



# School Prospectus

## 2022-23



The Olive Tree  
Primary School



## Welcome to The Olive Tree Primary School

The Olive Tree is a highly popular school situated in the Daubhill area of Bolton, with an Islamic ethos and an established reputation for using technology to enhance children's learning. Due to our popularity, we are over-subscribed with over 420 pupils between our classes in Reception and Year 6!

Our vision 'Believe you can' summarises our commitment to bringing out the best in the entire school community.

It is our aim to work in partnership with our families to teach children to be strong, independent, self-assured individuals prepared for the next step in their learning journey.

For more information, or to get a fuller picture of the school, please do arrange an appointment to visit!

Mrs. Z. Patel  
Acting Head of School



“Pupils love coming to this friendly and welcoming school.”

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# Vision, Values & Ethos

START



## Vision

Our school vision is 'Believe You Can' and is strongly based on the belief that all children and adults can and will succeed!

Through our vision, we believe that anything is achievable with perseverance and a belief that no task is too big. Our pupils are provided with an inspirational education and a plethora of experiences during their learning journey at school. Our staff and pupils are dedicated to excellence and do not settle for anything less, they are equipped with a toolkit of skills and knowledge that will serve them through their lives. We welcome diversity and believe in an atmosphere of mutual respect, motivation and warmth, which is prevalent across the school.

## Our ethos and values:

Our school has an Islamic ethos which is underpinned by our six core values: Peace, Trust, Fairness, Equality, Respect and Compassion. Although these are 'Islamic values' they are universal, applicable to individuals of any faith or no faith. These values sit hand in hand with the core British Values, ensuring our children develop into well rounded British Citizens.



“Pupils follow the school values which reflect its Islamic faith-based ethos.”

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## Admissions:

Admission to the Early Years Foundation Stage (EYFS):

60 children are admitted to the school each September in accordance with the admissions policy published on our school website.

Children are admitted to EYFS in the September before their 5th birthday. An online admission form must be completed in the Autumn term of the year before each child starts school. Parents are informed about the outcome of a child's application to the EYFS during April.

Once parents have accepted a place for their child(ren) at The Olive Tree Primary School, we usually hold a meeting in the summer term for parents / children to meet the Reception staff. We also arrange a time for children to spend a morning or afternoon in school.

## In-year admissions to other year groups:

Applications for In-Year Admissions are made in the same way as those made during the normal admissions round. Applications should be made on the In-Year Admissions Form, available from Bolton Council.



**“Pupils are delighted to accept roles of responsibility. They proudly become librarians, prefects and playtime leaders.”**

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## School Day:

Breakfast club opens at 8 am and all participating children must be in by 8.10 am. A small charge is payable for cereal, toast and a drink and we offer games and activities for children to enjoy.

The normal school day for all year groups runs from 8.40 am - 3.20 pm. On Fridays our children finish at 12.20pm.

## House Teams:

Promoting Islamic values and good behaviour is a key part of the Pastoral Care System at our school.

Every pupil and staff member belongs to one of our six house teams (House of Peace, House of Trust, House of Fairness, House of Compassion, House of Equality, or House of Respect), each representing one of the school's values. Every Monday, the House with the most Dojo points is recognised and a celebration of achievement is held at the end of each term. This means pupils can take pride in their own achievements along with their collective House teams.



“Pupils are polite and eager to talk about their learning.”

## Attendance and punctuality:

We firmly believe that good punctuality leads to strong attendance. For this reason, children must arrive at school by 8:40 am and be collected promptly at 3:20 pm.

Children must attend school regularly and on time. Parents must inform school, by telephone or in person about any absence due to sickness.

Except in the case of emergencies, the school should be notified of medical appointments in advance so that appropriate arrangements can be made.

Where possible appointments should be made out of school time. If you do not notify school regarding an absence you will receive a phone call or a visit.

## Discretionary leave of absence

As a school we believe that every day of a child's learning counts. Whilst we are sympathetic to the needs of our families, applications for discretionary leave will only be considered in exceptional circumstances and requests for holidays during term time will be declined.



“Pupils say teachers are friendly and help them to learn.”

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**BELIEVE YOU CAN**

A woman with long dark hair, wearing a black and white striped shirt, is holding a black tablet with both hands. She is also holding a white pen in her right hand. In the background, there is a whiteboard with various colorful icons, including a rocket, hearts, and a lightbulb. The text "Meet the team" is overlaid in a large, light green font on the right side of the image.

# Meet the team

## Leadership Team

Acting Head of School: Mrs. Z. Patel  
 Assistant Principal, Designated  
 Safeguarding Lead & SENDCo:  
 Miss. N. Chippendale  
 Assistant Principal: Mr. H. Neville  
 School Business Manager: Mr. A. Musa  
 EYFS Lead: Miss. M. Patel  
 Personal Development, Behaviour &  
 Attitude: Mr. R. Coley

## Teaching

Miss. M. Patel  
 Miss. S. Hughes  
 Mrs. S. Oliver  
 Miss G. Parkinson  
 Mrs. N. Khan  
 Mrs. A. Patel  
 Mr. R. Coley  
 Miss. F. Munshi  
 Mrs. T. Abolarin  
 Mrs. A. Chandia  
 Mr. S. Sidat  
 Mr. H. Lovatt  
 Mrs. Y. Lulat  
 Mr. S. Patel  
 Mr. H. Neville

## Support Team

Miss. N. Pandor  
 Mr. S. Isa  
 Mrs. S. Bhagat  
 Miss. R. Bhatti  
 Mrs. A. Yusuf  
 Mrs. F. Patel  
 Mrs. S. Dawda  
 Miss. A. Pandor  
 Mrs. S. Vaez  
 Mrs.P. Vazifdar  
 Mrs. M. Atcha  
 Mrs. S. Dawda  
 Miss. K. Ibrahim  
 Mrs. F. Natha  
 Mrs. M. Ibrahim  
 Mrs. M. Musa  
 Mrs. S.Khatun  
 Miss. M. Patel  
 Miss. I. Shirazi  
 Ms. S. Atcha  
 Mrs. F. Sidat-Musaji  
 Ms. S. Saqlain

## Administration Team

Mrs. A. Bobat  
 Mrs. N. Akhtar

## Site Manager

Mr. I. Pendlebury

## Premises Team

Mr. I. Pendlebury  
 Mrs. S. Mangera  
 Mrs. N. Patel

## Welfare Team

Mrs. F. Adrime  
 Mrs. F. Badat  
 Mrs. S. Ingar  
 Mrs. S. Mangera  
 Mrs. Y. Pandor  
 Mrs. A. Patel  
 Mrs. N. Patel  
 Mrs. S. Patel  
 Mrs. A. Rawat  
 Mrs. S. Begam-Shaikh  
 Mrs. S. Yusuf  
 Mrs. A. Undre  
 Mrs. S. El-Hirsch  
 Ms. K. Atcha

Leaders ensure that teachers' workload is manageable and is of benefit to pupils. Ofsted 2020



Believe



# Curriculum

## Our Curriculum

Our 'curriculum' is all the planned activities that 'The Olive Tree Primary School' organises in order to promote learning and personal growth and development. It includes not only the formal requirements of the Early Years Foundation Stage (EYFS) Framework and the National Curriculum for Key Stages One and Two (KS1 and KS2), but also the range of extra-curricular activities that the school organises in order to enrich the experience of its pupils. It also includes the hidden curriculum, or what the children learn from the way they are treated and expected to behave.

## Our Curriculum Intent

In order to achieve our school vision 'Believe You Can!', we provide a broad and balanced curriculum that gives the children the knowledge and skills they need for later life. This is achieved through a focus on:

- ★ Knowledge acquisition;
- ★ Language development, and
- ★ Digital literacy and intelligence.



**“Pupils rise to leaders’ and teachers’ high expectations. They benefit from a well- designed and ambitious curriculum.”**

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## Curriculum Implementation

To achieve our Curriculum Intent, we ensure that :

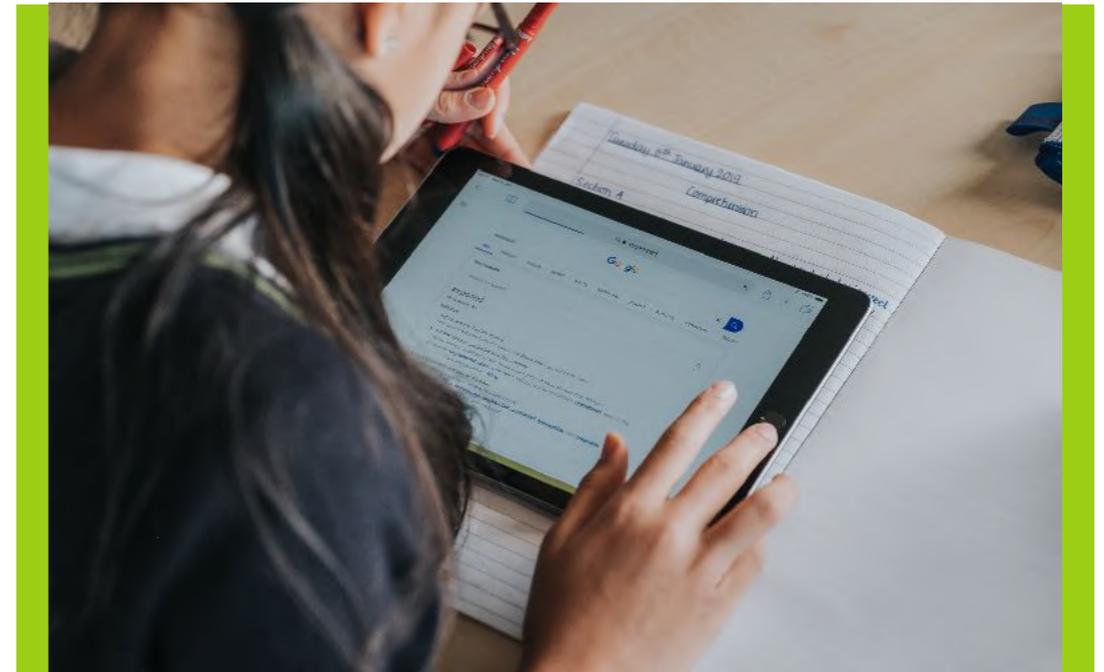
The National Curriculum is at the core of our delivery (teaching) and is supported by quality schemes of work to ensure depth and breadth of coverage;

★ Our curriculum is robustly planned across all year groups so that pupils make strong progress and acquire knowledge progressively;

★ Pupils' learning is well-supported through quality-first teaching (teacher-driven) and 'flipped learning' activities (pupil-driven) so that all learners can develop their vocabulary and access the curriculum effectively;

★ An emphasis on recall and retrieval enables our learners to embed key knowledge in their long term memory so that they can apply it fluently;

★ Digital technology is used within a 1:1 learning environment whereby all pupils use mobile learning devices to amplify and personalise their learning. This also allows our pupils to access their learning anytime, anywhere, whilst also enabling parents to play a vital role in supporting their children's learning.



“Teachers’ use of technology enhances pupils’ learning. It helps pupils to extend their learning beyond the classroom.”

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## Curriculum Impact:

To ensure our curriculum delivers its intended impact, pupils' learning is:

★ Assessed regularly through the use of quizzes, tests, observational methods and high quality voice-over-marking / feedback so that gaps in knowledge can be instantly identified, planned for (by our teachers) and fully addressed (by our pupils) - resulting in 'deep learning' and faster progression.

In doing so, we ensure that:

- ★ Every child is supported and challenged to achieve their full potential during their time at the school;
- ★ Every child develops a positive view of education and an enthusiasm for learning.



“Teachers make learning fun so that children remember more and apply what they have learned.”

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## Early Years Foundation Stage (EYFS) curriculum:

Our EYFS team is dedicated to ensuring that every child is welcomed to our school family in a calm and reassuring way. When creating the curriculum in the Foundation stage, teachers plan and work under the seven areas of learning. These are:

- Communication and language;
- Physical development;
- Personal, social and emotional development;
- Literacy;
- Mathematics;
- Understanding the world; and
- Expressive arts and design



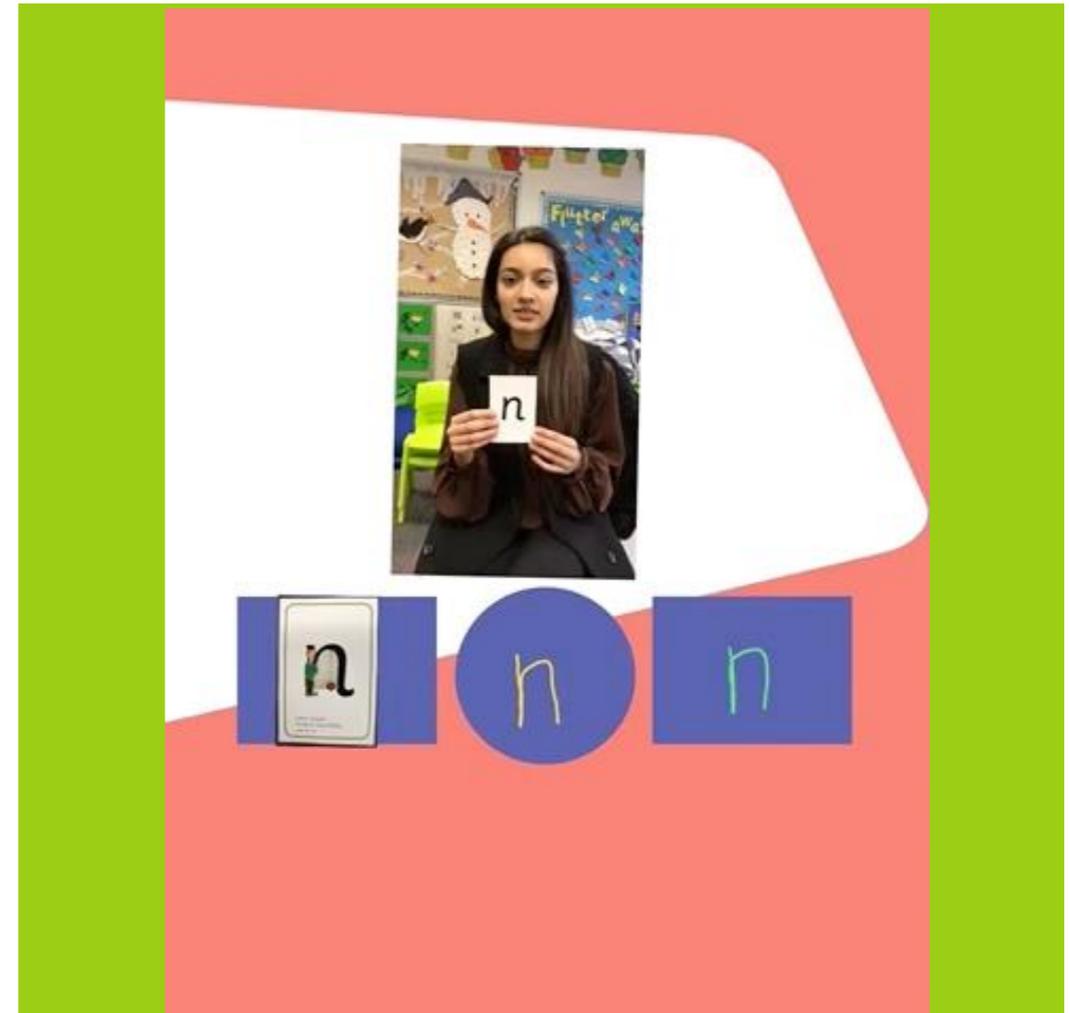
“Children in Reception applied their knowledge of healthy eating and how to follow instructions learned in other areas of the curriculum to make a Gruffalo crumble”

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## Reading and Phonics:

Reading is at the heart of the curriculum and central to every child's development. Learning to read is one of the most important things your child will learn at our school. Everything else depends on it, so we put as much energy as we possibly can into making sure that every single child learns to read as quickly and as confidently as possible.

Our Phonics sessions are taught through a scheme called Read, Write, Inc Phonics and through this, we aim for our phonics lessons to be fast paced, engaging and fun. We expect children to use the skills they have acquired through phonics teaching in all reading, writing and spelling activities, therefore we ensure that phonics is embedded in all areas of our curriculum.



“The teaching of phonics is carefully designed. It ensures that pupils learn to read fluently.”

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## KS1 and 2 curriculum: English

English language is at the heart of our curriculum and is the medium through which we develop all other areas of the curriculum. Through a termly focus on quality literature, we develop children's reading, writing and oracy (speaking and listening skills). An ongoing focus on developing pupils vocabulary enables our pupils to access the curriculum confidently.

At the Olive Tree, we encourage a love of books and reading. We provide children with opportunities to enjoy and share books with others. The school provides the children with a language rich environment enabling them to access reading of different types (genres) on a daily basis.

Each classroom has an inviting reading area with a wide range of reading materials to support all reading abilities. We use the Oxford reading scheme which starts with phonically decodable reading books and all of our reading books are colour banded according to age-related expectations - which helps to ensure that children are allocated reading books that are age appropriate.



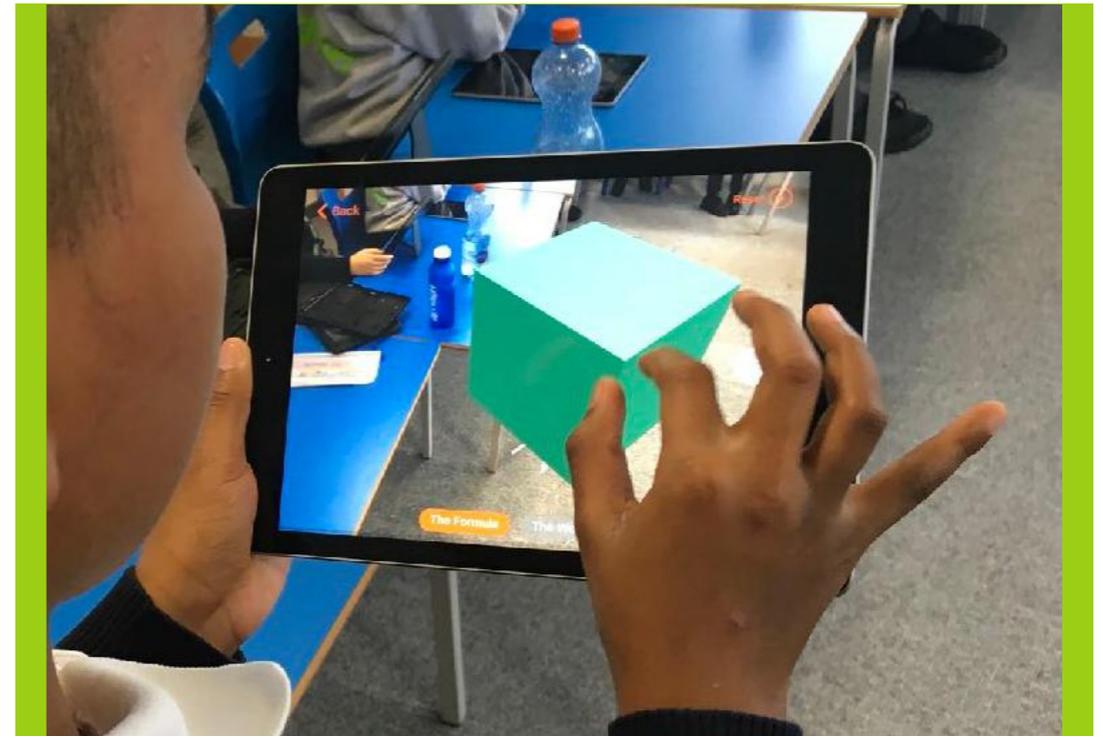
**Pupils relish using the new words they learn. Older pupils told us they love reading. They change their books frequently during visits to the school's well-stocked library.**

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## Maths

Maths at The Olive Tree Primary is meaningful and fun as we aim to show our children that maths has a purpose to their everyday lives, such as telling the time or paying for shopping. We use a scheme of work named 'Inspire' which is a whole-school primary maths programme which supports a 'mastery' approach to teaching and learning mathematics, and meets the higher expectations of the National Curriculum.

Throughout the year, we have themed Maths days so the children can use their problem solving and reasoning skills to find solutions. All pupils have access to Times Table Rockstars (TTR) which is an online maths programme that really helps children engage and learn. TTR can be accessed at home and provides fun activities to consolidate classroom learning.



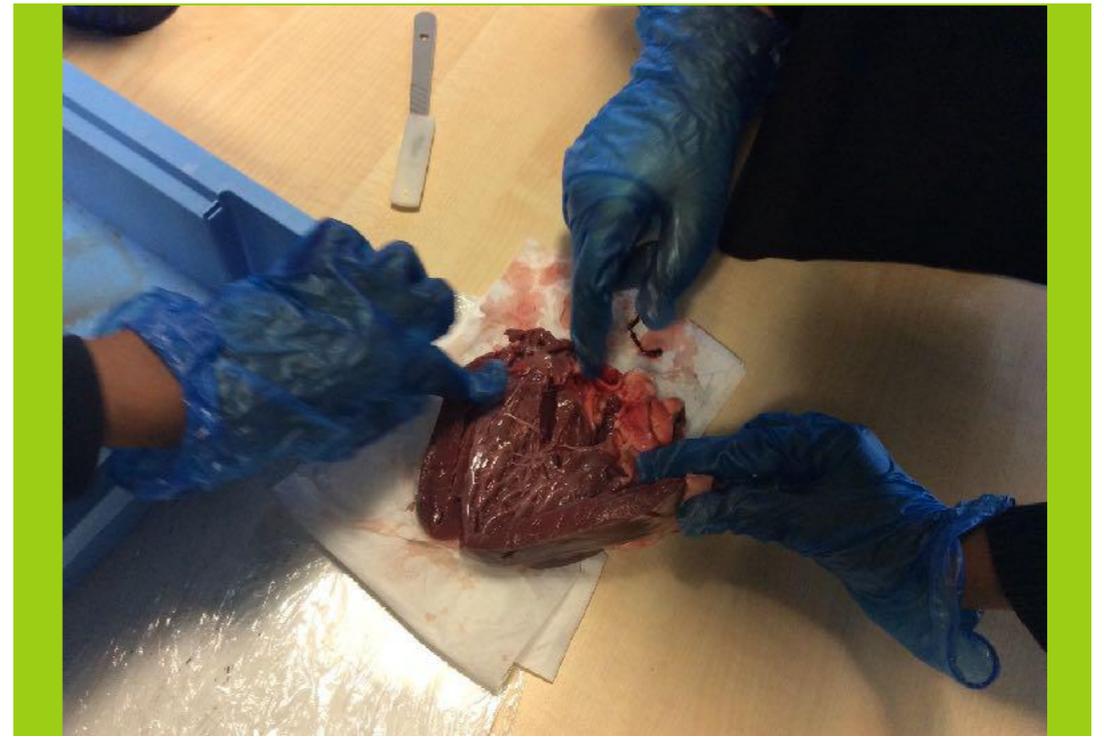
Pupils understand and apply new knowledge. For example, pupils in an upper key stage 2 mathematics lesson confidently applied their knowledge of coordinates in four quadrants to solve reflection problems.

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## Science

The principal focus of science teaching in key stage 1 is to enable pupils to experience and observe phenomena, looking more closely at the natural and humanly constructed world around them. They are encouraged to be curious and ask questions about what they notice and are helped to develop their understanding of scientific ideas by using different types of scientific enquiry to answer their own questions, including observing changes over a period of time, noticing patterns, grouping and classifying things, carrying out simple comparative tests, and finding things out using secondary sources of information.

Children begin to use simple scientific language to talk about what they have found out and communicate their ideas to a range of audiences in a variety of ways. This continues to develop through key stage 2, with a focus on enabling pupils to broaden their scientific view of the world around them.



They do this through exploring, talking about, testing and developing ideas about everyday phenomena and the relationships between living things and familiar environments, and by developing their ideas about functions, relationships and interactions. They are also encouraged to ask their own questions about what they observe and make some decisions about which types of scientific enquiry are likely to be the best ways of answering them.

## Foundation Curriculum:

The foundation curriculum includes all the other curricular subjects such as Geography, History, Art, Design Technology, Computing, Performing Arts and are linked and taught through a cross-curricular approach with English language at the centre.

Through our exciting curriculum, children are provided with a wealth of opportunities to develop their knowledge and understanding of the world around them and provides them with an excellent foundation for their transition to secondary school. Children are also taught Arabic as our chosen foreign language from KS2 onwards.

## Physical Education (PE):

Through our broad and enriching PE curriculum, children are taught to exercise and develop healthy bodies. We use a range of indoor and outdoor activities and pupils are actively encouraged to take part in local competitions. Swimming also forms part of our curriculum and is considered to be an essential life skill which all pupils are expected to take part in - without exception. To support this aim modestly, boys and girls swimming lessons take place separately at the local swimming centre.



“Regular training means that teachers develop secure knowledge of the subjects that they teach.”

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## Religious Education (RE):

As an Islamic ethos school, we believe the teaching of religious education supports children's understanding of diversity, belief and culture, and fosters tolerance, respect and empathy. To do this, we use the locally agreed syllabus for RE which provides the opportunity for learning about major world religions - pupils are able to make informed comparisons between the similarities and differences between faiths.

## British Values:

The Olive Tree Primary School is committed to promoting the fundamental British values of: Democracy, The rule of law, Individual liberty, Mutual respect for and tolerance of those with different faiths and beliefs.

We demonstrate this through an emphasis on the Spiritual, Moral, Social and Cultural development of our pupils in line with our school's core values of Peace, Respect, Equality, Fairness, Compassion and Trust.



“Leaders are ambitious for all pupils and this is seen in the redesigned curriculum.”

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## Special Educational Needs and Disabilities (SEND):

Our aim is to provide all pupils with an outstanding education. We are committed to offering a fully inclusive curriculum to ensure the best possible progress for all our pupils whatever their needs and abilities. We seek to raise the achievement for all children in an environment where children with Special Educational Needs and Disabilities (SEND) are valued, respected and seen as equal members of our school community.

Through our provision, we ensure pupils are supported and challenged to achieve highly and to make good progress in all areas. Pupil progress is tracked very carefully on entry to Reception and high expectations of progress are set for all pupils.

Early identification of any need(s) helps to ensure that appropriate support and interventions are put in place, so that all learners are able to access education at an appropriate level.



**“Pupils with special educational needs and/or disabilities receive appropriate support to help them thrive and enjoy the same subjects as their classmates.”**

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## Relationship and Health Education (RHE)

### Introduction of statutory Relationships and Health Education (RHE) from Summer 2021

Under the Children and Social Work Act 2017 the government committed to making Relationships and Health Education (RHE) statutory in **all** primary schools, including local authority maintained schools, academies, free schools and independent schools from September 2020. This includes The Olive Tree primary school.

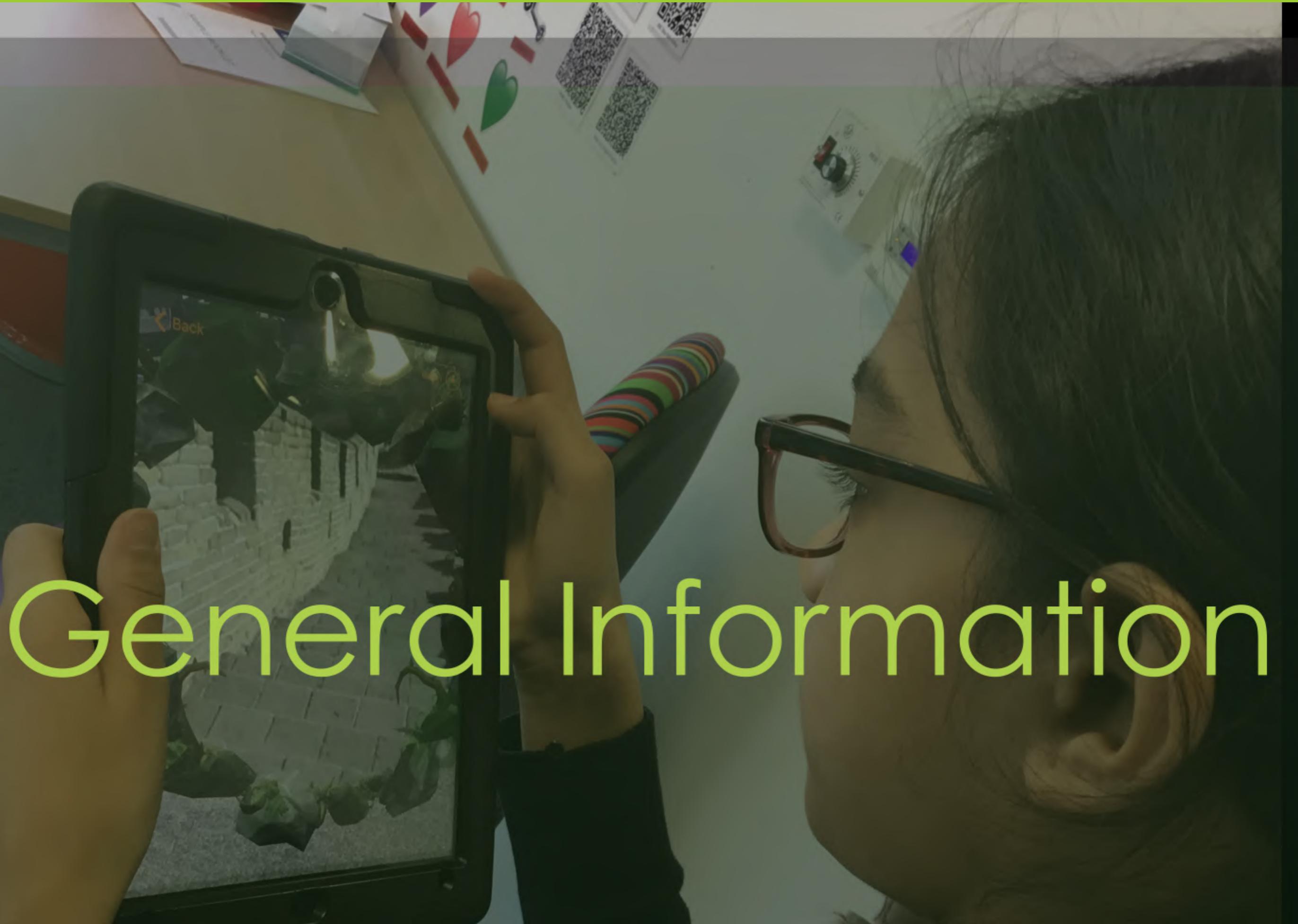
Due to COVID-19, the government allowed schools to delay this until the Summer term of the last academic year (2021) in order for schools to liaise with parents through a parental consultation.

Although our initial intentions were to conduct a face-to-face consultation, the prevalence of COVID-19 meant that this was simply not possible. We therefore conducted the consultation remotely.

Further information including the RHE webinar and lesson plans can be found on the school website [here](#).



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**AMSUK RHE Y1 Lesson 1 Looking After My Body1.pdf**  
**Download File**
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**AMSUK RHE Y1 Lesson 2 Staying Safe Online1.pdf**  
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**AMSUK RHE Y2 Lesson 1 Boundaries and Privacy1.pdf**  
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**AMSUK RHE Y2 Lesson 2 Online Relationships1.pdf**  
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**AMSUK RHE Y3 Lesson 1-2 Persistence in Asking for Advice and Help1.pdf**  
**Download File**



# General Information

## Parents Evenings:

We have two parents' evenings and an open afternoon each year. You are very welcome to come into school to speak with the teachers, see what is happening and discuss your child's work throughout the year.

## Complaints:

We hope that any worries or concerns can be discussed and dealt with in school. Matters of concern should be made in the first instance to the class teacher, Key Stage leader, Senior Leadership Team and then Principal, followed by the Board of Trustees. Full details of our complaints policy can be found on our school website.



Scan the QR code below to visit our website.



## Dinners:

School dinners are HMC Certified and the meals are provided by a catering firm. There is a choice of 2 meals every day and we have a salad cart to which children can help themselves. Children in Reception, Year 1 and Year 2 are automatically entitled to a free school meal every day! If your child brings a packed lunch to school, please put the food in a plastic box with a plastic container for drinks. Do try to give your child a balanced lunch which will help his/her learning in the afternoon.

## School Uniform

Boys	Girls
Navy blue V-neck jumper/cardigan with The Olive Tree logo	
Charcoal grey trousers	Charcoal grey pinafore dress/skirt or charcoal grey
White polo shirt with The Olive Tree logo	
Grey socks	Grey socks/tights
Smart black shoes (no boots/trainers)	
A navy blue book bag with the school logo is needed to keep reading books, homework and activity sheets safe.	
Summer uniform (optional)	
Summer Uniform (optional): Charcoal grey knee length shorts with grey socks	Summer Uniform (optional): Blue and white gingham dresses with whitesocks, tights or leggings
Additional Uniform Options	
Boys	Girls
White topi	Short white/navy scarf
P.E Kits	
Green P.E T-shirt (with logo)	
Plain black joggers	
Black pumps (indoor)	
Black trainers (outdoor)	
Optional (for winter months): Plain navy blue hoody jumper	



# Safeguarding & Child Protection

## Safeguarding & Child Protection

As part of our commitment to keeping children in our care safe, we adhere to a range of government documents and legislation, including:

- Keeping Children Safe in Education (2019)
- Working Together to Safeguard Children (2018)

Should you have any safeguarding concerns relating to your child or others, our Designated Safeguarding Lead is Ms. N. Chippendale who can be contacted via the school office on 01204 322370 or via email:

[SEND@theolivetreeprimary.com](mailto:SEND@theolivetreeprimary.com).

In Ms. Chippendale's absence, the following people deal with safeguarding concerns on her behalf:

**Deputy Safeguarding Leads:** Mrs Z. Patel and Mr H. Neville

[headteacher@theolivetreeprimary.com](mailto:headteacher@theolivetreeprimary.com)

[h.neville@theolivetreeprimary.com](mailto:h.neville@theolivetreeprimary.com)

**Extended Safeguarding Team:** Miss M. Patel, Mr R. Coley, Mr A. Musa, Mrs A. Bobat & Mrs S. Mangera



Leaders and staff demonstrate a strong commitment to keeping pupils safe. Staff receive up-to-date training. They are vigilant and knowledgeable about how to keep pupils safe.

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## Parental Involvement

The Olive Tree Primary School is committed to working closely with our parents to ensure our families receive the very best care, support, welfare and education.

Parents are welcome to help out in school or to attend workshops, parents meetings and special events.

## Junior Leadership Team (School Council)

Many children have responsibilities within school e.g. hall monitors, buddies, librarians, prefects. The Junior Leadership Team meet regularly to represent their class views and opinions and make whole school decisions.

“Members of the school council help leaders to identify and act upon what pupils want to see improve.”

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# Term Dates & Holidays



## Term Dates and Holidays 2022-23:

**INSET:** Thursday 1<sup>st</sup> September & Friday 2<sup>nd</sup> September 2022

### Autumn Term Total **75** days in term

Term begins: Monday 5th September 2022

Half Term: Monday 24th October – Friday 28th October

### Spring Term Total **55** days in term

Term begins: Monday 9th January 2023

Half Term: Monday 20th February – Friday 24th February 2023

Term ends: Friday 31st March 2023



“Staff organise a varied range of after-school clubs. Training with a local professional football team helps pupils to learn how to work collaboratively.”

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### Additional Information:

- Children will be in school for 190 days.
- Staff Insets: two full days and remainder to be worked through twilight / Friday

### CPD sessions

- There is a 6-week summer break leading into this year with a 6 week break at the end.
- Start of next academic year is Monday 4th September 2023.

### Bank holidays for this year are:

- o 27th and 28th December 2022 (for Christmas Day and Boxing Day)
- o 2nd January 2023 (for New Year's Day)
- o 7th and 10th April 2023 (Good Friday and Easter Monday)
- o 1st May 2023 (May Day)
- o 29th May 2023 (Spring Bank Holiday)
- o 28th August 2023 (August Bank Holiday)



Visits to museums and different religious buildings help pupils to appreciate art and diversity. Additionally, adventurous residential trips promote pupils' self-confidence and resilience.

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## Summer Term Total **60** days in term

Term begins: Monday 17th April 2023

**\*Eid-ul-Fitr** Thursday 20<sup>th</sup> April 2023 and Friday 21<sup>st</sup> April 2023

Bank Holiday: Monday 1st May 2023

Half Term: Monday 29th May – Friday 2nd June 2023

**\*Eid-ul-Adha** Wednesday 28<sup>th</sup> June 2023 and Friday 29<sup>th</sup> June 2023 Term ends: Friday 21st July 2023

**\*Please note** – ‘Eid holidays may be revised slightly depending upon sighting of the new moon



Pupils thrive. They develop their knowledge and skills across many subjects.

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Visit our website - [www.theolivetreeprimary.com](http://www.theolivetreeprimary.com)

Follow us on Twitter - [@OliveTreeBolton](https://twitter.com/OliveTreeBolton)

Telephone - +441204 332 370



Recognised by Apple as a distinguished school for continuous innovation in learning, teaching, and the school environment.



Accredited NPQ provider

