



Great Wilbraham CofE Primary School



Great Wilbraham Primary School

Prospectus

2019-20

This prospectus belongs to: _____

It was given out on: _____



Great Wilbraham CofE Primary School

WELCOME

A warm welcome to you and your child from everyone at **Great Wilbraham C of E Primary School**. Starting a new school is a big step for both children and parents and at **Great Wilbraham C of E Primary School** we strongly believe in providing a friendly, caring and safe community.

Our mission statement is that Together we are Caring, Confident and Creative learners. At **Great Wilbraham C of E Primary School** all stakeholders work TOGETHER to build good relationships to nurture children's understanding of becoming good citizens and respect the ideas and values of others. Building strong partnerships between the school, home, Church and the wider community encourages children to become independent, engaged learners.

The children at Great Wilbraham C of E Primary are wonderful to work with and they are expected to demonstrate excellent behaviour at all times. There is a CARING ethos amongst the children and staff who look out for each other and ensure the safety of every person on the school site.

As a small school, children develop as CONFIDENT learners who are self-assured with the environment and friendly staff. Staff ensure good progress of all pupils and we aim that children who leave have the skills required to be ready for the world around them.

Our committed team of dedicated staff take pride in ensuring that every child has an equal opportunity to access an exciting and challenging curriculum; all our children enjoy learning in a CREATIVE and nurturing setting. Whilst meeting the demands of the curriculum we also believe passionately in providing exciting opportunities to the children.

Happy and confident children are successful; we want your child to feel happy and confident from day one of starting at our school and work with you to provide a caring, confident and creative learning environment.

We look forward to meeting you and providing an excellent, broad and exciting education for your child.

Richard Brown
Headteacher





Great Wilbraham CofE Primary School

INTRODUCTION

Great Wilbraham C of E Primary School stands in the small village of Great Wilbraham situated between Cambridge and Newmarket. The current building was opened in 1996 when the school population outgrew the old school building next to St Nicholas's Church.

In addition to the playground at the back of the school, there is a reflective spiritual garden, a wonderful outdoor learning area and also a large playing field. We have climbing apparatus, sports goals, benches and covered areas for the children to play in.

There are four classes – Fieldmice, Squirrels, Hedgehogs and Badgers. Each class is supported by teaching assistants and there are dedicated outside areas for both Fieldmice and Squirrel classes. The school hall is used for PE, school dinners and Collective Worship as well as special events.

Current School Staff

Headteacher	Richard Brown
Senior Teacher	Kay Neish
School Business Manager	Kim Crisp
Teachers	Katie Luddy Edwin Few Katy Forshaw
SENCo	Rachel Holt
PPA teachers	Dawn Noble Hannah Scheilling
Sports Coach	Charlie Brown
Teaching Assistants	Alice Chapman Annie Raw Amanda Turner Barry Haynes Steph Rodbard Richard Smith
Administrator/ELSA	Sue Lockwood
Lunchtime Supervisor	Diane Poulter
School Caterer	June Saunders
Catering Assistant	Hazel Clark





Great Wilbraham CofE Primary School

ETHOS, VALUES AND AIMS

Ethos

At Great Wilbraham, children come first and our priority is to deliver high quality teaching and learning whilst at the same time providing rich and truly enjoyable learning experiences for our community of children. Everything we do as a school is to ensure that the children achieve their very best. We are deeply aware that children only get one chance at their primary education and it is our responsibility to ensure that they all reach for the highest levels of personal achievement and development.

Values

We want every child to be successful; to reach for success from the very first day they join us and throughout their school lives so that when they leave us, they have a lifelong love of learning.

Vision

TOGETHER, our vision as a Church of England school is to inspire each other to be thoughtful, polite, spiritual and curious individuals within our thriving Christian community.

TOGETHER we make this happen.

TOGETHER we succeed.

TOGETHER we are: CARING, CONFIDENT and CREATIVE learners



TOGETHER we are CARING, CONFIDENT and CREATIVE learners





Great Wilbraham CofE Primary School

STARTING SCHOOL

Most of our children come to us in Nursery working alongside the Reception children in Fieldmice class. All children have the opportunity to visit the school and we welcome any families joining the school in any year group to look round the school beforehand.

In line with Local Authority policy, we have one intake of 15 pupils a year to our Reception class, in the September prior to the child's fifth birthday. We can also take up to 14 children in Nursery from the term after they turn 3 years old so long as they are toilet trained.

The admissions criteria are set by the Local Authority, who is also responsible for allocating places. Admission to any year group depends upon the availability of places with clear admission criteria currently laid down by the Local Authority. Nursery admissions are handled by the school.

Please contact the admissions office at Shire Hall if you would like further details concerning admissions. Contact the school office to arrange a visit to look around school and talk to the Headteacher.

Admissions Team, Box No CC 1206, Castle Court, Shire Hall, Cambridge, CB3 0AP
(01223) 699200 / 699662 admissions@cambridgeshire.gov.uk

Office Hours

Monday to Thursday 8.45am-12.30pm and 1.30pm-5.20pm Friday 8.45am-12.30pm and 1.30pm-4.20pm

Children starting in Fieldmice class, either in Nursery or Reception, have the option for the classteacher to attend a home visit. This is to enable staff, children and parents to meet each other in the home setting before the child starts school.

Children starting in Reception have a staggered admission as follows;

4 th - 13 th September	All children attend mornings plus lunch
16 th September	Autumn born children in cohort start full time if ready (1st September to 31st December)
23 rd September	Spring born children in cohort start full time if ready (1st January to 31st March)
30 th September	Summer born children in cohort start full time if ready (1st April to 31st August)

Nursery children start week beginning 9th September.





Great Wilbraham CofE Primary School

GENERAL INFORMATION

School Hours

- 8.40 Children can enter onto the playground
- 8.50-3.15 Reception and Key Stage One (Year One and Year Two)
- 8.50-3.20 Key Stage Two (Years Three to Six)
- 8.50-11.50 Nursery pick up for those not staying for lunch (from the Fieldmice playground)
- 8.50-12.50 Nursery pick up for those staying for lunch (by the main office)
- 12.00-1.00 Lunchtime

Arriving and Leaving School

All school children should come onto the playground with their parents or carers before school after the gate is unlocked. A member of staff is in the playground from 8.40am each morning however they are not officially responsible for the children until they enter the school building. Children should line up on the playground when the bell goes at 8.50am. Children come into school independently and say goodbye to their parents/carers in the playground.

At the end of the day children are released on the playground by their class teacher. Children will only be handed to the adult responsible for collection. Please let the class teacher or office know if someone else is picking your child up from school. If, for any reason, a parent has not arrived to collect their child, the child will stay with staff who will then contact the parent.

In the case of an emergency please let the school know by telephone if you are going to be delayed at the end of school or if someone else is going to collect your child.

If children arrive after 9.10am they will be marked on the school register as having had an unauthorised absence.

Parking

Families are encouraged to walk or cycle to school. The road by school can become very congested and parking can be a problem. There are cycle racks on the site but children leave bikes and scooters at their own risk. In addition, cars are able to park in the car park at the Memorial Hall, a very short walk away, when dropping off and collecting children. Please do not use the school car park at dropping off / picking up time and please ensure that if you or your children ride bikes to school that you dismount at the gates and walk your bikes onto the school grounds.





Great Wilbraham CofE Primary School

NOTES FROM THE SCHOOL OFFICE

Introduction

I am the School Business Manager and this section aims to provide you with some general information that will help you in your day-to-day dealings with the school. My office is situated at the front of the building immediately inside the front door, marked Reception. Either myself or our Administrator, Mrs Sue Lockwood, are quite often your first point of contact. If you have any general enquiries, please call in to school and we will do our best to sort them out.

My usual working hours are:	Monday to Thursday	8.00 am—3.30 pm
	Friday	8.00 am—3.00 pm
Mrs Lockwood is available:	Monday to Friday	8.45 am—11.45 am

Visitors

We have a security lock on the front door. If you call at the school and find the door locked, please ring the bell and a member of staff will release the door for you.

If you are going to be in school for more than a few minutes we do ask you to sign the visitors book and to wear a badge. This is primarily for security reasons and also ensures that we know who is in the building to comply with fire regulations. Please remember to sign out when you leave.

Absence from School

If your child will not be in school due to illness or other reasons, please telephone or email the office as early as possible on the first day so that we can inform the appropriate teacher. On your child's return to school they should bring a note from you explaining the absence. All absences for visits to the doctor, dentist etc. must be supported by an appointment card or letter explaining the absence.

As a parent or carer you are strongly urged to avoid requesting leave of absence from school during term time. Should this be absolutely unavoidable then you should fill in the 'Leave of Absence' request form and return it to Reception prior to the absence. These forms are obtainable from the office or downloadable from our website.

Although we acknowledge the many factors behind parental requests for authorised leave, we have a specific responsibility to ensure regular attendance and therefore ensure full access to opportunities which support learning and levels of attainment.

The current legislation means that Schools may only authorise leave of absence in **exceptional** circumstances. A parent or carer does not have any right to leave of absence during term time and if your request is refused the absence will be recorded as unauthorised. This could result in legal action being taken or a Penalty Notice being issued by the Local Authority.

Please note that neither parents working circumstances nor the financial factors of holidays will normally be taken as constituting an "exceptional circumstance."





Great Wilbraham CofE Primary School

NOTES FROM THE SCHOOL OFFICE

Emergency Closures

In the event of a school closure for snow or other circumstances we will communicate this information by the following means:

- Notice on school website
- ParentMail E-mail message
- ParentMail Text Alert
- Local Radio

Parentmail

We aim to send the majority of school generated communication via Parentmail, which is an email / text based communication system. Children will however occasionally be asked to bring home newsletters, notes and leaflets. Copies of all newsletters etc., that are sent home are kept in a file in the Reception area - please feel free to come and check if you think you have not received something. We also usually have a few spare copies of any leaflets, if yours goes astray!

Please ensure you keep your contact details up to date both with School and with ParentMail. If you are not signed up to receive e-mails and emergency texts from ParentMail, please contact the School Office.

If you have any ideas, comments or suggestions that you would like to pass on please feel free to speak to any Governor, member of the P.T.F.A. or come and have a chat in the office.

Finally, please bear in mind that the school office can be a very busy place but we will always do our best to help you as efficiently as we can.

Computer Data - Personal Information

You will be requested to complete an Admission Form. Please can you complete the form and return it to school as soon as possible. The forms are extremely important as they provide us with parent / guardian contact numbers, medical information etc. We also ask for additional emergency contact numbers, such as a neighbour, childminder or grandparents who would be willing to take your child home during the day if they are feeling unwell. Once again this information is Strictly Confidential and our office practices comply with the Data Protection Act and GDPR.

School pick up arrangements

We will ask you to provide us with details of all adults who may collect your child from school and, for the older children, if they have permission to walk home alone.

***Mrs Kim Crisp, School Business Manager
and
Mrs Sue Lockwood, Administrator***





Great Wilbraham CofE Primary School

UNIFORM

The school has followed the DfE School Uniform Guidance 2012 in adopting a school uniform.

School uniform plays a valuable role in contributing to the ethos of our school and in setting an appropriate tone. It encourages children to feel part of our school community. It gives children a sense of pride in their school and has a positive impact on discipline and behaviour by avoiding peer pressure with regards to fashion. We believe it supports effective teaching and learning. The uniform is as follows and children are expected to conform to this:

Clothes:

Choice between a combination of the below:

Skirt/pinafore dress – black or charcoal grey

Tailored knee length shorts – black or charcoal grey

Trousers – black or charcoal grey (no denim, jeans, sports or casual trousers/shorts).

School summer dresses – yellow

Polo shirt – yellow

Jumper or cardigan – burgundy (no hoods, zip up fleeces should only be worn outside).

Socks or tights – plain black, grey or white

Footwear:

Plain black school shoes or boots (no trainers, heels or fashion boots/shoes, including Ugg style boots).

Summer shoes need to be plain with no open toes and must have a back.

Coats:

Children should bring coats to wear outside when appropriate.

PE kit:

Shorts – black

T-shirt – in house colour (yellow, red, green or blue)

Footwear – spare socks, sports trainers for outdoor activities, football boots in KS2

Tracksuit – for the cold weather in black or navy blue (top and bottom)

Uniform sale:

Items of school uniform (with school logo) can be ordered direct from School Trends:

<https://www.schooltrendsonline.com/uniform/GreatWilbrahamPrimarySchoolCB215JQ>

but parents are free to buy uniform from other outlets as long as the items conform to school policy and colours.

Names:

Child's name should be clearly marked on all items so that they can be returned to their owner quickly and efficiently.





Great Wilbraham CofE Primary School

UNIFORM

School Uniform Ordering Information

You can order and pay for school uniform online from School Trends by following the link <https://www.schooltrendsonline.com/uniform/GreatWilbrahamPrimarySchoolCB215JQ> or alternatively visit www.schooltrendsonline.com and search for our school. Simply go to the website address, then select 'Find My School' and follow the order instructions. You can either pay online or if you prefer, you can order online and send a cheque to the address below.

SchoolTrends
10 Carley Drive
Westfield
Sheffield
S20 8NQ

Alternatively, if you do not have access to the internet you can collect an order form from School and order by post.

There are no minimum order quantities and your uniform will be delivered directly to your chosen address. As well as our approved decorated school uniform, you are also able to order plain items such as trousers, skirts and shirts.

Other ordering information including sizes, delivery information and the returns procedure is also available online.

We hope you will find using this service is a simple and efficient process.



Badger Class taking part in a music workshop





Great Wilbraham CofE Primary School

SCHOOL MEALS

School meals are freshly prepared and cooked on our school site. Menus include a range of fresh fruit and vegetables in season and are locally sourced wherever possible. The menu follows a 3 week cycle, and a copy is available on the school website. However, children may bring in a packed lunch from home if preferred.

If your child will be late at the start of the day, please let the class teacher know in advance if a school meal needs to be ordered. The order deadline each day is 10.00am.

If your child has any special dietary requirements, please inform the school and the kitchen staff can then make provision.

Children do suffer from potentially serious nut and egg allergies, so **please do not send any nut products into school**. Please ensure your child brings a healthy, balanced lunch to school. Drinks should be in cartons or plastic containers.

Dinner Money

The cost of a school dinner is £2.40 per day for children in Nursery and KS2 and free to children in Reception, Year 1 & Year 2. If your child is opting to have school dinners the Dinner Money should be handed in to the Class Teacher on a Monday morning for that week, in a yellow payment envelope (supplies available from the School Office). Alternatively you can pay via our online payment system SIMS-Pay. If you do pay for the half-term and your child is absent at all, you will be credited with those payments for the next half term or refunded as appropriate.

Please remember that we are not obliged to provide school meals for those who have not paid in advance. If we have not received payment for a while, we will normally send a reminder home.

Free School Meals

If you think your child is eligible to receive Free School Meals and Pupil Premium Funding please see us as soon as possible to complete the appropriate form (applications can also be made online and we can provide you with the details). We can contact the office concerned and ensure that the free meals are provided as quickly as possible. This is naturally treated in the strictest confidence.

Snacks

Fruit is provided by the school each day to every class and is part funded by the PTFA. Children may wish to bring in a birthday treat to share with their class on special occasions. Healthy treats are preferred. It is good to check with the class teacher before sending any food to school. Please note that we are a nut free school.

Water

Children should bring a named bottle of water to school to drink during the day, bottles are available to buy from the office.





Great Wilbraham CofE Primary School

ONLINE PAYMENTS

We use SIMS-Pay online payments. SIMS-Pay provides a safe, secure and easy way to pay online for

school items such as school meals, trips, events, clubs and other school activities.

- ✓ SIMS-Pay Allows you make online payments to the school whenever and wherever you like, 24 hours a day, 7 days a week.
- ✓ Makes it easy to make payments for school items by debit or credit card.
- ✓ Reduces the need for children to carry cash to school.
- ✓ Peace of mind that payments are made safely and securely to the school.
- ✓ You can also merge your accounts if you have more than one child at the school, or from other schools that also use SIMS Agora.

How do I get started with SIMS-Pay?

- ✓ The school will provide an activation email containing a unique reference for your child – you will need this reference to access your child's account.
- ✓ You will need your child's date of birth.
- ✓ To register SIMS Pay, you will need one of the following accounts: Microsoft, Office 365, Google, Facebook, Twitter or SIMS ID
- ✓ When registering for SIMS Pay, please click the **Register** button and follow the on-screen instructions.
- ✓ Once registration has been completed, you will be able to use SIMS Pay to carry out the activities listed in your invitation straight away.

<https://www.sims-pay.co.uk/Home>





Great Wilbraham CofE Primary School

COMMUNICATION GUIDELINES

Messages

For brief, non-urgent messages please speak to class teacher/teaching assistant in the playground or contact Mrs Crisp or Mrs Lockwood in the School Office who will pass the message on when appropriate. For urgent messages, please ring the school office.

General administration query:	admin@greatwilbraham.cambs.sch.uk
Change of contact details/lunch requirements:	admin@greatwilbraham.cambs.sch.uk
Classroom, behaviour or homework query:	admin@greatwilbraham.cambs.sch.uk
Urgent message regarding a child:	office@greatwilbraham.cambs.sch.uk
Child Protection or whole school query:	head@greatwilbraham.cambs.sch.uk

Please bear in mind that although teaching staff endeavour to look at their emails once a day, their priority is the teaching, learning and safety of the children and they may not be able to respond immediately.

Meetings

We are always happy to arrange meetings when needed, please contact Mrs Crisp in the school office or email admin@greatwilbraham.cambs.sch.uk who will liaise with the appropriate member of staff.

Concerns

We appreciate at times you may have worries and concerns and both the school staff and the governors are committed to ensuring that you are listened to and any problems dealt with as speedily and as reasonably as possible. The channels that exist within the school by which you can raise such worries and concerns are below:

- Specific concerns related to individual children or queries about the running of the classroom should be raised with your child's class teacher in the first instance, either by speaking directly at an appropriate time or via admin@greatwilbraham.cambs.sch.uk
- If the concern is felt to be particularly serious or sensitive in nature it can be raised directly with the Headteacher, either by speaking directly or via direct email
- General concerns related to running of the school, pupil experiences, etc can be raised with either the Headteacher or one of the Governors via email or letter. Please note any issues raised with Governors will be relayed back to the appropriate staff so that any concerns can be addressed and responded to.

We would hope that you feel able and confident to approach the staff and we would encourage this in the first instance. As you will appreciate certain times such as the beginning and immediate end of school is very busy for all and it may not be possible for staff to deal with all concerns straight away or in a manner of confidentiality. At these times it may be appropriate for staff to agree with you a day and time that is both convenient and allows for your concerns to be raised in confidence.





Great Wilbraham CofE Primary School

HOME SCHOOL LINKS

School Records

It is essential that our records are up to date. Please inform the school office if your address or telephone number changes. **It is essential that the school has alternative telephone numbers and contact persons in case of emergencies.**

The Data Protection Act allows the school to hold data about pupils. This data can only be used for specific purposes, i.e. in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care and to assess how well the school as a whole is doing. This data is held in accordance with GDPR regulations.

From time to time we are required to pass on some of this data to the Local Authority, to another school to which a pupil is transferring, or to the DCSF (Department of Children Schools and Families) and QCA (Qualifications and Curriculum Authority).

Newsletters

Newsletters contain information about school news, organisation, daily routines and diary updates. Newsletters are sent out regularly via parent mail or as a hard copy if requested. Copies of all newsletters are placed in a file in the main entrance and can also be found on our school website: www.greatwilbraham.cambs.sch.uk

Class News

At the start of each term information will be sent home concerning curriculum coverage and general classroom organisation for each year group. Staff also endeavour to put information onto the school website.

School Diary

This information can be found on our regular Newsletters. Diary dates are also found on our school website.

Parent Consultations

During the Autumn and Spring Terms parents are invited into school to meet with teachers to discuss their child's well being, progress and attainment. Parents/carers sign up for a convenient time to meet with their child's class teacher. Details of each consultation period are sent out to parents and carers well in advance to ensure that appointments are available to all. Parents/carers are encouraged to attend consultation meetings as open discussions make a very valuable contribution in supporting children along their learning journey.

Reading Records

This is a book for teachers and parents to communicate together on a regular basis. Regular reading at home should be recorded by being dated and initialled. Other relevant comments/ information may also be added.





Great Wilbraham CofE Primary School

HOME SCHOOL LINKS

Reports

At the end of the summer term school reports are written and sent home giving information about the child's learning progress during the year in school.

Questionnaires

Parents feedback is greatly valued and plays a major part in determining school organisation, school policy and procedures. Please do find time to complete any questionnaires as your views are highly valued.

Parents' Forum

The Parents' Forum usually meets every term to discuss school organisation, policies, procedure and new initiatives. All parents are welcome to attend.

Celebration Assemblies

Celebration Assemblies are the time when parents, staff, governors and friends of the school are invited to come into school to hear children talk about their learning. Afterwards, certificates and awards are given out for achievements and good behaviour. All families and friends are most welcome to attend and there is an opportunity to go into the classroom afterwards with the children to share their learning from their books.

Workshops

During the year we offer parents the opportunity to come into school to find out more about how children learn within a specific curriculum subject areas e.g. phonics, maths, reading, writing, e-safety.

Complaints Procedure

If parents have a concern the Class Teacher may be able to help. Otherwise please contact the Headteacher. If discussion does not resolve this matter the school has a formal Complaints Procedure in line with current guidelines that is available on request and on our school website.

Parent Helpers

Parents are invited to help in the classroom with a wide range of activities, e.g. reading, playing language and number games, sewing, cooking, craft activities, as well as school trips and visits. If you would like to help in any way, please contact your child's teacher. Parent helpers are given an introductory booklet and work under the direct supervision of the class teacher. If helping on a regular basis parent helpers are required to undergo a DBS and provide professional references.

School Trips

Throughout the year school trips are organised. Children can go to a museum, historical site, recycling centre or seaside depending on the topic being studied. When a trip is planned, parents are asked for a voluntary contribution towards the cost. Trips are often subsidised by the PTFA.





Great Wilbraham CofE Primary School

BEHAVIOUR

At Great Wilbraham Primary School all children are encouraged to show mutual respect, tolerance and understanding for each other and every adult member of our school community. Our high expectations of children's behaviour are continually communicated throughout school. In partnership with parents we hope to ensure a consistent approach where everyone takes ownership and responsibility for the wellbeing of all children and adults in our school.

Our basic principles of behaviour are

- Respect for people
- Respect for property
- Respect for the school

House system

In Spring 2017, the house system was established and each house given a name – Hall, Manor, Rectory, Temple. House points are awarded for effort, achievement and outstanding behaviour and link to the behaviour ladder which already exists. The house points are collected onto a class sheet and then brought into Friday celebration assembly to add to a house total where a house cup is awarded.

Behaviour ladder

This system provides clear guidance to pupils and staff on the high expectations of behaviour, the rewards and sanctions. House points are awarded for progressing up the ladder.

Class Charter and other systems

At the start of each school year a class charter is also created so that children become responsible and take ownership for making good choices in their own class. Other in class systems for behaviour management are used at teacher's discretion such as use of golden time, marbles in a jar etc.

Curriculum opportunities:

- Regular circle time
- Anti-bullying week every Autumn
- Assemblies linked to behaviour
- Celebration assemblies every week – two stars of the week and one Headteacher Certificate from every class linked to the Personal Quality of the week
- PSHE service units of work promote positive behaviour
- Marking and feedback contains positive reward systems such as stickers and house points

Further information can be found on our behaviour policy which is available on the website.





Great Wilbraham CofE Primary School

OUT OF SCHOOL ACTIVITIES

Book Savings Club is organised by parents on Fridays before school. The savings club allows children to save money via weekly drop-in sessions, to be recorded on their own Book Savings Card. Once every full term a Book Sale is held. During the course of the school day, children come along in their class groups and purchase books with their savings. There is always a good range of quality fiction and non-fiction books, which are aimed at all reading abilities and available at greatly discounted prices. After school the sale continues and is open to the public.

The Club is great for children, encouraging a love of books and helping them learn about savings as well as raising some extra funds for the school too.

We also hold a range of after school clubs including athletics, tennis, curling, fencing, football, code club and circus skills. These tend to be outside providers but the majority of sports clubs are run by Charlie Brown who is also the school Sports Coach.

Our after-school wrap around care provision is called Discovery Club and can be a combination of after school clubs and school staff. It runs each day from Monday through to Thursday. They have snacks and activities until the 5.15 pick up time, bookings can be made through the office.

During the day we also have music lessons delivered by a number of peripatetic music teachers for violin, guitar, piano and brass. Mr Few also runs a free ukulele orchestra every week.



School Production





Great Wilbraham CofE Primary School

SCHOOL PARLIAMENT

At the start of every school year a new School Parliament is formed. Each class votes for two councillors to represent them. The School Parliament meets regularly. This gives the children the opportunity to talk about our school, their class and the things that are important to them. The children are given the opportunity to share their ideas and opinions about how we can develop our school and make it an even better place for them to learn and play. After the meeting, the councillors are asked to share what they talked about with their class.

The school councillors are also involved in the interview process for new members of staff. In the past they have been involved in the selection process for all the current teaching staff. The School Parliament are also responsible for organising events to raise money for charity. This year, the School Parliament has chosen to raise funds for NSPCC.

Our school councillors are proud to represent their class and our school. They give us such a valuable insight into the thoughts and feelings of our children making them a very important part of our school community.



Sports Day





Great Wilbraham CofE Primary School

PTFA (Parent, Teacher and Friends Association)

We are a small but friendly group of parents with children in all year groups. Our main aim is to make as much money as possible to help support the school with the 'extras' which would often be passed on to parents or for things that the school simply can't afford with the budgets available.

Currently, we have a yearly commitment to the school to pay for transport for whole school trips, sporting events, Christmas entertainment, and daily fruit for the children. On top of that this year we have fenced a garden area for the children and helped with updating technology in the school.

Each term we try to host both adult/parent events as well as something for the children.

The PTFA is both social and very rewarding. Seeing how the money we raise can help change and improve the school that our children attend is hugely satisfying! However, we always need fresh faces with new ideas.

We need the parents from the children from lower years to help the future of all. If this is something you think you could do please let the office know and they will put you in touch with one of the current PTFA members.

Without new people the PTFA may not continue which means that not only will parents and children miss out on fun, social events, but also costs of trips will increase and extras that make the school even more great will not happen.

Please help!



School Fete



Members of The Governing Body





Great Wilbraham CofE Primary School

THE GOVERNING BODY

The governors' remit is to provide a strategic overview of where the school is heading; to act as a critical friend and to hold the school accountable for the educational standards it achieves and the quality of education it provides.

The Full Governing Body (FGB) does this in a number of ways. It meets once a half term and minutes of the meetings are available in school and on the school's website. Members of the FGB also formally visit the school each month to observe and report on various aspects of school life (e.g. Areas of Teaching and Learning, Special Needs Provision). The resulting governor reports are available in school and on the website for parents and other stakeholders to read.

Each member of the governing body also acts as a 'Link Governor' with lead teaching staff at the school for curriculum and other special duties (e.g. SEN/D, Health and Safety). Each link governor communicates with their staff link at regular points during the school year to keep up to date with activities, targets and developments. This is then reported back at FGB meetings.

The FGB is currently made up of staff representatives, elected parent representatives, county appointed governors and Community governors. Information about the governing body can be found on the 'Governors' pages of the school website.

The current members of the Great Wilbraham FGB are:

Personnel	Link Governor	Committee Membership
Brendan Reid (Chair)	Safeguarding & Child Protection, Behaviour, Attendance, RSE	Finance, Personnel (Chair)
Lewis Robinson (Vice-chair)	Maths, Data	Finance (Chair), Personnel, Data
Sally Ramus	Collective Worship, History, Geography	Finance, Personnel
Emma Roberts	Early Years, Art, English	
Tim Brown	Music	
Holly Tilbrook	SEND / SMSC	
Alison Andrews	PE, Science, DT	
Richard Brown (Headteacher)	N/A	Finance, Personnel
Kim Crisp (Staff Governor)	N/A	Finance, Personnel
Katie Luddy (Associate Member)	N/A	
Sue Lockwood (Clerk)	N/A	





Great Wilbraham CofE Primary School

WELL BEING

Illness

Please do not send your child to school if he or she is unwell. If your child has sickness or diarrhoea then he or she must remain at home for 48 hours after the symptoms have stopped. This is a regulation set down by the Public Health Authority. When a child is ill parents/carers will be contacted by telephone to collect their child.

Medicines in School

If your child is fit enough to return to school but needs to complete a course of medicine then the medicine must have been prescribed by a doctor and a school Medical Consent Form signed before we can consider administering any medicine in school.

Under no circumstances must children have medicines in their possession. This includes cough sweets and lip balm.

Asthma

If your child suffers from asthma we would ask that you provide the school with a named inhaler in its original packaging, together with a spacer if required. If for any reason your child's inhaler is not readily available or out of date, we may need to use the emergency generic inhaler which is kept in school. The emergency inhaler will always be used via a spacer, which is also kept in school. This will come home with your child if it is used as it can only be used once for health and hygiene reasons. If you have any questions or would prefer us not to use the generic inhaler in an emergency situation, please let us know in writing.

Allergies

If your child suffers from severe allergic reactions, please make sure you leave an epipen or Piriton at the school office in a clearly labelled container with a doctor's protocol for how and when it should be administered, together with a completed Medical Consent Form. The medication should be checked regularly to ensure it is in date. Staff are regularly trained in administering epipens.

Injuries in School

Staff are First Aid trained and able to deal with injury to a child. Parents are always informed of any accidents or injuries, usually through an accident form, copies of which are kept at school.

Communicable Diseases

Please inform the school immediately of any infections which may be contagious to others.





Great Wilbraham CofE Primary School

CURRICULUM

EYFS

Throughout the Early Years children learn through play based activities that are both adult guided and child initiated. The activities are planned both indoors and outdoors to meet the needs of every individual child through a wide variety of learning experiences.

The EYFS is made up of seven areas of learning and development. All areas are connected to one another and are equally important.

The three prime areas are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development

The four specific areas are:

- Literacy
- Mathematics
- Understanding the World
- Expressive Arts and Design

Fundamental to the Early Years curriculum are the Characteristics of Effective Learning, which are the ways in which a child engages with other people and their environment and how they are motivated to become an effective learner. These areas underpin the Early Years Curriculum:

- Playing and Exploring
- Active Learning
- Creating and Thinking Critically

In the Foundation Stage we strive to provide the children with rich learning experiences and resources to become confident and independent learners.

Key Stages One and Two

In Key Stage 1, we are dedicated to providing a rich and exciting curriculum that inspires our pupils and promotes a love of learning. We believe that our children learn best when they have practical first-hand experiences, work collaboratively with other children and have dedicated time to work independently to apply new knowledge and skills.

Our termly topics are planned to encompass English, Maths, Science, Computing, History, Geography, P.E., Music, Art and Design, Design and Technology, Religious Education and Personal Social Health and Citizenship Education. We endeavour to make links between different areas of the curriculum to make learning meaningful and memorable.

We are committed to supporting the children in becoming confident, resilient and thoughtful pupils. For this reason, Spiritual, Moral, Social and Cultural learning and the Christian Values underpin our curriculum. We encourage pupils to value; democracy, respect for others, the differences between people as well as the things that unite them and our school rules.





Great Wilbraham CofE Primary School

CURRICULUM

English and Mathematics

Where possible, teaching and learning is planned to make links with our topics and real life contexts. In English, we support children in becoming confident and motivated writers who are able to express their thoughts and ideas in a written form. We foster a love of reading encouraging pupils to read, enjoy and understand a range of poems, stories and non-fiction texts. In Mathematics, we promote the children's understanding of numbers and the number system and help them to develop calculation strategies, spatial awareness and measuring skills. We provide many opportunities for pupils to apply their mathematical skills in real life contexts and develop a mastery of maths.

Science

Through practical experiences in Science, we encourage our children to develop enquiring minds. The children are encouraged to ask questions and reflect on their existing knowledge and experiences to make predictions. They then plan investigations and draw conclusions from the observations that they make and the measurements they take.

Computing

A variety of skills are taught in Computing which enables children to become confident, independent and creative users of information and communication technology in a digital world. E-safety forms the foundation of teaching and learning in Computing. Through the Computing curriculum, we enable pupils to become digitally literate and support them in developing skills for the future. The key skills of problem solving, analysis and communication underpins learning within the subject.

History and Geography

Within History, we build pupils understanding of chronology through enabling them to reflect on changes within their own lifetime, living memory and the more distant past. This is supported through looking at the lives of significant individuals and the impact of significant events. Geography offers opportunities to investigate the local environment and compare England with other countries. Pupils use maps, atlases and photographs to investigate human and physical geography in addition to field work in the local area.

Art and Design

Art and Design stimulates creativity and imagination. Pupils explore the work of famous artists before creating their own pieces of art. The children have the opportunity to draw, paint, sculpt and print. They work creatively as individuals and collaboratively with others.

Design and Technology

Children discover how things work and how they have been made. They take part in a process of investigating, designing, making, evaluating and improving the products that they make. Through building structures and using mechanisms pupils develop their technical knowledge and develop and apply their scientific knowledge and understanding.





Great Wilbraham CofE Primary School

CURRICULUM

Music

Music provides children with a platform for self expression through composing, performing, listening and appraising. Children learn about rhythm, melody, simple musical notation and how to improve a musical performance. Singing is actively encouraged and children are gaining confidence at performing to an audience.

Physical Education

Physical Education nurtures a healthy lifestyle which is fundamental to children's well-being and physical development. Children learn how to build on co-ordination skills as well as develop their strength, control, agility, balance, co-ordination, flexibility and stamina. Children develop these skills in school through the teaching of team games, dance, gymnastics, and athletics. The use of the outdoor area for adventurous activities is encouraged throughout the year.

Personal, Social, Health and Citizenship Education

Personal, Social, Health and Citizenship Education supports children in developing self-confidence and self-belief as well as friendship skills. It promotes the understanding of others and their emotions. It is also crucial in the development of the life- skills needed to play a positive role in modern society. Children are encouraged to take responsibility for their own actions as soon as they enter school.

Religious Education

The Cambridgeshire Agreed Syllabus for Religious Education in Foundation Stage and Key Stage One and Two is taught. This aims to 'enable pupils to acquire knowledge and understanding of Christianity and other principal religions represented in Great Britain, and develop the ability to explore, reflect on and respond to human experience, drawing on their study of religion'.

Collective Worship

At Great Wilbraham C of E Primary School, daily acts of collective worship are linked to the Values for Life document produced by the National Society. Parents have a right to withdraw their child from assembly or from Religious Education. If you wish to do so, please speak to the Headteacher. Pupils who do not attend assembly will remain in a classroom under the supervision of a member of staff.

Homework

We expect children to read at home 3 times a week in Reception, 5 times a week in Year 1 to Year 6. Our homework policy clearly states examples of homework set by the teachers and often there is a holiday focus for helping children with practical skills such as telling the time or using money.





Great Wilbraham CofE Primary School

ASSESSMENT

Teachers assess children's understanding and progress through everyday teaching as well as through specific assessment tasks. They use these assessments to plan their teaching and to help move the children on to the next step in their learning.

During the Foundation Stage teachers assess children using Development Matters and at the end of the year the children are levelled against the Early Learning Goals.

In the summer Year One children all take the Standardised Assessment statutory Phonics Screening Check.

At the end of Year Two teachers use Tests to help assess the children's level of achievement in reading, writing and maths.

At the end of Year Six teachers assess writing and science and the statutory SATs take place in May assessing children in reading, maths and grammar, punctuation and spelling.

Assessment for learning, or learning how to learn, is a vital part of all teaching, and enables children to be active partners in the learning process. It involves helping the children to understand what they are learning and why, to begin to evaluate their own learning and know what they need to do to improve their understanding.

Our marking policy is designed to support this process. Assessment for learning, alongside development of thinking, reasoning and questioning skills all help to give children the skills they need to be lifelong learners.



Hedgehog Class at the Museum of Archaeology and Anthropology





Great Wilbraham CofE Primary School

INCLUSION

Child Protection

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”.

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection.

Parents/carers should know that the law requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. In addition, records of welfare concerns may be kept about their child and school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right services.

Schools will seek advice from Social Care when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the member of staff in the school with responsibility for child protection (known as the Designated Person for Child Protection) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child “may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare”. This means that on rare occasions, a school may need to “hold” a child in school whilst Social Care and the police investigate any concerns further.





Great Wilbraham CofE Primary School

INCLUSION

Special Educational Needs/Inclusion

As an inclusive school our aim is for all children to be successful and celebrate their talents. The term 'Special Needs' is not used exclusively for children who may need additional support in their learning. Children may be physically disabled or have medical or emotional needs.

The needs of individual children are met through careful assessment, differentiated work supported either by a Teacher or Teaching Assistant in the classroom, identification of clear outcomes on individual action plans or participation in an evidenced based intervention group. Where necessary we seek advice from outside agencies such as Cambridgeshire Specialist Teacher Service, educational psychologist or Speech and Language Therapy.

We have an excellent team of experienced Teaching Assistants (TAs) who work alongside pupils and teachers in meeting the needs of our pupils. Parents are kept informed about strategies to help their child. This process may occasionally result in a request to the Local Authority for an assessment of a child for an Education Health and Care Plan. Please also refer to our website for further information on the School Offer for Special Educational Needs and the Local Offer for SEN.

Emotional Literacy Support Assistant

An ELSA (Emotional Literacy Support Assistant) is a member of Staff who is trained to support children in the development of their emotional literacy.

What is emotional literacy?

- . Understanding and coping with the feelings about ourselves and others
- . Developing high self-esteem and positive interactions with others
- . Being emotionally literate helps children focus better on their learning

How does the ELSA work?

- . A regular slot during the school week of around 30 minutes
- . Sessions may be on a one off basis
- . Sessions can be individual or in small groups and are tailored to the child's individual needs
- . Sessions are fun and might include role play, board games, arts and crafts and stories
- . They include time to talk
- . A pupils progress will be reviewed

As a parent/carer how can you help?

- . By informing the class teacher if there are any issues that may effect your child
- . Please feel free to contact your child's teacher or ELSA if you have any questions

The ELSA in this school is Mrs Sue Lockwood





Great Wilbraham CofE Primary School

IMPORTANT DATES

Autumn Term 2019

Tuesday 3rd September—staff training day

Wednesday 4th September—School Opens for Years R—6

Monday 9th September—School Opens for Nursery

Monday 21st—Friday 25th October—half term

Monday 28th October—staff training day

Thursday 19th December—School Closes

Friday 20th December—staff training day

Spring Term 2020

Monday 6th January—staff training day

Tuesday 7th January – School Opens

Monday 17th—Friday 21st February—half term

Monday 16th March—Class Photos

Friday 3rd April—School Closes

Summer Term 2020

Monday 20th April—School Opens

Monday 4th May—May Day Holiday

Friday 22nd May—staff training day

Monday 25th—Friday 29th May—half term

Tuesday 21st July—School Closes



Fieldmice children enjoy being outside whatever the weather!

