

SOMERVILLE FEDERATION

Somerville Primary
and Somerville Nursery Schools



SCHOOL BROCHURE

2016-2017

Mission Statement

Somerville Primary School is a Rights Respecting School. Children, staff, governors and parents created the design for the new school sign which underpins our beliefs. Staff and pupils speak with pride about their achievements in becoming a Rights Respecting School.

The school leadership is strongly committed to Somerville Primary School developing as a Rights Respecting School, building on their vision of 'Pupils First, Striving for Personal Success'

Children are empowered to become active citizens and learners.

The mission of Somerville Primary School is displayed on signs around school and in every classroom.

When decisions are made it is the needs of the pupils that come first as we all strive for personal success.



Welcome!

Dear Parents and Carers,

Welcome to our federation of schools; Somerville Primary and Somerville Nursery Schools. Somerville Federation is a partnership between two schools which began in February 2016.

I look forward to a successful association with you over the coming years. We welcome parents and carers as real partners in the education of their child.



This brochure is intended to help you to become familiar with the routines of our school life. Our aim at Somerville Federation is to provide quality experiences in all aspects of school life, enabling the children to be happy, successful and keen to learn. We ask for your involvement and co-operation to ensure success in achieving this objective.

We all want children to be able to adapt to the changes that they will face and to be able to play a successful part in the world.

We encourage a sense of community and nurture individuals, developing self-esteem, self-confidence and supporting children in their learning journey.

**Michael Forber,
Executive Headteacher.**

Dear Parents and Carers

It gives me great pleasure to introduce Somerville Federation to you through the school brochure. Within its pages you will find much information, and I hope you will agree that here we have two successful schools which intend to develop all the talents of every child who passes through its doors. Sport, drama, art and creativity are all encouraged, together with the carefully taught core subjects of the National Curriculum.

We have a dedicated and highly motivated Headteacher and staff and a determined Board of Governors, all concerned to see the school produce rounded young people who will be a credit to their families and the Community.

I know how concerned you are to find the right school for your child—these early years are the foundation on which the future is built—so if you like what you see in this brochure, please do not hesitate to approach the Headteacher and arrange an informal visit, preferably while the school is operating. I am sure you will not be disappointed.

Mr C Griffiths, Chair of Governors.

Our Primary School family

Somerville Primary School has 20 classrooms to cater for pupils aged between 4 and 11. There are seven year groups:

Foundation 2

<i>Key Stage One</i>	Year 1	Year 2			
<i>Key Stage Two</i>	Year 3	Year 4	Year 5	Year 6	

There are usually two or three classes for each year group. Sometimes a class may be made up of children from two year groups.

Some classes may be taught by two part-time teachers. All year groups have support from Teaching Assistants

<p>Mr M J Forber (Executive Headteacher) Mrs N Parry (Deputy Headteacher) Mrs C Speight (Assistant Headteacher) KS2 & Maths joint Lead, Assessment Lead Miss C Higby (Assistant Headteacher) KS1 & Maths joint Lead</p> <p>Teaching Staff</p> <p>Foundation 2 Mrs L Delisle H. Butterfield –Phonics Lead Mrs S L Evans Mrs F Morris –Foundation 2 Team Leader Mr M Williams –Transition Lead</p> <p>Year 1 Miss E Stevenson Mrs S J Evans –SEND buddy and TA provision Lead Y1 TL Mrs R Thorne</p> <p>Year 2 Mrs K Connolly – Science Lead and Year 2 Team Leader Miss J Price Miss C Higby</p> <p>Year 3 Mrs K Sloan Miss M Ford</p> <p>Year 3 and 4 Miss A Sandles– Literacy Lead and Year 3 and 4 Team Leader</p> <p>Year 4 Miss D Johns Miss N Gregory</p> <p>Year 5 Miss P McInnes – Year 5 Team Leader, ICT Lead Miss A Carlyle Mr A Shennan</p> <p>Year 6 Mrs V Melvin Mrs N Fossett and Mrs S Holland Mrs C Speight</p> <p>Other Teaching Staff Mrs D. Renshaw- PE lead and sports premium leader Mrs J Bennet-on leave Mrs L Pike-PPA cover and parent workshops</p>	<p>Teaching Assistants</p> <p>Foundation 2 Mrs J Gleeson Mrs A Quest Miss L Murray Miss K Fanning</p> <p>Year 1 Mrs L Cadogan Mrs K Swanick Miss Z Tran Mrs E Dellius</p> <p>Year 2 Mr C Cuthbert Mrs D Norris Mr J Sullivan</p> <p>Years 3 & 4 Mr I White 1-1 Miss R Brislen Mrs C Macdonald</p> <p>Years 5 and 6 Miss C Little Mrs S Williams 1-1 Miss C Butt 1-1 Miss J Thompson</p> <p>PE Apprentices Miss S Bailey</p> <p>Other Teaching Assistants Mrs J Darwent - maternity leave</p>
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Our support staff

A school does not just consist of the teachers and the children. There are lots of people who are involved in the school family and who all contribute to make it a success.

Admin Team

Mrs B Copeland
Miss K Lewis
Mrs K Penketh
Miss J Wright
Mrs M. Wright

Caretaker/Assistant Site Manager

Mr P Hardman

Cleaners

Miss S Ord
Mrs J Gibson
Miss S Arrowsmith
I. Shinn

Inclusion Manager

Miss A Crampton

Midday Supervisors

Mrs L Jarvis
Miss K Flynn
Mrs C Cooper
Mrs S Challoner Maternity leave
Mrs M Tunstall
D. Bell
N. Barnes
N. Grant
N. Moran
S. Niccolls
S. Williams

School Nurse

Mrs T Nicholls

Education and Social Welfare Officer

Mr S Clayton

Our governors

Apart from the staff we are also challenged and supported by a group of volunteers who make decisions on behalf of the school; called the governors. At present these are:-

Chris Griffiths

Ceridwen Jones

Michael Forber

Bruna Kell

Katherine Connolly

Lesley Andrews

Derek Walsh

Phaedra Jordan

Gemma Steele

Maria Sheen

Co-opted Chair of Governors

Co-opted Vice Chair of Governors

Executive Headteacher

Staff

Staff

LA

Co-opted

Co-opted

Parent

Parent

Pastoral care....

Good links between home and school are essential for the development and welfare of each child. The first responsibility for pastoral care is with the class teacher, because she or he knows the pupils very well but additional support may extend to the Special Needs Team if there are particular needs.. If a child is having personal difficulties the teacher will try to help the child to find a solution.

First Aid is readily available and the school has access to a school nurse. Foundation 2 children are all seen by the nurse during their first year in school. Parents will be told by the health service of the checks that will be carried out but dates will not necessarily be provided.

We are very fortunate to have the support of a Social Inclusion Manager, Miss Crampton who is skilled at working with children and parents who feel under stress or have particular problems.

.....and discipline.

Our approach is based on a policy of praise and encouragement, providing the children with skills that will become the foundation for their self-esteem and future success. A happy, family atmosphere is encouraged in which the children learn to show respect to one another, towards all members of staff and to all visitors to the school. At present there is a structured system of rewards and sanctions. Children will be rewarded with DOJOs when they do above and beyond and show great care and consideration of others. As children progress into KS2 they will be awarded DOJOs for reading a minimum of 3 times a week, bringing in P.E. kits, learning spelling, times tables and number facts, completing homework and projects on time. If pupils receive a set amount of DOJOs they will take part in an exciting golden time afternoon. If pupils do not follow school rules or alter behaviour after a warning they may receive a short term sanction and miss 15 minutes of golden time.

Should behaviour be a problem for an individual, parents or carers will be informed when the child is not responding to school sanctions or it is felt there may be an under-lying problem.

Children are equally expected to treat everything they use with care. The children are given many opportunities to accept responsibility and contribute to the life and work of the school.

The school enjoys a very good relationship with parents, many of whom work alongside the staff in a variety of capacities; for example, helping with activities such as swimming, school trips, reading, and educational visits. Parents are welcome to become involved in all aspects of school life and several give very generously of their time and talents. If you would like to help in school in anyway, please contact your child's class teacher. We actively encourage parents to work in classes around the school other than their own child's class.

Bullying is always taken seriously BUT a series of unconnected aggressive incidents do not constitute bullying. Although individual incidents are taken seriously, bullying is when a child is victimised by an individual or group and can be physical or verbal, both of which are unacceptable. We have a set system in place for dealing with bullying but nothing can be done if we do not know it is happening. We always encourage children to tell someone and regularly have theatre companies in school to reinforce the message but it is likely that parents will be the first to spot a problem and find out what it is. If you believe your child **is** being bullied please contact us immediately. Speak to the class teacher and make an appointment to see the headteacher. The process will be explained to you and action will be taken.

CODE OF CONDUCT

The rules by which we live

- 1. Be nice**
- 2. Work hard**
- 3. Never give up**

Our curriculum

We endeavour to create an atmosphere where children look forward to coming to school and being part of an exciting learning community. At the same time, we aim to educate the children in a way which allows them to express their own individuality. At all levels children are encouraged to become independent learners and to take responsibility for their progress. We believe that by teaching the children self respect and promoting a range of positive role models they will also learn to have respect for others.

During the Foundation stage the curriculum is divided into 6 areas of learning: Personal, Social and Emotional Development, Communication, Language and Literacy, Mathematical Development, Knowledge and Understanding of the World, Physical Development and Creative Development.

From Year 1 as the children become ready they begin to access the National Curriculum Key Stage 1 subjects. From Year 3 the children will follow the Key Stage 2 curriculum.

The curriculum is arranged to follow a theme that is carefully chosen to capture the interest of the pupils and try and make learning exciting. Great emphasis is placed on the pupils developing basic skills in reading, writing and maths but also on learning those key life skills of working with others, problem solving, improving their own performance, communication and the use and application of ICT.

Continuity and progression is built in to the planning. Differentiated approaches to delivery of the curriculum cater for the varying abilities of children. Teachers use a variety of methods including class lessons, group activities and individual tasks. Whenever possible we try to arrange a visit or visitors to school to help the understanding of the theme and to allow the children to really enjoy learning.

Parents and carers are sent information at the start of each term that tells them what their child will be learning during the term.

We teach a broad and balanced curriculum, carefully planning and delivering the National Curriculum. The children's progress is continually monitored by a process of teacher assessment.

We work in close co-operation with parents, to ensure that their children get the most from their time at Somerville Federation of schools.

Further detailed information on aspects of the curriculum covered can be found on our school website or by speaking to your child's class teacher.

Religious education

Religious Education is taught in accordance with the agreed syllabus for the Wirral Authority. If a parent does not wish the child to take part in Religious Education lessons or to be present at assemblies, requests should be made in writing to the Headteacher in respect to their rights as instanced in Section 9 of the Education Act 1988. Children who are withdrawn from Collective Worship wait in the administrative area and appropriate learning tasks are administered. The school has

no religious affiliation but has contact with all the local churches. Special school services may be held in one of the local churches.

Special Educational Needs and Disabilities

We are aware that not all children develop at the same rate and we make every provision to cater for individual needs. We work closely with all the support agencies and try to provide whatever help appears to be most appropriate for the child. Class teachers will register early concerns with Mrs Holland about individual pupils and will then monitor their progress. Mrs Holland will work with the class teacher to devise a person centred plan.

Sex and relationships education

The school has a comprehensive policy for Personal, Social, Health & Citizenship Education. In year 5 the school nurse visits and talks to the children about health and hygiene.. In year 6 she visits towards the end of the year and gives the children information about basic sex education. Parents are always given the opportunity to view the video before it is shown to the children and, if they so wish, they have the right to withdraw their child from the lesson.

Drugs education

The school has a policy for drugs education. Parents are invited to meet with representatives of the CDAT – an agency with a wealth of expertise in this area. The team then works with children in Y6.

Sporting provision

The school has a full and well-planned curriculum for Physical Education and games. We aim to give the children a variety of opportunities within the curriculum and, as they get older, in extra-curricular activities as described later.

The school considers swimming to be extremely important and children from Key Stage 2 have swimming lessons during the year. The vast majority of children are able to swim by the time they leave Somerville Primary School.

Charging policy

Governors have agreed a policy on charging. Copies are available in school but, basically, it means that children will be given the opportunity to go on trips and visits to enhance the work they are doing in school. Parents will be asked to make a voluntary contribution for these trips. Without enough voluntary contributions from parents and carers the visit or trip may have to be cancelled or postponed until enough funds are raised.

Equal Opportunities & Inclusion

All children are given the opportunity to join all activities and the federation's policy is for all members of both school communities to be treated with respect and good manners. We are aware of the needs of different groups of pupils, including ethnic minorities, boys and girls, gifted and talented children, pupils who are looked after by the local authority and those with physical difficulties. We aim to monitor the progress of these children and to treat seriously any concerns or problems. If you are aware of any occasion where your child may not be fully included in the school please inform the headteacher as soon as possible.

Extra Curricular Activities

These vary throughout the year and are part of our programme of activities. At present these include:-

Netball	Music composition
Football	Library
Cookery	Arts & crafts
Tag rugby	Civic awards
Recorders	Dance
Chess	Aerobics
Drama	Illustration
Computing	Cricket

Other sporting events including Football, Netball, Dance and Swimming tournaments often take place throughout the school year.

Homework

In foundation 2 (reception class) your child will be expected to play games which involve words or numbers with you at home. There are story sacks that you can borrow from school to help your child get used to books and language and the children will soon be bringing home words to learn and then books to talk about and read.

In Key Stage 1 homework is mainly reading, learning to count and learning which numbers combine to make ten or twenty and then early multiplication tables and spellings of common words. A short piece of English or numeracy work may also be sent home.

In Key Stage 2 homework becomes more formal and you will still be encouraged to hear your child read each evening. This is crucial to their development of reading as the teachers do not hear children read daily as they used to. Children are expected to do between twenty and thirty minutes homework each evening and teachers will send home a letter at the beginning of the year to inform you how much homework you can expect your child to have and for which subject. Please try to establish a routine so that homework and reading just become part of each day's pattern.

Parents Evenings

We hold parents' evenings in the autumn and spring terms. At the start of the year it is a good opportunity to meet and discuss how your child has settled in and to plan what work will be covered during the year. In the spring we discuss the progress your child is making. You will, of course, be most welcome to come in at other times of the year. Towards the end of the summer a term we will send you a School Report which records your child's achievements for the year. You will be able to discuss the report with the class teacher if you wish.

The school day

Teaching hours (excluding registration and collective worship) are 21.5 hours for Foundation 2/Key Stage 1 and 23.5 hours for Key Stage 2.

Morning

School begins at five minutes to nine but, to get off to a good start, the teachers are in the classrooms earlier and children will be allowed in from 8.45am. There is a fifteen minute break in the morning and there may be a short afternoon break.

Lunchtime

At lunchtime your child can have a packed lunch or a school dinner. A free universal lunch is available until the end of Year 2 under a new Government scheme.

Packed Lunch

We encourage the children to eat healthily and ask that you consider what items to put in your child's lunchbox. We can give you advice if that would be helpful. Fizzy drinks and chocolate bars are not allowed.

School meals

Edsential Catering provide the school dinners and a sample menu is available on request and also on the school website. As well as a choice of hot food they are also able to provide sandwiches.

If you feel that your child might be eligible for a **free school meal** the secretary will always be willing to give you the necessary information and confidential advice on how to apply. ***You should register even if you do not wish to take school meals immediately*** as the school benefits from the additional money provided by the government for every pupil premium child (£1,300 for each p.p. child each year). This is money that your child will benefit from each year they are in school so please make sure that you claim for it.

The Government currently give all children in Foundation 2, Year 1 and Year 2 a universal free school meal if you wish your child to have one and we strongly recommend you do, but if your child prefers packed lunch, that is fine.

From year 3, dinner money must be brought in to school in an envelope with your child's name and class written on. This should be handed in to the school office from where Metro Catering staff will collect it. If you need to see the cook in charge the office will be able to arrange for her to come to the office to meet you.

Lunch money must be brought in to school in an envelope with your child's name and class written on. This should be handed in to the school office from where Edsential Catering staff will collect it. If you need to see the cook in charge the office will be able to arrange for her to come to the office to meet you.

A full week's notice must be given if a child is to change from packed lunch to school lunch or vice versa to allow for the cook's food order to be changed.

Milk is free for those on free school meals (**pupil premium**) and for children who are age 4 from the Government. School fund will pay for all children in Foundation 2 to have milk until the end of Foundation 2. For other children who wish to have milk there is a small charge and the secretary will advise you how to apply and pay for this.

Afternoon

School finishes at 3.15pm for Foundation 2 and Key Stage 1 children and 3.20pm for Key Stage 2 children. We would ask you to collect your child promptly. Although we will always care for the children, they may become anxious if they haven't been picked up when their friends have all gone. Your child needs to know you'll always be there when school finishes. If you normally collect your child and are delayed, please telephone the school to enable us to ensure his or her safety.

Out of School Services

Somerville Federation is fortunate to share its building with a private company called Somerville Early Years Education and Childcare www.somervillechildcare.co.uk which includes OSCARS. OSCARS are able to offer care for pupils before school from 8 a.m. and after school until 6 p.m. as well as care during school holidays. Parents interested in their pupils attending OSCARS should contact Mrs Stocks directly on 0151 637 2467. She will be able to give you all the information you may need.

Parking

At the beginning and end of the school day many of our children have to cross roads outside school. Parking can be a problem and we do ask that parents collecting children in cars do not park in areas marked with yellow lines or on the pavements around the school.

Dogs must **NEVER** be brought on to the playground. Apart from the hygiene too many people, adults as well as children, are nervous if dogs are close by.

Please do not come on to the playground if lessons are going on. The children will leave the playground area in time for you to be at the school doors when the bell goes. Until then please wait outside the gates.

Teaching hours (excluding registration and collective worship) are 21.5 hours for Key Stage 1 and 23.5 hours for Key Stage 2.

School Uniform

Governors of the school feel that wearing the correct school uniform is important and the expectations will be reinforced if children fail to conform.

Winter:- Grey trousers or skirt
White polo shirt (for children in Foundation 2 and Key Stage 1)
Blue jumper, cardigan or school sweatshirt
White shirt and school tie (for children in Key Stage 2)
Ties are available from the school office
Black Shoes (not trainers)

Summer options:- Grey shorts may be worn
White polo shirts (for children in F2 and KS1)
White open collar shirts (without tie)
Blue gingham dress

Sports Kit

Every child must have a white T-shirt and navy shorts and black pumps or black lightweight trainers for PE for hall use. **When buying training shoes or pumps please do not get ones with black soles as these mark the hall floor and children will not be allowed to wear them.** All children may need something warmer (eg track suit) for when they participate in outdoor games in the winter months.

For swimming a swimming kit is required from Year 3 onwards. Swimming trunks (not Bermuda shorts) or costumes should be worn. Please note that no goggles, watches or earrings are permitted at the swimming baths unless a letter is received from parents or carers.

Sensible shoes are important – pumps, strapped or heeled sandals are considered unsuitable for school wear. Shoes should be black. Again sports logos are not acceptable.

Jewellery cannot be worn in school as necklaces, rings and earrings have all proved to be dangerous in the school situation. Only small stud earrings are allowed and your child must be able to remove these for PE.

Extreme hair styles are discouraged. This includes shaved patterns or designs and dyed hair. It is considered to be important that the emphasis is on children's education rather than their appearance.

Please label ALL uniform! PE kits are brought into school at the beginning of the week and are left in school, being returned home at the end of the week.

Attendance

If your child is absent please ring and leave a message before 9.30am :0151 638 5074. Please give your child's name and class, together with the reason for your child's absence. If we have not been notified, one of our Admin staff or our Learning Mentor will ring you.

Please try to make medical or dental appointments outside school hours. If you know that your child is going to be off for a medical appointment or any other reason please ring the school before the day of the appointment. Attendance at school is important and affects a young person's progress. Please only allow your child to be absent if absolutely necessary.

All absences must be explained. Pupils must bring a note on the first day of their return to school. Thank you for your cooperation in this important matter.

The latest statistics for attendance for the academic year 2014/2015. Attendance rate was 94.9% and the Absence rate was 5.1%.

PLEASE NOTE: REQUESTS FOR LEAVE OF ABSENCE WILL ONLY BE AUTHORISED IN EXCEPTIONAL CIRCUMSTANCES

Holiday Requests: Permission for holidays during the school term will only be granted in the most exceptional circumstances. We are fully committed to upholding Department of Education legislation in relation to family holidays taken in term time. Headteacher; Mr Forber will only grant leave of absence in exceptional circumstances in recognition that taking a child out of school in term time can impair their progress and development.

Parents and Carers who remove their children from school in term time may be issued with a Fixed Penalty Notice. (From 1 September 2013 these will be for £60 per parent per child if paid within 21 days and £120 per parent per child if paid

between 22 and 28 days. Parents who fail to pay Fixed Penalty Notices may be prosecuted in court.)

Permission for leave of absence in exceptional circumstances must be applied for in writing giving two weeks notice and on an 'Application for leave of absence in exceptional circumstances', available from the school office.

School work will not be provided by the class teacher for children who take leave of absence during school term time. School work planned by the class teacher is delivered in school during term time. Class teachers at Somerville Federation pride themselves in providing the children a broad and balanced curriculum, they use ongoing assessment to skilfully adjust planning to ensure children make progress in all aspects of learning on a day to day basis.

Medicines in school

Teachers are not allowed to administer medicines and it is unwise for us to keep medication on the premises. If your child is in need of prescribed medication it is likely that he or she should be off school. Doses of antibiotics can usually be taken to fit in with the school day or parents are welcome to come up to school to give a dose at midday. The only exception is for a long term medicine prescription when arrangements are made directly with the health care plan team in school and parents.

If your child has asthma it is important that he/she has an inhaler in his/her tray at all times. Please make sure that this is clearly marked with your child's name and class.

If your child has a particular problem please speak to the school nurse, the social inclusion manager or the class teacher. This is particularly important in cases such as diabetes, allergies or epilepsy.

Sun Awareness

Adults in school are unfortunately unable to apply suncream to children. We will encourage them about suncream but it would be most helpful if you apply all day suncream before school. It is particular important in Foundation 2 because we spend a lot of time in our outdoor area. Children may bring in suncream to apply to themselves during the day but it must be clearly named. Please show your child how to apply it properly.

Accidents

Occasionally minor accidents do occur and these are dealt with as you would deal with any similar occurrences at home. There are trained First Aiders on the staff. If anything more serious happens, and thankfully these do not happen very often, then every effort is made to contact you. If emergency treatment is required, then the appropriate action will be taken and you will be contacted as soon as possible.

IT IS ESSENTIAL THAT WE HAVE AN UPDATED EMERGENCY NUMBER AT ALL TIMES

Child protection

The school has excellent relationships with all outside support agencies and parents will be informed if it is felt that additional advice is required.

The school receives information from a variety of sources (children, parents or other adults) concerned with the protection of individual children from abuse. This information will always be dealt with as confidentially as is possible and made known to the smallest number of staff who need to know.

Parents do need to be aware that, whilst we will deal with such information with sensitivity and care, there are legal responsibilities laid upon the school to report actual allegations to Social Care or the police and there are procedures that we are expected to follow if suspicions are passed on to us. All of us, as adults, have to accept that it is the protection of the child, who may be at some kind of risk, which is most important.

A copy of the Child Protection Procedure is available for inspection at the school.

Mobile Phones

The Governors of the school have approved a policy that states that mobile phones are not allowed in school. In the case of an emergency, pupils are allowed to contact home through the school office.

Admissions

Children are admitted to the reception class in the September of the school year in which they are five years old – *the September after their fourth birthday*. Children will usually attend for either mornings or afternoons for the first two or three weeks of the new school year and then attend for full days. Applications for admission are organised by the Local Authority and not directly by the school. Forms to apply for a place are available in most pre-school settings and from the school office or the school website.

The Local Authority decides how many pupils may be admitted each year and the school is not allowed to exceed this number. Similarly it is not permissible to have more than 30 pupils in any Foundation or Key Stage 1 class. There may be larger classes at Key Stage 2 though the Governing Body will attempt to keep the numbers as low as possible.

Admission for children wishing to join the school after the Foundation Stage or mid-year is also managed by the Local Authority. A form to request a place is available from the school office or the school website.

Children starting school for the first time

Children starting school for the first time will attend on part-time basis for the first two weeks. Pre-school visits and meetings are also held to inform parents of teaching methods and to look around their new environment.

Children spend a good part of their young life at school. We want them to be happy while they are with us - it is only when they are happy that they will learn well.

Here are a few points that will help you to give your child a good start to school life.

- Clearly mark all uniform so that your child can recognise it.
- Children need help to recognise their own printed name.
- Children need to be able to dress themselves at school and to tie shoe laces (although Velcro is preferred).
- Encourage your child to eat properly using a knife and fork.
- Teach your child to tidy up after playing with toys and to care for his/her belongings.
- Help your child to play happily with other children “sharing and caring.”

- When you are out shopping, at home, visiting friends etc. talk to your child, encourage questions and clear speech, and **be prepared to listen.**
- Visit your local library often, read to your child, tell stories and recite nursery rhymes. This all helps to develop a love of books and reading.
- Make sure your child has enough sleep - school can be very tiring!

Complaints procedure.

Most complaints are settled quickly and informally at school level; the complaints procedure exists for those parents who also wish to pursue a complaint through more formal channels. A copy of the complaints procedure is available from school office or school website. It is hoped that any complaints would be first taken to the member of staff to resolve any issues informally, if you are unhappy with their response or feel that the matter is not resolved the next port of call would be one of our team leaders, then the senior management team and lastly the executive headteacher. If the matter has still not been resolved the governing body are there to help this is a more formal process and should only be used when more informal partnership working has failed.

School Contact Details

Somerville Primary School
Northbrook Road
Wallasey
Wirral
CH44 9AR

Somerville Nursery School
Brentwood Street
Wallasey
Wirral
CH44 4BR

Telephone No: 0151-638 5074 0151-638 1567

Fax No: 0151-638 1019 0151-638 1567

Email address: schooloffice@somerville.wirral.sch.uk

Web Site: www.somerville.wirral.sch.uk

Twitter @SomervilleCH44

Our website includes links to newsletters, calendars, forms, menus and other information which is regularly updated.

LOCAL AUTHORITY ADDRESS

Education Department
Metropolitan Borough of Wirral
Hamilton Building
Conway Street
Birkenhead
Wirral
CH41 4FD

Telephone No: 0151 606 2000

VISITS TO THE SCHOOL

Parents wishing to visit either school should make an appointment with the school secretary.

The information in this prospectus relates to the school year 2016/2017 and was printed on 10th June 2016. The school governors wish to point out that although the information is correct at the date shown above, there might be changes before or during the school year or subsequent years.