



Parent Handbook 2018/19

Unity Community Primary

Parent Handbook

This handbook tells you everything you need to know about Unity Community Primary. We hope you find it useful.

This information is also on our website: www.unitycommunityprimary.com

We welcome any comments you have about the handbook, including things you think should be included in future copies.

If you have trouble understanding anything in this handbook, or if you would like it translated, please speak to a member of staff.

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Unity Community Primary

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Cheetwood
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Welcome from the Headteacher

I have great pleasure in introducing myself as the Headteacher of Unity Community Primary School. I have worked in Manchester schools for over 20 years and within the Cheetwood area for the last 10 years. I love working in such a diverse area and am really excited to be leading a new school for this community.

Unity delivers first class education in partnership with our families and the community. I feel privileged to be able to lead Unity from its opening stages to be an outstanding school and look forward to sharing the journey with you.



Jude Lee – Unity Community Primary Headteacher

We are part of the Big Life group. Our multi-academy trust is called, Big Life Schools.

We share the groups 6 core values;

- Courageous
- Creative
- Honest
- Inspiring
- Thoughtful
- Valuing Difference



Our school will deliver the highest standards of education and behaviour through the community, parents, teachers and children working together to achieve the best results. Through learning together children, parents and teachers will:

- **value** and enjoy education
- **aspire** to achieve the best they can
- **respect** and value differences
- **express** common values and standards
- **help** each other to learn
- **maximise** the rich opportunities that life will bring

Partnership with Parents

At Unity Community Primary we aim for every child to have the chance to learn in a way that is suited to their abilities. We will create a happy and secure environment, based upon a strong home/school partnership, where everyone values themselves and feels valued.

We strive continuously to ensure that all children are cared for and achieve their full potential in every aspect of the curriculum.

We value the partnership of parents/carers in the education process. This partnership is central to our success and we hope that you will work with us in providing the best possible education for your child. We operate an 'open door' policy and welcome parents/carers and visitors into our school.

What we expect from...

The school:

- Outstanding teaching
- High quality curriculum
- Caring and nurturing environment
- Support for the whole family

Parents:

- High aspirations for children and their education
- Support and encourage learning at home
- Work in partnership with school
- Share in the values and ethos of the school

Children:

- Achieve their potential
- Work together
- Respect for all
- Believe in themselves

Our Governing Body

Chair of Governors: Garry Shewan
Vice Chair: Fay Selvan
Community Governor: Ian Simpson
Parent Governor: Vacant
Parent Governor: Farag Edghiem
Safeguarding Governor: Gary Norton
Staff Governor: Katy Burton
Governor: Matt Wallis
Governor: Nia Stock

Meet the Staff

Head teacher/Principal: Jude Lee

Deputy Head Teacher: Cath Jolleys

Assistant Head Teacher – EYFS: Katy Burton

Assistant Head Teacher – Y1-Y3: Anne-Marie Mendieta

Nursery Team

Nursery Manager: Kirsty Conway

Nursery class teacher: Abigail Healy

Senior EYFS Practitioner: Adele Cauchi

EYFS Practitioner: Hanif Bega

EYFS Practitioner: Halima Hanif

EYFS Practitioner: Kelly Offord

EYFS Practitioner: Hafza Shah

EYFS Practitioner: Chelsea Kavanagh

EYFS Practitioner: Maria Dupont

EYFS Practitioner: Bobbie Downey

EYFS Practitioner: Nidha Khan

EYFS Practitioner: Renata Januszkiewicz

After School Club Worker: Sigourney Rourke

After School Club Worker: Helen Berakhi

Reception Classes

Teacher: Melanie Neil

Teacher: Olivia O'Toole

Teaching Assistant: Siobhan McDermott

Teaching Assistant: Joan Williamson

Teaching Assistant: Hayley Smith

Y1 Class

Teacher: Hannah Cumberbatch

Teaching Assistant: Lisa Cunningham

Y2 Class

Teacher: Anne-Marie Mendieta

Teaching Assistant: Alaa Al-Masri

PPA cover teacher – Music specialist: Carolyn Davis

Y3 Class

Teacher: Lisa Hull

Teaching Assistant: Nina D'Silva

Y4 Class

Teacher: Cath Jolleys (Monday/Tuesday)

Teacher: Fia Ogunyemi (Wed-Fri)

Teaching Assistant: Salina Ahmed

Teaching Assistant: Judy Yang

Y5 Class

Teacher: Deborah Cox

Teaching Assistant: Mamoona Akhtar

Family Support Worker: Victoria Marley

School Business Manager: Jessica Healy

School Administrator: Ruqiya Parvez (Monday, Thursday, Friday)

School Administrator: Caroline Taylor (Tuesday, Wednesday)

See our website for more details about Unity Community Primary staff.

School Term Dates 2018/19

AUTUMN TERM

INSET DAY: Monday 3rd September 2018 – **SCHOOL CLOSED**

Term starts: Tuesday 4th September

Term ends: Friday 19th October

Autumn Half-term holiday: Monday 22nd – Friday 26th October

Term starts: Monday 29th October

Term ends: Friday 21st December – **SCHOOL CLOSURES at 1.15PM**

Christmas Holiday: Monday 24th December – Friday 4th January 2019

SPRING TERM

Term starts: Monday 7th January 2019

Term ends: Thursday 14th February

INSET DAY: Friday 15th February – **SCHOOL CLOSED**

Half-term holiday: Monday 18th – Friday 22nd February

Term starts: Monday 25th February

Term ends: Friday 5th April

Easter Holiday: Monday 8th April – Monday 22nd April

SUMMER TERM

Term starts: Tuesday 23rd April

INSET DAY: Thursday 2nd May – Polling Day – **SCHOOL CLOSED**

BANK HOLIDAY: Monday 6th May

Term ends: Friday 24th May

Half-term holiday: Monday 27th May – Friday 31st May

Term starts: Monday 3rd June

Term ends: Friday 19th July – **SCHOOL CLOSURES at 1.15PM**

Summer Holiday: Monday 22nd July - Monday 2nd September 2019

Settling Your Child into School

We know that starting school is very exciting for most children whilst others can find it stressful. Staff will visit all new Reception children in their homes to start to build relationships with you and your child. Several 'stay and play' sessions will be offered at the end of the summer term so your child can become familiar with their new class and children. We will also tailor make your child's transition into school for what best suits them, if they are struggling, we will transition them into full time education over a long period until they are settled and happy in school

Uniform

The community were consulted throughout the implementation stage and they decided the colour of the uniform. We are proud of our uniform and believe every child should wear it. Each new child will receive a free jumper & book bag from school. Any additional uniform can be ordered from school.

Our uniform consists of:

- Dark grey sweatshirt or cardigan with school logo
- White or purple plain polo shirt
- Dark grey trousers or skirt/pinafore dress
- Purple gingham check dress
- Black footwear
- No jewellery except ear studs and a watch
- The PE kits consists of a white t-shirt and black shorts/ black tracksuit bottoms.



The Curriculum

The aims of our school curriculum are for children to:

- Have good English language skills
- Achieve age-related expectations in core subjects
- Be self-confident
- Have respect for themselves and others around them
- Be enthusiastic and eager to learn
- Be able and willing to challenge themselves to change their lives for the better.

Unity's curriculum is based on the 2014 National Curriculum. This covers:

- English
- Mathematics
- Science
- ICT (Information Communication Technology)
- Physical Education
- History
- Geography
- Art
- Music
- Design Technology

Children will have a daily lesson of phonics, literacy and numeracy. Language and communication are central to our curriculum and these skills will be reinforced throughout the curriculum. All other subjects will be taught through our creative curriculum so children have a depth to their understanding of topics.

At Unity we aim to develop well-rounded individuals who will make a positive contribution to society so we have a strong PHSE/Citizenship (Personal, Health and Social Education) curriculum. Unity has achieved the Silver Award of UNICEF's Rights Respecting School which means we put the international convention of children's rights at the heart of everything we do.

Enterprise

We have themed days and weeks as well as a wide range of out of school activities to enrich and extend learning. The key skills of **enterprise** will be developed through projects the children will undertake throughout the school year.

- | | |
|-------------------|---------------------|
| • Leading | Working in a team |
| • Problem Solving | Using Imagination |
| • Sharing Ideas | Listening Carefully |
| • Aiming High | Staying Positive |

Homework

Homework is an important part of your child's education and a chance for you to support and encourage your child's learning.

When we set homework, it can be in many different forms with many different expectations and outcomes. The nature and type of homework changes throughout the time your child is at Unity Community Primary School and the amount of homework will increase as your child gets older.

Homework should never create stress for your child or your family. If you have any concerns you should contact the school.

We would encourage you to read for about 10 minutes every day with your child and talk to them about what they have been learning in school.

Behaviour at Unity

Children's learning in all areas, academic, social and personal is best supported in a school environment where they feel safe, valued and motivated to achieve. At Unity Community Primary we create a positive learning environment that ensures our approach to behaviour is consistent and understood by all the staff, pupils and parents.

Unity is part of the Big Life group and so we share the group's values and use them as the foundation of our behaviour policy. Unity is also a UNICEF Rights Respecting School. By embedding our values and children's rights in all that we do at Unity we will reward, encourage and expect behaviour that promotes respect, honesty and good relationships. Our aim is to create a supportive atmosphere, where children and adults can work with the common purpose of helping everyone to learn, to be creative, to grow emotionally and physically, and to be happy.

The school expects every member of the school community to behave in a considerate way towards others.

What you and your child can expect from our staff:

The Headteacher...

- Will set the standard through a clear implementation of the vision, ethos and values of Unity Community Primary.
- Will implement the school behaviour policy consistently throughout the school and report to governors on the effectiveness of the policy.
- Will ensure the health, safety and welfare of all the children and staff in the school.
- Will keep records of all reported serious incidents of misbehaviour and has the responsibility for giving fixed term exclusions to individual children for serious incidents.

The Staff...

- Have a responsibility to model high standards of behaviour, both with children and with each other.
- Will create a positive climate with realistic expectations of children.
- Emphasise the importance of being valued as an individual within the group.
- Promote, through example, honesty and courtesy.
- Provide a caring and effective place to learn.
- Encourage relationships based on kindness, respect and understanding the needs of others.
- Ensure fair treatment for all, regardless of age, gender, race, ability and disability.
- Show appreciation of the efforts and contribution of all.

What we expect from your child...

- To treat everyone within the community with respect and consider their rights, both as learners, teachers, adults and children.
- To follow the school rules and behave appropriately and to know that consequences will be put in place if these expectations are not met at any time during the school day.
- To accept support when needed, for making the right choices and understand that adults in the school are looking for the best interests and rights of all the children
- To attend every day, arrive on time and enter the school ready to learn.
- To participate and play an active role within the school.

What we expect from parents...

- To support the school in its behaviour policy.
- To talk to your children about school's expectations of learning and behaviour.
- To give specific praise when your children do well at school and share with us their achievements outside of school.
- To take part in opportunities to celebrate success, such as assemblies, workshops and trips.
- To work with the school if there are any concerns about your child's behaviour in school - working together we can quickly make a difference.
- To encourage your children to discuss problems and accept help when needed.
- To attend parents' evenings and any other meeting with the school that will help your child.
- To tell the school of any concerns, including medical concerns or issues which may affect your child's learning or behaviour.
- To ensure that your children attend school regularly and on time.
- To support wider policies that can impact on behaviour such as sending children into school in school uniform, supporting homework being completed and encouraging reading every day.

Attendance

A good education gives a child the best possible start in life. We must ensure that all our pupils have an equal chance to make good use of the education that the school offers by providing a positive and encouraging atmosphere. To achieve this it is important that each child attends school regularly and punctually. When a child does not attend school regularly and on time they will have difficulty keeping up with their work and will therefore underachieve.

The school recognises that parents have a vital role to play in supporting and encouraging good attendance and punctuality. By accepting responsibility in partnership with the school, we can work together to ensure the children's right to a full education (article 28), as well as enabling parents to fulfil their legal responsibility.

It is very important for all children to attend school every day and to arrive on time. School starts promptly at 8.55am and they should arrive in good time. This is essential to ensure that children benefit fully from classroom learning and that other children's learning is not disrupted.

To help with punctuality, the playground gates open at 8.45am and parents/carers are welcome to bring their children and wait with them from this time.

Not only does lateness make a bad start to the day, arrival after 9.30am is considered half a day's absence. All lateness/attendance is recorded and monitored by the school.

Usually, the only acceptable reason for a pupil to miss a day of school is if they are too ill to attend. If this is the case, you should ring the school office by 9.00am. **If you are not sure in the morning whether your child is well enough for school, you should send them in. We can always call you if they become too ill to get through the day.**

Medical appointments should be made out of school hours if at all possible. If your child has to see a doctor or dentist in school time they should attend school for as much of the day as possible. It is not permitted to take a whole day off school for a medical appointment unless the appointment lasts all day.

TERM TIME HOLIDAYS WILL NOT BE AUTHORISED AND MAY RESULT IN A PENALTY NOTICE OF UP TO £120 PER CHILD PER PARENT BEING ISSUED.

Special Educational Needs

We recognise that some children have barriers to learning that mean they have special needs and require particular action by the school.

At Unity, we aim to offer excellence and choice to all the children attending our school, whatever their ability or needs. We also want all children to feel that they are a valued part of our school community.

Unity Community Primary provides a broad and balanced curriculum for all children.

The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to your child's learning needs.

We have high expectations of all our children and we aim to achieve this through the removal of barriers to learning and participation.

If your child has Special Educational Needs, we will work closely with you as parents and record, in an Individual Education Plan (IEP), the strategies used to support your child. The IEP will show the short-term targets set for the child, and the teaching strategies that we plan to use. It will also indicate the planned outcomes and the date for the plan to be reviewed. In most cases, this review will take place once a term.

Breakfast and After-School Club

At Unity we offer wrap around childcare for parents who need to drop off or pick up their children earlier/later than the school day. Breakfast club operates from 8.00am until the start of school and is £3 per session. After-school club is available from 3.15pm until 6pm and is charged at £7.50 per session. If a child is on a contract for regular childcare there is a slight discount at £10 per day for both breakfast and after-school club. Please see the main office if you would like your child to access this childcare facility

Special Events

Throughout the school year a number of events will take place including;

- Parents' evenings
- Coffee mornings
- Parent workshops
- Celebration Assemblies
- Educational Trips
- Visitors to school – e.g. The owls
- Curriculum days – e.g. World Book Day, Enterprise days
- Charity days - e.g. Children in Need, Comic/Sport Relief

These events will always be publicised on the website so please look out for them or speak to a member of staff about upcoming events.