

# School Prospectus



**2024-2025**



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## Introduction & Welcome

Welcome to Gorsewood Primary School!

It is likely that you are reading this Prospectus because your child will soon be attending our school or you are interested in sending your child to Gorsewood. Staff and Governors extend their welcome to you.

If you have not yet made a decision about a choice of school for your child we hope that this Prospectus will help you. The judgements on the school by the Government's Inspection Team (Ofsted) in our last inspection in May 2023 were:

**"Pupils thrive in the caring, purposeful and exciting environment of this school."**

**"Pupils feel safe in school."**

**"Most pupils learn well across the curriculum."**

**"Pupils are responsible and active citizens."**

**"Leaders aim to nurture, inspire and challenge all pupils to have the confidence to 'dream, believe and achieve'."**

**"Leaders and staff work in partnership with parents and external organisations to ensure that pupils with SEND receive the help and support that they need."**

**"Pupils behave well and are attentive in lessons."**

**"Pupils benefit from an exciting array of extra-curricular activities which stimulate their interests."**

**"The arrangements for safeguarding are effective."**

You will see that when we say that we have a good school, Ofsted confirms this.

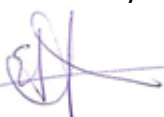
We hope all our children enjoy the years they spend at Gorsewood and find them stimulating and rewarding. It is the main aim of this school to provide such an environment where each child feels valued, respected and confident to accept challenges. We see each child as an individual and our team work hard to ensure all children are supported and challenged to be their best self.

At Gorsewood, we believe that in order to experience success children have to believe in themselves and expect that they can do things. They need to acquire the basic skills and attitudes that will equip them to meet new challenges with confidence. We encourage children to do their best in everything they do and the staff expect high standards of behaviour and work from everybody.

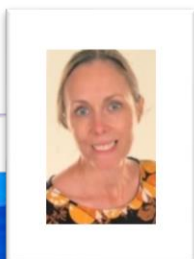
It is our hope that as parents you will be pleased to work with us during these important years for your child.

We look forward to working in collaboration with you during these important years for your child.

Yours sincerely



Miss E Jackson  
Head Teacher





## Aims & Ethos/School Mission Statement

### **Dream Believe Achieve**

**“We aim to give all our pupils opportunities to develop their full potential within a caring and supportive environment, providing a wide and varied range of activities to enrich the curriculum.”**

**Everybody is encouraged to: “Be Your Best Self!”**

Here at Gorsewood Primary School we aim to:

1. Provide an education consisting of a broad-based and stimulating curriculum, which is designed to meet the differing needs and abilities of the individual child – spiritually, academically, morally and socially.
2. Provide an environment where each child is encouraged to develop to the full extent of their ability. Where each person is valued and made aware that they have the potential to make a positive contribution to the school.
3. Develop links with the local community and promote community cohesion so all children have a sense of belonging and strong, positive relationships are developed in school and the wider community.
4. Encourage the partnership between home and school. To engage in positive communication with parents/carers and to encourage parents/carers to take an active part in their child's education and school life.
5. Provide equal opportunities for all and treat all individuals fairly.

## Our School Culture

Gorsewood is a very friendly, welcoming and caring school. We believe that people achieve more when they feel happy, secure and valued. Good team spirit is part of our ethos and there is a high expectation of all staff, pupils and parents and external agencies to work cooperatively, to give their best and to make a positive contribution to the life of the school.

There is a focused commitment on “Teaching and Learning”, which includes, staff, families and the community and we are proud of what we do. There is an emphasis on mutual support through which we develop our shared professionalism. We are reflective and adaptive in our practice. This is a safe place to make mistakes – making mistakes is a good way to learn! We are happy to try out new ideas, because we want to ensure that every child succeeds.

## About Gorsewood

Gorsewood Primary School is situated on the Murdishaw Estate at the Eastern end of Runcorn New Town. It serves the former New Town Corporation Estate of Murdishaw and the private estates, Littlebourne Park, Borrows Bridge and Marina Village.

Gorsewood Primary School is a single storey primary school built in 1978. In 1995 the building was extended to provide two large additional teaching areas.

In the interests of safety and security we have installed a security system which includes:-

- Communication links between the school/head’s office and teaching areas
- A front door entry system with communication to the office
- External doors that operate on a security access system
- CCTV system
- Use of walkie-talkies for communication throughout school

Access to the school building for parents/carers and children is via the playground gate. This entrance is secured during lesson times in the interests of security. Visitors, trades persons and contractors can request access to the building via the main entrance. Visitors report to reception and are required to show proof of identity and wear a visitor’s badge.

The school grounds include a pond, an outdoor classroom, amphitheatre, school garden and greenhouse, all-weather daily mile track and trim trail together with fruit trees and vegetable beds and a forest school area. This environment serves to provide an exciting resource for outdoor learning, which is a highly valued element in our inclusive curriculum.

From the age of 6+ we offer children opportunities for residential education. The purpose is to extend learning and encourage our children to become more independent. The Key Stage 1 children visit Foxhowl in Delamere Forest. Key Stage 2 travel more widely and visits have included London, Beeston, Kingswood Activity Centre, Paris, Cardiff and Edinburgh.

## Admission Arrangements

For anyone hoping to acquire a place at Gorsewood, a personal visit is encouraged, particularly for those parents who are unfamiliar with the life of the school and this can be arranged by contacting school.

Gorsewood Primary School operates Halton Local Authority's admissions policy and as such all areas of school admission are coordinated by HBC.

Parents/carers seeking admission for their children into any year group during the year are requested to complete an in-year application form (Common Application Form) and submit it directly to school.

Admissions for children who are due to start school as a Reception pupil are dealt with by Halton Borough Council. An application must be made directly to Halton Borough Council. Current admissions policy in Halton means that children who will be 5 years of age between 1st September and 31st August are admitted at the beginning of the autumn term on a full time basis. Pupils will be admitted without reference to ability or aptitude.

Halton Borough Council operates an admission policy to decide which children will have priority for places, but only if the school receives more applications than the number of places available. The Council has agreed one admission policy for all community and voluntary controlled schools in Halton.

Upon allocation of a place at Gorsewood, at the beginning of the term prior to starting school, your child's future teacher and Headteacher will arrange to visit you at home. The purpose is to let you discuss your child and his/her needs and respond to any particular questions you may have about the school.

When all parents have been visited, we hold an Open Afternoon when parents and children are able to view the books and equipment in the Reception class teaching area following a short talk from the Headteacher.

In the second half of the term, pre-school sessions are arranged when the child can spend time in the classroom. We also arrange to meet your child in their pre-school setting too.

A child should be admitted to a school for which parents have expressed a preference until all available places have been filled. Currently the School's admission limit is 210 pupils or 30 pupils per year group. If your child is refused admission to school because the maximum number per year group has been reached, you may appeal against this refusal to admit by writing to the Local Authority.



## Contact Details

Headteacher: Miss E Jackson

Assistant Head KS1 & SENCO: Mrs Christine Westwood

Assistant Head KS2: Miss K Wright

Chair of Governors: Mr M Dennett

Office Manager: Miss S Jackson

Site Manager: Mr S Potter

Address: Gorsewood Primary School, Gorsewood Road, Murdishaw, Runcorn, WA7 6ES

Telephone: 01928 712100

Email : [sec.gorsewood@haltonlearning.net](mailto:sec.gorsewood@haltonlearning.net)

Website : <http://www.gorsewood.halton.sch.uk/>

Twitter: @gorsewoodprimar



## Staff

We have an excellent, very experienced and approachable staff at Gorsewood all of whom are concerned for the welfare of your child. The staff have the best interests of your child at the heart in developing them as learners and preparing them for their future.

<b>Senior Leadership Team</b>	Miss E Jackson (Headteacher) Miss K Wright (Assistant Head KS2) Mrs C Westwood (Assistant Head KS1)
<b>Reception</b>	Mrs S Chorlton & Mrs N Ridgway (Teachers) Miss C Thain, Mrs A Langton (Classroom Support)
<b>Year 1</b>	Miss E Eccles (Teacher) Mrs A Reese, Mrs J Townsend, (Classroom Support)
<b>Year 2</b>	Miss K Gleave (Teacher) Mrs G Jones, Mrs A Ainsworth Classroom Support)
<b>Year 3</b>	Miss S Oakley (Teacher) Mrs C Coxon, Mr M Jenks (Classroom Support)
<b>Year 4</b>	Mrs C Durbin (Teacher) Miss R Whitehead (Classroom Support)
<b>Year 5</b>	Mrs S Simmons (Teacher) Miss J Yates, Mrs S Yesilyurt (Classroom Support)
<b>Year 6</b>	Miss K Wright (Teacher) Mrs C Sturge (Classroom Support)
<b>PPA/Intervention</b>	Mrs M Farmer (Teacher)
<b>SENCO</b>	Mrs C Westwood
<b>Office &amp; Admin Staff</b>	Miss S Jackson (Office Manager)
<b>Site Staff</b>	Mr S Potter (Site Manager)
<b>Pastoral Staff</b>	Mrs J Neilson FSW), Mrs S Marsh & Mrs N Smith (Nurture/ELSA), Viv Kay (Counsellor), Mrs S Newby (Drop & Go & Breakfast Club), Mrs M Jackson (Breakfast Club), Mrs A Langton & Mrs C Heffernan (After School Club)
<b>Other Staff</b>	Mrs A Price (Music), Mrs R McGowan (Drama), Mrs L Winrow (Library), Mrs B Wright (Cook), Mrs D Jones (Catering), Miss V Campbell (Catering)
<b>First Aiders</b> F - Full, P - Paediatric, D - Defib	Mrs S Newby (F, P, D), Mrs C Coxon (F,P), Mrs C Sturge (F), Mrs N Smith (F,P,D), Mrs B Wright (F,P), Miss G Jones (F,P), Mrs J Townsend (P), Mrs H Ainsworth (P), Miss E Jackson (D), Miss S Jackson (F)



## Governors

The school governors have overall responsibility for every aspect of the school. They have legal duties, powers and responsibilities laid down by legislation. In practice the governors operate rather like a Board of Directors for a company, making decisions about how the school is run and enabling the Headteacher and staff to get on with the day-to-day operation. More specifically, governors are appointed to work with the Headteacher to:

- Decide what is taught in the light of statutory requirements laid down by the Governments set standards of behaviour.
- Interview and select staff.
- Decide how the school budget is set.
- Make policy decisions.

The full Governing Body meets once every term. Each governor is also a member of a subcommittee including Finance & Personnel, Curriculum and Premises.

Governor	Position	Cat	Responsibilities	Term End
Mark Dennett	Chair	LA	Maths, Training & Support, Visits, Safer Recruitment	31.08.2026
Matthew Willcott	Vice Chair	Co-Op	ICT	13.11.2026
Carole Howard	Governor	Co-Op	Child Protection, Creative, Safer Recruitment	14.11.2025
Joanne Harding	Governor	Co-Opt	Children & Young People in Care	25.06.2027
Nicola Carney	Governor	Co-Opt	SRE	14.11.2025
Emma Jackson	Governor	Staff	Maths, Safer Recruitment, Literacy	N/A
Sam Marsh	Governor	Staff	Health & Safety	Mar 2028
David Jameson	Governor	Co-Opt	Wellbeing	05.01.2028
Jessica Hale	Governor	Parent	SEN	16.11.2025
Christine Heffernan	Governor	Co-Opt	SEN	June 2025
Kerry Williams	Governor	Co-Opt	Early Years	Dec 2025
Chris Rusling	Governor	Parent		Feb 2027



## Safeguarding

Parents/carers should be aware that the school would take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill treatment, neglect or other forms of abuse, staff are required to follow procedures and inform Children's Social Care.

The designated adult for Child Protection is Miss E Jackson (Headteacher). In her absence, this duty is placed on Mrs C Westwood (Assistant Head KS1/SENCO) and Mrs J Neilson (FSW). The designated governor is Carole Howard.

There is a detailed Safeguarding & Child Protection Policy, which is available on the school website or school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Staff and governors have all received appropriate child protection and safeguarding training, which is updated annually.

The child protection policy includes a statement on physical restraint. This school follows DCFS guidelines 10/98 which asserts that physical restraint may be used if there is a possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment.

All allegations of abuse or complaints of a member of staff will be dealt with following Halton's Safeguarding Children's Board Local Authority Officer (LADO) procedures. A copy of this is available from the school office. For any complaints about the Head the Chair of Governors should be contacted directly.



## School Organisation

Gorsewood Primary School is designated as a one-form entry Primary School. The classes are arranged in year groups Year R to Year 6 based on a 1<sup>st</sup> September watershed date. Thus:

- Age 4-5 Year R children will reach 5 by 31<sup>st</sup> August
- Age 5-6 Year 1 children will reach 6 by 31<sup>st</sup> August
- Age 6-7 Year 2 children will reach 7 by 31<sup>st</sup> August
- Age 7-8 Year 3 children will reach 8 by 31<sup>st</sup> August
- Age 8-9 Year 4 children will reach 9 by 31<sup>st</sup> August
- Age 9-10 Year 5 children will reach 10 by 31<sup>st</sup> August
- Age 10-11 Year 6 children will reach 11 by 31<sup>st</sup> August

There are 7 classes with teachers responsible for teaching all 10 subjects of the National Curriculum and Religious Education. The average class size is 26.

Beyond their class-teaching role, staff assume extra responsibilities in management roles, leading curriculum subjects and organising extra-curricular activities. The teachers' roles are varied and often require a significant commitment of time outside of official school hours. School life benefits greatly from this extra work by its staff.

## School Day

Details	Time
School Gates Open	8.40am
School Gates Close	8.45am
Registration	8.55am
Morning Break KS1 (15 mins)	10.30am
Morning Break Y3 & Y4 (15 mins)	10.45am
Morning Break Y5 & Y6 (15 mins)	11.00am
Lunch – YR & Y1 (Hall 11.50 to 12.15, Playtime 12.15 to 12.35)	11.50 – 12.35
Lunch – Y2, Y3 & Y4 (Hall 12.15 to 12.40, Playtime 12.40 to 1.00)	12.15 – 1.00
Lunch – Y5 & Y6 (Hall 12.40 to 1.05, Playtime 12.20 to 12.40)	12.20 – 1.05
School Gates Open (End of Day)	3.15pm
School Gates Close (End of Day)	3.20pm





## School Meals

All children can have a school meal or bring a packed lunch. The current cost of school lunches is £2.95 per meal. School dinners are cooked in the school kitchen and served in the school hall by Orian Solutions. They supply a cafeteria style of meal provision and there is always a choice of a hot meal, vegetarian option and sandwich or filled jacket potato. All parents/carers have access to the School Hub where you can view menus and order meals for up to 2 weeks at a time. Dinner money is also payable online via the School Hub.

A copy of the half term menu is emailed to parent/carers at the start of each half term. Children can view the daily menu each morning in class and make their selection using the whiteboard in class.

Anyone arriving after 9.30am will need to make their choice via the school office.

During the lunch break children are under the supervision of staff and, in the interests of safety, must follow their instructions. A member of the Senior Leadership Team will always support with lunch duty.

All children in KS1 (Reception, Year 1 and Year 2) are entitled to a free school meal under the government initiative.

### **Free School Meals (Pupil Premium Eligibility)**

Parents/carers in Halton are now able to apply online for Free School Meals for any child attending a Halton School.

This is done through the Halton Website using the following link:

<https://www3.halton.gov.uk/Pages/EducationandFamilies/Schools/FreeSchoolMeals.aspx>

For parents applying for the first time you will be able to easily register on the site in order to apply. Once you have completed an application and the necessary checks have been made, the record will be updated so eligibility can be checked at any point by school on a regular basis.

**We would encourage all parents to follow this link and apply for an eligibility check.**

If your child is eligible then registering for free meals could raise an extra £1,300 for school. We could use this money to provide additional staff and resources to support your child to make progress.

Your child may be able to get free school meals if you receive any of the following: Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The guaranteed element of Pension Credit, Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).



### **Nut Aware School**

Here at Gorsewood we are a nut aware school as we have a number of children with nut allergies.

We kindly ask parents/carers to ensure that packed lunches from home do not contain any nut products. This includes all Nutella and Kinder products. Any chocolate spread items should also be checked at home that they do not contain any nuts too.

### **Halton Health School**

Gorsewood has achieved the Halton Healthy Schools Standard and believes that a healthy school is committed to on-going improvement. It understands the importance of investing in health to raise levels of pupil achievement and improve standards.

### **Bagels & Tuck**

School offers bagels to all pupils (free of charge) during registration from 8.45am to 9.00am.

Daily tuck is also available later in the morning and consists of fruit. School operates a cashless system and payment needs to be made online via the School Gateway App every half term if you would like your child to receive daily tuck.

Children under 5 receive free milk.

# Breakfast Club/Early Bird Drop Off/After School Wrap Around Care

We are pleased to offer a healthy school breakfast to all our children and we welcome your child to join us for a great start to the day.

We are proud to announce that Gorsewood is part of the National Schools Breakfast Programme.

Breakfast Club remains exceptional good value for money. It is subsidised by school and is the cheapest in the area.

## The arrangements are as follows:

- **Breakfast Club operates from 7.30am until 8.30am. There is a daily charge of £1.50 per child.** Breakfast is included in the daily charge and includes toast, cereal, fruit, milk and juice. Please note for children attending breakfast club the sessions must be booked online using the Clubs option on the School Gateway. We are unable to allow arrears and if an account is more than 1 week in arrears attendance will not be allowed until the overdue balance is settled
- **Early Bird Drop Off is available from 8.30am. For children attending from 8.30am there is no charge and no booking is needed.** Breakfast is still available.

Children are expected to behave quietly, displaying good manners. A calm atmosphere is encouraged and the children enjoy a relaxing start to their day.

## Gorsewood After School

Following consultation with parent/carers and governors, the Gorsewood After School Club was introduced in September 2024.

The club runs daily from 3.15pm to 6.00pm Monday to Friday.

There are 2 sessions available. A drink and snack is included

**Session A = 3.15pm to 5.00pm = £7.00 OR Session B = 3.15pm to 6.00pm = £10.00**

**Places are limited and booking and payment is required upfront on a first come, first served basis via the School Gateway. Only payment upfront will secure and confirm a place.**



## School Uniform & PE Kit

There are advantages for all – parents, pupils and the school, in the wearing of school uniform. The school has adopted a clear, simple dress code for our pupils which is designed to promote high expectations of the pupils as well as a sense of belonging.

**We expect all our pupils to wear the current school uniform.**

Staff encourage children to be smart and presentable in wearing the school uniform and we also ask for parents support in this matter.

### Current school uniform:

- Blue Gorsewood Sweatshirt/Cardigan/Fleece
- Grey Trousers/Skirt/Pinafore
- White Shirt or Polo Style T-Shirt
- Black Sensible Footwear - **No Coloured Trainers, Mules, Jellies, Boots or Open-Toed Sandals**
- Grey Shorts/Blue & White Gingham Summer Dress - Summer Term (After Easter)

### On PE days children should come to school wearing their PE kits:

- A Gorsewood PE kit with black pumps or trainers for outdoors  
**OR**
- Plain white t-shirt, black shorts, black pumps or trainers for outdoors  
**ALSO**
- In colder weather black/navy tracksuit/jogging bottoms can be worn with a Gorsewood PE hoodie or Gorsewood sweatshirt/cardigan/fleece.

For safety, particularly during PE, pupils should keep long hair tied back.

School PE hoodies will not be considered as general school uniform and cannot be worn on non-PE days. If a child comes to school wearing PE uniform/hoodie or a non-uniform top they will be asked to change into a spare school cardigan/sweatshirt.

**Please also note football kits, gym wear and other sports items are not PE uniform.**

School sweatshirts can be purchased from the school office at a cost of £10.50 along with other optional items of clothing including school coats, fleeces and book bags. A price list can be obtained from the school office or on the school website.

Gorsewood PE items (blue shorts, white T-Shirt and PE Bags with school logo) can also be purchased at the school office from £5.50 each as well as optional school PE hoodies priced at £15.00 each.

We also have a selection of used and nearly new uniform items at a reduced cost.

## Jewellery

The only jewellery allowed are watches and small studded earrings. Parents are requested to ensure that other items of jewellery are not worn in school. SMART watches should not be worn for school.

## Attendance & Punctuality

The school aims to achieve good attendance and punctuality by operating an attendance policy within which staff, pupils, parents/carers, local community and the Education Welfare Service can work in partnership.

Excellent attendance is expected of all children. School rigorously monitors attendance and ensures quick and early intervention if a problem is identified. School works closely with parents/carers in all aspects of school attendance. The Education Welfare Officer supports the school regarding pupils' persistent lateness/absenteeism.

Please don't underestimate the importance of good attendance. Even one day missed can have an effect on learning. **School is also required to monitor lateness.**

<b>100%</b>	<b>98%</b>	<b>95%</b>	<b>90%</b>	<b>80%</b>	<b>5 mins late each day is equal to 3 days absence</b>
0 days absent	4 days absent	10 days absent	19 days absent	38 days absent	

It is very important that your child is at school on time every day. It is equally important for all children to attend school every day in order to progress and reach their potential. Please call our dedicated absence line and leave a message before 9.30am. If we do not receive a reason for absence, it is counted as unauthorised. We are required to account for every child's absence and late arrival so your co-operation is essential. Any child who is late for school must be signed in at the school office before proceeding to class.

As part of our safeguarding procedures, we carry out first day calling to all pupils who are absent but for whom no reason for absence has been received. School monitors pupil absence and contacts parents if absences are not authorised.

If your child has a medical appointment during the school day, please inform the school in advance. Please provide an appointment card, hospital letter or other proof of the appointment. Your child may return to school following the appointment. Where possible please make appointments outside the school day. If your child is unwell or has an accident during the school day, we shall phone and ask you to collect them. It is essential that we have at least two emergency contact phone numbers.

The school works closely with the Local Authority's Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LA and the Governors and annually to the government and to all parents.

We recognise good attendance throughout the school year and as school work together to achieve an attendance reward. Attendance rewards vary and we work with the school council to decide on them.

## Leave of Absence & Holidays

We expect that parents will arrange their family holidays during the school holidays so that their children do not miss out on schoolwork. Changes to the Pupil Registration Regulations in September 2013 removed any reference to family holidays. A Headteacher **may not** authorise any leave of absence unless it is for **exceptional circumstances**. A holiday is not classed as exceptional circumstances. If you would like to see a copy of the Attendance Policy please speak to the school office. All requests for leave of absence in term time must be made in advance in writing on the Leave of Absence Forms available from the school office.

## Parent Partnership

We are firmly committed to building a partnership between home and school with the aim of developing shared expectations, of enhancing the quality of education, and of achieving high standards. We would like the partnership to take a variety of forms including:

- The sharing of books and undertaking other appropriate activities to support your child at home
- Attending meetings and workshops
- Attending class assemblies and performances

At Gorsewood School we welcome parental involvement and encourage parents to take an active part in the life of the school. The teaching staff appreciates parental help in the classroom and with outside visits. If you would like to help support school in any way please contact the school.

Parent interviews take place twice a year although parents are welcome to see the class teacher at any other mutually convenient time. Parents also receive a written report at the end of the school year.

There is a Home/School Agreement which all parents and children are invited to sign on joining the school.

Parents can also be involved in supporting the work of the school and helping to shape the direction it takes by becoming a School Governor. Our present Governing Body has 2 Parent Governors.

### **Social Media – Parent Code of Conduct**

As parents and carers you too, have responsibilities regarding your use of social networking sites.

- You are not expected to post pictures of pupils other than your own children on social networking sites.
- You should not post malicious or fictitious comments on social networking sites.
- You should make complaints through official school channels rather than posting them on social networking sites.

As a school with an open door policy, it is expected that you would discuss any concerns with the Headteacher and/or staff in the school rather than use social media. Issues can then be resolved together.

### **Family Events**

Successful and enjoyable family events have included:

- Family Science Trail
- Family Bingo
- Summer Fair
- World Book Day Activities
- Themed Family Picnics
- Family Quiz Night
- Christmas Fair
- Family Breakfast Read
- Easter Egg Hunt
- Family Stargazing Event
- Family Learning Workshops
- Family Reading

We enjoy hosting family events and always welcome new ideas and suggestions from parents/carers.



## Communication & Keeping Up to Date

School uses a number of methods to communicate with parents/carers.

- School Website & School Spider Parent App - [www.gorsewood.halton.sch.uk](http://www.gorsewood.halton.sch.uk)
- Twitter – [@gorsewoodprimar](https://twitter.com/gorsewoodprimar)
- Facebook – Gorsewood Primary School
- Email – Letter and updates are sent by email
- Marvellous Me - App used to inform parents of what children have been doing in school.
- School Gateway – For payments, club bookings and consent
- Newsletters – Monthly newsletters are a useful communication to families and children.
- Text messages – Important messages and reminders are sent by text

If parents/carers need to speak to class teachers they can do so by telephone or before school starts or at the end of the day. Appointments can be made through the office.



## Behaviour

Gorsewood believe all pupils have the right to learn in a safe, nurturing environment where they can truly be themselves. Our behaviour approach is informed by a dynamic, developmental approach to working with children that supports their emotional and social wellbeing. It uses the latest research in neuroscience, attachment theory and child development, drawing on research into the role of creativity and play in developing emotional resilience.

With a programme of continuous development, our vision is for all our staff to receive regular training and to use this insight to build healthy development, encourage pupils to increasingly self-regulate and embed strategies in social and emotional learning and positive behaviour choices, therefore underpinning academic progress.

Through our work with the Happy in School Project and Zones of Regulation, we aim to empower pupils so they are in control of their feelings. They are taught to develop resilience and to use a range of strategies and techniques in tricky situations. Our positive approach to behaviour management teaches children to take ownership of who they are and as a result they become happier, attain more and reach their potential. Our aims:

- For a happy, safe environment
- To ensure that all feel successful, important and members of a worthwhile community
- To promote concern for others, self-discipline, self-respect and the basic virtues of honesty, fairness and politeness
- For mutual respect and consideration
- For everyone to be their best self

## School Code of Behaviour

Gorsewood follows a planned system of rules, rewards and consequences based upon the premise that behaviour should be taught, just like any other part of the School Curriculum. Children therefore are enabled to make informed choices.

The staff have, with the involvement of the pupils, established specific positive rules that clearly define the high standard of behaviour and the positive ethos that we expect in school. These rules are set out below.

Our positive school rules are:

- **Be your best self**
- **Be resilient**
- **Be respectful**
- **Be ready**
- **Be reflective**
- **Be safe**

The rules are displayed in pictures and text in all areas of the school and referred to by all staff as acceptable and unacceptable behaviours are observed. Assemblies and circle time are used to frequently revisit and teach the rules. A copy of the school's full Behaviour Policy is available on request.



## Bullying Prevention

Bullying is not tolerated at Gorsewood Primary School.

The Gorsewood definition of bullying is: "A systematic and extended victimisation of a person or group, by another or group of others". The schools response to this is unequivocal.

**Adults must be informed immediately and action will take place.**

Children are told that silence is the bully's best friend. Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action.

There is a more detailed Anti-bullying Policy that is available on the school website or school office.

## Nurture & Wellbeing

*"A child learns best when they have strong self-esteem, a sense of belonging and resilience"*

*The Nurture Group*

Our whole school follows the nurture principles.

The six principals of Nurture:

- Children's learning is understood developmentally.
- The classroom offers a safe base.
- The importance of nurture for the development of wellbeing.
- Language is a vital means of communication.
- All behaviour is communication.
- The importance of transition in children's lives.

For some pupils who require additional support we have a dedicated nurture group which takes place in the Welcome Room. We also have 2 qualified ELSA's who support children with social and emotional learning and a school counsellor who works with individual children. An ELSA is an Emotional Literacy Support Assistant.

There are many reasons a teacher may identify a child in their class that may benefit from the Nurture provision:

1. Low self-esteem.
2. Find it hard to listen to others or join in.
3. Family illness or break up.
4. Bereavement.
5. Find it hard to share and take turns.
6. Find it hard to settle into class.
7. Friendship difficulties-keeping/making friends.
8. Find it hard to accept losing a game.
9. Quiet, shy, withdrawn.



Our priority is to enable our children to form positive attachments with others, to make the right choices and to understand why they make these choices, to know that they have a voice and that their voice is important, build their self-esteem and to be resilient and reflective.



## School Values

As soon as you enter Gorsewood, you will feel the warmth and friendliness of our school. Everybody is valued at Gorsewood and every voice listened to.

We firmly believe in nurturing every individual so they have the confidence to be their best self in all they do.

During our weekly assemblies and in class collective worship and reflection sessions, we focus on a value each month. Our values are:

- September - Self belief
- October - Friendship
- November - Peace
- December - Happiness and Love
- January - Hope
- February - Determination
- March - Kindness
- April - Equality
- May - Courage
- June - Positivity
- July - Independence

## Forest School

We are pleased to have our own Forest School area on site. Forest School encourages children's emotional and physical development through outdoor play, activities and exploration in a woodland classroom. Having time regularly in a forest/wood is a wonderful chance for children to connect with nature.

All the activities take into account learning styles and schemes. The programme helps to build self-esteem, communication skills, independence and self-confidence.

All classes have the opportunity to take part in forest school sessions over each academic year.

Mrs Marsh leads our Forest School sessions. She is also a trained forest school first aider.

## Extra-Curricular After School Clubs

The school runs after school clubs most afternoons from 3.15pm until 4.00pm. A timetable is circulated every half term. Activities vary and include Football, Rounders, Team Sports, Drama, Guitar, Cooking, Gardening, Computers, Homework Club, Crafts, Film Club, Netball, Hockey, Give it a Go, Fencing, Performing Arts, Forest Schools, Coding and Gymnastics.

At times we are able to offer specialist led after school clubs. For these clubs there may be a small charge.

All clubs are booked online via the School Gateway.

After school clubs enable children to develop new and existing skills and to build effective relationships with those in different age groups. We encourage all children to attend a club.

## Assemblies

Assemblies **provide a fantastic opportunity to build a strong sense of community within our school.** They help reinforce our ethos, values and mission statement. In assemblies we cover many topics including British Values, international events, historical figures, religion and culture.

On a Monday morning there is a whole school 'Celebration Assembly' which is led by the Headteacher. In this assembly we celebrate achievements from the previous week and children receive certificates and recognition for being their best self.

Each key stage has another weekly assembly with either Mrs Westwood or Miss Wright.

Classes also take part in daily reflection sessions and have weekly singing assemblies too.

## School Council & Pupil Voice

We believe it is important to listen to our pupils and value the contribution they can give to making decisions about the school. Every year, each class (Reception to Year 6) elects two representatives to the school council who meet regularly with the member of staff responsible for overseeing the school council. Our KS2 pupils also take responsibility for road safety and, online safety.

Our school council put forward ideas which their peers have asked them to bring to the attention of the staff. This year our school council have been instrumental in introducing "Meat Free Monday" as well as making the final decision on the colours for the new school PE hoodies.

## Educational Visits

The Governors believe that our children should have the opportunity to take part in Educational Activities beyond the confines of the School. They demonstrate their commitment by subsidising educational visits. It is a requirement for all visits that all appropriate risk assessments are carried out. These trips are of immense educational value and children build on the experience when they return to school.

Parents must give consent for all visits in order for their child to take part. No child is allowed on a trip unless the parent/carers consent has been given.

Visits throughout the year for various year groups and classes have included:

- Knowsley Safari Park, Quarry Bank Mill, Walton Gardens, Eyam, Chester, Thurstaston, Manchester United Museum, Rhyl, Runcorn Fire Station, Blue Planet Aquarium, Brindley Theatre, Liverpool World Museum, Underwater Street, Liverpool University, Chester Museum, Imagine That! and Martin Mere.

We have also participated in and travelled to a number of events with other schools including:

- Children of Halton Sing, Merseyside Youth Games, Town Sports, Football Away Matches, Highland Games and various other sporting competitions (Gymnastics, Hockey, Swimming etc).

## Charging Policy for School Visits

The Education Act of 1998 states that each school must define its policy for charges for some activities and visits. Our policy is that parents may be asked for voluntary contributions towards the cost of outings (curriculum). Failure to contribute **will not** involve any child being treated differently from any other. However if insufficient funds are raised to cover the costs, the visit may be cancelled. If you have any difficulty at all in this area, please do not hesitate to contact the Head Teacher.

## Residential Visits

From the age of 6+ we offer children an opportunity for residential education. The purpose is to extend their learning and encourage them to become more independent.

### Key Stage 1 - Foxhowl in Delamere Forest

Children visit the Foxhowl Outdoor Education Centre in Delamere Forest for a one night stay to study locality and different places, which links in with their topic work in Year 2. The children have opportunities to make dens, follow nature trails and go on evening and daytime forest walks.

**Key Stage 2 visits have included CHET Activity Centre, London, Edinburgh, Cardiff, Kingswood Activity Centre and Catalyst Museum.**

## Confidentially

The school is committed to working in partnership with parents/carers in the best interests of their children. From time to time, adults working within the school community may receive information about individual children, or family circumstances, which needs to be treated as confidential. It is the policy of the school that anyone receiving such information must share it with the Headteacher or Deputy. The Head will decide whether it is necessary to inform other staff, so that the child's needs may be dealt with in a consistent and appropriate way.

The wishes of parents/carers will be taken into consideration when making this decision and information sharing will be on a 'need to know' basis. Confidentiality will be preserved between the staff and the information will not be disclosed to other parents/carers. Information will remain confidential within the school, with the exception of when there is a duty to share it with other agencies for the protection of the child.

This policy applies to all teaching and non-teaching staff and to members of the Governing Body. Parents/carers working within the school as volunteers are also expected to adhere to it.



## Health & Safety

The school has a health and safety policy, which is monitored regularly by the relevant committee of the school governors. A copy of this policy is available from the school office.

The Headteacher, Premises Officer and Governors with responsibility for Health and Safety oversee the day-to-day implementation of the policy. Any concerns from staff are reported to any of the above and the Premises Officer carries out an initial examination, assessing what remedial action needs to be taken.

There is a critical incidents plan that details what staff and parents should do in the case of emergencies.

The children are taught about various aspects of safety on a regular basis and are encouraged to take responsibility for their own safety. The school seeks opportunities for children to learn about aspects of safety including cycling proficiency courses, visits from external agencies, being safe in the sun/winter and talks by the fire and rescue service.

## Emergency Procedures

Fire Drills take place at least once a term. This gives the children, staff and community users the opportunity to practise leaving the school building in a safe, orderly way in the event of an emergency.

Children will also practice lockdown procedures and how to evacuate the building softly in other emergency situations. These will be done in a calm, child friendly way.

## Site Security

To ensure site security, the following rules are adhered to:

- Gates are locked except at the start and end of each day.
- Doors are closed to prevent intrusion. Doors are also operated by security fobs.
- Visitors, volunteers and students must only enter through the main entrance and after signing in.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Children are never allowed to leave school alone during school hours, they must be collected by a known adult and signed out.
- Staff and visitors to wear ID badges at all times.
- Children who are late should enter via the main entrance with their parent/carer to be signed in.
- All visitors sign in and follow the security measures in place.



## Visitors

Gorsewood prides itself on its warm, friendly and caring ethos and it is a measure of this value in action in the way that others are valued and supported in their time at Gorsewood for however long the duration of their visit.

All visitors to school including parents/carers must report to the office where they will be signed in. Documents and ID will be checked if necessary. Visitors are expected to wear a school visitor lanyards at all times, adhere to the visitor code of conduct and sign out when leaving school.

## Snow & Icy Weather

Every winter brings the possibility of snow and ice. Extreme bad weather can cause widespread and prolonged disruption. Schools are often affected and it can be difficult to maintain an education service. As a fundamental principle, we will make every effort to keep the school open. We recognise that it is important that our school remains open, if at all possible, so parents are able to work and pupils can continue to learn.

However circumstances may dictate that it is no longer safe for staff or pupils to be onsite and the school may have to close. This decision will be made by the Headteacher. The Headteacher will inform the Chair of Governors and the Local Authority of this decision. If school closes, the Remote Learning policy is in place to ensure work is set for pupils on Google Classroom.

## Hot Weather

During the warmer months, we ask that parents/carers provide suncream for their child to ensure we can still learn outdoors. We encourage younger pupils to wear sun hats. If needed, we adapt the timetable and provide additional drinks.

## Medicines

The Gorsewood policy is that members of staff will not give medication at all unless specific prescribed medication is needed.

Parents are encouraged to administer medicines themselves whenever possible.

If a child requires prescribed medication to be administered to them during the school day, then parents are required to complete a consent form for the medication. Medication cannot be administered without completion of this form. Medication is stored in the Headteacher's office in a lockable cabinet. Parents are responsible for checking the use by dates on the medication regularly. School is unable to administer medicine that has not been prescribed.

Asthma inhalers should be kept in classrooms so that children can access them if needed. For those children who need to use inhalers on a regular or irregular basis, the parents are asked to provide the school with a fresh sample for school use only. Inhalers should be taken to the swimming pool and outside if lessons are taking place elsewhere on the site. They must always be taken on school trips.

Staff will also receive training to support any other medical conditions in school, eg. diabetes etc.

Please refer to the policy on supporting pupils with medical needs at school.

## Accidents, Incidents & Illness

Please do not send children to school if they are unwell, as we do not have the facilities or the staff to look after them.

In the event of an accident or if a child should become unwell at school then prompt action will be taken and parents/carers are contacted by telephone or even in person. For this reason it is essential that every family completes and returns the 'Emergency Contact' form and keeps us up to date of any changes.

If your child has a sickness bug they should remain at home for 48 hours since their last episode.

## First Aid

In school there are always trained members of staff who volunteer to oversee first aid. There are a number of first aid kits situated around school. When a child is ill, or has suffered an accident in school or on the playground there is a protocol to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- For head injuries a 'head note' is issued and a telephone call home made
- If there is any doubt at all a parent is contacted

School has a defibrillator and LifeVac choking kit on site in case of an emergency.

## School Health Visits

School Health carry out a number of routine checks on general health including eyesight, hearing, weights and height. We will always inform parents/carers when these visits are taking place.

## Internet Safety

Children should be encouraged to use the internet as much as possible, but at all times in a safe way.

Parents are asked upon joining the school if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse the issue should be reported to the Headteacher.

As Safeguarding Lead the Headteacher has overall responsibility for internet safety. The day-to-day responsibility is delegated to the Computing Subject Leader who attends all relevant computing and Internet safety training meetings. The school refers any matters concerning internet safety to the Local Authority. There are also specialist ICT technicians commissioned through a service level agreement who are able to provide diagnostic support.



## Photographing & Videos

On admission to school, parents/carers of pupils are asked to complete a consent form giving permission for pupils to:

1. Access and use the internet
2. Have their photograph taken and for the use of images on the school website/social media/Twitter
3. Have their photograph taken and for the use of images in the local newspaper
4. Take part in video recording for school use and promotional videos

School photographs that are for use outside of school are anonymous unless permission has been received from parents/carers.

Parents/carers are also asked to read and discuss the following documents with their child and login to the School Gateway to record their consent

- Home/School Agreement
- Responsible Internet Use Agreement



## Curriculum

The curriculum at Gorsewood is vibrant, exciting and engaging. We pride ourselves on ensuring real-life learning throughout the broad and balanced curriculum designed to help prepare pupils for the opportunities, responsibilities and experiences of later life.

Our 4 curriculum drivers are:

1. Successful learners and citizens
2. Wellbeing and nurtures
3. Communication and collaboration
4. Community and cultural experience

We value all areas of the curriculum and provide opportunities for children to excel in the more creative subjects too. We have in house music, drama and language specialist teachers.

The National Curriculum provides an outline of core knowledge around which we develop exciting and stimulating lessons to promote the development of a pupil's knowledge, understanding and skills as part of the wider school curriculum.

Our curriculum promotes the spiritual, moral, cultural, mental and physical development of our pupils. We also ensure our curriculum teaches children about the world in which we live in to ensure we play our role in developing tolerance, respect and understanding for all cultures and traditions.

We have a long-term plan in place and half-termly medium term plans are generated by year group teachers and staff. Pupils help co-design their curriculum and lead learning in school, for example by leading presentations for assemblies, collaboration with different year groups, peer support and leading activity days. At least one trip/visitor is expected each term.

## Assessment & Reporting

Assessment is a vital part of the teachers' role in the classroom. They must continually assess each child's progress and achievement in order to plan the next stages in the development of the child's learning according to his/her needs. We use a variety of formal and informal assessments in each year group, to assist us in meeting the children's needs.

All children in EYFS complete the Baseline Assessment within their first few weeks.

Children in Year 1 complete the Phonics Check.

Children in Year 4 complete the Multiplication Check.

Teacher assessments take place 3 times a year. NFER tests are completed in autumn and summer terms.

At the end of Key Stage 1 (7 years old) and Key Stage 2 (11 years old) teacher assessments and the results of the National Tests (SAT's) are combined to give detailed information about children's achievements.

Written reports are issued at the end of each academic year but class teachers are happy to meet with parent/carers to give a verbal report at any time. In addition there are two meetings per year when parents/carers have the opportunity to discuss their child's progress with their teacher.

## Homework

At Gorsewood we see homework as a means of reinforcing or extending school-based learning. Homework is given on a weekly basis and we hope that all parents/carers will involve themselves with this opportunity for extended learning.

At Key Stage 1 the main homework focus will be on family learning tasks in a scrap book. This encourages children to talk and help to consolidate learning from throughout the week. There are a range of tasks to choose from. Year 2 also have weekly tasks set on Google Classroom.

In Key Stage 2 homework is mostly set on Google Classroom. Each week children will be expected to complete English and Maths based tasks. There will also be activities linked to wider curriculum.

All classes will also receive weekly spellings or high frequency words to learn at home.

Reading is the passport to learning and we aim for all children to develop a love of reading. We expect all children to read daily at home.

Paper copies of homework will also be available if required and we can arrange for children to borrow a laptop to help with homework if needed in key stage 2.

## Sporting Aims & Provision

At Gorsewood we believe that sport in school is where young people first learn and adopt healthy lifestyle habits. Through team games we aim to promote concepts such as fair play, self-discipline and understanding one's obligations to others.

Gorsewood has achieved the Activemark and Sports Activemark Platinum award. Activemark and Activemark Gold is an accreditation scheme for primary schools that recognises and rewards a school for its commitment to promoting the benefits of physical activity and offering good physical activity provision.

We are fortunate to have 2 large playgrounds and also an extensive grassed area for all field sports.

All children receive the National Curriculum entitlement to PE and sport in formal PE lessons. These lessons include gymnastics, movement and dance, competitive team games and skills development. Team sports include netball, football and dance. All teams take part in leagues and competitions after school.

We also take part in the daily mile on our own track. This activity promotes wellbeing and ensures every child has the opportunity to enjoy being physically active, outside with their friends. In addition we try to maximise opportunities to increase physical activity in all lessons.

## School Accreditations

- School Games Platinum
- ECM Quality Mark
- Music Mark
- Artsmark Silver Award
- Healthy Schools Halton
- Green Tree Bronze Award





## Pupils with Disabilities

At Gorsewood, we are fully inclusive and children are admitted to school without reference to ability or aptitude. We have taken practical measures to ensure that pupils with disabilities have full access to a broad and balanced curriculum, e.g. wheelchair access into and around the building and a disabled toilet with a hoist and a mobile hoist. The school makes reasonable adjustments and promotes the involvement of all pupils in every aspect of the life of the school.

The Governing Body carefully considers how full participation is best facilitated. All relevant factors are explored and balanced against the potential for a disabled pupil being placed at a disadvantage. The factors below are relevant to this consideration and are taken into account:

- The need to maintain academic, musical, sporting and other standards
- The financial resources available to the responsible body
- The cost of taking a particular step
- The extent to which it is practicable to take a particular step
- The extent to which aids and services will be provided to disabled pupils at the school under Part IV of the Education Act 1996 or Sections 60 – 65G of the Education (Scotland) Act 1980
- Health and safety requirements
- The interests of other pupils who may be admitted to the school as pupils

## SEND (Special Educational Needs & Disabilities)

At Gorsewood Primary School we value the abilities of all pupils and have adopted a systematic staged approach to the identification, assessment and teaching of children with special educational needs. The Special Educational Needs Coordinator (SENCO), Mrs C Westwood, is happy to discuss any issues parents/carers may have regarding their child's progress. The full policy is available on request

All teachers are teachers of children with special educational needs. Teaching such children is a whole school responsibility. High quality teaching that is differentiated and personalised will be available for all pupils. At the heart of the work of every school class is a continuous cycle of planning, teaching and assessing which takes account of the wide range of abilities, aptitudes and interests of children. The majority of children will learn and progress within these arrangements. Those children whose overall attainments or attainment in specific subjects fall significantly outside the expected range may be deemed to have special educational needs.



## Routine Matters

We encourage parents/carers to adhere to these routine matters for the benefit of the school community:

- No dogs in school or within school boundaries. This includes the carrying of dogs.
- All uniform, PE kit, coats to be clearly marked with child's name
- Up-to-date emergency telephone numbers are essential (minimum of 2)
- Teachers are usually available before and after school to discuss any minor issues, but after 8.45am the teacher's time should be with the children
- No smoking in school. The school is a non-smoking establishment. This applies to staff and visitors. Parents/carers are requested not to smoke within the school boundaries. We would also request that parents/carers do not smoke immediately outside the school grounds; this includes the front area of school. This also includes vaping.
- In the interests of safety, we ask children, parents/carers and visitors to refrain from riding bicycles, scooters, skateboards, skates and other modes of transport, on the playground.
- All scooters and bicycles must be stored in the bike shed. Bikes can be taken through the usual playground gate to access.
- Older pupils will only be allowed to bring mobile phones into school in **exceptional circumstances**. These must then be handed in at the office. Please refer to Headteacher with regard to this matter.

## School Policies

All school policies are available on request and on the school website.

## Concerns

It is important that all parents/carers feel supported and know who to contact should they have a problem to allow this to be resolved efficiently and effectively. Staff at Gorsewood are committed to providing high quality education and a caring environment for each child.

Problems can occasionally arise involving a child and whilst we appreciate that parents/carers will be naturally protective of their own child, we would ask that all adults remain calm when resolving issues. It is never acceptable for a parent to approach someone else's child in an attempt to resolve a dispute. Parents must always refer their concerns to the school by speaking to the class teacher in the first instance

Parents and carers have a positive and invaluable role to play in the education of their children. We wish to encourage and promote a genuine exchange of views and information and a climate of mutual support with the individual child firmly at the centre of our joint endeavours.

## Complaints

The school has procedures for dealing with parental complaints that tries to ensure that they are dealt with at the lowest appropriate level e.g. the pupil's teacher. Sometimes that might not be enough and a meeting with the Headteacher may be necessary.

If you are unhappy about any aspect of our work, please let us know at the earliest moment. We can only rectify problems if we know about them.

Should a parent wish to take the complaint further it should be put in writing and addressed to the Chair of the Governing Body who will deal with the complaint in accordance with the Governing Body's procedures.

## Final Word

We look forward to welcoming you into our Gorsewood family where we can work together to help your child achieve their potential and be the best they can be!

If there are still unanswered questions please contact the school office who are always happy to help parents/carers with any queries. The office is open every school day from 8.15am to 4.00pm.

## Communication Quick Guide

### Communication at Gorsewood Primary School



#### School Gateway

Any important text messages are sent direct to your mobile phone. We also send emails. If you choose to download the App, school will not be charged for messages.

Payments and consent for trips and activities as well as all club bookings is also done through the gateway. You can download the App by searching for 'School Gateway' and allowing push notifications.



#### School Website

The website can be found at <http://gorsewood.halton.sch.uk> You can find lots of useful parent information including newsletters, letters, term dates and club information. You can also see enrichment information such as information on visits, sports, drama and music.

All classes have a class page and a gallery. In order to access the class pages you will need to login however all other information is public.



#### Marvellous Me

Class teachers use this App to send updates and messages on what children in their class have been doing.



#### School Cloud

We use School Cloud for remote parent meetings including parents evening.



#### Twitter

The purpose of Twitter is to share ideas, updates and information instantly. We often post updates from our school sporting events and visits. You can see our posts at @gorsewoodprimar



#### School Hub

School Hub is the online ordering system for school meals provided by Orian who is our catering provider.

You will be able to view menus at home with your child and order meals for up to 2 weeks at a time.



#### Letters & Newsletters

We send all our letters out by email as well as a monthly newsletter. Paper copies are available if requested.



#### Facebook

The main aim of the school Facebook page is as a 'broadcast' account. A one-way communication from the school to parents. A way to let you know about up and coming events and items of interest.



#### Sims Parent Service

This enables you to conveniently access, review and request changes to the data held on you and your children direct from your phone.



## Document Information

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