



# PROSPECTUS

## 2023 – 2024

### Markland Hill School Vision:

*Grow together, **SHINE** forever*

Our vision at Markland Hill is to: inspire a love for learning; cultivate happiness; foster kindness and create a primary school where students thrive academically, creatively, socially, and emotionally. We aim to empower our students to become not only successful individuals but also caring, empathetic and responsible citizens who make a positive impact on the world and **SHINE**.



Wellbeing Award  
for Schools

2021-2024



MUSIC MARK  
SCHOOL  
2023 - 2024



## A warm welcome from our Head teacher

On behalf of the whole school community, I would like to welcome you to Markland-Hill Primary School. My name is Jessica Kavanagh and I am proud to be the Head teacher of such a happy, motivated school. We hope you will find this prospectus informative and that it gives you a window into our warm, friendly school. We are proud of our vision created by all stakeholders in which our children are encouraged to **SHINE** :

### SUCCESS

Achieve **Success** – We want all our pupils at Markland Hill to achieve success and become life-long learners. Our dedicated staff create a nurturing environment where children have access to the highest quality curriculum and opportunities to develop personally and socially. Our bespoke, comprehensive, progressive curriculum allows children to embed knowledge and skills whilst at the same time allowing children to try a variety of extra-curricular activities and to try new learning opportunities which will increase understanding within areas. We recognise that all children have different strengths and encourage pupils across all areas of the curriculum, and beyond, to achieve success and explore passions which will allow them to excel in the future and have a wide range of skills they can draw upon in an ever changing world. We recognise that our pupils have limitless potential and have a world of endless possibilities open to them.



### HAPPY

Be **happy** and kind – We want our pupils to become respectful, empathetic individuals who are concerned for society and treat everyone fairly. Through our curriculum and daily interactions, we promote a sense of belonging and encourage students to develop positive relationships built on trust, friendship, and cooperation. The whole staff team are role models for the pupils and we instil a love for others and a valuing of difference. We ensure all our pupils follow a very clear positive behaviour system which is

embedded at school: – Be ready, be respectful and be safe. This ensures that there is a shared mutual respect and understanding which ensures that our staff and pupils are happy and kind. We actively engage parents and the wider community in our vision, recognising that creating a happy and kind school requires collaboration and support. We value open communication, partnership, and shared responsibility, working together to create an environment where everyone feels valued, respected, and appreciated.

### INDEPENDENT & RESILIENT

We want to empower our pupils to become **independent**, confident, resilient individuals, who can tackle any challenges that they may face. We foster a growth mind-set, emphasising the importance of effort, perseverance, and embracing mistakes as opportunities for growth. Through engaging and challenging educational experiences, we empower students to become active participants in their learning journey, developing critical thinking skills, problem-solving abilities, and a love for exploration. We foster an environment where students are encouraged to face challenges with courage, adapt to new situations, and bounce back from setbacks. We teach our pupils coping strategies, emotional regulation techniques, and the importance of maintaining a positive mind-set. Through collaborative projects, teamwork, and extracurricular activities, we provide opportunities for students to develop resilience, learn from failures, and celebrate successes. Our focus on developing characteristics of learning ensures we praise and acknowledge pupils displaying great life skills and provides incentives which can motivate children to continue to foster these key skills.

## NEW TALENTS

We want our pupils to develop a passion for and discover new talents.

We seek to ignite a passion for exploration and self-discovery, inspiring students at Markland Hill to fearlessly pursue and develop new talents. We believe that every child possesses a unique set of abilities and interests, and we are committed to providing a nurturing environment that encourages them to embrace new experiences, discover their passions, and unlock their hidden talents.

At Markland Hill, we foster a culture of curiosity and creativity. We provide a diverse range of opportunities for students to explore different talents and interests, whether it be in academics, arts, sports, technology, or other areas. We encourage them to step out of their comfort zones, take risks, and discover the joy of trying new things.

We offer a broad, balanced and enriched curriculum that integrates a variety of subjects and activities, allowing students to develop their skills and discover new areas of interest. We provide access to resources, mentorship, and expert guidance to help students cultivate and refine their talents.

We celebrate individuality and recognise that talent can take various forms. Whether it's through creative expression, problem-solving, leadership, or other unique abilities, we value and nurture each student's talents. We provide opportunities for them to showcase their skills through performances, exhibitions, competitions, and collaborative projects, fostering a sense of pride, accomplishment, and self-confidence.



### Everybody is somebody

We want all our children to know they are unique and valued.

At Markland Hill our motto is "**Everybody is Somebody**" is celebrated and embraced by all members of our community. We believe that every individual possesses inherent value, unique qualities, and the potential to make a positive impact on the world.

We foster a culture of inclusivity, respect, and appreciation for diversity. We recognise and celebrate the different backgrounds, abilities, interests, and talents that each student brings to our community. We create an environment where every student feels seen, heard, and valued for who they are.

We encourage a spirit of empathy and understanding, nurturing a sense of belonging among our students. Through meaningful connections and collaborative activities, we promote positive relationships, teamwork, and a shared responsibility for creating a supportive and inclusive community.

We want to foster inclusivity and embrace the diverse range of neurological differences that exist within the human population some of which are categorised within SEND. We will increase awareness and understanding of neurodiversity within our school, and communities by educating people about different neurotypes, such as autism, ADHD, dyslexia, and other neurological conditions, to dispel misconceptions and promote acceptance.

Our teachers and staff play a pivotal role in nurturing the belief that everybody is somebody. They serve as role models, treating each student with dignity, respect, and kindness.



## Our characteristics for learning- RESPECT



*Designed in collaboration with our school council*

You are most welcome to visit our school (by appointment) to meet all the people who make Markland-Hill Primary School a very special place. Please feel free to contact the office if you would like further information. I hope to meet you soon and look forward to working together with you and your children.

Mrs J Kavanagh

Head teacher





Everyone in school contributes to keeping children safe by providing an environment for children to learn and identifying those who are suffering and are likely to suffer significant harm, and by taking appropriate action or making sure they are kept safe both at home and at school.

Parents play an important role in protecting their children from abuse. The school is required to consider the safety of the pupil and should a concern arise, professional

advice will be followed. Parents will be contacted, and the school will continue to work with the parents to support the needs of the child. We help parents understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils. The school may need to share information and work in partnership with other agencies when there are concerns about a pupil's welfare. Markland Hill has four Designated Safeguarding Leads for child protection and the whole staff receive child protection training annually.



### **E-Safety or Online Safety**

The school uses the internet to help learning on a wide variety of topics. Pupils are not allowed access to the internet without the express permission of a member of staff. The access controls within school are very strict and the local authority ICT Unit control the types of site available via the school network. The ICT unit also ensure our internet usage is filtered and monitored and inform school re any concerning access. Each

child is aware of the school 'Rules for Responsible Internet Acceptable Usage' and these are signed by pupils and parents together with the computing policy. The school has a website which is overseen by the Computing Subject Leader, the Business Manager and the Headteacher.

Linked to the school website is X (Twitter) where staff post updates re relevant learning experiences. The teaching of e-safety is an integral part of our computing curriculum.

All children are reminded of their responsibilities when using websites. This is a child friendly website specifically designed for use by school children. As such there are stringent security measures in place to protect them. We offer more information during e-safety week, at Parent forums and meetings and on the school web site.

### **Communication with Parents**

You will automatically be included in our text and email system. This system allows us to contact you for urgent and non-urgent matters by text (snow closures, club reminders etc.), and to send newsletters and other information by email. It is vital that you give us accurate details when your child starts school and keep us informed of any changes. If you do not wish to be included in this communication service please let school know. However, due to the nature of the communication and the safeguarding of your child we do suggest that you do not opt out. We are also very proud of our website, which has a great deal of information about the school: calendars, policies, school events, links to Ofsted, newsletters and links to the twitter feed. [www.markland-hill.bolton.sch.uk](http://www.markland-hill.bolton.sch.uk)

The children all have a Reading Diary in which Teachers, Teaching Assistants and parents record what the children have read and how they read, and are able to share any notes with each other.

If parents have any concerns the first point of contact would be your child's class teacher. Thereafter, you may make appointments to see the Phase Leaders followed by the Deputy Head Teacher: Mrs Naylor and then the Head Teacher: Mrs Kavanagh by contacting the school office.

## School Money

School Money is an online payment system which is now used throughout school to enable parents to pay for trips, clubs, school meals etc, on line without the need to send cash/cheques in to school. Access to School Money is via the teachets2parents app and parents will be required to log in using their mobile number. Parents will then receive notifications as and when a relevant club or payment is due. As our school aim is to become a 'Cashless' school, we no longer accept cash payments unless it is for an event i.e. a non-uniform day.

### Staff Members – September 2023

Headteacher:

Mrs Jessica Kavanagh

Deputy Headteacher:

Mrs Jennie Naylor

Teaching Staff	
Mrs Lucy Arnfield	Miss Vanessa Holland #
Miss Lauren-Maree Barton	Miss Maria Ilyas
Miss Philippa Benson	Miss Becky Jervis
Mrs Michelle Carter	Miss Sanah Khan
Mrs Nicola Ewens	Mrs Debbie Lowe#
Mrs Emma Fitzzyk #	Miss Sammy Roocroft#
	Miss Evie Webster

#Member of Senior Leadership Team

Higher Level Teaching Assistant (HLTA)	
Mrs Sara Mitchell	Mrs Andrea Michael
Ms Liz Hawkard	Miss Becky Percival
Mrs Sarah Stubbs	

Teaching Assistants	
Miss Dawn Bentley	Miss Hannah Moller
Mrs Beverly Currie	Mrs Nyree O'Neill
Mrs Amy Dean	Miss Fatimah Patel
Mrs Sheila Karsondas	Mrs Nafisa Patel
Mrs Julie Leach	Mrs Susan Warbuton
Mrs Sharon Lomas	Miss Shakira Ugrahdar

School Business Manager	
Mrs Alison Grimwood	

Office Managers	
Mrs Rachel Sharrock	Mrs Julie Perris
Office Administrator	Miss Kelly Breen
Site Manager	Mr Ian Goldie
Catering Manager	Mrs Michelle Makin

## Governors

The School Governors play a vital role in the life of our school. They are involved in monitoring the school budget, maintaining and redeveloping the school building and its grounds, teaching and learning and the curriculum. They are also involved in recruiting and interviewing senior staff. The Governors meet at least termly and their support is greatly appreciated. Please visit the website to find out more about our governors.

<b>Chair:</b>	Mr Ciaran Dunne
<b>Vice-Chair:</b>	Mrs Amanda McCorkindale
<b>Headteacher:</b>	Mrs Jessica Kavanagh
<b>Governors:</b>	Mr Anis Patel Mr Bilal Patel Mrs Sue Priest Mrs Susan Martin Mrs Laura Pendlebury Mrs Sheila Karsondas- Staff governor

Regular meetings of the full governing body and sub committees are held each term. From time to time, when vacancies arise, elections will be held for parent governors. Full details of any vacancies will be circulated to all parents as they arise. Attendance of these meetings are reported on the school website.



### Friends of Markland Hill

Parents and carers are automatically members of 'Friends of Markland Hill'

The aim is to raise funds for Markland Hill School to enable us to purchase additional items for school, not normally provided through the school budget share. This is achieved through fund raisers, social events for children and families. We welcome any help and ideas. Please contact the school office by email 'office@markland-

hill.bolton.sch.uk' if you have any suggestions or offers of help or support.

### Volunteers

We often have opportunities for Parents/Grandparents/Carers to volunteer their help in school. This is always appreciated. If you are interested please contact the school office staff. They will guide you through the process. You will need to complete an application form and references will be required along with a DBS (previously CRB). This is paid for by school and due to safeguarding regulations it is a requirement prior to volunteering and working with children.

## School Organisation



### Admissions information

Markland Hill admits 45 pupils every year into the Early Years Foundation Stage (EYFS). Pupils are allocated to the school by the local authority's student and pupil services department.

Admissions limit	45
Number of applicants for September 2023	223
Number of siblings offered a place	22

Markland Hill Primary School is a happy, caring school with a strong sense of community. Every child is unique and the school aims to help every child to develop his or her potential.

### Pupils with Additional Needs

Pupils with additional needs, who are admitted to Markland Hill School, will be supported according to the school's Policy for Pupils with Special Educational Needs and included in all that the school offers, according to the school's Inclusion Policy.

Markland Hill School pride ourselves on the inclusiveness of our provision. We have full disabled access including ramps, disabled toilet and wide corridors for disabled pupils.

All aspects of Markland Hill School's Policy for Pupils with Special Educational Needs have been implemented. The school's Policy for Pupils with Special Educational Needs is in line with the Disability Equality Scheme. Please see the website for the SEN information report.

### Organisation of Classes

Markland Hill has eleven classes currently (two in EYFS and nine in the rest of the school), some of which are mixed age. Reception (EYFS) pupils will all be placed in a class of pupils, who will all be of reception age. When children leave reception they will be grouped into a number of 15 based on age. These children will then be in a flight path which will allocate their classes in a journey through school. Each class has a maximum of thirty children; they are taught, most of the time, by their class teacher, and can also be supported by a teaching assistant.

The class names are:

EYFS	Ash	Lower Key Stage 2	Maple
EYFS	Elm	Lower Key Stage 2	Rowan (Yr 3/4)
Key Stage 1	Oak	Upper Key stage 2	Hawthorn
Key Stage 1	Pine (Yr 1/2)	Upper Key stage 2	Linden
Key Stage 1	Willow	Upper Key stage 2	Sycamore (Yr 5/6)
Lower Key Stage 2	Beech		





Boy's Uniform	Girl's Uniform
Grey knitted V neck jumper or 'tank top' with logo Grey trousers or shorts White shirt - long or short sleeved School tie Grey socks Black shoes – not boots	Grey knitted V neck jumper/cardigan or 'Tank top' with logo Grey skirt/pinafore/trouser/culottes White shirt - long or short sleeved School tie Grey/black/white socks Grey/black tights Black shoes – not boots
<b>PE KIT</b>	
<p style="text-align: center;"><b><u>Indoor</u></b></p> <p style="text-align: center;">Royal blue or White T-shirt with logo , black or navy shorts and black pumps</p> <p style="text-align: center;"><b><u>Outdoor</u></b></p> <p style="text-align: center;">Black or navy blue track suit and black outdoor trainers</p>	
<p style="text-align: center;"><b><u>Summer Term from Easter to July</u></b></p> <p>To avoid additional expense, children are able to continue to wear either long or short sleeved white shirts with a tie.</p> <p>Girls can wear a '<b>Navy</b>' blue checked dress from the uniform outfitters. – (Please ensure this is the correct navy colour)</p> <p>Boys and girls can wear a white polo shirt with a school logo with no tie</p>	

### School Uniform April 2022

Our approved School Outfitters/stockists are Smart Clothing (Blackhorse Street, Bolton) and Whittakers (Deansgate, Bolton) however uniform items that do not require a logo can also be purchased from high street stores and the internet.

#### **Autumn & Spring Terms from September to Easter**

#### **Jewellery/Make-up**

Generally, jewellery - other than watches - should not be worn as the potential loss of items causes distress to children and administrative difficulties to staff. Small gold studs in the ears are acceptable. However, pupils who wear earrings should be able to remove them independently for PE and swimming.

Pupils who have their ears pierced should have this done during the six week summer holiday, so that earrings can be removed when pupils return to school. Long earrings or necklaces are not allowed for safety reasons. Parents should also note that pupils are not allowed to wear any earrings for swimming. Make-up and nail varnish are not allowed under any circumstances.

#### **PE Kits**

Children currently come to school in their PE kits on their PE days, this gives more time for active sport.

### **Extreme Hairstyles**

It is accepted school policy that all children come to school uniformly dressed and that includes hair styling. Shaven heads and beaded dreadlocks (including single strands of forelock hair) are NOT acceptable. No extreme hair styles are allowed, this includes outrageous colours, accessories, shaved patterns or mohicans.

### **Religious Clothing and Scarves**

Whilst we expect all our children to wear the specified school uniform, we will also allow the wearing of religious head dress, as long as it is within the colours of the rest of the uniform (black, grey or white) and does not interfere with the child's learning. The head dress must be removed for all P.E activities.

### **Drinking Water**

Children are encouraged to bring water to school in a named plastic bottle. It has been proven that if children have regular access to water during the day they are more able to concentrate and make greater progress at school. The school provides a plastic bottle to each EYFS child when they start school.

### **Fruit**

As part of our Healthy School's initiative, all the children in Early Years Foundation Stage (EYFS) and Key Stage 1 are provided with a piece of fresh fruit or vegetable (apple, banana, satsuma, baby cucumber, tomatoes, pears, mangetout or carrots) at afternoon playtime. This is provided free of charge. EYFS also receive free milk on a daily basis. Please let us know if your child is lactose intolerant as soya milk can be provided.

### **Snacks**

Children can bring a healthy snack for break time. Please be aware we are a nut free school. EYFS offer their own snack for a small charge, which can be eaten throughout the morning.

### **Mobile Phones**

Mobile phones can only be brought in to school by year 6 pupils who are walking home on their own. They must be handed in to the class teacher for safekeeping each morning. However, this is only allowed by prior arrangement and all parents must sign the Mobile Phone Procedure before school can accept phones. Year 6 pupils will only be allowed to walk home from school if parents have signed a form in advance.

### **Sports Equipment**

- Sports footwear, e.g. football boots and trainers should be removed before entering school, as studs and mud may damage carpeted areas.
- Watches and earrings should be removed, if worn. Long hair should be tied back.
- Pupils must be able to swim 25 metres unaided before they leave primary school using a variety of strokes. Pupils must also be able to perform Self-Rescue skills in different water based situations. All pupils in year 5 and 6 have swimming in the summer term. All pupils will need to have suitable swimwear and a towel each day. They are not allowed to wear jewellery at all in the swimming pools, including studs. It is advisable that pupils do not have their ears pierced at this time, as all ear rings must be removed. All girls and boys with long hair require a swimming hat.

## **School Information**

We are a Community Primary School taking boys and girls from the age of four to 11. The school has no affiliation to any religious denominations and takes only day pupils. Our capacity for 2023/24 will be 315.

Arrangements are made for children due to be admitted to the EYFS (Early Years Foundation Stage - the name for Reception pupils) and their parents to visit school before admission in September to familiarise themselves with the school and meet the teachers. These visits are usually held in June.



Markland Hill also holds a series of meetings for parents, when reception pupils have been admitted to school.

### **The Curriculum**

We aim to offer a broad, balanced and rich curriculum which offers pupils a love of learning, educates them for life, and encourages them to become lifelong learners.

**Children in the EYFS** - follow a curriculum based on:

#### **Three prime areas of learning:**

Physical Development

Personal, Social and Emotional Development

Communication and Language



#### **Four specific areas of learning:**

Literacy

Mathematics

Expressive Art and Design

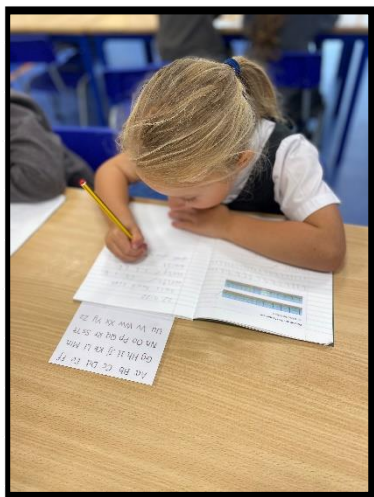
Understanding the world

**For pupils in the EYFS, we aim:**

- To ensure that children feel secure, valued and confident and develop a sense of achievement through learning which is a pleasurable and rewarding experience.
- To provide a range of activities which take account of the child's interests and achievements and to promote the development of physical, intellectual, emotional and social ability.
- To encourage children to think and talk about their learning and to develop self-control and independence.
- To recognise the value of providing first hand experiences, giving clear explanation, adult intervention at appropriate times, and the use of play and talk as media for learning.
- To ensure that children's progress and future learning needs are assessed and recorded through frequent observation beginning at the child's entry to school and shared with parents on a regular basis at one-to-one meetings and at consultation meetings with parents.
- To seek to provide a physical environment which both supports and promotes learning with comfortable and appropriate space, facilities and equipment organised with regard to health and safety.
- To plan appropriate opportunities to develop the child's knowledge, understanding and skills according to Early Learning Goals and the KS1 Programmes of Study of the National Curriculum.







### **In Key Stage 1 and 2 the following subjects are taught:**

- English
- Mathematics
- Spelling, Grammar and Punctuation (SPAG)
- Science
- Computing
- DT
- Religious Education
- Art
- History
- Geography
- Spanish – for KS2 only
- Music
- Physical Education



### **Special Educational Needs**

At Markland Hill Primary School, the special needs of children are identified by the class teacher or a colleague by observation, testing, assessment and consultation with parents, carers, previous school records and health agencies e.g. school nurse, doctor etc.

Our Special Needs Policy has been written with the consideration of the National Code of Practice. The school's Inclusion Policy is available for parents to view on our school website or via the school office.

Parents are consulted at each stage and are invited to attend meetings with the Special Needs Co-ordinator, Miss Sammy Roocroft to complete an Early Help Form. This is then sent to the support services identified.

When a child has special needs the class teacher gives the child individual help and sets appropriate tasks. Our Special Educational Needs Co-ordinator works with parents, carers, teachers and outside agencies to ensure that we meet the needs of all children. Children with SEN are identified on our SEN register. They each have a Pupil Passport that helps teachers to plan to meet their needs and track progress.

If parents, teachers or the Headteacher feel that the assessment of a child's needs would benefit from additional specialist help i.e. SALT (Speech and Language Team), Behaviour Support, Ladywood or Educational psychology, the class teacher and SEN co-ordinator will complete an Early Help Assessment, with parent consultation.

The Psychologist's report to the school gives guidance to the school and parents. Occasionally a child is issued with a Education Health Care Plan (EHCP). The statement may recommend that there is a need for extra support from an additional adult or in very rare situations this process may reveal that a child's needs would be better met in another establishment where expert help is available to support their specific needs. However, the majority of children identified as having special needs are catered for by the school and such cases are usually short term.

### **Cultural Celebrations**

The school celebrates all the religions in the school community. This is done on a two year cycle, so that different festivals for each religion are shared with all pupils e.g. Diwali, Christmas, Eid, Chinese New Year and Passover etc.



## Healthy Lifestyles

Markland Hill places a great emphasis on this area of work; it was praised in our last Ofsted inspection. We work with the school kitchen to ensure that pupils eat healthy snacks and dinners. Our PE and varied extra-curricular activities also encourage all pupils to take plenty of exercise and to understand the importance of a healthy lifestyle.

## Relationships Education

We are very proud of our curriculum covering:

- Families and people who care about me
- Caring friendships
- Respectful relationships
- Online relationships
- Being safe

This will be covered age appropriately from EYFS to Year 6.



## Pastoral Support

Trained staff offer support and guidance to overcome barriers to learning in school, helping pupils achieve their full potential through dedicated and professional support. The staff provides the link between academic and pastoral support, helping to improve individual achievement, attainment and progress.

Staff offering pastoral support work with children of all ages in small groups or one-to-one, supporting pupils both inside and out of the classroom. Pastoral support assists pupils to improve confidence and self-esteem, build positive relationships and friendships in school and improve social skills. Pastoral support also has a role in aiding pupils with the transition to secondary education.

The Pastoral Support Staff work alongside pupils, parents, teachers and if needed the SENCo to help overcome barriers to learning. The Pastoral Support Staff also work closely with other professionals and agencies: Behaviour Support, Ladywood Outreach, Education Psychology, Speech and Language Therapy, Children's Services, Early Intervention Team and other local community services, making referrals and using the Early Help Form as and when appropriate to ensure the best outcomes for all our pupils.

## Pupil Premium

The Government has allocated funding to support pupils who are eligible for free school meals. The funding is dedicated to improving attainment for these pupils (and other pupils who may need support) at Markland Hill, we use a variety of strategies to achieve this. For example, free trips, a free school meal, specific teaching resources and 'bought-in' specialists, plus 1:1 and group support. Information about how we use pupil premium can be found on the website. If you would like further information about 'free school meal' eligibility please contact the school office for information. If your child is eligible for free school meals, it will automatically entitle them to other free benefits whilst at Markland Hill School.

## Collective Worship

We have a school assembly every day. Parents have the right to withdraw their child from collective worship if they wish, and arrangements will be made where this is requested.



## Merits and Rewards for Achievement

Our assembly on Fridays is a merit assembly; each teacher awards a star of the week certificate and a Headteacher's award. The Headteacher also gives stickers and certificates to pupils for

excellent work in school, for outstanding behaviour and achievements outside of school.

**Prefects:**

Children are given the opportunity to apply to be a prefect in Year 6. This may be a lunchtime, Class, Office or PE prefect. There are also Wellbeing ambassadors, House Captains and Vice Captains and Year 5 Play Leaders. All of these give children a sense of duty and responsibility.

**Pupil Behaviour**

Markland Hill has a detailed Positive Behaviour Policy, which is available on request and on the Markland Hill School website. If you have any queries about this, please do not hesitate to ask a member of staff.

**Parents and the School**

You are your child's first and most important educator. At Markland Hill School, we value and appreciate the important role you have to play in supporting your child in developing a positive attitude to school and learning. Studies have proven that children learn best when home and school work in partnership. At Markland Hill, we offer a wide range of opportunities for families to actively participate in supporting their children at school.

We encourage a good partnership between home and school and value your support. If you have any questions, fears or doubts or just need to talk something through please call in and we will do our best to help.

We value the help of parents and friends in school enormously. We have regular helpers who share their time and talents with the children. All helpers are subject to a police check through the DBS, for the protection of all children.

**Safeguarding**

At Markland Hill we strongly recognise the need for vigilant awareness of safeguarding issues. All staff have appropriate training and or induction, so that they understand their roles and responsibilities and are confident in carrying them out. Staff, pupils, parents, carers and governors should feel secure that they can raise any issues or concerns about the safety or welfare of children, and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people, and protecting staff. This is supported by clear behaviour policies, appropriate induction and training, briefing and discussion of relevant issues, and relevant learning in line with current legislation and guidelines.

**Online Safety Policy & Expectation**

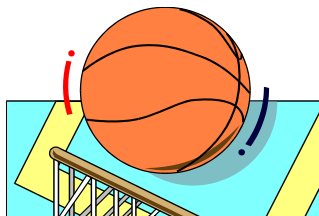
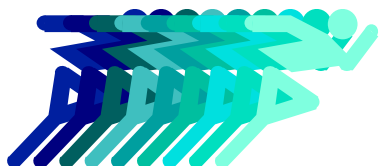
In addition to the school's Safeguarding policies and Statements of Practice, we have an 'Online Safety Policy' which is updated frequently. Staff receive regular training and awareness sessions on the policy and any updates. Parent forums and the school website also provide relevant and up-to-date information for parents and carers.

On entry to school children are required to sign and discuss the acceptable usage policy (AUPS) for their year group with their parents. These will then be discussed with the children when they reach the appropriate year group and ensure that everyone at Markland Hill understands our school online safety rules. Each year we will ask our parent to read and sign the acceptable use policy with pupils.

**GDPR**

All staff receive regular training on GDPR and practice this throughout school. We have a data protection officer who supports us with any concerns re GDPR.

## Extra curricular activities



### Educational Visits

Markland Hill School arranges a variety of out of school visits to support with teaching and learning. Transport for these visits is by hired coaches and parents are asked to make a contribution towards the cost of the visit. Charges for visits of this kind are by voluntary donation only, so where possible we keep charges to an absolute minimum. Without parental support these visits cannot take place. However, no child will be treated differently according to whether parents have or have not made contributions.

Supervision will be provided by school teachers and support staff, parent helpers and other adults. This will be determined for each visit, taking into account what the children are doing, where they are going, how they will get there and so on. Supervision will comply with the standards set down by the local authority. We use a local authority programme: **Evolve** to ensure any visits are risk assessed comprehensively.

### Music Tuition

The Bolton Music Service provide peripatetic instrument tuition within school. We send letters out to parents on behalf of the Music Service and they contact you directly if you wish your child to have lessons. There is a charge which is payable direct to the music service. The instruments likely to be available are violin, viola, cello, various brass, woodwind and guitar.



### We are a Music Mark school



MUSIC MARK  
SCHOOL  
2023 - 2024

Bolton Music Service provide expert music lessons for our pupils across the school every other week. The staff then follow up these lessons on the alternate week. The children in year 3 and 4 are currently learning how to play the recorder. The school has a choir who rehearse after school or at lunchtime. They

perform at a range of events both out and within school.







**Sports** - the school has a wide range of teams e.g. for gymnastics, netball, rounders, football, swimming and athletics. In addition to PE on the timetable, training and practice periods are taken after school or at lunchtime.



**Other types of clubs which take place after school or at lunchtime** – Rounders, Netball, Basketball, Eco, Book club, Homework, Dance, Gymnastics, Choir/Orchestra, Art, Crafts, Gardening, Code, Football, Tennis, Multiskills, Athletics, Hockey etc. These may change from year to year.

Not all our clubs run all the year round: some are seasonal, some will be offered to a particular group of pupils for a few weeks and then it will be the turn of a different group of pupils. A register is taken for all after school clubs. If your child is not attending please advise the school office in advance. We will not be able to take directives from your child, it must be confirmed by an adult. If we do not receive notification of their absence and your child does not arrive for registration we will try to contact you in order to establish that they are safe.



## Information to parents



**Newsletters** are completed every week and are available for you to view on the school's website. They are emailed home via teachers2parents every Friday afternoon. There is a 'Dates for your diary' section at the back of each newsletter for your information and this is always available to view on the noticeboard at the Markland Hill entrance gate. Please make good use of our website. There are sections for news, diary, key information and the PTFA.

### Text & Email system

We have a very useful text and email system at Markland Hill, and we use this method of communication for speed and accuracy. Emails are used to send newsletters, meal reminders and other documents direct to parents. Your details will automatically be registered on our teachers2parents email/texting system using the information you provide us with on your data collection form. It is **vital** that parents keep us up to date with any new information.





## Parents Meetings

'Meet the Teacher' in September is the first meeting organised to share information around routines and class expectations. Parents may consult the teacher, Phase Leader and then the Headteacher if the need arises. There is one Parents' Evening in the autumn and another Parents Evening in the spring term. The school also holds an Open Evening for parents at the end of the school year. Towards the end of the school year, a full academic report is sent home to parents, commenting on all aspects of the child's work, progress, attendance, and behaviour in that year.



## Photographs

A photographer comes in to school each year to take individual photographs of children. In most years, we also have photographs taken of classes and sports teams. We will let you know when this is happening and you will be invited to let us know if you wish to purchase photographs. We also ask you to let us know if you object to your child's photograph being published, for instance in the press. We will respect your parental permissions regarding photographs and contact you if we are

unsure that your child should be included. When your child starts at Markland Hill school you will be asked about your permissions on the data collection sheet. These may be amended at any time but will be assumed to remain unchanged unless we are advised otherwise.

## The School Day

School begins at **8.55am** for registration. On hearing the bell all infant and junior pupils should line up ready to come into school. On extremely wet days children may come straight into school at 8.40am. Teachers will lead their classes into school, after the bell has rung.

- Morning lessons are from 8.55am until 12.00.
- Lunchtime is from 12.00 until 1.00pm
- Afternoon lessons are from 1.00pm until 3.30pm
- 

School closes at 3.30pm and parents are asked to wait outside for their children. Parents are asked not to park on the yellow zig zag lines on Markland Hill or Albert Road West as this is not only an offence but a danger to children crossing. We ask parents not to block the access of local houses, as this offends our neighbours. The instructions of the crossing warden should be strictly observed. Occasionally, traffic wardens check on illegal parking, resulting in the issuing of fixed penalty tickets. Wherever practicable, children are encouraged to walk to school. Please note that children must not play on the playground equipment without parental/adult supervision. Staff are not responsible for your child before and after school.



## Breakfast Club – Early Risers

We are lucky enough to offer a breakfast club run by our school staff which children can attend from 8am. They will be served a light breakfast consisting of: cereal, croissants, waffles, toast or fruit. They can access a wide range of activities until shown to their classes ready for 8:55am. The cost for this is £4 a session and can be booked online through the teachers to parents app.

## Attendance and Other Information

**Did you know that the expected level of attendance for a Primary age child is 97%?**

## Attendance

We ask for your co-operation in:-

- Notifying the school by phone or email (☎ 332626/voicemail), if they are unwell. You can also report any absence using the online absence form available on the

parent section of the school website under 'attendance'. Please report any absence before 08:45.

- The school should be informed of any medical or dental appointments beforehand. The permission of the Headteacher should be sought beforehand in writing for any other absence e.g. for music or dancing examinations, entrance examinations to independent schools. (Please note that children must be collected for such appointments from the school office by an adult).
- Ensuring that your child is on the school premises when the bell goes for entry into school at 8.55am and at 1pm. To ensure adequate supervision it is important that children do not arrive too early at school, i.e. before 8.40am. Please ensure that your child is on time for school - lateness often causes distress and embarrassment, and unsettles the child for the day's work. Late arrivals are logged and appear on the child's annual report to parents. Our attendance policy states that pupils who
- Arrival after the registers close at 9.10am will be given an unauthorised absence for that morning. Parents are also requested to make appropriate arrangements at the beginning and end of every school day to ensure the continued safety of their child.
- If you are not able to collect your child on time, or another adult will collect your child, please inform the school as soon as possible, so that the teachers are aware of the change. We cannot release children to a 'strange' adult without your express permission. In the case of pupils in reception, then this change should be given to school staff in writing. If you are delayed for any reason, we ask that you ring the school office by 3.20pm, so that messages can be given to both staff and pupils before the bell at 3.30pm.


Under the Education (Pupil Registration) (England) (Amendment) regulations 2013; with effect from September 2013 Headteachers are no longer able to grant leave for the purpose of a family holiday. Absence from school will only be granted in exceptional circumstances. If you wish to apply for an absence in school time, please complete the 'Application for Absence' form which is available from the website or school office and return to school. The Head teacher will consider each request and where the absence is not deemed to be exceptional and you continue with the 'holiday etc'., your child will be recorded with an unauthorised absence. Over 9 sessions missed (1 session = half a day) will trigger a fixed term penalty of at least £60 per child per parents

### **Medicines**

Markland Hill has a detailed policy relating to the administration of medicine, available on the website, called Supporting Children with Medical Needs. You can find this on the website, Key information, policies.

### **Healthy Eating**

The school operates a **healthy eating policy**. Snacks may be brought but we ask parents to confine these to healthy options. Sweets and chocolate are not allowed to be brought to school for snacks or for packed lunches. We are a nut free school due to severe allergies, please do not send your child to school with any food which may contain nuts. This includes Nutella and peanut butter.



**Snacks** – no sweets,  
chocolate or crisps.  
No fizzy drinks.

### **Healthy Lifestyle – Healthy Food.**

**Drink** – water / milk only.

**Snacks** – always healthy – fruit  
and vegetables, cereal bar,  
yoghurts etc.

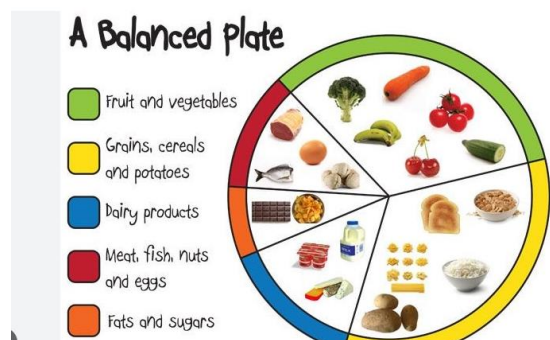
**Lunches** – a balanced lunch.  
Encourage a 'try it attitude'.

Reception (EYFS) children are offered a carton of free semi-skimmed milk each day (kept cold in the refrigerator) and also offer a daily snack which is available to eat throughout the morning (for a small daily charge payable termly). Each infant child is also given a piece of fresh fruit or vegetable every afternoon.

Cafeteria style school meals are available and should be paid for in advance on a weekly half termly or termly basis. Two healthy choices of main course, a salad bar and bread, and two dessert choices are offered with a drink of water or milk. There is always a vegetarian/fish choice available, but we currently do not provide halal or

kosher meals. Children may bring packed lunches if they wish.

### Dinner



### Arrangements

The cost of a school meal is currently £2.47 per day, £12.35 per week and a **free meal is available for every EYFS and KS1 child**. This is a government scheme called 'universal free school meals' and could potentially change in the future. For KS2 pupils, dinner money should be paid, whenever possible, through our online system teachers2parents. Dinner money must be paid in advance either weekly, half termly or termly. The system allows you to 'top up' payments at any time.

Refunds can be offered to parents for absences where a child is leaving the school or is changing to packed lunches. This is normally done at the start of each term.

If your child wishes to change the type of meal he/she is having - i.e. school meals to packed lunches or vice versa - this should only be done at the **end of a term - giving two weeks written notice**, so that the catering manager can plan accordingly.

### Pupil Information

Please **notify school of any change** of address, or emergency contact number (especially mobile numbers) and of any changes in home circumstances. **It is essential that changes be notified promptly** so that school records are accurate in the case of an emergency situation arising.

### Toys

Children should not bring toys into school since these can cause distraction and may lead to disruption if toys are broken or lost.

### The school grounds

These are strictly out of bounds to children after school hours and in the holidays. This is so that Markland Hill children are not held to account for any damage to the building and grounds (fortunately rare), that might be perpetrated out of school time. Notices on the grounds warning of this ruling have been advised by our community police officer. The community officers also patrol the grounds from time to time.

## Home Learning Statement of Practice

### **Homework Statement**

At Markland Hill we believe that homework is vital to children's progress.

Home learning tasks are set for children at Markland Hill with the purpose of supporting and consolidating the on-going attainment and progress for all children

The term homework is taken to include any learning or activities that reinforce learning, which pupils are asked to do out of school either on their own or with parents and carers.



The



### **Purpose of Homework**

- To consolidate and reinforce skills and understanding, particularly in English and Maths.
- To encourage pupils to develop a positive work ethic and discipline for a life- long learning.
- To help parents/carers gain an insight into their child's school work.
- To provide opportunities to access learning resources not found in school.
- To assist in preparation for further learning in the classroom.



### **What is homework?**

- The main focus will be on English and Maths. Other subjects will be added to the programme as children move through the school, but without losing focus on literacy and maths.
- Weekly spelling and multiplication tables will be given to pupils to learn. T T Rockstars and Spelling Shed can be used for extra practice.

### **Involvement of Parents and Carers**

The involvement of parents and carers in joint activities will be encouraged, being most valuable in promoting children's learning. Clear emphasis will be placed on three points:

- Parents should encourage the children in their activities – not “do it for them”.
- Quality of experience is more valuable than quantity of time spent on it.
- Regular reading and the fostering of enjoyment of books is a vital right through primary school.

### **Expectations of Presentation**

- The same expectations of presentation are the same for work completed at school and at home. We want to instil a sense of pride in all the work the children produce.
- In English, work should be completed in pencil unless a child has been allowed to write in black ink at school.
- In maths, work should be completed in pencil.
- Underlining should be completed using a ruler and a pencil.



### Home Learning or Homework at Markland Hill.

Broad Expectations of Time Spent on Completing Homework - 10-15 minutes daily is more advantageous to your child than one block weekly. Homework will go out on Friday and be due in on Wednesday each week. We have a weekly homework drop in for key stage 2 pupils.

Year Group	
EYFS	<b>Reading</b> - at least 4 times a week & Reading Diary must be signed by an adult <b>Phonics / Spelling</b>
Year 1 – year 5	Homework – Each week children are expected to complete the following: <b>Reading</b> at least 4 times a week & Reading Diary must be signed by an adult <b>Maths activity</b> in their 'Mental Arithmetic Workbook' (page number will be communicated on SeeSaw) <b>Weekly spellings</b> <b>TT Rockstars and Spelling Shed access</b>
Year 6	Homework – Each week children are expected to complete the following: <b>Reading</b> at least 4 times a week & Reading Diary must be signed by an adult <b>Maths activity</b> in their 'Mental Arithmetic Workbook' (page number will be communicated on SeeSaw) <b>TT Rockstars and Spelling Shed access</b> <b>Weekly spellings</b> Children in year 6 may get extra pieces of homework for further practice and preparation for High School

Children will also bring home knowledge organisers each half term and we would encourage you to quiz your children using them – asking for key facts, definitions etc.

#### **Parents are asked to:**

- Try their best to provide a reasonable peaceful, suitable place in which pupils can do their homework – alone or, more often for younger children, together with an adult.
- Make it clear that they value homework, and support the school in explaining how it can help their learning
- Encourage pupils and praise them when they have completed homework

### **Home – School Communication**

At Markland Hill, parents often have the opportunity to see teachers at the beginning or the end of each day. Any other concerns about homework can be written into Reading Records or sent into school by letter or email to the school email address for the attention of the class teacher. This will enable parents to let teachers know how children have got on with tasks and alert teachers if they have any concerns.

### **School Nurse**

The school nurses come in to school to do pre-arranged medicals, eye tests, hearing tests, height and weight etc., for children. Parents are given the opportunity to exclude their child before each visit. School nurses are able to provide a variety of support, advice, referral and signposting in relation to your child's physical and emotional health. They are part of the North School Nursing Team which also includes Community Staff Nurses, Assistant Practitioners, Public Health Support Workers and Clerical Staff. School nurses are not based in school however; you can contact them by telephone or meet up in school to discuss your worries or at home during normal working hours 9am – 5pm Monday to Friday. School nurses can be contacted on 463563 at the School Nurse North Team, Castle Hill Centre, Castleton Street, Bolton BL2 2JW

### **Security**

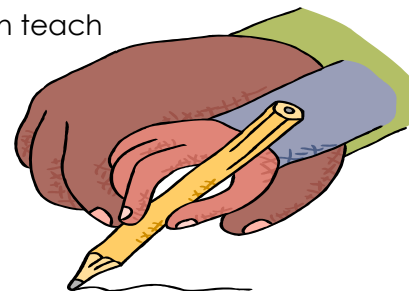
Electronic gates operate at both entrances to the school. The gates open at 8.40am and close again at 8:55am. In the afternoon the gates are open from 3.20pm and will close at 3:45pm. The vehicle entrance gates will be opened at these times for parents to enter the school grounds on foot but parents must not enter in their vehicles. If your child is attending a club after school they will be escorted down to the main entrance pedestrian gate once it has finished. Within the building special locks are fitted to all outer doors to ensure the safety of children, staff and property throughout the school day. We also ask parents to ensure that children arrive **on time** since doors are locked at 8.55am. Latecomers should report to the school office via the main entrance and will need to be signed in, using the InVentry system.

The rear entrance gates on Albert Road West will be locked during the school day.

### How to help your child

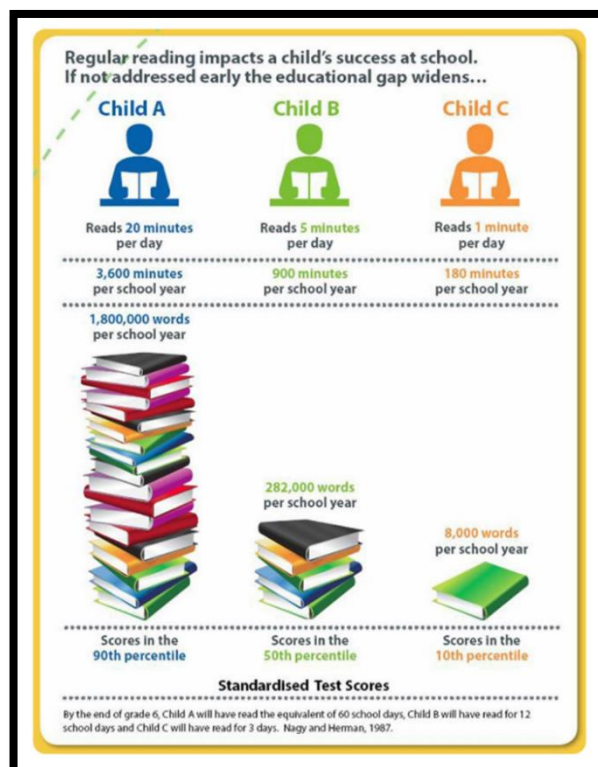
It will help your child to settle down more quickly in school if you can teach them to do these things:

- dress, undress and fasten their own shoes
- remove outdoor clothing and hang it up properly
- use a knife and fork
- use the toilet independently
- wash and dry hands properly
- tidy up after using toys and apparatus



The following suggestions will help your child develop and make progress in their learning:

- Include your child in adult conversation - discuss arrangements for holidays, shopping etc. and talk to him/her on rides, outings etc. Teach your child to speak clearly and in sentences.
- **Read to your child regularly**, daily if possible, and make reading time a warm and comfortable experience. See our parents section for more information to support you.
- Use the local library; let your child have their own books.
- Sing songs and nursery rhymes together.
- Let your child paint, crayon, cut out, stick, help with baking, shopping etc. and encourage them to help with clearing up activities.
- Teach your child to recognise their name in ordinary print (not in capital letters).
- At Markland Hill, the reading scheme in use in school is based on a variety of high quality published schemes. Once your child has made a start they will be encouraged to take home a book and this is where parental encouragement and support is of importance in reading with your child at home, thereby consolidating work done in school.
- Help your child to notice numbers in their lives, not by doing 'sums' but by counting forward and backwards in a variety of ways e.g. sorting and sharing sweets, noting the numbers of cars, cows, trees, dogs on a walk, setting places at the table etc.
- Develop pencil control and letter formation, teaching your child how to form the letters in their own first name.



## Complaints

### If you have a concern or complaint

We would like you to tell us about it. We welcome suggestions for improving our work in the school. Please tell us of your concern as soon as possible. It is difficult for us to investigate properly an incident or problem, which has happened some time ago.

### What to do first

Most concerns can be sorted out quickly by speaking with your child's class teacher. If you have a complaint, which you feel should be looked at by the Headteacher you can contact her if you prefer. It is usually best to discuss the problem face to face. You may need to make an appointment to do this, and can make one by contacting the school office, although the Headteacher will meet with parents without an appointment, when possible.

All staff will make every effort to resolve your problem informally. They will ask what you would like the school to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both you and the school to understand both sides of the situation. It may also help to prevent a similar situation arising again. Markland Hill has a Complaints Policy which is available upon request and also on the school website (key information, policies).

Strong links between home and school will provide a firm foundation during your child's years at Markland Hill and hopefully provide a springboard for continued good relationships at secondary school. Let us work together to provide the best possible opportunities for your child.

