

# NORDEN

Community Primary School

*“A school in the heart  
of the community”*



# WELCOME

*“Our results place us in the top 3% of schools nationally”*

I am proud to be Headteacher of this thriving community school where we Aspire to be the best that we can be, always striving to Achieve at the highest levels and Attaining this together.

Our results place us in the top 3% of schools nationally and we have been recognised at local and national level for our extended school provision and sporting achievements. We are able to provide the best possible educational experience, supporting our children to develop the skills that they will need for a rapidly changing world.

At our last OFSTED inspection the main findings said that, “this is a good school with some outstanding elements.” It went on to state that, “the school provides a very inclusive environment and that provision matches the needs of individual pupils. An exciting range of well-attended extra-curricular activities including sport, music, dance and woodwork provide a bridge between the school and the community. These place an emphasis on developing pupils’ social skills, cultural awareness and responsibility from a very young age and make an outstanding contribution to their spiritual, moral, social and cultural development.”

If you would like to visit the school please contact us, we would love to share our school with you.

Linda Cotton

*Linda Cotton*

Headteacher





***“At Norden we Aspire, Attain  
and Achieve together”***

### **Vision**

A caring school with the highest standards of education for children of all abilities and central to the life of the immediate community.

### **School Mission Statement**

Norden is an inclusive school. We welcome all members of the immediate and wider community of all ages and abilities. Everyone is equally valued and encouraged to reach their potential.

### **School Aims**

To create a happy and caring environment where staff, governors, parents and the local community work together for the benefit of all the children.

To foster a positive attitude to learning, so each child enjoys learning and becomes an independent learner with skills, knowledge and attitudes needed to meet the demands of a rapidly evolving world.

To provide broad and balanced programmes of study which are challenging, well planned and enjoyable.

To encourage children to develop social, physical, musical and artistic skills to ensure that they have a broad and balanced education.

### **Our Values**

Respect Equality Achieve Community Honesty  
Opportunity Understanding Tolerance

# EXCELLENT TEACHING & SUPPORT STAFF

***“Teaching across the school is good and there are some outstanding elements”***

Our staff show outstanding care and support for pupils, and good relationships characterise our school helping to make pupils confident and enthusiastic learners from an early age. The maximum class size is 30, each class being supported by a qualified teacher and support staff which means we are well resourced to meet the individual needs of our children.

*Ofsted October 2012 : “Teaching across the school is good and there are some outstanding elements. Teachers promote positive attitudes to learning and pupils say how much they enjoy their lessons. Pupils take pride in their work and standards of presentation are high”.*

## Curriculum

By providing a broad curriculum we are able to develop each child's interests and recognise individual talents. A strong emphasis on basic skills also means our children are very well prepared for their future.

*“The curriculum provides a broad range of experiences for pupils. This helps to develop their basic skills and contributes particularly well to their personal development.”*

## Community

We are in the enviable position to have dedicated community and work tirelessly to provide a wealth of extra-curricular activities for our children, children from other Rochdale schools and adults. We are open 7.30 a.m until 9.30 p.m. every day including week-ends making us a true community school in every sense.

## School Awards

We are always striving to become a school of excellence in many different areas. We have already achieved recognition for the following:-

*Extended Schools Status  
Enhanced Healthy School Status  
Active Mark Gold for Sport  
FA Charter Standard  
Active Mark for Sport  
Quality Mark for Basic Skills  
af PE Quality Mark for Physical Education and Sports (with distinction)*



### Investment in ICT

We have a state of the art ICT suite and banks of portable laptops which allows all children to access them within their classroom. Each classroom is fitted with an interactive whiteboard and visualiser, which has significantly improved the teaching and learning across the whole school. In order to achieve our school targets, further hardware and software has been purchased to support speaking, listening and writing. Children can now create short films and animations and can be transported to whole host of places using the 'Green Screen' technique!

### Modern Foreign Languages

French is taught extensively throughout the school. Children in year 5 have the opportunity to make a residential visit to Rue in the Picardy region of France for a cultural and activity experience.

### Creative Facilities

We have fully equipped additional rooms which allow the children to participate in cookery, pottery, art and woodwork activities. These areas are also used by members of our community during the day, some of whom are retired crafts people who are more than happy to share their skills with the children.



### Music and Drama

The provision for music and drama in our school is excellent. We have a thriving school choir run by a Choral Teacher and pianist. All children have the opportunity to learn guitar, brass, woodwind, percussion and keyboard. Lessons are available on a weekly basis. The dedicated Music & Drama room is fully equipped with instruments. Staging, a new sound and lighting system enhances the many performances and that shows are produced for and by our children.

### Ofsted

Our school was inspected in October 2012. We were delighted that the inspection judged us to be a good school with outstanding features. Full details of the report can be found on our website: [www.norden.rochdale.sch.uk](http://www.norden.rochdale.sch.uk).

***“A good school  
with outstanding  
features”  
Ofsted Sept 2012***

# CATERING FOR EVERY NEED

## Special Educational Needs

Provision for SEN is set out within the schools policy document. This fully explains the graduated response to the identification, assessment, evaluation and review of special educational needs as defined by within the Code of Practice (DfES Nov 2001). Our SEN policy is available at the school.

Children who have been identified as having special educational needs are set individual education action plans (IEPs). Parents are fully involved in all stages of this process.

At certain times it may be necessary to involve various out-side agencies to support and advise on the drawing up of IEPs. These include the Psychology service, Speech Therapy, Physiotherapy, Visual Impairment, Hearing Impairment and various medical services.

## Religious Education & Collective Worship

Children come together for an act of collective worship each day. An authority scheme for religious education is followed and assemblies are planned around moral themes as well as key events in the timetables of main religions across the world.

Our assemblies follow a pattern:

*Mondays, Wednesdays, Thursdays and Fridays - the whole school comes together*

Tuesdays - there are unit assemblies

Should a parent elect for their child to be withdrawn from Religious Education or Collective Worship, they must put this in writing to the Headteacher. Children not taking part in these sessions will carry out an alternative task.

## Sex Education Policy

The contents and organisation of the sex education policy are covered in the Personal, Social and Health Education Policy documents of the school. This is a carefully planned document. Liaison with parents is an important feature of effective sex education programmes and we aim to supplement the role of parents, not replace it. Parents will always be informed the term that this subject is to be covered in upper juniors (KS2). Children will be encouraged to understand and value the central role of the family as an institution and the important part it plays in the development of attachment, love and concern.



### Safeguarding

The school has a duty of care and the right to take reasonable action to ensure the welfare and safety of its pupils. If a member of staff has cause to be concerned that a pupil may be subject to ill treatment, neglect or any other form of abuse the school will follow the child protection procedures. These procedures are laid out by Rochdale Child Protection Procedures and are a statutory duty. A copy of the Child Protection Policy is available in school.



### How will my child's progress be monitored?

Baseline assessment of each child's capability takes place as children begin their formal education on entry to the Nursery. Foundation Stage Profiles are completed at the end of reception class at the age of five.

Children are formally tested according to standard assessment tests and tasks at the end of Key Stage 1 (at the age of seven) and Key Stage 2 (eleven years). In addition children's progress is regularly monitored, tested and assessed by the class teacher, so that appropriate learning programmes can be implemented that are matched to your child's level of ability. The school provides a written annual report to parents and holds formal parent consultation evenings during the year in the Autumn, Spring and Summer terms. In the summer term we invite children to bring their parents to an open day at the school where they can share their successes.

We aim to cater for the needs of all children in our care. Children who experience difficulties at school with regard to learning, behaviour or attendance are identified and placed on our special needs register. If your child is experiencing any problem that is affecting his/her progress we will:-

- *inform you*
- *invite you to come and discuss the concerns*
- *involve you in helping your child to succeed during his/her time at Norden Community Primary School.*

We will write an Individual Education Plan (IEP) which seeks to clearly identify the smaller steps required for your child to experience success. A copy will be made available for you to take home. We might decide together to involve the specialist help of staff from the learning support service to assist in the identification of your child's problems and needs.

# ORGANISATION OF THE SCHOOL

**There are two classes for each year band. In the Foundation Stage and at Key Stage 1, there are no more than 30 children to a class. At Key Stage 2, we aim to maintain the same ratio.**

The School has four teams of teachers to cater for the changing needs of the children. Each of the teams has a team leader who closely overviews and co-ordinates the team.

Each teacher gets to know the children and parents in their care and works closely with all concerned. It is therefore expected that parents will contact the class teacher if there are any concerns or information needed about their child.

If a more senior person is needed, the Unit Leader is the next person to meet. In both cases please try to arrange to see the staff at the end of the day, as in the mornings they have a class of children who will need their attention.

If it is urgent that you see somebody in school, please go to the Secretary who will find either the Head Teacher or the Deputy Head Teacher. Should you wish to meet with the Head Teacher, contact the Secretary who will arrange a mutually convenient time, as soon as possible.

## Lunch-Time Arrangements

At lunchtime your child has the choice of staying in school for a hot lunch provided on the premises or a packed lunch may be brought in and eaten in the school hall. We are a Healthy School and our school meals, including drinks, are well-balanced and low in sugar and salt.

Our children are well supervised during the lunch break by our team of Lunchtime Organisers.

## Behaviour Management

At Norden we expect a very high standard of good behaviour. We have a behaviour policy and staff, parents and pupils work together to create an atmosphere in which effective teaching and learning can take place.

## Admissions Policy

A child is eligible to start on the 1st September after their fourth birthday on the first day of the Autumn Term. Admission Forms can be submitted to: Norden Community Primary School, The Local Authority or via the internet at: [www.rochdale.gov.uk/schooladmissions](http://www.rochdale.gov.uk/schooladmissions).

If the number of spaces requested exceeds the number of spaces available in our Reception Classes then the Local Authority will allocate places using a fair selection process. This will take into account sibling priority, medical grounds and proximity to the school.

## The School Day

### Nursery

8.00 am until 4.00 pm.

Children have 15 hours free entitlement.

### School Morning Session

KS1 8.40 a.m. - 11.55 a.m. (with 15 minutes break)

KS2 8.40 a.m. - 12.15 p.m. (with 15 minutes break)

### School Afternoon Session

KS1 12.55 p.m. - 3.00 p.m. (with 10 minutes break)

KS2 1.05 p.m. - 3.00 p.m.

Doors open at 8.30 a.m. at the start of the school day. We ask all parents to ensure that their child is at school to start work at 8.40 a.m. **No child should be in the playground before 8.20 a.m.**, as we cannot accept liability for them before this time. We have privately run pre-school child care for parents wishing to use this facility.

### School Uniform

It is expected that all children will wear the correct uniform every day.

The uniform consists of:-

*White polo shirt*

*Red sweatshirt or cardigan*

*Grey skirt, pinafore dress or grey/black trousers*

*No jeans allowed*

*A red/white check or striped dress of any style for the summer*

*Sensible black or brown shoes or sandals (no high heeled shoes)*

*White, grey socks or tights*

*Trainers should not be worn as school shoes*

*Fleece jackets and hats are also available*

The uniform can be obtained from chain stores, so supplies should not be a problem. Sweatshirts and T-shirts with the school logo are available from Monkhouse Uniforms on Drake Street in Rochdale. The need for outdoor activities will require wellingtons and waterproofs for Reception and Nursery children. Hair should be worn in its natural colour and without styling substances such as gel and wax added. Extreme hair styles are not acceptable e.g. 'skinheads', 'tramlines', 'mohicans'. Hair beyond shoulder length should be tied back.

### PE Clothing

All children require:-

*White t-shirts and black shorts (clearly labelled with their name).*

*Pumps & Pump bag*

*Plain dark track/jogging suit and trainers for outdoor sport.*

### Exclusion from PE

Generally, if your child is well enough to be in school they are well enough to do physical exercise. However, there may be occasions where your child does have a valid reason not to participate. At these times, please let us know in writing. If this does not happen then your child will be expected to join in the lesson.



# WORKING PRACTICES

## Parents in School

We actively encourage you to be involved in school life. Each September we send a letter home asking parents and other relatives if they wish to help in school. Some of the activities include time spent in classrooms, the libraries, school educational trips, helping with sports' teams, etc. We try to use as much of your expertise as possible and hope that you will always feel welcome in our school.

We not only have relatives of the children helping in school but also retired teachers, retired craftsmen and many more besides. We now need to carry out police checks on all our volunteers and anyone working with our children needs a CRB check.

## Birthdays

We discourage sweets and chocolate from being brought in to school when children have a birthday. Instead parents are requested to buy a book for the classroom or send in a healthy option e.g. fresh fruit or dried raisins.

## Fruit

Foundation Stage and Key Stage 1 children are given a piece of fruit each day as part of the National Fruit Scheme. In Key Stage 2 children can buy fruit from the fruit tuck shop at morning break. The cost is currently 20p per piece. Children from our School Council run the tuck shop.

## Parent Teacher Association

We have a very supportive Parent Teacher Association who work alongside staff for the enrichment of the children's education. Various functions are organised which we hope you will attend. You are automatically a member of the PTA when your child starts school. You will be a welcome to come to the PTA meetings, details are sent home in a letter each term.

## Charging and Remissions Policy

Most activities in school are free. We do, however, ask for a voluntary contribution for educational visits, towards the cost of technology, swimming and some drama groups and dance workshops that visit school. Residential visits are charged at the going rate for the cost of the accommodation, food and transport.

Any parent who has financial difficulty should see the Head Teacher who will make sure the child concerned has his/her full entitlement to the curriculum. The Rochdale Music Service charges for instrumental music lessons.





### Attendance

If your child is ill, please contact the school on the first day of illness so that the reason for the absence is known. A record of all absences is kept and there needs to be a letter or a phone call to explain why your child has been away. Should parents fail to contact school the absence will be recorded as unauthorised.

You will also need to ensure that you fill in the contact sheet, each year, so that we can inform you, should your child become ill in school.

We encourage parents not to take holidays during term time. Parents can request permission to take their children out of school, however it is only possible to allow 10 days authorised absence; any time taken above this must be recorded as unauthorised. Holidays in SATs years (Y2 & Y6) will not be authorised. Please be aware that it is totally at the discretion of the Head Teacher for any absence to be authorised.



### Charity

We feel children should gain experience in helping others and so we support charity work throughout the year, helping different causes. We hold fund-raising activities organised by the children and staff. At least once a year, we collect for a local charity.

### Complaints

Sometimes parents can become anxious about events in school. If this should happen, please arrange to see the class teacher, if appropriate, as soon as possible so that the concern can be dealt with rapidly. If the problem is not resolved to parents' satisfaction a meeting with the appropriate Unit Leader should be arranged.

If you need to see the Head Teacher, please contact the Secretary, so that she can arrange an appropriate appointment. It is easier to resolve a problem while everybody remains calm and this is the aim of the school when a problem occurs.

### Homework

We set homework tasks for the children from the Reception class upwards and ask parents to be involved to support their child in the set tasks. This helps you understand what is taking place in school and gives a positive message about homework to your child.

In Years 5 & 6, a homework diary is kept as the amount of homework increases and you will be expected to sign the diary to say that you child has completed their homework.

# DOING THINGS THE NORDEN WAY

## Jewellery and Make-Up

For health and safety reasons we do not permit jewellery in school. If a child has pierced ears, we request that he/she wears stud earrings only, to avoid nasty accidents which can happen when a large number of children are together. On PE days, no jewellery should be worn at all, so please ensure your child does not wear stud earrings on those days. If a watch is worn it is the child's responsibility to look after it. We ask that children in Key Stage 1 (Reception Class, Year 1 and Year 2) should not wear watches. Make-up, acrylic nails and nail varnish must not be worn by children in school.

## Lost Property

Please will you see that all personal property has the child's name clearly marked on it. The children should not be allowed to bring expensive toys or mobile phones to school or to wear valuable watches, as we cannot be held responsible for any items which are lost in school. We do have lost property boxes in each unit and the PE changing rooms. If something is missing, enquiries should be made to the class teacher or unit leader, in the first instance.



## Medicines

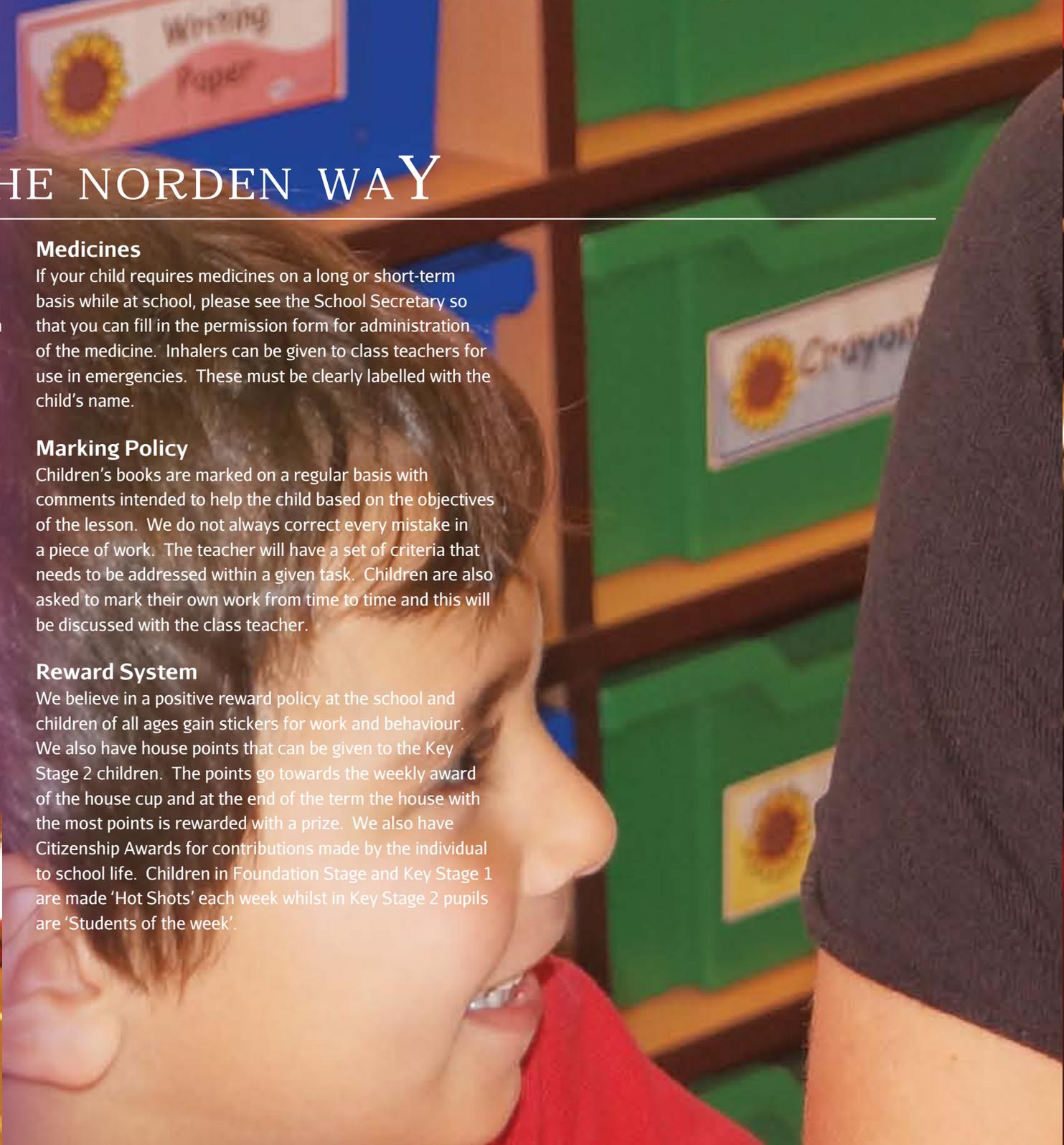
If your child requires medicines on a long or short-term basis while at school, please see the School Secretary so that you can fill in the permission form for administration of the medicine. Inhalers can be given to class teachers for use in emergencies. These must be clearly labelled with the child's name.

## Marking Policy

Children's books are marked on a regular basis with comments intended to help the child based on the objectives of the lesson. We do not always correct every mistake in a piece of work. The teacher will have a set of criteria that needs to be addressed within a given task. Children are also asked to mark their own work from time to time and this will be discussed with the class teacher.

## Reward System

We believe in a positive reward policy at the school and children of all ages gain stickers for work and behaviour. We also have house points that can be given to the Key Stage 2 children. The points go towards the weekly award of the house cup and at the end of the term the house with the most points is rewarded with a prize. We also have Citizenship Awards for contributions made by the individual to school life. Children in Foundation Stage and Key Stage 1 are made 'Hot Shots' each week whilst in Key Stage 2 pupils are 'Students of the week'.



## Teaching and Learning

Children are taught in a range of ways. This may be as a whole class, in mixed ability or ability groupings or individually. Pupils are constantly assessed and each class teacher provides work for a wide range of needs and abilities within the class, in order that each child may reach their full potential. All children follow the National Curriculum which aims to equip every pupil with the knowledge, skills and understanding and aptitudes for adult life and we try to ensure that each child shows continuous learning and progress in all aspects of their work and development.

At Norden we believe that basic skills in English and Mathematics are the key to future learning and so most time is spent on these areas. Programmes of study specify essential teaching with Science, ICT, RE, History, Geography, Art, Design Technology, PE and Music and ensure a broad and balanced curriculum for each child.

Targets are set with children in reading, writing and maths so that pupils and parents are aware of what children need to focus on to reach the next stage of their learning. Children have target cards/books to refer to and marking is linked to these. Children are encouraged to improve their own performance rather than compete with others and are praised and rewarded for their efforts. Achievements are often celebrated in unit and whole school assemblies.

Children are tested formally on entry to school using baseline assessment, again at the end of Reception, KS1 (Year 2) and in Year 6. These results are reported to parents. We also have regular school tests in reading, writing, spelling and mathematics from Year 1 upwards. Optional SATs are carried out in Years 3, 4 and 5.

## Parents' Evenings

At the beginning of every new school year we have meet the teacher evenings for parents. Teachers have the opportunity to introduce themselves and to explain what the children will be doing throughout the next academic year and how parents can help their children at home.

We also have three additional parents' evenings each academic year, one for the setting of targets in the autumn term, one for discussing progress in the spring and one in the summer to discuss end of year progress and the school report. We also hold an open day. The evenings, one in the autumn term and one in the spring term, are organised on an appointment system. These are for you to discuss matters arising from your child's education with the class teacher. Annual school reports are issued every July.

## Outside Visitors

From time to time, visitors come into school to teach and work with different year groups. These may include Artists, Poets, Authors, Musicians and people from different religious groups.



STAFF

STAFF

STAFF

# PHYSICAL ACTIVITIES AND COMMUNITY

**We have gained many prestigious awards for sport which is offered both in and beyond the school day. Our gymnasium and state of the art equipment including four full sized trampolines is used on a daily basis.**

Our children have access to an enormous range of enviable extra Curricular Activities which are provided by the Community Section of our school. There are over 70 classes and groups meeting at Norden which can be accessed by all ages and abilities. We are always building on our achievements which make us a true provider of community education in the authority. Norden Branch Library and Surestart Centre are located on our school site.

**We are a school which is committed to sport and community development.**

Every child has 180 minutes of quality P.E. time covering the main elements of the curriculum.

Norden Community School was the first school in Rochdale to achieve the Active Gold Award and also one of the first in the country. Children start many sports at the age of 4 or 5 and are guided into clubs running at school or outside and they are encouraged to actively participate in pursuing chosen sports to a high level. We were the only state school in the English Schools and British Schools gymnastics competitions for the last five years.

We pride ourselves on being a centre of excellence for Trampolining & Gymnastics. Many of our gymnasts who are at county standard and above are encouraged to take their coaching badges at the age of 17 and become coaches for the future generations.

**“An exciting range of well-attended extra-curricular activities including sport, music, dance and woodwork provide a bridge between the school and the community”**

Many outside adult and children's clubs are linked to the curriculum and children are encouraged to join them. Norden Multi-Activity Summer School is run by staff at Norden Community School. 800 boys and girls access this facility each year.

## **Sporting Achievements:**

### *Gymnastics*

English Schools, North West England Champions 5th in England Boys and Girls, Great Britain Schools North West Champions Girls - 6th Boys - 8th in Great Britain Finals, RMBC Champions Year 5/6 2nd in County, RMBC Champions Year 1&2 3rd in County, Year 3 & 4 RMBC Champions.

### *Cross Country*

Rochdale, Oldham, Heywood, Middleton League & Cup Champions.

### *Golf*

RMBC Finalist for years 3 & 4 and Years 5 & 6.

### *Tennis*

RMBC Champions.

### *Athletics*

RMBC Champions 3rd in Greater Manchester.

### *Girls Football*

League Winners RMBC Cup Finalists.

### *Rugby*

RMBC League Winners, Cup Finalists.

### *Swimming*

Runners Up RMBC Cup, Year 5 & 6 Swimming Champions Rochdale League.

### *Lacrosse*

RMBC League Champions Quarter Finalists in County Cup.

### *Dodgeball*

RMBC Cup Runners up.

## Community

Norden comes alive in the evenings when over 30 groups including adult fitness, relaxation, vocational and non-vocational groups use our facilities. We pride ourselves on providing a facility which benefits the whole community of Norden and beyond.

We hold daytime activities for our older friends in the form of indoor bowling, Art, Pottery and woodwork. Our afterschool activities include a Homework club, Gym & Trampolining, Drama, Woodwork, Pottery and a Stay and Play club which cares for the children up to 6pm. We also provide a two week Multi Activity Event in the Summer Holidays.

We won a Pride of Rochdale Award in 2012 for 'Education At The Heart of Communities'. Norden was the only primary school across the country to be shortlisted for the sports category of the 2011 Education Business Awards held at the Emirates Stadium in London. It was commended for its commitment, development and investment in sport.



## afPE Quality Mark for Physical Education & Sport

We are the first primary school in the country to achieve this prestigious award. The afPE Quality Mark recognises, through a succinct self review and evaluation process, the strength and quality of physical education and sport in our school. It raises the profile of the subject and the school both locally and nationally and promotes the high quality work that is being undertaken on a day to day basis. High quality physical education and sport makes a difference to the learning and experiences of children and young people both within the subject and more widely across the curriculum. Not only have we achieved The afPE Quality Mark but have done so with a distinction. Our submission was deemed to be outstanding and the validator recognised the high quality of the teaching and quality of learning during PE and Games lessons. The success of our children in a wide range of sports enables us to compete at local, county and national level.



# NORDEN

## Community Primary School

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