

WELCOME

Whatever their ability, Winsham Community Primary School extends a warm welcome to everyone. We are a friendly, caring school and as our size is smaller than most schools, we can help pupils to feel at home here, quickly known and understood by all of our staff.

Like all good schools, Winsham aims to provide quality education and to make sure that pupils work towards achieving their full potential. We aim to develop skills and qualities that pupils need to be happy and confident learners.

We have an extremely committed, enthusiastic and conscientious staff team who offer support and help to pupils. To be successful we need the support of parents acting in partnership with the school. Parents are urged to take an active interest in their child's school life. If you have any queries or concerns about your child, or if you would like to visit for any reason, please do not hesitate to get in touch.

Do please come along and find out more - you will be warmly welcomed.

Sarah Stringer
Headteacher.



Our School

Winsham Primary School was founded in 1850 and is a school for children aged 4 to 11 years and is organised into 2 classes - one for each key stage. This year (2016/17) there are 31 pupils on roll.

The school is housed in the original Victorian building and accommodation consists of a large Key Stage 2 classroom which is used as a hall and gym when necessary, a Key Stage 1 classroom with attached patio activity area. There is an outside learning area and a library. Outside there is a playground with a climbing frame and a large shelter for wet or sunny days. The Foundation Stage and Key Stage 1 children have a fenced off play area specifically for their use. A short walk along the lane leads to a large playing field with an outdoor shelter, compost toilets, pizza oven, living willow shelter which is used for outdoor learning as well as sports activities.

Teaching Staff (summer 2017)

Headteacher/KS2 teacher	Ms Sarah Stringer
Key Stage 2 teacher (P/T)	Mrs Jo Boyce
Key Stage 1/EYFS teacher/Senior Teacher	Mrs Elaine Mee
SENCO (P/T)	Mrs Claire Eastwood

Support Staff

Higher Level Teaching Assistant	Mrs Jacqui Weller
Higher Level Teaching Assistant	Mrs Mhairi Hallett
Teaching Assistant	Mrs Sarah Parsons
Office	Mrs Jenny Robbins

Lunchtime Assistant	Mrs Gemma Hewitt
Lunchtime Assistant	Mrs Jenny Robbins
Lunchtime Assistant	Miss Sian Williams

Admin/Finance	Mrs Hefina Washbourne
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Cleaner/caretaker	Mr Paul Smith
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Visiting the School

Prospective parents are always welcome to visit the school in order to see for themselves the opportunities provided for their children and to meet the staff. Please contact the school for an appointment.

School Aims and Values

for all children to feel happy and secure in our small school environment

encouraging a love of learning

encouraging respect for others views and beliefs

enabling children to develop their full potential

developing lively and enquiring minds

promoting high standards of behaviour

encouraging both independent learning and working in partnership

ensure confidence and self esteem are high

provide opportunities that stretch and challenge



Times of School Sessions – A Typical Day

Morning Session 8.50am to 12pm

Afternoon session 12.50pm to 3.15pm

Children should arrive at school for 8.50am when the back door is opened for them. Parents are responsible for their children until they enter school. Registration takes place at 8.55am.

Entry into school is by the side gate in Pooles Lane into our playground which is opened at 8.45am and closed at 8.55am.

If your child arrives late he/she will be admitted through the front door. Electronic class registers are taken at 8.55am and if a child has not arrived by this time a late mark will be recorded. If the child has not arrived by 9.15am and no contact from home has been made then the school is required to phone the parent to establish the whereabouts of the pupil.

At 3.15pm the side gate into Pooles Lane is opened for parents to come into the playground to collect their children. Key Stage 1 and reception pupils are collected from the outside learning area by the patio. Key Stage 2 pupils should be collected from the playground unless the school has had written/signed permission for them to walk home alone.

Please do not park in Pooles Lane when collecting or dropping off your child for obvious safety reasons.

At the beginning of each school year you will be asked to fill in a form stating whether your child is to be collected from school at the end of the day or may walk home alone. If there are any changes in the arrangements or you are not collecting your child yourself please let the school know in advance and fill in the form in the front porch. If the parent or designated person fails to collect a child at the appointed time then the contacts on the emergency list are telephoned in order of priority.



Somerset County Council's Admission Criteria

The LA is the admission authority for this school for reception places and are allocated in accordance with their annually published arrangements. The school is responsible for all in-year transfers between schools. A copy of these arrangements can be obtained by contacting Somerset Direct on 0845 456 4038.

Admission Procedure

- children have a statutory right to be admitted to school at the start of the school term following their fifth birthday
- the present policy of Somerset Local Authority is to allow children to start school at the beginning of the academic year in which they are five years old
- this means that children can start in September as long as their 4th birthday falls on or before 31st August
- there is a parents evening in the Summer term to meet the teacher and talk about your child starting school
- during the Summer term prior to starting school your child may spend several half days in school

In the Autumn your child will attend school for mornings only at the beginning of term and progress to full days. We can be flexible about the timings for starting full days.

In-year transitions are managed by the school direct.



Early Years Foundation Stage

Children vary enormously in age, ability and confidence when they start school. Your child will obviously have a head start if he/she has experience of being with other groups of children, e.g. pre-school.

Winsham Pre-School is on our site and close contact is maintained between the two with a wide range of joint events and activities. Attending the Pre-School does not guarantee a place at the school for non-designated children (see admission criteria).

By the time your child starts school it helps greatly if they can:

- use the toilet without assistance
- dress and undress themselves - they may still need help with fasteners and laces
- it will help your child to have clothes that are easy to take off, put on and do up
- tidy up toys etc:
- hold a pencil properly

Starting school can be a difficult time for parents and children. Our aim, with your co-operation, is to make sure that it is an exciting, enjoyable next step for your child. Please remember, a happy and relaxed child will find it easier to settle at school. If you are worried about anything (however small) please do not hesitate to talk to a member of staff.

Curriculum for Young Children - Play is a Young Child's Work

During the reception year a child's learning will be based on the Early Years Foundation Stage Curriculum. This ensures a continuity of provision from pre-school to school and allows a child to progress at their own pace. The development of the whole child is emphasised and social, emotional, intellectual and moral aspects of life in school are given equal importance to other more academic subjects.

Autonomy and self-discipline are emphasised and self-motivation is valuable as it results in child-initiated learning.

In their early years, children learn best through first hand experience and so will spend much of their time on practical activities.

Foundation Stage Profile

During their first year in school children are assessed against the Early Years Foundation Stage Profile. Observations take place throughout the year and, as with all assessment, are used to plan the next step in your child's education.



Home and School Links - Education is a partnership.

To provide the best for your child we need to work together

- the support and interest of parents in all aspects of school life is vital if a child is to gain most benefit from their education
- parents are always welcome in school and encouraged to have good communication links with the staff

Please come and talk to us about anything of importance concerning your child. We like to sort out worries/issues as soon as they occur, and we need to be kept informed of any important changes that affect your child, physical, social or emotional. There is more time for discussion after 3.15pm and an appointment can ensure that time is set aside for you. There are parents/teacher meetings every term. A member of support staff is available in the mornings to arrange appointments or address minor issues.

Helping in School

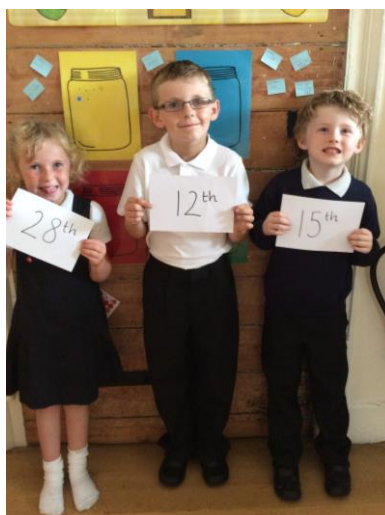
We value any support from volunteer helpers. Please contact the school if you feel you would like to help in any way - either working with the children or 'behind the scenes'. In line with all other schools in the country and in the interest of the children's safety all volunteers working with children have to complete a DBS check.

Home Learning

At Winsham we consider home learning to be an extension of pupil's education learning. Our expectations are that all pupils read at home and complete age related home learning set by the staff.

Communication

We do our best to keep you informed of everything that is happening in school through our school website, regular newsletters, catch-ups and notice boards in the school playground and at the front of the building.



Parents and Friends Association

There is an active and supportive PFA and all parents with children attending the school are members. The committee organises several fund raising and social events throughout the year. The Annual General Meeting is held in the autumn term when a new committee is elected. We hope that parents will actively support the PFA which not only raises much needed extra funds for the school thereby enhancing the children's education, but helps to promote cooperation and understanding between the school and home.

The current officers of the PFA are:

Chair: Sarah Parsons

Secretary: Gemma Hewitt

Treasurer: Alison Edgington

The Curriculum

Governors Statement of Curriculum Aims.

The Primary Curriculum is concerned with the development of the child intellectually, socially, emotionally, physically and morally and in providing children with the basic skills for life. It aims to:

- encourage children to widen their use of language, in its written and spoken forms
- help pupils to develop their mathematical skills effectively
- develop an interest in science and technology and the natural world
- encourage children to express themselves through music, drama, a variety of arts and crafts and to develop skills and concepts in these areas of the curriculum
- impart to children an understanding of geography and history of both the environment in which they live and of the wider world
- help pupils develop their physical coordination and confidence
- help pupils develop a respect for religious and moral values as well as a tolerance of other races, religions and ways of life



The Content of the Curriculum

All the children of statutory school age follow the National Curriculum consisting of:

English - Literacy
Maths - Numeracy
Science
History
Geography
Music
Physical Education
Art
Design and Technology
Information and Communication Technology

In addition to these subjects the school also includes cross-curricular issues of:

Foreign Languages
Religious Education
Personal, Social, Health and Citizenship Education
Equal Opportunities

Winsham Primary School Safeguarding Children's Policy is available on request.

Special Education Needs

Where appropriate we aim to give special help to pupils with specific or general learning needs. Learning activities are designed to match an individual pupil's needs and abilities. Pupils with special educational needs are identified and receive any necessary interventions. The school works closely with parents and carers to help all children.

Assessment Recording and Reporting

Assessment is an ongoing process and is intended to monitor your child's progress, identify any weaknesses and strengths to inform planning.

Pupil's progress booklets are in place and follow your child throughout their time in school. These booklets are used by staff and pupils to assess English and Maths.

At the end of the Foundation Stage i.e. Reception year, your child will be assessed using the Early Years Foundation Stage Profile. At the end of each Key Stage i.e. Years 2 and 6 your child will take part in the National Standard Assessment Tests (SATs) in English and Maths and the results will be reported to you.

There are two parent evenings each year when parents can discuss their child's progress. Written reports are issued at the end of each academic year and parents are welcome to discuss these if they wish.

Parents are also welcome to discuss their child's progress at any time. Children are often proud of their work and want to show you their latest drawing, story etc.

Do come in and give them praise!

Data Protection

Please see the information regarding personal data on page 17 (Fair processing notice)

Extended Schools

The school offers many clubs that change termly. These may include sports, computer, art and crafts, cookery, food, lego, knitting, gardening, chess, film club and Home Learning club.

We always welcome volunteers from the community to come in and help.



Winsham Primary School is proud to be a member of the Willow Schools Co-operative Trust, a ground breaking initiative which came into being in March 2014. Along with other schools, colleges, and businesses, the Trust sees us working strategically together towards a shared vision for the continued educational advancement of each school. With the active involvement of the wider community, and the protection of our educational assets, we'll be working together to make the best use of all resources, in order to achieve better outcomes for our children and families. We are sure that the high standards of learning in all our schools will be further enhanced by this initiative. More importantly the Willow Schools Co-operative Trust offers an exciting and sustainable future for our schools in their village settings for many years to come.

More information about the Willow Schools Co-operative Trust can be found at www.winsham.somerset.sch.uk

Within the Trust football, unihoc, kwik cricket, dance and rounders matches take place throughout the year. The Trust also delivers curriculum enrichment days, activity days and performs together. Staff from the Trust share expertise and plan together.

School Uniform

A school is a working environment and the children should dress appropriately.

All pupils are expected to wear the following uniform:

white polo shirt

navy school sweatshirt (available through the school)

grey or black trousers or skirts/pinafore

blue and white check school dresses may be worn in the summer

sensible, flat black footwear

sensible outdoor waterproof, dark coloured coat for the winter

(school fleeces and waterproof coats available from school)

plain socks – boys - grey/black/navy girls – grey/black/navy/white

plain tights may be worn for the girls in winter in the same colours as their socks

P.E. Kit – to be kept in school in a suitable bag (no plastic carriers please):

Indoor Kit

yellow T-shirt (available through the school)

plain navy or black shorts

plain plimsolls

spare socks

Outdoor kit

yellow T-shirt (available through the school)

plain - navy, black or grey tracksuit trousers/jumper/track top

trainers

spare socks

Currently swimming lessons take place on a Wednesday afternoon during the summer term. Pupils will need a swimsuit/trunks (not shorts) and a towel. Long hair should be tied back (as it should be in school anyway).

Severe or extreme haircuts or colours are not permitted e.g. Mohican, shaved, tramlines etc.

All belongings and uniform need to be clearly marked. Jewellery is not permitted in school. Children with pierced ears should only wear studs which must be removed or covered for all PE activities. Removal of earrings must be done before your child comes to school. Staff are not permitted to remove earrings.

Lost Property

Please make sure all your child's belongings are clearly labelled. Any lost property will be put in a box in the staff room and put in the shelter in the playground at the end of each term.

Collection of Money

All money should be sent into school with your child in a clearly marked envelope with the following details on:

1. Your child's name
2. The amount
3. What the money is for
4. Date

Pupils put these envelopes in the appropriate place in their classroom.

We would be grateful if money could be paid in advance by cheque at the beginning of each term or half-term (all cheques should be made payable to "Somerset County Council").

Absence

If your child is absent from school please inform the school by 9.15am after which time you will be contacted by telephone. Registers are checked daily and unexplained absences reported to the County Education Attendance Officer. Holidays during term time are not granted as per the Chard Area of Small Schools (CAFOS) attendance policy and government guidelines. However, a

leave of absence may be granted by the headteacher for emergencies or compassionate grounds. In this case a form requesting holiday during term time is available from the school office. All holidays are unauthorised and holidays over 10 sessions will count as unauthorised absences which could lead to legal action and a fine of £60 per pupil per parent.

Severe Weather Conditions/School Closure

Staff will phone parents by 8.15am to inform them if the school is going to be closed due to bad weather on a day by day basis. If you do not receive a phone call the school is open. It is important therefore that we have up to date telephone/mobile numbers for all parents and carers.

Lunch

It is our school policy for pupils to bring a healthy packed lunch and drink to school. Sweets, chocolate and fizzy drinks are not permitted. Cans and glass containers are not allowed in school. KS1 pupils (UiFSM) and KS2 pupils (FSM - who eligible) are entitled to a free hot meal. KS2 pupils not eligible can buy a hot meal for £2.60. Please see the office administrator for a menu list and to pay (cash payment is made on Mondays in advance or half-termly by cheque).

The Government provides free fruit and vegetables for all Key Stage 1 pupils. Free milk is provided for Reception children until the age of 5 years and pupils who receive Pupil Premium if parent's sign up for it – please obtain a form from the office. All other pupils can receive milk daily 22p per 180ml. Please see the school office for details.

- Each child brings their own water bottle in class daily. Water is also available outside from the fountain. We encourage Healthy Packed lunches and hold a healthy packed lunch week every term.
- KS2 Free lunches are available to children of families receiving benefits and on a low income. Please ask at the School Office for an application form.

Medical Care

Pupils who are unwell should not be sent to school. In general if children are well enough to attend school they are expected to take part in all school activities. It is school policy that medicine should not be brought to school. However, in the case of long term medication, arrangements can be made for it to be administered in school. Please see the school office for a medical form.

Inhalers should be clearly labelled with the child's name and are kept easily accessible by the child. If your child is taken ill at school we will contact you as quickly as possible. It is important that contacts and telephone numbers are kept up to date. We have several trained paediatric First Aiders at school and appropriate first aid will be given. You will be informed if an accident (other than minor grazes etc) has occurred during the day. Whilst at school your child will occasionally be given routine vision, hearing and dental checks by the NHS - you will be informed of these visits before they take place.

Complaints

We hope that any complaints that parents may have can be resolved by the school. If a parent has a complaint the following steps must be taken in this order.

1. Report to the Class Teacher

If the result from discussion with the class teacher is not satisfactory

2. Report to the Headteacher

It is appreciated that in a school of this size the class teacher and head teacher are often the same person. If the matter still has not been dealt with

3. Write to the Clerk of Governors

The Clerk will then convene a Complaints Panel, which will be made up of three Governors from a Panel of four. If attempts to solve the complaint at this level fail

4. Contact The LA at County Hall, Taunton, Somerset, TA1 4DY

A Concerns and Complaints guidance is available at: <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/complain-about-a-school/>

Availability of Information

DCSF regulations require the school to make certain items of information available at the school to parents and public. The school holds information on the following:

- the LA's statement of curriculum policy and the governing body's statement of curriculum aims
- any Statutory Instruments (including those for National Curriculum subjects) circulars and administrative memoranda relating to powers and duties under the Curriculum Section of the Education Reform Act
- any published Ofsted Reports which refer explicitly to the school
- any schemes of work currently used by teachers in the school
- any syllabuses followed, including those for public examinations
- a full copy of the arrangements for the consideration of complaints about the school curriculum made by the LEA
- the LA's agreed syllabus for Religious Education
- the school also holds copies of the prospectus, which are available to parents on request

Code of Behaviour

All the staff in the school work together to provide a safe, secure and happy atmosphere in which pupils are encouraged to fulfil their potential and always give their best. By providing good examples of behaviour and by encouraging good attitudes through rewards and praise we hope to promote each child's sense of worth and respect for others.

Any rules are designed to ensure a safe and orderly school environment.

The school has a behaviour and discipline policy aimed to ensure consistency of expectations and standards of behaviour.

Just as we are happy to share success and achievement with you, so we are anxious to share any concerns. Please feel welcome to come in to talk to us about any matters relating to behaviour, or any other issues.

Behaviour Policy available through the office or online.



Transfer to Secondary School.

In the September following their 11th birthday children transfer to Secondary School. The LA will send parents particulars of all options open to them in the Autumn before their children transfer. The County applies the same admission criteria to Secondary schools as stated earlier.

Most children from Winsham Primary School transfer to Holyrood Academy in Chard. Our School has close liaison with Holyrood Academy to ensure a smooth transition. Holyrood organise parent evenings and taster days to prepare children for the move.

Charging Policy

The Education Reform Act 1988 introduced new provisions on charging for school activities.

Under the 1998 Act schools are unable to charge for the following:

- education wholly or mainly during school hours.
- materials and ingredients for things made in school which pupils or parents do not want to keep
- visits in or outside school hours which are necessary for an examination.

Charges MAY be made for the following:

- Individual music tuition which is not part of the syllabus for an examination
- excursions where a third party is involved (sometimes)
- board and lodging where a school activity involves a residential element.
- the cost of optional extras i.e. not connected directly with the National Curriculum.

Some school activities will only be possible if parents make a voluntary contribution, and where this is the case parents will always be informed at the outset.

The above represents a brief summary of complex issues, and the school will always guarantee that parents are fully informed of the conditions relating to requests for financial outlay in individual cases.

If you have any concerns about charging policy, please ask.

The Governing Body

(summer term 2017)

Chairperson

Mrs Gill Spence

Headteacher

Ms Sarah Stringer

Staff Governor

Mrs Elaine Mee

Governors

Mrs Sarah Gleadell

Mrs Ruth Rogers

Mrs Hester Macey

Mr James Parsons

Mrs Gemma Hewitt

Winsham Primary School Safeguarding Children Statement

At Winsham Primary the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Winsham Primary therefore has to ensure that this expectation becomes reality. Our Safeguarding Policy available from the office or online. In order to do this a wide range of measures are put in place:

The Health and Safety Policy

The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy is available with 24 hours notice.

The LEA produces a monitoring checklist, which has to be completed on a yearly basis. The Headteacher, with responsibility for Health and Safety, the Site Supervisor and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment.

There is also a critical incidents plan that details what staff should do in the case of emergencies.

Pupil FAIR PROCESSING NOTICE LAYER 1 - Summary

The School processes personal data about its pupils and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1988. It processes this data to:

- support its pupils teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DFE) and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH), Primary Care Trusts (PCT). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department of Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that [during the period covered by the FPN], steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the full text of the Fair Process Notice, which is on SLP www.slp.somerset.gov.uk or for those pupils/parents where this is not practical, a hard copy can be obtained from the School.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils which can be found on the Somerset County Council website or a hard copy is available on request to the school.