

Woodthorpe Community Primary School

'Learning together to meet the challenges of the future'



Annual Prospectus 2016 - 2017



Woodthorpe Community Primary (3-11) School

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website: www.woodthorpeprimary.co.uk

Headteacher: Mr David Smith

Deputy Headteacher: Mrs Karen Bister

Assistant Headteacher: Mrs Ruth Mather

Assistant Headteacher: Frank Reardon

Assistant Headteacher: Julie Shepherd

Chair of Governors: Mr David Parkin

General enquiries about education in Sheffield should be made to:

The Director of Education
Town Hall
Sheffield
S1 2HH

Welcome to Woodthorpe School

This prospectus has been prepared to help you and your child by explaining some of the workings and organisation of Woodthorpe Community Primary school. It is our aim that the information here assists in making your child's time at the school happy and successful.

As your child's parent or carer you are always welcome to visit the school, to arrange to meet with staff and to support the activities of the school. Your full participation in your child's education will be vital in ensuring that s/he achieves and experiences all that s/he can.



“As a parent I am more than satisfied with Woodthorpe School. My child is advancing well (too well sometimes!) and I have found the teachers very supportive, caring and make learning fun. I feel it is one big family.” (Parent of Y2 child)



At Woodthorpe Community Primary School our aims are as follows:

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



Introduction

Woodthorpe is a Community, day, co-educational Primary School for children from 3 to 11 years old. It has no particular religious affiliation. In January 2011 Woodthorpe joined together with Stradbroke, Intake, Woodhouse West as part of The City Learning Trust. As a family of schools we work closely together to ensure that the children in our care receive the very best.

Admission information

Prospective parents are always most welcome to visit the school. Please contact the school office to arrange an appointment.

Children are admitted to the Nursery (Foundation Stage 1) in the term following their third birthday. Applications for Nursery places can be made directly to our Foundation Stage leader or through the school office. Our Nursery offers flexible provision of 15 hours per week. This can be discussed further on application.

NB a place at Woodthorpe Foundation Stage 1 does not guarantee a place at Woodthorpe School.

All children may start school from the September after their fourth birthday which gives parents/carers a greater choice about when your child starts school in Foundation Stage 2 class. Application forms for Foundation Stage 2 must be made using the Children' and Young Person's Service (CYPS) form which can be provided by the Nursery, through the school office or directly from the LA.

At the end of Year 6 most of our children transfer to Outwood Academy City on Stradbroke Road. Application information will be provided by the LA in the July of Year 5. **NB a place at Woodthorpe School does not guarantee a place at Outwood Academy City.**

Safeguarding

Under the Children Act 1989, staff in schools, have a duty to report any concerns they have that any child may be at risk of significant harm or in need of extra support. Our **designated safeguard lead is Mr Dave Smith** (headteacher), **deputy safeguarding lead is Mrs Karen Bister** (Deputy-headteacher) who are Advanced Trained. If you have any concerns about your own or any other child please contact any of these members of staff. In turn if there are any concerns about your child they will contact you. Only when the safety of the child may be at risk will parents not be informed immediately while advice is sought from Social Care. Our safeguarding governor is Mr David Parkin who can be contacted via the office.

Accessibility

Our school site includes the following features to support the inclusion of all pupils, staff and parents:-

- Access to the building on all levels from the school gates.
- Handrails on paths.
- Disabled parking at the main entrance.
- Signage throughout school to support visual impairment.
- Hearing loop in the main hall.
- Colour scheme to support the concentration of all learners.
- A lift between KS1 and KS1 buildings.
- Doors are designed for access by wheelchair users.

Our School Day

We welcome parents into classrooms from 8.35 am, in order that they can support their children with their learning. Registration will take place at 8.45am.

Foundation Stage 1

Morning 8.50- 11.50 am

Afternoon: 12.00- 3.00pm

Foundation Stage 2/ Key Stage 1

School starts: 8.45

Lunch break 11.40- 12.50

School ends: 2.55

Key Stage 2

School starts: 8.45

Lunch Break: 12.20- 13.10

School ends: 3.00



***“Really pleased with the schools facilities and all the staff are really friendly. Excellent school.”
(Parent of FS2/Y2 child)***

Attendance and Punctuality

Regular and punctual attendance is vital if a child is to be happy, settled and successful at school.

In 2015 – 2016 Woodthorpe School had 94.4% attendance.

Unauthorised absence is that for which no explanation has been given or where the explanation does not meet government guidelines- for example shopping or a birthday. We cannot authorise term time holidays except in exceptional circumstances. To request authorisation please ask for a form from the school office.

Please make every effort to avoid term time holidays- they disrupt your child's education, particularly if taken in September. Holidays taken in September or during test weeks in school will not be authorised.

If your child is absent for any reason please contact school by 9.30am. If no message is received we will contact you before 10 am by a text message. You can leave a voice mail message or a text in reply, or telephone the school. On occasion we may contact you by telephone.

If your child has to leave school for an urgent reason eg medical appointments please obtain an authorised absence pass from the school office when you collect your child. **NB children will not be able to leave school during the day unless collected by a parent or carer.**

If your child is late for school please make sure s/he still attends. After 8.45am, please report to the office to obtain a late mark in the register.

Breakfast Bar

Parents and children are welcome to join us in our breakfast bar from 8am until 8.35 am. Our kitchen offers a selection of nutritious breakfast items, which are served daily. Children and parents can also participate in a selection of activities, designed to ease everyone into the day. Children in FS1 to KS1 must be accompanied by an adult during this time. Our breakfast bar is supervised by a member of staff and a register will be taken, in order that the children can earn points towards a Children's University Award.

Entrance to the breakfast bar is through the Key Stage 1 playground.

School Uniform and Dress Code

All full- time pupils are expected to wear the school uniform. This is a blue sweatshirt with a blue school polo shirt. These can be ordered through the school office. Children should wear dark trousers/skirts and dark shoes. In addition children are expected to dress in a way that is **safe** and **suitable** for school.

- High heeled or excessively heavy shoes or boots should not be worn
- Our jewellery code should be observed- only small studs for pierced ears and watches can be worn. No rings, bracelets, or necklaces of any material should be worn. Nose studs or other piercings should not be worn. All ear studs and watches should be removed for PE lessons.
- Long hair should be tied back for certain lessons- eg swimming, PE or technology.
- Children should wear our agreed kit for PE- the office can provide details.
- Crop tops or other revealing clothes should not be worn
- Children should be covered up in the sun to prevent sunburn; we encourage the wearing of baseball caps or hats as a sun protector; we ask that these are removed in the school building.

Please note that the school cannot be held responsible for the loss of clothing or other possessions in school.

PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME



SCHOOL TERMS AND HOLIDAYS ACADEMIC YEAR 2016/2017

All dates are inclusive

Term Name and Holiday	From	To
Autumn Half Term 1	Monday 5 September 2016 <i>(1 & 2 September Inset day)</i>	Friday 21 October 2016
October Half Term Holiday	Monday 24 October 2016	Friday 28 October 2016
Autumn Half Term 2	Monday 31 October 2016	Friday 16 December 2016
Christmas Holiday	Monday 19 December 2016	Monday 2 January 2017
Spring Half Term 1	Wednesday 4 January 2017 <i>(3 January Inset day)</i>	Friday 17 February 2017
February Half Term Holiday	Monday 20 February 2017	Friday 24 February 2017
Spring Half Term 2	Monday 27 February 2017	Friday 7 April 2017
Easter Holiday	Monday 10 April 2017	Friday 21 April 2017
Summer Half Term 1	Monday 24 April 2017 (May Day 1 May 2017)	Thursday 25 May 2017 (Friday 26 May Inset day)
Spring Bank Holiday	Monday 29 May 2017	Friday 2 June 2017
Summer Half Term 2	Monday 5 June 2017	Friday 21 July 2017

School staff and class organisation 2016-17

TEACHING STAFF	YEAR GROUP
Mr D Smith	Head teacher
Mrs K Bister	Deputy Headteacher
Mrs R Mather	Assistant Headteacher
Mr Frank Reardon	Assistant Headteacher/ Y6 /Key
Mrs Julie Shepherd	Assistant Headteacher/ FS co-ordinator
Mrs J Oliver	SENCO/PPA cover
Mrs McGrath	SENCO/ PPA cover
Mr M Walters	FS1
Mrs C Grundy	FS2
Miss F Kay	FS2
Miss C Hair	Key Stage 1 leader/ Y2
Mr E Townsend	Y2
Miss A Quarmby	Y1
Mrs E Wragg	Y1
Miss C Turner	Y1
Mrs A Perkins	Y6
Mrs J Knight	Y6
Mr S Clark	Y5
Mrs J Blackett	Y5
Mr M Murray	Y4
Mrs J Douglas	Y4
Mr J Young	Y3
Mrs J Plant	Y3
Mr J Agar	PPA cover



Classroom Support Staff	
Mrs D Wright	Teaching Assistant
Miss L Rowland	HLTA
Mrs J Careless	Teaching Assistant
Mrs K Newton	Teaching Assistant
Mrs W Mitchell	HLTA
Miss A Steer	HLTA
Mrs J Carlyle	Teaching Assistant
Mrs K Carlyle	Teaching Assistant
Mrs H Gamban	Teaching Assistant
Mrs M Fox	Teaching Assistant
Mrs D Smith	HLTA
Ms S Matthews	Teaching Assistant
Mrs A Lechniak	HLTA
Mrs K Manger	HLTA
Mrs S Machin	Teaching Assistant
Miss E Saville	HLTA
Miss C Tong	Teaching Assistant
Mrs C Williams	Teaching Assistant
Mrs N MacNeil	Teaching Assistant
Miss K Oliver	Teaching Assistant
Miss A Dale	Teaching Assistant

Administrative Support Staff	
Mrs G Allison	Office Manager (3 days)
Ms S Brown	Finance Data Officer/Office Manager(3 days)
Mrs T Twelvetrees	Administration Assistant
Mrs C Daley	EWO
Mr I Wild	Building Supervisor

Lunchtime Supervisors	
Mrs M Sampson	Mrs K Morris
Mrs S Machin	Mrs C Rawson
Mrs K Morris	Miss C Mitchell
Mrs A Carlton	Mrs T Cole
Miss S Butler	

Catering Staff	
Ms M Gregory	Catering Manager
Mrs D Rooms	Cook
Mrs C Sweeney	Kitchen Assistant
Mrs M Brady	Kitchen Assistant
Mrs K Farrelly	Kitchen Assistant
Mrs H Park	Kitchen Assistant

Governors

From September 2010 the Governing Body is made up of:

- 5 Parent Governors
- 2 CYPS Governors
- 4 Staff Governors
- 3 Community Governors
- 2 Foundation Governors
- 2 Sponsor Governors

The Governors of Woodthorpe School are:

Name	Responsibility	
David Parkin	Chair	CYPS/LA
Nicola Gregory	Vice chair	CYPS/LA
Kathryn Thacker	Safeguarding/Chair Curriculum	Foundation
Frank Reardon		Staff
Linda Rowland		Community
Tracey Twelvetrees	Training / Attendance	Staff
David Smith		Head teacher
Karen Bister		Associate
Mark Smith		Foundation
Father Philip Knowles		Co-opted
Laura Brady		Parent
Grant Walker		Parent
Elizabeth Beighton		Co-opted

The Governors meet regularly and have wide ranging responsibilities. There are sub committees to deal with personnel, finance, premises, curriculum, pay, parent and curriculum matters. Other committees may also meet to deal with pupil discipline, staff conduct, redundancy and other matters.

The School Curriculum

The 1988 Education Reform Act requires that every maintained school will follow the National Curriculum. The law states that:

‘The curriculum for each pupil, including those with special needs, should be balanced and broadly based; that it should promote the spiritual, moral, cultural, mental and physical development of pupils and prepare them for the opportunities, responsibilities and experiences of adult life.’



The National Curriculum

We have developed a fully comprehensive curriculum framework that meets the requirements of the latest National Curriculum review.

Our curriculum continues to ensure that our children's learning is both meaningful and benefits from a specific focus on the core requirements of the English and mathematics curriculums.

Further details about the National Curriculum can be found here:

<https://www.gov/search?q=curriculum>

Parents and prospective parents are welcome to contact the Headteacher to discuss any aspect of the school's curriculum.

Foundation Stage

Key Stage 1 is Years 1 and 2;

Key Stage 2 is Years 3, 4, 5 and 6.

Reference copies of the National Curriculum documents are available on request.

The children in Foundation Stage 1 (Nursery) and Foundation Stage 2 (Reception) follow the Foundation Stage Curriculum working towards the Early Learning Goals. They are assessed at the end of FS2.

Assemblies

Each day we hold a collective act of worship. This takes place during our whole school assembly four days a week and on one day it takes place in the classroom. We have a member of the local church hold an assembly once a fortnight. Our assembly programme aims to reflect spiritual and cultural reflection, which in turn helps to develop pupils personally and socially.

Any parent who wishes to withdraw their child from assemblies and collective acts of worship may do so and should discuss this with the headteacher.

Religious Education

We use the Sheffield's agreed syllabus for Religious Education to help children develop an understanding of the Christianity and the other principal religions, beliefs, values and traditions on individuals, communities, societies and cultures and to enhance their spiritual, moral and cultural and social development. Copies of the syllabus are available for inspection by parents.

Assessment

FS1 – the information gathered at the pre-admission to nursery home visit becomes the first assessment.

FS2 - During a visit to another nursery practitioners will speak to the child's key worker and gather relevant information and assessments.

On entry assessments are then made within the first 3 – 4 weeks of children starting nursery/school.

Children will also complete a "LEAP" assessment so that practitioners have a deeper understanding of each child's speech and language development.

At the end of Key stage 1 and 2 all children are assessed in English, Maths and Science. Parents in Y2 and Y6 are kept fully informed about this process during the year.

Each child has a written report at the end of the school year detailing his/her progress in each curriculum area, plus general comments about his/her social development.

Parent's evenings are held twice a year to discuss children's progress.

Personal, Social and Health Education

PHSE brings together citizenship with personal wellbeing through values-based education. It is intended to support the school in developing a coherent whole school approach to personal, social health and economic wellbeing.

Within PHSE Year 5 children will have sex education.

Special Educational Needs and Disability

We see all our pupils as individuals. However at times during their school career many children may have needs which require particular support or attention. In most cases special needs are identified at an early stage and parents will make the school aware of this on the child's entry to Nursery or school. In all cases where concerns are raised about barriers to a child's learning or participation, parents will be involved in working with school to plan approaches and support.

Our Special Needs Coordinators are Mrs Oliver and Mrs McGrath. Their role is to oversee the provision for the children identified as having particular needs. This may include extra staff support, particular learning programmes, the involvement of outside agencies such as Speech & Language, Educational Psychologists, as well as other health professionals, and liaison with parents.

If you have any concerns about your child's learning and progress in school please approach your child's teacher or ask to see Mrs Oliver or Mrs McGrath directly on 0114 2399167. In turn we will contact you if particular needs have been identified.

School Council

Our school council plays a vital role in giving all our children a voice within school. Council members are voted on by their class peers and are required to attend regular meetings to discuss issues raised at their class meetings. Members are also required to attend stakeholders meetings and governors meetings, to ensure that the opinions of the children are heard and acted upon.



Educational Visits and Out of School Activities

Children are given regular opportunities to engage in school visits and to meet visitors to school as part of their learning. In Y2 and Y6 they will be able to take part in residential visits to Castleton and Thornbridge respectively. In year 4 children take part in a residential visit.

Visits within the school year are linked to the class Curriculum Journey.

There are also many opportunities to take part in activities after school.

Behaviour

As a school we have very high expectations regarding all aspects of school life. We seek out the positives and explicitly teach the skills and attributes that we believe all children need to become well rounded citizens. Should a child struggle to live up to these expectations we will do everything we can to support them. Initially we would discuss the issues with the child and explain our expectations again. Should matters become more serious, parents and carers will be informed and the matter will be discussed with the child's class teacher and senior member of staff.

Consequences such as time out, social time detention, may be used. In extreme circumstances a period of exclusion may be necessary. Should this be the case parents/carers will be consulted and be given a right to appeal to the Governing Body.

Charging

We aim to provide a broad, balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable, however, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. For residential visits parents will be charged for the full cost of board and lodging of the visit. Pupil Premium is used to help finance all visits.

In the case of wilful damage to school property or equipment during or outside school hours our policy is to ask for a contribution towards the cost.

Complaints

We hope that most complaints can be dealt with informally by discussion with staff or the Head Teacher. If you wish to bring something to the attention of the Governing Body please contact the Parent Governors via the school (listed on page 11)

There is a school and LA procedure to be followed if informal means do not succeed. A copy of this procedure can be obtained on request.

“ I feel if there’s a problem with my child at school I am able to speak with his teacher and everything gets the proper result.” (Parent of Y3 child)

Data Protection

Information about your child supplied by you is kept on the computer in the school office. We are registered with the data protection agency. You are welcome to view this information at any reasonable time.

Attendance registers are also kept electronically as is achievement data.

Freedom of Information

Under the Freedom of Information Act 2000 we have a responsibility to make information available to the public. A copy of the Governing body Statement on Freedom of Information is available from the office on request.

Lettings

The school may be used for certain events by the local community. A copy of our lettings policy is available from the school office.

Medical facilities

As a school we have a number of staff trained in first aid. As such they can deal with minor injuries. However it is vital that we are able to contact you as soon as possible if your child is ill or has had an accident.

We can advise you about the isolation period for common infectious diseases such as chicken pox and measles.

Medicines, creams and drops can normally be administered in school. Children who suffer with Asthma can leave their inhalers in the locked classroom cupboard and will be administered by staff in Foundation stage 1 & 2 and in KS1. In KS2 children who can administer their own inhaler will do but otherwise staff will help to administer.

All medicines and inhalers should be signed in at reception.

If your child has other conditions such as extreme eczema or diabetes please contact us to discuss a care plan for your child.

Children should not bring any medicines or tablets to school to keep in their bags or pockets.

Money and Valuables

If children bring any money to school for trips etc please send it in an envelope with your child's name, class and purpose clearly marked. Your child's teacher will send it to the office with the register.

Valuable possessions including mobile phones should not be brought to school. We cannot take responsibility for money or belongings lost or damaged on school premises.

Foundation Stage 1

Children are admitted to FS1 termly as they become 3 years old. We have a flexible provision system.

Staff will visit parents and children in their home setting and set up transition arrangements.

At Woodthorpe primary children learn through planned play activities and staff will decide when child-initiated or adult-based play activities will provide the most effective learning opportunities.

Parental Involvement

If you would like to be involved in school in any capacity please speak to a member of the Headship team. We are very appreciative of offers of help in the classrooms and with some school events and visits.

NB to comply with advice from the LA on Child Protection we will ask volunteers to undergo a police check. This can be arranged through the school office

Personal Accident Insurance

The school has taken out an insurance policy to cover pupils and adults involved in off site activities.

The City Council has insurance cover for damage or injury arising from Council negligence.

Road safety

Our crossing warden are on duty on Nodder Road before and after school each day. Please encourage your child to cross with the warden and to cross other roads safely. As a healthy school we encourage our pupils to walk to and from school.

NB Please do not park on the yellows zig- zag lines or on the double yellow lines opposite the school gates. This is extremely dangerous as well as illegal. Parents do not have access to the visitors' car park unless by prior arrangement with the headteacher.

Security

To maintain the security and safety of all in school we operate a controlled access system. Once school has started each day any visitors should report to the main entrance on Lewis Road which is monitored from the school office. After entry they should sign in and wear a visitor's badge.

School Meals

Our delicious school meals are cooked on site by our own staff. The current cost is £2.00 per day (£10.00 per week). **Please try to send the correct money to school on Monday no matter which days your child has lunch.**

If special diets are required for medical reasons please inform the school office.

Your child may be entitled to Free School Meals. Please contact the office if you think this may be the case, even if they intend to bring a packed lunch. This is crucial as the school is entitled to extra funding, in order to support your child's education.

School Milk

Children entitled to free school meals are entitled to free school milk.

Children under five are eligible for free school milk. In FS and KS1 milk can be purchased termly. In KS2 it can be purchased termly from the School Office.

If you are entitled to Free School Meals your child will receive milk daily.

School Nurse.

Routine screening of your child's weight, height, vision and hearing is offered during the first year of full time school. Weight and height screening for Year 6 children is also offered. Where any problems are identified appropriate follow up and referral can be arranged. Further tests can also be arranged if concerns are highlighted.



In Conclusion

We work very hard to treat your child as an individual. We are always keen to involve you as the people who know your child best in providing the best learning opportunities possible. In turn we are always open to suggestions from you and committed to helping you find any support you might need that will benefit your child.

This book is only an introduction to Woodthorpe. If there is anything else you would like to know please ask or better still come and see for yourself.

The information in this booklet relates to the school year 2016-17 and was up to date at the date of publication. Some changes may take place before September 2017. If you feel we have left anything important out of this booklet please let us know.

Ethnic background record form

Our ethnic background describes how we think of ourselves. This may be based on many things, including for example, our skin colour, language, culture, ancestry or family history. **Ethnic background is not the same as nationality or country of birth.**

Please study the list below and tick to indicate the ethnic background of the child named overleaf.

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy / Roma
- Any other white background

Black

- Black Caribbean
- Black African

Mixed

- White and Black Caribbean
- White and Black African
- White and Pakistani
- White and any other Asian background
- White Eastern European
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Chinese

Any other ethnic background

- Yemeni
- Any other ethnic background

I do not wish an ethnic background to be recorded []

Any information you provide will be used solely to compile statistics on the school careers and experience of pupils from different ethnic backgrounds, to help ensure that all pupils have the opportunity to fulfil their potential. These statistics will not allow individual pupils to be identified. From time to time the information will be passed on to the Local Education Authority and the Department for Education and Skills (DfES) to contribute to local and national statistics. The information will also be passed onto future schools.

