



## INTRODUCTION

A warm welcome to Millbrook Primary School! The purpose of this prospectus is to provide you with information about the school that you will need now and in the future.

We aim to provide first class education in a very caring and happy community. At Millbrook we want every child to learn, to develop those all important life skills, to make friendships that will last a lifetime and to achieve everything he/she wishes for.

*“Teaching at Millbrook is characterised by positive and nurturing relationships between staff and pupils. Children make excellent progress in the early years from their starting points. Pupils make strong progress in reading, writing and mathematics across the school.” So said OFSTED in March 2017.*

I hope that you and your family enjoy a long and happy association with the school. We believe that you have made the right choice in selecting our school for your child’s education.

On behalf of all the staff

Cath Stevens  
Associate Headteacher

Karen Tomlinson  
Executive Headteacher

(Parents and carers are entitled to a large format version of this document if required. Please ask at the school office.)

**Millbrook Primary School**

**Elmfield**

**Shevington**

**Wigan**

**WN6 8DL**

**Telephone: 01257 404552**

**Fax: 01257 404698**

**Office e-mail:enquiries@admin.millbrook.wigan.sch.uk**

**Website: www.millbrookschoo.l.wigan.sch.uk**

**Executive Headteacher: Mrs K Tomlinson (Bed NPQH)**

**Associate Headteacher : Mrs C Stevens BA (Hons) PGCE**

**Chair of Federation Governors: Mr G Hurst**

**THE AIMS OF THE SCHOOL**

**Vision – the destination**

We want to give our children roots and wings - roots that go deep into the heart of their community and wings to imagine, aspire and dream.

We want our children to have ambitions, to enjoy their childhood, to give joy to others and with their families to prepare for great futures.

**Mission – the route**

By our work we will

- sustain the school's excellent reputation in the community of Shevington
- collaborate with other schools and in particular our Federation partner Shevington Vale for the benefit of the children
- contribute to the community through joint projects

And regardless of the children's level of ability, health, gender, race or background, we will:

- provide them with an outstanding curriculum and opportunities to grow, improve and excel
- provide them with outstanding care, guidance and support for their learning and their personal development and protect them from harm
- enrich their learning with exciting, interesting experiences both in and beyond school including rich opportunities to experience and learn in the arts and sports
- teach them about their own community and what makes it special
- help them to develop the life skills of confidence, independence, tolerance and resilience in the face of challenges
- teach them to use technology wisely
- teach them what they need to know to make healthy choices
- teach them a modern foreign language
- teach them about the wider world to stimulate interest in global affairs and to encourage high aspirations

**Our values underpin all that we do**

We value

- respect for everyone
- care and concern for others
- tolerance of our own ideas and those of others
- good manners
- justice and fairness
- everyone having a voice that is heard
- feeling safe and protected

## Classification of the School

Millbrook is a Community Primary school, which caters for the education of boys and girls from the age of four plus to eleven years. It is expected that there will be 200 children on roll in September 2017.

There is also a pre-school offering childcare and education to 3 and 4 year olds.

The school is part of a Federation along with Shevington Vale Primary School, in Appley Bridge with an Executive Headteacher in charge of both schools.

***Millbrook is an accessible school. There is provision for children and adults with physical disabilities to access all parts of the single story building and its grounds. There are facilities for wheelchair users. We aim to support those with hearing or visual impairment by using advice and resources of the local authority and our own trained staff. See below for information about accessible information.***

### **Admission Arrangements**

The number of admissions for the school year 2017/18 and beyond is 30.

The Admissions Policy for the school is determined by the Governing Body and the Local Education authority and is as follows;

- Children in public care
- Children with an Education / Health Care Plan which name the school
- Children who have an older brother or sister at the school in the autumn term 2017
- Children who live closest to the school (distance measured on an Ordnance survey Map as a straight line).

Parents and carers who would like their child to come to Millbrook are welcome to visit the school at any time. (If you make an appointment we can ensure that there will be someone to show you around.)

During the Summer Term each year, after places have been allocated, there is an evening meeting when parents and carers are invited to school to meet representatives of the whole school community.

Prior to this meeting parents and carers are sent a booklet containing relevant information about the school and details of the starting arrangements. Parents and carers are also invited to very informal curriculum workshops with their children and the Reception class staff.

### **The Organisation of Classes**

The school has a 24 place pre-school for 3 and 4 year olds. The pre-school called Play Along is open for full days 9.00 am to 3.15 pm – term time only.

Pre-school children can also attend the before and after-school club.

There are seven classes for children aged 4 to 11 as follows:

Reception	following the Early Years curriculum
Year 1 and Year 2	Key Stage 1
Years 3, 4, 5 and 6	Key Stage 2

The children are in classes with their own age group and these are mixed ability classes. Members of staff teach the whole class, groups or individuals, as appropriate.

There is a team of teaching assistants deployed across school to support teachers either in class, with groups or with individual pupils.

## Members of Staff

Executive Headteacher	Mrs K Tomlinson
Associate Headteacher	Mrs C Stevens
Federation Inclusion Manager	Mrs G Smith (Leadership Team)
Teaching Staff	Miss D Lang Mr C Elwell Mrs J Thomas (Leadership Team) Mrs E Cheetham Mrs A Bright Mr C McLoughlin Mrs K Sanderson (Leadership Team)
Finance and Admin Manager	Mrs G Cassidy (Leadership Team)
Clerical Assistant	Mrs G Brookes
Teaching Assistants	Mrs D Stenson HLTA & Lunchtime Manager Mrs S Farrington (Senior TA) Mrs C Kendall Mrs C Lister Mrs L Foster Mrs S Ceylan Mrs N Morrison Mrs L Cheetham Mrs A Bennett Miss L Halliwell
Teaching Assistants / Lunchtime Assistants	Mrs D Stenson (Manager) Mrs A Sadler Miss S Ashcroft, Mrs A Daniel, Mrs J. Graydon
Get Along / Play Along Manager	Mrs M Valentine
Associate Manager	Miss E Kay
Playworkers	Mrs C Davies Mrs A Hooton Mrs B Grant Miss L Halliwell
Site Supervisor	Mrs S Midgely
Assistant Cleaner	
Cook	Mrs H Buckley

## **What Ofsted thought**

In July 2017 Millbrook was judged by OFSTED to be a good school.

OFSTED praised the high standards of children's work, the progress they make, the quality of teaching and the drive of management and governors to move the school forward.

## **What the Community thinks**

The school has an excellent reputation locally and we work hard to maintain the very high standards for which we are well known.

We are popular with local families and many of our ex-pupils return years later with their children, remembering their own happy school days at Millbrook.

## **The School Curriculum**

We have an innovative, exciting curriculum with an integrated approach to subject teaching. Children are involved in planning their work in every topic.

### **Early Years**

The activities in Play Along and in Reception follow the statutory framework for the Early Years Foundation Stage. Here children develop skills towards the nationally expected levels of development for five year olds.

A transition stage in Year 1 prepares the children for the National Curriculum.

Children in Key Stage 1 (Years 1 & 2) and Key Stage 2 (Years 3 to 6) are taught through a fully integrated curriculum in which key skills in English and Maths are developed within three topics each year. In this way we ensure that:

- Skills in reading, writing and number are learnt systematically throughout the year.
- Children learn about a whole range of topics that interest them
- Children make a significant contribution to planning their own work
- Teachers can structure lessons to ensure that all of the elements of national curriculum subjects are covered
- Children make connections between subjects and learn to apply their knowledge and skills in many different situations
- The curriculum has a strong creative element that includes learning through role play and drama, art and design, dance and music.

The school's artistic performances at public events make it stand out amongst Wigan schools. Pupils who have instrumental tuition perform throughout the school year. Our choir and dancers are often invited to perform in public at special events.

### **Physical Education**

We aim to give all children as wide an experience as possible: mentally, physically and socially through participation in the following activities:-

Athletics  
Dance  
Games  
Outdoor and Adventure Activities  
Swimming (Y4)  
Gymnastics

Through physical education we aim to promote physical activity and healthy lifestyles. We enter inter school competitions in football, netball, rugby and athletics whenever these competitions are available. All children have the opportunity to be taught by a professional coach. There is an afterschool club every week for both KS1 and KS2 children.

A small voluntary contribution is sought to cover the cost of coach travel to and from swimming lessons. This is in line with the schools charging policy and parents' willingness to make the contribution is greatly appreciated.

## **Relationship and Sex Education**

It is the policy of the School Governors that Relationship and Sex Education should be part of the Personal, Social and Health Education programme for all pupils. Hence children learn about relationships from an early age.

Children are taught about human development, growth, puberty and reproduction in age appropriate lessons taken from our scheme of work. Parents/carers are informed about their rights of withdrawal from non-statutory parts of the scheme. The policy is available from the school office.

Parents of children in Y6 are invited into school to view and discuss the materials used before it is delivered.

## **Meeting every need**

### **Inclusion**

We identify and respond to the specific needs of individual children. If a child would benefit from an individual programme or individual education plan, his/her parents will be invited into school to discuss their child's needs, progress and attainment, academically, socially, or emotionally.

Subsequent progress is then monitored, reviewed and additional help sought, where necessary. The school follows Wigan LA policies for provision to meet such additional or different needs.

## **Parents and carers as partners**

### **Homework**

Homework enhances children's learning and is set according to the school's homework policy. *A copy of this is available from the school office.*

It is important that children complete their homework as it is used to enhance lessons in school.

### **Pastoral Care**

When a child appears to be having problems in school, for any reason, the class teacher usually contacts the child's parents to discuss matters in more detail.

When necessary the Associate Head Teacher and/or the Inclusion Manager will become involved. The school has a Designated Senior Lead and Governor responsible for child protection.

Protecting every child from harm is a very important part of our mission.

### **Communication**

Good communication between home and school is vital so parents/carers receive emails, letters and newsletters in the course of the school year. This is the best way that we can let you know what is happening. Shorter messages and reminders are sent by text direct to parents' mobile phones.

Parents not living full time with their children can also receive letters by post or email if required. Further information on parents/carers rights to access letters is available from the office.

## **Sharing Information**

Parents/carers are informed through our Privacy Notice about the level and range of data that is shared and the agencies with whom it is shared. Details are available from the school office. Parents/carers of all children must consent to this sharing of information (via the Privacy Notice). Parents/carers may request information on behalf of their child. All personal data is collected and shared on a strictly needs basis. Parents/carers can request copies of the school Confidentiality Policy from the School office.

## **Keeping track of progress**

### **Assessment**

Children's progress is carefully monitored and recorded. Assessment is continuous and used to tailor the curriculum to meet children's needs.

Our new assessment system is called Learning Ladders. The children and their teachers use the ladders' objectives to direct their learning and record achievements.

Results of statutory assessments at the end of 2017 together with national and local authority summary figures are enclosed with this prospectus.

The vast majority of our Year 6 children achieve and even exceed the expected levels for their age. All children are encouraged to reach their full potential at whatever level.

## **Keeping children safe**

### **Confidentiality Statement**

Staff members and Governors at Millbrook, have a statutory obligation to safeguard personal and confidential information about children and colleagues. All information about individuals is private and will only be shared with those staff with a need to know.

The use of photographs in the press, in school and on the internet and the taking of photographs and video recordings at public events are covered by the Safeguarding Policy on Photographs and Images of People in School.

### **Child Protection - Safeguarding**

The school safeguarding policy, developed with staff and Governors and in line with local authority guidance, is available from the school office.

### **Security and Safety**

The site is secure throughout the school day. All parents/carers are welcome to visit school at any time. In the interest of security all visits must be via the main entrance and the school office. For the children's safety we have a pedestrian gate and path leading to the cloakroom doors which is separate from the vehicle access. Parents/carers are requested to ensure that their children are supervised as they cross in front of the vehicle entrance.

### **Start of day procedures**

Children enter school through their designated cloakroom door. The school day starts at 8.50 am, when the doors are opened. The doors are monitored by members of staff. We ask that parents leave the children at the entrance to the cloakroom door to avoid congestion and to also encourage independence by allowing the children to put away their own coats and bags etc.

## **End of day procedures.**

Our aim is for children to become more independent as they move through school.

For this reason, in all but the Reception class, children leave school and meet those collecting them by themselves. The Year 1 teacher accompanies the children to the corner outside Year 2. Children in Year 2 to 6 can make their way to parents on the playground or via the pedestrian path and gate.

For safety reasons, children are frequently reminded to return to school and inform their teacher or another staff member if there is no one at the gate to collect them. Parents/carers are asked to reinforce this message. Children are also reminded never to leave the school premises during the course of the day. We would appreciate parents and carers reinforcing this message at home.

## **For safety reasons the school car park is reserved for staff use.**

## **Medicines**

We want children to be in school so we can help with a range of chronic medical conditions that require medication. Our Inclusion Manager works with parents and carers to develop health care plans for children who need them.

In exceptional circumstances medicines can be administered by school staff. Parents/carers are required to complete a consent form available from the school office. Alternatively parents may come into school to administer medicines if this is necessary. Children are expected to become increasingly independent in the use of inhalers for asthma as they move through school. They will have access to their inhalers at all times.

## **Contact / medical information**

It is important that all information we have for every child is up-to-date. Parents/carers are asked to inform the office manager of any changes (including change of mobile phone number).

## **Extra Curricular Activities**

### **Music**

We provide peripatetic instrumental tuition for brass instruments, clarinet, flute, guitar, violin, singing and keyboard. There is a charge for these activities, although some bursaries are available. Our music specialist runs an after-school school choir at certain times during the year.

We also buy into Wigan's Wider Opportunities facility where a music specialist delivers lessons.

### **Sport**

There is a High Fives club run by Mrs Farrington, which is open to older boys and girls. Football and athletics teams are formed to compete in both Federation and Wigan wide tournaments. A number of outside sports providers also use the school premises for after school coaching lessons.

### **Other Clubs**

A range of after school clubs such as art, choir and booster classes are available throughout the year, generally in blocks of 6 to 8 weeks. When these are provided by the teachers there is no charge for the clubs.



## **Charging for School Activities**

All pupils will be involved in visits to places of interest. A voluntary contribution is requested from parents/carers to help towards the cost of transport and entrance fees. Pupils at the school will not be treated differently according to whether or not their parents/carers have made any response to the request. However, should insufficient contributions be made to cover costs of a visit, it may be cancelled.

## **Childcare services**

### **Get Along and Play Along**

We have a breakfast and after school club called Get Along. This provides child care from 7.45 am until 9.00 am and from 3.15 to 5.15 pm each week day. Further details are available from the school office.

We also have a pre-school group called Play Along. This provides early education based on the Early Years Foundation Stage Framework for 3 and 4 year olds from 9.00 till 3.15 pm each day. Admission forms are available from the school office. Children attending Play Along may also attend Get Along.

Get Along and Play Along are both the responsibility of the school's Governing Body.

## **Outstanding Behaviour**

Behaviour at Millbrook was judged to be strength at our most recent Ofsted inspection. We are very proud of this everyone – including the children – works hard to keep up that standard.

At the beginning of each school year, every class produces its own classroom plan. This consists of the class rules. As well as the rules, the rewards and consequences are devised and agreed by the children. This system ensures that every child is fully involved in maintaining our excellent standard of behaviour.

We believe it is important that the positive aspects of praise and reward should have great emphasis in school. Children are praised for good effort and achievement every day and also in weekly achievement assemblies. They are also encouraged to share out-of-school achievements during the assembly. Whilst every effort is made to promote self-discipline as above there is a sequence of disciplinary actions, which include consultation with the child's parents / carers at an early stage.

### **Young Governors**

There is a well-established team of young governors made up of elected representatives from each class. Regular class meetings are held to identify the children's issues of concern and ideas for school improvement. These are discussed at young governor meetings. We take the children's suggestions very seriously and always act on or respond to them and explain why they may not be possible.

### **School Uniform**

Following consultation with parents the Governors decided that Millbrook would adopt a school uniform. Millbrook children wear their uniform with pride and parents are requested to support the Governing Body by making sure that their children are dressed in the appropriate manner for school.

Details of the style and colour of the uniform are available from the school office. All uniform can be purchased from Slaters in Wigan and Standish Sports. Uniform items without the school logo are also available from large supermarkets and departments stores.

Jewellery must NOT be worn. We will not be held responsible for loss or damage to items of jewellery. Children may wear stud earrings and watches only but NOT during PE/Games lessons. If they are unable to take them out themselves it is advised that they are removed at home on PE/Games days, including swimming.

**NO nail varnish, false nails or makeup should be worn whilst at school**

### **Mobile Phones**

**Children are not permitted to bring mobile phones into school unless special permission is granted. This is only available to Y5 & Y6 pupils and phones are stored in the school office.** Children can use the school phones when they need to make contact with a parent or carer.

### **Attendance**

During the school year 2016/17 the overall attendance was 96.6%.

**In exceptional circumstances only**, an authorised absence of up to 10 days may be granted by the Associate Headteacher. Parents are required to write and inform the school office, at least two weeks prior to the requested absence, a form is available at the school office. The Government does not permit schools to authorise family holidays.

Any absence for holidays, in term time, in any school year, will be recorded as **unauthorised and the LA will be informed**. We also monitor punctuality and children are expected to be in school on time each morning.

Each child's attendance is monitored closely and parents are contacted at an early stage should there be any concern. Parents and Carers will find details in the Attendance Policy available from the school office from Autumn 2017.

**Parents have a legal duty to inform school immediately if their child is absent and to ensure that their child attends school regularly and punctually.**

### **School Session Times**

Doors open & registration is 8.50 am

#### **Lesson times:**

##### **Key Stage 1 (Infants)**

9.00—11.45 am

##### **Key Stage 2 (Juniors)**

9.00—12.00 noon

##### **All**

1.00—3.15 pm

We follow the DfE recommendations that the time set-aside for teaching in Key Stage One is 21 hours and in Key Stage Two is 23 hours. (This does not include time allocated for registration, assembly and the daily act of worship)

### **Pupil Routes**

29 Year 6 pupils left Millbrook in July 2017. Of those, 27 transferred to Shevington High School, 1 to Standish High School and 1 to Oakfield High School.

### **Consideration of Complaints**

Any complaint should initially be addressed to Mrs Stevens, Associate Headteacher. In the event of any problem remaining unresolved the complaint should be put in writing and sent to the Executive Headteacher Mrs Tomlinson. The matter will then be dealt with in accordance with our complaints procedures.

**A COPY OF THE SCHOOL PROCEDURES FOR DEALING WITH COMPLAINTS IS AVAILABLE ON REQUEST FROM THE SCHOOL OFFICE.**

### **Access to Public Documents**

Inspection of copies of any documents, which are to be made available by or under The Education (School Curriculum and Related Information) Regulations 1989 and by or under the school's Publication Scheme (Freedom of Information Act 2000) can be arranged by contacting the school office.

### **Note**

The information contained in this brochure was accurate at the time of printing in September 2017, but it should not be assumed that no changes will take place before the start of the 2018/19 school year or in subsequent years.

# MILLBROOK PRIMARY SCHOOL

## SCHOOL UNIFORM

The basic uniform will comprise of :-

Mid-grey or black long trousers, short trousers / mid grey or black skirt or pinafore,  
**or** tartan skirt or pinafore  
White shirt, blouse or polo t-shirt (\*with Millbrook logo, optional)  
Reception to Year 5 : Scarlet sweatshirt / sweatshirt cardigan (\*with Millbrook logo, optional)  
Year 6 : Purple sweatshirt (\*with Millbrook logo, optional)  
White or grey socks  
Flat heeled, sensible school shoes **(no trainers please)**

Red and white checked summer dress

Parents should also ensure that children have the appropriate clothing and footwear for P.E. and Games lessons as follows:-

P.E. / Games kit - white (with scarlet/red sleeves) nylon sports t-shirt (\*Millbrook logo optional)  
scarlet/red nylon sports shorts  
trainers suitable for indoors & outdoors  
white socks

Outdoor games - as above except that children may wear a scarlet/red sweat hoody (available from certain stockists with \*Millbrook logo 'optional') or sweatshirt and black/blue tracksuit bottoms if the weather is cold.

Uniform items are available from a number of stockists including:-

- \* Standish Sports and Uniforms Ltd, Cross Street, Standish
- \* Westar, Mesnes Street, Wigan
- \* Slaters
- \* Tesco (do not stock embroidered sports shorts & t-shirts)
- (\* Stockist with optional embroidered logo items)

Asda, Sainsbury, Debenhams, Marks and Spencer, Matalan, Aldi etc

**IT IS ESSENTIAL THAT ALL GARMENTS WORN FOR SCHOOL SHOULD BE CLEARLY LABELLED WITH THE CHILD'S NAME.**

**Jewellery must NOT be worn. We will not be held responsible for loss or damage to items of jewellery. Children may wear stud earrings only but NOT during PE/Games lessons. If they are unable to take them out themselves it is advised that they are removed at home on PE/Games days, including swimming.**

**NO nail varnish, false nails or makeup should be worn whilst at school.**