




Prospectus

2019-2020



Headteacher: Mrs Rebecca Ford
Humberdale Way
Warboys
Huntingdon
Cambridgeshire
PE28 2RX

 01487 822317

 office@wpa.education

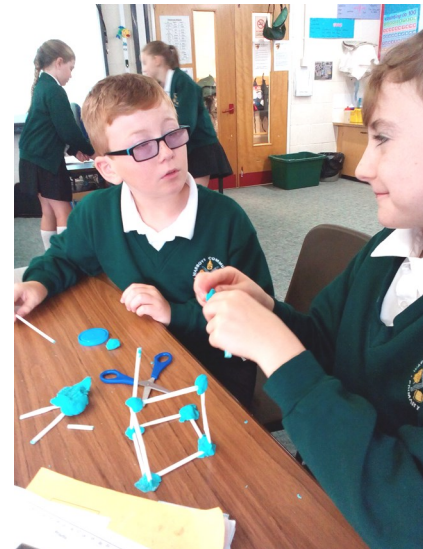
*Moving Forward Together
to develop confident, independent learners.*



Contents

Introduction

1. **How to Contact and Find Us**
2. **Mission Statement and Aims**
3. **Admissions**
4. **School Structure and Curriculum**
5. **Inclusion**
6. **General Information**
7. **Personal Development and Well-Being**
8. **Pupil Partnership**
9. **Parent Partnership**
10. **Additional Information**
11. **School Term Dates for 2019—2020**



Introduction

On behalf of the staff and governors at Warboys Primary Academy we would like to offer you and your family a very warm welcome. We hope that this prospectus will be useful in providing you with an overview of the organisation and purpose of our school but we do encourage you to visit us, if you have not done so already. We are proud of our school and would welcome the opportunity to show you around.

We have recently joined the Thomas Deacon Education Trust (TDET). This is a charitable organisation, dedicated to raising educational outcomes across a range of primary and secondary phase schools and academies across the East Midlands. TDET strives to provide outstanding teaching and learning for all and provides an ethos and culture that encourages everyone to be the best that they can be.

Our school is moving from strength to strength through each new phase of its journey. Whilst Literacy and Numeracy will always be at the heart of on-going improvements, our attention is also given to developing the creative side of the curriculum, building on the already successful school themes, developing Science, Design Technology, Art and Music. We aim to provide a wealth of experience for all children through an enriched curriculum.

Within its caring and friendly environment, we aim to attain high standards of achievement and behaviour. Warboys Primary Academy has great strengths in supporting children whatever their circumstances. We aim to cater for the needs of all our pupils through our pastoral care and by adapting the curriculum to suit individual needs, thus ensuring all pupils can develop and make good progress. We strive for our pupils to leave us as articulate, responsible, skilled, independent learners who are confident to take advantage of every opportunity available to them throughout their lives.

We understand that the complete education of our children can only be gained with strong partnership between teachers and parents and we want to involve you in the life of the school. As parents, we feel your role within your child's education is vital. Children are more likely to do well at school if there is a strong commitment from home and school for mutual support and open communication.

We take great pride in the fact that our school is a community school and, as such, educational benefits and facilities are made available to the many communities within the village of Warboys. The staff and governors work hard to ensure that Warboys Primary Academy plays an active part in the life of this thriving village, offering it's premises for the education of adults as well as the children.

We hope this prospectus will answer many of your questions but should you have any further queries please do not hesitate to contact us.

We look forward to welcoming you to Warboys Primary Academy.



Mrs Rebecca Ford
Headteacher



Mr John Parker
Chair of Governors

Thomas Deacon Education Trust

Unity of Purpose: Trust | Diversity | Excellence | Transformation

The Thomas Deacon Education Trust (TDET) is a multi-academy trust that unites and empowers like-minded schools to achieve the very best for their students and communities.

We are unashamedly proud of our links to the city of Peterborough and its surrounding areas. We share the city's ambitions vision for growth and believe that our schools and the education of young people need to be at the heart of these plans.

As a Trust, we work across all key phases of education to provide every child in our community with the best life chances and high aspirations. By focusing on the city of Peterborough and its immediate surroundings the Trust's schools are in close proximity to one another. This close working partnership and understanding of the local context enables real and meaningful collaboration between our schools, teachers, and students, and within local business leaders.

We actively encourage our schools and staff to share best practice to benefit all children within the local area.

All members of our Trust – our schools, members of staff, students and communities – are united in purpose through a set of shared common values and expectations:

1. Trust – we are honest and supportive
2. Diversity – we embrace individual difference
3. Excellence – we want the very best and never give up on doing what is right
4. Transformation – we work together to make a positive impact

Through experience we know that there is no such thing as a one-size-fits-all approach to education. Our schools are individual members of the Trust community – united by values and purpose, but free to innovate and adapt to the needs of its students and local community.

We firmly believe that the Trust as a whole is more than the sum of its parts. Therefore, all of our schools are equally valued and contribute to the development and direction of the Trust as we grow together.



Mrs Julie Taylor
Chief Executive, TDET



1. How to Contact and Find Us

Headteacher	Mrs Rebecca Ford
Deputy Headteacher	Mrs Caroline McKeating
Chair of Governors	Mr John Parker
Office Manager	Mrs Loren Bradley
School Finance Manager	Mrs Karen Harding

Telephone 01487 822317

Website www.warboys.cambs.sch.uk

Email office@wpa.education

Warboys is located within a triangle of larger towns and cities. Huntingdon and St. Ives are less than 10 miles away, with Cambridge and Peterborough within 20 miles. There are good road and rail links for travel throughout the county and direct links to London. Warboys is on the edge of the Fens and therefore our catchment area is from village and rural locations with some children arriving by bus from Warboys Fen, Old Hurst and Woodhurst.



2. Mission Statement and Aims

We have an overall mission statement and a set of aims and values that we strive to achieve.

Mission Statement

Our core purpose is to teach and encourage children to achieve their best and strive to become confident, enthusiastic and independent learners. We aim for excellence and enjoyment and to nurture the development of the whole child within our caring village school.

For all our children we aim to:

- nurture a happy, safe and caring environment where children are healthy and active;
- provide high quality teaching and promote a life-long love of learning;
- encourage everyone to aim high and celebrate all achievements;
- excite and inspire all individuals through a modern, flexible and creative curriculum;
- continue building strong partnerships with parents, carers and the community;
- enable children to contribute with confidence;
- respect differences and develop understanding of the wider world;
- enable children to behave thoughtfully and empathise with others.

Values

We have one key value of Respect - Respect yourself, Respect others and Respect property. To support this our PSHCE and Spiritual, Moral, Social and Cultural [SMSC] programmes of work are also planned to encompass the other Olympic values of:



3. Admissions

Warboys Primary Academy takes children from the villages of Warboys, Old Hurst and Woodhurst and Warboys Fen, although children from outside of these villages do attend our school too.

Children start school in the year in which they become 5, i.e. from 1 September. It is the governors' policy to 'stagger' the admission of foundation children in the Autumn Term. The induction programme for children starts the Summer Term before they officially start school. On very rare occasions it may be necessary to extend the part time experience for some individuals.

The governors follow the LA admissions policy for children, which is to admit catchment area children up to the standard number for each year or the overall standard number. In the event of an admission being refused the following selection criteria will be used if spaces are available:

- Children with an Education Health Care Plan which names the school or for whom this is the only school that can meet their long-term medical needs;
- Children living in the catchment area with a sibling at the school at the time of admission;
- Children living in the catchment area;
- Children living outside the catchment area who have a sibling at the school at the time of admission;
- Children living outside the catchment area who have been unable to gain a place in their catchment area school because of oversubscription;
- In case of equal merit, priority will go first to the children who are looked after (i.e. in public care) and then to children living nearest the school according to the shortest available travel route;

School transport is provided for children living in Woodhurst, Old Hurst and on the Fen. Children over 8 years and travelling by bus within 3 miles of the school have to pay transport fees. All children who travel on the buses must have a bus pass issued by the transport department at Shire Hall in Cambridge. Application forms may be obtained from the School Office. If you require further information call the number below.

CONTACT NUMBERS

The admissions team for Cambridgeshire can be contacted on 0345 045 1370 or admissions@cambridgeshire.gov.uk

The transport department can be contacted on 0345 045 5208

4. School Structure and Curriculum

School Facilities

Our large school building is divided up into The Foundation Stage, Key Stage One and Key Stage Two, each containing cloakroom facilities, group activity rooms and work areas. There is also a children's kitchen area for food technology work, an ICT room with a class set of computers, a library and a small music teaching space for individual instrumental tuition. Outside, the school has very spacious grounds with an outdoor classroom, environmental area, children's allotment, PTFA funded trim trails, pirate ship, tyre park and climbing wall. The Foundation Stage area has a large designated outdoor space, including an adventure playground, for outdoor play activities, and inside there are separate areas for the many different learning experiences that take place in this year group.

Wrap Around Care

Linked to the main school hall is a community area, which consists of a smaller hall, a children's kitchen and toilets. This area is used by the school and community groups during the day and in the evening; the community hall also serves as the school dining area.

The school runs a non-profit breakfast club from 7.30am Monday to Friday in the community area together with an after school club (The Hideout) from 3:10 p.m. to 6:00 p.m. Monday to Friday. Places are booked in advance although there is some flexibility for the occasional unplanned visit to the Breakfast Club. Please ask at the office for more details.

Classes

The number of children on the school roll fluctuates between 260 and 280. We have 11 classes organised in three phases.

Key Stage	Year Groups	Classes
Foundation Stage and Key Stage 1	Foundation Stage	Dolphins Turtles
	Years 1 and 2	Seahorses Whales Starfish
Lower Key Stage 2	Years 3 and 4	Lions Pumas Tigers
Upper Key Stage 2	Years 5 and 6	Owls Eagles Hawks

There are approximately 35-45 pupils in a year group but class sizes are kept within the county guidelines and most are around 30. In order to achieve this and keep our classes smaller we operate mixed age classes across 2 year groups. When mixing year groups we aim to create a balance within each class, which looks at age, gender, special educational needs and more able. Teachers work together in teams, which is a distinct advantage. This allows them to share their skills and expertise across the team.

The School Day

08.45	Registration
08.55– 09:55	Teaching Period 1
09:55 – 10.30	Teaching Period 2
10.30 – 10.45	Morning Break for Key Stages 1 & 2
10.50 – 12.15	Teaching Period 3
12.15 – 13.15	Lunch Break
13.15 – 14.15	Registration & Teaching Period 4
14.00 – 14.15	Afternoon Break for Key Stage 1 only
14:00/14.15 – 15.10	Teaching Period 5
15.10	End of School

A daily act of worship is included in the timetable as required by law. This usually takes place from 10.50-11.10am.

Teacher supervision will be available from 8.30 a.m. in Key Stage 2 and we ask that children should not arrive on the school premises before this time. In the event that children go home for lunch they should not return before 1.10 p.m.

Doors open at 8.40 a.m. and are closed at 8.45 a.m. when the registers are taken ready for the first lesson to begin at 8.55 a.m.

Pupils arriving after 8:45 a.m. are recorded as late and after 9:15 a.m. an unauthorised absence mark is recorded. Pupils arriving after the doors have closed should report to the School Office.

Children are not allowed to leave school during the day unless they are collected by a parent or nominated adult. We encourage parents when planning visits to the dentist to try and book outside of the school day or term time. If you do need to take your child out during the day, please help by letting us know in advance.

After School or Extra-Curricular Activities

Some activities for children are arranged at lunchtimes and after school. Attendance is voluntary but by joining a club children are making a commitment. Most of these activities are organised on a voluntary basis by school staff and they are subject to change each term. There is a small charge per term for each club so that the school can continue to provide a wide menu of opportunities and cover all year groups. School clubs vary throughout the year and may include any of the following:

Football	Choir	Netball	Dance
ICT	Multi-sports	Gardening	Cricket
Library Club	Athletics	Homework	Rugby
Drama	Running	Tennis	Art & Craft

The School Curriculum

The school follows a skills based creative curriculum which weaves the different subjects together under a theme. The curriculum is based on a two year cycle to cater for our mixed year groups.

Teaching and Learning

Our core principles for teaching and learning are to:

- set high expectations and give every learner confidence that they can succeed;
- establish what learners already know and build on it;
- structure and pace the learning experience to make it challenging and enjoyable;
- inspire learning through a passion for the subject;
- make individuals active partners in their learning;
- develop learning skills and personal qualities.

A range of teaching styles are used in every class depending on the needs of the children and the content of the curriculum.

Standards and Achievement

Children's attainment and progress is constantly and carefully tracked during their time at school which helps teachers plan next steps in learning and to identify children who may need additional help. At the end of each term parents receive information from teacher assessments.

In the Foundation Stage pupils are assessed throughout the year against the Early Learning Goals which are mapped in electronic Learning Journals. Achievements at home also feed into these profiles. Parents have the opportunity to view their child's journal on line. Although many children come into school below the age expectation, at the end of their first year, most foundation children achieve the national average for 'Good Level of Development' [GLD].

National assessments are taken in Year 1, Year 2 and Year 6.

At the end of Year 1 children's knowledge of phonics is tested. This test does not take into account any alternative skills children use to support their reading so can only be used as a guide to reading development.

In Year 2 children take part in statutory assessment tests [SATs] for reading and maths, the results of which are used to support the teacher assessments. The assessment results are published each year.

Children in Year 6, although constantly assessed during the year, also take part in Year 6 SATs in May. All SATs results are reported nationally and data comparing schools is published annually. Results show the actual attainment for the whole year group. These results and teacher assessments are also used to report how much progress children have made between each Key Stage.

Our school results are reported to parents and displayed on our school website [www.warboys.cambs.sch.uk] at the end of each academic year.

The Foundation Stage



Starting school is an important step in a child's life and we want the transition from home to school to be a happy and rewarding one for all concerned. We aim to provide a caring, secure and stimulating environment for children during the Foundation Year. We offer a broad and balanced curriculum, which is based on learning through purposeful, carefully planned play and builds on what children already know and can do.

The Foundation Stage curriculum is organised into seven areas of learning. There are three *prime areas*: Communication and Language, Physical Development and Personal, Social and Emotional Development. There are also four *specific areas* which are: Literacy, Mathematics, Understanding the World, Expressive Arts and Design. Children work towards achieving success in these areas by the end of the Foundation Stage, their first year in school.

National Curriculum

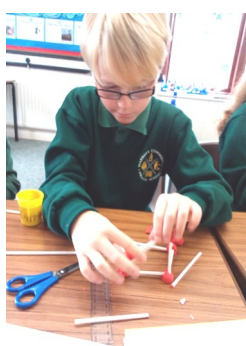
Across the whole school children are taught all of the National Curriculum subjects as part of our skills-based creative curriculum, however some areas will still be taught as discrete subjects. All work is carefully planned by staff to related topic themes using the school schemes of work which are designed to be progressive, well balanced, stimulating and challenging. The National Curriculum core subjects of English, Mathematics and Science take up a significant amount of the curriculum time. The younger children tend to work a more integrated day, which enables their teachers to plan for shorter sessions.

English (Literacy)

We place great value on Literacy. The skills of writing are taught each day and children apply their knowledge of presentation, grammar and spelling to all other areas of the curriculum. We teach reading by focusing on the three main skills children use to read; context clues, sight vocabulary and phonic knowledge. We emphasise the value of reading books by allowing children to borrow books as soon as they start school, and we strongly urge parents to share these and other books with their children. In Key Stage 2 we use an on-line reading programme called Accelerated Reader. This system quizzes children after they have finished reading their book giving instant feedback on their comprehension allowing teachers to receive analysis of how well they are performing.



Mathematics (Numeracy)



We aim to teach children not only to count and calculate, but also to be able to use their numerical skills to solve problems and investigate the world around them. The programme of work is designed to develop children's numeracy and mathematical skills and fits well with our general aim expressed above. The programme based on the National Curriculum is delivered on a daily basis to all children.

Science

We aim to develop children's interest and enthusiasm for this important subject by providing active and engaging learning experiences. Children plan and participate in investigations; they create questions then solve problems by making close observations, predicting and fair-testing. Relevant scientific vocabulary is taught to enable children to explain and discuss their findings and knowledge. We also aim to foster responsible attitudes towards the environment and an appreciation of the need for good health and safety procedures.



Computing

Computing, which plays a key role in teaching and learning today, is used as a tool to support children's learning and to help teachers assess children, track progress and plan future work. The school follows the National Curriculum guidance for teaching of Computing. We have a large computer suite in which every class has dedicated time slots each week. Children also have the use of tablets which are used in classrooms to aid learning within other subjects.

Foundation Subjects



Other subjects integrated into the curriculum themes include history, geography, art, music and design technology. Using the National Curriculum, teachers look for natural links across the subjects and topics. Teachers aim to provide a creative and stimulating approach to teaching and learning which includes special theme weeks and activity days.

Religious Education (RE)

The children attend a short and simple act of worship every day. Religious Education is taught following the school programme [which is based on the Agreed Syllabus for Cambridgeshire] and is often intertwined with Philosophy. The Christian religion plays a predominant part, but other religions are included, as are the universal values of forgiveness, self-respect, honesty and love. Children can be withdrawn for Religious Education lessons if parents make the request in writing to the Headteacher.

Home Learning

A working party consisting of parents, governors and staff is formed regularly to review the school's Home-Learning procedures. We do ask parents to ensure that this work does not prevent children taking part in activities out of school time. The policy can be found on our school website.

Private Music Tuition

At present visiting music tutors teach a variety of instruments which have included woodwind (flute & clarinet), guitar and piano. Parents pay tuition and instrument hire fees. Tuition is provided by the ASCA music service.

Educational Visits

We believe that from time to time children need to have experiences beyond the school site to bring their learning alive and make it real. We organise day trips for all pupils to a variety of different places to fit in with the unit of work being studied. Recently to support their learning, children have visited Warwick Castle, The National Space Centre and closer to the school, Hinchbrook Park and South Angle Farm.

Residential Visits

Our residential visits provide a range of opportunities for children and are very rewarding and worthwhile. We currently run two visits.

The children in Year 4 attend a 3 day visit with an outdoor adventure theme at Grafham Water Centre. The visit provides pupils with tuition and experiences not available at school as well as the experience of being away from home.

Children in Year 6 attend Kingswood or Caythorpe for a 4 day outdoor experience. The children take part in a variety of outdoor education activities such as abseiling, kayaking, climbing, fencing, archery and many others. The children are led by qualified instructors and again, experience life away from their family.

Residential visits can only happen with the support of our volunteer staff and other helpers. We are fortunate to have staff that are very supportive and keen to provide these excellent experiences for pupils.

Finances for visits

Unfortunately school budgets do not extend to travel and entry costs and we therefore seek a voluntary contribution from parents to cover the costs for trips. For residential visits the costs for board and lodgings are not voluntary. We always try to provide best value for money and give enough notice for parents to make their contributions. The school does not set out to make any money or profit from school visits. If we do not raise enough voluntary contributions for the visit then it may be cancelled.



5. Inclusion

Special Educational Needs and Disabilities (SEND)

At Warboys Primary Academy we endeavour to meet the educational needs of all our pupils. We do this by identifying and breaking down possible barriers to learning. The views of both the pupil and the pupil's parents are regularly sought. We believe parents play a vital role in supporting their child's education. Pupil participation is encouraged to ensure needs are monitored.

Children with special educational needs are offered full access to a broad, balanced and relevant education, differentiated to suit their individual needs.

Following guidance from the Code of Practice, pupils with SEND shall be identified as pupils who need interventions that are additional to, or different from, those provided as part of the school's usual differentiated curriculum.

Allocation of Resources

The Headteacher and Governors with the support of the Inclusion Leader, will allocate funds to meet the needs of pupils with SEND. The Headteacher will manage these funds paying due regard to the views of teaching staff, parents and the Inclusion Leader. The governors will monitor the success of the policy. Details of the 'Local Primary offer' can be found on our school website.

Accessibility Plan

At regular intervals an Access Audit is completed on behalf of the Governing Body. Any advisory points are addressed through the sequence of a rolling programme of improvements to the fabric of the building.

6. School Information

Absence

Our aim is to keep our school attendance above 96%

There may be occasions when your child falls ill and cannot come to school. We ask that you make the office aware of any absence by 9.00 a.m. You can contact the school and leave a message by phone or alternatively email the School Office or use the link on your Parentmail account. As part of our safeguarding procedures, please note that the office staff will call parents / carers by 9.15 a.m. if children do not arrive at school and notification of the absence has not been given.

Illness or accident while at school

Despite our care and concern, it is always possible that your child may be taken ill in school, or have an accident. We always do our best to comfort and tend to your child, but it may be necessary to get in touch with you to consider whether the child should go home, or visit the doctor.

In an emergency we will call an ambulance. It is therefore essential that we have the correct contact details in the School Office at all times. We will also ask you to complete a consent form allowing us to give permission for medical treatment in the event of an emergency.

Leave of Absence

Parents and carers are strongly urged to avoid leave of absence from school during term time. Should this be absolutely unavoidable then parents/carers need to fill in a form available from the School Office and return it to the office prior to the absence.

The government implemented new legislation that came into effect from September 2013 which means that schools may only authorise leave of absence in **exceptional** circumstances. Should leave of absence be taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Office, penalty notices or possible legal proceeding.

Named Clothing and Lost Property

Children are encouraged to go outside during the day throughout the year so it is important, especially for children who travel to school in the car, that they are equipped for wet weather and sunshine.

It is essential that a child's clothing and property be marked in some way as this does help when trying to trace lost property. Lost property is displayed at the end of each term after which it is recycled.

School Uniform

We encourage all parents to send children to school wearing school uniform. As well as looking smart and creating the right ethos for our school, it reduces unnecessary competition between pupils as to the latest trends and fashions. The school sweatshirt and cardigan can be ordered through our website and all other items can be bought from your preferred retailer. The school also has water bottles for sale and can be purchased from the School Office.

SCHOOL UNIFORM	
Girls	Boys
Shirt / Polo Shirt - White School Sweatshirt/Cardigan - Dark Green Knee Length Skirt - Grey Trousers Grey / Pinafore - Grey Shorts -Grey [should sit just above the knee] Gingham Dresses/Culottes - Green	Shirt/ Polo Shirt - White Trousers - Grey Grey Shorts [should sit just above the knee] School Sweatshirt - Dark green
PHYSICAL EDUCATION	
PE/Games	Swimming
Plain White T-Shirt Black Shorts Trainers /Plimsolls Blue / Black Tracksuit or Plain Black / Blue Jogger Pants & Sweatshirt (without hoods)	Trunks [no shorts] for Boys One Piece swimsuits for Girls Towel
FOOTWEAR	
Sensible plain black flat shoes without logos Ankle boots and knee length boots are discouraged, but if worn should be plain black and flat. Children will be asked to change out of boots if they cannot sit comfortably in them, on the floor ** Children should wear shoes they can fasten independently**	
<u>ALL ITEMS OF CLOTHING SHOULD BE CLEARLY NAMED</u>	
<i>All children require a 'clear' water bottle clearly named & brought into school daily</i>	

Removal of Non-Uniform Colours and Inappropriate Clothing

Children arriving at school in non-uniform or inappropriate clothing will be loaned an appropriate item from our supply whilst in school; their item of clothing will be returned to them at the end of the school day with a letter to parents.

Jewellery

For health and safety reasons and following Local Authority Guidelines, the policy **does not** allow jewellery to be worn in school. The exceptions to this rule are small plain stud earrings in pierced ears and a sensible sized watch - both of which must be removed for PE lessons to prevent injury.

Please note staff are not permitted to remove earrings.

7. Personal Development and Well Being

Positive Behaviour Management

Our school rules are the same throughout the school and the school day, including lunch time. They are shared with pupils at the start of every term and reinforced at intervals through work in class and assemblies. The rules are displayed throughout the school and in classrooms. The rules are:

- ***RESPECT***
- ***RESPECT yourself***
- ***RESPECT others***
- ***RESPECT property***

When pupils follow the school rules they are rewarded with a class treat. To ensure that children can feel good about themselves and the school, we will give a range of rewards for good behaviour.

- Verbal praise, as much as we can
- Stickers and stamps
- Star of the Week
- House Points and related awards
- Notes home to parents
- Headteacher's awards
- Participation in a class reward chosen by the class

We hold an assembly every Friday to celebrate the good work and behaviour of pupils giving out different awards and praise.

When pupils do not follow the school rules we have a '5 Steps' approach in order to provide consistency across the school. Any member of staff can sanction a pupil for not showing respect. To allow pupils to correct their choice of behaviour, in most cases the first step is a verbal reminder with no consequence. However, if pupils continue to choose inappropriate behaviour then the next step is applied. Consequences of poor behaviour choices range from a verbal reminder to 20 minutes white room detention and in very rare circumstances an internal exclusion or a fixed term exclusion from school may be applied if the incident warrants this.

Pastoral Support

In order to support the well being of our children we do employ our own pastoral worker. All children have access to the pastoral worker but on occasions some children may be directed to them on a more regular basis. The pastoral worker is also available for parents to talk to should they wish to and does act as a link with home, school and the localities team who give support to the whole family.

Anti-Bullying Policy

We have adopted Cambridgeshire's definition of bullying which is defined as **a persistent, deliberate attempt to hurt or humiliate someone.**

Our Positive Behaviour Policy also includes the school procedures for tackling bullying. A key issue in relation to bullying is informing a member of staff that it is happening. Not all incidents that are reported as 'bullying' are substantiated but we treat them all seriously.

If you know or suspect your child is being bullied, please inform the school immediately. There is a staged response that is adhered to within school.

Staying Healthy

We encourage pupils to keep themselves hydrated during the school day by asking them to bring water into school in a clear water bottle. We have also developed a travel plan to focus on safer routes to school, encouraging children to walk or cycle whenever it is possible. We also work closely with our catering provider, to ensure that the lunches meet national guidelines on nutrition.

Mid-Morning Snacks

We understand that some children feel the need to eat something between breakfast and lunchtime. Children in Foundation, Year 1 & 2 are provided with a fruit or vegetable snack as part of the "Fruit and Vegetables for School Scheme". We encourage other healthy snack choices for other pupils and ask that parents do not send crisps, sweets or chocolate for this snack. Foundation Stage children who are under 5 years of age are provided with free milk under the 'Cool Milk' scheme, which ensures children can drink milk every school day.

PSHCE (Personal, Social, Health and Citizenship Education)

The school teaches PSHCE every week as it recognises the important part that it plays in children's personal development and well-being. The school uses SEAL (Social and Emotional Aspects of Learning) alongside Cambridgeshire's scheme to deliver a programme of work.

Sex and Relationships Education

Although no longer part of the primary curriculum, governors feel this subject remains an important aspect of children's learning. Sex and Relationships Education is taught from Year 1 following the Cambridgeshire guidance. Before this topic takes place details of what is being covered in each year group are sent out to parents. This allows parents an opportunity to review the materials used and to ask questions about the school's approach prior to the topic being taught. Parents have the right to withdraw their children from Sex and Relationships Education and should you wish to do so you should, in the first instance, speak to the class teacher and follow this by putting your request in writing to the Headteacher.

Drug Awareness Education

The school follows a locally agreed policy for Drug Education. All children receive drug awareness education - from looking at medicines with younger children through to awareness of illegal substances with Upper Key Stage Two. The teaching of drug awareness is often undertaken by our partner agencies.

Safeguarding Pupils

We take the safety of our pupils very seriously and closely follow guidelines to ensure that all adults working with our pupils meet essential criteria before being employed or undertaking voluntary work.

Warboys Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. A DBS check will be undertaken for all staff and regular volunteers.

Internet Use and E-Safety

As technology advances children are making more regular use of the internet both in school and at home. The internet brings many advantages to learning but with more use, it is important that children, parents and staff are fully aware of the needs for safe use of the internet. The school has a policy and guidance on this subject, which can be found on our website.

Child Protection

The Education Act 2002 (section 175) states: "It is a duty for all Local Authorities and schools to make arrangements to safeguard, and promote the welfare of all children". In general, the welfare of a person can be seen to include health, happiness and prosperity.

All adults are responsible for passing on any information that gives rise to concern about a child's welfare to the school's designated person for Child Protection. The designated person will generally discuss any concerns with the parent/carer and if necessary seek their consent to a referral to social services. This will only be done where such discussion and agreement-seeking will not place the child at an increased risk of significant harm. It is hoped that all parents/carers will appreciate how difficult it is for schools to carry out this delicate responsibility, and accept that all staff in school are acting in good faith and in the best interests of all children. The designated Child Protection officers are the Headteacher and the school pastoral worker.

Medical Matters

Education Authorities may, by law, hold medical examinations in school from time to time. Your child may be seen by the school doctor or nurse and given a medical during his/her stay in primary school (between 5 and 11 years of age) and a biannual dental inspection. You will be urged to attend any medical so that you can discuss your child's health and benefit from the advice of the school nurse or doctor. Your child may also be seen by the school doctor or school nurse from time to time to ensure that any recommended clinic or hospital treatment has been satisfactorily carried out.

The community dentist visits occasionally and we will always seek your permission prior to examination. Sometimes children are referred for hearing tests, either by the school doctor or the school. You will be informed of any result, and no such tests can take place without your permission. The school has access to a school nurse who visits now and again and is available for discussion with parents. This could be regarding any matter of health or well-being.

Medicines

We are not able to administer medicines at school unless they are prescribed and the necessary forms have been completed. Most GPs now prescribe antibiotics in three doses so they can be taken outside of the school day, however there are always exceptions and we will be pleased to discuss these with you. Please contact the School Office for further guidance.

School Security

All visitors must report to the School Office, where they must sign a visitor's book. The inner doors of the front entrance have a security lock that can only be opened by a member of staff from inside, or from the School Office.

The need to keep track of the people in the building is important for two reasons: Firstly to ensure that only those people who have business in the school are admitted. Secondly, in the event of an emergency when the school must be evacuated, everyone must be accounted for.

At the start and end of the school day we ask that parents and children use the side gates to the school. The exception to this is when collecting children from extracurricular clubs after 4pm, when children should be collected via the main gate and the School Office. For the safety of children, we advise that children in Key Stage 1 be brought to and are collected from school by a known adult. We ask that you notify the office of any change in normal routines. If your child is in Key Stage 2 and you wish them to walk home after a club, we ask that you give your consent to this in writing.

If your child arrives late for the start of school and the outside doors are closed, please go to the School Office where your child will be entered onto the register. In the rare occasions your child has to leave school early, please come to the School Office where the office staff will ensure that they are checked out correctly.

Children going home for lunch should be signed out at the office at 12.15 p.m. They should be returned back to the School Office by 1.15 p.m. and no earlier than 1.10 p.m.

8. Pupil Partnerships

Responsibilities

All pupils are encouraged to make contributions to the class, school and community as they progress through the school. We achieve this in a variety of ways from giving jobs within the classroom routines through to being a member of the school council.

School Council

Our school council is made up of representatives from all classes in years 1-6. Each class nominates a representative and their role is to attend meetings and feed back information to their class.

Over the course of the last few years the school council has taken a role in appointments (including that of teachers, Assistant Headteachers and the Deputy Headteacher), choosing lunchtime equipment and reviewing the school Behaviour Policy and the Home Learning Policy. The school council also organises small fundraising events. It is given a small budget to manage, which can be spent on items that benefit as many children as possible. Purchasing playground equipment is usually high on their agenda.

House Structure & House Captains

All children are put into one of four Houses, which are named after four famous people linked to East Anglia (Blake, Jenner, Royce and Cromwell). Siblings are usually placed in the same House. Over the course of the week we count house points and award the house shield every Friday to the winning team. Children also have opportunities to represent their teams in sporting competitions and activities throughout the year.

Each year the pupils elect two captains and two vice captains for their house. Year 6 pupils can be nominated for the role and have to make a presentation to their peers as to why they should be a captain. The House captain perform several roles including helping in assemblies, showing visitors round and helping at parents' evening.

Fundraising and Contribution

We encourage all pupils to give something back to the local and wider community. This can be done through special fundraising days or competitions. We usually nominate one or two charities to support. For example, the children have dressed up for Children in Need and taken part in competitions, and raised money for good causes including, Magpas, Red Nose and the local Rotary Clubs.

9. Parent Partnerships

We believe it is important that the school has strong links with the community and that parents should be involved in the education of their children for the benefit of both parent and child. In the Autumn and Spring Terms parents are invited to meet their child's class teacher to discuss progress. Written progress reports are issued at the end of the Autumn and Summer term with an opportunity to follow it up with a face to face discussion if required.

All parents are invited to attend the Parent Forum meetings which are run by parents for parents. The parent forums are aimed to give parents an opportunity to voice opinions on key school development issues and to support the leadership team with policies and procedures.

Parent Teacher Friends Association (PTFA)

Warboys Primary Academy has a very active Parent Teacher Friends Association. All the parents and staff are automatically members of the PTFA and all work is done on a voluntary basis. Our main objective is to raise money for the school, which we do via various events. The main events are the Summer Fete and a sponsored event. There are lots of other activities held throughout the year which you will hear about in the form of newsletters, posters around the school and village and flyers in the children's book bags. The funds raised go to pay for additional resources for children around the school. The AGM is held each September when elections for the committee take place. Anyone one who wishes to help at any level is always welcome.



Volunteer Help

Volunteers are always welcome both for PTFA events and to help in school and on school outings. If you are interested in assisting a teacher in some way, e.g. preparing booklets, cutting card, repairing books, supervising cooking, needlecraft or even spending time listening to children read, please contact the School Office.

You will appreciate the high value we place on safeguarding our children, therefore all adults working regularly with children, in whatever capacity, (including volunteers) will be asked to complete a DBS prior to working in the school. We appreciate parental help on school visits and other one off occasions too but cannot guarantee that a parent will be able to accompany his or her child.

Car Parking and Travelling to School

We should like parents to encourage their children to walk or bike to school. However we do realise that some parents have no choice but to drive and we would ask that you park sensibly around the local area. The school does not have car parking spaces for all, therefore:

The school car park is not open to parents at peak times [8.10am - 9.30am & 2.30pm - 4.00pm]. However tempting it is to nip in, we ask that you park elsewhere and walk the remaining distance to the side gates.

10. Additional Information

School Meals

The school outsources the running of the kitchen. A hot meal is prepared daily and cooked on the premises or alternatively you can order a packed lunch. Our caterers aim to produce healthy, balanced, well-presented meals as an integral part of our Healthy School agenda.



Menus are available in advance so that you can help your children with their choice of food for the week ahead. All menus should be returned with choices by Friday morning for the following week. Each meal costs £2.30 and payments should be made on *Parentpay* online. You will be issued with your unique username and password when your child begins school. Menus can be viewed on the noticeboard outside the School Office. All Foundation and Key Stage 1 children are now entitled to a free school meal. No special form needs to be filled in but children still need to fill in their menu choices.

Your child may be entitled to Free School Meals and we would encourage you to apply if you think this may be the case. Families who receive Free School Meals may be entitled to support for other areas such as visits and purchasing of school uniforms. Please ask the School Office for further details.

Packed Lunches

Facilities are available for children who wish to bring packed lunches. As we are a Healthy School, we encourage you to pack a healthy lunch for your child. Please could you kindly take note of the following points:

- Please mark the lunch container with your child's name and class;
- Please do not send tinned foods or sweets;
- No cutlery is provided, if this is needed please enclose it;
- No glass containers, fizzy or hot drinks;
- Please try to avoid products that contain nuts.

Lunchtime Supervision

At lunchtime children are looked after by a team of Midday Supervisors led by a Co-ordinator. Some staff have trained as play leaders to encourage children to develop co-operative and inclusive play. We have a range of play equipment and run a playground friends project, where older pupils run activities for the younger children.



School Photographs

Twice a year a school photographer visits the school to take the children's photographs. Individual photographs and family groups are taken in the Autumn Term and pre-school children are welcome to come along too. Class and team photographs are taken in the Summer Term. There is no obligation to purchase any photos.

Carrying Money

The school is gradually becoming a cashless society. Payments for meals, clubs and events can be made on line via 'Parentpay'. It is inadvisable for your child to bring large amounts of money to school. Where this is unavoidable the money should be placed in a sealed, named envelope and given to a member of staff for safekeeping.

Charging Policy

The governors have a charging and remissions policy which states that, subject to statutory restriction, voluntary charges will be made for all extra school visits requiring transport and admission fees, and for groups visiting the school. No child will be denied a curricular experience if their parents do not make a voluntary contribution. The school has very limited funds at its disposal to subsidise activities as outlined above and events may have to be cancelled if sufficient funds are not forthcoming.

Conduct at the School

While on the school site, we expect everyone to adhere to the policies set down by the Governing Body. Warboys Primary Academy is a no smoking or vaping site, this includes all the school grounds. All pupils and parents who cycle, or scooter to school should dismount when on the school premises. This is for everybody's safety including the young children who are around at the start and end of the day.

Finally, the school treats everybody with courtesy and respect and we expect to be treated the same. We will not tolerate any abusive language or behaviour towards any member of staff at any time.

Mobile Phones

We ask pupils not to bring mobile phones to school. We will confiscate any mobile phone that is used by a pupil on the premises and ask for parents to collect the phone. If children need to contact their parents during the school day, they should speak to their class teacher. The school does not accept any responsibility for any damage to, or loss, of a mobile phone.

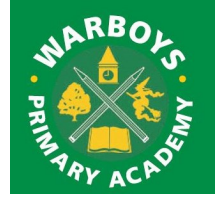
Complaints

If you are unhappy with any aspect of your child's education we ask that you first take up the matter with the class teacher prior to involving a member of the senior leadership team, or the Headteacher. Should any staff not be able to resolve the problem you have the option to make a formal complaint using the schools complaint procedure which can be found on the school website.



TERM DATES

2019/2020



AUTUMN TERM

Training Day - Monday 2nd September 2019
Autumn Term Opens - Tuesday 3rd September 2019
Half Term - 21st to 25th October 2019
Training Day—Monday 28th October 2019
Autumn Term Closes - Thursday 19th December 2019

SPRING TERM

Training day - Monday 6th January 2020
Spring Term Opens - Tuesday 7th January 2020
Half Term 17th to 21st February 2020
Spring Term Closes - Friday 3rd April 2020

SUMMER TERM

Summer Term Opens - Monday 20th April 2020
May Day - Monday 4th May 2020
Half Term - 25th to 29th May 2020
Summer Term Ends for Students Friday 17th July 2020
Training Day Monday 20th July 2020
Training Day Tuesday 21st July 2020

