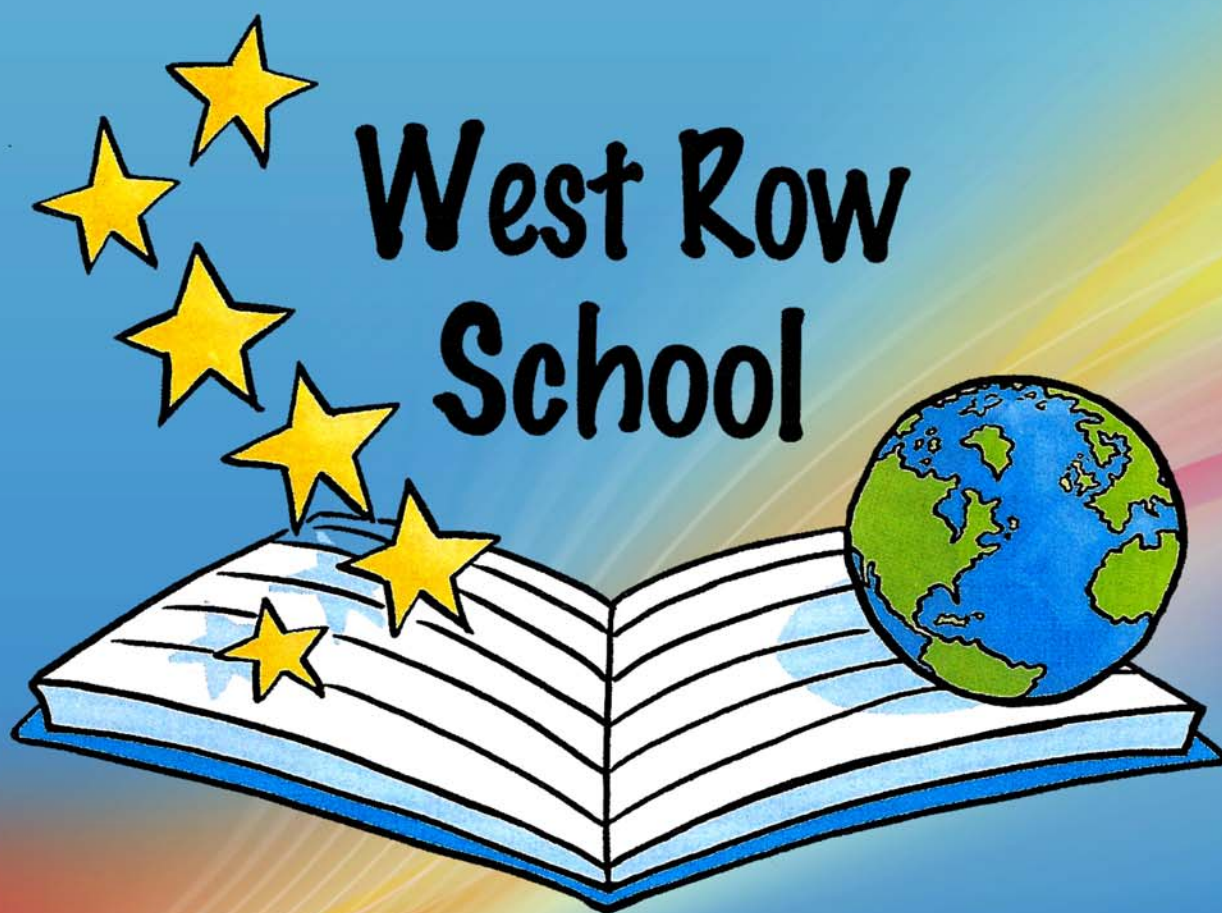


# Prospectus 2016-2017

*Every Child... Every Adult...  
to infinity and beyond!*

Headteacher:  
Mrs Karys Matthams



West Row Primary School, Beeches Road,  
West Row, Bury St Edmunds, Suffolk IP28 8NY

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*Welcome to West Row Community Primary School where we aim to inspire every child and every adult to infinity and beyond!*

West Row is a true Community School, serving both the community of West Row and the wider community in the surrounding areas. We aim to be a listening school, which finds a way through for every child, allowing them the freedom to surprise us.

We are lucky enough to benefit from an attractive Victorian building on the outside and a modern, 21<sup>st</sup> Century school on the inside. The school has 9 classes, a computer suite, library, a large hall and extensive outdoor grounds, which enable the children to have the freedom to play and learn surrounded by nature.

There is also a Pre-School on site, which is run by the Head-Teacher and a group of trustees. West Row School works closely with the Pre-School to ensure continuity of provision and a smooth transition for those children entering the Early Years Classes within the school.

West Row Community Primary School is a growing school and we will potentially expand to incorporate three new classes, taking our capacity to 420 pupils. Despite this expansion, we aim to remain a family focused school, with a traditional, village school feel.

We are committed to providing each unique child a well-rounded education and the support they need to achieve their dreams. In addition to an inspiring curriculum, we offer a range of lunchtime and after school clubs in order to provide children with a range of experiences.

At West Row School, we believe that children benefit most when we work in close partnership with parents and we value and welcome the contribution that the wider community makes to our school. Please do not hesitate to contact me if you would like to have further information about our school.

Mrs Karys Matthams  
Head-Teacher

## **Team West Row**

At West Row Community Primary School, we believe every family we work with is part of our team. Our aim is to work collaboratively with all families, holding true to our values at all times:

### **Team West Row's Behaviour Code**

This is the code we live by – all adults and all children. We believe it makes West Row School a safe, secure and welcoming place to be and creates the right conditions for children to learn successfully. We also believe our code helps children to develop the correct social and emotional skills to function successfully within general society and the workplace as well as supporting fundamental British Values.

- Be kind
- Be safe
- Give respect to get respect
- We are responsible for our choices
- We are not afraid to F.A.I.L (First Attempt In Learning)

Children can earn rewards for demonstrating each aspect of our Behaviour Code. These come in the form of verbal praise, stickers, team points, certificates and badges. Each week, we gather together to celebrate the successes of the week and congratulate those who have sparkled.

If children choose not to follow our Behaviour Code, we apply a number of clear sanctions. These are shown in the form of traffic lights in the classrooms. All children begin the day on green and are moved to amber if they break the code. In the cases of persistent rule breaking or in the event of serious misdemeanors, children are sent to the Head-Teacher and parents are contacted. In cases where a serious breach of the school's behaviour code has been made, it may be necessary to impose a Fixed Term or Permanent Exclusion.

As we are a listening school, we seek to explore what may be behind a child's behaviour choices and to help them make better choices if needs be. On occasions, this may also involve us working more closely with parents and other outside agencies in order to ensure the child can function in a socially acceptable way and can learn successfully.

## **Learning At West Row**

We teach the National Curriculum at West Row School, from Early Years through to the end of Year 6. All staff at West Row believe that learning should be fun and inspire children to become curious, able to follow their own lines of enquiry and to be courageous enough to make mistakes from which they can learn more deeply from. We value the diverse cultural and ethnic backgrounds of all our pupils, staff and families, celebrating this at every opportunity. Underpinning all of this is our school's vision and Behaviour Code, which run through our assembly and learning curriculum.

Every half term pupils are introduced to an inspirational learning project, which has been developed from the 'Cornerstone Curriculum'. This curriculum encourages children to experiment, explore and pursue their own interests within their topic work. Although content is important and is taught according to National Curriculum requirements, skills and attitudes are continually developed regardless of the content covered. One feature of our curriculum is that each theme has a 'big question' as its central route on enquiry. Themes start with an engaging opener, the 'sparkling start' and conclude with a 'fantastic finish'. By the end of each theme, the children will have achieved an outcome from their learning, which they present to their class, key stage, whole school, parents or other community members. Children's sense of achievement is increased as they work towards their goal and they see tangible evidence of the skills they have learnt, developing a sense of pride in their work as well as identifying ways in which they can improve the future.

English and Maths are taught separately from the topic theme in order to ensure complete coverage. We teach Primary Advantage Maths, which is a progressive programme which focuses on taking children from concrete representations of mathematical problems, to pictorial representations and finishing with abstract representations. This enables children to develop a complete understanding of numbers, calculations and problem solving and they are encouraged to make use of a variety of apparatus to support their thinking. The English Curriculum is based on Talk For Writing Principles. We believe that children can become confident writers if they are introduced to language rich texts, read stories and are regularly read to, explore stories through drama, role-play and discussion and orally rehearse

words and sentences before they write. The bed-rock of reading is a child having secure phonic knowledge, as this enables them to decode words. As soon as children enter the school in Early Years, they are taught to read through a Phonics system called Read-Write-Inc, which uses a multi-sensory approach to introducing sounds to children. You will be surprised how quickly and easily children can learn to read sounds and blend them together into words!

We believe that Primary education is not just about targets and results in league tables, nor is it simply a preparatory step for secondary school; it is much more than that. As a school, we believe that by developing skills, knowledge and attitudes, our children will become individuals who can access and enjoy learning throughout their lives. We want children to have a memorable learning experience at West Row School that encourages and inspires them to achieve their potential and fosters an attitude of 'wanting to learn' as well as 'needing to learn'.

## **Home Learning**

At West Row School, we believe that Home Learning should be fun and not encroach on family life. Each term or half term every class is set 'Take-away Homework' in the form of a Take-away menu! Children can then choose from a range of tasks, which vary in difficulty and length, relating to the topics and skills they are learning in class. Every child must attempt at least one 'red hot' (most difficult) each term or half term. By providing choice, we hope to allow children to take ownership of their learning and enable families to incorporate Home Learning Tasks more easily into busy family life. In addition to the 'Take-away Homework', we also ask children to read for at least 20 minutes each evening and to practice their times tables and spelling rules at least once a week.

## **Links Across The Local and National Community**

We enjoy strong links with all the other schools in the Mildenhall area and the Head-Teacher works closely with other Heads on Liaison and Management issues. Deputies and Subject Leaders also work together and pastoral and pre-transfer work is undertaken by staff involved with leavers and by Early Years staff with local pre-schools.

As we are a true community school, we enjoy engaging in many local events in order to make sure that children feel welcome and grounded within their community. The children engage in many community projects such as attending functions at the local Chapel and Church through to performing for the residents in the local area. The School Council regularly organize fund-raising activities to support charities both at home and abroad.

## **Parental Involvement**

We value to good relationships we have with parents and families. We recognize the importance of these and also the benefits that these bring to the whole school community. We welcome parents in to school for both formal and informal activities. Each week parents are invited to read in class with their child and class teacher regularly invite parents to attend information or demonstration sessions or to participate in class alongside their child. Some parents choose to volunteer in class. This may be to support the needs of children through 1:1 reading activities or to support the class teacher in resource preparation. If you are interested in volunteering in school, you will be subject to a Disclosure and Barring Service Check (DBS). Please ask at the school office for a copy of the 'Parent Helper Handbook'.

Our school works hard to keep parents informed regularly of the activities and events happening in school. We use 'Parentmail-PMX', which allows letters and urgent messages to be sent directly home via-email. Each class has a home-school link book that allows for messages to be sent home to the class teacher daily. Teacher also send out a weekly class 'Tweet' via the school's Twitter page to give parents a flavor of what has gone on in class that week. At the start of each term, teachers send out an overview of what your children will be learning during that term.

Parents are expected to attend a Parent Consultation Evening in the Autumn and Spring Term to discuss the progress of their child. In the summer term a full written report is provided.

Where we feel that a ten minute slot on Parent Consultation Evenings will not meet the needs of the child, we invite parents to attend a 'Structured Conversation', which lasts for an hour and allows more in depth exploration of support structures to enable the child to make better progress.

## **Family Support Practitioner**

We are very lucky to have an excellent Family Support Practitioner at West Row School, who can provide all kinds of support to families, ranging from a cup of tea and a listening ear to 1:1 parenting support courses and liaising with the school nurse. Being a parent is the most difficult job in the world and everyone needs some support at some point – even if it's just a shoulder to cry on. If you feel you would like to engage the support of our Family Support Practitioner, please make contact with the school office.

## **Pastoral Care**

All aspects of pastoral care are the responsibility of the teaching staff and Head-Teacher working together as a team. The Head-Teacher works closely with parents, school medical services and other agencies, including:

School nurse:

Hannah Coupland: Speech and Language Therapist

Educational Psychologist

Elaine Taylor-Whiffen: Play Therapist

Keith Flynn: Counsellor

Sue Aldous: Educational Welfare Officer

## **Complaints and Concerns**

If you have a particular worry or issue to discuss, please call in to talk to us. The most convenient time is after school at 3.30pm approximately. We would ask you to make an appointment with the respective class teacher in advance of the meeting if possible. The Head-Teacher is available to discuss issues if the class teacher is unable to deal with it. Appointments can be made by telephone or in writing.

We are keen to promote an 'open door' policy. As parents, you can play your part in this communication link by keeping teaching staff up to date with all relevant information concerning the welfare and education of your child.

Most problems or issues concerning a child's education can be dealt with quickly by the Class Teacher or Head-Teacher. If the matter has not been resolved, it is open to any parent to raise an issue in writing with the Governing Body, for possible subsequent discussion by the Governing Body.

It is hoped that most problems will be solved at this stage, but it is within the rights of any parent, still not satisfied with the way a problem has been dealt with, to approach the Local Authority.

If a parent has an issue with regard to the curriculum that they feel is not being addressed by the school, the following procedure should be adopted:

- Informal discussion at school with the Head-Teacher
- Formal consultations by a panel of the Governing Body of the school
- Formal discussion by a panel representing the Local Authority.

A complaint could proceed to each of these stages in turn but only after a decision has been reached at the preceding stage. All complaints will be dealt with as quickly as possible.

Parents may make a request to the Head-Teacher, to view in school, a copy of the County's Policy Statement on Curriculum Complaints Procedures.

## **Social Media and Social Networking**

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Head-Teachers, school staff and in some cases parents/children. West Row Community Primary School considers the use of social media websites being in this way as unacceptable and not in the best interests of the children or the whole community. Any concerns you may have must be made through the appropriate channels by speaking to the Class Teacher, the Head-Teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated at West Row is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted in the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removed such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally and



perhaps more importantly, it is the issue of cyber-bullying and the use by any member of the school community to publically humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

Please refer to the school's Social Networking Policy and Online Safety/Appropriate Use Policy for more information.

## **Children With Special Educational Needs**

### **A). Pre-School**

If your child has some condition which may have implications for his/her education, you will have probably discussed it with your doctor or others before he/she is due to begin school. It is a priority that children with special educational needs are given the best possible start and expert advice is available as to which school is most suitable for your child. If you are in doubt about what to do, you should contact the Area Education Manager.

### **B) Children already admitted to school.**

The identification of children with special educational needs is a continuing process in schools. Taking advice where necessary the Authority assesses those Suffolk children who may require special educational provision following early identification and assessment within the school. LC provision may be made in a number of ways, including attendance at special classes, units or schools, or in appropriate cases, by way of provision of some additional resources to enable a pupil to cope in a mainstream school. The school provides individualized support for all children as appropriate. We have a team of experienced Teaching Assistants who work along with the Class Teachers and the SENco to deliver intervention and support programmes.

Where provision cannot be made within the County for a pupil's particular needs, a place may be sought in schools or units maintained by other authorities or agencies.

A booklet giving detailed information about Suffolk's special educational provision is obtainable by post or collection from the County's Education Office or the Area Education Office.

The SEN Coordinator (SENco) for the school is Mrs Claire Dove.

## **Child Protection (Safeguarding)**

The school has a legal responsibility to protect all the children in the school from harm. All staff and volunteers are DBS checked and trained in Child Protection as appropriate. If we see a child with signs of abuse or suspect the child may be subject to abuse outside of school, or who makes a disclosure that concerns us, we **always** report to social care.

### **PREVENT Duty**

As part of the school's Safeguarding procedures, all staff are trained in the PREVENT duty. This means that we are vigilant to children showing signs of radicalization. If we see signs of radicalization or signs that they may be involved in activity that could lead to them becoming radicalization, we always make a referral to the Vulnerable To Radicalisation Team.

### **School Discipline and Behaviour**

The school has an approved Behaviour Policy, a copy of which can be inspected at the school. Courtesy, respect, good manners and consideration for others, together with self discipline are important aspects of a child's education. All members of our school community have rights and responsibilities and when all accept their responsibilities, the rights of all are met. When serious breaches of the school rules take place, the Head-Teacher will immediately inform the parents of the children involved by letter or phone.

Procedures for concern over matters of behaviour are as follows:

- Discuss the problem with the Class Teacher
- A three-way discussion between the Parent, Child and Class Teacher
- Request a discussion with the Head-Teacher if the above options are inappropriate.

The school will not tolerate unkind, unsafe or disrespectful behaviour of any kind and expects that children who have behaved inappropriately to take responsibility for their actions.

## Who's who?

MEMBER OF STAFF	ROLE
Mrs Karys Matthams	Head-Teacher
Mrs Rachelle Hutt	Deputy Head-Teacher/ Year 3 Teacher
Mrs Louise Scott	Early Years Leader and Teacher
Miss Jessica King	Early Years Teacher
Mrs Claire Dove	SENco and Year 1 Teacher
Miss Kelly Dedross	Year 1 Teacher
Miss Sarah Kuziw	Year 2 Teacher
Mr Alastair Hutt	Year 4 Teacher
Mr James Garrett	Year 5 Teacher
Mrs Sarah Fitch	Year 6 Teacher
Mrs Yvonne Wilkens	Family Support Practitioner/Teaching Assistant/Play-Leader
Mrs A Hall	Teaching Assistant/Play Leader
Mrs Gina Thompson	Teaching Assistant/Play Leader
Mrs Pauline Winkworth	Teaching Assistant/Play Leader
Mrs Vanessa Nash	Teaching Assistant/Play Leader
Mrs Stephanie Lawrence	Teaching Assistant/Play Leader
Mrs Julia Shipp	Teaching Assistant/Play Leader
Mrs Dawn Brown	Teaching Assistant/Play Leader
Mrs Kristie Williams	Teaching Assistant/Play Leader
Mrs Laura Chisholm	Teaching Assistant/Play Leader
Mrs Sarah Southwood	Teaching Assistant/Play Leader
Mrs Nicola Slack	Teaching Assistant/Play Leader
Mrs Ann Taylor-Balls	Teaching Assistant/Play Leader
Mrs Jennah Pamment	Play-Leader
Mrs Andrea Evans	Business Manager
Mrs Sheila Peachey	Admin Officer
Mrs Dawn Peacock	Admin Assistant
Mrs Christine Whiting	Cook In Charge
Mr John Hall	Caretaker
Mr Thomas Hart	Cleaner

## The School Governors

Governors are important partners in the business of a school with a wide range of duties, including:

- General overview of the conduct of the school
- Determining the school's programme of learning in consultation with the Head-Teacher
- Management of the school budget (at present delegated to the Head-Teacher on a day-to-day basis and overviewed by a sub-Committee).

The Governing body of this school has full delegation powers and is the employer of the majority of personnel.

<b>NAME OF GOVERNOR</b>	<b>ROLE</b>
Mr David Greenwood	Chair (named Safeguarding Governor)
TBC	Vice Chair
Mrs Karys Matthams	Head-Teacher
Mrs Rachelle Hutt	Deputy Head-Teacher
Mrs Louise Scott	Staff Governor
Mr Kenneth Clark	Parent Governor (second named Safeguarding Governor)
Mr Brian Rayner	Community Governor
Mrs Sara Clark	Parent Governor
Mrs Bethany Bosomworth	Parent Governor
Mrs Andrea Evans	Associate Governor

## **School Organisation**

Classes:

There are 9 classes within the school. Class sizes are usually between 20 and 30 children.

Hours.

School starts at 8.50am when the children line up in their classes on the school playground. Registration takes place at 8.55am, up to 9.00am.

Registration	8.55-9.00am
Lessons	9.00am-10.15am
Assembly	10.15am-10.30am
Morning break	10.30am-10.50am
Lessons	10.50am-12.00pm (12.15 for KS2)
Lunch	11.45-1.00pm (EYFS); 12.00pm – 1.00pm(KS1); 12.15 – 1.15pm (KS2)
Lessons	1.00pm (KS1); 1.15 (KS2) – 3.15pm
End of School Day	3.15pm

Children must be in school at 8.50am to line up with their class. They will be marked as late if they arrive after 8.55am. Lateness will be treated as an unauthorized absence. Please ensure that your child arrives in school ready to be involved in registration at 8.55am.

### **Attendance**

Children are expected to attend for 190 days (the academic year). Where children are absent through illness, please phone on the first day of absence detailing the reasons for non-attendance and subsequent days if the illness continues. In line with Local Authority guidelines, we do have a policy of phoning parents if we are not informed of an absence on the first day. Absence for any other reason can only be authorized in exceptional circumstances. Parents must complete a leave of absence form, which can be obtained from the school office.

Children would not be expected to be absent from school for holidays during term time. Term time holidays of 4 days or more adding up to 4 days or more during the year, have to be reported to the LA who may impose a financial penalty. Children of military families are allowed a family holiday during term time on compassionate grounds, following a return from deployment only.

### **Early Years Children Not of Statutory School Age**

Once your child is enrolled at West Row School, the attendance policy applies to them, even if they are not yet of statutory school age. It is important to encourage regular attendance at school right from the start. Intermittent attendance can negatively affect a child's progress educationally, socially and emotionally therefore we encourage you to

ensure your child attends school on a daily basis. We are happy to help with any anxieties children and parents may have surrounding coming to school and are keen to work as a team with families to support good attendance.

## School Uniforms

### Winter

<b>BOYS</b>	<b>GIRLS</b>
White shirt/ white or red polo shirt	White blouse/white or red polo shirt
Grey/black trousers	Grey/black skirt, trousers, culottes or pinafore dress
Red school sweatshirt or cardigan	Red school sweatshirt or cardigan
Plain black shoes	Plain black shoes

### Summer

<b>BOYS</b>	<b>GIRLS</b>
White or red polo shirt	White or red polo shirt
Grey/black shorts	Red and white dresses/skirts
	Grey/black shorts
	NO PEDAL PUSHERS/3 QUARTER LENGTH TROUSERS PLEASE
Plain black shoes or sandals*	Plain black shoes or sandals*

\*Open toed sandals are not wholly suitable for school as children's toes could be injured during the course of the day. Parents sending their child to school in open-toed sandals are accepting the risk of their child's toes being injured.

Children also need a school book bag and PE bag.

School uniform can be ordered from:

School Uniforms Plus  
 82 James Carter Road  
 Mildenhall  
 Suffolk  
 IP28 7DE

Online at: [www.schooluniformplus.co.uk](http://www.schooluniformplus.co.uk)

**OR**

Tesco School Uniform

Online at: [west-row-cp.schoople.com](http://west-row-cp.schoople.com)

### **Clothing for Physical Activities**

All children are asked to have in school each day, a pair of plimsolls/gym shoes (preferably with elasticated tops), a pair of navy or black shorts, and a white T-Shirt, T-Shirts with the school logo are available to order from the school uniform provider.

All clothing, such as sweatshirts, shirts, coats, hats, gloves, shoes, plimsolls and wellingtons etc should be clearly labeled with names.

### **Jewellery and Watches**

Children should not wear any jewellery to school. Children are permitted to wear ONE pair of earrings in school, which must be of the short stud type. However, in line with Suffolk Local Authority Health and Safety Regulations, earrings must be removed before school on days when PE lessons are taking place. Children are not allowed to take part in PE lessons wearing jewellery, which includes earrings. Children are allowed to wear a watch to school but they must take full responsibility for it. Watches must also be removed for PE lessons.

### **Make Up:**

Make-up and Nail Varnish should NOT be worn to school.

## **Lunchtime Arrangements**

We strongly recommend that all children have a school meal at lunchtimes. Eating with peers encourages pupils' table manners and helps them develop the necessary skills of using a knife a fork. Meals served at this schools are prepared and cooked on the premises and are nutritional and well balanced, promoting the philosophy of the School Meals Service. The price of a school meal is currently £2.30 per day or £11.50 per week and represents good value for money. Dinner money can be paid weekly, half termly or termly online at: [www.eats-catering.co.uk](http://www.eats-catering.co.uk)

If this is not possible then it is most helpful if dinner money is sent for the week on a Monday morning. Please put the money in a purse, envelope or container, clearly marked with your child's name. If your child is absent later in the week, the money will automatically be credited so less money will need to be sent on the next occasion. Lunches must be paid for in advance. If no payment is received we will phone you requesting a packed lunch to be brought into school. All dinner money received from your child will be credited to their account. No change will be given. Parents can also pay for half a term or term by cash.

Cheque payments are now no longer accepted by the Local Authority.

**Free meals** are available to Early Years, Years 1 and Year 2, **and to those** children whose parents are receiving Income Support. To apply for KS2 if you receive Income Support, it is necessary to obtain a form from school or the Area Education Office. When completed, the form should be sent direct to the Area Education Manager and it will be dealt with in the strictest confidence.

Children whose parents do not wish them to have a school meal may bring a packed lunch. We aim to use every opportunity to teach children how to live healthily, so we ask that you pack a healthy, balanced lunch for your child. Please do not send sweets or chocolate in your child's lunchbox. If you wish to send a cold drink, please ensure that it is in an unbreakable container. Canned, fizzy drinks are not acceptable.

All lunchboxes should be clearly named. Children can have water bottles in school each day. Fruit and vegetables are available as part of our '5 a day' initiative for KS1 children. KS2 children may bring a piece of fruit, vegetable or cereal bar (nut free) for a playtime snack. Chocolate bars and crisps are not acceptable.

**ALL SNACKS AND PACKED LUNCHES MUST BE NUT FREE TO AVOID ANY INSTANCES OF SEVERE ALLERGIC REACTIONS IN SOME PUPILS.**

### **Illness/Injury**

When children become ill at school, it is often necessary to send them home.



It is the parents' responsibility to inform the school of contact numbers that can be used when a child is unwell. The school holds a register of contact numbers, which we will update on a regular basis.

Should a child require immediate attention following an accident, the parents will be requested to take the child for immediate treatment. In the event of failure to make contact with the parents in such circumstances, the Head-Teacher will take the appropriate action in the best interests of the child.

## **The Administration of Medicines**

When children are ill, it is the parents' responsibility to ensure that they receive proper care and we advise parents that when their children are unwell, they should not be sent to school (for example when the illness is contagious; has caused vomiting and/or diarrhea, or requires regular medication). The administering of medicines to children is also the parents' responsibility. Since very few medicines need to be administered in the middle of the day when a child is well enough to be at school, parents may be expected either to keep their at home or to arrange to administer the medicine personally if they believe a course of treatment to be necessary. The medical advice we have received is that only in the case of certain children with a long term condition would it be necessary for a medication to be administered during the school day. The Head-Teacher or her representative will administer certain medication, if written permission is given by parents.

Where children have a medical condition that requires attention beyond the normal day-to-day care, parents should discuss the child's requirements with the Head-Teacher or SENco.

## **School Transport Arrangements**

The responsibility for ensuring that children attend school regularly rests with you as parents, but Suffolk Local Authority has a duty to help with the provision of transport if your child lives beyond a certain distance from the nearest school. In carrying out their duty, Suffolk Local Authority may use their own vehicles, private contractors or local bus services. It is the policy of the Suffolk Authority to provide free transport in accordance with the Education Acts:

- For children aged eight and under at the beginning of the school year in September who live two miles or more from their catchment area schools, and for children aged eight and over who live three miles or more from their catchment area schools. Measurement, in all cases, is the shortest route available including footpaths where considered suitable. Parents whose children are offered a place at a school that they have requested but which is not their catchment area school will be expected to make their own arrangements and meet cost.

The administration of the School Transport Service is undertaken from The Transportation Department, St Andrew House, County Hall, Ipswich, Suffolk, IP4 1LJ, Telephone: 01473 264671 and all enquiries should be made there.

## **Bicycles**

The use of bicycles for transporting children to and from school should be discussed with the Head-Teacher. The school recommends that children have undertaken and passed a training course prior to regularly riding a bicycle to school. This course is only available to Year 4 children and older as part of LA policy.

## **Walking To and From School**

Children are permitted to walk to and from school independently from Year 5 onwards. Children in younger year groups should still be brought to school by an adult. Parents who wish to give permission for their children to walk to and from school should provide written confirmation of this.

If you wish your child to have a mobile phone with them on their journey to and from school, they should bring it to the school office on arrival to school so that it can be stored safely during the day.

## **End of The School Day**

Please collect your child from their designated space in the playground. They will wait there with their Class Teacher at 3.15. If you have made arrangements for an alternative adult to collect your child, please inform the Class Teacher via the home-link book; class 'Going Home' book or call the school office to leave a message. Please don't be offended if we question a different adult collecting a child from school – we only do so in order to

reassure ourselves that we are handing the child over to an adult with permission to collect them from school.

## **Parking and Walking Bus**

West Row is a small village and the school does not have the capacity for parents to park in its school grounds. If you bring your child to school in your car, please park away from the school entrance and be considerate of other residents living near to the school who need to leave their driveways. It is against the law and dangerous to park on grass verges or the pavement (sidewalk).

There are approximately 100 parking spaces available outside the Village Hall which is about a 3 minute walk from the school. From September 2016, we will be running a Walking Bus from the Village Hall. Members of school staff will meet parents and children at the Village Hall and walk them down to the school at 8.40am. Parents needn't accompany their child unless they wish to do so.

## **Admissions**

There is a published standard intake limit of 30 children for each school year. All children have the option to start full time in Early Years in the academic year of their fifth birthday.

Parents residing in our catchment area are requested to complete a CAF1 Form, obtainable from the school and return it either to the school or the Local Education Office by the January before their September admission. Applications can also be made online.

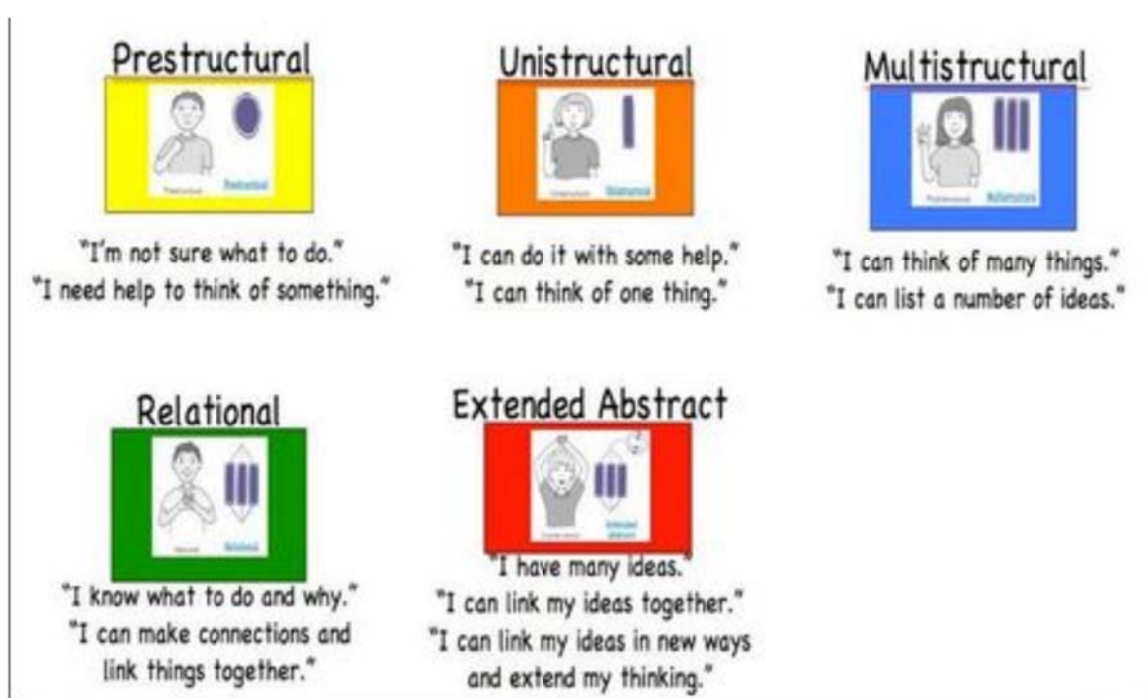
Applications for out of catchment placements have to be made using the same form obtainable from School and sent to the Area Education Office before the end of January prior to admission in September.

Mid-Year applications should be made to the Local Authority. Forms can be obtained from school or downloaded from the LA site.

Applications from other year groups (Y1-Y6) can be made directly to the school.

## Assessment and Testing

We use SOLO Taxonomy to provide differentiation in difficulty of work and to assess the depth of understanding pupils have of what they are taught. The different depths of understanding are explained below. Alongside SOLO Taxonomy, we use Cornerstones Assessment descriptors to track whether children are meeting termly goals in reading, writing and maths. At various times during the school year, you will be told whether your child is on track to meet the end of year expectations for their age group.



Further information about how we assess your children and report it to you can be found in our Assessment Policy and Guidance For Parents.

In addition to this ongoing assessment, we also carry out formal assessments at different times during the school year.

Early Years	Foundation Stage Profile Phonic Tracking High Frequency Words (HFW) Assessed Writing Moderated Maths	On-going from entry Termly Termly Termly Termly
Year 1	Moderated Maths Moderated Writing Phonics Tracking Statutory Phonics Check	Termly Termly Termly June
Year 2	Moderated Maths Moderated Writing Rising Stars Reading Comprehension Test Rising Stars Maths Test Phonics Tracking KS1 Statutory Assessments	Termly Termly Termly  Termly  May
Year 3	Moderated Maths Moderated Writing Rising Stars Reading Comprehension Test Rising Stars Maths Tests	Termly Termly Termly  Termly
Year 4	Moderated Maths Moderated Writing Rising Stars Reading Comprehension Test Rising Stars Maths Tests	Termly Termly Termly  Termly
Year 5	Moderated Maths Moderated Writing Rising Stars Reading Comprehension Test Rising Stars Maths Tests Rising Stars SPAG Tests	Termly Termly Termly  Termly Termly
Year 6	Moderated Maths Moderated Writing Rising Stars Reading Comprehension Test Rising Stars Maths Tests Rising Stars SPAG Tests KS2 Statutory Assessments	Termly Termly Termly  Termly Termly May

NB: This timetable is subject to change as a result of local and national requirements.

The information and particulars contained in this brochure relate to the school year indicated in the front cover and are correct at the time of publication.

Changes may be made:

- Before the start of, or during the school year in question
- In relations to subsequent school years.

**We hope that you will enjoy working alongside us to ensure the success of your child.**

***Every child....Every adult...To infinity and beyond!***