



Welcome to **Wootton Primary School**

A Parents' Guide



WELCOME FROM THE HEADTEACHER

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

The decision you have taken 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.

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 and Mr. R Crilly
Headteachers



**SCHOOL TERM DATES
2022/2023**

Term 1 (37)	Training Day 1 School Re-opens School Closes	Wednesday 31st August 2022 Thursday 1st September 2022 Thursday 20 th October 2022
Term 2 (34)	Training Day 2 School Re-opens School Closes	Friday 21st October 2022 Monday 31st October 2022 Friday 16th December 2022
Term 3 (28)	Training Day 3 School Re-opens School Closes	Tuesday 3rd January 2023 Wednesday 4th January 2023 Friday 10th February 2023
Term 4 (30)	School Re-opens School Closes	Monday 20th February 2023 Friday 31st March 2023
Term 5 (29)	School Re-opens Bank Holiday School Re-opens School Closes	Monday 17th April 2023 Monday 1st May 2023 Tuesday 2nd May 2023 Friday 26th May 2023
Term 6 (32) (190)	School Re-opens School Closes Training Day 4 Training Day 5	Monday 5th June 2023 Tuesday 18th July 2023 Wednesday 19th July 2023 Thursday 20th July 2023

Bank Holidays			
29th August 2022	August Bank Holiday	7th April 2023	Good Friday
26th December 2022	Boxing Day	10th April 2023	Easter Monday
27th December 2022	Substitute Christmas Day	1st May 2023	Early May Bank Holiday
2nd January 2023	Substitute New Year's Day	29 th May 2023	Spring Bank Holiday

Please note that the above term dates are different from the 2022-23 term dates published by the Local Authority on the NCC Website and may be different from the rest of Caroline Chisholm schools.

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
Headteacher:	Mr Jamie Nairn & Mr Rob Crilly

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 the Arbor App, email, or Twitter/Facebook, 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 the Arbor App 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.

School Newsletters – these informative newsletters are emailed home every Friday. They contain news from the week and dates for your diary.

School Website (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 event such as closure due to adverse weather conditions.

Arbor School App - Download the app by visiting either the Apple app store or Google Play on your device and search for "Arbor". Once downloaded please follow the steps to log in using your email address that you provided to us when you submitted your initial data sheet to the school office. If you require any assistance signing in, please contact the school office on 01604 761679.

The school operates a cashless system and will accept online payments via the Arbor App. Enrichment activities (trips), WSA events, show tickets etc can all be paid for on Arbor.

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. Please leave us a message as the answerphone is checked regularly. 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!

This can now be actioned in the Arbor App by yourselves.

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. Any children arriving after 9:00am will be recorded as unauthorised.

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.

OUR VALUES



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

'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 published 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		Higher standard	
	School	National	School	National
Reading	80%	73%	33%	27%
Writing	90%	78%	-	-
Grammar & spelling	85%	78%	52%	36%
Maths	87%	79%	33%	27%

*Statistics from 2019 (last published data)

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. Permissions are originally given on the data form and will show in Arbor what has been recorded.

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. Children will be expected to arrive in their P.E. kits on their P.E. days which will be communicated with parents at the beginning of the new 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 every day 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. Ideally, meals should be ordered on the Wednesday of the week before your child is due to have lunch so that you can choose from all available options including packed lunch and vegan options. **Meals can be ordered up to a term in advance.** Every now and again, we all have last minute disruptions and therefore we also offer a “Pay on the Day” option where you can order your child either a “main” or “vegetarian” option of the day. This must be ordered no later than 8:30am on the day you wish your child to receive their lunch.

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 (KS1)/£150 (KS2) 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 which will be communicated in the Autumn term. For those parents who are in receipt of certain benefits you may be entitled to Pupil Premium which provides you with £100 (KS1)/£150 (KS2) voucher to spend on trips and visits and uniform. Please see the enclosed leaflet.

The school office operates a cashless system and all parent payments must be made via the Arbor App.

It is really important that if you would like your child to take part in the enrichment opportunities that you make the payment on time. Failure to pay the amounts when requested will 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 newsletter or please contact the school office for in-year admissions.

The school policy is that emails will be responded to when the staff member is next working. Please allow 24 hours during the week for a response.

Our headteachers are available every morning and every afternoon for an informal chat and will have a visible presence manning the school gates each day. You can also contact the school office to book an appointment to speak with them or a teacher at your convenience.

There will be two parents' evenings, which are now held virtually, 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 each Term. Parents will also be invited into school for open classrooms and for school shows/performances so that each class can share their learning with you.

Our school newsletter is emailed to parents every Friday and includes key dates for your diary.

ASSEMBLIES AND SHARING SESSIONS

On Friday mornings at 9am we hold our school celebration assemblies. If your child is receiving a school award such as 'star of the week' or a 'bronze certificate' their picture will be published in the school newsletter. Please ensure your consents are up to date on Arbor as this is the platform we will use to view your most up to date information. 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.

