



PROSPECTUS 2016/2017

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Welcome to the Navigation Primary School prospectus and thank you for the interest you have shown in our school. We hope this information will help you in making the difficult decision about which school is right for your child but should you have any unanswered questions we would be delighted to hear from you. We encourage all of our prospective parents to visit our school and our website at www.navigationprimary.com . Please telephone on 912 5937 to make an appointment.

Joanne Patterson (Head teacher)

Mission Statement

At Navigation we strive to create an environment:

- In which pupils achieve high standards and maximise their potential.
- Where parental involvement is actively encouraged and is seen as an important and integral part of their children's education.
- In which the quality of teaching and learning is consistently high and pupils make good overall progress through a well planned curriculum, whatever their starting points.
- In which there is agreement between teachers about continuity of teaching methods, organisation and expectations which leads to planned progression in the development of knowledge, skills and understanding.
- In which the demands made on pupils are well matched to their abilities and needs; in which the development of pupils is paramount, but in which they are so well supported that they can learn from their mistakes.
- That is stimulating and interesting and is welcoming, secure and caring.
- Where all relationships are positive and the behaviour of the pupils reflects this, with everyone feeling a sense of purpose and knowing they are valued.
- Which enables pupils to cope with life; to recognise their responsibilities; to distinguish between right and wrong; to respect themselves and others; their property and their opinions and to become good citizens and useful members of society.
- Where staff, parents and governors all work together towards continuous school improvement for the benefit of the children.

School Awards

Navigation currently holds a number of nationally recognised awards. These are:

- The Healthy Schools Enhanced Award awarded in 2010.
- Arts Mark awarded in 2012 which recognises the school's high quality provision in the performing arts.
- Trafford's Dyslexia Award awarded in October 2013.
- The Primary Quality Mark awarded in November 2013 for commitment to the basic skills of literacy and numeracy.
- Eco Schools Silver awarded in 2014 recognising the school's commitment to sustainability.
- Silver Sports Games Mark award in 2014 for the school's commitment to high quality physical education in curriculum time and through our extra-curricular programme



School was subject to a short Ofsted inspection in April 2016 which confirmed the school's existing rating of good with effective safeguarding. School received an outstanding rating at its most recent Health and Safety audit, a rating of good for fire safety by Trafford B.C. and our kitchen received a 5 star rating for food hygiene.

School Organisation

Navigation is a community primary school and admits boys and girls aged 3 – 11. There are approximately 420 children on roll, with an additional 52 part time nursery places. Sixty children are admitted each year and we aim to have no more than 30 children in each class.

Head teacher:

Ms J Patterson

Deputy head teacher:

Mr M Harrison

Chair of Governors:

Mrs J Boothroyd

Teachers:	Year. Group.
Miss S. Fleming & Mrs C Guest	Nursery
Miss L England	Reception
Mrs K. Milton (EYFS leader)	Reception
Miss. L. Walsh & Mrs. C Longworth	Year 1
Miss S Carney	Year 1
Miss S Watts (KS1 leader)	Year 2
Mrs R Bowes	Year 2
Miss L Hetherington [Y3&4 lead]	Year 3
Mrs M Wood & Mrs H Morris	Year 3
Miss R Rudd	Year 4
Mrs S Whitworth & Mrs S Booth	Year 4
Mr J Hudson	Year 5
Miss F Lang	Year 5
Miss A Grady	Year 6
Mr J Bonsall [Y5&6 lead]	Year 6
Mr Harrison	Special Educational Needs leader
Mrs M Coates	PPA cover
Mrs C Sudworth	Pupil support

As well as teaching staff, your child will also have contact with other adults in school - teaching assistants, lunchtime organisers, midday assistants, secretarial, kitchen and maintenance staff.

Admissions Policy

The Governing Body follows the L.A. admissions policy that establishes admission dates, standard numbers for each year group and an appeals procedure. Full details of the Trafford admissions criteria can be found at www.trafford.gov.uk/residents/schools/school-admissions

The school has a planned admission number and a traditional catchment area defined historically by the L.E.A. Children from outside the catchment area will be admitted provided the school's planned admission limit for the relevant age group is unlikely to be reached during the school year. The Governors' stated aim is to have classes with no more than 30 children in them, wherever possible.



Applications for admissions are dealt with in the following order of priority:-

- (a) "Looked after" children and children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions
2. Those children who live in the catchment area of the requested school, who will have a sibling attending the requested primary infant or junior school at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
3. Those children who live in the catchment area of the requested school.
4. Children, who live outside the catchment area of the requested school, with a sibling attending the requested primary, infant or junior school at the time of the applicant's proposed admission (this includes half/step/adopted/foster brothers or sisters, and any other children, who are living at the same address as part of the same family unit).
5. Children who live nearest to the requested school, calculated in a direct straight line from the child's permanent place of residence to the school.

Children are admitted in the September of the school year in which they are 5 years old. Where it is felt necessary, children may attend on a part-time basis (mornings only), depending on the school's view of the child's readiness for full-time attendance.

Parents must fill in the Primary Application Form, which is available online [www.trafford.gov.uk/admissions] or, if you do not wish to apply online, paper versions are available from the school office or Trafford School Admissions. The closing date for applications is the 15th January 2017 with notification of the offer of a place in the main school made on the 16th April. Further information is available at www.trafford.gov.uk

A separate form must be filled in for the school nursery. These are available in the information section of the school website www.navigationprimary.com or from the School Office. Nursery applications are dealt with by the school and not the school's admission team. The Nursery admission criteria are exactly the same as for the main school. It is strongly advised to put your child's name down as soon as possible. All applications for September 2017 need to be received no later than Friday 28th January 2017.

Admission Appeals

Parents whose preference for admission to Navigation is not met have the right of appeal to the Schools' Appeal Committee. Parents should write to:

The Director of Lifelong Learning, P.O. Box 40, Trafford Town Hall, Talbot Road, Stretford, Trafford, Greater Manchester M32 0EL.

The School Day

Nursery Am – 8.45 – 11.45am
Nursery Pm – 12.25 – 3.25pm
Reception – 8.50 – 3.25pm
Infants - 8.55 – 3.25pm
Juniors - 8.55 – 3.30pm

The school gates are opened at 8.30am and a member of staff comes on duty at 8.45am. School will not accept responsibility for pupils until a member of staff is on duty.



We regard good timekeeping as very important. The Punctuality and Attendance Policy is available on the school website in information tab. Children who arrive after the bell has rung and their class has entered but before the school gates are closed will be marked as late; children arriving after the gates have been closed must be signed in by their parent/carer at the school office. If there are occasional unavoidable delays in collecting children at the end of the day then children will wait at the school office to be collected – we would appreciate a phone call notifying us of the delay.

Absences

If your child is ill please contact the school on 912 5937 before 8.50am on the first day of absence so that we can update our records. Text messages can be sent to the school mobile number 07535282403 and email contact can be made through admin@navigationprimary.com. If you do not contact us we will attempt to contact you to ensure your child is safe. Clearly this is a time consuming process and not the best use of school resources so we would appreciate your help in keeping us up to date. Where a pattern of lateness or absence seems to be developing, we shall inform parents and invite them into school to discuss the situation. Any absence not covered by a note, telephone call or personal visit will be regarded as 'unauthorised'.

Absences in term time have a detrimental effect on your child's education and absences will not be authorised during term time save for 'exceptional reasons'. Requests for absence must be forwarded to the head teacher who may refuse permission. If you choose to still take your child out of school in term time this will be recorded as an unauthorised absence and you may then risk a fine or prosecution for non-attendance.

Leave of absence forms are available on the school website and should be returned to the school office.

Lunch-Time Arrangements

At lunch-time pupils may either:-

- Stay for school lunch, or
- Stay in school to eat a packed lunch from home.

Reception lunch	11.30am
Key stage 1 lunch	11.50pm
Key Stage 2 lunch	12.15pm

All reception and KS1 children are, under current legislation, entitled to a free school lunch if you decide to opt out of these scheme please provide one week's notice vis the school; office. During lunch time children are supervised by midday assistants (MDA). The MDAs will encourage children to eat their meal, but will not force the children to do so. In accordance with our Healthy School status, parents should not send children with packed lunches which contain fizzy drinks, drinks in glass containers, sweets or chocolate although we do have a 'Friday treat day' where children may bring in a chocolate muffin, biscuit, yoghurt or fun sized chocolate snack. Should a child forget his/her packed lunch, and we are unable to contact a parent, the school will provide a meal, which will have to be paid for.

Children who have a school meal have a choice of contents of the meal; one option on a daily basis is a salad. Money is paid weekly in advance via Parent Pay. Application Forms for assistance with the cost of school meals are obtainable from school but must be returned to:

Trafford Education Dept., P.O Box 13, Town Hall, Talbot Road, Stretford, M33 7YR Tel. 0161 912 1212 and asking for: Finance Dept. - School Meals



Buildings

Our school premises are modern, having been rebuilt in 2005. Each classroom and the main hall has Sound Field (a surround sound system) installed and interactive whiteboards. The building is wireless free and we have laptops and iPads for the children to use. We have a large assembly hall, a studio, a dedicated music area and a food technology room. The Early Years Foundation stage has its own entrance and a dedicated structured play area and a covered outdoor area. We have a large playground with a Timber Trail; an outdoor stage and a garden area. In addition the school has a lift and dedicated wheelchair access.

Equality and Inclusion

Navigation is a fully inclusive school and is committed to respecting the equal human rights of all of our pupils, staff and other members of our school community. We strive to ensure that everyone in our school is treated fairly and with respect and dignity. Every person is given fair and equal opportunities to develop their full potential regardless of gender, ethnicity, sexual orientation, cultural and religious background or disability.

The school complies with the Equalities Act 2010 and our Equalities Scheme can be viewed on the school's website.

At Navigation we promote equality and seek to eliminate all forms of discrimination or harassment.

Parental Cooperation and Involvement

Effective schooling requires a partnership between child, teacher and parents/carers. Consequently your involvement is highly valued. Parental volunteers in school are much valued as is your attendance at our Best Work Assemblies and other events. Should the need arise the school will contact parents concerning curricular or behavioural problems. Equally the school will contact parents to celebrate achievement.

Child Protection

Under the Education Act 2002 (Section 175), schools must make arrangements to safeguard and promote the welfare of children: the Designated Person for Child Protection is Ms. J Patterson and, in her absence, Mr. M Harrison. Ms. Patterson, Mr. Harrison and Miss Nobbs (Pupil Support Manager) have undertaken relevant training in inter-agency working provided by Trafford Area Child Protection Committee. All of the staff at Navigation is regularly trained in developing an understanding of the signs and indicators of abuse and how to respond to a pupil who may disclose abuse.

The school works to safeguard all its children. Ms. Patterson and Mrs. Milton have undertaken Safer Recruitment training and an electronic register is kept in school of all DBS checks carried out on staff, parent helpers and visiting staff.

Parents should know that the law (Children Act 2006) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse or radicalisation. Staff will seek advice from the MARAT (Multi Agency Referral Assessment Team) when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Parents will only be informed that a referral is being made where it is felt that such discussion will not place the child at increased risk of significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers must appreciate that the designated person for child protection carries out their responsibilities in accordance with the law and acts in the best interests of all children.



Parents' Evenings

Two parents' evenings are held during the year, one in November and one in March. These provide opportunities to discuss your child's progress with the class teacher. These are in addition to the school's 'open door' policy which enables parents to see the class teacher or head teacher at any convenient time outside of lesson times.

A report detailing all curriculum subjects, attendance and general comments is sent for every child at the end of the summer term in each year.

Parents/carers are also invited to attend a number of functions that occur during the school year. These might include events such as Open Evening, Transition Evening, special assemblies, Harvest Festival, music concerts etc.

Medical Information

Emergencies

Members of staff hold First Aid qualifications. It is essential that we have a contact number to enable us to contact you in an emergency during the school day. You will be asked to supply this information on the admission form, but you should notify the school immediately of any change. The school also requires the name of each child's doctor for use in an emergency. Please notify the school of any change in doctor.

We have links with the School Medical Service; optical and dental checks are arranged in school. In normal circumstances you will be informed of these checks and it is assumed that all children will undergo regular checks unless you specifically request for them to be withdrawn in writing. Where a child is examined, parents are invited to be present.

Medicines

For safety reasons we would prefer not to administer medication during school hours. However, should this be unavoidable, please hand the medicine, in a clearly labelled package, which should state dosage, to the school office, where you will be asked to read and sign a form granting permission for an adult to administer the medicine; a copy of the form is also available on the school website in the information/policies and forms section. No child should have medication (including cough sweets) in their possession during the school day.

Please inform the class teacher/school office if your child is taking any form of medication. Asthma inhalers should be labelled and a card which is available at the school office should be completed. Inhalers are kept in each child's classroom to ensure accessibility.

Behaviour and Discipline

We expect high standards of behaviour from our pupils and operate a positive discipline system where good behaviour and positive role models receive rewards and praise. We have some well-established school rules and, in addition, each class has a list of rules that are drawn up, after consultation, with the children within each class. These rules are clearly displayed and the children's attention is frequently drawn to them. Pupils are encouraged to follow these rules and to be responsible for their behaviour through a system of incentives and sanctions. For those pupils who fail to respond positively to this system there is a fair but firm set of sanctions e.g. loss of playtime/ lunchtime.

We recognise the crucial role parents/carers play in shaping their child's attitudes and behaviour in school and we encourage parents/carers to maintain contact with the school and ask for your support in all matters of behaviour and discipline. Our Behaviour Policy is available from the school office or on the website in the information/forms and policies section.

Where the situation demands it, we will contact you by telephone, email or letter to discuss discipline problems.



School Uniform

School appreciates parental support in enforcing its uniform policy.

Boys' Uniform

Navy blue/ gold pullover or navy sweatshirt with or without school badge.

White/ blue shirt with navy blue/gold school tie or white polo shirt with or without badge.

Grey/black trousers/ long or short.

Grey or black socks.

Black or navy shoes.

Girls' Uniform

Navy blue/gold pullover or cardigan or sweatshirt with or without school badge.

White/blue blouse with navy blue/gold tie OR white polo shirt with or without school badge.

Navy blue or grey skirt/pinafore dress or culottes or Navy/black/ grey trousers.

Hair accessories should be small and blue/and or yellow or blue and white in summer.

Grey or navy tights or black or grey socks.

Summer

Blue white gingham skirt or dress with white socks.

P.E. Kit

Black shorts
White T-shirt (plain)
Pumps

P.E. Kit

Black shorts
White T-shirt
Pumps.

Outdoor Games (as above) plus

Navy or black sweatshirt and jogging bottoms.(optional)
Trainers.

Outdoor games(as above) plus

Navy or black sweatshirt and jogging bottoms (optional)
Trainers.

A school tie need not be worn with a round-necked blouse or school polo shirt, but must be worn at all other times. Fleeces, sweat shirts, and polo shirts with a school badge on them can only be purchased from school – order forms are available from the school office or the on the website – information/policies and forms section. Petites Modes, 9 Tatton Road, Sale stocks pullovers and school ties.

All P.E. kit should be kept in an appropriate bag marked clearly with the child's name. (Plastic bags are not suitable).

We ask that all children purchase a book bag in order to protect school books. Bags with the school logo are available from the school office. Other bags should be of a sensible size as they have to fit onto the child's coat peg.

All children should wear sensible low-heeled black shoes with a secure fastening such as laces, buckles or Velcro rather than the slip on type. A flat boot (black or navy) may be worn in winter but only under trousers. Open toe sandals are unsuitable.

Parents are asked to ensure that their child does not attend school with patterns cut into hair; wearing nail varnish or tattoos or earrings (other than a simple gold stud). All long hair (below shoulders) must be fully tied back.



Personal Property

PLEASE DO NOT ALLOW YOUR CHILD TO BRING:

- Any toys into school, as they are inappropriate and can cause a classroom distraction and lead to unsuitable playtime activities. The 'swapping' of articles is strictly forbidden. Children bringing such articles will have them confiscated and returned at the end of the day to be taken home and kept there.
- Money and valuables. Money brought for specific purposes e.g. dinner money, visits, photograph money etc. will be collected at the start of the day. All other money should be given to the teacher for safe keeping marked in an envelope with the child's name and class on it.
- Sweets (including cough sweets) or chewing gum should not be brought into school.
- Mobile phones may only be brought in when necessary and when a parental permission letter has been completed. All phones **must** be handed into the administration office before entering the playground; they can then be collected from the office at the end of the day. Phones or other electronic devices that connect to the internet should never be turned on whilst on the school premises, including the playground.

Curriculum

General Organisation

Every child at Navigation follows the programmes of study as set out in the National Curriculum. This means that every child studies:

Core Subjects	Foundation Subjects
English Mathematics Science Additional: Religious Education	Art and design Computing Design and technology Languages [French – KS2] Geography History Music Physical education PSHE

The children are taught through a thematic approach and the governing body has a policy to restrict all class sizes throughout the school to a maximum of 30.

Curriculum Visits and Charging Policy

Each class in the school will make a number of visits during the year to a place of interest in connection with their classroom studies. These vary according to the age of the children involved, but often include museums, art galleries, parks, farms and places of historic interest both locally and further afield.

Children in Year 6 are offered the opportunity to go on a residential activity holiday. We use the visits to help teach the requirements of the National Curriculum. The school policy on charging for these follows the regulations laid down in the Education Reform Act (1988) and is available on the school website [information/policies and forms]. A letter will be sent before each visit to explain its purpose and the parental contribution to be made and payment must be made via Parentpay. While it is not obligatory to pay, in real terms the visit cannot take place unless the costs of the visit are covered by contributions. The cost of supporting some places on each visit is built in to the costing. If there is not sufficient support then the visit is cancelled. Parents who have difficulty in meeting the cost should inform the school.

In the case of the residential visit, parents have to pay for the board, tuition, insurance and lodging and will be asked to make a contribution towards the cost of travel.



Extra-Curricular Activities

Extra-curricular activities may take place before school, at lunchtime or after school and they form an important aspect of the ethos of the school. They are dependent on the goodwill of the staff and at Navigation we also use some external providers. Usually the activities offered will include a range of sports e.g. football, netball, lacrosse; music clubs and other interests e.g. Eco club, Stem, coding.

Training of Students

The school takes a full part in training teaching students and teaching assistants. The teaching students, depending on the year they are in, will have a varied amount of responsibility for taking groups and the whole class under the supervision of the class teacher.

Religious Education and Collective Worship

The Trafford Agreed Syllabus provides the basis for the teaching of religion. A full copy of the policy adopted by the governors is available in school on request. Religious Education is broadly Christian in nature with aspects of different religions and cultures introduced where appropriate; often through the medium of festivals and celebrations. R.E. is sometimes brought in as a cross-curricular theme, the children being introduced to places of worship, rites of passage, artefacts, signs and symbols as well as stories. The idea of our society as being multicultural is taught along with moral and ethical issues.

Collective worship is held each day. Visiting speakers are sometimes invited into school. Parents have the right to withdraw their children from the daily collective act of worship in school i.e. assembly after discussion with the head teacher and stating the reasons for withdrawal.

Special Educational Needs and Disabilities

All children have skills, talents and abilities and we believe that every child is special and should be valued for themselves irrespective of abilities or individual differences. Our aim is to provide all children, including those with SEND, equal opportunities to access the curriculum and all aspects of school life, in order to realise their full potential, without stress or anxiety. We encourage all members of our school to adopt a code of positive behaviour which promotes the consideration for and tolerance of the needs of others.

The progress of all children is regularly monitored. Parents are kept informed of their child's progress and will be contacted if there are any concerns.

Children who experience learning difficulties will be assisted in a variety of ways dependent upon the needs of the child and the resources available. We look to support children through Individual Education Plans or through Individual Behaviour Plans and our support work can involve in-class support from a teaching assistant or withdrawal, either on a one to one basis or in a small group.

If a need is identified, your child may be placed on the SEND Register at the appropriate stage of the Code of Practice. The Special Educational Needs Co-ordinator would inform you of this. A full copy of the SEND policy, as agreed by the Governing Body, is available on request in school and is available on the school's website.

Sex Education

The Governing Body, in consultation with staff members and parents, has agreed a policy for sex education which forms part of the general health education guidelines for the school. The subject is integrated, in a sensitive and thoughtful way within the normal teaching programme where appropriate as part of the National Curriculum. The Sex Education Policy is available on the school website [Information/policies and forms section].

Children in Year 5 and 6 are given a series of lessons where they will view a video dealing with puberty, conception and birth, within the context of the family. Discussion with teachers will form part of the work in these years. Girls in these years will also receive instruction on the process of menstruation and the facilities within the school to cater for this aspect of their physical development. Parents will be informed when the above aspects are being taught, and will be offered the chance to view all material used and offered the right of withdrawal for their child from the non-statutory lessons.

Complaints Procedure

In accordance with the Education Reform Act of 1988 the school follows the Trafford Policy for the consideration of complaints about the school curriculum and related matters.

The procedure is:

1. Settling the complaint informally with a teacher or the Head teacher;
2. Formal referral to the Chair of Governors;
3. Formal referral to the L.E.A.

If the complainant is still dissatisfied, it is possible to complain further to the Secretary of State.

Complaints about the actions of individual teachers or the Head teacher are not covered by these procedures. Full details of the complaints procedures are available in the school and on the website.



Collaborative learning



Roald Dahl Day



Parents and school together



Taking flight in PE