



# Wetwang CE (VC) Primary School

Pulham Lane, Wetwang, Driffield. YO25 9XT

Tel/Fax: 01377 236679

[www.wetwangprimaryschool.co.uk](http://www.wetwangprimaryschool.co.uk)

e-mail: [wetwang.primary@eastriding.gov.uk](mailto:wetwang.primary@eastriding.gov.uk)

Headteacher: Mrs Anne O'Connor  
BA ( Hons), PGCE, MA

*Dear Parents*

*This prospectus has been compiled to provide information about Wetwang C.E. Primary School, which is a Voluntary Controlled, Church of England School within the East Riding of Yorkshire Local Authority.*

*We will provide a safe, caring environment for your child and offer a wide range of learning opportunities for all children to help them learn, to achieve their individual potential and grow into independent and responsible members of the community.*

*Throughout your child's time at this school there will be opportunities for you to share in your child's education and we are available to talk to you about any aspects of your child's development, welfare and progress. We believe that we can best support your child through the partnership of home and school.*

*Our commitment extends to all aspects of your child's learning and development as they progress through the school, including their health and wellbeing.*

*Yours sincerely*

*Anne O'Connor  
Headteacher*

## **Our staff as at July 2011**

### Teaching staff:

Mrs A O'Connor  
Headteacher

Mrs Jennifer Ainsworth

Mrs Sally Wainwright

Mrs Susan Allan

Mrs Hilary Atkin

### Non-Teaching Staff:

Mrs T Thurlow (School Business Manager)

Mrs C Albinger (HLTA Child Support)

Mrs L Nicholson (Child Support)

Mrs J Hopkinson (Child Support)

Mrs K Rowland (Early Years Support)

### Lunch-Time Staff:

Mrs R Hall (Mid-day Supervisor)

Mrs P Wiles (Mid-day Supervisor)

Mrs J Young (Catering)

### Caretaking:

Mr W Buckle /Ms R Hall

# Our Aims

## **MISSION STATEMENT**

- As a Church of England School, we promote Christian values of respect, care and tolerance, and celebrate diversity within and beyond our community
- The children of the school are entitled to the highest standard of care
- We promote the highest academic and social standards
- We promote the knowledge, skills, understanding and attitudes needed to lead a fulfilling life today and tomorrow, respecting the dignity of every child

### **The school aims to:**

- Create an environment where every one feels happy, confident and secure
- Enable the members of the school community to achieve their potential

### **Children will be encouraged to:**

- Demonstrate Christian values of respect, care, and tolerance
- Care for themselves, each other and their environment
- Have high expectations of themselves and others so that they can achieve the highest standards and fulfil their potential in all areas of their lives
- Develop and use the key skills of communication, numeracy, self-awareness and the use of ICT
- Have the confidence to reach beyond what they already know, applying current knowledge and skills to develop their understanding of new ideas and concepts
- Know the difference between right and wrong and take responsibility for their own actions
- Develop positive personal relationships based on mutual respect

### **Religious Education.**

Religious Education is taught through the East Riding Agreed syllabus. Daily acts of worship have a Christian bias, mainly in the Anglican tradition. The school will make the necessary arrangements for parents to exercise their right of withdrawal of their children from religious worship or instruction as allowed under the 1944 Education Act.

## **Class Organisation**

Under Early Admissions arrangements, children will start school full-time at the beginning of the school-year that they are five. In this first year they are referred to as Foundation Stage 2 within the Early Years Foundation Stage. The following September, these children move into Year 1, which is part of Key Stage One. In subsequent years they progress through the year-groups until they reach Year 6 at age eleven. With our variable cohort sizes our class groupings respond according to pupil numbers and needs. Our pupil/staff ratio enables children to have a lot of individual attention and learning opportunities well-matched to their needs.

This is the class-grouping for 2011/12:

The younger children, F2 and Y1, will be called Class One. They will be following the Early Years curriculum with developmental play in a well-resourced setting and progress to following the National Curriculum for Year One.

Years 3, 4, 5 and 6 are defined as Key Stage Two.

Year 2(Y2) and Year 3(Y3) will be taught together each morning. This is Class Two.

Years 4, 5 and 6 will usually be taught together in the mornings as Class Three.

For most afternoon sessions the children are taught in Key Stage groups.

We aim to keep our class groupings responsive to pupils' needs, and this includes having transition arrangements in place during the Summer term to prepare children for the next stage in their school life.

When pupils leave this school, they move into Key Stage 3 in a Secondary School setting. Most of our pupils go on to Driffield, which is a highly regarded school. We have very close links with Driffield school so that children moving up are well-prepared.

As a small village school, we have the benefit of flexible classes and use a variety of teaching methods to provide the best education possible for your child. Your child is assured of a great deal of individual attention in all subject areas, but will also have the advantage of working with other children of similar age in our many joint activities with neighbouring village schools.

## Dress Code and Uniform

We are a "Uniform" School. We believe a uniform looks smart, wears well and contributes to self-respect and a feeling of belonging to a school. The uniform is practical and offers flexibility. As parents you are expected to respect the school dress code when providing clothing for your children to wear to school. Children are encouraged to be smartly dressed and to adhere to the agreed dress code.

### Our uniform consists of:

- ◆ White or blue polo-shirt/shirt or blouse.
- ◆ Polo shirts in white are available with logo.\*
- ◆ School sweatshirt/cardigan with logo.\*
- ◆ Black or grey school trousers (or tailored shorts)
- ◆ Navy blue or grey school skirt/pinafore
- ◆ White socks/grey, black or navy tights.
- ◆ Blue and white checked school dresses.
- ◆ Sensible black or brown shoes (**not** trainers or boots)

### Outdoor Clothing

or

- ◆ Navy fleece or showerproof coat with school logo\*
- ◆ Sensible outdoor coat deemed suitable for schoolwear
- ◆ Boots/Wellingtons may be worn if changed on Arrival. Please do not purchase boots for indoor wear.

\* These items may be purchased through school supplier – order forms will be circulated, or available in the school office.

### Indoor PE

- ◆ Plimsolls - **not trainers** - as these are dangerous for gymnastic apparatus work. Bare feet for gym.
- ◆ Plain shorts and T-Shirt (preferably blue or white)
- ◆ Socks (especially if tights worn to school)

### Outdoor PE

- ◆ Trainers
- ◆ Spare socks
- ◆ Track suit/warm clothing in cold weather

As far as possible, PE Kit should be brought to school each Monday and taken home on Friday, so that it is available as an emergency change of clothing. Spare underwear may be useful in some cases. All clothing should be named and stored in a **named** drawstring bag, or small sports bag. Large sports bags are not practical in the cloakroom.

### **SAFETY NOTE**

No jewellery is to be worn in school, except a wrist watch. If ear lobes are pierced, only single sleepers or studs are allowed **but must be removed or covered for PE.**

For Health and Safety reasons the school cannot take responsibility for the turning of earrings in newly pierced ears and suggest that any piercing takes place in late July, allowing six weeks for the healing process.

## **Pupil Behaviour**

We expect pupils to behave well in and out of school.

The school is concerned about the personal and social development of your child. We combine high expectations of behaviour with a sensitive approach. If any problems occur we aim to involve parents at an early stage so that a shared solution to any difficulties may be found. Children react differently to stresses, for example, a new baby in the family, a death or some upset at home can cause your child to behave differently at school, just as worry over school work or a fall out with a friend can cause you problems at home.

We expect pupils to develop responsibility for their behaviour and belongings and it would help us if they were encouraged to gain independence at home, with **all** clothing and personal items clearly named.

It is good manners to arrive on time for school. If your child is absent from school for any reason we require a note from a parent or carer to explain why. A telephone call at the start of the first day of absence will ensure that we are not worrying about a child who has failed to arrive.

Our school rules are simple and exist for the benefit of all our pupils. Children are able to contribute to the development of class rules with their teacher.

We expect everyone in our school community to always behave in a polite, respectful and responsible way towards each other and their belongings. We would like our pupils to show good manners and polite behaviour at all times, and appreciate the support of parents to set high expectations at home.

We do not tolerate name-calling, physical violence, bullying or racially motivated behaviour and any such incidents will be dealt with according to our agreed policies. Our behaviour management is fair and consistent and made clear to the children.

In times of difficulty, we aim to work with parents and children, and sometimes other agencies, so that children's learning and well-being remains a priority.

## **School Routines**

The school day begins with the first lesson at **9.00 am** by which time children should be registered and ready to start learning. For this reason children are welcome to come into school at **8.50 am** to prepare themselves for the day. Each class has a programme of exercise to music that begins at 8.50. Children should move quietly and calmly around the school. Children may come into the playground at 8.45am and once in the playground the children should not leave without permission from the Headteacher. Before this time children remain the responsibility of parents. As we have no parking on site we encourage walking to school. Parents who do travel by car should be aware of the parking restrictions directly outside school and consider safety at all times.

We encourage children to be on time for school, but if for some reason your child will be late please let us know so registers and lunch time numbers may be completed. If we are not advised of a child's lateness or absence before 9.00am we will contact parents or carers on a 'first-day absence' policy to safeguard pupils (see below).

We have a mid-morning break, with fresh fruit provided on a daily basis. Our pupils enjoy active play with safe, colourful equipment that encourages cooperative play and healthy exercise. When the grass is dry, pupils enjoy our extensive grounds.

We break for lunch at **12.00 noon**. Our school meals are provided daily from Hutton Cranswick, where the food is cooked on site. The meals comply with the nutritional guidelines and are very well-received. Good behaviour and appropriate manners are expected in the dining hall, and the children wash hands and say grace together before the meal. Children have several options for lunch. They may order a school lunch, which is a well-balanced hot meal. Alternatively, they may bring a healthy packed lunch including a cold non-fizzy drink, or they can go home for lunch. Where meals are purchased they should be paid for through the school office in advance. Money must be put in named envelopes stating what it is for. Up to date prices and menus are available on request, and menus are also distributed with newsletters and posted on the school website. Please ask at the office if your child may be eligible for Free School Meals.

Children leaving school over lunchtime are not allowed back on site before **1.00 pm**. Break ends at 1.10 so that children are ready for afternoon lessons to begin again at **1.15 pm**.

Some afternoon sessions are split at 2.15 pm for structured lessons such as PE, where an hour is booked with sports coaches. Our PE provision is well-resourced and the time allocated to it meets present guidelines of two hours per week. We take pride in our teaching of Modern Foreign Languages, where we are alternating between French and Spanish and all children enjoy an interactive, lively method of delivery.

## **Absence from School**

If your child is ill please let us know as soon as possible and follow this advice with a letter for our records when your child returns to school.

If your child has an appointment of a medical nature please let the school know in advance, giving details of the time they will leave and return to school, who will collect them and whether they require a lunch to be ordered.

If absence is for any other reason please consult the school. Following recent legislation, any absence formally unaccounted for counts as "unauthorised". Unauthorised absences are recorded, entered on your child's report, and reflect badly on the school. A high rate of absence, whether authorised or unauthorised, will be investigated.

In line with other local schools, we have adopted the East Riding Policy for Term-time holidays. There is a leaflet available which explains this. It should be noted that the school is now restricted in its ability to authorise absence for holidays, and parents may be issued with a financial penalty. Term-time holidays should be considered in exceptional circumstances rather than as an entitlement.

The Education Welfare Officer may investigate cases of absence or persistent lateness.

### **Child Protection Procedures:**

School staff have been trained in safeguarding procedures. All schools are expected to work with other agencies to safeguard and promote the welfare of children, and OFSTED has noted the effectiveness of our partnerships. Parents need to be aware that in the event of an employee of the school suspecting that a pupil may have been harmed or neglected by his or her parents or carers, the Headteacher has a duty to inform the local Social Care Team. If the Team Manager shares the school's concern, he or she must contact the police to agree the best way of carrying out an investigation.

The decision about when and how the child's parents or carers are informed of any investigation is made by Social Services and the Police, not by the school.

Safeguarding procedures are set out in 'Working Together to Safeguard Children' and related publications, which come under the **Every Child Matters** agenda. These documents are in school and online. We feel sure you will understand that these safeguards are necessary to ensure the welfare of all children, and that referrals have to be made in all cases where harm to children is suspected.

We follow Local Authority guidelines about CRB clearance for persons coming into contact with children whilst they are under our care and control.

## **Health and Wellbeing**

### **Medication**

Should your child need any form of medication during the school day, this should be handed to the office with clear written instructions stating the amount and frequency of dosage. No child is to keep any medication or administer it without adult supervision. The school is not allowed to keep aspirin or paracetamol.

The school has a policy for pupils who suffer from asthma, and parents are welcome to a copy. An Asthma record card will be completed annually or when needs change.

### **Sickness/vomiting/diarrhoea**

Children should remain away from school until at least 24 hours after the last incident.

Please be mindful of this if children are ill at weekends. Any child who is affected within school hours will be sent home to recover.

### **Infectious Diseases**

All infectious diseases must be reported to school. Children should not return to school until your doctor has informed you that they are no longer infectious. There is a separate information sheet if you require further details.

### **Keeping Healthy at School.**

We have worked hard to gain the National Healthy Schools Award.

The school has a positive attitude towards health education. Children are encouraged to look after themselves and their environment within the curriculum, which includes our Personal, Social, Health and Citizenship Education Programme (PSHCE).

The school offers a programme of sex and drugs education to its older pupils, usually delivered by a visiting specialist. The content will be appropriate to the pupils' age and experience and will be presented within a moral, family-oriented and Christian framework and be delivered as part of the PSHCE framework.

### **Health Checks.**

The school nurse checks hearing, eye sight, height and weight at selected stages. All children will receive a full medical examination during their first year at school. If you have any medical concerns at other times please feel able to discuss these with us.

If you have any worries about your child's physical or emotional development you can either contact your own doctor or the school will contact the appropriate agencies on your behalf.

## **Special Educational Needs Provision**

Provision for children with special educational needs, of any kind, should be discussed with the school when the child is registered to attend. During their time with us, we may also identify additional needs to be met and discuss these with you.

We are an inclusive school and have a number of policies relating to provision, including those which ensures pupils with disabilities are not treated less favourably than others.

## **Pre-School Provision**

We operate in partnership with Wetwang pre-school, located in the Methodist Church, who provide funded sessions for children of Nursery age and who take children from two and a half.

## **The School Website**

Our website address is [www.wetwangprimaryschool.co.uk](http://www.wetwangprimaryschool.co.uk). The information on the website is updated regularly and details of events and trips are often depicted in photographs. The website provides a showcase for examples of work in school and displays. We do not identify individuals, but please let us know if you do not wish your child to be photographed for publication.

## **Extended Schools**

We presently offer a breakfast club from 8am and after school care to 5pm. Children attending after school club will be offered a drink and a snack.

There is a charge for this provision, but parents may be able to claim reimbursement under Working Families Tax-Credits.

If you wish your child to stay before or after school, a booking must be made through the Office as we are limited in the number of children who may stay.

Children should not be brought to school before 8am, and must be collected by 5pm, to coincide with staffing arrangements.

## **School admission and transfer**

### **Starting School in Foundation 2.**

You will need to apply for a school place for your child through the council website ([www.eastriding.gov.uk](http://www.eastriding.gov.uk)) within the appropriate time frame. Under present arrangements your child will begin school in the school year in which they have their fifth birthday. We like to give children some experience of school life by inviting them to join us for activities during the term prior to admission, and our transition arrangements have proven very successful. If your child does not attend the Wetwang pre-school, please talk to us about transition visits.

### **How you can help.**

It is important that your child sees school as a positive environment where he or she will be cared for and encouraged to do well. Children should feel happy about the prospect of attending school and you can help them to settle by talking about the sort of things they will be doing and the people they will meet. Most children adapt very quickly to the school routine and are very happy to join us.

You can support your child's early development in many ways at home, aiming to encourage thinking, independence and perseverance. Talking and reading with your child will help them to develop their communication skills. Being able to communicate effectively includes a whole range of social skills, such as sitting still and actively listening, and is one of the greatest gifts we can give our children.

Your child will feel confident about starting school if he/she can go to the toilet unaided, wash their hands, get dressed, manage most of their buttons and can put on and fasten their own shoes.

### **School Transfer due to other circumstances**

We have a number of children who transfer in or out of the school each year. The LA policy is that such transfers should take place at natural breaks such as half-term. We are sensitive to this not always being possible and would rather children started with us than missing school. If you are moving into

the area please let us know, and arrange a visit. If you are removing your child from our school please also let us know, so that transfer arrangements can be made.

### **School Transfer to Secondary School**

At the end of Year 6 most children transfer to Driffield School, subject to on-line application ([www.eastriding.gov.uk](http://www.eastriding.gov.uk)). We work closely with the staff there to ease the transition. All transition documents are sent to the Primary Schools for distribution and you will be invited to visit the school with your child. During Y6 there will be activities so children get familiar with the site.

We have very close links with Driffield School and each child's individual needs are considered very carefully between the staff of both schools.

## **Further Information**

### **Open evenings for parents and children**

You are welcome to come into school at any time to speak with a member of staff. For potentially lengthy discussions, please make an appointment so that you are assured of our attention and to avoid disrupting lessons. You will be formally invited to a parent-teacher consultation in the Autumn and Spring term to discuss your child's progress and set targets for future success. These meetings are an important part of your partnership with us.

### **Written Reports**

Towards the end of each school year you will receive a written report on your child's attainment and progress. We will be happy to discuss any concerns which arise.

### **Additional meetings**

We aim to keep our parents as informed and involved as possible. You may be invited to meetings in school to inform you of any changes or innovations in school. Meetings are held to inform parents how you can best help your child on starting school, and from time to time during their time with us. Parents of pupils in Year 6 will be invited to discuss our expectations for SATs and how you can help your children as they move on.

When a residential visit is being planned it may involve several meetings.

### **Friends of Wetwang School**

As a parent or carer, you are automatically a member of FOWs. The committee of this organisation is open to anyone in the area interested in the well-being of the school and the children who attend. The committee is voted in at an AGM in the Autumn term, which relies on your support.

The FOWS committee organises events such as the Summer Fair, Treasure Hunts, Pantomime visits, raffles etc., and raises funds to buy extra equipment for school. The success of Friends of the School depends on continued support and its contribution to the life of the school is much appreciated

### **Charging Policy**

We are determined that our children have educational visits and visitors to enrich and enhance the curriculum. We would like to continue to offer these opportunities, notwithstanding the financial cost involved with tickets/entrance fees and transport. By law we are not allowed to impose a charge for these, but in many cases events would not take place without financial support from parents. The school asks parents to make a voluntary donation to cover the cost/or contribute to the cost of some visits. In case of need we will use school funds towards the cost of a visit, to assist in financial difficulty. We would like to think that no one would abuse this facility. Any request for this should be by sealed letter, or in person to a member of the teaching staff, and will be treated in strictest confidence.

Parents are expected to cover the cost of any individual music tuition.

### **Complaints procedure**

We are keen to maintain good relationships within the school community and ask that you speak to us about anything that causes concern. However if you feel it necessary there are mechanisms for making formal complaints through the Governing Body and the Local Authority.

We are very willing to listen, and hope that any minor worries will be identified and resolved early through discussions with your child's class teacher or the Headteacher.

### **Photographs/Video**

The school photographer visits in the Autumn term, for individual photos. We are happy to accommodate family group photos from within school.

We do take photographs in school to use as evidence of our activities and for display. Children may also use video cameras under supervision to film each other. There will be occasions when the local press publicise activities in school, and if photographs of children are used they will not be identified by their full name. Children's photographs may also appear anonymously on the school website.

Parents may be permitted to video performances, subject to licensing regulations and to their agreement that the footage should not be distributed outside the school community.

If you feel strongly that your child should not be photographed or filmed please let us know.

### **Book Fairs**

We believe that reading is of paramount importance, for enjoyment and to gain access to learning. We teach the process of reading, but a love of books and reading starts at home and is critical to success at school. We hold regular book fairs in school. A selection of books is delivered to school and can be bought straight off the shelves by parents or children. There is often a catalogue for children to bring home. The school benefits by being able to choose discounted books for the school.

### **Newsletter**

Details of all school activities are notified to parents via fortnightly school newsletters which are sent home with pupils. Your feedback on content and information given is always welcomed. The newsletter is also available on the school website.

### **Free Meals and Clothing Allowance**

Any parents who feel they may be entitled to free school meals for their children should contact the school for the appropriate forms, which should then be forwarded to the Education office in Beverley (the address is on the form). Children taking free school meals will not be identified to their peers.

### **Swimming**

Arrangements for swimming change annually. In 2011 children in KS2 will have 10 free swimming lessons during the Summer term. The lessons will take place at Driffild Leisure Centre, and are led by an appropriately qualified instructor. Children travel by coach with school staff. You will be advised in advance of the dates and children are expected to bring appropriate swimwear and a towel in a named bag. Whilst travelling and attending the lessons, the children are expected to behave sensibly and follow instructions.

### **Extra-curricular Activities**

The government is keen for schools to offer services outside traditional school hours where there is a demand. We welcome any ideas which will enable the school to enrich pupils' experiences and promote community cohesion. From time to time the school offers activities outside the timetabled school day. This year such activities have included:

After-school football weekly  
Blocks of after-school sports/gym/dance  
Art and craft activities for adults and children  
Lunchtime cookery and gardening clubs

### **Residential Visits**

We would like to offer all of our pupils the opportunity to take part in a residential visit when they are in Year 5 and 6. This year we have been to Borrowdale, on a shared trip with Sledmere School. The next trip will be in 2013. We aim to make the residential visit a memorable one, which will benefit the pupils in many ways. Children will be supervised at all times and be expected to adhere to the school's code of conduct. The cost of the residential visit will vary depending on the duration, destination and activities and assistance with the cost may be available in exceptional circumstances.





Residential Visit 2011

# The Governing Body

## What are Governors?

Governors have overall responsibility for the school and make decisions about how the school is run. They are an elected body that meets at least once a term and interested parents are welcome to talk to us about what being a governor entails. We presently have a vacancy for a Community Governor.

### **Governors are appointed to help:**

1. Decide what is taught.
2. Set standards of behaviour.
3. Agree on policy decisions
4. Interview and select staff.
5. Decide how the school budget is spent.

School Governors have legal duties, power and responsibilities. They can only act together, they cannot act individually.

### **School Governors are:**

1. Parents.
2. Teachers at the school.
3. Local council representatives.
4. Community representatives, businessmen and women.
5. Representatives appointed by the Church of England.

### **Parent Governors:**

1. Have a child in school.
2. Are elected by parents of the school.
3. Serve, as do other governors, for four years

## Why are parents on the Governing Body?

Parent Governors bring the views of parents to the Governing Body, but they speak and act as individuals. They should not be thought of as delegates or "mouthpieces" of the parents, they do not vote for all parents in general. They have equal status in the work of the Governing Body and have voting rights.

## How can I become a Governor?

Ask at the school for details.

The minutes of the Governors meetings are available for anyone to read.

Parents are invited to elect three parent governors who each serve a four year period.

## At the Heart of the Community

### **The Waggoners Association of Village Schools**

Our school is part of a cluster of local village schools who join together for many activities. The schools have links at pupil, staff and governor level.

The idea behind the cluster is to broaden the horizons of the children in our individual schools and to share opportunities and resources.

The Waggoners schools are Middleton on the Wolds, Beswick and Watton, Garton on the Wolds, Langtoft, Sledmere and Wetwang Primary schools. We take our name from the Waggoners Regiment formed during the First World War, which drew its members from our area.

Through Waggoners activities children from our school take part in sports tournaments, age-specific link days, transition activities and other events.

One notable annual event is the music festival at Sledmere House in July, to which parents and family members are very welcome.

### **Wetwang Community Groups**

We take an active part in events in the community, and welcome residents and parishioners into school to share in our celebrations and activities. Our musical performances, held in December in the Village Hall, are well-attended and provide an opportunity for the wider community to be involved with the school.

As a Church of England school we hold regular services in St Nicholas' Church to celebrate and worship, at which members of the community are very welcome. We have a positive relationship with both Churches in the village. The spiritual and moral development of our pupils is important to us.

The school supports the annual Scarecrow Festival, hosts community events and takes part in other events locally that will help our pupils to develop and learn.



Pupils' scarecrow entries in 2011

## Welcome to our School

At our school every child matters

Every child...

- ◆ stays safe
- ◆ keeps healthy
- ◆ achieves and enjoys
- ◆ makes a positive contribution
- ◆ works towards their future economic well-being

...and we believe every child should be treated fairly, with respect and compassion, be cared for, heard and valued and celebrated.

We want every child to do their best and be happy.



**We are delighted to have your family with us**

**We hope you will be happy in our school**

Anne O'Connor  
*BA(Hons), PGCE, MA*  
Headteacher

Mr John Day  
Chair of Governors