

Millbrook
Primary
School
Prospectus

2023-2024

#### INTRODUCTION



The Shevington Federation

A warm welcome to The Shevington Federation and especially Millbrook Primary School.

Thank you for considering this school for your child.

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. We want all our children to 'rise above and go beyond' and to experience exceptional experiences during their Millbrook journey.

Leaders and staff have high expectations of all pupils, including those with special educational needs and/or disabilities (SEND). For example, staff expect that every pupil should be able to read with fluency and confidence. Pupils meet these high expectations and achieve well. OFSTED 2022

'Leaders have put in place an ambitious and well-designed curriculum that reflects the school's aim to 'teach to the top'. Staff ensure that pupils, including those with SEND, have the support that they need to achieve well. Leaders have given careful thought to the small steps in learning that pupils should make as they progress through the curriculum, starting in the Reception class.' OFSTED 2022

We are proud of the recent comments made by our regulatory body OFSTED 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 federation school for your child's education.

On behalf of all the staff

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

Millbrook Primary School

Elmfield Shevington Wigan WN6 8DL Telephone: 01257 404552

Play Along Pre- School Nursery 01257 4401030

Get Along Before and After School Care 01257 4031030

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

Website: www.millbrookschool.wigan.sch.uk

Executive Headteacher: Mrs K Tomlinson (B.Ed NPQH)

Deputy Executive Headteacher: Mr. A Houghton (based at Shevington Vale)

Assistant Headteacher: Mrs K Sanderson SENDCO Mrs J Thomas

Chair of Federation Governors: Mr G Hurst

At Millbrook Primary School the curriculum is designed to recognise children's prior learning, provide first hand learning experiences and allow the children to become a learner for life, building up their resilience, confidence, independence and creativity through teamwork with an ability to respect and embrace diversity in all its forms.

Every child is recognised as a unique individual. The ability to learn is underpinned by the teaching of basic skills, knowledge, concepts and values.

Our 9 key concepts are:

- ✓ Resilience
- ✓ Making connections
- ✓ Creative expression
- ✓ Enterprise
- ✓ Justify
- ✓ Share a story
- ✓ Perspectives
- ✓ Investigate
- ✓ Explore



We believe that for Millbrook children these are the keys to achieving success.

We provide enhancement opportunities to enrich learning and believe that childhood should be a happy, enquiring time of our lives that encourages curiosity along with a thirst for new experiences and knowledge.

Community involvement is very important to us. We want our children to leave school with a strong sense of belonging, the confidence and skills to make connections and to go out into the world with 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 206 children on roll in September 2022.

There is also a pre-school offering childcare and education to 3 and 4-year olds with 24 places.

The school is part of a Federation along with Shevington Vale Primary School in Appley Bridge, with an Executive Headteacher responsible for 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 2023-4 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 2023
- 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. (Please make an appointment so 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 our whole school community.

Prior to this meeting, parents/carers are sent a booklet containing relevant information about the school and details of the starting arrangements. Children are invited to attend 3 Inspire sessions in the Reception Class to prepare them for starting in September.

#### 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 3.00 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 (EYFS)

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 who may need additional support.



## Members of Staff

Executive Headteacher Mrs K Tomlinson

Deputy Executive Head Mr A Houghton (based at Shevington Vale)

Assistant Headteacher Mrs K Sanderson

Designated Safeguarding Leads Mrs K Tomlinson

Mrs J Thomas, Miss D Lang, Miss Veasey

Teaching Staff Miss D Lang (KS1 Manager)

Miss L Power

Mrs J Thomas (SENDCo)
Mrs T Swift / Mrs E Tarbuck

Mr C McLoughlin Mrs E Haigh Mrs K Sanderson

Federation Business Manager

School Office Assistant

Mrs J Holborn (Leadership Team)

Mrs G Brookes

Teaching Assistants Mr A Stone HLTA & Lunchtime Manager/ Pastoral Lead

Mrs S Moss Cover Supervisor

Mrs A Sadler
Miss S Ceylan
Miss C Cheetham
Mrs A Bennett
Miss L Halliwell
Mrs K Ryan
Miss Blundell

Teaching Assistants / Ms Veasey (Manager) Mrs A Sadler

Lunchtime Assistants Mrs E Catterall Ms Fawcett

Miss Ruddy Ms Blundell Mrs Grindley

Miss Dunne

Lunchtime Nurture Miss Cheetham

Get Along / Play Along Manager

**Deputy Manager** 

Miss E Kay

Mrs Harrison

Playworkers Miss Halliwell

Miss Dunne Miss L Halliwell Ms Blundell Ms Ceylan Mr Stone Ms Abram Ms Fawcett



Site Supervisor Mrs S Midgley Assistant Cleaner Mr P Lister

Cook Mrs L Sharp



## What Ofsted thought

In July 2022 Millbrook was judged by OFSTED to be a good school maintaining its standards.

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. It stared the school was well led and managed. Here is the link to the report

https://files.ofsted.gov.uk/v1/file/50195103

## 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 ambitious, broad, balanced, curriculum with an integrated approach to subject teaching. Educational Visits are an integral part of the learning.

## **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 (Y5)
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 but is currently under review due to recent Government directives.

Parents/carers 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.

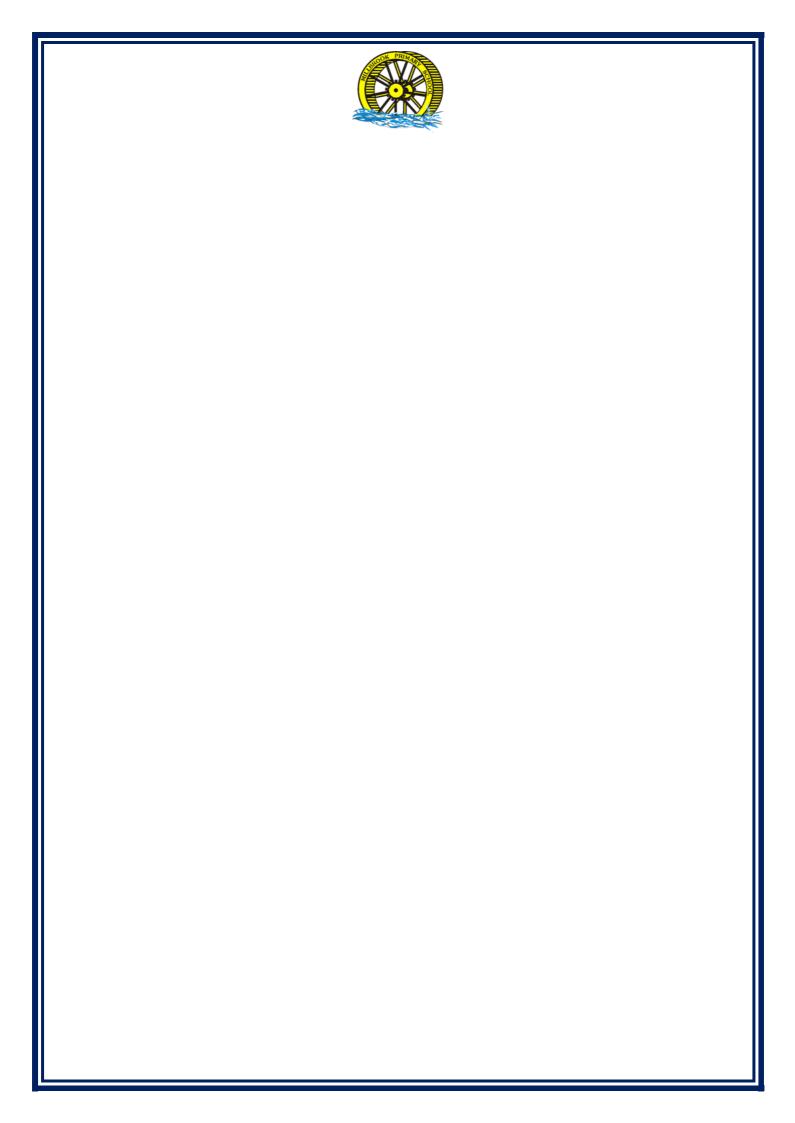
Subsequent progress is then monitored, reviewed and additional help sought, where necessary. The school follows Wigan LA policies for provision to meet such additional or different needs.

## 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/carers to discuss matters in more detail.

When necessary the Pastoral Lead and/or the SENCO will become involved. The school has a Designated Senior Lead and Governor responsible for child protection. There are also 3 other Deputy Designated Senior Leads in school.

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/carers not living full time with their children who provide the office with their details will also receive letters by post or email. Further information on parents/carers rights to access letters is available from the office.

#### We use:

- ✓ Twitter as an electronic live feed newsletter...see what's happening in school within hours
- ✓ Parents to Teachers email and text service
- ✓ Seesaw for close class contact and private messaging

## **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 Granada Learning (GL). The children and their teachers use the GL information to direct their learning and record achievements. Reception class use Target tracker to track learning in Early Years Foundation Stage (EYFS).

Results of statutory assessments at the end of 2022 together with national summary figures due to Covid are later in this brochure..

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. The school has a duty to report Safeguarding concerns to Social Care.

## **Mobile Phones**

In the interest of safety for all our children, we would like to remind you that mobile phones should not be used ANYWHERE in school.

## **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.

#### **Parking**

We politely request parents to park on the roadside or in the small car parking area to the right as you enter the school gates. Please do not park in the main staff carpark on the left.

#### 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. Staff will meet and greet the children on the playground. We ask that parents/carers leave the children on the playground to avoid congestion and to also encourage independence by allowing the children to put away their own coats and bags etc.

We discovered during Covid that all children gained in independence when left at the school gates. This especially applies to Y4, 5 and 6 who enter/ leave by the top gate on High Park.

#### End of day procedures.

Our aim is for children to become more independent as they move through school. Teachers do escort the younger children out of the building at the end of each day. For this reason, when collecting



children, we ask parents to please remain on the playground so that class teachers can see all parents/carers easily and can reunite children with their appropriate adult safely.

For safety reasons, children are frequently reminded to return to school and inform their teacher or another staff member if there is no one there 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. Health Care Plans are drawn up with the help of parents where more complex medical conditions are recorded.

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 **ESSENTIAL** that all information we have for every child is up-to-date. Parents/carers are asked to inform the office manager of any changes (**especially change of mobile phone number**). We need at least 3 emergency contact numbers in the office.

## **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. 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. School pays for lessons in brass and percussion.

#### Sport

Football and athletics teams are formed to compete in both School 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 multi-skills sports, choir, art, science and, coding run throughout the year, generally in blocks of 6 to 8 weeks. Those provided by the teachers incur no charge.

#### 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**

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.

#### **Play Along**

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 3.00 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. They are contactable on a separate number: **01257 401030** 

## **Behaviour**

Behaviour at Millbrook was judged to be strength at our most recent Ofsted inspection. We are very proud of this and everyone – including the children – works hard to keep up that standard. Whilst every effort is made to promote self-discipline as above there is a sequence of actions, which include consultation with the child's parents / carers at an early stage.

At the heart of our behaviour policy is RECOGNITION ....achieving the recognition provides self- esteem a key element of great behaviour.

We only have 4 school rules which everyone learns by heart.

R

R

S

В

Ready to learn
Respect for everyone and everything
Keep yourself and others Safe
Be your Best and do your best

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 celebration assembly. They are also encouraged to share out-of-school achievements during the assembly.

#### **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**

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. We have our own Young Governors Recycling Station in school.

#### Please note:

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.

If your child wishes to have ears pierced please try to have them done as soon as we break up in July to allow them to heal by September. Children must be able to remove and replace earrings by themselves. Staff cannot help them.

#### **Mobile Phones**

Children are not permitted to bring mobile phones into school unless special permission is granted. This is only available to 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 2021-22 the overall attendance was 96.5%. .

**In exceptional circumstances only**, an authorised absence of up to 10 days may be granted by the 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. We have a Local Authority Attendance Officer who supports our links with children with poor attendance.

Each child's attendance is monitored closely and parents are contacted at an early stage should there be any concern. Parents/carers will find details in the Attendance Policy available from the school website. Parents/carers are sent termly attendance data reports which is on colour coded paper.

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) Key Stage 2 (Juniors) All

9.00—11.45 am 9.00—12.00 noon 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**

32 Year 6 pupils left Millbrook in July 2023

## **Consideration of Complaints**

Any complaint should initially be addressed to Mrs Tomlinson, Executive Headteacher. 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 THE SCHOOL WEBSITE

#### 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 PublicationScheme (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 January 2022, but it should not be assumed that changes will not take place before the start of the 2022/23 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
- Y6 purple checked cotton 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 &

outdoorsWhite socks

Outdoor games - as above except that children may wear a scarlet/red sweat hoody (available from certain stockist 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 T/A Impressions, Cross Street, Standish
- Slaters, Wigan Pier and Top Marks, Standish Gate, Wigan
- Tesco (do not stock embroidered sports shorts & t-shirts)
- (\* Stockist with optional embroidered logo items)
- Asda, Sainsbury, Marks & Spencer, Matalan, Aldi etc.

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







How we look......
The Millbrook Way

# Visitors to Millbrook...always welcome





# The Millbrook Way- it's what we do here and it's what we expect.....



## What was said.....

'Leaders have put in place an ambitious and well-designed curriculum that reflects the school's aim to 'teach to the top'. Staff ensure that pupils, including those with SEND, have the support that they need to achieve well. Leaders have given careful thought to the small steps in learning that pupils should make as they progress through the curriculum, starting in the Reception class.

From the Reception class to Year 6, staff use assessment well to gauge what pupils can remember. Staff revisit previously taught knowledge. They adjust their lessons to make sure that pupils have the knowledge that they need. Staff break important learning down effectively into smaller steps for pupils with SEND. Teachers use demonstrations and explanations well to teach important knowledge. Pupils have a secure memory of what they have been taught. Children in Reception, term by term, increase their knowledge across each area of learning. They are well prepared for Year 1.

## **Primary School Performance Data 2022-23**



Glossary: Exp+ = Expected and GD together GD + Greater Depth (those children working at the higher standard)

Area	July 2023 National Average		July 2023 Millbrook School Data	
EYFS Reception	67%		73%	
Y1 Phonics Screening	79%		71%	
Y2 Phonics	88%		100%	
Y2 SAT Results 2023	Reading Exp+	68%	Reading Exp+	70%
	Reading GD	19%	Reading GD	17%
	Writing EXp +	68%	Writing EXP +	67%
	Writing GD	8%	Writing GD	10%
	Maths Exp+	71%	Maths Exp+	67%
	Maths GD	16%	Maths GD	10%
	RWM EXP +	56%	RWM EXP +	57%
	RWM GD	6%	RWM GD	10%
Y4 Multiplication Check			80% plus	39%
Y6 SAT Results 2023	Reading Exp+	73%	Reading Exp+	91%
	Reading GD	29%	Reading GD	47%
	Writing Exp +	71%	Writing Exp +	75%
	Writing GD	13%	Writing GD	19%
	SPAG Exp+	72%	SPAG Exp+	87%
	SPAG GD	30%	SPAG GD	38%
	Maths Exp+	73%	Maths Exp +	78%

Area	July 2023 National Average		July 2023 Millbrook School Data	
	Maths GD	24%	Maths GD	38%
	RWM Exp +	58%	RWM Exp +	66%
	RWM GD	8%	RWM GD	9%