

# Marlborough Primary School



**...Inspiring, Educating, Developing  
2018 - 2019**





# School Prospectus

September 2018

**Every Child Matters: we believe that “Every Child Matters” and will do our best to help children to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.**

Marlborough Primary Academy  
Morice Square  
Devonport  
Plymouth PL1 4NJ  
Telephone; - 01752 567681  
Fax: - 01752 605280

E-Mail: [marlborough.primary.school@plymouth.gov.uk](mailto:marlborough.primary.school@plymouth.gov.uk)  
<http://www.marlborough.plymouth.sch.uk>

## Quality marks

### The school holds the following Quality Mark Awards:

Active mark: 2007, 2008, 2009, 2010  
International Award: 2006, Renewed September 2009  
Arts Mark: 2007  
Healthy Schools: 2007, Healthy Schools Plus 2009  
Financial Management of Schools: Standards Award FMSIS  
Nurture Class Kitemark  
Eco Award Silver  
Early Talk Level One  
Food for Life Bronze Award  
Healthy Child Quality Mark - Bronze 2012  
International School Award 2013  
Basic Skills Quality Mark Award 2013



"This is a good school."  
Ofsted 2015



## Mission Statement

Our mission is to nurture children with active and creative minds, a sense of understanding and compassion for others, and encourage them to lead aspirational fulfilling lives developing the skills to become independent, self sufficient adults who will succeed and contribute responsibly in a global community. We stress the total development of each child: intellectual, social, emotional, spiritual, moral and physical in a welcome, secure and stimulating learning environment. All aspects of the school's organisation are designed to accommodate individual learning styles so that all may experience success.

## Our Values

At Marlborough we value:

- People – pupils, parents and staff
- Community and Stakeholders
- Diversity and Equality
- Improvement

## Our Goals

- ✚ To ensure excellence in teaching and learning, in the example shown through leadership and in all aspects of school life.
- ✚ To nurture and support all abilities, helping every child to achieve his/her potential in all areas of learning – social, intellectual, physical, emotional and spiritual.
- ✚ To equip children with the skills and positive attitudes to become creative and independent thinkers and to become learners for life within an ever-changing world.
- ✚ To provide the full breadth of the National Curriculum with emphasis on the basic skills of literacy, numeracy and ICT.
- ✚ To develop learning activities which stimulate positive models of enquiry, reflection, challenge and innovation.
- ✚ To promote an attitude of care, tolerance, trust and respect among the children, within the school and within the local and wider, global community.
- ✚ To teach children the role of stewardship of the world in which we live.
- ✚ To maintain an environment of quality in which all members of the school family, including their contributions, are valued.

**Our mission statement, values and goals underpin all that we do at Marlborough.**



## Message from the Chair of Governors

The Governors of Marlborough Primary School welcome you.

Marlborough Primary School is a lively and progressive school in the heart of the Devonport area of Plymouth. Our most recent Ofsted inspection, (February 2015) achieved a 'good school' status and it was recognised we are rapidly improving. The inspectors highlighted:

*'Staff work effectively to eradicate any differences in the achievement of groups of pupils. This is because staff have very high expectations of them'.*

One of the most important things about running a school is good communication between stakeholders - children, staff, parents, governors, neighbours, the community and visitors. I regard this as fundamental to our strategy for the coming years given our position in the community, not least because of the rapid pace of change that is progressing in Devonport and its surrounding areas. This provides exciting challenges and opportunities for the future, for which I know the team at Marlborough will respond to effectively for the good of Devonport and Plymouth as a whole.

Governors at Marlborough take our responsibilities very seriously. We support the headteacher and the rest of the team to deliver the best possible educational experience to the children. Our role is to ensure efficient management of finance, for salaries, running costs, maintenance and equipment. We oversee the development of policy and procedures, and control key staff appointments. The most important role we have is monitoring school's progress, working with the headteacher and the staff to set and meet annual targets.

We, at Marlborough, are delighted at our schools continued and proven improvement. We are very proud of the hard work of our children and staff to maintain progress. We are confident we will continue to improve and set the standard amongst inner city schools within Plymouth. Marlborough is looking forward to how we can develop the school further. An exciting new development means we have become a trust school which will be explained later in this prospectus.

At Marlborough, we are a happy and thriving school. Nothing beats walking through the door and experiencing the buzz of our school in action, and we feel this is a good reflection of the commitment and passion we all share in making Marlborough Primary an excellent school for the people and community it serves.

I welcome feedback and involvement from parents, and am always pleased to hear views, opinions and suggestions. I very much look forward to hearing from you.

Chair of Governors

## Message from the Headteacher

Marlborough Primary is a happy, hard-working and successful school. Working to our stated values the children are able to develop to their potential academically, socially, spiritually and creatively. Our approach is very much child centred, and learning is based on individual personalised needs.

We have an extremely dedicated, and supportive staff who work very hard with the drive to provide the best opportunities for all our pupils in a safe and secure school environment. We very much welcome and appreciate the positive support we earn from our parents and of the wider community, and strive for an open and welcoming environment where we can work in partnership for the benefit of our children.

At Marlborough Primary, our goals prepare children for an ever changing and complex world. We need to equip them with the skills they need to cope with all the challenges and the opportunities of life in the 21<sup>st</sup> century. Our children are at a crucial age where we have the commitment to encourage and develop them to become responsible and confident adults. Our mission statement sets the strategy for the school, to instill a love of learning in all our children through motivating them, by providing engaging quality learning experiences and developing a deep understanding of how they learn. Thinking is central to developing independent learners and we encourage reflection and problem solving within the children to extend and challenge them to achieve. High expectations underpin all we do, and all children are supported in their challenges to meet them. At the centre of learning is a broad curriculum which ensures every child is able to achieve.

I hope you enjoy finding out about us. If you are not a parent and would like to visit, please do not hesitate to contact me.

*Rachel Summers*

Headteacher

## Curriculum

Through our creative, thematic curriculum, children are encouraged to take ownership of their learning. Children develop a deep understanding of how they learn, and how they can develop learning habits to achieve their potential not just at school but throughout their lives.

In each year group, we base a terms planning on a different theme to inspire and engage the children. We teach the required subjects of the national curriculum 2014, as well as non-statutory subjects:

Literacy, Numeracy, Science, History, Geography, Design Technology, Art, Music, Religious Education, Physical Education (including swimming in KS2), Modern Foreign Languages (KS2) and Personal Social Health Education.

We utilize a cross curricular approach where appropriate links are made between subjects. Learning starts from the children's own experiences. When planning for each term's theme we organize visits and events to enrich and broaden children's experiences. Children are encouraged to explore, use their imagination, persevere, accept challenge, questions, make links, problem solve, work with others as well as work independently, and to be reflective in their thinking. Their natural inquisitiveness is nurtured in a safe environment, where we encourage children to take risks and learn from setbacks, using them as opportunities for learning.

We have been developing the outside space into our 'outdoor classroom'. We have qualified 'Forest School' teachers in Year 1 and Year 2, who work with children from across the school each week. This has had a huge impact on the engagement of pupils both during their outdoor learning sessions but also back in the classroom. All teachers take learning outside where appropriate to enrich children's experiences.



## Safeguarding Children

Our school community has a duty to safeguard and promote the welfare of children who are our pupils. All staff including volunteers and supply staff must ensure that they are aware of our procedures. The document 'Keeping Children Safe in School' is used to train staff on policies and procedures regarding Safeguarding.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will endeavor to ensure that our concerns about pupils are discussed with their parents/carers first unless we have reason to believe this is not in the child's interest.

The school Child Protection Officer (Designated Person) is Miss Lisa Majer. The Deputy Child Protection Officers are Miss Summers, Miss Murts and Mr Dore.

## Admissions

The planned number for children to join the school each year is 30. The precise organisation of children into their classes will vary from year to year, according to the number of children in a particular age band. Approximately 185 children are on the school roll for the Autumn Term 2018.

We take children from 3 years of age to 11, and since April 2013 started taking some children from the age of 2 years through the 'Me2' government funding.

Children from our catchment area will be admitted to school following the guidelines laid down by Plymouth Local Authority (LA): Contact Plymouth City Council School Admissions. Children who are five between the 1st of September and 31st August are admitted into the Reception class in the September of the academic year that they are going to be five.

The parents of children, wishing to transfer them from another school, need to contact the School Admissions team at Plymouth City Council.

## Admissions to Nursery

Please see Foundation Stage prospectus.



## The School Governors

<b>Mrs Lara Sinclair</b>	<b>Chair/Governor</b>
<b>Mrs Shelagh May</b>	<b>Vice Chair/Trust Governor</b>
<b>Miss Rachel Summers</b>	<b>Head Teacher</b>
<b>Mrs E Beard</b>	<b>Teacher Governor</b>
<b>Ms Catherine Dickson</b>	<b>Parent Governors</b>
<b>Mrs D Carpenter</b>	<b>Staff Governor</b>
<b>Co-opted Governor</b>	
<b>Mr Michael Shaw</b>	
<b>Mrs Jackie Duggan</b>	

The school governors meet at least once a term.



## School Staff

### Teaching Staff

Name	Role	Other responsibilities
Miss Rachel Summers	Head Teacher	Teaching & Learning/Assessment/PSHE
Miss Sarah Murts	Deputy Head Teacher	Literacy
Mr Andy Dore	Acting Deputy Head Teacher	Maths/Data
Mrs Dawn Hackworthy	Foundation 1 Teacher	Foundation Stage Leader
Mrs Brenda Farleigh	Foundation 2 Teacher	Computing/ICT E Safety
Mrs Monica Perez	Year 1 Teacher	Art, Early Years Leader
Mrs Eileen Beard	Year 2 Teacher	History/Geography
Miss Lauren Millar	Year 3 Teacher	DT/Art
Mr Andy Dore	Year 4 Teacher	Maths, Deputy Head (acting)
Mrs Laura Mattson	Year 5 Teacher	
Mrs Karen Pool	Year 6 Teacher	PE
Mr Brendan Anderson	SENDCo, Science Lead	

### Teaching Assistants Staff

Name	Role
Mrs Sue Dolmore	Foundation
Miss Petra Vince	Foundation
Mrs Emma Clouter	Foundation
Mrs Rachel Hambleton	Foundation
Miss Kelly Barrows	Year 1
Mrs Gemma White	Year 1
Ms Michelle Totterdell	Year 2
Mr Danny Zalick	Year 2
Mrs Angie Moy	Year 2
Miss Debbie Blower	Year 3
Mrs Ann Lewis	Year 3
Mrs Diana Carpenter	Year 4
Mrs Janet Kevern	Year 5
Mrs Chrissie Hollands	Year 6

### Other School Staff

Name	Role
Miss Lisa Majer	Designated Safeguarding Lead
Mrs Denise Skinner	Parent Support Advisor
Mrs Karen Prout	Admin Assistant
Miss Natasha Peerless	Reception
Mr Robin Beard	Caretaker
Mrs Marjorie Eyre	Cleaning staff
Mrs Monica Floyd	Cleaning Staff

### Visiting Specialists

School Nurse	Sarah Pulley (No set day for visits)
School Psychologist	Mr Adam McCartney
Education Welfare Officer	Mr Mick Batley

## School Time

The school hours are:

8:45am until 3:00pm



The dinner breaks last for one hour for KS1 and 45 minutes for KS2.

KS1 Lunch break – 12 noon until 1:00pm

KS2 Lunch break – 12:15pm until 1:00pm

## Nursery Times

Foundation 1 Session times are:

Morning Session – 9.00am – 12.00pm

## School Attendance

The school works hard to promote good life habits for children and included in this are the qualities of punctuality and good attendance at school. Children who miss too much school will be put at a disadvantage in comparison to their peers whose attendance is good. At the end of the year every child who has achieved this target figure or better will be entered into an end of year lottery, with prizes of bicycles for one lucky winner from each key stage.

## Children's Arrival

In the morning children in from F2 (Reception) to Year 6 should be brought to the school playground at 8.40am. Their teacher will collect them and school will start at 8.45am. There will always be a teacher on duty from 8.40am each morning but children remain the responsibility of their parent/carer until this time. Children attending the Nursery class (Foundation 1) need to use the Foundation gate and wait in the Foundation playground/garden area until the start of school.

## Sickness

If your child is unwell please keep him/her at home. Parents are required to notify school if a child is ill by phoning the school office on **01752 567681**.

## Collecting children

At home time, we like parents to come into the school playground to collect their children. Parents are welcome to arrive at 2.55 p.m. to wait. The children from F2 to Year 6 will be brought down to the main playground when the bell rings at 2.55pm. We shall not let young children leave the school by themselves, unless their parents have specifically instructed us. Those children in KS2 who are given parental permission to walk home by themselves will leave the school via the playground gate. F1 and F2 parents collect their children from the Foundation garden/playground, which is accessed via the Foundation gate. If parents wish to

send someone else to collect their child they must phone the school and name the person who will make the collection.

## **School Closure**

If for any reason (e.g. bad weather) you suspect that the school may be closed please listen to local radio for details of school closures and or visit our website.

## **Mobile Phones**

We do not allow children to have mobile phones in school. However, if a parent is concerned about a child's safety on the way to or home from school, please let us know and we can make a special arrangement.

## **School Meals**

School meals are cooked on the premises in our own school kitchen and are of a very high standard. Children have a choice of main course and dessert each day, and great care is taken to ensure that a balanced and healthy diet is provided. A school dinner costs £2.00 per day. The school meals menu is published in the local press and on Plymouth City Council's website.

## **Free School Meals**

Some children are entitled to a free school dinner. This is decided by the Area Education Office and will depend on your financial circumstances. If you wish to find out more, please ask at the school office.

## **Packed Lunches**

Some children like to bring a packed lunch to school. We are working with parents to ensure that all packed lunch children follow government guidelines for a healthy packed lunch and were recently awarded the Healthy Child Quality Mark – bronze (December 2012). We recommend: a sandwich or pasta salad, fruit, yoghurt and a drink (no fizzy or glass bottles). They may also have crisps (no more than 1) and a biscuit/cereal bar (not more than 1) as part of a healthy lunch. Please ensure that your child's lunch box is clearly marked with their name and class.

## **Breakfast Club**

A Breakfast Club is open every morning from 7.30 – 8.30 a.m. run by Danny Zalick. Children can eat a range of breakfast items: toast, crumpets, cereal, juice, tea or hot chocolate. There is usually a cooked breakfast on offer once a week. The charge for breakfast club is 50p per day.

## After School Club

The club meet in the KS1 spare classroom each day from 3 until 5pm. Janet Kevern is in charge of the club, and arranges a variety of activities for children to take part in. The children are offered a drink and a snack during the session. Children who attend the club may take part in other after school activities that the school organises as part of its extra- curricular commitment but parents would still be expected to pay in full for attendance at the after school care club. The charge is £5 per day, for all or part of a session. Children can attend as many or as few sessions as parents wish as long as this is paid for in advance. There is a £2 per session reduction for each subsequent child so that a family with two children at the club would pay £8 instead of £10 for an after school session from 3-5pm.

Please contact the school office to book your child in the club.

## Holiday Clubs

The clubs run from 10am until 3pm during most of the holidays and are priced at £5 per session. Information is sent out during the weeks before the holiday.

## School Uniform

### Girls

White or grey shirts/blouses

Navy blue or grey jumper/cardigan

Grey skirt/trousers

Black, brown or blue sensible shoes

(no trainers)

### Boys

White or grey shirt

Navy blue or grey jumper

Grey trousers

Black, brown or blue sensible shoes

A school tie was introduced in September 2012, the wearing of which is optional. Uniform and book bags etc. can be purchased at the 'School Wear' shop in Mayflower St. in Plymouth city centre. The wearing of jewellery apart from stud earrings is prohibited for safety reasons.

## PE Kit

Girls will need a leotard or shorts and tee shirt and plimsolls.

Boys will need shorts, tee shirts and plimsolls.

## Parent and Toddler group

There is a Parent/Toddler Group, which meets every Tuesday morning in the school hall. This is organised by Shelagh May, the Parent Support Advisor. It is a very informal group where parents have the time to chat over a cup of coffee.

## Open Evenings for Parents

We have two open evenings each year in October and July, for parents to talk with their child's teacher about his/her progress. Of course you do not need to wait for one of these open evenings if you have some particular concern.

Please feel very welcome to come in and see us at any time. All you need to do is to contact the school office and we will arrange for you to discuss the matter with the appropriate member of teaching staff, at a time which is mutually convenient.

## Home School Links

Educational research shows that children do best where there are strong links between the home and school, when the parents and teachers work together. If there is a problem at home, which might affect your child in school, please do not hesitate to let us know.

## Homework

The cornerstone of a successful homework policy lies in the partnership between home and school. We set homework regularly for the children and below you will find our homework timetable. For the policy to be successful and to help children improve we need your support.

## Charging for Events

We are very keen to organise a variety of extra-curricular trips/activities for children. We are mindful of the need to ensure that these trips are reasonably priced so that all can take part and no one is left out. We normally request a contribution from parents but are more than willing to listen and try to help if parents find these contributions too high, however we do reserve the right to cancel an activity or trip if the payment might be a burden on the school.

## Special Educational Needs

Some children may need additional help and support with certain aspects of school life. This school complies with the Special Educational Needs Code of Practice, which is designed to identify and offer help to those who are struggling, at an early stage, put strategies in place to support individuals and seeks to close the gap. Parents are kept fully informed of their children's progress and when we feel someone is falling behind; parents will be consulted about the best way to help the child forward.

## School Counsellor/Drama Therapist/Art Therapist

We have a range of additional support for pupils who may be facing challenging emotional circumstances. Currently we have art therapist, drama therapist, school counsellor, learning

mentor and horticultural therapist, who all work in the school on a weekly basis. Children may be referred after consultation with parents.

## Promoting Positive Behaviour

The school encourages and rewards good, positive behaviour. Children are invited to take part in discussing and framing school rules. There is a school council with a representative from each class elected by classmates and this council meets regularly to consider school issues from different points of view. We have a House system and children are able to win team points for their 'House'. The winning house is announced at the Friday achievement assembly. Each child also has a sticker book and staff award stickers. When the book is full this is celebrated at a school assembly and children have the chance to select a prize

**If you would like to come for a visit, please call the school office on  
567681.**

