

WELBURN COMMUNITY PRIMARY SCHOOL



Prospectus 2016 - 2017

“At Welburn School we work together to create a caring, stimulating environment where every child can flourish and be happy in preparation for life in a global society.”

CONTENTS

Page 4	A Welcome from the Headteacher
Page 5	The School: Classes
Page 6	School Staff and Governors
Page 7	School Hours and Holiday Dates
Page 8	Starting School: Visiting the School Admission of Pupils Starting Date Getting Ready for School
Page 9	Links with Parents
Page 10	Links with the Community
Page 11	Curriculum Aims: A Statement from the Governing Body
Page 12	The Curriculum: English
Page 13	The Curriculum: Mathematics Science
Page 14	The Curriculum: History and Geography Design and Technology Information Communication Technology Physical Education
Page 15	The Curriculum: Art Music Religious Education French Outdoor Learning
Page 16	The Curriculum: Sex Education Visits and Visitors
Page 17	Extra Curricular Activities Special Educational Needs

Page 18	Gifted and Talented School Council Homework
Page 19	Attendance Transport Equality and Diversity
Page 20	Looked After Children Pastoral Care School Meals Health
Page 21	Behaviour Policy Exclusions Complaints The School Uniform
Page 22	P.E Kit Assessment

Dear Parents,

Thank you for your interest in Welburn Community Primary School. I trust this prospectus will provide some answers to the questions you will have about Welburn School. If you would like to know more, or see the school at work, then you will always be welcome and I will be delighted to show you around.

I know that we as governors and teachers, together with you as parents, can develop a harmonious relationship which will benefit and enhance your child's learning and personal growth in this hard-working and caring school. We always try and provide a safe environment where young children can learn and play and become good citizens for the future.

We were delighted that our most recent Ofsted inspection judged Welburn to be an outstanding school and that 'Pupils make excellent progress academically, show outstanding personal qualities and the care they get is excellent.'

Please feel free to contact the school; the staff and myself are always willing to discuss any concerns or queries you may have.



Welburn Community Primary School

Welburn, York

YO60 7DX

Telephone: 01653 618301

E-mail: admin@welburn.n-yorks.sch.uk

School profile: <http://schoolsfinder.direct.gov.uk/8152151/school-profile>

Welburn Community Primary School

The school serves a large rural area, which includes the communities of Welburn, Bulmer, Whitwell, Huttons Ambo, Crambe, Crambeck, the Castle Howard Estate, Barton Le Willows and Barton Hill. Children from areas outside the immediate catchments area may also apply to attend this school.

The main school building was built in 1841. An extension was completed in summer 2004 and the very attractive, light and airy main building now contains two classrooms, a large hall, kitchen, library, staff room, reception area, an office and cloakrooms. There is also a temporary classroom unit.

The school stands in its own attractive grounds surrounded by a large playing field and has wonderful views over the Castle Howard Estate. In 2009, we had a new adventure playground installed for older pupils. Also, the Foundation/Key Stage 1 class playground was extended and new equipment installed.

We have approximately 90 pupils at the school - an ideal size for maintaining a warm, family atmosphere in which every child can develop to their full potential.

At present there are three classes, arranged vertically, in which children are allowed to progress at their own speed;

Class One
Reception and Year 1 (ages 4 - 6)

Ms Lewis
Mrs Dawson / Miss Patel

Class Two
Years 2 & 3 (ages 6 - 8)

Mrs Jackson / Miss Hatfield
Mrs Dring

Class Three

Miss Gardonyi /
Mrs Leppington

Year 4
Class Four
Years 5 & 6 (ages 9 – 11)

Mrs Thomson / Mrs Jones/
Mrs Hart

School Staff

Head teacher	Mrs Helen Thomson
Class 4	Mrs Helen Thomson, Mrs Sarah Jones
Class 3	Miss Gardonyi
Class 2	Mrs Karen Jackson, Miss Hatfield
Class 1	Ms Naomi Lewis
Advanced Teaching Assistants	Mrs Angela Hart, Mrs Julie Dring, Mrs Louise Dawson
Teaching Assistants	Miss Preeya Patel, Mrs Lucey Leppington, Mrs Vicky Cuthbertson
Administration Assistant	Mrs Susie Walsh
Cook	Mrs Marjorie Murray
Lunch-time supervisors	Mrs Marjorie Murray, Mrs Anna McCay, Mrs Vikki Wainwright, Mrs Wendy Harris
Breakfast Club Leader	Mrs Vicky Cuthbertson

Governors

Chair	Mrs Kate Milner	Chair/Parent Governor
	Mr Tim Steel	Parent Governor
	Mrs Catherine Bell	Parent Governor
	Mrs Yvonne Myers	Co-opted Governor
	Mrs Christine Pietrowski	Co-opted Governor
	Mr Charles Ward	Co-opted Governor
	Mrs Sylvia Haines	Co-opted Governor
	Mr Martin Fargher	Co-opted Governor
	Mr Roy Halpin	Parent Governor
	Mrs Marjorie Murray	Staff Governor
	Mrs Helen Thomson	Head Teacher
Clerk to the Governors	Ms Liz Wilson	

School hours

Morning	9.00 am to 12.00 pm
Afternoon	1.00 pm to 3.30 pm

Children may arrive at school from 8.45am, at which time a member of staff will begin playground supervision. There is a 15-minute break in the morning and afternoon and 15 minutes of collective worship each day. This gives 23 hours 45 minutes actual teaching time. A list of term dates is provided below.

SCHOOL TERM, HOLIDAY AND TRAINING DAY DATES FOR 2016/2017

Monday 5th September	Training Day
Tuesday 6th September	Years 1 - 6
Friday 21st October	Break up for half term
Monday 31st October	School re-starts
Monday 28th November	Training Day
Friday 16th December	Break up for Christmas
Tuesday 3rd January 2017	Training Day
Wednesday 4th January 2017	School re-starts
Friday 17th February	Break up for half term
Monday 27th February	School re-starts
Friday 7th April	Break up for Easter
Monday 24th April	Training Day
Tuesday 25th April	School re-starts
Monday 1st May	Bank holiday
Friday 26th May	Break up for half term
Monday 5th June	Training Day
Tuesday 6th June	School re-starts
Tuesday 25th July	Break up for Summer Holidays

Starting School

Visiting the School

If you are considering sending your child to Welburn School, the Headteacher will be happy to arrange for you to visit and look around the school. Arrangements will be made for all new entrants and their parents to visit the school in the term before they begin.

Admission of Pupils

If your child is born between 1st September 2012 and 31st August 2013 then they will start school in September 2017. Applications need to be in by 15th January 2017. More information can be found at:

www.northyorks.gov.uk/admissions.

Starting Date

Children are able to start school full time in the September following their fourth birthday. However, pupils are not legally required to attend school until the beginning of the term in which they have their fifth birthday. Therefore, where it is thought to be in the best interests of a pupil, the class teacher will liaise with parents to produce an individual induction programme until the child reaches compulsory school age. There will be a familiarisation period during the latter part of the summer term when children may come for two half day sessions. This is the term before they start in September.



*Class 1 pupils busy
in their outdoor
learning area.*

Getting Ready for School

Before coming to school, your child is well on the way to mastering perhaps the hardest and most complicated of life's tasks; learning to understand and speak their own language.

You can help by including your child in your everyday conversations and answering their questions as fully as possible. Sharing a story, watching TV, listening to tapes or the radio can all help develop your child's language. Although TV can play a valuable part in a child's education it cannot replace the warmth and personal contact of a child and grown up sharing a book together. Do not neglect old nursery rhymes and songs. Children need to hear stories and poems over and over again because they often do not understand things fully the first time. If your child seems to be ready to read, read along with them from any favourite storybook. A reading scheme is not necessary at this stage.

Do not expect your child to master writing quickly. It is a difficult skill to learn. Do not discourage your child if they hold their pencil in their left hand. You may like to help your child to write their name, but please DO NOT teach your child to write in capital letters and remember to call letters by their sounds rather than their names.

You can best help your child to make a successful start in school by talking, listening and discussing. Help them to become independent so they can:

- dress and put shoes on (ones with Velcro fastenings can be a help)
- blow and wipe their nose
- go to the toilet
- recognise and know the names of colours
- use a knife and fork
- tidy away toys and books
- say 'please' and 'thank you'
- share and take turns
- sit quietly and listen
- show respect to adults and other children

Links with Parents

There are two formal parents' evenings a year, normally in mid autumn and in the spring term. We have an 'open door' policy and teaching staff are always willing to discuss any concerns or anxieties that parents/carers may have about their child. In order to allow enough time for a proper discussion, we would ask that you contact the school first to make an appointment.

There is also a suggestion box which is available for queries, comments or ideas. Each class hosts an assembly for relatives and friends once a term. We hold regular 'Bring a parent to a lesson' days, as well as events such as garden parties, science exhibitions and class lunches.

There is an established Parent Teacher Association, of which all parents have automatic membership. Its function is to foster a more extended relationship between staff, parents and others associated with the school by arranging social and fund raising events. If you would like to know more about the P.T.A. please contact the secretary via the school.

Links with the Community

We value our role as a community school. We hold regular community open days, visit all our villages at Christmas to bring Christmas greetings, invite local people to carol services and concerts and hold class lunches for relatives and friends to join our pupils.

This year, members of the local community have helped Class 1 design and make their costumes for the school carnival. This event was enjoyed by the whole village.



***Family, friends and members
of the local community joined
us for our Christingle
Service***

It is our intention that your child will be very happy at Welburn Community Primary School. We hope that you will take an active interest in your child's education by supporting school events.

Curriculum Aims: A Statement from the Governing Body

The aims and principles of this school are to promote the spiritual, moral, cultural, mental and physical development of pupils at the school and to prepare the pupils for the opportunities, responsibilities and experiences of adult life.

Welburn's curriculum aims to be both stimulating and challenging, providing each child with the skills, knowledge and understanding which will be of value to them long after they have left Welburn. Each child will have a broad and balanced curriculum that is relevant to his or her needs. We believe that all children are entitled to this, irrespective of class, creed or colour.

Welburn is a primary school and its learning is divided into three stages:

- Foundation Stage 4 - 5 years of age
- Key Stage 1 5 - 7 years of age
- Key Stage 2 7 - 11 years of age

The Foundation Stage covers your child's first year in school and often this group is described as 'Reception'. Learning at this stage builds on what children already know when they come to school. Therefore skills such as listening, speaking, concentration, persistence, learning to work together and cooperating with other children are covered. The Foundation curriculum is divided into seven areas of learning:

- Personal, social and emotional development
- Communication and language
- Physical development
- Literacy
- Mathematics
- Understanding of the world
- Expressive arts and design

The Foundation Stage prepares children for learning in Key Stage 1 and any learning is consistent with the National Curriculum so that early communication, literacy and numeracy skills are also introduced.



Reception pupils using a range of musical instruments.

In Key Stages 1 and 2 all classes operate the National Curriculum. The subjects taught are:

- English (Literacy)
- Mathematics (Numeracy)
- Science
- Design & Technology (D&T)
- Computing
- History
- Geography
- Music
- Religious Education (RE)
- Personal Social and Health Education (PSHE)
- Physical Education (PE)
- Modern Foreign Languages

Each half term or term we use a theme to link together relevant areas of study. Creating our own Greek Theatre, Teddy Bears' Picnic, Robot Wars and What was it like to be a child in Welburn are all examples of themes we have used.

Throughout the school children are taught according to the National Curriculum at a level that suits their age and abilities and they may work as part of a whole class, within a group or as an individual in independent work.

English

As part of the daily literacy hour, children are taught all aspects of English including work on text, sentence and word structure as well as encouraging children to respond orally in lessons. Vocabulary, reading, knowledge of context, phonics, spelling and grammatical knowledge as well as appreciation of language are all aspects taught.



Class 3 pupils taking part in activities at the Castle Museum in York.

We place great emphasis on teaching reading skills and on helping children to discover for themselves a love of books, using a variety of reading schemes. There is a good selection of fiction and non-fiction books in the school library and we are continually building our collection. Pupils have regular group and guided reading sessions.

Class 1 pupils (Reception and Year 1) are taught phonics on a daily basis. Speaking and listening and drama are regularly used across the whole curriculum to enhance learning of a particular subject area, as well as to provide an opportunity for pupils to develop performing skills and to build self-confidence.

We also worked hard to develop pupils' handwriting and fine motor skills.

Mathematics

As part of the daily numeracy hour children are taught all areas of mathematics. The numeracy hour allows staff to teach a structured lesson every day. We also place an emphasis on children using these skills and knowledge in other curriculum subjects such as science and geography.

Science

This subject is introduced into the curriculum as early as the reception year when children are encouraged to enquire, discover, classify, explore, question, obtain evidence and generally investigate throughout their school life.



***Class 2 during a visit
from 'The Plant Man'.***

The foundation subjects are:

History and Geography

We normally introduce the history and geography elements of the National Curriculum through topic work. These draw upon and extend children's own knowledge and experience in and out of school by involving them in practical and interesting work. We help the children to develop and put into practice learning and recording skills involving the use of reference books, encyclopaedia, atlases, and historical and environmental material.

Design & Technology

Children will be taught to develop their design and technology capability through combining their design and practical skills with knowledge and understanding using materials, tools and equipment suitable to their needs.

Computing

Children will be given the opportunity to extend their understanding of ICT throughout the school. They have experience of control, word processing, problem solving, communicating, finding information and data handling. We have an interactive white board and fixed computers in each classroom in addition to a bank of laptops which are available to all classes. We also have a class set of tablets.

Physical Education

During their school life children will be taught a variety of physical activities such as games, gymnastic activities, athletics, tag rugby, football, dance and swimming. It is our aim to promote a healthy and positive attitude to physical education stretching each child to improve their skills whether as an individual or team member.



Sports Day

We have excellent indoor and outdoor facilities for a variety of activities. We are members of the Ryedale and Whitby School Sports Partnership that provides a variety of sporting opportunities and competitions for all schools in the area. Most recently, dance, gymnastics, skipping, basketball and golf lessons have been provided through this partnership. We have been awarded the Active Mark for our involvement with sport.

Art

Children are given the opportunity to express their artistic abilities using many different media. We place great emphasis on encouraging individual expression within a disciplined teaching approach.

Music

Every class takes part in singing and class music making, using a wide range of instruments. Music lessons on a range of instruments are also offered by North Yorkshire County Music Service and Music in Schools Foundation - fees available on request.

Religious Education

Under the terms of the Education Reform Act 1988, Religious Education must be taught to all pupils for an adequate and reasonable length of time. This is assumed to be one hour per week. We accept the fact that the religious traditions in this country are mainly Christian. Our teaching gives a prominent place to the study of Christianity. Our syllabus is non-denominational and in keeping with the syllabus requirements. All children will take part in daily collective worship.

Parents wishing to withdraw their children from Religious Education or collective worship (their right under section 9(3) of the E.R.A.) may make special arrangements with the Headteacher.

French

Children in Class 2 and Class 3 receive lessons in a modern foreign language.

Outdoor Learning

The school has excellent provision for outdoor learning and full use is made of the school grounds and surrounding environment. Class 1 pupils have their own outdoor learning area, to which pupils have continuous access as an extension to the 'classroom'.

All classes frequently enhance their class-based learning by using the school grounds or with visits to the village or the surrounding rural environment. In particular, each class regularly visits the local woodland, which provides an opportunity to develop all aspects of pupil learning.



Class 3 pupils building and lighting their own fires.

All pupils take part in gardening as part of the school curriculum. Pupils make decisions about the plants to be grown and are taught gardening skills. Produce from our organic vegetable garden is included in school dinners. We also have a wildlife area, including a pond, which provides an additional learning resource for our pupils.

Sex Education

The aim is for every child to be able, by the time they transfer to secondary school, to have necessary skills, sufficient self-awareness and access to information about sexuality and sexual matters that prepare them for the physical and emotional changes they will experience. This is taught within an integrated Health Education Topic, 'Ourselves'. In the summer term, Y5 and Y6 children are taught specific lessons on human pregnancy and birth. Later that term, Y5 & 6 girls receive a lesson from ??? dealing specifically with puberty and menstruation. Parents who prefer their children to be withdrawn may do so after consulting the Headteacher.

Visits and Visitors

Visits and visitors are central to our teaching and learning at Welburn Primary. Wherever possible we use visits to stimulate and extend pupils' learning. Similarly we welcome visits from drama groups and 'experts' who can add an extra dimension to our work. Classes 3 and 4 have a residential visit each year, either to an outdoor activity centre or to another part of the country to explore a different environment to our own.



*Class 3 enjoying the coastline
on Lindisfarne*

These visits provide opportunities to develop and enhance their personal and social development. Recent residential visits have been to Lindisfarne, Edinburgh and Peat Rigg Outdoor Education Centre, near Pickering.

Extra Curricular Activities

We run a number of after school clubs, which have included: tag rugby, fun games, craft, football, basketball and dance. Professional teachers provide judo classes for pupils. Clubs vary each term but we aim to provide a wide range of experiences for all our pupils.

Special Educational Needs

Our policy is based upon the Special Needs Code of Practice issued by the Department of Education and guidance from the local authority. The staged approach to the identification and provision for children with S.E.N. involves a graduated response from within the school resources and the involvement of outside support from agencies if necessary.

A child who needs additional support will be catered for within their own class and receive specific help from their own teacher, who will also involve parents closely. Children may need support for a variety of reasons ranging from specific learning difficulties, exceptional ability and behavioural issues to physical difficulties that may affect their learning.

A principle of the school's S.E.N. policy is that all pupils with special educational needs will be fully integrated into the school life and have access to a broad and balanced curriculum.

Gifted and Talented

At Welburn School, we provide teaching which helps our pupils to develop their skills and abilities, intellectually, emotionally and socially. Learning is challenging and engaging for all pupils, enabling them to realise their potential.

We recognise that some pupils may have academic abilities or specific talents that range well above the average in our school. A range of sources of information is used to identify these students and the information is collated by the gifted and talented co-ordinator.

As for all pupils, work is differentiated and enrichment/extension activities and tasks are provided for gifted and talented pupils. There are also opportunities to take part in suitable enrichment days organised by other schools and organisations.

School Council

The school council is made up of two representatives from each class who are elected for the year by the other pupils.

They meet regularly, either alone or with a member of staff, and have already overseen a number of school improvements. For example, they were recently involved in developing plans for new play equipment and games to improve the playground environment.

They also organise fund-raising activities to support different charities.

Homework

Homework is seen as supporting children's daily school work and could include aspects of any part of the curriculum. For all our pupils, reading, learning spellings and the learning of times tables are the main weekly homework.

Attendance

Children who are absent from school must justify their absence by bringing a letter of explanation from home otherwise their absence may be deemed to be unauthorised. A telephone call would also suffice.

Parents who withdraw their children from school during school time (e.g. for a family holiday) must apply for leave of absence (10 days maximum in any school year) otherwise this is deemed as unauthorised. We are aware that it is often cheaper and more convenient to take family holidays during term time but we do ask parents to consider the impact of this missed learning time.

We have computerised records of attendance and we are able to closely monitor attendance and attendance trends. We will be informing parents on a termly basis of their child's attendance.

During the school year 2015 to September 2016 there were the following absences:

Total number of registered pupils who were 5 or over on 1st September 2015:

Percentage of half day sessions missed through authorised absence:

Percentage of half day sessions missed through unauthorised absences:

Transport

Children who live more than two miles from school may be entitled to free transport. Please contact the Integrated Passenger Transport Team on 01609 533679.

Equality and Diversity

The governors and school staff subscribe wholeheartedly to this extract of North Yorkshire County Council's Equality Policy Statement:

"We oppose all forms of unlawful or unfair discrimination, whether because of race, colour, ethnic or national origin, sex or gender reassignment, marital status, family status, sexuality, religion or beliefs, disability, age or any other condition or requirement which places a person at a disadvantage and cannot be justified."

Our Equality Scheme sets out how we will overcome any barriers to learning, development and participation.

We promote the spiritual, moral, cultural, mental and physical development of all our pupils and value diversity within the school. As a small, rural village school, we actively seek opportunities to broaden pupils' experience of a wider community, for example twinning with schools in urban locations.

Looked After Children

We recognise that for many children in care, school life can be challenging. The Children and Young People's Service (CYPS) is committed, in partnership with schools in North Yorkshire to promoting the achievement of Looked After Children.

Pastoral Care

The class teacher in consultation with the Headteacher exercises pastoral care if necessary. If required, the Educational Welfare Officer is informed of any special needs.

School Meals

Lunches are cooked on the premises by our dedicated cook Mrs Murray. All lunches for Key Stage 1 pupils (Reception, Year 1 and Year 2) classes are free of charge. Lunches for Key Stage 2 pupils (Year 3, 4, 5 & 6) cost £2.10 per day. These prices are reviewed annually by NYCC, at the end of the summer term. Dinner money is payable at the beginning of each week or half-term in cash or cheques (cheques for dinners should be made payable to *N.Y.C.C. Welburn School*).



Children may bring a packed lunch if preferred and these can be eaten in the hall. If you think your child may be entitled to free school meals, please contact the school or the Welfare Team on 01609 533405, for further details.

Health

If your child needs to be absent from school through illness etc., please telephone (messages can be left on the answerphone) or send a letter. We will contact parents of any pupil not at morning registration if we have not been contacted.

If you have to take your child to the doctor or dentist during school hours, please let the school secretary know in the morning and report to the school reception to collect your child.

We would appreciate knowing of any illness or disability experienced by your child, including any emotional upset, which may affect their education. If we are aware of any problems, then it will ensure that your child has the support that they need whilst in school.

Behaviour Policy

We encourage children to develop high standards of self-discipline. Pupils are rewarded in our school for their work and behaviour. We use a variety of class-based rewards including stickers and certificates. During our 'Celebration Assembly', held every Friday morning, one child from each class is identified as the Star of the Week and features on our weekly newsletter to the community.

Teachers are in loco parentis and exercise reasonable chastisement for unacceptable behaviour. Misdemeanours are dealt with at the time, usually by deprivation of privileges.

Our behaviour policy outlines our expectations.

Exclusions

Although it is very rare, there is a clearly defined procedure for excluding pupils, who continuously misbehave in a serious manner (bullying, swearing, violence).

Complaints

In the event of any parent having any cause for complaint, the first step should be to approach the class teacher of the child concerned. If this does not resolve the matter, then the next step is a more formal approach to the Headteacher. The Chair of Governors can also be contacted. The last point of redress would be the Local Authority (NYCC) itself. The school has adopted the Local Authority's Complaints Procedure, which is available to parents on request.

The School Uniform

The Governors have agreed on a dress code for our school and encourage all parents to support this. The uniform includes:

- a red sweatshirt, sweater or cardigan
- dark navy, black or grey trousers or shorts for boys
dark navy, black or grey skirt, trousers, culottes or pinafore dress for girls. In summer checked or striped summer dresses may be worn (preferably in red)
- white, grey or red shirt / polo shirt
- shoes or sandals.

We do ask that children **DO NOT WEAR** heavy boots, high heeled shoes or shoes with little support (e.g., flip flops), denim jeans or jewellery and that whatever they wear, is suitable and practical for school life.

Orders for school uniform, with the school logo, are taken each term. Items that can be ordered include: sweatshirt, cardigan, polo shirt, fleece jacket, waterproof jacket. We also have a school PE bag and various book bags available at any time.

PE Kit

For PE and drama children should have:

- white T-shirt
- black or navy shorts
- jogging bottoms for outdoor use in cooler weather
- trainers / plimsolls (ones with elasticated fronts are easiest for infants)
- swimming trunks or one-piece swimsuit and a towel will be needed for swimming lessons, which take place in the summer term

PLEASE MAKE SURE THAT ALL PERSONAL BELONGINGS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME.

EARRINGS MUST BE REMOVED FOR PE.

Assessment

Class teachers conduct continuous teacher assessment throughout the time the child spends in their class. Reception children are informally assessed during their first year in school and this is used to compile their Foundation Stage Profile.

In accordance with the National Curriculum assessment arrangements we carry out statutory teacher assessments at the end of Key Stage 1 (7 years) and Key Stage 2 (11 years) in English and mathematics. Pupils also take statutory assessment tests at the end of Key Stage 2.

The results of these teacher assessments and tests are published in the school prospectus, providing that 5 or more pupils take the assessment. This is because the government acknowledges that when there were less than 5 pupils who took the assessment, individual pupils can be identified from the data.

Key Stage 2 results 2016

Subject	EX+	GDS
Reading	83%	33%
Writing	83%	33%
Maths	83%	33%
Science	83%	16.7%
Reading, Writing, Maths	83%	16.7%

(The above results are unvalidated. Validated results are available in December.)