



Navigation Primary School Prospectus



# PROSPECTUS 2023/2024

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## Navigation Primary School Prospectus

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Dear Parents /Carers,

Welcome to Navigation Primary School. I believe, and so do the overwhelming majority of our parents, that Navigation Primary is a fantastic place for children to learn and develop into happy, successful young people. I hope that when your child joins us, you will feel the same. This prospectus is designed to inform you about our school, outlining its aims, organisation, curriculum and activities.

Navigation Primary is a community school, catering for children aged 3 – 11. We have a 52-place nursery and fourteen classes. All of our classes are mixed ability and the children are taught using a variety of teaching methods and organisation, including whole class, group and individual teaching. We had a very positive OFSTED re- inspection in February 2020 where the inspector restated the judgement of the previous inspection in 2011 when Navigation was judged as a good school with some outstanding elements.

We are always looking for ways to develop and improve our school further. One way in which we do this is by working towards nationally accredited awards. For example, we have been awarded with the Primary Science Quality Mark bronze; STEM Ambassadors award; the silver Sports Mark and the Music Mark: we believe this reflects our view of the importance of ensuring children experience a curriculum that ensures the basic skills are developed but also allows children to experience a well-rounded curriculum with enrichment opportunities.

At Navigation we seek to bring out the best in each child and, in striving to achieve this, we aim to offer a broad and balanced curriculum. We encourage the children to achieve their personal potential and encourage development of their individual talents. We expect the highest possible standards of behaviour and attitudes towards learning. Our pupils are caring and thoughtful towards each other and this contributes to the safe, secure school learning environment.

We greatly value the support that we have from our parents and encourage communication between home and school so that we can work together in the best interest of our pupils. We keep parents informed of a child's progress and achievements throughout the year at our official parents' evenings. A written report is also provided during the summer term. However, should you wish to discuss your child's progress, or have any concerns at other times, you are welcome to arrange a meeting at a mutually convenient time with either your child's teacher, the phase leader, Mr Bonsall or me. At Navigation, all of the staff try to make themselves available at the end of each day should there be any pressing concerns or wonderful achievements to celebrate.

At Navigation we have identified four key values that underpin all that we do. These are:

- Learning – we are passionate about our learning.
- Respect – We respect everyone in our community.
- Caring – We take care of each other.
- Collaboration – We support each other to succeed.

These values are the threads that run through our school day underpinning all of our interactions. We also have a weekly ' Navigation Values' award that celebrates how a child in each class has exemplified either the respect, caring or collaboration values and a weekly learning award.

We look forward to working together with you and enjoying yet another successful year at Navigation. If you would like to make an appointment to view the school, please look at our website which will have details of upcoming tours or contact the school office.

Yours faithfully,

Ms J Patterson,

Headteacher



## A: SCHOOL CURRICULUM



### **1. Navigation's Curriculum**

Through the ethos and teaching at Navigation Primary School, children are enabled to become confident, resourceful, enquiring and independent learners; the staff members foster children's self-esteem and help them build positive relationships with other people – both peers and adults; children's self-respect is developed and they are encouraged to respect the ideas, attitudes, values and feelings of others; show respect for all cultures and to promote positive attitudes towards other people; children are also enabled to understand their community and to feel valued as part of this community; children are helped to grow into reliable, independent and positive citizens; to take a pride in their work and the work of others. The older children are encouraged to act as role models around school becoming, for example, librarians or navigators.

The school curriculum aims to provide the children with as broad and relevant an education as possible. When the curriculum is planned, teachers ensure that the teaching matches the abilities, interests and experiences of the children. Where possible, learning is linked to real and practical experiences so that the children are actively involved. Staff members know that our curriculum is working well when pupils are self-motivated, enjoy their work and make excellent progress.

All staff members promote co-operative learning and it is visible in all of the school's classrooms and it facilitates the pupils sharing their views and opinions to enhance their learning. Whilst children are expected to learn independently at times, they know they always have talking and coaching partners with whom to discuss strategies or sound out ideas. At times, you will also see evidence in our classrooms of 'challenge by choice'. Children are encouraged to take ownership of their own learning and choose a task that will stretch them rather than the difficulty of the task being determined for them. We believe that, with some guidance, this enables children to become independent learners who love to challenge themselves.

### **The Early Years and Foundation Stage (Nursery & Reception)**

We implement the EYFS curriculum, covering the following areas of learning and experience: The three prime areas are:

- communication and language;
- physical development;
- personal, social and emotional development.

The four specific areas are:

- literacy;
- mathematics;
- understanding the world;
- and expressive arts and design.

### Key Stages 1 & 2 (Years 1-6)

The Education Reform Act 1988 lays the duty on Local Education Authorities to require all maintained schools to teach core and foundation subjects of the National Curriculum, including religious education, for a reasonable time to all pupils of statutory school age. The core subjects are mathematics, English and science. Foundation subjects are computing, history, a foreign language [KS2 only], geography, relationships, sex and health education, music, art, design technology and physical education.

- English

Reading, writing, speaking and listening are all key elements in children's education. It is these four aspects of language and literacy which underpin and support the whole curriculum. We aim to provide a structured and stimulating environment where the children can develop these essential skills. Consequently, each class has a daily period of dedicated English teaching time. This involves whole class, group and independent work. When the children are first learning to read we primarily use the Oxford Reading Tree reading scheme but, where appropriate, we have supplemented this with other relevant books.

We use Essential Letters and Sounds and the "Letters and Sounds" resources for the teaching of phonics. All pupils in the reception, year 1 and year 2 classes have a daily phonics session.

It is our hope that all of the children will, in time, read fluently and for their own interest and pleasure. To encourage this, the school has a library with a wide range of fiction and non-fiction books, audio books and magazines and all classes enjoy using this resource.

- Mathematics

Mathematical development has a central role in the curriculum and we aim to foster a positive and confident attitude to this subject. Initially, the children develop a thorough understanding of mathematical concepts through real experiences before moving on to more abstract ideas. Oral maths plays an important part in laying foundations for calculations. All pupils have a daily maths lesson. Children are encouraged to apply their knowledge and skills to problem solving and real situations. Usually, in year 5 the children have an "enterprise" event where they plan, design, market and budget for a new product which they present to investors, make and then sell in a market place event. They make the decision about how the profit should be spent and, in prior years, they have made charitable donations, purchased some classroom and playground equipment and subsidised their end of term trip.

- Science

We place emphasis on investigation-based work in science as this gives children the opportunity to study and learn about the world around them. They are encouraged to observe, investigate, question and predict for themselves through science based and cross-curricular activities. We sometimes teach science as part of a wider topic. We ensure that the children have many varied opportunities for practical, hands on investigative science. We follow Trafford guidance on the delivery of basic sex education to pupils, further details can be found in the Relationships, Sex and Health Education Policy which is available on the school website or from the school office, we carried out a consultation with parents about the content of our RSE scheme and a parent information evening is held each year for parents in year 5 and 6 before RSE is taught.

- Computing

Each class has dedicated time to study computing where they learn about coding and e-safety. In addition, we encourage the use of IT to promote effective learning in school. All classes have an interactive whiteboard and iPads/laptops/Chromebooks for group work. We also have a large mobile bank of iPads/laptops/Chromebooks for whole classes to use. We continue to identify and incorporate new and emergent technologies to engage and inspire pupils of all ages and abilities. IT is used to enhance learning opportunities and ensure that our pupils are taught key skills that they can transfer to a range of different tasks to suit the audience. Technology is an essential part of everyday life and will continue to evolve in as yet unforeseen ways, so our children will need confidence and ability to move with the changes as they arrive.

- Cross-curricular topics

Where possible we teach foundation subjects through a topic as this allows teachers to identify links between the different areas of learning. It is great to see pupils engaged in a specific topic and for them to be learning key skills in art, history, geography, design and technology as part of the topic. We encourage visitors into school to enhance the topic and where possible we take the children on trips relating to the topic. For further information on the topics being studied by year groups please do look at the curriculum section on our website [ <http://www.navigationprimary.com/page/curriculum/42433> ] .

- Foreign Languages

Pupils in years 3 - 5 have the opportunity to learn Spanish and in year 6 they will be learning French. They all participate in a weekly language lesson.

- Music

Music is essentially a practical subject. Children are encouraged to sing, compose and work creatively with sound. Through active listening, pupils' awareness, understanding and appreciation of a wide variety of music are developed. The school provides opportunities for children to take part in a wide range of musical activities and performances, including year 2 and 4 participating in a ten-week instrumental programme provided by Trafford Music Service partly funded by the school PTA and culminating in a performance for parents. There are also opportunities for children in Y2-6 to take further individual and group music lessons from Trafford Music Services.

- Personal, social, health and economic education (PSHE)

At Navigation we call this 'Skills for Life' and follow the Jigsaw curriculum. PSHE is an important area of the curriculum that helps children grow and develop as individuals and as members of families and communities. Through PSHE, pupils will develop the knowledge, understanding, skills and attitudes they need to lead confident, healthy, independent lives and to become informed, active and responsible citizens. Pupils are encouraged to take part in a wide range of activities and experiences across and beyond the curriculum, contributing fully to the life of their school and communities. They reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues that are part of growing up. They learn to understand and respect our common humanity; diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning. The personal and social development of pupils underpins our curriculum.

- Physical Education

All children participate in physical education and games. In accordance with government expectations we aim to provide at least two hours of quality PE and sport for all children during the course of a week. Through these lessons, pupils are led to an awareness of their own potential and the limitations of their bodies. We aim to develop basic movement skills and an appreciation of the importance of team work. We also encourage children to participate in daily personal challenges at playtimes and they are also made

aware of the importance of exercise and a balanced diet in maintaining a healthy lifestyle. Pupils in year 3 have swimming lessons at Altrincham Leisure Centre (Sale Leisure Centre during the Altrincham refurbishment). During Year 6 all children have the opportunity to take part in a cycling proficiency course and an outdoor pursuit residential.

- **Collective worship and Religious Education**

The school has no affiliations with a particular religious denomination. Our assemblies are broadly Christian but do reflect upon the variety of religions in our school community as well as issues affecting the school, local, national or global community. Religious Education is taught according to the Trafford Syllabus for Religious Education. Parents who wish to withdraw their child from Religious Education or collective worship should discuss the matter with the head teacher. An assembly is held daily and within this is the act of collective worship. It is essentially a time for sharing experiences as children become aware of the world around them and their place in it.

## **2. Home-school learning**

We hope that our program of homework enhances children's learning, promotes independent learning skills and provides opportunities for discussion at home about the learning that has taken place in school. We aim to make it a realistic program: flexible enough that both the child and parents can manage busy out-of-school lives. We are very grateful for the support that parents give to supporting their child's learning at home. Pupils will be given age and ability appropriate varying amounts of reading, spelling, mathematics and, occasionally, topic related homework.

## **3. Clubs and extra-curricular activities**

Our pupils are offered a wide range of extra-curricular opportunities before school, after school and at lunchtimes. Our website has an up to date list of all the opportunities currently being offered. These are provided by a mix of school staff and outside providers and we change the clubs on offer, usually on a termly basis. We offer all pupils the opportunity to experience a wide range of sports as, through participating in sport, pupils can learn a number of other skills, such as co-operating within a team situation, which can be invaluable to them in later life. We have also seen how pupils can gain in self-esteem and increased confidence in all areas of school life having experienced success in sport. We are pleased to have established close links with a number of sports clubs in the local area, and often use their expertise to improve the standards of our teaching. We also have a wide range of non-sports-based clubs, for example: art, drama, science, book and games clubs.



Sports' Leaders' Training at Old Trafford

## B: GENERAL INFORMATION

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, which are allocated in a mixture of full and part-time places. Sixty children are admitted each year and we aim to have no more than 30 children in each class.

### 1. Who's who?

Headteacher	:	Ms J Patterson
Deputy Headteacher	:	Mr J Bonsall
Special Educational Needs Co-ordinator	:	Mrs Lattin
Chair of governors	:	Mr C McDonald
Senior Leadership Team	:	Miss Kyle, Mrs Lattin, Miss Hetherington, Mr Heap and Mrs Powell

**Our teachers are:** Mrs Booth, Mrs Bowes (maternity leave), Mrs A Coates (maternity Leave), Mrs M Coates, Mrs Davenport (maternity leave) , Miss Dunbavand, Miss England, Mrs Fleming, Mrs Powell, Mr Heap, Miss Hetherington, Miss Kyle, Miss Lang, Mrs Lattin, Mrs Longworth, Mr Moseley, Mrs Morris, Miss Munro, Miss Salmon, Miss Watts, Mrs Whitworth and Mrs Wood.

Our school special educational needs co-ordinator is Mrs Lattin and the assistant special educational needs co-ordinator is Miss Lang. Our mental health lead is Miss England and our Pastoral Support manager is Miss Nobbs. If you are concerned about your child and wish to discuss it with any of them, they can be contacted via the school office [admin@navigationprimary.com](mailto:admin@navigationprimary.com) or [Sendco@navigationprimary.com](mailto:Sendco@navigationprimary.com)

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

**Office Staff are:** Mrs Turner, Mrs Johnson, Mrs Coombs.

### 2. School uniform

There is no uniform for nursery children although the vast majority of parents choose to get school uniform for them.

Children from reception through to year 6 must wear school uniform. School appreciates parental support in enforcing its uniform policy. School uniform can be bought online from [Gooddies.co.uk](http://Gooddies.co.uk) or in any retailer.

Winter	Navy sweatshirt or cardigan with or without school badge. White polo shirt with or without badge. Grey trousers/grey shorts/grey skirt/grey pinafore or grey culottes. Grey or black tights or socks [not leggings]. Black shoes – trainers are not acceptable. Please do not send children in in boots as they are not practicable for all day at school. If there is adverse weather children can wear their boots to school and then change into their school shoes.
Summer – summer term and autumn 1	As above or a blue white gingham dress with white socks or tights.

PE kit	Black shorts White T-shirt (plain) Pumps A plain navy sweatshirt and jogging bottoms for colder months. Trainers – please ensure these are proper sports trainers that support developing feet.
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**PLEASE LABEL ALL ITEMS OF CLOTHING AS THE SCHOOL CAN NOT BE HELD RESPONSIBLE FOR LOST ITEMS.**

Jewellery - The only acceptable jewellery to be worn in school is a watch and one pair of stud earrings. These should be removed for PE, games and swimming.

Hair - shoulder length hair and longer should be tied back for health and safety reasons. We do not permit children to have extreme haircuts; examples would include unusual hair dye, shaved heads or shaved patterns. Please note that hair accessories should be small and blue/and or yellow or blue and white in summer.

### 3. Lunchtime arrangements



The school operates a ‘healthy eating’ policy. In EYFS and KS1 the children are provided with a fruit snack each morning as part of the 5-a-day National Fruit Project and in KS2 we encourage the children to bring fruit or vegetables for snacks at mid-morning break. All children in Reception, Year 1 and Year 2 are entitled to receive a free school meal each day in school. Details about eligibility and applying for free school meals can be found on the Trafford website [ <https://www.trafford.gov.uk/residents/schools/trafford-catering/free-school-meals.aspx> ]. If your family is eligible for free school meals this in turns helps provide essential additional funding for the school which benefits your child so please do make sure you apply even in reception to year 2. Trafford Catering Services provide school dinners which are cooked on the premises in accordance with the Government and local authority guidance.

At lunch-time pupils may either: -

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

EYFS lunch	:	11.30am
Y1 lunch	:	11.45am
Y2 & 3 lunch	:	12noon
Y4 – 6 lunch	:	12.20pm

All reception and KS1 children are, under current legislation; entitled to a free school lunch if you decide to opt out of this scheme please provide one week’s notice via 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 Policy, 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.

We use an online ordering and payment system (My Evolve Hub) for school meals where parents and children choose their meals in advance; this has to be done at least a week in advance and can be done on a weekly basis or in a block.

#### **4. Money Matters**

ParentPay is Navigation Primary School's online payment website. We only accept payments online for school meals and trips. ParentPay offers you the freedom to make these payments whenever and wherever you like, 24 hours a day, 7 days a week - safe in the knowledge that the technology used is of the highest internet security available. If you have more than one child at our school you can merge their accounts giving you future access using a single set of login details; click on 'Add a child' and follow the simple steps! Please contact the school office for more details or if you have any queries.

#### **5. Travelling to and from school**

The car park at the side of the school building is not for the use of parents in cars at any time of the school day, except for parents picking up from Kids Collective after school hours. This is a staff and visitor car park and it is not a safe place to drop off or pick up children from. In the interests of safety, and for the goodwill of our neighbours, we urge all parents and carers who bring and collect children by car to observe the road markings outside school. Also, please be responsible when parking your car so as not to block driveways or actually create a hazard near to road junctions.

Please encourage children to cross the roads safely by using the School Crossing Patrol available. We have provided playground shelters in both playgrounds so that there is somewhere for you to wait safely within the school grounds. If it is at all possible, we would urge you to consider walking to and from school. We have cycle stands in the playground which are available for children to leave their bicycles/scooters at school. If parents/carers wish it, children in year 5 and 6 can walk home alone as long as written permission has been given to school.

Please note: The school cannot be held responsible for items of value brought onto the school premises.

#### **6. Times of the school day**

##### EYFS - Nursery

Start of morning session 8.45 am

Lunch Break 11.30 [full time places only]

End of morning session – 11.45

Start of afternoon session 12.25pm

End of School 3.25pm

Outdoor play throughout the day

##### EYFS - Reception

Start of morning session – Autumn term is 8.45am, from January onwards we have an 8.45-8.55am drop-off window – lessons start at 8.55am

Lunch Break 11.30

Start of afternoon session 12.30pm

End of School 3.25pm

Outdoor play throughout the day

### Year 1 - 3

Start of morning session - children can be dropped off between 8.45 and 8.55am, lessons start at 8.55am

Morning Break 10.15am – 10.30am

Lunch Break 12.00

Start of afternoon session 1.00pm

Afternoon break – 2.10pm

End of School - 3.25pm

### Year 4 - 6

Start of morning session - children can be dropped off between 8.45 and 8.55am, lessons start at 9am.

Morning Break 10.35 am – 10.50am

Lunch Break 12.20pm

Start of afternoon session - 1.20pm

Afternoon break - 2.25pm

End of School - 3.30pm

Good attendance and timekeeping are vital to ensure that children settle into school well and access all of their learning opportunities to ensure they fulfil their potential. The Punctuality and Attendance Policy is available on the school website. Children who arrive after 8.55am 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.

The school gates are opened at 8.40am 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. Younger children should not be left unaccompanied by an adult.

## **7. Admission arrangements**

Admission to Navigation Nursery is managed by the school. A copy of the Nursery Admission & Top-Ups Policy can be found on the school website in the information tab and in the admissions section or by contacting the school office.

The Governing Body of the school follow Trafford Local Authority Admission policy for admission to the main school (reception onwards). All applications for a place or places at a Trafford Community School should be made to the School Admissions team. Please see Trafford's website for further details or ask in the office for a copy of the policy.

## **8. Board of Governors**

The governing body of the school meet on regular occasions throughout the year. The governors are valued members of our school team and work hard to make our school the best it can be. The school's governors are:

Mr C McDonald [chair]	Mr R Laverick [vice chair]
Mr J Bentley	Mrs M Roberts
Miss L Hetherington	Mr M Bristow
Mrs. A Johnston	Dr L Lim
Mr D Morgan	Ms J Patterson [headteacher]
Mrs H Nesbitt	Mr. C Studholme
Mr J Bonsall (associate governor)	

## **9. Community Links**

We pride ourselves on the many varied links that we have with members of the local community. We believe that our pupils benefit greatly from knowing that our school is at the heart of the community and that they are part of a thriving local community. Visitors have a valuable role to play and can contribute to many aspects of the life and work of the school. They deliver talks, workshops and full day activities across a wide range of subjects, giving pupils access to outside experiences and expertise. Visitors provide a link with the wider community – children have the opportunity to work alongside artists, musicians, authors, health professions and others. We are always looking for ways to bring together stakeholders in the school with representatives from outside agencies, local residents and voluntary organisations. Throughout the year our children attend events in the local area such as carol singing and fun days.

## **10. Before and after school care**

Before and after school care at Navigation Primary is provided by Kids Collective. They lease space on site to provide this service and further details can be found at <http://kids-collective.co.uk/before-after-schoolclubs/navigation-primary-school/>



## **C PASTORAL CARE**

### **1. Keeping your child safe and well**

Your child's safety is our prime concern at all times. Whilst the children are in school, the teachers act 'in loco parentis', acting as any responsible parent would. Children are made aware of a range of dangers they may meet in life and are advised how to deal with these in assemblies and within class activities. Please help us to keep your child safe and well by:

- ensuring that we have at least two up- to- date contact telephone numbers to contact you should an emergency arise along with work numbers and up-to-date email addresses. When your child starts school, we will ask you to complete a contact form so that we have this information. If you change your address, telephone number or email please inform school immediately;
- telling us if your child has been unwell or has had an accident or is upset about something that happened either at home or at school;
- telling us if there is a change of circumstances at home;
- notifying us immediately if your child is ill, absent or late. In order to ensure the safety and well-being of your child, we ask that parents/carers notify school before 9.30a.m. on the first day of a child's absence. If we do not receive a message, a member of the office staff will attempt to contact you to ascertain your child's whereabouts.
- We also need to be aware of any medical conditions which may affect your child. This information should also be noted on the contact form.

## **2. Medication and Illness**

The welfare of any child who becomes ill or injured is dealt with by a registered first aider and the headteacher is informed. If necessary, the parent is contacted. If your child suffers from asthma, an inhaler and spacer should be provided for use in school and an asthma form completed with instructions for use. The inhaler must be labelled with your child's name and in date. Please note: this is the parent or carer's responsibility.

Any other medicines must be taken to the school office by an adult and an instructions form completed. No medication, including throat lozenges etc. should be kept in a child's bag. Medication must be in the original packaging with dosage etc. clearly visible.

During warm summer months all children should have a named sun hat in school which they will be encouraged to wear when playing outside. School staff members are not permitted to apply sun cream to children, but we would ask that you apply a long-lasting sunscreen before school in sunny weather. Children may reapply their own sun cream which must be provided in a clearly named container.

## **3. School Security**

Within school we have an electronic entry system at the school office. Any children that arrive late for school or need to leave school during the school day are required to be signed in or out electronically by the adult accompanying them. All visitors to the school must wear a photographic badge/sticker so that staff and children are aware of their presence. We do ask that parents and carers support us in this by observing the precautions we take. When necessary, adults will be asked to show proof of identity or a recent DBS check.

Dogs, other than service dogs, are not permitted on the school grounds for the health and safety of all the pupils. We would also ask parents/carers not to tie dogs up to the railings outside the school entrances as these areas become very crowded.

### **Mobile phones**

- Pupils – if a pupil in year 5 or 6 needs to bring a mobile phone to school their parent/carer must complete the Mobile Phone Agreement form available in the policies and forms section of the school website or from the school office. Mobile phones must be handed to their class teacher upon entering the classroom and picked up again at the end of the day. Mobile phones are not permitted to in school bags, coats etc. in the classroom and must not be used on school grounds.

- Visitors - to comply with the school's safeguarding procedures, visitors, including parents and carers, must not use mobile phones inside the school building

#### **4. Child Protection and Safeguarding**

Navigation Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. Staff member work hard to maintain an environment where children feel safe and secure. The curriculum is designed to ensure opportunities for children to develop the skills they need to recognise and stay safe from abuse including whilst accessing the internet. Children know that they can approach any of the adults in school if they are worried and that they will receive a consistent supportive response. To ensure safeguarding requirements are met, Navigation Primary:

- has clear staff recruitment and selection procedures, ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the DBS procedure;
- aims to raise awareness of child protection issues and equip children with the skills needed to keep them safe;
- develops and implements procedures for identifying and reporting cases, or suspected cases of abuse;
- supports children who have been abused in accordance with his/her Child Protection Plan;
- establishes a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

If you would like to know more about the school's policy or procedures for safeguarding, please speak to the headteacher who is the designated safeguarding lead or in her absence, Mr Bonsall or Miss Kyle, the deputy safeguarding leads.

#### **5: Special Educational Needs and Disabilities (SEND)**

Navigation Primary is an inclusive school that works in compliance with the Code of Practice for Children with Special Educational Needs and Disabilities. This means that each child is provided with work, which is suited to his or her individual ability. The aim of the school is to give each child the opportunity to achieve their potential from the least to the most able. For those children who are particularly able, the curriculum is extended so that their needs can be met. As an inclusive school, the staff and Governors of Navigation Primary believe that all children benefit from learning and playing alongside children with differing needs. Navigation Primary has always welcomed pupils with special needs, whether they are of a physical, medical or educational nature.

The school is easily accessible, it has a lift and disabled toilet facilities. Any pupils who have a disability may apply for a school place in the same way as any other child. Staff members are always prepared to take time to become well-acquainted with a pupil's particular needs and will liaise with any other agencies and support services to ensure that the child is able to enjoy and achieve at school.

