## FEDERATION OF SHEVINGTON PRIMARY SCHOOLS

Executive Headteacher: Mrs G Gray



### Message from the Executive Headteacher

Welcome to Shevington Vale Primary School. We are a small family school situated in the heart of the community. We are very proud of our long-standing family atmosphere at Shevington Vale and we strive to provide the highest quality education and to help all our children to become happy, motivated and caring individuals.

We look forward to working with you in partnership on your child's journey through school.

## Message from the School Council

Our school council is made up of representatives from all classes, even Reception children have a voice. We meet and talk about school issues like saving energy and games at playtime. All of the children have the chance to air their views at our weekly meeting assemblies. Each week a Year 6 child chairs the meeting and invites the children to speak. The issues and decisions are summarised at the end so that everyone - children and adults - know what's what!

### School Classification

Shevington Vale is a Community Primary School for girls and boys aged 4-11 years. It is expected that 157 children, will be on roll in September 2016.

It is part of a Federation of three schools and shares an Executive Headteacher, a management team and its governing body with Shevington Community and Millbrook Primary School. The three schools span the villages of Shevington and Appley Bridge.

Shevington Vale is situated on Runshaw Avenue, Appley Bridge, Wigan, WN6 9JP. Tel. 01257 253559. Website: www.shevingtonvale.org.uk The school is housed in a pleasant, spacious building surrounded by lawns and playing fields with fabulous views over the countryside.

The time set aside each week for teaching is 23 hours, 20 minutes. This does not include times allocated for registration and the daily act of collective worship.

### Mission Statement

We want to give our children roots and wings – roots that go deep into the heart of their community and wings to imagine, aspire and dream.

We want our children to have ambitions, to enjoy their childhood, to give joy to others and with their families to prepare for great futures.



## School Aims

We aim to provide:

- an outstanding curriculum
- O exciting opportunities to learn and to excel
- outstanding care, guidance and support

### Admission Arrangements

It is intended to admit a maximum of 30 pupils to the school, at the beginning of the school year 2016/17. The school admission policy is in line with LA regulations.

Prospective parents are encouraged to contact the school to arrange a visit, where they will be made welcome by Mrs Tomlinson the Associate Headteacher or Mrs Gray the Excecutive Headteacher. Admission arrangements include sessions where children and parents visit school for curricular workshops and an evening meeting for parents, where they receive a pre-school information pack.

There is on site, a pre-school called Headstart which provides all day child care for children, aged two to four years. Please contact the school for more details.

### School Session Times

Morning: 9.00 am - 12 noon Afternoon: 1.15 pm - 3.30 pm

Playtime: 10.30 am - 10.45 am.



The school doors are open from approximately 8.50 am, to allow children to enter school gradually and make an orderly start to the day.

### The Curriculum

The curriculum at Shevington Vale meets the needs of all pupils. It is delivered within a context that is meaningful and relevant to the children's everyday lives. Different styles of teaching and learning are used with practical 'first hand' experiences wherever possible. The curriculum is enhanced through inspirational themes which are both creative and enjoyable and incorporate opportunities for out-of-school visits and regular visitors to school.

We have designed the Curriculum to ensure progression, enjoyment and opportunities for all children to excel. This has ensured that the basic skills are transferred into other areas of the Curriculum. This is a cross-curricular approach which embeds basic Literacy, Numeracy, Computing, Technology and Problem Solving skills throughout all learning experiences in a more creative and enjoyable way.

### The Early Years



At Shevington Vale we provide a well planned and creative Early Years curriculum offering children a wide range of different experiences. The children are given many opportunities to learn through play in a lovely environment that encourages independence, success and a sense of celebration.

### Literacy

At Shevington Vale we provide the opportunity and quality teaching for all of our children to develop their reading and writing skills. We also teach them to communicate well through speech and to listen carefully to others

It is our belief that language skills are vital to children's learning in all subjects.

The skills are taught across the curriculum so that they develop progressively and are used for real purposes - such as writing letters and news articles, reading information when researching a topic or preparing a speech to win supporters in a debate.

We use a wide range of reading materials as well as the Oxford Reading Tree core scheme for early reading. We have a well stocked library and appealing reading areas.

The children learn about phonics through daily lessons using the 'Letters and Sounds' scheme.

### Mathematics

Mathematics at Shevington Vale is taught in a fun and practical way. We encourage children to use and apply basic number work in all areas of real life using a 'first hand' approach.

We use high quality textbooks to consolidate newly learned strategies and incorporate mathematical thinking into topic work when possible.



### Science

At Shevington Vale we believe that science should excite and stimulate children's curiosity about the world around them. We aim to develop and foster a love of science by studying the areas that so often fascinate children!

- Life Processes and Living things ourselves, other animals and bugs
- Materials and their properties pulling, stretching and squashing things, making things that fizz and stink, changing things and changing them back if possible!
- Physical Processes (Electricity, Sound, Light, Forces and the Earth and Beyond) buzzers, bulbs, bells, batteries, spinning, rolling, flying and falling and outer space!

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## Computing and ICT

Information and Communication Technology is used throughout the curriculum. All children at Shevington Vale use computers throughout the week, either in the well appointed suite or on iPads, laptops and notebooks in their classrooms.

Children develop skills in presenting their ideas using a word processor and PowerPoint, finding out and solving problems using the internet and using a



range of other devices from cameras to digital sensors.

From September the children have been learning about how their computers work - the programming that runs behind the applications that they use. This is a new subject for primary schools and is still under development!

## Extra-curricular

The school offers a wide range of extra curricular activities across the year including football coaching, skills coaching in other sports and dance clubs

All children, from Year 2 onwards have the opportunity to attend swimming sessions and receive proficiency and personal survival certificates for their achievements.

Teams also participate in indoor and outdoor athletics competitions and occasional inter-school competitions.



Year 6 children have the opportunity of a residential visit where they are taught map reading, orienteering and mountain biking as well as team skills and independence. The visit is usually in the Lake District at one of Wigan's Outdoor Education Centres.

The Explorers Club is a Christian based group where children hear stories from the bible, sing songs and play games. The group meets regularly with the occasional opportunity of holiday club activities.

Parents are given the opportunity for their children to access French and Spanish lessons on a weekly basis. Le Club Francais, a private provider, offers this facility each week.

The Wigan peripatetic Music service is also actively involved in the school. Children have access to Keyboard, Guitar, Singing, Brass and Recorder lessons on a weekly basis.

There are after school sports clubs throughout the year including a range of sports such as football, basketball and badminton.

## **Religious Education**

The school is non-denominational. We follow Wigan's agreed syllabus for religious education. Parents have the right to withdraw their children from all or part of religious education and collective worship (normally part of the daily assembly).

We celebrate Easter and Christmas as the main Christian festivals and hold special celebrations that parents are most welcome to attend.

## Personal, Social, Health Education and Citizenship (PSHE)

These areas are taught both through a planned programme of work for each class, and through incidental opportunities as they arise in class.

The whole school community is involved in promoting emotional well-being, helping children to know who you are and what they can do and to feel good about themselves. It is also about developing respect for others, social skills and a positive attitude to learning.

As part of PSHE upper Key Stage children work with their class teacher to follow a more structured programme of Sex and Relationship Education in preparation for the physical and emotional challenge of growing up. Parents are kept well informed of the programme the children undertake and are given the opportunity to view the video materials before the lessons take place.

We achieved healthy school status in May 2007 in recognition of the many healthy initiatives in school. All children are encouraged to drink water throughout the day. Chilled water is accessible to the children who are actively encouraged to refill their bottles regularly. Water bottles can be purchased from the School office.



We are part of the National Fruit Scheme. This means every pupil in Reception, Year 1 and Year 2 has a fresh piece of fruit each day. A wide variety of fresh fruit and toast are also sold on a daily basis each playtime.

We are also part of the Government funded 'Cool Milk' scheme which provides free milk to all under-five children and is subsidised for pupils aged five or older. Ask in school for more information.

We have Playleaders from Year 5 and Year 6 who organise playground games for younger children during the lunch-hour. This encourages physical and social play between pupils and makes playtimes really enjoyable.

We also encourage conservation of the environment and recycle our paper, plastic tubs and bottles as well as taking part in separate recycling schemes eg. Christmas cards, computer ink cartridges, spectacles, pens etc.

### Organisation of education within school

At present there are six classes from Reception to Year 6. One class has children from two year groups and mixed age teaching is a strong feature of the school because of the teachers' enormous experience in this area. We recognise the positive benefits of mixed classes such as the support older children can give to the younger ones, and the challenge to younger children to achieve beyond their years. Five classes have children from one year group.



Each class has its own teacher, and there are occasions when other staff teach classes for particular subjects.

The children are usually taught basic skills within a group of similar ability and work is always differentiated to match the abilities of the children, to ensure progress is sustained. Work within classrooms is supported by classroom assistants and sometimes by parental helpers.

There are well established contacts with local high schools which our pupils visit for various activities. On transition to high schools the children attend taster days and can accompany parents to the parents' evenings and open days

### Arrangements for children with special needs

We provide education that is inclusive for pupils of all abilities. This is achieved through close working relationships between the school, parents and outside agencies. The school has developed a programme of early intervention in order to identify pupils who have special educational needs. This programme is co-ordinated by the Inclusion Manager who is responsible for the education of children with additional needs and works closely with a number of outside agencies who provide specialist advice.

Shevington Vale is an Inclusive School and all parts of the school are accessible to wheelchair users.

### **Reporting Progress**

Parents' Evenings are arranged in the middle of the Autumn and Spring terms. At the end of each term parents receive a written report regarding children's progress and this can be discussed with the class teacher.

Our high academic achievements are reflected in the results for National Curriculum Statutory Assessments for 2014/15. Results at the end of Key Stage 1 and 2 can be found in Appendix 1 & 2, with National comparators.

## School Uniform

There is a school uniform based on the colours navy, grey and pale blue. The oldest pupils (Year 6) can wear purple cardigans / jumpers.

We prefer children to wear school uniform, not least because it shows pride in the school.

School sweatshirt, cardigan, jumper and fleeces (embroidered with Shevington Vale Primary School) Grey trousers Grey and Blue checked skirts or pinafores Blue polo shirt Black school shoes (no trainers please) No jewellery except watches or stud earrings Summer alternative - blue and white school dress

#### PE Kit

Navy shorts, White and Navy 'T' shirt (embroidered with Shevington Vale Primary School) Pumps Drawstring pump bag No earrings on PE days and swimming days Please mark all clothing clearly

## Admissions Policies and Procedures

Parents must arrange for their child to start school at the beginning of the term of their fifth birthday, unless they have made other suitable arrangements, which have been approved by the Local Authority. In Wigan, there is one admission date for all children at 4+ with a closing date for accepting the place. Shevington Vale Primary School has provision for thirty Reception age pupils.

#### Admission Criteria:

- 1. Children with a Statement of Special Educational Needs which names the school.
- 2. Children in Public Care.
- 3. Children whose older brothers or sisters attend the school and who will still be there at the time of admission.
- 4. Children living closest to the school. Distance is measured on an Ordnance Survey map in a straight line.

In the event of over-subscription in any one criterion, priority will be given to those children living nearest the school, measured in a straight line.

You will find more information regarding school admissions on the following website:

www.wigan.gov.uk/Services/EducationLearning/Schools/Admissions/

## **Complaints Procedure**

Shevington Vale operates an 'Open Door' policy. We always try to solve problems, if and when they arise, at an early stage.

Any complaints should initially be addressed to the class teacher and then, if necessary, to the Associate Headteacher where the complaint will be investigated fully and dealt with as quickly as possible. In the event of the problem being unresolved it will be handed over to the Executive Headteacher. If you feel your complaint is still unresolved you can then contact the Chair of Governors c/o the school. This could be referred to Wigan Council if the complaint is still not resolved.

## Charging Policy

Voluntary contributions will be sought to support some activities taking place during school time. For activities taking place mainly outside of school time, a charge representing the total cost will be levied.

No child will be excluded from an activity that depends on voluntary contributions, although if insufficient monies have been received then the activity, through lack of funding may not take place.

From time to time children will also be asked to volunteer to raise funds, both for school and charitable purposes.

## Health and Safety

#### Medicines and Emergency

If your child is on medication which needs to be taken during the day, you can come to school to administer the dosage yourself, or nominate someone to do this for you eg. grandparent, relative, friend.

If you require a member of staff to administer medicine you must complete a form giving permission – available from the school office.

Children requiring the use of Asthma inhalers will be supervised by a member of staff following the directions on the Asthma card completed by the parent. A child's inhaler will be stored in a place where the child can access it at all times. It is the parent's responsibility to ensure that the medication is 'in date'.

#### Emergency contact numbers

It is essential that the school has a telephone number where a parent or other adult may be contacted during the day in the event of an illness, accident or emergency.

Contact forms are supplied prior to admission and should be completed annually. We ask that parents inform school of any changes of detail that occur at any time.

#### Accidents at school

In cases of minor accidents, First Aid will be given. We have several staff members with current First Aid Certificates. If hospital treatment is necessary parents will be contacted to enable them to accompany the child to hospital. If we were unable to contact parents a member of staff would accompany the child to hospital.

## Headstart

Headstart is a privately owned pre-school set within Shevington Vale, our friendly primary school. At Headstart children have fun learning through play, socialising and enjoying activities supervised by qualified, mature staff. Children can attend the day after their 2nd birthday.

The Birth to Three Plan is followed, covering lots of exciting and stimulating activities and themes. Through a well-planned curriculum all children practice and consolidate skills in the areas of learning for the Foundation Stage.

Headstart is very much part of the school. Children are given opportunities to meet other members of staff and pupils, take part in activities in different areas of the school and join in special events such as concerts and fundraising activities. We hope this will enable them to become familiar within the school environment and ease the transition into the Reception Class.

MorningMonday - Friday 9.00-12.00.AfternoonMonday - Friday 12.30-3.30All dayMonday - Friday 9.00-3.30



There are plans to extend these times next year if there is sufficient demand. For more information contact : Mrs Davies on 07795 831958.

### Stay and Play

The Stay and Play Club is a before and after school club. It provides a safe, secure and caring environment for children with an emphasis placed on fun and offers children a wide range of creative and enjoyable activities.

Stay and Play is run by friendly, qualified and experienced staff with a committee managing the affairs of the club. The club has been inspected and registered by Ofsted.

The club allows parents and guardians more choice and flexibility, with some families choosing to book sessions on a regular basis, while others use the club on a more occasional basis.

We are open five days a week, term time only and cater for children aged 3-11 years. Sessions are chargeable and include healthy snacks and light refreshments. For further details, please contact the Play Managers on 07939 195878.

2001	<b>Session times:</b> Breakfast Sessions	7.45-9.00am
Stay and play	Evening Sessions	3.30-5.30pm
y and play club		

## The Friends of Shevington Vale

Shevington Vale is fortunate to have a Fund Raising Committee which works tremendously hard raising additional funds for school. The money raised is used in a number of ways to purchase additional resources or activities for the children at Shevington Vale.

## **Pupil Routes**

In the Summer of 2015 Y6 children went to the following High Schools:

Shevington High School13Bishop Rawstawn High School1

### Access to Public Documents

Inspection copies of any documents which are required to be made available by or under the Education (School Curriculum and Related Information) Regulations 1989, can be arranged by contacting the School Office.

## Local Authority

Wigan Council, Children's' and Young Peoples' Services Progress House Westwood Park Drive Wigan WN3 4HH Tel: 01942 486123

## Behaviour and Discipline

At Shevington Vale we aim to establish an environment within our school in which all who attend and work here feel safe and secure. It must be a place where everyone associated with the school is valued. This must include:

- ✓ all children
- $\checkmark$  all members of teaching and non-teaching staff
- $\checkmark$  all parents and
- $\checkmark$  all who visit the school

The children wrote the school Code of Conduct which is displayed around school.

- Be a good friend
- Respect other people
- Look after our environment
- Encourage teamwork
- Play safe
- Smile!



They also devise a set of classroom rules, rewards and sanctions at the beginning of each school year. In this way the children lead their own behaviour management and overall behaviour in school is excellent.

Children are caring towards each other. There is a positive behaviour policy which rewards good behaviour through the awarding of certificates, stickers and prizes. However if a child's behaviour at school is giving cause for concern parents will be informed. It is important that the child realises that parents and teachers are working together.

### Attendance

At Shevington Vale we promote a positive attitude to punctuality and regular attendance, and ask that parents support us to ensure their child has full access to the curriculum and therefore the best opportunity to fulfil their potential.

Registration takes place promptly at the beginning of each morning and afternoon session.

% of half days missed through	2.8%
Authorised Absence	
% of half days missed through	0.3%
Unauthorised Absence	
Overall attendance for 2013/14	96.9%

## Absence Procedures

When a child is absent from school for whatever reason or length of time, please try to inform school before 9.00am so that we may record an authorised absence. We have to distinguish between Authorised and Unauthorised Absence

The following reasons for absence will always be recorded as unauthorised:

- Visits to relatives
- Shopping
- Holidays

As your child's school timetable is very full, time off is difficult to catch up so holidays must be planned to coincide with those of school.

#### SHEVINGTON VALE PRIMARY SCHOOL RESULTS 2015 COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2015) and nationally (2014) at the end of Key Stage 1, as a percentage of those eligible for assessment. The number of eligible children is: 11 Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			w	1	2C	2B	2A	3	4	Disapplied Children	Absent Children
	Boys	School	0	0	-	0	-	0	0	0	0
		National	2	11	-	67	-	20	0	0	0
Speaking & Listening	Girls	School	0	0	-	0	-	0	0	0	0
Speaking & Listening		National	1	6	-	64	-	28	0	0	0
	All	School	0	0	-	0	-	0	0	0	0
		National	2	9	-	66	-	24	0	0	0
	Boys	School	0	0	0	0	0	0	0	0	0
		National	3	10	10	25	26	26	0	0	0
Reading	Girls	School	0	0	0	0	0	0	0	0	0
rteading		National	1	6	8	21	28	35	0	0	0
	All	School	0	0	0	0	0	0	0	0	0
		National	2	8	9	23	27	30	0	0	0
	Boys	School	0	0	0	0	0	0	0	0	0
		National	3	15	20	31	20	11	0	0	0
Muitin -	Girls	School	0	0	0	0	0	0	0	0	0
Writing		National	2	8	13	29	27	21	0	0	0
	All	School	0	0	0	0	0	0	0	0	0
		National	2	11	16	30	23	16	0	0	0
	Boys	School	0	0	0	0	0	0	0	0	0
		National	2	7	12	25	27	26	0	0	0
Mathematics	Girls	School	0	0	0	0	0	0	0	0	0
Mathematics		National	1	5	12	28	31	22	0	0	0
	All	School	0	0	0	0	0	0	0	0	0
		National	1	6	12	27	29	24	0	0	0
	Boys	School	0	0	-	0	-	0	0	0	-
		National	2	9	-	66	-	23	0	0	-
Saianaa	Girls	School	0	0	-	0	-	0	0	0	-
Science		National	1	7	-	71	-	21	0	0	-
	All	School	0	0	-	0	-	0	0	0	-
		National	2	8	-	68	-	22	0	0	-

Includes all schools with pupils eligible for assessment at Key Stage 1. Participation by independent schools is voluntary, therefore only includes results from those independent schools which 1. chose to make a return and which met the statutory standards for assessment and moderation. Speaking and Listening and Science subjects do not report level 2A, 2B and 2C, only level 2.

2.

These are shown in the 2B column for the purposes of this table.

Absent and Disapplied are not reported in science main level but are reported as U (unable). 4.

These are shown in the disapplied column for the purposes of this table.

'-' represents 'Not Applicable'. 5.

6. 'x' indicates a figure not shown in order to protect confidentiality.

#### TEST RESULTS COMPARATIVE REPORT by GENDER Key Stage 2 2015

This table shows the percentage of Year 6 pupils achieving each level in 2015, compared to national end of Key Stage 2 test results for 2014. Results have been broken down by gender.

The number of eligible children is: 13

Figures may not total 100 per cent because of rounding.

			Percentage at each level						
			В	3	4	5	6	т	А
	All	School	8	46	15	23	8	0	0
	Ţ	National	3	18	24	49	4	3	0
Grammar Punctuation	Boys	School	20	60	20	0	0	0	0
& Spelling*	воуз	National	4	21	25	43	3	3	0
	Girls	School	0	38	13	38	13	0	0
	0113	National	2	15	23	54	5	2	0
	All	School	0	31	46	15	8	0	0
		National	3	6	39	49	0	2	0
Reading	Boys	School	0	40	60	0	0	0	0
Reduing		National	4	7	40	46	0	2	0
	Girls	School	0	25	38	25	13	0	0
	Giris	National	2	6	38	53	0	2	0
	All	School	8	15	54	15	8	0	0
Mathematics		National	3	10	44	33	9	1	0
	Deve	School	0	20	80	0	0	0	0
	Boys	National	3	9	42	34	11	1	0
	Girls	School	13	13	38	25	13	0	0
	GITS	National	2	10	47	33	7	1	0

A represents pupils who were absent

B represents pupils who were working below the level of the test

C represents pupils working at the level of the assessment but unable to access the test

## School Terms and Holidays 2015-2016

Please remember that requests for leave of absence cannot be authorised for family holidays.

Dates up to July 2016 are given below so that family holidays can be planned.

#### AUTUMN TERM 2015 - 2016

First Day of Term	Wednesday 2 <sup>nd</sup> September 2015
Close for Half Term	Friday 23 <sup>rd</sup> October
Open after Half Term	Monday 2 <sup>nd</sup> November
Last Day of Term	Thursday 17 <sup>th</sup> December

#### SPRING TERM

First Day of Term	Tuesday 5 <sup>th</sup> January 2016
Close for Half Term	Friday 12 <sup>th</sup> February
Open after Half Term	Monday 22 <sup>nd</sup> February
Last Day of Term	Wednesday 23 <sup>rd</sup> March

#### SUMMER TERM

First Day of Term	Monday 11 <sup>th</sup> April		
Close for Half Term	Friday 27 <sup>th</sup> May		

- Open after Half Term Tuesday 7<sup>th</sup> June
- Last Day of Term Wednesday 20<sup>th</sup> July

2<sup>nd</sup> May – Bank Holiday

### The Federation Governors are:-

#### **Chair of Governors** Mr G Hurst

#### Parish Council/LA Representatives

Mr G Billings Councillor P Collins Mr T Frost Mrs E Ruddock Mrs M Whitham

#### Staff Governors

Mrs G Mason Mrs G Smith Mrs J Waite Miss J Wittell

#### Executive Headteacher

Mrs G Gray

#### **Elected Parent Governors**

Mrs C Aspey Mrs D Beale Mrs J Chard Mrs L Masters Mr P McGrail Vice Chair Mrs J Sharp Mr T Smith

#### Community Governors

Mrs M Carter Mrs A Davies Mrs J Thomas

# The staff at Shevington Vale are:

Executive Headteacher	Mrs G Gray
Associate Headteacher / Head of School	Mrs K Tomlinson
Reception Class Teacher	Miss G Mason
Year 1 Class Teachers	Mrs N Bowden / Mrs S Cauldwell
Year2/3 Class Teacher	Mrs S Boardman
Year 4 Class Teacher	Mrs J Goulden
Year 5 Class Teacher	Mrs H Dixon
Year 5 Class Teacher	Mr A Houghton
Learning Support Assistant Learning Support Assistant Learning Support Assistant Learning Support Assistant Learning Support Assistant Learning Support Assistant Learning Support Assistant	Miss C Duncan Mrs A Jones Mrs C Lister Ms E Porter Mrs D Speakman Mrs J Waite Mrs S Wilson
Administrative Assistant Clerical Assistant School Bursar	Ms C Edwards Mrs C Pearson Mrs L Dilsworth
Caretaker Caretaker	Mr D Payne Mr A Lloyd
Welfare Assistant Welfare Assistant Welfare Assistant Welfare Assistant Welfare Assistant	Mrs A Farnworth Mrs A Howell Mrs J Keegan Mrs J Stanley Mrs J Waite
School Cook Kitchen Assistant	Mrs C Aspey Mrs L Carney

Stay and Play Club	
Play Leader	Mrs A Howell
Play Worker	Mrs J Stanley

# Federation Leadership Team:

Executive Headteacher	Mrs G Gray
Associate Headteacher / Head of Shevington Vale	Mrs K Tomlinson
Associate Headteacher / Head of Shevington Community Primary	Mr J Marsh
Assistant Headteacher / Head of Millbrook	Mrs C Royal
Inclusion and SEND Manager Assistant to Associate at Shevington Vale Primary Assistant to Associate at Shevington Community Primary Admin officer (Millbrook) Admin Officer (Shevington Community Primary)	Mrs G Smith Miss G Mason Miss J Willett Mrs G Cassidy Mrs A Wardle