

# Wroxton CE Primary School

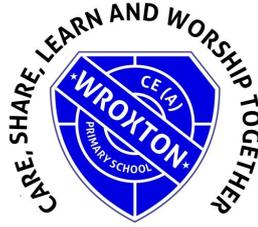


## School Prospectus

***'Wroxton is a GOOD school.'***

Ofsted October 2015

# WROXTON CE PRIMARY SCHOOL



APRIL GUINNESS

HEAD TEACHER

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WROXTON CE PRIMARY SCHOOL

LAMPITTS GREEN

WROXTON

OXFORDSHIRE

OX16 0XE

Dear Parent/Carer,

The choice of school for your child is a very important one.

We hope that you find the information within this prospectus helpful.

All the staff at Wroxton bring great commitment and professionalism to their job of teaching and caring for children. If you decide to choose our school for your child, we look forward to working in partnership with you and hope that you and your child will be very happy.

Please contact us if you would like to arrange a visit to the school or if we can be of further help in any way.

Yours faithfully,

*April Guinness*  
Headteacher

***'The school cares well for its pupils. They all feel safe and included and so they thrive'***  
*Ofsted 2015*



# **Wroxton School Vision Statement**

Our vision at Wroxton Church of England Primary School is to inspire all our children to achieve their full potential; valuing their uniqueness, fostering a sense of hope, aspiration and respect within a nurturing environment, inclusive of home, school, the community and the church, where learning is celebrated in all its forms.

## A very warm welcome to Wroxton CE Primary School

We are passionate about offering children an exciting, stimulating and rich curriculum, based on real reasons for learning. We hope that you will share with us, the belief that every child should have the opportunity to meet their potential and develop the academic, creative, social and spiritual skills that will enable them to fulfil a happy and prosperous life.

Our school enables pupils from the age of 4-11 to meet the challenges of an education that will prepare them for life in the 21st century. We use a wide range of styles and resources to excite, motivate and challenge our young people to succeed.

***'The curriculum the basics is arranged into interesting cross-curricular topics. These inspire and motivate pupils to develop their knowledge and skills across the arts, humanities and sciences, and gives them opportunities to apply their skills taught in English and mathematics' Ofsted 2015***



We aim to give every child, whatever their background or their circumstances, the support they need.

We have many excellent resources, which include Interactive Whiteboard technology in every classroom, lap-tops for use in the classroom, wild-life area, extensive school grounds and a library to amuse, inspire and inform.

***'Provision in the Reception Class is good for children of all abilities and backgrounds.'*** Ofsted 2015

In our Foundation Stage we provide a wonderfully stimulating, supportive and happy learning environment for our children. Our children learn through play and engage in adult-led and child-initiated activities. All children have opportunities to explore and investigate,

developing their social, communicative, problem solving and creative skills both indoors and outside.

Every child is valued and we take pride in knowing our children well, taking time to observe how they play and planning activities with a secure understanding of each individual child's needs and interests. Through independent and supported activities, inside and outdoors. Our learning environment enhances the children's prior experiences and their individual interests, ensuring that learning is purposeful and relevant to them.

We care about children's 'Early Years' education and know that getting it right is crucial in providing the building blocks for their future. We believe it is essential that children obtain the key essentials that will support them throughout their time in education. We are committed to maximising this stage by providing a skilled team and a child-centred curriculum that puts structured play at the heart of all we do.

**'Teachers plan activities that promote children's learning well by engaging their interest'** *Ofsted 2015*

The Foundation Stage follows the Early Years Foundation Stage Curriculum supporting the progress of the children's development in the seven key areas of learning. Parents/carers are able to meet with teachers daily as they drop their children off in the morning and pick them up at the end of the day. We believe that this partnership provides the best start for children and parents. Parents and carers are asked to contribute to the children's learning journals.

**'Learning journals are beautifully presented with photographs and annotations describing children's achievements. These provide an excellent record of the progress of each individual child for parents and staff as well as the children themselves.'** *Ofsted 2015*

## **STARTING SCHOOL**

Children start school in the September of the academic year when they are five years old.

Children starting school are able to start two weeks prior to the Summer holidays for as little or as much of that time that you wish. This enables the staff to get to know the children and their parents/carers, establishing those all important relationships. It also helps the children adjust to a new environment, feel secure and settle quickly. All our Early Years staff strive to ensure that every child's needs are met using a personalised learning approach.

During this time all parents have a one to one meeting. We do this instead of a group meeting as it gives you the opportunity to talk about your child.



## UNIFORM

### School uniform consists of:

- Black/grey school trousers/shorts or black skirt/skort or pinafore dress
- Blue sweatshirt / cardigan with school logo
- Silver/blue striped tie to be worn with shirt
- White Shirt / blouse or White Polo Shirt **with** school logo
- Black/grey socks or tights
- Blue and white gingham dress/skirt /skort
- Plain Blue or Black Shalwar Kameeze with black or blue hijab or full length black, blue or grey leggings under skirts or summer dresses.

**Games Kit:** School logo PE top  
Blue shorts  
Track suit for outdoor cold weather  
Trainers (separate from school shoes)

**Overs** For children wishing to play on the field when it is wet/muddy they need to bring in clothes that can be worn over their uniform. These need to be in a separate bag from their PE kit. Separate shoes/trainers will be required.

**Shoes** Sensible school shoes or sandals. No flip flops.

Your child will also need:

- Book bag 1st one free of charge as a present from school.
- P.E bag
- Wellington boots and waterproof trousers and jacket or a waterproof all-in-one.
- A Painting Apron ( Dad's old shirt/T-Shirt)
- A spare set of clothes (In case of an accident!)

**Backpacks etc. are not allowed as we have no room in our cloakrooms to store them.**

**No jewellery, other than watches and small stud earrings, is permitted in school. No jewellery of any kind may be worn for physical activities. Children are expected to be able to remove their own stud earrings for physical activities, or you need to supply plasters to cover them.**

**No makeup. Nail varnish other than clear will not be permitted.**

All hair, if long enough, **MUST** be tied back. Plain, simple hair bands can be worn.

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## **LOST PROPERTY**

We do not have a central lost property box. We do encourage parents to label their children's clothes. We ask you and the children to leave things where they see them as the children usually know where they have left something. It is only once it has been moved that it becomes lost! If your child does lose an item, please talk to their class teacher and we will always try and help to locate missing items.

## **OUR SCHOOL DAY**

Morning - 8.45am – 12.00pm (11.45 am for foundation Stage)

Lunch - 12.00pm – 1.00pm (11.45 am for foundation Stage)

Afternoon – 1.00pm – 3.00pm

## **LUNCH TIME**

Children have a choice of cooked meals served in school or a packed lunch from home. Hot school meals are free for all children in Foundation Stage and Key Stage 1. They cost £2.30 and are provided by The School Lunch Company and cooked on site.

## **FREE SCHOOL MEALS**

If you are in receipt of the following support payments, you are entitled to receive a free school meal for your child:

- Income Support (IS)
- Income Based Job Seekers Allowance (IBJSA)
- Child Tax Credit – (as assessed by Inland Revenue)
- Support under part VI of the Immigration and Asylum Act 1999

Please contact the school office in the first instance.

Even if you do not wish to take up your entitlement, please let us know that you are entitled, as a major component of our budget is based on the number of families entitled to free school meals.

Lunchtime supervisors ensure that the children are looked after at this time of day and take good care that any disputes or fallouts are quickly resolved. From time to time minor accidents happen where first-aid needs to be given. If your child has bumped their head they will be given a wrist band or we will phone you.

## **CONTACTS**

The office is open daily from 8.45am to 5.00pm. If there is no answer then please leave a message.

It is important that the school has a telephone number where you can be contacted during the school day in the case of an emergency, and the name and telephone number of your child's doctor. If there is any change in this information, please notify the school office immediately.

## **ATTENDANCE AND ABSENCE**

We are required to set a target for overall absence. Some schools will also be required to set targets for pupil groups whose absence exceeds a given threshold (e.g. 'persistent absentees' with 20% or more absence). If a child's attendance falls below 90%, parents will be contacted.

If for any reason your child is unwell, please contact the school to let us know as soon as possible. If we do not hear from you, we will telephone you that morning to find out why your child is absent.

## **HOLIDAYS**

A list of school holidays for the current year is available from the school office and the web site. This list will help you to plan your own holidays to coincide with school holidays as far as possible, thus avoiding any loss of schooling for your child.

We are committed to providing the very best education possible for your child. There is a close link between attendance and progress. Holidays taken in term time are usually unauthorised, unless there are exceptional circumstances.

## **COLLECTIVE WORSHIP**

**The aim of collective worship is:**

- to enable children to consider spiritual, moral and social issues
- to enable children to explore their own beliefs and those of others
- to encourage participation and response;
- to develop an understanding of the worship of God
- to develop a sense of awe and wonder

We have strong links with All Saints Church in the village. We go to church on the last Tuesday of term and for Harvest, Mother's Day and Christmas.

Reverend John Reader visits school each Tuesday to lead collective worship for the children.

## **HOME LEARNING**

We believe that children benefit from home learning. We also believe that this should be offered in a way that doesn't cause stress or difficulties at home. As a result, we have devised Home Learning challenges that support the learning in school and encourage a creative approach. Teachers are very aware that some pupils find homework very difficult so we ensure that there is time for children or parents to see your teacher if this is the case. Subjects such as reading, multiplication tables and spelling are areas that home can support at all times. If you have any questions as how to best support your child, your son or daughters class teacher will be able to help. Hearing your child read and encouraging them to practise their multiplication tables, are also important ways in which you can help your child with their learning.

## **SWIMMING**

Children in KS2 attend swimming at Sibford School. We ask parents to make a voluntary contribution towards the cost of the coach. This contribution is currently £15.

## **SCHOOL COUNCIL**

At Wroxton, we believe that everyone should have a voice. Our School Council meetings involve all children from Year 1 – Year 6. The children join a School Council group made up of children from Year 1 – Year 6 and everyone has an opportunity to share their thoughts and views.

### **What is the School Council?**

- An inclusive, structured, meeting time for discussion and decision-making
- An opportunity for children to raise issues and concerns
- An opportunity for staff to consult all pupils

### **Why have a School Council?**

- To help children develop responsible attitudes
- To improve behaviour
- To create a feeling of belonging, encourage listening to others and develop self-confidence
- To improve pupil/teacher relationships
- To give children hands-on experience of curriculum issues including PHSE and Citizenship

### **How does the School Council work?**

A teacher leads the meetings. Children are encouraged to listen to each other, respond to questions and share their ideas with the group.

## **SAT's**

In Year 2 and Year 6 children take SAT's (Standard Assessment Tests).

In Year 2 these are more informal: teachers record a level for reading, writing and maths based on the evidence from their work. These scores are not published, but your child's teacher will share their progress with you.

In Year 6, the children are tested in a more formal way. They take exams in maths, reading, spelling, punctuation and grammar and science (if selected). The children are tested on a range of skills and knowledge that have been learnt throughout their school career. We ensure that the children are well prepared for these tests, which might mean some extra homework in the build-up. Pupil's results are published in July. These results are used by the local authority to judge the effectiveness of the school. For the children, it is just one of the many ways in which we monitor their progress.

## **EXTRA CURRICULAR ACTIVITIES**

At Wroxton we are committed to creating un-limited opportunities for all our pupils. We provide a wealth of extra-curricular activities for children of all ages before, during and after school. We offer a diverse range that makes the most of our excellent resources and staff knowledge and expertise. Details of clubs on offer are sent out at the beginning of each term. All teachers run clubs as well as some outside providers.

## **SPECIAL EDUCATIONAL NEEDS (SEND)**

At Wroxton, we make provision for pupils with a wide range of needs: learning, physical, medical, emotional and behavioural. We meet the needs of these pupils through careful planning of lessons, specific resources alongside our highly skilled team of teachers and teaching assistants. Our Special Educational Needs Coordinator works with parents, staff and pupils as well as other agencies such as the Educational Psychologist service to ensure the best possible opportunities are provided for every child with special needs.

We do all we can to ensure that all pupils, regardless of any special need, are fully involved in school life. We have an excellent and proven record with our pupils who encounter some form of difficulty with their learning. We believe that the key to this is building a strong and trusting relationship with parents and professionals.

## **PUPILS WITH DISABILITIES**

At Wroxton CE Primary School, we are committed to ensuring equality of education and opportunity for disabled pupils, staff and all those receiving services from the school. We aim to develop a culture of inclusion and diversity in which people feel free to disclose their disability and to participate fully in school life. The achievement of pupils with disabilities is monitored and we use this information to ensure inclusive teaching. We make reasonable adjustments to make sure that the school environment is as accessible as possible. At Wroxton CE Primary School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

## **REPORTING TO PARENTS**

At the end of each academic year, each child will bring home a written report. This will include information about the progress made and targets for the future. Parents are offered two consultation evenings throughout the year to discuss their child's progress, November and March. We have a Monitoring and Assessment policy, which is reviewed regularly and set targets for every child. Your child will bring home their target folder each week for you to see and they will be asked to return it the following day.

## **FRIENDS OF WROXTON (Parent/Teacher/Friends Association)**

Our PTFA are very active and raise in the region of £2000 per year. They arrange many fund raising activities and we are very grateful for the extra funds that enable us to buy a range of additional resources for the children. The committee are always keen to recruit new members. Please contact the school for details if you are interested

## **PARENTAL HELP - EVERYONE HAS A SKILL!**

We are very keen to encourage parents into school. Whatever your strengths, teachers are very grateful for help and children can only benefit from the additional support.

## **MEDICINES IN SCHOOL**

The administering of medicine to a child is the responsibility of the parent. If the parent is unavailable during the day, then a medical form must be completed, giving permission for a member of office staff to administer the medicine. All medicines must be sent into the school office in the original container and should not be decanted into another container. Medicines **MUST NOT** be kept by the pupil. The medicine must clearly state the child's name and the exact dosages and timing required as well as the name of the medicine. Should the dosage of the medicine change, a new permission form will be required.

## **MEDICAL CHECKS**

At some time during the Reception year, the school nurse will visit to check your child's eye-sight, weight and height. Year 6 children also have their weight and height measured by the school nurse, which is a national initiative.

As in all schools, outbreaks of head lice are all too frequent. Please check your child's hair regularly, and if you do suspect your child has head lice, please treat them with a product from the pharmacy or use the conditioner and wet-combing method. If we have a report that a child has head lice, we will send a message out to the whole class and also sibling classes so parents know to check their child's hair. We will not single a child out. As a school we ask that all hair that is long enough to be tied back is. This also includes boys. This limits the amount of hair to hair contact.

## **ACCIDENTS IN SCHOOL**

Accidents unfortunately happen in school from time to time. In the event of your child having an accident, you will be contacted and medical attention will be sought. A number of our staff are trained in first-aid. Details of any accidents are sent home with the child. Serious accidents requiring medical/hospital treatment are recorded on official forms which are sent to County.

## **POLICIES**

**Copies of all policies are available on request.**

### **CHARGING POLICY**

We do not charge for any of the resources or books that we use, however, from time to time there are additional charges where we require a voluntary contribution. Examples are:

- Residential Visits
- Educational visits off the site
- Drama workshops/theatre visits
- Art or Design and Technology resources
- Sporting events for coaches to transfer the children
- Swimming coaches

While we cannot insist parents contribute, we ask that every effort be made. We take great care to ensure that the activities support your child's learning and keep costs to a minimum. However, if donations do not meet the cost, we may have to revise our plans.

### **BEHAVIOUR / DISCIPLINE POLICY**

Behaviour of pupils at Wroxton is very good and is often commented on by visitors. Children have many opportunities to play together and develop friendships. Our Behaviour and Discipline Policies are regularly reviewed and are based on praise and reward systems as well as clear sanctions. Sometimes children misbehave. If this happens, we ensure you are informed and if appropriate, asked to meet with the teacher, or a more senior member of staff. Our aim is to keep you informed so that, together, we can support your child in improving their behaviour.

### **ANTI-BULLYING POLICY**

Issues relating to bullying are discussed in every class as part of our Personal, Social and Health Education programme (PSHE). Children are encouraged to tell an adult if they feel they are being bullied. We describe bullying as 'the premeditated and continuous act of aggressive behaviour to another person'. This can be physical or mental and involve great distress and anxiety for all concerned.

At Wroxton such behaviour is totally unacceptable. If you believe your child is in any way suffering from such actions, you should inform school immediately. We will listen carefully to any issues brought to us and act to stop any such behaviour. We never underestimate the seriousness of bullying and the negative effects it can have.

### **SEX AND RELATIONSHIP EDUCATION (SRE)**

Children receive Sex and Relationship Education (SRE) throughout their time at school. All pupils follow the science curriculum that explains reproduction in plants and animals. Other aspects are covered as part of our Personal, Social and Health Education (PSHE).

This is done in a very sensitive way that focuses on how happy and caring relationships are the key to fulfilment in life. The School Nurse Team use specific age-related resources that we encourage you to borrow and view for your approval at home. Parents do have the right to withdraw their children from Sex and Relationship Education sessions, although

this is very rare and normally as a result of a specific religious faith. If this is the case, we ask parents to provide information at home.

## **PROTECTIVE BEHAVIOURS**

We deliver a program of work called protective behaviours. This is about children knowing how to take care of themselves at all times. As part of this program the children are taught anatomically correct vocabulary at all times.

## **DRUGS, TOBACCO AND ALCOHOL EDUCATION**

This is taught through a rolling program that builds up year on year with a visit from the Life Education Bus. It starts with being healthy in Foundation Stage and builds up to our older pupils being taught about common prescription and non-prescription drugs, along with a basic understanding of substances and drugs such as tobacco, alcohol and caffeine. Our youngest pupils are taught how to be safe in the home. We teach that most drugs are designed to help us become well, but if mistaken, can cause harm. We also discuss the dangers of addiction and how in particular cigarettes and alcohol can damage our health.

With both these subjects, our priority is to inform and educate pupils in a caring way to prepare them for the challenges that they might face as adults.

## **SAFEGUARDING CHILDREN STATEMENT**

The school Governing Body are accountable for ensuring effective child protection policies and procedures are in place in accordance with guidance issued by the Secretary of State, LA Guidance and locally agreed inter-agency procedures. A Safeguarding Children Report is provided annually by the Headteacher to all governors and County.

## **HOW TO MAKE A COMPLAINT**

We hope that any complaints parents may have can be resolved by the school. Therefore in the first instance, these should be made to the Headteacher. In most cases, complaints can be dealt with at an informal level. However, if they cannot be resolved in this way, there is an agreed Local Authority (LA) complaints procedure that should be followed. The parent should submit the complaint in writing to the Clerk to the Governors (who will acknowledge receipt of the complaint and inform the LA that a complaint has been received). If the matter cannot be resolved by the Governing Body, the complaint can be referred in writing to the LA, which will arrange for an investigation to take place.

## **ADMISSIONS POLICY**

The Governors are the admission authority for the school and places are allocated in accordance with their published arrangements. A copy of these arrangements can be found on the school website

## **EQUALITY OF OPPORTUNITY, GENDER, DISABILITY AND ACCESS**

The staff all work very hard to ensure that all pupils are given the same opportunities and are able to access these. This is regardless of gender, race, religious background, financial circumstances or disabilities. We firmly believe that this is essential to promote a

fair and just school. The school has a Gender Equality Scheme, Disability Equality Scheme and Accessibility Plan, which all include action plans and are reviewed every three years. A copy of these can be obtained from the school office.

## **EMERGENCY CLOSURE OF SCHOOL**

On very rare occasions, the school might have to close. The most likely reason for this would be due to snow or other adverse weather. If staff who live some distance from school cannot get to school, we may have to close.

If this is the case, we will do the following. Firstly we will notify the local radio stations, Heart FM and Banbury Sound. We will also send a text message.

## **DATA PROTECTION ACT 2018**

When a pupil is admitted to the school, information is collected under the Education Regulation 2006. It will be held securely and only be disclosed to staff in the school, the Education Department and the Social Services Department.

## **Privacy Notice**

Privacy Notice (How we use pupil information) Why do we collect and use pupil information? We collect and use pupil information under the General Data Protection Regulations 2018. Particularly under Article 6, where the information is collected and used because it is required by our academies in order to carry out the task of educating and ensuring the welfare of our pupils and students. We also collect and use pupil information in order to help pupils with additional special needs and requirements, so that we can ensure we offer the best possible support and resources to them (and their parents and carers) during their time in our academies.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## **THE GOVERNING BODY**

The role of the governing body is to ensure that our school provides an effective education for our children and meets all the statutory requirements. This is a huge task, and our governors are committed and hard working. The day-to-day management of the school is delegated to the Head Teacher and the governors act as 'critical friends' to support any school improvement. Governors come from many areas of our community; some are parent governors, some appointed by the Diocese. If you are interested in becoming a governor, please contact the school.

## **SCHOOL GOVERNORS**

Mrs Sue Neal (Chair)  
Rev. Dr John Reader(Vice Chair)  
Mrs Carol Taylor (Teacher)  
Mr Rick Makin (Foundation)  
Mrs Beth MacGregor (Foundation)  
Mrs Chiquita McCaulay(Parent)  
Rev Lynda Spokes (Foundation)  
Mrs Laura Robarts (Foundation)  
Mr Neil Dewhurst (Associate)  
Mrs Justine Sullivan (Associate)

## **SCHOOL STAFF**

### **Head Teacher**

Mrs April Guinness

### **Assistant Head**

Mrs Carol Taylor

### **Office Manager/Finance**

Mrs Justine Sullivan

### **SENCO**

Mili Wright

### **Teachers**

Mrs Carol Taylor KS2  
Mrs Victoria Blunden KS2  
Mrs Ruffle KS1  
Mrs Ledo Foundation/KS1

### **Teaching Assistants**

Mr Peter Hickman (Cover Supervisor)  
Mrs Shabena Mahmood  
Mrs Samantha Mitchell  
Ms Sarah West  
Mrs Sarah Dolan

### **Lunchtime Supervisors**

Mrs Julie Heath  
Ms Lynne Andrews  
Mr Peter Hickman

### **Cleaners/Caretaking**

Mrs Pam Neville  
Mrs Julie Heath

### **School Cook**

Mrs Jane Kennedy