



# LAIRA GREEN

## PRIMARY SCHOOL

✓ Respect ✓ Believe ✓ Achieve

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## **Mission Statement:**

*“At Laira Green Primary School we strive to create a learning environment which promotes respect, diversity and self awareness and equips all of our pupils with the knowledge, skills, attitudes and values they will need to succeed in their future lives.”*

Taken from our Social, Moral, Spiritual and Cultural policy.

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## **Vision:**

*To create a committed team willing to undertake any necessary changes to ensure all our pupils at Laira Green, are given the best learning and developmental opportunities and experiences.*

*To provide a seamless educational, moral and social journey for all our pupils from our on site pre school through to their final year in Year Six.*

## **Ethos:**

*We place great importance on the values of being trustworthy, honest and polite as well as creating a warm, welcoming and happy environment where all stakeholders are respected and valued.*



# Welcome from the Chair of Governors

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**Mr Peter Wickett**, Chair of Governor

*Welcome to Laira Green.  
The Governing body strives to  
promote an open, safe, warm  
creative learning environment in  
order for your children to achieve  
their best.*

*It is made up of nine governors across a  
wide spectrum of the community, each of  
them have an important part to play.*

*We meet on a monthly basis where we  
decide the strategic direction of the school.  
Governors are attached to different key  
stages where it is their task to come into  
school and visit classes to see how the  
children are learning.*

*Apart from these visits governors are  
encouraged to visit school as often as they  
can and are warmly welcomed by all.*

A handwritten signature in black ink, appearing to read 'P. Wickett'.

**Peter Wickett**

Chair of Governors



# Welcome from the Acting Headteacher

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*I am currently the Acting Headteacher at Laira Green.*

*I work closely with Governors of the school to set a clear vision and ethos in order to raise the attainment and standards for all our pupils.*

*I am proud to say that, alongside all stakeholders of the school we have established a happy and positive school, where everyone is valued and respected. Our ethos is based on being honest and trustworthy whilst establishing a collaborative approach so that pupils, parents and staff are full involved in life at Laira Green.*



*Speaking on behalf of the Governors and staff we consider it a true privilege to be able to educate your children – we understand the trust you place in us and we take that very seriously as we strive to maintain high standards and expectations in all areas of our pupils education.*

*We are all extremely proud of our pupils and are continually amazed by their achievements, their fearless approach to anything new and their caring approach towards each other and the staff! They always make us smile and we enjoy celebrating their successes.*

*I look forward to developing positive relationships with all members of the community so that we may continue to provide a rich, varied and fun education.*

**Mrs Y Norgate**  
**Acting Headteacher**



# Laira Green Community Forum

Laira Green Community Forum is a charity group run by parents who are working on a voluntary basis on behalf of the school and pre-school to build on and strengthen relationships with the community and to raise funds.

The Forum organises two main events each year, the Summer Fun Day and the Christmas Fayre.

Throughout the year, there are school discos, foody events and family bingo nights organised. In addition, the Forum supports re-cycling by having two Bag2School events each year, where clothes are recycled, as well as a scheme for recycling old ink cartridges, mobile phones and cameras. So far, over **£28,000** has been raised and a list of how this money is spent can be found on the school website.

The success of the Forum depends entirely on the support of the staff, children and parents. Parents can be involved with the Forum by either becoming a member of the Committee or helping out at our events. Details of all our events can be found on the school website **[www.lairagreen.com](http://www.lairagreen.com)** and on our FACEBOOK page: Laira Greenshoots Community Forum. If you would like to find out more then, please speak to the school office.



Summer Fun Day at Laira Green.



Halloween disco in fancy dress costumes.



Santa at the Christmas Fair.

# School Hours

## Start of day

The school day starts promptly at **8:45am** with the first bell at 8:40am.

Children are expected to be on the school premises by 8:40am.

Lateness is monitored by the school and the Educational Welfare Office.

## End of day

The teaching day finishes at 3:00pm after which there is approximately 10 minutes for the children to collect their belongings and vacate the school building.



## Morning sessions

8.45am - 11.50am    KS1  
8.45am - 12.00        KS2

## Afternoon sessions

12.55pm - 3.00pm    KS1  
12.55pm - 3.00pm    KS2

## Rules on Admissions

1. Children are usually admitted in September of the school year in which they turn five.  
1st September - 31st August
2. Children are admitted in the following order, as determined by Plymouth City Council.
  - a. Those with brothers and sisters in the school and living within the catchment area
  - b. Others that live within the catchment area.
  - c. Those with brothers and sisters in the school but living outside the catchment area

Should there be spaces, those from outside the area, with those living nearest to the school are given priority.

# School Uniform

Visitors to the school always comment on how smart our pupils look and the sense of pride the children have in wearing their school tie! Children must wear the correct uniform which consists of:



## School uniform

- Grey trousers, skirts or pinafores.
- White shirts with a collar, not polo shirts.
- Green summer dresses.
- Black shoes, closed toe sandals in summer. Girls are not permitted to wear boots.
- Laura Green schooltie.
- Laura Green V neck jumper/ cardigans. Sweatshirts are not permitted.
- Plain black, green, grey socks or tights. Leggings for girls are not permitted.



## PE kits

- Whole school: Plain white shorts and plain white t shirt (available from school).
- Upper Key Stage 2 (Year 5 and 6) may wear black shorts.
- Winter PE KIT: plain black jogging bottoms and sweatshirts.

## Hair

- Shoulder length hair must be tied back.
- Boys are not permitted to have long hair.

## Water bottles

- Children must use a school water bottle.



*Laura Green school jumpers & cardigans, school ties, white PE shorts and Laura Green white PE tops can be purchased from the school office.*

*Book bags and water bottles are also available.*



# Teams and Home Learning



## Teams at Laura Green!

At Laura Green Primary school we hold dear to our traditional values! We place great importance on being part of a team and actively encourage competitive sports and team events throughout the year. Your child will be placed into a team when they start school which will be either:

- Scott (Red)
- Grenville (Green)
- Raleigh (Yellow)
- Drake (Blue)

Siblings will be placed in the same team.

## Pupil Roles & Responsibilities at Laura Green

Year Six pupils enjoy having extra roles and responsibilities and take an active role in setting high standards of code and conduct for the rest of the pupils. Children may be chosen to become Head Boy, Head Girl, House Captains, Librarians and Prefects.

## Home Learning at Laura Green

### Learning Logs

At Laura Green we make home learning fun, creative and relevant to you child's learning style. Each child receives a Learning Log

pack which contains a Learning Log book, colouring pencils, glue, scissors, a ruler and a rubber. We also provide a plastic wallet to keep the Learning Log and items together.

Each week the class teacher will give two activities, linked to the learning taking place in school. The children can choose how they decide to complete their tasks.

### Termly Home Learning Leaflet

At the beginning of each term you will receive a leaflet which shows the learning for that term. There will be some home learning tasks which parents can choose to complete over a longer period of time.

### Class homework

Teachers decide which days spellings and maths homework are given out. Weekly test take place and progress is discussed with parents.

**Accelerated Reading:** Parents must read with children every day! Once children have read their home reading book they take a quiz in school and they progress through the reading schemes.



Home learning pack.

# School Lunches & Snack Policy

## School lunches

School lunches are prepared daily on site in our own well equipped kitchen.

The children order from the school menu daily, which ensures everyone has the meal they prefer and the school cuts down on unnecessary food waste. We operate a cashless system where parents and carers pay online for school dinners. Children in Key Stage 1 are all entitled to a Universal Infant Free School meal.

If you would like any further information, or would like to apply for free school meals, please contact the school office.

Children can also choose to bring a packed lunch. We ask that small lunch boxes are used and are clearly named. Fizzy drinks are not permitted and we would also encourage you to not use glass bottles. Please ensure that there is a full packed lunch provided as we are not able to let the children out of school to buy further sustenance. The school has a Healthy Schools Award and we would encourage you to provide a healthy meal for your child.



## Healthy schools award and fruit at playtime

As we hold the Healthy Schools Award, we encourage all children to drink water frequently during the day so they are able rehydrate themselves.



A clear water bottle must be used and must only contain plain water please. (No flavoured or fizzy water or squash). You can purchase bottles at the school office.

We also provide free, fresh and seasonal fruit or vegetables for our Foundation and Key Stage 1 pupils, which they eat during the morning playtime. We also encourage you to provide either fresh fruit or a plain biscuit (no chocolate or muesli bars please), for your other older children who attend our school.

# SEND Provision, Child Protection and Medical Information

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## Special Educational Needs and Disabilities (SEND)

‘The school is very inclusive with a positive whole team approach to responding to a wide range of needs, including an increasing number of pupils with significant social problems’.

(Plymouth City Council Local Authority audit)

‘Pupils with additional needs are supported very well in this inclusive school. A strong emphasis on supporting their personal development needs enables pupils to achieve well.’

(Ofsted Inspection November 2014)

It is our aim at Laira Green to ensure that all pupils have an equal right to realise their potential and have full access to the National Curriculum. We aim to identify as quickly as possible those children who have a special educational need and to give appropriate support in terms of curriculum planning and resources.

We comply with the requirements set out in the Special Educational Needs and Disabilities (SEND) Code of Practice that recommends schools should identify children’s needs and take proactive action to meet those needs as early as possible. We recognise the importance and encourage the active involvement and support of parents at every stage of a child’s time at school.

High quality teaching comes first with differentiation planned for all children. Every child’s progress is frequently monitored and reviewed in a number of ways to ensure that they are making expected progress. Further information is available in the school information report for SEND.

If any pupil that has been identified as needing additional help or support, they will normally receive a targeted intervention. At times, some children will need further

support which could result in an agreed SEND Support Plan. An Individual Education Plan (IEP) will normally form part of the plan. This sets out the nature of the special need and outlines how the school will support the pupil. It also sets out small step targets for improvement, so that we can review and monitor the progress of each child at regular intervals. IEP’s are reviewed in consultation with parents at termly meetings and parents are requested to support their children in working towards the small step targets.

In a small number of cases a child’s needs may be such that he/she will need an Education, Health and Care Plan (EHCP). This involves support and assessment from a range of outside agencies such as an Educational Psychologist. An EHCP is an entitlement to support beyond that which the school can provide from its own resources.

At Laira Green there is a dedicated Special Educational Needs Coordinator (SENCO) who is Mrs H Buckingham and an Inclusion Coordinator (INCO) who is Mr M Whitnall. There is also a designated SEND Governor. Mrs Norgate is the Designated Safeguarding Leader and Mr Whitnall is her deputy.



## Arrangements for coordinating the SEND provision.

The SENCO will be responsible for overseeing the day to day running of SEN provision within the school including:

- The co-ordination of referrals for pupils suspected of having SEN.
- The assessment of pupils suspected of having SEN.
- The management of IEPs for children with SEN.
- The management of provision mapping for pupils with SEN.
- The monitoring of the effectiveness of provision for pupils with SEN.
- The management of the SEN team within the school.
- The coordination of outside agencies for pupils with a SEND Support Plan
- The monitoring of progress of pupils with SEN.
- The conducting of IEP reviews and Annual EHCP reviews.
- The overseeing of transition arrangements for pupils with SEN
- The support of colleagues within the school in delivering provision for pupils with SEN.
- Coordinating Teaching Assistants to support children with SEN effectively.
- Ensuring staff, teachers and teaching assistants, receive appropriate CPD to enable them to support children with additional needs.

## Safeguarding

All staff have basic training in Child Protection, which is refreshed every three years and more recently MAPA training on how to intervene safely with disruptive behaviour. Key members of staff will have had specific Child Protection training and the Designated Safeguarding Leader is the Headteacher, however the day to day management of this area is run by the INCO.

These key workers respond to concerns from any member of staff or other outside agencies and will liaise with Social Services where cases require that level of intervention.

### **Their role will include:**

- Obtaining reports from specific members of staff
- Maintaining records and a chronology of each case
- Tracking and reporting on the academic progress of these children
- Attending meetings and liaising with key staff
- Ensuring staff training is current and up to date
- Ensuring confidentiality of information

### **Their role also covers working with children:**

- On the Child Protection register
- On the Looked After Children register
- On the Common Assessment Framework
- Working with the Family Intervention Group
- Working with the Family Group Conferencing Service
- We also liaise with the police and Social Services

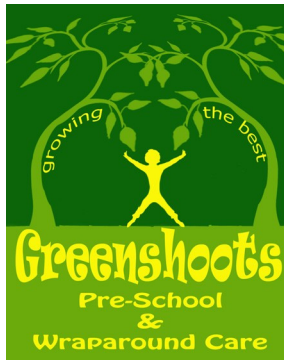
**Operation Encompass:**

Our school is part of a project, which is run between all Plymouth schools and the Devon and Cornwall Police. The project has been designed to provide early reporting of any domestic violence incidents that occur outside school, which might have an impact on a child in school. This is done through a phone call to school following an incident. The project ensures that a least one member of the school staff, known as the Key Adult, is trained to liaise with the police and to use the information that has been shared, in confidence. In this way, we aim to support each child who has been involved in, or witnessed, a domestic abuse incident.

There are two key adults at Laira green. If they have an Encompass call they will make sure that, during that same day, a person the child trusts, is available to help-if the child needs this. Most of the time we do nothing, except keep a careful eye on him or her and make sure the child has a calm school day.

The confidential information is ordinarily not shared with staff, just an agreement on how to help, if needed. All schools have a duty to share any information with other organisations if they feel a child is at risk of being hurt. The Key Adult may contact other organisations. This is described in our Child Protection Policy.

**Mr M Whitnall** - INCO, and the SEND team.



# Greenshoots Pre-School

## Mission Statement

*“Growing the Best” by promoting a “home from home” atmosphere where the staff engage with parents and children in a warm and friendly manner.*

Greenshoots is a charitable organisation set within the grounds of Laira Green Primary School, providing a safe, secure environment in which children are able to thrive and learn.

We operate a Pre-School for children aged 3 - 5 years as well as offering Wraparound Care for children aged 3 - 11 years through our daily Breakfast and After School clubs.

## Preschool aims and objectives

- The Trust will provide a good quality setting which will provide education for Children aged 3-5 years of age.
- The setting will be safe, friendly and stimulating for all children throughout its sessions.
- We aim to provide a happy, caring and secure environment, enabling children to learn through play.
- The provision will enable parents/carers within the local community to take up or continue with employment/ education/ training in order to improve the quality of life for themselves and their children.
- We aim to develop a partnership with parents that will support their child’s learning.
- The Trust aims to create a deeper sense of community cohesion through a learning and teaching curriculum, based on the Early Years Foundation Stage (EYFS).
- The Trust aims to provide staff with appropriate experience and qualifications and provide opportunities and access to further training.
- We will recognise and celebrate achievements at all levels.

## Contact details

If you would like to know more about Greenshoots and what we can offer then please contact manager **Kerry Whitehead** using the details below.

Greenshoots Pre-School, Laira Green Trust, c/o Laira Green Primary School, Bramley Road, Plymouth, Devon, PL36BP.

**Telephone:** 01752 228272 | **Email:** greenshootspreschool@gmail.com

Registered Charity No: 1136071 Registered Company No: 7110815 England and Wales









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