Moss Park Primary School

Achieving Excellence Together

School Brochure 2026

Introduction

Welcome to Moss Park Primary School

Firstly, thank you for choosing Moss Park Primary School for your child's education. It is a great honour to be trusted with your child's learning and development. We look forward to building a strong and positive partnership with you and your family during your time with us.

Moss Park Primary School has a long and proud history. It was first opened in 1930. In the past, it was made up of two schools – one for younger children (Infants) and one for older children (Juniors). Today, we are one school community where children from age 3 to 11 can learn, grow, and thrive together. We are a two-form entry school, which means we have two classes in each year group. We also have a Nursery class for our youngest learners.

Our school building surrounds four beautiful green quad areas. These grassy spaces are not only lovely to look at, but they are also used for learning and play. Children enjoy gardening, exploring nature, and taking part in outdoor activities that help them learn more about the world around them. We are lucky to have large playgrounds and two safe, enclosed playing fields. We use this space for sports such as football and rounders, as well as for school events and team games.

At Moss Park, we work hard to make sure our school is a caring, safe, and exciting place to learn. Our experienced and friendly staff support every child to do their best. We teach a wide range of subjects to help children grow in knowledge, confidence, and kindness. We want every child to feel successful and enjoy learning. We aim to help them become curious, motivated, and independent learners.

We believe that education works best when schools and families work together. We welcome parents and carers into school life and value your support. You can help your child by reading at home, coming to school events, or volunteering. We are always happy to speak with you and listen to your ideas.

Our school is proud to be part of the local community. We have strong connections with local groups and families. These links help our pupils to understand how to be kind, respectful, and active members of society.

This brochure will tell you more about our school – our goals, values, daily life, and how we help children learn and grow. It will also explain how you can take part in school life and support your child on their learning journey.

We believe parents feel most confident when they understand what happens in school. If you have any questions or would like to visit us or learn more, please contact me. I look forward to working with you and helping your child enjoy a happy and successful time at Moss Park Primary School.

Best regards,

Mrs Nunwick

Mrs S Nunwick
Headteacher

Section 1 – About Us

Moss Park Primary School Aims

- Provide a welcoming, safe and stimulating learning environment
- Recognise the individuality of all pupils and provide for their particular needs
- Equip pupils with the skills and values they need to form positive relationships based on equality and mutual respect
- Enable all pupils to reach the highest possible academic standards and fulfil their potential
- Foster a love of learning that will continue throughout our pupils' lives
- Build strong partnerships between school, home and the community

Our School Values

Friendship, Teamwork, Perseverance and Respect

A core set of values were chosen by all the pupils following our amalgamation and we focus on these values in our assemblies, when discussing our expectations of behaviour and to promote positive relationships. These values are woven into our curriculum and all aspects of school life.

Admissions Arrangements

Parents wishing to seek admission to this popular school are invited to contact the school office who will explain the Admissions Policy operated by the LA on our behalf, including information on arrangements for the admission of pupils who are starting nursery. We operate our own Nursery Admissions. In-year admissions to our school are handled by the Trafford Admissions Team.

Leadership Team Structure

We have a strong leadership team who work closely together to give your child the best experience in school. They are:

- Headteacher: Mrs S Nunwick
- Deputy Headteacher: Mr R Boyer
- SENCo: Mr C Gallagher
- Phase Leaders: Miss E Bull (Early Years - Nursery and Reception), Miss N Jones (Lower School - Year 1 to Year 3) and Mrs Toft (Upper School - Year 4 to Year 6)

Governors

Our Governing Body has a strategic oversight of the school and its effectiveness. Our chair is Mr Allan Humphris. We have a combination of parents, staff and co-opted Governors. All our Governors are volunteers and they make time to come into school to complement their work in termly school improvement meetings with the Headteacher.

Section 2 – MPPS Routines and Essential Information



The gate to the school playgrounds are opened at **8.40 am** and pupils can go into class from **8.45 am**. The playground and playground gate is supervised by a member of staff on a rota basis so that you can **'drop and go'**. Please leave any messages for teachers with the staff member on gate duty and they will be passed on. We cannot ask teachers to leave their classes to speak to parents. Parents are allowed in school by pre-arranged appointment. This year pupils will go straight to their classrooms to do pre-learning activities on arrival regardless of weather. Children should not arrive earlier than 8.40 am unless they are attending Breakfast Club.

We regularly have some problems with car parking, particularly at home time and have been reminded by residents living opposite the school to ask parents to refrain from parking across their driveways. Parking on the zig zag lines outside school, on the corners of Manor Road and Moss Park Road and across the school gates should also be avoided for the children's safety. Parents should park away from school and walk so that we do not have tailbacks of cars on Moss Park Road.

Key Times

School starts with pre-learning activities at **8.45 am**. The register is taken at **8.55 am**. **Children not in classrooms by the time the register is taken are marked as Late**. Children who arrive after 9.30 am are given a 'late after registers close' mark, which counts as an *unauthorised absence*. The school monitors the number of late marks a child receives and will follow the steps in our Attendance policy.

The school day is normally organised as follows. Please note that in the Early Years the morning/afternoon sessions are continuous and therefore they have a longer lunchtime.

8.40 AM	GATE OPENS
8.45 am	Start of pre-learning activities
8.55 am	Session 1 (including assembly)
10.15 am – 10.30 am	Morning Break
12.30 pm – 1.00 pm	Lunch Time
1.30 pm	Session 3
2.20 pm – 2.30 pm	Afternoon Break
2.20 pm	Session 4
3.25 pm	School finishes
3.35 PM	GATE CLOSES

The End of the Day

The gate to the playground will be opened at 3.15 pm and you are able to wait on the playground until the children exit at 3.25 pm. Each year group has a zoned waiting area.

The reason we have a '3.25 pm to 3.35 pm' pick up time is because many of our parents need to go to both playgrounds to pick up siblings. If you are a parent of a single child, you should be at school for dismissal at 3.25 pm.

Please make an appointment during the day via the office if you wish to speak to a teacher about an issue as we must safely supervise pupils leaving school as a priority. We don't have confidential discussions with parents in a public place.

Pupils are not allowed to walk home on their own unless they are with a sibling in Y5 and Y6 and the 'Walking Home permission form' has been filled in for all siblings.

Please collect your Infant child first then come round to the Junior playground.

Gates are shut at 3.35pm promptly.

All children are taken to the school office in the event of the appropriate person not being there to meet them by 3.35pm. Parents and carers who are late need to sign their pupil out on our Sign out system. Parents and carers are requested to ensure their child is collected on time please.

Additionally, if the nominated person to pick up your child is under 16, then you must have provided **written permission** for this to take place – this will include a contact mobile number for them.

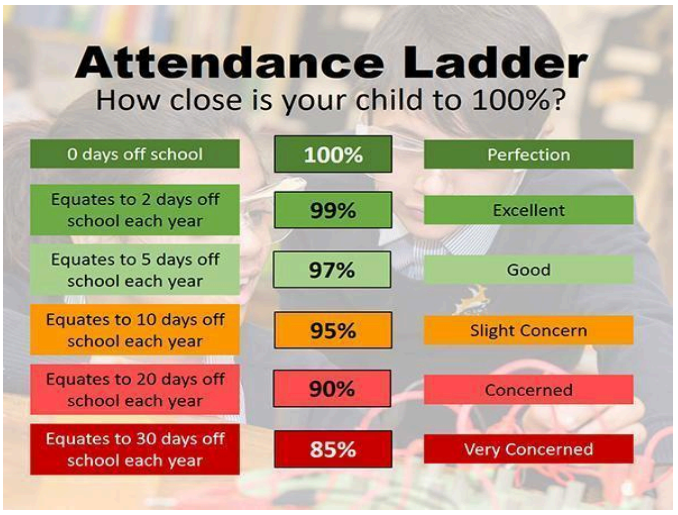
Moss Park Primary School - Breakfast Club & After School Club

Our Breakfast Club has been running for over twelve years. It operates from 8.00 am to 8.50 am and currently costs £2.70* per child, per day. Toast and a variety of cereals, juices and a drink are served each morning. Pupils who are in receipt of the Pupil Premium grant have free places. The children are closely supervised whilst they eat and then play with toys and games and taken to line up with their classes at 8.45 am. Please book in advance on ParentPay.

We also offer an After School Club for our pupils. The after school club is split into two sessions, both start at the end of the school day but one runs until 5pm, which costs £9.50* and one until 6pm which costs £13.50*. You must book and pay via ParentPay. We also accept childcare voucher schemes-please let us know in advance if you intend to use this scheme. Please contact our school office for further information.

**subject to change from September 2027*

Attendance and Absences



Attendance at Moss Park Primary School

At Moss Park Primary School, we believe that coming to school every day helps children do well in their learning. Good attendance and doing well in school go together. We expect children to attend school regularly and on time. Our school has lower absence (missing school) than most schools across the country, which we are very proud of.

If your child is sick or has a medical appointment, please let us know as soon as possible. You can tell us by phone, in person at the school office, or by writing a note or letter. Thank you to all parents and carers who help us by sharing this important information.

We understand that children do not have to attend school before the age of 5. However, if your child attends our Nursery class or Reception Class, we ask that you try to bring them to school every day. This helps your child get used to a good school routine, which will help them as they grow and move through their education.

Please note: Since September 2013, there have been important changes in the law about school attendance. These changes mean that:

- Headteachers are not allowed to give permission for holidays during school time.
- The old rule that allowed 10 days off during term time has been removed.
- If a child is taken out of school for a holiday without permission, the Local Authority may give the parent a fine.

Time off school is only allowed in *exceptional circumstances*. If you believe you have an exceptional reason for your child to be absent, you must write to the Headteacher before the time you wish to take your child out of school. The Headteacher will carefully look at your request and decide if permission can be given. The headteacher's decision is final. We use the RUSS (rare, unavoidable, significant and short) model for deciding whether a term time absence request will be authorised.

Thank you for working with us to support your child's learning by making sure they attend school regularly.

Section 3 - Equipment and Payment items

Dinners and Packed Lunches

At lunch time children may have a school dinner. These are delicious, varied and are cooked in the kitchen which is situated in our school. Some children bring their own packed lunch.

Dinner money, which is currently £14.75* per week, is paid on the SchoolGrid system where you will also order your child's meals. You will need to input any dietary requirements into SchoolGrid and it will offer meal choices according to these requirements. You need to order your child's meal by 8.30am on the same day or your child will receive a default meal (jacket potato and beans).
By using SchoolGrid you have the flexibility of ordering either school dinners or sending your child with a packed lunch each day.
**subject to change from September 2027*

Children bringing a packed lunch should have a suitable lunch box in which to bring their lunch and keep it fresh through the morning. Drinks should not be fizzy and no glass bottles please. We do not allow chocolate/chocolate bars or sweets in packed lunch boxes. Children should bring their own spoons for yoghurts etc.

We are a NUT FREE school and do not allow any sorts of NUTS within school as we have pupils with allergies.

In order to maximise the funding the school gets, it is essential that parents whose children are/may be eligible for free school meals are registered with the Local Authority, whether they take the meals or not. The school receives extra funding dependent on free school meal entitlement of approximately £1300 per child and by registering, parents can support our school in this vital area. Information can be obtained from the school - please do not hesitate to ask us for advice. It's very easy to check whether your child is eligible for free school meals via the following link https://www.cloudforedu.org.uk/ofsm/sims-trafford

Snacks and Drinks

Children may bring snacks for break times. Snacks should be healthy: fruit, crackers, cereal bars (no icing or chocolate), raisins etc. Sweets, crisps, biscuits and chocolate are not allowed at morning and afternoon break times and cans of drinks and chewing gum are not allowed at any time.

Infant (children from the age of 3 to 6) school children do get a free piece of fruit and are offered milk within their school day at brain breaks. Nursery pupils have healthy snacks provided and we ask for voluntary contributions towards these each half term.

Water is freely available all day from the water fountains in school and on the playground and so the children do need water bottles in their classroom with them. These bottles should be clear plastic, not too big and clearly labelled. They should be filled at home with **water only,** please, before school and can be refilled during the day from the water cooler, which is accessible to all children.

When children celebrate a birthday, parents sometimes supply the class with chocolate or sweets (please ensure they are suitable for vegetarians - this means that they are suitable for all our families dietary requirements). We relax our rules on such special occasions but ask parents **not** to send in lollies or other sweets, which have a stick attached, or any chocolates that **may contain NUTS**. The school has been accredited as a "Healthy School" since the Autumn Term 2006.

Money and Security

Children are discouraged from carrying money in school. We ask that money for donations, PTFA events etc. is sealed in an envelope, marked with the child's name and class, the amount and purpose. In this way, money which is lost in school can be more readily traced and returned to the child. Payment for trips etc are to be made on the ParentPay system.

Similarly, children are actively discouraged from bringing in toys and games, jewellery or 'precious' possessions. The school cannot be held responsible for the safety of such items and we do not want a child to lose or break a special possession whilst in school. **The children are not allowed mobile phones in school at any time** without express permission for walking to/from school. There is a request form for this – but this is only used if children are walking home alone.

Charging Policy

The school complies with the regulations for charging for school visits. Costs are kept to a minimum but for visits, and some extracurricular activities, we may ask for a contribution towards the cost. No child is ever refused a place on a visit or trip during the school day (8.45 am to 3.30 pm) because a contribution is not forthcoming. Parents are charged the full cost of residential visits that take place at weekends although payment for these may be arranged over a number of weeks or months. In addition we subsidise trips and visits for pupils who are in receipt of Free School Meals or who have been eligible for FSM in the last six years (The 'pupil premium'). A copy of the Governors' Charging Policy is on our website and available upon request.

School Uniform

"Our school uniform is important to us. It is one way in which we identify ourselves as a school community and it promotes a strong, cohesive school identity that supports high standards and expectations in all areas of school life. It promotes harmony between different groups represented in the school, and it enhances security."

Parents are requested to follow the school's dress code when buying school wear for their children. We are constantly striving to raise standards and part of this drive is to ensure that our pupils are dressed appropriately and smartly for school. We want our children to wear their uniform with pride. Gooddies (https://www.gooddies.co.uk) stocks all our logoed uniforms (sweatshirts and cardigans)-please click the QR code below for the Gooddies School shop.

Our school uniform is-

- Red sweatshirts or cardigans (plain or school logo)
- White school shirt/polo shirt
- Black or grey skirts, culottes, pinafores or trousers* or plain tailored black/grey shorts
- Red and white striped or checked dresses (in the summer term and 1st half autumn term)
- Black shoes with a flat heel. NOT trainers* or knee/heavy boots, younger pupils should wear velcro or buckled shoes if they are unable to tie their laces)
- Long hair should be tied back off the face using hair accessories in black, brown, metallic silver/gold, grey, white or red (no huge bows/'cats ears' type fashion headbands)

* In the Early Years, pupils may wear jogging bottoms for ease of dressing and independent toileting

***Many shoe shops stock black school shoe/trainer crossovers for boys. If a black trainer has a white or coloured sole going round it and/or decoration it is a sports trainer and is not acceptable as a school uniform.*

PE Kit

- White t-shirt plain
- Plain black shorts, PE skirt or leggings/plain black or grey jogging bottoms
- Trainers for outdoor PE
- Black, grey or navy tracksuit or sweatshirt for outdoor PE in the colder weather

No football kits please and no items with massive logos on. Pupils will come into school wearing their PE kits on PE days, with the school jumper or cardigan over the top so they look smart!

All children will require a coat in cool weather/winter and a school bag (not a large sports bag please) to carry their reading books, letters home, homework etc.

Jewellery

A watch, one pair of stud earrings and/or a religious symbol that is considered an essential article of faith, (which should be tucked safely out of sight under uniform), may be worn. We follow Trafford's Health and Safety guidance regarding jewellery during PE and swimming which states that **no** jewellery should be worn. With this in mind, ear piercing should be done during the first week of the summer holiday so that your child does not have to miss their PE lesson. Teachers are not able to remove or put in earrings for pupils.

Clothing and Items of Religious Significance

- Head coverings worn for religious or cultural purposes should be in plain red, black, grey or white and must be short/able to be tucked in and must not use pins as fixings
- Any jewellery worn for specifically religious reasons, such as a *kara*, should be limited to one item, and should be removed for PE for health and safety reasons or covered with a sweatband.

N.B. We are no longer using 'book bags' in school – they are too big for the trays and there is simply not enough room on the corridor cloakroom pegs for a third bag

Section 4 - The Curriculum at Moss Park Primary School



The curriculum includes all the opportunities for learning provided by the school. It includes the formal programme of lessons, extra-curricular and out of school activities that are planned and supported by the school and the climate of relationships, attitudes, styles of learning and behaviour established in the school community as a whole.

Moss Park Primary School has been awarded the Basic Skills Quality Mark 4 times, School Games Mark Gold, Arts Mark Gold, Geography Mark Bronze, International School Award, Sing Up, Music Mark, Primary Science Quality Mark, E-Safety 360° Award and we are an Eco Green Flag School. The development of Basic Skills in **Mathematics** and **English** is given priority across all year groups. **Science, History, Geography, Art, Computing, Design Technology, Music, PE, PSHE, RE and Spanish** are taught discretely but links are made between subjects throughout topics. Our school aims to offer pupils a broad, balanced and coherent curriculum encompassing both the legal requirements of the **Early Years Statutory Framework**, the 2014 **National Curriculum** and a wide range of activities that we believe are important to the development of children regardless of gender, age or background. Enhancement through Art Days, Visits, Community Projects and ICT development is a feature. Please visit our website for more information.

Each year group's long term curriculum plan is on the school website. Each half term your child will receive a Curriculum Information Sheet, which will also be on your child's year group page on our school website.

Teaching



At Moss Park Primary School we employ a balance of teaching methods and the teaching staff plan for a variety of teaching and learning experiences for the children. We strive for excellence through enjoyment and curriculum enhancement is a feature of the school. Our goal is that through effective teaching, our pupils are able to build on their knowledge,skills and understanding and retain learning in their long term memory.

Classes may be taught as whole groups, in small groups or as individuals depending on the activity or environment required. We also may swap teachers across the year groups so that they can deliver their strongest subjects to both classes – we are a fan of playing to peoples' strengths!

All staff regularly attend training to improve and enhance their skills and to ensure our school offers the highest quality education and care for its children.

Assessment and Testing

Children's progress in school is regularly assessed by their teachers. This assessment is a vital element in the planning of lessons and the curriculum. It contributes to all stages of the child's learning.

The school also employs a variety of verbal and written tests which allow us to assess potential against achievement and provide the school with detailed assessment data. This, in turn, allows us to set informed targets for the school year. Targets are set for cohorts (year groups or individual classes) groups of pupils and for individual children.

Across school we use a commercial assessment system called Insight and judgments on attainment and progress are systematically made within the feedback and assessment procedure in order to let pupils, parents and teachers know how well the pupils are doing and the next steps in learning for individual pupils and groups of children.

All children are assessed throughout the year. The children in Years 3, 4 and 5 take termly tests. Under the present requirements of the National Curriculum, children in Year 6 are formally tested at the end of Key Stage 2, in May. The results of these tests are reported to parents and published on our Website. Pupils in Year 1 undergo the phonics screening check and we operate the Reception Baseline assessments along with the end of Reception assessment of pupils against the Early Learning Goals.

Exams for individual Grammar Schools are taken in the autumn term by Year 6 pupils. Information is distributed by the LA to parents of pupils in Year 6 at the start of the academic year regarding secondary school selection preferences.

Reporting to Parents

Formal Parents' Evenings take place three times a year, autumn, spring and summer and written reports, detailing the child's progress in all areas of the school curriculum are issued to parents at the end of each academic year. Interim Assessment Summaries from Target Tracker are shared at the autumn and spring Parent's Evenings.

At Moss Park Primary School we actively encourage parents to come into school to discuss any problems or concerns. We will always endeavour to make an appointment for parents to meet with the Class Teacher or Headteacher at short notice if it is felt there is a problem or the child is unhappy for some reason. Good communication is at the heart of the school's ethos: it ensures a successful partnership between home and school.

Religious Education

Moss Park Primary School is a Community School and Religious Education is followed in accordance with the agreed syllabus of the Local Authority.

The Education Reform Act, 1988, requires all schools to have a curriculum which promotes the spiritual, moral, cultural, mental and physical development of pupils. It must prepare pupils for the opportunities, responsibilities and experiences of life and it must include Religious Education for all pupils.

Religious Education requires the development of concepts, skills, positive attitudes and respect for other peoples' beliefs. It has an important role to play in helping us to form a positive school ethos, where all are valued and respected. Religious Education is taught to all year groups across school for the equivalent of one hour per week. We do not teach a particular faith position but an understanding of the interrelationship of faiths and beliefs.

A requirement of the Act is daily collective worship/assembly. At Moss Park Primary School we incorporate assemblies and worship which vary from simple gatherings and individual class worship to whole school and more complex occasions which may involve the work of the children or visitors. We are a multicultural,

‘multi faith and no faith’ school and as such our assemblies reflect this. We all support each other within assemblies and we promote assemblies as ‘learning about each other and learning from each other’. You can see assembly termly planners on our school website on the curriculum page.

Parents have a legal right to request that their child be withdrawn from lessons in R.E. or from acts of collective worship (assembly). This is done in consultation with the Headteacher. *We do not currently, or historically, have any pupils withdrawing from RE or Assembly, which we feel is due to our inclusive ethos, shared values and the trust parents have in us.*

Relationships, Sex and Health Education

The school includes Relationships Education as an integral part of the thematic work on growth, health, hygiene and fitness throughout school. Relationships Education is delivered in the context of family life, caring friendships, healthy relationships, personal safety (including online) and respect for others. We consulted with parents in January 2020 in order to produce our policy. Relationships and Health education are statutory - meaning all pupils study this curriculum.

Pupils in year 6 also have a one-off ‘Growing Up/Puberty’ talk in separate boys’ and girls’ groups – this is classed as ‘Sex Education’. The School Nurse supports us to deliver our Growing Up/Puberty lesson. Parents have a right to excuse their children from this lesson and must put their reasons in writing to the Headteacher so that a discussion can take place. We always submit the contents of the session to parents beforehand to enable them to make a decision. Governors have produced a policy on Sex and Relationships Education policy following consultation with parents.

Equal Opportunities

The school is committed to equality of opportunity in education and to good relationships with those of all racial, cultural and religious backgrounds. We are committed to challenging discrimination and promoting equality at all levels and in all aspects. We seek to celebrate the cultural diversity present in our society and our school. This school will not accept any acts of discrimination and will instigate our Behaviour and Bullying policy. Copies of our Single Equality Policy and Equality Objectives are on the website.

Provision for pupils with Special Educational Needs and Disabilities

At Moss Park Primary School, we want every child to have the same chance to succeed. We work hard to make sure that children with disabilities or special educational needs are not treated unfairly and that expectations are high for their achievement in school. We regularly check all parts of school life – including lessons, the school building, the playground, clubs, and activities – to make sure they are accessible for everyone.

The Equality Act 2010 is a law that protects people from discrimination (unfair treatment). It includes the Disability Equality Duty, which means schools must think about the needs of disabled people in everything they do. This includes the way we teach, the way we speak, and how we make everyone feel welcome and respected. At Moss Park, we want all children and staff – with or without disabilities – to feel included. We work to remove any barriers that may stop children from learning or joining in. We aim to:

- Treat disabled people fairly
- Stop discrimination or unkind behaviour
- Give everyone equal chances
- Help disabled people take part in school life
- Teach others to have positive attitudes to disability
- Make changes where needed to support disabled people

Our lessons are planned to meet the needs of all pupils. Teachers adapt their teaching to make sure everyone can learn. We use special equipment and resources when needed, and we are always looking at ways to improve this as part of our school improvement plan.

We also make sure the classroom and school building are easy to use for everyone. We have ramps, wide corridors, and fire-safe doors. There is an accessible toilet near the school entrance. Displays and learning materials are placed where children can see and use them easily. Pupils are given different ways to record their work if needed.

If you would like to read our Accessibility Plan, you can ask for a copy at the school office.

We want all children with additional educational needs to take part fully in school life and reach their full potential. We follow the Code of Practice for children with or without an Education, Health and Care Plan (EHCP). If a child has extra needs – for learning, emotions, behaviour, or physical development – we try to find this out early. We then work closely with families to support the child in the best way.

Most support is given in the classroom, but for some children, the Local Authority (LA) may provide extra help. We work with outside agencies and share important information with parents and carers.

Our school's Special Educational Needs (SEN) leader is Mr C Gallagher. You can find our SEN Information Report and Trafford's Local Offer on our school website, or ask us for a printed copy.

Homework

At Moss Park Primary School, we believe that learning at home is an important part of your child's education. Homework helps children practise what they have learned in school and supports them in becoming confident and independent learners.

We know that parents and carers play a big role in helping children succeed. That's why we encourage a strong relationship between home and school. When families and teachers work together, children develop a positive attitude toward school and learning. We see homework as a valuable part of your child's learning journey.

In the younger year groups (Nursery, Reception, and Key Stage 1), children are given traditional paper homework. This includes reading at home with an adult and short written tasks. In Key Stage 2 (Years 3 to 6), homework is given both on paper and online using Google Classroom. Every child at our school is given a Gmail account to access their homework online.

If your family does not have a laptop or internet access at home, please speak to Mrs Nunwick. We have a small number of laptops that families can borrow free of charge (as long as they are returned in good condition). We can also help with internet connection and mobile hotspots if needed.

Children are given regular homework tasks. These may include:

- Reading at home
- Learning weekly spellings
- Practising times tables
- Completing written or online tasks linked to their classroom work

Homework is usually connected to what your child is learning in school. If your child finds their homework too difficult or is spending too much time on it, please talk to their teacher. We are happy to give advice and support. We really value the support of our parents. Homework is a great way for families to stay involved in what children are learning at school. Working together helps children succeed and feel proud of their progress.

Behaviour

Moss Park Primary School has high expectations of standards of behaviour and the ethos within the school is based upon respect, consideration for others and working as a team. Our three simple school rules are:

Ready, Respectful, Safe

We refer to this Code of Conduct throughout the day and we aim to foster, encourage and support excellent relationships between all staff and children in the school. Persistent misbehaviour is referred to the Headteacher. We ensure that parents will be informed and involved. The latest Behaviour Policy Summary can be found on our school website.

Extra-Curricular Activities

We have a huge range of after school clubs that are led by a mixture of school staff and our sports coaches. These activities range from dance, athletics, choir (Young Voices), STEM, Multisport, Film Club and Art, we also have extra-curricular activities within KS1 too. We run our clubs in blocks of 6 to 8 sessions per half term. We ask for a small contribution of £1.50 per session to go towards cover resource costs including staffing; pupils in receipt of the Pupil Premium Grant are not charged for after school activities. In Year 6 we have the very popular residential experience at Robinwood, in Todmorden. The outdoor activity centre provides exciting educational and adventurous opportunities for pupils to take part in canoeing, rock climbing, orienteering, archery etc. The visit develops teamwork and enhances the already positive relationships that exist between staff and pupils. All visits are subject to the advanced approval by the Governing Body and organised to comply with strict guidelines for off-site activities and LA and school policies on Health and Safety on Educational Visits.



We enjoy enterprise projects and curriculum enhancement opportunities provided by our links within the community. The school is part of the School Sports Partnership and benefits from PE training for pupils, staff and extra-curricular sporting activities. Bikeability takes place for Year 6 pupils. We are always striving to provide more than just the statutory curriculum and with the extra-curricular activities that we have initiated for the children, we hope that we can broaden their experience, skills and knowledge whilst enhancing their fitness and health. Attendance at extra-curricular activities is dependent upon good behaviour. Freddie Fit visits our school in the Winter and Summer term, for a spectacular ‘Fun fitness day’ all children have the opportunity to workshops throughout the school, and it is one of our most popular days in school, as pupils love taking part in this energising activity.

Pastoral Care

Whilst the children are in school, the teachers act *in loco parentis*, acting as any responsible parent would. It is our aim to create a happy, caring environment where all children feel safe and secure. Children can approach their Class Teacher or any other adult in school that they trust. We provide quiet spaces for pupils to get away from the hustle and bustle of the playground should they wish and we have playground leaders

and Buddies to support pupils. We have 4 trained ELSAs (Emotional Literacy Support Assistants) Sometimes we draw on outside agencies such as Longford Park, the School Nursing Team and other pastoral teams to support pupils and families. We use the Trafford Early Help guidance if we feel a multi-agency approach is needed. Registered First Aiders deal with the welfare of any child who becomes ill or injured and the Headteacher is informed. If necessary, the school will contact any parent or carer if we have a concern over a child's health or welfare. If ever you feel your child is unhappy in school, or perhaps they have suffered a loss at home, we hope that you will feel comfortable in coming to school and talking to your child's class teacher.

Links with the wider Community

Our pupils benefit from our close links with local Secondary Schools, who share their excellent resources, arrange joint creative arts performances, provide additional teaching such as Food Technology and involve our pupils in exciting activities such as enterprise projects, sports events, and Science and Technology.

The school benefits from very good links with sport groups like Manchester United, Lancashire Cricket Club and the School Sports Partnership. These allow our pupils to participate in inter-school competitions, intra-schools events, sports coaching and tournaments.

A number of events are held in school to raise funds for local and national charities. Visitors talk to the children in assembly or lessons and links with local religious groups provide interesting activities to help our pupils to learn about others.

Provision for Sport in School

Children at Moss Park Primary School participate in a wide variety of sporting activities, both in and out of school time. Some of the sporting activities and coaching in school, available to our children, are lacrosse, cricket, dance, tag rugby, gymnastics and cross country running. Our football teams play league and cup games in the Stretford Junior Schools League and we are involved in Sale Harriers Cross Country meets, where our pupils do very well due to their ability to practise on the school's own all-weather running track.

The Schools PE and Sport Funding is used to impact upon healthy outcomes and coaching in specific sports such as tennis and tag rugby. All classes from year 1 to year 6 go onto our track or playground to do '1K a Day', during social times and also during lesson time to make up the 5 sessions per week. The school continues to provide swimming lessons for all children in Year 4 and these take place at Stretford Leisure Centre. Travel is by coach, with no charge to parents.

Parents in School

Parents are welcome in school to help with a variety of activities like baking, reading, accompanying classes on visits, computing and working with groups of children in Art and Craft or Design and Technology. If you can spare us a little of your time do let us know. By working together we can enhance the education we provide for our children.

Moss Park Primary PTFA

We have a Parent, Teacher, Friends and Family Association whose fund raising activities make a significant contribution to improving the school's resources. Fundraising events include Children's Discos and events, a Summer Fair and much more. All parents are welcome and become members of the PTFA on joining the school.

Section 5 Health, Safety and Welfare



It is essential that we have a current home and/or work address and telephone numbers in order to contact you should an emergency arise. When your child starts school we will ask you to complete a contact form so that we have this information as safeguarding. If you change your address or telephone number please inform school immediately.

A copy of the school's Supporting Pupils with Medical Needs and First Aid Policy can be obtained from the school upon request.

Accidents, Injuries and Illness



In the event of a minor injury or if a child should be unwell at school then action will be taken. It may be that a little first aid (cold compress) and sympathetic care from a member of staff is enough, in which case this will be dealt with by the staff. In the case of a head injury or more serious accident or illness, parents or carers will be contacted immediately in order for them to ascertain whether the child should remain in school. Parents/carers will be contacted either at home or at work using our contacts list. It is for this reason that all emergency contact numbers must be accurate and up to date.

Our school has a dedicated Medical Room, which is quiet and fully fitted out with medical supplies and a locked but accessible cupboard for storing medication. Our staff make caring for our pupils their highest concern.

Seven members of the school staff have the full and up to date First Aid at Work/Paediatric First Aid qualification and basic first aid training is part of the continual professional development for teaching and non-teaching staff in the school.

Emergency contact forms are sent to parents to complete annually, in September. These should include a list of people who can be contacted in case of an emergency/accident or illness. When circumstances change parents are requested to inform school immediately, therefore we ask for at least 3 emergency contacts. A copy of the Governors' Health and Safety Policy is available upon request.

Medicines in School

For health and safety reasons, medicines are not *routinely* given at school. However, a Request to Administer Medication Form may be completed by the parent in special circumstances, such as an ongoing course of antibiotics. Additionally we can administer paracetamol or antihistamines or other over the counter medicines for short term pain relief – this does not have to be prescribed but the form must be filled in. Arrangements should be made with the Headteacher. The school is always prepared to make reasonable adjustments, for instance, in the case of long-term illness e.g. epilepsy, diabetes or conditions requiring Ritalin. Pupils must never keep medicines with them.

Pupils requiring long-term medication will need to have an Individual Health care Plan drawn up. This will be with the agreement of the Headteacher and may involve the School Nurse. In the case of asthma, inhalers are kept in the pupil's own classroom and should be clearly labelled with the child's name and the dosage. Children are expected to administer their own inhalers from year 1 upwards.

It is the parent's responsibility to ensure all medicines are up to date and that the school has adequate supplies of medicines for long-term conditions such as diabetes, asthma and severe allergies. Throat lozenges can be a choke hazard so we request that they **are not** sent into school please.

Communication



We use our website "**School Spider"** messaging service to communicate quickly and easily. We also use this for letters & emails – **so please ensure that we have an email address for you.** Please email in via the school office to get in touch with your child's teacher or the Head. They will forward and the member of staff will get back to you as soon as they are out of class. We have a weekly newsletter with key dates for your information.

Confidentiality

We comply with government requirements with regard to confidentiality. The files we keep on children are open to parents. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse. Working notes are not subject to disclosure, but will be summarised and then kept on file.

School Security

The security of our children is a very important issue. Staff, pupils and parents continue to be vigilant and all visitors are required to report to the school office before proceeding around school. An electronic signing in system is maintained. We have CCTV in public areas outside and inside the building.

Smoking or Vaping Policy

The school operates a no smoking policy. This applies to all staff and visitors who use our premises both within and outside school hours. Parents are asked not to smoke anywhere on the school grounds or within the school boundaries. This includes the use of e-cigarettes on the premises and on our detached school field.

Child Protection Procedures

The responsibilities for schools in the area of child protection are laid down in the Children Act, 1989, and the Education Act, 2002. The Keeping Children Safe in Education 2022-2023 is the latest legislation and

guidance and we regularly check that our school is compliant with this document. Day to day contact with children in school means that staff are well placed to observe changes in behaviour, failure to develop or outward signs of abuse. All staff receive training so that they can fulfil their responsibilities for child protection. The designated person for child protection in our school is **Mrs Sally Nunwick, Headteacher.** Copies of the Governors' Safeguarding and Child Protection Policy and Safeguarding Policy are available upon request and can be found on our website.

Our Safeguarding Governor is Mr Humphris and you can contact him via the school office.

Complaints Procedure

At Moss Park Primary School we are proud of the very positive relationships we have with our parents. The vast majority of concerns and queries are dealt with promptly on an informal basis. It is, however, required that we have an established procedure for dealing with complaints, which is detailed below:

Under the provision of the School Standards and Framework Act the LA, in consultation with the Governing Body, has agreed a complaints procedure, in respect of the duties imposed with regard to a complaint about the curriculum and related matters. The process allows for sequential progress via the Headteacher, to the Governing Body, the LA, and ultimately to the Secretary of State.

A copy of the Governors' Complaints Procedure is available upon request.

The above School Brochure information was correct to this document at the date specified in the document but it should not be assumed that there will be no change affecting the relevant arrangements or any matter particularised therein either, before the start of or during the school year in question, or in relation to subsequent school years.

Additional to this School Brochure you will find paperwork for you to fill in – it is really important that these are returned so that we can communicate with you electronically. For all our other new starter documents please use the QR code for the New Starter page on our school website.