



**Cloverlea**  
Primary School



Learning




Caring



Believing



Achieving



# Cloverlea Primary School Handbook 2023/24

Cloverlea Primary School  
Green Lane North  
Timperley  
Cheshire  
WA15 7NQ

Tel: 0161 980 8338

Email:

[cloverleaprim.admin@trafford.gov.uk](mailto:cloverleaprim.admin@trafford.gov.uk)

Website:

[www.cloverlea.org.uk](http://www.cloverlea.org.uk)

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WELCOME

**Cloverlea**  
Primary School

### WELCOME FROM THE HEAD TEACHER

I am delighted to welcome you to our School Handbook for Cloverlea Primary School. It has been created to inform stakeholders (mainly parents, but also staff, governors and pupils) about the important policies and procedures that are key to ensuring our school runs smoothly and efficiently.

It is a constantly evolving catalogue of information and it will be updated annually. I hope that you find it a useful guide to the workings of our school.



*Mr C McConnell – Head Teacher*

### OUR SCHOOL CHARTER

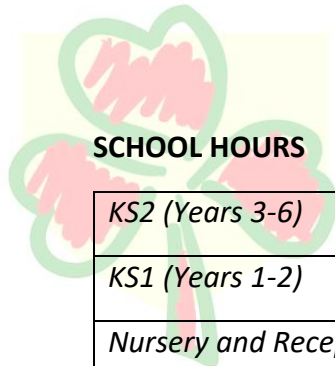
Our school will strive to:

- Help all children to realise their potential and achieve the highest possible standards of which they are capable
- Give strong moral guidance to create caring, responsible citizens
- Promote a healthy lifestyle, positive self-esteem and emotional well-being
- Ensure equality of opportunity for all, whatever their race, gender religion, disability or background
- Encourage flexibility of thought and action to prepare children for an ever changing world
- Promote an effective and open partnership between school, parents and wider school community

### OUR MISSION STATEMENT

**Inspiring children to care, learn and achieve**

We seek to do this through developing our school through the values of caring, believing, achieving and learning. These became key values in the summer of 2019 following discussions with our staff, children, Governors and parents.



## WELCOME



### SCHOOL HOURS

<i>KS2 (Years 3-6)</i>	8.50am to 3.20pm (school grounds open from 8.35am)
<i>KS1 (Years 1-2)</i>	8.45am to 3.15pm (school grounds open from 8.35am)
<i>Nursery and Reception</i>	Full Day - 8.40am to 3.10pm Part-time Morning – 8.40am to 11.45am Part-time Afternoon – 12.15pm to 3.10pm

Cloverlea is a Community Primary School and admits boys and girls aged 4-11. There are approximately 210 pupils on roll.

The Nursery opened in September 1995 with places for 52 children part-time, although there will often be a mixture of part-time and full-time children attending. The Nursery has its own admissions policy.

## SCHOOL ORGANISATION

### MEET THE STAFF

<b>CHAIR OF GOVERNORS (temporary):</b>	Mrs C Fisher
<b>TEACHING STAFF:</b>	
<i>Head Teacher</i>	Mr C McConnell
<i>Deputy Head Teacher</i>	Mrs E Rickels
<i>Year 6</i>	Mrs S Brogan
<i>Year 5</i>	Mrs C Djennati/Mrs L Williams
<i>Year 4</i>	Miss Z Sidyot
<i>Year 3</i>	Mrs M Dent
<i>Year 2</i>	Mrs L Kerr
<i>Year 1</i>	Mrs E Harris



<i>Reception</i>	Mr D Horan
<i>Nursery</i>	Mrs J Wilde
<b>SUPPORT STAFF:</b>	
<i>Teaching Assistants (KS2)</i>	Mrs S Perkin
	Mrs J Denniston
	Mrs A Moorhouse
	Mrs K Peers
<i>Teaching Assistants (KS1)</i>	Mrs J Bolton
<i>Teaching Assistants (Early Years)</i>	Mrs L Blackburn
	Mrs S Harwood
<i>Business Manager</i>	Mrs H Sykes
<i>Administration Assistant</i>	Mrs L Moss
<i>Site Manager</i>	Mr S Robinson
<i>School Cook</i>	Mrs R Bonney
<i>Assistant School Cook</i>	Mrs J Parsonage
<i>Mid-day Supervisor</i>	Mrs N Charlesworth
<i>Mid-day Assistants</i>	Mrs M Holmes
	Mrs L Ahern
	Ms D Alani
	Mrs K Bellerby

Please see the website for staff pictures.

**BEFORE SCHOOL**

Children should not be in the school grounds before 8.35am. *PLEASE NOTE: School cannot accept responsibility for pupils before this time.*

The school gates shall be opened from 8.35am. Nursery and Reception children and parents can walk down at this time to the Early Years building.

From 8.40am KS1 and KS2 children may enter at the main gates and follow the path to their classroom where they will take part in ERIC (Everybody Reading in Class) to provide a calming start to their day.

Separate members of staff will be on duty at the gate, outside the school reception and in the KS1 playground area before they enter school to ensure they enter to the right classroom.

At 8.50am school gates will be closed and any pupils who arrive late must make contact to the school office via the intercom.

*PLEASE NOTE: For ERIC children are able to bring in books from home for this/use books from the school library.*

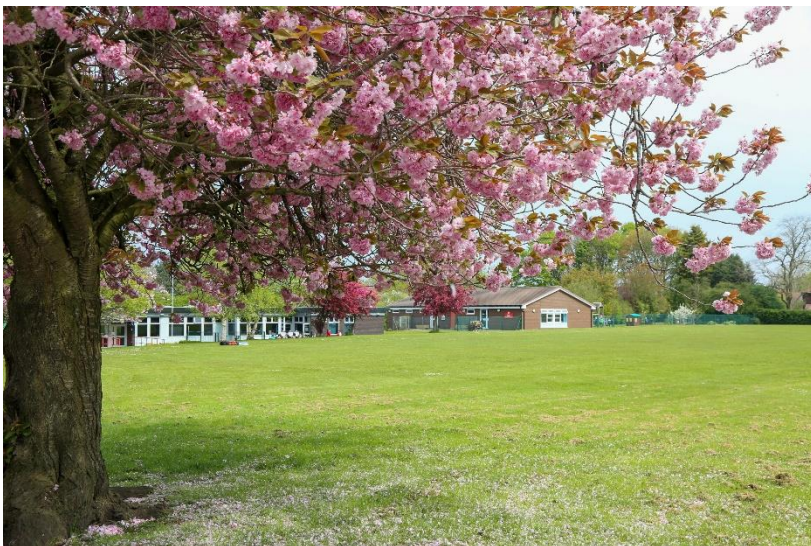
**AFTER SCHOOL**

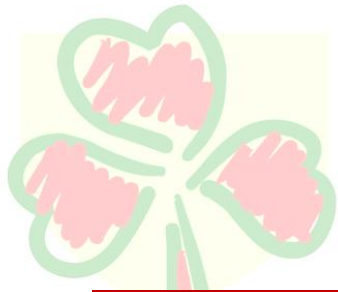
To avoid congestion parents must remain at the top of the path and by main school gates, with the exception of Nursery and Reception parents/carers.

All children will be brought to the main school gates by their teacher, to be collected by parent.

Nursery and Reception may be collected from the EYFS building at 3.10pm.

Years 1 and 2 are brought to the gate by teachers at 3.15pm and Years 3, 4, 5 and 6 at 3.20pm.



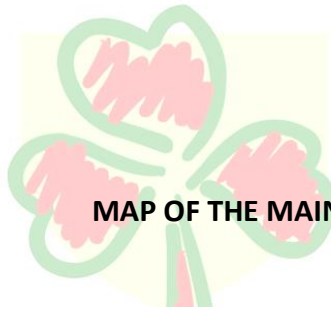


## **SAFETY FIRST**

*The school wishes to minimise the risk to pupils entering and leaving school at the beginning and end of their day. It is therefore essential that the school gate and pathway are kept clear at these times. We therefore ask adults:*

- *Please wait to the side and do not obstruct the main school gates/car park gates*
- *Do not use the staff car park. NOTE: The staff car park is for staff use only at all times*
- *Only park on one side of Green Lane North and Clover Road*
- *Observe the no-parking signs, yellow zigzag areas and the double yellow lines*
- *Please show consideration to our neighbours by not parking inconsiderately across driveways or performing three point turns into neighbour's driveways or standing across their driveways.*
- *Do not use the school gate area as a turning circle*



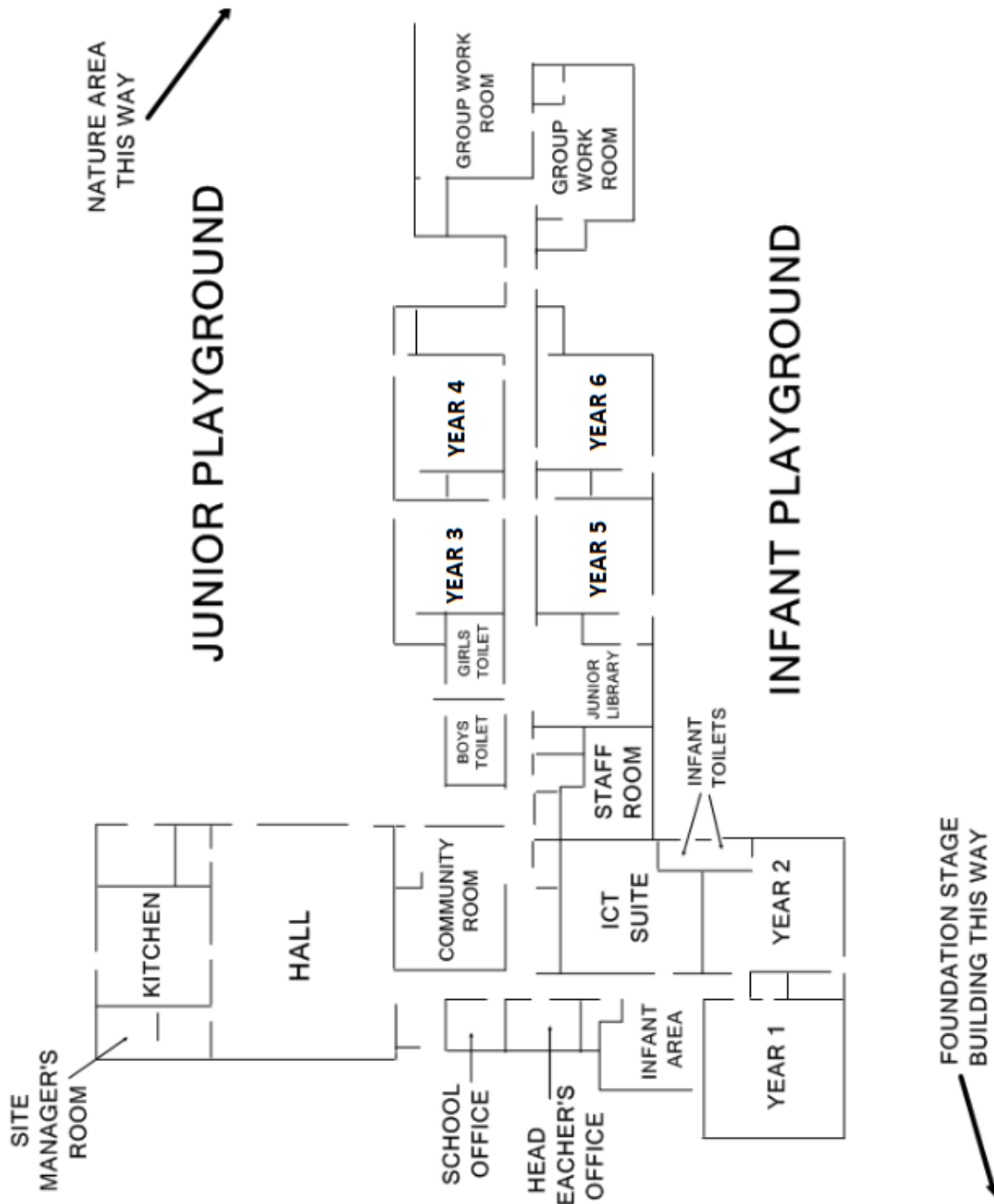


## SCHOOL ORGANISATION

# Cloverlea Primary School



### MAP OF THE MAIN SCHOOL BUILDING



### ATTENDANCE

The Education Act states *that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education.*

At Cloverlea we expect children to attend school on a regular basis, except when suffering from illness. The school has an extremely good attendance record, with only a small number of unauthorised absences. We ask parents and families for their support in promoting good attendance in the following ways:

- Ensuring that children attend school regularly and arrive on time
- Avoiding taking holidays in term time (please see the included holiday list for this year's dates)

There are strict regulations regarding authorised and unauthorised absence and further details are available from school.

### HOLIDAYS IN TERM TIME

Parents are asked to avoid arranging holidays during school times, as such breaks have a detrimental impact on a child's education. It is especially important that pupils in Year 2 and 6 are in school during the Summer Term, as this is when end of key stage assessments take place.

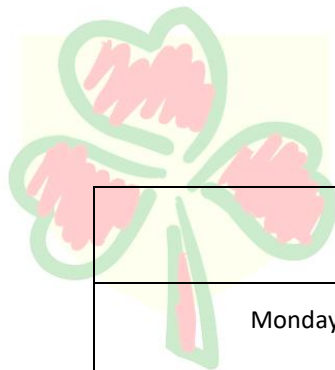
The school strongly discourages parents from arranging family holidays during term time, The Department for Education has instructed the Headteacher not to grant a request unless there are *EXCEPTIONAL CIRCUMSTANCES* which might justify it.

It is the decision of the Headteacher as to what might constitute 'exceptional circumstances' and each request for term-time absence will be considered on an individual basis. An exceptional circumstance is likely to be a one-off, unavoidable or unique situation (for example a serious illness to a close member of the family or another significant trauma involving the family's circumstances).

Requests for leave of absence during a school year should be made in advance to the Headteacher. Please apply to the school office for the appropriate form.



**PLEASE NOTE:** Advice from Trafford's Children and Young Peoples Service states that 'if a family takes an excessive number of holidays in term time, or at a time which is deemed to be disadvantageous to a child's education' or 'deliberately takes a holiday in term time without permission from the school, and it can be demonstrated that the parent/carer understood that permission had not been granted', then 'a school can request that the Education Welfare Team issues a fixed penalty notice'.



## DAY TO DAY INFORMATION

**Cloverlea**  
Primary School



Open	Close
Monday 4 <sup>th</sup> September 2023	Friday 20 <sup>th</sup> October 2023
<b>HALF TERM</b>	
Tuesday 31 <sup>st</sup> October 2023	Friday 22 <sup>nd</sup> December 2023
<b>SPRING TERM</b>	
Monday 8 <sup>th</sup> January 2024	Friday 9 <sup>th</sup> February 2024
<b>HALF TERM</b>	
Monday 19 <sup>th</sup> February 2024	Friday 22 <sup>nd</sup> March 2024
<b>SUMMER TERM</b>	
Monday 8 <sup>th</sup> April 2024	Friday 24 <sup>th</sup> May 2024
<b>HALF TERM</b>	
Monday 10 <sup>th</sup> June 2024	Tuesday 23 <sup>rd</sup> July 2024

## PUPIL NON CONTACT DAYS

- 1 Thursday 31<sup>st</sup> August 2023
- 2 Friday 1<sup>st</sup> September 2023
- 3 Monday 30<sup>th</sup> October 2023

### Bank Holiday Monday 1<sup>st</sup> May 2023

- 4 Wednesday 24<sup>th</sup> July 2024
- 5 Thursday 25<sup>th</sup> July 2024



## SCHOOL UNIFORM

The expectation is that all children wear school uniform, some of which can be purchased from the My Embroidery Supplies website, for delivery to school or home address.

DAY TO DAY INFORMATION



Sensible black school shoes are required. No trainers should be worn, except for sporting activities.

### Approved school uniform items are as follows:

- Green school V-neck jumper (with red trim)
- Green school cardigan (with red trim)
- White or red polo t-shirt
- Grey school trousers
- Grey school skirt
- Grey school shorts
- Grey pinafore dress
- Red or green gingham dress

School uniform is to be worn on non-PE days

### PE Kit

PE is part of the national curriculum therefore children must take part in all physical education activities. Children should wear PE kits to school on the days of their PE lesson and/or PE club, to avoid time changing and loss of items. PE kit requirements are:

**Indoor Kit (R – Y6)**      Red Cloverlea t-shirt with logo  
Green school shorts  
Pumps (although children may be in bare feet for these activities).

**Outdoor Kit (Y1 – Y6)**      Red Cloverlea t-shirt with logo  
Green school shorts  
Black jogging bottoms (winter)  
Red Cloverlea sweatshirt with logo (winter).  
Trainers required.

All children need to have a school water bottle, which can be purchased from the school office, for £2.00 or 65p for a replacement lid. This can be done by sending the money with your child at the start of the day in an envelope with what is required and their name. The items can then be passed on from the school office.

**PLEASE NOTE: Children need to be wearing P.E. kit on the day they have their sessions as they will be unable to change in school. School uniform does not need to be bought in for afterwards. PLEASE LABEL ALL ITEMS OF SCHOOL UNIFORM.**

**PENCIL CASES**

Children are asked to bring their own, clear, pencil cases with them and include:

- 2x pencils
- 15cm ruler
- Rubber
- Pencil sharpener
- A small set of crayons
- Glue stick

**LOST PROPERTY**

If your child loses any of their property in school, you may wish to check our lost property boxes which are situated in the Infant and Junior library areas.

Any unclaimed property will be disposed of at the end of each term.

**EARRINGS AND OTHER JEWELLERY**

If a child has recently had their ears pierced, and has stud earrings in which cannot be removed, we request that parents make sure these are taped up with micro pore tape in order to avoid accidents.

Children are asked to remove watches before taking part in sports.

The wearing of other jewellery is prohibited for safety reasons.

**HAIRSTYLES**

The governors of the school have decided that the following list of hairstyles are NOT acceptable in school, as they can become a distraction for both the pupil themselves and other children in the school:

- Closely cropped shaven head (a cut shorter than a number 3 fits this category)
- Dyed hair (other than very subtle highlights)
- Gelled hair/use of hair products (where hair is spiked and styled into unusual shapes)
- Patterned styles (where words, logos or pictures are shaved into hairstyle)
- Any other style judged to be a distraction by the Headteacher



## LUNCHTIMES

Children from Reception to Year 6 may stay for a hot school dinner or bring a packed lunch.

Children in Reception, Year 1 and Year 2 are entitled to a free school meal each day, funded by the government. These meals are chosen from an online menu on MyEvolveHub.com.

All other years will also select, and pay for, school meals on MyEvolveHub.com. Details for this, along with each child's individual code for access to menus, will be sent on starting from the school office.

If you wish to change your children from packed lunches to school dinners, or vice versa, we request 7 days' notice to the school office.

### *Behaviour at lunchtimes*

Pupils are expected to behave sensibly at dinnertimes. We encourage children to be courteous at the dinner table and follow the instructions of the dinner supervisors.

We expect good behaviour on both the playground and in the dining hall. Parents may be asked to take their children home for their dinners if they behave irresponsibly during the lunch break.



### *'Helping Hands'*

Some Junior children will have the opportunity to become a 'Helping Hand'. This can involve them assisting with the moving of lunchboxes at lunchtime and recycling at the end of the school day as well as other responsibilities.

## FRUIT AND MILK SCHEME

As part of a government initiative, all Infant children will receive free fruit or vegetables at morning break.

In addition, all Nursery children and Reception children under 5 will also receive free fresh milk each morning. Reception children over 5 can still receive fresh milk but will need to be paid for via the Cool Milk website.



## OUR SCHOOL CURRICULUM

### *The Early Years Foundation Stage (EYFS)*

Every child deserves the best possible start in life and support to fulfil their potential. A child's experience in the Early Years has a major impact on their future life. A secure, safe and happy childhood is important and provides the foundation for children to make the most of their abilities as they grow up.

At Cloverlea, structured play underpins the delivery of the EYFS curriculum. The curriculum covers seven areas of learning. These are:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

We provide well planned experiences based on children's spontaneous play, both indoors and outdoors, with practitioners supporting children to learn with enjoyment and challenge.

### *Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 to 6)*

Children follow a broad and balanced curriculum according to their age and ability. The school implements the statutory requirements of the new Primary National Curriculum (2014).

There is a continual emphasis on the basic skills of English and Mathematics; however in addition to the core subjects of English, maths and Science, we offer a rich and varied programme based around the following National Curriculum subjects:

#### Computing

- Music
- Geography
- History
- Physical Education (PE)
- Religious Education (RE)
- Art and Design
- Design Technology (DT)
- Personal, Social and Health Education (PSHE)
- Modern Foreign Languages (MFL)





These subjects may be taught individually, or as part of a topic. For all areas of the curriculum, we try to create a stimulating and challenging educational environment which recognises the needs of individual children, within the limits of our resources.

Work is presented in a variety of ways and may be taught individually, in a group or to the whole class. Classes are not streamed but pupils of similar ability may tackle tasks as a group.

We believe that a good attitude to work, careful presentation and consistent effort are important for children to reach their full potential, and we look to parents to assist us in reinforcing these work habits.



## THE CURRICULUM AND EXTRA-CURRICULAR ACTIVITIES

**cloverlea**  
Primary School



### **HOMEWORK**

At Cloverlea we believe that homework can make a valuable contribution to a child's learning. Consequently, pupils from Year 1 upwards are often given work to do at home, and this will vary according to the age and needs of the child.

Parents will be informed, at the beginning of each school year, of the amount of time it is expected that children should spend on homework tasks per week.

Reading, spelling, learning tables and other tasks to reinforce basic number facts are regular activities, and these may be supplemented by handwriting practice, research and project work, and other tasks set by the class teacher.

We expect parents to support our Homework Policy, and to ensure that pupils complete homework tasks to the best of their ability and return work to school on time.

Parents can also provide a number of enriching activities such as reading stories, helping with hobbies or visiting local places of interest.

### **RELIGIOUS EDUCATION**

The teaching of RE is predominantly based on Christianity, whilst taking into account the teaching and practices of other principle religions represented in this country. Our school has a structured RE policy based on the RE syllabus agreed by Trafford's Standing Advisory Council for Religious Education (SACRE).

### **SEX AND RELATIONSHIP EDUCATION**

Through Science work, children learn about the animal kingdom, the development of their young and about the human body. Any relevant questions are answered sensitively and discreetly, and children may be encouraged to discuss such issues with their parents.

As part of our Health Education programme, the School Nurse talks to Year 5 and Year 6 pupils about personal hygiene and their physical development.

The Governors have decided that the school will teach 'Sex and Relationship' Education (SRE) as part of the health curriculum. The school, in consultation with parents, has formulated the breadth and balance of what is to be taught. The School Nurse will be responsible for delivering some aspects of this work to Years 5 and 6.

### **EXTRA CURRICULAR ACTIVITIES**

These are run by staff and external coaches, and are usually held before or after school. The clubs on offer vary each year but generally include sports clubs, choir, and Arts based clubs.

Clubs running after school generally finish at 4.20pm. Parents must make arrangements for collecting any child staying after the end of the school session.

A letter detailing the clubs on offer throughout each year will be sent out the term before. The letter includes the dates the clubs run from and to, the member of staff in charge of the club, as well as how to book each club.

***PLEASE NOTE: There are charges for some of these externally provided clubs.***



## BEANSTALKS

External company, Beanstalks, will be situated within the school to run a breakfast club, from 7.45am until the beginning of the school day, and an after school club, from 3.10pm until 6pm.

### THE CURRICULUM AND EXTRA-CURRICULAR ACTIVITIES

Cloverlea  
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Beanstalks

Information from their website:

*Beanstalks are committed to providing high quality childcare for children aged 2 to 11, at affordable prices.*

*Beanstalks Childcare began almost 15 years ago when our lovely Directors, parents themselves, discovered they couldn't find a childcare provision that worked for them. The rest is history and we've been going strong for many years now, proudly caring for children across the Sale area.*

*We strive to offer a stimulating and fun environment for your child to flourish in our care. We listen to what our parents and their children desire, and have responded with a comprehensive range of age-appropriate activities.*



Beanstalks have an established team who provide a variety of daily activities, toys and games, homework support, if it is required, and areas where the children can play and relax. They also run a Holiday Club at Cloverlea Primary School during school holidays, numbers permitting.

They are available to apply for spaces at the below website:

[Beanstalks Childcare - Child Care, Nursery, Preschool](#)

## BEHAVIOUR

At Cloverlea we place a great deal of emphasis on good behaviour and our values and feel that appropriate attitudes to others and to work are the foundations of an effective school.

All children in school are expected to follow and live our values. These are vital to ensure the safe and smooth running of the school. Each class also has a list of classroom rules, which are decided by the pupils and teacher.

Pupils are encouraged to follow these rules and be responsible for their actions by a system of incentives and sanctions.

Each teacher has their own reward system in place in class which may include, for example, stickers, certificates or extra golden time.

In the Juniors, there is also a revised rewards system, which children earn for good behaviour, effort and displaying our values in school to each other. We have a weekly values assembly in which the week's merit certificates are awarded.

For pupils who fail to respond positively, there is a fair yet firm lunchtime detention system.

We believe that parents should be kept informed of their child's actions and attitudes in school, and look for your support in maintaining high standards of behaviour.

## SPECIAL EDUCATIONAL NEEDS (SEN)

All children are regularly monitored and have their development assessed. Parents are kept informed of their child's progress through parent consultation meetings and the school's annual reports.

If there are concerns about your child's progress, or a specific educational need is identified, and action is to be taken, your child may be put on the appropriate stage of the SEN register. If this occurs, you will be informed and asked for your consent, by your child's class teacher and/or school's Special Needs Co-ordinator.

Children who experience learning difficulties will be assisted in a variety of ways according to the needs of the child and the resources available.

They may be given an individual programme of work, which is reviewed each term, or our teaching assistants may give additional support in the classroom situation.

They may also be withdrawn for short periods of time so they can work in a small group situation with support.





## LEGISLATION

The school will comply with the following equality legislation:

- The SEN and Disability Act 2001
- The Disability Discrimination Act 2005
- The Race Relations Act 1976
- The Race Relations Amendment Act 2000
- The Gender Equality Duty 2007

Cloverlea Primary School will promote equality and seek to eliminate harassment through implementing action plans for gender, race and disability equality.

### CHILD PROTECTION PROCEDURES

Parents should be aware that the school will take any reasonable action to ensure the safety of its pupils.

In cases where the school has reason to be concerned that a child may be suffering ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the 'Local Authority Child Protection Procedures: Caring for children' – and inform the Social Services Department of their concerns.

The Head Teacher has a duty to call a Family Support Meeting with the parents/carers and other involved professionals if s/he has concerns about the pupil's welfare and safety.



### DISCLOSURE AND BARRING SERVICE (DBS)

The DBS is responsible for checks on staff and other adults working with children.

New staff and volunteers working in school are required to undergo an enhanced DBS check. This involves filling in a comprehensive form, which is sent off to the DBS. A certificate is then allocated to the member of staff/volunteer if a clear check is made. This process is to ensure the safety of the children in school.

### COMPLAINTS PROCEDURE

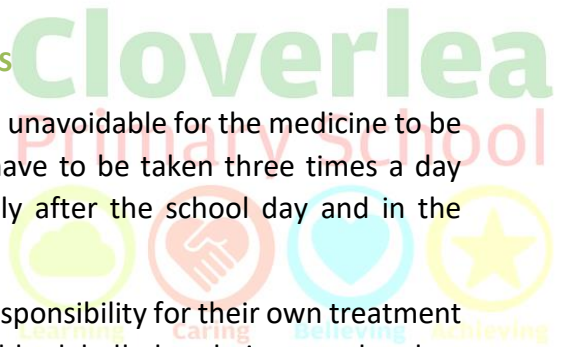
We seek to ensure that all complaints are listened to carefully and, as far as possible, try to settle differences fairly and informally. Complaints should be made initially to the Head Teacher, who will ensure that an investigation is carried out. The Governing Body has a written procedure for dealing with complaints which is available from the School Office.

### MEDICINES

School should be kept informed of any medical conditions that may affect a child's performance in school. We have developed a 'Medicines in School' policy that explains how the school will deal with medicines. This includes the following guidance:



## RULES AND POLICIES



The school will only administer medicines to pupils when it is unavoidable for the medicine to be given at any other time. We request that medicines that have to be taken three times a day should be administered before the school day, immediately after the school day and in the evening.

Children requiring asthma inhalers are encouraged to take responsibility for their own treatment and may retain their inhalers in school. The inhalers should be labelled and given to the class teacher.

The Head Teacher should be consulted on cases of chronic illness or long term complaints e.g. Epilepsy, Diabetes, etc.



## INVOLVING PARENTS



### OPEN DOOR POLICY

We believe that a good relationship between parents and school is vital in order to ensure children achieve well and enjoy school. If you wish to speak with your child's class teacher or any other member of staff, please do contact us through the school office to arrange an appointment.

### REPORTS TO PARENTS

There is one written progress report to parents each year.

Targets are shared mid-year to discuss best next steps for the pupil.

The Annual Report is sent out in July and is a more detailed description of the child's progress and achievement in the areas they have covered that year.



### PARENT CONSULTATION MEETINGS

There are 2 parent consultation meetings a year.

The Autumn and Spring parent consultations provide the teacher with a chance to update parents on their child's progress, as well as answer any questions they may have. The children's books are also made available in the Hall for parents to look at.

The Summer term 'open evening' gives children and their parents the opportunity to look at their books in their current classroom, as well as meet their next teacher and visit the classroom they are due to move into the following September. There is also the opportunity for parents to make an appointment to meet the current teacher, if they have any queries regarding their child's annual report.

### PARENTS / TEACHERS' ASSOCIATION (PTA)

There is an active PTA, which holds a number of social/fund raising events during the year. These include Christmas and Summer fairs, discos, 'bake and take' afternoons and talent shows.

The PTA's efforts assist the school in purchasing additional equipment and providing treats for the children. All parents are warmly invited to participate in PTA functions.

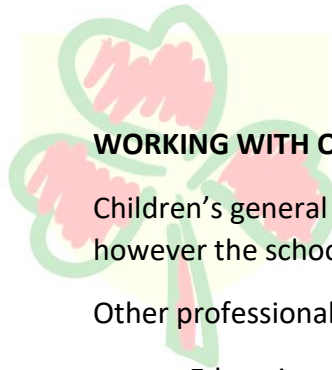
## INVOLVING PARENTS

### GOVERNING BODY

The school has a governing body which meets at least once a term. There are 12 governors in total, made up of 2 parent governors, 1 LEA appointed governor, 7 co-opted governors, 1 staff governor and the Head Teacher.

The governors' responsibilities are wide-ranging and include school finance, staffing, maintenance of the building, Health and Safety, ensuring that the National Curriculum is implemented, and monitoring school standards.





#### FURTHER INFORMATION



### WORKING WITH OTHER AGENCIES

Children's general development and welfare in school are the responsibility of the class teacher, however the school is also visited regularly by the school nurse and other health professionals.

Other professional agencies the school works closely with include:

- Educational Welfare Team
- Social Services
- Educational Psychology Service
- SEN Support Services

### TRAFFORD SELECTION PROCESS

Cloverlea Primary School is situated in the Metropolitan Borough of Trafford, which is selective in terms of its secondary school provision. It recognises parental aspiration for their child to achieve the maximum of their potential, whether that is within the grammar school or the high school system.

The governors recognise that familiarisation with the format, timing and the type of questions faced in the selective tests can be useful in helping children do their best. Therefore the governors of Cloverlea Primary School instruct staff to look for opportunities to improve children's familiarity with the format of the tests and test procedures, while not coaching the pupils directly.

### PUBLIC ACCESS TO INFORMATION

School documents may be inspected by parents and are available from the school office. Some of the school's key policies can also be accessed from the 'About Us' section of the school website.

### AMENDMENTS

Please note that all information in this Handbook was correct at the time of printing, however we cannot guarantee that changes will not be made in the future.