



Primary School  
Academy Trust

# Welcome to Wootton Primary School

## School Information

2019-2020





## WELCOME FROM THE HEADTEACHER

Your child is a priceless individual — they deserve a caring, unique, personalised education.

The decision you are about to take when choosing the primary school for your child, is probably one of the most important ones you will ever make. It is vital that your child gets the very best first formal education they can, as this sets them up for the rest of their lives.

They need to feel safe, valued and supported in order to achieve the best outcomes they can before moving onto secondary school. At Wootton, we hope that our information booklet and open event will help you in making this important choice.

I became a teacher because I could not think of a more rewarding profession than one where every day I experience the joy and the honour of creating an environment that allows young minds to dream, create, believe, excel and feel a true sense of worth and belonging. At Wootton, we hope to inspire children to strive for excellence for themselves, their friends, family and community, to know that they are unique, respected and can make a real difference.

As a school, we firmly believe that we do not achieve these results by applying a one size fits all approach to the children in our care. If you choose to send your child to Wootton Primary School, you will be sending your child to a school where we will strive to find their best way to learn, we will enhance their gifts and talents (be they sporting, musical, theatrical or academic). We ensure they are confident well rounded individuals who have a high level of respect for their family, friends and environment.

Your child will be safe, well cared for, be treated with respect and you will be able to become a true partner in their education.

Welcome to Wootton Primary School. We look forward to working with you and your child.

Thank you for your time,

Mr J. Nairn  
Headteacher

## OUR VALUES



Our aim is for all of us is to 'be the best that we can be'!

For children, this means that the adults in the school will continuously strive to help them attain their very best educationally, personally and socially.

We make learning fun and engaging because we want children to enjoy school and to be inspired to learn. We want them to feel safe and to take a full and active role in the life of the school community. We need to prepare children for the next stage of their education, and to become good citizens.

A core set of values underpin our school ethos and our curriculum; they influence our interactions with each other and our attitudes to learning. RESPECT is at the heart of everything we do in school – 'respect for others and respect for yourself'. This is enriched by 6 supporting values which have an individual focus each term:

- Responsibility
- Friendship
- Co-operation
- Caring
- Courage
- Honesty

We believe that good relationships between home and school are crucial if a child is going to flourish, thrive and achieve their best. Therefore, we welcome and appreciate parental support and involvement in all aspects of learning and in the wider life of the school. Indeed, we feel that positive parental involvement in school is an integral cog in the academic achievement and emotional well-being of every child. It is because of this, that we openly welcome parents to join us in our popular celebration assembly, which is every Friday morning, to share and celebrate children's successes with the whole school community.

### **'Be The Best You Can Be'**

Our school motto of 'Be The Best You Can Be' is centred around the idea that every child should aim to do the very best that they can in everything they do. Our motto, along with modern British Values and high-quality teaching, instils the very high expectations that every child needs to fulfil their potential. All staff celebrate and reward children's approach to learning – effort, determination and perseverance – as well as learning outcomes. At Wootton, we celebrate the diverse and amazing talents our children have, so each term we have a different theme for 'Be The Best You Can Be', including being the best singer, historian, global citizen, etc.

# CURRICULUM AND STANDARDS

## CURRICULUM

Our high-quality curriculum is the foundation of our successful school. It is based on consistently good teaching; stimulating and creative learning opportunities and the application of core knowledge and skills. We have carefully crafted a progressive learning journey for our children that builds on the strong foundations of Reception and develops as they move through the school. From when they join us in Reception, at 4 years old, to when they leave us in Year 6, at 11 years old, they will experience a lively, engaging and rigorous programme of learning.

We carefully develop topics, themes and challenges on which we can hang learning. They are underpinned by our school motto of 'be the best you can be', high quality teaching and the highest expectations of our children. Our topics focus on different periods of significant British and world history (for example the Vikings, Tudors, etc), science and geography (such as plastic, contrasting localities, etc). These are enriched through engaging educational visits and visitors into school, so that children can learn first-hand about these areas of study.



Once they have gained this valuable knowledge, we then teach them how to apply it in different ways. We have built-in many opportunities to look at using their knowledge and understanding in a variety of contexts, both within each topic and across subjects.

We regularly assess the children, as this provides valuable information for the teacher about what the child has learnt, and if there are any gaps in their knowledge or application, we can ensure that future learning focuses on these areas for development.

## STANDARDS

Due to our high-quality teaching, our carefully designed curriculum and our effective use of assessment information, we consistently achieve higher than local and national averages. The tables below give you an insight into the most recent outcomes for some of our key assessment points:

At the end of Reception:

School	National
75%	71.5%

In Year 1 phonics screening check:

School	National
79%	82%

At the end of Year 6:

	Expected standard	
	School	National
Reading	85%	75%
Writing	90%	78%
Grammar & spelling	85%	78%
Maths	86%	76%

## OVERSUBSCRIPTION CRITERIA SEPTEMBER 2020 ENTRY

Places will be allocated to pupils who have an EHC Plan that names the school as appropriate provision. When there are more applications for places than there are places available, priority will be given in the following order:

1. Pupils in public care or previously in public care but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order.
2. Pupils with an older brother or sister\*\*\* continuing at the school at the time of admission of the younger child and living within the linked area of Wootton, Wootton Fields, Courteenhall, Quinton Grange Park and St George's Fields associated with the school. Pupils who live in the linked area of Wootton, Wootton Fields, Courteenhall and Quinton.\*
3. Pupils who live in the linked area of Grange Park\*\* and the development known as St George's Fields.\*\*\*
4. Pupils with an older brother or sister\*\*\*\* continuing at the school at the time of admission of the younger child.
5. Other pupils.

\*Please note: Wootton and Wootton Fields are defined by the A45 to the West of Wootton, the B526 Newport Pagnell Road to the North, Wooldale Road to the South and the extent of the Wootton Fields development accessed from Lady Hollow drive as well as the village of Quinton and hamlet of Courteenhall.

\*\*Grange Park is defined by the development east of Saxon Avenue bounded by the M1 to the South, Quinton Road to the East and Bridge Meadow Way/Little Field and Lark Lane to the North.

\*\*\*St George's Fields is defined as the housing development accessed directly from Poppyfield Road and bordered by the B526 Newport Pagnell Road.

### Tiebreaker

If the admission number is exceeded within any criterion priority will be given to those who live closest to the school. Distances are measured from the address point of your home to the address point of the school on a straight line basis, using a geographical information system.

Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

### Definitions

\*\*\*\*Definition of brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

# STARTING SCHOOL

## STARTING SCHOOL FOR THE FIRST TIME



Children joining us for the Reception year start school in the September after their fourth birthday. In common with best practice, children attend part-time for the first two weeks. In order to make this important step as easy and enjoyable as possible for both parents and child, we organise a range of induction activities including:

- ◆ A staggered intake, based on birthdays, over the first week
- ◆ Parents' information meetings in the summer term
- ◆ A visit to the Reception classrooms to have a look around
- ◆ Stay and play sessions in the summer term before starting at school
- ◆ Teddy bear's picnic on the field in the summer term
- ◆ A meeting between parent, child and teacher on an individual basis

## HOME AND SCHOOL LINKS

We place great emphasis on the partnership between home and school; it is by working together that we can achieve the best for your child. Parents are welcome to come into school at any time to discuss children's progress with the class teacher or to exchange small but important pieces of information. However if you have a concern or something particularly important to discuss, it is better to make an appointment so that we can have all the relevant information available. The Team Leaders or Headteacher are also available if required.

There are more formal opportunities to meet with your child's class teacher and discuss their progress. Parent/teacher consultations take place twice a year, during the autumn and spring terms. At the end of each term, we send home a small report that highlights the objectives your child has been taught, and how they have achieved them. At the end of the school year a more detailed written report is sent home which details all the achievements your child has undertaken over the year.



During the Reception year, we build up a portfolio of your child's work. We use a programme called Tapestry for this because it allows parents to access it and see what their child gets up to during the school day. Parents can also share learning opportunities that their children have displayed at home in the evenings, over weekends or during the holidays.

## TRANSFER AT ELEVEN

Caroline Chisholm School is our link secondary school, although attendance at Wootton Primary School does not give automatic entry. During Year Six, parents can look on the Local Authority website about the options available to them. Parents are then asked to complete a preference form stating their three choices of secondary school. Each of the local secondary schools will provide the information that you need and will offer opportunities to visit if you wish.

Transfer between Wootton Primary School and Caroline Chisholm is as smooth as possible; the two schools work closely together, alongside the other two schools in the cluster, with frequent meetings and sharing of information, resources and learning experiences.

# GENERAL INFORMATION

**Full postal address:** Wootton Primary School, Farmclose Road, Wootton, NN4 6HJ  
**Main School Number:** 01604 761679  
**Website Address:** [www.wootton.northants.sch.uk](http://www.wootton.northants.sch.uk)  
**Headteacher:** Mr Jamie Nairn

## GENERAL SCHOOL COMMUNICATION

We work hard to keep parents informed of all that is happening at our school using a variety of ways to do this including:

**Email** - we will always send out letters, reminders and information via email, the School App or Twitter, so please provide us with a secure email address. Please also ensure you mark us a trusted address to avoid our messages being seen as 'spam' and update us with new/amended email addresses.

**Absence call** – if we have not heard from you with regards to your child's absence the school will call you to discuss.

**Letters** - will only be sent by post if they contain vital or sensitive information.

**Wootton Primary School App (PIOTA)** - Download the app by visiting either the Apple app store or Google Play on your device and search for "Piota Schools". Once downloaded choose Wootton Primary School.

**School Newsletters** – these informative newsletters are uploaded to the app every Friday. They contain news from the week and dates for your diary.

**Class forecasts** – these are sent at the beginning of term with exciting things that will be learnt that term and also dates for your diary.

**School Website** ([www.wootton.northants.sch.uk](http://www.wootton.northants.sch.uk)) - is a source of general information about the school and will also display essential information in case of an emergency or unforeseen events such as closure due to adverse weather conditions.

**ParentPay** – the school operates a cashless system and utilises a package called ParentPay for online payments. Enrichment activities (trips), WSA events, show tickets can be paid for on ParentPay. Once your child has started at school a unique username and password will be created for every student and sent home with your child. Additional contacts can be added by request.

**Telephone** - if all else fails there is always the phone; our telephone lines are staffed Monday - Friday 8:30am to 4:30pm and a voicemail message system is available at all other times or when the line is busy. Our number is 01604 761679.

**Linked parents** - if you have a linked parent that requires access to your child's educational material, please ensure you give us their details, including email addresses, at the start of term so we can include them in our regular mailings.

**All of these methods of communication are dependent on us having up-to-date contact information so do not forget to add us to your contacts that need to be updated when you change your mobile number, landline telephone number, email address or postal address! Thank you!**

# **ATTENDANCE AND STUDENT ABSENCE REPORTING**

School Office Line  
01604 761679 before 8.45am

It is really important that you inform the school when you know your child will not be attending for any reason.

The classroom doors open at 8.45 and shut at 8.55. If your child arrives after this time please take them to the front office to sign in. This will be recorded on our system as late.

If your child is going to be absent from school for any reasons please notify the school office as soon as possible. There is an answer phone system for parents to telephone before school opens to leave a message.

## **IMPORTANT INFORMATION REGARDING STUDENT ABSENCE**

From 1st September 2013, the law gives NO entitlement to parents to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Headteachers would not be expected to class any term time holiday as exceptional.

Parents can be fined by Northamptonshire County Council (the Local Authority) for taking their child on holiday during term time without the consent of the school.

**A Fixed Penalty Notice of £60.00 could be issued to each parent for their son / daughter and so for a two parent family with two sons / daughters this would equal a fine of £240.00. The fixed penalty notice fine for each parent/child is £60.00 if paid within 21 days of receipt of the notice, rising to £120.00 if paid after 21 days but within 28 days of receipt.**

The Local Authority will be monitoring all school absences during term time and challenging schools and parents who do not adhere to the new legislation.

## **GOOD ATTENDANCE MATTERS**

**We are proud of our students' excellent attendance record**

**Doors to children's classrooms will open at 8.45 and shut at 8.55.**

## ILLNESS AND MEDICINE AT SCHOOL

Please ensure that the school is aware of any allergies or medical conditions prior to your child starting school. If your child is taken ill during the school day you will be contacted by the office. We ask that children do not return to school until fully recovered so as to avoid the spread of infections or illnesses. Any child who has been sick must have 24 hours clear of sickness before returning to school.

If your child is poorly please contact the school office on 01604 761679 before 8.45 so that we can update the registers. A message can be left on the answerphone.

### SPECIFIC CONDITIONS

#### **Prescription and non-prescription medication will only be administered at school:**

- When it would be detrimental to the pupil's health or school attendance not to do so **and**
- Where we have parent's written consent

If your child requires medication to be administered during the school day, please take it to the school office so that the appropriate paperwork can be filled in. The school will only accept medicines if they are –

- In date
- Labelled
- In the original container as dispensed by the pharmacist

Please then return at the end of each day to collect it.

If administering medicine during the school day can be avoided this would be gratefully appreciated.

**Inhaler:** If your child suffers from asthma or an allergy please ensure a medical consent form is completed and an in date inhaler is left in school. This will be returned to you at the end of each school year.

**Epi-Pen:** If your child requires an Epi-Pen, two Epi-Pens must be kept in school and must be in date. You will need to complete an Allergy Action Plan with the Community School Nurse annually.

## CHILD PROTECTION & SAFEGUARDING

It may be helpful to parents to know that it is a legal requirement for headteachers to report any obvious or suspected case of child abuse. This includes non-accidental injury, severe physical neglect, emotional abuse and/or sexual abuse.

This procedure is intended to protect children at risk and schools are encouraged to take the attitude that where there are grounds for suspicion it is better to be safe than sorry. This does mean that headteachers risk upsetting some parents by reporting a case which, upon investigation, is unfounded. In such circumstances it is hoped that parents, appreciating how difficult it is for headteachers to carry out this delicate responsibility, would accept that we were acting in the child's best interest.

A copy of our Safeguarding and Child Protection Policy is available upon request from the school office or can be found on our school website.

## PHOTOGRAPHING OF CHILDREN



The school uses photographs to record events and achievements by children. These photographs are used internally, to celebrate achievement and for publicity, including electronically (the school website and the school twitter account, for example). Our policy is that we will never allow publication of a photograph naming children, either on paper or electronically, without the authorisation of parents.

We also would not allow a newspaper to publish a photograph in which a child could be identified by name, unless parents specifically request this. We do allow parents to photograph and video events in school, as we believe this is a "common sense" approach. If any parent has a concern about this, however, please speak to the headteacher.

## BEHAVIOUR AND DISCIPLINE

We expect good behaviour patterns through positive praise and highlighting those traditional elements of good manners we all value: politeness, courtesy and consideration for the feelings of others. At Wootton Primary School we aim to create a happy, secure atmosphere which encourages self-confidence, co-operation and self-discipline.

To interpret behaviour and discipline principles into concrete, immediate ideas that young children can follow easily we have 5 simple stages of rules, consequences and rewards:

### School Rules

1. Respect everybody's right to learn
2. Follow directions from all adults
3. Be polite and courteous to others
4. Keep hands and feet to yourself
5. Treat others how you want to be treated



### Rewards

1. Positive comments and verbal praise
2. Stickers
3. House Points
4. Merit/good news cards sent home
5. Star of the week certificate awarded in Celebration Assembly
6. Individual letters/ postcards home for outstanding behaviour /evidence of excellent learning

We are always happy to discuss any aspects of our Behaviour and Discipline policy, which is available on our website.

## UNIFORM

Children are expected to wear the school uniform with sensible black leather school shoes. They will also require a school PE kit which will remain in school throughout the term. **Please ensure that ALL of these items are clearly labelled (first name and surname) including shoes, socks and tights.** Please see further information in the pack about uniform.

## WHAT TO BRING TO SCHOOL

Your child will need to bring their bookbag, with their reading record inside, to school everyday as well as their lunchbox if they are having a home lunch.

Please ensure that your child is dressed appropriately for the weather with a coat, hat, scarf and gloves during winter and a sunhat during summer, as we will be accessing the outdoor provision all year round. If the weather is warm and sunny, and you feel that your child will need sun cream then please provide them with their own, clearly named. Staff can supervise, but your child will need to know how to apply it themselves.

## UNIVERSAL FREE SCHOOL MEALS

Your child will be eligible for Universal Free School Meals from Reception and KS1. All bookings must be made with Kingswood through their website – please see the Kingswood information leaflet for details on how to order the school lunches. Lunches must be ordered by the end of the Wednesday of the previous week. They can also be ordered up to a term in advance.

## PUPIL PREMIUM

If you are in receipt of certain benefits or on a low income your child could be eligible for Free School Meals (FSM). If your child does qualify for Pupil Premium you will get a school voucher for £100 to be used for uniform, trips, and clubs, through the Pupil Premium allocation from the Government.

To apply for Free School Meals please complete an online form available at <http://www.northamptonshire.gov.uk/freeschoolmeals> for an instant decision. If you require any support please contact the school office who will put you in touch with our Family Support Manager.

## SNACKS AND DRINKS

The school will provide a range of healthy snacks via the school fruit and vegetable scheme (which is government funded). Please ensure that you sign up on the Cool Milk website if you would like your child to have milk in the mornings (it is free until their 5th birthday). Please see the enclosed leaflet. Please provide your own water bottle and ensure this is clearly labeled and taken home each day for cleaning.

## **SCHOOL PAYMENTS**

Throughout your child's time in school they will have the option to take part in a variety of enrichment opportunities that enhance their learning. These include visitors into schools (nocturnal animals, Vikings) and visits out of school (trips around the local area, Woburn Safari Park, Warwick Castle). Throughout the year your child will have the opportunity to make and bring home a range of crafts that enhance their experiences but are not part of the national curriculum.

For all of the above, the school will make a charge for the year which will be communicated in the Autumn term. We are aware that finances can sometimes be tight and offer the parents the opportunity to pay all in one go, or via a payment plan. For those parents who are in receipt of certain benefits you may be entitled to Pupil Premium which provides you with £100/£150 voucher to spend on trips and visits and uniform. Please see the enclosed leaflet.

It is really important that if you would like your child to take part in the enrichment opportunities that you stick to the payment plan. Failure to pay the amounts when requested may result in your child not taking part in the experiences.

If you are not entitled to the Pupil Premium and find yourself struggling to pay please speak to a member of the school's staff at the earliest opportunity so that arrangements can be discussed.

## **HOW WE KEEP IN TOUCH WITH EACH OTHER**

At Wootton Primary School we have an open door policy and encourage all parents to share any concerns you may have with your child's class teacher. Teachers are available at the beginning and end of the school day for informal conversations. We appreciate that some parents are unable to do the school run so we share teacher's e-mail address so that you are able to contact them directly with any questions or concerns you might have. These will be on the first class newsletter.

There will be two parents' evenings with the class teacher in January and April where parents will have the opportunity to discuss how your child is settling in, their progress and targets. Parents will receive a report at the end of Term 2, 4 and 6.

The school app is available to download for free from the Apple and Android App stores. You can set it to send you notifications for your child's year group and it is also linked to the school twitter account.

Our school newsletter is uploaded to the app every Friday and includes key dates for your diary. At the beginning of each term parents will also be sent a Year Group Forecast outlining what the children will be learning about and how parents can support their learning at home.

## **ASSEMBLIES AND SHARING SESSIONS**

On Friday mornings at 9am we hold our school celebration assemblies and parents are welcome to attend. If your child is receiving a school award such as 'star of the week' or a 'bronze certificate' you will be notified via text the day before. Your child will also be on the birthday bench the week of their birthday (Our birthday week runs Monday – Sunday. If your child's birthday falls in a holiday, then the birthday celebration is done on the Friday before we break up for that holiday).

There will be another assembly in the week where children may bring in awards from outside of school to share with their fellow pupils if they wish. Please hand your child's certificates to their teacher so that they can be placed in the box prior to the assembly.

**Thank you for taking the time to read this booklet.**

**If you have any questions about the information it contains please do not hesitate to speak to a member staff who will be happy to help.**

