

Prospectus



2018-2019

**Woodthorne Primary
School**

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Welcome

All of the children at Woodthorne Primary receive a well-rounded education that prepares them for their future lives, this is of upmost importance to both myself and all staff within Woodthorne Primary School.

Our children learn and explore through a wide variety of activities and challenges in an environment where they feel safe and happy. Our dedicated and hardworking team of staff continuously encourage pupils to try their absolute best in everything they do and to treat those around them with upmost respect.

We actively encourage an ongoing and fruitful partnership with all parents and carers to ensure that every one of our pupils is able to benefit from everything Woodthorne Primary has to offer, and I look forward to working alongside you throughout your child's journey at our school.

Mr Tom Hinkley

Interim Headteacher

Our Core Values

We will encourage all children to:

- be happy
- be proud of who they are
- be kind
- be the best that they can be

In school, we will all demonstrate:

- Respect
- Determination
- Tolerance
- Independence
- Resilience
- Teamwork

Our Vision....

"Inspiring a love of learning to last a lifetime"

Organisation of the School

Woodthorne Primary School has approximately 415 children. We have one morning Nursery class, two Reception classes, four Key Stage One classes and eight Key Stage Two classes.

Classes

These are grouped by age

Early Years

One morning Nursery Class	:	3-4 Year Olds
Two Reception Classes	:	4-5 Year Olds

Key Stage One

Two Year 1 Classes	:	5-6 Year Olds
Two Year 2 Classes	:	6-7 Year Olds

Key Stage Two

Two Year 3 Classes	:	7-8 Year Olds
Two Year 4 Classes	:	8-9 Year Olds
Two Year 5 Classes	:	9-10 Year Olds
Two Year 6 Classes	:	10-11 Year Olds

Our Staff

Schools Senior Leadership Team			
Tom Hinkley		Interim Headteacher	
Karen Titley		Deputy Headteacher	
Tara Jellis		Ks1 Coordinator	
Laura Watkins Brown			
Amy Eardly		SLT Member	
Year	Staff	contract	Roles / curriculum areas
Early Years Foundation Stage			
Nursery	Mrs L Hodgkiss	Fixed Term	Class Teacher (Music) – Afternoons in Reception
Nursery	Mrs S Elcock	Permanent	Level 3 TA
Nursery	Mrs S Sharma	Permanent	Level 3 TA One-to-one support
Reception	Mrs F Wong	Permanent	Class Teacher (Phonics)
Reception	Mrs P Gakhal	Permanent	HLTA (Lead in class in mornings)
Reception	Miss J	Permanent	Level 3 TA
Key Stage 1 (Years 1 and 2)			
Year 1	Miss K Paal	Permanent	Class Teacher (Humanities)
Year 1	Mrs J Perry	Permanent	Class Teacher (SENCO – TLR)
Year 1	Mrs J Butler	Permanent	Level 3 TA
Year 2	Mrs T Jellis	Permanent	Class Teacher, KS1 Coordinator, (Science) - TLR
Year 2	Mrs K Sodhi	Fixed Term	NQT Class Teacher (Art/DT)
Year 2	Mrs N Pocock	Fixed Term	Level 3 TA
Lower Key Stage 2 (Years 3 and 4)			
Year 3	Mrs C Cotterill	0.6 Permanent	Class Teacher (PE)
Year 3	Mrs N Fellows	0.6 Permanent	Class Teacher (PE)
Year 3	Miss R Mahay	Permanent	Class Teacher – NQT (DT/Art)

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Year 3	Miss R Edwards	Permanent	HLTA (Before and After school provision)
Year 4	Miss E Laird	Permanent	Class Teacher (RE)
Year 4	Mrs C Priest	Fixed Term	Class Teacher
Year 4	Mrs C Smith	Permanent	Level 3
Upper Key Stage 2 (Years 5 and 6)			
Year 5	Mr J Hitchen	Permanent	Class Teacher (ICT)
Year 5	Mr J Stack	Permanent	Class Teacher
Year 5	Mrs S Bott	Permanent	HLTA
Year 6	Miss A Eardly	Permanent	Class Teacher (Maths)
Year 6	Mrs L Watkins-Brown	Permanent	Class Teacher (English) (TLR)
Year 6	Mrs K Titley	Permanent	Class Teacher, Deputy Head, (English)
Year 6	Lisa Marsden	Permanent	Level 3 TA

Lunchtime Staff

Sukhvinder Mahay (Lead)	Senior Lunchtime Supervisor
Laura Ashley	Andrew Bradley
Hilorie Earle Morgan	Patricia Fradley
Lucy Hodson	Claire Jackson
Anila Mann	Nisha Patel
Janette Ward	Linda Hickman

Breakfast and After School Club

Barbara Deighton	Louise Edwards
Samantha Warrilow	

Other School Staff

Sarah Fellows (Permanent)	Office staff
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The School Day

Nursery

Morning Session: **8.30am – 11.30am** (doors open at 11.15am)

Rest of School

Starts: **9.00 am (Doors open at 8.45am)**

Lunch: **Reception 11.45am, KS1 12.00 midday, KS2 12.15pm**

Ends: **EYFS and KS1 - 3.10pm**

KS2 – 3.20pm

There are teachers at the gate and in the playground from 8.45am. Before the start of school day, staff are also on duty, during playtimes and at the end of the school day. We hold an open door policy in school and welcome parents to come and speak to us at any time with any questions or concerns.

Emergency Contact Details

It is important that children know the arrangements for their collection each day and that they are collected on time. It is imperative that emergency contact details for each child are kept up to date at all times.

We use a 'password' system for all children in school. This will be recorded with your child's records and you may be asked for the password by both office and teaching staff when collecting your child early, or if you have arranged for an alternative person to collect your child from school.

Any information you provide is treated with utmost confidentiality and is bound by the Data Protection Act

Admissions

All admissions are decided upon by the Local Authority except for our Nursery class.

Nursery

Application Forms can be obtained from the school office and places are allocated by the school. There are 25 Nursery places. All applicants are required to make an appointment to view the provision before applying.

Reception Places

***Please note that even if your child already has a place in the school nursery, you are still required to apply for a place in Reception.**

Information with regards to admissions for Reception and the rest of the school can be found on the Wolverhampton Local Authority website on the page for school admissions.

School places required throughout the year

School places required throughout the school year need to be applied for on the school admissions page on the Wolverhampton Local Authority website.

The Curriculum

We promote an inclusive curriculum where every child has the right to achieve their full potential. Children remain at the centre of the curriculum and play a key part with their contribution to the planning stage, whether in Early Years where our practitioners observe the children's interests and enhance the environment accordingly; or in upper school where pupils contribute their questions to a planning session.

Curriculum Overview

Early Years

The Early Years Foundation Stage (EYFS) is a comprehensive framework which sets the standards for learning, development and care of children from birth to five. For each area, the practice guidance sets out the Early Learning Goals. These goals state what is expected that children will know and be able to do at the end of their Reception year of their education. The practice guidance also sets out the likely stages of progress a child makes along their learning journey towards the early learning goals. We ensure that this is used when assessing children and planning their 'next steps' of learning.

A PDF version of the Early Years curriculum framework can be obtained from our website.

Key Stage One and Two

The National Curriculum highlights English, Mathematics, Science, Computing as the core subjects. These are taught alongside, the foundation subjects (History, Geography, Music, Art, Physical Education) and Religious Education, we also teach modern foreign languages. Children's work is planned to meet their particular needs. It is differentiated to meet the needs of their differing abilities.

Alongside the academic curriculum, we ensure that we develop the 'whole child'. We have structured learning environment where we work to cultivate the aesthetic, creative, physical, spiritual, moral and social areas of experience for the benefit of all our pupils. The School is fully committed to Equal Opportunities Multi-cultural Education and promoting Modern British Values.

A PDF version of the full National Curriculum can be obtained from our school website.

Subjects

English

Our English sessions include writing, reading, spelling and/or phonics, handwriting and comprehension. These skills are taught during our daily English session and will also be taught or revisited during other areas of the curriculum and sessions on the timetable.

We always try to link our writing to our half termly or termly topic and usually to a rich text being read. A wide range of genres are covered, including fiction and non-fiction. Teachers aim for children to complete between one and two pieces of extended writing a week, the definition of extended writing will vary depending on the ability and age of the children but it always provides children with an opportunity to embed any skills taught previously. Every half term the children plan and write independently, this piece of work is then levelled using our school writing targets and used to inform our teacher assessments.

Maths

We follow our school's 'Written Calculation Policy' when teaching calculation (addition, subtraction, multiplication and division). To support us with this, when completing any homework with your child please follow the same methods as we are teaching in school to avoid any confusion- a 'Parents Guide to Written Calculation Methods' is available from the school office.

Science

Teaching Science at Woodthorne Primary School involves the encouragement, promotion and development of children's interest and knowledge of materials, objects and phenomena which surround them at home, at school and everywhere else. Science has changed our lives and is vital to the world's future. All pupils are taught essential aspects of the knowledge, methods, processes and uses of science. Through building up a body of key foundational knowledge and concepts, pupils are encouraged to recognise the power of rational explanation and develop a sense of excitement and curiosity about natural phenomena.

Physical Education

Our PE curriculum aims to ensure that all pupils develop the fundamental skills and competence to excel in a wide range of physical activities by providing a broad & balanced curriculum with opportunities for all to be enjoyed. Our mission is to improve and increase the quality and quantity of high quality PE for pupils, to show how PE can enhance pupils' attainment and achievement and to create pathways for them to continue to be active beyond school. We are striving towards improving the delivery of the teaching & learning of PE in order to promote participation, progress and performance.

We also offer a range of sporting activities opportunities in our after school clubs.

Music

Children in KS2 have the opportunity to learn to play a musical instrument, at Woodthorne Primary, taught by the Wolverhampton Music School. We also run a number of regular music lessons across the school, led by staff and specialists from the music school.

Religious Education

The school bases its teaching of R.E. on the Wolverhampton Agreed Syllabus, which aims to develop the spiritual and moral needs of its pupils. The lessons provide a balanced, coherent and comprehensive programme of work while ensuring that the integrity of individual pupils or religions is in no way compromised. Parents have the right to withdraw pupils from collective worship and Religious Education, but should discuss the matter with the Headteacher before a final decision is made.

Extra-Curricular Activities

Day Trips

Children within all year groups are given the opportunity to attend educational day trips which go hand-in-hand with their learning journey.

A full risk assessment is carried out prior to each trip. In addition to this, correspondence is provided to parents via letters and our website so that they are fully aware of the activities to be undertaken during each trip.

Residential Trips

We believe the experience gained from topic related, or curriculum based, educational visits is extremely valuable. Throughout school, pupils are presented with the opportunity to go on a residential school journey.

After School Clubs and Activities

We offer the pupils a range of activities after school and to ensure our children can experience a wide assortment of options, we offer a different variety of clubs every term. These may include:

- Football
- Cross Country
- Multi-Sports
- Dance
- Karate
- Spanish
- Magical Maths

Inclusion

Special Educational Needs (SEN) and Disability

We believe that meeting every pupil's needs is a shared responsibility, therefore we are all committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils, whatever their needs or abilities.

Not all pupils with disabilities have special educational needs and not all pupils with SEN meet the definition of disability, but our SEN Policy covers the needs all of these pupils. A full version of this document can be found on our website.

Children with special educational needs may need extra help because of a range of needs, such as in thinking and understanding, physical or sensory difficulties, emotional and behavioural difficulties, or difficulties with speech and language or how they relate to and behave with other people.

We accept the definitions of Special Educational Needs as well as the principles from the SEN Code of Practice, and our designated SEN Coordinator responsible for:

- Co-ordinating the provision and support for children with SEN.
- Day to day operation of the schools' SEN policy.
- Liaising with and advising fellow teachers/teaching assistants.
- Monitoring and supporting the writing and reviewing of IEP's.
- Liaising with parents and external agencies.
- Contributing and arranging training for staff.
- Managing the statementing procedure and provision for statemented children.
- Co-ordinating the support for children with SEN.

Partnerships



Working closely with....

Local high schools - for the smooth transition of pupils.

Schools previously attended by joiners - so that we can be immediately be aware of any special educational needs and quickly put a suitable programme of support in place.

Inclusion Support Service (multi agency support teams) - help to identify, assess and make provision for SEN pupils.

Attendance Support Team – Behaviour and Attendance Officers.

The nominated Education and Family Engagement Officer – regular visits.

Specialist advisory teaching services – to advise on children with sensory impairment or physical difficulties.

Speech and language therapist - contributes to the statement reviews of children with speech and language difficulties.

Homework

Our school has a homework/learning policy and we expect parents to support their children in completing their homework.

Homework is designed to reinforce, consolidate and extend learning which has been undertaken in school, as well as develop independent study skills.

All children take books home regularly to read with their parents. We know that children of all ages benefit greatly from someone showing an interest in their reading by asking questions, discussing storylines or simply sharing a book with them.

Taking holidays During Term Time

Parents do not have the legal right to take children out of school for holidays.

If exceptional circumstances arise where parents decide that time away from school cannot be avoided, then permission must be sought in writing from the Head of School and Governors before any bookings take place.

Please note that any exceptional circumstances will be investigated individually, however any unauthorised absences may incur a fine from the Education Welfare Office.

Leave of absence forms can be obtained from the school office.

Attendance and Lateness



On time, every day.....

It is important that every child comes to school on time every day, as we know that good attendance leads to good progress.

We believe high levels of attendance and a punctual start to the school day are vital to all children. Our aim is to ensure that every pupil has access to the full time education to which they are entitled and as a result succeed and thrive. We endeavour for children to take responsibility for their own attendance, recognising the link between attendance and good learning.

School begins at 8:55 a.m. and registration takes place at 9.00 a.m. Children arriving after this time will be recorded as late. Children arriving after 9.30am will be marked as absent and this will be recorded as unauthorised.

To find out more about our attendance policy, please refer to our school website.

Absence

Parents/carers should notify the school before 9.15 am on the first school day of his/her child's absence from school. If the reason for absence is sickness and it continues - or is likely to continue - for more than three days, medical evidence should be obtained and submitted to the school. If any child is absent and the school has not been notified, the school office will ring the child's parent/carer.

If contact cannot be made, the office will try and contact the parent by another means such as text or email. Telephone calls will continue on subsequent days until contact is made. If contact cannot be made after a number of days, or if there are concerns about a child, the Education and Family Engagement Officer will be asked to make an education welfare visit, where they may then begin legal proceedings by issuing a fixed penalty notice if deemed necessary.



Wherever possible, we ask parents to try to make doctors and dentist appointments before or after school. Where this is impossible, parents should inform their child's class teachers, or the school office and it will be noted in the register.

School Uniform

Boys

- Sweatshirt – Burgundy with or without logo
- Shirt – White or burgundy or white polo shirt with or without logo
- Trousers – Grey
- Shoes - Black

Girls

- Blouse – White or burgundy or white polo shirt with or without logo
- Cardigan – Burgundy with or without logo
- Pinafore – Grey
- Skirt – Grey
- Socks – White
- Shoes – Black

Summer Options

All pupils - White polo shirts

Girls have the option to wear a burgundy and white checked dress and sandals

Boys have the option to wear grey shorts

Footwear - It is essential that children wear suitable footwear for school that allows their feet adequate room and gives proper support and ventilation. For this reason, please do not send children to school wearing fashion shoes or trainers.

Jewellery - In order to ensure adequate safety standards, particularly in organised games and physical education, children should not wear jewellery, especially earrings while at school. Studs are allowed, but must be removed or covered over for PE and games.

Where to buy

All items can be purchased from Lads and Lasses, located on 50A Warstones Rd, Wolverhampton WV4 4LP.

Parents can also complete an order form which is available from the school office.

Help us to avoid lost items....

It would be very helpful if each item of clothing is marked with the child's name. This makes it easier to return any lost items to their owners.

School Meals

Healthy and well-balanced meals are cooked within school and provision is made for children who are vegetarian, have allergies or are unable to eat certain foods on religious grounds. Alternatively children are allowed to bring a packed lunch into school if they prefer and this should include a healthy balanced lunch which includes no chocolate or fizzy drinks. Children can opt to change from a school lunch to a packed lunch and vice versa.



Weekly menus for school dinners are displayed on our website.

Free School Meals

If you think your child may be entitled to free school meals, please contact the school office or Wolverhampton City Council for further details. Although all KS1 children are now entitled to free school meals it is important that you continue to claim for free school meals. Further information can be obtained from the school office or online at <http://www.wolverhampton.gov.uk/freeschoolmeals>.

Parents and the School

Our school aims to work closely with all parents and carers. A number of events are organised throughout the school year in order to provide opportunities to exchange information about a child's progress and development. This is also an excellent opportunity for parents/carers to learn more about school life.

Autumn Term:

Meet the Teacher

All parents are invited to an evening meeting about the curriculum. This enables parents to find out what their children will be learning about throughout the academic year.

Autumn and Spring Term:

Parents Evenings

Parents are given an appointment with their child's Class teacher to discuss the development of their child.

All year:

Open Workshops

Parents are invited into school to observe their children learning in the classroom environment.

All Year:

Open Door Policy

Teachers are always happy to discuss a child's overall progress with parents at a mutually convenient time. Teachers and members of the Senior Leadership Team try to be available between 8.30 a.m. and 9.00 a.m. If for any reason they are not available to speak to straight away, you will be able to make an appointment on request.

PTA

We have a dedicated group of parents who offer their time to raise funds for our school. They organise discos, Summer Fayres and other events. These events are enjoyed by the children, parents and teachers. Every parent/carers is very welcome to attend our PTA.

Behaviour in School

A positive approach...



We want every member of the school community to feel valued and respected, and for everyone to be treated fairly.

We are a caring community, whose values are built on mutual trust and respect. The school's Behaviour Policy is designed to support the way in which the members of the school can live and work together in a supportive way.

We aim to:

- Teach children to think about their behaviour and to learn self-control.
- Give children the chance to make decisions about their work and play so they can learn about responsibility and independence.
- Teach children to be polite and fair.
- Teach children to respect other people, their property, beliefs and feelings, essentially, to respect difference.
- Praise and reward good work, behaviour and attitudes.
- Involve parents in all aspects of school life, including their children's behaviour.

An effective discipline policy is one that seeks to lead children towards high self-esteem and self-discipline. Consequently, good discipline arises from good relationships and from setting expectations of good behaviour. We believe that self-esteem affects all thinking and behaviour and impacts on learning and performance. We aim to provide positive everyday experiences so that our children are more likely to reach their full potential.

Our full behaviour policy can be found on our school website.

Safeguarding

The welfare of the children is our priority...

We are committed to the highest standard in protecting and safeguarding the children entrusted to our care at all time. We recognise that some children may be the victims of neglect, physical, sexual or emotional abuse and that all of the staff are well placed to identify such abuse and offer support to children in need.

We aim to:

- Create an atmosphere where all our children can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly and effectively to cases of suspected abuse.

We will support all children by:

- Encouraging self-esteem and self-assertiveness, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within school.

If any member of staff or visitor to the school has a concern that a child is being harmed, or is at risk of harm, to receives a disclosure (either intentionally or unintentionally), they must report to one of the following people:

- Lead Safeguarding Officer – Tom Hinkley
- Deputy safeguarding Officer – Karen Titley

***Our full safeguarding policy is available on our school website.**

School Governors

WDTFGB031017 APPENDIX 5

COMMITTEE STRUCTURE FOR WOODTHORNE SCHOOL
APPROVED AT THE MEETING OF THE FULL GOVERNING BOARD
DATED 3 OCTOBER 2017

Committee Name	Quorum	Membership	Terms of Reference
Appeals Committee	3	<i>No members elected</i> (to include Pay Appeals) (Any three members without a declaration of interest and not involved with the deliberation of the original committee)	WDTFGB031017 Appendix 4
Appraisal Committee	2	Vacancy Mr J Welsby (No Staff Governors) Review Officer:	WDTFGB031017 Appendix 4
Curriculum and Standards Committee	3	Mr T Hinkley Mr R Khular Ms A Gibson Miss K Titley Mr J Welsby Mrs A Cheema (papers only)	WDTFGB031017 Appendix 4
Resources Committee	3	Mr T Hinkley Mrs V Baker Mr I Moore Miss K Titley Mrs E Woodhouse Mrs A Cheema (papers only)	WDTFGB031017 Appendix 4 Headteacher's Virement Limit £5,000
Pupil Discipline Committee	3	<i>Any three Governors without a declaration of interest and not eligible to be a staff Governor</i>	WDTFGB031017 Appendix 4
Staff Dismissal Committee	3	<i>Any three Governors without a declaration of interest and not eligible to be a staff Governor</i>	WDTFGB031017 Appendix 4

LINK GOVERNORS

Pupil Premium	Mrs V Baker		
Safeguarding	Mrs E Woodhouse		
SEND	Mrs K Sidhu		
EYFS	Mrs A Gibson		
KS1	Mr R Khular		
KS2	Mr I Moore		
Literacy	Mr J Welsby		



We were rated as a 'Good' school following our last Ofsted Inspection in January 2018.

A full copy of this report can be found on both Ofsted's and Woodthorne Primary's websites.

How to Contact Us

If you have a query about our school, you can contact us by any of the following methods:



Write to us: Woodthorne Primary School
Woodthorne Road South
Tettenhall
Wolverhampton
WV6 8XL



Email us: woodthorneprimaryschool@wolverhampton.gov.uk



Call us: 01902 558544

Headteacher – Mr Tom Hinkley