

# Hand in hand, we imagine, we believe and we achieve.

## Aims and Values of the School

### Imagine

**Imagine** a creative, thinking school, a hub for excellence, a school which embraces the world in which we live.

**Imagine** a school which prepares its children to respect and contribute to our society with regular opportunities for community and worldwide participation.

**Imagine** a school taking brave steps towards ownership of a creative curriculum which empowers its pupils and values natural curiosity through enquiry.

**Imagine** a school where every child achieves their potential by unlocking their skills and talents enabling all to become lifelong learners.

*Manor House is committed to bringing our **imagined** vision to today's reality.*

### Believe

We **believe** every child matters and learning should be fun, purposeful and challenging.

We **believe** our children achieve their potential by the unlocking of their skills and talents enabling all to have a passion for life.

We **believe** our children to be individuals and work in partnership with our families to mould them into reflective critical thinkers, health aware, confident, caring pupils with ever widening horizons.

We **believe** in the importance of British, Environmental and Global Values. We share our lives with children around the world, challenging assumptions and changing lives providing our children with a sense of stewardship.

We **believe** we have a creative staff team who inspire one another, at the forefront of national initiatives and are open to new ideas.

*Manor House is committed to our **belief** that our school is unique.*

### Achieve

We **achieve** our unique school through a smiling, safe environment where children are enthusiastic individual learners.

We **achieve** strong partnerships with our stakeholders and external organisations, learning from each other.

We **achieve** well rounded pupils through a wide range of enrichment activities which are exciting and meaningful.

We share our **achievements**, we value our mistakes, we help one another along our learning journey.

We celebrate your child's moments of **achievement** and share their reasons for coming to school with a smile. We are in the business of creating memories and self-esteem which lasts a life time.

*Manor House is committed to inspirational teaching, developing learners who are proud of all which they **achieve**.*

**Imagining, Believing and Achieving. All of these things we do together, hand in hand.**

# Frodsham Manor House Primary School

Frodsham Manor House School is an attractive primary school formed on 1st January, 1994 by the amalgamation of the former Manor Junior and Orchard House Infant schools. The school is situated close to the A56 in the northern part of Frodsham.

The school has accommodation for 226 children. The number on roll for September 2022 is 212. The building is in very good condition and comprises two corridors, one with four class areas, music room and recently built library, and the other with four class areas and a well-equipped learning resource room. There is a garden developed by parents and children together with extensive playing fields, which includes a forest school learning environment, and two playgrounds.

All visitors to school use the Main Entrance where they must report to the School Secretary - this is to ensure the safety of all inside the building. The school offers high quality education to children from 4-11 years of age.

The school is well resourced. Extra accommodation is used for music tuition, drama performances, a food technology area and staff and children make full use of the school as a learning environment. We have developed our IT hardware and have 50 Ipads and 30 wireless connected laptops used throughout the school.

The school arranges educational visits ranging from day visits to residential

visits. All classes have the opportunity to participate in visits. These are fundamental to the pupils' curricular work and social/personal development and have the full support of the Governing Body. It is expected that all children will participate.

## Fun House Link Club

Fun House Link Club was formed in July 1997 and here children are cared for by fully trained staff before and after school and during the school holidays. A range of interesting activities are regularly planned and delivered.

**For further information, please contact:  
Rebecca Palfreyman.**

**01928 739297 or mobile 07957 913863.**

## Applebees Pre-School

The school has a private pre-school group situated within the building and good links exist between school and pre-school pupils. The playgroup is currently open for full day care. Children are entitled to some free provision starting in the term after the child's third birthday.

**For further information please contact:  
Sonja Pearson**

**[admin.mh@applebeespreschool.co.uk](mailto:admin.mh@applebeespreschool.co.uk)**

**07810 012782**

# Staff for September 2022.

## Teaching Staff

### Class Size

<b>Foundation</b>	Mrs Debbie Hughes/Mrs Kate Brook	29
<b>Year 1</b>	Mrs Angharad McGrath/Mrs Ash Atkin	30
<b>Year 2</b>	Mrs Aoife Kelly	31
<b>Year 3</b>	Mrs Sally Bedford (Deputy Head Teacher)	27
<b>Year 4</b>	Mrs Alex Jay	32
<b>Year 5</b>	Mrs Cassie Levey	31
<b>Year 6</b>	Mrs Kerry Pye (Assistant Headteacher)	32
Mrs Naomi Anstice (Assistant Headteacher) – <b>Music, RE and PSHRE subject lead.</b>		

## Teaching Assistants

Miss Michelle Hopley	Miss Linda Hall
Mrs Helen Whyman	Mrs Sheila Deegan
Mrs Kate Brook	Mrs Lynne Roberts
Mrs Caroline Bamford	Mrs Annette Wilkinson-Dean

## Mid-day Assistants

Mrs Caroline Smith	Mrs Laura Gorry
Mrs Jeanette Rogers	Mrs Kho Stopford
Mrs Debbie Whittaker	Mrs Iris Chase
Mrs Nicola Moorcroft	

Admin Officer	Mrs Nadine Read
School Bursar	Mrs Julie Cain

Site Maintenance Officer	Mr Bart Kompier
Catering Manager	Mrs Sue Morgan
Kitchen Assistants	Mrs Jennie Han/Mrs Clare Whitehead

# Curriculum

Since 1989 all schools have been required to teach the subjects of the National Curriculum which comprises four core subjects; English, Maths, Science and Information and Communication Technology; and the foundation subjects; Design Technology, History, Geography, Art, Music and P.E. Religious Education follows the scheme for Cheshire West and Chester.

In the Foundation Stage, the children follow the Early Years Foundation Stage curriculum.

Collective acts of worship are held daily. Parents have the right to withdraw their children from Religious Education and from school worship, which is broadly Christian but non-denominational, but would be responsible for providing alternative activities during this time. We aim to have fully inclusive Religious Education to prepare all children for life in modern Britain. We hold the RE Quality Mark Gold.

The National Curriculum is complemented by additional curricular areas:

- ✿ Personal, Social, Health, Relationships, Economic education
- ✿ Gender and multi-cultural issues
- ✿ Equal opportunities
- ✿ Health and safety
- ✿ Environmental education
- ✿ Citizenship.

We are proud of our International School status, which recognises our global citizenship membership curriculum. We have partnership schools in India and Ghana.

We are a “No Outsiders School” with an ethos of everyone being different and everyone is welcome. Through this we teach the Equality Act and we are currently working towards our Rainbow Flag Award for providing inclusive education.

A variety of teaching methods are used to deliver our Curriculum Plan which ensures required areas of the National Curriculum are covered. Children will experience whole class, group or individual work during the day.

Sex and Relationships Education is taught throughout the school and we also work together to raise awareness of the LGBT+ community. More detail on coverage is available on the website.

The school is fortunate in having an experienced staff and parents should feel confident that their child's progress is carefully monitored. If staff have specific concerns regarding a pupil - either because they are exceptionally able or because they are experiencing difficulties in a particular area - parents will be consulted.

Where necessary the teacher, in consultation with the school's designated Special Educational Needs & Disability Co-ordinator, will draw up an individual education plan to ensure that the child's needs are met to the best of our ability.

Whilst catering for the needs of each child it is recognised that our own resources do not always provide for children with additional educational needs. Where need exceeds resource the Authority's Learning Support Services are used, and sometimes an Educational Psychologist is consulted.

Assessment of Year 2 and 6 pupils takes place in the Summer Term using National Tests. In addition, Year 3, Year 4 & Year 5 pupils undertake optional assessment tests to help us to monitor progress.

Full written reports are issued to parents in the Summer Term and Parental Conferences are held during the Autumn and Spring terms.



## The Arts

The role of the arts in children's lives cannot be overstated. For many it is a means of expression which cannot be found in other areas of the curriculum.

The school endeavours, in addition to the curricular entitlement, to provide first hand experience through visiting artists, authors and performers who work with the children. As opportunities arise, children participate in residential visits, organised by County specialists, to explore cultural, musical and artistic media.

All staff share a passion for including exciting arts' experiences, as relevant. There are two productions undertaken each year, in which all children participate. Having staff with qualifications and experience in the arts continues to foster interest in the subjects.

All children in Year 5 have the opportunity to learn a brass, woodwind or percussion instrument of their choice for one year, taught in small groups or in a class ensemble. All children in Year 3 and 4 learn the recorder. Children in Year 2 learn the ocarina. We also have lessons on our Samba Drums, African Drums and Boomwhackers. We also offer private music tuition throughout the day, provided by Music For Life, who offer a wide range of brass, woodwind, guitar, violin and piano



## Awards

Cheshire Schools Primary School of the Year Award, Head Teacher of the Year and School in the Community Awards. We have been awarded Platinum Sing Up status in recognition of our commitment to singing. We have also been awarded Arts Mark Golds, Healthy Schools, International Schools Award, Gold School Games and have been a Global Learning Expert Centre.

## Sporting Aims and Provision for Sport

The main aims for sport are enjoyment, participation and a sense of improving. Through the lessons the children will see that fair play and team work is the essence of sporting activities and realise that in team play each member of the team has a role to play and are all valued for their participation. Teams need to learn to play together and to encourage each other in their play.

Through sporting activity, the children will learn tactics and the ability to work with each other towards a common goal.

The children will be encouraged to give of their best at all times. In doing so they will learn to enjoy the success that their endeavours produce or to cope with losing if that is the outcome.

A positive approach will be encouraged at all times.

The school provides a hard-playing surface, which is marked out for netball and playground activities. The field has an area free of marking, as well as a marked football pitch. During the summer months, we have a marked rounders pitch and race track.

The children have access to good quality equipment which covers the major primary school sports, i.e. football, netball, Uni-hoc, Tag Rugby, Short Tennis, Quick Cricket and rounders.

Year 4, Year 5 and Year 6 children are taken swimming for tuition each year.



# Special Educational Needs and Disability Policy

A pupil has special educational needs if he/she requires additional or different provision from that normally provided by the school. The extent and type of need will vary; it may exist only in specific areas or be of a more fundamental nature and affect more widespread areas.

The school aims to address the needs of all pupils who may have educational needs. In conjunction with the local authority's policy (a copy of which may be seen by parents in consultation with the Special Needs & Disability Co-ordinator, the school seeks to improve the quality of life for these pupils. It is recognised that there is a need for provision and that each child is entitled under equal opportunity to a broad, balanced and differentiated curriculum within the mainstream alongside their peers. Some pupils will also require the intervention of the Local Authority as well as the Health Professionals. Effective assessment and provision is best secured where there is partnership between all parties. The school's policy is based on the Code of Practice and its procedures will follow the detailed staged model found in the Code.



# Records of Complaints

Records are kept for all the children at Frodsham Manor House Primary School. The information held informs us of schools attended, health factors and achievements within the National Curriculum and elsewhere.

Formal complaints should, in the first instance, be discussed with the Head Teacher. If complaints cannot be resolved, they should be taken up with the Chair of Governors. In the event of the complete dissatisfaction, parents may approach the Local Authority.

# Extra Curricular Activities

The school grounds are used increasingly to heighten children's awareness about '**green issues**'.

After school Activities vary according to the time of year. Football, netball, rounders, cricket, tennis, hockey, computer, maths, cookery, French, dance, athletics, school magazine, science, art, design technology, photography, inventors, science, musical theatre, film and choir clubs are offered during the year. The school choir regularly perform for the local community and at countryside events.

# Visits and Residential

Educational visits, theatre trips, family outings and visitors to the school help broaden children's experiences.

Residential visits foster personal growth and are offered when appropriate.

All visits operate according to the School Visits Policy and Cheshire West and Chester Authority Guidelines.

The viability of such school activities depends on the willingness of parental support. The school has a charges policy available for inspection. In brief, it states that day visits in school time are financed by voluntary contribution. No child is excluded because of parents' inability to contribute. The school has some means to pay for individual children whose families are in receipt of benefits, details obtainable from the school office. Those parents who do not qualify for support and who find some difficulty paying for such visits should arrange to see the Head Teacher.

Charges are made for short visits outside school sessions and for board and lodgings on residential visits. Some children may be entitled to have certain charges waived.



## Home Learning

Home learning activities are set by all teachers with tasks becoming more formal as children move through the school. The co-operation and support of parents/carers is essential if home learning is to be a worthwhile exercise.

## Pastoral Care and Discipline

We are very much aware that we share responsibility with parents for the children in our care and make every effort to match the care which a responsible parent would be expected to provide.

Movement around school is controlled and children are supervised at playtime.

There are no written rules but high expectations of standards of behaviour are made clear to all the children.

Respect and care for people and property is encouraged and the attitude, which prevails, is that of an extended family.

Parents are consulted about any behavioural concerns so that we can work together in order to identify and resolve the cause of such a concern. In school we rely on an atmosphere of co-operation and mutual respect.

## Safeguarding

Because of day to day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour, or failure to develop. Parents should be aware, therefore, that the school is required, as part of the Cheshire West and Chester Safeguarding procedures, to report any concerns to the Social Services Department.

## Parents and the School

The staff at Frodsham Manor House strive to encourage children to be happy and confident at school. It is hoped that this expectation is shared by parents and that they will express confidence in the school to this end.

Responsibility for all-round development of each child stems from an effective partnership between parents and the school. Only with common aims and understanding can such a partnership flourish.

All parents are asked to sign a home-school agreement during the first term of their child's education here.

Contact with the school is welcomed. The Head Teacher and the staff are happy to speak to parents as an open-door policy is operated. Please do not hesitate to come in if you have a query.

Whenever the need arises, we invite parents, Governors and others to school to share their

skills with staff and children. The qualities of the learning experience and opportunities offered to the children are often enriched by this direct involvement.

Many parents involve themselves in school activities such as cooking, reading, sewing, art, providing transport and accompanying children on visits.

The support of parents is valued and enhances the life of the school. Recent regulations from the Home Office require all helpers in school to complete a screening form. Details are available from the Head Teacher. Parents have privileged access to children and their learning, such information must be treated confidentially.

## Parent Teacher Association (P.T.A.)

The school is fortunate in having tremendous support from an active P.T.A. which meets regularly for educational and social purposes.

Events are organised by a committee and a team of helpers provides additional support as required. All interested parents are welcome to assist in the Association.

Funds raised by the P.T.A. are used to provide additional equipment in school and to subsidise some school visits. The school is most appreciative of the efforts of parents and friends and the provision of extra items, which benefit all the children.






# School Uniform

## The uniform comprises:

- \* Sky blue / royal blue Frodsham Manor House polo shirt
- \* Sky blue shirt
- \* Royal blue Frodsham Manor House sweatshirt
- \* Royal blue Frodsham Manor House cardigan
- \* Royal Blue Frodsham Manor House coat
- \* Grey skirt/pinafore/trousers
- \* Grey/white socks or grey/navy warm tights
- \* Sensible shoes (not trainers)
- \* Blue checked dress

\* available from high street stores      \* available from school supplier- [myschoolstyle.com](https://myschoolstyle.com).

## PE kit:

-  White T-shirt
-  Navy/Black PE shorts
-  Trainers

PE kit to be kept in a small, named drawstring bag.

Trainers are encouraged to be worn for all forms of physical activity in school, with the exception of gymnastics and dance.

We ask parents to ensure that their children do not wear jewellery as it can result in accidental injury to themselves and to others. Children with pierced ears should wear a plain stud only during the school day.

\* Please ensure all garments are marked with your child's name.

# School Organisation

## Admission

Children are admitted on the first day of the Autumn Term before their fifth birthday.

Pre-school children visit us for 'taster' sessions during the summer term. This provides opportunities to become familiar with the school and teachers and to make new friends.

The school follows the authority's admission procedure, which requires all parents seeking a place at school applying to the local authority:

**Web:** [www.cheshirewestandcheshire.gov.uk/admissions](http://www.cheshirewestandcheshire.gov.uk/admissions)

**Email:** [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk)

**Telephone:** 03001237039

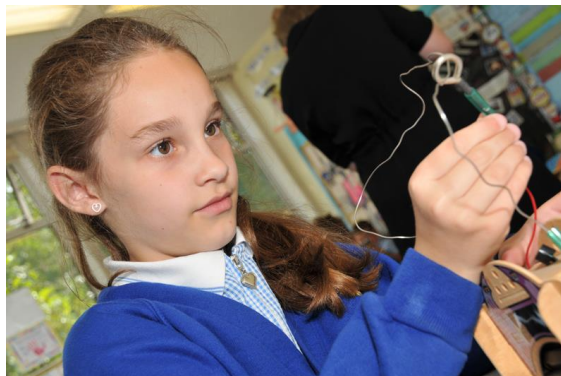
## School Sessions

**Morning** 8.55am – 12 noon

**Afternoon** 1.00pm - 3.15pm

All KS1 children have a 15 minute break mid-morning.

All KS2 children have a 15 minute break mid-morning.



# School Attendance

## The School Day

The day begins at 8.55 a.m. and children should arrive around 8.45 a.m. for a punctual start.

If you arrive by car, please park considerately and do not block residents' drives or park on the yellow zigzags.

For the sake of a few minutes more, the safety of the children is greatly improved and we hope you will co-operate with this request.

The school car park is for staff and visitors only.

Before 8.40 a.m. there is no supervision, so early arrival is discouraged.

Playtime is mid morning and children may bring a light snack to eat during this time. Snacks should be either a fruit/vegetables or bread sticks. As an alternative, children are able to purchase break time snacks from the canteen.

As a healthy eating school we do not encourage the eating of chocolate, sweets or cake as part of break or lunch.

Water is available to the children at all times and water bottles should be marked with the child's name and taken home regularly for cleaning.

At 3.15 p.m. when school finishes, parents should collect their children from the areas outside school. No child will be allowed to leave school during school time unless collected from the classroom by a parent or unless parents have notified the school, in writing, of other arrangements.

Pupils are expected to attend school for the 190 days when school is open, unless they are ill, have to attend hospital or have medical or dental appointments. The school has a responsibility to report persistent absence or late arrival to the Education Welfare Officer.

Registers are checked regularly by the Education Welfare Officer and parents whose children have less than 90% attendance will be contacted.



# Children's illness and Medicines in School

If your child has been absent through illness, please ensure he/she is fully recovered before returning to school. Should your child become unwell in school, we will do our best to care for him/her whilst contacting you. Please notify us of any change in emergency contact numbers as this information is sometimes vital.

The school prefers parents to come into school to administer medicines to children, e.g. antibiotics.

**Where this is really not possible the following applies.**

## Local Authority policy stresses that:

1. Medicines will only be administered in school if the medicine is brought into school by the child's parent and handed to a teacher with clear instructions for use and an administration of medicines form is completed This then constitutes formal permission.
2. Any such medicine must be clearly marked with the child's name and prescribed dosage.
3. No medicines may be brought in to school by children and verbal messages regarding dosage will not be accepted. Children may have inhalers at school but staff must be notified.
4. Patent medicines, such as cough mixtures or tonics, should only be brought to school if they have been prescribed by the child's own doctor.
5. The school is not allowed to keep or administer aspirin or paracetamol to children in school. The only exception is where aspirin has been prescribed by the child's doctor for a specific illness. In this case the above rules apply.

## Notification of Absence

Whenever a child is unable to attend school we appreciate a letter or email from parents indicating the reason for absence. School should be notified by 9.30 am if your child is absent.

If we do not receive a call by 9.30am you will be contacted by the school so that we can ensure the safety of the child.

If we are not informed of the reason for absence, we are obliged to enter it as being unauthorised (Pupils' Attendance Record Regulations 1991)

# Family Holidays



It is expected that parents will arrange holidays to coincide with school holidays. In light of current government guidelines, no holiday requests will be authorised unless in exceptional circumstances. If families, choose to take children out of school during term time then the school will action fixed penalty notices. Teachers will not set work for children to take away with them. Parents should also note that there is not time to repeat work with children who have been away on holiday.

## Holiday Dates September 2022 – July 2023.

HOLIDAY PERIOD	DATE OF CLOSING	DATE OF RE-OPENING
<b>Autumn Term. 2022.</b>		Monday 5 <sup>th</sup> September
<b>Half Term.</b>	Friday 21 <sup>st</sup> October	Tuesday 1 <sup>st</sup> November
<b>Christmas.</b>	Friday 16 <sup>th</sup> December	
<b>Spring Term. 2023.</b>		Wednesday 4 <sup>th</sup> January
<b>Half Term .</b>	Friday 17 <sup>th</sup> February	Monday 27 <sup>th</sup> February
<b>Easter.</b>	Friday 31 <sup>st</sup> March	Monday 17 <sup>th</sup> April
<b>Summer Term 2023</b>		Monday 17 <sup>th</sup> April
<b>Half Term.</b>	Friday 26 <sup>th</sup> May	Tuesday 6 <sup>th</sup> June
<b>Summer 2023.</b>	Friday 22 <sup>nd</sup> July	

**Staff Inset Days – 2022 – 1<sup>st</sup> September, 2<sup>nd</sup> September, 31<sup>st</sup> October**

**2023 – 3<sup>rd</sup> January, 5<sup>th</sup> June**

Children **DO NOT** attend school on Staff Inset Days.



# School Meal Arrangements

Cooked meals or packed lunches are currently provided at a cost of £12.25 per week (£2.45 per day). All meals should be paid online via [parentpay.com](https://parentpay.com)

Late money entails much unnecessary clerical work and your co-operation is requested. School meals are cooked on the premises and a varied menu is offered. Some parents may be entitled to free school meals for their children. Please ask for details from the School Secretary. Children may prefer to have

a packed lunch. Please ensure drinks are in safe containers, glass containers are not allowed. Please try to send a healthy lunch box – sweets, chocolate and fizzy drinks are discouraged.

We encourage children to eat healthily and daily choice of meals always includes a home cooked dish, vegetables and salad bar. We try to use a minimum of processed foods and during the summer term we also offer the choice of a snack pack lunch.

## Mid Morning Snack (Prices may vary from year to year).

**The following is available:**

Toast (per slice)	25p
Bagel	60p
Half bagel	30p
Crumpet/Tea Cake	35p

For morning snack the correct money should be sent in at the start of the week in a named envelope/purse with your child's choice for each day.

# School Governors

## **L.A. Representative**

Mr Iain Bennett

## **Parent Representatives**

Mrs Hannah Horton

Mrs Sarah Finlay

Mrs Ceri Eagling

## **Staff Representative**

Mrs Kerry Pye

## **Community**

Ms Sarah-Jane Hair

Mr David Smith

Mr Adam Kilborn (Chair of Governors)

Mrs Elizabeth Stamps

Mrs Val Ball

## **Head Teacher**

Mr Ian Devereux-Roberts