



# Abbots Farm Junior School

## Prospectus 2023 - 2024

*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

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.

## Our School Facilities

We are very lucky to have a lovely school building with excellent facilities and extensive school grounds. We have a spacious playground and a huge school field for the children to use for playtime and also during their PE lessons.



We also have a wildlife area, our own school pond, a greenhouse and raised beds for growing fruit and vegetables and an outside forest classroom space where children attend forest school sessions.



The school building has eight classrooms and each year group has dedicated space outside their classroom for small group work too. In addition, we have a pastoral classroom (The Den), 2 smaller therapeutic spaces for 1:1 pastoral or counselling sessions (The Nest and The Burrow), the Family Room where our Children and Families team can usually be found (who are always on hand

to make a cup of tea or some toast for anyone - adult or child - needing a chat or a bit of extra help) Children are also lucky enough to have a library, The Quad outdoor classroom, a cookery room which can accommodate up to half a class at once and The Studio, where they attend art and music lessons. The Studio also accommodates Kidzone, which is our before and after school club.



We have a large main hall which is used as the main event space for whole school events, class assemblies etc but is also used weekly for PE sessions and as our dining room. Our catering department cooks meals on the premises and children can purchase a hot meal or bring packed lunches each 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.



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.

## Parent Partnerships

We welcome parents and carers into school, as key partners in the education of their children. 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, PTA events, performances at Christmas and the Year 6 Leavers' play 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. Information is also placed on our website [www.abbotsfarm.co.uk](http://www.abbotsfarm.co.uk). The website offers additional information and guidance on supporting your children with their learning, opportunity for sharing celebrations and a wider range of general resources.

### **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 <b>8:50am bell</b> is rung. 'Start of the Day' activities are completed in classrooms during this time.	
8.50 – 9.05	Registration	
9.05 – 12.00	Morning Session (Children get a 15minute mid-morning break).	
12.00 - 1.00	Lunchtime (We stagger lunches during this time to avoid congestion – Y3 and Y5 is from 12-1pm and Y4 and Y6 is from 12:20 – 1:20)	
1.00 – 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 or email **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 Team. 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 office should be informed in writing via email (in advance, where possible) of the time a child needs to leave school, together with details of the person collecting them. Children should not be 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 all received certification in school first aid. Simple first aid is given at school when deemed necessary. 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 Leadership 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 first aid note will be sent to inform parents. We also send a text message to alert parents to any head bumps so that they can continue to monitor their child at home.

### **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.

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 your 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/Dress:	Grey / Black (NOT fashion trousers / jogging bottoms or jeans)
Jumper:	Royal blue V or round necked jumper or cardigan or school sweatshirt/cardigan
Socks:	Black, grey or white (or black/grey tights)
Summer dresses:	Small blue and white checks or stripes
Shoes:	Sensible black school shoes/boots or smart, completely black trainers

### Inside P.E.

White round-necked T shirt  
Black or white shorts  
Short white socks  
Black or white pumps

### Outside P.E.

White round-necked T shirt  
Black or white shorts  
Trainers  
Plain black or navy tracksuit/jogging bottoms/leggings and sweatshirt for cold weather



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.

### 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). Any types of Smartwatches are not allowed. The school will not allow jewellery or cosmetics unless for cultural reasons, and then only if approved by the Headteacher.

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.

### 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, including supermarkets and budget-friendly clothes retailers. Abbots Farm sports shirts, sweatshirts, etc. bearing the school crest, can be purchased at 'Webb Ellis' on St Matthews Street in the town centre. Book bags can be purchased through the uniform shops too – we no longer stock them at school.

If you ever need some help with uniform, we have a good stock of second-hand uniform available in school. Please just speak to a member of staff and we will do what we can to help. We also set stalls up from time to time for parents to purchase second-hand uniform

## 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 speak to a member of staff in their year group as most lost property is kept in the year group areas.

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.

### **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, we rely upon voluntary parental contributions. Your child will not be excluded from the activity if you choose not to contribute, but activities may be cancelled if we do not receive enough contributions to make the trip financially viable.

### **School Meals**

School hot lunches are available and are cooked on the school premises. The menus work on a three week rota and we have a colour-coded system which follows the government's healthy eating initiative. Orders and Payments for meals should be made IN ADVANCE via <https://select.stirfood.co.uk/>. 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 their packed lunch, we will try and contact you; if we are unable to do so, we will supply something for them and ask you to log onto <https://select.stirfood.co.uk> to pay for the meal.

### **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 which they can eat at break time. **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 staff. 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. 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 our 'Celebration Wall' in the library, house points for individual effort, tokens for whole class recognitions 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 and Behaviour 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, eco-committee members, 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 areas. 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, PSHE and Computing, as well as other subjects known as foundation subjects, Design and Technology, History, Geography, Music, Art, Modern Foreign Language (French at AFJS) and Physical Education. In addition schools must offer Religious Education in line with a locally agreed syllabus.

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. We also offer children the opportunity to learn an instrument with one of our peripatetic teachers in individual or small group lessons each week. These are paid for by parents. Please see the separate form in your welcome pack.



### **Swimming**

The national guidance for swimming 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'. Using the newer model of swimming tuition provided by the Queen's Diamond Jubilee Centre which is an hour a day for a block of two weeks, we will be providing swimming lessons for pupils in Year 4 and then again in Y6.

### **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. We have an excellent team of support staff led by our school SENCo, including our Children and Families Team, who work 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, focusing on reading, spellings and times tables, as these are the key skills that underpin so much of the curriculum and require regular practise and recall to ensure success. We encourage our pupils to read to an adult every evening and record this in their reading diaries. Please see enclosed in this welcome pack a parents' guide to hearing your child read. The spelling and times tables activities are set through the online learning platforms 'Spelling Shed' and 'TT Rockstars' which your child will be given logins to when they join the school.

## 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' 2021.

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 Safeguarding Lead is Mrs Webb**

**Our deputy Designated Safeguarding Leads are Mrs Watson-Tate and Mr Corbett**

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 2023-2024**

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 where possible but also have to correspond them to when external training providers may be available for the staff.

#### **Autumn 2023**

Teacher Training Day: Friday 1<sup>st</sup> September 2023

Term starts: Monday 4<sup>th</sup> September 2023

Half Term holiday: Monday 30<sup>th</sup> October to Friday 3<sup>rd</sup> November 2023

Term ends: Friday 22<sup>nd</sup> December 2023

#### **Spring Term 2024**

Teacher Training Day: Monday 8<sup>th</sup> January 2024

Term starts: Tuesday 9<sup>th</sup> January 2024

Half Term holiday: Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February 2024

Term ends: Friday 22<sup>nd</sup> March 2024

#### **Summer Term 2024**

Term starts: Monday 8<sup>th</sup> April 2024

Bank holiday: Monday 6<sup>th</sup> May 2024

Half term holiday: Monday 27<sup>th</sup> May to Friday 31<sup>st</sup> May 2024

Term ends: Friday 19<sup>th</sup> July 2024

**3 further training days to be set**

#### **Governing Body until Autumn 2023:**

Chair of governors: Mrs T Forsythe (co-opted)

LA governor: Mr G Smallwood

Staff governors: Mrs D Beech (Teacher)  
Mrs G Webb (Headteacher)  
Mr M Issitt (Site Manager)

Co-opted governors: Mrs L Bell  
Ms D Short  
Mrs N Tank  
Mrs L O'Connor

Parent governors: Mrs E Luntley  
Mrs S Balusamy

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

**School Staff / Roles and Responsibilities 2023 - 2024 (subject to any staff departures in Summer Term)**

Mrs G Webb	Headteacher
Mr A Corbett	Deputy Headteacher/Curriculum Lead/Class Teacher/Maths Subject Lead
Mrs L Watson-Tate	Assistant Headteacher for Behaviour, Welfare and Inclusion (including Children Looked After (CLA) /SENCo/Class Teacher
Mrs N Seneschall-Jones	Assistant Headteacher for Teaching and Learning/Class Teacher/English Subject Lead
Mrs D Berry	Class Teacher / Music Subject Leader
Mrs D Beech	Class Teacher / PE and MFL Subject Lead
Mrs J Hartwell	Class Teacher / PSHE + RSE Subject Lead
Miss C Trainer	Class Teacher / Art Subject Lead (PPA cover)
Mr C Wolsey	Class Teacher / Science Subject Lead
Mrs J Bostock	Class Teacher / Humanities Subject Lead
Miss V Neel	Class Teacher / IT Subject Lead
Mrs L Solomon	Class Teacher (PPA cover) / DT Subject Lead
Mrs A Bull	School Business Manager
Mrs L Bowcutt	School Admin and Kidzone Finance Officer
Mr M Issitt	Site Manager / Before and After-school club co-ordinator
Mrs C Warneck	Teaching Assistant (Level 3)
Mrs N Issitt	Teaching Assistant (Level 3)/Senior Lunchtime Supervisor
Mrs J Symes	Teaching Assistant
Mrs L Saturley	Teaching Assistant (HLTA)
Mrs T Briggs	Teaching Assistant (Level 3)/Lunchtime Supervisor
Mrs W Jones	Teaching Assistant/Breakfast Club Playworker
Mrs K Sandall	Teaching Assistant/ Playworker
Mrs C Enefer	Teaching Assistant/Lunchtime Supervisor
Mrs K Blackwell	Teaching Assistant/Lunchtime Supervisor
Mrs N Saunders	Teaching Assistant/Lunchtime Supervisor
Mrs S Harris	Teaching Assistant/Lunchtime Supervisor
Mrs S Smythe	Children and Families Lead
Miss L Ingle	Children and Families Champion
Miss M Hale	School Cook (Stir)/Cleaner
Miss S Edgeworth	School Cook (Stir)
Miss R Kaur	School Cook (Stir)
Mrs H Bowes	Lunchtime Supervisor
Mrs V Jarvis	Lunchtime Supervisor/Cleaner
Mrs N Faderani	Lunchtime Supervisor
Mrs E Gowing	Lunchtime Supervisor
Miss L Pulham	Playworker
Ms J Ledsham	Cleaner