



## Welcome To Marsh Green Primary School



**Hello and welcome to Marsh Green Primary School's Prospectus. We are proud to provide a high quality of education to the children in our community and work closely with families to provide the best possible care.**

It is important to us that everyone feels valued, safe and able to aspire to achieve their dreams, to be the 'best in our Young Explorers Nursery, then move into preschool before beginning their more formal education in our Reception class. We work hard to ensure that the time your child spends with us will be happy and successful.

We have close links with the local high schools as we are always keen to see how our children get on once they have left us. We have a strong nurturing ethos and recently achieved the Nurturing Schools Award, of which we are very proud.

We are confident that we will meet the needs of all and this was confirmed by OFSTED when they inspected the school in September 2017. It stated that:

*'The nurturing ethos that is at the heart of Marsh Green Primary is tangible throughout the school. You have created a culture where everyone is welcomed and respected, with pupils' well-being at its core. Pupils flourish in this very caring environment'.*

*'Your complete commitment, not just to the school, but to the wider community that it serves, is to be commended'.*

We aim to ensure that we offer a broad, balanced and relevant education, developing children socially and emotionally as well as academically.

The school works in partnership with Westfield Children's Centre. We are able to access many agencies to support both children and parents. Information is given on the parents. Information board by the school main gate and the website. This is regularly updated to show current availability.

We are happy to discuss any aspect of school with you. Please do not hesitate to contact us if you require information, advice or wish to bring anything to our attention. You will be made very welcome.

I hope you find our Prospectus useful and informative.

**Mrs G. Leigh, Headteacher,  
Marsh Green Primary School**



## The School Promises

We promise that before leaving Marsh Green Primary School, your child will have the opportunity to:

- Go to the beach and paddle in the sea
- See a live performance
- See animals close up
- Visit a museum, art gallery or exhibition
- Ride a bike
- Stay away from home
- Eat out in a restaurant
- Travel on a train, plane or boat
- Cook outdoors
- Learn to play a musical instrument





## Vision Statement

Marsh Green Primary is a nurturing school where we firmly believe that each and every child deserves to feel safe and have the very best opportunities and experiences to enable them to live fulfilling and successful lives and aspire to reach their full potential as a valued and respected member of the community.

*'I will be the best I can be'*



## Young Explorer's Nursery

**The Young Explorer's nursery classroom provides a stepping stone for 2-year-old children into school life at Marsh Green Primary.**

We support each child's learning and development by providing a safe, inspiring environment that reflects the interests of the children within it. Each child's specific needs are met through careful planning, that supports children as inquisitive, confident explorers who learn through play. The Early Years Foundation Stage curriculum supports an integrated approach to early learning and care, and is used to enhance the delivery of quality early education and to ensure the best outcomes for each child.

Communication and language development is a consistent focus. We support children's development by providing a language-rich environment, where conversations, singing and sharing stories become a regular part of the children's day. Weekly singing and signing sessions provide further opportunities for children to experience a wide range of communication methods. Daily 'Letters and Sounds' groups encourage children to 'tune into' both environmental and musical sounds with adults and other children. These crucial skills support communication and language development, and will later support the beginnings of phonics knowledge.

The children can access a range of activities both indoors and outdoors daily. These free-flow spaces allow the children to make links within their learning, become resilient problem solvers and gain independence. Learning walks in the local area and trips wider afield support children's understanding of their world. Parents and carers are children's first educators and are the most important people in their lives. Therefore, just some of the ways we build strong partnerships with families include daily communication, home learning challenges, class blogs and stay and play sessions.

**We look forward to supporting you and your child through their learning journey!**





## Foundation Stage

The Foundation Stage (Nursery and Reception) is vital for developing positive attitudes to school and education in general. The school tries to build on the experiences that children bring with them from home, and to lay the foundations for successful future learning. In the Foundation Stage classes, pupils will follow a broad and balanced curriculum, which covers the following areas:

### Prime Aspects

- Personal / Social and Emotional
- Communication and Language
- Physical Development

### Specific

- Literacy
- Mathematics
- Understanding the world
- Expressive art and design

For more information about the Early Years Foundation stage visit:

[https://www.foundationyears.org.uk/files/2014/08/EYFS\\_Parents\\_Guide-amended.pdf](https://www.foundationyears.org.uk/files/2014/08/EYFS_Parents_Guide-amended.pdf)





## Special Curricular Arrangements

The 1980 Education Act states that 'all pupils share the right to a broad and balanced curriculum' this right extends to all pupils, whether or not he/she has special educational needs which calls for special provision to be made.

Our philosophy is to ensure that children with special needs develop and learn successfully alongside other children, and have access to a broad and balanced curriculum. Marsh Green Primary School is an inclusive school and results show that children with Special Needs achieve well.

Our Special Needs Policy has been developed with regard to legislative requirements and the Code of Practice for Special Educational Needs is followed. Parents are consulted at each stage of the process. A full copy of the school's Special Needs Policy is available from the school office upon request.

The school has well-developed links with various support agencies, who can offer expert help when required.

Anyone wishing to discuss Special Needs provision at the school is welcome to make an appointment to speak to Mrs. C. Bolus - SENDCO & Assistant Head.

## Extra Curricular Activities

As well as the formal curriculum, which is taught during the school day. We also offer children the opportunity to become involved in other activities after the school finishes or at lunchtime.

It is our philosophy that after-school activities play an important part in the all - round development of children. The clubs enable the staff to form very positive relationships with the children and all staff contribute to these activities. Throughout the year we put on many clubs. Some clubs are led by a bought- in service and payments may apply.

We offer a variety of clubs including; Karate, Dance, Football, Art and Design, Homework, Yoga, Multi-skills and ICT. We review our extracurricular provision each year to ensure it matches the needs of our children and actively target pupils who we feel will benefit from extending their learning.





## Curriculum

The school curriculum is vitally important. At Marsh Green Primary School we have devised our own curriculum which is tailored to meet the individual needs of our children. We believe learning should be an engaging, fun and rewarding experience through which children successfully learn a variety of skills that will equip them for high school and later life.

We deliver a balanced and broad curriculum which provides for the academic, moral, physical, creative and personal and social development of every child - where their unique potential is unlocked and nurtured, within a stimulating outdoor and indoor environment.

In our school today we recognise that learning consists of:

- Acquiring knowledge
- Understanding ideas
- Perfecting skills
- Developing good attitudes

In order for this to take place the children must:

- Become involved with things that interest them
- Be active in their learning
- Be encouraged to work with each other
- Make progress and be challenged in each area of learning
- Be encouraged to think and act for themselves and become independent





## Curriculum (continued)

From Year 1 upwards subjects taught include: English, Mathematics, Science, Information Technology, Design Technology, Art and Design, Physical Education, History, Geography, Music and Personal, Social and Health Education. In addition to these subjects we teach R. E. Our Key Stage Two children are also taught a modern foreign language. We study the majority of these subjects through cross-curricular topics.

Pupils within the Foundation Stage follow recommendations set out in the new Early Years Foundation Stage curriculum. This involves the pupils learning through three prime areas:

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development

and four specific areas:

- Literacy
- Mathematics
- Understanding of the World
- Expressive Art & Design



The children within this age range explore through play and investigation.

In addition to all of the aforementioned subjects, the children are taught to respect and care for each other and their environment, and they are encouraged to take pride in themselves, their work and their School. Each teacher provides an overview of what is to be covered each half term/term on our school website.



## Personal Safety

Learning how to keep safe is a key aspect of the PSHE curriculum (Personal, Social and Health Education). Road safety training is available, for all children, including our pre-school children and older children have the opportunity to undertake cycling proficiency training. This also includes on-line safety. Entry to the school building is via the main entrance. Entry to the teaching areas is via doors which can only be opened with an electronic key fob. All visitors entering the school can only be admitted once they have signed in at the school office.

## Sex and Relationships Education

This subject is approached at a level and maturity suitable to the age of the child. Generally, SRE is not taught in an isolated manner but is part of our school PSHE, Science, R.E. and Health Education programmes.

However, we do teach a specific unit in Years 5 and 6 which focuses on this aspect. Parents are informed when this is to take place, are invited to meet with us to look at what will be taught and discussed and to give their consent.

For more information the Marsh Green Primary School curriculum:

[www.marshgreenprimary.co.uk/Curriculum.html](http://www.marshgreenprimary.co.uk/Curriculum.html)





## Parents & School

School and parents must work together if every child is to fulfil their potential. Parents are always welcome into school, whether it is to discuss children's progress, discuss any problems, as guests at our events or as voluntary helpers. At Marsh Green we have an 'open door' policy for all parents.

We hold two parent/teacher consultation meetings each year, in the Autumn and Spring Terms. Parents are able to discuss their child's progress individually. We also keep parents informed of events through newsletters, the website, our Facebook page.

During the year we organise a number of events to include parents such as learning about phonics or maths strategies as well as opportunities to work alongside the children in the classroom. Parents are invited in to watch

special assemblies and performances. We encourage parents to come in to weekly class sessions to work alongside their child and find out about their work.

Parents play an important role in their child's education and we ask for support in ensuring any homework is completed and returned on time and that children arrive at school with all appropriate equipment.

We also encourage on-line work at home so parents can find out more about what their child is learning about.

We are always looking for volunteers with all kinds of skills to help us. If you'd like to find out more, please contact the office or have a chat with a member of staff.





## School Uniform

The school has a dress code that helps identify everyone as part of our school team and encourages pride in the school. All the major items of dress can be purchased from local supermarkets and parents can order fleeces and sweatshirts with the school logo on directly from Slaters.

Please ensure that all items of clothing are marked with your child's name.

Our School Uniform consists of:

- Grey trousers, grey or tartan skirt, or pinafore dress
- Yellow polo shirt, green sweatshirt or cardigan.
- White/Grey socks or grey/green tights
- Black shoes
- Long hair must be tied back

Please bear in mind that children have to change for PE, and we ask parents not to send children to school in shoes with complicated lacing systems.





## School Meals

We have a full working kitchen where food is freshly prepared on site each day.

Pupils order their lunch on the day at school through our "Live Kitchen" system. All KS1 children from Reception to Year 2 are now entitled to a Free School Meal.

If you believe your child is entitled to free school meals please contact The Life Centre at Marsh Green Library to apply as this releases further funds to support your child at school - even if they already receive a universal meal due to being in Reception- Year 2.

If paying weekly to school, meals must be paid for in advance. Payments by cash or cheque should be in an envelope marked with your child's name, class and the amount enclosed.

## Snack

All children in Nursery and Reception are offered snacks during the morning and afternoon and they are encouraged to try a variety of healthy foods. There is a small weekly charge of £1.50 for this.

Children from Y1 - Y6 may purchase toast. This is optional and we charge £1.00 per week.

## Packed Lunches

There are facilities for children to eat their own packed lunches, which should be brought to school in a suitably labelled container. Parents are reminded that sweets and chocolate should not be brought to school as part of a packed lunch. Please do not send in fizzy drinks or cans.

For more information about School Meals visit:

[www.marshgreenprimary.co.uk/school%20meals.html](http://www.marshgreenprimary.co.uk/school%20meals.html)





## Admissions

For admission to the Nursery, the youngest age a child can be admitted is 2 years of age and would attend our Young Explorer Nursery for 2-3 year olds. We have a number of funded places available (up to 15 hours - 5 sessions, for 2 year olds) or sessions can be paid for.

We also have a pre-school Nursery for 3-4 year olds, where children are entitled to 15 hours funded sessions. We have a limited number of 30 hours places for children of parents who meet the criteria laid out in our policy on the website.

**In the event of there being more demand for places than those available, the following criteria will be used:**

- Those children with an older sibling in the school
- Walking distance between home and school

A place in Nursery does not guarantee a place in Reception Class and it is important to make sure applications are submitted before the deadline.

The youngest age at which a child can be admitted into the main school is 4 - provided they turn 5 before the following August. Applications for admission to the school for September of each school year should be made on the common application form enclosed with the Local Authority's brochure or on line. Parents must complete the Local Authority application form, stating three preferences.

## Admissions Policy

The number of places available for admission to the Reception class will be a maximum of 60. As a Community School, the school follows the Local Authority admissions criteria detailed in their admissions brochure and on line on the Wigan Council website - [www.wigan.gov.uk](http://www.wigan.gov.uk) and on the school website.



## Attendance

We are very proud of our attendance and work hard to ensure all children are regular attenders at school. Regular attendance is essential for children to benefit fully from the education provided by the school.

Parents have a legal responsibility to ensure their children attend regularly and on time.

If your child needs to be off school due to illness it is important you contact the school as soon as possible on the first day of their absence (This MUST be before 9:30am).

## Punctuality

Please be on time - it helps everyone!

It is essential that your child arrives at school on time to help them settle easily into class. For security reasons the school doors are locked at 9.00am by which time all children should be in school. If your child arrives after 9.00am they should enter via the front entrance and report to the school office where the reason for being late will be recorded.

For safety reasons, we request that the person collecting your child is 14 years or older. If for unforeseen circumstances you will be late collecting your child, please telephone school so that we can reassure them.





## Behaviour

Our school is a place where all pupils are valued in a positive and consistent way. Recognising that children come from a variety of backgrounds and have had a variety of experiences means that from the outset, we aim to develop in all of them an understanding of behaviours which we deem to be acceptable.

Good behaviour is rewarded in a positive and transparent way whilst unacceptable behaviour is sanctioned in an age-appropriate and consistent manner. We ensure we have just 3 school rules:

- Care for everyone and everything
- Show good manners at all times
- Follow instructions with thought and care

For more information about behaviour in Marsh Green Primary School:

[www.marshgreenprimary.co.uk/parent-information/policies](http://www.marshgreenprimary.co.uk/parent-information/policies)

rewards and sanctions are applied consistently throughout school and, pupils are always made to understand the effect that their behaviour has on others. The focus on positive reinforcement of good behaviour and the commitment to give children our time means that our school is a calm and happy place to be.

## Bullying

**At Marsh Green we recognise that bullying can happen in any school and we take this issue very seriously. We act quickly to resolve any problems.**

As a result of this, genuine cases of bullying are extremely rare. We believe that the sooner any issues are reported, the sooner they can be resolved.

Parents who feel that their child may be being bullied are asked to contact Mrs G Leigh, the Headteacher as soon as possible. All reports will be acted upon in accordance with our anti-bullying policy (available on the school website or by request from the school office).



## Pastoral Care

Marsh Green is a nurturing school and achieved the Nurturing School Award in 2017. We believe that in order to learn effectively children must feel safe and secure. Children are free to approach any member of staff to discuss any problems they may be experiencing. We also very much welcome parents into school to discuss any matters with us that may affect their child's work or behaviour in school.

We may need to contact parents during the day in case of illness or accident. This is why it is **essential** that school is given an up to date emergency number where parents can be reached during the school day.

We feel very strongly that working in partnership with parents ensures that any anxieties or issues can be overcome.

## School Trips

At Marsh Green we see the importance of enhancing learning through real life experiences. We therefore place a huge emphasis on taking educational trips and encourage visitors into school. All of these are linked directly to a theme being studied in class. It is always wonderful to see the massive strides children take in their work when they have been on a visit to provide the inspiration for learning.

School subsidises these trips and visitors to make sure they are accessible to all. However parents are asked to make a voluntary contribution to help cover the cost.

For more information about Pastoral Care in Marsh Green Primary School:

[www.marshgreenprimary.co.uk/parent-information/pastoral-care](http://www.marshgreenprimary.co.uk/parent-information/pastoral-care)



## School Day

The first stage of Education is known as the Early Years Foundation Stage (EYFS) which includes Nursery and Reception; Key Stage 1 (KS1) which is Years 1 and 2 and Key Stage 2 (KS2) which is years 3-6.

Children are grouped in classes according to their age. Parents may speak to the Headteacher at any time if they wish to see School policies, Curriculum documents or Inspection reports and key information is available on our school website.

## School Hours

The school's hours are as follows:

### Young Explorers and Nursery

Morning Session .....8:30 – 11.30am

Afternoon Session .....12:15 – 3:15pm

### Main School

Full Day .....8:50 – 3:00pm

**Below is an outline of a typical day in school.**

School doors open / Registration .....8.50am

Assembly .....9:00am

Session 1 .....9:30am

Morning Break .....10:30am

Session 2 .....10:45am

Lunch Time .....12:00pm

Afternoon sessions .....12:45pm

End of school day .....3:00pm





## Governing Body

The Governing Body has overall responsibility for the management of the school, although the day to day operational management is designated to the Headteacher.

Governors meet at least once per term and the minutes of the meetings are available for perusal upon request.

All parents will be informed when there is a vacancy for a parent representative on the Governing Body.

A list of the members of the current Governing Body is available from the school office.

## Complaints Procedure

If parents should have a complaint about any aspect of the school, they should initially contact Mrs G Leigh, the Headteacher, who will be pleased to try to resolve the issue.

If, after speaking to the Head, parents still feel unhappy they should put their complaint in writing to the Chair of Governors, Mrs V Rigby (via the school).

Following these first two stages, if parents do not feel that the complaint has been dealt with to their satisfaction, they should contact Wigan Education Department on 01942 828 852.

For more information about the above subjects visit our website: [www.marshgreenprimary.co.uk](http://www.marshgreenprimary.co.uk)





## Equal Opportunities

We are committed to ensuring equal treatment of all our pupils, parents/carers, employees and everyone involved in the school community. In line with our duties to promote single equalities, the Governing Body and staff of the School are committed to equality of opportunity in education and to good relations with those of all racial, cultural and religious backgrounds.

Children are treated equally and have the same opportunities regardless of gender, race or colour, age or faith. Constant monitoring of resources and literature is undertaken to provide positive images and good role models.

Our philosophy is to ensure that all children, including those with Special Educational Needs (SEND) learn successfully alongside their peers, with access to a broad and balanced curriculum. Marsh Green is an inclusive school and results show that children with SEND achieve well.

The Code of Practice for Special Educational Needs is followed and the school has well-developed links with various support agencies. Parents know their children's needs best; anyone wishing to discuss SEND provision at the school is welcome to make an appointment to speak with Mrs. C. Bolus - SENDCO & Assistant Head.





## Security In School

Our children tell us that they feel safe, happy and secure in their learning environment. We believe in giving each, and every, child his/her chance to shine and be successful.

We plan and deliver activities that build up children's self-esteem. The school has a Pastoral Team whose main role is to ensure children are safe and thrive in school and at home. Robust systems are in place to identify and act upon any concerns and we follow strict national and local guidelines regarding child protection. It should be noted that if a member of staff has specific concerns about a child's welfare, records will be kept and passed to social services to ensure the child is safe. Our Policy is available to view on the school website.

## Health & Safety

The Governing body and staff of the School are committed to upholding the highest standards of care and safety in the School.

Many staff are registered First-aiders and in the event of an accident, parents are informed of the details. We ask that parents ensure the School office has an up to date contact number in the event of an emergency.





## Policies

### Medicines

On occasion we are asked to administer medicine in school. Wherever practical the child's parent/carer should administer medicine to a child in school, but there may be circumstances when this is difficult.

In these circumstances the Headteacher will permit the staff to administer the medicine on the following conditions:

- It is not possible to administer the correct dosage out of school hours.
- The medicine has been prescribed by a doctor or pharmacist and has clear instructions regarding the dosage.
- The medicine is brought to school by the parent or a responsible adult, not the child, and handed to the office.
- The medicine is clearly labelled with the contents and the owner's name.
- The parent should supply a written indemnity in favour of the school staff.

- Parents should understand that the Headteacher has responsibility for all the children in school, and their safety and well-being must take precedence over individuals.

### Special Circumstances

The Headteacher will need to be informed of special circumstances, which may need to be taken into consideration, before medicines are allowed in school.

These may include, for example, where medicines or tablets are dangerous, where the timing and nature of the administration are of vital importance, where serious consequences could result from forgetting to administer a dose.





## P.E. and Games

The children are requested to wear:

- Green or black shorts
- White T-shirt
- Black pumps

Outdoor kit should consist of green or grey jogging pants, a sweatshirt and trainers. All clothing MUST be named, P.E. kit should be kept in drawstring bag marked with the child's name. This is kept in school and sent home every half term

## Jewellery and Hair Styles

Jewellery should not be worn in school. Children who have pierced ears may only wear a single stud in each ear. No other body jewellery is allowed. Please note that earrings are not allowed in the swimming baths and must be removed on the day your child goes swimming.

Children are expected to attend school with hairstyles which support the uniform policy. They should be tidy and have no extreme cuts or colours. Tramlines, extreme styles and spikey hair are not permitted. Long hair must be tied back at all times.



# Thank You!

Thank you for your interest in Marsh Green Primary School.

We hope this information helps to answer some of the questions you may have about our school

We are always happy to show prospective pupils and parents around the school to help with your decision and answer any other questions you may have.

We look forward to welcoming you as part of our Marsh Green family.



Mrs G. Leigh, Headteacher,  
Marsh Green Primary School

For Our Latest News & Information  
Visit Our Website:

[www.marshgreenprimary.co.uk](http://www.marshgreenprimary.co.uk)





## Marsh Green Primary School

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