



NORTH WINGFIELD PRIMARY
& NURSERY ACADEMY™

Parent Handbook

KEY STATEMENTS

Entitlement

This school believes that all pupil have an entitlement to access a broad and balanced curriculum at an appropriate level. Parents, carers and members of the wider community have an entitlement to access learning opportunities through the school at a relevant and appropriate level.

COMMUNICATION

Pupil parents and the community receive appropriate and relevant communications regarding the work of the school particularly where this influences or impacts upon their responsibilities.

STANDARDS IN ACHIEVEMENT AND ATTAINMENT

This school endeavors to maximise the potential of all pupil and strive towards goals in independent learning. The school will ensure that sufficient challenge is built into its learning and teaching strategies in order to raise levels of attainment in the long term.

ENVIRONMENT

Pupil and the community are encouraged to take care and pride in the immediate school environment. The school places care of our natural world and village as a high priority within the context of a broad and balanced curriculum.

THE WHOLE CHILD

This school is committed to the development of the whole child. It aims to ensure that pupil develop intellectually, socially, physically and artistically.

Section 2 - General Information

School Overview

North Wingfield Primary and Nursery School is a two form, County Community School catering for pupil aged 3 – 11 years.

The school is housed in a brand new building. The Key Stage 1 and Early Years classrooms are situated on the east of the building and the Key Stage 2 classrooms on the west. All the toilets are accommodated in the corridors near to the classrooms. There are disabled toilets as well as a wet room.

The Foundation Stage Unit has its own outdoor play areas which adjoins the classroom.

The building has 15 teaching areas, two intervention rooms, a nurture room and a hall, which is used for PE, Games and dinners. The playgrounds are situated at the rear of the building and there is a fenced play court to the front of the building.

There is a school field to the front of the building.

North Wingfield primary Governing Body		
Title	Name	Public Name
Chair	Sue Spenceley	Mrs Spenceley
Clerk to Governors	Angela Cooke	Mrs Cooke
Headteacher	Rachael Peacock	Mrs Peacock
Staff Governor	Diane Parmley	Mrs Parmley
Governor	Nigel Barker	Mr Barker
Governor	Sherri Cosford	Mrs Cosford
Observer	Rachel Shepherd	Miss Shepherd
Parent Governor	Emma Evans	Mrs Evans
Parent Governor	VACANCY	VACANCY

Title	Name	Public Name	School Tag
Headteacher	Rachael Peacock	Mrs Peacock	RPe
Assistant Headteacher	Rachel Shepherd	Miss Shepherd	RSh
Assistant Headteacher	Diane Parmley	Mrs Parmley	DPa
School Business Manager	Mandy Goodall	Mrs Goodall	MGo
School Secretary and admin support	Sarah Lester	Mrs Lester	SLe
School Secretary and admin support	Karen Briggs	Mrs Briggs	KBr
Caretaker	Paul Hawkins	Mr Hawkins	PHa

Teaching staff			
Class	Name	Public Name	School Tag
Nursery	Diane Parmley	Mrs Parmley	DPa
Reception	Ruth Manterfield	Mrs Manterfield	RMa
Reception	Libby Partridge	Mrs Partridge	LPa
Y1	Adam Cox	Mr Cox	ACo
Y1	Sarah Dilks	Miss Dilks	SDi
Y2	Tracey Morris	Mrs Morris	TMo
Y2	Alex Feltham	Mr Feltham	Afe
Y3/4	Ellen Gudgin	Miss Gudgin	EGu
Y3/4	Alicia Myers	Miss Myers	AMy
Y4/5	Lucy Kirk	Miss Kirk	LKi
Y5/6	Iwan Casey	Mr Casey	ICa
Y6	Bethany Knowles	Miss Knowles	BKn
Y1/5/6	Rachel Shepherd	Miss Shepherd	RSh

SUPPORT STAFF			
Teaching Assistant (SEN)	Jennifer Arnold	Miss Arnold	JAr
Teaching Assistant	Helen Bamforth	Mrs Bamforth	HBa
Teaching Assistant	Michelle Bicknell	Mrs Bicknell	MBi
Teaching Assistant	Karen Briggs	Mrs Briggs	KBa
Teaching Assistant (SEN)	Natasha Dagger	Miss Dagger	NDa

Teaching Assistant (SEN)	Helen Davies	Ms Davies	HDa
Learning Mentor	Karen Denovan	Mrs Denovan	KDe
HLTA	Colette Fletcher	Mrs Fletcher	CFI
Teaching Assistant (SEN)	Hannah Gaunt	Miss Gaunt	HGa
HLTA	Claire Giles	Mrs Giles	CGi
Teaching Assistant (SEN)	Emily Goodwin	Miss Goodwin	EGo
Teaching Assistant (S&L)	Sally Goodwin	Mrs Goodwin	SGo
Nursery Nurse/HLTA	Sally Grattage	Mrs Grattage	SGr
Teaching Assistant (SEN)	Lesley Gratton	Ms Gratton	LGr
Teaching Assistant (SEN)	Kelly Hallam	Miss Hallam	KHa
Nursery Nurse/HLTA	Shirley Hallam	Mrs Hallam	SHa
Teaching Assistant (SEN)	Louise Keetley	Miss Keetley	LKe
Teaching Assistant (SEN)	Rachel Norton	Mrs Norton	RNo
Teaching Assistant (SEN)	Andrew Watson	Mr Watson	AWa
School Counsellor	Elaine Wright	Mrs Wright	EWr
Teaching Assistant (SEN)	Natalie Wykes	Miss Wykes	NWy

ADMISSIONS POLICY

Admission to Foundation 2 (Reception)

Pupil start school in Foundation 2 (Reception) at the beginning of September in the school year that their 5th birthday falls.

The school's admission limit is 60. Parents must apply for a place between November and mid-January in the school year prior to their child's 5th birthday. Applications may be made directly "on-line" or by telephone with the Local Authority (LA)

If more requests for admission are received than there are places, then places will be allocated by the Director of Pupil and Young Adults according to the normal policies and procedures of the Local Authority. All parents will be informed as soon as possible before the actual year starts as to whether their application has been successful.

Parents are invited to visit school during the term before their child starts school to discuss their induction and to ask any questions they may have. The pupil also have the opportunity to spend time in school in order to meet their teacher and see their classroom before starting school.

THE SCHOOL DAY

Timings	
Drop-off	8:35am – 8:45am - pupil straight into class

Year Group	Entrance/Exit	Finish time
Nursery	Nursery Door	11:35/ 3:20
Reception	Owl gate	3:20
Year 1	KS1 Corridor Door (a class each side)	3:25
Year 2	Hall door (a class each side)	3:25
Year 3/4s	KS2 Corridor Door (a class each side)	3:30
Year 4/5 Miss Kirk	Lower gate	3:30

Year 5 and 6 Mr Casey and Miss Knowles	Top gate	3:30
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Timings	
Drop-off	8:35am – 8:45am - pupil straight into class
Lunchtimes	Reception - 11:45-12:45 KS1 – 12:00-1:00 KS2 – 12:30-1:30
Dinner procedures	<ul style="list-style-type: none"> - Reception – Straight into the hall at 11:45 - KS1 - Straight into the hall at 12:00 - Miss Gudgin and Miss Myers – Straight in the hall at 12:30 - Miss Kirks, Mr Casey and Miss Knowles – in the hall at 1:00

NURSERY

North Wingfield Primary and Nursery Academy has a Nursery facility that provides 15 and 30 hours provision for up to 26 pupils per session. Applications to Nursery are made after the child's second birthday. Pupil join Nursery in the September, January or following the Easter break after their third birthday.

Pupil are entitled to a free Nursery place of 3 hours per day for up to 5 days per week in the term following their third birthday or up to 30 hours if a parent works. Please follow this link for more information

<https://www.gov.uk/30-hours-free-childcare>

Please feel free to call at school to make an appointment to visit Nursery and to speak to our Nursery teacher and KS1/EYFS Assistant Head Mrs Parmley.

Organisation from reception to year six

When pupil enter school in the year of their fifth birthday they enter our Reception Class. This is known as F2. Nursery is known as F1. Nursery and Reception are known as the "Foundation Stage".

KS1/Infants

After one year in Reception, the pupil move to KS1. KS1 is made up of Year 1 and Year 2 pupil.

KS2/Juniors

Following this, the pupil spend four years in Key Stage 2 (KS2). KS2 is made up of pupil in Years 3, 4, 5 and 6.

Classes throughout the school are, mixed ability and mostly of single age groups. From time to time we have classes of mixed year groups because of awkward numbers in year groups or we believe that provision for a child is better served in a higher or lower year group.

Each child's needs are individually cared for. Individual or small group work is set, within the class, in order that more able pupil can be extended or less able pupil are able to work at a level appropriate to their needs. We do not have Remedial or Special Needs Classes but, where the need arises, pupil may have group work with a member of staff (perhaps 30 minutes) especially with extra help in reading, for example.

Where there is concern regarding a child's work, behaviour or emotional state, further advice, with parents' permission, may be sought from the Educational Psychologist. The school utilises all support agencies within the Authority and, in consultation, may apply for an Educational Health Care Plan.

Recent school data suggests that about 30% of pupil have some type of additional learning requirement. Pupil with additional learning requirements follow The National Curriculum so that they have the greatest educational opportunities, but changes and amendments to provision to suit individual pupil are arranged.

After Year 6 the pupil move to Secondary School. At the start of Year 6, parents/carers are required to apply for a place in a secondary school.

Moving to Secondary School

The move to secondary school comes quickly and work starts in preparation over a year before the move. In the Summer Term parents and carers of Year 5 pupil are sent a pack from the LEA that describes each secondary school.

Parents of Year 6 pupil are sent an application form in the Autumn Term to be completed and returned to the Education Office. These forms are sent directly to the addresses on record. **If you move and don't tell us, you won't receive one!**

Pupil have the opportunity to visit their new schools in the Autumn Term. This is organised by the different primary schools (not North Wingfield Primary and Nursery Academy).

Inclusivity

We are all working together to create an inclusive culture within our school. We recognise that all our pupil are different so we ensure that every child is treated as an individual, and that every adult and child is valued. This means that we make sure that pupil are not discriminated against because of who they are or what religion, colour or gender they are.

We ensure that pupil who have disabilities or difficulties with learning have the equipment and appropriate teaching to give them the same opportunities as others.

We make sure that if our pupils are from a different culture or race they have the opportunity of celebrating their difference. We also make sure that boys and girls are given the same chances to be successful in the whole curriculum.

Parents/Carers in School

There are opportunities for parents/carers to attend our celebration assemblies, help in classrooms or with other activities and often opportunities on offer to anyone who wishes to improve their own skills and to learn more about what happens in school.

One of our key values is that:

"Parent, carers and members of the wider community have an entitlement to access learning opportunities through the school at a relevant and appropriate level."

We consider parents/carers to be part of that team and are always in need of parents' help in school on a regular basis. If you feel that you can offer time at any time of the day, however limited, we would welcome such assistance. We hope that you will be able to support us, not only in your child's learning, but also with our activities such as school plays, outings, parent's evenings, sports activities, discos. . . . If you have time to spare please see the Headteacher.

Parent Consultations are organised three times each year so that you may discuss your child's progress with the teacher, but you are welcome to talk to the Staff, Learning Mentor, SENCO, Deputy and Headteacher if you have any problems at any time, but it would be helpful if you could arrange an appointment for this.

What do i do if my child is unable to attend school?

If your child is absent from school please telephone the school to explain the reason by 8.30am and leave a Message or record your child's absence on ParentMail. Any unexplained absences have to be marked in our registers as unauthorised. Phone calls are made routinely on the first day of absence if we have not received a call from parents.

If your child is ill during school time, you will be contacted. Please make sure that your child's Registration Form is kept up to date giving telephone numbers where you or a relative/neighbour can be contacted.

Should your child have a medical or dental appointment during the school day, please let us know beforehand so that he/she may be collected from the classroom.

ATTENDANCE AND PUNCTUALITY

Absence

Regular and punctual attendance is vital if a child is to make good progress. If your child is absent, for any reason, it is essential that you contact the school by phone. It is not acceptable to send a sibling, friend or neighbour with a verbal message. It is important that school has accurate information as we are required by the government to report our attendance statistics.

Please ensure that your child is at school by 08.45am. Pupil who are late miss out on instructions for the day and essential early morning consolidation work. Pupil who are regularly late are more likely to have trouble later in attainment; progress and they miss out socially.

When a child has to leave school during the day, for example, to see the dentist or the doctor, we insist that parents call at the school office in order to sign the child out. Pupil are not allowed to leave the premises without a parent unless:

1. The parent has nominated someone else (over 16 years of age for all KS1 pupil) to collect the child **AND HAS INFORMED SCHOOL ACCORDINGLY**. It is useful if the person collecting the child can provide ID in these circumstances.
2. An older child no younger than Year 5 or Year 6 has been given permission to leave school alone **AND WHOSE PARENT HAS INFORMED SCHOOL ACCORDINGLY** by telephone or note.

Pupil are not permitted to leave in any other circumstances.

Holidays During Term Time - Your leave entitlement and the law.

Holidays are not authorized, however, if parents need to request leave they may fill in a generic 'leave of absence form' which can be obtained from the main office.

Lunchtime in School

School meals are cooked on-site and are of an excellent standard. Derbyshire County Council provides a daily lunch service in school, which is available to all pupil. Menus are planned carefully by a team of experienced people who consider the popularity of dishes, the season, the work load, cost and quality. An important part of the menu planning is to ensure that the nutritional content meets one third of the recommended daily requirement for pupil, and all the menus are analysed by a community dietician before they are sent to schools.

Lunch consists of two courses with a choice of main or vegetarian meal, jacket potato with various fillings, vegetables or salad and potatoes, pasta, etc. depending upon the menu, and for pudding, a choice of two puddings or assorted fresh fruit. In addition, as part of the meal, pupil may choose either a drink of fruit-juice or water. We are able to offer chilled milk at no extra cost as we receive a subsidy from the European community.

For those pupil who prefer a lighter meal, we also provide “lunch-timers” which is a sandwich based meal with salad or vegetables, plus choice of pudding and drink as above.

The current price for a school meal is available from the main office. We are a cashless school and all payments must be made through ParentMail.

In our school we serve our meals on compartmentalised trays, specially made for food – these are called “flight-trays” and the pupil find them easy and safe to use. All of our pupil eat lunch together, whether they have a hot meal or a packed lunch.

Food hygiene standards are very important, with particular emphasis placed on temperature control; catering staff are trained in food hygiene and provide a high standard catering service to the pupil.

Special diets can usually be catered for, but we do ask for a medical referral from either the dietician or general practitioner.

If you think you are eligible for free meals, forms are available in school. The completed form should be stamped by your benefit office and returned to school or to the Area Education Office. Free meals are granted for a limited period and it is a parent’s responsibility to re-apply before the expiry date otherwise meals become chargeable.

All pupil from Foundation Stage 2 through to Year 2, are eligible for a Universal free school meal, under the new ‘universal free school meals scheme’. Parents new to our school will need to sign up for this at the office.

Please help teach your child to use a knife and fork appropriately.

Break-time snacks

All KS1 pupil are given a free piece of fruit for their morning snack.

KS2 pupil can bring in a healthy snack for break time such as :-

- Fruit
- Raisins
- Cereal bar

Pupil are not allowed to bring in sweets, chocolate, crisps or high sugar drinks.

Due to allergies, staff are unable to give out buns, cakes or sweets, which are brought in from home.

School Uniform

All pupil wear uniform, which comprises royal blue sweatshirts, white polo shirts, black or grey skirt, pinafore or trousers, black school shoes or black trainers. All items of school uniform can be purchased through our school uniform supplier. If you choose to have your items delivered to the school office, there is no delivery charge.

In addition girls may choose to wear blue and white check dresses in warmer weather, boys may wear black or grey shorts. Black or brown sandals may also be worn in the summer.

All pupil need a change of clothes for PE - black shorts or black leggings, white T-shirt and plimsolls, preferably without laces. It is helpful if these are kept in a labelled draw string bag approximately 12" x 9". (Bags are available from the office.)

Jewellery is not allowed in school as they may be a safety hazard and may get lost or broken.

Mobile phones are only allowed in Year 5 and Year 6. A consent form must be completed by parents and mobiles must be "parked" at the office each day. All pupils are allowed access to the school phone in cases of emergency.

ALL CLOTHING AND PLIMSOLLS MUST BE CLEARLY MARKED WITH THE CHILD'S NAME

Paint and glue stains on clothing.

It is inevitable that pupils will get stains on clothing. The manufacturers offer the following advice:-

NEVER put clothing with paint or glue stains into hot water, or straight into a washing machine. ALWAYS give a long soak in cold water before washing in the normal way. We do our best to prevent such accidents by encouraging the use of aprons and overalls.

An old shirt is very useful for covering your child's clothes when painting or doing any messy work.

Lost property

We do have a lost property box in the school hall. Unclaimed lost property will be sent to a charity shop at the end of each term. Un-named, unclaimed items of school uniform are washed and offered for sale as "pre-owned" for families who may be on tighter budgets.

Money and Valuables

We do not encourage pupil to bring large amounts of money or valued possessions into school as we cannot guarantee their safety. Any valuables which must be brought in should be given to a teacher for safe-keeping.

Section 3 - The National Curriculum

The National Curriculum for Key Stages 1 and 2 consists of thirteen subjects. There is one other subject, RE, that follows more local guidelines.

Five of these – English, Mathematics, Science, Computing and Religious Education are known as **Core Subjects** because of their central importance.

The remaining eight are known as Foundation Subjects and include History, Geography, Design and Technology, Art, Music, PE, Modern Foreign Language (MFL) and , Personal, Social, Health Education (PSHE).

All the subjects are made up of age appropriate programmes of study. These describe in detail what pupil should be taught in each Key Stage.

Formal assessment takes place at the end of each Key Stage i.e. at age 7 (Y2) and at 11 (Y6). Once these tests have been marked, the results are reported to parents. Alongside these results, parents also receive teacher assessments based on work undertaken in class.

The attainment and progress of every pupil is assessed six times a year. Teaching staff meet with the Headteacher after each assessment in order to discuss the progress of each pupil.

The Curriculum

At North Wingfield we have introduced a new more creative curriculum that is based around the ‘The Literacy Tree’.

‘The literacy Curriculum is a complete, thematic approach to teaching of primary English that places pupil’s literature at its core.

Pupil explore over ninety literary texts and experience at least seventy five unique significant authors as they move through school.

As a whole school approach, it provides complete coverage of all National Curriculum expectations for writing composition, grammar, punctuation and vocabulary, as well as coverage for spellings, phonics and reading comprehension. All plans lead to purposeful application within a wide variety of written outcomes’.

Time spent on National Curriculum

All schools are obliged to publish the amount of time they spend teaching the National Curriculum. The amount of time published does not include time spent in assembly, registration, breaks or lunch.

Nationally the minimum set by the Government is 21 hours at Key Stage 1. At North Wingfield Primary teaching time is 23 hrs 45 mins.

Nationally the minimum set by the Government is 23 hours 30 mins at Key Stage 2. At North Wingfield Primary teaching time is 26 hrs 15 mins

Under the Freedom of Information Act 2000 parents, on request, have access to Curriculum Statements, Policies, Inspection Reports, Governor Minutes and Schemes of Work currently in use by the school.

Physical Education

Schools receive PE and sport premium funding based on the number of pupils in years 1 to 6.

How to use the PE and sport premium

Schools must use the funding to make additional and sustainable improvements to the quality of PE and sport they offer.

Sports Premium Funding can be used to:

- Develop or add to the PE and sport activities that your school already offers
- Make improvements now that will benefit pupils joining the school in future years
- Hire qualified sports coaches to work with teachers
- Provide existing staff with training or resources to help them teach pe and sport more effectively
- Introduce new sports or activities and encourage more pupils to take up sport
- Support and involve the least active pupil by running or extending school sports clubs, holiday clubs
- Run sport competitions
- Increase pupils' participation in the school games
- Run sports activities with other schools

Special Educational Needs and Disabilities (SEND)

It is our main aim to meet the individual needs of all our pupil including those with special educational needs. All our pupil have a right to a broad and balanced curriculum including as much work as possible under the National Curriculum.

The Code of Practice that applies to all schools focuses upon the importance of early identification and assessment of special educational needs and the appropriate subsequent action from the school. Parents, Carers and previous schools or settings can pass on valuable information and insights where initial concerns may exist.

Once a concern has been raised the class teacher will, through observation and assessment, gather evidence as to the level of need. Provision is discussed at termly Pupil Progress Meetings and class based interventions agreed. If it is felt that the child's needs cannot be met by the class teacher alone in the classroom, then the SEND Leader (SENDCo) is informed and the child is placed on our special needs register.

At all times, parents are consulted and kept informed so that any possible concerns are sensitively discussed.

A full copy of the school's SEND policy can be obtained from the school's website.

Support for Pupil who use English as an Additional Language

Our school has very few pupils who use English as an additional language. Although a tiny minority are bi-lingual or even multi lingual. However, it is very rare that we admit pupil who have little or no English to our school.

Much research has shown that pupil who speak more than one language are more effective learners when they continue to use their mother tongue. We therefore encourage this small number of pupils to be proud to continue to use their own language whenever they can. We would ask that parents allow them to do this.

Where a pupil is experiencing difficulty in accessing the curriculum because they have little or no English we call upon colleagues based in Derby City to support us and to offer specialist advice to our Teachers and Teaching Assistants.

Inclusion

All the team at North Wingfield Primary and Nursery Academy work to include and engage every single child in our care. We are particularly focused on pupil that we consider to be “at risk”. These are:

- Pupil at risk of underachieving due to attendance issues
- Pupil at risk of underachieving due to punctuality issues
- Pupil at risk of exclusion due to anti-social behaviour
- Pupil at risk from social exclusion or bullying
- Pupil at risk of underachieving due to social barriers to learning

Much of our work is target driven. For example the school has targets for attendance and for a reduction in exclusions. (We have been partially successful in both these areas). However, the most important aspect of our work is to aim to ensure that all pupil attend on time every day and are comfortable, happy, healthy, and ready to learn and to make and sustain lasting relationships.

The nature of our work inevitably means that we can become quite close to individual parents and families. One of their basic principles is never to judge, simply to support.

Over recent years we have been able to help to resolve dozens of issues for parents and families, relating to educational support, housing, benefits, clothing etc. If you would like more information on the work of the team please do not hesitate to make an appointment with the team’s manager.

Collective Worship

Our assemblies take a wide variety of forms. They are used to promote the school’s aims and develop the pupils’ moral and spiritual well-being.

They consist of stories, music, awards, prize giving, show and tell etc. Any moral or spiritual teaching that takes place is based on broad themes that permeate all major world religions such as tolerance, peace, forgiveness, kindness, helpfulness and so on. Major festivals are marked in assemblies.

In accordance with the 1988 Education Act parents have the right to withdraw their pupil from assemblies. This can be done in consultation with the Headteacher.

Personal, Citizenship, Social and Health Education with reference to Sex and Relationships Education

At North Wingfield Primary and Nursery Academy, we encourage pupil's spiritual and moral development by using opportunities to think, talk, listen and reflect. Responses and attitudes to local, national and international events which touch upon the lives of pupil are explored as appropriate. Important values of trust, truth, respect, selflessness and empathy are promoted throughout the whole curriculum and the schools reward and award systems. We consciously seek to create a wholesome environment where every child is valued and through awareness may develop caring and responsible attitudes towards self and others.

All pupil learn about their bodies and how to maintain them through the Science National Curriculum, very young pupil through the 'Ourselves' topic.

Healthy approaches to a number of aspects of school life are encouraged and fostered. Examples are hygiene, healthy eating (all KS1 pupil receive an item of fruit each morning and breakfast club only provides healthy and nutritious, sugar-free options), and healthy drinking (water) regular exercise through the curriculum and through play. Older pupils undertake programmes of study about smoking, alcohol and drugs.

In Year 6 pupil learn about puberty and reproduction. This is undertaken with support from the Health Service and parents are advised when these sessions will take place.

Outdoor Education and Residential Visits

North Wingfield Primary has a special concern to provide environmental opportunities for learning beyond the school walls. Teachers in every year use the extensive school grounds, local area and visits further afield to enrich the curriculum.

Our Educational Visits Policy is now clear that each class will have two days learning off site per year as a minimum. Parents are encouraged to participate in day visits. A residential visit for older pupils takes place in Year 6.

Breakfast Club and After School Club

We run a breakfast and after school club. Both clubs are run by staff in school. Breakfast club is available from 07.30 to 08.45. After School Club runs from straight after school until 5:30. For more information message Mrs Norton on class dojo.

Section 4 - School Performance, Assessment and Recording

Reporting Back Progress and Work

Every term, pupil bring home a progress report, which informs parents/carers of their child's achievements in reading, writing and maths along with attitudes to learning, effort, and attendance.

Parents are encouraged to come into school and discuss their child's progress at any time of the year, but by appointment. It is not possible for teachers to do this when school opens in the morning and is often difficult at 15.30. Without an appointment, the teacher will invariably have other matters to attend to. It is possible, however, to quickly make appointments at these times.

In addition we set aside three consultation days for parents during the year; one in the Autumn Term, one in the Spring Term and the last one in July. The final one is held by invitation or by parental request. From September 2016, all pupil bring home a report at the end of each half term informing parents/carers about progress, attendance, attitudes and home school agreement.

Recording Progress and Attainment and Target Setting

Targets are set for each child in Reading, Writing, Mathematics and Science (RWMS). These are based on data generated by assessments made in the summer term and teacher assessments made throughout the year.

These targets are broken down and discussed with pupil at an age appropriate level and as part of our learning and teaching strategy within lessons. As already stated we believe that pupil need to know what they are to learn, why and how they will know when they have been successful.

Teachers assess attainment in RWM at the end of each half term. From this they can calculate the rate of progress and judge whether it is below, at or above average. All teachers are required to bring this information and analysis to a termly Pupil Progress Meeting at which the progress of each child in RWMS is discussed and accounted for.

Section 5 - HOME AND SCHOOL PARTNERSHIP

Keeping Parents Informed

The fulfilment of the aims of our school published at the front of this booklet are entirely dependent upon pupil, school staff and parents and carers supporting one another. The school is committed to a policy of working in partnership with the families of every child to provide the best educational opportunities for each individual.

The school tries to keep in touch with all parents via newsletters, Class Dojo and face-to-face conversations.

Homework and Helping Your Child

Pupil are encouraged in all aspects of learning by the interest and attention that parents and other carers give to them. Simply talking to pupil about their experiences is a valuable activity.

Reading at home is essential and pupil should be encouraged to do this with adults or older siblings. Pupil are encouraged to take books home (and to bring them back!) to share with their families.

Pupil are routinely asked to learn spellings and practice on Spelling Shed. We also expect pupil to learn their times tables and can practice on Times Tables Rockstar. Please support your child(ren) in these activities.

Educational Visits and Associated Policy

North Wingfield Primary and Nursery Academy is keenly aware that out of school educational visits and activities are of great importance to a child's learning. Our programme of visits, however, would not be possible without the help and support of parents.

Safety of pupils is always our primary concern. Staff are required to carry out a Risk Assessment when planning visits. Parents are given clear notification of visits by letter and are asked to give written consent for a child to participate in a visit.

All Coaches used by North Wingfield Primary and Nursery Academy are fitted with seat belts.

Staff on visits remain in contact with school via mobile phone. This is particularly important if there is a delay in returning to school.

Charges

The school may charge parents when an activity or visit takes place. Charges can be made for visits, residential trips, tuition, and performances. Parents are also charged when their child wilfully damages school property or resources.

School Complaints Procedure

If you have a complaint regarding your child's progress/happiness in school, we always encourage parents to speak to their child's class teacher in the first instance. The teacher will attempt to resolve the issue and will report the issue and outcome with either Headteacher or Assistant Head.

If a parent/carer does not feel that speaking with the class teacher is appropriate, we would encourage you to speak to our Learning Mentor.

If you do not feel your complaint is being heard, we would encourage speaking with either the Headteacher or an Assistant Headteacher, the next step would be to write a letter to our Chair of Governors Sue Spenceley. Her email address will be provided on request.

Please see our Complaints Policy on our school website for further details.

Section 6- The Child and the School Community

Safety and School Security

The school has a Health and Safety Policy. This is reviewed annually. Periodically there are a variety of checks made by representatives from the LA.

Security

The school has an open door policy for parents. This is not a literal statement. Our external doors are all locked throughout the school day. Visitors during the day must come to the main entrances and declare who they are and why they are in school. ALL visitors must sign in using the electrical signing in system (unless attending Friday assembly).

All parents must be as vigilant as the staff in keeping strangers out.

Dogs/Animals

In the interest of health and safety, we would ask parents not to bring dogs or any other animals into the playgrounds or into the school building.

Scooters/Bikes

We welcome pupil riding/scootering to school as we see it as a healthy start to the day. We ask that all bikes/scooters are secured at the front of the school building. In the interest of safety, bikes/scooters are not allowed to be ridden on the school premises including the playground.

Breakages

Parents are asked to pay for any damage to the fabric of the school or its resources where such damage has been caused deliberately by their pupil.

Litter

Pupils are obviously not allowed to drop litter anywhere in school. Consequently, we are generally litter free. Litter that does come on site is usually blown from the street. Please support the school in being a litter free environment by encouraging your child(ren) to be litter aware inside and outside school.

Citizenship and Promoting Positive Behaviour

Good citizenship like good health is something positive which is not simply given nor is it learned from books, teachers or anywhere else. It has to be achieved, maintained and worked for by all individuals.

At North Wingfield Primary and Nursery Academy, examples of responsible behaviour and constructive effort as well as success by individuals or groups are recognised and celebrated in assemblies and by a system of rewards and privileges.

We believe that from the earliest age, pupil should be encouraged to exert the fullest degree of self-discipline and recognise responsibility towards themselves and others.

Acceptable standards of behaviour within the school community are based as much on respect for one another and the environment as on safety and efficiency. Whenever punishment is necessary it usually consists of loss of privileges.

Positive Behaviour

Behaviour of pupil in school can be best maintained through the delivery of high quality teaching that has pace and is engaging and motivating to the pupil. **We want to encourage rewards and praising of those pupil who behave well the majority of the time – the ‘always’ pupil who can often be overlooked when attention is devoted to a minority of pupil who find it hard to demonstrate positive behaviour.** The use of positive rewards, such as Dojo Points, praise and stickers are extremely important. The whole class can be rewarded for positive behaviour too.

Dojo's

Each class has a Dojo class page. ALL pupil have a Dojo character where their points for the week are tracked. Points can be awarded for anything positive including work, behaviour, and effort. All staff can award Dojo's to pupil including teaching Assistants, lunchtime staff and office staff. Parents will be able to access the Dojo points of their own child and monitor progress.



Pupil can save up their dojo points and exchange them for a range of prizes.

Negative behaviour

If pupils do have to be reprimanded regarding inappropriate or anti-social behaviour, this should be done in a constructive manner **condemning the behaviour, not the child.** Behaviour on the corridors and around school is just as important. It is the responsibility of all staff to ensure a high standard of behaviour. If negative behaviour is demonstrated, pupil will lose Dojo Points.

The approach we have adopted is called the Positive Behaviour Plan. This Policy is based on the principle that pupil are positively rewarded for following the rules and have a set of clear consequences if they break them.

Very Important

- Each day is seen as a fresh start. No warnings are carried over from the day before.

Severe Behaviour (Leading to Internal Exclusion (Seclusion) or Exclusion to home)

The behaviours pointed below will result in some form of suspension. The type of suspension is determined by the following criteria: Health and Safety issues, Capacity for Internal suspension to be managed, Case History.

Each case is reviewed on an individual basis. Only the Headteacher may authorise suspension.

- Fighting in class
- Deliberate serious injury to another child and refusing to stop fighting when instructed to do so.
- Leaving the premises without permission
- Deliberate physical abuse of staff. Serious verbal abuse of staff
- Deliberate serious damage to school property
- Repeated bullying
- Bringing dangerous implements into school and threatening to use them

School Health Professionals

Our school health team routinely come into the school to see pupils and to carry out screening checks (with parental consent) on all pupils during their Reception year.

Emergency Contacts

On the very rare occasions that we need to contact a family member in an emergency, it is essential that we have **2 or more** up to date contact details. The increased use of the mobile phone has proved very useful when we need to contact parents quickly **except when the phone (and number) has been changed**. Where we have no secondary numbers it has proved impossible to contact family members. We ask all parents to check their details with us once a year through a data collection process. However, **if your details change you must let us know straight away**.

Head lice

Head lice are a problem in all schools and North Wingfield Primary is no exception. There is no facility within either the Health Service or Education Service for regular mass screening. Please help your child and all the others by regular checking at home. It is important that hair is combed every day as this reduces the spread per head.

When an out-break occurs in a class, you are informed via Dojo. It is essential that your child is checked immediately along with all other family members. It is important to comb out all the white eggs.

There are pamphlets for advice in surgeries and medical centres. Always ask the pharmacist if you are unsure. Remember if everyone attends to it, it does not need to be a problem. There are many new and effective products to get rid of lice.

Asthma

Pupils with asthma are encouraged to keep an inhaler at school. We keep a register of pupils with asthma in school – new parents must inform the school on admission. Inhalers for most pupils are kept in a secure area in their classroom.

It is important that pupils learn to take responsibility for their own welfare. In very cold weather they need to be encouraged to think ahead and take preventative medication before going out to play. Equally, they should be encouraged to do this before strenuous physical activity. Pupils on the asthma register can visit the office at any time during the school day to access medication.

Pastoral Care and Safeguarding

We have created an ethos at North Wingfield Primary that ensures that all pupils feel that there is at least one adult that they can talk to about any concerns they may have. All staff are approachable and understand the protocols attached to confidentiality. Key members here are, in addition to the class teacher, lunchtime staff and all support staff.

There is a lot of information and guidance about safeguarding on our school website.

Child Protection

Regulations in this area are the same for all schools. Legally staff in schools have a duty to report any concerns that they may have that any child may be suffering significant harm through neglect or abuse. It is a Department for Education requirement that each school in the country has a nominated senior member of staff who has special responsibility for Child Protection (CP).

In Derbyshire schools, this person is known as the Child Protection Co-ordinator (CPC). CPCs undertake training in this area and can be trusted to deal with all these matters with professionalism and confidentiality. Our designated persons are Mrs Peacock, Mrs Denovan and Mrs Parmley.

The school has a policy on Child Protection that has been agreed by the Governing Body. As a school, we have close contacts with the School Health Service, Social Care Services and the Police any or all of whom may become involved if abuse or neglect is suspected or alleged.

The school has a responsibility to collate basic information such as who has parental responsibility for a child, and to pass this information to the relevant agencies if so requested.

In the event of an investigation into possible child abuse or neglect, the school has a duty to co-operate with the investigating agencies to the best of their ability to promote the welfare of the child.

North Wingfield Primary and Nursery Academy will work closely with parents to keep them informed of suspected or alleged abuse against their child, unless this places the child in significant harm or may prejudice the investigation.

Should you wish to discuss Child Protection and the safety of your child, or indeed, any other topic involving your child, please feel free to contact the school.

NB
All information passed to other organisations or parties is done so in line with regulations laid down within the Data Protection Act.

Smoking Policy

All primary schools have a policy of being smoke free premises. There is never any smoking inside the building even when there are no pupil present. We would ask that all parents refrain from smoking on the playgrounds or around the school gates. Thank you



First Aid and Associated Protocols

All school staff are First Aid trained and qualified.

Our First Aiders can comfort, treat and console almost all the pupil that come to them with a slight injury or other symptoms. Very rarely, however, the condition is more serious.

The First Aid Stations in the main offices are well stocked with basics. First Aiders have been trained to make quick assessments about a child's condition and the need for professional medical intervention. If there is any question that a child may require emergency hospital treatment an ambulance is called immediately.

In circumstances where it is judged that a child needs to be conveyed to A and E a minimum of two staff accompanies them. In order to expedite treatment we normally arrange to meet the parent at A and E.

Parents are called immediately when a child needs to go to hospital. **IT IS IMPORTANT THAT WE HAVE UP TO DATE EMERGENCY CONTACT DETAILS**

Medicines in school

Staff at school will only administer medicines **prescribed by a medical practitioner**. No staff at school will administer "off the shelf" medicines. Should parents wish to come into school to administer such medicines they may do so by arrangement.



There is a form for parents to complete and sign for any medicines that are administered at school.

