



Old Hall Primary School





Dear Parents and Carers,

A very big, warm welcome to you and your child/ren.

At Old Hall, staff and governors in partnership with parents, are committed to providing a high-quality education which encourages each child to develop to his/her full potential within a happy, caring and challenging environment.

Here at Old Hall, we pride ourselves on being a warm, friendly and inclusive school that works hard to meet the needs of all of our children.

As parents, we want you to enjoy being part of Old Hall and hope that you will feel able to work in partnership with us to enable your child to achieve their full potential.

This prospectus is designed to give you a taste of school life at Old Hall. However, it cannot show you everything, so, please visit us and see for yourself the uniqueness of our school.

Mrs Carlile, Head Teacher



Our Mission Statement

Aspirational - For each and every child to achieve their full potential, socially, emotionally and academically, through our enriched, broad and balanced, high-quality curriculum.

Inspirational- To inspire enquiring and healthy young minds; to develop a life-long love of learning. Our unique 'Aspirations Project' provides opportunities for children to view the wider world and possible career opportunities through engaging and exciting workshops and visits.

Motivational- All children are recognised for their efforts, achievement and personal successes are celebrated, including: excellent manners, good social and behaviour skills, whether it be individual or part of a team.

Aim High at Old Hall- All learners experience a rich, diverse and exciting curriculum, encouraging and developing independent skills and resilience for them to be successful, confident and ready to approach the challenges of Key Stage 3 and the world beyond.

Aspirational, Inspirational, Motivational - AIM high at Old Hall!



The Keep Learning Trust

Here at Old Hall, we are part of The Keep Learning Trust, comprised of five unique schools united by the Trust's shared aspiration to ensure that every young person receives the best possible education in their formative years.

Our vision statement *'By working together, we create life-long chances and choices for all our pupils'* encapsulates that through collaboration and partnership, we create not just opportunities for our brilliant young people – but also help instil the aspiration that will ensure they grasp the chances that come their way throughout their education and careers.

Supported by dedicated, hardworking school staff, an active and involved Trust board and our governance team, our Trust is well placed to help schools, staff and, ultimately, families thrive and flourish.

If you would like to know more about The Keep Learning Trust please visit: [keeplearningtrust.co.uk](https://www.keeplearningtrust.co.uk)



Our Staff Team – 2026/2027

Senior Leadership Team

Mrs N Carlile - Headteacher, Designated Safeguarding Lead
Mr M Sharman - Deputy Headteacher/SENCO/DDSL

Teaching Staff

Mrs Miller - Year 6 Teacher
Mr Chase - Year 5 Teacher
Mr Sharman/Miss Rea - Year 4 Teachers
Miss Batchelor - Year 3 Teacher
Miss Thomas - Year 2 Teacher
Mrs T Hesketh – Class 1 (Reception/Year 1)



Support Staff – Teaching Assistants

Miss Cooper
Mrs Barlow
Miss Round
Mrs Brown
Mr Hargreaves
Mrs Nuttall
Miss Clarke
Mrs Lindley
Mrs Webber
Mrs Mahony
Mrs Robinson

Ancillary Staff

Mrs J Scarth - School Business Manager
Miss J Guy - School Administrator
Mr C Monks - Site Manager
Miss K MacDonald - Cleaner

Kitchen Staff

Mrs M Mahon - School Cook
Mrs D Fairhurst - Kitchen Assistant
Ms A Potts – Kitchen Assistant

Lunchtime Supervisor

Mrs C Barlow - Lunchtime Supervisor
Mrs M Crawshaw - Lunchtime Supervisor
Mrs P Openshaw - Lunchtime Supervisor
Mrs D Smale - Lunchtime Supervisor
Miss A Clarke – Lunchtime Supervisor

Governors at Old Hall

Emma Manifold (Chair of Governors)
Councillor Jack Rydeheard (LA Governor)
Adam Chase (Staff Governor)
Maureen Buttle (Co-opted Governor)
Christina McGarraghy (Parent Governor)
Lauren Goodwin (Parent Governor)
Nicola Carlile (Headteacher)

Welcome from our Chair of Governors

Dear Parents and Carers,

On behalf of all the Governors, welcome to Old Hall Primary School. It is important that as parents and carers you feel welcome. A good relationship between school and home assists every child's development. Old Hall is a warm and welcoming school where our **AIM** is to give each child every opportunity to reach the highest possible standards and we strive to ensure that each child achieves their personal best.

AIM stands for Aspiration, Inspiration, Motivation and it is an ethos that we pride ourselves on at Old Hall. We are a school that has high expectations of pupils and staff, and we believe that the education we provide will help all the children to become confident, happy and successful people.

Our Ethos is to *AIM* for maximum progress for each child.

Yours sincerely,

Mrs E Manifold



School Uniform Information

Grey skirt/trousers/shorts

Maroon cardigan, jumper or sweatshirt (available with school logo but **not** compulsory)

Blue blouse, shirt or polo shirt

Black shoes

Blue and white or red and white check dress

School book bags with or without the school logo

Local uniform stockists include:

Monkhouse – online orders only

Smart Start Schoolwear (Bury town centre)

Murrays of Ramsbottom (Ramsbottom)

P.E Uniform (worn all day on PE days)

Plain pale blue round-neck t-shirt (available with school logo but **not** compulsory)

Maroon shorts/plain black joggers/plain black leggings/plain black shorts

Black pumps or trainers, preferably velcro fastening

We ask children to come to school wearing their PE kit on the days so that we can maximise learning time. Children are asked to wear their school jumper or cardigan with their PE t-shirt and plain black jogging pants, shorts or leggings (maroon or black shorts are permitted).

A small selection of pre loved uniform is available from school upon request.

Please label ALL belongings and uniform items, thank you.



Helpful Housekeeping Information

- It is important that you label all belongings and clothing with your child's name, including P.E kits and footwear to avoid unnecessary loss.
- On PE days, we ask that your child does not come to school wearing any earrings and that only a wrist watch is worn.
- If your child is absent from school, we ask that you contact school by 9:00am at the latest on the first day of absence and each subsequent day thereafter.
- We ask parents of children who have school lunches to pre-order their child's meals online using the School Grid app. This way, children receive the meals they like and we have a prompter start to learning.
- Dinners are paid for via School Grid any other payments should be made online via the Arbor portal.
- Medicines in school - if a child has to bring medicine into school, it must be accompanied by a 'medication in school' form, obtained from the school office and signed by you. Medicine cannot be given without a completed form. Please note; Calpol, Aspirin or paracetamol must have a prescription label on the box/bottle indicating the child's name and the dosage.
- If your child cannot do P.E or games for a medical reason, please let us know by telephone or in writing.
- We have a text messaging and email service, so please check your phone regularly and do keep your contact information up to date.
- If a child is late in the morning, they must be signed in at the school office. If they have to be collected early during the school day, they must be signed out at the school office.

Learning and Teaching at Old Hall

Excellence and enjoyment are central to our school ethos. Learning and fun go hand in hand, as we develop and encourage our children to become independent, resilient and creative learners, curious about the world around them and the people within it.

Our curriculum is planned carefully to ensure that all of our children are; challenged, engaged and motivated to learn. Preparing children for life in the 21st century, with its ever-changing technologies is central to our endeavours. A wide variety of educational experiences, visits and visitors help to widen the children's understanding and learning on their journey through Old Hall.

Children are well supported in their learning and a variety of adaptive teaching methods are used to ensure that each child is able to achieve their full potential.



Snacks, Drinks and Packed Lunches

- If your child chooses to have a packed lunch, please send it in a lunch box clearly marked with their name and class. Please ensure your child's packed lunch is a healthy one. No fizzy drinks, milkshakes or sugary drinks are permitted and if your child is having a treat in their lunch, we ask that this is only one small treat item.
- Please do not send your child with cans, fizzy drinks or drinks in glass bottles.
- We are an **allergy aware** and **nut free school** due to some of our children having life threatening allergies, please do not include any items that contain nuts within packed lunches.
- Milk is available at morning break at a cost of a few pence a day, the cost is subsidised. Parents register their child via Cool Milk if they would like them to have school milk.
- Children need to bring labelled water bottles to school freshly filled each day. No other drinks are permitted in line with our healthy school policy.
- Children in Foundation Stage and Key Stage 1, are provided with free fruit or vegetables each morning break.
- Children in Key Stage 2 may bring a piece of fruit or vegetables for a morning break snack or a healthy alternative.

Working with Parents and the Community

Parents and family are very important to us here at Old Hall. We maintain an open-door policy where parents are welcomed into school and where we are continually looking for ways to develop stronger and more positive links.

Sharing special events, times and activities with parents and encouraging you to join us as often as possible. Sharing important moments in your child's learning is a key feature of our school.

Our dedicated PTA work hard to raise extra funds to support our curriculum needs. This has included; books, classroom refurbishments, ICT equipment and payment for our annual visiting pantomimes.

We welcome parents to class assemblies each year and other presentations.

Each Friday we hold a 'Star of the Week' assembly where each member of staff nominates children who have made good progress and met or exceeded their targets. Recognition is also given to children who have collected the most dojo points that week and class attendance is also celebrated.



ClassDojo

The School's Charging Remissions Policy

Below is a summary of the school's policy in relation to the above. Many of the activities mentioned in the Education Reform Act are not relevant to primary schools. The Governors' Policy does not cover such activity.

Activity/Type of Provision	Policy
Cost of ingredients where parents have indicated in advance a wish to own the finished product (Para 17. Circular 2/89)	These costs to be borne by parents.
"Optional extras", provided wholly or mainly outside school hours (Paras 21-25. Circular 2/89)	100% of these costs to be borne by parents subject to provision being made to defray costs in cases of hardship, such provision to be made at the discretion of the Headteacher.
Cost of breakages, damage and loss of; books, materials, equipment and school fabric and fittings resulting from pupil's behaviour. (Para 60. Circular 2/89)	Parents can be charged for these, taking into account the age and condition of the item which has been; broken, damaged or lost and the circumstances involved.
Activities wholly or mainly outside school hours	Where activities are wholly or mainly outside school hours and are of a voluntary nature, charges may be made and the activities will be on the basis or parental choice and a willingness to meet such charges (Paras 21 to 33 of Circular 2/89).
Activities wholly or mainly during school hours	Where activities are wholly or mainly during school hours (e.g. Museum visits, including transport and visiting entertainers) parents will be asked to make a voluntary contribution towards the overall cost of the activity, taking into account any contribution which are feasible from such as School Fund or PTA. No child will be penalised because of an inability to pay. (Paras 21 to 33 of Circular 2/89).

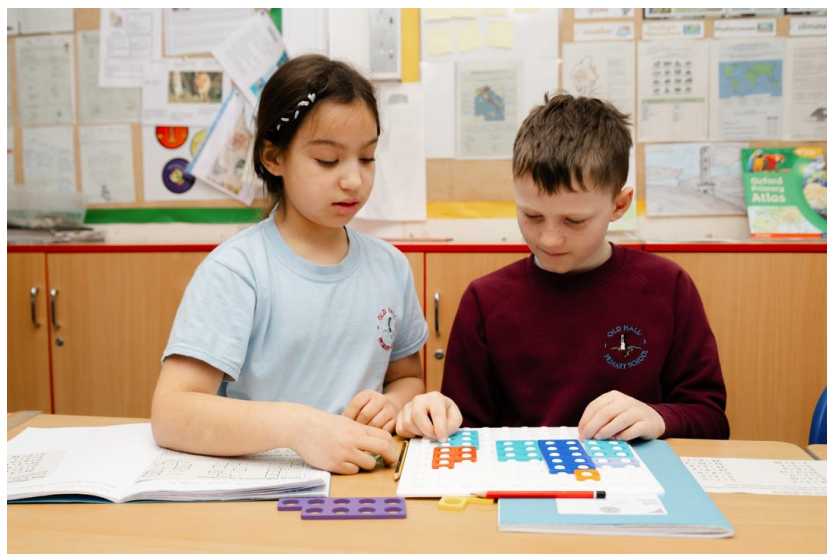
Access to Policies and Complaints Procedure

All policies can be viewed in school and statutory policies can be found on the school and Trust website.

In accordance with the provisions of the 2002 Education Reform Act, the local authority has established a procedure to provide a clear and accessible route for parents and other who, after informal discussion, may feel it necessary to institute a formal complaint, about the action of a Governing Body or the Authority in relation to the school curriculum. Alternatively, other appropriate matters, which fall within the scope of the arrangements.

The arrangements provide opportunities for complaints to be resolved at successive stages. Normally, the first stage will be an informal discussion with teaching staff or the Headteacher at the school. If, following further investigation, the response of the Governing Body does not satisfy the complaint, the final stage will be referral to the Secretary of State under Section 29 of the Education Act 2002.

Full copies of the above procedure are available for inspection at the school.



Arrangements for Children with Disabilities

Under the terms of the 1995 Disability Discrimination Act, the Local Governor Committee wish to state that is their aim to realise the potential of all the children in our school, including those with Special Educational needs. Children with disabilities are included in this aim and the details of entitlement, etc., which are given in the school's Policy for Special Educational, needs and would also apply to pupils with disabilities. It is therefore our policy, to admit all children who desire and are eligible for a school place irrespective of ability and providing that we have sufficient resources to meet their needs. The child's needs and how these are best met, will always be our main concern.

With this in mind the school building has been modified to give wheelchair access via ramps. It also has limited toilet facilities for the disabled. Arrangements for ensuring that disabled pupils are treated equally as favourably as other pupils are in place and are detailed in the school Policy for Special Educational needs, copies of which are available in school and on our website. Given budgetary constraints and the present stage of development of facilities for the disabled, there are no plans at present to undertake further developments although this position is continually under review in the light of changing circumstances.



Admission of Pupils

Open events for prospective parents and carers to visit school take place during the autumn term ahead of the Reception primary school admission deadline. Parents considering sending their child(ren) to the school are welcome to contact the Head teacher to arrange a visit to look around should they be unable to attend the open event.

Children are admitted to school each September at the beginning of the school year, in which they turn five years old.

All children, along with parents, are invited to spend time in school in June or July each year, prior to their beginning school in September. This transition is in addition to staff from Old Hall visiting pre-school children in their nursery or child minder setting.

The intake for all EYFS and KS1 classes is 30. In the event of there being more than 30 children seeking the Reception class, then priority will be given to:

- a) Looked after children or children with Statement of Special Educational Needs
- b) Those with a sibling already at the school
- c) Distance

This is in line with the Bury school admissions policy.



Child Protection/Safeguarding

Old Hall Primary School is fully committed to the safeguarding of children – ensuring the wellbeing of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in our school environment.

Everyone working within our school, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in school. The parents of our pupils entrust the care of their children to us and together we are all responsible for their wellbeing.

In relation to safeguarding, Old Hall Primary School aims to **'prevent', 'protect'** and **'support'** all of its pupils by addressing child protection in the curriculum, pastoral activities, in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through regular, ongoing training and the dissemination of information.

We also involve our pupils in regular assemblies with visiting agencies and workshops which will enable them to stay safe online, in school and at home.

The Old Hall designated safeguarding team consists of:



Nicola Carfile
Designated Safeguarding
Lead



Matthew Sharman
Deputy Designated
Safeguarding Lead



Adam Chase
Deputy Designated
Safeguarding Lead

Contact Information

Head Teacher

Mrs N Carlile

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