

Witherley C.E. Primary School



**Prospectus
2023/24**

Welcome to Witherley CE Primary School

Dear Parents/Carers

Welcome to Witherley CE Primary School. We are a small village primary school on the edge of Leicestershire. Witherley CE Primary School is a voluntary controlled school and has close links with St. Peter's Church in Witherley.

Our catchment area is the villages of Witherley and Ratcliffe Culey but we also take children from a wider area. We accept children between the ages of 4 and 11 and encourage parents/carers who are considering sending their children to our school to come and visit us.

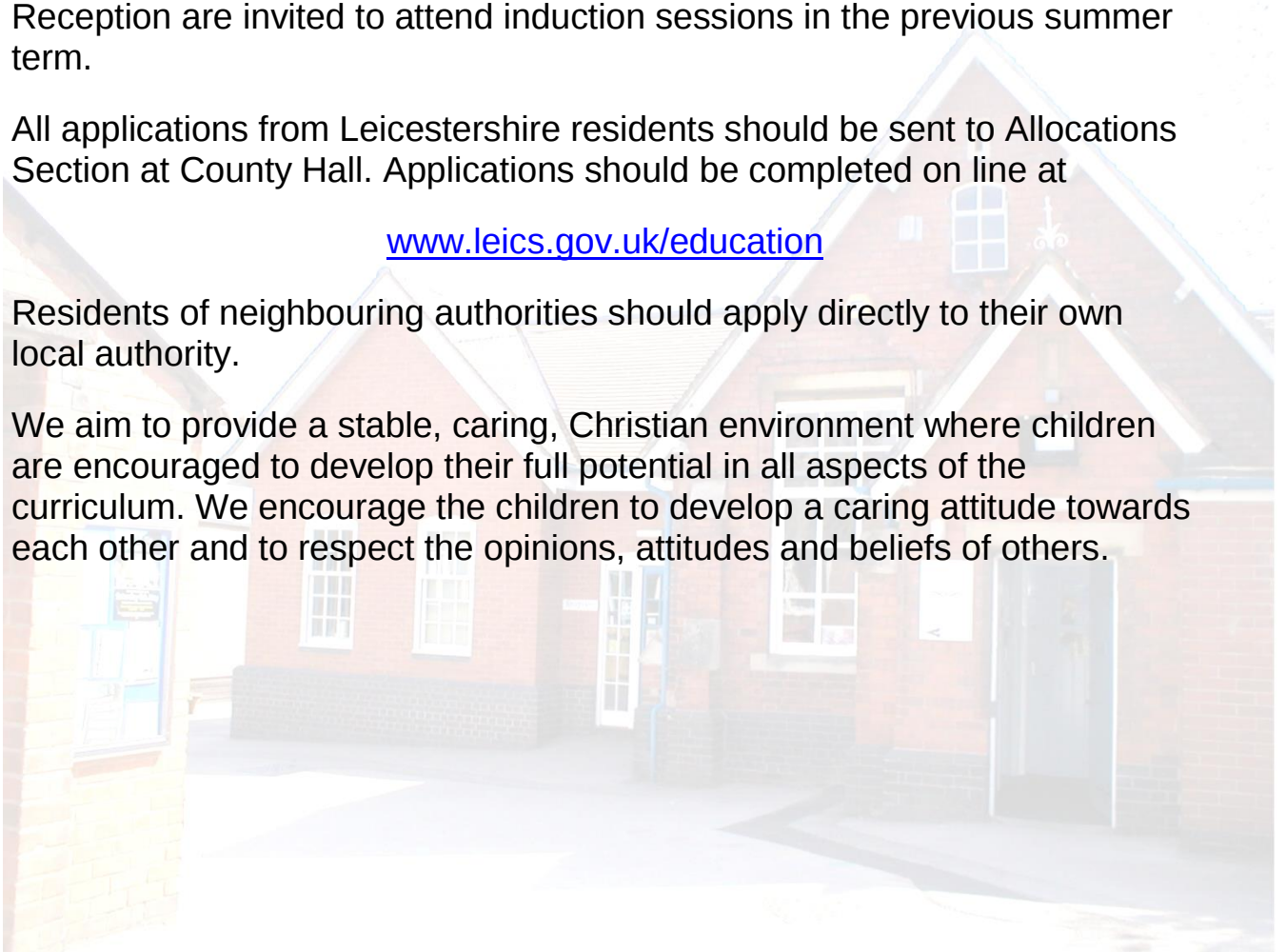
We have one intake each year, in the Autumn Term. Pupils joining us in Reception are invited to attend induction sessions in the previous summer term.

All applications from Leicestershire residents should be sent to Allocations Section at County Hall. Applications should be completed on line at

www.leics.gov.uk/education

Residents of neighbouring authorities should apply directly to their own local authority.

We aim to provide a stable, caring, Christian environment where children are encouraged to develop their full potential in all aspects of the curriculum. We encourage the children to develop a caring attitude towards each other and to respect the opinions, attitudes and beliefs of others.



‘Striving for Excellence’

Our vision is for pupils to

- Have fun and enjoy being at school
- Develop lively enquiring minds and a spirit of curiosity
- Become and continue to be highly motivated lifelong learners
- Have high self-esteem through respect for ourselves, others and the environment
- Communicate effectively
- Develop technological skills
- Achieve high standards across the curriculum enabling all pupils to fulfil their potential
- Be caring, confident and responsible and make healthy life style choices

The school aims to do this by

- Promoting the well-being of all pupils
- Developing each pupil’s full potential academically, physically, morally and spiritually
- Providing a wide range of learning opportunities
- Fostering the learning processes based upon personal relationships, co-operation and respect
- Encouraging our pupils to be hardworking, honest and self-disciplined
- Communicating knowledge through the process of encouragement, sensitivity, fairness and firmness

Staff and Governors

Head Teacher

Mrs D Middleton

Teaching Staff

Mrs A Banks

Mrs E Gillies

Mrs C Butlin

Mrs A Hodgson

SENCO

Miss E Jones

Non-Teaching Staff

Mrs P Short

School Bursar/Office Manager

Admin Assistant

Mrs D Long

Nursery Nurse

Mrs L Bedford

Classroom Assistant/Lunchtime
Supervisor/Forest Schools/ After
School Club Assistant

Mrs K Woolliscroft

Classroom Assistant/Lunchtime
Supervisor//Forest Schools/ After
School Club Assistant

Mrs C Alcock

Classroom Assistant/Lunchtime
Supervisor/ Breakfast/After
School Club Assistant

Mrs S Deeming

Lunchtime Supervisor/After
School Club Assistant

Mrs F Cuppleditch

Lunchtime Supervisor/Breakfast
Club/After School Club Assistant

Mrs B Davies

1:1 Support Assistant/After
School Club Assistant

Miss A Smith

1:1 Support Assistant

Mr D Brierley

Premises Officer

Governors

Clerk to Governors

Miss R Bunney

Chair

Mr M Weaver

Co-Opted Governor

Vice Chair

Mrs C Rothen

Co-Opted Governor

Mr M Essex

Parent Governor

Mr P Salmon

Foundation Governor

Mrs B Dyde

Parent Governor

Mrs S Wade

Co-Opted Governor

The School Day

We have a Breakfast Club which runs from 7.45 until 8.30.

The school gates are open from 8.30 and 8.45 and children who do not go to breakfast club arrive during this time and go straight into class.

The register closes at 9am and lessons start promptly.

Morning Break is from 10.30 to 10.45. Children are allowed a healthy snack, fruit is provided for KS1 pupils. Milk is provided free of charge for all under 5s and to those in receipt of free school meals. All other children may purchase milk.

Lunchtime is from 12 until 1.00. The children are supervised by four lunchtime supervisors. KS1 pupils are entitled to a free school meal. KS2 pupils may bring a packed lunch or purchase a hot dinner. Packed lunches should be brought in a named container. Children should not bring fizzy drinks or sweets.

The school day finishes at 3.15. Key stage 1 and 2 children collected from Church Road and Reception are collected from St Peters Road gate. They will be allowed to leave when the teacher has seen the adult responsible for collecting them. If you wish your child to be collected by a different adult, please inform the school office or class teacher directly.

Wrap Around Care

Breakfast Club runs from 7.45 a.m. until 8.30 a.m. and children may have cereals, toast and fruit if they wish.

After School Club runs from 3.15 to 5.30 Monday to Friday with a variety of activities on offer each evening e.g. football, soft play, Forest Schools, tennis, board games

School Uniform

We expect all pupils to wear school uniform. Please ensure that all items of clothing are **clearly named**.

- ❖ Royal blue sweatshirt, jumper or cardigan
- ❖ White or pale blue polo shirt or blouse
- ❖ Grey skirt, pinafore or trousers
- ❖ Blue and white checked dress or shorts (summer)
- ❖ Sensible black shoes – not trainers

PE Kit

- ❖ White T-shirt
- ❖ Black shorts
- ❖ Joggers and sweatshirt (winter only)
- ❖ Trainers and/or plimsolls
- ❖ Drawstring bag

Uniform with the school logo can be ordered online at www.just-schoolwear.co.uk. The following items are available to order:

- ✓ Sweatshirts and cardigans
- ✓ Polo shirts
- ✓ Fleeces
- ✓ Reversible waterproof jackets
- ✓ PE T-shirts
- ✓ PE kits (inc. bag)
- ✓ Sun hats
- ✓ Book bags
- ✓ PE Hoodies – order through the school office (not just-schoolwear)

RE & Collective Worship

Religious Education encompasses all the major faiths and encourages an understanding of different cultures and faiths. As a Church of England school our assemblies are Christian and are planned around a series of weekly themes and values. We hold a weekly achievement assembly which celebrates pupils' successes in different areas. We have close links with St. Peter's Church in Witherley and hold several services throughout the year e.g. Harvest Festival, Christmas, Easter, Ascension Day, Leavers' Service.

Parents have the right to withdraw their child from RE lessons or Collective Worship. If you wish to do so, please contact the Headteacher to make alternative arrangements.

Special Educational Needs

Occasionally children experience difficulties which hinder their educational progress e.g. physical disability, impaired speech and language, learning difficulties, behavioural difficulties etc. When a child experiences such difficulties a Pupil Passport is drawn up which sets targets tailored to address the child's needs. Each class has classroom support staff who give additional support to those children who require it. Where the need seriously affects the child's progress, the school will request help or advice from the appropriate outside agency e.g. educational psychologist, speech and language therapist etc. A child may need an Education, Health & Care Plan, this will be decided by the Local Authority in consultation with school, parents and outside agencies.

Homework

We expect all children to read and discuss their reading at least three times a week but preferably daily. From Y1 children are expected to learn spellings and times tables. Children may also be expected to complete internet maths activities such as MyMaths, and Times Tables Rockstars.

Other homework will be set half termly and will include a variety of topic based activities to choose from.

Safety

All pupils are to be collected by parents/carers or another adult known to school from within the school grounds unless it is requested in writing that they walk home alone. Please notify school in advance if there is any change to the collection arrangements of your child, either verbally, in writing or by telephone call to the school office.

All late arrivals and visitors are asked to report to the school office before going to classrooms.

Equal Opportunities

We believe that it is important to treat pupils as individuals regardless of race, gender or other differences. We aim to provide equal opportunities throughout every aspect of school life.

Relationship & Sex Education

Relationship and sex education is part of the personal, social and health education curriculum in our school. While we use relationship and sex education to inform children about sexual issues, we do this with regard to healthy relationships and issues of morality and personal responsibility, and in a way that allows children to ask and explore moral questions.

We teach relationship and sex education through different aspects of the curriculum. Whilst we carry out the main sex education teaching in our personal, social and health education (PSHE) curriculum, we also teach some sex education through other subject areas (for example, science and PE), where we feel that they contribute significantly to a child's knowledge and understanding of his or her own body, and how it is changing and developing.

Parents have the right to withdraw their child from all or part of the sex education programme that we teach in our school. If a parent wishes their child to be withdrawn from sex education lessons, they should discuss this with the Head teacher, and make it clear which aspects of the programme they do not wish their child to participate in.

Travel Plan

The school recognises the benefits to pupils' health and the environment of walking or cycling to school and commits to encouraging pupils through the school travel plan.

Families who live too far away to walk may use a car. If this is the case please park at a distance away from school. This will help to reduce congestion at the school gate and ensure that all pupils benefit from a daily walk.

Cycle racks are available at school and all cycles must be secured during the day.

Discipline

At Witherley we work hard to provide a challenging, interesting and relevant curriculum. We aim to create a safe and pleasant environment. We teach pupils about appropriate behaviour. We encourage them to take responsibility for their own actions and behaviour. We discourage unsociable behaviour by promoting mutual respect.

We expect children to behave and achieve well and to give their best. We reward achievement in all areas with praise, stickers, merits and certificates. We hold 'Achievement Assembly' on a Friday afternoon where we celebrate best work, we award dojo certificates, sporting awards, music and swimming certificates etc.

Negative consequences of bad behaviour are presented to children as a choice, as this places responsibility for behaviour on children. Consequences are seen as a natural outcome of inappropriate behaviour. Examples of negative consequences are verbal warning, loss of playtime, behaviour report form and in severe cases, exclusion from school.

Absences & Holidays

If your child is unwell please inform the school office by 9.15 am with the reason for absence. If your child needs time off school due to medical or dental appointments or, for example, dance or music examinations, please inform us either in writing or by telephone.

We urge all parents to consider the implications of holiday absences upon their child's learning. We discourage parents from taking holiday during term time. Research shows that even quite low levels of absence can have a negative impact on learning. School will not authorise absence for holidays.

Child Protection – Safeguarding Children

Our school feels it is of the utmost importance to have good systems for protecting children and safeguarding their welfare, throughout all the activities which the school undertakes. This means that staff and volunteers must be alert to possible concerns about every pupil, and to report these in a proper fashion. The school has a safeguarding and child protection policy: parents may request a copy of this from the school office.

It is important for parents to be aware that:

- We are an Operation Encompass school.
- Staff and volunteers in the school have a duty to report concerns about a child, whether this means the child may be in need of additional support or help of some kind or whether it is thought that a child may have been abused or be at risk of abuse.
- There are four categories of abuse: physical, sexual, emotional, neglect.
- In some cases the school is obliged to refer children to children's social care staff, for children to be assessed for their needs or if an investigation into possible child abuse is required. In many cases there will already have been discussions between school staff and the parents of the child, and the situation and concerns will not be a surprise to the parents. However, parents may not be told that the school has referred their child to children's social care if it is thought that this might put the child at risk.
- Children's social care tries to carry out its enquiries in a sensitive fashion. It has to gather information and generally it can be open with parents about the steps being taken.
- If you think your child may have been abused you can contact the children's social care office or the Local Authority's Access & Welfare Service direct. If you think the abuse may have happened in school, contact the Head teacher who is the Designated Senior Person for Child Protection. If you think your child has been hurt, arrange to visit your doctor. Comfort and reassure your child.
- If school staff need to express concerns about a child or refer a child to children's social care, it is understood that this can cause distress or anger for the child's parents. It is important that all parties – parents and school staff – try to discuss these matters as calmly and sensibly as possible.

Designated Safeguarding Leads: **Mrs D Middleton, Mrs P Short, Mrs A Hodgson**

Medicines

No medicine will be administered by staff unless clear written instructions to do so have been obtained from the parents or legal guardians and the school has indicated that it is able to do so. A medicines form can be obtained from the school office. All medicines must be clearly labelled with the child's name, route i.e. mode of administering oral/aural etc., dose, frequency and name of the medication being given. Where it is agreed by the parents and teachers some medications e.g., inhalers will be carried by the child for self-administration. These may be carried in "bum bags" or swimming pouches. Inhalers should be labelled with the child's name and dose e.g. two puffs.

Charging for school activities

This school strongly believes in the value of school visits and practical activities. We are dependent upon parents making voluntary contributions for the continuance of these important activities. Whilst no child would ever be excluded from these events for failing to contribute, school reserves the right to cancel events where insufficient contributions have been offered.

Emergency Closure

In the event of heavy snow leading to the closure of school, the information will be shared via Class Dojo, text message and the school web site.

Complaints procedure

In the event of a situation arising which causes concern to you as a parent, this is usually resolved through discussion with the class teacher. Where this is not so, there is a complaints policy which sets out how complaints should be handled. Copies of this are kept in school or can be found on the school website.

Friends of Witherley School

Friends of Witherley School (FOWS) are a group of parents and friends of school who meet to plan and put on fundraising and social events for school. They are quite informal, so please feel free to join them.