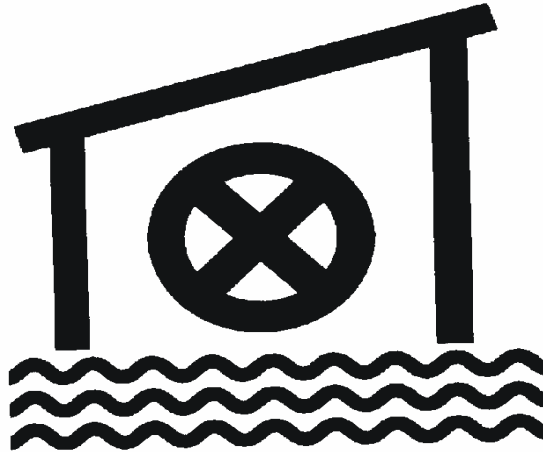


# MILFORD

## PRIMARY & NURSERY SCHOOL



## SCHOOL PROSPECTUS

### 2009 - 2010

Maintained by the City of Nottingham  
Education Committee



# MILFORD PRIMARY & NURSERY SCHOOL



Dungannon Road, Clifton Estate, Nottingham. NG11 9BT

Telephone / Fax: 0115 9152951

Head Teacher: Mr D Magner  
Site Manager: Mr J Hatvani

Office Manager: Mrs T Walters  
School Secretary: Mrs J Soiza

Milford Primary is a day school for about 350 children from the age of 3+ to 11 years old, supported by Nottingham City Council. It is situated in the heart of the Clifton Estate, serving the families of the immediate area. In this brochure you will find the information you should need about Milford when considering a school for your child.

At Milford we try to present a positive attitude towards cultural and sex differences. Racist or sexist attitudes and behaviour will be challenged, and racist name-calling will not be tolerated. Every person, regardless of ethnic origin, is entitled to success and respect and our work with children seeks to ensure that this happens.

## ***ADMISSION ARRANGEMENTS***

First admission to Infant / Primary school:

1. Places will first be allocated to pupils who, at the closing date for applications, live within the catchment area, have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked Junior school or Individual Needs Centre.
2. Places will then be allocated to other pupils who, at the closing date for applications, live within the catchment area and have requested a place at the school.
3. Places will then be allocated to pupils who live outside the catchment area, who have requested a place at the school and who, at the time of admission, will have a brother or sister attending the school or the linked Junior school or Individual Needs Centre.

4. Places will then be allocated to pupils who live outside the catchment area, but in an adjacent catchment area, who requested a place at their catchment area school, but who were unable to obtain a place there because the school was full.\*\*
5. Places will then be allocated to other pupils who live outside the catchment area who have requested a place at the school.

In the event of over-subscription within any of the above criteria, preference will be given to applicants who live closest to the school, as measured in a straight line from home to the school (i.e. as the crow flies).

Applicants who can establish particular medical, special educational need or social grounds relating to their child, which can be met most appropriately by the school, may be accorded a higher priority. Applications must be supported by written evidence from a doctor, social worker or other relevant professional. Each case will be considered on its merits by the Director of Education (or her nominated representative) in consultation with the Chair and Vice-Chair of the school's governing body.

\*\* The school will be considered as the catchment area school for transport purposes.

### ***A STATEMENT OF OUR BELIEFS***

At Milford we believe that education is concerned with ensuring the best development of each child's abilities – physically, intellectually, emotionally and socially.

This is best provided for a broad and balanced curriculum which develops progressively and is appropriate to individual needs.

Children learn best when their motivation is high, and therefore developing self-confidence, positive self-esteem and skills of communication are of great importance.

Children should be encouraged to develop skills of self-evaluation and to view their achievements in a positive way.

In order to facilitate the best development of a child's abilities, the school should provide equal opportunities for all pupils.

Milford School should be a happy, safe and stimulating place and discipline, where appropriate, should take place in a positive, forward-looking context.

Parents will be welcomed into school and informed about and involved in their child's education.

An active partnership can thereby be created between children, parents and teachers, with the wider community, including employers, contributing where appropriate.

## ***SCHOOL HOURS***

Foundation: (Nursery and Reception children)

Morning session - 9.00 - 11.30am

Afternoon session - 12.45 - 3.15pm

The Nursery doors open at the above start times and parents are asked to arrive with their children within the first 15 minutes and to collect them just before the session ends. Reception children gather by their classroom door.

Main School:

**KS1**

**KS2**

Morning session - 9.00 - 12.00noon

9.00 - 12.15pm

Afternoon session - 1.00 - 3.15pm

1.00 - 3.15pm

Children are encouraged to arrive at school in the few minutes before the school session, but we will welcome them even if they are late. Please try not to send them before 8.50 in the morning, especially in bad weather. If the weather is bad, the corridor doors are opened from 8.50am.

**Please encourage your child to be on time**

## ***DATES FOR THE 2007/2008 SCHOOL YEAR***

Autumn Term begins on Tuesday 4 September

The half-term break begins on Monday 22 October – Friday 26 October

The last day of school for the Autumn Term is Friday 21 December 2007

Spring Term begins on Monday 7 January 2008

The half-term break begins on Monday 11 February – Friday 15 February

The last day of school for the Spring Term is Friday 14 March 2008

Summer Term begins on Monday 31 March

The half-term break begins on Monday 26 May – Friday 30 May

The last day of school for the Summer Term is Friday 18 July 2008

There will also be four school closure days for teachers' training. Two of these days will be on Friday 19 October 2007 and Monday 21 July 2008. The remaining INSET days will be identified during the year.

## ***THE SCHOOL CURRICULUM***

At Milford the school curriculum is organised so that the National Literacy Hour and the day Mathematics Lesson are taught mainly in the mornings. Extended Writing and other subjects are taught through a system of class topics. These topics are very carefully planned to provide children with the skills, knowledge and information that is appropriate to their stage of development. These topics are also planned to include the requirements of the National Curriculum as well as aspects of personal, social and religious education.

The National Curriculum specifies that these subjects should be included in the child's education: Maths, English, Science, Design and Technology, History, Geography, Art, Music, Physical Education and Information Communications Technology. Violin and guitar lessons are also available.

Religious Education is taught in line with LEA guidelines. During their time at Milford children study the six major world faiths. Each year Christianity is studied alongside another major world faith in a comparative fashion enabling children to understand the similarities and differences. (Parents have the right to withdraw their children from this area of teaching after discussion with the Head Teacher).

## ***COLLECTION WORSHIP***

Milford provides a daily act of collective worship for all pupils. These are led by members of staff, classes and invited visitors to school. (Parents have the right to withdraw their children from this after discussion with the Head Teacher).

## ***HOW THE SCHOOL IS ORGANISED***

At Milford the children are taught in mixed ability classes according to their age. Your child's teacher plans what your child will learn and records their achievements, as well as taking a broader interest in their overall care and well-being. The class teacher will work hard to meet the particular needs of each child within the class. At Key Stage 1 (6-7 years) and Year 6 the children are taught Mathematics and Literacy in Sets to maximise their potential in their Standard Assessment Tests. There are also staff and resources to support children with special educational needs, as well as various Support Services provided by Nottingham Education Authority.

## **SPECIAL EDUCATIONAL NEEDS**

At Milford We believe that education is concerned with ensuring the best development of each child's abilities by providing equal opportunities for pupils.

Pupils with Special Educational Needs or a disability have a right to a broad and balanced curriculum, to be educated alongside other pupils and have their feelings and opinions valued and responded to.

We have in place a comprehensive Special Needs and Disability Policy which is designed to support all children through a variety of learning difficulties in mainstream education, right from Nursery through to Year 6. This is assessed and monitored using "The Graduated Approach" by placing a child with special educational needs on School Concern, School Action or School Action Plus registers. The Special Needs Coordinator will consult with outside support agencies and more detailed assessments may be undertaken prior to applying for extra funding from the Mainstream Support Group.

At all these stages parents will be consulted and if more help is required a statutory assessment may be requested by the Head Teacher.

## **CLOTHING**

We encourage children to dress smartly and take pride in their appearance. Most children wear the school uniform. This is a white polo shirt, navy blue sweater (with the school logo) and grey trousers / skirt. From time to time children lose items of clothing so please mark every piece clearly with your child's name.

Please note that sweatshirts and polo shirts with the school logo on are available to buy from the school office.

*\* It is not compulsory to wear school uniform but we think it is a good idea*



*"I like to wear school uniform. It makes me feel smart and proud of the way I look"*

## **BEHAVIOUR**

Children are expected to come to school ready to work and in a cooperative frame of mind. Teachers will always work patiently with a child to help them do well, but special treatment will sometimes be necessary when a child is intentionally causing problems which prevent themselves or others from learning, or that cause danger or nuisance to others.

At Milford we try to make discipline positive and forward looking and we will involve the children in setting goals and targets for themselves and working hard to achieve them. This 'contracting' may also involve parents. Sometimes it is necessary to use sanctions to help children realise the severity of the problems they might be causing and to protect the safety and enjoyment of others. We try to give the children high expectations which they understand and encourage them to take responsibility for their behaviour.

### ***THE SCHOOL RULES***

1. Call everyone by his or her proper name.
2. Keep your hands and feet to yourselves and away from each other's property.
3. Walk quietly and sensibly around school at all times.
4. Follow instructions straight away, but ask for help if you need it.
5. Listen when someone else is speaking and put up your hand if you wish to speak.

### ***SCHOOL MEALS***

Meals are cooked on the premises under the supervision of Miss Briggs. At lunch time children are served on a cafeteria system and managed by the Learning Mentor/SENCO. Along with seven lunchtime supervisors, she ensures the safety and well being of your child during the lunch period. If children are paying for meals, we ask that they pay for the whole week on a Monday, bringing their money in a sealed envelope marked with the child's name, the amount enclosed and the days they wish to have lunch. We are unable to provide change. Some children choose to bring a packed lunch from home, or purchase a 'sandwich bag' meal. We also serve breakfasts from 8.00am to 8.30am after which a different activity is provided for the children, each day, until 9.00am. If you wish to use this service your child should bring money on the day. There is no need to pre-book.

### ***LUNCHTIME CLUB***

The school offers a lunchtime club for Nursery children between 11.30am to 12.45pm which costs £2.50 per day. School dinners cost £1.40 a day, a 'sandwich bag' costs £1.30 a day or children can bring their own packed lunch. Please see Mrs Simons (Nursery Teacher) for further details.

### ***HEALTH AND WELFARE***

If your child is ill, or absent for other reasons, please inform the school as soon as possible by telephone and send a written note on the first day of the child's return to school. If your child falls ill at school we will make them as comfortable as we

can and attempt to contact you. An emergency contact telephone number must be provided for every child on the Pupil Record Form provided when your child is admitted.

The school nurse is Ms Dianne Smith. She is based at the Clifton Cornerstone, Southchurch Drive, Clifton and she visits the school regularly to carry out routine health checks.

## ***SPORT***

We aim to contribute to the physical development of each child through the enjoyment of participating in physical activities and safe practice. This, in turn, enables each child to experience a sense of achievement whilst also enabling them to become independent learners. We aim to raise children's awareness and understanding of the importance of physical activity and health and hygiene and continually strive to build upon their previous experiences and present capabilities.

The time allocation for PE, Games and Outdoor Activities is 2 hours per week.

In addition to the statutory PE curriculum content, Milford is committed to providing children with the opportunity to participate in both individual and traditional team sports beyond the formal school hours i.e. evenings and weekends. Such sports include football, cricket, tag rugby and basketball.

The diversity of PE and sports coaching qualifications held by staff is supported by close liaisons with external sports specialists and parental involvement. The latter is particularly welcome.

Milford School possesses excellent facilities for PE, Games and Outdoor Pursuits. These include extensive playing fields and two large halls (fully equipped for gymnastic and dance activities). It is also situated close to the Clifton Leisure Centre where swimming takes place.

## ***PE, GAMES AND SWIMMING***

It is most important that children wear appropriate clothing for sporting activities. For indoor PE the children must wear shorts and T-Shirt .

For outdoor games the children must wear shorts and T-Shirt with trainers or plimsolls. In the cold weather a jogging/tracksuit is acceptable. Preferably black shorts and white T-Shirt.

PE kit must be kept in school in a drawstring bag and clearly labelled with your child's name on.

At Milford we aim to teach all children to swim 25m before they leave. All children in Years 3 and 4 have swimming every week for a term each year. For this your child should bring clean, well fitting swimwear and a towel. Goggles are allowed, in certain cases, but children must not wear jewellery. All children go swimming, except those with current ear infections. Children using inhalers leave them at the poolside.

### ***AFTER SCHOOL ACTIVITIES***

Some teachers provide further activities for children after school. These vary according to season but there have been opportunities for the children to take part in the following activities: Football, Tag Rugby, Basketball, Challenge Club, Art Club, Booster Classes, KS1 Sports Club, Environment Club and Recorders. There is also a School Council where pupils can make a contribution to the organisation and management of the school.

### ***HEALTHY SCHOOL STANDARDS***

Milford is proud to have achieved the Healthy School Gold Standard, which covers areas such as Physical Activity, Personal, Social and Emotional Health. We are part of the Clifton Health Action Zone and work on projects each year to improve our children's fitness, diet and awareness of issues concerning drugs etc.

### ***SEX EDUCATION***

This school believes children are entitled to information on how they will develop into adulthood, of human relationships and to answers, suitable at their stage of development, to questions on aspects of sex education which will arise in many areas of the primary school curriculum and from their own enquiry.

Sex education is not regarded as an area separate from other areas of the curriculum. Like health education its bases is formed on the need to develop health and healthy life styles, and it forms part of a programme of personal and social development. It is dealt with as incidents and opportunities occur in the planned curriculum and day-to-day activities.

The children in Classes 8 and 9 have a specific sex education programme which is taught as part of health education. During this they watch a TV programme call "Living and Growing". Parents are informed of the times when this is to be shown so that they may watch if they wish. (Parents who wish to see the materials which are to be used, or to view the TV programme, beforehand may do so by asking the class teacher).

The school nurse is also involved in this programme.

Parents can withdraw their children from all or part of the programme by making a request to the Head Teacher.

Sex education is taught in accordance with the guidelines issued by the Nottinghamshire Education Authority and approved by the Governing Body.

### ***SCHOOL FUND***

In addition to money provided by the Local Education Authority, there is a school fund which is managed by the Head Teacher. This consists of donations and other income raised in a variety of ways and is used to benefit the pupils of the school by providing facilities, equipment, activities and financial help which can not be made available by the LEA funding.

### ***CHARGING POLICY***

Milford School supports the principle of free education for all and activities in and out of school are planned with this in mind. Occasionally parents may be asked to make a contribution towards special events that the school arranges. A copy of the full policy of charges and remissions for school activities is available from the school upon request.

### ***WORKING TOGETHER WITH PARENTS***

We realise that your child will get the most from education when home and school are working well together. We hope that we will be able to provide opportunities that will involve you in your child's education and school life.

Some parents are able to help in school and this is always most welcome to the teachers. These activities need your support: swimming observation, hearing children read, cooking groups and educational visits. You may be asked to help in other ways from time to time and we would also be pleased to hear from you if you possess a particular skill or have an interesting hobby that you could share with us in school.

### ***VISITING THE SCHOOL***

As parents you are most welcome in school. Mr Magner, Mrs Walters or Mrs Soiza are usually available to help with any problem. If you need to see your child's teacher please make an appointment or come at a time when the children are not in session.

## **HOMEWORK**

We believe that homework has an important part to play in raising achievement and encouraging high standards for everyone.

It is important that:

1. Homework is set and checked regularly
2. Parents are aware of what is set and play their part in supporting it.
3. Homework gives opportunity to practise what has been learned in school
4. Homework retains a high profile that is established early in the child's school career



Following consultations with Parents, Staff and Governors, the following pattern has been agreed:

### **Homework is set on four nights per week (Monday-Thursday)**

Nursery	-	ten minutes sharing a book.
Reception	-	twenty minutes (ten minutes reading and ten minutes diary writing).
Year 1 & Year 2	-	twenty minutes (ten minutes reading/sharing a book and ten minutes on literacy or numeracy).
Year 3 & Year 4	-	thirty minutes (nightly reading and work from literacy or numeracy).
Year 5 & Year 6	-	thirty to forty-five minutes (nightly reading and work from literacy, numeracy or another subject).

Homework is to be increased during the revision period before SATs.

Homework is explained at each parents' meeting held in early September when parents visit new class teachers. This is followed by a letter to each family setting out the homework pattern for their child's age group. Children are also strongly encouraged to join and make use of the local library.

## ***THE SCHOOL BUILDING***

Milford is split between two buildings, separated by the playground. The main entrance is in the building at the Dungannon Road entrance which also houses the Nursery, Reception and Classes 1, 2 and 3. The staff room, dining room and Classes 5, 6, 7, 8 and 9 are in the building at the Listowel Crescent entrance.

### Plan of Milford Primary School

## ***CARE OF THE BUILDING***

The school Site Manager is Mr Hatvani who, along with the cleaners, Miss Davis, Mrs Wright and Mrs Tomlinson, is responsible for the cleaning and maintenance of the school. The buildings are protected by CCTV cameras, an intruder alarm, security fencing, security lighting and keypads on all external doors.

## ***KEEPING IN TOUCH***

Please do not hesitate to contact us if you are anxious about your child. You might also wish to talk to us when things are going well.

Towards the end of September parents are invited to meet their child's new teacher and regular open evenings take place in the Autumn Term and around Easter. There are also more informal meetings arranged occasionally for teachers to share important information with you about your child's education. We

will contact you at other times if we feel it necessary. A written report is provided by the class teacher in the Summer Term.

You will be kept informed of school news and activities by the newsletter each half term.

### ***SUSPECTED CHILD ABUSE***

Every school in Nottingham is required to follow a set procedure in cases of suspected child abuse. Head Teachers are required to refer their concerns to the Social Services Department for further investigation so that children at risk can be identified quickly.

This procedure is intended to protect children from abuse. When a school refers a concern about a pupil to the Social Services Department, it is not accusing anyone of abuse, but requesting that further investigation takes place to establish whether a child is at risk.

### ***THE SCHOOL GOVERNORS***

Chairman of the governing body is Mrs H Pollard.

There is a board of Governors at Milford School. It is their duty to oversee the management and efficient working of the school. At least four members of the Governing Body are parents of children in the school. If you need to contact the Governing Body correspondence should be directed to Mrs Pollard via the School Secretary/Office Manager.

### ***MAKING A COMPLAINT***

There is a procedure agreed by the Local Education Authority for dealing with any complaints about the school. Below is a summary of this procedure, but a full copy of it is available from the school.

- Stage 1: A preliminary discussion with the Class or Head Teacher to see if the matter can be quickly resolved.
  
- Stage 2: A letter of complaint to be sent to either the Clerk of the Governing Body (care of the school) or to the Conciliation Officer at the Sandfield Centre, Sandfield Road, Lenton, Nottingham NG7 1QH.

## ***THE MILFORD STAFF***

Head Teacher: D Magner

Deputy Head Teacher: Ms V Grinnell

Teaching staff (as at September 2007):

Nursery:	Mrs S Simons
Class 1:	Miss S Willgress
Class 2:	Miss N Hicks
Class 3:	Miss J Brookes
Class 4:	No Class 4
Class 5:	Mrs A Fallon / Another
Class 6:	Miss H Richardson
Class 7:	Miss M Rowe
Class 8:	Miss M Evans
Class 9:	Ms V Grinnell

Nursery Nurses and Teaching Assistants:

K Aspinall, J Dickinson, S Faulks, T Cutts, L Whitehead, J Rowe, L Wheat, L Butler, L Litchfield, W Gibson, J Abbey, E Church, A Earl, V Stratford, C Dickinson, J Barton, J Vaughan, M Knowles

## ***FURTHER INFORMATION***

Should a parent wish to find out more on a particular issue relating to schools, always feel free to approach the Head Teacher. In school there are several documents such as National Curriculum Guidelines, the Agreed Syllabus for R.E., the Statement of Curriculum from the LEA and Governing Body, details of the Education Reform Act and recent reports by Ofsted. If we can't help with your enquiries we might know someone who can!

## ***ATTENDANCE POLICY***

Regular attendance at school is required by law and at Milford we feel the responsibility for ensuring that this occurs is shared by parents, school and the Local Education Authority. Unauthorised absences or late attendance can not only affect the education of the individual but also the rest of the class, so at Milford all parties involved work together to minimise such occurrences.

## ***UNAUTHORISED ABSENCE DATE – YEAR 2006/2007***

1. Total number of registered pupils of compulsory school age on roll for at least one session between September 2006 and July 2007: 256
2. Percentage of sessions missed through Authorised Absences: 4.9%
3. Percentage of sessions missed through Unauthorised Absence: 0.6%

## ***SCHOOL NATIONAL CURRICULUM RESULTS FOR 7 YEAR OLDS***

Teacher assessment and test results for Key Stage 1 pupils can be found in Appendix 1.

## ***SCHOOL NATIONAL CURRICULUM RESULTS FOR 11 YEAR OLDS***

Teacher assessment and test results for Key Stage 2 pupils can be found in Appendix 2.

## ***SCHOOL KS2 SUMMARY RESULTS***

The percentage of pupils who achieved level 4 or above in the national tests are as follows:

English: 74%  
Mathematics: 74%  
Science: 85%

## ***SUMMARY OF NATIONAL CURRICULUM RESULTS FOR KS1 NATIONALLY***

Teacher assessment and task and test results for Key Stage 1 pupils can be found in Appendix 1.

## ***SUMMARY OF NATIONAL CURRICULUM RESULTS FOR KS2 NATIONALLY***

Teacher assessment and test results for Key Stage 2 pupils can be found in Appendix 2.

## ***DISCLAIMER***

The information given in this prospectus which relates to the school year 2007/2008 was valid at the time of printing, but changes may occur.

## ***DATE OF ISSUE***

September 2007.



