

# Wentworth Primary School



**Striving for Excellence**



## School Prospectus

**2023 – 2024**

# Wentworth Primary School

**Headteacher** – Mrs Dawn Dack

**Chair of Governors** – Mr Geoff Skewes



Dear Parents,

We would like to welcome you and your child to Wentworth Primary School. We hope that this will be the start of a very happy time for you all.

We believe that school is a happier and more valuable place if parents and staff work together for the education and welfare of each child.

We are always pleased to welcome visitors to Wentworth and invite you to come and see the school in action.

We look forward to meeting you many times and getting to know you as a family.

## **Wentworth Primary School**

Viking Road  
Maldon, Essex  
CM9 6JN

Telephone 01621 853572

Email: [office@wentworth.essex.sch.uk](mailto:office@wentworth.essex.sch.uk)

Website: [www.wentworth.essex.sch.uk](http://www.wentworth.essex.sch.uk)

## THE SCHOOL

Wentworth Primary School was opened in 1969 and serves the housing development of Maldon, a pleasant town in the east of Essex. It is ten miles from the City of Chelmsford with excellent shopping, and main railway and road connections to London and Colchester.

Maldon has a long history dating back to Saxon times, mainly because of its strategic position on the estuary of the river Blackwater. The flat saltings have made the Maldon Salt Company world famous, because of the quality of salt produced. In summer, the town hosts visitors of all ages who enjoy the facilities of the river and the picturesque promenade with its famous Thames' barges.

The school's standard intake figure is sixty pupils in each year group.

## ACCOMMODATION

The school consists of four main buildings. These are the Viking Building, the Millennium Building, the School Swimming Pool and Viking Junior Academy pre-school and extended school care.

The school has a purpose-built library which makes a major contribution to enhancing the curriculum, a computing suite, a food technology room and two large halls to accommodate 2 ½ hours of PE a week for children in KS1 and KS2.

Surrounding the school are extensive grounds, providing space for games and sports, as well as hard landscaped areas, a quiet area, a playground with climbing equipment, outdoor gym equipment, an outdoor classroom, a science shed and a play shed. A Wildlife Garden and forest area with a pond is available for children to investigate a natural environment and to grow plants and vegetables in allotment areas.



## **MISSION STATEMENT AND AIMS**

At Wentworth, we aim to be an 'Inclusive School', '**Striving for Excellence**', working to ensure our pupils are healthy, safe, enjoying, achieving and make a positive contribution to the community locally and beyond. We are committed to safeguarding the children in our care. The school has a comprehensive recruitment system in which all adults undergo Disclosure and Barring Service (DBS) and police checks. Safeguarding of the children includes Child Protection as well as their Health and Safety on the school site. Please see the School Child Protection Policy and the DFE's "Keeping Children Safe in Education" document on the school website for further details.

We aim to provide a curriculum that is broad, balanced, and progressive, which relates to the development of the whole child, and which meets individual needs. A curriculum which excites and interests the children to become involved and inspired by their learning. It is encouraging for children and assists in making school a positive contribution to a child's school life and prepare them for a future of lifelong learning.

## **SCHOOL STAFF**

Mrs Dack  
**Headteacher**

Mrs J Tinsley  
**Deputy Head and SENCo**

### **Teaching Team**

Mrs S Sully - Class Teacher - Leadership Team  
Miss F Stone - Class Teacher - Leadership Team  
Miss S Ainscough - Class Teacher  
Mrs M Bennett - Music Teacher  
Mrs A Craven - Specialist PE Teacher  
Miss C Ferguson - Class Teacher  
Miss I Frost - Class Teacher  
Mrs K Higgs - Part Time Teacher  
Mrs K Koszulinski - Class Teacher  
Mrs A Luchmun - Part Time Teacher  
Mrs K Marshall - Class Teacher  
Mrs J Nicholas - Class Teacher  
Mrs K Palmer - Class Teacher  
Mrs S Parker - Class Teacher  
Miss C Perrott - Class Teacher  
Mrs W Quiddington - Class Teacher  
Miss A Spalding - Class Teacher  
Mrs G Tompkins - Class Teacher  
Miss R White - Class Teacher  
Miss S Willmott - Class Teacher  
Miss S Wright - Class Teacher

### **Pastoral Care**

Mrs J Rayner - Mental Health Lead

### **Teacher Assistant Team – Supporting Classes & SEN Pupils**

Mrs K Barnes	Mrs H Dawson	Mrs Z Hull	Mrs N Osborne
Mrs E Batter	Mrs S Gatward	Mrs S Humm	Mrs K Pask
Mrs S Boakes	Mrs J Goodship	Mrs C Kemsley	Mrs K Rainger
Mrs S Bruce	Mrs S Green	Mrs J Koster	Mrs E Reid
Mrs P Champelovier	Mrs S Griffiths	Ms F Lynch	Mrs A Sheen
Mrs A Cook	Mrs T Groves	Mrs L McCarthy	Mrs A Stamate
Mrs T Dack	Mrs V Heard	Mrs T Miller	Mrs S Stoner

### **Administration Team**

Mrs J Doran - School Business Manager  
Mrs K Gunning - Attendance Officer  
Mrs J Miller - Administration  
Mrs T Jones – Administration

### **Swimming Pool Team**

Mrs K Osborne - Swimming Instructor  
Miss A Pugh - Swimming Assistant  
Mrs C Jenkins - Swimming Assistant

### **Midday Supervisor**

Mrs C Kemsley

### **Midday Team**

Mrs K Barnes	Mrs J Goodship	Mrs N Osborne
Mrs E Batter	Mrs S Green	Mrs K Pask
Mrs S Boakes	Mrs T Groves	Mrs K Rainger
Mrs S Bruce	Mrs V Heard	Mrs J Rayner
Mrs P Champelovier	Mrs Z Hull	Mrs E Reid
Mrs A Cook	Mrs S Humm	Mrs A Sheen
Mrs T Dack	Mrs J Koster	Mrs L Spurrell
Mrs D Davis	Ms F Lynch	Mrs A Stamate
Mrs H Dawson	Mrs L McCarthy	Mrs S Stoner
Mrs S Gatward	Mrs T Miller	Mr J Whitworth

### **Catering Team**

Mrs C Poulton - Catering Manager  
Mrs M Martin - Assistant Cook  
Mrs A Messenger – Assistant  
Miss L Elliott – Assistant

### **Caretaking/Cleaning Team**

Mr B Sollars – Site Manager  
Ms F Lynch - Assistant Caretaker

## **SCHOOL GOVERNORS**

The Governing Body is committed to supporting the Headteacher and staff in providing an education of quality and a safe environment for all the children in the school. This develops an understanding of spiritual, moral, social, and cultural issues including the promotion of British values and is concerned with the emotional, social, and physical well-being of the children with their intellectual growth and development.

The Governing Body is involved in developing the strategic direction of the school. The Full Governing Body meets each term. The two committees are 'Finance and Premises' and 'Pupils, Performance and Personnel'. The first committee meets to monitor the budget and discuss the development of the school site. The second committee focuses on the progress of pupils and their achievements as well as monitoring the school standards, which includes the standard of teaching and are responsible for the development of staff.

The Governors also have additional responsibilities and the Governing panel meet when the need arises, this includes a Pupil Discipline Committee and a Grievance Panel. Governors have responsibility for overseeing different areas of the School Improvement Plan so that they become involved with an area of development that is taking place at the school, which affects the quality of pupils' learning.

## **GOVERNING BODY MEMBERSHIP**

**Chair of Governors** - Mr G Skewes

**Vice Chair of Governors** - Mr S Emerson

### **Parent Governors**

Mrs S Weller, Mr I Marshall, Mr C Thurston

### **County, Local Community and Co-opted Governors**

Mr G Skewes, Mrs F Mitchell, Mrs C Smith, Mrs W Johnson, Mr N Hoskins, Mr K Bannister,  
Mr S Emerson, Mrs J Sollars

Local Authority: Mr R Dawes, Mr M Harvey

### **Staff Governors**

Mrs D Dack, Miss S Ainscough

## **ADMISSIONS**

There is no guarantee of a place for children living in the priority admission area.

In the event of over-subscription, places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children (as defined in the LA Policy).
2. Children with a sibling attending the school.
3. Children living in the priority admission area of Maldon.
4. Remaining applications.

In the event of over-subscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

A map showing the priority admission area of Maldon is available from School Admissions, Essex County Council.

All applications including mid-year are to be submitted online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Parents must make it clear that Wentworth is their first choice, as the application serves all three Maldon schools.

Foundation Stage children are admitted in the September of the academic year in which they are five years of age (academic year September to August). The children are admitted on a part time basis for the first few days of term dependent on whether they are autumn, spring, or summer birthdays. This is staggered to allow the children to settle into school and for the teachers to get to know their children in smaller groups and conduct Baseline Assessments. Details for each child will be given at the information meeting prior to the child's admission.

After Essex County Council have offered you a place at Wentworth, you will receive a letter to confirm your child's school place from the school. The letter will include the date for your child's Foundation class visit. During the visit you and your child will be invited to meet with the school staff, these visits will take place later in the Summer Term.

When a parent of a 'summer born' child (1 April-31 August) wishes their child to start school in the autumn term following their fifth birthday, they will need to apply for a place at the correct time for the normal admission round for the following academic year. Please contact Essex County Council for information.

### **APPEALS**

Where parents are unsuccessful in securing a place at their preferred school the following procedures for an appeal within the Education Act 1996 apply.

- Parents must notify the Planning and Admissions Department in writing of their intention to appeal against the child's non-admission, within 14 days of being informed that a place is not available.
- Arrangements will be made for the appeal to be considered and parents informed accordingly.

### **TRANSFER TO SECONDARY SCHOOL/TRANSFER TO ANOTHER SCHOOL**

At the age of eleven, our pupils transfer to secondary school. Parents need to apply online in the Autumn Term. Selection tests can be taken for local grammar schools and are administered by the selective schools, for further information contact Essex County Council.

Wentworth has good links with the Plume Maldon's Community Academy, the children experience a range of Transition Days at the Plume Academy. Past Year 6 pupils have also attended Sandon School, Great Baddow School, Thurstable School and several single sex Grammar Schools. We would encourage parents to take advantage of visiting all of the Secondary schools on their Open Days. Parents wishing for their Year 6 child to take the Eleven Plus need to apply to sit the examination externally.

Should your child transfer to another Primary School, we need to be informed in writing of the name and address of the school so that the relevant pupil data can be transferred.

## DAY TO DAY ARRANGEMENTS

### Absence from School

In the event of a child's absence from school because of illness, please inform the school office by telephone on 01621 853572. The Admin Staff are on duty from 8am, during busy times please leave a message on the school answer phone. Please inform the school of any medical appointments prior to the appointment. Please provide a copy of the appointment letter/card when the child returns to school, this will ensure that your child receives the appropriate mark in the register and not an absent mark. When a child returns to school after illness, we need a note briefly outlining the reason for absence. This is a requirement by law.

Children with poor attendance are closely monitored by the school and the Education Welfare Service. Parents of children whose attendance has dropped below 90% will receive a letter of concern from the school on a half-termly basis. If there is no improvement in attendance, the Education Welfare Service will be notified, and the parents will be invited into school to meet with the Headteacher and the Attendance Officer. This meeting will focus on how we can best support the family in improving the child's attendance. Children with Persistent Absence may trigger monitoring through the School's Safeguarding procedures.

Currently, the Education Welfare Service issues penalty notices to parents whose child has high unauthorised absences on their record. The current criteria is below 90% attendance with 10 or more unauthorised sessions, the case is referred.

### School Session Times

School starts	8.40am with registration closing at 8.50am
Playtime KS1	10.15am - 10.30am
Playtime KS2	10.40am - 10.55am
Lunchtime KS1	11.45am - 12.30pm
Lunchtime KS2	12.00pm - 12.45pm
Playtime KS1	2.00pm - 2.15pm
School ends	KS1: 3.10pm and KS2: 3.15pm

### Coming to School

We are very keen for the children to walk to school when this is possible. We also have a forty-place cycle shed available.

### Late Arrival

Please ensure that your child arrives for school before registration time. All children should be left at the school gate. Mrs Dack, the Headteacher, and Mrs. Tinsley, the Deputy Head, welcome the children at the school gates at 8.40am and children are encouraged to arrive at that time and go straight to their classrooms.

The children will have set tasks to complete on arrival depending on the year group, i.e. practising writing their name and address, a spelling task, quiet reading, a computer skill task, a thinking task, or time to talk to the teacher informally. If you arrive after 8.50am please either bring your child or send them to the school office via the Main Entrance as the Millennium Walkway entrance will be locked from 8.50am. Late arrivals are recorded in the register and affect the child's attendance percentage, which is monitored by the school and reported to the Local Authority Education Welfare Service. Parents of children who are repeatedly late will receive a letter of concern from the school on a half-termly basis.

## **Holidays in Term Time**

The school will only authorise holidays in term time under exceptional circumstances. These are to be explained on the 'Leave of Absence' form, which must be completed and given to the Headteacher. School holiday dates for the year will be sent out to parents as soon as Essex County Council makes them available. In addition, the school will allocate a number of days for staff training. These will be attached to a holiday or a weekend where possible. Holidays should be taken during school closure dates. The school has approximately thirteen weeks holiday in an academic year, which allows for parents to take their children on holiday. Poor attendance that involves unauthorised absence due to parents taking a child on holiday during term time may lead to a penalty fine set by the Local Education Authority.

Parents may apply for Leave of Absence in term time for exceptional circumstances only i.e. to attend a funeral of a family member.

## **Accidents or Illness - Contact with Parents in an Emergency**

If a child is taken ill at school or has an accident, it may be necessary to contact you urgently. Please ensure that you provide us with up-to-date contact information, the name of a relative or friend willing to assume responsibility for your child in your absence is essential.

## **Medicines in School**

Please inform the school office if your child has a medical condition that requires regular medication. We will strive to support children with any medical needs, subject to and as described in the Medical Policy. Only essential medicines prescribed by a doctor will be administered during the school day. Parents must submit a signed written permission slip before any medicine can be administered, the medicines must be in their original container. Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in the school Medical Bay in the office).

Parents of children with asthma or children that have Epi-pens are asked to speak to the class teacher as there is a set procedure for dealing with inhalers and Epi-pens. Staff receive training from the school nurse on administering Epi-pens.

## **Medical and Outside Agencies**

The school medical service offers advice on related medical matters throughout your child's education. The school nurse holds appointments at Maldon Clinic for you to discuss any concerns you may have. Dates are published for this.

Referrals to the Child and Family Consultation Service (CFCS) and Speech Therapy can be made through the school or your own GP.

The school has access to local specialists such as an Educational Psychologist, the Specialist SEND Advisory Team and the Essex Wellbeing team.

The school has a trained counsellor on staff who can work with families on a range of issues including family break up, bereavement, challenging behaviour at home etc.

## **Head Lice**

Head lice are a nuisance but are easily dealt with and can be eradicated with vigilance. The secret is to check the hair regularly. Parents will be contacted and asked to take their child home for treatment if they have head lice. A call will be made if children are seen scratching their heads a great deal or if

live lice are seen by a member of staff. This policy greatly helps in maintaining low numbers of head lice infestations in the school.

If your child has live lice, treat all family members with the correct shampoo that you can purchase from any local chemist.

### **General Health Advice**

Children are made aware in school of important issues affecting their personal health and should be encouraged to be responsible for themselves in daily health rules and routines.

We hope parents will support our efforts to establish basic health and safety rules, such as:

- Washing hands after using the toilet and before eating
- Tying long hair back
- Washing PE kit regularly
- Wearing sensible black shoes
- Washing lunch boxes regularly
- Walking on paths and paved areas

### **Food in School**

The school has a Whole School Food Policy with a key aim to develop healthy eating and drinking activities. We recognise the important connection between a healthy balanced diet and a child's ability to learn effectively.

**Break Time** - Children may bring a healthy snack such as fruit or vegetables and water may be drunk. Key Stage 1 children are provided with fruit daily from the Government Fruit and Vegetable scheme to eat at afternoon break. In addition, the Foundation stage children make their own healthy snack at least once a week. We ask for a contribution each term towards the cost of cooking and snack ingredients for Foundation pupils.

**Water** - Children may bring a clear plastic bottle of water in every day that can be replenished from one of the schools four water coolers. Water bottles are available for purchase from the school office at a cost of £1.50 each.

**Milk** - Milk is available free of charge for children under five through the Government Free Milk Scheme. Milk is available for children above the age of five for a small charge from [www.coolmilk.co.uk](http://www.coolmilk.co.uk)

**Packed Lunches** - The school encourages parents to provide healthy packed lunches. We recommend limiting crisps to once or twice a week and limiting processed foodstuffs. No sweets, confectionary, sweetened or fizzy drinks are allowed.

### **School Meals**

We encourage all our families to purchase a hot school meal on a regular basis. The school meals offered, meet the nutritional standards set by the government. We strive to produce good quality meals with fresh ingredients, prepared in an attractive appetising manner using as much local, organic, and fair-trade produce as possible. The school publishes a menu each term which is sent home to all families, additional copies are available from the school office and can also be found on the school website at [www.wentworth.essex.sch.uk](http://www.wentworth.essex.sch.uk)

**SCHOOL MEALS ARE FREE** for Foundation Stage, Year 1 and 2 children. **NO** assessment of income is needed or application. School meals cost £2.70 per day for Key Stage 2 children, payable in advance or on the day through our online payment system School Gateway. If you are in receipt of Income Support or Job Seekers Allowance or Child Tax Credit, provided you are not entitled to Working Tax

Credit and have an annual taxable income of less than £16,190 you are eligible for free school meals. Please ask at the school office for details. It is important to apply for Free School Meal status even if your child does not have a school dinner. The school has funding based on the number of pupils eligible for Free School Meals, if you do not apply the funding is reduced substantially.



## School Uniform

It is important that your child wears the recommended styles and colours so that they feel part of the community. Items bear the school logo and can be purchased through 'Class Embroidery' and there is a link on the school website. Children not wearing the correct school uniform will receive a reminder letter to take home. All items are to be clearly labelled with your child's name.

Our policy for children's school uniform is based on the belief that a school uniform:

- Promotes a sense of pride in the school.
- Creates a feeling of community and belonging.
- Is smart and practical.
- Identifies the children with the school.
- Is not distracting in class (as fashion clothing might be).

Our colours are navy blue and white and the uniform is as follows:

### Winter

- 👕 Navy fleece (reversible shower-proof fleece is also available) with the school logo/plain navy fleece
- 👕 Navy sweatshirt or cardigan with the school logo (not knitted cardigans, jumpers, tank tops etc)/plain navy sweatshirt or cardigan
- 👕 White polo shirt (with a collar) with the school logo (not shirts)/plain white polo shirt (with a collar)
- 👕 Grey (not charcoal grey or black) trousers or skirts or culottes (not fitted shorts or tight fitted fashion trousers for girls)
- 👕 Black shoes (no high heels, or sling backs)
- 👕 Tights - Navy or Grey

### Summer

- 👕 Light Blue and white striped or checked dress
- 👕 Navy sweatshirt or cardigan with the school logo / navy sweatshirt or cardigan
- 👕 Grey shorts (not charcoal grey or black) or skirts or culottes (not fitted fashion shorts)
- 👕 Black shoes (no high heels, sling-backs or 'jellies')
- 👕 White socks

## PE Kit

- 📦 White t-shirt with the school logo / plain white round collar t-shirt
- 📦 Navy blue shadow stripe shorts
- 📦 Black plimsolls for indoor use and on the playground
- 📦 Trainers for outdoor PE or after school clubs
- 📦 PE bag with the school logo available for purchase from the school office
- 📦 Navy jogging bottoms/tracksuit (for cold weather)
- 📦 Navy school jumper

## Swimming Kit from Year 1

- 📦 A sensible swimming costume, swimsuit for girls and trunks for boys (no bikinis / tankinis / shorts)
- 📦 A swimming cap (compulsory) available for purchase from the school office (not material caps)
- 📦 A large towel
- 📦 Swimming bag

## Optional Items

- 📦 Navy blue knitted hat with the school logo
- 📦 Book bag with the school logo available for purchase from the school office

## Jewellery

Children should **not** wear jewellery for school. This expectation includes children not being allowed to wear charity bands or decorated headbands. However, if your child has pierced ears **small studs only** may be worn. The studs must be removed for PE and swimming. Those children not complying will not be permitted to participate in the activity. This practice is in keeping with LA guidelines. If you are planning for your child to have his/her ears pierced, we would advise you to do so at the beginning of the summer break. The studs can then be removed for PE or swimming when the new term starts in the autumn. This will avoid your child missing six weeks of PE or swimming whilst the studs cannot be removed.

Children from Year 2 to Year 6 may wear small, non-expensive watches only, please name these. No smart watches are allowed.

## Mobile Phones

Phones are **NOT** allowed to be brought into school. However, if your child is walking home or if there is any other reason/exception for your child to bring in their phone, then they are expected to be handed into the school office where they will be safely stored throughout the day and then collected by your child at the end of the school day.

## Money

We use an online payment system called School Gateway, on which you can pay for School Dinners, Trips, Swimming Contributions, Music Lessons etc. If you do not have access to a computer, you may still send cash payments in through your child's class teacher. All money brought into school should be in a sealed envelope marked with the following details:

- Child's name and class
- Amount enclosed
- Details as to the purpose of the money i.e., school meal or trip

We accept payments by debit card (contactless) with this facility available at the school office.

## **Contributions**

Parents will be asked to contribute towards the running of the school swimming pool, activity days, school trips and special events. If we do not receive a high level of parental contribution, some activities will not take place. These activities help to enhance the curriculum and help us to provide excellence and enjoyment for all our pupils.

Parents will also be encouraged to contribute if their child has wilfully damaged school property, including books, or the belongings of other pupils or staff. The contribution will go towards replacement of the damaged item.

Please see the school's Charging and Remissions Policy on the school website for further details.

## **Parent Teacher/Pupil Conferences**

There is an opportunity to meet with your child's teacher each term. This will take place online. There are two individual parent consultation sessions at the end of autumn and spring term, these are held over two days after school. Children in Year 1 to 6 have a Report Card which is shared at these. The children receive grades for the three terms with overall comment from the class teacher. In the summer term, an Open Evening is held for parents, pupils and pupils' families, pre-school pupils and the local community. All visitors are encouraged to tour the whole school as we celebrate learning and teaching which has taken place throughout the academic year. The Report Card is sent home prior to the Open Evening.

## **Links with Parents**

At Wentworth we use School Gateway as our main form of communication between parents and the school. All information including data sheets, finance, before and after school clubs, sports events etc will be on School Gateway. Once your child has started at Wentworth you will be given details for registering onto School Gateway. We do recommend that you use the App, as this will be the schools main form of communication.

In addition to School Gateway, on occasions, the school office will communicate via email to parents. Information is also placed on the school website and the school's Facebook and Instagram pages. Hard copies of letters are kept in the office.

Newsletters are accessible on the school website, <http://www.wentworth.essex.sch.uk>.

Parents are welcome to discuss their child's progress with the class teacher. Please arrange a time by writing a note to the class teacher in your child's Home-link Book. If there is an urgent concern an appointment may be made as soon as possible by contacting the school office. Parents are advised to meet and talk to the class teacher in the first instance and if the issue cannot be resolved may meet with the Headteacher by contacting the school office.

The Home-link book is a useful way to make contact with your child's class teacher. Homework targets may be added to the books so ensure you read the Home-link book on a regular basis. Please comment on your child's progress in the book as it enables us to work together in maintaining progress.

Monthly newsletters give details of activities, events, holidays, and school closures that take place during the term. The newsletter will be emailed to parents and is also posted on the school website, which can be found at [www.wentworth.essex.sch.uk](http://www.wentworth.essex.sch.uk).

There is a rota of Class Assemblies on Thursday afternoons at 2.40pm to which all parents of the children in that class are invited. A timetable for the Class Assemblies will be published in the newsletter. Parents will also be invited to information sessions. These include SATs and Assessment

information evenings, curriculum mornings or 'Book Looks' when parents can have a practical insight into teaching and learning at the school. Parent and child events will be clearly outlined in invitation letters.

Parents are encouraged to help on a regular or occasional basis in school and help is welcomed in classrooms under the direction of the class teacher; parents are to discuss with the class teacher initially. All parents who help in the school will have to be DBS and police checked prior to starting. There will be training and advice available to any parent helpers in line with our Safeguarding Policy and 'Keeping Children Safe guidance'.

Each class has a class blog. Updates and reminders are published on this, so please check this regularly.

### **Homework**

Our aims include developing the partnership between home and school in working towards high standards of achievement. We would like you to support your child with their homework. Please encourage your child to develop a positive approach to homework by setting aside a time in the day when they can complete their tasks. All pupils will have homework activities to complete. Each term several weeks are set aside for Mastery Homework. This involves personal research and individual work around a whole school theme. Children present their Mastery work to the class. In the Foundation Stage, homework will include reading, phonic activities, and practical maths tasks. The content and length of homework tasks develop through both Key Stages and teachers will keep parents informed of expectations. Homework tasks are accessible through the school's virtual learning environment 'Its Learning' (see the school website for links). If your child is involved in any independent study, please encourage them to bring their work into school for us to celebrate their efforts.

### **Behaviour and Discipline**

Our aim is to ensure the health, safety, and wellbeing of the children in our care at Wentworth.

The school's Behaviour and Discipline Policy involves a set of rules, rewards, and consequences. The policy can be viewed on the School's Policies Link on the school website.

The school rules for the children are:

- Be Kind
- Be Safe
- Be Responsible

To promote attitudes and values that celebrate and respect diversity. The aims of the school include eliminating discrimination to ensure equality of opportunity and to foster good relations. The Equalities Policy can be viewed on the school website.

Children are rewarded for good behaviour in class, by the Midday Assistants and by the Headteacher and the Deputy Head at Good Work Assemblies. We aim to create a climate in which praise encourages achievement and high self-esteem. For pupils that break the school rules, sanctions are in place, please see the policy on the website.

If you have any queries with regards to rules and discipline, please refer to the policy on our website or make an appointment to see the class teacher.

Please support the school with the following:

- Encourage children to take care of their own belongings and school equipment.
- Make sure that their belongings and articles of clothing are clearly **name labelled**.
- Leave the site once you have met your child.

- Be mindful of your pre-school children at ALL times. The school cannot be responsible for them.
- Do not walk across the school car parks at any time.
- No smoking on the school site.
- No dogs on the school site other than medical assistance dogs.
- All visitors to report to Reception.
- Follow the voluntary one-way system from Essex Road when driving to school. Park away from corners and avoid parking over residents' driveways.

### **Emergency Closures**

In exceptional circumstances, it may be necessary to close the school at short notice. This will be mainly due to bad weather such as snow or local flooding, preventing members of staff arriving at school or having difficulty in getting home. Our main communication will be through the school website, email, and text. There would be messages regularly uploaded on the school website and Facebook school page as well. Parents will not be contacted individually by telephone.

### **Wentworth Association (PTA)**

The Association makes a valuable contribution to the life of the school by providing a lively programme of events and by raising funds for the school. All parents automatically become members of the Association when their children join the school. However, if you would like to become an active member, making a positive contribution to the social and fund-raising activities of the Association, the school office will provide you with a contact name and contact number.

## **THE CURRICULUM**

All children of compulsory school age are entitled to the National Curriculum and Religious Education.

The Curriculum currently consists of:

- English, Mathematics, Science, Physical Education, Computing
- History, Geography, Design and Technology, Art and Music, Personal, Social and Health Education and Citizenship and Modern Foreign Language



The Government produced a National Curriculum. A breakdown of Wentworth's curriculum for each year group is posted on the school website and on Its Learning.

The school provides an average of 2½ hours of physical exercise each week. At Wentworth this expectation is partially met through children from Year 1 to Year 6 accessing weekly swimming lessons at our own indoor pool. A termly contribution is expected from parents to help support the running costs of the school pool. A reduction is offered to families with more than one child at the school. Contribution levels are set yearly by the Governing Body. The school employs a part time specialist PE teacher who teaches classes.

The school employs a specialist part time music teacher who teaches classes across the school. Please see the section on extra-curricular activities for details of other musical opportunities offered to pupils.

Subjects are currently taught as discreet subjects or in a cross-curricular approach through planned themes. These themes meet National expectations. Foundation Stage pupils are taught using the Development Matters document. There are seven areas of learning separated into three prime areas and four specific areas. The scheme of work for our youngest pupils includes a planned programme of activities in all the areas:

Prime Areas:

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

Specific Areas:

- Literacy
- Mathematics
- Expressive Arts
- Understanding the World

All classes will receive an information sheet outlining the learning focus for each half term so that parents can support their child's learning at home through discussion, through research at the local library or on the Internet and by supporting homework related to the half termly theme. The half-termly curriculum foci sheets are also available on the school website and on 'Its Learning'.

### **Religious Education and Collective Worship**

The scheme of work for religious education is in accordance with the agreed syllabus, which has been adopted by Essex County Council. Assemblies are held daily for collective worship. The emphasis is Christian based, but the children also experience assemblies with a moral theme and learn about the beliefs of other religions and cultures. We welcome visits from local church ministers and people from other faiths, including 'Open the Book' who lead an interactive bible story assembly each week either remotely or in school. A parent has the right to arrange for his/her child to be excused from attendance of all or part of the religious education and collective worship provided. Any parent wishing to make such an arrangement is asked to inform the Headteacher.

The Spiritual, Moral, Social, Cultural (SMSC) learning is well developed across all subjects and year groups ensuring we are supporting pupils holistically to grow into tolerant, caring citizens of the future. Not only upholding British values but to become valuable global citizens.

### **Relationships and Sexual Health Education**

Relationships and Sexual Health Education is an integral part of the school's curriculum and is mainly delivered through the Science and PSHE curriculum. The nursing team focus on body awareness, image, personal hygiene and the 'PANTS' rule which is taken from the NSPCC website.

We are very proud that the school now has Enhanced Healthy Schools' status which validates our strong focus and achievement in helping the children to learn about healthy eating and living to become valuable members of the school and the local community.

### **Assessment**

The school uses a baseline assessment for Foundation Stage pupils in line with our DfE (Department of Education) requirements. The initial assessments are for each child in the first few weeks of school

to enable teaching staff to provide a teaching programme appropriate for each child's individual abilities. The Foundation Stage profile for our youngest pupils sums up each child's progress and learning needs at the end of the Foundation Stage. Children will be assessed throughout their time in school so that staff can plan effectively for each child's learning.

#### How do we know how your child is progressing?

Assessment of children's progress and attainment is happening all the time from Foundation to Year 6, in every lesson and subject your child takes part in.

In this way, teachers can plan sequences of lessons which will support and challenge every child, so that each individual makes the best progress they can in every lesson.

Foundation Stage pupils are assessed on an ongoing basis following Development Matters stages of learning. Year 1 to Year 6 pupils are teacher assessed and levels are reviewed on a half-termly basis in all subjects including the foundation subjects of History, Geography, Music, Art, RE, Modern Foreign Language, D & T, PSHE and PE. Assessments are based on a range of evidence which may include:

- observations of your child from teacher led group or individual work
- observations from teaching assistants who have worked with your child
- written work in books
- conversations with your child about their learning
- formal assessments, completed independently by your child

#### How is my child's progress in English and Maths monitored?

At Wentworth, every child matters and we 'strive for excellence' for each pupil in every aspect of their education at school.

The progress of individual pupils is tracked and monitored by the Headteacher, Deputy Headteacher and the Subject Leaders for the core subjects of English and Maths termly.

A Pupil Progress meeting is held for each year group every term for Reading, Writing and Maths. At these meetings, the Headteacher, Deputy Headteacher and relevant subject leader discuss in detail the progress of each child in a class or set. Progress is challenged and the discussion focuses on accelerated learning for every child. Targets are then set on an individual basis to ensure the best possible progress for every child, whatever their ability or particular needs.

Parents will be kept informed of assessments at parent conferences and through the school report card on a termly basis. Year 6 parents will receive their child's assessment levels sheet at the end of the Summer Term. There are statutory SATs tests currently at the end of Year 6 and the multiplication test in Year 4 and phonics screening test in Year 1.

The most recent assessments for the end of Key Stage 2 are printed on the final page of the brochure. Parents with queries on the SATs figures should contact the Headteacher. Year 1 phonics results will be shared with parents at the end of the summer term as will Year 4 times tables tests.

#### **Library Books**

Each week there is an opportunity for children to take home a library book that the child selects to share at home with an adult. The book is returned to school the following week. In the event of any loss or damage to a school library book you will be asked to make a payment towards replacement.

#### **Raising Concerns and Resolving Complaints**

From time-to-time parents will become aware of matters, which cause them concern. It is important for the parents to let the school know if they have a concern as soon as possible. The school has a

'Complaints Procedure', which it adheres to following any complaints. Full details of the procedure may be obtained from the school office and is accessible on the school website. It is important that the class teacher be informed in the first instance of any parental concern. If the parent needs further help or guidance, the Headteacher should become involved. Parents may make a complaint to the Governing Body if they feel the Headteacher has not resolved a problem. The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly
- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur

### **Documentation**

Copies of school policies and other documentation can be found on the school website [www.wentworth.essex.sch.uk](http://www.wentworth.essex.sch.uk). The Ofsted report can also be accessed online by going to the school website and following the links.

### **Safeguarding / Child Protection**

The school has a legal obligation to contact other agencies where there are Child Protection concerns. The duty of the Governing Body is to ensure that appropriate procedures are in place for the protection of children from physical, emotional, and sexual abuse and neglect. The Headteacher is the designated person for undertaking this responsibility and receives support from a named governor. There are several other policies in place to support the safety of pupils including the E-safety Policy and the Acceptable Use of ICT Policy. All families receive the appropriate form to read and sign which supports safe access to the internet in school. Please see the documents on the school website. This includes Safeguarding Policy and Practice, safeguarding against Child Sexual Exploitation and FGM (Female Genital Mutilation) reporting on Domestic Abuse and working with the PREVENT strategy.

### **Inclusion**

The school aims to provide for the educational needs of all our children. We strive to provide equal access to the curriculum. The school receives funding through the Pupil Premium which is allocated on the number of Free School Meal pupils at the school. Expenditure of the Pupil Premium is outlined on the school website.

The school meets the needs of the SEND Code of Practice. The school plans to ensure accessibility is planned for and addressed in the Single Equalities Policy.

At some time during their school life children may need extra help with their learning. The class teacher and Special Educational Needs staff are involved in the early identification of special needs pupils and work together to develop targets for improvement. Parents are informed if their child is a cause for concern.

The school is also aware that there are also other pupil groups that may lack equal opportunities and access to the curriculum. Therefore, we track the progress of children from ethnic minorities, or those on Free School Meals to ensure they are making adequate progress and analyse performance data of boys and girls to identify any major differences that need to be addressed. All staff are involved in the identification of most able pupils. These pupils are also tracked to ensure they are making adequate progress and have access to activities that broaden their experience to ensure adequate challenge and achievement.

All Wentworth school policies and procedures strive to encompass pupils' awareness of their responsibilities to their locality, the environment, sustainability, global issues and to each other. Please refer to website.

### **Extra-Curricular Activities**

Our programme of extra-curricular activities takes place mainly after school and at lunchtimes. The school employs a specialist PE teacher who works with teachers and pupils. She runs sports clubs for pupils across the academic year. We continually strive to access parent and local community skills. Parents willing to help run a club need to contact the school office. After school clubs have included football, netball, reading, orienteering, gymnastics, dance, athletics, basketball, tag rugby, handball, tennis, yoga, and fencing.

The school music teacher teaches a range of instruments on a one-to-one or group basis during school time. These include piano, keyboard, clarinet, flute, and recorder. We have an active orchestra and choir. Please contact the school for further details. Activities run by private concerns, after school swimming and instrument tuition will involve payment to the organisers.

The swimming pool offers extra swimming lessons at a cost from external providers. Information can be obtained from the school website or office.

### **Viking Junior Academy**

The Viking Junior Academy offer a fully integrated service providing complete wrap around care in the form of before and after school care and a holiday club for 4 - 11 year olds, as well as a term time only pre-school for 2 ½ years to school age children.

The facilities are based within the grounds of Wentworth school in a fully refurbished demountable building situated at the rear of the school adjoining the playing field. The building has a fully contained play area to the rear of the facilities both inside and outside and have the added bonus of timetabled access to the vast amenities the school has to offer including allotments and wildlife gardens.

The Viking Academy offer their services to pre-school (2 ½ years to school age), before and after school care (4-11 years) and Holiday club (4-11 years).

Please contact 07583 261354 for more details.