

GREAT MEOLS PRIMARY SCHOOL



DIRECTORY FOR PARENTS

2032 / 2024

MISSION STATEMENT

Achieving Excellence Together

OUR SCHOOL VALUES

Community, Compassion, Creativity, Diversity, Resilience, Teamwork

GREAT MEOLS PRIMARY SCHOOL

DIRECTORY FOR PARENTS

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1. STAFF

GOVERNORS

Mr C Walker (Chair)
Mrs M Flanagan
Mrs J Byrne
Mr R Brown
Mrs S Holmes
Mr B Parker
Rev G Rossiter

OFFICE STAFF

Miss R Keating
Mrs L Bradbury
Mrs M Hughes

SITE MANAGER

Mr D Bibby

CARETAKER

Mr P Jenkinson

CLEANERS

Mrs G Clark
Mrs J Harvey
Mrs M Murray

TEACHERS

Mr R Brown HT
Mr B Parker DHT
Mrs R Wilks 6W
Mr D Kelly 6K
Mr M Davies 5D
Miss L Jennerway 5J
Mr P Spilsbury 4S
Ms H Westwood 4W
Mrs A Keiller 3KM
Miss N Murphy 3KM
Miss J Leeson 3L
Miss C Dyke 2D
Mrs C Kerrigan 2KP
Mrs N Potts 2KP
Mr L Tomsett 1T
Mrs V Jardine 1J
Miss C Eggleton RE
Mrs A Lowe RL
Miss J Bennett FS1
Mrs C Ainslie FS1
Mrs F Myatt Additional
Mrs J Roscoe Maternity

KITCHEN STAFF

Mrs J Robinson
Mrs G Clark
Ms K Francis
Mrs J Harvey
Mrs R Thasinthini

ACORNS STAFF

Mrs R Todd
Mrs D Goldston
Miss L Head
Mrs K Jones
Miss S Morris
Mrs P Humphries
Mrs T Clements

TEACHING ASSISTANTS

Mrs J Bond
Miss C Bowers
Mrs T Clements
Mrs J Cowley
Mrs S Cronin
Mrs L Flint
Mrs D Goldston
Mrs N Hayes
Miss L Head
Mrs C Hodgson
Mrs K Holmes
Miss L Hughes
Mrs K Jones
Mrs L Jones
Miss S Miller
Miss S Morris
Mrs C Smith
Mrs F Williams

MDA

Mrs T Rogan
Mrs P Bennett
Mrs C Bentley
Mrs L Cooper
Mrs J Cowley
Mrs G Eyre
Mrs S Graham
Ms C Howarth
Mrs P Humphries
Mrs J Jewsbury
Mrs J Jones
Miss V Routledge
Mrs H Stone
Mrs G Witt

2. BEHAVIOUR FOR LEARNING, GROWTH MINDSET AND VALUES

BEHAVIOUR FOR LEARNING AIMS

Our approach to behaviour is both positive and restorative. At Great Meols Primary School, we encourage individual responsibility for one's own behaviour and value the importance of nurturing in each learner a growing sense of self-worth and a positive self-esteem. Our aim is to encourage our learners to exercise choice in their actions and raise awareness that their choices will have resulting consequences. We promote good behaviour and self-esteem by actively fostering a positive ethos and by continually aiming to develop positive relationships and provide effective learning and teaching throughout the school.

OUR SCHOOL RULES

At Great Meols Primary School, all members of our school community have three rules underpinned by our mission, vision and values: -

- Be Safe • Be Respectful • Be Ready

These are displayed in all learning spaces and referred to as and when necessary during the school day.

GROWTH MINDSET

With growth mindset being the cornerstone of our learning ethos, our school community will be fully aware that success, however defined, is achieved through hard work, perseverance and focused practice based on seeking and responding to feedback. Great Meols Primary School pupils learn to be resilient, welcome challenge and understand that failure is a necessary part of the journey to success. We believe that there are no upper limits to what our pupils can achieve if they have the right attitude to learning and display the behaviours necessary for success. Each classroom will display phrases and images that reflect our growth mindset culture.

Our Behaviour Policy can be found on our website -

<https://www.greatmeols.wirral.sch.uk/policies>

3. APPOINTMENTS / ADVICE / MEETINGS

Should you need to seek any advice, please telephone the school office on 0151 632 4606. It may be that your query can be addressed immediately by the office staff or it may be that you need to make an appointment with the class teacher or the Headteacher.

SPEAKING WITH THE CLASS TEACHER

Communicating with the class teacher first thing in the morning can be difficult as staff are focused on the children arriving safely and settling into school.

If you have an important message, please come to the office and discuss your problem with the office staff or the Headteacher who will ensure that the class teacher is informed at an appropriate moment.

At the end of the school day, the class teachers will accompany the class to the school gate and will be available for a brief chat, if required. However please note that this is not always the best place to talk as many other parents and children are around and you may prefer to make an appointment.

YEAR GROUP MEETINGS

Year group meetings take place in September for every year in order to give parents an insight into the specific organisation and curriculum of the new year group and to meet your child's teacher.

PARENT/CARER EVENINGS

There will be two occasions when parents/carers can attend a pre-arranged meeting with the class teacher to discuss your child's progress at school. These meetings will take place in October/November and February and parents will have the choice of a ten minute period between 4.00 pm and 6.00 pm. Parents/carers can book their meeting slot through the online booking system on www.schoolinterviews.co.uk. It is recommended that parents/carers take the opportunity to view their child's work during the open evenings.

It must be stressed that, if parents/carers have any concerns, it is not wise to wait until these occasions to have them addressed. The Headteacher or teachers are always willing to see parents when necessary. Similarly, any special needs up-date will take place on other occasions as part of the SEND review system.

CONCERNS

If you have concerns about any aspect of your child's education and/or welfare, you should first raise these concerns with their class teacher in an attempt to resolve the issue. If a satisfactory solution cannot be found, then Mr Parker, Deputy Headteacher, will become involved to help deal with the problem, along with Mr Brown if required.

Where a resolution is not achieved quickly and the person raising the concern remains dissatisfied and wishes to take the matter further, the formal procedure will be invoked. For more formal complaints, please refer to the [Complaints Policy](#) which can be found on the school website.

4. ATTENDANCE AND ABSENCE

If your child is unable to attend school due to illness, urgent appointments or other reasons please telephone the school office on 0151 632 4606 or email schooloffice@greatmeols.wirral.sch.uk, leaving your name, your child's name, class and reason for absence.

Absence due to illness

When your child is absent due to illness, please telephone the school office to report the absence, on the first day of absence, **by 9.30am**. If the absence lasts for more than one day, parents are required to call on subsequent days to provide an update.

This will then be recorded in the register as an authorised absence. We are required to follow up all reasons for absence and you may receive a phone call or letter if we have not heard from you.

We are required to monitor absence figures regularly. The Education Social Welfare Officer may become involved to support families where a child's attendance drops below 90% or for unauthorised absences, such as holidays.

If your child is absent for up to two weeks, it is not usual for work to be sent home unless there are activities, which can be completed without teacher input. Every effort will be made to help your child to "catch up" with any missed work. This will not be provided for holidays.

In the case of prolonged absence, i.e. for several months, special arrangements for periods of home tuition may be arranged by the Local Education Authority.

Please remember that if your child is absent with **diarrhoea or vomiting** it is recommended they remain off school for a minimum of **48 hours** after their symptoms have gone.

Absence for other reasons (Medical and Dental appointments)

Whilst it is expected that, whenever possible, appointments should take place out of school hours, it is understood that there are times when emergency treatment is necessary.

If the appointment is for **an emergency appointment**, please telephone the school office to report the absence. For all other appointments please contact the school office, explaining the reason for the forthcoming absence. **Please note that you will be asked to produce a letter or an appointment card from the doctor, dentist or hospital.**

HOLIDAYS

All parents are sent full details of the school holiday dates.

It is essential that parents take their holidays during the school holiday period as Mr Brown cannot authorise holidays in term time. If unauthorised holidays are taken School may notify the Education Social Welfare Team and fines (or even Court action) may follow.

EXCEPTIONAL CIRCUMSTANCES

There are times when families have an emergency or exceptional circumstances and the children would need to be collected early. Please note that Mr Brown is happy to support families during these times and we would ask for parents to contact the office.

Early collection of children will not be permitted for children attending external clubs or events unless the event has been organised by the school.

5. CLOTHES

UNIFORM

The school colours are bottle green and grey and the uniform is available from ID Uniforms, 1 Carr Lane, Hoylake, Wirral CH47 4BG, 0151 632 7500, www.iduniforms.co.uk/greatmeols

SCHOOL UNIFORM

- Grey skirt or pinafore dress
- Grey trousers or shorts
- White or green polo shirt
- Green sweatshirt, pullover or cardigan
- Sensible black shoes
- White or grey socks
- Green and white checked or striped dress (Summer Term)

PE KIT

- Pumps are essential
- White T-shirt (not too baggy)
- Green shorts with elasticated waist (not too long and loose enough for ease of movement)

The PTA also offer a wide selection of pre-loved uniform, which is available at all PTA events.

JEWELLERY IS NOT ALLOWED EXCEPT A WATCH. This includes ear studs even just after ear piercing. It is, therefore recommended that children who wish to have ears pierced do so at the very beginning of the summer holiday in order to have the necessary six week period required for healing.

Makeup is not permitted to be worn in school.

Hair accessories should be practical and plain in style.

LOST PROPERTY

Lost property (clothing and footwear) is placed in the lockers in the Y3/Y4 cloakroom area. You are welcome to check these regularly.

Periodically parents/carers will be advised of the opportunity to view all lost property.

PLEASE LABEL YOUR CHILD'S BELONGINGS

SCHOOL HEATING

Please note the heating is usually switched on in October and is switched off in the spring. It is quite chilly during September and May and children should always have jumpers / sweatshirts and coats in school.

6. COMMUNICATION

Please refer also to the section about appointments and meetings.

MEOLS MAIL

Our Meols Mail newsletter is emailed each week to parents and carers, and provides news, diary dates and achievements.

LETTERS HOME

We will send out all letters via our Teachers2Parents email system. If a reply slip is required we will also send the letter as a hard copy.

WEBSITE

We update our website regularly so we recommend parents to look there for copies of letters, information about events, and clubs.

SCHOOL CLOSURES

If the school has to be closed due to an emergency (such as severe winter weather), then every effort would be made to have an announcement made via a local radio station. We will also aim to text parents and put a message on our school website. If children arrive with a responsible adult it may be necessary to turn them away but no child would be turned away if there was any doubt about their personal safety.

TWITTER

The school uses Twitter (@GreatMeolsPS) to communicate about school life.

7. CURRICULUM

Curriculum details can be found on the [curriculum section](#) of the school website and on the individual class pages. Year group meetings are also held at the beginning of every year when you will be given the specific details about your child's new year group.

OUT OF SCHOOL ACTIVITIES

Out of school activities vary from year to year according to the availability of the staff and the interests of the children. Many of the clubs are free to the children but some are fee paying. We usually run between 20-25 clubs per week – please see the [school website](#) for more information.

A selection of the clubs that are usually available are as follows:

Recorder	Tennis
Netball	Tafelmusik
Drama	Chess
Football	Street Dancing
Rugby	Athletics
Running / Cross	Gardening
Country	Ukulele
Choir	Garage Band
Ensemble	Judo
Computer	Fencing

HOMEWORK

All children have homework activities to consolidate and reinforce skills and understanding from their classwork. The amount and type of work is specifically tailored to each age group and the children have access to Google Classroom where they can find their homework tasks. Please see the homework policy on the [school website](#).

READING

Full details about our reading scheme are detailed on our [school website](#) in the Curriculum section.

MUSIC LESSONS

It is possible for children to receive instrumental tuition from Tafelmusik and are usually available for children of Years 3 to 6. There is a charge made for these lessons, details of which are available from Tafelmusik on 0151 652 3440. Tafelmusik also provide regular opportunities for children to try out various instruments throughout the year so that they can decide if they would like to pursue instrumental lessons. Details of these sessions are sent home in a letter to parents.

TEST RESULTS

End of Key Stage 1 and Key Stage 2 assessment results are sent home with the Year 2 and Year 6 children's school reports. The KS2 school results also appear on the school website.

8. ENTERING AND EXITING

ARRIVAL AT SCHOOL

School Hours: 8.45am – 3.30pm

The school gates will open at 8.35 am and the children are able to go straight into their classroom. FS1 and FS2 children will enter school via the EYFS door, Years 1, 2 and 3 will enter school via the main gate, and Years 4, 5 and 6 will enter school via the car park gate (from 8.30am). The gates will be shut at 8.45am; any children arriving late must then enter school through the main school entrance.

Playground / Waiting Area

Parents/carers are not allowed through the pupil gate for security reasons and must enter school through the main school entrance.

It is expected that most parents, once they have seen their child safely onto the premises, will then leave. However, it is perfectly acceptable for children to wait in the Parents' Area with the parent/carer or child minder until the bell goes. Once the children have gone through the gate they must not leave the playground or school site until they are dismissed at the end of the day.

Parents should not visit the playground during the school day and any child leaving site with a parent must do so via the school office. **Similarly, forgotten lunches or any other items should never be passed over the school fence.** The children are instructed not to hold any discussions at the school fence with any adult for obvious reasons of safety. Please bring any items for your child to the school office where they will be distributed accordingly.

EXITING FROM SCHOOL

We have a slightly staggered exit to alleviate a number of children leaving the premises at the same time:

FS1 children will be ready to leave school at 3.30pm

FS2 children will leave shortly afterwards.

KS1 children will be ready to leave school at 3.30pm followed by Year 3 children through the main gates.

Years 4, 5 and 6 will leave at 3.30pm from the car park gate.

EXITING FROM SCHOOL AFTER HOURS (from Clubs etc.)

Children will leave the building via the main school gate or main school entrance (parents will be informed of the specific arrangements for each club). The children should be

collected by an adult and the staff member running the club will see the children off the school site.

CCTV

Closed Circuit TV is in operation in school, including the main entrance, and every effort is made to maintain a welcoming but secure environment.

9. FOOD, LUNCHTIMES, MONEY

SCHOOL MEALS

School meals are available for all children at lunchtime and are served between 11.45 am and 1.15 pm. Our catering provider, Midshires, offers a variety of food and is committed to a healthy eating programme.

From September 2014 there was a Government initiative for all children in FS2, Year 1 and Year 2 to receive a free school meal.

For children in Year 3 onwards the charge for a school lunch is £2.50 per meal. Lunches are pre ordered and paid for using our online payment system www.Schoolmoney.co.uk.

Information, a password for your child's account and instructions for how to use this system are available from the school office.

MILK, FRUIT AND WATER

Water is available at all times through the school day for all on site. Milk is available every morning for those children who want it. In addition, children may have a piece of fruit as a mid-morning snack. Charges for these services vary according to Government sponsorship as follows:

- Milk – available by registering with www.coolmilk.com and paying online
- Water – children are encouraged to bring their own water bottle
- Fruit for Foundation Stage 1 and 2, and Years 1 and 2 is provided free of charge.
- Children in Years 3, 4, 5 and 6 are allowed to bring in a **piece of fruit** to be kept in their lunch box or small container.

PACKED LUNCH

As an alternative to school dinners, you may provide your child with a packed lunch. This should be in a sensible, named, plastic box and **should not contain any glass bottles, knives or implements which may be dangerous**. Some products are packed in a way that is not user-friendly (particularly for young children) and parents need to use their discretion here. With being a Healthy School, we encourage a healthy, nutritional balance in the children's lunch boxes. Please avoid nuts in packed lunches.

10. OAK TREES MULTI-ACADEMY TRUST

Great Meols Primary School is an Academy as part of the Oak Trees Multi-Academy Trust, along with five other Wirral schools; Poulton Lancelyn Primary, Stanton Road Primary, Egremont Primary, Brackenwood Junior School, Church Drive Primary, and Greasby Junior School.

The Governance Structure for the Multi-Academy Trust is as follows:

MEMBERS

Mrs B Greathead
Mrs A Hutchinson
Mrs P Joyce
Mrs E Neal
Mrs J Owens
Mrs L Young

TRUSTEES

Mrs J Owens (Chairperson)
Mrs Z Wakelam
Mrs C Molyneux
Mr M Freeman
Mr R Taylor
Mr P Aitchison
Mrs G Webb
Mr J Pitcher

CHIEF EXECUTIVE OFFICER (CEO): Mr Tony Lacey

SCHOOL IMPROVEMENT LEAD: Mr Adrian Martin

CHIEF OPERATING OFFICER (COO): Ms Claire Jackson

LOCAL GOVERNING BODY

Mr C Walker (Chair of Governors)
Mrs M Flanagan
Mr R Brown
Mr B Parker
Rev G Rossiter
Mrs J Byrne
Mrs S Holmes

Local Governing Body meetings take place twice a term (as a minimum), covering aspects such as Strategic Development of Great Meols Primary School, Personnel & Pay, Standards, Curriculum and Finance.

11. HEALTH AND SAFETY

ILLNESS

PRESCRIBED MEDICINES

Medicines should only be taken in school when absolutely essential. The latest document from the Department for Children, Schools and Families and the Department of Health advises that schools should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or a pharmacist prescriber. **Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.**

Parents are encouraged to ask about medicines being provided in dose frequencies which enable it to be taken outside school hours. For example, if a medicine needs to be taken three times a day that could be in the morning, after school and at bedtime.

In the exceptional case that such medicines need to be administered, the medicine should be brought to the school office by an adult where it will be kept in a locked cabinet or in a fridge and administered by a named person. **Parents are required to complete a permission form for the medicine to be administered in school.**

CONTROLLED DRUGS

Controlled drugs are kept in a cabinet located in the office and only named staff have access.

NON-PRESCRIPTION MEDICINES

Non-prescription medicines can not be administered by school staff. If rare circumstances occur where non-prescription medicines are necessary it may be possible for the parent or carer to administer themselves in school.

LONG-TERM MEDICAL NEEDS

It is important to have sufficient information about a child with long-term medical needs. It is very likely that a health care plan would be necessary to cater for the needs of such pupils.

ADMINSTERING MEDICINES

The following members of staff will administer medicines:

- Miss R Keating
- Mr P Spilsbury
- Mrs A Curran
- Mrs M Hughes
- Mrs L Bradbury

NB It may be necessary for different arrangements to be made on an educational visit.

At the time of administration, the name, dose, expiry date and instructions from the prescriber will be checked. A written record will be kept in the office.

REFUSING MEDICINES

If a child refuses medication the parent will be informed.

COMMON CONDITIONS

ASTHMA

Children with asthma will be able to keep their reliever inhaler (blue) to hand in the classroom all day. It is not usual for the preventer inhaler (brown) to be in school as these are usually used out of school hours. **Inhalers should be clearly labelled with the child's name.**

EPILEPSY

Regular medicine should not need to be given during school hours.

DIABETES AND ANAPHYLAXIS

In the case of the above, individual needs will be discussed and appropriate staff training will take place.

STAYING IN AFTER ILLNESS

Occasionally, parents may wish children to stay in at playtime following a period of absence. **Parents must be aware that the children may not be directly supervised at this time.**

FIRST AID / BUMP NOTES

There is always somebody on First Aid duty in school. We are, understandably, over-cautious and our accident book contains many entries because of this. If children need comfort after the most minor of incidents, they always receive it. Similarly, **any** bump to any part of the face or head is treated seriously and your child will bring home a note informing you of the accident and advising you to observe your child's reaction to this.

Of course, in the case of any accident with any serious consequences, parents (or emergency contacts) are telephoned immediately.

DENTAL, VISION AND HEARING CHECKS

Parents are always notified when the above checks are due to take place.

Extra vision and hearing checks may be necessary. Should this be the case, the parents' permission would always be sought before the appointment was made.

SUN CREAM

During the warmer months, it is recommended that a long-lasting sun cream is applied before your child leaves for school in the morning. It is also advisable to send your child to school with a hat or cap.

VISITS

We are very lucky to have a wealth of educational opportunities on our doorstep and we are keen to enhance the children's experiences through them. If we need to use coaches, then we aim to keep the length of journey to a minimum. Costs are kept as low as possible and parents are requested to make a voluntary contribution towards the costs of the trips. However, if the contributions are not sufficient, the visit may have to be cancelled.

MOBILE PHONES AND SMART WATCHES

As part of our Safe Internet Access Policy and photographing children procedures, children are advised not to bring mobile phones or smart watches to school. However, we understand that some children need to bring phones into school. In these cases, phones are collected at the gates and returned to the child at the end of the day.

SECURITY SERVICES

No unauthorised person should enter the premises, for any reason, outside school hours. If you see anyone using the premises please telephone Atlas Security on 0151 666 0626.

PARKING

Every effort is made to keep Elwyn Road a traffic-free zone. Please do not park in Elwyn Road at the start and end of the school day. We encourage you park further away and walk the last part of the journey. Please also try to follow the voluntary one way system during 'school run' times.

DOGS

Dogs are not allowed on the school premises including the Parent Waiting Area, unless a guide dog. Please do not leave dogs tied to the school railings.

11. PARENTS

PTA

All parents are automatically members of the Parent / Teacher Association.

The AGM is held in October when the officers and new committee are appointed. The PTA is an extremely hard-working body which provides many extras for the school on a regular basis.

Whilst many fundraising events are held throughout the year, the main ones are:

Christmas Fair	-	November/December
Summer Fair	-	June

In addition to fundraising, the PTA provides extra opportunities for the children by:

- paying for theatre visits;
 - hosting after-school events for year groups such as bingo and quiz nights;
 - providing Christmas and Easter gifts;
 - hosting discos and film nights
 - providing reading and maths books
 - enhancing the playground facilities
 - providing IT equipment
- ...and many more!

All parents are welcome to join the activities and full details are available through the officers.

PARENT / GRANDPARENT HELPERS

Parent / grandparent helpers are always welcome in school and can help in classes with many activities including our Reading Partnership, Library, art and DT.

Please ask the class teacher about any way in which you can help your child's class.

PARENT GOVERNORS

Should you have any issues or concerns which have not been addressed by the teachers or the Headteacher, the Governors will be happy to assist you in accordance with the Complaints Procedure