



PROSPECTUS



Dear Parent/Guardian

For those of you considering sending your child to Birkdale Primary, the following information may well answer some of the questions and concerns you have about your child's education and about our school as well as providing a guide for you to use for future reference.

Once you have read through, you may have further questions you wish to ask so please do not hesitate in contacting school to discuss them. Those of you who have not yet viewed the school should make an appointment to do so and it would be beneficial for your child to come too.

If your child is going to be in the Reception Class next September, you will have an opportunity to attend a number of meetings between now and then. These are intended to help parents and children to get to know the school better, so that things go as smoothly as possible when children attend school as pupils for the first time.

As your child is potentially going to be with us for up to eight years, it is essential that your journey is alongside us all the way. We will be here to support you and your child throughout their time with us and hope that you will do the same for us as we make every effort to provide a safe and caring environment here at Birkdale Primary School.

We look forward to meeting you.

Mr N Sheeran  
Headteacher





## About the Headteacher

Mr Sheeran spent 23 years working in Liverpool schools before moving to Birkdale Primary in 2010. He has worked as a Local Leader of Education, holds the NPQH and NPQEL and is always keen to push 'the arts' and creativity where possible. You are welcome to come into school and meet him at any time and perhaps hear the story of how the school saved his life!





**School Name**

**Address**

**Website**

**Email**

**Telephone**

**Fax**

**Headteacher**

**Deputy Headteacher**

**Chair of Governors**

Birkdale Primary School

Matlock Road, Birkdale, Southport, PR8 4EL

[www.birkdaleprimary.com](http://www.birkdaleprimary.com)

[admin.birkdaleprimary@schools.sefton.gov.uk](mailto:admin.birkdaleprimary@schools.sefton.gov.uk)

01704 567516

01704 551949

Mr N Sheeran

Mr Jessop

Mrs M McDermott (Correspondence via school office)





## **Introduction**

The school became fully 2 form entry (60 places in each year group) in September 2019 following extensive building work which included an innovative rooftop playground in addition to the main yard. There are 60 full time/ part time places into the Nursery.

The school has recently been awarded the prestigious School of the Year award by Educate North. The school has also been accredited with numerous awards such as the School Games Platinum award, Dyslexia Friendly status and Healthy Schools.

We are a popular and happy school. Our aim at Birkdale Primary School is to create a positive, stimulating and happy learning environment through which all children will achieve success and develop their potential to the full. The curriculum is underpinned by strong spiritual, moral, social and cultural values that prepare children well for life in 21st century Britain. Pupils encounter a wide range of opportunities and challenges through our curriculum. Alongside our many extra-curricular activities we feel this helps to build their confidence and resilience and gives them the knowledge and cultural capital they need to succeed in life.

Birkdale Primary - Attainment through caring, challenge and creativity.

## **MISSION STATEMENT**

**Where caring and respect for others are the responsibility of all who belong here, so that we may grow to understand our individual uniqueness and learn to love and respect the world in which we live.**

**Where the potential within us all is encouraged to flourish without fear or prejudice, so that we may learn to become all that we are meant to be**

**Where creativity has a pre-eminent place in the life and the work of the school, so that we may celebrate our own achievements and those of others.**

Throughout your child's education we will keep you up to date and informed of their progress and development but it is important to remember that you are welcome to see us at any time particularly if you have any concerns or worries. We see the education of every child as being very much a partnership between home and school. Therefore, it is important to have good communication between teachers and parents. Do let us know of any worries or concerns as a first port of call.

Please read through the booklet and if you have any questions please do not hesitate to contact us. Our website is regularly updated.

You can find further useful information regarding your child's education on the following website:

[www.OfSTED.gov.uk](http://www.OfSTED.gov.uk)

Here, you will also find links to the school's most recent inspection information.

## Admission Procedures

You will need to contact Sefton School Admissions on 0151 934 3590 or via [admissions@sefton.gov.uk](mailto:admissions@sefton.gov.uk) for all admissions and enquiries.

For all places here, to help you make your decision you are most welcome to come and have a look around the school.  
Please contact the school to make an appointment.



## The School Day

Reception Year 1 and 2: Doors open at 8.40am. The doors will close at 8.45am when lessons begin. 3.15pm finish.

Years 3,4,5, and 6: All gates in the morning will be open from 8.40am. The gates will be closed at 8.50am when lessons begin. 3.20pm finish.

Our Nursery is open from 9am until 3pm.

If children are late, they will need to come around to the Main Office entrance.

There is room to park scooters and bikes at the rear of the school.

**Holiday Dates - Please contact the Main Office or check our website**



## The Curriculum

### Our Curriculum Intent

At Birkdale Primary School we believe that the curriculum we offer is a powerful tool that promotes a love of learning, the opportunity to explore beyond the classroom and the time to be creative.

Our ambitious curriculum has been designed to take account of the legal requirements of the Early Years Foundation Stage Framework and the Primary National Curriculum. We use this as a starting point for a rich, broad and balanced learning experience for our children. Our children will have the opportunity to be creative, to be physically active and to be academically challenged. We are committed to developing the whole child from the moment they enter our school.

We enrich the curriculum by our strong ethos based on respect for ourselves and others, equality and a sense of wonder of the world we live in. We want the children to understand how diverse our world is and to be respectful of everyone, no matter their background or circumstances. We ensure each and every one of our pupils understands and embraces modern British values.

Through teaching a coherently planned and sequenced curriculum, we aim to provide pupils with opportunities to embed knowledge and skills, which will enable them to make connections between topics and build a conceptual understanding. We encourage our children to approach learning positively so that children enjoy coming to school, and acquire a solid basis for lifelong learning in our modern world.

The school uses the Sefton Agreed Syllabus for Religious Education as a framework for the teaching of RE.

Education concerning relationships and sex is sensitive to the needs and age of the children. Staff have been trained to deliver this both age appropriately and sensitively. If you would like more information, please contact the Headteacher who will be happy to discuss this with you.

## Areas of Learning include:

- English (including early reading/phonics)
- Mathematics
- Science
- Drama
- Geography
- Life Lessons (PSHE, Health and Relationships) and Citizenship
- Art
- Design and Technology
- History
- Information & Communications Technology
- Music
- Physical Education and Dance
- Religious Education
- Modern Foreign Languages

Curriculum overviews are sent out to parents detailing what we intend to cover each term. Our Curriculum Learning Journeys are available on our website.





## Wider Curriculum Opportunities and Cultural Capital

At Birkdale Primary School our curriculum extends beyond the National Curriculum and includes a wide range of enriching experiences and opportunities both within and beyond the school day. This includes an extensive programme of after-school clubs that support the core curriculum offer, as well as those which develop specialist skills, dance, music, and support whilst also extending the range of children's experiences (Cultural Capital).

A primary focus of our curriculum is to raise aspirations, engender a sense of personal pride in achievement, and provide a purpose and relevance for learning. Every child and family who joins the Birkdale family will have their own knowledge and experiences that will link to their culture and wider family. Cultural capital is the accumulation of knowledge, behaviours, and skills that a child can draw upon and which demonstrates their cultural awareness, knowledge and competence, it is one of the key ingredients a pupil will draw upon to be successful in society, their career and the world of work.

Gradually widening children's experiences as they progress through school is an important step in providing rich and engaging learning across the curriculum. We plan carefully for children to have progressively richer experiences throughout their school life at Birkdale Primary. In addition to our exciting and stimulating cross-curricular themes, we also provide further opportunities to enhance children's learning wherever possible.





## Parents and the Curriculum

Support and help from parents is an essential ingredient in a child's education. The delivery of the planned curriculum involves parent's helping/encouraging children at home with such things as reading, number work, consolidation of acquired skills, etc. We also welcome parental help in school time for such things as educational visits, transport to sporting events, assisting children with their work etc. It is our intention to maximise the use of all available facilities and resources including staff/parent expertise. If you would be interested in volunteering your time to work with the children in school please contact our school office where all necessary arrangements can be made, including relevant DBS checks.

**Join RIG today!** - Our Reading Improvement Group is an army of parents who can give up regular slots of time to listen to our children read. If you are interested in this very rewarding voluntary work, please get in touch with us and ask about RIG.





## **Children with Special Educational Needs and Disabilities**

The principles of our SEND Policy are as follows:

- To recognise that all children with SEND receive the maximum opportunities to fully develop their academic, social and personal potential.
- To ensure access to a broad and balanced curriculum.
- To fully integrate children with SEND, and promote high self-esteem by achieving success at their own level.
- To provide a caring and supportive environment that utilises all available, appropriate resources.

The individual needs of all children will normally be catered for within the classroom situation by the class teacher. On occasions, however, some children may have needs which require adaptations or extra support. For those children, we follow the 'Graduated Response' outlined by Sefton. (Please see the SEND Information report on our website). The SENDCO in collaboration with the class teacher, subject leads and possible external agencies, will decide the action required to support and help a child to make progress. They may require careful adaptations to be made to lessons for them to access the curriculum; systems put in place to enable independence; short-term intervention to catch up with age related expectations or accelerate learning. A small minority of children may require extra adult support.

Children that require a greater amount of additional and different support will be identified as having a Special Educational Need or Disability (SEND). You will be fully involved in this process and through consultation with you, the child will be placed on the SEND register. These children have a SEND support plan in place which is reviewed termly with you (in some cases more often) and updated with specific targets to help the child make progress. This will follow them throughout their time in school or for as long as it is required.

Throughout your child's education at Birkdale Primary School judgements will be made as to which approach will best meet their needs. We will regularly keep you informed of progress and will consult you from time to time if and when various types of extra support are being considered, such as the provision of speech or physiotherapy etc. It is vital that there are good communications between home and school.

## Assessment and recording

The progress and performance of every child will be regularly assessed throughout their school career.

The National Curriculum requires that children be assessed at certain stages of their schooling but the majority of assessment will occur on a continuous basis from the day a child starts school.

The main aims of assessing and recording children's work are as follows:

- **To have an accurate picture of what each child can do; i.e. skills and concepts achieved and understood.**

This knowledge enables the teacher to carefully plan ahead and ensure all children are given appropriate and challenging work, which will continually move them forwards.

- **To identify gaps in the children's knowledge and understanding**

Accurate assessment can highlight areas of uncertainty and weakness thereby allowing the teacher to ensure that a child can be helped through their difficulties.

- **To ensure there is progression and continuity in learning as children pass through the school**

When children change classes, their new teacher can be accurately informed of their levels of understanding so that each child will continue from the point at which their previous teacher left them.

- **To be able to accurately inform parents of their child's progress.**

Parents' Evenings will normally be held twice a year when your child/ren will be encouraged to join you in a thorough examination and celebration of their work. There is also the opportunity to attend a number of drop-in sessions to discuss your child's progress or end of year report.

- **To inform secondary schools of the levels of achievement of the children they are to receive.**

Both formal and informal methods of assessment are undertaken at Birkdale Primary School. Informal assessment occurs on a daily basis when the teachers are working closely with the children. Often the teacher will keep personal notes about each child as an aide-memoire but such notes will not form part of our official record keeping system. Formal assessment involves testing and teacher assessment, the results of which are recorded and held centrally for each child in the school.

Testing and teacher assessment occurs throughout all areas of the curriculum but with an emphasis on Mathematics and English. Updating of the records is an on-going process so that they reflect the progress being made and provide us with the information we require. Challenging but attainable targets will be set each year and shared with parents and children in the autumn term.





## Children's Records

The children's records contain a variety of information, mostly relating to their progress at school. Some information is also stored securely including information supplied by parents/guardians. We are fully compliant with General Data Protection Regulations (GDPR).

Records we hold will include:

- General information such as address, emergency telephone numbers, medical information as supplied by parents. (Please keep this information up to date and inform the office of any changes).
- Pupil tracking data which summarise results and targets for each child as they move through school.
- Attendance records.
- Reading record sheets.
- SEND information.
- Permission information such as media and photographic permissions.
- Any additional information as decided by individual teachers which may include such things as informal notes regarding the children's progress.

## Absences - Holidays During Term Time and Illness

Full attendance in school is expected and, to this end, we encourage parents and guardians to ensure children attend school regularly. Good attendance is vital if your child is to make the progress needed to reach their full potential. The way in which the National Curriculum operates makes it increasingly difficult for teachers to give children the opportunity to cover those areas missed through absence.

You may make a request for an absence during term time. No holidays will be authorised unless in exceptional circumstances, following agreement with the Headteacher.

All absences, both authorised and unauthorised will be recorded and reported to parents in July of each year.

Of course, child illness is unavoidable. In the event of absence from school, parents should contact the school office as soon as possible giving the reason for absence and an approximate estimation of how long the absence is likely to last. This can be done by telephone.

When your child has had a stomach upset and sickness it is important that you allow a period of at least 48 hours to elapse after the sickness has finished before sending them back to school. Such action will help to prevent the infection spreading unnecessarily to others in the school.





## Additional Subjects

Children at various stages of their schooling may be given the opportunity to learn to play a musical instrument. Music tuition is undertaken by visiting peripatetic teachers, who are often professional musicians.

Please note that children participating in such activities may be withdrawn from their class for a short period during normal lesson time.



## PTA

We have a very active Parent Teachers Association at Birkdale Primary School. The PTA raises vital money for the school every year. The money raised has helped the school buy a range of expensive resources which otherwise would not be available for your children to use. They also help to subsidise educational visits by the children and visitors to school.

The Association is also noted for organising non-profit making social events for both children and adults who help to engender a greater sense of community amongst those associated with Birkdale Primary School.

The PTA is always ready to welcome new members, so if you are interested in playing an active role in the Association, please do not hesitate to contact us on 01704 567516.

## Health, Safety and Wellbeing

The health, safety and well-being of all the children in our care is of the utmost importance. To this end we have in place a range of policies, systems and procedures which all members of the teaching and non-teaching staff follow. They cover such things as lunchtime supervision, evacuation in the event of an emergency, medical care, out of school activities, the use of safety equipment and so on.

Your children come to school to learn; learn new academic skills, learn to be responsible citizens, learn to expand their interests, learn to be good friends to others, learn to respect diversity and uniqueness...the list is almost endless and we take pride in the wide and creative range of learning opportunities that we provide through our curriculum, assemblies, enrichment days and extra-curricular activities.

In order to ensure this learning takes place, we aim to make sure that nothing hinders your child's ability or desire to learn, and this means that we are completely invested in nurturing and promoting their wellbeing at all times.

The theme of wellbeing and positive mental health runs throughout our school curriculum. It is a focus of our Life Lessons which include health education, our whole school and class assemblies, awareness days, fundraisers and enrichment opportunities.

We want to assure you that your child's wellbeing is at the heart of all that we do. We are continually learning to improve our ways of monitoring wellbeing and supporting children whenever and wherever they need it. We have a dedicated wellbeing team including our wellbeing and Governor leads who share best practice and training activities to support all of the children in our care.





## Behaviour:

We aim to provide a happy working atmosphere in which the best teacher/child relationships can flourish and also in which children can form sincere friendships with each other.

We consider that self-control, mutual respect and courtesy are among the essential ingredients which must exist before the learning process can take place.

To this end, every effort will be made to give firm guidance and parents are asked to support us in these efforts. Ultimately the Headteacher assumes the final responsibility for all matters of discipline concerning the school.

A system of rewards and incentives is consistently applied throughout the school to encourage good behaviour and reward good effort. This includes our Dojo system. We want our children to become good learners through our 'what makes a good LEARNER?' values. These are centred around Listening, being Engaged, Asking questions, developing Resilience, being Neighbourly and Enthusiastic as well as showing Respect to others. Dojos are awarded for following these values.

Our very popular 'Star of the Week' assembly identifies exceptional work, behaviour and conduct.

School rules are few but are made with the safety of all children in mind and are based on respect, consideration, safety and the desire that each child should work to the best of his/her ability. When rules are broken it is necessary for the child concerned to understand that such behaviour is unacceptable and to be given such sanctions as will deter them from behaving in a similar manner again.

These are our agreed rules for behaviour around the school. They are our 'Be Rules.'  
Pupils are expected to follow this code of conduct at all times.

- Be safe and sensible
- Be caring to others
- Be kind with words
- Be a good listener
- Be the best we can be.

Temporary or permanent exclusion. If a child persistently, over a long period of time, openly disregards school rules, and the child's parent or guardian indicates a lack of concern, the school Governors may have to exclude the child from school on a temporary or permanent basis. The school follows the Sefton Local Authority guidance on such procedures, our policy is published on the website.



## Complaints Procedure

If a parent or guardian is concerned about any aspect of school life and wishes to make a complaint, an appointment should be made to discuss the matter with the Headteacher first. We would always hope to agree on how to resolve any concerns at that stage. If however, this does not prove to be possible, a parent has the right to have the complaint investigated and considered by the Governing Body of the school. Their decision is final although the Local Authority may act as mediators but they are not able to overturn the decision made by the Governing Body. School will supply any parent or guardian with details of how to proceed in such circumstances.

A document is available from the school or the Local Authority which explains what steps to take if a parent wants to make a complaint. This information is also published on our website.

## Homework

We believe that work at home is an essential element in a child's education and we will continue to seek parental support with regard to any homework set. Children from Reception through to Year 6 will be expected to do homework which will vary in type and quantity depending on age/ability. Reading, learning tables and spellings, completing work in Maths and English, preparing project work, planning activities, revising, etc. are the types of activity children may be required to do for homework.

The children at Birkdale work extremely hard and often commit a lot of additional time to their work and extra-curricular activities. Homework should aim to complement this effort and should not demotivate the child/ren by becoming a chore. Our school is able to transfer over to Remote Learning if necessary for both individuals and whole classes.



## Medical Information

All medical information should be provided to the school on admission and school kept informed of any changes over time.

If you would like to speak to our school nurse she can be contacted on 01704 385125.

**ALL CONTACT NUMBERS MUST BE AVAILABLE FOR USE IN AN EMERGENCY.**

Children who have been prescribed antibiotics and/or medicines should remain at home until they are well enough to attend school without infecting others. Asthma sufferers should keep their inhalers with them in school.

Should your address or emergency contact numbers change or pick-up procedures differ from usual, please inform the school so that our records can be updated. It is important to maintain accurate information on every child. If you think our records might be out of date please contact the school office. If you have sensitive medical or domestic information to give school, please do not hesitate in contacting our office team in confidence.

## Parking

Please observe all the road markings and car park markings to help ease congestion and make the area outside school safer for young children. In particular, please do not park in front of driveways. Always leave access for our neighbours to move in and out of their property.

The roads around school are very narrow and congested at the start and end of school. Wherever possible, please do not use your car to transport children.



## School Meals

The current cost of our school meals is available from the Main Office. Meals should be paid for by cash (the correct amount please), cheque or through our online system. Cheques should be made payable to Sefton MBC. Please enclose payment in a sealed envelope and send it into school on a Monday morning.

The envelope should be clearly marked "Dinner Money" with your child's name, class and the amount written on it. Payments should be made in time or on the day that the week of meals begins.

If you wish to change lunchtime arrangements please give the school at least one week's notice.

Children on packed lunches should have a proper lunch container, which is clearly marked with their name.

Please note that hot or fizzy drinks and glass bottles are not permitted.

We have a large number of children with a range of dietary requirements. These can be specified on admission. Our school cook will do everything possible to accommodate children's varying tastes and needs. Please note - alongside promoting Healthy Eating, we are a **NUT FREE SCHOOL**.







## **Sporting activities**

The school aims to introduce the children to a variety of sports and to teach skills relating to such sports in the formal curriculum, e.g. cricket, football, hockey, netball, swimming (which begins in Year 3), tennis and rounders. Outside the formal school hours there are clubs which take place throughout the school year. These have recently included cricket, football, netball, rounders, judo, gymnastics, archery and tennis activities.

Teams comprising of members who attend the clubs, may compete against other local schools. The school uses specialist coaches both within and outside the formal school hours.

The school is proud to have been awarded the School Games Platinum Award in recognition of its commitment to promoting the benefits of physical activity and school sport.

## **Breakfast and After School Club**

We are very proud of our Breakfast and After School Clubs. The clubs are not for profit so we ensure that the prices cover costs only. Please enquire at the Main Office for details. The clubs run from 7.30am for the Breakfast Club and until 5.30pm for the After-School Club. There are a range of activities planned for the children including games, access to ICT and outdoor facilities when the weather is suitable. There is also the opportunity to complete homework



## Uniform requirements

The school uniform **MUST** be consistent throughout the whole year and in all classes. We will contact you via individual text should you need to be made aware of any inconsistencies in your child's uniform. It is always best and polite to send in a note to explain the need for your child to wear anything 'alternative' with an accompanying timescale for when you intend to resolve this. We would normally expect items that need replacing or changing should occur within one week.

- Mid-grey skirt, grey or black trousers
- The blue sweatshirt/cardigan with the Birkdale Primary logo
- Yellow, lemon or gold polo-shirt (logo optional)
- Yellow or blue summer dresses.
- All-black shoes
- No boots or sandals
- Children in Key Stage 2 may change into trainers swiftly at breaktimes but only if you insist at home
- No jewellery- ear studs. Non-SMART watches are allowed
- No make-up. No nail varnish. No temporary tattoos. Non-allergenic materials will be provided for children to remove this themselves if this happens 'by accident'
- Hair must be tied back- headlice are not welcome here and we intend to keep it that way!
- No extreme hairstyles including shaved designs. By allowing such hairstyles it is unfair to some children whose parents say no - let's have a level playing field for all children - we're not being strict but the word uniform basically means 'all the same.' Any extreme haircuts will result in a polite request to 'shave' out.

## P.E Kit:

Generally, if children are fit enough to come to school they should be able to do P.E - it is a legal requirement.

Please can you ENSURE your child comes to school on their assigned PE days wearing the appropriate kit. The PE uniform is as follows;

INDOOR PE UNIFORM - a BPS logo/plain white round neck t-shirt, royal blue shorts and black pumps.

OUTDOOR PE UNIFORM - a BPS logo/plain white round neck t-shirt, royal blue shorts, royal blue BPS hoodie, royal blue tracksuit bottoms and trainers.

All hair longer than shoulder-length must be tied back and earrings removed or covered up for safety reasons.

## Nursery:

The Nursery staff would be very grateful if the children in their class could wear clothing which can be put on and taken off by the children themselves - e.g. elastic waisted trousers, tops without buttons, slip-on pumps etc. There is no school uniform for nursery children (although school sweatshirts are available in small sizes) but they should wear suitable clothing which a parent is prepared to put in a washing machine at the end of the day if necessary.

## Reading Bags

Birkdale Book Bags should be used by all children up to the end of Year 4. A Year 5/6 privilege is to have a small backpack that will fit easily into lockers.

Reading bags (available from the office) should be brought into school every day by all children. The home reading diaries should also be returned daily with a comment from home where possible.

## Where to buy...

Local uniform supply stores, Zips and Snips and Whittakers stock our uniform in the town (Southport). The school office does not stock uniform.





## Outdoor Play

The children are likely to participate in outdoor play every day. Please you make sure that on colder / wetter days that your child has suitable clothing e.g. hat, scarf, gloves and a warm coat.

We hope you will appreciate the importance of having ALL items of clothing clearly marked with your child's name. It makes items easier to locate if they go missing during the year. Lost property is now located at the rear of the school.



## Safeguarding

At Birkdale Primary School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected, valued and recognise when they are at risk and how to access help when they need it. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures in our policy apply to all staff, governors, volunteers and contractors. Staff working with children at Birkdale Primary School will maintain an attitude of 'it could happen here' with respect to safeguarding. When concerned about the welfare of a child, staff will always act in the best interests of the child. If any member of our community has a safeguarding concern about any child or adult, they will act immediately.

Please familiarise yourself with our school Safeguarding Team. Photographs are on display in key areas around school. Our policies and further information are published on our school website.

## Prevent

The Prevent duty requires specified authorities such as education, health, local authorities, police and criminal justice agencies (prisons and probation) to help prevent the risk of people becoming radicalised or supporting terrorism. Prevent sits alongside long-established safeguarding duties on professionals to protect people from a range of harms, such as substance abuse, involvement in gangs, and criminal and sexual exploitation. The duty helps to ensure that people who are susceptible to radicalisation are supported as they would be under safeguarding processes. Our school incorporates annual review of its procedures and provides annual training for all staff.

Please keep this booklet for reference as it contains a great deal of information relating to your child's schooling.

Thanks for Reading

Mr Nick Sheeran

Headteacher

