

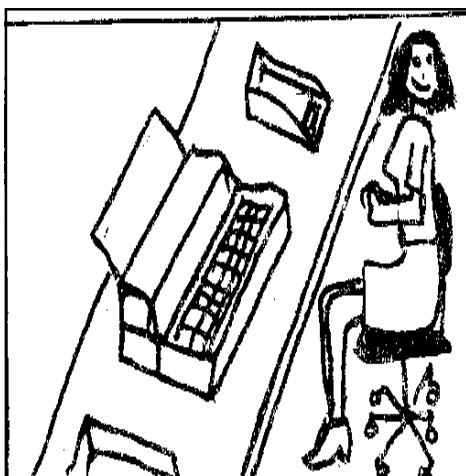
Welcome to Waterloo Primary School and the school prospectus.

Schools are required, by law, to provide certain basic information about themselves to parents. The aim of this booklet, however, is to do more than that and to provide you with as much information as possible. All the information in the booklet will be useful some of the time and some of it all of the time. If it sounds like a list of "Do's" and "Don'ts" in places then please bear with it because in some cases this has been the easiest way to put the information across simply.

The booklet can do many things but what it can't do is to take the place of personal contact between home and school, between parents and teachers. If at any time during your child's school career you are anxious or unsure about what is going on in school then please come and ask. We are here to help and we almost always can. Some problems children experience in school are temporary and go away on their own. Others do not and it is these problems, often small to begin with, which can make a child very unhappy if not dealt with.

If you do pop into school please call at the office which is to the left through the main entrance. Someone there will help you, usually Mrs Mansfield, Mrs Berry or Mrs Robinson.

You will be asked to 'sign in' and take a visitor's badge before being allowed into the school. This is, as I am sure you will understand, a necessary precaution against unauthorised visitors and is for the children's safety.



Basic Information

The school's official name is 'Waterloo Primary School' The school is a community school which means it is run by the Local Education Authority. The address is 'Waterloo Road, Blackpool FY4 3AG.'

The telephone number is (01253) 315370.
The fax number is (01253) 316493
E mail admin@waterloo.blackpool.sch.uk
Web Site www.waterloo.blackpool.sch.uk
Head teacher :- Mr. Mark Gray

Chairman of Governors :- Mr. Eddie Collett.

Age Range 4 to 11. Children are admitted at the beginning of the school year in which they have their fifth birthday. The children leave to go to secondary school at the age of 11. The school also has a maintained Nursery providing sessional education to children from 3+ and wrap around care (see below).

Number on roll :- 680 including Nursery

The school has a Special Education Resource Facility (SERF) for Hearing Impaired children who also integrate with the children in the mainstream for some of their day. The Nursery provides support for HI children as well as assessment places for both HI and VI children.

There is an out of school club which offers both before and after school care. Ask in school for more details.

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Teaching Staff

Mr. D. Aylott
Mrs. J. Barlow
Miss M Cherry
Mrs B Cropper
Mrs. G. Clements
Mrs. L. Coughlan
Mrs S Easter
Mr. R. Fox
Mrs. S. Harris
Mr. M. Huggins
Miss K. Huson
Miss C Irving
Miss C Keithley
Mr. P May
Mrs. J. May
Ms. A. Naylor
Miss D Peers
Miss A. Pettett
Miss C.Potter
Mrs. J. Powell
Mrs E. Rathbone
Mrs K Robinshaw
Mrs. A Spencer
Mrs K Shaw
Mrs. S. Tong
Mr. J Truelove
Mrs. C. Vaughan
Miss J. Whitby
Miss M White
Mr. D. Woodcock
Mrs V Woodcock
Mrs S Casey (Nursery)

Non-teaching Staff

Mrs Mansfield (Office Manager)
Mrs. K. Berry (School Bursar)
Mrs K Robinson (Admin Assistant)

Mr. B. Johnson (Site Supervisor)

Mrs.B. Meazey (Senior Midday Supervisor)
Mrs. A. Chapman (Senior Midday Supervisor)

A large number of Learning Support Assistants work alongside the children in the classroom.

School Governors

L. E. A. , Representatives

Mrs. S. Flint
Mr. A. Matthews

Teacher Representative

Miss C. Potter

Staff Representative

Mrs. A. Kilby

Parent Representatives

Mr. E. Collett (Chairman)
Mrs K Ridge
Mrs. J Evans
Mrs D Wray

Co-opted Representatives

Mrs. A. Edwards

Headteacher

Mr. M. Gray

Waterloo School also has a breakfast club and an after school club which is run by Mrs Kilby.

Breakfast Club 8.00—9.00 a.m.

After School Club 3.30—5.30 p.m.

If you are interested in any of the above, and to find out the cost, please contact Mrs Kilby on: -
Tel: 07795222669

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The school hours are as follows :-

Lessons begin at 9.00 a.m. (children should arrive at ten to nine as they start to go in at five to)

Lunch is from 12.15 to 1.20 p.m. (children who go home should be back at around ten past one).

School ends 3.30 p.m. (Infants)
3.35 p.m. (Juniors)

There is a 15 minute playtime in the morning . During this time the children are supervised by teachers on playground duty. At lunch time the children are supervised by 21 welfare assistants and two play leaders.

Please note :-

- the school cannot arrange taxis to take children home from school and we are always a bit wary of handing over children to taxi drivers (as far as the children are concerned these are the "strangers" we warn them about!) - *children are not allowed out of school other than at the normal time for doctor's appointments etc., unless they are collected.*

- children are not allowed to enter or leave school through the Ansdell Road gate as this is used for deliveries and for the SERF taxis. Please do not drop off or arrange to collect your children there.

- *the police frequently issue tickets to people ignoring the zig-zag markings outside school and frequent offenders are reported to the police by the crossing patrols. Please do not stop or park on the zig-zags even for a short time 'just to drop off the children'*

- statistical evidence has consistently and clearly shown the vulnerability of the young and inexperienced road user. Road safety education is a learning process that involves developing a range of skills and knowledge that will enable the children to become aware of, and competent in, the traffic environment. The school delivers road safety education through themes and topics linked to other curricular areas.
- Please ring school before 3pm if you are going to be late or you have made other arrangements for your child to be collected. No messages will be passed after this time as the office staff are very busy.

If children are not collected by 3.45 pm we are required by law to contact Pupil Welfare Service. Therefore PLEASE make sure you collect your child on time.



Children arriving late

When children arrive late they are seldom ticked off because nine times out of ten it is not their fault. It is still embarrassing for them, however, so please make sure your children arrive on time. Children who arrive after the register has been closed are marked 'Absent' and as they have no note it could prove impossible to separate them from other children who are absent without good reason. The school is obliged to keep a record of late arrivals and 'unauthorised absences' and to pass these records on. Your help in keeping these to an absolute minimum is greatly appreciated.

Where children are frequently or regularly late for school then parents are contacted initially by the school and then by the Pupil Welfare Officer (PWO)..

Attendance figures for period ending 23 May 2007

total number of day pupils of compulsory school age on the roll for at least one session
575

percentage of half days missed through authorised absence 5.7%

Attendance Rate 95.8%

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Admission at 4+

The school admits, at present, 90 children each September and is usually oversubscribed.

Children start school in this area in the September before their fifth birthday.

Children should be registered with the school at the latest by the October before they are due to start and this includes children with brothers or sisters already at school. Around this time Admission Forms are sent out by the school to the address given at the time of registration (so if you move after registering your child you must let us know your new address or risk losing a place). The list closes early December.

If you wish to look around the school before registering your child you are most welcome to do so. Please telephone beforehand so that someone, usually one of the pupils, can show you round

The actual allocation of places is made by Blackpool Education Department in the following order of priority:

- firstly children with brothers or sisters at the school already (but you must have registered)
- secondly children having special educational or social needs
- thirdly children living nearest to the school.

If your application for a place is not successful then you have the right of appeal and details of how to go about this will be given to you when you are told which school you have been offered instead.

Special arrangements exist for admission to the Nursery. Details, including a separate prospectus, are available from the school.

Please note that children admitted to both Nursery and Reception are expected to be clean and dry. There are no facilities for children still in nappies.

Admission other than at 4+

Slightly different arrangements are made for non routine admissions (admissions other than at 4+).

Non routine admissions are restricted to the beginning of a half term except for instances where the family has moved to the school's area from outside the district or for any other compelling reason which the Headteacher deems to be acceptable.

If the school has a place then this will be held for you until the start of the next half term. If no place is available the school has no power to exceed its numbers. You do, however, have the right of appeal via the Education Department. The address is Progress House, Clifton Road, Blackpool, FY4 4US telephone (01253) 476829.

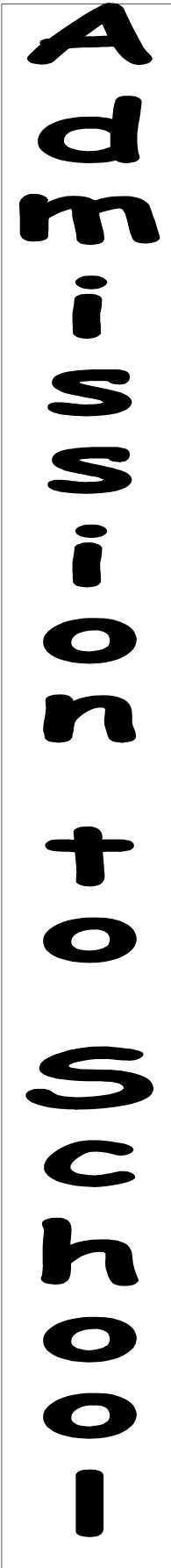
Admission to the SERF

Special arrangements exist for admission to the SERF. Further details including a special information leaflet are available from the school.

Admission to Secondary School

Once again this is administered by the Education Department and is based on parental preference. Waterloo School will send out to you all the forms you need to make your choice of school at the appropriate time. Once again you have the right of appeal if you do not get the school of your choice. The Head Teacher is always happy to advise but cannot recommend one school over another.

Information on Independent Schools in the area is available from the schools themselves. Independent schools often apply to the school for confidential reports on children seeking admission. It is the school's policy to provide a copy of the latest school report and any statutory test scores in response to these requests.



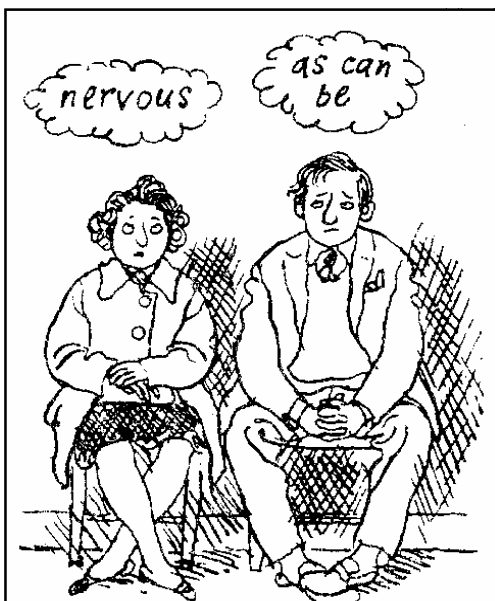
Parents and School

It is our hope and our aim that parents will feel welcome in school and will not feel afraid to seek advice or information about their children or about the school itself at any time. In addition to these informal meetings there are three formal occasions in each school year when you are invited to school to discuss your child's work and progress. These Parents' Evenings are held, one in each term around October, March and July. The turn out for these meetings is generally in the region of 95% which is very pleasing.

For children starting school for the first time there are additional meetings before the starting date to familiarise children and new parents with the school.

Towards the end of the school year and before the final parents' evening you will receive a written report on your child's work and progress throughout the year. The report will include the results of tests and exams both the school's own and the National Curriculum Standard Assessment Tests (SATs). Comments on behaviour and attitude as well as attendance figures are also given. You will have the opportunity to add your own comments to the report as well as to discuss it with the author (s) at the Parents' Evening.

About once every half term you will receive a newsletter telling you about what is going on. These are numbered consecutively so you will know if you have missed one! Generally speaking if you see other children with pink letters you should have one too! These newsletters can also be viewed on the school internet site: www.waterloo.blackpool.sch.uk



If we become concerned about your child's work or behaviour we will contact you. This will not be as a last resort but as part of our policy of involving parents as closely as possible in their children's education. We believe that if things are going wrong at school you would want to know sooner rather than later. By the same token if you become concerned about your child and school please get in touch with us straight away rather than waiting until the next parents evening.

Raising Concerns and Resolving Complaints

From time to time parents, and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a "General Complaints Procedure".

The procedure is devised with the intention that it will:

- o Usually be possible to resolve problems by informal means
- o Be simple to use and understand
- o Be non-adversarial
- o Provide confidentiality
- o Allow problems to be handled swiftly
- o Address all the points at issue
- o Inform future practice so that the problem is unlikely to recur.

Full details of the procedure may be obtained from the School Office or from the Clerk to the Governing Body.

WATERLOO PRIMARY SCHOOL

Parents in School

We have a number of parents who come in to school to help out on a voluntary basis. They help with reading, with general classroom work or to share a particular skill or interest. Other parents, unable to commit themselves on a regular basis, help out on school outings, activities, fund raising events and so on. Basically we never turn down an offer of help and if you would like to offer yours, please get in touch.

Child Protection

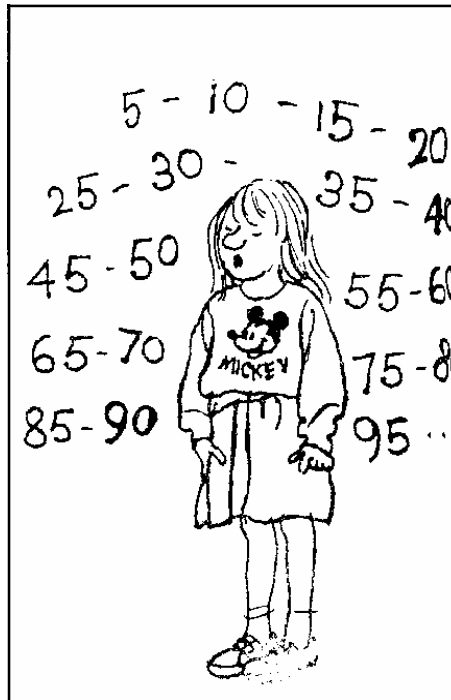
The school, like all other schools, has strict duties and responsibilities under the local Child Protection Procedures. Because of day to day contact with children, schools are felt to be well placed to observe any outward signs of abuse, changes in behaviour or failure to develop. Where there is any concern then the school has a duty to report this concern immediately to the Social Services Department who will decide what further action, if any, to take.

Helping at Home

Children at Waterloo work a very long day for primary aged children (27.5 hours per week) of which more than five hours a day is spent in direct teaching. Despite this we believe that a little homework is still beneficial.

All children are expected to take home their reading book each night and all have a homework diary with a place for parents to sign to show that the children have read. Children are given regular homework which is also written in the diary. Your help in making sure children complete their homework is essential.

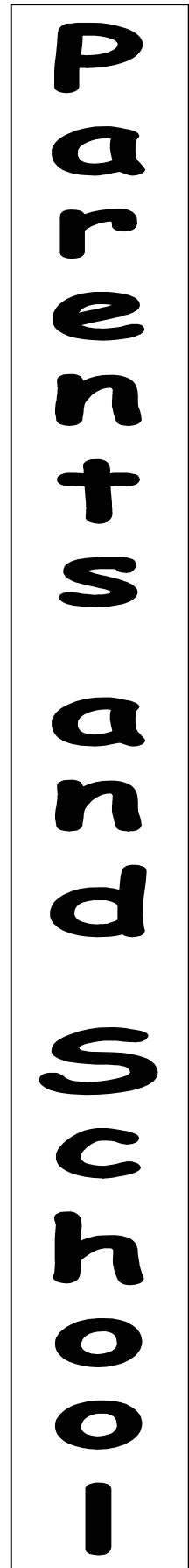
Children will need a strong bag to transport their reading book safely to and from school. These bags may be purchased from school.



There are many ways in which you can help your child at home and some suggestions might include:

- *talking about the day in school*
- being positive about school and homework
- *letting children help with baking, shopping, DIY, etc.*
- watching TV together and talking about the programme
- *restricting the amount of TV watched and encouraging reading or other activities which are active rather than passive.*
- telling the children about themselves, their relatives etc.
- *playing games such as dominoes, ludo etc. especially games which need two dice for lots of adding up practice*

As a rule of thumb, the less like school it is the more the children will like it!



Teaching Groups

Each year, in September, the school admits 90 children.

The children are placed in three parallel classes of mixed ability. At the end of each year they sometimes stay together and sometimes they are reallocated to classes to put right any imbalances which sometimes come about.

There are two major frameworks within which the academic work of the school is organised. These are the National Curriculum and the Local Authority Curriculum Policy which has been adopted by the Governing body. Copies of both of these documents are available for inspection in school.

In following the above documents our overall aim is:-

to help each child to achieve his or her maximum potential. We believe that you, as parents, send your children to school to learn and that it is our job to teach them.

Within this we aim to:-

- create a happy school environment
- teach children that courtesy, good manners and consideration for others are very important qualities
- ensure a command of basic English and the ability to communicate with other people
- develop fluency and enjoyment in reading
- develop a knowledge and understanding of basic mathematical operations
- develop scientific curiosity and the ability to work in a scientific way
- awaken an awareness of the heritage around us through local study

- teach the skills of handwriting, crafts and the creative arts

- encourage familiarity with modern technology including computer technology

- encourage enjoyment of and participation in sports and other physical activities. Netball, soccer, hockey, cricket and rounders are all played in school and in competition.

- teach and promote good behaviour in a positive way and teach children to know right from wrong

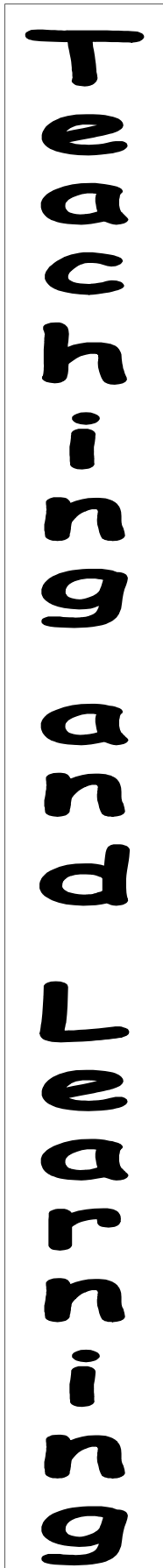
- prepare children for life in a society where all people are regarded as being of equal worth irrespective of race, creed, gender, ability or disability.

What do we actually teach?

The school follows closely the National Literacy and National Numeracy Frameworks. It uses major published schemes in Mathematics, English, Reading, Science, History, Geography and Music. In addition the school has its own guidelines in these subjects as well as in Art, Technology and P.E. These schemes and guidelines are available for inspection in school. The work of the school closely follows the schemes of work published by the Government which can be found on the internet at www.standards.dfes.gov.uk/schemes

Religious Education follows the Local Authority Agreed Syllabus, also available for inspection. Parents may withdraw their children from Religious Education and/or from Assemblies if they wish. Please place your request in writing to the Headteacher.

If you wish to enter a complaint about the curriculum this should be done through the Headteacher in the first instance who will explain the LEA complaints procedure to you.



Waterloo School has a uniform which is worn by all children. We request your co-operation in making sure that your child comes to school in full uniform.

This has the benefit of avoiding all problems of fashion dressing as well as giving the children a sense of belonging and common purpose. (It also looks very smart).

Please make sure that all items of clothing, along with everything else which your child brings to school, are clearly named. Every year perfectly good items of uniform are found in school and never claimed.

(If your child does lose something the lost property box is at the foot of the stairs by the staff room).

Information on school uniform allowance can be obtained from the Education Department at Progress House.

Uniform

grey trousers or shorts, navy blue skirt, culottes or tunic pinafore dress.

blue or white plain shirt or blouse

school tie

school sweater or cardigan or plain navy blue sweater or cardigan

black shoes

Optional Summer Uniform

blue gingham dress with white socks

plain blue or white polo shirt with collar and buttons may be worn without a tie.

Please note.

1. Trousers, when worn, must be grey
2. Modern style shoes may be worn but they must be black. Trainers are not allowed.
3. School cannot be held responsible for accidents or injuries caused by wearing unsuitable shoes eg shoes with high heels and/or thick soles.
3. The uniform trousers may be worn by both sexes (as may all uniform items).

Special uniform arrangements will be made on religious or cultural grounds.

Jewellery

No jewellery may be worn in school except for one pair of stud earrings and a watch.

The earrings and the watch must be removed for all physical activities and it would be wise if these were left at home on days when physical activity takes place. This will avoid the possibility of loss or damage for which the school can accept no responsibility.

There are frequently problems in school where children have recently had their ears pierced and the studs cannot be removed. A simple way to avoid this problem is to have piercing done at the start of the Summer holidays. Since removal of the studs could cause infection then in this one instance only the ears may be taped to prevent the pin of the stud penetrating the skin below the ear in the event of an accidental knock. The responsibility for taping the ears, however, remains with parents or the pupils themselves. The school cannot supply the tape nor will school staff be expected to apply it.

For P.E. and Games children will require a change of clothing including footwear. The correct kit is as follows:-

White T shirt with black shorts and plimsolls*. The thick soles of trainers make them unsafe and unsuitable for PE.

*Gymnastics and dance are performed in bare feet in accordance with LEA advice and best practice.

Optional

leotard worn with wrap around skirt for games.
football shirt for games
track suit or warm sweater for outdoor activities in cold weather.

Special gymnastics shoes for dance/gymnastics

Swimming

Children going swimming will be told by the swimming instructors about suitable costumes. Generally speaking costumes should be one piece and Bermuda shorts are unacceptable. Long hair needs to be covered by a cap. Only certain types of goggles are allowed.

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Accidents and Illness

Please do not send your child to school when he/she is unwell. School makes sick children feel worse not better.

If your child is taken ill in school or comes to school ill we will contact you so that he/she can go home. It is vitally important, therefore, that we have at least two emergency contact telephone numbers. If you do not have a 'phone of your own perhaps a friend or relative will allow you to give theirs as these will only be used in an emergency. Failure to contact a parent in an emergency could result in emergency treatment being delayed. At least one land line number should be provided wherever possible. School often has great difficulty contacting parents who frequently change mobile phone numbers.

No medicines can be administered in school except under exceptional circumstances e.g. medicines to control asthma, epilepsy etc. and then only when accompanied by a doctor's note.

If you feel strongly that your child should have medicine during the day then you may, of course, come in to school to administer it yourself.

The obvious dangers of having medicines around so many children make it impossible for us to agree to children bringing it in to school themselves except in the circumstances outlined above. Included in this are all patent medicines including cough and cold remedies, throat sweets, 'Tunes' etc..



Children occasionally come to school with notes asking if they can stay in at playtime. Except in exceptional circumstances; chronic illness, a broken limb, etc. this is not possible. A child who can't play out for 15 minutes is perhaps better off at home until fully recovered.

Absence

It is not really necessary to telephone school if your child is going to be away. A short note when s/he returns is needed, however, for us to be able to check up on absences.

Annual Holiday

Pupils are entitled to time off from school for their parents annual holiday. There is a special form in the office for you to request permission to do this. Only one holiday per year is allowed and this is a maximum two week period. This does not mean 2 separate 1 week holidays. The school has no authority to grant leave over and above this and any days taken in excess are recorded as unauthorised absence.

Head Lice

Research has shown that routine head inspections did little to reduce the head lice problem and these no longer take place.

Lice are taken into the school from the community and not the other way round.

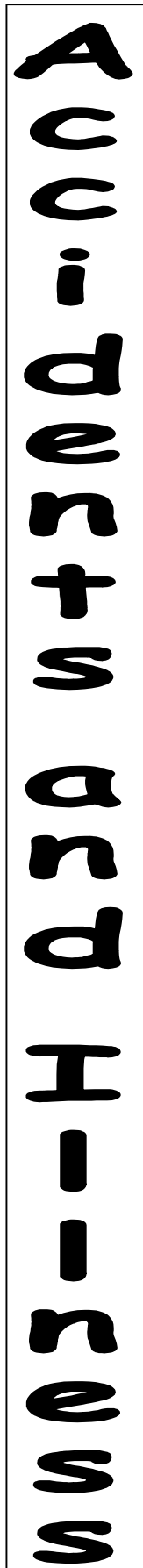
This is the official North West Health Authority policy on Head Lice.

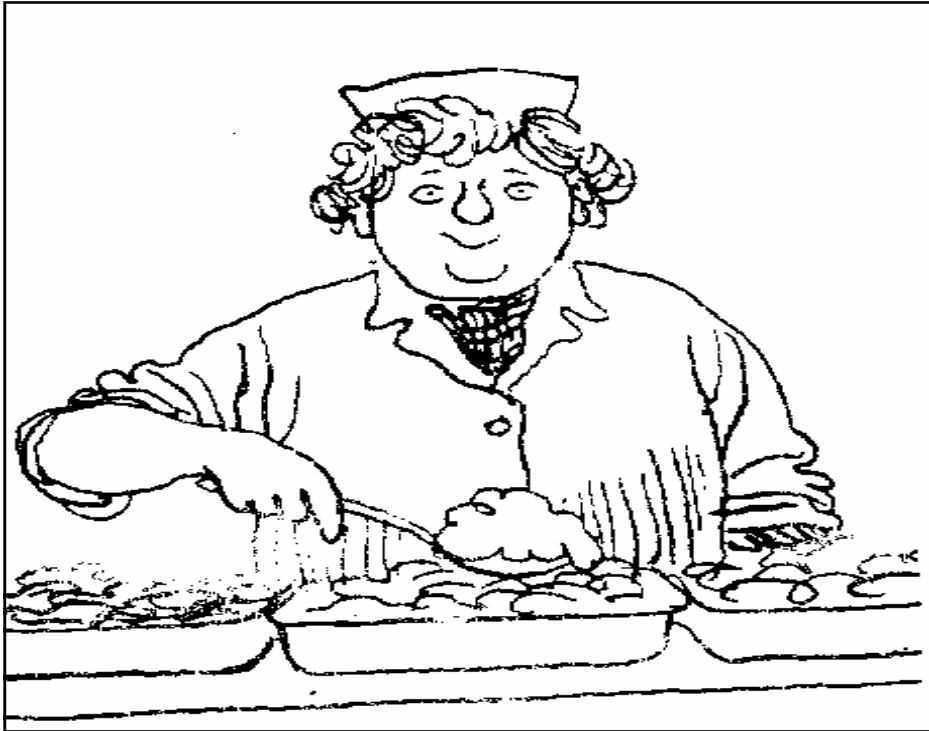
If a member of the school staff suspects that a child has head lice the following action will be taken:

- the school will ask the school nurse to inspect the child to confirm the diagnosis
- on confirmation of infection the nurse will make contact with the child's carer to advise on treatment, contact tracing etc. If unable to make contact, the nurse will send a letter to the household.
- parents/carers reporting cases of head lice to the school will be advised to contact the school nurse for advice and support
- records will be kept of confirmed infections

Please note that the school has been instructed not to send out alert letters to parents.

Advice on the above can be found in a leaflet 'Headlice' available from your health centre or pharmacist.





M e a l s a n d M i l k

School Meals

The school has a purpose built kitchen and meals are cooked on the premises. If children prefer they may bring a packed lunch or go home. The contents of the packed lunch box are entirely a matter for parents but glass bottles and fizzy drinks are not allowed for obvious reasons.

Information on free school meals is available from the Education Awards Department at P O Box 50, Town Hall, Blackpool.

Payment for school meals is collected on a Monday each week and you will be told the cost which changes from time to time. Please place the money in an envelope with your child's name and class on it.

School Milk

Infant children are entitled to receive school milk on payment of a small amount each term. This changes from time to time and you will be told how much to send in. If you wish your child to have milk please send in the money, again in an envelope with name and class on the front.

If your child prefers to bring his/her own drink then again fizzy drinks and glass bottles are not allowed and the drink should have your child's name on it.

The information above was correct as of February 2007. Any amendments will be notified to you via the newsletters and the annual report of the governors to the parents.

Summary of the Policy on Physical Contact with Pupils. (A copy of the complete policy is available for inspection at the school).

In dealing with young children there will be times when it is appropriate for there to be physical contact between the children and the adults having care and control of them. The overwhelming majority of these instances of physical contact will be when an adult is reassuring, guiding or comforting a child. Examples might include:

- a friendly hand on the shoulder of a child during a lesson
- a child taken by the hand and led to his/her place
- a child being held after falling and being hurt

Teachers and others will use their own professional judgement when they feel a pupil needs this kind of support.

There will be other occasions, however, when physical force may have to be used to control or restrain pupils. These occasions will be to prevent a pupil from doing, or continuing to do, any of the following:

- committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- injuring themselves or others
- causing damage to property (including the pupil's own property)
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

In these circumstances teachers and others authorised by the Headteacher may use reasonable physical force to exercise control. The degree of force used will be the minimum needed to achieve the desired result.

This does not in any way authorise the use of corporal punishment. The law forbids a teacher or anyone else to use any degree of physical contact that is deliberately intended to punish a pupil, or which is primarily intended to cause pain or injury or humiliation.

Only those people duly authorised by the Headteacher to have control or charge of the pupils may use reasonable force and they are:

- all teaching staff including teachers on temporary or supply contracts
- all associate staff employed to work alongside teachers and pupils in classrooms including LEA support staff
- all lunchtime supervisors and welfare staff during the lunchtime period only

No other person in school is authorised.

All incidents where force is used (except minor or trivial incidents) are required to be reported to the Headteacher or other senior member of staff and parents will be informed without delay either orally or in writing. Complaints about the use of force will be dealt with via the school's existing complaints procedure.

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