
































**Townley Primary  
School**  
Brochure  
2021 - 2022

# Contents

 Welcome To Townley Primary School	 Extra Curricular Activities
 Our Vision Aims And Values	 Behaviour
 Staff	 Attendance
 Governing Body	 Medical Needs
 Friends Of Townley School	 Special Educational Needs
 Townley School	 Lunch Time
 Class Organisation	 Transport
 Admissions	 Health And Safety
 School Uniform	 Keeping Children Safe
 PE Kit	 Parents as Partners
 The School Day EYFS	 Homework
 Curriculum EYFS	 Parents Information
 The School Day Year 1 to Year 6	 Assessments and Testing
 Arrivals And Collections	
 Curriculum Years 1 to 6	
 Curriculum Years 1 to 6 - Continued	



**Townley Primary School**

Crown Road, Christchurch, Wisbech, Cambridgeshire, PE14 9NA



[townley.cambs.sch.uk](http://townley.cambs.sch.uk)



[townleyschool](https://www.facebook.com/townleyschool)



01354 638229



[office@townley.cambs.sch.uk](mailto:office@townley.cambs.sch.uk)



## Welcome To Townley Primary School

Townley School is 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 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 arrange to see you at a mutually convenient time.

We regularly celebrate children's talents and achievements in and outside of school, and we are proud of the range of extracurricular 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



## Our Vision, Aims and Values

### Probitas Verus Honos Honesty Truth Respect

Townley School and Pre-School aims for all members of the school community to:

-  Be lifelong, ambitious learners recognising their aspirations.
-  Provide an inspirational environment to nurture a safe, mindful, healthy, and active lifestyle.
-  Develop their confidence, self-esteem, and independence so they can flourish as individuals.
-  Respect the environment and the diverse, cosmopolitan world in which we live.
-  Engage with a curriculum which enables access to all areas of learning and development, with the skills necessary for success in an ever-changing world.
-  Work together with each other and the wider community.





## Staff

### Head Teacher

Mrs Maria-Anne Higgins

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### Teachers

Mrs Nelly Greening Mrs  
Jo Evans (SENDCO)

Mrs Shelley Steer  
Mr Lee Enstone

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### EYFS Staff

Mrs Cheryl Chambers

Miss Claire Rooney

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### Teaching Assistants

Ms Jacqueline Hazzard  
Miss Emily Hazzard  
Miss Gemma Snell  
Mr John Diffey  
Mrs Karen Beers  
Miss Jane Gathercole  
Miss Sophie Pheasant

Ms Yvonne Chenery  
Mrs Sue Gibson  
Miss Kerry Hammond  
Mrs Julie Maragoudakis  
Mrs Denise Freeland  
Mrs Kate Gardiner

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### Secretary

Ms Tina Chisholm

### Midday Coordinator

Ms Yvonne Chenery

### Midday Supervisor

Mrs Denise Freeland

Ms Jacqueline Hazzard

### Caretaker

Mrs Annette Chenery

### Clerk to Governors

Mrs Rebecca Blakeway-Long

# Governing Body

Chair:	Mrs Sue Rudge
Headteacher:	Mrs Maria-Anne Higgins
Clerk:	Mrs Rebecca Blakeway-Long
Local Authority Appointees	Miss Jeanette Redding
Parent Governors	Mrs Sarah Bayliss Mr Giles Thorlby
Staff Governor	Miss Yvonne Chenery
Co-opted Governors	Mr Simon Freeland Mrs Sue Rudge

# Friends of Townley School

Townley 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 or email. [friendsoftownleyFOTS@outlook.com](mailto:friendsoftownleyFOTS@outlook.com) for further information.

**Friends of Townley School & Pre-school**  
**Registered Charity No. 1138203**





## 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 provide 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.

In 2017 the Pre-School became part of the school as a Nursery class run with the Reception children, under the direction of a teacher, we call this our Early Years Unit. Up to 15 Nursery children (including a maximum of four two-year-olds per session) can be accommodated during each session in addition to our Reception class.

The present school roll is 110. 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

The classes are currently organised as follows:

**Darter - Nursery and Reception**

**Hawker - Year 1 And 2**



**Emerald - Year 3 And 4**

**Emperor - Year 5 And 6**







## Admissions

The Nursery class admissions are organised by the school and depend on the spaces we have available due to ratio requirements. Please call the school office to arrange an appointment with Miss Rooney or Mrs Evans to discuss availability of nursery places. We are able to offer 30 hour funded places. Nursery sessions that are not funded are charged at £10.00 per 3-hour session, payable a month in advance.

All Cambridgeshire children may start school fulltime in the September following their fourth birthday. Cambridgeshire's Admissions Policy recognises the importance of Early Years' education.

Before starting school, new children are invited to visit the school, so they are familiar with the class and the daily routine. We offer a home visit for all children joining Nursery or Reception.

Beginning school is often a far more daunting and tiring experience, than many parents realise, so our experienced EYFS staff will liaise closely with you to arrange an appropriate transition for your child.

**Any new admissions for children in Reception to Year 6, including 'In Year Admissions' are managed by the Local Authority on our behalf.**

### Cambridgeshire Admissions Team

Tel - 01223 699662  
[admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

### Norfolk Admissions Team

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>.



# School Uniform

## Nursery

Children wear a navy-blue sweatshirt and white polo shirt, with navy or blue bottoms. We encourage the wearing of uniform for nursery children as they can get messy during the day. If children wear inappropriate clothing to school this will be discussed with parents, as necessary.

## Reception

Reception children wear our navy-blue school jumper and white polo shirt with charcoal grey skirt or trousers.

## Children From Year 1 To Six

Children from Year 1 to Year 6 wear a school jumper in navy blue, with the school logo on, white shirt and red clip-on tie and charcoal grey skirt or trousers. Ties and bookbags can be ordered through the school office. Uniform can be ordered through the "My Clothing" Uniform Embroidery Service - the link is on the school website. 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. The same uniform is worn all year round.

## Footwear

### Nursery Children

Nursery children should wear shoes they can manage on their own.

### Reception to Year 6

Children in Reception to Year 6 should wear black shoes, not trainers.

## Important Notes

Children must not wear open-toed sandals as these can cause accidents. Children wearing open toed shoes, or croc style shoes, will need to change into footwear provided by the school.



## PE Kit Years 1 to 6

### Indoors

Navy or black shorts, white T-shirt, and plimsolls.

### Outdoors

Navy or black plain tracksuit bottoms and sweatshirt, white T-shirt, and trainers.

### 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 waterproof bag.

### 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 smart watch, and the children are expected to be responsible for these. No other jewellery, wristbands and such like should be worn. If you are thinking about getting your child's ears pierced please wait until the beginning of the summer holidays, so your child does not miss out on this important area of the curriculum.

**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.**

## Important Notes

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. Early years children are not required to bring a PE kit to school, we do however, ask that you supply your child with wellies and a waterproof coat and trousers, as well as a change of clothes.





## The School Day EYFS

### 8:45 a.m

Reception children arrive at the EYFS Unit and enter the classroom. If older children are being dropped off, please take them onto the main playground first, where they can be left with the teacher on duty. Children arriving late will need to be registered at the school office before coming to the classroom. When children arrive late it is disconcerting for them and disrupts the registration period. Late arrivals need to go to the office and be signed in by an adult. They will then need to be taken to the mobile, by their parent/carer.

### 9:00 a.m

Nursery children arrive and are welcomed by a member of EYFS staff. Self-Registration for all children.

### 9:05 a.m To 12:00 p.m

Teaching Session - When Reception children have had their phonics teaching input the EYFS rooms open up for free-flow for all Nursery and Reception children.

### 10 a.m To 10:45 a.m

Rolling Snack - the children can help themselves to snack and milk at any time during this session.

### 12 noon

Lunch / Home time (for any Nursery children who are only booked in for the morning session). Arrival for Nursery children who are only booked in for the afternoon session. Reception children eat their dinner in the main dining hall with the older children, then join the main school and play on the main playground for lunchtime. Nursery children eat in the mobile classroom, then they can return to their play.



**1:00 p.m**

Reception children return to the EYFS Unit, the EYFS rooms open up for free flow for all Nursery and Reception children.

**3:00 p.m**

Nursery and Reception children are collected from the EYFS Unit

## Important Notes

If, for any reason, you are unable to collect your child please let the class teacher know, or telephone the school, to ensure we 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 EYFS

## Prime Areas

We are committed to giving our children the best possible start to their school life, teaching them skills which ensure their well-being now, and success in the future. There are seven areas of learning and development in the EYFS (Nursery and Reception) that shape our curriculum, with all areas being important and inter-connected. We want our children to be happy and confident, with a love of learning.

## Communication and language

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

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

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

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

Mathematics involves providing children with opportunities to develop and improve their skills in counting, understanding and using numbers, developing number sense, calculating simple addition and subtraction problems;

### Understanding The World

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

Expressive arts and design involve 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.



## The School Day Year 1 to Year 6

**8:45 a.m**

Gates open, children go straight into their class.

**8:55 a.m**

Gates Close

**9:05 a.m - 10:30 a.m**

Teaching Session

**10:30 a.m - 10:45 a.m**

Break Time

**10:45 a.m - 12 noon**

Teaching Session

**12 noon - 1:00 p.m**

Lunch

**1:05 p.m - 1:20 p.m**

Collective Worship

**1:20 p.m - 3:05 p.m**

Teaching Session





# Arrivals And Collections

## School Gates

Gates are opened at 8.45 a.m. where they are greeted by the teacher on duty. The children can then make their own way round to their classroom. The gate closes promptly at 8.55a.m. If you need to speak to your child's class teacher, please do so after school unless it is a matter of some urgency. There is always a teacher out on duty in the morning who will pass on urgent messages to your child's class teacher if necessary.

## Late Arrivals

Late arrivals need to go to the office and be signed in by an adult. They then will be taken to class by the office staff. When children arrive late it is disconcerting for them and disrupts the registration period.

## End Of Day Collection

At the end of the school day children should be collected from outside their classroom door. If, for any reason, in an emergency you are unable to collect your child it is essential you call the school office or 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 a person who is not on their emergency contact list, unless parents have informed the school. Please let your child know of alternative arrangements.





## Curriculum Years 1 to 6

### English

English is taught according to the national curriculum, in all classes. You can find out more on our website. 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 from Year 1.

### Mathematics

Maths is taught according to the national curriculum for all classes. We follow White Rose and Power Maths plans. 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 the science national curriculum for all classes. It is supplemented with a range of resources, school visits and real-life experiences where possible.

### Computing

All classes have access to a set of class laptops this year. Children use Microsoft Teams. 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.



## Music

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

## History And Geography

National curriculum guidance is used for both History and Geography. Work commences in year 1 with subjects known to the children and 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.

## French

All children in Key Stage 2 are taught French by a specialist language teacher.

## 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 clubs, as well as visits by local coaches (football, hockey, cricket, tennis, basketball, and rugby). Sport Premium is used to extend opportunities for physical education at Townley.





## Curriculum Years 1 To 6

**Continued -**

### 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.

### Personal Social Health Education

PSHE is taught following the Cambridgeshire schemes of work, which includes. Citizenship. We teach this on a two-year cycle to ensure coverage of the curriculum requirements in our mixed age classes. PSHE covers friendship, keeping safe, managing finances and so on. The rolling programme can be found on our website.

### Relationship and Sex Education

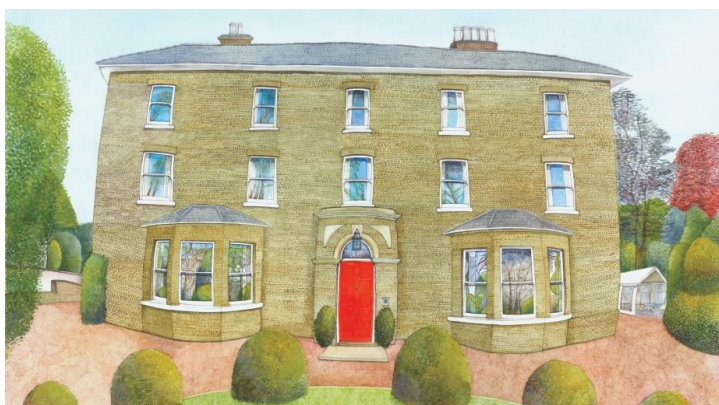
In school we aim to help children to learn to respect themselves and others and move safely from childhood, through adolescence and into adulthood. As part of this work, we deliver an ongoing programme of Relationship and Sex Education (RSE). This programme begins as soon as the children arrive in school and continues until the end of secondary school. We are very aware that the RSE we deliver in school is only a small part of children's learning about their body's 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, please discuss this with the Headteacher.





## 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**

- Football Club
- Country Dancing
- Street Dance Club
- Swimming
- Netball High 5s Club
- Art Club
- Science Club
- Acorn Club
- Start Active Club
- Cookery Club

## Educational visits

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





**We also offer a before school club from 8am, daily for children from Reception to Year**

**6. There is a small charge of £1.50 per session, per child. This is run by Premier Sports coaches and involves a wide range of active games and sports. Places need to be pre-booked, please ask at the school office.**



## Behaviour

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**.
-  We also have trained Peer Mediators, children in Emperor Class who have volunteered to train for the role.

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

**We also have trained Peer Mediators who support conflict resolutions. Children in Year 5 and 6 can volunteer for this role.**





## 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 by 9.30am, you will receive a telephone call from the school. We ask for a minimum of three contact telephone numbers for your child as if we are unable to make contact on the telephone we will arrange to visit you at home, it may be necessary to contact the police to do a 'live and well check'.

## Important Notes

The Governing Body has adopted the Cambridgeshire County Council's attendance policy, which is available on our website. The school meets regularly with our Education Welfare Officer and discusses attendance concerns and requests for leave during term time. If your child's attendance falls below 96% our school policy will begin. 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. If your child is persistently absent from school as defined by the DfE as 90% or less, a referral will be made to the Education Welfare Officer.



## Term Time Leave

Any request for leave in exceptional circumstances 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, and you may be fined. Leave will only be authorised in exceptional circumstances.

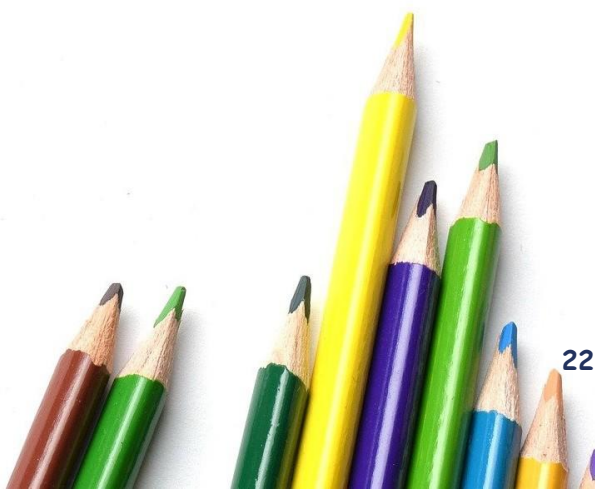
## Punctuality

All children should be at school by 8.55am.

Lateness is very unsettling not only for the child concerned, but also for the teacher and other pupils who suffer the interruption of late arrivals.

The registers close 20 minutes after the start of the morning and afternoon sessions, that is at 9.15 a.m. and 1.20 p.m. and children arriving after these times will receive an unauthorised absence mark.

A note is also made of any child arriving late, that is after 8.55am or 1.00pm, but before registers close.











## 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

Individual healthcare plan template	
Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	
<b>Family Contact Information</b>	
Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	
<b>Clinic/Hospital Contact</b>	
Name	

Townley Primary School and Pre-School, medical conditions, ratified Oct 2020. Policy Number 44

Phone no.	
Name	
Phone no.	
Who is responsible for providing support in school	
Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc	
Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision	
Daily care requirements	
Specific support for the pupil's educational, social and emotional needs	
Arrangements for school visits/trips etc	
Other information	
Describe what constitutes an emergency, and the action to take if this occurs	
Who is responsible in an emergency (state if different for off-site activities)	
Plan developed with	

Townley Primary School and Pre-School, medical conditions, ratified Oct 2020. Policy Number 44

## An Example Of A Blank Medicine Record Form



## Blank Medicine Record Forms

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

Individual Healthcare plans will be drawn up to help ensure that the 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 an EHCP for 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.

## Allergies

It is the responsibility of the parent to ensure children who require an auto-injector (e.g., Epi-Pens) have at least one in date auto-injector in school. Failure to provide one will mean your child is not allowed in school.





## 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 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 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 Joanna Evans is responsible for overseeing assessment and provision.





## Lunch Time

Our school meals are provided by Lunchtime UK and cooked fresh each day. They offer a three-week menu. Copies of the menu are sent home each year and are available on the website, newsletter 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.

At present the school meal the price is £2.00 for Nursery children and £2.30 a day for all children in Years 3 to 6 who pay for their meals.

All monies for school dinners should be sent in a clearly named envelope. If you would rather pay by bank transfer, please speak to the school office. Dinner money must be paid in advance. All children in Key Stage 1 are entitled to a universal free school meal, funded by the government.

### Free School Meals

If you think your child is entitled to Free School meals, please speak to the school office. If your child is in Key Stage One, please do complete the claim form for free school meals as the school could receive valuable additional funding (Pupil Premium) to support your child. You can find out how we spend this on our website.

### Packed Lunch

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 drink, which 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 lunch – no sweets and chocolate bars. Where the school considers lunches are not healthy it will discuss their concerns with parents.







## 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: [educationtransportteam@cambridgeshire.gov.uk](mailto:educationtransportteam@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, including using a vape, offsite that you do so away from the front of the school.

# Keeping Children Safe

**Under the Education Act 2002 (section 175), 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 Safeguarding Children Partnership Board's 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 safeguarding 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.

Local procedures state that “Consent should always be sought from an adult with parental responsibility for the child/young person before passing information about them to Children's Social Care, unless seeking consent would place the child at risk of significant harm or may lead to the loss of evidence for example destroying evidence of a crime or influencing a child about a disclosure made.” This includes allowing them to share information without consent, if it is not possible to gain consent, if it cannot be reasonably expected that a professional gains consent, or if to gain consent would place a child at risk.

Where there is a need to share special category personal data, the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows professionals to share information.

In accordance with legislation and 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. In all circumstances, the safety of the child will be the paramount concern.

Schools will contact Children's 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 or Deputy Designated Safeguarding Lead) 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, 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 at home. The children will have a range of homework activities to complete. Children in EYFS may be set challenges. Reception children will have phonics books, which are updated weekly. 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 assume 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, and Teams will be used to provide remote learning.

**It is not school policy to give homework to children who take holidays in term time.**



## 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, 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 and Early Years Framework, the work and progress of your child will be regularly assessed. In Nursery, 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 phonics screening check.

Children in Year 4 will take the Multiplication Tables Check.





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