**Abbots Farm Junior School**

**Prospectus 2021 - 2022**

***Learners for Life***

***Farmers Forever***

 **Welcome to Abbots Farm Junior School**

Whether you are joining us during the academic year or at the start of the junior school journey, a warm welcome awaits you when you arrive at our school. A happy start is important for all of us and we try very hard to make the transition smooth and rewarding. We encourage parents and children to visit the school during a normal working day to see the happy and caring ethos of the school in action.

**Aims of the School**

**Our Key Values:**

**Ambitious Healthy Body and Mind Reflective Resilient**

We aim to motivate children to have a thirst for learning through providing a wide variety of planned and spontaneous experiences, which promote **AMBITION** and help children gain a **HEALTHY** perspective of themselves and others.

By understanding what our children already know, we provide for the needs of each individual and, through high-quality teaching, enable them to achieve their goals.

We aim to develop **REFLECTIVE, RESILIENT** young people who know how to persevere when faced with difficulties and accept making mistakes as part of their learning journey.

By providing an effective partnership with parents and the community, we strive to ensure our children develop respect for themselves, their families and others and approach learning as a tool for life.

**Pupils joining our school**

For the academic year 2021 - 2022, administration of admission arrangements to community schools is arranged by the Local Authority. This reflects the current arrangements for admission to secondary schools.
The process can be completed online or by requesting forms from the admission department at Warwick. Please check the Warwickshire website:

[www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) or telephone (01926 414143) for further information.

**Accommodation**

The children enjoy the excellent facilities our school provides. We have a large building with extensive grounds; two playgrounds, two football pitches, quad, wildlife area and our own school pond. The school building has eight classrooms, an outdoor classroom (The Den) and a unit that houses a music studio and cookery room. The unit also accommodates Kidzone, our Before and After school club. We have a large main hall which is used for PE sessions and as our dining room. We have installed a lighting and sound system which has greatly enhanced our school productions, assemblies and other events. Our catering department cooks meals on the premises and children can purchase a hot meal or bring packed lunches each day.



Each classroom has an interactive whiteboard and a class computer with internet access; the children also have access to laptops and iPads throughout the day.

 **Organisation**

Children spend four years in our school and each age group is classified as follows:

Age/Year

7-8 years old Year 3

8-9 years old Year 4

9-10 years old Year 5

10-11 years old Year 6

The number of pupils on roll is currently 264 and in September we will have 8 classes. Our standard number is 66 pupils per year group. Within each class, pupils are taught individually, as a group, or as a whole class but always according to their need and abilities.

All children between the ages of 7 and 11 study a National Curriculum which has core skills in English, Mathematics, Computing, Religious Education and personal development as well as skills for life-long learning.



The school is divided into houses (Kestrels, Ospreys and Eagles) which are led by house captains and house ambassadors. The children undertake a variety of house competitions and earn house points which lead to a trophy being presented each term. This year we will be introducing House assemblies, House ambassadors and inter-house awards as part of our ***School Values*** promotion.

**Parent Partnerships**

We welcome parents and carers into school, believing we are partners in the education of your children. There are many opportunities for parents to become involved in the work of the school and to gain a greater understanding of its work. Parents’ time and expertise can be used in many ways in school and are greatly valued. Police checks and DBS checks are carried out on all adults helping and working in school. If you are able to help, especially on a regular basis, please contact the office.

We try to offer many opportunities for parents to join us in the school year as we are a family centred school. Parent consultation evenings, information evenings, sports events, class assemblies, open afternoons, bake and share events, PTA events, performances at Christmas and the Year 6 Leavers’ are just some of the opportunities available to share in your child’s experiences at Abbots Farm.

Parent – Teacher Partnership

Education is undoubtedly a partnership between parents and teachers. We welcome and encourage parents taking interest in school life and activities. All families are provided with our Home-School-Child agreement on joining the school. It is really a short version of expectations and standards that appear here in this prospectus in a much fuller version.

Contact between school and home is considered important to ensure that children achieve their best. For this reason a system of formal opportunities for consultation with parents is in operation. Parent-teacher consultations are held twice a year (October & February). Mid-Year Reviews are completed at the half-way stage of the year to jointly assess pupils progress with a full detailed written report given at the end of the academic year. However, parents should not feel restricted to discussing their child's progress only at these times. The Headteacher and staff are always ready to hear about any issues parents may have and are willing to help if they can.

**Communication with parents / carers**

The school communicates with parents / carers in various ways via emails, monthly newsletters, questionnaires and general information letters. All our pupils are issued with a learning diary which is used to communicate between home and school. Information is also placed on our new website [www.abbotsfarm.co.uk](http://www.abbotsfarm.co.uk) . We also use Twitter regularly (@abbotsfarm) to share the successes and achievements of our pupil with our local and wider communities.

The website offers additional information and guidance on supporting your children with their learning, greater opportunity for sharing celebrations and a wider range of general resources. We will update all of the community of the new site when testing has concluded.

**Parent Teacher Association**

The PTA is made up of parents, carers, staff and governors of the school who provide invaluable support to the school in organising many events. The money raised provides extra facilities and equipment for the pupils. They hold regular meetings and if you are interested in becoming an active member or just helping out occasionally then they would love to hear from you. The PTA needs parental support to continue to enrich your children’s lives during their time at our school.

**Governors**

Another way that parents can become more involved with the school is through the governing body. The Governing Body of the school consists of people from a variety of backgrounds, who are elected, nominated or co-opted and are a representative of parents and teachers, the Local Education Authority and the local community. School governors work with the Headteacher and are responsible for setting the strategic direction of the school. Meetings are held at least once a term and committees meet in addition to the main full governors’ meeting. If you would like to be a school governor please contact the Headteacher to find out if there are any vacancies and to ask for further information about the role of a governor.

**General Information**

The School Day:

8.40 – 8.50 The gates are opened for children to go straight to their classrooms.

All children need to be in school before the **8:50am bell** is rung. ‘Start of the

 Day’ activities are completed in classrooms during this time.

8.50 – 9.05 Registration

9.05 – 12.20 Morning Session (Children get a 15min mid-morning break).

12.20 - 1.20 Lunchtime (We stagger lunches to avoid congestion - Lower school

 lunchtimes are 12-1pm)

1.20 – 1.25 Children line up on the playground and then go to cloakrooms and

 prepare for afternoon session.

1.25 – 3.20 Registration and afternoon lessons

A member of staff will open the gates at **8:40am**. **No child** should be on the premises before 8.40am (unless attending Kidzone or an organised breakfast club) and all pupils should have left the school premises by **3.35pm** at the end of the school day (again, unless attending Kidzone or an organised after-school activity). We are not legally responsible or insured for your children before or after these times unless they have been allocated a space in one of the clubs taking part before or after school. We must strictly abide by our school insurance restrictions. If it is felt necessary, we may contact the Rugby Children’s Team if parents fail to collect their child and no communication has been received. Please note: Any child not collected **before 3:35pm** without prior communication will automatically be placed in the after school club and parents may be charged a session cost.

**Absences and Exemptions**

If your child is absent through sickness or any unexpected reason, or may be late into school, please inform the school by telephone in the first instance BEFORE THE START OF THE SCHOOL DAY.

The school must collect and report details of absences by law and so all absence % levels are monitored closely by the School Business Manager and regularly reported to the Local Authority Attendance Enforcement Officer. You may receive attendance monitoring letters if your child’s attendance falls below a certain level. If your child’s attendance falls below 90% this is deemed “persistent absence” and must be monitored and reported.

The Government issued new regulations in September 2013 regarding Leave of Absence which removed the Headteacher discretionary power to grant leave of absence for a family holiday. **We can therefore no longer authorise any family holiday under any circumstances.**

Parents can request a Leave of Absence for exceptional circumstances **(NOT family holidays)**. The School Business Manager will consider each request on an individual basis and will consult with the Headteacher if necessary. Levels of prior attendance will be taken into consideration. Further information can be obtained from our Attendance Policy which is available to view on the school website.

**Early Leaving**

The Headteacher and staff are responsible for the safety of children while they are at school. Whenever it is necessary for a child to leave the premises during school hours, he/she should be collected from the office by a responsible adult. The class teacher should be informed in writing (in advance, where possible) of the time a child needs to leave school, together with details of the person collecting them. Children should notbe asked to make their own way home, or to “meet parents by the shops”.

**If your child becomes ill in school**

In the first instance they will be monitored for a short time to see if they improve. Parents will be contacted if we do not see any significant improvement or if we feel the child needs to seek medical attention. On joining the school, parents complete a contact sheet which must be updated with any changes to emergency contact details as soon as possible.

**First Aid**

Our class based staff, Kidzone staff and lunchtime supervisors have received certification in school first aid. Simple first aid is given at school when deemed necessary but if an accident needs medical attention we will make every effort to contact you first, but our priority will be to seek aid for your child and an ambulance will be called. The child will be looked after by our staff until the ambulance arrives and the Headteacher or a member of the Senior Management Team will accompany the child to the hospital and wait until the parent arrives.

If your child bumps their head or has a minor injury which still needs to be monitored but does not warrant sending the child home, a letter will be sent to inform parents. We also send a text message to alert parents to any head bumps.

**Medicines**

If your child needs medication during the day, please can an adult bring in **one day’s dosage** only, clearly labelled with your child’s name to the school office. Staff are not permitted to administer medication but they can supervise and support the child. Parents will be asked to complete a form to give consent for the child to have medication at school with the dosage requirements.

All medicines including regular medicines such as Inhalers are kept securely in the classroom.

Parents must complete an asthma card giving details of the correct inhaler to be used and trigger alerts for asthma attacks. If required, diabetic medicines are also stored securely in school - parents and staff will then consult on a daily management plan.

All medical forms are available to download on our website – please complete and return.

From time to time we do have cases of head lice in school. We send out a text to the relevant year group so that other parents can check their children’s hair to try to prevent a cycle of re-infection occurring. Parents should report cases to the office and they are happy to give advice on the best treatment.

**Returning to school after illness**

Children returning to school after illness should clearly be fit to do so and free from infection. The school follows the local health authority guidance on infectious illness incubation periods and parents can seek advice from the school as to when a child should return after common infections. A child must be off school for **48 hours** following the last time they were sick before they attend school again to prevent the spread of common sickness bugs.

**Emergency Contact Information**

Please ensure that your contact details are kept up to date and that the school is told about any changes to the child’s health during their time with us.

**School Uniform**

All children who attend Abbots Farm Junior School are expected to have pride in their appearance and the school uniform is important in achieving that aim. Uniform is by definition restrictive but it does ensure all children are smartly and sensibly dressed, giving them pride in themselves and a sense of belonging to this school and all that means.

Shirt: Plain white or school polo shirt

Trousers / Skirt Grey / Black (NOT fashion trousers / jogging bottoms or jeans)

Jumper: Royal blue V or round necked jumper or school sweatshirt

Socks: Black / Grey or white (or black/grey tights)

Summer dresses Small blue and white checks or stripes

**Sensible black school shoes (Boots are allowed to be worn to and from school but not in school)**  – **trainers are not allowed** (except for PE)

|  |  |
| --- | --- |
| Inside P.E.Abbots Farm sports shirt or white polo shirtBlack or white shortsShort white socksBlack or white pumps | Outside P.E.Yellow, red or green long sleeved shirt and socks, (house colours) with black or white shorts.TrainersTracksuit for cold weather *(It is important that children have* ***warm*** *clothing for outside games, e.g. a tracksuit or old jumper & jogging bottoms.)* |

It is important for pupils to wear correct clothing for physical activities. A complete change of kit is required for PE activities. All clothing should be clearly labelled. Jewellery must not be worn for sporting activities and long hair should be tied back.

Every child also needs an apron, (an old shirt or overall will suffice) for art and craft activities

(clearly labelled please.)

**Jewellery and Hair**

The only items that are considered appropriate are watches, and studs or sleepers worn in pierced ears (these must be removed for PE unless parents send a letter which will release the school and governors from all legal responsibilities in case of injury). The school will not allow jewellery or cosmetics unless for cultural reasons, and then only if approved by the Headteacher.

Hair styles should emphasise tidiness and we do not allow extreme haircuts - No shaved heads or any shaved lines. Hair should not be treated to alter its natural colouring and should not have designs shaved or coloured into it. We also do not permit gel in the hair as this affects our PE mats, etc. These are common expectations in all Rugby schools and we feel that this is a crucial part of our smart school uniform.

***We believe that children should be encouraged to develop inner confidence rather than rely on external image.***

**Purchasing Uniform**

There is no single supplier of the school uniform and all the items listed above can be purchased from a number of suppliers. Abbots Farm sports shirts, sweatshirts, etc. bearing the school crest, can be purchased through ‘Webb Ellis’ on St Matthews Street in the town centre. Book bags can be purchased through the uniform shops also – we no longer stock them at school. We also hold occasional second-hand uniform stall where parents can purchase good quality donated clothing.

**Additional Information**

Any lost property is stored for a reasonable period of time, but it is often difficult to identify items that are not labelled. If your child loses something they should check in the lost property box in the Site Manager’s room. Displays of lost property are periodically made and if it is not claimed then each term the items are given to a local charity.

During the warm summer months, children should have sun protection cream applied before coming to school. They will also need a sun hat.

We ask that children always have a coat in school as we encourage the children to have regular intervals to run and play actively in the fresh air at break times.

On snowy days, we will allow the children to play outside if they have a coat, warm clothes and suitable additional footwear (i.e. wellies). We rarely close due to snow, however if you tune into local radio stations or check the school website you can find updated school closure information. We will also try to send a text message to parents to inform of school closures.

Educational visits

There continues to be a wide range of exciting educational visits on offer at Abbots Farm Juniors. These are planned to inspire the children with their learning and to consolidate their skills. In line with the governors' charging and remissions policy, in order for these activities to take place, they rely entirely upon voluntary parental contributions as there are no funds for them. Your child will not be excluded from the activity if you choose not to contribute, but the viability of the activity may be doubtful.

**School Meals**

School hot lunches are available and are cooked on the school premises. The menus work on three week rota and we have a colour-coded system which follows the government’s healthy eating initiative. Payments for meals should be made IN ADVANCE on a Sunday for the week. Payments must be made online. If your child is absent then a credit will be made. Payments can be made for half term or full term in advance. If you think your child is eligible for free school meals, we have enclosed information on how to apply within your admissions pack.

**WE ARE A NUT FREE SCHOOL! As we have pupils with severe allergies, we are now a nut free school – please do not bring in any snacks or food containing nuts**

Children who do not have a school meal may either go home for lunch or bring a packed lunch, which should be brought to school in a secure container labelled with your child’s name and class. We are a healthy school and therefore we encourage parents to ensure that they provide a healthy balanced lunch for their child. They should not bring any fizzy drinks or sweets and in the interests of health and safety, we would ask that children do not bring glass bottles or cans.

If your child forgets his or her packed lunch we will try and contact you; if we are unable to do so, we will supply a school lunch and ask you to reimburse us later.

**Snacks and drinks**

If you would like your child to have a mid-morning snack, we encourage them to bring in fresh / dried fruit or vegetables. **No sweets please**.

We encourage the children to take regular water drinks throughout the day as we understand the need for children to stay hydrated. Children are provided with an Abbots Farm water bottle when they start school, which is stored in classes and cleaned regularly in school by the premises team. No flavoured water or cordials please as this causes us to have issues with ants in the classroom). We have water stations in both upper and lower school for their bottles to be refilled.

**Relationships, Rewards and Sanctions**

At Abbots Farm, all staff prioritise the building of strong relationships with our pupils. To ensure that every child feels safe and has the opportunity to reach their potential, staff follow our relationship policy to deliver a consistent approach to building relationships and effectively managing behaviour.

Our school rules are:

**We are Kind**

**We are Respectful**

**We Always Try our Best**

These rules are displayed around school and are supported by a simple and effective colour coded ladder, based on the Good to Be Green system. Children are encouraged to demonstrate these values at all times and are rewarded with stickers, class tokens and additional rewards in recognition of their efforts.

Other acknowledgements, such as: *‘Learner of the Week’* certificates, ‘*Best Work Stamps’,* termly house and whole school prizes and inter-year awards, all form part of creating an ambitious environment where children thrive on giving their best effort.

Where children have not demonstrated the rules and school values effectively, they are encouraged to reflect upon their actions by engaging in discussion with a staff member about the choices that they could have made and the impact their actions have.

On the occasions where behaviour is deemed to be risking others’ safety and wellbeing, parents may be called to discuss such incidents. A collaborative approach between school and home is something that we fully embrace as it has a much stronger impact in all areas of your child’s development, particularly their personal development.

For further information on our Relationship Policy, and our other policies relating to behaviour/inclusion/exclusion, please refer to our school website.

**Pupil Leadership**

During the year, we encourage pupils to be active citizens and support their peers by undertaking roles such as house captains, play leaders, peer mediators, anti-bullying ambassadors and community team members. Pupils have the chance to volunteer for certain roles and are chosen by staff for others. This is a great opportunity to develop their young leadership skills and show ***Ambition*** throughout their time at school.

Much of the success that the school has experienced has come from the excellent examples our young leaders demonstrate by supporting the rest of our community in achieving their best. We hope they continue to inspire the newest generation of Farmers as they arrive in September.

**The Curriculum**

The curriculum consists of all the learning opportunities provided by the school. Timetabled lessons, out-of-school activities and all the attitudes, moral values and styles of behaviour promoted and supported by the school are therefore encompassed in the curriculum. The curriculum reflects the broad aims of the school which are to develop and deepen each child's knowledge, experiences and imagination; to raise awareness of moral values and prepare each child to enter the adult world when formal education is over.

While there is a need for general aims and objectives, we never lose sight of the requirements of individual children. These will be wide because of the varying rates of physical, intellectual and emotional growth. Both the curriculum and the teachers who design and deliver it are sensitive to the differing abilities and interests of children. They provide a programme of appropriate range and pace to help all children achieve their potential. The ethos of the school and its curriculum is designed so that children can succeed in a wide range of endeavours. A sense of achievement is one of the greatest motivators towards further success.

In common with all other state schools, children at Abbots Farm Junior School follow the National Curriculum. The National Curriculum consists of core subjects: English, Mathematics, Science and Computing, as well as other subjects known as foundation subjects, Design and Technology, History, Geography, Music, Art, Modern Foreign Language and Physical Education. In addition schools must offer Religious Education.

Our organisation and the delivery of the curriculum is designed to ensure that:-

* Pupils are properly equipped with the basic tools of learning.
* Recognition is given to the importance of first hand experiences and practical tasks in the acquisition and application of knowledge and skills.
* Teachers’ expectations of what pupils are capable of achieving are high and pupils’ learning is structured, relevant and stimulating.
* Pupils are encouraged to become self-confident, self-disciplined and courteous; to set their own high standards and appreciate when they have attained them.

The National Curriculum is not the whole curriculum and we offer many other enrichment opportunities such as cooking and gardening sessions. At this school, pupils are actively encouraged to attend the range of activities on offer outside normal teaching time. These activities are entirely voluntary and arise from the dedication and enthusiasm of the staff who accept responsibility for them. As staff members leave and new ones arrive, the range of activities change but we always endeavour to offer a wide menu.

County Music Service also provide peripatetic teachers to give individual and small group lessons each week. Please see the separate form in your welcome pack.

**Swimming**

Prior to the COVID pandemic, children in Year 3 attended swimming lessons at the Queen’s Diamond Jubilee Centre for half hour swimming lessons every Friday for **the full academic year**.

For September 2021, we are still finalising details of what provision looks like for swimming for pupils at Abbots Farm. Given that the National guidance specifies that ‘all children must attend the swimming lessons as part of the National Curriculum until they are able to swim competently, confidently and proficiently over a distance of 25 metres’, we are eager to ensure that provision is in place for our newest cohort and for those who have missed out this past year. \*Further details will follow in due course.

Special Educational Needs Provision

The school policy seeks to provide the full curriculum and equal opportunities to which all children are entitled as laid down in the National Curriculum. Modification of the curriculum may however, be required for some children at some time during their school career. It is backed by a committed team led by our school SENCo and supported by our highly skilled Teachers, Teaching Assistants and Pastoral Team who will support children who require additional support in the classrooms and with small group or 1:1 intervention. We also have a full-time Learning Mentor who works alongside our SENCo and teaching team to support pupils with a variety of learning and SEMH needs.

It is our policy to include open, positive and regular contacts with parents in relation to their children. It requires a collaborative effort between the teacher and the parent with the child at the centre.

Continuous assessment allows for:

 1. Screening

 2. Placement

 3. Programme planning

 4. Evaluation of programme

 5. Review of progress of pupil

Specialist learning and behaviour support is provided by the Specialist Teaching Service. The special needs team reviews children’s progress regularly and consults colleagues in order to provide a programme of remediation. Liaison with parents and outside agencies also plays an important part. The new SEN code of Practice came into force in September 2014 and there was a change from children being given a statement of educational needs to an Education Health Care Plan (EHCP).

However most children who are supported are not in possession of an EHCP/Statement and provision here may include:

 A. Mainstream curriculum plus support

####  B. A modified mainstream curriculum

 C. A developmental curriculum

Early identification of learning needs is a policy of this school and it enables staff to set appropriate targets and devise learning programmes for all children with special educational needs, including gifted children and those who have English as an additional language. These may be set on a termly or half termly basis. Parents will receive copies of the Individual Education Plans each term and will be invited to join in reviews of their child's progress.

Religious Education

R.E. is taught throughout the school using a topic approach. The Christian tradition provides the majority of the syllabus, although there is opportunity for reference to other world faiths.

There are regular school and class assemblies which are broadly Christian in character and are usually based around a moral theme. Both the R.E. syllabus and school assemblies are designed to meet the requirements of Warwickshire Agreed Syllabus. Parents have the right to withdraw their children from part or all of our RE lessons and assemblies after consultation with the Headteacher.

Relationship and Sex Education Policy

The governors of our school ensure that the school offers Relationship and Sex Education (RSE) equally to all children within this school, in line with the new national guidelines. Our aim is to prepare pupils to cope with the physical and emotional challenges of growing up, and to give them an elementary understanding of human reproduction.

RSE is seen as part of the broader PSHE curriculum which is taught in such a manner as to encourage pupils to have due regard to moral considerations and the value of family life. Pupils are taught the importance of personal relationships and the development of communication and decision making skills. National Curriculum Science ensures that all pupils learn about the life processes common to all animals, including the main stages of the human life cycle. We believe that the combination of the science and PSHE programmes will help all of the pupils within our school to become happy, well-balanced children.

\*The full PSHE policy, including a video explanation, is available on the school website.

Home Learning

Throughout the school, regular home learning is assigned to pupils. The length, variety and expectations of home learning are set out in our new Home Learning Policy, which was created in conjunction with the input from over 90 parents over the past two years. We view home learning as a very important extension of the children's work in school, and a chance for parents to be active partners in their children's learning. Pupils have home learning journals with weekly assignments. Our pupils are encouraged to be as creative as they wish when compiling their work and they can access materials to support this from school.

Reading, spellings and times tables are our most common and important home learning pieces. We encourage our pupils to read to an adult every evening. Optional topic home learning allows the pupils and their families to engage with the themed curriculum being studied that particular term and ‘opt in’ to undertaking tasks/research/creative opportunities. The topic home learning is sent out on a termly basis.

Your child's home learning is an opportunity for you to see the work he/she is involved in. It also serves to develop perseverance and self-discipline. Home learning, therefore, should be given the same serious attention as a classroom activity. The variety and length of home learning increases as the children move up the school. Parents are encouraged to contact the school if their child encounters particular difficulties in completing assigned work.

Teaching children to take care of themselves

Our staff at Abbots Farm are committed to safeguarding and promoting the welfare of the children at our school and we are keen to support your efforts as parents to protect your children. We teach children how they can take steps to protect themselves. We participate in the Warwickshire Taking Care Project each year where children are taught protective behaviours to keep themselves safe.

We work in partnership with other agencies like the Health Authority or Social Services, who share our commitment to protecting children. The people in these agencies can include, amongst others, health visitors, school nurses, social workers and doctors.

Our first concern is your child's welfare and therefore, on very rare occasions, there may be times when we need to consult other agencies. The procedures we follow have been laid out by The Warwickshire Safeguarding Children’s Board. If you want to know more about this procedure, please speak to the Headteacher.

Child Protection

At Abbots Farm Junior School, there is nothing more important to us than the physical, emotional and spiritual welfare of our pupils. For this reason we regard the need for safeguarding children from all harm as vitally important and work in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: ‘Working Together to Safeguard Children’ 2013, Revised Safeguarding Statutory Guidance 2 ‘Framework for the Assessment of Children in Need and their Families’ 2000, ‘What to do if You are Worried a Child is Being Abused’ 2003. The guidance reflects the recently updated, ‘Keeping Children Safe in Education’ 2016 (update expected September 2018).

Parents/Carers should know that the law requires **all school staff** to pass on information which gives rise to a concern about a child’s welfare, including risk from neglect, physical, emotional or sexual abuse. The staff will seek, in general, to discuss any concerns with the parent/carer, and where possible, seek their consent to a referral to Rugby Children’s Services. **This will only be done where such discussion will not place the child at increased risk of significant harm.**

Schools will seek advice from Social Services when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later shown to be unfounded. Parents/carers will appreciate that the designated person for child protection was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

**Our designated person for child protection is: Mr Joss Andrews**

**Our deputy child protection officers are:
Mrs Gemma Webb, Mr Karl Robinson, Miss Lauren Tate, Mrs Nicky Seneschall-Jones and Miss Poppy Azad**

For further information please refer to our Child Protection Policy & Safeguarding Policy and statement which can be found on our school website.

Sport

The school has a multi-purpose hall for indoor activities and lessons. For outdoor activities we have two hard playing surfaces and a field which is used for football, athletics, rounders and cricket. We also make use of a local open area for orienteering and cross country during the spring term. We work closely with our School Sports Partnership partners and through this we can offer the chance to take part in locally arranged activities for football, netball, cricket, swimming, tennis, tri-golf, athletics and cross country. Our pupils also compete in area and county sports events. All children who have represented the school at any sport have received school certificates in assembly. Please look at our School Sports Funding Grant report on the school website for further information.

Complaints

The school has adopted the Warwickshire County Council formal complaints procedure. Details of this can be obtained from the school or from the Clerk to the Governors. However, we would hope that all complaints could be dealt with by the school before anything got to this stage. If you have any concerns about your child’s education, please contact the school using the School Communication Flowchart as a guide to who you need to speak to. If you are unsatisfied with the outcome then the Headteacher should be notified.

**Important Information**

**School term and Holiday dates 2021-2022**

As required by the DfE, we have **5** Teacher Training Days throughout the year. We have ensured that our days are the same as Abbots Farm Infant School to support our working families. We have also tried to link our training days to half term breaks.

**Autumn 2021**

Teacher Training Day: Thursday 2nd September 2021

Teacher Training Day: Friday 3rd September 2021

Term starts: Monday 6th September 2021

Half Term holiday: Monday 25th to Friday 29th October 2021

Teacher Training Day: Friday 19th November 2021

Term ends: Friday 17th December 2021

**Spring Term 2022**

Teacher Training Day: Tuesday 4th January 2022

Term starts: Wednesday 5th January 2022

Half Term holiday: Monday 21st to Friday 25th February 2022

Term ends: Friday 8th April 2022

**Summer Term 2022**

Term starts: Monday 25th April 2022

Bank holiday: Monday 2nd May 2022

Half term holiday: Monday 30th May – Friday 3rd June 2022

Teacher Training Day: Monday 6th June 2022

Term ends: Friday 22nd July 2022

**Governing Body until Autumn 2020:**

Chair of governors: Mrs L Smith (co-opted)

LA governor: Mr G Smallwood

Staff governors: Mrs D Beech (Teacher)

 Mr J Andrews (Headteacher)

 Mr M Issitt (Site Manager)

Co-opted governors: Mrs T Forsythe,

Mrs L Bell,

Ms D Short

Mrs N Tank

Parent governors: Mr D Mistry (also Vice-Chair)

 Mrs S Jones

Clerk to governors: Mrs C Warneck (Contact can be made through the school office.)

**School Staff / Roles and Responsibilities 2021 - 2022 (subject to any staff departures in Summer Term)**

|  |  |
| --- | --- |
| Mr J Andrews | Headteacher  |
| Mrs G Webb | Deputy Headteacher  |
| Mr K Robinson | Assistant Headteacher / Class Teacher / Mathematics / Behaviour, Welfare and Inclusion Lead |
| Mrs N Senescall-Jones | Class Teacher / English Subject Leader / Teaching and Learning Lead |
| Miss L Tate | Class Teacher / SENCo / Behaviour, Welfare and Inclusion Lead (including Children Looked After (CLA) |
| Mrs D Berry | Class Teacher / Music Subject Leader |
| Mrs D Beech  | Class Teacher / PE Subject Leader |
| Mrs J Hartwell | Class Teacher / PSHE + RSE Lead |
| Miss C Trainer | Class Teacher / Art Subject Leader  |
| Mr C Wolsey  | Class Teacher / Science Subject Leader |
| Mrs J Bostock  | Class Teacher / Humanities Subject Leader |
| Mrs H Brant | Class Teacher / Modern Foreign Languages Subject Leader |
| Mrs A Bull  | School Business Manager |
| Mrs L Bowcutt  | Office Administrator  |
| Mr M Issitt | Site Manager / Before and After-school co-ordinator |
| Miss P Azad (Miss Poppy) | Pastoral Coordinator |
| Mrs C Warneck  | Teaching Assistant (Level 3) / Clerk to Governors |
| Mrs N Issitt  | Teaching Assistant (Level 3) (pastoral support) / Senior Lunchtime Supervisor |
| Mrs G Thomas  | Teaching Assistant (SEND) |
| Mrs J Symes  | Teaching Assistant (pastoral support)  |
| Mrs L Tyler | Teaching Assistant (SEND) |
| Mrs L Saturley | Teaching Assistant (HLTA) |
| Mrs T Briggs  | Teaching Assistant (Level 3) |
| Mrs W Jones  | Teaching Assistant / Breakfast Club Playworker |
| Mrs K Sandall | Teaching Assistant (pastoral support) |
| Miss K Bright | Teaching Assistant (pastoral support) |
| Mrs C Enefer | Teaching Assistant / Lunchtime Supervisor (apprentice) |
| Mrs M Couzens | Teaching Assistant (SEND) |
| Miss M Hale  | School Cook (Educaterers) / Cleaner |
| Mrs S Buxton  | School Cook (Educaterers) |
| Mrs H Bowes  | Lunchtime Supervisor |
| Mrs V Jarvis | Lunchtime Supervisor / Cleaner |
| Mrs C Evans-Hare | Lunchtime Supervisor |
| Miss C Greenaway | Lunchtime Supervisor |
| Mrs S Harris | Lunchtime Supervisor |
| Mrs H Kumar | Lunchtime Supervisor |
| Miss E Judd | Lunchtime Supervisor / Playworker |
| Miss V Balint | Lunchtime Supervisor |
| Ms J Ledsham  | Cleaner |