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*'Learning together to meet the challenges of the future...'*

Woodthorpe Community Primary

Prospectus

2019-2020



City Community Learning Trust



## Welcome To Woodthorpe...

Learning together we will...

Understand and accept the rights and responsibilities of being citizens of the future

Be able to adapt to new challenges and offer *enterprising* solutions

Be *active* contributors to the wider community

Be *ambitious* and take *pride* in our achievements

Achieve high standards in all areas of the curriculum

Develop ourselves as *courageous, self motivated, independent* and *collaborative* learners

value and care for others in the local community and the wider world

Achieve our full potential as well rounded individuals

We will discover, value and enjoy our diverse society

...Learning together

## Our School

Woodthorpe is a Community, day, co-educational Primary School for children from 3 to 11 years old. It has no particular religious affiliation. In January 2011 Woodthorpe joined together with Stradbroke, Intake, Woodhouse West as part of The City Learning Trust. As a family of schools we work closely together to ensure that the children in our care receive the very best.

At our school we are proud to be part of the National Nurturing Schools programme. Our staff are trained in ensuring that the 'six principles of nurture' are embedded throughout the school. These are:

- Children's learning is understood developmentally
- The importance of nurture for the development of well being
- The classroom offers a safe base
- All behaviour is communication
- Language is a vital means of communication
- The importance of transition in children's lives

These principles are interwoven throughout the ethos of our school and are taught through our curriculum.

## Our Senior Leaders

- Dave Smith- Head teacher (Designated Safeguard Lead)
- Karen Bister- Deputy Head teacher (Dept Designated Safeguard Lead)
- Ruth Mather- Assistant Headteacher (Acting KS1 Leader)
- Frank Reardon- Assistant Headteacher (KS2 Leader)
- Julie Shepherd- Assistant Headteacher (Foundation Stage Leader)
- Caroline Hair- Key Stage 1 Leader
- Jay Oliver- SENCO
- Victoria Harris- Online Safety Lead (CEOP Ambassador)
- Anna Perkins- School Improvement lead
- Jennifer Knight- School Improvement lead
- Lindsey McGrath- School Improvement Lead

## Safeguarding

All staff our staff in school (including volunteers and students) are subject to statutory Police Checks.

Should you have any concerns regarding the safety and wellbeing of **ANY** child please ask to speak to either of the following members of staff:

- Dave Smith- Headteacher/Designated Safeguard Lead
- Karen Bister- Deputy Headteacher/ Dept Designated Safeguard lead
- Julie Shepherd- Assistant Headteacher /U5s safeguarding

Should these members of staff be unavailable you will be guided to an advanced safeguard trained member of staff.

## Admissions

Prospective parents are always most welcome to visit the school. Please contact the school office to arrange an appointment.

Children are admitted to the Nursery (Foundation Stage 1) in the term following their third birthday. Applications for Nursery places can be made directly to our **Foundation Stage leader** or through the **school office**. Our Nursery offers flexible provision of 15 hours per week. Our nursery does offer 30 hours of provision per week, for those children who do meet the criteria. This can be discussed further on application.

**NB a place at Woodthorpe Foundation Stage 1 does not guarantee a place at Woodthorpe School.**

All children may start school from the September after their fourth birthday which gives parents/carers a greater choice about when your child starts school in Foundation Stage 2 class. Application forms for Foundation Stage 2 must be made using the Children's and Young Person's Service (CYPS) form which can be provided by the Nursery, through the school office or directly from the LA.

At the end of Year 6 most of our children transfer to Outwood Academy City on Stradbroke Road. Application information will be provided by the LA in the July of Year 5. **NB a place at Woodthorpe School does not guarantee a place at Outwood Academy City.**

## Attendance & Punctuality

Regular and punctual attendance is vital if a child is to be happy, settled and successful at school. Below are tables which explain the impact of poor attendance and punctuality on your child's education.

Number of mins late per	Time missed per Year	Time in education missed between Y1- Y11
5 mins	15.8 hrs = 0.6 day	6.9 days
10	31.6 hrs= 1.26 days	13.9 days
15	47.5 hrs= 1.9 days	20.9 days
20	63.3 hrs = 2.5 days	27.9 days
30	95hrs=3.8 days	41.8 days

ATTENDANCE %	Days missed on average per	Lessons missed in a Year	Time missed in Education between
90	0.5	Nearly	Over 1
80	1	Nearly	Over 2
70	1.5	Nearly	Over 3
60	2	Nearly	Over 4
50	2.5	Nearly 500	Over 5 Years

In 2018-2019 Woodthorpe School had 94.5% attendance.

## Our School Day

### Breakfast Bar

Our Breakfast bar is open from 8am- 8.35am daily. We are part of the National Schools Breakfast programme, which will be supporting us to provide breakfast for all children in school. Children in Key Stage 1 and Foundation Stage MUST be accompanied by an adult.

### Classrooms

We welcome parents into classrooms from 8.35 am, in order that they can support their children with their learning. Registration will take place at 8.45am.

### Foundation Stage 1

- Morning 8.50- 11.50 am
- Afternoon: 12.00- 3.00pm

### Foundation Stage 2/ Key Stage 1

- School starts: 8.45 am
- Lunch break 11.40 am- 12.50pm
- School ends: 2.55pm

### Key Stage 2

- School starts: 8.45am
- Lunch Break: 12.20pm- 13.00pm
- School ends: 3.00pm

All children in Foundation Stage and Key Stage 1 MUST be collected by a known person (over 16 years old) from the external classroom door.

Children in Key Stage 2 are permitted to walk home on their own.

**PLEASE ENSURE YOU INFORM YOUR CHILD'S CLASS TEACHER IF YOU WISH YOUR CHILD TO BE COLLECTED AT THE END OF THE DAY. In these cases your child must be collected from the external classroom door.**

If for any reason you know you are going to be late to collect, please inform the office.

### Breaks/Lunchtime...

Children in Foundation Stage and Key Stage 1 will receive free fruit at break times. Children in Key Stage 2 have the opportunity to visit our snack bar at break, where there is a range of healthy snacks available to buy.

All children are encourage to bring a water bottle with them into school and have access to water throughout the day.

We offer a fantastic menu at lunchtime, which is designed and cooked on site by our own catering staff. This is available from the school office. Please speak to our admin team if your child has any dietary requirements our catering team need to be aware of. Alternatively children can bring their own packed lunch from home.

School lunches cost £2 per day

Speak to our admin team if you think your child should be in receipt of Free School Meals.

## Playgrounds

Our Insurance and Health and Safety Policies **INSIST** that children **MUST NOT** be on the school yards unless supervised by **SCHOOL STAFF ONLY**. School staff are not on duty until **8.35am** and therefore children **are not permitted** on the yard before this time.

## Entrances to school

From September access to school will be from the following entrances only:

- Woodrove Ave
- Chadwick Road
- Woodthorpe Road

There will be no access to school via the school office either before or after school.

Should you wish to speak to a member of staff, please make an appointment by calling our reception team.

## After School Provision

We currently do not offer after school childcare, however, Surestart do offer certain hours. Please contact them directly. We currently offer a range of after school activities throughout the year. Please see our website for details.

## Uniform

All full-time pupils are expected to wear the school uniform. This is a blue sweatshirt with a blue school polo shirt. These can be ordered through the school office. Children should wear dark trousers/skirts and dark shoes. In addition, children are expected to dress in a way that is **safe** and **suitable** for school.

- High heeled or excessively heavy shoes or boots should not be worn
- Only small stud ear rings and watches are permitted to be worn in school. These **MUST** be removed for PE
- Long hair should be tied back for certain lessons- eg swimming, PE or technology.
- Children should wear our agreed kit for PE- the office can provide details.

Please note that the school cannot be held responsible for the loss of clothing or other possessions in school.

**PLEASE MARK ALL CLOTHING WITH YOUR CHILD'S NAME**

## Parking

We have an increasing problem with drivers parking their vehicles in both dangerous and inconsiderate places. **YOUR CHILDREN ARE AT RISK OF SERIOUS HARM!**

Please ensure the safety and well-being of all children by:

- Where possible, walking to and from school
- Refraining from parking on double yellow and zigzag lines
- Switching your engine off when stationary
- Refraining from parking in front of the automatic car park gates

## School App

As a school we are now 99% paperless. All information that you require will come to you via our school app. Please ensure that you have this downloaded. Our office staff can support you with this.

## Parent Pay

From September we will be cashless. Please ensure that you have logged onto Parent Pay. If you need assistance please ask our office staff for help

## If there is a problem

We know that on occasions there may be a problem that needs resolving. In the first instance your child's class teacher should be able to help.

If you are unable to resolve an issue with the class teacher, please contact your child's Key stage Leader.

Should there be an issue which you feel can not be resolved by these members of staff, you can make an appointment to speak to either Mrs Bister (Deputy Head teacher) or Mr Smith (Head teacher).

We ask you to understand that staff members may not be available to speak to you immediately. If your issue is urgent, please speak to a member of the admin team, who will find a member of staff to assist you.

Members of staff will always endeavour to contact parents with queries before the end of the day.

We hope that all issues can be dealt with within school. However, if you feel your problem has not been dealt with effectively, please ask the admin team for a copy of our complaints policy.

## Behaviour of Parents and Visitors to School

Our staff and children have a right to work in an environment which is safe and free from verbal and physical abuse. We welcome visitors and parents into school who respect these rights. Failure to adhere to these standards may result in visitors and parents being asked to leave the school site. Where necessary further advice will be sought from other agencies including the police and social care.

## Our Curriculum

Our school prides itself on having an engaging and broad curriculum. Our 'Curriculum Journey's' change year on year, which ensures that the children are taught with their interests at the heart. Throughout the year parents are encouraged to come in and take part in activities and learn alongside their children. Please look at our website for more details.

We also ensure that the children are offered a range of visits (both day and residential). Your child's class teacher will be able to give you more details.

**Our school offers a range of after school activities. Please see our website for details.**

## Behaviour

Visitors to our school regularly comment on how engaged our learners are in school. Ofsted rates our behaviour as 'good'.

We have high expectations of our staff and expect them to provide a curriculum which is engaging and that meets the needs of **all** children in our care. Children are rewarded for their positive attitudes to learning. These rewards **may** include:

- Star learner award
- Postcard, text, phone call home
- Stickers/class prizes
- Special jobs/visits etc...

As a Nurturing School, we accept that 'all behaviour is a means of communication' and as a result, we work with children and families, where behaviour is becoming difficult to find supportive solutions to the problem. Some of these solutions **may** include:

- Time out of the classroom to complete learning in a less distracting environment
- A break/lunchtime plan, which supports the behaviour of the child and others around them
- A modified timetable

In more extreme cases school will contact external professionals to seek further guidance. These **may** include:

- Play/support therapist
- Educational Psychologist
- Primary Inclusion Specialist Support Worker

**All children have a right to an environment which offers a safe space in which to learn and one which is free from the persistent disruption of others.**

Where a child's behaviour is extreme, or persistently infringing on the rights of other **children** or **staff**, the Headteacher, with the support of the governing body, has the right to **exclude** a child for either a **fixed term** or on **permanent** basis.

## Special Educational Needs and Disabilities (SEND)

It is not unusual for a child to experience difficulties during their school career. Should you have any concerns, in the first instance, please speak with your child's class teacher, who will be more than happy to help. However, in certain circumstances they may advise you to contact Mrs Oliver our SENCO, who can be contacted via the main reception.



## Our Governing Body...

The Governors meet regularly and have wide ranging responsibilities. They have a statutory duty to ensure that the school is compliant on many issues, including; finance, pay, curriculum, health and safety, safeguarding, personnel and parental complaints. Governors can be contacted via the school office.

From September 2018 the Governing Body is made up of:

2 Parent Governors

2 Associate Governors

1 Staff Governors

4 Co-Opted Governors

2 Foundation Governors

1 LEA Governor

- Grant Walker—Chair (Parent Governor)
- Nicola Gregory- Vice chair/ Key Stage 1 (CYPS/LEA)
- Kathryn Thacker- (Co-opted)
- Frank Reardon- (Staff)
- Linda Rowland- (Co-opted)
- Tracey Twelvetrees- Training (Foundation)
- David Smith- (Headteacher)
- Karen Bister- Dept Headteacher (Associate)
- Mark Smith -Foundation Stage (Foundation)
- Father Philip Knowles- Key Stage 2 (Co-opted)
- Laura Brady- Key Stage 1/Safeguarding (Parent)
- Lisa Eyre- SEND (co-opted)
- Elizabeth Beighton- Health and Safety (Co-Opted)
- Ruth Mather- (Associate)

## If there is a problem..

We know that on occasions there may be a problem that needs resolving. In the first instance your child's class teacher should be able to help.

If you are unable to resolve an issue with the class teacher, please contact your child's Key stage Leader. (See page 3)

Should there be an issue which you feel can not be resolved by these members of staff, you can make an appointment to speak to either Mrs Bister (Deputy Head teacher) or Mr Smith (Head teacher).

We ask you to understand that staff members may not be available to speak to you immediately. If your issue is urgent, please speak to a member of the admin team, who will try to find a member of staff to assist you.

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