

Prospectus

2025-2026

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1. A very warm welcome from the Headteacher

On behalf of everyone at Cop Lane Church of England Primary School, pupils, teachers, parents and governors, I would like to thank you for your interest in our school. I hope you will find the information contained within this brochure both helpful and informative.

A feature that visitors to Cop Lane C.E. Primary School often comment on is the welcoming Christian atmosphere that permeates the school. If you are new to Cop Lane, we hope you are also aware of this caring atmosphere and that you feel you would want to entrust us with the education and care of your most precious person, your child.

This prospectus is designed to give you an insight into the life of the school and I hope it will encourage you to visit us to see what school life is like at Cop Lane. If you would like to visit the school, then please make contact with us and we will be delighted to meet with you and discuss any queries you might have.

We pride ourselves at Cop Lane on being a school that values the long-held ideals of hard work, politeness, care for others and being part of a team. We uphold these values whilst also recognising the need to prepare our children for the demands of being a full and active member of our ever-changing society, able to embrace all the technological developments that this entails. It is our aim to provide your child with a broad, balanced and high-quality education within the context of a Christian/Anglican ethos. We are a school where high expectations in all areas is the norm and where the love of God motivates all actions, this means we also respect and honour people from a diversity of faiths and cultures.

Thank you for taking time to read this prospectus and I look forward to meeting you in the near future.

Mr Ian P. Ashmore
Headteacher



2. Our church school

Cop Lane School was founded in 1828 and moved to its present site in 1878. We are a Voluntary Aided Church of England School and value greatly our link with St. Mary's Parish Church in Penwortham and our sister school at Howick. The Vicar, the Rev. Christopher Nelson is a member of the governing body and regular visitor to the school. We welcome children of all denominations and faiths into our community and value the contributions they make to the diverse cultural life of the school.



The original part of the school, built in 1878, still forms the centrepiece of the school. This now houses modernised Foundation stage and KS1 classrooms and a well-equipped resource area, library and ICT suite. Extra classrooms were added in the 1930s and 1960s with the most recent addition being a hall, used for PE and dining, and an entrance area, both built in 1990. The schoolhouse has been incorporated into the building providing an extra group teaching room, staff room and spacious office accommodation. Outside there are two playgrounds for younger and older children and a good-sized field, which is used for different sporting activities throughout the year.

The school has a wide variety of resources for all aspects of the curriculum and Internet access/Interactive touch screens in every classroom.

Our Mission Statement and distinctive Christian Vision:

Our Mission Statement

**A welcoming Christian community,
committed to one another,
giving our very best at all times.**



At Cop Lane CE Primary School, it is our intent to nurture and develop the whole child. The mission statement sets out our rationale for life and work in school with reference to;

- The high quality of education and opportunities we offer our pupils,
- The commitment, concern and care shown to the whole community involved with the school through a strong sense of Christian values,
- The high expectations we have of all in whatever task we undertake.



Our Christian Vision

Our church school is a welcoming and caring Christian family where everyone is valued and supported so that they can flourish. We aim to instil a lifelong love of learning and nurture everyone's individual talents. Through Jesus Christ, our aspirations, hopes and dreams can be achieved.



'I can do all things through Christ who strengthens me.'
(Philippians 4:13)

Aims

Our aims at Cop Lane CE Primary School are:

- To deliver a high-quality education in a welcoming, friendly and supportive environment where Christian values are central to the ethos of the school and its teaching,
- To have consistently high expectations which encourage each child to achieve their maximum potential, regardless of faith, gender, race or ethnicity,
- To provide a stimulating and caring environment where self-discipline, respect for others and good manners are valued and encouraged,

- To continually foster positive links with parents, governors, children and staff, enabling the school to play a positive role in the wider community in which it is placed,
- To create an ethos where achievement, in its widest sense of the word, is celebrated, where individuals are valued and a life-long love of learning is fostered.

Curriculum Aims

1. To teach the beliefs of the Christian faith and its moral values whilst also encouraging respect for other beliefs, races and cultures.
2. To enable children to communicate effectively in Standard English. To be able to read fluently with expression and understanding. To be able to recount events. To write effectively and express their thoughts, feelings and opinions. To listen, understand and respond appropriately to others.
3. To develop mathematical thought and to apply mathematics to everyday situations in future life.
4. To acquire basic scientific knowledge, skills and concepts and to be able to observe, record and to formulate and test hypotheses.
5. To develop the children's knowledge and understanding of designing and making products. To understand the properties of materials and the necessity for planning.
6. To help children understand their own locality and the wider world we live in and the interdependence of individuals, groups and nations. To appreciate the need to care for the environment.
7. To develop an understanding of time, a knowledge of events in our past and how we learn of this through historical evidence and its effect on the present.
8. To help the physical development of children through gymnastics, dance, games and team sports. To appreciate that we need to care for our bodies through exercise and simple rules of health.
9. To develop musical understanding and enjoyment.
10. To develop the appreciation of the artistic work of others and the children's artistic skills in a variety of media.



3. Key information

Teaching Staff List 2025-2026

Mrs G. Barnes (Deputy Headteacher) and Mrs R. Bourne	EYFS
Mrs K. Bell	Year 1
Miss A. Hynes	Year 2
Mrs R. Gill	Year 3
Mrs C. Dugdale	Year 4
Mrs S. Hodgson (SLT)	Year 5
Miss G. Westgarth (SENCO)	Year 6

Curriculum

In KS1 and KS2, we provide the range of subjects in line with those required in the National Curriculum, though we deliver these in a creative way which gives children opportunity to practise core skills in a range of contexts. The curriculum areas covered consist of Mathematics, English, Computing and Science and RE, plus the foundation subjects of, History, Geography, Technology, Art, Music, Citizenship PHSE and P.E. In addition, Religious Education is delivered following the Blackburn Diocese Syllabus. Collective worship is held for the whole school on a daily basis.

Children in Reception are part of The Early Years Foundation Stage (EYFS) and follow the statutory EYFS Framework. The Framework sets the standards that all early years providers must meet to ensure that children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children's 'school readiness' and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life.

There are seven areas of learning and development that must shape educational programmes in early years settings. All areas of learning and development are important and inter-connected. These areas are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

Parents are reminded that they have the right to withdraw their child from Religious Education and Collective Worship should they so desire. Please contact the Headteacher so that alternative arrangements can be made.

The school regularly participates in the various sporting competitions and musical activities organised by the local cluster of primary schools.

Personal, social and health education is part of the National Curriculum and is taught throughout the school.

Sex Education is included in the curriculum and is delivered in Y6. *Parents are given the opportunity to view teaching materials prior to the unit delivery and have the right to withdraw their children from this unit of study.*

More information can be found here:

<https://www.coplanprimary.co.uk/wp-content/uploads/2023/02/RSHE-policy-November-2020-1.pdf>

Road Safety

We feel it is our responsibility to prepare children for the opportunities, responsibilities and experiences of adult life. Children and adults face the greatest risk of accidental death and injury when they use the roads. When your child is out and about with you either as a pedestrian, cyclist or in your car it is your example they will follow, good or bad.

The school actively supports the development of positive attitudes towards road usage. This is achieved through the integration of appropriate road safety themes and topics into the curriculum. In addition, efforts are made to work in partnership with parents in order to further encourage safe practices on or near the road.

Parental Involvement

We welcome help in school especially during practical lessons, craft, cookery and of course hearing children read. Parents are also of great assistance on school visits and during after school activities.

Offers to work alongside children or carrying out other tasks are welcomed. Under the safeguarding arrangements, regular volunteer helpers require DBS clearance and the school is happy to arrange this. By doing this, we hope the children will benefit from the skills and time that the parents can offer.

Your child's education began with you at home and we hope your involvement will continue by enjoying reading with your child and taking an interest in what your child is doing throughout their stay at Cop Lane. Parental consultation evenings or reports are currently held in the Autumn, Spring and Summer terms but we encourage parents to call in and inquire how their child is progressing as regularly as possible. Please do not hesitate to contact us if you are at all concerned about your child's progress or happiness. We value our 'open door' approach to education.

The school has a dedicated and supportive P.T.F.A. During the year, many varied events are arranged and the money raised goes wholly towards supporting the School's needs. Each parent, once their child is a registered pupil at school is regarded as a member of this association. We hope that you will give it your wholehearted support.

Homework

Whilst we value the many extra-curricular activities. We value parental support in completing any homework tasks set and returning them to school on time.

As part of the teaching of reading, children are encouraged to take home reading books and we ask you to hear them read as often as possible and ensure that proper care is taken of the book. A labelled school bag is available for this purpose.

If your child is absent from school for a short time, we think it better if they are allowed to recover without extra work. In the case of longer illness, work may be arranged with the class teacher. Homework is not set for holidays taken outside the school holiday pattern.

Special Educational Needs

On occasions a child may have difficulty with some aspect of their learning. When this persists the child's teacher or parent may express concern. It is our policy to involve you as parents as early as possible in deciding what course of action to take in order to overcome these difficulties. This will be coordinated by the Headteacher and the school's designated special needs coordinator, (SENCO), Miss Westgarth.

The school's policy follows the stages described in the Special Educational Needs Code of Practice. If, after consultation further action is required an SPPP (SEN Personalised Provision Plan) will be drawn up to address the needs of the child drawing on the resources the school has available. This plan and the child's progress will be reviewed from time to time. If necessary, further advice will be sought from outside agencies.

Should the difficulty persist, the final stage is to seek a review by the LEA of the child's performance with a view to obtaining an EHCP (Education, Health and Care Plan).

Behaviour

Cop Lane prides itself on having constantly high expectations of behaviour and always strives to implement positive discipline strategies. In particular, we stress the importance of good manners and care for other people and their property. Cleanliness and tidiness personally and about the school are expected at all times. In Spring 2023, we were delighted to have been recredited with our Behaviour Quality Mark gold for our outstanding behaviour in school.



For the safety of the children and the smooth running of the school, we have a few simple rules which your child is expected to follow.

- Children should move about school quietly, in an orderly manner, without running.
- We expect the children to show good manners at all times.
- Children should show politeness and respect to everyone in school. In particular we expect the highest possible behaviour towards visitors and people outside school.
- When children arrive on school premises, they may not leave without permission from the headteacher or a teaching member of staff.

If your child presents behavioural problems inside or outside the classroom, we will keep you informed and look for your support in overcoming them. In exceptional cases, the Headteacher with the knowledge of the Governors may exclude the child from school for a fixed period. The full version of our behaviour policy can be found on the school website.

Sport

Sport has always been an important part of life at Cop Lane. The school is justly proud of its achievements in various sporting competitions over many years. The school aims to give all children the chance to experience a wide variety of sports both team and individual, regardless of gender. We also compete in inter school competitions with teams being chosen for these events on merit.

In the initial stages, sport is taught using training games designed to build a child's skill and understanding of team play. Later they will experience netball, cricket, football, rounders, as well as individual athletic events. Swimming is currently offered in Year 4 with the aim of being able to swim 25 metres unaided at the end of the year.

The school hall is well equipped for gymnastics and we possess a wide variety of equipment for winter and summer sports. The schoolyard is marked for netball and the field is well used all year round.

The school also invests in a number of professional sports coaches over the year to give pupils a taster of a range of sporting activities. Governors are grateful to staff for coaching a number of sports in their own time. From time to time, coaches for sports including fencing, gymnastics and multi-skills visit school.

We are very proud to have been awarded the School Games Platinum Award and 'South Ribble Borough Council's Primary School of the Year for Sport 2018-2019'.



Educational Visits

During the course of the year, classes may make visits to the locality or further afield in connection with their work. These visits are an integral part of the school curriculum and are valued by children, staff and parents. Places visited have included Brockholes Nature Reserve, Ribchester, Jodrell Bank Discovery Centre and a Year 6 outdoor education residential to Tower Wood in Cumbria. If there is an entry fee or the cost of hiring a coach, then we request a donation from parents to meet these costs.

Charging Policy

The school's governors accept that a child's education should be free. However, from time to time, a voluntary contribution may be requested to fund special educational visits or activities. Recent examples have included an outdoor and adventurous visit at Borwick Hall by Year 6 and various other activities to enhance the curriculum. It is the policy of the school that no child should be excluded from any visit or activity by virtue of non-contribution. However, if the overall level of contribution is insufficient then it may be necessary to forgo the visit or activity altogether.

The charging policy of the governors is that it will be necessary for parents to offer a voluntary contribution towards the cost of some activities, for example, educational visits or professional performances within the school. We value the use of educational visits as a way of enriching and extending the curriculum and hope that everyone will be able to benefit from such visits throughout their time with us.

Social Media

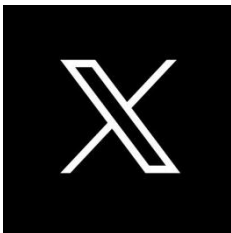
The school has a Twitter and Facebook feed. Teachers also post photos and class information on an app called SeeSaw. Full details will be given when your child starts school.



You can follow us on:



Cop Lane C.E. Primary School



@cop_lane



coplanepenwortham



4. General Information

School Sessions

Morning 8.55am - 12.00 noon (*Break 10.30 - 10.45 am*)

Doors open to pupils from 8.45am

Afternoon 1.00pm - 3.15 pm (*Break 2.00 - 2.15pm for KS1/ 15 minute active break for junior children to be taken at any point in the afternoon*)

Children can enter school from 8.45 am in the morning. They should not arrive at school any earlier than this time.

Governors

The Governors meet at least once a term as a body and have a wide range of responsibility for the school. Some Governors are selected by the Education Authority, some by the Town Council and some by the Blackburn Diocesan Board of Education (The Foundation). Other Governors are parents and teaching/ non-teaching staff at the school. They are elected accordingly. The Headteacher has the option of being a Governor or not and currently exercises his right to be a member of the governing body.

The governing body exists to direct the general policy of the school within the framework of law and Lancashire Education Authority Policy. It is their particular responsibility to ensure that National Curriculum needs are met and that Religious Education and collective worship are carried out in accordance with the law and trust deed. The Headteacher is responsible for the internal organisation, discipline and day-to-day management of the school.

Parents are welcome to make suggestions concerning the general policy of the school by contacting any of the governors. Day to day teaching is a matter for the teachers, who should be contacted in the first instance, should you have any problems.



Mr C. Teague (Chair)	Foundation Governor
Ms E. Palmer (Vice Chair)	Local Authority
Mr I. Ashmore	Headteacher
Reverend C. Nelson	Foundation Governor
Mr I. Jenkins	Foundation Governor
Mr D. Thornton	Foundation Governor
Miss N. Parekh	Foundation Governor
Mr D. Webster	Foundation Governor
Mrs J. Howe	Foundation Governor
Mrs L. Webster	Foundation Governor
Mrs H. Cookson	Foundation Governor
Mr B. Spence	Parent Governor
Mrs N. Taylor	Parent Governor
Miss G. Westgarth	Teaching Staff Governor
Mrs G. Barnes	Observer

Admissions

Reception children are normally admitted in September of the academic year in which they become five. If you wish to apply for a place, please complete an online application through the Local Authority before the deadline. The number of places in the reception class is currently 30 in the light of government policy on class size. The allocation of these places is the responsibility of the schools' admission committee. The school's admission policy is available on the school website.

The Area Education Office will inform parents of the outcome of their application in the April prior to the child starting school. If a place is not offered at the school which the parents prefer, they will be provided with detailed information about steps which can be taken to appeal against this decision.

More information on admissions including in year admissions can be found here:

<https://www.coplanprimary.co.uk/our-school/key-information/admissions/>

Starting School

When a place has been offered, we would be grateful if you would acknowledge acceptance and keep us informed should you be unable to take up the offer. We hold a meeting for parents on an evening in the summer term where admission details are explained. The children, with their parents, are invited in groups to visit school to become familiar with the staff.

The admission procedure is designed to make the transition to full time education as smooth as possible. To that end, the children start by coming to school part time. We aim to have all children in full time attendance by the end of September but occasionally this may be delayed when an individual child shows a need for further time to adjust to the school environment. This will be a decision arrived at in consultation with parents.

Uniform

The school has adopted the following as its uniform:

- Red school polo shirt with green school sweatshirt, grey skirt or pinafore dress/trousers – In summer green dress/ grey shorts may be worn (pattern not specified).

All items can be obtained from Monkhouse or other providers. As we also undertake significant outdoor learning, we ask that all pupils keep a pair of wellies in school at all times.

Please help us by ensuring that all items of clothing are clearly marked with your child's name.

Extreme haircuts, colours or patterns are not permitted in school.

Jeans and training shoes are not an acceptable part of our school uniform.

Nail Polish/Make-up: nail polish and make-up should not be worn under any circumstances. Parents will be informed and the child will be asked not to come to school with nail polish and make-up on in the future.

Footwear

We expect children to wear low, broad heeled shoes. Trainers are not considered suitable everyday footwear and should be worn for PE activities only.

Physical Education

Boys	Girls
Red PE t-shirt	Red PE t-shirt
Green shorts (not cycling shorts)	Green shorts (not cycling shorts)
Green Cop Lane hoodies	Green Cop Lane hoodies
Plain black/ green joggers	Plain black/ green joggers or leggings
Trainers for outdoor PE/ pumps for indoor PE	Trainers for outdoor PE/ pumps for indoor PE

Children come into school on the PE days in their kits.

Jewellery

In the interests of safety, the wearing of jewellery is not allowed and we ask that parents please do not have children's ears pierced during term time. In accordance with Lancashire County Council Safety in Schools Guidelines, children wearing such earrings or 'sleepers' will not be allowed to take part in organised physical activities.

Toys and Mobile phones

Toys should be left at home as we find they disrupt individual children and present a temptation for others. The governors prefer that mobile phones are not brought to school. It is understood that this is not always possible. Phones must be handed in to the office for safe keeping. Mobile phones are brought to school at the owner's risk.

Medicines

Medication should only be taken in school when absolutely essential. Medication is usually prescribed in dose frequencies which enable it to be taken outside school hours. The School Health team have advised school that this should be the case. However, the school recognises that sometimes children do need to take medicines in school time. If this is the case, if possible we will agree to administer prescription medication only which has been prescribed by a doctor, dentist, nurse or pharmacist. All medicines must be in-date, labelled and in the original container as dispensed by a pharmacist. The dose then needs to be pre-measured by the parent/carer. Medicines must be handed in at the School Office and a parental agreement to administer medicine form must be signed (attached at the end of the policy) before we administer the medication. These forms include instructions for administration, dosage and storage. All medicines must be collected from the School Office at the end of the day.

In Case of Sickness

Please notify us by 8.55 a.m. on the morning of the first day of your child's absence.

Absence/Family holidays

From Sept 2013, Headteachers were no longer permitted to authorise absence for term time for reasons other than "exceptional circumstances." Every lesson is a learning opportunity for children and absences can have a negative impact on these missed opportunities. We therefore ask that family holidays are taken during school holiday periods. If a parent takes their child out of school on a holiday and it has been 'unauthorised', it could result in a fixed penalty notice being issued by Lancashire County Council. The latest attendance policy is available on the school's website.

Medical and other Appointments

Please let us know in writing if your child has to leave school for an appointment during the day, or if they are likely to be late arriving.

Emergencies

Occasional minor accidents occur in school and will be dealt with as you would deal with them at home. If a serious accident or illness occurs, every effort will be made to contact you. To this end, it is most important that we *a/ways* have an emergency contact telephone number of both parents. From time to time, we will ask for this information to be updated.

Newsletters

Letters giving information, dates, etc., are sent out to all parents in a weekly newsletter. These are sent home via our email system and are posted onto the internet via the school website. A newsletter is distributed every week with items of interest and up to date information. It is always posted online on a Friday.

School Meals

Our own kitchen prepares excellent cooked meals each day. These provide a wide menu and a choice for the children each day. During the lunch time period, our welfare assistants will supervise your child. From September 2014 all children in Rec, Y1 and Y2 are entitled to a free school meal.

If you prefer your child to bring a packed lunch, please make sure that all containers are unbreakable and clearly marked with your child's name. Please avoid sweets/ chocolate and canned or fizzy drinks. **Due to the fact we also have a number of children with severe nut allergies, we kindly request that products containing nuts are not brought into school.** If you wish to change your child's lunchtime arrangements, please inform the office in advance.

Meals are ordered from the kitchen daily first thing in the morning. Please remember that if your child is likely to be late for any reason a meal will not be ordered unless we know in advance.

Dinner Money

Dinner Money is collected for half a term's meals at a time. If your child is absent you will be credited accordingly. The school now processes payment for school meals electronically.

Equal Opportunities

The school aims to make children aware of the diversity of society in which we live. Children are taught to respect people as individuals irrespective of gender, race, religion, mental or physical abilities. The curriculum is the same for both sexes. Care is exercised in curriculum planning and in choice of books, to avoid stereotyping by race, sex etc.

Child Protection

Because of day-to-day contact with children, schools are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of school staff that a child is demonstrating cause for concern, the school is required, as part of the Local Child Protection Procedures, to report their concern to the Children's Social Care Department immediately.

Security

The school security policy lays down procedures which are designed to safeguard the well-being of all people on the school premises, to protect property from theft and the building and grounds from vandalism. A committee of the Governing Body

reviews this policy each year. External access doors to school are protected by an electronic lock.

Pupil premium

The total pupil premium, its deployment and impact can be viewed on our school website at <https://www.coplanepprimary.co.uk/school-life/pupil-premium/>

Holiday Lists

These are distributed annually and are listed on the school website at <https://www.coplanepprimary.co.uk/school-life/holidays/>

Parental Access to Information

Education legislation gives parents and others the right of access to and inspection of documents that are relevant to the school and its management. Examples of these are:

- The LEA statement of curriculum policy;
- The school's curriculum policy documents and schemes of work;
- The school's policy statements;
- Any Report by the Office for Standards in Education (*Ofsted*);
- The Governing Body's annual report;
- Department for Education circulars.

Copies of documents are largely available on line either through direct access to the site or through links from the school website. Parents who wish to view documents should make arrangements with the headteacher. Charges may be made for providing personal copies of certain documents.

The latest information relating to school performance can be found at:

<https://www.compare-school-performance.service.gov.uk/school/119363/cop-lane-church-of-england-primary-school%2C-penwortham>

We are very proud of all our pupil's achievements and attainment, including the high standards attained in the end of key stage tests.

Before and After School Club Provision

We have a breakfast and after school club on the premises called ClubClass, which is run by school. ClubClass offers child-care from 7.45 – 8.45am and 3.15-6:00pm.

Please contact the school office if you are interested in before or after school care for your child.





B.O.O.S.H is an after-school club exclusively for Cop Lane children and is based at St Leonard's Church Hall. The children walk to the venue after school with the staff. It operates until 6pm.

To book a place, please contact: 07341 898448

Or email: booshchildcare@gmail.com

Please email: booshchildcare@gmail.com

Or phone: 07341 898448 to find out more or book a place.

*Should you have a problem.
(Or something to celebrate!)*

In the first instance you should speak with the class teacher. If you do not feel the matter is resolved, you should then contact the headteacher. If necessary, you will be advised on how to make a formal complaint to the Governing Body. These should be addressed to Mr C Teague, Chair of Governors at the school address.

And finally...

If there is anything not covered in this prospectus you would like to know about, please feel free to call into school or ring us. We look forward to meeting you.

