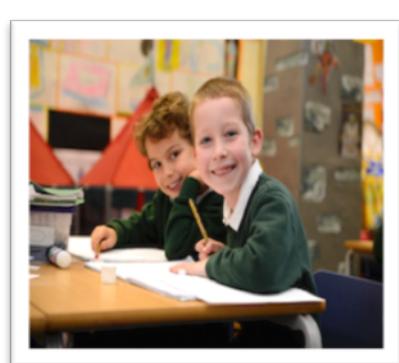


Weaverham Forest Primary School Prospectus 2016-2017



Our Core Purpose:

A caring community encouraging children to become independent, life long learners.

Our Core Values:

- **Working together**
- **Fulfilling potential**
- **Promote respect and happiness**
- **Success for all!**

Tel: 01606 288050

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Headteacher

Mr D Erne

Chair of Governors

Mrs Rebecca Ellams

Weaverham Forest



THE SCHOOL

The school building incorporates examples of educational accommodation from 1841 to the present day and is set in playgrounds and playing fields of approximately five acres. The building is comprised of six classrooms, a library area, a hall, areas for small group work as well as the admin offices and staffroom. In September 1997, a new capital buildings' programme was completed, providing a new hall, kitchen, administration offices, infant toilets, two classrooms, entrance hall and car park and security entry system. The school has extensive grounds incorporating playgrounds, field, wooded areas and gardens, providing habitats for various forms of wildlife as well as being a curriculum resource for teachers and a quiet area for children. More recent development of the school grounds includes a play trail. Plans are in place to develop a sustainable garden, with each class taking responsibility for a plot.

The school is a community school which caters for children from 4 to 11 years of age and maintains traditional links with the life and work of the local community. We have formed close relationships with Weaverham High School, situated across the road from the school and neighbouring Primary Schools, Special Schools and Pre-schools.

Your child's education started at birth. During the years before school you will have probably spent more time with your child than anyone else. You will have talked to your child, shown her/him how to do things, answered questions and stimulated an interest in the world. Each of our children is an individual and our task is to work with you in developing each child to their full potential.

You were your child's first teacher. Your child is about to start school, or change school, and choosing a school is one of the most important decisions you will have to make. You are recommended to visit schools to see them in session and to talk to the Headteacher before you make your decision.

The purpose of this prospectus is to tell you about Weaverham Forest Primary School, about the values and attitudes we believe in, in the hope that it will help you in making your choice. You have the right to say which school you prefer your child to attend and providing the school has not filled all its places, you should get your choice.

We look forward to meeting with parents and showing them around our school. Parents are asked to contact the Headteacher by telephone, e mail or letter to arrange a mutually convenient time for their visit.

Extended Schools

From September 2002, we have been pleased to accommodate Weaverham Children's Club to assist parents with childcare before and after school. The school took over the running of this club in April 2010. Since September 2005 we have had Weaverham Forest Pre-School on site, which accommodates children from age 3 to 5 years.

ADMISSION TO SCHOOL

As a community school our admission's authority is Cheshire West and Chester Council (CWAC). Weaverham Forest has a pupil admission number of 30 pupils per year group, 210 pupils in total. The admission arrangements apply to applications for all CWAC community and voluntary controlled schools in the school year 2016-2017 and for subsequent years, subject to any review. In its role as the admission authority for these schools, CWAC will be responsible for determining who can be allocated a place in accordance with these arrangements.

Applications for school places received for the normal admission round (into reception at 4+ and secondary transfer at 11+) and 'in year' (into any year group outside the normal admission round) shall be considered in accordance with the arrangements set out in CWAC's Policy and in accordance with the provisions set out in the Local Authority's agreed scheme.

STARTING SCHOOL

Before your child starts school for the first time in the Reception class, he/she will be invited for a number of sessions in the term preceding entry - these are known as "First Steps" sessions which take place in the term before they start school. Parents will be invited to a 'New Parents' Evening' which is an opportunity to talk to the Headteacher and Infant staff about your child starting school.

PARENTS IN SCHOOL/PARENTAL INVOLVEMENT

Parents are always welcome in school but at the beginning of the school day the teacher is naturally involved with children and has less time to give to you. If you wish to see your child's teacher please contact the office for an appointment to be made. Matters of urgency, however, will be dealt with immediately. We try to keep parents informed of what is happening in school and send out regular Parent Newsletters and update our school learning platform. We also hold a variety of curriculum workshops so that you can find out what we do in school in order that you can further support your child at home.

OPEN EVENINGS

During the first part of the Autumn term, Parents' Appointments are available for all parents to discuss with the class teacher how their child has settled into their new classes.

In the second part of the Spring term, Parents' Appointments are available for all parents to discuss with the class teacher their work and progress.

Towards the end of the Summer term, a detailed written report is sent home with each child and Parents' Appointments are available if required.

SCHOOL ASSOCIATION

We have a very active 'Friends of Forest' Parent/Teacher Association (PTA) of which all parents/guardians of children in school are members. The management of the association is carried out by the association's committee. The Friends of Forest hold regular meetings and raise funds through social events in and around school.

NUMBER OF PUPILS ON ROLL AND ATTENDANCE

The no. of children on roll for the academic year 2016-2017 is 206.
Percentage of absence for the last reporting year - 3.6%

ORGANISATION OF CLASSES

Class organisation is reviewed annually and class size/composition depends upon the numbers and ages of the children in each year group and number of staff available. At the present time, there are seven classes.

THE SCHOOL DAY

Morning

Infant children 8.45 a.m. to 12.00 noon
Junior children 8.45 a.m. to 12.15 p.m.

Lunch

Infant children 12.00 to 1.00 p.m.
Junior children 12.15 to 1.00 p.m.

Infant children - school ends at 3.10 p.m.
Junior children - school ends at 3.15 p.m.

Morning break for all children 10.40 a.m. to 10.55 a.m.

Children should not arrive at school and be left unsupervised before 8.45 a.m., at which time the school takes responsibility.

Children who arrive after 9.30 a.m. are recorded on the register as being late.

Please be punctual when bringing and collecting your child, always telephone to let us know if you will be late, so that your child does not become distressed. We expect all KS1 children to be met on the playground at the end of the day and in the interests of your child's safety, we need to know when your child is to be collected by someone unknown to us. We need to know in advance of any change of collector.

STANDARDS OF DRESS

We are concerned with standards in attainment, in behaviour and in all aspects of school work and we consider standards of dress as equally important. We believe that the appearance of the members of school is a reflection of attitudes and we ask parents to support us in maintaining these standards.

There is a school uniform. Most parents find it an advantage to have special clothes for school as separate items from ordinary wear. We believe it gives the school an identity and can lead to a pride in the school. The School Uniform is as follows:

Standard grey trousers/skirts/pinafores.
Green Sweatshirt with school logo.
Green Fleece with school logo (optional)
Green Cardigan
White short-sleeved Polo Shirts
Green/White check dress for girls in Summer.
Black or brown sensible shoes with easy fastenings should be worn.
Book Bags

P.E. Kit

P.E. Kit should be kept at school, in a drawstring bag, which hangs on the child's peg.
P.E. Kit is as follows:-
P.E. Shorts, Yellow T.Shirts with school logo
Trainers are suitable for outdoor games depending on weather conditions.
No T shirts or shorts with logos other than the schools.
All items of clothing must be clearly marked.

All uniform is available to buy online from
www.myschoolstyle.com
<http://www.northwickschoolwear.co.uk/>

No Jewellery Policy

The school has a No Jewellery Policy. Watches may be worn but no jewellery is permitted. This includes all earrings and 'sleepers' in newly pierced ears.

Make-up is not to be worn at school.

School Meal Arrangements

During the lunch break the school offers a Healthy Menu system, offering a hot school dinner for £2.20. There are four weekly menus available on a rota basis - these are available on the school website www.weaverhamforest.cheshire.sch.uk and from the school office.

Children bring in lunch money on Monday for the week. We ask parents to ensure that any money is put in an envelope marked with their child's name. Children may also bring in a packed lunch which is eaten in the dining room.

Packed lunches

- a) Must be in a suitable container, e.g. lunch-box, clearly marked with the child's name.
- b) Drinks must be brought in an unbreakable plastic container/flask - no glass bottles or cans please.
- c) Lunch boxes to be put on a lunchbox trolley at the start of the day and taken home at the end of each day.

Please bear in mind that the lunch boxes are not stored in a refrigerated area.

Free School Meals

Universal Infant Free School Meals – all Reception, Year 1 and Year 2 children are entitled to a free school Free meals are granted on the basis of family income. Ask at the school office for further information.

Snacks

We have a morning break service available where children can purchase a healthy snack. The children are also welcome to bring fruit or breadsticks in from home. Money for breaks should be sent in a suitable purse/wallet or container marked with the child's name. Other snacks are not permitted at breaktime. Free milk is available for children in the reception class. Drinking water is always available during the day. As part of a national initiative free fruit is provided for all infant children on a daily basis, children eat this in class during the school day.

CHILDREN'S WELFARE

As we are responsible for the children during the school day, it is our policy not to allow children to leave the school premises unless we have a letter requesting this with details of the adult who will be collecting. It is in the interests of your child's safety that we have a record of your child's whereabouts. All visitors are requested to report to the school office on arrival and sign the visitors' book. A lanyard must be worn with visitor details during the school day. Any parent wishing to collect their child during school hours are also requested to report to the school office and sign their child out.

Absences

Parents are asked to notify the school of the reason for absence. A telephone call should be made to school on the first morning of absence. This is important so that we know there is no cause for concern because a child has not arrived in school. When a child returns to school after an illness, it would be very much appreciated if a note could be sent in with them. If a child is expected to be absent for some other reason other than illness, a note should be sent in advance. All authorised and unauthorised absences and lateness are recorded in the school registers.

Holidays

The school strongly discourages parents from taking children out of school during term time as this is detrimental to continuity of their learning.

Medicines in school

It is the policy of this school that teachers and non-teaching staff do not administer medicines in the case of minor ailments. Parents or an adult nominated by the parent must come into school to administer medicines to their children.

Requests may be made to the Headteacher to deal with administering of medicines to pupils at school in cases of chronic illness such as asthma, diabetes or epilepsy. In such cases –

- The school should receive a written request from the parent giving clear instructions regarding dosage.
- Where appropriate, a doctor's note should be received to the effect that it is necessary for the child to take medication during school hours.
- The medicine should be brought to school by the parent or nominated adult, not the child, and should be delivered personally to the Headteacher.
- Medicines must be clearly labelled with the contents, child's name and dosage.
- If a child brings to school any medication for which the Headteacher has not received written notification, the school will not be held responsible for that medication.
- A written record is kept of all medicines given.
- Staff are not allowed to insert nose or eye drops or apply creams (including sun cream) to children.

Information regarding the duration of absence for infectious diseases, can be obtained from the school office.

First Aid

First Aid care is available in school. As well as having 4 experienced and fully qualified first aiders and one paediatric first aider, all staff have experience in basic first aid.

When children become unwell or are involved in an accident at school, a parent is contacted as soon as possible and asked to collect their child. The school must have the child's home telephone number, an emergency contact number and the parents' telephone number at work, where applicable, it is important that these are kept up to date. Should parents or relatives be unavailable when a child is seriously unwell or injured, medical advice will be sought and if necessary, the ambulance service used.

Medical Examinations

Periodical and routine medical examinations by the School Doctor or Nurse are undertaken of all children during their time at this school. You will be informed of any pending examination and are asked to attend with your child if at all possible.

Head Lice

Head lice are a constant problem in the community. Please check your child's hair and scalp weekly. If the school becomes aware during the day that a child has head lice, parents will be asked to collect their child and treat appropriately. Up to date information on the treatment of head lice is available from school or the clinic.

Photographs

There will be occasions when school takes photographic images of children celebrating their achievements, as part of the curriculum and extra school activities. This can enhance self esteem for children and young people and their families and so is welcomed. Permission from parents is sought on entry to school.

Child Protection

Your children's welfare is our first concern. Because of day to day contact with children, schools are particularly well placed to observe changes of behaviour, failure to develop, or outward signs of abuse. Parents should be aware, therefore, that where it appears to a member of staff that a child may have been abused, **the school is required, as part of the Child Protection procedures, to report their concerns to the Social Services Department.**

The school has a Child Protection Policy. The main principal of this policy and our procedures for managing children at school, is the protection of children from physical, sexual and emotional harm.

CURRICULUM

At Weaverham Forest Primary School all children have a right to a broad, balanced and relevant education which provides continuity and progression and takes individual differences into account. Work in Weaverham Forest Primary School is planned to meet the requirements of the National Curriculum.

Weaverham Forest Primary School aims to

- Cater for the needs of individual children of both sexes from all ethnic and social groups, including the most able and those who are experiencing learning difficulties
- Facilitate children's acquisition of knowledge, skills and qualities which will help them to develop intellectually, emotionally, socially, physically, morally and aesthetically, so that they may become independent, responsible, useful, thinking, confident and considerate members of the community
- Create and maintain an exciting and stimulating learning environment
- Ensure that each child's education has continuity and progression
- Ensure that there is a match between the child and the tasks s/he is asked to perform
- Provide a broad and balanced curriculum
- Recognise the crucial role which parents play in their children's education and make every effort to encourage parental involvement in the educational process
- Treat children in a dignified way

We aim that all children should

- Learn to be adaptable; how to solve problems in a variety of situations; how to work independently and as members of a team
- Develop the ability to make reasoned judgments and choices, based on interpretation and evaluation of relevant information from a variety of sources
- Be happy, cheerful and well balanced
- Be enthusiastic and eager to put their best into all activities
- Begin acquiring a set of moral values, such as honesty, sincerity, personal responsibility, on which to base their own behaviour
- Be expected to behave in a dignified and acceptable way and learn to become responsible for their actions
- Care for and take pride in their school
- Develop tolerance, respect and appreciation of the feelings and capabilities of others in an unbiased way
- Develop non-sexist and non-racist attitudes
- Know how to think and solve problems mathematically in a variety of situations using concepts of number, algebra, measurement, shape and space, and handling data
- Be able to listen and read for a variety of purposes and be able to convey their meaning accurately and appropriately through speech and writing for a variety of purposes
- Develop an enquiring mind and scientific approach to problems

- Have an opportunity to solve problems using technological skills
- Be capable of communicating their knowledge and feelings through various art forms including art/craft, music, drama and be acquiring appropriate techniques which will enable them to develop their inventiveness and creativity
- Know about geographical, historical and social aspects of the local environment and national heritage and be aware of other times and places and recognise links among family, local, national and international events
- Have some knowledge of the beliefs of the major world religions
- Be involved in a daily collective worship
- Develop agility, physical co-ordination and confidence in and through movement
- Know how to apply the basic principles of health, hygiene and safety

Learning

At Weaverham Forest Primary School we aim for children to:

- Learn the essential knowledge, skills and understanding of a broad range of curriculum subjects.
- Engage with their learning so that they remain committed to learning throughout their school careers and their lives.
- Develop the personal qualities they need to be good citizens and to respond to the changing contexts of their future lives.
- Develop a sense of their own nationality and culture at the same time as developing a profound respect for the nationalities and cultures of others.

Teaching

The purpose of teaching is to help children learn. But teachers need help and support too. Teaching should be as enjoyable and rewarding for teachers as much as learning should be enjoyable and rewarding for children. As much as possible we aim to take a cross-curricular approach to teaching at Weaverham Forest Primary School, wherever appropriate, so children can apply the skills learned in a relevant way.

English & Literacy

Through implementation of the National Curriculum for English, we aim to equip all children with the essential skills of speaking, listening, reading and writing.

Throughout the school children are encouraged to read a wide variety of books for pleasure, and, through a combination of a carefully structured framework, a range of materials, activities and teaching methods, to develop into independent, fluent and expressive readers. Children are also encouraged from the earliest opportunity to write confidently for a variety of purposes and audiences.

Mathematics & Numeracy

Through implementation of the National Curriculum, we aim to give children a broad based knowledge and understanding of mathematics. They learn practical and mental skills to be used in problem solving, and are equipped to handle maths in everyday situations, and shown that maths is fun.

Science

Children are naturally curious and keen to explore the world of Science. We aim to provide children with scientific experiences which will develop their skills, knowledge and understanding and practical skills in a way which will enable this natural curiosity to develop to its potential.

Computing

All children from Reception upwards have direct access to computers and other I.T. equipment, this allows them the opportunity to become familiar with a range of information technologies and to develop the skills to use them. Children also apply their information technology capability to other areas of the school curriculum. Each class has its own computer suite, including colour printer. There are also computers available for additional support for children with Special Educational needs.

Religious Education

As well as developing a knowledge and understanding of Christianity and other principle religions, Religious Education is concerned with moral, spiritual, social and cultural development. All pupils should be encouraged to explore and reflect upon religious beliefs, practices and values regardless of their commitments. It is not the intention of religious education in this school to promote the beliefs and practices of one religion or denomination.

Design Technology

From the earliest age, children are encouraged to design and make. This then develops into designing for the purpose of solving a problem through the use of variety of materials and tools.

History

History offers opportunities to develop children's sense of identity through learning about the development of Britain, Europe and the world. Children are introduced to what is involved in understanding and interpreting the past. History is about the important events, lives and lifestyles of people in the past, discussing why things happened or changed, and the results.

Geography

To begin with children are encouraged to study their immediate environment. This is then developed into the study of another locality, knowledge of the world's geography and an awareness of environmental issues. The use of maps is encouraged together with knowledge of geographical terms.

Physical Education

A varied programme of gymnastics, games skills, swimming, athletics and dance skills are available to all children. The emphasis is on fitness and fun. Swimming is available to all infant classes in the Summer Term and Junior children have the opportunity during the year.

Music

Children are encouraged to perform, compose, listen to and appraise music from a wide repertoire. There are opportunities available for children to learn to play a range of instruments.

Art

Children are encouraged to look at the work of a range of artists and to explore their techniques using a variety of media. Children will be taught how to develop their skills in drawing, painting, printing, collage, textiles and 3-dimensional work. Expression of thoughts and ideas in a visual form using these skills will be encouraged.

Personal, Social and Health Education & Citizenship

The school has a P.S.H.E. policy which is implemented alongside the Science Curriculum from year 1 to year 6. In Infant classes, P.S.H.E. education is closely related to the development of the child and the secure environment in which children can develop confidence, grow and learn. As they grow older there will be a steady progression towards more detailed knowledge and understanding in the ways in which they can take responsibility for their own health and well being. Children are taught about their role as citizens in our society.

The school has a **Sex Education Policy** which is implemented alongside the Science and PHSE programme.

School Assembly

In accordance with the Education Reform Act, 1988, all pupils take part in a daily act of collective worship which is mainly of a Christian character. This provides the opportunity for children to experience different forms of worship. The school assembly is, in addition, an educational activity in which all areas of school life are represented and religious, spiritual and moral values are nurtured. It is important for children to develop a sense of community which an assembly provides. This allows them to share values, achievements and problems. Representatives from local churches regularly visit the school to be involved in our assemblies. Parents have the right to withdraw their children from R.E. instruction and from daily assemblies.

Special Needs

Our aim is to help each child to develop fully, both intellectually and socially. We recognise that there are times when children might have a special need in some area of their development. We identify that need and take the appropriate action. Work to support identified needs is planned and delivered within the class group. We support the inclusive approach and believe all children have a right to feel valued and secure in a supportive school community. There may be a need to give extra help in smaller groups or on a 1-1 basis and this is supported by the school's Special Educational Needs' Co-ordinator and support staff. Time is set aside for this. If it is necessary, the school will seek help, support and advice from outside agencies.

Homework

Homework is set on a regular basis and children are encouraged to undertake extensions of school work at home.

School Visits

Educational day visits are made to support work done in the classroom, offering first hand, practical experiences for the children, taking place as an integral part of the curriculum. Residential visits currently include years 2, 4 & 6.

Extra Curricular Activities

A variety of after school activities are offered to the children including football, netball, rounders, kwik-cricket, athletics, choir, African drums and judo. These vary from term to term.

Sporting Aims

Our overall aim is to encourage an enjoyment of participating in sport activities through the acquisition of appropriate skills. We take part in locally organised swimming, athletics, rugby and cricket competitions. School teams play against local schools in netball and football. We regularly take part in tournaments and festivals hosted by Weaverham High School.

Arts Provision

The school recognises the importance of the arts in education. We arrange regular visits, by artists and musicians, to the school to work with the children, giving them the opportunity to take part in practical workshops. Educational visits to arts venues are arranged. The school also encourages children to take part in school productions, concerts and exhibitions which are enjoyed by parents and the community.

School Council

Children are given the opportunity to be actively involved in the decision-making processes in the school through the school council.

Comments, Concerns or Complaints

If you have any concerns or complaints:-

- Arrange to speak to the class teacher, who will normally be able to address the problem.
- Make an appointment to see Mrs M Rayner – Deputy Headteacher
- Make an appointment to see Mr D Erne - Headteacher
- If after this a parent wishes to complain to the governing body they should do so by writing to the Chair of Governors who will refer it to the Governor Complaints Committee.

Complaints Procedure

Under the terms of the Reform Act there is a statutory procedure to deal with complaints by parents who feel that in relation to a school's curriculum or the governing body is failing to discharge its duties. The arrangements are not intended to deal with complaints about the actions of Heads or individual teachers, but specifically the curriculum, including religious education and worship, exemptions from National Curriculum and the provision of information and the policy relating to charging for activities.

Pastoral Care and Discipline

At Weaverham Forest Primary School we aim to develop a caring attitude in our children. We aim to encourage cooperation, respect and a sense of responsibility in our children. Our behaviour policy sets out our procedures of sanctions and consequences.

CAR PARKING

We ask parents to drive and park with care when they drop off and collect children. Car parking on Forest Street and Lime Avenue is very limited but the school have been given permission by the Community Centre to use their car park if required. Free parking is also available at The Wheatsheaf Car Park in the village. Please do not park or turn in the driveway. The entrances to the school should be kept clear at all times, for the children's safety and in case of emergency.

Parents may wait for their children on the top playground, or by the school gates. We ask parents not to wait directly outside classrooms or the school office as this is distracting to both children and staff.

Parents are asked to note that the Authority does not accept any responsibility for loss or damage to personal property whilst on, or left at, the Authority's premises.

A sense of pride in our school is continually encouraged and through good example, children are encouraged to be thoughtful and responsible, caring for their school environment and all the individuals who work in it.

There is a No Smoking Policy in and around the school premises. Dogs are not allowed on the school site at any time.

The above information relates to the school year 2016-17. Although correct at the date of publication, there may be changes made during the year or in subsequent years.

General information about other schools in the area is available at Education Services, HQ building, Chester or Area Education Offices and Public Libraries.