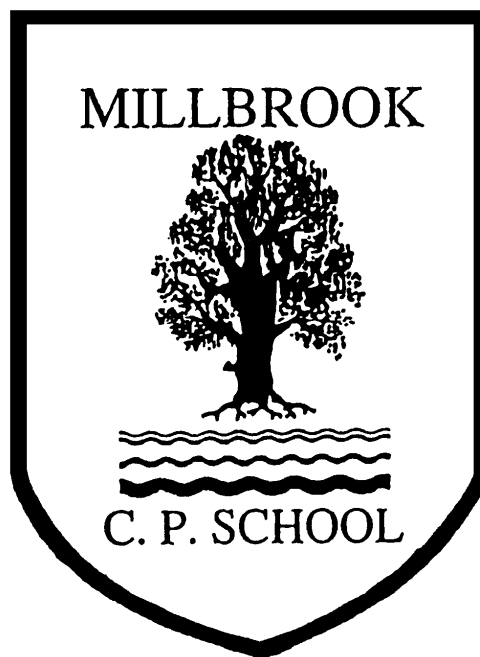


# *Millbrook*

## *SCHOOL PROSPECTUS*



*2022- 2023*

*MILLBROOK COMMUNITY PRIMARY SCHOOL*

*KIRKBY ROW, KIRKBY, L32 0TG*

*Tel: 0151 477 8160 Fax: 0151 477 8161*

*e-mail: [millbrook@knowsley.gov.uk](mailto:millbrook@knowsley.gov.uk)*

*[www.millbrookprimaryknowsley.co.uk](http://www.millbrookprimaryknowsley.co.uk)*

*Headteacher: Mrs J M Maloney*

# Aims



## What are the aims of the school?

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. We also aim to promote a safe environment where safeguarding children is our highest priority.

### We aim to:

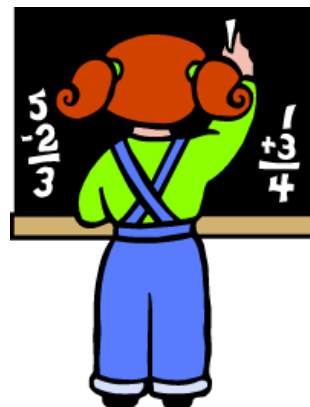
- Provide an excellent education for all our children which develops their talents and capacities to full potential, and is relevant to the social, cultural and economic needs of society.
- To enable all children to achieve high standards of learning and to develop self-confidence, optimism, high self-esteem, respect for others and achievement of personal excellence.
- To promote equality of educational opportunities and to provide for groups with special needs.
- To provide for the physical development, health and fitness of our children.
- To develop in all our children:
  - Skills of literacy, including listening, speaking, reading and writing.
  - Skills of numeracy and other mathematical skills.
  - Skills of analysis and problem solving.
  - Skills of information processing and computing.
  - An understanding of the role of science and technology in society, together with scientific and technological skills.
  - A knowledge and appreciation of national and international history and geography.
  - An understanding of, and confidence to, participate in creative arts.
  - An understanding of, and concern for, the environment.
  - An appreciation of what 'citizenship' means, including exercising judgements in matters of morality, ethics and social justice.



Whilst every effort has been made to ensure the accuracy of the information at the time of preparation, Governors cannot guarantee total accuracy in every respect.

The distribution of information and the subsequent admission of a child to school shall in no way imply a commitment on the part of the Governors to maintain its current policies, or the arrangements within the school, without change, for the duration of a child's stay in school.

# School Governors



## LA Governors:

Mr C Winstanley (Vice Chair) c/o Millbrook School

## Parent Governors:

Mr L Williams c/o Millbrook School

Miss C Murphy c/o Millbrook School

## Staff Governors:

Mrs J Maloney c/o Millbrook School

Miss J Dixon c/o Millbrook School

## Community Governors:

Mr P McDermott (Chair) c/o Millbrook School

Mrs Ruth Cooper c/o Rainbow Childcare

Mr S Durrant c/o Millbrook School

## Clerk to the Governors:

Mr C Delaney- Millbrook

# Meet the Staff!

## Teaching Staff

Mrs Browne  
Mrs Caruana  
Mr Arnold  
Mrs Chambers  
Ms Dixon  
Mrs Frost  
Mrs R Bohan  
Mrs N Collins  
Mrs S Yanez  
Mrs C Lewis  
Mrs N Lloyd  
Mrs J M Maloney

Mr A Webster  
Mrs R Whiley

Mrs J Williams

## Support Staff

Mrs S Benson  
Mrs J Parr  
Mrs L Kelly  
Mrs S Bocking  
Mrs V Wayman  
Mr M Donnelly  
Mrs A McKuhen  
Mrs S Mutch  
Mrs J Price  
Mrs W Thompson  
Mrs Jane Maloney  
Mrs L McGuinness  
Ms A Conyard  
Mrs D Capper  
Mrs C Irwin  
Ms H Wright  
Ms J King  
Mrs D Nash  
Mrs Ingoglia  
Mrs C Rogers  
Mrs M McDonald  
Ms E Cain  
Mrs H Wilson  
Mrs C Woolley  
Mrs A Carr  
Ms L Hilditch  
Mrs K Bulger

## Responsibility

Music  
Geography & Spoken Language & Vocabulary  
Maths & Science  
History  
English  
Religious Education, MFL  
Art  
Design & Technology  
ECT  
Early years (+SENDco)/ Read, Write Inc  
Special Needs (SENDco) & PSHE  
Headteacher/ Assessment / Child Protection,  
School Improvement  
Physical Education  
Information & Communication Technology &  
Catch-up Literacy  
Deputy Headteacher, CPD, School  
Improvement, Curriculum lead

School Business Manager  
Administrative Assistant  
Learning Mentor  
Attendance Officer  
Cook-in-Charge  
Premises officer  
Higher Level Teaching Assistant  
Teaching Assistant (HLTA status)  
Teaching Assistant (HLTA status)  
Teaching Assistant  
Teaching Assistant (HLTA status)  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Teaching Assistant  
Technician

## Midday Supervisors:

Mrs A Carr  
Ms L Hemmens  
Ms S Collins

Mrs J Parr  
Ms A Staples  
Mrs P Hilditch

Mrs J Maloney  
Mrs J Carmichael  
Ms M Bridgeman

Mrs P Dickinson  
Ms C Murphy

## Admission Arrangements

Pupils may be admitted to our Nursery in the term after they are three years of age, provided that there is a place available for them. If there are more children wanting to be admitted than the number of places available, they will be prioritised.

The priority order is contained within the School Admissions Policy available for inspection from school.

The length of time that a child has had an interest registered, however, is not a priority criterion.



We strongly encourage parents to take advantage of our Nursery provision (15 hours per week) in order that the children get the best possible start. We are able to offer wrap around care in partnership with Rainbow childcare for parents who wish to take up a full day provision rather than three hours per day or are eligible for 30 hours. At Millbrook we take children into our Reception Classes in the September of the academic year during which they are five. An academic year runs from September 1<sup>st</sup> until the following August 31<sup>st</sup>. There is just one admission in the year. Millbrook has the capacity to take in up to 40 children each year. Arrangements for the organisation of these children will vary depending upon the actual number coming into school, as well as the overall numbers in other school age groups.

Parents requiring a place for the Nursery should get a register of interest form from our office. Parents requiring Reception places may register their interest but will have to fill in the Knowsley Admission form usually available in the autumn term prior to admission the following September. This should then be returned after completion. Alternatively, parents can apply online. A letter of the offer of a place will be sent by Knowsley Education Authority (dates are set out in Knowsley Admissions to School booklet). Parents' preferences for morning, afternoon or wrap around Nursery places will be met wherever possible, but inevitably occasions arise where there might only be one or another available against the preference of the parent. We will seek to minimise such occasions.

The Nursery Staff will usually arrange with the parents to make a home visit to new pupils' homes. This gives parents an opportunity to talk to the teacher and the Teaching Assistant on a one-to-one basis in their home environment, but also gives our staff the opportunity to meet the child at home and begin the home-school partnership, which we regard as so important to the child's full development.

All prospective Reception children's parents will be invited to an information meeting at the end of the academic year preceding admission. Those parents not able to attend this meeting will be sent relevant information.

Admissions for Year 1 to 6 pupils should be made through the school office in accordance with our Admissions Policy.

# The Curriculum

## Early years Foundation Stage

Children work in seven areas of learning that shape education programmes within the Early Years Foundation Stage curriculum. These are:

### Three prime areas

- 1) Communication and Language
- 2) Physical Development and
- 3) Personal, Social and Emotional Development,

### Four specific areas

- 4) Literacy,
- 5) Mathematics
- 6) Understanding the World and ,
- 7) Expressive arts and design



We promote independent learning in order to ensure a smooth transition to Key Stage 1 for all our children.

## Year 1 - Year 6

A revised National Curriculum in England was introduced in September 2014 with new programmes of study in key subjects.

Subjects included in the new National Curriculum are English, Mathematics, Science, Computing, Geography, History, Music, Art, Design & Technology, PE and Languages at KS2. In addition, Religious Education and Personal, Social, Emotional skills are taught.

### Why has the curriculum changed?

The main aim in revising the National Curriculum is to raise standards. The new curriculum is more challenging and focuses on essential core subject knowledge, such as, spelling, grammar, punctuation, fluency in times table and computer programming.

**At Millbrook** we have a yearly curriculum map which you can find on our website. This details the key learning in each class across all subjects. This is a two year rolling programme which is reviewed each July.

You can find more details on our website.

<http://millbrookprimaryknowsley.co.uk/curriculum/>

## Progress, Assessment and Reporting

Children will be assessed at the beginning of Reception (entry assessment) and throughout each school year (continual observation) to inform the pupil profile. Year 1 children will complete a National Phonics Screening check. End of Key Stage tests and assessments, which test National Curriculum core subjects are completed at the end of Years 2 and 6. There are also other school based assessments on a much more regular basis. A written report will be issued once a year. You will be invited to a formal Parents' Afternoon twice a year.

# Special Needs

At Millbrook we regard our provision for Special Needs as a particular strength.

Our full policy on Special Educational Needs and Disability provision may be viewed on our website along with our SEND proposals in line with the Local Authority Offer. In addition we make full use of Knowsley LA's administrative and management support documentation and protocol.

The principles we are committed to are:

- \* Early identification
- \* Working with parents
- \* Keeping parents informed from the earliest concerns
- \* Preventative rather than responsive action
- \* Sensitivity to children experiencing difficulties
- \* Maximising provision to support pupils
- \* Quality training and input for staff
- \* Ensuring liaison and involvement of external agencies where appropriate
- \* Recognising that the most able pupils have special needs as well as those children who under-achieve.

Millbrook operates a Service Level Agreement with Knowsley Central School up to its available maximum entitlement. This enables us to receive a specialist teacher for one and a half days a week to support those pupils on the SEND (Special Educational Needs and Disabilities) on the Code of Practice. It also involves us in a network of professional support, which is invaluable to our staff.

# Benefits for Parents

**Family learning-** Millbrook runs Family Learning groups with parents and their children. This is an excellent opportunity for parents to support their child in their development and learn something new.

**Family Literacy** - Our school runs a family literacy programme building upon the successful Share project. It focuses on children's literacy skills. It is also a chance for parents to receive support and training.



**Rainbow Childcare** - Rainbow Childcare aims to provide flexible, quality childcare at an affordable price. They aim to be as flexible as possible with a mixture of sessions available. Preschool Childcare children may supplement their place in the school nursery class by attending before school, during the morning, over lunch time or for the afternoon. They also provide sessions for those younger pre-schoolers from 2 years upwards who have not yet started school nursery. During school term time the Out of School Club children may attend before school or after school, whilst during school holidays there is a morning and afternoon session, or children may of course be in for the full day. For further information phone 0151 548 0893 or go to [www.rainbowchildcarekirkby.org.uk](http://www.rainbowchildcarekirkby.org.uk).

**Freedom of Information** - The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis

**Child Protection** - Child protection and safeguarding procedures are reviewed regularly at Millbrook School and policies in relation to both are available to view from our school office.

**Complaints Policy** - all complaints are dealt with through the school complaints guidance. This is displayed on our school website.



# Things Parents Ask...



**Uniform** - Millbrook Governors have agreed with parents that there should be a strict uniform. This consists of white shirt or blouse, grey skirt or trousers, a red pullover or cardigan with the school badge on, a school tie, grey socks and black shoes. Girls may wear a red checked dress in the summer term whilst boys may wear a plain white polo shirt. Uniform is available from *Kids* in Kirkby Town centre or order online at [alphaschoolwear.com/schools/primary-schools/millbrook-community-primary-school](http://alphaschoolwear.com/schools/primary-schools/millbrook-community-primary-school). The uniform also includes:

**Footwear** - Training shoes are **NOT** allowed in school except for outside play. Black school shoes must be worn. A change of shoes may be brought for playtimes. Pumps or training shoes should be available for games, but children will usually do PE or hall-based activities in their bare feet.

**PE Kit** - Black shorts and a red polo shirt are required for PE. Millbrook kit is again available at *Kids* in the town centre. A pair of pumps or trainers should be available for outside activities. Pupils come to school in PE kits on the day of their lesson.

**Jewellery** - Jewellery is dangerous in school and is not permitted except for *simple studs* when ears have been pierced.



## **School Meals**

Millbrook operates a band system for lunch choices. Children who stay in school over lunchtime may choose either a hot school dinner cooked on the premises, a meal deal (consisting of soup and a sandwich) or a packed lunch brought from home. Those choosing the latter may bring a non-fizzy drink. Those having a school dinner may not bring drinks in to school. A drink will be provided with the school dinner. Packed lunches must not include any confectionery including chocolate and chocolate covered cakes/biscuits.

**Dinner Money** - is payable in advance on a Friday for the following week. If your child is not eligible for a free school meal and they stay for school dinners parents/carers will ensure that all meals taken are paid for via the ParentPay system or through the school office. Like all money brought into school, it should be in an envelope with the child's name and class clearly marked. Envelopes for this purpose are available to purchase in school. Free school dinners are dealt with on page 10. All infant children are entitled to a free school meal.

**School Milk** - Infant and Nursery children receive school milk.

## **Attendance and Punctuality**

Under Section 39 of the 1944 Education Act, it is the legal responsibility of parents to see that their children regularly attend school. Only the Headteacher may grant leave of absence, and this must be sought for all absences other than those of a medical nature. Notes must be sent in on the first day following a child's return from an absence. Where the Headteacher judges a child has had an unjustified absence, or where leave of absence has not been granted, the child will be awarded an *unauthorised* absence, which may be reported to the Education Attendance Officer. Parents are encouraged to send their child to school punctually. Reception pupils arrive a few minutes earlier. Classes will give out times. School starts for Infants at **8.50am till 12.10 and 1.10pm till 3.15pm**. Juniors also start at **8.50am till 12.30pm and 1.25 till 3.15pm**. Juniors have no afternoon break.

# .....and more things they ask!!

**Tuck Shop** - Currently we provide free fruit for all infants and all children may have a free toasted bagel each morning available on the playground.

**School Fund** - Pupils contribute towards a school fund with £1:00 per week, collected on a Friday. This is a voluntary payment, but many activities would not be able to take place without it.

**Mobile Phones** - In the interests of safety mobile phones are not allowed in school.

**Insurance**- School is not able to insure your child for personal possessions lost or damaged. If you require such insurance, please check your own household contents policy and amend if necessary.

**Chewing Gum** - For reasons of its obvious problematical disposal, chewing gum is not allowed in school!!

**Medicines** - School will only administer medicines in essential cases, and then only if a disclaimer form has been completed by the parent. Therefore, parents must come into school on the first day medicines are to be administered.

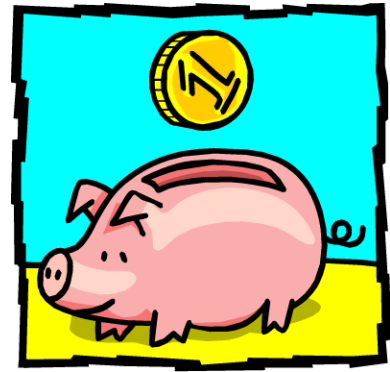
**Kirkby Collaborative** - this is the name of the cluster of all Kirkby schools working together in partnership. It includes Kirkby High School and All Saint's Learning Centre.

**Appointments** - If a child has to leave school for any reason, e.g. a medical appointment, they will only be allowed off the premises accompanied by an adult. Please arrange for someone to collect them from school.

Infants must be collected from school by an adult or person over 16 years old.

**Bags & Carriers** - We sell book bags to protect any books which are taken home and for homework for 50p. Envelopes for money for school dinners and school fund for £2.00 and water bottles for £1.00.

# *How to get help to pay for School Meals*



You may be able to get help to pay for school meals if you receive one of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Income-Related Employment Support Allowance
- Child Tax Credit and income of less than £16,190 (but not if you are in work and receiving Working Tax Credit)
- The Guarantee element of State Pension Credit
- Support under part V1 of the Immigration & Asylum Act 1999
- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)

**Free Milk** is provided for those Nursery or Infant children who receive free school meals.

## How do I apply?

Contact the Directorate of Children's Services in the Education Offices - Huyton 0151 443 4042 if you need any advice.

# Communication

We contact parents through text and email using a system called Parentmail. Parents can also access up to date information on our website [millbrook.org@knowsley.co.uk](mailto:millbrook.org@knowsley.co.uk)

# Parents Contract

We operate several reward schemes at Millbrook. These serve not only as deterrents to poor behaviour, but also motivate the children to do their best. They reward both individual and team effort.



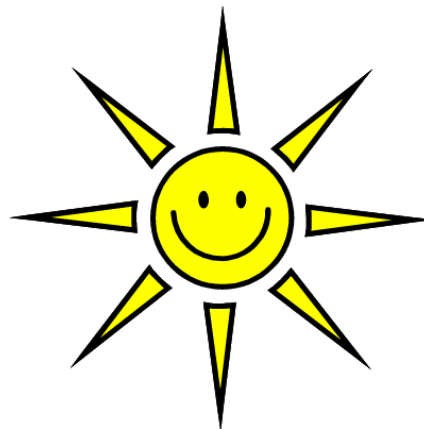
We think it is important that the children understand that there are clear rules and consequences; that we have clear and high expectations of them. We also believe that you should have high expectations of us. Together with this prospectus you will find a document which we call *The Home School Agreement*. In it we set out those things which we promise to do for you and your child. We hope that in return you will support and commit yourselves to the objectives stated. Please sign this contract and return it to your child's class teacher.

# Access to Information



Further information regarding anything in this prospectus can be obtained from the school. Relevant documents may also be viewed after consultation with the Headteacher.

It is helpful if, prior to visiting the school, an appointment is made. Please contact the school secretary on the telephone number to be found at the beginning of this prospectus.



*Hours spent on teaching during a normal school day (including RE but excluding registration, breaks and assemblies) are 21.5 hrs for the Infant department and 23.5 hrs for the Junior department.*

**Autumn term 2022**

Monday 5<sup>th</sup> September - Wednesday 21<sup>st</sup> December

*Half term* - Friday 21<sup>st</sup> Friday 28<sup>th</sup> October

**Spring term 2023**

Wednesday 4<sup>th</sup> January - Friday 31<sup>st</sup> March

*Half term* - Monday 13<sup>th</sup> - Friday 17<sup>th</sup> February

**Summer term 2023**

Tuesday 18<sup>th</sup> April - Wednesday 19<sup>th</sup> July

*May Day Bank Holiday* - Monday 1<sup>st</sup> May

*Kings Coronation Bank Holiday* - Monday 8<sup>th</sup> May

*Half term* - Monday 29<sup>th</sup> May - Monday 5<sup>th</sup> June (inclusive)

Can I please take this opportunity to inform you that if your child requires time off school for any reason other than sickness, then you must apply for authorisation of that absence from the Headteacher before the proposed leave? Leave of absence can only be granted in exceptional circumstances.