



May 2016

Dear Parent,

Welcome to Willington Primary School. We hope that your time with us will be happy and that this booklet will provide you with some basic and essential information about our school for the year 2016/2017. Please look at our website www.willington.derbyshire.sch.uk for more information.

Please remember that our doors are always open and we are always happy to discuss things with you and your child as needs arise.

If you would like to visit the school to meet staff and children or if there is something you would like to discuss, please telephone to arrange a mutually convenient time.

We look forward to a long and happy association with your family.

Yours sincerely,

*Mrs A. Gallimore
Headteacher*

Our School

Willington Primary School is a County maintained co-educational school for children aged 4-11 years.

We aim to make our school a happy and caring place where children will love to learn and enjoy taking part in school life.

Information regarding transfer to secondary education appears later in this brochure.

Accommodation

The school is single storey with eight classrooms. We have a hall, a library and resources room. Our hall is large and well equipped for P.E. It is also used for assemblies and for dining. We are fortunate to have a large grassed and wooded area which also contains a wildlife area. Our building and site offer an excellent environment for teaching and learning.



Starting school

Our school admits children on a single entry basis. Please see the table below. We usually admit older children a few days before the younger ones, but all the children come to school full time. If this causes any concern please see the Headteacher.

Birthdate

September-March
April-August

School Start Date

Tuesday 6th September 2016
Thursday 8th September 2016

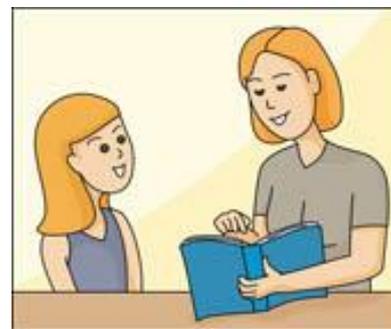
Before starting school

Parents often ask how they can help prepare their child for school. The most valuable ways to help are talking and listening to your child, doing practical activities with them e.g. sharing, playing board games (please don't let them always win).

When children come to school we encourage them to be independent so encourage your child to try and dress themselves, use the toilet independently, eat using a knife and fork. I include at the back of this brochure a hand-out of Gary Wilson to help raise boys' achievement. The advice within it works for girls too. Gary has worked in education for many years and recently worked with us in school.

If you write things for your child please be guided by the handwriting sheet in this brochure. Only use capitals at the beginning of a name and use the letter sound (the short a, b, c – not ay, bee, cee, etc.)

Reading **to** your child is very important – if your child has enjoyed hearing stories and books they will have a head start. Choose a variety of books to look at together but don't be upset if your child shows no interest in actually reading. They all develop at different rates.



The Aims of the School

The school seeks to maintain a happy secure community within which the children can learn effectively. Parents are part of that process. Children achieve proficiency in basic and other skills, acquire a body of knowledge, and aim to become responsible and caring individuals, capable of reasoned decision making.

The Governors stated aims for the school are

- To provide a safe, positive learning environment where all pupils have the opportunity and encouragement to develop to their own full potential, socially, culturally and academically.
- To provide co-operation and mutual respect between all people involved with the school.
- To encourage the involvement of parents in a wide range of aspects in the life and work of the school.
- To foster links between the school and the local community.

We believe that parents, teachers and everyone in school are part of a team who, working together with trust and understanding, help achieve these aims.

Our Curriculum

We aim to provide our children with as wide a curriculum as is possible so that they may use the skills which they acquire in many ways. We encourage every child to realise their full potential – to draw on strengths and develop any areas of difficulty. All areas of the curriculum and all aspects of school are offered to both boys and girls.

Each area of the curriculum reflects our agreed policies and this documentation is kept in school.

The Foundation Stage Curriculum

The Early Years Foundation Stage is the first stage of the National Curriculum and it focuses on the needs of children aged 3 to the end of the reception year. The curriculum for this stage has six areas of learning. These are:

- Personal, Social and Emotional Development
- Communication, Language and Literacy
- Problem Solving, Reasoning and Numeracy
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

At Willington Primary School, we plan purposeful, integrated play activities and experiences with a balance of child-initiated and adult led activities. Play underpins all development and learning for young children and play, both indoors and outdoors, will enable your child to develop intellectually, creatively, physically, socially and emotionally.

Children are assessed by observation during play based activities once children have settled into school, informally throughout and at the end of the Reception year. All children within the Early Years Foundation Stage work towards attaining the Early Learning Goals associated with the above six areas of learning.

Soon after children start school you will be able to borrow story sacks. These sacks contain a storybook, taped version of the story, factual book, games and prompt sheets to help. There are also props for children retell a story. We believe that these are invaluable for pre-reading experience and all Reception children borrow them on a regular basis. Our reading scheme will be explained to you when your child is ready to bring reading scheme books home. We also offer reading book bags. Regular reading is so important and we hope that you will read to your child regularly, as well as hearing them reading. Writing begins with copy-writing and tracing. Independent writing is helped by initially a sentence book and later a word book.

During the Early Years Foundation Stage we endeavour to build positive and supportive relationships with all parents in order for us to effectively provide for your child's individual needs and provide the best quality start to their school career.



As children are assessed to have met the Early Learning Goals they move to National Curriculum.

Core Subjects

English/Literacy

This incorporates reading, writing, grammar, punctuation, spelling and speaking and listening skills. Children continue with phonic work and Letters and Sounds. We expect all children to read aloud at home to an adult five times a week.

Maths

Mathematics teaches children how to make sense of the world around them through developing their ability to calculate, to reason and to solve problems. Many of the methods by which children learn to work mathematically have changed since we as adults were at primary school. If you are ever unsure of what is happening please see your child's teacher.

Science

Children learn more effectively from investigation and 'doing'. Much of our science is based on first hand experience to develop an 'enquiry' approach. Children are encouraged to predict possible outcomes and test those predictions and theories.



Foundation Subjects

History

We start children from where they are in their own personal history and work from this point. We use a thematic approach and encourage the development of skills by careful use of old photographs, artefacts and stories etc.

Geography

Geography too is taught within a thematic approach. In the early stages we concentrate on the immediate environments of home and school. Later we look at contrasting localities both in the UK and the rest of the world.

Design Technology & Information Technology

Children love to design and create. We provide a wide range of materials so that children have choices to create their designs. Children have the opportunity to be involved from initial planning through to the finished product – having to make adjustments and redesign where necessary.

There are computers, laptops and tablets in all areas which children use both to develop computer literacy and support other areas of learning. Children also use a digital cameras and video tools in areas of their work. All classes have fixed digital projectors and interactive whiteboards.



Art

Art and Craft is about individual expression because all children's art has come from themselves. We try to provide as wide and varied selection of materials as possible. Care is taken to mount children's work effectively so that they can see their work is valued.

Religious Education

R.E. in school is delivered as part of a topic or presented as a separate lesson. Although we provide a broadly Christian based approach, we include the richness of our culturally diverse society and learn about the world's major religions.

Parents who wish to withdraw their children from either R.E. or assembly should see the Headteacher.

Physical Education

P.E. enables each child to develop particular skills. Our curriculum offers large apparatus, movement, indoor and outdoor games lessons. Each child needs a P.E. kit – black leotard or shorts and white T shirt and plimsolls. All items should be named and contained in a drawstring bag.



Swimming usually takes place when children are older juniors. Juniors will also need an outdoor P.E. kit.



Jewellery, including 'friendship' bracelets must not be worn in P.E. – it is dangerous. If your child has pierced ears ear-rings must be removed by the child for P.E. If they cannot do this you must provide suitable tape. Please ensure that your child only wears 'studs' or 'sleepers' to school and please fill in the proforma at the back of this book and return it to school.

Music

All our children enjoy music. They have opportunities to sing, play percussion instruments, explore rhythms and pitch and try out their own compositions.

Later there are opportunities for those children who wish to learn to play a musical instrument.

Modern Foreign Language

At Key Stage 2 all our children learn Spanish.

Equal Opportunities

National initiatives also play an important part in our curriculum. We ensure that our equal opportunities, multi-cultural, anti-racist and anti-bullying policies are adhered to. Emphasis is placed on children developing self-respect as we believe that from this a respect for others will grow.

Sex Education

Sex Education is part of our work covered in Health Education. At KS2 in Y5 and 6 this will cover personal hygiene, personal relationships and friendships, emotions and feelings etc. Whilst this is part of our curriculum work we do feel that parents would wish to work in partnership with us if sensitive issues are to be covered. We will therefore invite you into school so that you are familiar with the content and context of the work.

Please note that parents only have the right to withdraw their children from this if the content goes beyond that required by the Science National Curriculum.

Progress and Reports

Your child's progress is monitored continuously and a written report is issued annually. However if we have any concerns about either your child's progress or behaviour we shall contact you immediately. This is a two way process and we hope that you will voice any concerns you may have.

We hold parent's evenings in the Autumn and Spring terms.

Children are set termly targets to aim for and you are informed of these.

Assessment and Testing

Our children are assessed continuously and their work tailored to their individual needs. Children are formally assessed at the end of KS1 and KS2. Results of these tests form part of your child's report.

Our Standard Attainment Tasks/Tests for the last year appear at the end of this brochure.

Special Educational Needs

The school's Special Needs policy provides a whole school system to ensure that all children with special educational needs are identified and that appropriate learning programmes are provided. If we have any concerns about your child we will consult with you immediately to help us decide on any future actions. Similarly if you are concerned about your child's progress please contact the class teacher. Mrs Ursell, the school's Special Educational Needs and Disabilities Co-ordinator is also available to discuss your concerns. Occasionally, it may be necessary for the school to request external advice but your consent will be sought before your child is discussed with any support service. We regard the partnership between parents and school as vitally important in identifying and providing for the special educational needs of our children and parents will always be involved in all stages of this process.

We have a Disability Equality Scheme and an Accessibility Plan which are available in school upon request and are on our website.

Pastoral Care

The pastoral care for children is with the class teacher initially but may include the Headteacher and whole school staff where there is a particular need.

School Council

We have a School Council which is made up of two pupil representatives per class from Y1-Y6. They provide a valuable voice reflecting the thoughts and wishes of their class. Their recent initiatives have included getting more equipment for playtimes and providing new litter bins. They have also led fundraising activities for Air Ambulance and Comic Relief.

ECO Warriors

We have ECO Warriors who help us all to be aware of energy saving, recycling and the environment. As a school we recycle paper and cardboard. The Warriors are also currently following the Eco-Schools Action plan which includes: litter picking, planting flowers to provide a natural habitat for insects and other animals, identifying types of trees, bird watching survey of school grounds, to name but a few!



Class Assembly

Twice a year children present a class assembly. Pre-school children are not allowed into this as we try to value the work and contribution of our children. We try to have a crèche but if you can make other arrangements for younger children please do so.

The School Day

School begins at 9.00 am prompt. However, we encourage all parents to bring their child to school for 8.50 am.

Lunch is from 12 noon-1.15 pm and the school day ends at 3.30 pm.

The time spent on teaching is 23½ hours for both infant and junior children. Registration, acts of collective worship, playtimes and lunch times are in addition to this.

Children will never be sent home early for any reason without your prior knowledge.

Playtime

All KS1 children are offered a free piece of fruit at morning playtime.

Please ensure that any snacks sent in are appropriate for eating on the playground whilst moving around (e.g. no lollies). Please be mindful that morning break is only one hour before lunch, so children only need a small snack, ideally a piece of fruit.

Universal Free School Meals

All KS1 children are entitled to a free school lunch.

Lunchtime

Our meals are cooked on the premises. Dinners are served on a cafeteria basis and we find that our youngest children behave independently and responsibly very quickly. For other older children school meals currently cost £2.00 per day (£10.00 per week). The menus are varied and a vegetarian option is available daily. Children taking a school meal have free access to a fresh salad bar. If paying dinner money by cheque please make it payable to 'Derbyshire County Council'. All dinner money should be sent into school in a sealed envelope marked with your child's name and class. All meals should be ordered and paid for on the first day of each school week.



Free School Meals

If you are in receipt of Income Support or Income Based Job Seekers Allowance you may be entitled to free school meals. Forms are available from the office.

Packed lunches

Children bringing packed lunches need a suitable container, clearly named (no glass please). Our midday supervisors share the responsibility with the Head for your child's welfare at lunchtime. If any problems present themselves please see the Headteacher.

Drinks

Children are encouraged to bring water in a sports type bottle so they can drink freely during the date. Squash and juices aren't allowed because they are so sticky if spilled.

School visits and charges

During the year, children are involved in educational day visits to a range of venues. Last year, Year 6 children visited Lea Green for a residential stay and we intend to repeat this in 2017. You will be notified in advance by letter giving details of the visits, if any special clothing is needed and if a packed lunch is required. These visits are to support our work in school.

The Governing Body of the school have a set policy with regard to charging for school activities. Whilst no formal charge can be made our budget cannot cover these costs. Therefore, parental voluntary contributions will be requested to continue to support these opportunities. It must be noted that if we are unable to recoup the costs of visits then the trip will not be able to go ahead, but in the event of hardship then please contact the Headteacher.

Absence from school

Please report all absences either by telephone or letter. Please notify us about absences for visits to Doctor, Dentist etc as all absences have to be recorded in our registers.

NB We cannot accept a verbal message from a child on this matter.

If the reason for absence is not reported it has to be entered in our register as an unauthorised absence. Every term we have to send off a return naming all children who are in the register as having an unauthorised absence.

If your child is sick during the night please keep them at home for 24 hours as this helps reduce 'epidemics' of sickness.

Leave for Exceptional Circumstances

From 1st September 2013 there were new Government regulations which state that Headteachers may not grant any leave of absence for holidays during term time unless there are **exceptional** circumstances. It is no longer possible to approve requests for leave of absence for reasons that are not considered to be special or exceptional such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

Parents needing leave of absence for exceptional circumstances should complete a form, available from the School Office, at least two weeks before the anticipated start date. The reason for the request should be given in detail. These new regulations mean that time taken for holidays may result in the local authority issuing penalty notices against parents.

Illness and Accidents in School

If your child is taken ill or has an accident in school time you will be contacted and asked to collect them.

In order that we may contact someone please ensure that we have an emergency address where we can contact someone who knows your child well, if you are unavailable. Please update these as necessary.

Child Protection

Parents should be aware that the school is required to take any reasonable action to ensure the safety of its pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, the Headteacher is obliged to follow the Child Protection procedures established by the Derbyshire Safeguarding Children's Board and inform Children's Social Care of the concern.

Willington Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Behaviour in School

At all times a high standard of behaviour is set. We encourage the children to have respect for themselves and others. Repeated bad behaviour may result in withdrawal of special privileges. We always try to deal with problems in school but if these are persistent we will contact parents so that we can work together towards a solution. Detailed regulations covering the exclusion of children from school are held in school. We are always on the look out to encourage our children and reward their efforts, whether it be for good work, behaviour, manners, for working hard, improvement etc. We always reward effort with praise usually in the form of a smile on their work or as a badge.

School Uniform - Our agreed school uniform is as follows:-

Shirt/blouse/polo shirt	- blue/yellow/white
Trousers/skirts/shorts	- navy/grey/black
Sweatshirt/jumper/cardigan	- royal blue
Dress	- blue/yellow with white

We feel that uniform helps children to be proud of their school identity, they look smart and well prepared for work! School logo sweatshirts, polo shirts, fleeces and hats are available through school and an order form is enclosed.

Transfer to Secondary School

When children become Y6 pupils, you will receive information and application forms from the Local Authority and John Port School (if you live in their catchment area). It is the duty of parents to apply for a place in their chosen secondary school. The Y6 staff meet regularly with staff from John Port to make the transition from primary to secondary education as smooth as possible.

Homework

We stress the necessity for hearing your child read at home throughout their primary educational life. Children will have 'spellings' and 'times tables' to practise. Please help wherever you can. Some children will be asked to research things or complete work at home as they get older. We have a homework policy reflecting what homework is set to each year group.

Extra Curricular Activities

Staff regularly give up their time to provide a wide variety of extra curricular activities. These are always subject to change but at present include craft, animation, cricket, sewing, art, aerobics and netball clubs. If a child cannot attend a club an adult must let the teacher concerned know. We cannot accept the word of the child for safety reasons.

Involvement with the Community

We enjoy our place within the community. Parents are encouraged to work closely with school. We invite many visitors into school to talk to and work with our children. Willington Women's Institute cook sweet and savoury dishes with children in Year 6. Children also design posters for village events like the carnival and art festival. School and Pre-school also work together.

One thing that causes tension with our immediate neighbours is inconsiderate parking. Please walk to school if you can and if you have to park a car please show consideration for other people.

Travel Plan

At Willington Primary School, we are committed to promoting healthy lifestyles and encourage the children to walk to school where possible. Our travel plan also develops travel and road safety education throughout the curriculum. We have scooter pods at the side of school where children may leave their scooters if they scoot to school.

Fund-raising and the Friends of Willington Primary School

From time to time, both school, as an organisation, or the hardworking Friends of Willington Primary School organise fund-raising efforts. These are usually of a social nature and help raise funds to buy equipment for your child. Please let me stress that every penny raised is spent for the benefit of the children.

'Friends' have fundraised to provide a stage, boat, and train to enhance our outside space. They also provided a trim trail which helps children be involved in active play and is a firm favourite at playtimes and lunchtime.



The School Governors

The School Governors have the responsibility to 'manage' the school. As well as whole Governing Body meetings, Governors are also on committees for Health and Safety, Staffing, Curriculum and Pupil Provision and Finance. The Headteacher, whilst not a Governor, attends all meetings.

Education Reform Act – Section 23

If you have any worries regarding the school or curriculum we would hope that informal discussion between the Headteacher and staff and parent would resolve them at an early opportunity. Should the matter not be resolved to mutual satisfaction, then you may wish to make a formal written complaint to the Governing Body. If this incident should occur (we hope this is unlikely) then copies of the formal procedure are held in school and are available for you to look at and use if you need to.

Claims against the School

This school is part of Derbyshire County Council's insurance scheme and any claims against the school should be directed to the County Council electronically using the Claims Notification form and emailed to portalclaims@derbyshire.gov.uk

Finally

Please remember that our doors are always open to you and your family. We will contact you about anything which we feel is necessary and hope that you will do the same. We feel that we are a three-way partnership of child, parent and teacher and we hope you will join with us to provide the best possible opportunities for your child in these important years of Primary Education.

We hope that the time you and your child spend with us will be happy and fulfilling, and that you have found this brochure useful. The details are all correct at the time of printing but changes may occur during the school year. Please ask if you are in any doubt.

Above all though please remember that you are always welcome in our school at any time and for any reason.

DATA PROTECTION

Basic information about pupils is held on computer to assist with the efficient organisation of the school and the individual educational needs. Security measures will be taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes but this will not enable any individual to be identified. The school and the County Council have registered with the Data Protection Registrar details of persons to whom they may wish to disclose information. By law, under the provisions of the Data Protection Act 1984, information may only be disclosed to other persons in accordance with this registration. Your school is registered to disclose personal information to: Family, Relatives, Guardians, Trustees, past, current or prospective Employers, Legal Representatives, Doctors, Dentists, other Health Advisors, Department of Social Security, Local Education and Social Services.

It is the policy of the Governors and Derbyshire County Council that such information is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. This policy is, of course, subject to any law which imposes a duty of disclosure on the Governors or Derbyshire County Council.

Pupils will also use computers in the classroom as part of their education but they do not have access to the personal information records.

PUPIL ATTENDANCE AT WILLINGTON PRIMARY SCHOOL

between September 2015 and 24 March 2016

Number of pupils of compulsory school age on the roll for at least one opening	=	201
% of sessions missed through authorised absence	=	3.04%
% of sessions missed through unauthorised absence	=	0.22%

A pupil absence marked as 'unauthorised' indicates that either no reason was given for the absence, that the absence was not for authorised reasons or that the pupil arrived at school after the close of the register for that session.

SCHOOL TERM AND HOLIDAY DATES 2016/2017

<u>TERMS</u>	<u>DATES</u>
TERM 1	Monday 5th Sept (INSET DAY) Tuesday 6th Sept 2016 - Friday 21st Oct 2016
TERM 2	Monday 31st Oct 2016 – Tues 20th Dec 2016
TERM 3	Tuesday 3rd Jan 2017 - Friday 10th Feb 2017
TERM 4	Monday 20th Feb 2017 – Friday 7th April 2017
TERM 5	Monday 24th April 2017 - Friday 26th May 2017 <i>School closed Monday 1st May 2017 (early bank holiday)</i>
TERM 6	Monday 5th June 2017 – Friday 21st July 2017

There will be a further four staff training days (INSET) throughout the year.

WILLINGTON PRIMARY SCHOOL STAFF

Headteacher	-	Mrs A. Gallimore
SENDCO	-	Mrs M. Ursell
Teaching	-	Mr M. Cooper
	-	Miss L. Cope
	-	Mrs M. Dunbar
	-	Mrs T. Lea
	-	Mrs E. Miller
	-	Mrs B. Powell
	-	Miss L. Pritchard
	-	Mrs N. Robinson
	-	Mr M. Rodgers
	-	Mrs M. Ursell
Teaching Assistants	-	Mrs R. Chapman
	-	Mrs A. Clarke
	-	Mrs A. Fearn
	-	Mrs K. Gadsby
	-	Mrs E. Garrington
	-	Mr R. Henry
	-	Mrs E. Parkes
	-	Mrs J. Twigg
School Business Officer	-	Mrs S. Horner
School Business Assistant	-	Mrs S. Sanderson
Senior Midday Supervisor	-	Mrs J. Smith
Midday Supervisors	-	Miss A. Bailey
	-	Mrs B. Carter
	-	Mrs N. Carter
	-	Mrs A. Harding
	-	Mrs J. Johnson-Hill
	-	Miss L. Lambe
Cook	-	Mrs S. Love
Kitchen Assistants	-	Mrs R. Dixey
	-	Mrs S. Moran
	-	Mrs P. Rai
Cleaner-in-charge	-	Mr D. Watson
Cleaner	-	Mrs S. Bentley

OTHER CONTACTS

Friends of Willington School Chair - Mrs L. Oakley

Strategic Director of Children's Services
Jane Parfremment
Derbyshire County Council
County Hall
Matlock
Derbyshire DE4 3AG
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