

# **WOODCHURCH C.E. AIDED PRIMARY SCHOOL PROSPECTUS**

## **Headteacher**

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# HISTORY OF THE SCHOOL AND ITS VISION AND VALUES

## THE HISTORY OF THE SCHOOL

**Woodchurch CE Aided Primary School dates back to 1665**, making it one of the oldest schools in Wirral. William Gleave, of the city of London, died in the year 1665 and left to the Parish of Woodchurch £500 to erect a Free School. £400 was to be spent on the land, £100 for the building of a School House and £20 per annum for the maintenance of a Schoolmaster forever!

The curriculum of the original school was to begin and end with prayer and to teach authors in Latin and Greek. Every Thursday afternoon the scholars were to be taught the Church Catechism and instructed in the Principles of the Protestant religion for the space of one hour.

According to documentation from **1786**, school began "not later than seven in the morning from Lady Day until Michaelmas, to end constantly at eleven o'clock, and he shall get the scholars together again by one of the clock in the afternoon, and so continue together until 5 o'clock at night in the summer and till three or four in the winter."

The present School House (adjoining today's school, part of which is still in use as the kitchen) was built in **1873**. Attendance in those days is recorded as being poor due to "so many children being required by their parents to gather blackberries and mushrooms which the parents take to market". During this period the number on roll varied from 60 to 130. The staffing consisted of a Master, a Pupil Teacher and a monitor. The Rector's wife came in daily to assist with needlework and to hear reading.

The present school was built in **1954** and was dedicated by the Lord Bishop of Chester, The Right Reverend Gerald Ellison; the number of children on roll was 360. Extensions to the school were built in **1972** and most recently the addition of a new entrance and ICT room in **1999**. The New Entrance and Computer Room were dedicated by the Bishop of Chester, The Rt. Rev. Dr Peter Forster, on the 28<sup>th</sup> March **2000**. In July **2001** a library was added to our building and was dedicated to William Gleave by the Bishop of Birkenhead, The Rt Rev David Urquhart. In June **2004** the Bishop of Birkenhead opened the, 'Studio' and the redeveloped school kitchens. These were adapted from within the original school building.

Currently school has 223 children on roll with 10 full time and 2 part time teaching staff and five support assistants. The age of the school gives us a true sense of history, and it is fascinating to read the old log books, which give us an insight into incidents that have occurred throughout the lifetime of the school.

We have recently put together the History of Woodchurch CE Primary on to a CD disc, a project to celebrate the new Millennium, so that future generations of Woodchurch CE children will have access to the past through this new computer age.

# OUR VISION AND VALUES

## **At Woodchurch C.E. School we aim to:**

Provide a welcoming, caring, supportive and secure environment in which Christian values are central to the ethos of the school and its community.

Encourage learning by providing a broad and balanced curriculum, which ensures that all of our children, according to their needs, develop to their maximum potential.

Forge and nurture links between the school, the home, the church, the parish and the wider community.

Develop and use our resources to create a school environment that facilitates quality learning experiences.

## **A Prayer for all who enter our school**

*O God make the door of this school wide enough to receive all who need human love and fellowship; and narrow enough to shut out all envy, pride and strife.*

*Make its threshold smooth enough to be no stumbling block to children, not to straying feet, but rugged and strong enough to turn back the tempters power.*

*God make the door of this school the gateway to Thine eternal kingdom.*

*(A prayer found in the ruins of St Stephen's, Walbrook, London.)*

# ADMISSION ARRANGEMENTS

## ADMISSION TO SCHOOL

We are a Primary School catering for children aged 4-11. Children are admitted during September in the Year in which they are 5, according to the Governor's Admission Policy. Children transferring from another school are admitted according to the Admission Policy provided that there is space in the appropriate year group.

All children who will be five in the period between 1<sup>st</sup> September 2009 and August 31<sup>st</sup> 2010 will have the opportunity to take up a full time place from the beginning of the year.

The period of induction for 4 and 5 year olds will take place over the first couple of weeks of the autumn term, in order to settle them into school. Parents are invited to bring their child into the classroom to help them feel at ease with their teacher and new environment.

## **Admission Policy 2013-2014**

Woodchurch C.E. Primary School is situated in the Diocese of Chester and serves the parish of Holy Cross, Woodchurch. As a Voluntary Aided School, the Governing Body is the Admission Authority, responsible for taking decisions on applications for admission and operating a system of equal preferences in accordance with the admissions criteria. For the school year commencing September 2013, the Governing Body has set its planned admission number at 30.

This admission was agreed in conjunction with Chester Diocese and the Wirral Local Authority coordinated scheme.

Section 324 of the Education Act 1996 requires the governing body of all maintained schools to admit a child with a Statement of Educational Needs that names their school.

### **Admissions Criteria**

The Governor and Head teacher will consider the following criteria in order of priority when considering admission of children to school.

1. Priority will be given to children in the care of the local authority.
2. Children who themselves or have parents who have been faithful and regular worshippers in the Parish of Holy Cross, Woodchurch. This should have been for the 2 year period, prior to the date of the proposed admission (See Note a)
3. Children who have a sibling (brother or sister) in school at the time of admission to the school and not when the place is offered. The sibling must include those who are adopted or are step brother or sister living at the same address.(See note h)

4. Children who themselves or have parents who have been faithful and regular worshippers at another Christian Church as recognised by **Churches Together in Britain and Ireland** and for whom this is the nearest Anglican school measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. This should have been for the 2 year period prior to the date of the proposed admission. (See Note b)

5. Children resident in the Parish of Holy Cross, Woodchurch (a map showing the Parish is available from school.) ( See Note e and f )

#### **Please note**

**If there are more applicants than places, in respect of Numbers 2, 4, 5 and 6, the following will apply.**

**a. "By, faithful and regular" we mean attendance at a minimum of two main Sunday services per month. Confirmation from your incumbent or minister will be required as proof of attendance."**

**b. "Resident" refers to the child's permanent home at the proposed date of admission. In addition to the application form the school can request additional proof of residence such as a utility bill. Following the guidance for the L.A. coordinated scheme, resident' also refers to children who ordinarily, wake-up' at the address provided.**

**c. A parent is any person who has parental responsibility or care of the child.**

**d. Parent's attendance at church requires at least one parent to attend church.**

**e. Where the above criteria are not adequate to distinguish between requests for admission which cannot all be accepted without exceeding the Admission Limit, priority will be decided on the basis of the distance. The nearness of a home is measured by the shortest walking route from the front door of the child's home address ( including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those closer to school receiving the higher priority.**

**f. The Governing Body is ultimately responsible for determining admissions to the school. Delegation of powers to the Headteacher will only take place when the governors are advised to if there are fewer applications than places.**

**g. In the event of children being equidistant from the school, a random allocation will be undertaken by an independent body.**

**h. In the event of places being allocated in a school for twins or children of multiple births, a random allocation will be used in order to decide which child is offered a place.**

**i. A waiting list will be kept open until the end of the Autumn term 2013-14.**

## Admissions Process

For admission to Foundation 2 parents/carers are advised to contact the school or Wirral Local Authority for details of the 'coordinated scheme'.

The Governors and Head teacher will be considered the following criteria in order of priority when considering admission of children to school.

- Priority will be given to children in the care of the local authority.
- Children who have parents who are faithful and regular worshippers in the Parish of Holy Cross, Woodchurch. (See Note a)
- Children who have a brother or sister in school at the time that the places were offered.
- Children who have parents who are faithful and regular worshippers at another Anglican Parish Church and for whom this is the nearest school aided by a member of the **Churches Together in Britain and Ireland**. (See Note a)
- Children who are transferring from another C.E. School for whom this is the closest school aided by a member of the **Churches Together in Britain and Ireland**.
- Children resident in the Parish of Holy Cross (a map showing the Parish is available in school.) ( See Note b and c )

In the event that an application had been made for twins, the places the places would have been offered to the children in order of the time of their birth.

In the event of **over subscription**, the Admission Authority will use the Admission Criteria when offering a child a place in the school.

If and when a place becomes available, they will be offered to children on a **waiting list** following the same criteria as when places were first offered. The waiting list will be kept until the end of the autumn term (21<sup>st</sup> December 2013).

For, **deferred admissions**' to Foundation 2, the school may stage admission over the first two weeks of the term to provide a gentle introduction to school.

For, **non-routine admissions**' to a voluntary-aided school, applicants should contact the Headteacher of the school and complete a common application form and return it to the Children and Young People's Department. The school will then only agree a place for a child if:

- There is room in your child's year group; and
- For the Year1 and Year 2 children, there are not already 30 children in the class

The closing date for Primary Applications is 31<sup>st</sup> January 2014.

**Late applications** will be dealt with in accordance with our initial admissions criteria and the Wirral Local Authority coordinated scheme.

**The admissions authority has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.**

## **RIGHT OF APPEAL**

**Parents who are not offered a place for their child have the right of appeal to an independent panel. Parents wishing to appeal should write to the Clerk of the Appeal Panel, within 21 days from the date of notification of decision. Should an appeal be unsuccessful, the Governing Body will not consider further applications from the parents within the same academic year unless there have been significant and material changes in their circumstances.**

**This information is published by the Governors of Woodchurch Church of England Aided School in accordance with the relevant sections of the Education Act 1996 and the School Standards and Framework Act 1998. Admission criteria may change from one year to the next.**

November 2012

# THE CURRICULUM, ORGANISATION AND TEACHING METHODS AT THE SCHOOL

## THE CURRICULUM

Woodchurch C.E Primary School holds the principles of **'Every Child Matters'** at the centre of its curriculum planning. Not only do we support the child to **'enjoy and achieve'**, we aim to develop their **'economic and social well being'**.

**Teaching and Learning** is reviewed on a regular basis to ensure it fulfils the needs of the children, develops key skills and follows the Curriculum. At Woodchurch C.E. Primary we strive to deliver a curriculum that celebrates excellence while at the same time is enjoyable. Through the **'Creative Curriculum'** we make links between subjects and give the children the opportunity to develop key skills. Underpinning this is Assessment for Learning that involves the children in the tracking of their progress and setting targets for future personal development. The delivery of the curriculum through a **'Mind Friendly'** approach enables personalised learning to take place as individual learning needs are catered for and particular teaching styles are allowed to flourish.

Children study all subjects in the **National Curriculum**. This includes **Mathematics, English, Science, ICT (computer skills), History, Geography, Art, Music, Design Technology, Physical Education, Religious Education and Personal, Social and Health Education combined with Citizenship and Modern Foreign Languages.**

### English

The school follows the guidance provided by the New Primary Framework for English; this includes Reading, Writing and Spelling Strategies. The teaching of reading begins in Foundation 2 with the teaching of phonics through the, **'Letters and Sounds'** programme. The children progress through this to the end of Key Stage 1.

Throughout the school, **'Reading workshop'** develops key skills, independence and enjoyment of books. Children read in small groups, with the teacher or teaching assistant focussing on specific reading skills. In addition children are given an individual reading book or encouraged to choose one from the library to read at home with parents. There are also opportunities for children to be heard read individually in school, **Reading Recovery** is available and delivered by a specialist teacher to develop work and reading skills.

The continual assessment and moderation of writing focuses on the fiction and non-fiction genres. Evidence of writing is not restricted to English with skill transferred across all areas of the curriculum. Children are encouraged to write fluently and to enjoy their work. Good pieces of work are often shown in assemblies and shared between classes.

## **Mathematics**

Mathematics is taught daily. We emphasise the development of basic key skills to ensure that children become numerate. Children are taught tables, practise counting and a great emphasis is put on mental arithmetic skills throughout the school. Each teacher will endeavour to develop the mental strategies for their children appropriate to their ability, with modifications for the more able and less able.

Within the school there will be a development of recording mental strategies which allows the children to make their thinking visible. The link between mental and written strategies is stressed with the children progressing from informal to formal methods gradually.

„Using and Applying’ maths is developed through problem solving opportunities and units that involve real life situations include games, role play and other practical activities.

## **Science**

Science is taught through topics which are revisited and developed each year. Much of the work is of a practical nature, developing the skills necessary for carrying out investigations such as observing, hypothesising and predicting results. Topics covered include Light, Sound, Electricity, Forces, Materials, Plants and Living Things.

We like to bring Science to life through a variety of creative ways. To help us do this we have made important links with Woodchurch High School, Ridgeway C.L.C. and Liverpool University. Involvement with the respective science departments has begun to impact on the children’s enthusiasm for the subject and their overall performance in Science.

## **I.C.T. (Information Communication Technology)**

The school has a computer suite with a network of 16 computers, which each class has access to during the week. The children are taught a variety of skills including word processing and data handling. The children have the opportunity to use digital cameras, video conferencing, e-mail and interactive whiteboards. We have a school website which contains examples of the children’s work and information about school life. In addition all classrooms have an interactive whiteboard to support teaching across the curriculum.

## **PE**

In both Key Stages, PE incorporates a variety of activities, focussing on Games, Dance, Gymnastics and Swimming. We also offer a range of extra-curricular activities including girls’ and boys’ football, netball, cricket and rounders. The school are active participants in all inter school competitions, often with great success.

Our link with Woodchurch High School has enabled us to access specialist teaching in Year 2, 4, 5 and 6. Each week members of the department work on aspects of gym, dance or invasion games. The skills developed have been used to great effect with success on the football and rugby field.

During the summer term our Year 6 children have the opportunity to take part in a residential trip to the Oaklands Centre, North Wales. This is an exciting week for the children as they take part in a range of Outdoor and Adventurous Activities. Mountain

climbing, abseiling, kayaking and orienteering are just some of the challenges they face. Along with the chance to be away from home for a week, this proves to be an invaluable character building experience and prepares them for the challenges of High School.

### **History/Geography**

The study of Humanities aims encourages the children to have an awareness of time and place. In KS 1 activities mainly concentrate on the local environment, family life and famous events and people from long ago. This may include a school visit or in the case of a local study, walks out in the area to explore the environment. A variety of skills are explored, looking at artefacts, investigating historical evidence to discover how people used to live, and researching information. In KS 2 activities widen from the local to national and worldwide localities

### **Art**

The school's work in creative and visual arts provide children with the opportunity to explore work of different artists. A wide range of materials are used to produce work and each year children will experience printing, painting, collage, 3D work, sketching and model making. We hope through our art curriculum, children have the opportunity to appreciate and enjoy a wide variety of artistic experiences. We have also got an art, 'Studio' which is timetabled to enable classes to do large work in both Art and Design Technology.

### **DT**

A large variety of experiences take place whilst designing and making various articles, ranging from wooden cars, to bridges. Children look at materials used to make different items, ranging from fabrics used to protect us in the dark, i.e. Road Safety to using exotic fruits to make a Caribbean Fruit Drink.

### **Music**

Children experience music in a variety of ways. Weekly lessons in develop skills and examine the elements of music. While all children in experience a range of listening, composing and performing activities, in Key Stage 2 there is a greater emphasis on listening and performing. In both cases the work is supplemented with units from, 'Music Express' a commercial scheme.

Specialist music staff visits the school to teach brass, woodwind and percussion. In Our, 'wider opportunities' programme enable all our Year 4 children to experience playing a musical instrument. In addition to our weekly, 'Worship in Song' children are selected across the key stage to sing in the school choir.

In Year 5 the children work on a music unit that is developed by the Local Authority in conjunction with the Royal Liverpool Philharmonic Orchestra. The unit teaches the children about the instruments of the orchestra and elements through a specific theme. It encourages the children to listen to a variety of music and perform simple songs and percussive pieces. The work leads up to a visit to the Philharmonic Hall where they hear the orchestra perform at a very, 'interactive' concert.

# RELIGIOUS EDUCATION AND ACTS OF WORSHIP

As we are a Voluntary Aided Primary School we teach Religious Education according to the Trust Deed, Practices and Beliefs of the Church of England supplied by the Chester Diocesan Guidelines.

The aim of **Religious Education** at the school is to enable pupils to;

- **Develop a knowledge and understanding of the nature of religion, religious beliefs, practice and experience.**
- **Explore the way that religious beliefs and experience shape life and conduct.**
- **Consider and engage with the Spiritual Dimension of life.**
- **Realise that there are many different religious beliefs held by different people and to respect people's rights to hold them.**

We work closely with the Parish Church of Holy Cross, Woodchurch. A school service is held monthly in the church, as well as events that celebrate the major Christian festivals. The children are encouraged to behave in a caring fashion towards each other and to extend that friendship into the wider community and parish.

Parents do have the right to withdraw their children from Religious Education and Acts of Worship; however, it is not possible to isolate children from the strong Christian ethos of the school.

## PERSONAL, SOCIAL AND HEALTH EDUCATION

The P.S.H.E. curriculum follows the SEAL programme for all aspects of personal development, behaviour and health. It has been agreed by the Governing Body to include Sex and Relationship Education, to be taught within a caring framework, as an aspect of the school curriculum. Much of the work will be taught through the Science and P.S.H.E. curriculum, but in Year 5 & 6 it has been decided to ensure that children are given the opportunity to discuss growth and puberty.

**In Key Stage 1** children will be taught to find out about themselves and develop their ideas about the stages of human development.

**In Key stage 2** children will explore ideas about the processes of life, which include breathing, circulation, growth, puberty and reproduction.

All children will also be encouraged to consider healthy lifestyles as part of the school SEAL programme. The **School Nurse** will be involved in this work, as well as in delivering a presentation on, **'Growing Up'** to **Year 5 & 6** in co-operation with the class teachers. The materials used in this work will be discussed at a presentation for parents led by the School Nurse. Parents are then able to decide whether or not they wish their child to take part in these lessons.

The school is a **Health Promoting School**, which means we are involved in a joint project with the Health Authority to promote healthy living. Several improvements have taken place from this partnership including new drinking water fountains, a chilled water dispenser which enables children to fill up water bottles and a fridge in which to store the children's milk.

To ensure that the children receive a balanced and nutritious diet, the school provides its own in-house catering service. Each day the children have the opportunity to choose between a hot meal and a selection of items from our 'deli' bar. The service is also open to children who bring a packed lunch and wish to have a dessert or drink.

Our desire to be a 'Healthy Eating' school we have been inspired to be organic and grow our own produce. With the support of a visiting gardener the children get the opportunity to develop a fruit and vegetable patch and grow produce to source our school kitchens.

We encourage the children to be fit and participate in a range of activities. Our 'Active Playground' provides organised games, lead by Year 6, children each lunchtime.

The school takes part in the 'Walking Bus' scheme and currently has two buses operating each week. This is organised and lead by parents with the children walking in 'crocodile' formation wearing high visibility jackets for safety. The children who take part are issued with a 'bus pass' which is stamped each trip.

## TEACHING METHODS

There are a variety of teaching methods used in the classroom, depending on the subject taught and the age and needs of the individual child. 'Mind Friendly Learning' strategies have been adopted to help the visual, aural, kinaesthetic and emotional learner to access the curriculum. The teachers constantly monitor and assess the needs of the individual to ensure delivery is appropriate. Each day begins with the children given the opportunity to share how they are feeling that day. Assessment for Learning involves the children in day to day assessment and allows the teacher to adjust planning and delivery to ensure that learning is effective and progress is being made.

For the majority of lessons the children remain in their class groups. Most lessons start with a whole class introduction from the teacher, then the children tackle the activities planned either individually, or in small groups. Children are often grouped by ability either within their class groups, or in sets. For some activities children work in mixed ability groups.

Reception children follow the Early Years **Foundation Stage Curriculum** for Under 5's, which involve them in, play' activities as well as more formal work. As the year progresses the children then begin to follow the Programmes of Study from the National Curriculum.

Throughout KS1 and KS2 the work is differentiated, enabling staff to target work to meet the needs of the children. In some instances, such as Maths, children will, from time to time, be taught by a member of staff other than their class teacher.

All teachers within the school hold specialist knowledge in a particular subject area. These skills are used to benefit all children by teachers leading In-service Training with their colleagues and taking classes other than their own within the school.

We currently have 11 teachers and 6 support staff helping to deliver a range of learning opportunities for all our children.

## TEACHING TIME

The table below shows the amount of time spent in lessons during a normal school week.

<b>Times</b>	<b>Age of child</b>	<b>Hours per week</b>	<b>of</b>
<b>the</b>	4-7	21	<b>day</b>
<b>school</b>	7-11	23.5	<b>day</b>
		Year 4	Orretts Mea
8.45am	Supervision of playground		
8.50am	Meet and register the class		
9.00am	Lessons begin		
10.20-10.40am	F2 & KS 1 Collective Worship/ KS 2 Break		
10.30-10.45am	F2 & KS 1 Break/ KS 2 Collective Worship		
12.30-1.35pm	Lunch Break		
1.35pm	Registration/lessons		
2.25-2.40pm	Infant Break		
3.20pm	Children leave		
3.30pm	Supervision ends		

## Late Arrivals

Please note that lessons start at 9:00am. **Children who arrive after 9:00am are considered late for school.** All late arrivals should use the Main Entrance and will be required to sign the late book. Parents of children who are frequently late will be requested to meet with the Headteacher to discuss the problem. The number of late arrivals will be monitored and entered on the child's school report at the end of the academic year.

## Absence

Parents are asked to let the school of their child's absence and its cause. This can be done via a **phone message** or a **letter to school**. If parents do not let the school know the reason for absence on the first day then the secretary will phone to ensure there are no problems. A letter confirming the reason for absence is required on return. If no letter is received then a letter will be sent from the school. If parents fail to give a reason for absence, it then becomes an **unauthorised absence**.

There were **218** pupils on roll during the academic year **2007/2008**. The level of attendance for this year was **93.6%**. The level of absence was **6.2%** of which **0.2%** were unauthorised.

## EXTRA-CURRICULAR ACTIVITIES

We believe that Extra-Curricular activities make a vital contribution to the all round development of the pupils at the school. We provide a range of extracurricular activities throughout the year. Activities either take place during lunchtime, after school or at our, Out of School Club Whizz Kids.

### **Active Playgrounds**

Active Playgrounds is held twice a week during lunchtime. Every child in the school has the opportunity to take part in a range of activities during lunchtime. Games and activities are monitored by our lunchtime sports manager, Miss Lawson and our specially trained, Play Leaders' from Year 6.

### **Sport**

„Kids Excel' is an after school sports club run by Mrs Blundell., Kids Excel' is open to pupils in Year 3., Kids Excel' sessions are held twice weekly and the children have the chance to play a variety of fun and exciting games, improving their fitness, coordination and stamina.

We also offer different sporting activities throughout the year. We offer, Tag Rugby', football, netball and cricket coaching, dance and multi skills clubs to a range of year groups. Coaching is either delivered by staff from the school, PE staff from Woodchurch High School or specialist coaches.

We have Year 5 and Year 6 Boys' football teams and a girls' football team who take part in various local competitions. In recent years the Year 6 team has won the Houlihan Small Schools' trophy and Year 5 have won the Corgi Cup. All teams regularly participate in tournaments organised by Tranmere Rovers. The school has also a, Tag Rugby' team and last year we won a tournament held against local primary schools at Woodchurch High School. Year 6 also take part in athletics and rounders held at the High School in the summer term.

We take part in the, Wirral Dance Show' held at the Pacific Road Theatre. Years 1 and 2 performed for the last two years at the show. Last year the children performed a Spanish Flamenco routine based on their work with specialist coaches. Their work was praised by organisers, as they were the youngest children to dance at the show.

### **Music**

A number of children learn musical instruments at school, including brass and woodwind. The school has a, handbell' ringing group which has begun to play at various schools and out of school functions. Each Christmas the Junior Department produce a Musical, which involves all the children in acting, singing, playing or dancing. Several of our teachers are good musicians and children with an interest in music are given much encouragement to develop their talents.

### **Computer club**

Children are able to join a computer club. This uses the computer suite and enables children to develop their computer skills, including use of the Internet.

The school supports the work of various nominated charities throughout the year. This has involved the children in a number of different activities enabling them to express their concern for others. Each year we hold a Harvest Festival when we aim to help a

charity involved in providing for people less fortunate than ourselves. This year we are supporting, Claire House' a hospice based at Clatterbridge supporting terminally ill children and their families.

## OUT-OF-SCHOOL CLUBS

### 'WHIZZ KIDS'

The school is an '**Extended School**' and as such provides services to families in the local area beyond the normal school day. We have a breakfast club and an after-school club, for children whose parents need childcare. The breakfast club is based in the school hall from 7:50 am to 8:50 am (when playground supervision starts) and after school from 3:30 pm to 6:00 pm. Our, 'Extended School' provision covers a week at Easter and four weeks during the Summer break. Miss Lawson is the Senior Play worker for the clubs and a team of playcare workers support her. They aim to develop the skills and abilities of the children through safe, creative play and other activities.

A range of sporting activities are held at, 'Whizz Kids'. Coaches from Connah's Quay Nomads football team have provided football coaching for the children attending the breakfast club.

A healthy breakfast or light snack is provided. More information and enrolment forms are available from the School Office.

## HOMEWORK POLICY

The school believes that homework is an essential part of genuine pupil progress. Through the concentration on work at home, the pupil will develop the practice of independent study and the qualities of perseverance and self-discipline.

**Children will be asked to undertake various tasks according to their age. They will be asked to:**

- Read at home each evening for a period of not less than 10 minutes.
- Learn spellings for a weekly Spelling Test.
- Learn Tables and Number Bonds for a weekly Mental Arithmetic Test.
- Complete a weekly Maths/English task.
- Complete occasional research for Topic work.
- Complete any unfinished work at the request of the teacher.

**Your support is vital for the successful implementation of the Homework Policy.**

## GENERAL ISSUES

### SPECIAL EDUCATIONAL NEEDS

Our aim is to ensure that we meet the needs of all individuals within our school. Occasionally some children experience greater difficulties than average for those in the same age group. These children are then offered extra support in their work and may sometimes be identified as having **Special Educational Needs**.

The school follows the SEN Criteria set by the LEA. The school implements the **SEN Code of Practice** and children with difficulties are placed on the school **SEN register**, which is confidential to teachers and parents. Their progress is closely monitored and reviewed at regular intervals by the **SEN Co-ordinator**, the **LEA Learning Support Teacher** and **parents**. The school is also able to access many support agencies in order to support children with specific difficulties.

Mrs R Edwards is the SEN co-ordinator.

Ms F Games is the school's Educational Psychologist

Mrs J Southern is the school's nurse

Mrs L Jones is the schools Educational Social Welfare Officer

Work in class is **differentiated** in order to meet the needs of all children, including the most able. Wherever possible, children with SEN are supported in their work. Most of the time this occurs within the classroom, but on occasions it may be necessary to withdraw the children individually or in a small group.

Children with a Statement of Special Educational Needs are supported by the authority and the school is happy to work alongside the specialist support teachers in devising and implementing **Individual Education Plans (IEP)** in accordance with the Code of Practice.

Parents are invited to discuss the Action Plan/IEP concerning their child's needs with the class teacher and/or the SEN co-ordinator. To ensure continuity SEN records are held by the class teacher and these are available for parents to view by appointment with the school. The school policy for SEN is also available for parents to view.

## L.E.A. STATEMENT OF POLICY

The following documents are held at the school and are available for inspection;

- The LEA's Statement of Curriculum Policy
- Curriculum Statutory Instruments and Circulars sent to the school by the D.F.E.S. and relating to their powers under the Education Reform Act
- Schemes of Work currently used by teachers in school
- That part of the Trust Deed governing Religious Education
- Recent Ofsted Reports

Should any person wish to see the above statements they are invited to make an appointment to view them with the school secretary.

## EQUAL OPPORTUNITIES

In line with the school's commitment to the needs of individual pupils, all subjects within the National Curriculum are open to both boys and girls on an equal basis. We are also very aware of current national trends in the examination results of boys and girls and we are conscious of ensuring equality of entitlement and opportunity for both boys and girls.

### **School Council**

We have a **School Council** with boy and girl representatives elected from each class. The council meets fortnightly to discuss a whole range of issues which reflect the needs of the children in their classes. The children are encouraged to view themselves as active citizens who can share ideas and inform the change process in their school.

## BEHAVIOUR POLICY

We believe that we should set high standards of behaviour and expect positive attitudes and contributions from the pupils towards the life and work of the school. It has become the, 'cornerstone' of the school.

We aim to:

- To promote a positive and safe atmosphere in which effective learning takes place
- To encourage personal growth and self esteem
- To develop an environment of mutual respect
- To ensure consistency throughout the school in the management of behaviour

The school has a **Code of Conduct** written in collaboration with the student council. The concise nature of the, 'code' enables each child to know what is expected of them.

A copy of the School's Code of Conduct is given to parents and children on admission to school. This is referred to on a regular basis as well as being reviewed with the children at the start of each academic year.

## DISCIPLINE

We encourage children to develop **self-discipline**, and support this aim by attitudes, which **praise and reward** the positive, social and academic efforts of the pupils. All members of staff work as a team towards this ideal and the resulting atmosphere and ethos within the school is, in itself, an aid towards the children achieving self-discipline.

In the instance of **poor behaviour**, pupils will be dealt with in an appropriate manner according to the seriousness of the misbehaviour by a range of punishments based on the withdrawal of privileges. Parents are involved at an early stage and close monitoring by teachers and the School Special Needs Co-ordinator may follow.

### Exclusions

On occasions it may be necessary to **exclude** pupils from school for serious offences or misbehaviour which is not responding to either the usual school sanctions or Action Plans. In this case the Headteacher will inform parents by letter and arrange to meet them at the earliest opportunity. Most exclusions are short term but in extreme cases permanent exclusion remains the final course of action. In this event parents are informed by letter and are invited to attend a hearing by the Governing Body. Parents may appeal against the decision made and are also able to appeal further to the Director of Children's Services.

## PERSONAL ACHIEVEMENT AWARDS

We believe that pupils who display positive attitudes towards and make positive contributions to the life and work of the school should be rewarded.

**In Key Stage 1** children are rewarded for **Personal Achievement** with words of praise, comments in their books, smiley faces, stars, and by a Headteacher's sticker awarded in the weekly **Reward and Praise Assembly**.

**In Key Stage 2** children are encouraged to make a positive contribution towards school with words of praise, comments in their books, star charts and by the award for each class of **Person of the Week**. This award, which is won for effort, good behaviour or special work, is given out at the weekly **Reward and Praise Assembly**.

**A Prize Giving Ceremony** is held in July each year to which parents are invited. All Y6 school leavers receive a prize from the Governors. Subject prizes are given for all subjects and are awarded to the children who have made the most progress in a particular area. Prizes are also awarded for sustained effort, personal achievement and community involvement.

## PARENTAL CONCERNS

If you are concerned about the progress or welfare of your child it is advisable to make an appointment to see either your child's **class teacher** or the **Headteacher**. You are advised that it is always best to make **an appointment** in order for time to be put aside for a discussion without interruption. If the class teacher has a worry about your child they will usually try to contact you at the end of the school day. Class teachers will also make contact with parents to report positively how pleased they are with their child's attitude and effort in school.

## SICKNESS AND EMERGENCIES

If your child becomes **ill in school** we will try to contact you or a nominated person. Please ensure you notify the school office of any change of telephone numbers for the above reason. If your child has been ill please ensure that he/she is perfectly well before returning to school. We request that a child does not attend school for the first few days during a course of antibiotics, unless a Doctor advises otherwise. If a child has a **minor accident** in school i.e. a graze, then he/she will be attended by a member of staff trained in First Aid.

**Parents will be informed if the injury gives rise for concern.** If we cannot get in touch with parents, the school will contact the emergency services for treatment whilst the effort to get in touch with parents and inform them of the situation continues. All accidents involving children are recorded in the School's Accident Book.

### **Insurance - Personal Accident**

There is only the minimum personal; accident cover for School children. Because it has no insurable interest, the Wirral Borough Council cannot extend to cover pupils engaged on educational visits etc.: although the general liability policy protects the Council against the consequences of actions brought against it on behalf of pupils.

**Parents are advised to check with the Headteacher for more detailed information.**

## MEDICINES IN SCHOOL

Requests for medicine to be administered in school must be made to the school office and will be considered by the Headteacher. This relates *ONLY* to prescribed medicines. They should be handed in to the school office with clear written instructions on their administration. It will be stored in the fridge until the end of the day. If, in the schools opinion the instructions are not clear, the school may decide not to administer the medicine until clarity is sought. In most instances children will be asked to self-administer the medicine, under adult supervision. Parents are most welcome to come to school to administer medicine to their own child.

The child is responsible for going to the office for their medicine at the appropriate time. The fact that the medicine has been administered will be recorded in the medicine log book.

### **Asthma**

Inhalers are kept in the classroom where the children can obtain them easily. They may use them whenever necessary and the child must be capable of self-administration. Inhalers are also taken with the children on outside school trips etc. Advice from parents and medical officers is followed closely to ensure school meets the needs of the child

### **Medicals**

The School Nurse and Dentist visit the school regularly. Children will be given regular assessments in accordance with Health Authority Guidelines.

### **Headlice**

Occasionally there are children with head lice in school. The school follows the policy guidance set out by the Health Authority and LEA.

School recommends the following;

- Regular weekly detection combing takes place (Friday evening is best, it allows time for treatment over the weekend)
- If live lice are found, contact your medical centre or chemist for the correct treatment
- Remember to apply the follow up treatment 1 week later
- Keep long hair tied tightly off the face and plaited
- Inform the school

If school notices a child with head lice, parents will be informed and asked to treat the head. Should the problem be recurrent you may wish to contact the **School Nurse**.

## HOLIDAYS DURING TERM TIME

We would prefer that holidays are **not** taken during the school term as the school year is carefully planned to ensure for continuity and progression in all subjects. When children are absent from school they miss the opportunities offered by the curriculum and fall behind in their studies, which can sometimes lead to them becoming disillusioned with school.

The regulations made by the Secretary of State for Education and Employment with reference to schools, provide that if a parent or carer desires the pupil to take an annual holiday, leave for not more than 10 school days during any school year may be granted. Parents/Carers do not have an automatic right to leave of absence as permission is only given at the Headteacher's discretion. Parent/Carers should avoid requesting leave of absence during the period of national examination, usually May/June. It is important the parents should enquire from the school as to the exact dates. Any request during this time will be unauthorised. Leave of absence will also not be authorised in the first 2 weeks of the academic year as this is an important period in a child's school year when they are settling into a new class and school routine. It is recommended that to avoid confusion or disappointment ensure that the form is returned to school prior to holiday arrangements being made.

### **Holiday/Leave of Absence Forms**

If a holiday during term time is unavoidable, then a request for leave of absence must be made to the Headteacher on a holiday form (available from the school office). Any additional days will be counted as an unauthorised absence and will be shown on the child's school report.

## PARENTS AND SCHOOL

In addition to sharing concerns, the school tries to encourage parents to show an active interest in school and give support to the many and varied activities and functions organised, so that the children are aware and benefit from the good relationships between school and home.

Parents can help by ensuring their child completes the homework tasks set. To help parents support their children in their studies, the school arranges parent's sessions to help them work with their children on reading, spelling and maths. During the year we invite parents in to experience how learning takes place in school and to share in activities. A weekly, informal 'maths clinic' has been set up by our maths subject leader to enable parents to come in with their children to go over misconceptions with a teacher.

Parents are invited to attend **Open Evenings** giving them the chance to meet their child's class teacher and to discuss their child's progress. Three evenings are held for each class throughout the year. Parents receive an **annual report** about their child/children. These are sent to parents in **July** and an opportunity is then given for parents to meet the class teacher to discuss the report.

'PAWS' (Parents Association of Woodchurch C.E. School) works to help the school through organising various fund raising activities. All parents are automatic members of 'PAWS', and are notified about events via school newsletters.

## PERSONAL PROPERTY

Items of personal property should **not** be brought into school unless there is a special reason arranged by a member of staff for this to take place.

We request that children do not bring mobile phones to school. The school office is manned from 8.30am to 4.00pm daily in order to ensure messages can be given to children when necessary.

**The Borough Council does not hold any specific insurance to cover the loss or damage or theft of pupil's personal property.**

## LOST PROPERTY

Experience dictates that pupils lose property. Please ensure that all clothing and other items are **clearly named**.

Enquiries about lost property should be made initially to the class teacher. Lost property will be stored by the Caretaker. Each term there will be a viewing session of lost property. Items which are not collected will then be thrown out.

## SCHOOL MEALS

Woodchurch C.E. Primary School is a 'Healthy School'. Our mission is to improve the health of the entire community by teaching pupils and families' ways to establish and maintain life-long healthy eating habits. This can be accomplished through a pupil centred food service that takes account of all legislative and practical needs. All stakeholders will play a major part in the overall success of our foodservice through an absolute focus on fresh appetising and popular food, served by motivated and well supported catering staff working in harmony with pupils and staff.

We aim to give the children a healthy option, with a choice from a menu that changes daily. The children can have a hot meal or alternately visit our 'deli-bar' and have a wrap or batch made up with a filling of their choice. In addition to this the children can have a choice of dessert including cheese and crackers, fresh fruit or a cake. Drinking water is provided by the school. Alternately the children can purchase a fruit drink or milk shake from our 'deli-bar'

The school provides facilities for children to have a packed lunch during the Dinner Hour. It should be a meal that a child can manage to eat in the time un-aided. We have no means of storing lunch boxes in a cool place so we advise that Dairy Products be given only when the lunch box has a cooling device. Children who bring a packed lunch have the opportunity to purchase an item from the 'deli-bar' to supplement whatever food they have brought to school.

At the start of each half-term parents will be requested to state whether their child wishes to take school lunch, packed lunch or home lunch. The children are required to remain with the chosen option for the whole half term except in exceptional circumstances with written permission from the Headteacher.

We request that dinner money is paid at the start of the week. It should be sent into school in a labelled envelope with your child who will then hand in for collection by the teaching assistant.

We advise parents to enquire as to whether their child is entitled to a Free School Meal. This can be arranged by visiting the Wirral' Housing Benefits Office.

## SCHOOL TRIPS AND EDUCATIONAL VISITS

Trips and visits out of school are part of a child's experience and an important part of their education. We endeavour to ensure that all children have the opportunity to take part in a visit.

Parents will receive a letter well in advance of the visit giving details of the trip, cost and including a parental permission slip which must be completed in order for the children to take part.

## CHARGING FOR SCHOOL ACTIVITIES

In accordance with the LEA's Charges and Remissions policy, the governors make no charge for activities taking place in school time, unless it involves an overnight stay. Instrumental music tuition is the exception, which is provided by the LEA's Instrumental Music Service.

However the continuation of such activities is dependent on sufficient voluntary contributions from parents to cover the cost.

If you have any further questions or concerns you wish to raise with the school, please feel free to contact either your child's class teacher, the Headteacher or the Chair of Governors, depending on the issue involved. We will always endeavour to offer the best service we can to you and your child.

## TRANSFER TO SECONDARY

Parents are asked in year 6 if they would like their child to be entered for the 11+ examination; this gives an opportunity to enter Grammar School if the child reaches the required standard.

Our local school is Woodchurch High Comprehensive; this is the school the majority of our pupils choose to attend when they transfer to Secondary. However, various other choices are made each year by our parents. When the children enter Year 6 the LEA provides parents with information on all the different Wirral secondary schools.

**Age of child**

**Hours per week**

4-7

21

# School personnel and their responsibilities

## Clerical and Ancillary Staff

Age of child	Hours per week	
4-7	21	
7-11	23.5	
	Year 4	Orretts Meadow
<b>Ms S Harry TA2</b>		
<b>Mrs S Sprakes TA2</b>	F2	Lunchtime Support
<b>Ms S Harry TA2</b>	Year 4	Orretts Meadow

# UNIFORM

**We expect all children to wear school uniform** and the items suggested have been chosen for comfort, smartness and easy care. **Jewellery should not be worn in school** with the exception of flat-faced watches and stud earrings, though these must be removed for Games and PE

**Please ensure all items of uniform are named.**

## **Girls**

- Grey skirt, pinafore or trousers
- White blouse or **Red Polo shirt\***
- **Green and red striped tie**
- Green Sweatshirt\* or cardigan\*
- Green/White or **Red/White Summer Dress**
- School shoes (No trainers, Low heels please)

## **Boys**

- Grey trousers or shorts
- White shirt or **Red\*/White Polo shirt**
- **Green and Red striped tie**
- Green Sweatshirt\*
- School shoes (No trainers)

## **PE**

- Draw string pump bag\*
- Pull on black pumps
- Black shorts
- Green T-shirt\*

## **Games Swimming Y3-6**

- Black shorts **Girls Boys**
- Green T-shirt Costume Trunks
- Tracksuit (cold weather only) Cap (no shorts)
- Trainers

Items marked with \* have the school logo embroidered and are available from the school office at a reasonable price.

**Sun hats, reading bags (small and large) and fleeces** are also available for sale.