



Wetwang CE (VC) Primary School

Pulham Lane, Wetwang, Driffield. YO25 9XT

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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

Teaching staff:

Mrs A O'Connor
Headteacher

Mrs E Kay

Mrs S Allan

Mrs H Atkin

Mrs R McFetridge

Non-Teaching Staff:

Mrs T Thurlow (School Admin Officer)

Mrs C Albinger (HLTA Child Support)

Ms K Beauchamp (Child Support)

Mrs L Nicholson (Child Support)

Mrs Jenny Hopkinson (Child Support)

Mrs K Rowland (Early Years Support)

Lunch-Time Staff:

Ms K Beauchamp (Senior Mid-day Supervisor)

Mrs P Wiles (Assistant Mid-day Supervisor)

Mrs J Young (Catering)

Caretaking:

Mr W Buckle /Ms R Dowson

Our Aims

“The key features of successful schools include: high aspirations for the pupils’ personal and academic development; clear-minded leadership, shared among an effective team; consistently good teaching; and a determined approach to tackling any hindrances”

OFSTED 2006/7

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:

- 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
- Demonstrate Christian values of respect, care, and tolerance
- 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

From September 2009 children will start school full-time at the beginning of the school-year that they are five. This means that the Reception cohort will in future start together in September, and be 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.

This is the class-grouping for 2009/10:

The younger children, Reception (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.

Nationally, 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 and for some afternoon sessions. This is Class Two. Years 4, 5 and 6 will usually be taught together as Class Three.

For certain afternoon sessions (eg PE/MFL) the children are taught in Key Stage groups.

We aim to keep our class groupings responsive to pupils' needs.

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 with specialist status for maths and ICT. 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. We take account of preferred learning styles and promote confidence and positive self-esteem. We are a SEAL school: which means we take account of the Social and Emotional Aspects of Learning. 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 or navy tights.
- ◆ Blue and white checked school dresses.
- ◆ Sensible black or brown shoes (**not** trainers or boots)

Outdoor Clothing

- ◆ Navy fleece or showerproof coat with school logo* or
- ◆ Sensible outdoor coat deemed suitable for schoolwear
- ◆ Boots/Wellingtons may be worn if changed on arrival

* These items may be purchased through school supplier – order forms will be circulated, or enquire 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

The school is concerned about the personal and social development of your child. We combine high expectations of behaviour with a sensitive approach. Sometimes, however, problems do occur and 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 sudden 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 who 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.

In times of difficulty, we aim to work with parents and children 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. Once in the school building your child cannot then go back out to play before the official start. 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. 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 being 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 Middleton on the Wolds, where the food is cooked on site. The meals comply with the new 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, preferably by cheque, in advance. Please put money 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.

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. This also applies to 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.

It should be noted that the school is only able to authorise up to ten school days absence for holidays, upon completion of the official forms, in any one school year. Term-time holidays should be considered in exceptional circumstances rather than as an entitlement. Any extra days must be agreed with the Local Education Authority or will be classed as unauthorised.

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. 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 Services Team Manager. 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. We work in partnership with other agencies.

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 on hand in school. 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. This will usually be delivered by the school nurse. 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.

Provision for children with special educational needs, both intellectual and physical, should be discussed with the school when the child is registered to attend.

Pre-School Provision

From July 2009 there will no longer be part-time Nursery provision at the school. Some children who would formerly have remained at Nursery as four-year-olds will join us earlier, at the beginning of the year in which they are five.

Application for a full-time school place in school is on-line, on the council's website (www.eastriding.gov.uk). If you need assistance with this process please ask in school.

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.

There is additional pre-school provision in the village, with toddlers able to attend a parent and toddler group called 'Little Bears' in the Village Hall.

The School Website

We have an excellent website service. Our website address is 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 are also developing a Virtual Learning Environment, which is a government expectation to allow parents, pupils, governors and teachers to communicate online. At present we are working towards using this facility for communication with Governors to minimise the amount of paper circulated for meetings.

Extended Schools

We are presently able to offer a breakfast club and after school care up to 5pm, subject to available places. Children attending for extended provision after school will be offered a drink and a snack. There is a charge for this provision, but parents may be able to claim under Working Families Tax-Credits. If you wish your child to stay after school a booking must be made through the Admin Office as we are limited in the number of children who may stay.

School admission and transfer

Starting School.

You will need to apply for a school place for your child through the council website (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.

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

At the end of Year 6 most children transfer to Driffield School, subject to on-line application (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.

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

During your child's final year at Primary School there will be several opportunities to visit Driffield School and take part in transition activities.

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 term to discuss your child's progress and set targets for future success.

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 and how you can help your children as they move into this transition period.

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

Friends of Wetwang School

The membership of this organisation is open to anyone in the area interested in the well-being of the school and the children who attend. The majority of members are parents, but we welcome others who give their talents in support of the school.

The FOWS committee organises the Summer Fayre, 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 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. If any parents have financial difficulty or embarrassment over this, it may help to know that we keep part of our school fund to help in such cases, and will use this towards the cost of a visit. 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 taken up.

Complaints procedure

Any major complaints should be made through the Local Arrangements for the Consideration of Complaints approved both by the Education Committee and the Secretary of State.

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 signed 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 appreciation of 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 school newsletters which are sent home with pupils at the beginning of each week. 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 in on the form). Children taking free school meals will not be identified to their peers.

Swimming

Arrangements for swimming change annually. In 2010 children in Class 3 will have swimming lessons during the Summer term. The LA organises and funds these lessons. The lessons will take place at Driffield Leisure Centre, and are led by an appropriate 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 must comply fully with the safety and behavioural rules as laid down by the school.

Extra-curricular Activities

The government is keen for schools to offer services outside traditional school hours where there is a demand. We are keen to know of any ideas which will enable the school to meet needs within the community and enrich pupils' experiences. From time to time the school offers activities outside the timetabled curriculum.

Such activities may include:

- After-school sports/gym/dance
- Art and craft activities
- Positive Parenting sessions
- Computer club

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. Our biannual residential visit may vary in curricular or developmental focus; for example, it may be centred around physical activities, cultural or technological understanding.

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.

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.

Governors are appointed to help:

1. Decide what is taught.
2. Set standards of behaviour.
3. Interview and select staff.
4. 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 the Headteacher 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 make the best use of the facilities we all share.

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.

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 a summer fete and takes part in other events locally that will help our pupils to develop and learn.

Welcome to our School

At our school every child matters

Every child...

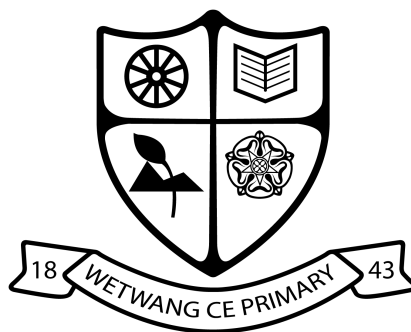
- ◆ stays safe
- ◆ keeps healthy
- ◆ achieves and enjoys
- ◆ makes a positive contribution
- ◆ works towards their future economic well-being

...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