Governors that for distant travel, only buses or coaches that are fitted with seatbelts are used. If a journey is within the local area, buses which do not have seatbelts fitted may be considered for use. Before any child is taken out of school parents are required to complete and return a consent form authorising the child's participation in the 'trip'. If a series of local visits is planned through a term or through the school year, parents may be only required to complete a single consent form. If the school does not receive appropriate written consent for a child to take part in such an activity or series of activities, the school cannot permit the child to take part.

The school takes all appropriate steps to ensure the health and safety of pupils and staff taking part in educational visits. It should be noted that in the event of a child's behaviour being considered to be possibly detrimental to the health, safety or enjoyment of other party members, the child will not be included in the arrangements for the visit.

### **Access to Documents**

The relevant documents relating to the Education Reform Act, the National Curriculum and the Governors' Policies are available, on request from the Headteacher. A small charge may be asked for to cover administrative costs.

### **Data Protection**

Northcote School is registered with the Information Commissioner and complies with the data protection act.

### **Smoking**

The school Governors have adopted the City Council **NO SMOKING** policy which requires all staff, parents and visitors to refrain from smoking on the school site.

### **School Security**

We take the security of pupils and staff very seriously. The school gates are opened from 8.45am to 9.15am and again from 3.15pm to 3.45pm. The school has security cameras fitted both internally and externally giving 24 hour surveillance. Roller shutters are fitted to both floors of the school.

A signing in and out procedure is in place for all visitors and visitors badges are given out. All members of staff and volunteers are routinely vetted and must have a valid DBS to complete Safeguarding Documentation.

Pupils are regularly taught about road safety and stranger danger.

All visitors to school are expected to use the main entrance as their sole point of access. Visitors are asked to use the car parking facilities offered by the adjacent retail park and not use the school car park. Car Parking passes are available from the school office if you are visiting for more than 2 hours.

### **Special Educational Needs**

The school follows a policy for Special Educational Needs. A copy of the policy is available upon request and is available on our Website.

The school also has an Access Plan and makes it a priority each year to address aspects of the plan.

Disabled toilets are available at both Ground and First Floor levels.

A lift is available for use by visitors and staff who require such.

Stair edges and hand rails are colour coded to support pupils, staff and visitors who are visually impaired.

Other specialist equipment will be made available to support any pupil with a specific difficulty as funds are made available.

### **Medication**

It is the policy of the school for children with long-term health problems e.g. asthma or diabetes to receive their education. Only medication that is PRESCRIBED by a Doctor can be given by school. Permission to give medication forms are available from the school office for short term medications eg penicillin to treat an infection.

In the event of a child becoming unwell while at school, the school office will telephone the contact numbers provided by parents in order that the child may be taken home.

A copy of the school's Administration of Medications Policy is available from the school office and the website.

### **Accessibility**

Northcote Primary School is a modern purpose built school. It is fitted with disabled toilets to both ground and first floor. A lift is available for transporting people with disabilities between both floor levels. A dedicated disabled car parking place is available and ramps are fitted to enable access. The school is painted in such a way as to support pupils with visual disability. Stair edgings and handrails are designed to support pupils with visual disability. An access plan is designed to further enhance our provision, this is available on our website.

### **Holiday's during term time**

Since the change in Government Legislation in September 2013, schools are not allowed to authorise any holiday in school term time. Parents who take their child on holiday during term time will be referred to Liverpool City Council Education Welfare Department, who will issue a fine of £60 per parent per child. If the fine is not paid within 21 days then the amount will increase to £120, if that is not paid within 7 days then the matter is referred to the Magistrates Court.

### **Complaints Procedure**

If a parent is concerned about any aspect of the curriculum or school life and wishes to make a complaint, they must first discuss the matter with the child's class teacher.

If it is not possible for the matter to be resolved with the class teacher we ask that parents meet with the Key Stage Leader for their child's phase of the school. Details on the staff list at the front of this prospectus.

If you are still not happy then an appointment should be made to discuss the matter with one of the Deputy Headteachers. Finally, if the matter is still not resolved, please make an appointment to see the Headteacher.

In the event of a parent remaining dissatisfied, he/ she has the right to have the complaint investigated and considered by the school's Chair of Governors. At this stage the complaint must be in writing and addressed to the Chair of Governors through the school office. All details of this can be found on our complaints policy.

### **Car Parking**

We respectfully ask that parents bringing their children to school use Sainsbury's car park by car. The use of Sainsbury's car park eases congestion on the road immediately outside the school gates and significantly reduces the risk of accidents involving the children. Your assistance in this matter is greatly appreciated.

**The area outside the school gates should be clear of vehicles at all times.**

### **Please note**

Information contained in this document may change during the year. Parents are asked to keep 'up to date' by reading the weekly newsletters. We operate a very comprehensive and regularly updated school website. This is a most valuable source of information to children, parents, staff and governors. Visit us at [www.northcoteschool.com](http://www.northcoteschool.com).

**CCTV** School has CCTV to both deter & detect any possible criminal activity and will liaise with police when required

**Parental Behaviour** We expect all site users to behave in a manner in line with our Code of Conduct

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