

# COCKERHAM PAROCHIAL C. E. PRIMARY SCHOOL



## School Brochure

'Where a love of learning grows'

Growing in knowledge

Growing in faith

Growing in God's love

'I can do all things through Christ who strengthens me'  
Philippians 4.13

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Church of England Primary School  
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## INTRODUCTION

Cockerham St Michael's Parochial Church of England Primary School lies on the West coast of Lancashire, facing Morecambe Bay. It is 6km NW of Garstang and 10km SW of Lancaster.

The following information is to provide an overview of the general organisation of education at Cockerham Parochial Church of England Primary School. Specific details concerning the delivery of education in our school are available on request.

The school is attempting to continue the longstanding quality of education within a small rural community which has been evident for over 300 years. We are encountering an exciting and challenging time in education as the school progresses in the 21st century.

According to our records, a licence for the building of the school in Cockerham was granted in 1679 by the Bishop of Chester. The first school building was in the north east corner of the churchyard and there were 18 scholars on roll. The school moved to its present site in Main Street in 1829.

In 2014, the school has a legal admission of 14 children and an overall capacity of 98. Building work has taken place throughout different decades so that the original structure of infant classroom and hall (which still stand) has developed into the present building containing four classrooms, a hall, Head teacher's office, Bursar's office, a staffroom, a library, various storerooms, toilets and an independent kitchen. A major modernisation of the building took place between 1994 and 2001 and an extension and refurbishment work took place in 2007.



## **MISSION STATEMENT - *'Where a Love of learning grows'***

***Growing in knowledge, Growing in Faith, Growing in God's Love  
'I can do all things through Christ who strengthens me' Philippians 4.13***

### **School aims**

Our aim is for every child, whatever their background or their circumstances, to have the support they need to be healthy, enjoy and achieve, stay safe, make a positive contribution and achieve economic well-being.

### **Teaching and learning**

- All the children in Cockerham Parochial C. E. Primary School are to have access to the whole curriculum.
- Children to be educated intellectually, socially, morally, aesthetically and physically within a school based on Christian principles and British Values.
- To enable children to grow in each of these areas, putting in front of them realistic goals in order that they may achieve their full potential.
- To ensure that staff keep abreast of Educational developments (courses) and work in close co-operation with regular staff meetings. That Staff are given opportunities for their personal development.
- The school strives to ensure the provision of good educational resources.
- The school follows closely the requirements of the National Curriculum framework
- Children are taught in an atmosphere of respect for each other.

### **Christian Values**

- To promote Christian values within the school as exemplified by the life and teaching of Jesus Christ and to encourage in pupils a sense of decency, commitment, self-reliance, responsibility, respect for others and a healthy self-esteem.
- To take an active part in daily worship and to encourage the children to attend St Michael's Church family services.
- To provide a caring ethos throughout the school.
- To encourage the children to search for a meaning and purpose in life and a Christian faith by which to live.
- To show concern for each other, for all staff and parents and for the wider community.
- To develop British Values of equality, diversity and inclusion and an understanding of ways in which groups and individuals relate in society and to foster respect for each other regardless of race or religion.

### **Enjoying and achieving**

- All children to have the opportunity to participate in school productions, to join in visits and trips and to feel part of the school family.
- All children to have the opportunity to participate in inter school rallies and competitions.
- Children to be encouraged to think of the school as part of the wider community.
- The school to create a dynamic interaction between home, church and school which prepares the children for entry into the wider community.

**In Cockerham Parochial Church of England Primary School EVERYONE matters!**

## ADMISSIONS POLICY

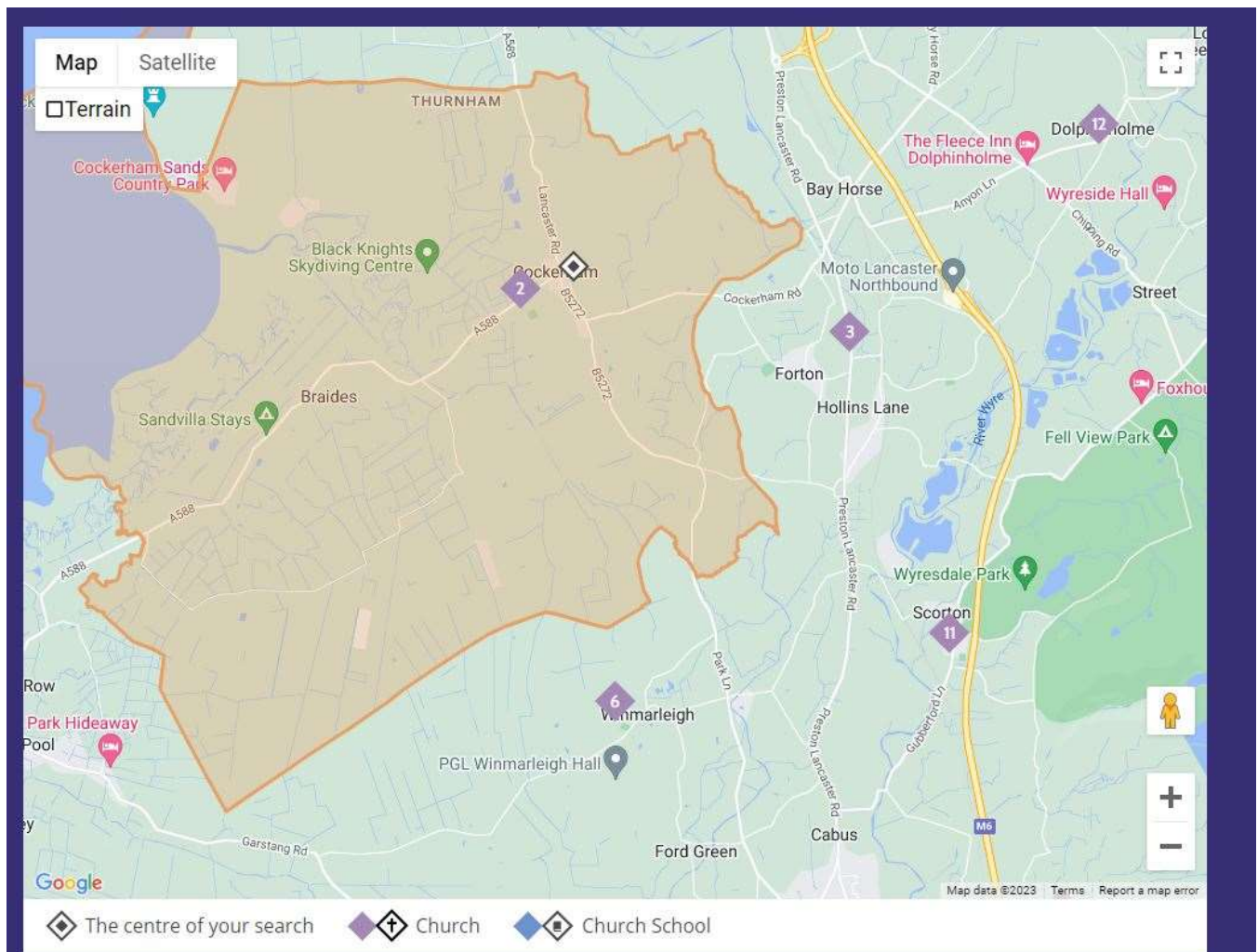
**Admission application:** Available from school from September. Admission meeting – June 2025.

**Admission Date:** September of the academic year of 5th birthday.

**Admission Information:** The school provides for a total number of not more than 98 children and the number of places for 2025, after consultation with the Local Education Authority will be a maximum of 14. The governors will not place any restrictions on admissions for year 2025 Reception, unless they are advised that the number of children for whom admission is sought is likely to exceed this number. In that event, the governors will admit by the use of the following criteria, which are in order of priority.

1. (a) Children in public care and previously looked after children.  
(b) Children with special medical or social circumstances affecting the child where these needs can only be met at this school.
2. Children who have a sibling attending the school on the date of application and on the date of admission.
3. Children with a parent/guardian worshipping in a church in membership of *Churches Together in England*.
4. Children whose parents live within the ecclesiastical parish of St Michael's Cockerham.
5. Children of staff
6. Other children.

The full policy is available on request from school.



## THE SCHOOL DAY

8.45	Children can go into the playground	13.00	Afternoon session begins Registration
9.00	School Day begins. Registration	14.30 - 14.45	Afternoon Break
10.30 – 10.45	Morning Break	15.30	End of School Day
11.55	Infant Lunch Break begins		
12.00	Junior Lunch Break begins		

Whole school and Class Assemblies are held each day. Representatives from local churches conduct assemblies throughout the year. The school week is 27.5 hours: 3 hrs a.m., 2.5 hrs pm (daily). In line with legal requirements the staff are given non-contact time (PPA) for planning, preparation and marking and this is based on 10% of the working week. Various arrangements are in place to accommodate this requirement.

## SCHOOL ORGANISATION

Dictated by the limitations of finance, the children are grouped in a variety of ways for a variety of purposes. These range from whole school assemblies, through class teaching and the use of small groups, to activities involving an individual pupil. Special needs children are catered for in relation to their specific individual needs. The purpose for which pupils are grouped will vary. In some cases it may be important for pupils at the same level of attainment to work together. Working in groups will help in the development of collaborative skills, as required by the National Curriculum, as well as improving leadership, support and general social skills. The children are presently organised into an Early Years Foundation Stage (Reception) class, one infant class and two junior classes.

## **ATTENDANCE REGULATIONS**

The keeping of registers is a legal requirement and parents should take notice of the following information:

An attendance register is marked am and pm for each class. A coded script specifies the reason for absence. From 2005 the registration became an electronic system.

### **Unauthorised Absence**

Pupils absent at the close of registration.

Pupils who arrive after the registration period and after the close of register.

Holidays in term time will be unauthorised.

### **Authorised Absence**

Pupils absent owing to sickness.

Pupils absent on approved holiday.

Pupils absent owing to religious festivals.

Pupils excluded.

Pupils on an educational visit.

Pupils taking part in an educational visit.

Pupils on work experience.

Pupils taking part in a sporting activity.

Pupils absent for an unavoidable cause.

### **School Contact**

Please contact school before 9.15am to inform us of your child's illness/absence.

Medical and dental treatments require advance notice.

Family holidays in term time are discouraged.

### **Late Arrival**

Pupils entering school after registration closure will be recorded as late and an entry made in the late book. A parental explanation will be needed.

### **Attendance Figures**

Authorised Absence – 3.27% (2023/24)

Unauthorised Absence – 1.35% (2023/24)

Late Arrivals - None

## **PTFA**

The school has an active Parent, Teacher and Friends Association. This is a very supportive and hardworking organisation and we are very grateful for the substantial funding achieved each year. Many functions of a social nature are held throughout the year. These can include bingo, jumble sale, Clothing Appeal and Christmas Fair. Regular committee meetings are held in school and an annual general meeting is held in September. The organisation is run by a chairperson, a secretary and a treasurer and the funds are independently audited.



## **STAKEHOLDER INVOLVEMENT**

Parents, Grandparents and other interested parties are encouraged to support the educational activities in the day to day running of the school. They are involved in reading, cooking, craft, sport, transport and general support within the classroom. In working with children, parents and other adults must be willing to undergo official criminal screening for obvious reasons. This documentation is processed by Lancashire County Council and the Disclosure & Barring Service. Outside agencies who might have “substantial access to our children” e.g. University of Cumbria, provide DBS screening for all their members.

## **COMMUNITY LINKS**

The school undertakes many functions in connection with village life, e.g. Cockerham Village Field Day, and there is a very close association with the local playgroup – Little Lambs. The Christmas Fair is usually held on the last Friday evening in November. All villagers are invited to functions in school e.g. charity coffee mornings and community lunches.

## **CHURCH INVOLVEMENT**

The school participates in church activities throughout the year: Harvest Festival, Christmas & Easter Services and Mothering Sunday. Children are expected to attend if possible. As a Church School, we are committed to maintaining and developing the strong links with St Michael's Church, Cockerham and we attend church in school time.

## **VISITS AND RESIDENTIAL HOLIDAYS**

All forms of educational and social visits which take place are supported by the governors, provided that the conditions of safety are met. Also, clearly defined guidelines, using County documents, must be followed. More detailed information is available in school. An outdoor activities residential holiday (if available and suitably priced) is undertaken during the summer term.

## **PRIVATE VEHICLES**

The use of private vehicles must comply with the current guidelines available in school. Obvious issues are: roadworthiness, insurance, seatbelts and capacity. The school may ask for verification of documents.

## **CHARGING POLICY**

Visits, where necessary may incur a charge, particularly as the school is not in a financial position to subsidise classes or individuals. However, no individual will be placed in a situation where financial restraints will prevent joining in the life of the school. Financial contributions are requested to cover the cost of the service. In the event of a large number of parents being unable to fund a particular venture, it is highly likely that the visit would have to be cancelled.

## **DOCUMENTATION CHARGES**

If a parent/carer requires any documentation from the school a charge of 30p per sheet photocopied will be incurred. There are many legal conditions why some information is not available (e.g. Child protection, data protection). The legal position will be explained in relation to requests from individuals.

## **SCHOOL MEALS**

These are prepared in the school kitchen in accordance with a carefully planned and varied diet. Meals are eaten under the supervision of the welfare staff in a cafeteria style arrangement. Lunch and sandwich children eat in sittings in the hall. The cost of 1 school meal is **£2.70** (Sept 2024) and dinner money is collected **via ParentPay**. To begin or end school meals, notice is required because of ordering procedures. With effect from 1<sup>st</sup> September 2014 all infant school children are entitled to free school meals.

## **CHILD PROTECTION POLICY**

The school wishes to develop the child protection policy in line with the mission statement comment "... to develop to the full academic, spiritual, social and physical potential of each pupil, in a secure and caring Christian environment." Within this framework of a secure and caring environment, the role of the staff will be to support the child in order to ensure that his/her personal safety and security is of paramount importance. The staff will be vigilant in their observation of the welfare of all children.

**The Child Protection Officer /Designated Senior Person is Mrs Hutchins.**

**The Deputy Designated Senior Person is Mrs Brucciani.**

**The school's child protection governor is Mr Dan Creed.**

Child protection/abuse is a very serious area and the comment above is only a minute statement of the school's intention to deal thoroughly with the subject. Full documents are available in the school office including the LEA guidelines.

## **BULLYING POLICY**

The deliberate act of intimidation or threatening behaviour on the part of children against other children is a serious problem which can lead to the victim reacting extremely badly to school and learning. The school would like to reassure parents that the utmost effort will be made to address any such problems should they occur. Our discipline and behaviour documentation will clarify the school's position and the action which will be taken in the event of an incident.

## **DISCIPLINE/INCIDENT BOOK**

Serious behavioural problems or incidents will be recorded in the school's discipline/incident book. Hopefully this will never be needed, but in the event that it is, parents will be informed and appropriate action will be taken. Examples would be personal injury, theft, absconding, etc.



Reception Class enjoying one of our outdoor areas

## HEALTH EDUCATION POLICY

The Governors at Cockerham have decided that sex education will be developed within the appropriate subject areas of the National Curriculum and as a component within health education.

The school works in partnership with parents in fostering the Christian understanding of the dignity and worth of each human person.

Towards the end of Year 5/6 and as a culmination of previous knowledge gained about growth and change, the Class Teacher addresses the Year 6 children & Year 5 girls about puberty and its implications for them. The showing of a video, followed by a discussion, form part of this session. The health education programme for Years 5 and 6 covers a variety of topics in Personal, Social and Health Education and Citizenship and it covers drugs, alcohol, smoking etc.

## SPECIAL NEEDS POLICY

The school wishes to support children with Special Educational and Behavioural Needs and their integration into mainstream schooling. The school will identify any child with special needs and then discuss with parents the appropriate action required. Following the stages of the code of practice, a child with special needs will be registered in the school files at the relevant stage.

All of the children on the register receive varying amounts of 1-1 support as well as some in-class support. All IEPs are reviewed termly and parents and children are invited to the reviews, where previous targets are discussed and if appropriate, new targets are set.

The School's Accessibility Plan (which is available in School) is an ongoing plan showing how the School is attempting to meet its responsibilities to improve access in all areas for all users of the School. The Disability Equality Scheme (also available in School) outlines in detail how the School is attempting to eliminate discrimination in as many areas as possible.

The school's Special Needs Co-ordinator is **Mrs Rebecca Starr** and the Special Needs Governor is **Mrs Lesley Brookbanks**.

## Mission Statement

As a community based Church of England Voluntary Aided School, Cockerham School aims to provide a sound primary education for all its pupils and to develop, to the full, the academic, spiritual, social and physical potential of each pupil, in a secure and caring Christian environment.

The mission statement defines the values and attitudes which underlie the overall purpose of Cockerham School's existence. The Governing body would hope that the statement reflects the fundamental values which are distinctive to a Church of England Primary School. Furthermore, it is hoped that the values of our situation as a unique, local, rural community school are also evident. Further details are available in the school policies.

## Home-School Agreement

The Home School agreement was introduced in September 1999 and it is upgraded as required. It is designed to improve educational standards through closer co-operation between parents and the school. The Governors at Cockerham are endeavouring to develop an agreement which satisfies all parties and reflects the Mission Statement above. We value your support and co-operation in achieving our combined objectives.

We would welcome your signing of this document to indicate that you are in favour of the Governors' Home School agreement policy. Please retain this document for your future reference. (A signed copy will be kept in school)

## SCHOOL DOCUMENTATION

The school, as an administrative unit is a vast system and this prospectus highlights only a few of the areas. Detailed documents are available in school on request.



# Home School Agreement 2024/25

## Cockerham Parochial C of E Primary School

Cockerham Parochial C E Primary School has a duty to provide an education for all our pupils, but that education starts in the home and is continued as a partnership between home and school. Parents play a crucial role in helping their children learn. Children achieve more when schools and parents work together. Parents can help more effectively if they know what the school is trying to achieve and how they can help. Home-school agreements provide a framework for the development of such a partnership. This agreement sets out the role of the school, parents and pupils in this vital partnership. We look forward to sharing in your child's progress and achievements

### School

1. To help your child develop as an individual with Christian values and attitudes, that will last them the whole life
2. To create a safe, secure and happy place for children to learn and grow
3. To provide a broad and balanced curriculum whilst making basic skills in Maths, English and ICT a priori
4. To help your child acquire skills and knowledge relevant to life and employment in a rapidly changing technological world
5. To encourage caring, co-operative and respectful relationships
6. To encourage good behaviour and discipline
7. To provide information about the teaching programs, the policies and practices of the school and events which take place during the school year.
8. To welcome all parents to participate in school life
9. To arrange regular parents' meetings with teachers and be happy to see you whenever you have concerns or questions
10. To let you know if your child is having difficulties at school or we are concerned about their health
11. To set regular, age-appropriate homework and encourage pupils to learn for themselves inside and outside school.

### Pupils

1. To do my classwork and homework as well as I can
2. To take good care of our school, the equipment, grounds and buildings
3. To always try to be kind, considerate and responsible, and try not to hurt anyone in any way
4. To attend school each day and on time
5. To bring all the equipment I need every day
6. To wear the school uniform correctly and be tidy in appearance

### Parents

1. To support Cockerham Parochial C E Primary School as a worshipping Christian school
2. To ensure that my child attends school regularly and punctually and inform the staff by 9:30am the same morning if they are absent
3. To support the school behaviour policy and help to reinforce his/her understanding of the rules
4. To support my child with homework and ensure that it is completed and returned on time
5. To inform the school if there are to be any changes in the arrangements for bringing my child to and from school
6. To ensure my child fully supports the school's dress code
7. To maintain a two-way dialogue between home and school by reading the newsletter, attending parent evenings and supporting other home/school initiatives
8. To let the school know if there is anything worrying or troubling my child

### Reading and Homework

1. Read daily with your child and discuss their book and vocabulary [record details in their Reading Record].
2. Support your child with additional homework like key words, times tables and spellings.

### Behaviour, uniform and jewellery

1. Support the school's Behaviour Policy and sanctions used.
2. Ensure your child wears correct school uniform and it is clearly named.
3. Understand children will be required to wear school pumps if they do not have appropriate footwear.
4. Understand children will be asked to remove make-up, inappropriate jewellery and hair accessories.

I understand that my child will **visit local places** (e.g. high schools, local shops, parks, library, fieldwork, supermarket, places of worship etc) of interest and that consent will not be sought each time but parents will be informed.

I would like my child to take part in **cooking and food tasting activities** and understand that it is my responsibility to provide up to date allergy and medical information.

I give permission for my child to **watch DVDs, films and clips** from films and documentaries a teacher has selected as appropriate.

I give permission for my child to use the school **climbing wall and outdoor equipment**.

I give consent for **photos and videos** of my child to be used by the **school** (e.g. newsletter, website, social media and prospectus). Full names will not be published unless agreed by parents.

- I give consent for **photos** of my child to be used by the **local media** (e.g. Garstang Courier). They may ask to publish full name, age and the school name in the caption for the picture. We will seek permission from parents for this.
- I understand that the school holds **personal information** about my child and may use this with external partners to support their learning and wellbeing.
- In the event of an emergency, I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusions, as considered necessary by the medical authorities present.

**I agree to support the statements in this agreement and give consent to the above. For any items where consent is not given, please contact the school in writing.**

**Name:**

**Signed:**

**Date:**

Additional copies are available on the school website and in the foyer.

The home school agreement will be signed by parents when your child/children start at school and this will remain in school for the time the child attends school. If this is updated a new copy will be sent out for signing to replace the previous agreement.

## ANNUAL CALENDAR OF ACTIVITIES

The School Governors and various governor committees meet in the school at least once per term.

### SEPTEMBER:

PTFA AGM in the school.

New primary and secondary admission applications to be made on-line.

Harvest Service in Church, Sunday.

### OCTOBER:

Photographer in school.

Parents' Evening 3.30pm to 6.30pm. - all classes.

Secondary admission applications must be made online to the LEA.

### NOVEMBER:

Christmas Fair in the Village Hall

### DECEMBER:

School productions in Church or Village Hall.

Class parties in school/Village Hall - pm.

### JANUARY:

Primary admission applications must be made online to the LEA.

**FEBRUARY:** Police/Fire Service safety talk/quiz, in school - juniors.

Parents' Evening

### MARCH:

PTFA Bingo night, Village Hall - pm.

Mothering Sunday Service in Church – a.m..

Reception medicals.

### MAY:

Photographer in school.

SATS KS2 testing week.

### JUNE:

Year 1 Phonics Screening Check week

School Sports Day, Village Hall Field - 1.00 pm.

### JULY:

Residential Holiday

Reports go home.

Leavers' day out - pm. Leavers' Service, in school – p.m.

**GENERAL:** Non-Uniform days occur each half term; children pay to school funds to dress as they choose.

**Easter** - egg rolling and decorated egg competition.

## Values

**In school we have 6 Christian values.**

These values were revised in 2021-22 and from this revision the values these are the values selected by the children, staff, governors and parents of school. The children in Class 1 and Class 2 created drawings to go with each value. The bible references were selected in consultation with the children, staff, and Vision and values committee as well as rev Gary from church. Click on the power point to see the pictures the children created alongside the Christian values. This power point is displayed in school in the hall, during Worship and in the classrooms.

### **Courage**

**1 Corinthians 16: 13**

Stand firm in the faith; be courageous; be strong

### **Friendship**

**Ecclesiastes 4: 9 – 12**

Two people are better off than one, for they can help each other succeed. If one person falls, the other can reach out and help

### **Generosity**

**Timothy 6: 19**

Be rich in good deeds, and to be generous

### **Perseverance**

**Romans 5: 4**

Endurance produces character, and character produces hope

### **Respect**

**Mark 12:31**

Love your neighbour as yourself

### **Trust**

**Psalms 56: 3**

In God, whose word I praise, in God I trust; I shall not be afraid

## DISCIPLINE AND PUPIL BEHAVIOUR

The school tries to provide a happy atmosphere in which children can develop their social and academic skills in a safe, positive Christian environment. An ordered self-disciplined attitude is encouraged. The support of parents in our discipline policy is essential. Good behaviour makes effective teaching and learning possible, while bad behaviour discourages the process. Co-operation and the maintenance of good standards between all parties concerned will be an important aspect of these policies. The children will be encouraged to be kind, considerate and courteous at all times. They should treat others as they would wish to be treated. The school rules which follow are for the benefit and safety of everyone.

## SCHOOL RULES

The children should walk in school and 'keep left'.

Chewing gum and sweets are **not allowed**.

Appropriate clean school uniform should be worn, taking into account the weather.

Permission is needed to remain in school during breaks.

All children enter and leave by the rear doors. (except with special permission)

Bad language is discouraged.

Personal possessions should be treated with respect.

Permission is required to take items from school.

Appropriate sportswear should be worn when required.

Parental notes are required for absence, medical and non-participation in specific activities.

Children need permission to leave school during the school day.

Children must stay within the school boundaries during the school day.

Children need permission to enter the office or staffroom.

## SCHOOL CLOTHING

The Governors have a school uniform policy and the children are encouraged to wear a royal blue uniform. Mufti days (when children pay to attend in non-uniform) take place regularly. The money is a contribution to the school funds or for charity at certain times of the year.

### GIRLS

**Summer:** Royal blue and white checked dress. (winter uniform may still be worn if preferred)

**Winter:** Grey pinafore, skirt or trousers, royal blue polo shirt, royal blue sweatshirt/cardigan.

### BOYS

**Summer:** Grey trousers or shorts, royal blue polo shirt.

**Winter:** Grey trousers, royal blue polo shirt, royal blue sweatshirt.

Sensible shoes (not trainers) should be worn.

Sweatshirts, Polo shirts and T-shirts with the school logo can be purchased from a local supplier in Garstang. Other optional extras include caps and fleeces.

## P.E.

**Boys:** Black shorts and white/royal blue T-shirt. No black-soled footwear for P.E. in the hall, trainers/football boots as appropriate for outdoor games. Swimwear & towel. Warm outdoor clothing for winter, as required.

**Girls:** As above except black cycle shorts/leotards may be worn. Girls must wear a swimming cap for swimming lessons.

All P.E. clothing must be in a bag, and all items of clothing, including uniform must be clearly labelled. Earrings and jewellery are not permitted.



## PERSONAL PROPERTY

Neither the school nor the Education Authority can accept any responsibility for the security of money or personal property brought onto the school premises. Non-essential items are to be discouraged unless school permission is granted.

## EXTRA CURRICULAR ACTIVITIES

The school offers a varied programme of extra-curricular activities.

The school is a member of and participates in the sports activities organised by the Garstang School Sports Partnership. Over the year we are involved in: Football (indoor and outdoor), Netball (indoor and outdoor), Basketball, Cricket, Rounders, Athletics, Hockey, Tennis, Tag Rugby, Crown Green Bowling and Swimming. Fixtures in some of these sports are held against other schools during the year. Football training takes place on a Monday after school throughout the year. Football practice is also available on Saturday mornings and various evenings throughout the year, organised by Cockerham Football Club, taking advantage of the hard court facility.

A residential activities holiday has taken place in June each year for children in Year 5 & 6. Other class excursions/visits are also organised.

Various services/productions involving all the children are held in church during the year and other functions connected with the school are held in the Village Hall.

Short coaching sessions for some sporting activities are arranged from time to time. Musical activities may also take place during lunch time. We have Football sessions which are held after school. We also strive to encourage our children to experience their world in a rich way, using visits and visitors, topical discussions, music and the arts to develop creativity. Trips have included:- Patty's Barn, Sea Life Centre & Blackpool Zoo. All these activities play an important part in the life of the school and the children are encouraged to become involved as much as possible within the age restrictions. We also welcome parental help with transport, otherwise we would not be able to attend many of the fixtures.





## PARENTS/CARERS/GUARDIANS

We would hope that parents of children at Cockerham School would like to keep closely in touch with the school to learn about their child's progress and general development.

To facilitate this, the school offers:

- Three Parents' Evenings per year to see teachers.
- A written report at the end of the academic year.
- SATs scores at the end of KS1 and KS2.
- Individual consultancy with Headteacher or staff, **by appointment**.
- Weekly Newsletters
- An 'open door' policy for immediate contact.
- Up-to-date class website pages.

Parents can help to support their children at school in the following ways:

- Listen to reading regularly
- Ensure tidiness, punctuality and responsibility.
- Display an interest in school and classroom activities.
- Ensure that homework is presented on time.
- Support the school in policies of behaviour/discipline.
- Encourage a pride in all worthwhile activities.
- Demonstrate a caring attitude towards your child.

## GENERAL PARENTAL INFORMATION

Children must **only** be dropped off/collected from the village hall car park and children should be accompanied to/from the rear gate of the school. They must not be dropped off before 8.45am and should be collected within 5 minutes of school closure. The front of the school is dangerous; it is for staff parking and delivery use only.

Prescribed medicines ideally should be administered by parents. Children who are ill or recovering should remain at home to avoid possible contact with other children. If essential, medical forms can be completed for administering medicines in school.

Reading, spelling, tables and handwriting are regular components of homework. At KS2, project work, Grammar School preparation and class presentations are additional requirements. Parental support of these is essential.

## RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

The Education Reform Act 1988 specifies that each pupil should participate in a daily act of collective worship and that all pupils should be taught R.E. Exceptions to this ruling are:

Parents have the right to withdraw their children from R.E. and collective worship.  
Parents can request that children be withdrawn from the premises to receive religious training elsewhere.

Parents can request use of the LEA's agreed syllabus, rather than the Diocesan syllabus.  
As a Church of England Aided School, the Christian Ethos and the distinctive approach to the whole curriculum is maintained. We would not expect that parents who choose to send their children here would wish them to be withdrawn from worship and Religious Education.

In Cockerham Parochial C.E. Aided School, we have adopted the Diocesan Syllabus.  
KS1 and KS2 teaching timetables R.E. as an individual subject. In both Key Stages, further development of the R.E. programme is through the Church calendar, school productions and worship.

# CURRICULUM

## Curriculum intent

At Cockerham Parochial Church of England Primary School our intention is to develop happy young people with enquiring minds, a spirit of curiosity and respect for others. Pupils learn to take responsibility for themselves, their actions and for the environment. Through developing the ability to challenge themselves, take risks and persevere, we encourage them to develop the knowledge, skills, resilience and adaptability which will equip them to thrive in a rapidly changing world and contribute to the well-being of their community and wider society. Through careful planning which follows the National Curriculum, we aim to equip our pupils with skills, knowledge, enthusiasm and interest to develop a lifelong love of learning. An engaging and creative approach, rich and varied experiences, which includes learning beyond the classroom, making learning memorable. Thus enabling every child to achieve and flourish in all areas of school life. This is underpinned by our school Christian vision:

**'I can do all things through Christ who strengthens me'. Philippians 4:13  
'Where a love of learning grows.'**

Through our Christian ethos and values, we encourage pupils to be ambitious, achieve their aspirations and become the best they can be. We celebrate the uniqueness of individuals and promote the physical, emotional, and spiritual well-being of all within a harmonious, enabling, and empowering whole school family.

At Cockerham Parochial C. E. Primary School the curriculum is creative and imaginative and is designed to take account of children's differing learning needs and styles. It ensures opportunities for children to develop their academic, moral, spiritual, physical, creative, artistic and social skills. Children are helped to become confident, enthusiastic learners engaging in exciting, collaborative, independent activities. They develop a responsibility for making choices in line with Gospel Values and British Values and decisions that stimulate their curiosity to explore and enjoy acquiring new skills and knowledge. By knowing our pupils well, children of all abilities are helped to achieve to the very best of their potential in all aspects of the curriculum.

The School plans all its programmes in relation to the New Curriculum Framework. Reception has its own EYFS curriculum; Key Stage 1 covers Years 1 & 2 and Key Stage 2 covers Years 3, 4, 5 & 6.

## **MATHEMATICS**

Mathematics is an important area of the curriculum and it is vital that children should not only learn and understand the processes, but also be able to apply them in everyday situations. All pupils follow a daily mathematics programme using White Rose scheme, that includes regular oral and mental work and emphasis is placed on learning mental strategies to solve number problems.

We use a variety of apparatus and materials to support and extend the children's learning experiences in number, shape and space, measure and data handling. Importance is placed on practical approach supported by mathematical discussion, with opportunities for individual, partner and group investigative work.

Teachers plan and organise mathematical activities to match the different needs and abilities of their pupils.

Parents can boost their children's mathematical confidence in a number of ways at home: counting songs and rhymes, board and computer games, shopping and handling money, help with learning number bonds/tables and mathematics homework are just a few.

## **ENGLISH**

*This covers the areas of listening, speaking, reading, writing, spelling, grammar and drama.*

All pupils follow a daily English programme, which includes the teaching of reading, phonics for reading and spelling, grammar, handwriting and vocabulary development.

### **Listening and Speaking**

It is important that all children become good listeners and effective communicators and that they are able to work within a group to listen carefully, share, report and discuss events and topics. National Curriculum places great importance on these skills. At Cockerham Parochial C. E. Primary School there is a daily programme of activities, which promote and extend these important skills for each child.

### **Reading**

Reading is fundamental to learning and we aim to help children become confident readers who are able to understand and apply their skill and enjoy reading for the rest of their lives. We teach reading through a multi-sensory approach developing story-telling, prediction, sight vocabulary and an understanding of letter patterns. We use guided reading and active read sessions to support learning. A six-phase teaching programme is used to teach reading and spelling. We involve parents in our "shared reading" approach. This gives an opportunity for parents and teachers to work together to help children develop the essential skills of reading. Laptops and software to support the reading scheme are used to develop higher order reading skills.

### **Library**

The School provides a wide range of fiction and non-fiction books. The children are able to borrow books from the school library. From the very beginning of school life the children are encouraged to choose their own books to "read" to their parents and to their teacher. Books are taken home and parents are guided how to approach reading with their child.

## **Writing and handwriting**

Factual and creative writing is developed throughout the school. The skills of handwriting are developed and cursive script is taught early in our pupils' schooling. We believe that this assists our pupils to write quickly, confidently and clearly at an early stage and also helps to develop good spelling skills.

## **Spelling**

Skills are developed through the systematic teaching of spelling rules and are consolidated with a look, cover, write, check method and we encourage parents to help with spellings, which are given for a child to learn at home.

## **SCIENCE**

Science is a core aspect of the curriculum. Through scientific activities the children acquire and develop the scientific skills, attitudes, knowledge and understanding that they need in order to understand themselves and the world around them. Right from the beginning children are encouraged to explore, experiment, observe, question and predict outcomes and to develop an enquiring mind. As a school we prioritise scientific investigation and have linked this to the outdoor environment. The children gain experience of a wide range of materials, both natural and man-made and use many resources to develop their knowledge and understanding.

## **COMPUTING**

We believe that children must be able to adapt to a society increasingly involved in the use of computing. At Cockerham Parochial C. E. Primary School all pupils have access to the computer. Through a structured programme of work they are helped to develop ability, knowledge and skills in computing processes across the whole curriculum. There are interactive whiteboards, chromebooks and laptops which are used regularly as teaching tools in all classrooms.

## **RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP**

We have an act of collective worship every day based on our Gospel Values. While a significant proportion of our religious education is based on the Christian faith, stories and beliefs of other religions are also important. We aim to help each child develop an understanding tolerance and respect of the many different faiths and cultures in our society. We encourage the children to adopt a thoughtful awareness of themselves and their personalities, of the world around them and of their relationships with others. We try to conduct the life and work of the school in a similarly caring way and support this through our Gospel Values Education where we focus on an identified value each month and relate this to all aspects of the curriculum and life in school.

## **DESIGN TECHNOLOGY**

Technology involves children finding out about how things work and designing and making their own models. Skills, such as problem solving, planning, decision-making and evaluation are developed. Through the technology curriculum children investigate many different materials, their properties and uses. They will have opportunities to design and make with card, paper, scrap materials, textiles, wood, clay, food etc. Use is also made of construction equipment. Children use kits which can be taken apart and fitted together in many different ways and which include moving parts such as cogs, wheels and hinges. As children use different tools for their model making, they will also learn how to use them appropriately, efficiently and safely. Food technology also forms part of the curriculum and is included in our schemes of work.

## **HISTORY**

Through the teaching of history we aim to stimulate the children's interest and understanding about the life of people who lived in the past, and how events in the past have influenced our lives today. The children are encouraged to develop the skills needed to become a historian through looking at a wide range of historical artefacts and primary sources. We also focus on helping the children understand that historical events can be interpreted in different ways and that they should always ask questions, such as 'how do we know?' about information they are given.

## **GEOGRAPHY**

The curriculum for geography aims to ensure that all pupils:

- develop contextual knowledge of the location of globally significant places – both terrestrial and marine – including their defining physical and human characteristics and how these provide a geographical context for understanding the actions of processes
- understand the processes that give rise to key physical and human geographical features of world and how these are interdependent and how they bring about special variation and change over time
- are competent in the geographical skills needed to
  - collect, analyse and communicate with a range of data gathered through experiences of fieldwork that deepens their understanding of geographical processes
  - interpret a range of sources of geographical information, including maps, diagrams, globes, aerial photographs and Geographical Information Systems GIS)
  - communicate geographical information in a variety of ways including through maps, numerical and quantitative skills and writing at length

## **ART**

We believe that all pupils should have access to art and design which stimulates creativity and imagination and provides visual, tactile and sensory experiences and a unique way of understanding and responding to the world.

We do this by:

- Giving children the opportunity to learn and develop different techniques in art, using a wide range of media
- Using the work of real artists as stimulation and starting points
- Allowing children the opportunity to develop their own art vocabulary when evaluating their own work and work of others.
- Looking at the art work of different cultures
- A local artist works with the children
- Exhibiting children's work in frames around the school and in the local community
- 

## **MUSIC**

The music curriculum aims to involve pupils in first-hand musical experiences. Activities include the opportunity to sing and play simple rhythms and melodies. This leads to the ability to compose simple sound patterns, organising them into music. We also aim to develop the children's ability to appreciate and explore different cultures by providing workshops on music around the world, African drumming and choral voice.

In Key Stage 2, opportunities are provided for children to learn to play a range of tuned instruments such as a recorder, guitar and keyboard. In Key Stage 1 children will have the opportunity to play tuned and untuned instruments.

## **PHYSICAL EDUCATION**

Each class has regular P.E. lessons in the sports hall or outside depending upon the weather. P.E. is important in the development of physical control, mental alertness and personal confidence. It also helps children to learn to share and work together. We place great importance on the development of children's physical education. We aim to ensure that all children experience a range of sports and games and develop the skills and ability to work as one of a team.

Physical Education in Key Stage 1 includes gymnastics, dance, and games. In Key Stage 2 the children are also introduced to athletics and outdoor and adventurous activities. All our pupils receive swimming lessons at a local swimming pool throughout the year.

## **PERSONAL, SOCIAL AND HEALTH EDUCATION – PSHE**

The school is concerned about the development of each child as a person and their growth and development as an individual. We encourage children to think and behave positively and try to build upon strengths. We aim to encourage a caring attitude to others and the environment. At Cockerham Parochial C. E. Primary School we aim to enhance each child's self-esteem and confidence so that they are able to operate effectively on their own and as a member of a group. PSHE provides opportunities for children to develop as citizens in a community and to develop life skills. PSHE is taught in isolation as well as through the curriculum and is underpinned by the school's Behaviour and Discipline Policy and our Values Education. Circle time is used to practice essential skills and to develop positive attitudes.

We are a Healthy School and as such have received accreditation for Healthy Eating and Physical Activity.

## **CURRICULUM COMPLAINTS**

Parents may complain to the Governing Body if they think that the National Curriculum, Religious Education or Collective Worship is not being provided according to requirements laid down. Complaints about education provided, or not provided, for pupils are considered as complaints about the way the Governing Body exercises its responsibilities for the school Curriculum. It is intended however, that most complaints will, in the first place, be discussed and settled with the Headteacher, because she has direct responsibility for the matters involved.

Where informal discussion with the Head and Staff of the school does not resolve the issue, it may become the subject of a formal complaint, and be referred to the Governing Body. The Governing Body has a Complaints Committee set up as part of its committee structure, which will have the power to hear the complaint, carry out investigations and decide whether or not the complaint is to be upheld.

Where a complaint is upheld, the Governing Body may be responsible for ensuring the matter is rectified, including the possibility of disciplinary procedures. If the parents are still not satisfied, then it is the LEA's responsibility to set up an independent complaints procedure to hear the case. Complaints about the competence or conduct of individual teachers do not fall within this particular procedure.

## **TEACHER COMPLAINTS**

Most complaints can be resolved informally. However, formal procedures may be required which can be directed through the Headteacher. These will be handled in accordance with locally agreed procedures. Matters should not be discussed with individual Governors because they may subsequently be involved in an adjudicating capacity as a member of a disciplinary committee. Formal complaints about the Headteacher are handled initially by the Chair of Governors.

## **SECONDARY TRANSITION**

Cockerham is in a fortunate position, geographically, in that we have close connections with a number of secondary schools. This means that parents are able to select one of many schools for their children, provided that admission criteria are met. In recent years, children have been admitted to: Ripley St Thomas C.E Academy, Saint Aidan's C.E., Garstang Community Academy and the two Lancaster Grammar Schools. In the Summer Term, the children are able to visit their prospective secondary school and members of staff from the secondary schools visit our school to talk to the children to aid the transition process. Records are transferred to the secondary schools and we try to make the move as easy as possible. When the children have left us, doors are not closed; Cockerham School is always open for the support of the children/parents in any situation should we be needed.

## **HEALTH AND SAFETY POLICIES**

The safety of the staff, children and parents is of vital concern and the procedures which the school adopts can be found under Health and Safety Policies. The school has chosen to follow the Lancashire County Recommendations which have been adapted to suit our local conditions. The school has detailed policies on these important issues. Fire drill, which includes evacuation of the building is conducted regularly. Many members of staff are qualified in Paediatric First Aid and the First Aid Officers are Sarah Wragg, Colleen Pattinson, Catherine Cox, Hannah Hodgkinson, & Mary Holden. In the event of the First Aid Officer not being present, a qualified member of the staff will take over the responsibility.

Cockerham Parochial C.E. Primary School  
**TERM DATES 2024/25**

**AUTUMN TERM 2024**

TEACHER DAY	MONDAY 2 <sup>ND</sup> SEPTEMBER
TEACHER DAY	TUESDAY 3 <sup>RD</sup> SEPTEMBER
RE-OPEN	WEDNESDAY 4 <sup>TH</sup> SEPTEMBER
SCHOOL CLOSES	THURSDAY 17 <sup>TH</sup> OCTOBER
TEACHER DAY	FRIDAY 18 <sup>TH</sup> OCTOBER
RE-OPEN	MONDAY 28 <sup>TH</sup> OCTOBER
SCHOOL CLOSES	THURSDAY 19 <sup>TH</sup> DECEMBER
TEACHER DAY	FRIDAY 20 <sup>TH</sup> DECEMBER

**SPRING TERM 2025**

RE-OPEN	MONDAY 6 <sup>TH</sup> JANUARY
SCHOOL CLOSES	FRIDAY 14 <sup>TH</sup> FEBRUARY
RE-OPEN	MONDAY 24 <sup>TH</sup> FEBRUARY
SCHOOL CLOSES	FRIDAY 4 <sup>TH</sup> APRIL

**SUMMER TERM 2025**

RE-OPEN	TUESDAY 22 <sup>ND</sup> APRIL
MAY DAY HOLIDAY	MONDAY 5 <sup>TH</sup> MAY
SCHOOL CLOSES	FRIDAY 23 <sup>RD</sup> MAY
TEACHER DAY	MONDAY 2 <sup>ND</sup> JUNE
RE-OPEN	TUESDAY 3 <sup>RD</sup> JUNE
SCHOOL CLOSES	TUESDAY 22 <sup>ND</sup> JULY

**The children must legally attend school for 190 days. The teachers must legally attend school for the equivalent of 195 days.**

## School Staff – September 2024

Mrs Kathryn Hutchins	Head teacher	Subject Leader in Art, PSHE & Music
Mrs Melissa Olley	Teacher - Class 3 - KESTRELS	Class 3 Behaviour Lead Attendance Lead STEM Leader
Mrs Judith Brucciani	Teacher - Class 2 - KINGFISHERS	P.E. Lead Creative Team Leader
Miss Sarah Wragg	Teacher - Class 1 - SWALLOWS	Curriculum Lead Humanities Leader
Mrs Hannah Hodgkinson & Mrs Mary Holden	Teacher – Early Years Foundation Stage	English Subject Leader (HH) Science Subject Leader (MH)
Mrs Rebecca Starr	SEND	Special Educational Needs Coordinator
Mrs Colleen Pattinson	Teaching Assistant Welfare Assistant	
Mrs Catherine Cox	Teaching Assistant – Robins Welfare Assistant	
Mrs Deborah Green	Teaching Assistant Welfare Assistant	
Miss Wendy Maycock	Teaching Assistant Welfare Assistant	
Mrs Angela Ayrton	School Business Manager	Office admin/finance Educational Visits Coordinator
Mr Roy Scott	Site Supervisor	
Miss Helen Thompson	School Cook	

## **GOVERNORS – Oct 2024**

### **FOUNDATION**

### **END OF PRESENT TERM OF OFFICE**

Rev Gary Lewis

The Vicarage,  
5 Lancaster Road, Cockerham

Ex-Officio

Mrs Lesley Brookbanks  
(Chair)

“

“

Mr Dan Creed  
Mr Andrew Mackereth  
Vacancy  
Vacancy

“

“

“

“

P.C.C.  
P.C.C.  
D.B.E.  
TRUST

### **LOCAL EDUCATION AUTHORITY**

Vacancy

C/O Cockerham School

L.C.C.

### **ELECTED PARENTS**

Mr David Wilson  
Mrs Sarah Baldwin

C/O Cockerham School  
C/O Cockerham School

13<sup>th</sup> Nov 2026  
13<sup>th</sup> Nov 2026

### **STAFF GOVERNOR**

Mrs Angela Ayrton

Cockerham C.E. School

8<sup>th</sup> Oct 2025

### **HEADTEACHER**

Mrs Kathryn Hutchins

Cockerham C.E. School

Ex-Officio

### **CLERK TO THE GOVERNORS (L.E.A.)**

Mrs Donna Holland

Governor Services, P.O. Box 606,  
White Cross Education Centre  
Quarry Road, Lancaster. LA1 3SQ