Welcome to Leverhulme Community Primary School

Admission Pack

Name:

Class:

A very warm welcome to Leverhulme Community Primary School!

Our Head Teacher's name is Mrs Curley

Your child's teacher's name is:

The teaching assistant's name is:

Your child is in Class:

School starts at 8.45 a.m.





School ends at 3.15 p.m.





Email: office@leverhulme.bolton.sch.uk

Website: https://www.leverhulme.bolton.sch.uk/

Phone number: 01204 333123



Our school uniform is:

- Pale blue/white polo T-shirt
- Purple school sweatshirt or cardigan
- Grey/black trousers or grey/black knee length skirt
- Lilac/White or Pale blue/white gingham or striped dresses may be worn during the summer term
- Black sensible shoes (please note trainers are not suitable for day to day wear in school)

For PE you will need:

- Black shorts
- White t-shirt
- PE pumps
















You can buy most of this in any supermarket, but the School logo sweatshirts and cardigans are available from:

Smart Clothing,
Bolton Market Complex
Blackhorse Street
Bolton
Tel: (01204) 392610

labelplanet BUY STIKINS® NAME LABELS

Please make sure your name is in all items of clothing.
Jewellery and make-up, including nail varnish, should not be worn in school. Children with pierced ears should only wear studs, for safety reasons.




School Meals

All children in Reception, Years 1 and 2 are entitled to a Universal Infant Free School Meal. If you receive this but think you may also be eligible for Benefits Based Free School Meals it is important you claim as school receives additional funding which is used to help your children. You may also be eligible for some support in the school holidays.

To check whether you are eligible you need to contact Bolton Council at this address or school can check for you:

https://www.bolton.gov.uk/free-school-meals-clothing-allowance/free-school-meals-help-school-uniform

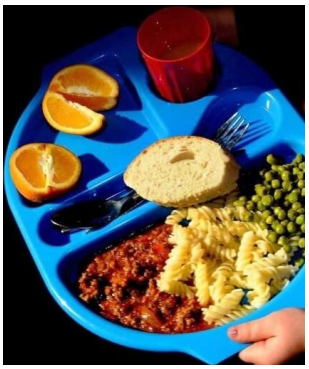
If you need help to do this, please ask the school office staff.

If you are not eligible, the cost of a school meal from Year 3 onwards is £2.55 per day (£12.75 per week), payable in advance. You can pay in cash or via ParentPay, which the office staff can arrange for you once your Child has started with us.

Alternatively, your child can bring a packed lunch with them from home.

Here is a link to check the school menu:

https://www.leverhulme.bolton.sch.uk/statutory/school-menus/





Attendance

Please see website for full policy

- Pupils with regular attendance make better progress, both socially and academically.
- Pupils with regular attendance find school routines and school work easier to cope with.

At Leverhulme, we believe good attendance is essential to your child's success. When children attend school regularly, they thrive socially and academically. We're here to support your family in making school attendance a positive experience for your child.

School Hours and Attendance

- **Start Time:** The school day begins at **8:45 am**, with doors closing at **9:00** am. Please ensure your child arrives on time.
- **Late Arrivals:** Students arriving after **9:00 am** should enter through the main entrance and will be marked late.
- The school day finishes at **15.15.** Please pick up your child promptly – if there isn't an adult to collect, there may be a charge.
- Children should be brought to school and collected by an adult. When children are in year 5 they can request to walk home alone, but please inform the class team. If you want an older sibling to collect, permission must be sought beforehand.
- **Absences:** If your child is unwell, please notify us by 9:00 am via phone (01204 333123) or email (office@leverhulme.bolton.sch.uk). Unreported absences will be followed up by our attendance officer.

Illness/medical appointments



- Whilst illness or medical appointments sometimes are unavoidable generally, we encourage scheduling appointments outside school hours whenever possible. We may at times ask for medical evidence. Children should only be off school if not well enough to attend. If school feels it is not an eligible reason, this may lead to an **unauthorised** mark.
- Unauthorised absences include holidays during term time.
- Regularly missing school without valid reasons may lead to a fine of £160 per parent, per child.

If you have 10 sessions (5 school days) or more of unauthorised absence, you will qualify for a fine of £160 per parent, per child.

All holidays in term time are unauthorised.

Support for Families
We understand that challenges sometimes affect attendance. Our team is here to help identify and address any barriers your child may face. If you have concerns, please speak with us—we are committed to supporting every student's attendance journey.

Celebrating Good Attendance
We recognise and celebrate regular attendance! Every half term, students with excellent attendance can earn rewards like certificates, prizes, and even special events. Each class compete to get the best attendance each half term – the winning class get a visit from Party Bear (who brings pizza!)

Together, let's make every school day count for your child's growth and success!



100%	Perfect – well done!	0 missed lessons	You're giving yourself the **best** opportunity for success. **Incredible!**
97% - 99%	Impressive!	Up to **6** days absent from school	30 missed lessons You're giving yourself the best chances of success
95%- 96.9%	Good!	Up to **10** days absent	Keep it up – you're doing well
92% – 94.9%	Worrying!	Up to **15** days absent from school	75 missed lessons Too many missed school days. Less chance of success.
90-91.9%	Concern!	Up to **19** days absent from school	95 missed lessons Poor attendance means lower chance of success
< 90%	Serious!	**Persistent absence from school**	Over 100 missed lessons Very poor attendance has a serious impact on education and reduced life chances

School Information – Leverhulme Community Primary School

Our Relationships and Behaviour Policy fosters a nurturing, inclusive environment where every child feels valued, safe, and empowered to make positive choices. We prioritise collaboration with parents, carers, and external agencies to support each child's unique needs.

Key Principles

- **Positive Relationships:** Building strong, respectful relationships helps students feel secure and supported.
- **Self-Regulation and Emotional Growth:** We focus on emotional skills to help students manage their behaviour, using restorative practices to encourage reflection and growth.
- **Safe and Predictable Environment:** Clear routines create a positive, welcoming atmosphere where children feel safe and ready to learn.

Core Values

1. **Include:** Fostering belonging through trust and communication.
2. **Achieve:** Supporting academic and personal growth.
3. **Succeed:** Encouraging perseverance and teamwork.
4. **Together for Success:** Emphasising collaboration for every child's success

Rewards

Children receive digital dojo points for positive behaviour which badges are awarded at different milestones. Certificates are also awarded in weekly assemblies for Star of the Week where children can choose an additional prize. For example, hot chocolate with a firend. There are also additional awards for Value of the Term.



ClassDojo



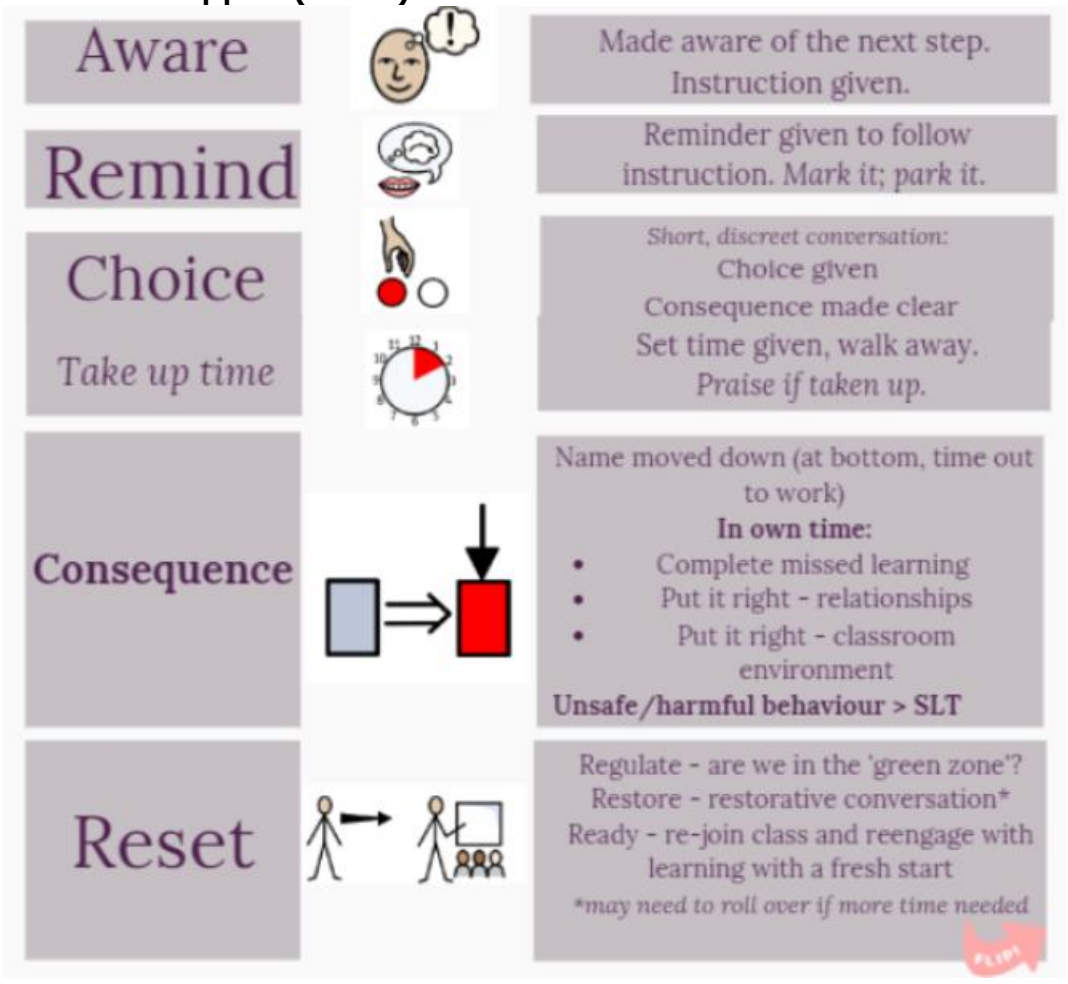


Behaviour Expectations



- **Be Ready**: Prepared and willing to learn.
- **Be Respectful**: Show kindness and listen to others.
- **Be Safe**: Act responsibly for everyone's safety.

Behaviour Support (ARCC)



1. **Aware**: Notice the behaviour.
2. **Remind**: Gently reinforce expectations.
3. **Choice**: Offer a chance to correct behaviour.
4. **Consequence**: Apply fair consequences if needed.

Restorative Practices & Emotional Support We use mistakes as learning opportunities through restorative conversations and emotional resilience lessons.

Family Partnership We partner with parents to support each child's growth, tailoring extra support where needed.

In Summary Leverhulme aims to create a safe, encouraging space where every child can thrive and grow into a responsible, successful individual. For questions or support, please contact us!

Friends of Leverhulme

We have lots of fun events that happen throughout the school year. These are for the children and families. Please see our friends of Leverhulme page to find out more
https://www.leverhulme.bolton.sch.uk/statutory/friends-of-leverhulme/





Wider support

BOLTON'S MONEY SKILLS SERVICE

Money Skills can help you with rent, council tax arrears, utilities or any other bills.

Service also helps with **budgeting** and **energy guidance**.

Contact details: Phone: 01024 331968 – Email: moneyskills@bolton.gov.uk – Text: 07909 930224

Local Welfare provision



Help in a crisis or emergency

https://www.bolton.gov.uk/benefits/help-crisis-emergency

Or call **01204 328000**

Community Groceries - affordable groceries



VISIT US

The Mill,
Bury New Road,
Bolton,
BL2 6QE

Mon - Fri: 9:30am - 4:30pm

CONNECT WITH US

01204 226511

Community Grocery Bolton

@communitygrocerybolton

bolton@communitygrocery.org.uk

Safeguarding Summary

At Leverhulme Primary School, safeguarding and child protection are our top priorities. Our safeguarding policy includes strict protocols for creating a safe learning environment, recognizing and responding to signs of abuse, and ensuring all staff are trained to protect the welfare of our students. We are committed to working with parents, carers, and external agencies to provide comprehensive support and intervention when necessary. For more information, please refer to our full safeguarding policy on our website.

If you are worried about a child, please contact Worried about a child? – Bolton Council On the Bolton Website.

If you want further support from our Safeguarding or pastoral team, please contact us.

Encompass Parents Awareness Letter

Dear Parent/Carer,

Re: Bolton Encompass

Our school has been given the opportunity to take part in a new project that will run in partnership with Bolton Safeguarding Board and Greater Manchester Police.

The project, Bolton Encompass, has been designed to provide early reporting to schools of any domestic abuse incidents that occur outside of school but which might have an impact on a child attending school the following day. This information will be shared on school days during the school term. When incidents occur on a Friday, Saturday or a Sunday, the police will contact the relevant school the following Monday.

A nominated member of school staff, known as a Key Adult, will be trained to liaise with the police. At Leverhulme Primary our Key Adult is Miss Rigg. They will be able to use information that has been shared with them, in confidence, to ensure that the school is able to support children and their families. Information will be shared where it is identified that a child or young person was present, witnessed or was involved in a domestic abuse incident.

We always endeavour to offer the best support possible to our pupils and believe that Bolton Encompass is going to be beneficial and supportive for all concerned children and families

Some information about Encompass is included in this letter but if you would like more information about this new initiative, details can be viewed online at *www.operationencompass.org* or you can contact our Key Adult at school.

Thank you for your continued support

Special Education Needs and Disabilities (SEND)

Leverhulme Primary School is dedicated to supporting students with Special Educational Needs and Disabilities (SEND) through tailored educational strategies, resources, and ongoing assessments. We aim to ensure every student has access to a curriculum that meets their individual needs and supports their academic, social, and emotional growth. The SEND policy details the identification process, available support services, and strategies in place to foster a fully inclusive learning environment. Please visit our website for the full SEND policy.

Communication with school

You can communicate with us in a range of ways from Tapestry (EYFS), dojo, parent meetings, email and phone number – on the door/playground. We have class assemblies and events throughout the year.

ClassDojo

TAPESTRY
ONLINE LEARNING JOURNAL

Complaints Procedure Summary

Our complaints procedure ensures that any concerns or complaints from parents, carers, and the community are addressed promptly and fairly. The process consists of four stages, beginning with informal resolution and progressing to formal review by the Head Teacher and, if necessary, the Governing Board's Complaints Committee. This structured approach provides transparency and impartiality, with opportunities for mediation at each step. For detailed guidance on how to raise a complaint, please see the full complaints procedure on our website.

Teaching and Learning

Assessment

Please see our website -
https://www.leverhulme.bolton.sch.uk/statutory/category/curriculum/

https://www.leverhulme.bolton.sch.uk/statutory/category/year-groups/

	Statutory Assessments	In School Assessments	Useful Information	Parents/Carers Meetings @ Leverhulme
Reception	Reception Baseline Assessment September-November	Autumn, Spring & Summer Assessments (teacher, NELI, WellComm & Little Wandle)	https://www.gov.uk/government/publications/reception-baseline-assessment-information-for-parents	Summer Term Parents Meeting Autumn Parents Meeting
Year 1	Phonics Screening Check June	Autumn, Spring & Summer Assessments (reading & maths)	https://www.gov.uk/government/publications/phonics-screening-check-information-for-parents	Spring Parents Meeting
Year 2		Autumn, Spring & Summer Assessments (reading & maths)		
Year 3		Autumn, Spring & Summer Assessments (reading & maths)		
Year 4	Multiplication Tables Check June	Autumn, Spring & Summer Assessments (reading & maths)	https://www.gov.uk/government/publications/multiplication-tables-check-information-for-parents	Spring (TBC) Parents Meeting
Year 5		Autumn, Spring & Summer Assessments (reading & maths)		
Year 6	End of Key Stage 2 SATs May	Autumn & Spring Assessments (reading & maths)	https://www.gov.uk/government/publications/key-stage-1-and-2-national-curriculum-tests-information-for-parent	Spring Parents Meeting

CFAB – After School Club

At the CFAB Club, we provide high-quality childcare for 3-11 year olds.

CFAB provides a wide range of fun activities in a warm and welcoming environment. Children can take part in arts and crafts, sports, and even trips to the park. We have PlayStation, computers, games cube, as well as board games, Lego building blocks, sandpit, cars, dolls and many more toys.

Breakfast Club

Monday to Friday 7:30am – 8.45am

After School Club

Monday to Friday 3.15pm – 6:00pm

(Lunches Not Included)

CFAB Online Registration Form –

https://docs.google.com/forms/d/e/1FAIpQLSeoOiWaFoFe6j80wWhtij-8iGtzOXYqvALlOE82s3lrpKGsMQ/viewform

Before attending CFAB for the first time, please complete the registration form using the link. You must complete a separate registration form for each child

CFAB must be booked for and paid for in advance. This is all done using ParentPay. Please download the app and use your unique code to get set up. This code can be obtained from our office team by calling 01204 333 123, email us office@leverhulme.bolton.sch.uk or ask at the office window. If you require any help getting set up, the office team will be happy to help.

CFAB places are limited and are booked on a first come first served basis. You are able to book in advance for that academic year on the ParentPay app.