

Woodthorpe Community Primary

Home/School Handbook

Learning together to meet the challenges of the
future...



Learning together we will...

Understand and accept the rights and responsibilities of being citizens of the future

Be able to adapt to new challenges and offer **enterprising** solutions

Be **active** contributors to the wider community

Be **ambitious** and take **pride** in our achievements

Achieve high standards in all areas of the curriculum

Develop ourselves as **courageous**, **self motivated**, **independent** and **collaborative** learners

Value and care for others in the local community and the wider world

Achieve our full potential as well rounded individuals

We will discover, value and enjoy our diverse society

...Learning together



Please could you sign and return the reply slip to school at your earliest convenience.

I have read, understood the information in this booklet and agree to support the schools protocols.

Signed _____ (Parent/Carer)

I understand the expectations of myself as a learner at Woodthorpe School.

Signed _____ (Child)

Date _____



Many thanks for taking the time to read though the information in the booklet. We hope your child enjoys a successful year at our school. Remember more information is available on our website.

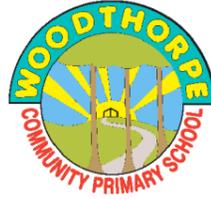
www.woodthorpeprimary.co.uk

Welcome to Woodthorpe Community Primary School.

This booklet has been designed help parents/carers, pupils and members of the community , develop a greater understanding of how our school operates and provide information which will help support the learning of all. Please read through the information with your child and return the slip at the back of this booklet at your earliest opportunity.

Many Thanks

Mr Dave Smith (Headteacher)



Our Leadership Team

Chair Of Governors

Mr Mark Smith

Headteacher/ Designated Safeguarding Lead (DSGL)

Mr Dave Smith

Deputy Headteacher/ Deputy Designated Safeguarding Lead /Inclusion Manager

Mrs Karen Bister

Assistant Headteacher/ Intervention Manager

Mrs Ruth Mather

Foundation Stage 1 Leader /Acting Assistant Headteacher

Mrs Julie Shepherd

KS1 Leader

Miss Caroline Hair

KS2 Leader /Acting Assistant Headteacher

Mr Frank Reardon

SENCO

Mrs Lindsey McGrath

Mrs Jay Oliver

Uniform

All children are required to wear the correct uniform for school.

This is:

- A navy blue polo shirt
- A navy blue jumper or cardigan
- Dark trousers or skirt/dress
- Blue gingham dress
- Black shoes (no heels)
- Blue Woodthorpe Sports T-Shirt for PE
- Dark shorts/ tracksuit bottoms for PE
- Trainers for PE

Jewellery must not be worn. Only small studs are acceptable as earrings and must be removed by the child for PE lessons.

Uniform with the school logo on may be ordered from the office.

Home Learning

Parents will receive a booklet detailing the requirements of the school regarding home learning. Should you have any concerns regarding this, please contact your child's class teacher.

Safeguarding

The safety and well being of all children is our utmost priority. Should you wish to speak to someone regarding this issue, please contact one of the following members of staff:

- Mr Dave Smith– Headteacher (Designated Safeguard Lead)
- Mrs Karen Bister– Deputy Headteacher (Deputy Designated Safeguard Lead)
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Further information is available in the red folder at the main reception.

Please note our staff on reception are unable to discuss with you any concerns regarding the safeguarding of children and will pass you onto one of the above members of staff.



Use of Reasonable Force

The staff at school have been fully trained in using de-escalation strategies to avoid incidents of extreme and challenging behaviour. These strategies are used as a matter of course. However in certain circumstances, in accordance with Section 93 of the Education and Inspections Act 2006, staff are able to use reasonable force in order to prevent a pupil from:

- Committing a criminal offence (or, a pupil under the age of criminal responsibility, what would be an offence);
 - Causing personal injury or damage to property; or
- Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

The staff to which this power applies are:

- Any member of staff at the school;
- Any other person whom the head has authorised to have control or charge of pupils. This can also include people to whom the head has temporary authorisation to have control or charge of pupils such as unpaid volunteers; and
- does not include pupils.

For further information regarding the use of reasonable force, please look at the link below:
(<http://www.education.gov.uk/aboutdfe/advice/f0077153/use-of-reasonable-force>)



Our Class Teachers

FS1— Mr Martin Walters

FS2– Mrs Catherine Grundy/Miss Francesca Kay

Year 1– Miss Alex Quarmby/ Miss Charlotte Turner/ Mrs Elizabeth Wragg

Year 2—Miss Caroline Hair/ Mr Elliott Townsend

Year 3– Mrs Jayne Plant/ Mr Jamie Young

Year 4—Mr Martin Murray/Mrs Janet Douglas

Year 5– Mrs Janeen Blackett/Mr Sam Clark

Year 6– Mr Frank Reardon/ Mrs Anna Perkins / Mrs Jennifer Knight

Our Teaching Assistants

Ms Linda Rowland

Miss Dawn Wright

Miss Emily Saville

Ms Carys Williams

Mrs Deborah Smith

Mrs Steph Matthews

Mrs Nicola MacNeil

Mrs Keeley Manger

Mrs Sylvia Machin

Mrs Margaret Fox



Our Teaching Assistants

Mrs Aleks Lechniak
Miss Abbey Steer
Mrs Jaclyn Carlyle
Mrs Helen Gamban
Mrs Jayne Careless
Ms Charlotte Tong
Mrs Karen Newton
Miss Amy Dale
Miss Katie Oliver

Our Office Team

Office Manager– Mrs Glynis Allison
Office Manager/Business Support Officer– Miss Sarah Brown
Education Welfare Officer– Mrs Claire Daley
Business Support Officer– Mrs Tracey Twelvetrees

Building Supervisor

Mr Ian Wild

Please note that our office team are unable to discuss anything which is learning/classroom related with you. Please ensure you ask to speak to the most appropriate member of staff, to ensure any issues are dealt with effectively. (See Overleaf)



Formal Procedures

Level 1

A meeting will be called with parents, class teacher and where appropriate teaching assistant.

An inclusion plan detailing the strengths of the child, targets and triggers for behaviour may be drawn up and agreed.

Level 2

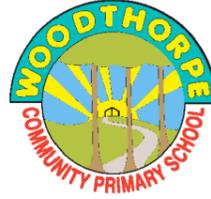
Parents will be called to a meeting with the class teacher, keystage leader/assistant headteacher, to discuss further ways forward. An inclusion plan will be drawn up. This may involve starting SEN procedures, contacting other agencies in order that behaviour can be supported.

Level 3

In cases where behaviour is so severe or continually disruptive a period of exclusion may be applied. This could be in the form of internal seclusion, fixed term exclusion or permanent exclusion. In all Level 3 cases, parents/carers will be invited to a formal meeting with the Headteacher or Deputy Headteacher.

Behaviours where this will apply may include:

- Persistent Incidents of swearing and abusive language
- Racist behaviour, and language
- Repeated bullying
- Assaults on staff
- Dangerous behaviour
- Deliberate vandalism
- Assaults on pupils
- Repeated failure to follow the code of conduct



Rewards

- Good behaviour will be recognised and celebrated by everyone
- Your child will be given many opportunities to take part in exciting activities
- You will be informed of your child's successes

Consequences and sanctions for misbehaviour

- Your child will always be given the chance to explain and to apologise
- The class teacher will counsel your child and discuss any incidents
- A loss of social time will be sanctioned
- Missed learning will be sent home to complete
- Time out will be given (whole session) in a designated classroom

All incidents will be recorded by the practitioner involved



Roles and Responsibilities

Should you wish to discuss anything regarding your child's learning and well being there are a number of people in school who can help.

Class Teacher

Your child's class teacher is the person best equipped to deal with any initial concerns regarding your child. For an informal discussion, teachers are available from 8.35am until 8.45am or 3.00pm in the classroom. Should you wish to speak to them in private, please arrange a mutually convenient time.

Key Stage Leader

If the matter you wish to discuss is of a more serious concern, please arrange to speak to your child's key stage leader. They will be able to arrange a mutually convenient time to talk to you, either before or after school.

SENCO

If you have any concerns regarding your child's Special Educational Needs, please make an appointment with one of our SENCO's.

Assistant Headteacher

If you are unable to speak to your child's Class Teacher or Keystage Leader, please ask to speak to one of our Assistant Headteachers, who will be able to ensure that any concerns are passed onto the relevant people, in order that they are dealt with quickly.

Deputy Headteacher

Should you have any concerns regarding the safeguarding of any children in school or any other issues which you feel have not been dealt with effectively, please contact our Deputy Headteacher, who will endeavour to see you as soon as possible.

Headteacher

Should you wish to discuss anything more formally or of an urgent nature, please ask to speak to our Headteacher. He will endeavour to speak to you as soon as he is available. Please be aware that you may be asked to make an appointment.

Chair of Governors



Education Welfare Officer

It is the role of our Education Welfare officer to ensure that all children attend school. Should your child not attend, you can expect either a text message or a phone call asking for an explanation. Should she be unable to contact you via any of these means, you may be subject to a home visit.

It is vital that school has an up to date record of your address and telephone number, in order that we can contact you.

Attendance

It is a **legal requirement** that your child attends school on regular basis. Should your child be unable to attend school due to illness or exceptional circumstances, **you must contact school.**

You may be asked to provide evidence to support the reason for absence.

Holiday Requests

Changes in the law mean that school is unable to authorise any term time holiday, unless evidence is provided to support 'exceptional circumstances'. **You will be at risk of a fine should your child miss school due to an unauthorised holiday.**

Failure to Attend School

Should your child be failing to attend school on a regular basis, you will be contacted by Claire Daley our Education Welfare Officer, where support and advice will be provided. You may also be asked to attend a School Attendance Panel with either the Headteacher or Deputy Headteacher.

Should your child's attendance fail to improve, you will be at risk of a fine or prosecution.

Punctuality

Classrooms are open to all parents from 8.35am. Registration for all children takes place at 8.45am. Should your child be late for school on a regular basis, you will be contacted by our Education Welfare Officer, in order that a meeting with a member of the leadership can be arranged, where support and advice can be discussed.

Should you have any concerns regarding the issues above, please contact Mrs Claire Daley, our Education Welfare Officer via the school office.



The code of conduct

In our school...

We are expert learners

We have the right to the best teaching and the best learning

We have the responsibility to:

Keep ourselves and others **safe.**

Be **friendly and respectful.**

Help each other to learn and enjoy **learning together.**

Express our thoughts and listen to each other

Try hard to **do our best** and **help others to do their best.**

Take care of our school so that everyone can **enjoy learning**