



# Bright Futures

EDUCATIONAL TRUST

The best *for* everyone, the best *from* everyone

## ELMRIDGE PRIMARY SCHOOL PROSPECTUS 2021 – 2022



Wilton Drive, Hale Barns, Altrincham, Cheshire, WA15 0JF Tel: 0161 980 4941

Email: [elmridge.admin@elmridge.trafford.sch.uk](mailto:elmridge.admin@elmridge.trafford.sch.uk) Web: [www.elmridge.trafford.sch.uk](http://www.elmridge.trafford.sch.uk)

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## **INTRODUCTION**

Elmridge Primary School is a co-educational primary academy for pupils aged 3-11. Each academic year group from Reception to Year 6 consists of one class and the school also offers a nursery for children aged 3-4 years offering full time and part time places (5 sessions am or 5 sessions pm) for the September following the child's 3rd birthday.

The school buildings offer a light, spacious and modern learning environment. The school grounds are equally impressive with an extensive school field, outside play equipment and an outdoor classroom. We encourage pupils to take pride in their work and surroundings and encourage them to share their achievements with others.

## **ACADEMY STATUS**

Elmridge achieved Academy status in September 2012 and, in 2013, established the Dunham Trust. In March 2021, the school moved from the Dunham Trust to join the Bright Futures Educational Trust.

## **GOVERNING BODY**

The schools in the trust have their own Local Board of Governors. They are made up of 2 parent governors elected in a secret ballot by parents and one teacher governor elected by the staff. Further governors are co-opted from the local community.

The governors have a general responsibility for overseeing the vision, strategy, ethos and effective management of the school, acting within the framework set by national legislation. They monitor the educational and financial performance of the school and challenge leaders when appropriate. The Senior Leadership team is responsible for the day to day running of the school.

The Local Board of Governors must meet at least once a term. The governors answer to the Directors and the Department of Education for the management and performance of the school.

## **ADMISSION ARRANGEMENTS**

Details of admission arrangements are available from the school office or please find them in the documents area of the school website. For admissions into the Reception class, parents can also contact Trafford Admissions Department on 0161 912 1853. Prospective parents are always welcome and are shown around school by pupils and/or a member of the school's leadership team.

## **VISION AND MISSION STATEMENT**

*"Empowering children to shape the world of tomorrow"*

Elmridge strives to ensure that all its pupils meet their full academic, social, emotional and physical potential through building solid foundations during this first chapter of their lifelong learning journey.

Our goal is to develop confident, understanding, global citizens with a love of learning and respect for each other and the world around them."

## **SCHOOL VALUES**

At Elmridge our values are:

### **Respect**

- The recognition that everyone is important and special.
- Consideration for the feelings, beliefs, rights and wishes of others.
- A feeling of admiration for others because of their good qualities, actions or achievements.

We show respect by:

- listening to others
- valuing others people's ideas and advice
- looking after property and the environment at home and at school
- thinking before we speak
- treating others how we wish to be treated

### **Unity**

- Working together as part of a harmonious community towards common goals
- An understanding of how the contribution of individual experiences, points of view and skills can make us stronger together

We show unity by:

- Learning about and valuing each other
- Helping each other to learn and grow
- Collaborating to achieve shared outcomes and goals
- Talking pride in our class and school community
- Celebrating the achievements of others as well as ourselves

### **Aspiration**

- The ambition to achieve excellence.
- Motivation to be the best we can be.

We show aspiration by:

- Believing in ourselves and having an "I can" attitude
- Aiming high
- Showing perseverance in working towards our goals and solving problems
- Not limiting ourselves
- Recognising and valuing hard work

### **Courage**

- The ability to do something even when you feel scared.
- Doing what you believe to be right even when there is opposition.

We show courage by:

- Trying things that are new or challenging
- Understanding that getting things wrong is part of the learning journey
- Conquering our fears
- Speaking up if there is a problem

### **Friendship**

- A positive relationship between people who care about each other.
- A feeling of happiness as a result of spending time in the company of others

We show friendship by

- Playing with others
- Helping others
- Giving good and helpful advice
- Being kind and thoughtful
- Saying kind things
- Thinking about how our actions and words can affect others
- Showing support to someone experiencing difficulties
- Showing forgiveness

## **STATEMENT OF CURRICULUM AIMS**

The curriculum is designed to provide a broad and balanced education that meets the needs of all pupils and ensures that the statutory requirements of the National Curriculum 2014 are delivered coherently and progressively. The curriculum is enriched through a wide range of experiences and opportunities: use of the outdoor environment, the arts, sport, local and international links, school visits and visitors to school.

The aim of our curriculum is for pupils to have the requisite skills, knowledge and creativity to be successful, independent and motivated learners in readiness for their next stage of education and to prepare them for future opportunities and responsibilities of life as global citizens of the 21<sup>st</sup> century.

Developing the holistic child is of utmost importance and, with this in mind, we place great value on Personal, Social, Emotional and Citizenship Education and the promotion of spiritual, moral, social and cultural education to develop confident, resilient children, who enjoy challenge and leadership opportunities.

Our main aim is to provide quality experiences in all aspects of school life so enabling the children to be happy, successful and keen to learn, thus helping them to grow into young people who are fulfilled and able to make a positive contribution to society.

### **Aims**

- Enable pupils to build essential knowledge and skills within each subject and provide opportunities for them to use and apply what they have learnt across other subjects
- Develop pupils' confidence, leadership, resilience and enjoyment of learning through inspiring learning experiences
- Support and encourage pupils to establish good routines to help them maintain good physical and mental health now and into the future.
- Develop pupils' awareness of current national and global issues and understand their locality in the context of the wider world

- Develop pupils' moral values and cultural and spiritual awareness
- Develop pupils' understand of the relevance of their learning, how their learning could be built upon in the next stages of their education and awareness of careers where their knowledge and skills could be applied

## ORGANISATION

There are two Foundation, two Key Stage One and four Key Stage 2 classes, which are arranged in single age classes. Children are taught as a class, within a group or individually depending upon circumstances and individual abilities. Work is matched to the children's differing abilities and aptitudes.

### Early Years/Foundation Stage - from ages 3-5 (Nursery and Reception)

The EYFS curriculum is concerned with the education of the whole child – intellectually, socially, emotionally, physically, linguistically and aesthetically.

It contains seven areas of learning:

- Personal, Social & Emotional Development
- Communication & Language
- Physical Development
- Literacy
- Numeracy
- Knowledge of the World
- Expressive Arts & Design

Each area has a role to play in the child's education but they cannot be separated: they are all inter-related. The Early Years curriculum is based on the principle that children learn most effectively through first hand experiences. These experiences are provided through a well-structured play environment where materials and equipment are carefully selected to ensure that children encounter learning experiences appropriate to their needs.

### Key Stages One and Two - KS1 is from age 5 to 7 (Years 1 and 2), KS2 is from age 7 to 11 (Years 3 to 6)

Core Subjects:	Mathematics	English	Science	
Foundation Subjects:	History	Geography	Design technology	Music
	Art and design	Physical Education	Languages	Computing
	PSHCE	Religious Education		

We are required by the Education Reform Act of 1988 to provide a daily act of worship.

For each of the 2014 National Curriculum subjects there are aims, attainment targets and subject content provided. More detailed objectives and key milestones for assessment are set out in the school's schemes of work for each year group.

National Curriculum programmes of study set out the essential knowledge and skills which pupils should have obtained in the various subjects during each key stage. The objectives set out in these programmes of study will be reflected in the teachers' medium and short term plans.

Programmes of study set out in general terms the area of work which teachers will need to cover in order to meet those targets. Wherever possible, children learn through first-hand experience and subjects are taught through a variety of approaches.

Assessment arrangements are the means by which a pupil's individual achievements are identified to check on their progress and help plan their future programme of study.

We also intend to develop, through discreet subject teaching and cross-curricular units, environmental, economic and social awareness, which includes personal and social education, health education and multicultural education and citizenship.

In today's changing world, we feel children need a knowledge and understanding of themselves, of others and of the world in which they live. We seek to develop these areas of knowledge and understanding by valuing each child and encouraging each one to achieve the highest standards in personal development and academic performance of which he or she is capable.

### **EDUCATIONAL INCLUSION ENCOMPASSING EQUAL OPPORTUNITIES**

We aim to avoid stereotyped perceptions to ensure that all pupils are achieving as much as they can, deriving the maximum benefit according to their individual needs.

For example:

Boys & girls	Minority ethnic groups
Pupils with disabilities	Gifted and talented
Children in public care	Sick children
Children from families under stress	Young carers
Pupils who are at risk of disaffection and exclusion	
Pupils who need support to learn English as an additional language	

We encourage all children to develop their skills and interests to the full, whilst presenting them with opportunities to engage in activities which they might not have perhaps considered.

### **SPECIAL EDUCATIONAL NEEDS**

At Elmridge Primary School we aim to create an environment where there is support for the individual and where he/she can progress in his/her learning and develop in self-confidence. We recognise that some children will, at some time during their school life, experience some form of learning difficulty. We therefore aim to identify any difficulty a child may have at an early stage, so that we can determine how best to support this child. This would initially be done by the class teacher and could result in additional support, i.e., a small group or a 1:1 situation. Sometimes it may be necessary to seek advice from the educational psychologist to determine the cause of the difficulty.

By law, schools are required to maintain a register of all children identified as having Special Educational Needs. There is an annual audit which reviews the needs of all children. Parents will be informed by the class teacher at parents' evening, and also by letter, regarding any concerns about their child which are identified and the stage of concern.

### **GIFTED AND TALENTED PUPILS**

Elmridge Primary School has a Gifted and Talented register which is regularly updated. The School has achieved the prestigious Challenge Award reflecting its excellent provision for Gifted and Talented pupils.

Pupils on the register receive a personal education plan called a 'Challenge Programme' which ensures that they have access to appropriate resources and are given opportunities to experience some specialist teaching and subject specific courses wherever possible.

Challenge Programmes help pupils to attain high standards in their particular areas of strength by identifying targets and pinpointing opportunities for enhanced provision. An adult and peer mentoring structure is also provided as part of the programme.

Parents of gifted and talented pupils work closely with teachers in ensuring that the needs of the pupils are catered for.

## **SEX EDUCATION**

The children follow a Relationships and Sex Education Policy, which has been developed by the staff team in line with government guidelines and implemented after consultation with parents and the Local Governing Body. Details are available on the school's website. Parents have the right to withdraw their children after discussion with the Head of School.

## **SAFEGUARDING**

Elmridge Primary School recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection reporting forms part of the school's safeguarding responsibilities. The child protection and safeguarding policies are available on the Elmridge Primary School website.

### **Key safeguarding personnel**

**The Designated Senior Person (DSP) is Mark Edmundson**

Contact details: email: [admin@eps.bfet.uk](mailto:admin@eps.bfet.uk)

**The Deputy Designated Senior Person is Zoe Pilkington**

Contact details: email: [admin@eps.bfet.uk](mailto:admin@eps.bfet.uk)

**The nominated child protection governor is: Angeline Sands**

Contact: email: [admin@eps.bfet.uk](mailto:admin@eps.bfet.uk)

## **SCHOOL HOURS**

Pupils should arrive at school from 8.45am onwards (except for any pupils taking part in the Friday "Early Bird" reading or Fitness Friday which starts at 8.30am). Pupils can enter the classroom between 8.45 and 8.55. At 8.55am, to ensure safeguarding, the external doors will then be locked. Any parents who arrive with their children after that are kindly requested to accompany their child to the school office at the front door where the child can be signed in as "late" and safely dropped off and escorted to their classroom.

Foundation & KS1	8.45am - 3.15pm	Lunchtime 12.00 - 1.00pm
KS2	8.45am - 3.20pm	Lunchtime 12.10 - 1.10pm

Nursery times will depend on if the child has additional paid for hours. Nursery is open 8.45am – 11.45am and 12.15pm – 3.15pm. Lunch, if applicable is 11.45am – 1.00 pm.

Pupils and parents should leave the school premises by 3.35pm at the latest. By this time after school clubs may need both the playground and the school field for their activities.

Parents should contact the school office by telephone if they are unavoidably delayed on the way to collect their child.

## **HOMEWORK**

Homework is given in a variety of formats throughout the school. In Key Stage 1, homework will focus on English and mathematics skills.

In Key Stage 2 (Y3-Y6) pupils will receive English and mathematics homework on a weekly basis and on piece of foundation subject homework per week. Homework diaries or planners are issued to pupils each September. The intention is to help pupils organise and manage their time efficiently. Parents are requested to oversee and sign their child’s diary or planner on a weekly basis, developing our belief in partnership. In the academic year 2021-22 the website Seesaw will be used for setting some homework activities.

## **THE HOUSE SYSTEM**

The house system is an integral part of school life at Elmridge. It instils in the pupils a sense of collective responsibility and teamwork. It encourages the older pupils to take leadership roles and all year groups to mix and co-operate with one another. Pupils from Years 1-6 are put into four house teams- Egerton, Greg, Legh and Stamford. The house titles come from the names of four historical local figures. Each class is divided into the four houses with an equal balance of boys and girls.

During the week the pupils are awarded team points which they put on their house section of the team point board. The team points are added up on Thursday afternoon and totals are read out in the Good News Assembly on Friday morning with the winning house being presented with the house trophy.

Pupils in the Key Stage Two sports day also compete for their house teams.

## **EXTRA CURRICULAR ACTIVITIES**

These activities are offered by the staff on a goodwill basis. The staff will offer clubs on a rota basis, i.e. 2 terms out of the year.

The following clubs are regularly offered to pupils during the school year: cross country, football, netball, lacrosse, tennis, athletics, chess, Spanish, advanced mathematics. They will be age-range regulated (due to numbers) and may vary throughout the school year. Other clubs are on offer during the year from outside agencies at a small fixed cost. You can find up to date information about all the extra-curricular activities on our website, please visit [www.elmridge.trafford.sch.uk](http://www.elmridge.trafford.sch.uk).

## SCHOOL TRIPS



Each year, Year 6 and Year 4 pupils take part in a residential adventure holiday.

All year groups at various times are taken on educational visits. These are central to the work which the children undertake in school; they may include a visit to a museum, factory, church, farm or local nature trail. Each visit is carefully planned to reinforce the children's learning and acts as a stimulus for future teaching. We do ask that you support these activities.



## LUNCH TIME ARRANGEMENTS

A choice of excellent midday meals, cooked on the premises, is available in school. These are currently free of charge for pupils in Reception, Y 1 and Y2. Sample menus are available on the website and meals are ordered via the Parentpay system – full details will be given on admission. If lunches are chargeable (Nursery, Y3 -Y6 pupils) please pay via ParentPay or bring payment into school each Monday morning. Credits will be given for lunches not taken.

Children may bring packed lunches, which are eaten in the dining room under the supervision of the midday staff. If you wish your child to have a packed lunch please call into the office to make arrangements. We are striving to ensure that the diet of the pupils is balanced and healthy.

As a healthy school, we hold the Healthy Schools Gold Award, we encourage pupils to eat fruit/cheese/ carrots at break time. Crisps, chocolate and snack bars are not encouraged. Lunchtime drinks should be sent in unbreakable containers.

A minimum of two weeks' notice must be given if parents wish to change their child's midday meal arrangements.

## CAR PARKING – PLEASE TAKE NOTE

**In the interest of the safety of all our children, we request that parents *do not park or turn their cars* in Wilton Drive or High Elm Drive. Parents are asked to park on High Elm Road only, ensuring that cars are *clear of road junctions* and driveways.**



The school car park is for staff and visitors to the school.

## RECEPTION INTAKE

Parents of the new intake will be invited to attend an open evening to meet the staff at Elmridge.

We try to give as much practical advice as possible to make you and your child's first impressions of school welcoming.

After 5/6 weeks, all parents of the Reception class will be invited into school to discuss the organisation and management of the curriculum, and expectations of Elmridge. We are also keen to hear any comments you have to make.

## **PARENTS' EVENINGS/YOUR CHILD'S PROGRESS**

Parents' Evening takes place in the second half of the Autumn and Spring Terms of each academic year. Two evenings are offered, with appointments lasting approximately 10 minutes. Interim reports are sent out half way through the year at February half term.

Towards the end of the summer term, all parents will receive a copy of their child's end of year report. These reports are a reflection of how the child has performed throughout the year. In February parents will receive a less detailed interim report.

An open evening is held within the first 2 weeks of the academic year for Years 1 to 6. Nursery and Reception hold a separate Open Evening during October. Please make every effort to attend as it allows the Teacher to discuss their aims for the year. It is an excellent way to forge a positive relationship.

However, parents are welcome to visit the school at any time (preferably by appointment) to discuss any concerns they may have regarding their child's progress or behaviour. We aim to arrange a meeting within 48 hours of a concern.

Parents are actively encouraged to accompany children on class visits and to events during the year. When support is needed, parents have also been invited to help in the classroom.

## **VOLUNTEERS**

From time to time volunteers have been invited to work in school in certain year groups where help is needed. If you can spare time, please contact the Head of School who can discuss your expectations and the age group preferred. This is conditional on a satisfactory DBS check which takes approximately 6 weeks. The PTA often need parental help to organise events. Please see the PTA section of the website for details.

## **COMMUNICATION**

We use ParentMail to send most letters and reminders to parents/carers via e-mail. ParentMail can also be used to text parents if children are going to be late back from a trip etc. A form is included in our Admission pack.

Our website [www.elmridge.trafford.sch.uk](http://www.elmridge.trafford.sch.uk) is regularly updated and includes class pages, latest newsletters, links to other useful websites and forms that can be downloaded for parents to complete e.g. absence request, dinner menu, etc.

If parents have a question or concern they are welcome to call into school, either personally (to the office) or by telephone to leave a message for the class teacher to contact them. Alternatively, class teachers are accessible on the playground at the beginning and end of the school day for quick messages. If a parent approaches a class teacher on the playground in the morning or afternoon and their question or concern requires a longer conversation or some investigation on the teacher's part, they will either telephone the parent with an answer or to organise a meeting as soon as possible. Messages of a less urgent nature can also be communicated via a pupil's homework diary/planner or a note left in the bag for younger pupils.

We use Parentpay for parents to pay online for school meals, trips etc. Please contact the school office if you require any assistance with using parentpay.

## **MEDICATION**

No medication should be sent to school without prior knowledge and permission of the Senior Leadership team.

We do not administer medication to children except in an emergency. Parents are welcome to come into school at an agreed time to administer medication to their child.

## **INHALERS**

This school recognises that asthma is a widespread, serious but controllable condition affecting many pupils at the school. The school positively welcomes all pupils with asthma. This school encourages pupils with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Supply teachers and new staff are also made aware of the policy. All staff who come into contact with pupils with asthma are provided with training on asthma from the school nurse who has had asthma training. Parents whose children require the use of an inhaler should register this as soon as possible with the school office. The school keeps a central record of pupils with inhalers. It is important that parents send two inhalers into school. One will be kept in the staff room as a backup and one will be kept in the classroom for instant access. This inhaler will be taken with pupils to PE lessons, sporting events and on school trips. Parents are advised to make note of the expiry date for inhalers and provide a replacement when necessary. The school will notify parents when it is aware that an inhaler is nearly empty.

## **EQUIPMENT**

All stationery is supplied by the school. If pupils wish to bring in their own additional stationery eg felt tip pens and pencil crayons then this can be kept in their trays and bags until required. During the covid pandemic, all stationery will be provided by school and pupils should not bring stationery into school

## **CLASS FUNDS**

Each year we ask for a donation of £5 per half term (£30 per school year) for your child's class fund.

These donations support the development plans of each key phase.



## **PARENT TEACHER ASSOCIATION**

Over the years, Elmridge has had a very active and supportive Parent Teacher Association, which has arranged a number of social and fund-raising events each year. Parents are automatically members when their child joins the school.

To continue this good work new committee members are urgently required for the 2019-20 academic year.

Funds were raised by the PTA for:



Playground furniture, 3-Way Shooter, KS1 Guided Reading, Library Scanners, outdoor woodland classroom, bubby bench, musical instruments, a running track and termly contributions towards school trips and visiting performers.

## CHARGING POLICY

Class Visits - A voluntary contribution with a maximum charge of £25.00 will be requested in advance of a visit. No child will be denied the opportunity to take part in such visits simply because his/her parents are unable or unwilling to make such a contribution. However, if insufficient contributions are offered, then the visit may not take place.



The school offers drama and musical experiences for the pupils on a regular basis. At times you will be asked to make a voluntary contribution for your child. If a number of parents refrain from payments the event would have to be cancelled.



Extra Curricular Activities - These are provided free of charge and take place due to the goodwill of the teachers concerned. Other clubs are on offer during the year from outside agencies at a small fixed cost.

Breakages, Losses and Damage - Charges will be made for these if they are the result of the child's carelessness or bad behaviour. This policy is subject to revision at any time by the Governing Body.

## UNIFORM

This is available for purchase from Monkhouse via the link from the school website or at their retail outlets.

It consists of a bottle green cardigan or pullover with yellow piping, white or grey shirt (boys), white blouse (girls), grey shorts or trousers (boys), skirt or pinafore (girls) and green/yellow striped tie. White polo shirts are worn in the Reception Class. Shoes, not trainers, should be worn, and should be suitable for the school environment. Socks may be either black, grey or white.

PE uniform may also be purchased from Monkhouse, and consists of yellow t-shirt, green shorts/green games skirt. In cooler weather pupils are encouraged to wear a green sweatshirt and green jogging bottoms. A pair of trainers is essential and all PE kit must be kept in a draw string bag. Tracksuits are required for outdoor games lessons at Key Stage 2. Shin pads are essential for football.

Green blazers with the school badge are optional, and in summer, the girls wear green and white checked or green and white striped dresses. In the summer term only, boys may wear white short-sleeved polo shirts which are available from school.

***All items of clothing should be clearly marked with the child's name.*** For safety reasons, children are not allowed to wear any jewellery except watches and single studded earring (which must be removed for PE).

Subject to certain conditions, girls of Muslim faith may, if their parents express a written wish, be permitted to wear the following variations to school dress:

- (i) Headscarves are only permitted in the school uniform colour of plain green, black or white material, which is completely free of decoration.
  - (ii) In the interests of safety, headscarves should be close fitting, tied securely at the back of the neck and tucked into blouses so that no potentially dangerous ends, corners or folds are left exposed.
- NB: Variations in uniform will not be permitted unless, and until, the Governing Body has given its approval.

## **HAIRSTYLES**

Hairstyles should be appropriate for a school setting. No artificial colour/bleach or temporary extensions/braiding or shaved partings or designs are permitted. Hair styles should avoid extremes of length (e.g. grade 1) including on the sides/back with the hair left longer on top. Long hair should be tied back.

## **ATTENDANCE – ILLNESS AND HOLIDAYS**

Parents should inform the school ***on the morning of the first day*** of any illness. Notes are required if for any reason a child has to miss a PE or swimming lesson. These are also required if a child has been absent from school or if any parents need to take their child out of school during normal school hours, for example a visit to the dentist.

Parents wishing to request authorised absence during term time must complete an absence request form and make an appointment to see the Head of School. This would only be granted in an exceptional circumstance. We work closely with Trafford Education Welfare Team and Officers may contact you by post or at your home if your child's rate of absence is a cause for concern. For unauthorised absences, parents could be fined.

Because we are responsible for the children when they are at school, it is of vital importance that any child leaving school for any reason during school time is entered in a record book, which is kept in the entrance hall at school. This will greatly simplify our procedures should an emergency occur when we must account for everyone at school.

## **DISCIPLINE**

A high standard of discipline is expected from all pupils and parents are notified if their child's behaviour falls short of our expectations. We encourage children to be self-disciplined, well mannered, tolerant of and respectful to each other, members of staff and visitors.

School rules are kept to a minimum and are for the safety and benefit of everyone within the school.

We also encourage the children to take a pride in doing their best, caring for resources and belongings and contributing to the life of the school and community.

Great emphasis is placed on positive discipline and children are praised and rewarded for effort, good manners and being helpful. Problems are solved by discussion and by being fair and listening.

A Good News assembly is held on a Friday a.m. and is an occasion where the school enjoys pupils' achievements and awards.

## **TRANSFER TO SECONDARY EDUCATION**

All our children transfer at eleven years of age to secondary education. Full information regarding transfer to all Trafford Secondary Schools is made available each year to the parents concerned on the Trafford.gov.uk website.

In July 2021 our Year 6 pupils transferred to the following secondary schools, Altrincham College of Arts, Altrincham Grammar School for Girls/Boys, Knutsford Academy, Manchester Grammar, Manchester High for Girls, North Cestrian Grammar School, St Ambrose College, Sale Grammar and Wellington School.

## **PUBLIC ACCESS TO DOCUMENTS**

Parents have access to several documents at the school. These include the school prospectus, the statement of curriculum aims, the complaints policy, the Governing Body's Annual Report to parents, DFEE Statutory Instruments and Circulars on curriculum policy and the LEA's agreed syllabus for Religious Education.

## **COMPLAINTS PROCEDURE**

If you feel you have a complaint please refer to the complaints policy which is available on the school's website or from the school office. Most complaints can be resolved informally without using the formal procedures.

Below is a complete list of all of the staff at Elmridge Primary School for the 2021/2022 academic year.

### **Head Of School**

Mr M Edmundson

### **Deputy Head Teacher**

Mrs Z Pilkington

### **Teaching School Lead**

Mrs J Carmichael

### **Teaching Staff**

Mrs H Charlton-Jones and Miss Wood	-	Nursery
Mrs R Stevenson	-	Reception
Mr R Armstrong	-	Year 1
Mrs H Bridge	-	Year 2
Mrs L Douglas	-	Year 3
Miss R Law	-	Year 4
Mrs Z Pilkington	-	Year 5
Mrs J Bryden	-	Year 6

### **Support Teachers**

Ms S Diamond	-	3 days per week PPA cover and interventions
Mr D Whitham	-	3 Days Sports Development

### **Teaching Assistants**

Mrs A Watson  
Mrs E Glazebrook  
Mrs S Lynch  
Mrs S Talat  
Mrs Y Jeneson  
Mrs V Lowe  
Mrs D Rathour

### **Midday Assistants**

Mrs R Hilton  
Mrs L Saeed  
Mrs S Butler  
Mr R Bonner

### **Office Staff**

Mrs K Matthews (Office Manager)  
Ms P Livesey (Clerical Assistant)  
Mrs J Talbot (Attendance & Clerical Assistant)

### **Site Manager**

Mr G Willshire

### **Kitchen & Lunchtime Supervisors**

Mrs M Mason (Cook)                      Mrs A Johnston                      Mrs P Allan