

Wenhaston Primary School Prospectus

2010 / 2011

The information in this prospectus relates to the above school year and is correct at the time of publication. There may be changes during the year, but we will try to keep you informed wherever possible.



Wenhaston Primary School

Hall Road, Wenhaston, Halesworth, Suffolk, IP19 9EP

Tel: 01502 478328 Fax: 01502 478982

Email: wenhaston.school@talk21.com

Website: www.wenhastonschool.co.uk

Head Teacher : Mrs Sue Brinkley B. Ed. Hons., M.A.

Co-educational Primary School for children aged 5 to 9

LOCAL EDUCATION AUTHORITY:

Suffolk CC, Endeavour House, 8 Russell Rd, Ipswich IP1 2BX

Tel: 01473 260000

AREA EDUCATION OFFICE :

Northern Area

Adrian House, Alexandra Road, Lowestoft, Suffolk NR32 1PL

Tel: 01502 405259 Fax: 01502 419956

Admissions Queries to : 0845 600 0981

MOVING ON

From September 2011 this area of Suffolk will be organised on a 2 tier system.

First School - 5 - 11 years old

High School - 11 - 18 years old

When they are 11 children transfer to Bungay High School and at this point children who are from Blythburgh can still transfer to Sir John Leman High School in Beccles (although this is currently undergoing consultation).

Our aim is to make the move as smooth and stress-free as possible for the children.



Dear Parents

May I welcome you and your children to Wenhaston Primary School.

Wenhaston is a small school where each child is treated as an individual and is helped to develop their full potential both socially and academically. We encourage a friendly atmosphere, where children have the opportunity to follow their own interests within the framework of the National Curriculum.

Every member of staff wants to do all that is best for your children, and should you have any worries, please do not hesitate to contact us. We want children to enjoy learning.

We believe that between school, governors, community, local education authority and you the parents, there is a partnership working together to give your children the best possible start to their school life.

I feel sure that your children will be happy and successful in their time with us.

Mrs S Brinkley

Head Teacher

School Aims



- To create an environment, which is happy, caring, busy and stimulating, enabling children to develop a love of learning, and to know where and how to find new information, becoming independent learners.
- To help our children achieve their maximum potential and to reach the highest possible standards in relation to their age and ability.
- To provide quality teaching, which is carefully planned, tailored to needs, monitored and evaluated.

- To provide a Curriculum, which is relevant in today's and future society, which meets the needs of our children and which fulfils the requirements of the National Curriculum.
- To enhance the children's learning by making best possible use of our buildings, equipment, materials and staff strengths.
- To help children value their own hopes and achievements whilst showing tolerance, respect and consideration for others.
- To establish a friendly and trusting relationship between home, school and the community so that we can work together to secure the best for our children.

STAFF AT OUR SCHOOL

Mrs Brinkley
Headteacher



Mrs
Bennett
KS2
Teacher



Miss Welby
KS1 Teacher



Mrs Hollis
KS1 Teacher



Mr Holland
KS2 Teacher



Mrs Lynn Cox
Teaching Assistant



Mrs Jayne Teager
Teaching Assistant



Miss Charlotte Canham
Teaching Assistant



Mrs Lisa
Leeming
Admin
Assistant



Mrs Sue
Kett
Cook



Mrs Lucie Curtis
Teaching Assistant



Mrs Louise Camplin
French & Drama Teacher

Mrs. Cassels
Music and Art
Teacher



Tempest ©

Mrs. Jan Milne
Teaching Assistant

Curriculum

Curriculum aims: All children follow the core subjects of the National Curriculum i.e. English, Maths, Science, Information & Communication Technology (I.C.T.) plus Religious Education (R.E.). They also study History, Geography, Design & Technology (D.T.), Music, Art, Physical Education (P.E.) & Personal, Social & Health Education (P.S.H.E.) & in KS2 French.

The school plans topics on a 2-year cycle and parents are sent copies of timetables and termly topics.

Children in Reception follow the Foundation Stage Curriculum

LITERACY

Wenhaston Primary School gives literacy a high profile. We aim to: Encourage children to become enthusiastic readers, capable of using reference books to gain new information.

- Ensure the children develop good verbal communication skills, speaking with confidence and listening attentively to others
- Provide opportunities for children to write for a variety of different purposes such as stories and reports, to make the correct use of grammar and spelling.

NUMERACY

The children's experience of Maths will include the study of numbers, shapes, measurements and how to handle data. The main published scheme is called Abacus, which is supplemented by a vast range of practical tasks, investigations and mental work.

We aim to:

- Ensure children acquire mathematical skills and knowledge relevant to the demands of everyday life
- Develop confident and accurate use of multiplication, division, addition and subtraction

- Increase knowledge and understanding of data, fractions, measures and shapes.

SCIENCE

We teach National Curriculum Science through the use of interesting topics, which can make learning fun. Knowledge builds up as our children take part in practical work, which involves looking carefully, exploring, testing, classifying and writing about their findings.

I.C.T.

Wenhaston Primary School has a good range of computers and programmes for all ages. Both classrooms have interactive white boards installed. Internet usage is carefully supervised.

Our aims are:

- That all children will enjoy using ICT and happily tackle all applications with confidence and a sense of achievement
- That all children will develop practical skills in the use of ICT and the ability to apply these skills to the solving of relevant and worthwhile problems
- That all children will understand the capabilities and limitations of ICT and the implications and consequences of its use.

ART

We aim to develop appreciation of quality and beauty and to encourage sensitive awareness to the natural and man-made world. The children will experience a wide range of artistic techniques and increase their knowledge of famous artists. We are delighted with our recent Arts Mark Award.

FRENCH

Our children in KS2 are taught French using the Rigolo scheme. Our aim is to develop a sound knowledge of French vocabulary through practical activities.

D.T.

We aim to give all children the opportunity to develop their own ideas, knowledge and skills through drawings and models. We aim to develop planning and evaluation skills.

HISTORY & GEOGRAPHY

In each child we aim to develop an interest in History & Geography through our topic plans. The children will gain an understanding of geographical skills and knowledge and an understanding of people & places. Ideas will be developed through study and interpretation of historical evidence.

MUSIC

We aim to provide opportunities to perform, compose and appreciate music. The school has a specialist music teacher and an extensive array of instruments including a set of African Drums. At some point all children have the opportunity to play recorder and at present all of our KS2 children are learning to play the flute.

R.E.

We have adopted the new Suffolk Religious Education agreed syllabus that enables the children to look at what it means to believe, how they should behave towards one another, and what it means to belong to a religious community. We aim to provide the opportunities for children to explore those ideas and increase their knowledge of religion, not to bring them to decisions about what they should believe. R.E. embraces many aspects of life running through the school curriculum. We encourage an overall awareness of the world around, of moral values, of correct behaviour and a

consideration for others. You have the right to withdraw your child from this class should you so wish.

P.E.

We aim to give each child an all-round curriculum in P.E. and which will progressively improve their skills in accordance with their age and ability. We have a sports coach and offer competitive & co-operative opportunities.

Swimming takes place in our small trainer pool during May to July whenever weather permits. During the Autumn term the children have deep-water tuition at Bungay swimming pool.

HEALTH & SEX EDUCATION

Health Education includes dental care, personal hygiene, the study of food and sensible eating, how our bodies work and healthy living.

We also offer some guidance on the dangers of certain substances such as drugs.

Although no formal sex education is offered, considerable background work is covered, e.g. discussions of feelings, code of behaviour and simple scientific work on plant and animal growth. We would, however, try to answer any questions that might arise in a natural & truthful manner. You have the right to withdraw your child from this class should you so wish.

COLLECTIVE WORSHIP

In our school, collective worship at assembly and R.E. are non-denominational, but are of a mainly Christian nature. This is in accordance with local guidelines and also

the requirements of the Education Reform Act 1988. Parents may, if they wish, withdraw their child from arrangements for worship and R.E. Such requests should be made to the Head Teacher in writing. Throughout the term the children take their own assemblies and parents are invited to attend.

CHILD PROTECTION

All the adults at School have a crucial role to play in noticing indicators of possible protection issues in their day to day interaction with the children. Schools have a role in assisting the social services department by referring concerns and providing information for child protection issues if the situation warrants additional advice. Designated persons in school are Diane Bennett and Sue Brinkley.

Practicalities

School Day



Bell rings : 8.57am
Registration : 9.00am
Lunch : 12.00 - 1.00pm
Registration 1.00pm
School Ends : 3.15pm

At the end of the day please wait in the school playground for the children to be brought from the school building.

School Term Dates

The proposed term dates for the year 2011/2012 have been agreed as follows. Please note they may be subject to change:-

AUTUMN TERM 2011

- Term starts Wednesday 7th September 2011
- $\frac{1}{2}$ Term starts Monday 24th October 2011
- Term ends Friday 16th December 2011

SPRING TERM 2012

- Term starts Wednesday 4th January 2012
- $\frac{1}{2}$ Term starts Monday 13th February 2012
- Term ends Friday 30th March 2012

SUMMER TERM 2012

- Term starts Tuesday 17th April 2012
- $\frac{1}{2}$ Term starts Monday 4th June 2012
- Term ends Friday 20th July 2012

Each school pyramid will also identify an additional 5 days within the above dates as professional development (non-pupil) days



School Organisation

As a village school, our class sizes are small which has a positive effect on the children's learning. There are 2 classes: Key Stage 1 (KS1) & Key Stage 2 (KS2). The government has set the Key Stages, with targets for the level of achievement which can reasonably be expected for those age groups. The children in our KS1 Class are Reception, Year1 & Year2. The KS2 Class are Year 3 & Year 4. From September 2011 we aim to have an additional KS2 class who will be accommodated in our new building.

In all classes we take time to get to know each child, and match the work to their level of ability. Our teachers meet regularly to plan together, share ideas and check how well the programmes of work are going. Acting as a team in this way brings us the benefits of combining our experience, and also gives the children a chance to work with more than just 1 adult.

Homework

Parents have a lot to offer their children in the exciting challenge of learning to read and we do ask children to read at home regularly with their parents. Each child has a record book in which teachers and parents write when they have heard the child read, and any comments. All children have Spelling and Numeracy homework each week. Also children may sometimes be asked to find out information or given a specific task to do at home to extend their learning experiences.

Parents and the school

Parents are always welcome at Wenhaston Primary School, whether just to look around or to help out. There are plenty of jobs to be done, from listening to children read, to helping with cooking, swimming or sewing.

We are always willing to discuss school matters and problems with parents. However, if you think you might need some extra time or privacy to talk please feel free to make an appointment to see the class teacher or head teacher. Parents are invited to Parent Evenings each term. You will be able to see the children's work, hear any news about teaching methods and school activities and have an appointed time set aside to talk to the teachers.

Admissions

Places will first of all be offered to those children living within the school's catchment area (Parishes of Wenhaston, Blythburgh, Hinton & Bulcamp). Applications from outside catchment area will be dealt with in accordance with the Suffolk LEA Admissions Policy (details can be obtained from the school)

Children are admitted full time in the academic year they have their 5th birthday i.e. all children with fifth birthdays between 1st September 2011 and 31st August 2012 will be offered a full time place in school from 1st September 2011. However, as we are a small school and aim to promote individualised learning, we are also able to offer phased admissions.

AUTUMN TERM	SPRING TERM	SUMMER TERM
Birthday between Sept & end Dec	Birthday between Jan & end April	Birthday between May & end August
Full Time		
Part Time	Full Time	
Part Time	Part Time	Full Time

Part Time Places

We have a partnership with Wenhaston Pre-School and will work closely with them and other Early Years providers to ensure your child has the best start possible.

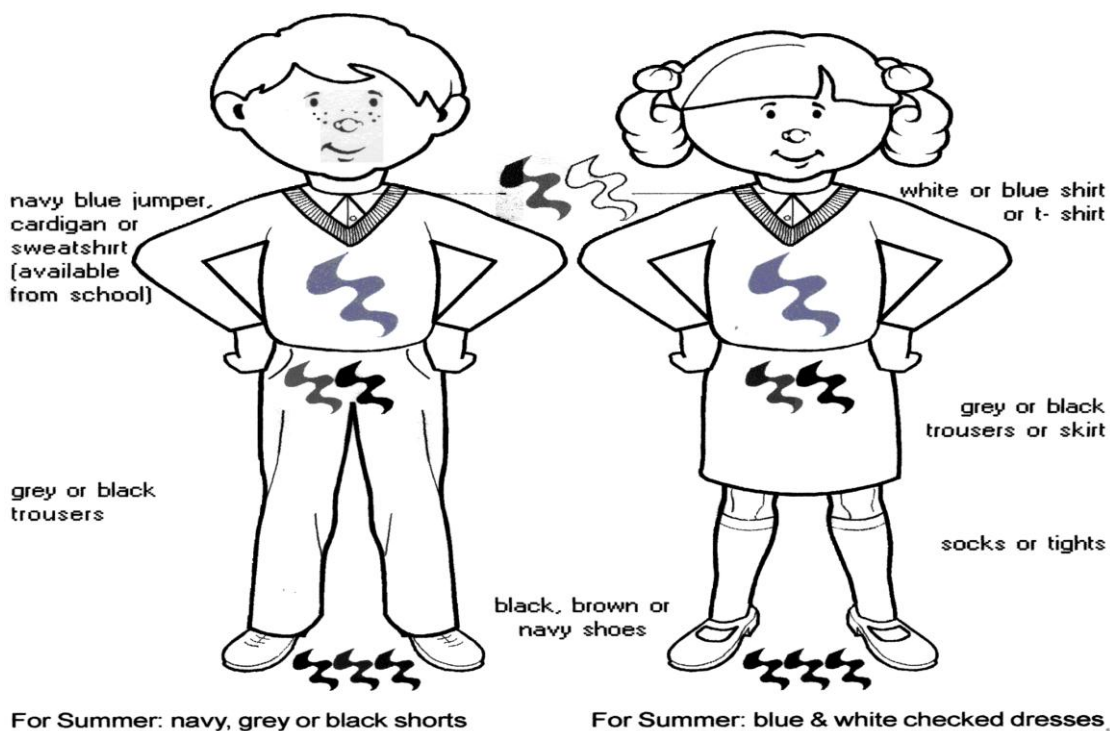
School Bus

Parents have first responsibility for making sure their children attend school regularly. If you think your child would qualify for school transport please contact
TRANSPORT SERVICE DEPARTMENT ON - 01473 265064

Please ensure that if your child is not going home on the taxi as usual that you inform BOTH a member of staff and your child to avoid unnecessary confusion.

School Clothing

At Wenhaston Primary School we take pride in the appearance of our pupils, and so we have a uniform which consists of:



FOOTWEAR

Sensible black shoes are required. Training shoes or similar are NOT to be worn.

P.E. Kit

For indoor P.E. all children will need plimsolls, a white or blue t-shirt and black or navy shorts and a bag to put them in (bags are available for purchase from the school office). For outside-training shoes are required - plus jogging bottoms & warm tops in navy, grey or black for the colder weather.

ART/D.T.

A protective apron for painting should be provided; an old shirt is very suitable.

YEAR 5 STUDENTS MUST WEAR A SCHOOL TIE AND V NECK NAVY JUMPER

SWIMMING

A costume, hat & towel in a water-proof bag are required.

JEWELLERY

Children should not wear jewellery in school. If the children have pierced ears they can wear stud type earrings only and they must be able to remove these themselves prior to taking part in swimming & P.E.

If you live in Wenhaston Village you may be entitled to a payment from the Pepyn & Lessey Trust to help support your child with any thing educational - please contact the school & we can put you in touch.

PLEASE ENSURE ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILDS NAME

School Rules

The school rules we have are based on safety and common courtesy:-

- Children are expected to show care, respect and consideration for others and their property.
 - Good behaviour is expected and positively reinforced.
 - Parents will always be informed and consulted should any disciplinary problems arise.
 - All teaching & non-teaching staff are committed to stop any form of bullying. Problems will be listened to and investigated.
 - We ask parents to support the school by signing the Home/School Agreement
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Illness at School

If your child is taken ill at school you will be contacted as quickly as possible. For this reason it is vital that if you change your address or telephone number you let us know straight away, and similarly we need an up-to-date record of your family doctor. We must also be told of any medical condition or allergy your child has. Should your child have a serious accident in school you will be contacted immediately and in the event of a parent not being available, your child will be taken to the appropriate casualty department.

Medicine

School staff are not able to administer medicines. However, we will supervise the taking of medicine for those children with long-term illnesses or allergies ie: asthma sufferers.

Illness



Please telephone the school by 9.30am on the first day of absence. (01502

478328) You may leave a message on the answer phone if no one is available to take your call.

The school operates a first day response to absences; we will attempt to contact you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety. The school register closes at 9.15am.

Leave of Absence

Family holidays should **not** be taken during term time. Any application will be considered individually, but the general policy is **not** to grant holiday absence other than in the most exceptional circumstances.

Dentist or Doctors appointments etc should also be arranged outside of school hours. Should you need to take your child out of school for such an appointment please complete a leave of absence form (available from the school office) in advance.

In the interests of your child's welfare and safety if your child arrives after the register is closed you will be asked to sign your child into school. You will also need to sign your child out of school if you take them before the end of the normal school day.

School Lunches



Midday meals are cooked in school and are the healthiest yet. Suffolk County Catering are continuously revising the menus to make them nutritious & attractive to pupils. Recipes are prepared using traditional cooking methods and chips are the only fried food on the menu, served just once a week. There is a three weekly menu each term, providing a varied choice for the children including a vegetarian option & salads.

The cost for a school lunch is £2.10 (£10.50 per week) this is collected in school each **MONDAY MORNING** - you are asked to send the money into the classroom with your child in a marked, sealed envelope.

There are facilities for children who prefer to bring a packed lunch.

If you feel you may qualify for free school meals - please contact the office for more information or the Free School Meals department at Area Office.

Fruit & Vegetable Scheme

The school also takes part in the above scheme - this means that each child in Reception, Year 1 & Year 2 are given a piece of fruit or a vegetable i.e. apple, banana, tomato, carrot etc to eat each morning break.



Children in Years 3, 4 and 5 are asked to bring their own item of fresh fruit or vegetable for morning snack.

Drinks

We encourage the children to bring a fresh bottle of water (a plastic bottle with a sports type cap please) each day to school, especially during the summer months.

Water is also available with school dinners.

Statutory Information

End of Key Stage 1 Assessments 2011

	Level 2 or above			Level 3 or above		
	Wenhaston	L.A.	National	Wenhaston	L.A.	National
Writing	100	82	81	40	17	12
Reading	100	86	85	80	30	26
Mathematics	100	90	89	40	24	20
Science T.A	100	90	89	40	20	21

This table shows the percentage of pupils at or above levels 2 and 3 for Wenhaston Primary School, all schools in Suffolk L.E.A. and all schools nationally.

This school's statutory assessment results at KS1 have been audited and verified by Suffolk LEA as reflecting the requirements of the National Curriculum

Attendance - KS1-KS2

<u>Authorised Absence</u>	<u>Wenhaston</u>	<u>L.A.</u>
Year 2010	4.0%	5.1%
<u>Unauthorised Absence</u>		
Year 2010	0.0%	0.7%

We currently have 60 pupils registered with our school.
September 2011

OFSTED Inspection Judgements

Last OFSTED Inspection 30th June 2011 - 1st July 2011

Overall effectiveness	Good
Effectiveness of care, guidance and support	Outstanding
Achievement and Standards	Good
Effectiveness of schools engagement with parents and carers	Outstanding
Personal development and well-being	Outstanding
Effectiveness with which the school promotes equality of opportunity and tackles discrimination	Outstanding
Quality of Provision	Good
Contribution to the wider community	Outstanding
Effectiveness of governing body	Good
Leadership and Management	Outstanding

A full copy of the Ofsted Report for this school is found on the OFSTED web site
www.ofsted.gov.uk

If you wish to see any of the documents related to the running of the school, such as DFE circulars, statutory instruments or policy documents e.g. Behaviour, Anti-bullying, Special Needs, Charges & Remissions, Health & Safety, Child Protection, Race Equality, Equal Opportunities, Attendance etc they are available to parents upon request to the Head Teacher. The accessibility plan has been updated from 2011 - 2014 and a copy of this is available in school from the school office or on the school website.

School Improvement Plan

The School adopts a new Improvement Plan each year, which provides a structure to improve the process and quality of learning for all of our pupils. It enables us to introduce changes and innovations rationally. It brings together all aspects of school planning and helps turn long term vision into short-term achievable goals.

This year's targets are:

- To review, update and improve provision for the Foundation Stage
- To fully implement Assessment For Learning Strategies through Numeracy and literacy
- To improve ICT opportunity and provision in KS2

Our long term plans include the following targets:

- Maintain financial management standards
- To develop the curriculum to adopt a thematic approach
- To continue improvement in all aspects of ICT
- To plan for all aspects of re-organisation accommodating our Year 5 and Year 6 pupils

Provision for Children with Special Needs (SEN)

The special educational needs of pupils within the school are met through a carefully differentiated curriculum designed to meet the needs of all children. The special needs of the gifted child are catered for and embraced within the classroom by careful planning and extension work.

Children who are identified as having special learning difficulties are carefully monitored by their Class Teacher who may feel that it is necessary to open a Record of Support 1. Parents are consulted and strategies to help address these problems will be implemented. The child may even at this stage also receive support from the school's SEN Co-ordinator.

Problems will often be addressed at this level and the children will be taken off the Record of Support. However, it may be necessary to continue with a Record of Support 1, or to move into a Record of Support 2. When this happens the SEN Co-ordinator will devise, with the Class Teacher (and after consultation with an Advisory Teacher) an Individual Education Plan.

Here targets are set in consultation with the parents and teacher. Parents will be informed and encouraged to take part in their child's learning support programme. Any problem that a child is experiencing is helped by good home/school links. If a parent/guardian is concerned about a child who is on a Record of Support it is very important that they talk to the Class Teacher, or to the SEN Co-ordinator.

There are many ways in which children may be helped by regular help at home, and the SEN Co-ordinator is always very happy to discuss ways in which this can be given. Parental involvement is always appreciated and contributes to improving all children's progress. Clear defined targets that match the children's needs are set and parental involvement in working together and reviewing the outcomes assist in the monitoring and quality of the provision supplied.

At any stage, if a child has made sufficient progress they can discontinue the additional support programme.

The school follows closely the code of practice laid down by the Department for Education and Employment (DfEE) and the Suffolk County guidelines for SEN provision. All the various stages and procedures are outlined in the SEN guide for parents, which is available from the school's SEN Co-ordinator, or from Libraries, or Doctor's Surgeries.

Mrs. Bennett is the school's SEN Co-ordinator.
Mr. J. Bainer is the Governor responsible for SEN.

Governing Body

The Governing Body of the school is expected to form a link between the school and the community. It has responsibility for the general oversight of the conduct of the school. It meets at least once a term. The minutes of governors meetings are available for inspection at school by any parent of a child in the school. Parent Governors are elected at regular intervals to represent parents' interests. Governors hold a meeting for parents annually and present their report

Members of the Governing Body:

	Term Ends:
Mr R McLean, Chairperson	31.08.15
Mr J Bainer, Vice Chair, Community Governor	05.03.11
Mrs J Tate, Community Governor	31.08.15
Mrs L Cox, Staff Governor	15.11.11
Mrs S Lamb, Parent Governor	27.01.12
Mrs L Savage, LEA Governor	26.06.12
Mrs K Delaney, Community Governor	31.5.15
Mrs. G. Tucker, LEA Governor	31.5.15
Mr. R. Leeming, Parent Governor	22.6.15
Mr. R. Addison-Carter, Parent Governor	22.6.15
Mrs D Bennett, Staff Governor	21.11.11
Mrs S Brinkley, Head Teacher	

Clerk to the Governors - Suffolk County Council, C/O The School

Any of the above can be contacted in confidence C/O The School



PTA

The school has an active Parent/Teacher Association that arranges social events for both children & adults whilst raising much needed funds for the school. All parents are invited to join the PTA or come along to meetings with ideas:- please contact the PTA Chair person C/O the school for more information.

If you wish to see any of the documents related to the running of the school, such as DFE circulars, statutory instruments or policy documents e.g. Behaviour, Anti-bullying, Special Needs, Charges & Remissions, Health & Safety, Child Protection, Race Equality, Equal Opportunities, Attendance etc they are available to parents upon request to the Head Teacher. The accessibility plan has been updated from 2011 - 2014 and a copy of this is available in school from the school office or on the school website.

Complaints

The LEA has established procedures so that concerns of parents and others about the school curriculum and related matters may be considered and, whenever possible, resolved locally. If there is a concern that the LEA or Governing Body has acted or is proposing to act unreasonably or has failed to comply with the requirements or duties imposed by the Education Reform Act 1988, the procedure is:-

Firstly to contact the Head Teacher, who will try to resolve the matter informally, and through discussion with appropriate members of staff if necessary.

If this does not resolve the issue, it may be referred first to a panel of Governors of the school and, as a last resort, to an LEA panel for formal consideration. Further details may be obtained from the Head Teacher or the Area Education Manager.

Chair Person of the Governing Body,
C/O Wenhaston Primary School, Hall Road, Wenhaston, Halesworth,
Suffolk IP19 9EP

Area Education Manager, Northern Area Office, Adrian House,
Alexandra Road, Lowestoft, Suffolk. NR32 1PL
Main switchboard: 01502 405000