

# **ETWALL PRIMARY** **SCHOOL**

## **INFORMATION FOR PARENTS AND CARERS**

**2018 - 2019**



The information contained in this prospectus relates to the school year 2018/19. Although correct at the time of publication it should not be assumed there would be no change affecting the information during the year.

# ETWALL PRIMARY SCHOOL

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EGGINTON ROAD, ETWALL, DERBYSHIRE, DE65 6NB

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EMAIL: [enquiries@etwall.derbyshire.sch.uk](mailto:enquiries@etwall.derbyshire.sch.uk)



HEADTEACHER: Mrs Sally Dixey

Dear Parents / Carers,

On behalf of the children, staff and governors I would like to welcome you to Etwall Primary School and invite you to read this booklet about our school. It is intended to give you a feel for what our school is like, how we work and give you an insight into our aims and aspirations. We are very proud to be part of the village community and we hope that our booklet helps you to feel part of our school community.

I hope this booklet will answer some of your questions, but you are always welcome to visit the school to meet us and see how we work. If you have any questions, please contact the School Office, who will be more than happy to answer your questions or arrange for you to visit the school.

At Etwall Primary School we are proud of the excellent standards both in pupil behaviour and academic achievements, but also the importance we place on each child's personal development. This is all due to our high expectations, the skill and dedication of our staff, and the hard work and commitment of the whole school community to continuing success.

I hope that you and your child will enjoy a long and happy association with the school and that we will be able to work in partnership with you to provide the very best education for your child. We look forward to meeting you and your child at the various school events, which all family members are encouraged to attend.

Kind regards

Sally Dixey

Headteacher

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# ETWALL PRIMARY SCHOOL

## MISSION STATEMENT

### “SPREAD YOUR WINGS AND FLY “

*Our school is a caring family, where everyone is valued and encouraged to be the best they can be.*

**We believe learning should be fun and challenging and that we can make a difference together by living our STARFISH values.**

*Sportsmanship  
Truthfulness  
Aspiration  
Respect  
Friendship  
Independence  
Sharing  
Helpfulness*

#### **Objectives:**

<b>Address:</b>	Egginton Road, Etwall, Derbyshire, DE65 6NB
<b>Telephone:</b>	01283 732301
<b>Email:</b>	<a href="mailto:enquiries@etwall.derbyshire.sch.uk">enquiries@etwall.derbyshire.sch.uk</a>
<b>Web site:</b>	<a href="http://www.etwall.derbyshire.sch.uk">http://www.etwall.derbyshire.sch.uk</a>
<b>Headteacher:</b>	Miss Sally Dixey
<b>Co-Headteacher</b>	Mr Richard Ormiston (Wednesdays)
<b>Chair of Governors:</b>	Mr Rishi Makwana
<b>Vice-Chair of Governors:</b>	Mrs Angela Jenner
<b>Local Authority Governor:</b>	Mrs Susannah Leask
<b>Parent Governors:</b>	Vacancy Mrs Jo Jones Mrs Samantha Marshall Mr Rishi Makwana Vacancy

<b>Staff Governor:</b>	Miss Hollie Lynch
<b>Co-opted Governors:</b>	Mrs Angela Jenner Mrs Shirley Bumstead Mr Stuart McCready-Stock Vacancy x1
<b>Clerk to the Governors:</b>	Mrs Ruth Bailey c/o Etwall Primary School.

Meetings of the full Governing Body are held at least once a term.

Local Authority Contacts:

Derbyshire County Council  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

Tel: 01629 580000

Derbyshire County Council  
Area Education Office  
Grosvenor Road  
Ripley  
Derbyshire  
DE5 3JE

Tel: 01773 744741

## School Staff 2018-2019

<b>Headteacher</b>	Mrs Sally Dixey 0.8fte	
Deputy Headteacher/		
Co-Headteacher (Wed)	Mr Richard Ormiston	Key Stage 2 Leader
Teachers:	Mrs Sam Toynbee	EYFS Leader and SLT
	Mrs Gurjit Dhillon 0.8fte	
	Miss Kate Warburton	Y5/6 Leader Y5/6 and SLT
	Mr Ian Jowett	
	Miss Elizabeth Gale 0.6fte	SLT Y3/4 Leader
	Mrs Lisa Blake	Maternity leave cover
	Mrs Hollie Millward	Y1/2 Leader
	Mrs Clare Francis-Slater	Maternity leave cover
	Miss Lynsey Marriott	
	Miss Lindsey Cox	
	Mrs Sarah Giles	(0.6 SENCO, Ospreys Fri)
	Mrs Becky Swann (0.4 Job share with Deputy Headteacher)	
Higher Level		
Teaching Assistants:	Mrs Nicola Cheetham	
	Mrs Nikki Carter (PPA)	
	Mrs Laura Appleton (PPA)	
Teaching Assistants:	Mrs Laura Fisher-Jones	
	Mrs Yvonne Dorrington	
	Mrs Janice Draper (Speech and Language Keyworker and Positive Play)	
	Mrs Tracey Hall	
	Miss Kirsty King	
	Mrs Lesley Robinson	
School Business Manager	Mrs Gail Day	
Assistant BM's:	Mrs Katherine Collins (Mon - Wed,)	
	Mrs Baljit Randhara (Thurs / Friday)	
Swimming instructor:	Miss Helen Goodchild (Mon, Tues, Wed)	
Senior Midday supervisor	Mrs Claire Dickinson	
	Midday Supervisors:	
	Mrs Joanne Mozley (Playleader)	
	Miss Sharon O'Toole	
	Mrs Michelle Webb,	
	Miss Rachel Tooth	
	Mrs Joanne Edge	
Relief MDS staff	Mrs Trish Preston	
	Mrs Annette Archer	
	Mrs Julie Collam	
Caretaker:	Mr Tim Harrison	
Cleaning staff:	Mrs Julie Fowler	
	Mrs Karen Twells	
Cook-in-charge:		
Kitchen staff:	Mrs Julie Fowler	
	Mrs Karen Twells	
	Mrs Carol Frankland	

## **Term Dates and School Holidays 2018-19**

### **Autumn Term 1 2017.**

**INSET DAY 1+2 :** Monday 3rd September and Tuesday 4<sup>th</sup> September 2018

Term begins Monday 4<sup>th</sup> September – Friday 26<sup>th</sup> October

Holiday: Monday 26<sup>th</sup> October to Friday 2<sup>nd</sup> November



### **Autumn Term 2 2018**

Term begins Monday 5<sup>th</sup> November – Friday 21<sup>st</sup> December

Holiday: Monday 24<sup>th</sup> December – Monday 7<sup>th</sup> January 2019

### **Spring Term 3 2019**

#### **INSET DAY 3:**

Term begins Monday 7<sup>th</sup> January – Friday 15<sup>th</sup> February

Holiday: Monday 18<sup>th</sup> February to Friday 22<sup>nd</sup> February



### **Spring Term 4 2019**

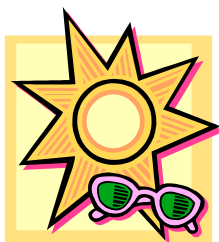
Term begins Monday 25<sup>th</sup> February – Friday 12<sup>th</sup> April

Holiday: Monday 15<sup>th</sup> April – Friday 26<sup>th</sup> April

### **Summer Term 5 2019**

Term begins Monday 29<sup>th</sup> April – Friday 24<sup>th</sup> May (Monday 6<sup>th</sup> May: Bank Holiday)

Holiday: Monday 27<sup>th</sup> May - Friday 31<sup>st</sup> May



### **Summer Term 6 2019**

#### **INSET DAY 4:**

#### **INSET DAY 5: Closure day Monday 22<sup>nd</sup> July**

Term begins Monday 3<sup>rd</sup> June – Friday 19<sup>th</sup> July

**Children do not attend school on the five INSET days as they are for staff training.**

## **History of the School**

Etwall has a long history of education, and the oldest part of our school was built in 1870, with money provided by the Governors of Sir John Port's Charity Fund. A further classroom was added under similar funding in 1905.

As the number of children attending the school grew use had to be made, at various times, of the village hall, the parish rooms and some secondary school classrooms. We are pleased to say that we are now all on one site!

Additions to the classroom accommodation at the present school were added in 1950 and 1963, and office accommodation was opened in 1965. A new classroom for Robin's class opened in September 2011. The addition of two new classrooms are due within the next 2 years due to an increase in demand for school places as a result of local housing developments.



## **Etwall Primary School today...**

Etwall Primary School is a co-educational Community Primary School for children from 4 to 11 years of age.

We have nine classrooms, a multi-purpose hall, a new library/group intervention room, a Positive Play room (Star Light Room), a kitchen and an on-site refurbished swimming pool.



We have three tarmac play areas (including a netball court), extensive grass areas (including a football pitch and two rounder's pitches), a wildlife/senses garden, a school allotment area, Trim Trail, willow tunnel, a Tyre park and a Traversing Wall. Our most recent addition is the Willow Palace and a wild meadow and boardwalk. One tarmac area is used for the children to play football on a rota system from Year 1 to Year 6. The children have play equipment out during every playtime and lunch time and have the shade of a grassy area and trees. The outdoor classroom is used for lessons, shade and a quiet reading area.



The school has very limited car parking facilities for parents adjacent to the main drive only. However there is ample parking space at the village hall – Frank Wickham Hall - on Portland Street. We recommend the use of this larger car park to avoid congestion and lessen the danger to pedestrians.



We encourage walking or scooting to school at every opportunity, and there is a small cycle store available, for children who have been allocated a place, to secure their cycle. Children have to have passed their Bikeability assessment or be accompanied by parents/carers. Children, who are accompanied by their parents/carers to school, also enjoy coming on their scooters. Storage of scooters during the school day is limited but new Scooter pods were installed next to the Bike Shed in May 2012.

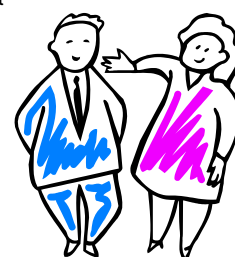
## **Admission to the school**

Admissions to school are based upon a set of criteria in accordance with the Local Authority's admissions policy and subject to the school's planned admission level of 40 children per year group. Visits to the school can be arranged by telephoning the school office.

### **Applications for admissions (Reception)**

Parents requiring a place in the Reception class must make their application online to DCC by the deadline. Early Years providers are notified of the by the closing date. Applications can also be made online to DCC. Further information on the application process is detailed on DCC web site.

Children whose fifth birthday falls on or between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019 will start school in September 2019 unless an application is made to DCC for exceptional circumstances. Etwall Primary School will admit up to 40 children per academic year into the reception year group.





### When starting School

Arrangements will be made for both you and your child to be welcomed into school before schooling actually starts. The school holds an Open event in November each year to enable parents/carers to visit. This will enable child and parent to become familiar with the building and the staff and will help your child gain confidence.

### Application for admission (other than Reception)

The Local Authority (LA) is required to co-ordinate admissions to all Derbyshire Primary, Infant and Junior Schools. Essentially, the Authority acts as a 'clearing house' for all admissions and enables parents to express a preference for one, two or three schools and to place those preferences in rank order. Parents/Carers must make their application on a common application form, to be returned direct to the LA, and give reasons for their preferred schools.

Further information about the co-ordinated admissions scheme is available in the Authority's Parents' Information Booklet – 'An Essential Guide to Primary Education 2018/9.

### **Appeals**

When parents are unable to obtain a place for their child at the school they can appeal against the decision to an independent appeals committee and details can be obtained from the Education Office (telephone 01773 744741). An information booklet for parents is also available from the school office.

### **Organisation of the school**

There are 281 children on roll (September 2018) with a teaching staff of head plus nine full-time equivalent teachers and a 0.6fte Special Educational Needs Coordinator (SENCO).

The children are taught in a mixture of single-year (30 reception children) and mixed year classes (reception/Y1, Y1/2, Y3/4, Y4/5 and Y5/6). The Governors of Etwall Primary School are committed to keeping class sizes as small as possible. From September 2016 our class sizes range from 29 children to 33 children.

Within every class there will be a wide range of aptitude and ability and staff use a variety of teaching methods to ensure a match of tasks to individual learning rates.

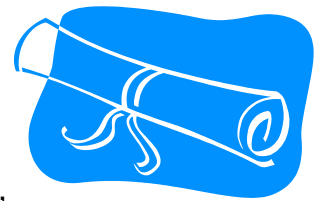
### **Teaching Styles**

We employ whole class, group and individual teaching approaches. As a general rule whole class teaching is used to introduce new areas of study, to provide instructions or explanations relevant to all the children, to resolve commonly experienced problems and to stimulate pupils into considering and responding to others' ideas. Teaching in a differentiated manner to ability groups helps us to tailor instruction to match pupils' learning needs while mixed ability work may take place when collaboration and social considerations are at the heart of an activity. Children who are gifted or who may be experiencing significant learning difficulties are catered for through differentiated work that challenges or supports learning.

### **Children's Progress**

Progress in learning is assessed and recorded by all teaching staff and they will be happy to give advice, reassure you and suggest ways in which you can help. If you have any worries about progress please don't be afraid to ask. You will receive a written report

in the summer term that will detail your child's progress and development in school. Consultation evenings are held during the autumn and spring terms with an Open Evening in the summer term. Parents **should not**, however wait for these evenings to discuss their child's progress or any problem which may arise; the Headteacher and Staff are always available, though an appointment may help us to give you a little more time. From time to time meetings are organised to help parents to keep in touch with how the curriculum is taught. These may involve information giving sessions, "try it" sessions or coming in to see how your child is taught phonics in KS1. Information is sent home in good time inviting parents into school.



### **The School Day**

Start time: 8.55am

Finish time: 3:30pm

We ask parents/carers to ensure that their child arrives at school on time before the whistle and internal bell at 8:55am, but for the safety of the children **not before 8:40am.** Children are not allowed on the outdoor equipment ie Tyre Park, Traversing Wall or Trim Trail before school. **Before the whistle we do not provide supervision for these activities and so no responsibility can be accepted for children's safety.** However, a member of staff is on playground duty from 8.50am each morning.

Reception, Year 1 and Year 2 children enter their classrooms through the rear doors that lead **directly** into their classrooms. These can be accessed via the swimming pool gate near the top of the car park (by the cycle shed) or through the school playground and along the path at the rear of the school by the Tyre Park. All footpaths are wheelchair and buggy friendly. **Parents should remain with their children until 8.55am and should not enter the building until 8.45am.**

Year 3 – Year 6 children enter their classroom via the doors at the rear of the school from the school playground to go into their classrooms.

### **Morning Reading**

Every child is encouraged to come into their classroom from 8.45am – 8.55am to read with a parent/carer (if they are accompanied to school). If you have pre-school children, then there will be books on the carpet area in your child's classroom for them to enjoy. The school bell sounds at 8.55am which is the signal to say goodbye to your child after reading. Older children, who are unaccompanied to school, may choose to come into their classroom to read or may remain in the playground until the whistle at 8.54am.



This provides an extra 50 minutes a week reading which really benefits many children and gives a calm start to the school day, allowing us to start promptly. It is also gives parents/carers the opportunity to look at classroom displays, talk to the class teacher or look at your child's work. *Please ensure that you leave via the external classroom doors and **not through the main entrance.***



### **Playtimes**

There are two playtimes at 10.30am and 2.15pm. The classes take it turn to play football on the designated football playground. All the children play together on the remaining two play areas, plus on the extensive grasses areas in fine weather. As well as play equipment such as hoops and balls, the children also have a Tyre Park, a Traversing Wall and a Trim Trail.

**Lunch break** is 12:00 noon (12.05pm for Key Stage 2 – juniors) until 1:10pm and we encourage the children to stay at school for a meal. If your child does go home for a meal we ask for your co-operation in that **s/he does not return before 1:05pm**, as our supervision only covers those children staying at school for a meal. Parents are welcome to book a school lunch and eat with their child should they wish occasionally. This should be booked at the school office at 8.55am after leaving your child and paid for at the time of booking.

### **End of the day**

Children in Woodpecker, Robin, Little Owl and Kingfisher classes are dismissed through their outside door directly from their classroom. KS2 children are dismissed from the classroom, although parents/carers are asked to make arrangements for children in Years 3 and 4 to be met from school. All parents/carers are asked to complete a Home Time Arrangements form which is kept by the class teacher and referred to when children are collected. *Please ensure that your KS2 child knows where to meet you beyond the school gate.* **KS2 children are instructed to come back into the school building immediately to their class teacher if their parent/carer is not there to meet them.**

For Safeguarding reasons, please inform us in advance if your child is to be collected by someone other than yourselves, as children will not be allowed to leave school with an unknown person. Authorised adults should be written on your Home time Arrangements Form. Changes can be made at the school office.

### **After school activity**

Your child will have the opportunity to participate in after school activities. Letters are sent home when these are available. **All children must be collected when participating in events after school (reception to Y6).**



### **Attendance**

Legally the school is responsible for your child at all times within school hours, therefore no child will be allowed to leave the school premises during this time, unless we have received written permission from parents/carers.

Please inform the school in writing **in advance** of any reason your child may have to leave school during the day along with the name of the person who will collect the child, if not the parent/carer. Your child will need to be collected from the school office so that office staff can ask you to sign your child out. On returning to school, please report to the office for signing in purposes to ensure that an accurate record of pupils on site can be maintained. ***Please endeavour to make medical or dental appointments outside of the school day wherever possible.*** Please provide appointments letters to the school office for copying for school records.

**If your child is absent, please contact the school office by telephone on the first day of absence by 9.30am and provide a written note explaining the absence on returning to school.** The school office will contact all parents from 9.30am if we do not know why your child is absent from school.

If your child is absent from school first thing in the morning, but is intending to return for school lunch let us know before 10:00am because precise numbers of meals are cooked from that time onwards. *Any child sent home ill after 10.00am and having ordered a meal would unfortunately be charged because the food allocations are made to that deadline.*

In line with DCSF regulations and the school's Attendance Policy the school will only authorise absences which are justifiable (eg. sickness, family crisis). Absences for other reasons (eg. birthday treats, shopping, lateness over 30 minutes after the start of the school day) will be classified as unauthorised. The Education Welfare Officer (EWO) assists the school in monitoring attendance and is available to support and offer guidance when appropriate. ***Your child's attendance is monitored carefully by the school and parents/carers will be contacted throughout the school year should any issues arise.*** Ofsted grade the school on its attendance data: the schools aims to achieve 97% or higher and this is the pupils individual target also. Children are rewarded for good attendance at school. These are the indicators used in the Local Authorities Leave of Absence Calculation chart for pupils.

### **Leave of Absence during Term Time**

The Government has recently made amendments to the Education (Pupil Registration) (England) Regulations 2006 which come into force on **1<sup>st</sup> September 2013**. These state that Headteachers may **not** grant any leave of absence for holidays during the term time unless there are **exceptional circumstances**. The schools decision to grant leave of absence will be decided on a case by case basis, generally when leave is unavoidable or there are genuine medical or emotional concerns. In these cases it is the Headteacher who determines the number of days a child can be away from school if the leave is granted.

As a consequence of these changes the Headteacher will no longer be able to approve requests for leave of absence for holidays and other reasons that are not considered to be special or exceptional. The following reasons will not be acceptable:

- Availability of cheap holidays and cheap travel arrangements
- Days of holidays overlapping with beginning or end of term or weekends

This list is not exhaustive. Parents needing leave of absence for **exceptional circumstances** should complete a form **at least two weeks before the anticipated start** date, as far as is reasonably possible. The reason for the request should be given in detail. Applications should be made **before** the leave is arranged as absences **will not** be granted retrospectively. Please discuss any leave of absence request with Mrs Dixey if you are unsure if it would meet the criteria for exceptional circumstances.

This is Government policy and parents/carers who take their children out of school, such as for holidays, without permission will incur unauthorised absences for their child. These remain on the child's record and will be monitored for further action by the Education Welfare Service.

From 1<sup>st</sup> September 2013, the school will notify the Local Authority of any unauthorised absences from school in accordance with Derbyshire guidelines. Parents could be issued with a fixed penalty notice and/or court action by the Local Authority. The penalty is £60 per child for each parent for each period of unauthorised absence and has to be paid within 28 days. The payment must be paid direct to the local authority. Parents have no right of appeal against a penalty notice.

## **Special Educational Needs.**

Occasionally children need special attention or an extra little push to enable them to get the most out of their education. Etwall Primary School prides itself in being an inclusive school and follows the Government Special Educational Needs Code of Practice, [The Special Educational Needs and Disability Act 2001](#), Inclusion and Equality guidelines. The school's SEN policy gives details of resources, the use of external support services and agencies and provision for pupils with SEN. Please refer to the schools SEN Policy and Inclusion policy.

The needs of pupils who may have special educational needs, including gifted or talented pupils, either throughout, or at any time during their attendance here, will be addressed in partnership with parents and if required, relevant outside agencies, i.e. support services, health services and Educational Psychologists.

We ensure that the work set for gifted children is challenging. They are encouraged to think and work independently and are given the opportunity of tackling demanding tasks (often of an investigational nature) where initiative and design are required and at times the chance to work with older children. Social development will be carefully monitored so that the child does not become distanced from the peer group. Gifted children will be encouraged to take a full part in extra-curricular activities and it may be suggested that the child learns to play a musical instrument.

**All children have talents and we actively support every child to recognise their own particular strengths for development.**

In most cases, a child's needs will be addressed through planned programmes of work which **may** require a personalised plan with no statutory assessment. Some children may receive additional support from the "support service" for SEN, speech and language or work within small groups with Teaching Assistants. Where a child has not made expected progress, despite taking relevant and purposeful action to identify, assess and meet the SEN needs of the child; then the parents or school can request an Education, Health Care Assessment. The Local Authority will decide whether it is necessary to make provision in accordance with an EHC plan. An EHCP needs assessment **will not** always lead to an EHC plan (from Sept 2014).

If a parent wishes to discuss their child's special educational needs, an appointment should be made to meet with the class teacher and SEN co-ordinator (Mrs Giles), or the Head teacher.

All concerned will aim to ensure that the pupils has access to a broad and balanced education within the guidelines of the National Curriculum.

Governors have reviewed access to the school, particularly with regard to people with disabilities and significant work has taken place during the last 2 years. However, the Governors continually consider ways that provision can be improved.

We encourage pupils and adults with disabilities to come and look around the school so that they are able to judge accessibility re: movement around the site and use of the designated toilet facility.



The Governing Body annually reviews our policy for including children with special education needs in the school.

The aims of the policy are:

- To create an environment that meets the special educational needs of each child.
- To ensure that the special educational needs of children are identified, assessed and provided for.
- To make clear the expectations of all partners in the process.
- To identify the roles and responsibilities of staff in providing for children's special educational needs.
- To enable all children to have full access to all elements of the school curriculum.

**Equality : differences and cohesion.**

The ethos of the school stands against any forms of discrimination on the grounds of ethnicity, culture, religious affiliation, national origin or national status, gender and gender identity and disability. Our aims are to promote justice, equality of opportunity and fair treatment, so each child can achieve the level of success and self-respect they deserve.

Our school :

- See all learners and potential learners, and their parents and carers, as of equal value.
- Recognise and respect difference.
- Foster positive attitudes and relationships, and a shared sense of cohesion and belonging.
- Aim to reduce and remove inequalities and barriers that already exist.
- Acknowledge that people who are affected by a policy should be consulted and involved in designing new policies.
- Intends that our policies and activities should benefit society as a whole, both locally and nationally by fostering greater social cohesion and the greater benefit of public life.

**Gender Neutral Dress Code**

*Class teachers are responsible for ensuring that children follow the dress code and follow up any discrepancies by speaking to the child and parents as appropriate. A generic letter is kept in register trays to send home.*



Our dress code for school clothing is:

- royal blue for jumpers, cardigans and sweatshirts (plain or with school name)
- white polo shirts (plain or with school name)
- black/grey skirts/pinafores (appropriate length) or trousers (not leggings or dark jeans)
- black/grey/white socks or black/grey tights
- blue and white dresses and black/grey shorts may be preferred in hot weather (not to be worn with tights or leggings)
- footwear is **a closed toe** black/navy school shoe/sandal with low heels, which allow your child to play actively (i.e. not slip-on styles or open toes). Boots deemed appropriate by school may be worn – NOT suede, inappropriate lace ups, UGG style or knee length (not suitable for sitting on carpet or hall floor as children cannot comfortably sit cross legged)
- royal blue school fleeces or reversible jackets (optional)
- Sun hat to be in school March through to October each year – wide rimmed please

Normal school clothes are to be worn during the day and for journeys, unless otherwise authorised by the organising teacher(s). Nail colour or make up is not to be worn. Children will be asked to remove these in school and should be sent to the school office to do so.

### **Hair**

All children are expected to have their hair tidy and longer styles **must** be **fully** tied back. Hair **must not** be dyed an *unnatural* hair colour including streaks or tips of hair. If this is done during holiday times, it must be washed out ready for returning to school.

Hair must be appropriately cut – i.e. no Mohican style cuts or razored designs within the hair style. Hair must be checked regularly for head lice and appropriate treatment given if found.

### **Jewellery and valuables**

Mobile phones or electronic game devices (or equivalent) are not allowed in school.

We do not allow the wearing of jewellery (rings, necklaces etc) for school, although a watch can be worn when not participating in PE lessons. The class-teacher will arrange where any items are to be placed once removed, however school will not accept responsibility for their loss, or damage.

Any child with pierced ears must remove their studs for PE and swimming lessons, which is why *we recommend piercing is during the summer holidays* to avoid the need to remove studs from newly pierced ears.

### **P.E. Equipment**

Each item must be **clearly named** and kept in a named draw string bag. The correct clothing needs to be worn for all lessons and this is listed below.

#### **Indoors**

- white T-shirt
- blue/black shorts
- short white socks
- clean plimsolls (Key Stage 1)
- clean trainers (Key Stage 2)

**Swimming:** trunks/costume, towel & cap

#### **Outdoors**

- white T-shirt
- blue/black shorts
- short white socks
- plimsolls (Key Stage 1)
- trainers (Key Stage 2)

***There are some activities that are performed in bare feet e.g. dance and gymnastics.***

All children are expected to participate in each lesson, unless a note is received from the parent/carer outlining any health problem.

### **ART AND CRAFT CLOTHING**

*Everyone needs a painting apron.* An old T- shirt or an old adult shirt is ideal and in our experience more practical and hard-wearing than many commercial plastic art aprons. Aprons should be kept in the P.E. bags. Children are expected to wear painting aprons or shirts to protect clothing whenever doing 'messy' activities.

### Personal Property

Neither the school, nor Derbyshire County Council, regards itself as responsible for the personal property of pupils. Obviously, if an item is mislaid we will do everything in our power to find it, but we would ask you to discourage your child from bringing valuable items to school.

### Lost Property

Named lost property will be returned to the rightful owner, failing that it will be outside the school office for collection. Unclaimed property will be kept for one term before disposal and a lost property table will be put out at parents' evenings throughout the year.

### School Meals

These are cooked on the school site and are of excellent quality and value. We also export to two local schools. There is a link from the school web site to Derbyshire school meals service for menu and other information.



All school meals ordered have to be paid for even if your child goes home poorly (after 10am) as the catering service charges school for that meal. Before 10am the meal can be cancelled.

### Lunch Money

If you wish your child to have school dinners please send this to school on a **Monday** in a named purse or a sealed, named envelope. ***This should not be bought to the school office, but sent into school to the class teacher.*** Cheques should be made payable to Derbyshire County Council. You may also pay termly in advance. Change is not given but will be credited to your child's school meals account.

### Free School Meals (FSM)

Information and application forms are available at the school. Information is also available on the school web site and applications can now be made online by following the link from the school web site. We encourage all families eligible for FSM to claim even if you choose not to take up the free meals as the school received funding based on these figures that we allocate to support these children (Pupil Premium). ***Children in Key Stage 1 (reception, Year 1 and Year 2) will receive a free school lunch, although if you wish your child can bring a healthy packed lunch from home .***

### Healthy Packed lunches

These may be brought to school, but please ensure that they are in a suitable named container and return home for washing each day. As the school does not have specialised storage facilities we cannot accept any responsibility for the condition of packed lunches. Please ensure that lunchboxes do not contain glass, tins, fizzy drinks or other items which may cause a hazard or nuisance. We encourage healthy lunch boxes. **Please do not send your child with chocolate spread or any foods that may contain nuts – we have several children who are allergic to nuts (EPS Food Policy). We strongly discourage the inclusion of sweets or chocolate in lunch boxes and prefer these to be kept as special treats at home please.**

The canteen staff and Midday Supervisors perform a very important role in our school, adding to the caring atmosphere we wish to create for the children where mutual respect and good manners at a social time are encouraged and expected.

### Snacks and drinks

Foundation and KS1 children currently receive free fruit. Children may bring a playtime snack of fruit (fresh or dried) or vegetables in accordance with our school Food Policy. Children have access to **water** all day and parents are encouraged to provide a named



water bottle for the classroom. Bottles should be taken home each day to be washed and bought back to school full of **water** (juice, fizzy pop and flavoured water is **not** allowed).

### **Pastoral Care within School**

Each child will be under the care and guidance of their class teacher and we encourage the children to talk to the teacher, class teaching assistant or Headteacher, about any problems that they may have. We will do everything in our power to overcome these problems, whether large or small. We are also extremely fortunate to have a caring and experienced ancillary staff to which the children can turn.

Problems do arise sometimes, either at home or at school, which may well affect the progress, academic or social, of a child. We do ask that parents keep us informed of any problem and we will do likewise in return.

***Although parents are invited to meet the teacher most directly concerned with the child on formal occasions (such as parents evenings), we cannot stress strongly enough the importance of coming into school to discuss any matter.***

### **Administration of medicines in School**

If your child is unwell please do not send him/her to school. Should your child become unwell during the day we will contact you to collect your son/daughter as soon as possible. We do not take this decision lightly.



Some pupils need to attend school while taking prescribed medicines, **but to help avoid unnecessary taking of medicines at school, parents / carers should:**

- i) be aware that a three-times-daily dosage can be spaced evenly throughout the day and does not necessarily have to be taken at lunch time. **This should be done at home before school, immediately after school and just before your child's bedtime;** and
- ii) ask the family doctor if it is possible to adjust the medication to avoid school time doses, although if medicine requires 4 daily doses, then school will administer **one** dose at lunch time only.

Our staff will administer medicines, following the DCC recommended procedure for administration of medicines, if you are unable to come into school and treat your own child. Only medication with your child's name and current date will be accepted into school and administration **can only take place** on completion of an appropriate form (*available from the school office*) detailing the dose and dose frequency, storage instructions and name of medicine.

The school does not keep any non-prescription medication for distribution to pupils e.g. Paracetamol, and pupils may not keep or carry their own non prescription medicine.

**Head lice** can be a problem and if we notice that a child has an infestation we will notify you immediately and ask that you treat the infestation before your child returns to school.

Certain illnesses and diseases require exclusion from school; for example, conjunctivitis, impetigo. Members of the office staff will always advise you about this, so please contact us if you are unsure. ***If your child has is sick or has diarrhoea then they must remain at home for 48 hours following the final bout to prevent other children becoming ill.*** Please do not return them to school before this period has ended.

### **Asthma**

Inhalers need to be named and handed in at the school office where they are kept on an accessible shelf for use at any time. Teachers organise inhalers to be collected and taken on school journeys, swimming or for sports activities. We



find this system minimises loss or damage and enables the office staff to support the use of inhalers.

### **Illness or injury**

Should a pupil become ill or have an accident while at school or on an authorised educational visit, the school will attempt to contact the child's parent/carer. If parents and relatives cannot be contacted the Headteacher will, if necessary, call an ambulance to transport the child to hospital. If the illness or injury is serious an ambulance will be called immediately and you will be informed as to where your child is being taken so you can meet the ambulance there. The school is part of the DCC insurance scheme and any claims against the school should be directed to DCC electronically using the Claims Notification form and emailed to [portalclaims@derbyshire.gov.uk](mailto:portalclaims@derbyshire.gov.uk)



### **Emergency Information**

We need to maintain a card index of emergency information in order to contact you if your child is taken ill or has an accident at school. We ask that you complete 'the green card' when your child starts at school and ensure that we are kept up to date with any changes to the information. **Please note that all the above information will be stored securely and used confidentially.**

### **Sun Protection – We are a Sun Aware School**

Please remember in hot, sunny weather that children should wear clothing with sleeves (no sun tops), hats must be provided and bought to school (preferably the legionnaire style or wide rim hat) and should have high factor, waterproof suntan lotion applied **before leaving home**. Members of staff will **not** apply suntan lotion to pupils. For those with susceptible skins, they can bring a small named container of suntan lotion to apply themselves as necessary. Please emphasise that they must not share this with their friends. **Please ensure that you return the sun cream permission form so that your child can use the sun cream provided in school.** Drinking water is available, but the children are also encouraged to bring in a named bottle of **still water** (sports bottle top only).

### **Health Checks**

The school nurse carries out vision, hearing, height and weight tests on the children during their first year at school and during school time.

The school nurse, no longer does Parents/Carers Drop In" sessions, but can be contacted by parents/carers at Repton Health Centre 01283 701261 should you have any specific concerns.

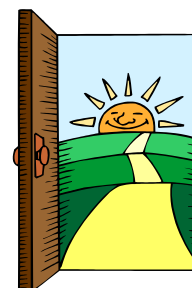
If the teachers feel that your child has a problem that requires referring to the school nurse we contact you and request consent for your child to be given an appointment or discussed with the Health Team. It is optional whether a parent attends such a consultation, which may be booked to suit the nurse's schedule of work, or according to the official date list.

### **Parental Involvement**

Everyone connected with the school is extremely grateful for the wonderful support from parents/carers throughout the year. It is our aim to encourage a close and friendly relationship between home and school. We all want the very best for the children in our care and this can be best achieved if we develop an effective partnership.

In terms of preparing your child for school it would be a great help if s/he can:

- talk freely with both children and adults
- listen carefully
- remember and carry out instructions
- go to the toilet independently
- dress independently
- put on shoes and plimsolls
- put away toys after use
- tell his/ her own name, age and address



In the term before starting school, parents and children will be invited into school in preparation for this new stage in life.

School always has an 'open door' if you wish to call in, please feel free to do so – we are only too happy to show interested parents around the school so that they can have first-hand experience of our working environment.

### **School Volunteers**

Many parents already help in school and we are always grateful for new volunteers. Anyone who would like to become involved for a short time each week, on a regular basis, should contact us and we will be delighted to make the necessary arrangements. A full induction process is undertaken for each school volunteer, including annual Safeguard training and online training.

**Please note that there is an official criminal clearance procedure involved.** (This is part of our Safeguarding Policy)

A new handbook is available and a copy hangs in the entrance area and this briefly outlines the type of help required and the need for confidentiality. A copy is given to all new volunteers.

### **Safeguarding / Child Protection.**

Etwell Primary School is firmly committed to the safeguarding of all the children in our care and, in line with its legal responsibilities, Etwell Primary has a detailed Safeguarding and child protection policy, which might require concerns and cases to be referred to the investigative agencies in the best interests of the child. All safeguarding policies are available on the school web site. Our first priority is your child's welfare. There may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Derbyshire Safeguarding Children Board. If you want to know more about this procedure, please speak to the Headteacher.

The Designated Safeguard Lead is Miss Dixey, Headteacher. Mrs Toynbee and Mr Ormiston are the Deputy Designated Safeguard Leads. The Safeguarding Governor is Mrs Jo Jones.

### **Visitors to school.**

All visitors must report to the office and need to be aware that they should have due regard for their own safety and those in their care during all times on the site. ALL visitors are required to sign the Visitors Book and must wear a visitors badge at all times whilst in the school building.

### **The Parent Teacher Association (PTA)**

We have an active School PTA. All parents and staff of the school are members and are welcome to support the organisation. The PTA committee organises various events and

fund raising activities, the proceeds of which purchase equipment of considerable importance to the school. In recent years the PTA have fund raised to extensively refurbish the swimming pool, purchase a Trim Trail, Traversing Wall, all weather surface and have funded lots of enrichments curriculum activities for the children.

We hope that you will support the PTA and attend meetings to which you are cordially invited. Alternatively your offer of help at fund raising events is most welcomed.

***Hello!***  
***Welcome to your PTA.***

Now your child has joined EPS, you are automatically members of the School's Parent Teacher Association. Our aim is to supplement the school both socially and financially, when needed, in an enjoyable manner.

We have a committee of enthusiastic volunteers who help to organise events – these are advertised through school letters and also on the PTA noticeboard next to the school gate.

We welcome suggestions and new ideas from everyone! Come to a meeting or talk to the School Office or Miss Dixey.

Meetings are well advertised and usually held before events in an evening. Everyone is welcome.

Our main events are a summer and Christmas fair, film nights, bonfire event, discos, but we try to hold extra events to please everyone. If you feel you could help in any way please let us know. Many hands make light work and usually we have fun too!

## **HOMEWORK**

Young children are frequently very tired after a day at school and it is right that they should be able to relax and 'charge up their batteries' in the evening. Parents are asked to support their child's reading at least 5 times a week, support Rapid Number Recall, spellings, phonics and learning basic multiplication/division facts.

Where a child is experiencing particular difficulties, the school teacher may suggest a programme of support activities to be done at home, which we hope parents will support.

We appreciate parental support to ensure the completion of tasks, a high quality of work produced and that homework is returned to school on time.

## **HOME-SCHOOL AGREEMENT**

We believe that children benefit enormously from a clear knowledge that school and parents are working together in partnership on their behalf to support, encourage and recognise their endeavours. We hope that this partnership will encourage a shared commitment to the success of your child, an ethos of understanding and openness in home-school relationships and help you to have a positive role in supporting the work of the school in educating your child.

For the partnership to be fruitful we acknowledge that there needs to be:

- effective flow of information between us

- dialogue and the interchange of ideas and opinions
- joint co-operation in planning the range of experiences which home and school should together provide for your child
- a shared understanding of assessment and recognition of the achievements of your child so that you can help in determining the way forward for your child's education.

When your child joins the school we hope you will be prepared to sign our Home School Partnership Agreement to signify your support to the principles outlined above.

### **DATA PROTECTION ACT**

Basic information about pupils is held on computer to assist with the efficient organisation of the school and individual educational needs. Security measures are taken to ensure that the information is kept confidential and is only available to authorised staff. It may be used for statistical purposes, but this will not enable any individual to be identified.

The school and the County Council have registered with the Data Protection Registrar, details of persons to whom they may wish to disclose information. By law, under the provision of the Data Protection Act 1984, we may only disclose information to other persons in accordance with the registration. The school is registered to disclose personal information to:

- Family, relatives, guardians, trustees
- Past, current or prospective employers
- Legal representatives
- Doctors, dentists, other health advisors
- Department for Children, Schools and Families (DCSF)
- Department of Social Security
- Local Authority and Social Services.

It is the policy of the governors and Derbyshire County Council that such information is confidential and that, even where a need to disclose information has been registered, it will only be divulged in exceptional circumstances and will be kept to the minimum necessary to achieve the purpose. The policy is, of course, subject to any law, which imposes a duty of disclosure on the Governors or Derbyshire County Council.

Pupils may also use computers in the classroom as part of their education, but they do not have access to the personal information records. If you are concerned about any aspect of personal information held on computer please contact the Headteacher in the first instance, or write to the ***Data Protection Liaison Officer, Education Department, Derbyshire County Council, County Hall, Matlock, Derbyshire DE4 3AG.***

### **PARENTAL RIGHTS TO INFORMATION**

Parents/carers may visit school and view, or have copies of, any policy statements and schemes of work, by prior arrangement. Many policies are available on the school web site to download.

School receives many documents and regulations, which may be viewed by parents upon request.

### **ANXIETIES OR CONCERNS**

We hope that you will enjoy and participate in your child's schooling but we do realise that occasionally things may go wrong or appear unsatisfactory. It is in everyone's interests for us to sort out problems quickly rather than allow them to build up and result in anxiety, distrust or unhappiness. Very often a chat or telephone call will be enough for



us to be able to reassure you or help to resolve worries. **The best time to talk to the teachers is at the end of the school day rather than before school; in the morning staff are preparing their first lessons or are engaged in supervisory duties. The Headteacher will always try to make time to discuss any problems with you.**

### **COMPLAINTS**

If parents/carers have a complaint about their child's schooling they should raise it with the class teacher, or Headteacher. If you feel that a complaint about the school is appropriate, the procedure under Section 23 of the Education Reform Act of 1988 is as follows:

- 1) The complaint or query should be addressed initially to the Headteacher in order that the issue may be resolved informally at the earliest opportunity. It is expected that the majority of issues can be dealt with in this way.
- 2) Any person making such a complaint may receive upon request from the Headteacher a copy of a statement from the School explaining principles and arrangements for the consideration of complaints if first attempts to resolve the difficulties prove unsuccessful.

**Under the Regulations of the Act, the following documents and information are available on request to the Headteacher. A small charge may be levied to cover the costs of reproduction.**

- the School statement of curriculum policy and aims;
- statutory instruments, circulars and administrative memoranda relating to powers and duties under Chapter 1 of the Education Reform Act (dealing with the curriculum) which are sent to all schools by the Department For Education;
- any published reports referring to the school by OFSTED;
- any schemes of work used by teachers in the school;
- a full copy of the arrangements for the consideration of complaints about the school curriculum.

### **EPS ANTI-BULLYING POLICY**

The school's policy is available on the school web site. Etwall Primary School is committed to Derbyshire's Preventing and Tackling Bullying strategy and is currently undergoing assessment for this award.

Bullying, in all forms, are not be tolerated at this school. It is everyone's responsibility to prevent it happening, and, with this in mind, the Governing Body and staff have laid down guidelines as part of the Anti-Bullying Policy. A leaflet has been produced for parents and carers and is given to all new parents/carers. This can be found on the school web site.

Additionally, one of the Governors has been specially nominated to help deal with concerns about bullying and is closely involved in work that we do in school. This is Mrs Jo Jones (contact through school). *However, such concerns should in the first instance, be discussed with the Headteacher or class teacher.*

### **INFORMATION UPDATES AND NEWSLETTERS**

Parents receive regular information updates as needed and newsletters to keep them in touch with events and developments. You can view all newsletters and school letters on our website and can also opt into our emailing service. Every parent/carer has the option of receiving paper or electronic copies if they wish. Please ensure that you notify the school office.

## **INFORMATION ABOUT THE SCHOOL AND THE CURRICULUM**

A number of policy documents and records of Governor and School Council meetings are on display in the entrance foyer and parents are welcome to read through these.

The following documents are also available on the school web site:

- OFSTED inspection report – October 2012 and March 2017 – available online at the OFSTED website
- Ofsted Maths Survey – February 2012 - available online at the OFSTED website
- School leaflets
- Secondary school brochures are available from John Port School on request.

## **EARLY YEARS FOUNDATION STAGE**

From September 2008 the Early Years Foundation stage became statutory. This framework changed and the new framework became statutory from September 2012.

The Foundation Stage is the stage prior to Key Stage 1. The Reception year is the final year of your child's Foundation Stage education. As the name indicates, this is the stage where important skills; the foundations for their future learning are put in place. The emphasis is placed on developing the necessary skills to become a good learner.

Practical activities, structured and well-organised play and exploration form the back bone of the teaching and learning in this year. On entry into our Reception unit your child will be working within the Early Years Foundation Stage Government guidelines as detailed below.

<b>Area of Learning and Development</b>	<b>Aspect</b>
<b>Prime Areas</b>	
<b>Personal, Social and Emotional Development</b>	Making relationships
	Self-confidence and self-awareness
	Managing feelings and behaviour
<b>Physical Development</b>	Moving and handling
	Health and self-care
<b>Communication and Language</b>	Listening and attention
	Understanding
	Speaking
<b>Specific areas</b>	
<b>Literacy</b>	Reading
	Writing
<b>Mathematics</b>	Numbers
	Shape, space and measure
<b>Understanding the World</b>	People and communities
	The world
	Technology
<b>Expressive Arts and Design</b>	Exploring and using media and materials
	Being imaginative

## **CURRICULUM AIMS**

Our first aim is to create a secure, happy, stimulating atmosphere within school in which learning can best take place. I am very pleased to have a very hard-working, caring and enthusiastic staff with a wide range of skills and abilities who will be working with your children. Supported by your co-operation, we enable the children to grow, not only academically, but personally and socially.

We aim to develop confidence, self reliance, caring, understanding, respect and helpfulness and to encourage the children at the same time to practice self discipline, independence, perseverance and to have a pride in themselves, their work and their environment.

The children are encouraged to take an active role in the life of the community. Our curriculum is devised to help pupils to develop lively, enquiring minds, to encourage them to question and discuss, whilst applying themselves to a variety of tasks to the best of their ability.

### **Curriculum Organisation**

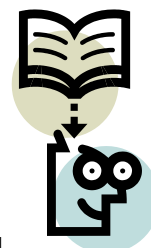
School policy in all curriculum areas is fully matched to the requirements of the National Curriculum and if any parent wishes to view our policy statements then they are very welcome to do so, by prior arrangement with school.

In following the National Curriculum we emphasise the development of the basic skills in reading, writing and mathematics. There is also a wide variety of learning experiences based on a broad, well-balanced approach.

Our children are taught by a variety of teaching methods i.e. whole class, year group or small group work, even on an individual basis. We take care to ensure that each child's work is matched to their ability, so they progress to their full potential.

### **English**

Language is a combination of listening, talking, reading, writing and the interaction of these with each other. Our aim is to enable children to communicate in the most appropriate way and to use their skills in all areas of the curriculum. Reading and writing depend on the ability to listen, think and talk and use the sounds of letters. Therefore young children must spend a great deal of time in activities that encourage listening and talking.



Our reading programme emphasises the sharing of books and the pleasure of reading. Help and support from parents is essential and new parents will be offered ways to share their child's enjoyment of reading.

### **Mathematics**

Mathematics is another means of communication and should be used across the curriculum. It requires skills that depend heavily on practical experience in order to build up sound concepts. Thus all work learnt in mathematics must wherever possible be preceded by practical experience. The writing down of calculations is a method of testing children's understanding and not a way of learning. The building up and quick recall of mathematical tables, accurate work using number operations and mental agility are essential parts of our programme to be introduced as soon as the child's level of understanding allows.



### **Science**

In our Science work, we encourage children to gain knowledge and understanding that will give them the means to investigate their environment. The work has a practical bias with the emphasis on giving children "hands on experiences". The work is carefully structured in accordance with the Programme of Study outlined in Science in the National Curriculum. There is a shared emphasis on the acquisition of knowledge and understanding and on the development of skills such as observing, questioning, predicting, experimenting and analysing possible consequences.



## **Design and Technology**

The children learn to think and intervene creatively in problem solving, both as individuals and as a team. They are encouraged to reflect on and evaluate present and past design and technology, its uses and effects.

## **Computing**

Computing prepares the children to participate in the rapidly changing world of technology. They use ICT tools to find, explore, analyse, exchange and present information and also to gain rapid access to ideas and experiences from a wide range of sources.



## **History**

In the teaching of History the children consider how the past influences the present, what past societies were like, how they were organised and developed. They are encouraged to research and find evidence for examination and evaluation.

## **Geography**

Both the natural and human worlds are studied and the children develop knowledge of places and environments throughout the world and an understanding of maps. The children also gain problem-solving skills.



## **Music**

Music can change the way children feel, think and act because it is such a powerful form of communication. It develops the pupils' ability to listen and appreciate a wide variety of musical forms and encourages involvement.

Peripatetic teachers work in school to teach brass, clarinet, drums, flute, guitar and woodwind instrument lessons each week. Parents pay for these lessons, however it is possible to apply for financial support towards the cost and the information is confidentially available from the main office.

## **Art and Design**

Art and Design, through visual, tactile and sensory experiences, stimulates creativity and imagination. The children use colour, form, texture, pattern and different materials and processes to communicate what they see, feel and think.

## **Physical Education (PE)**

Skilfulness, physical development and knowledge of the human body in action are promoted through PE. Opportunities to be creative, competitive and challenged as individuals, groups and teams are provided.

The school runs teams, which compete against other local schools in matches and tournaments.

Our sports facilities include a large hall, equipped with fixed apparatus, a football pitch (which is used for cricket, rounders and athletics during the summer term), a netball court, with markings for padder tennis and a learner-depth swimming pool.

The children from the Reception class to Year 4 are taught to swim in our pool.

## **Religious Education (RE)**

The aim of R.E. in school is to contribute to the spiritual and moral development of pupils as individuals and members of society, fostering a reflective approach to life in the context of a growing understanding of the experiences, attitudes, beliefs and religious

practices of individuals and groups. Religious Education is taught according to the Derbyshire Agreed Syllabus for RE.

As such we try to develop a pattern that is common to the school's approach to primary education in general. We encourage children to:-

Look at their own experience  
Ask questions  
Discover things for themselves  
Explore ideas



Respond creatively

Helping them to develop the knowledge, understanding, skills and attitudes specific to this area of study.

We consider that there are two distinct strands to R.E. Learning about religions which includes exploring and examining religious beliefs, spirituality, teachings, worship, practices, behaviour and ways of expressing meaning; and learning from religion which includes exploring and responding to questions of identity, belonging, experience, meaning, purpose, value, commitment and spirituality.

### **COLLECTIVE WORSHIP**

We hold daily assemblies which are wholly or mainly of a broadly Christian character, during which the children have an opportunity to make a free response arising from their own religious or other beliefs. We are pleased to welcome parents and friends to special occasions. Information about these dates is sent out when appropriate.

If you wish your child to be withdrawn from acts of collective worship please contact the Headteacher. Parents will need to make arrangements for withdrawing pupils, in consultation with the Headteacher.

### **Personal, Social and Health Education (PSHE) & Citizenship**

PSHE and citizenship help to give children the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed active, responsible citizens.

The Health aspect of the curriculum is mainly taught in topic work and one aspect is concerned with Relationship and Sex Education. This is covered mainly through the use of television programmes and videos, and any parent requiring further information is invited to contact the class teachers. *It is the right of any parent to withdraw their child from all, or part, of the Relationship and Sex Education provided.*

Drugs education is introduced by looking at the effects of medicines and their safe use, through to drugs awareness for the older children.

We offer a programme of activities to encourage the children to take increasing responsibility for themselves and their actions. Our aim is to develop self-esteem through encouraging the children to value themselves and others.

### **ASSESSMENT AND TESTING**

Each child is informally assessed regularly to monitor progress in different subject areas. The teachers use the information in order to set targets for each child and to give additional support where it is required. Towards the end of each academic year most children will undertake formal assessments in Maths and English. We comply with the statutory assessment arrangements for the end of the Reception year (Foundation Stage Profile), Year 1 (Phonics Check) Year 2 (end of KS1 teacher assessment) and Year 6 (end of KS2 tests).

## **EDUCATIONAL VISITS**

Educational visits, including two residential visits in KS2, and visitors to school are used to enhance and support the curriculum, stimulating and motivating the children through first-hand experience. Parents are notified of these in advance and are usually invited to make a voluntary contribution towards the cost. Short visits in the local area are also used to support the children's learning. As these visits are on a "weather permitting" basis, although you will be notified in advance it will not always be possible to notify late changes. Teachers will ensure that pupils are properly supervised at all times during such visits.

## **EXTRA-CURRICULAR ACTIVITIES**

We organise a variety of activities that the children may undertake as 'extras'. These activities are usually immediately after school. At present these include dodgeball, tennis, rounders, languages, cross-country running, cycling, street dancing, cheerleading, football, karate, kwik cricket, Tai Chi, netball and playing a wind or stringed instrument (parents pay for some of this coaching).

## **CHARGING POLICY 2018-19**

Under the Education Reform Act 1988, Schools are required to have a charging and remissions policy. A copy of this policy is included at the end of the prospectus for your information and is also on the school web site.

The restriction on charging for school activities does not in any way prohibit or restrict the school from seeking voluntary contributions in support of a school activity and it is also clear that the school is not bound to pursue a proposed activity if parents are reluctant to support it. The school will continue in its endeavours to provide, with your voluntary help, an interesting and varied curriculum for its pupils – your children.

## **BEHAVIOUR POLICY.**

We insist on good manners and behaviour at all times from the children in our care. We have a short list of individual school rules, but generally ask that the children use their common sense and conduct themselves properly. We believe that self-discipline, respect and consideration of others to be very important. Good behaviour is always acknowledged and will be rewarded by verbal praise or an award, such as a special sticker.

We follow a very comprehensive Behaviour Policy in school, which details responsibilities, rewards and sanctions. A copy of this policy is available on the school web site. The schools Golden Rules are:

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

## **2015 RESULTS KEY STAGE 2 (Levels)**

This table shows the percentages of children achieving each level at Etwall Primary School in 2015 compared with the national data.

### **2015 Test results for Key Stage 2 (%):**

		Below level 3	3	4	5	6	4+
GPS	School	2	5	22	68	2	93
	National	2	15	25	52	4	80
Reading	School	0	5	37	56	0	93
	National	2	6	41	48	0	89
Mathematics	School	0	5	41	49	5	95
	National	1	9	45	33	9	87

### **2015 Teacher Assessments for Key Stage 2 (%):**

		Below level 3	3	4	5	6	4+
English	School	0	2	34	59	5	98
	National	-	-	-	-	-	-
Writing	School	0	7	41	51	0	93
	National	3	11	51	34	2	87
Mathematics	School	0	7	32	49	12	93
	National	4	9	46	32	9	87
Science	School	0	2	32	66	0	98
	National	-	-	-	-	-	-

## **2015 RESULTS KEY STAGE 1 (Levels)**

### **2015 Teacher Assessments for Key Stage 1 (%):**

		Level 2 or above	Level 2b or above	Level 3
Speaking and Listening	School	100		43
	National	90		25
Reading	School	100	90	38
	National	90	82	32
Writing	School	98	83	33
	National	88	72	18
Mathematics	School	100	90	38
	National	93	82	26
Science	School	100		40
	National	91		23

NB: Speaking and Listening and science subjects do not report level 2B.

**2016 RESULTS KEY STAGE 2 (Assessing without Levels)**

This table shows the percentages of children at Etwall Primary School in 2016 compared with the national data.

**2016 Test results for Key Stage 2 (%):**

		Below	Expected	High	Expected +
GPS	School	5.6	50.0	44.4	94.4
	National	3.2	49.9	22.5	72.4
Reading	School	11.1	58.3	30.6	88.9
	National	7.1	46.9	18.8	65.7
Mathematics	School	13.9	58.3	27.8	86.1
	National	3.6	53.1	16.6	69.7
Re, Wr & Ma Combined	School	27.8	63.9	8.2	72.2
	National	41.4	47.8	5.4	53.2

Science and Writing is teacher assessed. The school was moderated in writing 2016.

**2016 Teacher Assessments for Key Stage 2 (%):**

		Below	Expected	High	Expected +
GPS	School	2.8	50	44.4	94.4
	National	3.2	49.9	22.5	72.4
Reading	School	16.7	83.3		
	National	19.9	79.7		
Writing	School	22.2	61.1	16.7	77.8
	National	25.7	59.2	14.7	73.9
Mathematics	School	19.4	80.6		
	National	21.5	78.2		
Science	School	5.6	94.4		
	National	18.7	80.9		
Re, Wr & Ma Combined	School	2.8	66.7		
	National				

**2016 RESULTS KEY STAGE 1 (Assessing without levels)****2016 Teacher Assessments for Key Stage 1 (%):**

		Below	Expected	High	Expected +
Reading	School	12.5	32.5	55.0	87.5
	National	25.7	50.5	23.5	74
Writing	School	37.5	35.0	27.5	62.5
	National	52.3	52.2	13.3	65.5
Mathematics	School	15.0	47.5	37.5	85.0
	National	27.1	54.8	17.8	72.6
Science	School	2.5	97.5		97.5
	National	17.9	81.8		81.8
Re, Wr & Ma Combined	School	40.0	32.5	27.5	60.0
	National	40.1	50.4	9.5	59.9

## **Charging Policy**

### **1 Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

### **2 Voluntary contributions**

**2.1** When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

**2.2** If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/Carers have a right to know how each trip is funded. The school provides this information on request.

**2.3** The following is a list of additional activities organised by the school, which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre or visiting theatre groups;
- visiting speakers
- school trips;
- first aid training for children;
- science or design events;
- musical events.

### **3 Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge for the education or travel expenses. There is also a charge to cover the costs of board and lodging. Parents/Carers who receive state benefits (as listed by the Department for Children, Schools and Families) are asked to discuss payment with the Headteacher for the remission of charges in part, or in full. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission.

### **4 Music tuition**

**4.1** All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents/carers in receipt of state benefits (as listed by the Department for Children, Schools and Families) are exempt from payment. We give parents/carers information about additional music tuition at the start of each academic year.

### **5 Swimming**

The school organises swimming lessons for all children in the school. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents/carers when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

## **6 Sporting activities provided by external providers**

The school may offer additional sports coaching after school eg football, karate, handball, cricket, tennis, dance. A qualified coach, who is not a member of the school staff, would run and organise these sessions. There is a charge for these sessions, usually payable at the time of booking.

## **7 Certificates**

The school may charge for badges, certificates, or other awards achieved during normal school, or extra-curricular activities.

## **8 Products**

The school may charge for ingredients and materials, or require them to be provided, if the parents have indicated in advance that they wish to own the finished product.

## **9 School Resources**

**9.1** There will be a replacement charge for school books that are lost or damaged beyond repair. The school will endeavour to source a replacement for the least cost to parents/carers.

**9.2** There will be a replacement or repair charge, as appropriate, for any school property that is deliberately damaged or broken. This will be at the current cost to the school.

## **10 Photocopying Charges**

There is a charge of 10p per copy for personal/community users.

## **11 Telephone Charges**

A charge of 15p per minute is made for private calls.

**The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution to support school activities.**

Reviewed: Sept 2018

Next Review Date: Sept 2019