

Mossfield



Primary School



"Learning together for a better tomorrow."

Welcome To Mossfield School

Dear Parents/Guardians

A warm welcome to Mossfield Primary School!

We hope that you will find this prospectus useful in selecting a school for your child.

We are extremely proud of our school and its well-ordered and harmonious community. We believe strongly that school should be fun and that each child has the right to be encouraged and nurtured to reach their full potential. We provide a broad and stimulating curriculum within a friendly, happy and secure environment.

One of the best ways to decide if our school is right for you is to visit us during a normal day when you can see the children at work and experience our caring and structured atmosphere at first hand. You are welcome to visit during school hours to meet myself, staff & pupils - please telephone if you would like to make an appointment. We are confident that, should you choose to visit, you will see all that Mossfield has to offer your child and your family.

We look forward to meeting you and your child.

Yours sincerely,

Mrs J Plant

Headteacher

Mossfield Primary School

Mossfield is a modern and bright Community Primary School for children between the ages of 3 and 11. Fully renovated in recent years, at a cost of over 4 million pounds, our buildings provide an excellent environment for learning, with modern facilities and a welcoming, yet secure environment.

We are situated approximately half a mile from the centre of Swinton & the M60. The School consists of three main teaching areas (Foundation, KS1 & KS2) within two buildings. There are halls in both the main buildings which are used for assemblies, P.E. and also as dining areas. We are lucky to have superb ICT facilities, with a school wide wireless network and lots of computers and devices for the children to use on a regular basis.

The school has large hard core playgrounds, secured by fencing, and is surrounded by extensive playing fields.



School vision and aims

Our school motto or vision is –

“Learning together for a better tomorrow.”

SCHOOL ETHOS

We equip children with the skills to show respect for themselves, for each other and the wider world whilst instilling British Values and promoting an understanding of a diverse society.

We develop children’s confidence in both themselves and others as well as modelling positive approaches to everyday challenges.

We inspire children to be aspirational and broaden their ambitions through providing a range of rich learning experiences.

We will empower children to contribute meaningfully to society by equipping them with essential life skills and nurturing a passion for their future.

We develop and encourage children to become resilient life long learners who manage challenges positively with determination.

We promote independence in all our learners encouraging children to take responsibility for their actions and decisions helping children to gain a sense of pride and empowerment.

VISION OF OUR SCHOOL

As part of our school family, every child belongs, contributes, and is valued. Together, we create resilient, independent learners in a safe, nurturing environment where differences are celebrated and accomplishments are recognised and rewarded.

Leadership and Staffing

The leadership team and governors have a strong vision and purpose to lead high quality teaching and learning. We aim to develop subject leadership roles to ensure rigorous monitoring and evaluation in their subject. We strive to ensure that all teaching is consistently good or better. Through performance management we identify plans for future staff development.

Governance

The governors care about our school staff and children. They ask difficult questions, accept responsibility for key decisions and challenge the school in order to raise standards.

Curriculum

We aim to develop and embed a creative curriculum that gives children time to reflect upon, contribute to and have ownership of the content. The curriculum over the next five years will be richer, more engaging and exciting with a strong emphasis on Mathematics and English skills development. We will focus on improving and developing continuous provision in our early years setting.



Achievement

We will sustain our focus on standards and personalised learning. We will ensure that every child reaches their educational potential. English and Mathematics will remain a high priority to ensure standards remain high. Rigorous monitoring and evaluation will play a major role in promoting expected or better progress for all children.

Computing

We provide high quality on line resources to improve teaching and learning for parents and pupils. New resources are updated on a regular basis. E safety is a high priority. All staff will continue to attend e safety training and new staff are inducted, to raise awareness and understanding of current issues which may be harmful for our children. All children will participate in annual programmes of e safety training. We will continue to request that parents engage in responsible on line monitoring.

Community

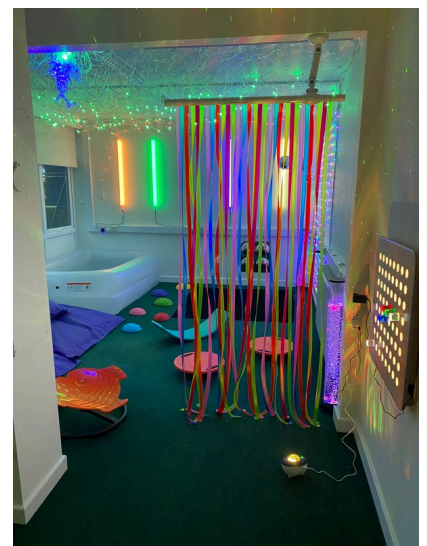
We strive to maintain and improve established links with parents and the community.

Building

The outdoor learning area for Early Years which will enhance outdoor provision. We have a rolling programme to maintain and develop the buildings.

We have a wonderful **Sensory Room** where children can reduce stress and anxiety using soft lighting, gentle sounds and neutral tones. There are a range of sensory resources which include: Bubble tubes, fibre optic strands, infinity mirrors, weighted blankets, textured wall panels, swings, ball pits, crash pads and bean bags for balance and body awareness.

We also have a new **Energy Room** on site which provides a dedicated space for children to access Sensory Circuits. The room includes soft play equipment and also a range of resources for Alerting, Organising and Calming to be used within sensory circuits.



Health and Safety

The Health and Safety of the staff and children will continue to be of a high quality. We have systems in place which ensures regular reviews and maintenance of the indoor and outdoor environments.

This vision has been shared by staff, children, governors and parents to ensure a successful, bright and happy future.

School organisation 2025 - 2026

HEADTEACHER Mrs J Plant



ASSISSTANT HEAD Mrs M Dunphy **ACTING DEPUTY** Mrs V Wise

FOUNDATION STAGE:

Nursery Teacher Miss K Mannin

Reception Teacher Miss L Greenhalgh

Key Stage 1:

Year 1F Teacher Mrs T Fox

Year 2W Teacher Miss S Wild

Key Stage 2:

Year 3M Teacher Mrs J Mundy

Year 3C Teacher Miss C Craven

Year 4C Teacher Mrs A Clark

Year 4P Teacher Mrs Pennington

Year 5N Teacher Miss A Naylor

Year 5W Teacher Miss R Whitfield

Year 6E Teacher Mrs S Edwards

Year 6W Teacher Mr B Winnick

Other members of staff are:

Office Staff Mrs D Saville & Mrs D Brannan

School Site officers Mr M Horsefield

Family Support Worker Miss K Cain

Teaching Assistants:

Mrs P Anderson, Mrs K Atkinson, Mrs R Casson, Miss Edwards.

Mrs D Daintree, Miss A Dean, Miss M Hooley, Mrs D Leigh, Miss J Levinsohn, Mrs L Lockett.

Miss M Mannin, Mrs V Johnson, Mrs N Robson & Miss J Fox.

Kitchen Staff:

1 Cook & 5 Kitchen Assistants

Welfare Staff 12 Welfare Assistants

Cleaning staff 4 Cleaners

Admissions and transfers

Important Information

All admissions to Mossfield Primary School are now co-ordinated by Salford Local Authority.

This includes the allocation of new Nursery and Reception places at the start of each academic year, and also all transfers for pupils currently either attending a different school, or from outside the UK, wishing to move here.

Contact details:

Name Salford Schools Admissions Department

Address Children's Services

Second Floor

Unity House

Salford Civic Centre

Chorley Road

Swinton

M27 5AW

Telephone 0161 793 2500

Email school.admissions@salford.gov.uk



Useful Websites

<http://www.salford.gov.uk/school-admissions-lea.htm>

Admission to Nursery class

Nursery provision in Salford, and so at Mossfield School is among the most comprehensive in the country. It provides children with the best educational and social preparation ready for them to transfer to the main primary school. Our Nursery Class accepts children in the September after their third birthday, in accordance with the Salford Local Authority

admission policies for community and voluntary controlled schools. We currently offer 30 full time places, and the LA admission criteria will be applied if this number is exceeded.

The Closing Date for Applications for Sept 2026 entry is 15th Jan 2026

We advise early application to avoid missing the closing date, applications can be registered online at www.salford.gov.uk/school-admissions-online

Admission to Reception class

Please note that admittance to our Reception Class is NOT an automatic right for children who hold a place in our Nursery Class. Parents must apply again, so that the relevant Local Authority admissions criteria can be applied. This will be in accordance with the Salford Local Authority Admission policies for community and voluntary controlled schools. We offer 30 places, and the LA admission criteria will be applied if this number is exceeded.



The Closing Date for Applications for Sept 2026 entry is 15th January 2025

We advise early application to avoid missing the closing date, applications can be registered online at www.salford.gov.uk/school-admissions-online

Admissions “in-year”

Children currently attending another UK school, or from outside the UK (providing visa / residency rights are in order), can be considered for a place at Mossfield Primary School at any time. Applications for a place must again be made through Salford Local Authority Admissions Department (contact details as before). Alternatively, applications forms can be found at-



<http://www.salford.gov.uk/inyear-primary.htm>

The Salford Local Authority Admission policies for community and voluntary controlled schools will be applied to all applications and you will be notified of the outcome.

Please note that the school is NOT PERMITTED to process such applications, which by law have to go direct through the Salford Council Admissions Dept.

Appeals

If you are not offered a place at your preferred school, you will have the right to appeal against the decision (please note: there is no right of appeal for nursery places).

However, the law on infant class sizes states that from 1st September 2000 no five, six or seven year olds should be in a class of more than 30 pupils. Therefore, the circumstances where an appeal committee can uphold an appeal for these year groups are limited.

The Department of Education (formerly the Department for Children, Schools and Families) publish [a guide for parents on school admissions and appeals](#). The guide explains the school admissions and appeals processes: what parents can expect from the admissions system; how to object to unlawful arrangements and how to find further information and support.

Further information about appeals is available from Admissions Dept, Salford Council.

Secondary school transfer

At the end of Year 6, children transfer to their secondary schools. During the autumn term all the relevant information is sent to parents from their Local Authority.

Currently, the parents / carers of ALL children in year 6 must apply for a place through the Local Authority secondary schools admissions procedure. Details can be found at the Admissions website referred to earlier in this document.



The Closing Date for Applications for Sept 2025 entry is 31st October 2024

The majority of our children apply for, and transfer to, **Co-Op Academy Swinton** (formerly The Swinton High School) at the end of Year 6. A small number of children apply and are accepted to other high schools.

Parents are notified during the **Spring Term** of the secondary school offered to their child. Parents have the right to appeal against the school offered if they so wish. Children are supported in this transition through visits by secondary teachers and visits to their secondary schools.

The school day

The school day begins at 8.50am.

- **Nursery & Reception Classes** – doors open at 8.40am where children make their way to their own classroom. Parents may escort them into their classrooms.
- **In the Main Buildings (Years 1 to 6)** – doors open at 8.40am and the children go directly to their classroom. Parents should **not** accompany children into the building.

No child or parent should be on the school grounds before 8:40am, and we are unable to offer shelter from bad weather before this time.

Children arriving late for school need to report to the School Office at the main entrance. Staff present will record that the child is late and their reason for being late.

Late attendance is a matter of the utmost concern to us. Children who are persistently late will be reported to the Education Welfare Services.

Overall Times for the school day are: -

Nursery:

Mornings 8.50am – 11.45am

Afternoons 1.00pm – 3.15pm

Reception, Year 1 & Year 2:

Mornings 8:50am - 12.00

Afternoons 1.00pm - 3.20pm

Juniors:

Mornings 8.50am -Varied lunch start times

Afternoon start times vary across KS2 and all classes finish at 3.20pm.

At the end of the school day, parents are welcome to wait either in the Main School Playgrounds, or outside the Nursery or Reception Classrooms, to collect their children at 3.20pm (3.15pm for Nursery children). We ask that you do not attempt to communicate with children through the classroom windows before the end of the school day, as this is a busy time for the class getting ready to go home.

Any parent wishing to speak to a member of staff needs to make an appointment. This can be done with the teacher directly or **via the school office**.

School uniform

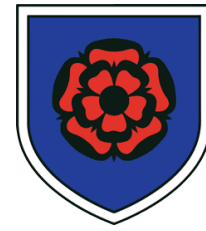
We feel strongly that the school uniform plays an essential role by setting an appropriate tone and ethos in our school. It instils pride in our school, it supports positive behaviour and discipline, it encourages identity with, and support for, our school community and it protects children from social pressures to dress in a particular way. It also promotes good relations and equality between pupils.

We believe that our uniform statement is fair and reasonable in practical and financial terms. We believe that the uniform is practical, comfortable and appropriate. Furthermore, it represents good value for money for families. Our pupils 'like' our uniform and are proud to wear it.

All children are expected to wear the **official school uniform** which consists of:



- Royal blue sweatshirt or cardigan with school logo
- White polo shirt
- Dark grey trousers
- Dark grey skirt/pinafore or trousers
- Plain black or grey tights
- Black Shoes



SUMMER OPTION:

- Short Grey Trousers if desired
- Blue/White Gingham Dress

Mossfield uniform can now be ordered and purchased through **Whittaker's Schoolwear**.

Whittakers are a local run business based in Swinton (123-125 Chorley Rd, Swinton, Manchester M27 4AA). Parents/Carers can now call into Whittakers to purchase uniform or visit their website to order online link below:

[Mossfield Primary School Archives - Whittakers School Wear](#)



Below is a list of prices for some of the stock available, more items and prices can be found on the website.

Item	Age - 2/3, 3/4, 5/6	Age - 7/8, 9/10, 11/12, 13
Sweatshirt	£10.00	£12.00
Cardigan	£11.00	£13.00
Polo Shirt	£7.00	£8.50
PE Hoodie	£12.99	£12.99
PE T-shirt	£6.00	£6.50
Coat	£24.00	£24.00
Fleece	£12.50	£12.50
Book Bag	£6.00 (One size)	-
Pump Bag	£6.00 (One Size)	-

Items such as polo shirts, hats, bags, PE kit, trousers and coats may be purchased from any shop or second-hand retailer, providing they meet our uniform guidelines, in order to give parents as much choice as possible. However, I can heartily recommend our official supplier to you in terms of choice and garment quality.

BOOTS & TRAINERS MUST NOT BE WORN IN SCHOOL. BLACK SHOES WITH SENSIBLE HEELS ARE THE ONLY ACCEPTABLE TYPE OF FOOTWEAR.

Children who persistently wear inappropriate footwear may be made to change into a pair of school owned new black pumps, be banned from playing on the school playgrounds or be sent home on Health & Safety grounds.

ALL ITEMS OF UNIFORM SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME

Sports kit



For **indoor** P.E./Gymnastics/Dance, children should wear the following:

- White T-shirt
- Black or Blue Shorts
- Black pumps or bare feet – according to your preference



For **Outdoor Games** – children should wear the following:

- Appropriate Trainers (must not be the footwear they come to school in).
- Old clothes which are suitable to carry out P.E sessions, and also suitable for the weather/season e.g. winter – Jogging bottoms/tracksuit pants and a warm top/sweatshirt.



There is not a specific colour scheme for Outdoor kit, but we do encourage children to bring in clothes which are old (we sometimes get muddy) warm and comfortable. With the exception of underwear and socks, the children require a complete change of clothing, including footwear.

If earrings are normally worn to school, your child must either remove them or cover them with plasters before their lesson. School staff are **not** permitted to remove earrings for children.

For **Swimming lessons** – children should bring the following:

- Towel
- Girls Costume (bikini's are not permitted)
- Boys Swimming Trunks (Note large, baggy, knee length beach shorts, which hamper the teaching of swimming and are banned by the pool staff)
- All children must wear a swimming hat.



The wearing of jewellery, especially earrings of any sort is not permitted during swimming sessions. If earrings are usually worn in school, your child must be able to remove them on their own before the lesson. School staff are **not** permitted to remove earrings for children.

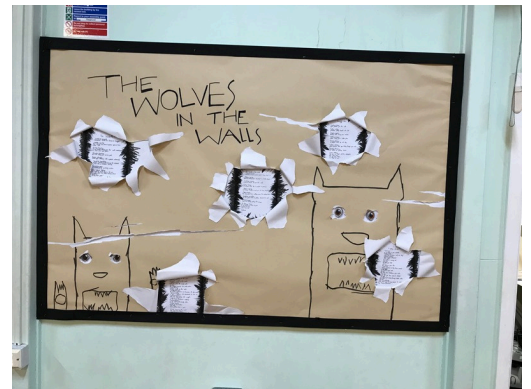
Jewellery

Children are generally not allowed to wear jewellery in school. Children who wish to may wear one pair of plain earrings.

Those children with pierced ears should only wear stud earrings - this is for health and safety reasons.

Items **NOT** permitted include: –

- Hooped earrings
- Rings on fingers
- Chains and necklaces
- Bracelets and bangles
- Any form of body piercing



The children are allowed to wear a wrist watch if they wish but this **should not** be a Smart watch.

Cosmetics

Children are not allowed to wear any form of make up in school. This includes **nail varnish**. Any child found wearing makeup or nail varnish will be asked to remove it either straight away or their parents called so that it can be removed at home.

Personal Possessions

Mobile Phones and other electronic communication devices

Due to the risk of loss or theft and also because of the danger of cyber bullying, Mossfield School does **not** allow pupils to carry mobile phones or electronic communication devices. Such items will be confiscated immediately when found in school and held by the Headteacher. **(With the exception of year 6 children walking to and from school. However, these are not accessible during the school day and are stored away by the class teacher.)**

Liability for high value goods and money brought into school



School cannot accept liability for the loss or theft of any goods, including high value items e.g. mobile computers, electronic tablets etc if they are brought into school. Equally, we cannot be responsible for money which has not been handed into us, either to the class teacher or school office.

Lost Property

All lost property is kept in the in the main entrance area. Where uniform and property has been correctly marked with the child's name, we are usually able to reunite the items with their owner, without them having to go into the lost property containers. Parents may look for any lost items at the end of each school day. Lost property which remains unclaimed for a number of months is donated to local charities and families.



Behaviour

At Mossfield Primary School we have a secure, happy and friendly environment in which children are expected to behave well, care and co-operate with each other and show respect for individuals, property and their school environment.



We recognise that the development of good behaviour needs to be encouraged and praised and children should be given opportunities to experience personal and social success.

This, we feel, will enable them to develop self-esteem which we believe will result in their ability to empathise with the feelings of other children and adults.

Similarly, we also see the need to have clear guidelines, rewards and appropriate sanctions that will help both staff and children to maintain good discipline at Mossfield Primary School.

Our school rules are:

GOLDEN RULES

- **DO** be gentle – **DON'T** hurt anybody
- **DO** be kind and helpful – **DON'T** hurt people's feeling
- **DO** be honest – **DON'T** cover up the truth
- **DO** work hard – **DON'T** waste time
- **DO** look after property – **DON'T** waste or damage things
- **DO** listen to people – **DON'T** interrupt
- **DO** walk around school – **DON'T** run or push



Individual Rewards System

1. If a child works or behaves well, their teacher or another adult in school may choose to award them a 'dojo'.
2. Dojo's can also be awarded to groups of pupils or even a whole class, if deserved.
3. Dojo's can be awarded at the end of a session or the end of the day, to reward positive behaviour.
4. Pupils collect points from Monday to Friday each week on the Class Dojo system. At the end of each week, the teacher will transfer all of the points for that week on to the SIMS school information system, using their iPad and 'teacher app'. This then becomes part of the child's central behaviour log / record.
5. Points awarded will lead to celebration certificates to take home and share with parents. These will be awarded as follows.



- **150 merit points – Bronze award**
- **300 merit points – Silver award**
- **450 merit points – Gold award**
- **600 merit points – Emerald award**
- **750 merit points – Sapphire award**
- **900 merit points – Diamond award**

6. These certificates will be awarded weekly. Teachers will be responsible for awarding and celebrating the certificates in their own classrooms.
7. Teachers may choose to have other small rewards in class such as stickers, stamps etc. However, our core expectation is our merit point system, which must be applied equally by all staff.

8. We recognise that any points based reward system requires careful application and consistency to be successful. Staff are expected to make every effort to ensure the system is fairly applied, and consistent in its administration.

9. We also recognise that any reward system is a tool to be used by skilled adults, in order to promote excellent relationships and behaviour expectations in the classroom.

Class Rewards System

Children earn marbles when the whole class is well behaved

1. Reward for 30 marbles or small objects in the jar is 15-20 minutes' time for a class treat.

2. The whole class can vote to choose what they would like for their treat. Examples include-



· Extra play

· Watch a video

· Play with toys

· Class games

· Play on the tyre park

3. Once marbles have been put into the jar, they will not be removed until the 30 marble target is achieved. Once the target is reached, the class have their treat and the process starts again.

4. As a rough estimate, we aim for each class to achieve a marble treat once per half term. Sometimes this may be achieved a little more quickly, and other times it may take longer.

However, marble treats should not be **'banked'**, with the promise of one long treat at the end of a half term.

Consequences

Please see **'Relational policy'** for more information.



Accidents

If your child is involved in an accident in school, he/she will first be seen by the member of staff who is responsible for him/her at the time (this may be a teacher, teaching assistant or welfare assistant).

The vast majority of incidents involve minor bumps and scrapes but if the injury is assessed as being more serious it will be referred to one of the school First Aid Representatives.

Nearly all the staff here are fully qualified as first aiders. They will assess the severity of the injury, treat the child, and make a decision either to let them remain in school, call for the child's parents or contact person on the contact form, or call for an ambulance.

This treatment and decision is logged in the schools first aid records.

We also give the child a letter/slip to take home, stating that they have been seen by a first aider, and a brief description of why.

This is especially important in the case of a minor head injury, where symptoms may not immediately appear, and so parents can be extra observant at home.





If it is felt that the injury requires further treatment you, or a named emergency contact, will be contacted immediately.

Please ensure that contact names & telephone numbers are up to date at all times.

If we are unable to make contact with a responsible adult in a serious situation, your child will be escorted to hospital by a member of staff. We would like to stress that hospital visits are, thankfully, very few and far between.

If your child receives a minor bump to his/her head and/or any First Aid treatment which we feel does not require further treatment at the time, you will be informed by letter at home time, so that he/she can be monitored for delayed concussion or any other after effects.

Sick child

Where a child becomes unwell in school, the following procedures are followed-

- The **class teacher** makes a quick assessment of the child and decides whether the illness is serious enough to need sending home. In some cases, a quick breath of fresh air, a glass of water, a visit to the toilet or some sympathy from staff may be enough for the child to feel better.
- If appropriate **first aid** may need to be administered.
- If the child still seems unwell, they should be referred to the head teacher, as we do not want a sick child to suffer longer than is needed. The head will also assess their condition, and ask the office staff to **ring for the parent / carer if appropriate**. Alternatively, the child may be asked to sit quietly in the entrance hall or learning mentors room, to see if their condition improves.
- All children who have vomited or are running a fever will have their parents called for straight away.
- If the parent / carer is not available, we will call the next contact numbers on the **emergency contact** sheet, until somebody is able to come and pick up the child.
- If nobody is able to be contacted, we would aim to keep the child in isolation and make them as comfortable as possible, until they are picked up. We will also speak to the parent / carer and stress the importance of recent and up to date contact numbers.

Parents are informed of the **minimum time periods** that children must remain off school in cases of vomiting or infectious diseases. As a school we closely adhere to these guidelines to ensure that the spread of infection is minimised.



Administration of medicines and drugs

Mossfield's policy is that members of staff will not give medicines which could be alternatively administered by parents / carers, at the appropriate times and intervals. For instance, medicines prescribed 3 times a day or less, can easily be properly administered outside of the operating hours of the school. Only in cases where the frequency of administering the medicine is greater than this, or where medication has to be taken at a set time, will the school consider administering.

- Medicine will only be administered where it has been prescribed by a properly **qualified medical professional**. Documentary evidence of this will be required.
- Prescription medicine will only be administered once the parent fully completes and signs our **parental consent form**. This details the correct dosages, times and routes of administration.
- Children with more complex or severe medical needs are dealt with on a **case by case basis**, where appropriate professionals will meet and assess the risks involved. A risk assessment and care plan can then be developed.
- In the case of a pupil needing 'over the counter' medication during the day, parents are welcome to come into school to administer correct dosages. However, school staff are not able to administer such treatments.

Health and welfare

During your child's school life the following procedures will be carried out:-

Reception-Vision screening

Reception and Year 6-Height and weight checks

Aged 5-7 years Hearing test

Year 6 Puberty talk

Flu vaccinations offered annually



POSITIVE CONSENT IS NOW REQUIRED FROM PARENT/GUARDIAN BEFORE ANY OF THE ABOVE HEALTH CHECKS CAN TAKE PLACE.

This means that your child can only be seen by the relevant health professional if you return the consent slip sent out with the appointment letter from school.

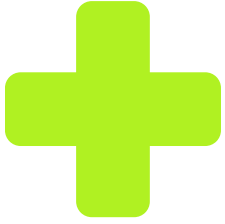
Following a Health Check your child may be recommended to be referred, by the School Nurse, to another agency i.e. Dentist, Speech Therapist etc. If any problems arise during routine medicals, an appointment will be made for a follow-up medical at the clinic or in School. You will be kept fully informed at all times.

Our School Nurse works each school day from 10.00am until 3.45pm and is based at The Swinton Gateway.

If you have any concerns regarding your child's health, please contact School Nurse at the Clinic or through School.

The telephone number of **Swinton Gateway** is **0161 909 6558**.

WOULD PARENTS PLEASE NOTE THAT SCHOOL NURSES NO LONGER SCREEN CLASSES FOR HEAD LICE (NITS).



It is the Parent / Guardians responsibility to ensure that their child is free from head lice. If you discover head lice in your child's hair, please inform school and ensure that your child is treated straight away. Over the counter remedies are available in all pharmacies, and in some cases may be available free of charge.

The School Governing Body

School Governors make decisions about how the School is run. They have legal duties, powers and responsibilities. Governors can only act collectively, they cannot act individually. The responsibilities of the School Governors include:-

Interviewing & selecting staff

Deciding on the School budget priorities

Considering what is taught in School

Helping to establish standards of behaviour.

SCHOOL GOVERNORS ARE COMPOSED OF:-

Headteacher / Co-opted members of the Local Community / Parents / Teachers / Staff of the School / Local Authority representatives

Below is a list of the current Governing Body of Mossfield-

Name Category.

Mrs H Kelly **Chair**

Mrs A Rafter **Vice chair**

Mrs D Brannan **Co-opted**

Miss A Rafter **Co-opted**

Mrs M Craig **Co-opted**

Mrs L Losada **Co-opted**

Mrs N Wilson **Co-opted**

Mr S Gardener **Parent**

Mr B Winnick **Staff**



Minutes of the Governors' Meetings are kept electronically. Please see the Headteacher, Chair of the Governors or the Clerk to the Governing Body if you wish to view these minutes.

The Governors' policy on charging and remission

Though schools are not able to charge for activities which occur wholly or mainly within school hours, they can ask for voluntary contributions. At Mossfield we often provide activities such as trips, theatre visits, which could not take place without financial support from you, the Parents/Guardians.

Below is the Governors' policy on charging & remission.

1. The School aims to provide high quality & educational opportunities for all pupils, and parental financial support for activities will not affect an individual student's participation.
2. For activities which occur within school hours, parents should normally be approached for voluntary contributions although the Headteacher has the discretion to subsidise some charges from the school fund.

However, it should be noted that most trips, especially using transport, are already heavily subsidised by the school, and we nearly always only ask for an absolute minimum as a voluntary contribution.



3. Trips which do not raise enough funds by way of voluntary contribution may well need to be cancelled. There is a limit to the amount that school can realistically subsidise and fund trips.

If we do not collect enough voluntary contributions, then the trip will be cancelled.

The Governing Body has adopted a policy on dealing fairly with complaints.

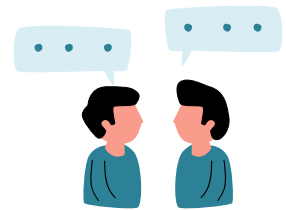
Copies of this may be obtained on request from the School Office.

Raising Concerns and Resolving Complaints

From time to time parents and others connected with the school, will become aware of matters which cause them concern. To encourage resolution of such situations, the Governing Body has adopted a 'General Complaints Procedure'.

The Procedure is devised with the intention that it will:

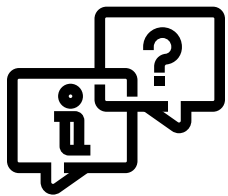
- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Inform future practice so that the problem is unlikely to recur



What to do first

Most concerns and complaints can be sorted out quickly by speaking with your child's class teacher. Any teacher or the school secretary can help you find the right member of staff. It is usually best to discuss the problem face to face. You may need an appointment to do this, and can make one by ringing or calling in to the School office.

All staff will make every effort to resolve your problem informally.



They will make sure that they understand what you feel went wrong and they will explain their own actions to you. They may ask what you would like the school to do to put things right. Of course, this does not mean that in every case they will come round to your point of view but it will help both you and the school to understand both sides of the question.

What to do next

If you are dissatisfied with the teacher's response you can make a complaint to the Headteacher. This will be dealt with on an informal basis at first, with the aim of resolving the issue in a fair and amicable fashion.

If this does not address your concern, then you are able to make a **formal complaint** to the school governing body. This will follow the procedures set out in our formal complaints policy.

A School Complaints policy is available upon request from the main school office.

Child Protection

Mossfield Primary School is committed to safeguarding and promoting the welfare of children who attend the school.

Our school fully recognises the contribution it can make to protect children and support pupils in school, and our Child Protection Policy reflects this.

There are three main elements to our Child Protection Policy.

(a) Prevention:

(e.g. positive school atmosphere, teaching and pastoral support to pupils).



(b) Protection:

(By following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns).

(c) Support:



(To pupils and school staff and to children who may have been abused).

Our policy applies to all adults, including temporary staff, volunteers and governors. The policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2015, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need, and their Families' 2000, Information sharing advice for safeguarding practitioners (2015) and 'What to do if You are Worried a Child is Being Abused' 2015. The guidance reflects, '**Keeping Children Safe in Education**' September 2019.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

For further details, please access the full Child Protection Policy on the school website <http://www.mossfieldps.salford.sch.uk>

Adults using threatening behaviour or language in school

We adopt a **zero tolerance approach** to violent, aggressive, threatening or confrontational behaviour from adults visiting the school, for whatever reason.

Adults who enter the school grounds, be they **parents, carers, contractors or staff** are expected to:



- Refrain from using any forms of bad language.
- Not attempt to discipline, question or intimidate other people's children, or indeed other adults.
- Not bring dogs or pets onto the school site.
- Obey the No Smoking /vaping rules.
- Speak politely and calmly to members of staff, children and other parents/adults.
- Not lose their temper, shout or make threats.
- Not bring bicycles onto the school site.
- Refrain from spitting or dropping litter.
- Act in a calm, controlled and friendly manner, agreeing to follow all school policies and procedures.

Being angry about an issue or perceived injustice is **NOT** an excuse for discourteous behaviour. As adults, we are **ALL** role models for the pupils of Mossfield Primary School. Only the highest standards of maturity and behaviour will be tolerated here.

Any adult found to have breached the above conditions may face a temporary or permanent ban from the school grounds and buildings, under Section 547 of the Education Act 1996.

The school has a **CCTV system** fitted for the purposes of:

- **Detecting and solving crime.**
- **Reducing bullying.**
- **Ensuring staff and pupil safety.**

The system is registered with the Information Commissioner for Data Protection and the school has a detailed policy regarding its use.

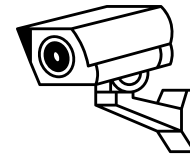
Those authorised to view the material generated include:

- The Police

- The School Senior Leadership Team

- The School Governors

- L.A. Representatives



Children's classrooms, toilets, corridors or Hall are **NOT** covered, to maintain privacy in these areas.

Freedom of Information Scheme - Mossfield School

The Freedom of Information Act gives a general right of public access to most types of 'recorded' information held by public authorities. This information is made available by means of a publication scheme. This school has decided to adopt the model publication scheme designed for Primary Schools. Further details can be found on the school website and by request from the School Office.

Use of Images



Occasionally, we may take photographs of the children while they are at school.

We may use these images in our school **prospectus** or in other **printed publications** that we produce, as well as on our **school website**.

We may also make video or webcam recordings for school to school conferences, monitoring or other educational use.

From time to time our school may be visited by the media who will take photographs or film footage for high profile events. Pupils may often appear in these images which may appear in local or national newspapers or on televised programmes.



To comply with the Data Protection Act 1998, we require **parental consent** before we can photograph or make any recordings of your child. We do this by sending **Annual Image Consent Forms** at the start of each school year and upon admission to the school for those children who join us during the academic year.



In the case of school productions, Parents/Carers are permitted to take photographs of their **own child** in accordance with school protocols which are strongly against the publication of any such photographs on the internet, including social networking site.

