

Welcome to Nawton Community Primary School



OFSTED REPORT - JULY 2011

'This is a **GOOD** school which is led and managed well. Pupils behave well and clearly enjoy coming to school. Their attendance is above average. The school has an **OUTSTANDING** Early Years Foundation Stage in which children make rapid progress to become confident, independent young learners.'

The Educational Challenge

Education is not concerned only with equipping students with the knowledge and skills they need to earn a living.

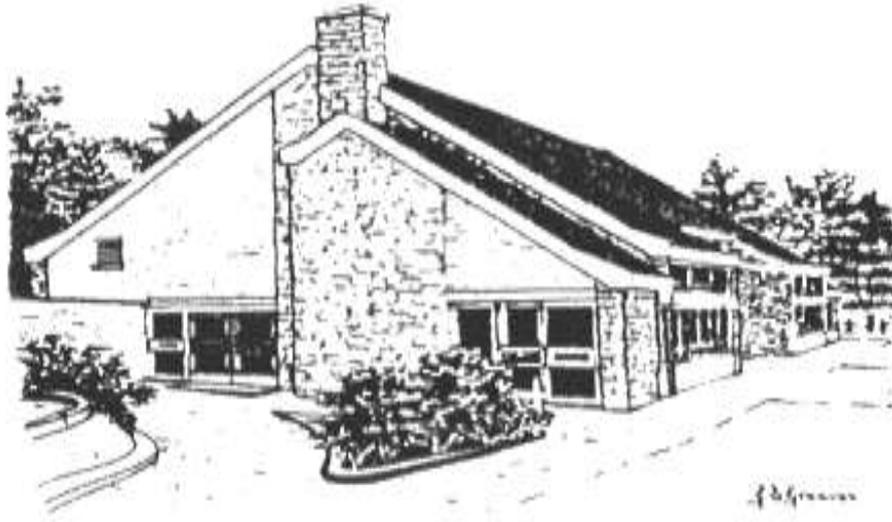
It must help our young people to:

- use leisure time creatively
- have respect for other people, other cultures and other beliefs
- become good citizens
- think things out for themselves
- pursue a healthy life-style
- value themselves and their achievements

It should develop an appreciation of the richness of our cultural heritage and of the spiritual and moral dimensions to life. It must, moreover be concerned to serve all our children well, whatever their background, sex, creed, ethnicity or talent.

It is the primary school teacher who must begin to fulfil these objectives. If children do not leave primary school with a firm grasp of the basic skills of literacy and numeracy, with an appetite for learning and with a belief in themselves and their talents, their future progress will inevitably be negatively affected.

Sir Ron Dearing



Nawton Community Primary School is situated in a quiet cul-de-sac in the village of Nawton, close to the edge of the North Yorkshire Moors.

Built in 1965, our school is surrounded by extensive and attractive playing areas. We are well resourced to meet today's educational needs.

We are a caring community school of around 90 children, presently arranged into four teaching groups.

We have an experienced staff including one head teacher, four classroom teachers and five experienced support assistants.

Home-school relationships are very important to us and we think all parents / carers have an important role to play in the education of their children. It is only when home and school work together in partnership that we can help children to achieve their full potential during their time in our care.

We have a very active and supportive parent organisation called "The Friends of Nawton School" which all parents, carers, staff and friends are welcome to join. "The Friends" are invaluable in their fund raising activities for the school.

This booklet is intended to give you information about our school, and also help to prepare your child for their introduction to school life.

Mrs Nicola Johnson
Headteacher

Note

Parents are asked to note that the information contained in this booklet is correct at the time of publication. The school reserves the right to make changes in policies should circumstances demand it.

Date of publication January 2014

<u>Our School is:</u>	Nawton Community Primary School
<u>Our Address is:</u>	School Lane, Nawton, York, YO62 7SF
<u>Our telephone number is:</u>	01439 771245
<u>Our fax number is:</u>	01439 771927
<u>Our e-mail address is:</u>	admin@nawton.n-yorks.sch.uk
<u>Our website is:</u>	www.nawton.n-yorks.sch.uk

What can Nawton School offer you and your child?

We aim to treat all children as individuals, and to develop an atmosphere of care, trust and common respect for each other's talents.

Children, staff and parents / carers know each other well, which helps maintain a family atmosphere in which a child can feel secure and valued.

All classes have an age range of 2 years, which creates opportunities throughout the school for children to take responsibility and set standards, creating a growing self confidence in the older children and giving younger ones targets to strive for.

We have a 'School Council', in which elected representatives from each class meet with the head teacher and discuss issues which affect or interest them.

Most children have the experience of representing the school in sport when we play against, or in partnership activities with, our neighbouring schools.

We are proud of our achievements, and feel that our "small school" has a special place in the community. We aim not to stand in isolation but incorporate young and old in the process of learning and living together. We have strong links with other child care providers, caring for children prior to starting Nursery here and also with our Senior Citizens, who visit regularly to be entertained by the children or to share some of their interests and experiences with the children.

Regular sporting activities, where children meet with their peer groups from other schools, are arranged for our active Primary School Cluster.

We have strong links with Ryedale School and have regular use of their facilities and expertise. This means that our children make a smooth transition to secondary school.

Having worked successfully in collaboration with Rosedale Abbey CP School for over two years, the two schools formally Federated in April 2013. 2013-14 is our first academic year as a Federation.

School's Out Club

In term time our SOC is open from 3.30 p.m. until 5.30 p.m. after school. The afternoon session, including a light Tea, costs £8.00. An earlier finishing at 5pm costs £6.50. Please contact the SOC through the School Office, if you wish to know more or to make a booking.

Cluster Activities

Our school belongs to a Cluster of 12 primary schools, two secondary schools and a special school. The Cluster arranges joint training and meetings for staff and occasionally curricular activities are organised, when children from member schools can meet and work together.

Links with the Community

We see our involvement in the communities within our catchment area as an important part of our work in school. We are fortunate to serve local communities which value the existence of the school and are very ready to support our activities.

Our Staff as September 2014:

Headteacher:	Mrs Nicola Johnson
<u>Class Responsibilities:</u>	
Class 1	EYFS / Reception Mrs Kristina Scott
Class 2	Y1 / Y2 Miss Victoria Brown
Class 3	Y3 / Y4 Mrs Claire Owuor
Class 4	Y5 / Y6 Mrs Karen Parker
SENCO/Part-time teacher	Mrs Jenny Collyer
Teaching cover:	Mrs Anne Minister Mr David Swann
Teaching Assistants:	Mrs Anne Minister Mrs Sue Sharples Mrs Niki Taylor Mrs Meg Ricketts Mrs Lucy Glover
Administrative Staff:	Mrs Cathy Brown Mrs Annabel Grice
Cook in Charge:	Mrs Penny Harper
Kitchen Assistant:	Mrs Jean Ingleson
Midday Supervisors:	Mrs Jean Ingleson TA rota
School's Out Club	Mrs Jo Davison

Useful Names and Addresses

Director of CYPS:	Mr Peter Dwyer Children & Young Peoples Services County Hall, Northallerton North Yorkshire, DL7 8AE
CYPS Support Services:	North Yorkshire House 442-444 Scalby Road, Scarborough North Yorkshire, YO12 6EE
School Doctor / Nurse:	The Health Clinic Train Lane, Pickering, YO18 8DX
The Speech Therapist:	as above

The Governors

The Federation has a Governing Body, which is responsible for overseeing the management of the school, through the Headteacher.

Our Governing Body consists of 12 members:

One appointed by North Yorkshire County Council (Local Authority)

Four elected by parents

Five local Co-opted Community Governors

One elected by the Teaching Staff

The Headteacher

The Federation Governors are:

Anthony Davies	LA	Chair
Trevor Dale	Co-opted	Vice Chair
Karen Parker	Co-opted	
Jean Kershaw MBE	Co-opted	
Laura Coates	Co-opted	
Ruth Smith	Co-opted	
Karen Parker	Co-opted	
Sheryl Woodward	Parent	
Karen Saunders	Parent	
Roni Gordon	Parent	
Stephanie Myers	Parent	
Rebekah Fordham-Brown	Teaching Staff	
Nicola Johnson	Headteacher	

Clerk to Governors: Jeff Thorpe (contact via the School Office)

Federation with Rosedale Abbey CP School

Our school presently works very closely with Rosedale Abbey School, sharing a Headteacher and a Governing Body.

The Federation benefits both schools in many ways, including:

- Sharing staff expertise across both schools e.g. music, sport, French
- Sharing curriculum planning, topics, visits and visitor costs
- Sharing specialist equipment - pooling resources
- Widening learning opportunities for both children and staff

A brief summary of our aims, as approved by the Governors, is set out as follows:

Each child should:

1. Know how to convey their meaning clearly and accurately through speech for a variety of purposes.
2. Be able to read independently, with understanding, fluency and enjoyment.
3. Know how to write clear, meaningful and imaginative English for a variety of purposes.
4. Be able to listen with concentration and understanding and express himself/herself clearly.
5. Develop the skills of acquiring knowledge and information from written materials and also from other sources.
6. Know how to use and apply mathematics in practical tasks in real life problems and with mathematics itself.
7. Be encouraged to develop questioning and reasoning skills.
8. Know how to observe carefully, accurately and with sensitivity.
9. Learn about the past from a range of sources of information.
10. Have a wide general knowledge of his/her local environment and begin to have an awareness of community responsibility.
11. Develop a personal appreciation of beauty and the arts.
12. Have a good knowledge of Christianity and some other major world religions.
13. Develop inventiveness and creativity.
14. Be encouraged to be kind and considerate.
15. Develop tolerance, respect and appreciation of others, their feelings, beliefs, views and capabilities.
16. Find enjoyment in some purposeful leisure time activities.
17. Acquire or develop a set of moral values.
18. Have a wide range of movement and precise and economic body control.
19. Be self confident, happy and well balanced.

Main School (Reception) Admission Policy

The usual 'catchment' area for the school takes in the villages of Nawton, Beadlam, Skiplam, Nunnington, Ness and Wombledon. Children do attend from out of 'catchment' e.g. Kirkbymoorside, Helmsley, Fadmoor, Pockley and Harome.

All parents / carers wishing to send their children to Nawton CP School must complete a parental preference form, obtainable from school, which has to be sent to the Local Authority. It is the LA's duty to allocate a place with due regard to the NYCC Policy for School Admissions.

Children must, by law, start school at the beginning of the term following their 5th birthday unless being home educated. Most will start school in the September of the academic year (1st September - 31st August) in which their 5th birthday falls.

Starting school is a very important milestone in your child's life, and we want to make sure everything goes well from the beginning. The school day is a long one and children find it very tiring at first.

Nursery Admission Policy

Parents / carers wishing to admit their child into our Nursery should apply to the School directly. Application forms and a copy of the Admissions Policy for the Nursery are available from the School Office.

Parents considering sending their child/children to Nawton should contact the Headteacher who will arrange a time for them and their child / children to view the school.

The School Day

Nursery / Reception (EYFS)

Start time	8.50 a.m.
Lunch	11.50 a.m. - 12.30 p.m.
End time	3.30 p.m.

Main School

Start time	9.00 a.m.
Lunch	12.00 - 1.00 p.m.
End time	3.30 p.m.

Please do not send your child to school too early in the morning. 8.50 a.m. is early enough for main school pupils. Although teachers may be present before this time, they are busy preparing for their classes and supervision cannot be guaranteed.

Contacting School

If you wish to speak to a class teacher, please 'phone between 8.30 a.m. and 8.50 a.m., 12.10 p.m. and 12.50 p.m. or after 3.30 p.m.

The school office is staffed between 8.30 a.m. and 12.30 p.m. every morning and on Monday and Tuesday afternoons until 4.00 p.m. At other times an answering service is in place.

The class teachers are always willing to discuss any problems with parents but please make an appointment before-hand as conversations are best held out of a child's earshot!

Absence from School

If your child is ill, please tell us, preferably on the morning your child is absent. For safety reasons, if we have not heard from you by 9.15 a.m., school will try to contact you by 'phone. If school has not been notified then a letter should be brought on their return. If you need to take your child out of school during school time, you will need to complete a Leave of Absence Request form. Ask the secretary for one. Please see Appendix 1.

EMERGENCIES

WE DO NEED AN EMERGENCY TELEPHONE NUMBER

If a child becomes ill or is injured, we will try to contact the parents so we need an emergency telephone number as well as a home number. If we cannot contact parents we will do what we think is needed to help the child.

School Transport

If children live over 2 miles from the school and are in the normal 'catchment' area, they will be eligible for free transport to school. If you need to know more please ask at the School Office.

Parking at School

We do not generally allow parents / carers (other than Blue Badge holders) to drive up and down School Lane before and after school. In the interests of safety please drop your children off and collect them in Chapel Street. The lane to the school is narrow, and one section has no footpath, therefore cars using the lane are a danger to young children. We would ask parents to comply with the voluntary one-way system to avoid congestion. Cars enter High Street and depart by the Chapel Street junction.

Parents / carers can use the car park at the Beckett Recreation Ground as a safe drop off / pick up point.

PLEASE DO NOT PARK IN THE LAY-BY RESERVED FOR THE SCHOOL BUS

Personal Accident Insurance

The school insures all pupils against personal accident during both school and out of school activities. A copy of the policy is available at school.

Parents very kindly help in transporting children to after-school activities. It is important that parents check with their car insurance that they are covered to do this.

Charging Policy for Activities

From time to time the school is able to take advantage of a number of activities, which require additional expenditure. Most parents are familiar with the concept of the educational visit, (sometimes known as the "school trip").

This may be in the form of a residential visit to some location far away from school, or more frequently, a day's excursion to some area of interest. In both cases there will be expenses, which may vary between £3 to £6 and approximately £200 in the case of a residential visit. Other activities might include a visit to the theatre or a visit by a theatre group to the school.

When any of these opportunities arise, parents will be informed by letter, and will be given details of the event and costs. The letter will also make it clear that any contributions are entirely voluntary (except for residential visits) but will also state that, if sufficient voluntary contributions are not received, there is a strong possibility that the event will not take place.

The Governors have decided that our school charging policy will contain the above elements. A full statement of the policy is available in the school office.

School Rules and Advice to Parents

We try to keep our rules to a minimum, but stress their importance for the safety of the children and the orderly running of the school.

Children will never be allowed out of school during the day unless you so request it - either by writing us a note or telephoning us. Children will not be released on their say so. We will ask you to confirm your child's 'home time' arrangements regularly. If a person is collecting your child who normally does not do so, the class teacher must be informed.

Discipline

In school we encourage children to care for one another and for the environment, which we all share.

A friendly, family atmosphere is encouraged, so that staff, parents, children and visitors are able to move about with the freedom associated with a secure and happy school. There are times when children need to be reprimanded, but in most cases a strong word of disapproval is usually enough. Withdrawal of privileges would be a further type of discipline to some children.

Parents would be consulted if poor behaviour continued. A copy of our behaviour policy is available in school.

The School Governors and Headteacher reserve the right to charge for wilful damage.

Valuables

For reasons of safety, jewellery and personal ornaments should not be worn, with the exception of plain stud earrings.

Watches may be brought but the greatest care must be taken, and parents should be aware that loss or damage can occur. Any such items are brought to school **AT THE OWNER'S RISK**.

Generally, do not bring anything very valuable to school, including toys.

What should my child wear for school?

The Governors adopted a school uniform in 1993. Parents / carers can order items from TESCO On-line.

School uniform is as follows:

- Jade sweatshirt, jumper or cardigan (with or without a school emblem).
- Jade or white Polo shirt or T-shirt.
- Plain trousers or skirts in navy, grey or black.
- Footwear should be of a sensible school shoe type.
- Optional green striped or checked dresses for the summer or plain shorts instead of trousers.

PLEASE NAME EVERYTHING!

Some of our activities are practical and involve the child in using paint and glue. We do provide aprons but children usually manage to get paint on the parts the apron does not cover!

Please try to buy clothes with a few simple fastenings. Younger children usually find long sleeved shirts and blouses, skirts with straps, some pinafore dresses and trousers with belts difficult to cope with. We have P. E. regularly and it is a great help if children can dress and undress with very little help.

If wellingtons are brought to school your child will need a clothes peg to keep them together. Class 1 children have access to an outdoor play area and a small garden and so wellingtons would be useful. Anything your child is likely to take off at school should be named.

What does my child need for P. E. / Games lessons?

Appropriate kit is important for lessons.

Indoor PE:

- Bare feet or soft-soled plimsolls for indoor activities.
- Trainers are not safe for PE indoors, as they can slip on the apparatus and hall floor
- Plain white polo or T-shirt and dark shorts

Outdoor PE / Games:

- Trainers for outdoor activities
- Tracksuit bottoms, sweatshirt, as appropriate
- Football kit, including boots and shin pads, will be required by junior players.

A bag, preferably of the draw-string variety, will be needed for holding P. E. and games kit.

All P.E. kit should be clearly named.

School Meals

We have our own school kitchen and most children take a cooked meal. The children sit at tables of eight. Older children serve, with the help of midday supervisors. No child is forced to eat anything they don't like, but we expect

them to try a little bit of everything. There is usually the chance of a second helping. Special diets can be catered for.

Dinner Money

Please bring this on a Monday morning if possible.

Please send the right amount of money cash or cheque, in a labelled, sealed envelope. Cheques should be made payable to "Nawton Community Primary School". If you wish to pay by cheque for half a term or the whole term in advance, please contact the School Office.

Forms to apply for free school meals are available from the School Office.

Playtime Snacks

Morning playtime is now designated as 'Fruit Play'. Children are invited to bring a fruit or vegetable based snack, not crisps and / or biscuits.

All children in Class 1 receive one free piece of fruit or vegetable though the government scheme. (apples, bananas, satsumas, tomatoes etc.) The school pays for extra portions, which are available for children from other classes at morning break.

Sweets should NOT be brought to school.

Winter Transport

Children who come to school by bus or taxi may need to go home early if there are heavy falls of snow. When conditions are likely to be bad please tell your child where you are likely to be that day and please give us a telephone number (land-line or mobile) as this will save a considerable amount of time. If you are not able to collect your child in these circumstances a note indicating the name of another parent or carer who has agreed to look after your child would also be extremely useful. Unexpected closure of the school (e.g. for bad weather) will be broadcast in the morning on Radio York, Minster FM and other local stations and on the school's website.

Homework

Homework is set and children are encouraged to learn times-tables, learn spellings, read or prepare for certain lessons e.g. finding things for displays. Learning Journals for older pupils are a good record of activities undertaken.

We do expect parents / carers to read daily with their child / children. Even if it is only for a short period each day, daily reading at home impacts positively on a child's progress in, and enjoyment of, reading. When a child reads daily to an adult, and is regularly read to by an adult, writing skills also improve. Your child may also bring home spellings and tables. Extra work may be sent home to reinforce a certain area of work if a child is experiencing difficulties. A copy of the Homework policy is sent to parents. Library books are taken home and changed regularly. This is for the children's own enjoyment to read by themselves or with adults.

Clubs and Activities

TEACHER-LED AFTER SCHOOL CLUBS - These generally run from 3.30 pm - 4.30 pm after school, in the first half of the autumn term and from the second half of the spring term until the end of the summer term.

A child may join a club by filling in a consent form signed by a parent/guardian. Please make arrangements for your child to be collected or to walk home afterwards.

Clubs may vary according to the season.

Some of the clubs enjoyed at our school over the last year were:-

- Sports - netball, soccer, tag rugby, rounders, kwik cricket
- Environment / Gardening
- Art
- Culture Club - European countries
- Walking
- Cookery

Open Evenings

Twice each year, we invite parents / carers to a formal Open Evening when teachers and parents / carers can discuss a child's progress. These are in the autumn and spring terms.

These are most useful occasions and take place on an appointment system. Naturally this does not mean that you cannot meet at other times and a class teacher would always be pleased to discuss your child's progress on the telephone. In these cases we would ask parents to notify us in advance to ensure the class teacher has all the necessary information to hand. We are always ready to discuss any matter relating to your child's welfare.

Please contact the class teacher if you have any concerns. Towards the end of the Summer Term you will receive a written report on your child's progress and class teachers would be happy to discuss your child's report with you. You are welcome to see your child's work at anytime during the school year.

Religious Education

Religious Education is part of the school's basic curriculum and is taught mainly through topic work, seasons, festivals and events, which have a direct bearing upon the child's experience.

By the age of eleven the children will have studied Christianity and at least two other major religions.

The 1988 Education act requires that "a County School should engage in a daily collective Act of Worship which must be wholly or mainly of a broadly Christian character".

Parents have the right under the 1944 Education Act to withdraw their children if they so wish.

Complaints Procedure

The Governors of the school feel that most of the day to day difficulties which may arise between parents and the school can be resolved very easily by arranging to see the Class teacher or Headteacher.

If you have a concern, which you feel should be looked at by the headteacher in the first instance you can contact her straightaway if you prefer. It is usually best to discuss the problem face to face.

You may need an appointment to do this, and you can make one by 'phoning or calling in to the school office. You can take a friend or relation to the appointment with you if you would like to.

All staff will make every effort to resolve your problem informally. They will make sure that they understand what you feel went wrong, and they will explain their actions to you. They will ask what you would like the school to do to put things right. Of course, this does not mean that in every case it will be possible to achieve a satisfactory outcome but it will help both you and the school to understand both sides of the question. It may also help to prevent a similar problem arising again.

If you are still concerned

We will do all that we can to resolve matters straight away but if you are not entirely satisfied with the teacher's response (or with the headteacher's initial reaction if already involved) you can make a formal complaint to the headteacher. This should be made in writing.

You may find it helpful at this stage to have a copy of the full statement of the governing body's Complaints Procedure as this explains in detail how complaints are dealt with. This is available from the school office.

The headteacher will contact you to discuss the problem. Usually you will be invited to a face-to-face meeting. Again you may take a friend or someone else with you if you wish. The headteacher will then conduct a full investigation of the complaint and may interview any members of staff or pupils involved. You will receive a written response to your complaint.

If you are still unhappy

We very much hope and expect that we will have been able to resolve the problem by this stage. However, if you are still not satisfied, you may wish to make a formal complaint to the governing body. You should write to the Chair of Governors. He / she will try to see if there is a way forward. [Note that at this stage your complaint will not be made known to other governors. This is so that if it is necessary for the governors to hold a formal hearing of your complaint they will be able to maintain impartiality.]

If the Chair of Governors is unable to resolve the matter your complaint will then be heard by a committee of three governors - the Complaints Review Committee. As explained above, they will have no prior knowledge of the case and will thus

be able to make a fresh, unbiased assessment. You will be invited to attend the committee meeting, accompanied by a friend or representative if you wish, and to put your side of the matter. The headteacher will also attend to give her account. The governing body's complaints procedure explains how these meetings are conducted. You will be informed in writing of the Committee's decision.

Further action

Complaints about school problems are usually settled within the schools but in exceptional cases it may be possible to refer the matter to an outside body such as the local education authority or the Secretary of State for Education and Skills. If necessary the chair of the Complaints Review Committee of the governing body will let you have further information.

Sex Education

In Year 6, an age-appropriate, sex education programme is taught by the class teacher. Questions are answered as they arise, and are discussed in a caring and sensitive manner.

Parents / carers are invited to discuss any concerns they may have prior to these planned sessions.

Full support and advice is available, if needed, from the School Medical Service.

School Organisation and Transfers

A Primary School educates children between the ages of 4 and 11. Nawton also takes in Nursery children (rising 4) into our EYFS class.

The first year of main school is known as the Reception year. Subsequent years are numbered 1 to 6.

At the end of Year 6 a child leaves Primary School and transfers to Secondary School. Ryedale School is our local Secondary School. Close ties with Ryedale School ensure that the transfer is carried out as smoothly as possible. Ryedale School staff visit Nawton CP School to make a presentation to Y6 and their parents / carers on an evening in October each year.

Preliminary visits by our children are arranged and parents are also invited to an Open Evening at Ryedale School, where the Headteacher, Mr Richard Crane, will welcome all prospective parents. Ryedale School produce a Prospectus / Information booklet, which will be sent out before your child transfers to that school.

How can parents help in school?

There are many ways in which you can help your child and the school. Some you are doing already, others you may not have considered, but may like to try. If you are able to join a band of voluntary helpers who give time in our school in a non-teaching capacity, your help will be much appreciated.

Hearing your child read daily is extremely important. A few minutes regular reading is better than none at all. Ask your child questions about what they have read to check understanding. Encourage children to sound out new words or

use the pictures rather than tell them straight away. Discuss with your child what might happen next in the story.

Read to your child regularly. This not only enriches a child's vocabulary but also impacts positively on his / her reading and writing skills.

You will receive regular newsletters from school to ensure you are well-informed regarding school matters. You will also receive a list of the topic your child will cover each term. Research evidence by the DFE has highlighted the huge impact parents can have on their child's progress and we would encourage you to become involved in your child's education by:

- ✓ Visiting the library regularly with your child.
- ✓ Helping your child with topic work.
- ✓ Talking about your work or special interest.
- ✓ Including your child in conversation where appropriate.

You would also be most welcome if you would like to come into school on a voluntary basis.

You can help in school by:

- making costumes for drama,
- helping with baking or crafts,
- helping with transport for outings, sports fixtures etc.(Please check with your insurance that you are covered to carry children).
- supporting school functions.

[The National Curriculum](#)

The National Curriculum is a continuous programme of study for children between the ages of 5 and 16. It is divided into 4 Key Stages.

For Primary children the National Curriculum is comprised of the core subjects of Mathematics, English and Science and the foundation subjects of History, Geography, Technology, Music, Art and Physical Education. ICT is expected to be taught and used as appropriate across the curriculum.

The Curriculum must also contain provision for Religious Education and a Modern Foreign Language. At Nawton CP School this is French. We aim to provide a broad and balanced curriculum.

In the Primary School, children will reach the end of Key Stage One at the age of 7 (Year 2) and the end of Key Stage Two at the age of 11 (Year 6).

At the end of each Key Stage you will be informed of the level your child has reached following summative assessments.

The Curriculum is organised so that every child has the opportunity to develop physically, intellectually, aesthetically and emotionally to the best of his / her capabilities.

At the end of Year 2 and Year 6 the children will take the National Assessments. The results will be reported to parents along with Teacher assessments on the annual report.

The aims of the school comply with those of the National Curriculum.

Copies of the National Curriculum Documents are available for inspection in school.

How are children with Special Needs catered for?

The National Curriculum does provide for children with Special Educational Needs, as work can be modified to suit individual children where necessary.

If your child is having persistent difficulties you will be consulted and your child may be added to the Learning Support Register (with parental agreement). More able or gifted children are also well catered for.

If more help is needed than can be given in the normal classroom situation, we would discuss with parents the advisability of getting the help of the LA Enhanced Mainstream Support Service.

Aims

- To meet the individual needs of all pupils
- To ensure that our provision for pupils preserves and enhances self esteem.
- To involve parents / carers throughout in the provision and review of their child's needs.
- To see that all pupils have access to a broad and balanced curriculum at an appropriate level.
- To provide a continuum of provision from identification onwards.
- To raise concerns about student progress / alert attention at an early stage.
- To up-skill staff to assess needs within their classroom and to meet many special educational needs from within their own resources.
- To ensure that Governors to have access to information that will allow them to monitor and evaluate the effectiveness of the policy.
- To ensure that SEN is an area in which we are committed to constantly review, to evaluate and to take any necessary steps to improve our provision.

The teachers responsible for Special Needs are Mrs J Collyer and Mrs N Johnson.

The Governor responsible for Special Needs is Mrs S Woodward.

What kind of work do the children do?

EYFS - Nursery & Reception

During the first term, the teacher will want to find out as much as possible about the children. The activities are linked to things the children have done at home, at nursery school or at playgroup. This helps the teacher to find out the

different stages of development the children have reached and also helps the children to settle in more easily.

The children work on different activities all day, perhaps in groups or individually, with the teacher or independently (Free-flow).

These activities may include playing inside or outside with sand and water, construction toys, trikes and scooters or in the role-play corners. Other activities are painting, craft, language, mathematics, reading, building with large bricks, poetry, story time, RE, investigating and exploring our world movement to music, and singing nursery and action rhymes. The children will also have experience of using the computer. As outdoor play is an important part of the Early Years curriculum children will need a waterproof coat and a pair of Wellingtons for outdoor activities and for the digging area etc.

Most children begin to learn to read and will begin to write during their Reception year in school. We encourage parents to help by reading to, reading with and listening to their children read.

Key Stage One

Years 1 - 2

As the children become older they move on to more directed activities, they carry out specific tasks which have been set by their class teacher.

Different topics are followed for approximately half a term at a time and during a school year. Emphasis is placed on learning to read and write and on developing an understanding of Mathematics.

Practical work always comes first so that the children have a good understanding of the subjects at each stage before they move on to recording their work in a formal way.

All Year 1 children are formally assessed in 'Phonic Awareness' (sounds and letters) at the end of Y1. All Year 2 children are formally assessed in reading, writing and mathematics at the end of Key Stage One.

Key Stage Two

Years 3 - 4

Years 3 to 4 still need practical experience to support their understanding:

However, they are now able to work for longer periods, and to direct their own work to a greater extent, preparing themselves for more independent work later in their school lives. They are encouraged to think for themselves more and more.

At times the children work independently within the group, at others they work as a group. This leads to a more efficient use of the apparatus and teacher's time. Both group, individual and class work takes place.

The curriculum your child follows is largely based on half-termly / termly topics, which may be Science based e.g. Materials; History based e.g. Tudors or Geography topics, with a focus on the local area. Other subjects may be covered separately or linked with the topic.

The children will have the opportunity to access swimming lessons during the year.

You can help your children by taking an interest in their work generally, listening to them read, no matter what their level of reading is, and especially by reading to them. You can help them by practising times-tables and encouraging them to work out change etc when shopping.

Years 5 - 6

As with lower down the school a variety of teaching methods are used but more emphasis will be placed on working independently.

As the children enter the final years in the Primary School they bring together all their previous experience and skill. An emphasis is placed on first hand practical experience and whenever possible work is linked to reality and to the children's needs.

As with Years 3 and 4, the curriculum follows a half-termly / termly topic. Similar themes are covered. However this will be in greater depth and the content and skills taught more demanding, with more emphasis on research, and questioning to direct their own learning. As previously, children may be taught individually, in groups or as a whole class.

Years 5 and 6 may have opportunities to represent the school in a range of inter-school sporting activities. They are also encouraged to take responsibility for certain tasks in school and to set an example to the younger children. Years 5 and 6 will also have an opportunity to go on a residential adventure visit.

All Year 6 children are formally assessed in reading, writing and mathematics at the end of Key Stage 2.

Health Information

Each school has a school nurse / health visitor on whom you and the staff can call for advice. They visit the school frequently to check the health of children (with parental consent) and to have discussions with the staff. These are important occasions and it will be helpful if you will complete the questionnaire, which will be sent to you beforehand. In addition, hearing, eyesight and colour vision will be tested regularly and you will be advised if any concerns are raised. If immunisation and vaccination have not been carried out, or are not up to date, you will be invited to have these done at appropriate times.

Infectious Diseases in School Children

Parents are often confused as to the proper exclusion periods for various ailments. For your guidance we have a list of ailments and exclusion times available in the office. These are generalisations which may be modified by reference to your GP. We tend to find that some children come back to school too soon during their recovery from illness. Classrooms are no place for a child who is not fully fit. We have a strict 48 hour Rule when it comes to sickness bugs. Children should not come back to school until 48 hours have elapsed since the last episode of vomiting or diarrhoea. Some children in school have compromised immune systems so we ask that parents / carers inform school

immediately if cases of measles, mumps, chicken pox, flu or German measles are suspected.

Administering Medicines

If your child needs to take medicine, which has been prescribed by your doctor, it should be administered by a parent / carer, wherever possible. We feel that most children who are taking medicine should be kept at home until the course of medicine is complete, following advice from your doctor. Though it is not a legal duty, staff may, in certain circumstances, agree to give the medicine. The following steps must be taken first:

1. You must come into school and fill in an appropriate medical form authorising the teacher to give your child the medicine, and include details of the dosage and the times it should be given.
2. The medicines must be in a properly labelled container with the name of the doctor on the label as well as the name and address of the pupil, the name of the medicine, the dosage and the time it should be taken.
3. All medicines should be taken to the office after the class teacher has been notified.
4. Cough sweets or Tunes are discouraged in schools as children tend to treat them as sweets.

Emergency Medication

If your child suffers from an illness, which may at some time cause him to need emergency medication, e.g. Epi-pen, you should contact the school and explain the situation. We would then reach an agreement with you on the steps to be taken if the emergency arose.

Inhalers

Children who need to use an inhaler should carry the inhaler with them to enable constant/immediate usage if age appropriate. Parents / carers are responsible for supplying / having inhalers in school as required. If you know your child is very prone to asthma attacks or needs a number of inhalers, it would be advisable to discuss things with the class teacher. The school does have an asthma policy.

Illness

If your child is unwell at school, you will be contacted and asked to take him/her home.

If your child has suffered a minor head injury, he/she will be kept under supervision and will return home with a note letting you know.

Emergency

If there was ever a serious injury or we deemed a child was in a life threatening situation for whatever reason we would, in the first instance, contact the emergency services. In the case of being unable to contact you a member of

staff will accompany a child to hospital while school continues to attempt to locate you.

Child Protection

We have a Child Protection Policy in school and training is delivered / updated regularly.

Security

All visitors to the school report must report to the Office Reception. There is a bell to ring for attention when the Office is not staffed. Whilst visitors can enter the foyer the inner door is kept locked (by electronic keypad) at all times. Children enter the field / playground in the morning via the school gates. The gates are locked between 9.05 am and 3.30 pm.

Our curriculum statement agreed by staff and governors

We aim to:

- deliver a broad, balanced, relevant, differentiated and progressive curriculum
- provide the children with stimulating, enjoyable and worthwhile experiences
- ensure equality of access and opportunity for all pupils
- encourage and provide opportunities for all children to enable them to work towards fulfilling their potential in all areas of their development
- provide the children with understanding and tolerance of ways of life which differ from their own

ABSENCEThe Education (Pupil's Attendance Record) Regulations 1991

In order to comply with the above Act, schools now have to mark the attendance registers at the beginning of each session and show whether a child's absence is authorised or unauthorised.

Authorised Absences

1. When prevented from attending by sickness or any unavoidable cause in consultation with the Headteacher.
2. For religious observance by the religious body to which the parents belong.
3. On the grounds that suitable transport has not been provided and that the school is not within walking distance, i.e. more than 2 miles.
4. Parents are asked to avoid arranging medical or similar appointments for their children during school hours. If however, this is unavoidable then the Headteacher must be informed.
5. Request for Leave of Absence during term time will NOT be authorised except *in exceptional circumstances*.

The Headteacher has a duty to promote attendance and applications for holidays in term time WILL NOT be authorised.

Unauthorised Absences

An absence is deemed to be unauthorised if a child is:

1. Absent without permission from the Headteacher.
2. Arriving late at school after registration has closed.
3. Taking Leave of Absence in term time without the Headteacher's authorisation.

Following the above regulations:

Would you please let us know by 'phone, on the first morning of absence, why your child is absent from school? Otherwise he / she may be deemed to have an unauthorised absence.

If you wish your child to leave school during the day for medical or dental appointments, please send a note in advance and arrange to meet your child from school. We would be failing in our duty if we released children from the premises without prior written notification.