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School Handbook






All information provided in this Handbook was deemed to be correct at the time of printing and will be continually reviewed during the year - March 2023

Welcome to Liscard Primary School

Honesty – Kindness – Trust – Respect – Resilience – Empathy – Positivity




Values

Honesty – Kindness
Trust – Respect – Resilience
Empathy – Positivity – Collaboration

- Always be friendly and welcoming with pupils, parents and colleagues.
- Be polite and courteous at all times and with everyone you meet.
- Respect others and their views.
- Work as a team, share what you know with others.
- Keep your promises.
- Learn today so that you will be better tomorrow.
- Remember everyone is an individual and it is your behaviour that sets the example.
- We make it happen for our pupils and parents.
- We want to go the extra mile for our pupils and parents.

As you can see, being a member of staff in our school means not just talking about these values it is truly living them. We are passionate about the service we provide.



Positivity – Empathy – Resilience – Respect – Trust – Kindness – Honesty

Collaboration – Honesty – Kindness – Trust – Respect – Resilience – Empathy – Positivity – Collaboration

Collaboration – Honesty – Kindness – Trust – Respect – Resilience – Empathy – Positivity – Collaboration

The building first opened in 1912 as Wallasey Grammar School for boys.
Liscard Primary School moved into the building over 30 years ago.



Dream Believe Achieve

Welcome to our School

Whether you are a visitor, parent/carer or pupil, we hope that you will find a warm welcome at Liscard Primary School.

Our aim is to provide a safe, supportive and challenging environment where everybody has the opportunity to reach their full potential as learners. We believe that this can only be achieved if a child feels happy and secure; our staff work hard to provide this environment for our pupils.

Each child is made welcome as an individual with his or her unique talents, abilities, and personality. We hope that every child will feel at home at Liscard.

Your support and encouragement are essential to your child's progress and development, so we look forward to your involvement and commitment in partnership between the school and the home.

Our handbook is full of information about the school's organisation for the current year; it should not be assumed that it would remain the same in subsequent years. We hope you find it helpful. However, the best way to learn about the school is to visit us and see for yourself. Our website also has a wealth of information you might find helpful.



Mrs Jane Fagan
Headteacher

Message from the School Council

We love coming to Liscard Primary School.

We learn lots of things and study different subjects such as English, Maths, ICT, P.E., Science, Art, French, DT, PSHCE, History, Geography and Music.

There are lots of extra-curricular activities at lunchtimes before and after school, e.g. Choir, Football, Dance, Gym, Art, Drama and many more - there is something for everyone!

Every week each class meets to have a class council where we talk about all kinds of interesting topics that are local, national and global issues. As a School Council member our responsibility is to feedback the thoughts and opinions of our class in the day to day running of the school. We are involved in decision making and making sure every pupil in the school has an opportunity to 'have their say', be a Buddy and become a Play Leader. We encourage each other to become good friends and learners.

With visitors always coming in to share different experiences, Year 3, 4, 5 and Year 6 residential trips, an ever changing learning landscape and teachers who keep us on our toes, our school is always buzzing! It is full of five star children and learning.



Liscard Primary School recognises the importance of the 'pupil voice' involving the 'people who count' effectively in the development of the school.

The school has a democratically elected School Council - representing all classes. Each class holds class council meetings.

Our School Council has been involved in the purchasing new water bottles for every child, and reviewing the school dinner provision. Council members were instrumental in discussions about a temporary swimming pool being installed onto the school site.

School Council members created a video about 'bullying' - take a look at it on our website - as well as designing banners which you will see displayed around the school grounds. They intend to produce an updated video in the summer term.

Achievements and Plans

We were very proud to be graded as good in the Ofsted Inspection (November 2024) with Teaching and Learning also being judged to be outstanding. We continue to strive for the very best for our children.

The school is also proud of the following awards: RE Quality Mark Gold, SMSC Gold, Schools of Sanctuary, CEOP Ambassador, Primary Science Quality Mark - Silver, Platinum School Games Award, Gold Artsmark, Green Flag Status, Safer Routes to School and Active Mark for Sport.



The school roll is rising, and we have been able to continue to sustain an excellent pupil-staff ratio.

The school recognises the needs of the wider community and is committed to providing opportunities for lifelong learning. We offer wrap around care from 7.30am to 5.55pm should you require it. We also provide a range

of extra-curricular activities for the children and adult education opportunities.

The school makes full use of a range of grants available for improvements to support learning, and continues to improve its facilities and programmes to enhance and enrich the curriculum, e.g., Pupil Premium Grant funding, P.E. and Sports grants. For further information, please see our school website.

Partnership with Parents and Carers

In order for effective partnership work between home and school to take place we anticipate parents/carers will want to:

- Provide the information the school needs to plan effectively for your child to be a full member of the school community.
- Inform the school at the earliest opportunity if your child has a disability and the exact nature of it.
- Collaborate with the headteacher and SLT to ensure that appropriate, reasonable adjustments have been made.
- Recognise the importance of home and school working in partnership.

The school has a policy for supporting children with Special Educational Needs which is revised every year. The policy is available from the school office. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

Liscard Primary is already a very inclusive school with excellent physical access. Further detail is provided throughout the Handbook which we hope you will find helpful.

Organisation

The school is organised in single age groups of three form entry. Each class has a similar distribution of girls and boys and is of mixed ability. Children may be grouped according to their ability to allow differentiated activities.

Foundation Stage

Pre-School (2 - 3-year-olds): Children can start school at 2 years old and remain with us until they are 4 years old when the Local Authority will allocate their Foundation 2 place.

Foundation 1 (Nursery: 3 - 4-year-olds): we offer full time provision or part-time, (morning or afternoon sessions) and can accommodate up to 100 children.

Foundation 2 (Reception: 4 - 5-year-olds): F2 is split into three classes of no more than 30 children in each.



Key Stage 1

Currently the children in Year 1 and Year 2 are split into four classes to ensure all children's learning needs are fully met. Highly qualified Teaching Assistants provide additional support and help.

Key Stage 2

In Key Stage 2 (Years 3 and 4), children are grouped across four classes in the year group. In years 5 and 6, children are grouped into three mixed ability classes.

Class size

We strive to keep class sizes to a minimum though the actual number of pupils per class is determined mainly by the amount of funding made available from the Government and LA. Infant classes (Key Stage 1) are no more than 30, and they usually range between 26 - 30 pupils. In Key Stage 2, at the time of writing this, our largest class is currently 31 with the smallest having 16 children.



VERY IMPORTANT NOTE FOR PARENTS & CARERS

Pupil Premium Grant (PPG)

If you are entitled to claim for Free School Meals, it is very important that you register ALL of your children. The school receives Pupil Premium Grant (PPG) funding for each child which is registered.

Pupil Premium is paid to schools in accordance with Section 14 of the Education Act 2002 and should be used to:

- Raise the attainment of disadvantaged pupils closing the gap with their peers; and
- Support children and young people with parents/carers in the regular armed forces - please tell us if this applies to you.

At Liscard we use the Pupil Premium Grant (PPG) in a number of ways; please see our website for more information and our School Meals Information Booklet.

Children Adopted from Care

Since April 2014, PPG is provided for pupils who have been adopted from care. We therefore need parents/carers to inform us if their child has been adopted from care and provide supporting evidence. There is absolutely no obligation for you to share this information with us but doing so will ensure the school gets the appropriate funding to further support your child.

All information regarding an adopted child's history will be kept completely confidential.

General Information

School Times

Breakfast Club 8.30am

(50p per day or no charge for pupils who are entitled to and claiming Free School Meals)



Foundation 1 9.00am - 12:00pm

12.30pm - 3.30pm

Foundation 2 8.55am - 11.45am

12.45pm - 3.15pm

Key Stage 1 8.40am - 12.00pm

1.00pm - 3.15pm

Key Stage 2 8.40am - 12.15pm

1.15pm - 3.20pm



Doors open at 8.40am

The school can only make itself responsible for children 10 minutes before the start of school and 10 minutes at the end of school unless they are taking part in an organised club.

If your child is late, they must report to the school office where they will be signed in.

The following time is spent on teaching during a normal week, not including assemblies, registration, and breaks:

Key Stage 1: 22 hours 30 minutes

Key Stage 2: 23 hours 30 minutes

Foundation 1 and Pre-School provision

Since September 2016, we offer extended pre-school provision at Liscard Primary and since September 2017, we also offer 30 hours' free provision for eligible 3- and 4-year-olds.

A range of session times are available - please see page 26 for more information.

Liscard Pirates Club

We operate a high quality, good value Before and After School Club which is competitively priced. Staff are experienced and knowledgeable and offer an extensive programme of activities in a welcoming atmosphere which aims to encourage confidence, independence, and social interaction. The club operates at the following times:

Before School: 7.30am - 8.50am

After School: 3.15pm - 5.55pm

Holiday Clubs are also available, subject to demand.

Absences

The school Governors and the Headteacher continue to emphasise the need for regular attendance and prompt arrival at school. Holidays during term time will not be authorised. They are extremely disruptive and do impact upon children's progress.



UNDERSTANDING YOUR ATTENDANCE PERCENTAGE

98% = 4 Days missed from school

97% = 6 Days missed from school

96% = 8 Days missed from school

95% = 10 Days missed from school

94% = 12 Days missed from school

93% = 14 Days missed from school

92% = 16 Days missed from school

POOR ATTENDANCE

91% = 18 Days missed from school

90% = 20 Days missed from school

VERY POOR ATTENDANCE

89% = 21 Days missed from school

88% = 23 Days missed from school

87% = 25 Days missed from school

86% = 27 Days missed from school

85% = 29 Days missed from school

84% = 31 Days missed from school

82% = 35 Days missed from school

SCHOOL TARGET

NATIONAL AVERAGE

When you take 10 days holiday you will only be able to achieve 95% attendance. If you have additional sick days/appointments you will fall below 95% which may make your child become a persistent absentee.

95% or below will raise concerns with school.

PERSISTENT ABSENCE

90% or below means your child is a persistent absentee and will raise concerns with school and the local education authority.

School are here to help if you are having difficulties with attendance. Please do not leave it until your child becomes a persistent absentee.

Please talk to us.

**EVERY SCHOOL DAY
COUNTS!**



UNDERSTANDING HOW LATENESS AFFECTS YOUR LEARNING TIME

MINUTES LATE PER DAY (If you are late by the following number of minutes each and every day, the numbers on the right show how much learning has been missed)	HOW MANY SCHOOL DAYS/ SCHOOL WEEKS MISSED IN 1 YEAR
5 MINUTES	3.4 school days
10 MINUTES	1.4 school weeks
15 MINUTES	2.6 school weeks
20 MINUTES	2.8 school weeks
30 MINUTES	4 school weeks

Holiday Requests - no authorisation will be given for holidays taken during term-time unless for exceptional circumstances. Families who take holidays in term-time may be prosecuted. (Fixed term penalties will be applied for each child absent and to each parent/carer.) The school will do all it can to support any family having difficulties with their child's attendance at school. Please speak to the headteacher if you have any concerns.

School term dates are shown towards the back of this booklet and on the school website.

If your child is too ill to come to school, please contact us to let us know as soon as possible. Absences without reason are followed up and have to be recorded as unauthorised.



Online Payments

Arbor Our

aim is to be a cashless school, improving security and making administration more efficient and effective.

We request that **all payments to school, for school meals, trips and events, pre-school provision, etc. are paid in advance and online using the Arbor Portal. Liscard Pirates/Captains are paid in advance and online using Arbor.**

Once your child starts school, you will receive a letter from us telling you how to activate your account - please do this as soon as possible and do your very best to ensure your child/ren's account remains in credit. If you have any difficulties, please do not hesitate to contact the school office.



School Uniform

We ask that children wear school uniform to stress the fact we all belong to the same school. It also means that all children look the same regardless of money or social status.

The basic colour for trousers, skirts and pinafores is grey. Blouses and shirts are

white. Summer dresses are green check. Children may wear white or green polo shirts or open neck cotton shirts. Sweatshirts, pullovers and cardigans are LPS green. Sensible shoes, **not** trainers should also be worn.

PE and Games Kit

It is important for pupils to wear correct clothing for physical activities.

For PE children require a white T-shirt and black shorts. For games activities outside, children need a white/ black T-shirt, black shorts, joggers, hoodie and trainers.

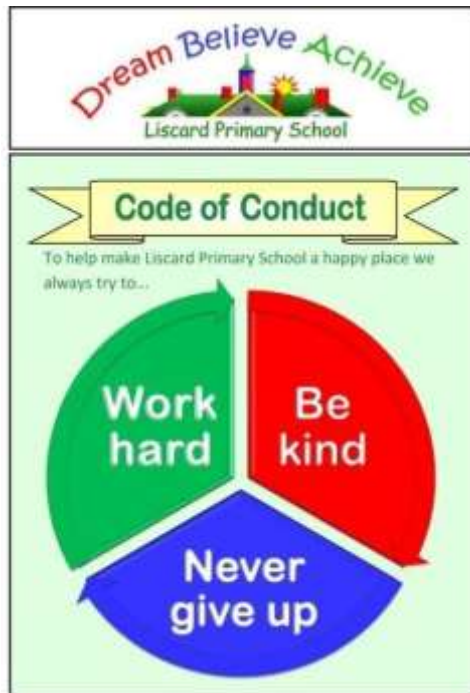
For Health and Safety reasons jewellery must not be worn for sporting activities and long hair should be tied back.

Lost Property

Naming all items of clothing reduces the risk! **Please name items of children's clothing.**

We do keep lost property for a reasonable period of time, but it is often difficult to identify items that are not labelled. If your child has lost something, please check in their classroom first, then check in the lost property box.

Code of Conduct



Pastoral Care and Discipline

Our aim is to develop a sense of self-discipline coupled with an awareness of the needs of others. We are aware however, that there needs to be some rules and as a result we have introduced a simple Code of Conduct devised by teachers and children. This is displayed in every class and in various places around school.

Our Code of Conduct aims to ensure Liscard Primary is a safe, caring, happy and welcoming place. We trust you will remind your child of the schools' expectations. Your support of the school's discipline is vital to its success.

Praise and rewards help us to acknowledge when children are being their best selves. A 'star' of the week in addition to other awards are selected from every class each week and celebrated in our Friday assembly. Headteacher Awards are given out weekly and show recognition to children following the three school rules.

ClassDojo



We use ClassDojo to celebrate positive behaviour, share photographs and information with parents/carers.

Each child has a profile - complete with their own avatar - to which you will receive an invitation to register with Dojo - please join this online resource so that we are able to communicate more effectively with parents/carers.

Behaviour Zones

Our behaviour zones provide a structure whereby children, parents/carers and staff understand the stages at which children will be placed to encourage their level of self-control and a clear understanding of the consequences of their actions.

Three behaviour zones operate:

Green Zone

Minor but disruptive behaviour after a warning

Amber Zone

More serious behaviour or continued disruptive behaviour (parents/carers will be informed)

Red Zone

Serious behaviour (parents/carers will be involved)

Each zone has agreed sanctions which may involve the loss of play and other treats.

Bullying

Our school is committed to the pastoral care and welfare of every child. Staff will always provide a listening ear and comfort for distressed children. We emphasise politeness and good behaviour. We believe in a happy, caring environment where children will learn to appreciate the importance of courtesy, responsibility, respect for others and self-discipline. We encourage children to make decisions for themselves, based on careful thought and consideration for others. When children do not follow the Code of Conduct various sanctions are put into place, but our approach is always one where we reward appropriate behaviour. Parents/carers are informed regarding any serious discipline issues.

Bullying, both verbal and physical, will not be tolerated at this school. It is everyone's responsibility to prevent it happening and with this in mind, the Governors have agreed the guidelines as part of the school's Anti Bullying policy, which can be seen on request.

Our school policy on combating racism dictates that all racist incidents are recorded and reported to governors. Racist comments or behaviour will not be tolerated.

Every individual at Liscard Primary School is expected to follow our Code of Conduct. Parents/carers are informed of it at the time of first visiting the school and at parents'/carers' meetings.

Further information is also available on our website.

Curriculum Statement

The school's curriculum combines high standards with creative and rich experiences.

The curriculum is broad and balanced. Great emphasis is placed on planning the curriculum so that there is continuity and progression, challenge and pace.

A major part of the school's curriculum is the National Curriculum which consists of:

Core Subjects: English, Mathematics, Science and P.E.

Foundation Subjects: History, Geography, Design and Technology, Art, Music, Computing, Religious Education and French.

Core Subjects

English

English includes Speaking and Listening, Reading, Writing, including grammar, spelling and punctuation.

Speaking and Listening/ Oracy

Oracy skills are fundamental to a child's learning. Children are encouraged and helped to speak clearly, confidently and with expression in order to communicate ideas and feelings. Correct spoken language is taught at all times.

We support parents in reducing screen time for children and placing priority on high quality interaction and conversation at home. All children are provided with opportunities in all areas of the curriculum to develop skills in speaking and listening.

Reading

One of the greatest gifts we can give a child is the ability to read. We believe that reading should be an enjoyable activity, and our approach to reading is based on this.

At Foundation Stage and Key Stage 1 there is great emphasis on the teaching of phonics, key words and daily reading. At Key Stage 2 we extend and develop each child's reading skills.



We aim to develop a love of reading and therefore encourage our pupils to take books home and share them with you. As a school, we are continually trying new reading materials, to match the wide interests and abilities of the children.

Children need to be able to read with understanding, for pleasure and for information. Pupils' reading is structured in Key Stage 1 and 2 and pupils are helped and guided towards suitable reading material. As the pupils go through the school, they are given more responsibility for their choice in reading.

The school has a main library and class collections where pupils benefit from good quality reading materials, both fiction and non-fiction. All classrooms have their own reading corners.

Writing

Pupils are helped to develop their ability to express their thoughts, ideas and communication skills through the written word. Every attempt is made to ensure that pupils develop a command of basic English which includes punctuation, spelling, grammar and correct letter formation. We have developed a whole school approach to writing to enable all children to identify what is good practice. We provide a host of opportunities for the children to write in real life context and display our work around the school wherever possible.



Mathematics

All pupils receive a daily Maths lesson.

Maths at Liscard Primary School is taught in a number of ways but much of the work is related to and supported by practical activities in order to develop a sound basic



knowledge and understanding in calculation, measurement, shape and data handling.

We hope to develop pupils' confidence and enthusiasm and their ability to apply mathematical skills and knowledge to the world around them by using metacognitive strategies, empowering learners.

Science

We encourage an enquiring mind, an understanding of the world around us and aim to develop the pupils' scientific skills through first-hand experiences. Lessons are presented in a practical, relevant context.

Pupils solve problems by making close observations, planning, predicting, fair testing and recording their findings in a systematic way. We also hope to foster responsible attitudes towards the environment and all living things. We use resources from a wide variety of sources to help implement our science curriculum.

Computing

Computing prepares children for using technology in our rapidly changing world. Children use computing tools to find, explore, analyse and present information.

Through focussed skill development and cross curricular themes, we place emphasis on developing the children's knowledge and understanding in:

- finding things out
- developing ideas and making things happen
- exchanging and sharing information
- reviewing, modifying and evaluating work as it progresses.

The school updates its hardware regularly in order to enable children to access the latest developments in technology. We have nearly three hundred mobile devices including laptops

and iPads; this allows for anytime, anywhere access to technology to enhance and support learning. In addition, all class bases have interactive whiteboards and additional computers. The school has wireless access to the network in all areas and supervised filtered internet is accessible where and when appropriate.

Our Online Safety Policy is available from the school website and all members of the school community are asked to sign up to, and follow, our acceptable use rules.

Religious Education and Collective Worship

Through Religious Education (RE), pupils are given opportunities to reflect on the nature and role of beliefs, the attitudes and values underpinning these, and the practices and behaviours that arise because of them. Skills developed through the teaching of RE include developing self-awareness, respect for all, open-mindedness, appreciation and wonder.



RE is taught in all classes and follows the procedures and guidelines laid down in the Wirral LA agreed Syllabus. Parents/carers have the right to withdraw their child from RE lessons and religious assemblies if they wish and should contact the Headteacher if they wish to do so. Alternative provision will be made for your child.

Our collective worship is Christian based but not exclusively so. A daily religious assembly is held either as a whole school or in Key Stages. It is an important part of our school day.

Visitors are invited to take our Thursday assemblies; Friday assemblies are special because we celebrate achievement and share good work. Parents/carers are invited to join us in special year group assemblies. The school has no affiliations to any specific religious order.

Foundation

Subjects History

Our history curriculum encourages pupils' curiosity about the past in Britain and the wider world. Pupils consider how the past influences the present, what past societies were like, how these societies organised their politics, and what beliefs and cultures influenced people's actions. As they do this, pupils develop a chronological framework for their knowledge of significant events and people.

Pupils will develop skills, through researching, sifting through evidence and engaging in active discussion – skills that will prepare them for adult life.

Geography

Geography provokes and answers questions about the natural and human world. It develops knowledge of places and environments throughout the world, an understanding of maps, and a range of problem-solving and investigative skills both inside and outside the classroom.

Geography is an important link between the natural and social sciences and is a focus within the curriculum for understanding and resolving issues about the environment.

At Liscard Primary School teaching geography is increasingly being taken outside the classroom to gain a 'hands on' experience of geography. This ranges from fieldwork in the school grounds to visits and walks around the community.

Music

Music is essentially a practical subject. The curriculum encourages pupils to sing, compose and use percussion instruments in order to develop their creative skills.

Through active listening, pupils' awareness and understanding of different periods, styles and genres are developed. The school provides pupils with plenty of opportunities to enjoy making music through learning to play an instrument, singing with choirs and playing with a band.

The school enjoys concerts given by professional musicians visiting the school. Liscard Primary puts a lot of emphasis on children enjoying music at whatever level and we strive to ensure that children are inspired by talented musicians and develop a love of music.

Art

Art is for most pupils a natural form of expression and a source of great pleasure. We encourage pupils to develop their creative and imaginative talents through learning skills and techniques and using a variety of materials and tools.



Pupils also learn to appreciate works of art and use artistic language to describe paintings, sculptures and other artefacts.

We also use the local environment as a source of enrichment including visits to places of interest such as museums and galleries.

Design and Technology

We provide our pupils with opportunities to work with a variety of materials such as wood, clay, textiles and food. They are helped to develop skills that enable them to plan, design and make and evaluate products.

Food Technology provides opportunities to learn about diet, nutrition, food safety and hygiene, food preparation and cooking as well as where food comes from.

Physical Education (PE)

We aim to develop agility, coordination, and confidence



through physical activity. All pupils participate in PE every week. Dance, gymnastics, swimming, games and athletics are taught throughout the year. We encourage a competitive spirit while recognising the value of cooperation, fair play and teamwork.

We use fully qualified coaches to help us deliver our curriculum ensuring a high-quality provision.

We take part in a range of competitions with other schools throughout the year as well as holding competitions across school. Along with this we have a range of clubs for all ages after school. There is an annual Sports day held in the summer term.

French

From Year 3 to Year 6 children learn French. They learn to read, write and speak French related to everyday simple events. They also learn about the French culture and way of life.

Foundation Stage Profile

For children in our Foundation Stage observations and judgements are recorded throughout the year. The aim of the assessment is to give us an indication of how each child is developing in specific areas.

The purpose of the profile and the results are discussed with parents/carers early in the school year and again at the end of the year.

The Wider Curriculum

Spiritual, Moral, Social and Cultural Education & British Values (SMSC)

PSHE and Citizenship helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active and responsible citizens. They learn about our British values and the contribution they can make in shaping their community and country.

Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, including circle time, contributing fully to the life of their school and communities. In doing so, they recognise their own worth, work well with others and become increasingly responsible for their own learning. They reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues. They find out about the main political and social institutions that affect their lives and about their responsibilities, rights and duties as individuals and members of communities.

They learn to understand and respect our common humanity; diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning. We have gained level 1 accreditation for the work we have done around Rights Respecting Curriculum.

Equal Opportunities

At Liscard Primary School the children learn that all people are treated with respect regardless of race, gender, class creed or ability. Children will learn about other people's lives, beliefs and be given a chance to consider the concerns of others. We believe that it is only through understanding that people can

learn tolerance and be able to actively celebrate the differences between us and all that enrich our lives.

Liscard Primary supports Equal Opportunity and Race Equality Policies of Wirral LA.

Health Education

Many aspects of looking after ourselves are covered in the school's curriculum as well as the programmes of study in the Science National Curriculum Framework.

We aim to give pupils a greater understanding of themselves by covering aspects of diet, hygiene and exercise.

Sex and Relationship Education

Sex and Relationship Education (SRE) forms part of the Health Education and aspects of the Science curriculum across the school. SRE is set within a moral, age appropriate, family orientated framework.

Homework

Throughout their time at Liscard Primary School pupils will be encouraged to spend some time at home following up work or completing tasks set by the teacher. Most of the time pupils will be able to complete the work on their own, but there will be times when they will need your help. Our website has a range of good educational links to help your child extend their learning beyond the classroom. Homework clubs are provided in each year group.

Extra-Curricular Activities

The school offers a wide range of extra-curricular activities both during and after school. The activities include sport, music, computing, art, chess and dance.

We review the clubs regularly so that the needs of our current pupils are met.



Our extended community facilities also include a Before and After School Club (Liscard Pirates) available on site. (This allows children to be cared for from 7.30am until 5.55pm should parents/carers require wrap-around care.)

Visits and Visitors

An essential part of our pupils' learning at school is the day visits, residential visits and visitors to school. Liscard Primary School is committed to offering this rich source of learning. However, there are times when the cost cannot be borne solely by the school. Voluntary contributions will be required to ensure that the activity takes place. School reserves the right to cancel trips/visits if insufficient funds are available.

Assessment and Record Keeping

Assessment is a continuous process that takes place in all areas of school life. Through on-going assessment, we hope to build a complete picture of a pupil's development, not only intellectually, but emotionally, socially and physically.

Assessment can take on many forms. We assess through discussion and observation as well as using more formal procedures such as written response or basic testing. These assessments are on-going throughout the year.

Some formal assessments are carried out at the end of the academic year to help us make an end of year judgement. This allows us to track the progress of individual pupils or year groups and also helps us to identify strengths and weaknesses across the school. Parents/carers will receive information about their child's attainment and progress at parents'/carers evenings, annual Reports or as requested by parents/carers at any time during the year.

General Data Protection Records (GDPR)

For more information about data and record keeping, please see our Privacy Notice for Pupils and their Families.

Foundation 2 Baseline Assessment

Children will be assessed on entry to Foundation 2 by class teachers, in order to support teacher's planning. Teachers will be using the statutory Reception Baseline Assessments.

National Curriculum Tests (SATs)

At the end of Key Stage 2 (age 11) pupils are required to undertake statutory Standardised Assessment Tests (SATs).

There are summative assessment tests in English and Maths. The results of these tests are published to parents/carers and Key Stage 2 results are published nationally in the form of league tables.

In Key Stage 1, pupils will be working within age related expectations for their year group, with most pupils achieving this standard by the end of this Key Stage.

Likewise, in Key Stage 2, pupils work with the age-related National Curriculum for their year group. By the end of this Key Stage most pupils achieve age related expectations with some achieving greater depth.

Charging for school activities

Our Governing Body has drawn up the following general charging policy:

1. Where the school wishes to participate in activities where charging is not permitted and there are insufficient funds to meet the cost of such activities, the school will seek voluntary contributions from parents/carers.
2. The Headteacher will decide what proportion of the cost of an activity can properly be charged to public and non- public funds.
3. Where parent/carer financial support is needed, a letter will be sent to parents/carers setting out the nature of the activity and the individual contribution sought.
4. There is no obligation to contribute. Children of non-contributing parents/carers will be treated no differently from children of contributing parents/carers.
5. Should insufficient funds be raised, relevant activities will not take place and parents/carers will be advised accordingly.

Charges, Voluntary Contribution & Remissions Policy

The Authority's policy on charging for school activities in respect of schools maintained by the Wirral Authority is set out below:

Wirral Local Authority (LA)

The Wirral Local Education Authority endorses the principles that education in maintained schools should be free and that no pupil's education should be affected by his or her parent/carer's unwillingness or inability to pay or to contribute towards the cost of the pupil's education.

When charges may apply

Pupils should not be required to pay for any materials, books, instruments or other equipment for use in connection with education provided during school hours. However, schools may charge for the supply of ingredients or materials for practical subjects where parents/carers have indicated in advance a wish to own the finished product.

School Trips

No charge shall be made by the LA or by any governing body for other activities taking place in school time but charges may be made to cover the costs of board and lodging on residential trips and educational visits.

Parents/carers may also be asked for a voluntary contribution towards the cost of a visit; without sufficient voluntary contributions school reserves the right to cancel trips or visits.

Instrumental Tuition

Children have the opportunity to learn to play a musical instrument in year 3. The cost of the tuition is funded by the school. A charge is made for instrumental music tuition provided by visiting professionals.

Pupils whose parents/carers are in receipt of income support or family credit pay a significantly reduced charge. This is a summary of the school's charging policy. Full details are available from the Headteacher on request.

Pupil Support and Pastoral Care

Inclusion - Pupils with Special Educational Needs

Education Support Service), an Educational Psychologist and other agencies where appropriate. We have Teaching Assistants who support children in need of reasonable adjustments.

The Policy for Special Educational Needs and Disabilities is available to look at if you would like more information. Our Special Educational Needs and Disabilities Coordinator (SENDCo) is happy to speak to you about general issues related to special needs if the class teacher cannot answer your questions.

Inclusion - Accessibility

The school has carried out an accessibility audit and is confident about meeting the needs of all pupils here. We provide parking spaces, toilet facilities, wide corridors and easy access to all school rooms.

Signage is clear so that visitors can clearly find their way around the school.

If you have any specific needs, please inform the school and we will do all we can to support you.

Safeguarding and Child Protection Procedures

Under the Education Act 2002 (section 175), and DfE (2007) Safeguarding Children and Safer Recruitment in Education, schools must make arrangements to safeguard and promote the welfare of children and follow the correct procedures and processes.

Parent/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional, or sexual abuse. The staff will seek, in general, to discuss any concerns with the

parent/carer and where possible seek their consent to a referral to Social Care. This will only be done where such discussion will not place the child at increased risk of significant harm. Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded.

Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interest of all children.

The designated Child Protection person in school is the Headteacher.

Positive Handling/Physical Intervention

Liscard Primary School is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal with all incidents involving aggressive behaviour. Physical intervention will only be used as a last resort in line with Department for Education (DfE) and LA advice. If used at all it will be in the context of a respectful, supportive relationship with the pupil. We will aim to ensure minimal risk of injury to pupils and staff; all appropriate training is kept up to date.



Family Support

We have a dedicated Family Support Team who are here to help and support families with a range of advice through links with outside agencies and a range of professionals. Advice could include:

- supporting behaviour issues in school or at home
- support with attendance
- information on benefits, housing, debt and domestic issues.
- support at meetings, appointments, in court etc.

Please see the school website or pick up a leaflet in reception for more information.

If your child has a problem at school

From time to time, in the children's lives, events may take place that are upsetting for them. If you are able to share information about your child's personal life with us it can be extremely useful in helping us to offer understanding and support. This will always be dealt with in the strictest confidence.

If you think your child is experiencing any kind of difficulty at school, or if you have any concerns about aspects of school life, then you should talk to your child's teacher or the Headteacher first.

Medication

We do not normally administer medication in school unless it is a daily and continuous need. If your child is taking medication, please inform the Headteacher in writing. Should your child require medication during the day, you should come into school and administer it whenever possible. Should you feel short term medication is required and you are unable to administer this yourself, please discuss options with the Headteacher.

Parents/carers must complete the 'administration of medication permission form' for any regular medication. We have trained staff who are able to administer and record medication. Medication must be prescribed and in the original, named and labelled packaging. If we are in any doubt about any medication, we are unable to administer it. Class teachers and supervisory staff are not allowed to administer medicines for safety reasons.

Asthma


If your child has a daily inhaler, they should bring it to school, clearly labelled with their name and dosage. Children will keep their inhalers in the classroom available for use when needed.

Jewellery

Jewellery cannot be worn in school, as necklaces, rings and earrings have proved to be dangerous in the school situation. Only small

stud earrings are allowed which must be removed for PE. **The school cannot accept responsibility for the loss of or injury caused by jewellery.**

School Meals

Meals at Liscard Primary are excellent value for money and there is always plenty of choice. Please see our website or  Information Booklet for more information.

Universal Infant Free School Meals (UIFSM)

Since September 2014, all pupils in Foundation 2, Year 1 and Year 2 are eligible under the UIFSM scheme to have a free school meal at lunchtime. This offer does not depend on your household income or whether you receive any benefits - every child in these year groups will have their lunches provided free of charge. Please see our School Meals Information Booklet for more information.

Free School Meals

Free School Meals are available to families in receipt of any of the following benefits -

- Income Support
- Income based Jobseekers Allowance
- Guaranteed Pension Credit
- Child Tax Credit with a total annual taxable income of less than £16,190 and are not receiving Working Tax Credit
- income related Employment and Support Allowance
- Universal Credit depending on how much you receive if you or your partner is working
- have successfully obtained asylum status.

If you are a foster carer, and receiving a fostering allowance, you are not eligible to claim free school meals for those children you are fostering from school year 3 and above.

Please complete the form online (see link below), available from the school office or your nearest One Stop Shop, to ensure that

your child/children receive this and many other benefits e.g., Free Breakfast Club, half price trips and events.

Snack time

You may like your child to have a mid-morning snack. We welcome fruit and vegetables or a healthy cereal bar, but we ask you **not** to send your child with sweets, crisps, gum and **no nuts please**. Please respect our policy on healthy eating and dental care!

Key Stage 1 are provided with free fruit every day.

Drinks in School

Water is available, but you may like to supply a drink. We prefer drinks to be brought to school in plastic flasks or bottles or other safe containers. In the interest of health and safety, we would ask that children do not bring cans or glass bottles. They should not bring fizzy drinks or sweets.



Security

We have spent a considerable amount of money improving school security. This has included security fencing to the side and rear of the school, electronic security doors and procedures to ensure that side gates are locked for most of the school day.

If these measures are to be effective and successful, we need the co-operation of all parents/carers. Please use the main entrance to enter and leave the school building.

Although we can never guarantee 100% security against intruders, we believe we are doing all we can to ensure children and staff are safe whilst in school.

The Friends of Liscard Primary School (TFoLPS)



Who are we?

The Friends of Liscard Primary School are a group of parents and carers who meet regularly with the primary aim of raising funds for the school. We are open to any parent or carer with a child who attends the school.

Our aims

With the emphasis on community, family, and fun, we aim to raise extra funds for school projects by running fundraising events and activities throughout the school term.

Many local organisations also support our school and each year the list of contributors grows longer. We hope that our success and school image will provide even greater opportunities for community support both locally and throughout the borough.

What can I do?

Support can come in many forms, whether it's donating gifts to our school raffles, volunteering at our events or helping to organise activities. No matter how small, every minute and every penny is going to a very worthy cause - our children.

If you would like to get involved with our fundraising, please get in touch by emailing tfolps@gmail.com or just pass your details on through the school office or a teacher and we will be in touch.

Parental Involvement

We feel a child's education is the joint responsibility of both the home and school. Parents/carers are encouraged to take an active part in the life of the school. Teachers are willing to see parents/carers at any time during the year at a time mutually convenient. **All you need to do is ask.** It is especially important to discuss issues **early**, however minor they may seem, particularly if they are causing you or your child any anxiety or worry.

We try to keep you well informed about events in school and your child's progress through a range of strategies including: -

- Website/VLE - regular news and events reported
 - www.liscard.wirral.sch.uk
- Twitter - follow @LiscardPrimary / @liscardpirates
- Newsletters - weekly.
- Emails
- Dojo messages
- Termly Curriculum Newsletter
- Two formal parents'/carers' evenings per year
- Annual written reports for each child
- Support staff/office staff available to pass messages etc., during teaching time
- Curriculum targets for each child are set and reviewed regularly
- Workshops and meeting for parents/carers to help you understand the work the school is doing
- Open door policy so that you can arrange to talk to staff at **any time** about your child.

We are always very grateful for any parent/carers help in school. We never have enough pairs of hands or listening ears! If you feel you could spare a little time to support classroom activities, please let the class teacher know.

Complaints

In accordance with Section 23 of the 1988 Education Reform Act, the Authority adopted a procedure to deal with complaints about the curriculum. Most complaints are settled quickly and informally at school level. The complaints procedure exists for those parents/carers who also wish to pursue a complaint through more formal channels. A copy of the complaints procedure is available from the school website.

Please help us to be Green!



Pupils and Staff at Liscard Primary have worked hard to achieve our Eco Schools Green Flag status.

Helping our planet is a whole school priority. All

Eco work is led by our Eco Rangers who are a committee of pupils from Years 1 to 6. The children take responsibility for planning and delegating tasks and areas to improve our school environment and our sustainability.

Everyone can help with this - please keep our school tidy by disposing of any litter in bins provided.

Our current priority is to reduce the amount of paper we use. We will therefore be sending letters, newsletters etc. home to parents/carers electronically as much as possible. As well as being good for the environment it will also help to reduce costs, allowing us to concentrate our income on education of, and improving the lives of, our pupils.

Helpful Hints

Absence

Absence needs to be reported through the school office or using Dojo to the class teacher. In the case of long-term absence, we request parents/carers to inform the school.

Appointments

Information regarding appointments should be shared with staff through the school office or through Dojo to the class teacher.

Jewellery

Jewellery is NOT allowed in school purely for health and safety reasons. Children with pierced ears should only wear studs whilst in school.

Mobile Phones / Valuable Items

Mobile phones and other valuable items should not be brought into school. On the rare occasion a mobile phone or valuable item is essential it should be handed to the class teacher and collected at the end of the day.

Change of Address/Contact Details

Any change of address, telephone number or email address should be updated by parents/carers using the Arbor Parent Portal ASAP. This is a safe and secure method of updating personal information.

Parents/carers are also asked to check their account on a regular basis please, and ensure there are sufficient funds for any fees/charges due for (at least) the week ahead.

Toys

Toys should not be brought to school unless specifically requested to do so by the teacher.

Road Safety

Parents/carers are requested to park legally at all times and to avoid dropping children off in Manor Lane or Manor Road. Please do not use the school drive or car park - access to our site is restricted by automated gates for safety and security reasons.

Pre-school

Prices & Information

Breakfast	Funded Hours	Lunch	Funded Hours	After School
7:30 - 8:45am	Morning Session 9:00 - 12:00	12:00-12:30pm	Afternoon Session 12:30- 3:30pm	3:30-5:55pm

*Sessions above are an example.
All fees shown below are under review*

Funded places:

Choose five morning or five afternoon sessions to suit you with your 15* hours a week.

Further options:

Add the rest of the day 7:30am - 5.55pm (all meals included) for **£25 per day**.

OR:

Add breakfast club **£4.50 per day**

Add lunch club **£4.50 per day**

Add after school club **£12.50 per day**.

Add Breakfast and After school club **£16.00 per day**

(Drop off/pick up any time within breakfast/after school times)

*Since September 2017, you may be eligible for 30 hours per week - see the next page for more information

Paid Places: (meals included in price)

- Morning sessions: 7:30am - 1:00pm = **£25 per day**
- Afternoon sessions: 12:30pm - 5.55pm = **£25 per day**
- Full day sessions: 7:30am - 5.55pm = **£45 per day**

APPLY NOW!

Apply now for a place in September 2023 - please visit our website:

www.liscard.wirral.sch.uk to complete an electronic application form. We also have intakes in January & April.

Early Years Funding increased to 30 hours for some 3- & 4-year-olds

Since September 2017 the government is providing 30 hours' free childcare for working parents of 3- & 4-year-olds.

At present, all three- and four-year-olds are entitled to 15 hours of free childcare for 38 weeks of the year.

The additional 15 hours free entitlement on top of the existing universal provision of 15 hours is to support working families or families entering work who meet a government set criteria.

The additional 15 hours will be available to families where:

- both parents are working (or the sole parent is working in a lone parent family);
- each parent has a weekly minimum income equivalent to 16 hours at national minimum wage or living wage; and
- neither parent has an income of more than £100,000 per year.

Your child can start in their 30 hours funded place the term after they turn 3 years old and have received a valid 30 hours code, whichever is later.

Other additional options include:

- Add breakfast club **£4.50 per day** and/or
- Add after school club **£12.50 per day**
- Add both for **£16 per day**

Please note there is a £1 charge per day for Lite Bite lunch.

To find out if you are eligible for 30hr funding, please apply online: <https://www.childcarechoices.gov.uk/>

NB. All fees are reviewed annually.





Liscard Pirates*

Before / After School Club
Holiday Club

Our Before & After School Club runs Monday to Friday during term time.

We also operate a similarly successful Holiday Club which is open for many school holidays and Inset days.

We warmly welcome children aged 2 to 11.

Costs are charged per child per session, payable at least weekly in advance. Discounts are available for any child attending the club every day of the week. Fees for September 2022 to August 2023 are as follows:

	<u>Before School Club</u> (open 7:30 - 8:50am)	<u>After School Club</u> (open 3:15 - 5:55pm)	<u>Holiday Club</u> and <u>Inset Days</u> (open 8:00am - 5:55pm)
Cost per Child	£4.00	£8.50	£25.00
Full week for Before & After School Attendance (Monday-Friday)	£55.00 per child		£120.00 per child

NB. All fees are reviewed annually

To secure a place with Liscard Pirates/Captains Club please complete registration by visiting <https://liscardprimary.schoolipal.co.uk>.

For further information regarding any of our Clubs, please contact the school office or during Club opening hours please ring 0151 245 8635 or 0151 245 8678.

Holiday Schedule for the academic year September 2024 – July 2025



Autumn Term 2024

Monday 2nd September

September

Friday 25th October

INSET DAY – school closed for pupils Tuesday 3rd September

INSET DAY – school closed for pupils Wednesday 4th

school opens for pupils

school closes for half term

Half Term Monday 28th October – Friday 1st November

Monday 4th November

school opens for pupils

Friday 20th December

school closes for pupils

Break Monday 23rd December 2024 – Friday 3rd January 2025



Spring Term 2025

Monday 6th January

school opens for pupils

Friday 14th February

school closes for pupils

Half Term Monday 17th February – Friday 21st February

Monday 24th February

school opens for pupils

Friday 4th April

school closes for pupils

Spring Break Monday 7th April – Monday 21st April 2025



Summer Term 2025

Tuesday 22nd April

(Bank holiday)

Friday 23rd May

school opens for pupils Monday 5th May

school closed

school closes for pupils

Half Term Monday 26th May – Friday 30th May

Monday 2nd June

school opens for pupils

Friday 18th July

school closes for pupils

Monday 21st July

INSET DAY – school closed for pupils

Tuesday 22nd July

INSET DAY – school closed for pupils

Please note there is one more INSET day to be confirmed.





School Governors

The school has a very supportive and active governing body.

- **Parent** governors are elected by other parents/carers at the school.
- **Staff** governors are elected by, and from among, the staff at school. If they leave the school, they have to stand down from the Governing Body.
- **Local Authority (LA) appointed** governors represent political parties on the Council of Wirral Borough Council.
- **Co-opted** governors are appointed by the Governing Body. They are people who have the skills required to contribute to the effective governance and success of the school.
- **Associate members** are appointed by the Governing Body to serve on one or more committee. They are not governors and therefore do not have a vote in governing body decisions.

George Lucking – Chair of Governors

Lyn Eaton – Vice Chair of Governors

Rachel Logan – Parent Governor

Alan Maldon – LA Governor

Anna Dollard – Community Governor

Sarah Harper – Community Governor

Sarah Brear - Community Governor

Chris Liston - Community Governor

Charlotte Lee - Community Governor

Leah Robinson – Community Governor

Jane Fagan - Headteacher

Leanne Quarry Ellis - Community Governor

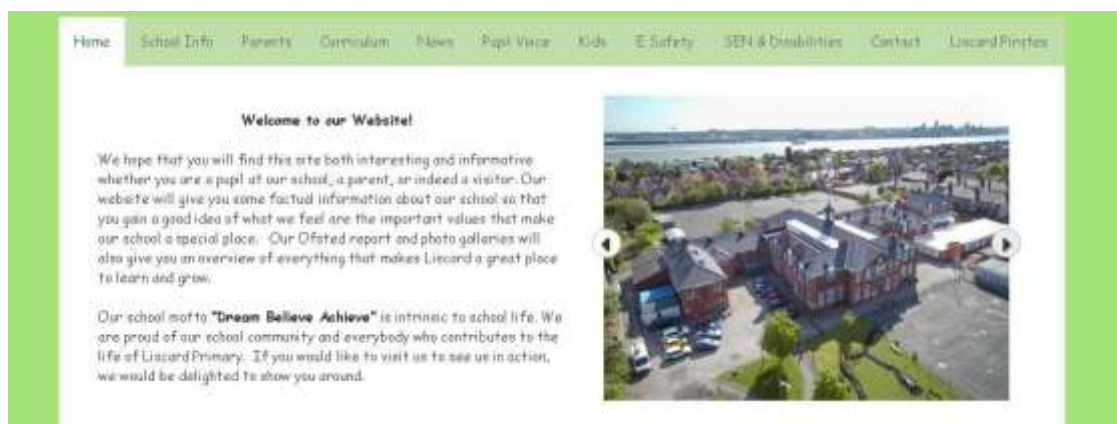
Ruth Day – Staff Governor

Pam Maldon – Staff Governor



Don't forget to check our school website where you can. Keep up to date with everything that's going on in the school.

www.liscard.wirral.sch.uk



You can also follow us on Twitter

[@LiscardPrimary](https://twitter.com/LiscardPrimary)

[@LiscardPirates](https://twitter.com/LiscardPirates)



Register with ClassDoJo

and keep up to date



LISCARD PRIMARY SCHOOL

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