



## Townley School and Pre-School



School Brochure 2016—2017

# Welcome

Townley School and Pre-School are a close knit community of children, staff, governors and parents. Our aim is that, for the time your child spends with us they are happy and successful. We feel that it is essential that good relationships are developed between parents, staff and children.

You are always welcome in school and teachers are available to talk with you on any matters involving your child. Please do not hesitate to contact myself or the class teacher about anything which concerns you and we will be happy to see you at the next mutually convenient time.

We regularly celebrate children's talents and achievements in and outside of school, and we are proud of the range of extra curricular activities we offer. Throughout their time at Townley, we encourage children to be independent and develop a lifelong love of learning.

On the following pages you will find information about the school, its organisation, philosophy and aims, together with some practical details about daily routines.

Mrs Maria-Anne Higgins

Headteacher



Townley School and Pre-School

Crown Road

Christchurch

Cambridgeshire

PE14 9NA

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# Our Vision, Aims and Values

Everyone at Townley will-

<b>Be healthy</b>	Will make informed choices about being healthy and staying safe
<b>Stay safe</b>	Will thrive in a safe and happy learning environment
<b>Enjoy and achieve</b>	Will engage with a varied and lively curriculum and fulfil their capacity to learn
<b>Make a positive contribution</b>	Will become self-confident, informed and active citizens Will treat each other with respect regardless of gender or ethnic background  Will acknowledge, develop and value staff, pupils, parents, buildings and environment
<b>Achieve economic well-being</b>	Will be equipped to cope with change and engage with the world around them



# Staff

Headteacher: Mrs Maria-Anne Higgins

Teachers: Miss Victoria Lavender (Class 1)

Mrs Rebekah Lawrence (Class 1)

Mrs Maggie Ford (Class 2)

Mrs Helen Chappell (Class 3)

Mrs Lucy Culyer (maternity leave)

Intern: Miss Shelley Butler

Teaching Assistants: Ms Yvonne Chenery  
Mrs Debbie Haylock  
Mrs Jane Henson  
Mrs Magdalena Laba  
Mrs Lucy Barnes  
Mrs Lisa Darville  
Ms Julie England  
Mrs Karen Beers

Secretary: Ms Tina Chisholm

Midday Co-ordinator: Ms Yvonne Chenery

Midday Supervisors: Mrs Debbie Haylock  
Mrs Lisa Darville

Caretaker: Mrs Annette Chenery

## Governing Body

**Chair:** John Garlick

**Headteacher:** Maria-Anne Higgins

**Clerk:** Tina Chisholm

**Local Authority Appointees:** Councillor Fred Yeulett

**Parent Governors:** Andrew Murray  
Simon Freeland  
Christannia Birch  
James Hughes  
Natalie Paine  
Sharon Barwick  
Tony Bradbury

**Staff Governor:** Yvonne Chenery

**Co-opted Governors:** Karen Jackson  
John Garlick (Chair)  
Maggie Ford  
Will Sutton



## Townley School

The Townley School was opened in July 1932 in the present buildings. Since that time there have been many modifications to the premises to fit them for their role in providing an up-to-date environment for the educational needs of the time.

The school enjoys an extensive site with hard surface areas, a large playing field, a trim trail, swimming pool and an environmental area.

The present school roll is 86 children in full-time education with other younger children attending the school pre-school that meets in the mobile. The school caters for the village of Christchurch and the hamlets of Euximoor and Tipps End. We take several children from Norfolk and can advise parents on the necessary procedures for crossing county boundaries.



## Class Organisation 2016 -17

The three classes are currently organised as follows:

Pre-School- 2, 3 and 4 year olds

Class 1 - Reception / Year 1

Class 2 - Year 2 / Year 3

Class 3 - Year 4 / Year 5 / Year 6



## Admissions

All Cambridgeshire children may start school in September following their fourth birthday. Cambridgeshire's admissions policy recognises the importance of early years' education.

Before starting school in September, the new intake are invited to regularly spend time in school so they are familiar with the class and the daily routine. All Reception children will attend school on a part time basis for the first few weeks. Beginning school is often a far more daunting and tiring, experience, than many parents realise. Part time admission allows children to settle gradually into the school life.

All arrangements regarding admission to school will be explained at the meeting for the parents of new children, held during the summer term.

## The School Day

8.45 a.m.	Gates open, children arrive onto Playground.
8.55 a.m.	Children walk into school
8.55 a.m.	Registration
9.05 - 10:15 a.m.	Teaching Session
10:15 - 10.30 a.m.	Collective Worship (apart From Friday's when our Celebration assembly is at 9.05 am)
10.30 - 10.45 a.m.	Playtime
10.45 - 12.00 p.m.	Teaching session
12.00 - 1.00 p.m.	Lunch & Playtime
1.00 - 1.05 p.m.	Registration
1.05 -3.05 p.m.	Teaching session
3.05 p.m.	End of School Day



Gates are opened at 8.45 a.m. and children can remain in the playground until the bell is rung at 8.55a.m. Registration is at 8.55 a.m. When children arrive late it is disconcerting for them and disrupts the registration period. Late arrivals need to go to the reception foyer and sign the 'Late' book. They then will be taken to class by the office staff.

At the end of the school day children should be collected from outside their classroom door. If, for any reason, you are unable to collect your child please let the class teacher know what alternative arrangements have been made. In the interest of the child's safety, **no child will be allowed to go home with another person unless parents have informed the school.** Please let your child know of alternative arrangements also. If you need to speak to your child's class teacher please try to do so **after** school unless it is a matter of some urgency.



## **Curriculum**

### **English**

English is taught, according to the new national curriculum, in all classes. In addition, other opportunities are sought within the curriculum to enable the children to use extended writing and practise the skills learnt in the English session. We teach a continuous cursive (joined) handwriting style to all children across the whole school .

### **Mathematics**

Maths is taught according to the new national curriculum for all classes. Much of the early work is based on oral and mental work of a practical nature. The children will be expected to learn multiplication tables and will be tested regularly. Although the learning of mathematical skills is important, more important still is the implementation of these skills in a real context, hence the emphasis on 'real life' problems and problem solving.

### **Science**

The school teaches science using the Collins scheme of work and we find that this works well with our mixed aged classes. This is supplemented with other materials as necessary.

### **Computing**

All classes have access to at least two internet linked PCs as well as use of the computer suite (in class 3), we are hoping to replace the computers with class laptops this year. Children use the County Council's website, known as STARZ and other external sites under supervision. We follow the Cambridgeshire 'ACE' programme for teaching computing, which includes internet safety.

### **Design Technology**

The children use a variety of materials and become familiar with the use of the associated hand tools. They then use the skills gained to construct, test and evaluate artefacts of their own design.

### **History and Geography**

New curriculum guidance is used for both History and Geography. Work commences in Class 1 on subjects known to the children and gradually moves from the familiar to the unknown, all the time extending the children's powers of observation of the world in which they live and their knowledge of its development from times past.



## Art

Children learn to use a variety of media and techniques and study works by famous artists. Children are encouraged to use their skills across the curriculum to illustrate projects and other work.

## Music

Music is enjoyed throughout the school. It is taught by the class teachers as part of the curriculum.



## Physical Education

A wide range of physical and sporting activities are enjoyed by the pupils. Swimming is taught during the summer term in the school's outdoor, heated pool. There is also a range of club as well as visits by local coaches (football, hockey, cricket, tennis, basketball and rugby). The 'Olympic Legacy Fund' will be used to extend opportunities for physical education at Townley.

## Religious Education

This is taught in accordance with the Local Education Authority's agreed syllabus and serves to inform children of the major faiths which exist in our society today. Parents may withdraw their children from these lessons and assemblies by notifying the Headteacher.

## Sex Education

In school we aim to help children to learn to respect themselves and others and move safely from childhood, through adolescence and into adulthood. As part of this work, we deliver an ongoing programme of Sex and Relationships Education (SRE). This programme begins as soon as the children arrive in school and continues until the end of secondary school. We are very aware that the SRS we deliver in school is only a small part of children's learning about their bodies emotions, relationships, sexuality, sexual health and themselves. It is intended that all pupils will attend these classes, but parents/guardians have the right to withdraw their children from sex education lessons if they so wish.



## Link-Up

Each term a leaflet called Link-Up is sent to parents outlining the specific curriculum areas that will be covered in various subjects in each class.

## Extra-Curricular Activities

The staff work hard, giving generously of their own time, to provide a range of extra activities in lunchtimes and outside of the school day.



During the course of the school year these may include

Nature Club

Football Club

Country Dancing

Street Dance Club

Swimming

Netball High 5s Club

Art Club

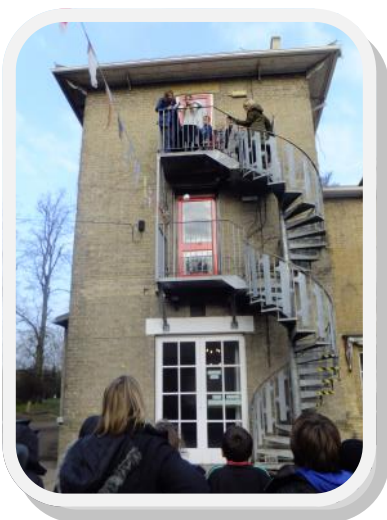
Science Club

Acorn Club

Start Active Club



The children also have regular opportunities to take part in educational visits as well as a residential visit for older children.



## Early Years Foundation Stage (EYFS)

Our curriculum in the EYFS (Pre-School and Class 1) *"Promotes teaching and learning to ensure children's "school readiness" and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school life"* (Statutory Framework for the EYFS 2012). There are seven areas of learning and development that shape our curriculum, with all areas being important and inter-connected. Our curriculum follows the interests of the children and is heavily play based.

### Prime Areas

**Communication and language** development involves giving children opportunities to experience a rich language environment; to develop their confidence and skills in expressing themselves; and to speak and listen in a range of situations.

**Physical development** involves providing opportunities for young children to be active and interactive; and to develop their co-ordination, control and movement. Children must also be helped to understand the importance of physical activity and to make healthy choices in relation to food.

**Personal, social and emotional development** involves helping children to develop a positive sense of themselves and others; to form positive relationships and develop respect for others; to develop social skills and learn how to manage their feelings; to understand appropriate behaviour in groups and to have confidence in their own abilities.

### Specific Areas

**Literacy** development involves encouraging children to link sounds and letters and to begin to read and write. Children are given access to a wide range of reading materials (books, poems, and other written materials) to ignite their interest.

**Mathematics** involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, calculating simple addition and subtraction problems; and to describe shapes, spaces, and measures.

**Understanding the world** involves guiding children to make sense of their physical world and their community through opportunities to explore, observe and find out about people, places, technology and the environment.

**Expressive arts and design** involves enabling children to explore and play with a wide range of media and materials, as well as providing opportunities and encouragement for sharing their thoughts, ideas and feelings through a variety of activities in art, music, movement, dance, role-play and design and technology.



## Behaviour

### Golden Rules.

We want everyone to:

1. Be the best you can be.

2. Be kind.

3. Remember their manners.

4. Be respectful.

These are our four school rules against which the behaviour of everyone in our school is considered. At Townley we use **restorative approaches** to deal with making, maintaining and, when necessary, repairing relationships. Children are encouraged to be aware not only of their own needs but also those of others. We aim to develop values of **respect, tolerance, self-control** and a **sense of responsibility**.

Through the Personal, Social, Health Education (PSHE) lessons, Circle Time and assemblies, children will be encouraged to take responsibility for their actions before conflicts arise. Working restoratively teaches the children that the consequences of their actions have an impact on others. When dealing with conflict, these questions will be asked:

What happened?

What were you thinking?

What needs to happen to put things right?

What are you going to do differently next time?

The person asking the questions will check that the victim and the wrong doer are both happy with the outcome.

#### **The aim is to:-**

Listen to all sides of the story.

Get people to talk to each other.

Restore relationships.

Repair harm.

Improve people's choices in the future.





## **Attendance**

The first educational priority for all pupils must be regular school attendance unless there are very good reasons not to. Good attendance is vital for a successful education. It is parents'/carers' responsibility to ensure that their children attend school regularly. 97% attendance is the figure we are aiming for, for all children.

The school requires notification on the first day of absence, either personally or by telephone or letter, if your child is absent due to illness. Prior notice of medical or dental appointments is essential. As part of the school's policy and to ensure that pupils are safe, if your child is absent and you have not notified the school, you will receive a telephone call from the school.

To deal with pupils who are persistently absent from school as defined by the DfE as 90% or less, the Governing Body has adopted the Cambridgeshire County Council's four letter attendance system. The school meets regularly with our Education Welfare Officer and discusses attendance concerns and requests for leave during term time. If you would like more information about any attendance issues or want to discuss any planned absences, please contact the school. Full details of our attendance policy can be found on the school website, or you can request a paper copy from the school office.

### **Term Time Leave**

Any request for leave during term time must be made in advance through the school office who will provide you with a form to complete. Holidays during term time will not be authorised, leave will only be authorised in exceptional circumstances.

## School Uniform

The school uniform for September 2016 is as follows:

School Jumper in navy blue, this has the school logo on. White shirt and red clip on tie. Charcoal grey skirt or trousers. The jumper and tie can be ordered through the school office, uniform is usually ordered from the supplier once a term. It is essential that uniform is named, as it is inevitable that clothing gets misplaced. Clothing which is not named will be donated to charity.

### **Footwear**

Black Shoes (NOT open-toed sandals as these can cause accidents), NO Trainers.

If children wear inappropriate clothing to school this will be discussed with the child or parents as necessary.



### **PE Kit**

Indoors - navy or black shorts, white T-shirt and plimsolls

Outdoors - navy or black plain tracksuit bottoms, white T-shirt and navy sweatshirt.

Children are required to change clothes for most PE activities. All items of kit **must be named** and kept in a named PE bag in the cloakroom. If children do not have appropriate footwear, for health and safety reasons they will not be allowed to use some equipment.

### **Swimming Kit**

For swimming (in the summer term) children need a one-piece costume/trunks, towel and a brush or comb. All children must wear a swimming cap when using the school pool. These can be purchased from the office. Kit should be kept in a named water-proof bag.

Children may only miss PE on health grounds (for which medical evidence will be required), as it forms part of the National Curriculum and must by law be taught.

### **Jewellery**

Only one set of stud earrings may be worn in school and the children must remove these for PE. One watch may be worn, so long as it is not a smartwatch, and the children are expected to be responsible for these.

## Medical Needs



At Townley School and Pre-School the following procedures are to be followed when administering medication at school:

- Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.
- School will not store or administer medicines that have not been prescribed to a child. (Please make arrangements to come into school if you wish to give your child these medicines).
- In line with other school policies, if medicines are prescribed up to 3 times a day, the expectation is that parents/carers will give these medicines outside of school hours.
- If medicines are prescribed 4 times a day, parents/carers are strongly encouraged to make arrangements to come in and administer these.
- If the school agrees to administer medicines to a child the parents/carers must provide the medicine in its original container and must have been dispensed by a pharmacist and have the label showing:
  - Name of child
  - Name of medicine
  - Method of administration
  - Any side effects
  - Expiry date

The school will provide blank medicine record forms and parents/carers must complete and sign one of these forms if they leave medicine at school. Individual Healthcare plans will be drawn up help to ensure that the school and pre-school effectively supports pupils with long term medical conditions. They will identify what needs to be done, when and by whom. Long term conditions could include asthma, epilepsy, it will also include conditions such as ADHD, when medication is taken.



Individual Healthcare plans will be easily accessible to all who need to refer to them while preserving confidentiality. The level of detail within the plan will depend on the complexity of the child's condition and the degree of support needed. Where a child has SEN, but does not have a statement or EHCP their special educational needs, it should be mentioned in their individual healthcare plan.

Individual Healthcare plans should be drawn up in partnership between the school, parents/carers and a relevant healthcare professional. Responsibility for ensuring it is finalised and implemented rests with the school. The school and pre-school will ensure that individual health care plans are reviewed at least annually or earlier if necessary.

## Special Educational Needs

Our school aims to be an inclusive school. We hope to make all our children welcome and feel happy to look forward to their school day. Every child is different and we view differences as an opportunity for adults and children alike to learn more about ourselves.

If your child has a disability, he or she will be treated the same as other applicants for admission. We make reasonable adjustments to ensure that pupils with disabilities are not placed at a disadvantage. Our accessibility plan describes the arrangements we have already made and the further proposals planned, to improve physical access to the school, access to the curriculum and access to written information.

The school has a policy for supporting children with special educational needs which is revised every year. This policy is on our website and is also available on request from the school office. Our aim is for all children to have access to all aspects of school life, as far as is reasonable and practicable.

We aim to prevent disabled pupils in our school being placed at a disadvantage. We will take all reasonable steps to ensure that people with a disability are not treated differently. We will make reasonable adjustments for disabled pupils and we will know we have succeeded, when disabled pupils are participating fully in school life.

In order for effective partnership working between home and school to take place, we anticipate that parents will :

- ♦ inform the school at the earliest opportunity if their child has a disability and the exact nature of it;
- ♦ provide the information school needs to plan effectively for the child to be a full member of the school community;
- ♦ recognise the importance of school and home working in partnership.

The school's Special Educational Needs and Disability Co-ordinator, Mrs Maria-Anne Higgins is responsible for overseeing assessment and provision. In Pre-School this responsibility is shared with Miss Kerry Hammond.



## Lunchtime

If children have a school meal the current price is £2.25 a day. All monies for school dinners should be sent in a clearly named envelope. Cheques should be made payable to **Townley Primary School** and the name of the child/ren printed clearly on the reverse of the cheque. It is extremely helpful if **all** dinner money is paid at the start of the week. All children in Key Stage 1 are entitled to a free school dinner.



Townley Official Playground  
Squad 2016-17

Our school meals are provided by Cambridgeshire Catering Services. They offer a three week menu. Copies of the menu are sent home each year and are available on the website and are displayed in the playground. It is essential you discuss your child's meal choices with them as they have three choices each day.

If preferred, children may bring a packed lunch. This should be in a clearly named, airtight container. Cutlery, such as spoons for yoghurts, must be provided, as well as a beaker for water. If your child brings a drink, it must be in a flask or plastic container with a well fitting lid (no fizzy drinks). Lunch boxes and drinks should be taken to the dining hall before school. Children are encouraged to have a healthy balanced packed dinner - no sweets and chocolate bars. Where the school considers lunches are not healthy it will discuss their concerns with parents.



School Council 2016-17



## Transport

Cambridgeshire County Council provide transport to eligible Cambridgeshire children living in the outlying areas. Further information is available from the Transport Department—

Education Transport Team

Box No. SH1013

Shire Hall

Cambridge

CB3 0AP

Telephone: 0345 045 5208

Email: [educationtransport-team@cambridgeshire.gov.uk](mailto:educationtransport-team@cambridgeshire.gov.uk).



## Health and Safety

Parents and children should not use the car park unless disabled access is required.

The school gates are kept locked during the school day. At the end of the school day they will be opened at approximately 3pm, once lessons outside have finished.

The school has a non-smoking policy. We kindly request that if you do need to smoke offsite that you do so away from the front of the school.

## Keeping Children Safe

Under the Education Act 2002 (section 175/157), schools must “make arrangements to safeguard and promote the welfare of children”.

We will endeavour to provide a safe and welcoming environment where children are respected and valued.

The school will therefore be alert to signs of abuse and neglect and will follow the Local Safeguarding Children Board (LSCB) procedures to ensure that children receive appropriate and effective support and protection. 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 school should make parents/carers aware that records of welfare concerns may be kept about their child. They should be informed that school staff will seek, in general, to discuss any concerns with them including referrals to other agencies. However, in situations where the child is suspected to be at risk of harm, the law says that schools may take advice from other agencies without informing parents/carers.

In accordance with local Information Sharing protocols, we will ensure that information is shared securely and sensitively. Information will only be shared with other services where it is deemed necessary and proportionate to ensure that children and young people are safe and receive the right service.

Schools will seek advice from Social Care 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 member of staff in the school with responsibility for child protection (known as the Designated Safeguarding Lead -**Mrs Maria-Anne Higgins**) was carrying out their responsibilities in accordance with the law and acting in the best interests of all children.

Under Section 3 (5) of the Children Act 1989, schools or any person who has care of a child “may....do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare”. This means that on rare occasions, a school may need to “hold” a child in school whilst Social Care and the police investigate any concerns further.

Townley School and Pre-School operates 'safe recruitment' and it is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Parents as Partners**

We appreciate how important the links between home and school are and recognise the need for us to work together to ensure a good education for your children. Our Home-School Agreement will explain the aims and values of the school. It will help clarify the responsibilities and expectations of the school, parents and pupils. We welcome parents into our school and have a number of parents who volunteer in classes to support learning. If you have some spare time and would like to help please speak to your child's class teacher in the first instance.

### **Homework**

We expect all children to read at home for at least 10 minutes daily. Every child has a reading record to be completed when the children read. The children will have a range of homework activities to complete. Children in EYFS will have phonics homework each day and children from year 1 will have timetables to learn at home. For most homework activities, a pro forma is sent home so that parents are clear about the task and what, if any, parental input is hoped for. The purpose of homework is to encourage a lifelong love of learning and to enable parents to support learning at home. If you feel your child's homework is causing difficulties at home, please speak to your child's class teacher in the first instance.

If children are off school because they are sick, then we would not send work home. We would make the assumption that if they are not well enough to be in school, they are not well enough to work at home. It may happen that a child is off for a length of time, though is well enough to do some work at home. In these circumstances the teacher and parent agree what should be done in consultation with the Headteacher.

## Parents Information



### Parents Consultation

There will be opportunities to meet your child's class teacher to discuss your child's progress. The autumn term parents' evening is mainly for you to discuss how your child has settled down in the new school year. In the spring term you will be able to look at your child's work, followed by an appointment with the class teacher to discuss progress. In the summer term you will receive a written report.

If you have any queries after receiving this report, there will be an opportunity to discuss these with the class teacher.

### Assessments and Testing

In accordance with the National Curriculum, the work and progress of your child will be regularly assessed. In Pre-School, Reception and Years 1, 3, 4 and 5 this assessment is mainly teacher assessment, supported by tests where appropriate.

In Year 2 and Year 6 all children complete statutory testing in the form of SATs.

Children in Year 1 will take the phonic screening test.



## Friends of Townley School

Townley School and Pre-School has an active Friends of Townley group (FOTS) which meets regularly. They fundraise for a number of projects which the school could not otherwise afford to offer, such as the swimming pool and full sized cooker for cookery lessons.

FOTS welcome anyone who would like to support the school. If you are interested, please contact the school for further information.

