



# School Prospectus

## 2023-24



# The Olive Tree

## Primary School



Distinguished  
School

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



Regional  
Training Centre

Accredited NPQ provider



Department  
for Education





## 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

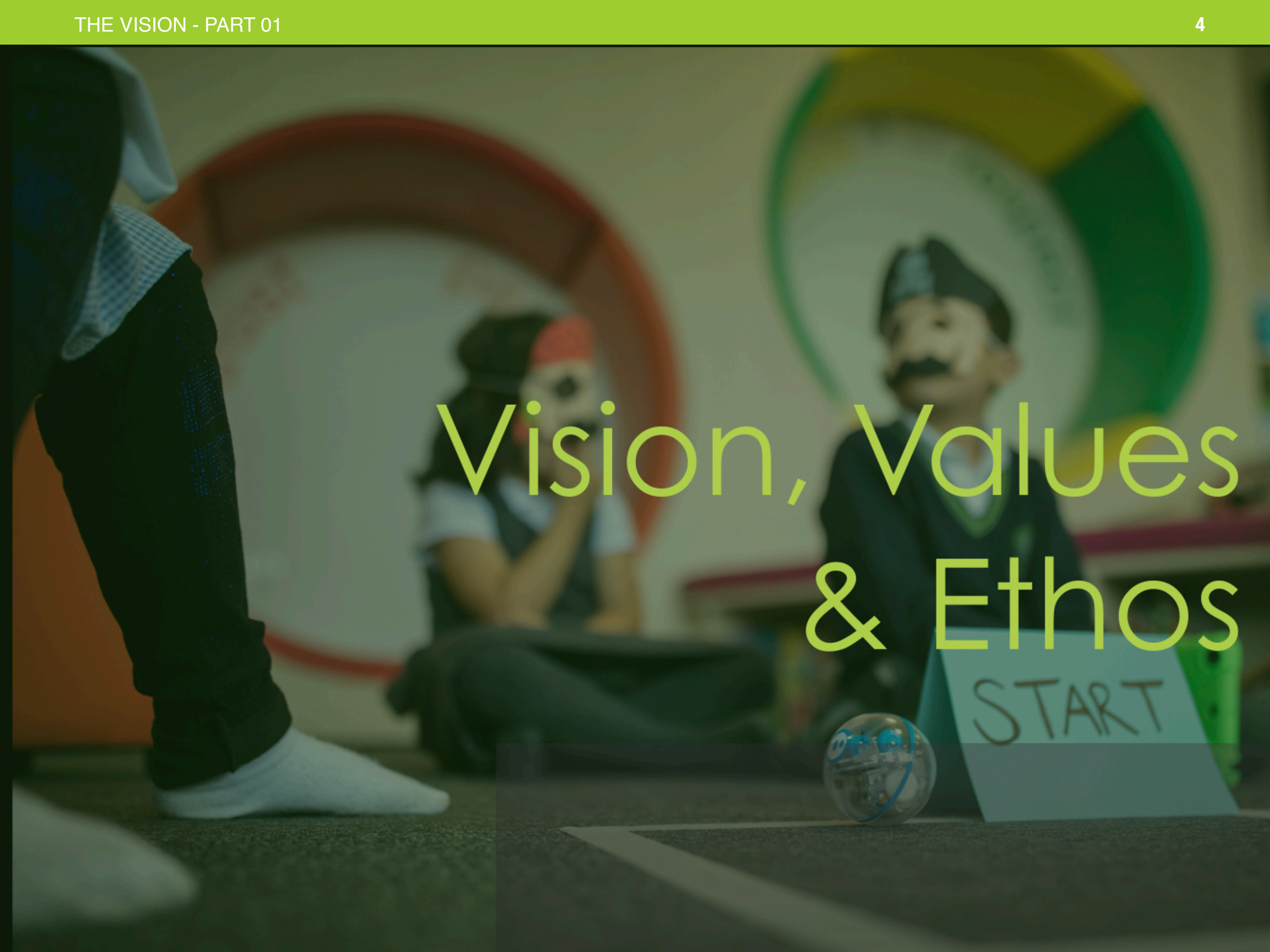


“Pupils love coming to this friendly and welcoming school.”

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# Vision, Values & Ethos





## 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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### Teaching

Miss. M. Patel  
Miss. S. Hughes  
Mrs. S. Oliver  
Miss A. Patel  
Mrs. N. Khan  
Miss. F. Munshi  
Mrs. T. Abolarin  
Miss. G. Parkinson  
Mr. R. Coley  
Mr. S. Sidat  
Miss. A. Chandia  
Mrs. Y. Lulat  
Miss. L. Collins  
Mr. S. Patel  
Mrs. H. Nanji  
Mrs. R. Ahmed  
Mrs. S. Kovariwala

# BELIEVE YOU CAN



A woman with long dark hair, wearing a black and white striped shirt, is holding a black tablet with her left hand and a white pen with her right hand. She is standing in front of a whiteboard. The whiteboard has handwritten notes in blue ink and several colorful icons at the bottom, including a rocket, a heart, a brain, and a person. The text "Meet the team" is overlaid in a large, yellow, sans-serif 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  
 Key Stage 1 Lead: Mrs. N. Khan  
 Lower Key Stage 2 Lead: Mrs. T. Abolarin  
 Upper Key Stage 2 Lead: Mrs. Y. Lulat

## Support Team

Miss. N. Pandor	Miss. N. Dalal
Miss. A. Yusuf	Mrs. F. Patel
Miss. R. Bhatti	Mrs. S. Dawda
Miss. A. Pandor	Mrs. S. Vaez
Mrs. P. Vazifdar	Mrs. M. Atcha
Miss. K. Ibrahim	Mrs. S. Dawda
Mrs. F. Natha	Mrs. M. Ibrahim
Mr. S. Isa	Mrs. S. Khatun
Mrs. M. Musa	

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

## Administration Team

Mrs. A. Bobat  
 Mrs. N. Akhtar  
 Mr. Y. Choudary

## Premises Team

Mrs. S. Mangera  
 Mrs. N. Patel

## Welfare Team

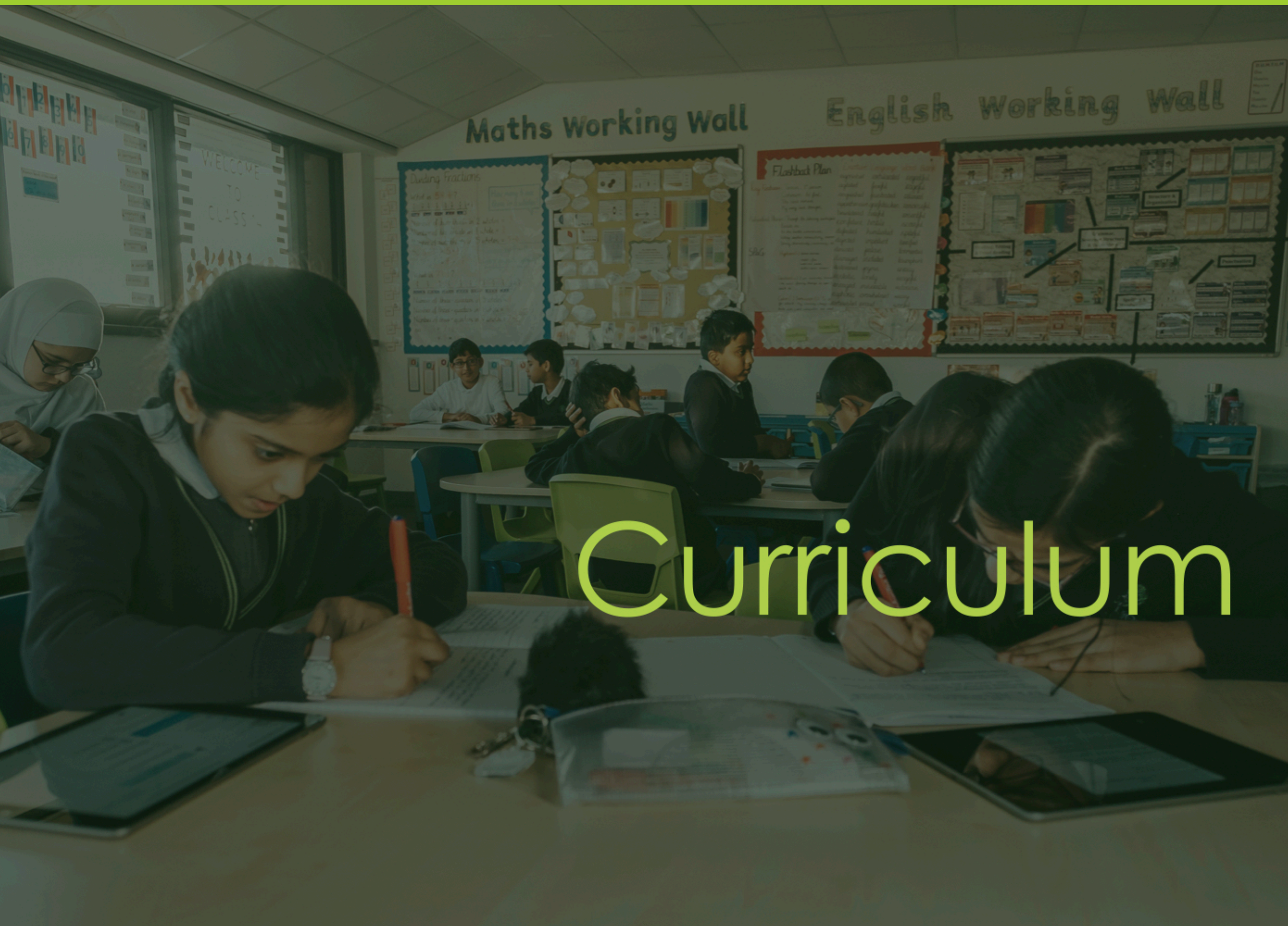
Mrs. F. Adrime  
 Mrs. S. Atcha  
 Mrs. F. Badat  
 Mrs. S. Ingar  
 Mrs. S. Mangera  
 Mrs. Y. Pandor  
 Mrs. A. Patel  
 Mrs. N. Patel  
 Mrs. S. Patel  
 Mrs. A. Rawat  
 Mrs. S. Begam-Shaikh  
 Mrs. A. Taborda  
 Mrs. S. Yusuf  
 Mrs. A. Undre





Believe







## 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



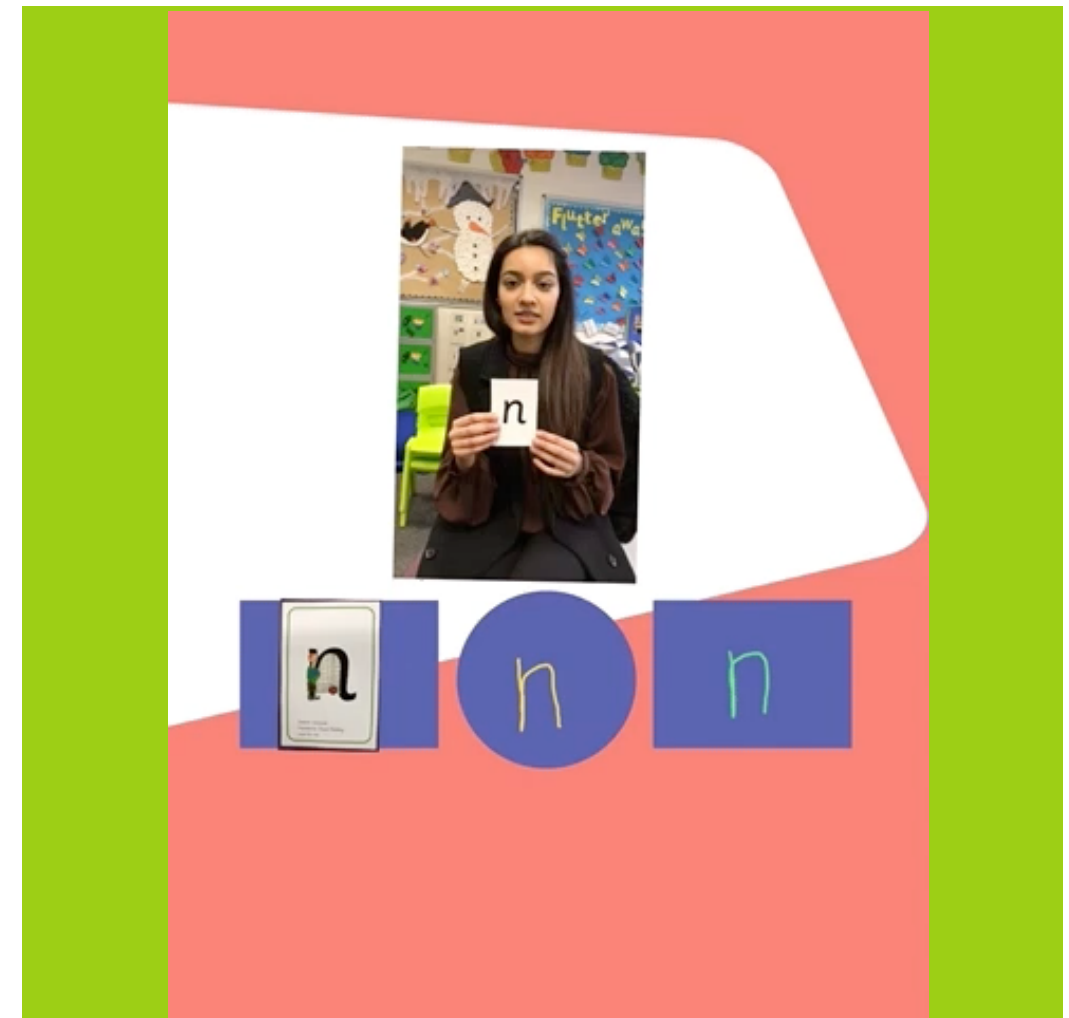
“Children in Reception applied their knowledge of healthy eating and how to follow instructions learned in other areas of the curriculum to make a Gruffalo crumble”

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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](#).



**AMSUK RHE Y1 Lesson 1 Looking After My Body1.pdf**  
**Download File**



**AMSUK RHE Y1 Lesson 2 Staying Safe Online1.pdf**  
**Download File**



**AMSUK RHE Y2 Lesson 1 Boundaries and Privacy1.pdf**  
**Download File**



**AMSUK RHE Y2 Lesson 2 Online Relationships1.pdf**  
**Download File**



**AMSUK RHE Y3 Lesson 1-2 Persistence in Asking for Advice and Help1.pdf**  
**Download File**



# General Information

A photograph of a person with dark hair and glasses, seen from the side, holding a tablet. The tablet screen displays a 3D architectural model of a building with a stone wall and a large archway. The person is sitting at a desk with various items: a colorful striped pen, a small electronic device with a dial, and some papers with QR codes and heart stickers. The background is a light-colored wall.



## 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

The background image shows two young children in school uniforms. The child in the foreground is wearing a white headscarf and a dark sweater over a white collared shirt. They are looking down at a book or paper they are holding. Another child is visible behind them, also looking down. The image is slightly blurred and has a dark overlay to make the text stand out.



## 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 Miss. 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 / 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. Manger



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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A photograph of a classroom scene with three children. One child in the foreground wears a blue headband and a large orange paper body. Another child in the background is at a whiteboard with orange sticky notes. A third child in the foreground is kneeling and using a tablet. The floor has colorful paper mats. A large yellow title is overlaid on the image.

# Term Dates & Holidays



## Term Dates and Holidays 2023-24:

Autumn Term 2023 Total 74 days in term

**Trust & Peace**

INSET Day: Friday 1st September & Monday 4th September 2023 (staff only)

Term begins: Tuesday 5th September 2023 (school opens for pupils)

Half Term: Monday 30th October – Friday 3rd November 2023

Term begins: Monday 1st November 2021 (School opens for pupils)

Term ends: Friday 22nd December 2023

**Winter holiday: Monday 25th December 2023 - Friday 5th January 2024**

Spring Term 2024 Total 54 days in term

**Fairness & Respect**

Term begins: Monday 8th January 2024 (School opens for pupils)

Half Term: Monday 19th February – Friday 23rd February 2024

Term begins: Monday 26th February

Term ends: Thursday 28th March 2024

**Easter Holiday: Friday 29th March 2024 - Friday 12th April 2024**

**Eid ul Fitr: Wednesday 10th April 2024**

Summer Term 2024 Total 62 days in term

**Equality & Compassion**

Term begins: Monday 15th April 2024

**Bank Holiday: Monday 6th May 2024**

Half Term: Monday 27th May (Bank holiday) – Friday 31st May 2024

Term begins: Monday 3rd June 2024

**Eid ul Adha: Monday 17th and Tuesday 18th June 2024 (school closed)\***

Term ends: Friday 19th July 2024

Additional Information:

- Children will be in school for 190 days. Staff will be in school for 192 days .
- 2 INSET days to be allocated during non-term time, the remainder to be worked as twilights.
- Start of next academic year in Bolton is Monday 2nd September 2024
- \*Eid holidays could change subject to the sighting of the moon

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

Follow us on twitter: @OliveTreeBolton

Telephone number: 01204 332370



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