Derwent Primary School

We are a Values-led School
We respect ourselves; We respect others; We respect the environment.

Share the Love of Learning

CONTENTS PAGE

ADMISSIONS POLICY

DISABILITY STATEMENT

SCHOOL HOURS

ATTENDANCE

SCHOOL MEALS

HEALTH AND SAFETY

UNFORM

COMMUNICATION WITH PARENTS/CARERS

REPORTING AND DISCUSSING CHILDREN'S PROGRESS

CHILD PROTECTION AND SAFEGUARDING

STATEMENT OF CURRICULUM AIMS

EARLY YEARS FOUNDATION STAGE

KS1 AND KS2 (YEAR 1 – YEAR 6)

ENGLISH, MATHEMATICS, SCIENCE AND ICT

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

WRAP AROUND CARE

ADMISSIONS POLICY

The School's Admissions policy is based on the Central Bedfordshire Council school admission arrangements.

Children are admitted full-time into the Reception Class in the year of their 5th birthday.

The Local Authority confirms places for children and parents/carers should contact the local authority regarding admission arrangements and dates.

The following admission criteria will apply in rank order shown to decide the order in which places will be allocated when there are more requests from parents/carers than the numbers of places available:

1. All 'looked after' children and all previously looked after children, including those children who appear
(to the admission authority) to have been in state care outside of England and ceased to be in state care
as a result of being adopted.
2. Pupils living in the catchment area with siblings at the school,
3. Pupils eligible for Service Premium
4. Other pupils living in the catchment area,
5. Children of Staff
6. Other siblings living outside of the catchment area
7. Any other children.

Visits to the school are welcome and can be arranged through the school office.

If parents/carers wish to appeal against an unfavourable decision, then they should contact the School Admissions Department at Central Bedfordshire Council for further information.

DISABILITY STATEMENT

The School prides itself in both its physical capacity to ensure access to all its areas to pupils/persons with disabilities and the positive and caring way it responds to all children's needs.

SCHOOL HOURS

The school day starts at 8.40am and finishes at 3.30pm.

The school bell rings at 8:40am and children are taken to their classrooms for a prompt start to the school day. All children have a morning break; EYFS & KS1 have an afternoon break also. All children have an hour long lunch break; timings depend on year groups.

Children should not arrive on the premises before 8:30am as adult supervision is not available in the playground until this time.

ATTENDANCE

Children's attendance has a direct impact on their learning and progress. We value children's good attendance at school and expect them to be punctual, arriving in good time for the start of the day.

Requests for authorised absence from school

In accordance with new regulations, requests for holidays in term time will not be authorised. Requests for leave of absence will only be considered in highly exceptional circumstances. Families of armed services personnel requesting leave prior or post deployment will be considered under 'Exceptional Circumstances', with sight of an assignment order and is at the Head teacher's discretion.

Should absence be required for other circumstances (e.g. Funerals, weddings, dance or music exams) a request should be made in writing to the Headteacher.

How to report an absence from school

If your child is going to be absent from school due to illness, please ensure it is reported no later than 8.30am and that it is reported via class dojo to the school office. This is the best way to contact the school office.

If your child needs to attend an appointment during school hours, then this must be put in writing again via class dojo to the school office. We will also require proof of any appointment your child is attending for their records. This is so that we can monitor attendance accordingly.

SCHOOL MEALS

If your child is in Reception – Year 2 then they are entitled to Universal Free School Meals. If your child is in Pre-school, Year 3, Year 4, Year 5 or Year 6 and would like a school dinner/school packed lunch then these are available at £2.61 a day and payment is made via SFU. All school meals need to be pre-ordered through the School Food United app before 8am each day. If a child does not have a pre-ordered meal registered, then they will be given a jacket potato with beans. https://parents.schoolfoodunited.com/login

Snacks – Pre-school to Year 2 are provided with free fruit each morning at break time. Year 3, Year 4, Year 5 and Year 6 are able to bring in their own healthy snack for morning break if they wish to do so. A list of acceptable snacks can be found on our website.

HEALTH AND SAFETY

The Governors and Executive Headteacher of Derwent Primary School are committed to ensuring a safe and healthy environment and to providing safe equipment and procedures for all staff, pupils and visitors involved in school activities.

It is the intention of the Governors, the Headteacher and Senior Leadership Team that the school's policies and procedures are followed and we aim to ensure that health and safety is an integral part of all school activities.

UNIFORM

Sweatshirts, Cardigans, PE T-shirts, book/PE bags and caps with the school logo on are available to purchase from our uniform supplier 'Beat School Uniform' directly online at Derwent Primary

School Archives - Beat School Uniforms or in their shop based in Hitchin. (Address details can be found on their website).

As a school, our expectation is that the children will wear sweatshirts and cardigans with a logo.

We also have an internal uniform provider run by our site agent Chris Jackson, uniform is available to purchase at https://derwent-school-uniform.sumupstore.com/ and collected from the school office.

COMMUNICATION WITH PARENTS/CARERS

We want to establish very good partnerships with parents/carers. Please speak to your child's teacher as soon as possible with any questions you may have. Class teachers will contact parents/carers if there are any concerns. The Headteacher and SENCO are generally available and always on the playground at the start and end of the school day to see parents with any questions or concerns.

We are also fortunate enough to have Class Dojo which are great communication tools between school and parents. We ask that you register for both and this can be done through the school office. A School Newsletter is also sent out weekly by Class Dojo to keep parents/carers up-to-date with events happening within the School. All dates are also on our website.

We will automatically connect first contact to class dojo, if there is another parent/carer that requires access, please contact the school office to request this.

REPORTING AND DISCUSSING CHILDREN'S PROGRESS

There are opportunities for parents/carers to discuss progress and view children's work with the class teachers in the autumn and spring terms when we hold our parents' evenings.

If your child starts mid-term we offer a meeting with the teacher after your child has had a two-week settling in period to ensure good home/school communication.

In the summer term the annual written report is sent out to parents/carers, who are then offered an opportunity to discuss this.

In some cases, teachers and parents/carers meet more regularly to discuss individual pupil progress.

CHILD PROTECTION AND SAFEGUARDING

The named teacher for Child Protection is Mrs Rimmer, Headteacher. All staff have annual Safeguarding training. The School has Child Protection and Safeguarding Policies which are reviewed each year. There is an appointed Safeguarding Governor who works with the Headteacher to ensure that we fulfil our statutory responsibilities. The Deputy Designated Safeguarding Leads across the Derwent and Southill Federation, who have also undertaken the full Designated Person training, are: Miss Chloe Bell (Assistant Headteacher and SENCO), Mrs Sonya Read (Headteacher at Southill and EY lead), Mr Callum Masterson (Assistant Headteacher), Miss Hayley Kell **(**Family Engagement Worker)

STATEMENT OF CURRICULUM AIMS

The School's curriculum is broadly based and well balanced to meet the needs of all the individual children and to equip them with the knowledge, understanding and skills necessary for their future education and to help them realise their full potential. The curriculum is not confined to their academic work and is designed to develop the 'whole child' and to enable children to feel secure, to gain confidence and to develop socially. We aim to engender a sense of concern for each other

in a stable and friendly atmosphere where individuals are valued. SEAL (Social and Emotional Aspects of Learning) is part of our curriculum and we are a Values Education School.

Programmes of work are based upon the National Curriculum and Literacy and Numeracy strategies and the EYFS framework. The core curriculum is Literacy, Numeracy, Science, ICT and RE (based on the LA agreed Syllabus). Our curriculum also includes the foundation subjects: geography, history, art, design and technology, music and physical education, Personal, Social, Health and Citizenship Education.

EARLY YEARS FOUNDATION STAGE

We follow the EYFS Curriculum using a topic-based approach. A new topic is introduced each half term. We explore a variety of stories which relate to our topics each week. These are discussed and embedded into all our activities within the week.

Phonics is taught daily through the Twinkl Phonics scheme where children learn sounds and actions to support their reading and writing skills.

We have access to a fantastic outdoor space which is planned for daily.

KS1 AND KS2 (YEARS 1 – 6)

Pupils in KS1 and 2 follow the National Curriculum Programmes of Study. There are discrete English and Mathematics lessons each morning. In Key Stage 1 Phonics is taught daily using the Twinkl Phonics Scheme. In Key Stage 2 children who require additional support with phonics have access to planned intervention programmes.

We aim to make all learning interesting and engaging and have selected themes across the year.

Enrichment activities and days are planned to enhance learning experiences and to embody our vision to 'Share the Love of Learning'.

ENGLISH, MATHEMATICS, SCIENCE AND ICT

We feel that it is important to provide the children with a good understanding in the core subjects and to develop the appropriate skills. There is an emphasis placed on the use of language in helping children to learn and we offer many planned opportunities to discover and develop the skills of listening, speaking, reading, writing, spelling, grammar and handwriting.

Our mathematics programme is based on the understanding and application of number, measurement, shape and space and algebra. Many activities have a practical and active element and involve solving problems.

Science is developed throughout the School and embodies practical work, problem solving and first-hand experience based on children learning to observe, predict, hypothesise, investigate, interpret and draw inferences from exploratory tasks and experiments.

We have laptops to which all children have regular access. It has a very positive impact on teaching and learning throughout the school.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Our Special Educational Needs Co-ordinator is Miss Chloe Bell who has completed her National Award for Special Educational Needs Co-ordination. Miss Bell can be contacted on 01462 812047 or by emailing senco@derwentschool.co.uk

At Derwent Primary School, we are committed to offering an inclusive curriculum to ensure the best possible progress for all our pupils whatever their needs or abilities. This begins with a personalised learning programme through differentiated teaching.

The School is committed to early identification of special educational needs and adopts a graduated response to meet needs in line with the Special Educational Needs Code of Practice.

Pupils are encouraged, in a very simplified way, to be a part of setting their learning or behavioural targets. The emphasis is on success and this is supported within the school's overall ethos, attitude and marking policy. Pupils are also involved in reviews where their contribution to target setting and achievements can be presented.

Partnership with parents/carers plays a key role in enabling children and young people with SEN to achieve their potential. The School recognises that parents/carers hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting them. All parents/carers of children with special educational needs will be treated as partners and be supported to play an active and valued role in their children's education. Developing good relationships with parents/carers is seen as crucial to success.

Where appropriate the School will seek advice from other professionals, such as a Speech therapist, Occupational therapist, Educational Psychologist or School Nurse.

For full details of what the school offer for Special Needs, please see our website. This also links to relevant information from Central Bedfordshire.

WRAP AROUND CARE

We offer wrap around care which runs from Monday-Friday. Our breakfast club runs from 7.30am to 8.50am at £5.50 per day as well as after school club, with the choice of 3 sessions to 4.30pm at £6, 5.15pm at £9.50 or 5.45 pm at £11.00.

Wrap around care is booked and payable via Arbor. A guide will be included on the website.

Please note we do charge a late fee of £5.00 for every 5 minutes that you are late in collecting your child.

Derwent Primary School, Hitchin Road, Henlow, Bedfordshire, SG16 6BA
01462 812047
derwent@derwentschool.co.uk