

2018-2019

Sudbury Primary School School Prospectus



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Chair of Governors: B. Richardson

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Dear Parents/Carers,

I am very pleased that you are considering Sudbury Primary School for your child. Here at Sudbury, our aim is to provide all of our pupils with a positive and inspiring start to their education, in which they can take part in a wide range of curricular and extracurricular activities, whilst developing their confidence and independence. I hope that this prospectus is useful in demonstrating some of the ways in which we achieve our aim. If you have any questions or would like any further information, please do not hesitate to contact school.

The curriculum taught at Sudbury Primary School recognises each pupil as an individual. Due to our small class sizes, teachers at Sudbury have the opportunity to really get to know each pupil and their individual needs. This means that lessons, both academic and those which focus on the development of the whole child, are truly tailored to the pupils and their areas for development. Furthermore, teachers go that extra mile to spend time one-to-one with pupils to ensure that any difficulties are overcome or extra challenge is provided.

As well as providing an exciting curriculum, we also do whatever we can to add interest and variety to school life. This includes sourcing a range of afterschool activities to interest our pupils and having days off our usual timetable in which the pupils focus on a particular tradition, culture or important aspect of our society. A variety of school visits are also offered to our pupils and we do all that we can to take part in celebrations and events within the local community. We also invite other pupils from neighbouring schools to come and take part in our Forest School Days or to join our sporting events.

Parental involvement is something which we greatly encourage at Sudbury; as well as welcoming your child to our school, we will welcome you to take an active role in school life. This can include helping in the classroom, at extracurricular activities or fundraising events. Whatever your involvement, your support and co-operation are valued by us to help create a rich, stimulating and varied education for your child.

Our school is truly inclusive: all children are valued and their contributions towards making our community a thriving one are appreciated.

Thank you for your interest and I look forward to meeting you in the future,

Yours sincerely,

Mark Whyman

Head teacher

Sudbury Primary School

Sudbury Primary School is nestled in the beautiful surroundings of the small village of Sudbury. This village is home to the National Trust owned Sudbury Hall and has an atmosphere of history and heritage.

In 1831 the 4th Lord and Lady Vernon decided to provide free education for the children of the Village and built the Lady Vernon's Girls School, with the Boys School opening a year later in 1832. These buildings now house a true village school with real character, lots of space and great resources.

The small class sizes make this a perfect school to introduce children to education. The school offers a high standard of education and care, ensuring that our children are educated in a happy, safe and thriving environment. This was recognised in our most recent Ofsted inspection in January 2016. A link to the full report can be found on our website.

Please make sure you visit our website to find out about up and coming events and to view more about our school: www.sudbury.derbyshire.sch.uk

Our School Ethos

Sudbury Primary School welcomes all children. A high standard of education is provided in a happy and secure environment, where each child can achieve their full potential and gain a life long love of learning. Our school rules are: **ask, care, listen, persevere and respect**. We expect our children to do their best both at work and at play; praise is important and every child is encouraged: their self-worth and confidence is essential to successful learning and development. We believe they should learn respect for each other and our environment, developing consideration for others and an awareness of their responsibilities as part of the community.

We aim for a partnership between school and home, with staff and parents working together for the benefit of every child.

SUDBURY PRIMARY SCHOOL - SCHOOL AIMS

- To create a happy, secure and welcoming atmosphere in which effective and enjoyable learning can take place.
- To promote a feeling of family and community within the school where good manners, courtesy and consideration for others are actively encouraged.
- To accept that everyone is different and to respect those differences and to develop awareness, understanding and respect for other religions and cultures.
- To create a stimulating and challenging learning environment in which each child can develop their full potential.
- To provide equal opportunities for every child to assist their personal, social & career development later in life.
- To promote the individual worth of each child in order to develop self esteem, confidence and independence.
- To have consistently high expectations of all members of our school community.
- To work in partnership with parents, encouraging parents to play an active part in the life of the school.
- To support children in making informed decisions leading to a healthy lifestyle.
- To keep all children safe and teach them how to keep themselves safe in modern society.

Admissions

Under the 1996 Education Act, parents have a legal right to express a preference for which school they want their child to attend. The Education Authority and school governors have a general duty to meet this preference - as long as it does not “prejudice the provision of efficient education or the efficient use of resources”.

In law there is no automatic right to a place in any particular school.

If a child is refused a place at a preferred school, parents can appeal to a panel which is independent of both the LEA and the school.

The Local Education Authority (LEA) is responsible for making general arrangements to place children at all of Derbyshire’s schools and is the admission authority for community and voluntary controlled schools. It is the LEA which sets the criteria for admitting children to Derbyshire schools.

Parents should bear in mind that school admissions are considered on an annual basis - so it is not possible to confirm that a place is available at a school any earlier than during the year before the child will join.

Each year schools admit eligible pupils on request up to their published admission number. Sudbury Primary School has an admission number of ten pupils per year group. However, arrangements can be made to admit pupils to year groups if another year group within that key stage is below ten. This number is based on past admissions and the amount of accommodation available in school.

Parents should note that admission authorities cannot necessarily guarantee a place for any child whose parents apply after the closing date. This includes a child who moves into a school's normal area after that date.

In situations where late applications are received and the school’s admission number has been reached, but subsequently a place becomes available, those children living nearest to the school (measured by the nearest available route) will be given preference.

Parents can apply for a school place through the school or online. The website address is:

http://www.derbyshire.gov.uk/education/schools/school_places/

School Day

Morning Session

Infants: 8:45 - 11:45

Juniors: 8:45 - 12:00

The morning session includes a 15-minute break for all children.

Afternoon Session

Infants and Juniors: 13:00 – 15:20

The afternoon session includes a ten-minute break for infant children.

Children should arrive no more than ten minutes before the morning session and must be collected from school staff at the playground gate at 3:20pm (15:20 hrs).

Children travelling to school by taxi will be delivered and collected by the driver at the beginning and end of the school day.

For the safety of the children, it is school policy not to allow children to be collected by anyone other than the person who normally collects the child, unless specifically notified.

Organisation of Classes

During morning sessions, when core subjects (Maths, Reading and Writing) are taught, pupils are organised into four teaching groups: EYFS, years 1 and 2, years 3 and 4 and years 5 and 6. This ensures that EYFS pupils have appropriate access to a play based curriculum and Year 1 and 2 pupils continue to enjoy a practical approach to learning as and when required. Pupils in Years 3 and 4 are taught together and pupils from Years 5 and 6 are taught together. This supports the school in differentiating learning appropriately and ensures that older pupils are challenged in their learning. There are occasions however, when pupils might work within a different learning group than those stated here. This could be because pupils need a little more support or a little more challenge than they would normally receive, should they work with others in their year group. Discussions with parents are always carried out before a pupil is moved from one learning group to another.

In the afternoon, pupils are organised into two classes for the teaching of foundation subjects. In Class 1 EYFS pupils, Year 1 and Year 2 pupils work together and in Class 2, pupils from Years 3,4,5 and 6 work together.

Class teachers oversee the learning of all pupils. Teaching and learning might be planned to include independent, whole class or small group work. Work is always carefully planned so that it meets the need of each pupil and this might mean that sometimes children are moved between work groups within a class. Regular teacher assessment is carried out and this is reported to you at the end of each term. The school tracks each pupil's individual progress and if tracking data indicates that a pupil is not making sufficient progress, investigation will be carried out and extra support, initially within the classroom, will be put into place. If you are concerned about or have questions regarding your child's progress we encourage you to contact school to make an appoint to discuss your concerns.

School Lunch

Pupils at Sudbury eat their lunch in a separate dining hall and meals are prepared onsite. Our menus, which are varied and healthy, are set by Derbyshire Catering Services. Menus for each term are sent home to inform parents about what is on offer. Vegetarian pupils or those with specific dietary needs can be catered for. Please contact the school office about the price of school meals for the current and next academic year.

Parents should notify the school if their child has any special dietary requirements or allergies so that we can inform other families as necessary.

Lunches are supervised by two midday supervisors, who also care for the pupils during their midday play time. The midday supervisors liaise with the Headteacher to keep everyone up to date with how lunchtimes are progressing and receive any current training relevant to their posts.

Many parents may not realise that they may be entitled to free school meals or sandwiches for their children. Please contact the school if you require information regarding free school meals.

If your child wants to bring a packed lunch, please ensure that it contains healthy foods and that sugary snacks are limited. We do not permit fizzy drinks to be brought into school.

School Uniform

At Sudbury, pupils are proud to wear their school uniform and recognise the sense of belonging and community which it promotes. During the school day children should wear:

- Sensible shoes: black, brown or blue (not fashion boots)
- Trousers: grey/black
- Skirts: grey/black

- Shirt/Blouse/Polo shirt: white
- Sweater/Sweatshirt/Cardigan: royal blue

Reasonably priced items of school uniform in the school colours and with the school logo on can be ordered directly from our uniform supplier online at www.ipmteamwear.com or direct from the shop at Impress Promotions, Tutbury Mill Mews, Lower High Street, Tutbury, Burton on Trent, DE13 9LU

To protect the uniform, a painting overall or old shirt can be worn for messy activities.

P.E. and Swimming

Pupils change out of their school clothes for all physical activities and need:

T-shirt: plain white polo or round neck

Shorts: blue/black

For indoor P.E. pupils require soft-soled plimsolls. Training shoes and track suits may be worn for outdoor P.E. activities. Pupils should have their P.E. kit in a bag with their name on the outside. This kit should be kept in school except when taken home for washing.

The juniors will go swimming with the school as part of the curriculum and will need the following equipment:-

- Bathing costume
- Swimming hat
- Towel
- Waterproof swimming bag

Please mark items with your child's name.

Jewellery

Only one rounded stud earring may be worn in each earlobe. These must be removed for swimming, games and PE lessons. No rings, necklaces or other jewellery is permitted. Nail varnish should not be worn in school.

Lost property

The school cannot accept responsibility for loss or damage to any personal property brought into school, although every care will be taken to ensure its safety.

A lost property box is kept in the infant cloakroom and any item lost can be looked for there. If items are found on school property, please take them to the office so that we can reunite them with their owner.

Money

Your child does not need money in school on a day to day basis. If money is sent into school for lunches or a school visit etc, please use a sealed envelope clearly marked with your child's name and the amount.

Child Protection

It is the duty of all staff at Sudbury Primary School to be vigilant in protecting the health and safety of all pupils. Sadly, this involves being aware of signs of possible abuse. The Headteacher has responsibility for Child Protection at Sudbury, working in partnership with the governing body and the designated governor in order to establish policies and procedures. If it is considered to be necessary to involve outside agencies, this will be done by the Headteacher in the best interests of the child. Through the curriculum in school, pupils are taught about possible dangers in society, internet safety and CSE. This is something we have a duty to inform our pupils about so that they can keep themselves safe and know where to get help should they need it. When pupils are taught about child protection issues, all matters are handled sensitively.

Designated Child Protection Officer: Mark Whyman

Deputy Child Protection Officer: Emma Harry

Governor responsible for child protection: Barbara Richardson

Our Child Protection and Safeguarding Policy can be found on our website. Hard copies can be obtained from school on request.

Contact with Parents

Parents are always welcome to come into school informally to discuss any issues as they arise. On a more formal basis, we hold consultations with parents during the Autumn and Spring terms. There is also the opportunity to discuss your child's report with the class teacher towards the end of the school year.

Please do try and attend these consultations. It is vital that parents and teachers work together so that your child gains maximum benefit from their time spent in school. We welcome any offers of help from parents, relations and friends in school. Any skills you have to offer will be warmly welcomed.

Secondary Transfer

At the end of their primary education, depending on their home address, children usually move to one of two secondary schools:

Queen Elizabeth's Grammar School.

The Green Road,

Ashbourne,

Derbyshire DE6 1EP.

01335 343 685

John Port School.

Etwall,

Derby

DE6 6LU.

01283 734111

Close links with both schools are in place and representatives from both secondary schools visit Sudbury in preparation for transition. Parents should make sure that applications for a place at the appropriate school have been made by the end of the Autumn Term in the final year of primary education (Year 6).

Special Needs

Pupils with Special Educational Needs and Disabled (SEND) pupils at Sudbury Primary School receive the education they are entitled to and are given the time and resources they need to in order to achieve.

We aim to provide most of our support for pupils with SEND within the class setting. However, if additional support is required e.g. where Individual Educational Plan (IEP) targets cannot be met through the lesson, the class teacher will liaise with the Head teacher and external agencies to determine the appropriate teaching strategies.

Sudbury Primary is an inclusive school that strives to ensure that the needs of all our pupils are met with sensitivity and enjoyment. If any pupil might experience accessibility issues due to the features of the building, alterations will be sought.

Our **SEND Report** can be found on our website or a hard copy can be obtained on request from school. The school SENCO is Andrea Wynn and can be contacted to discuss any concerns in further detail.

Parents are encouraged to support their children's learning by:

- becoming actively involved in the operation of an Individual Education Plan, and any Special Educational Needs processes;
- Sharing with the teacher any issues in school that their child is experiencing.

Parents will be invited to meet with the SENCO to discuss their child's I.E.P. Special Needs Educational provision at Sudbury comes within the guidelines of the Code of Practice 2014.

Equal Opportunities

The school aims to ensure that all organisation, practice and use of resources enable all our children to achieve their full potential. Pupils have the opportunity to participate in all activities that are appropriate to them. We encourage the boys and girls to respect themselves, each other and recognise the joint and individual contribution they can make to school life.

Teachers take a positive role and intervene if there is evidence of bias in speech or action both in and out of the classroom. Alongside teaching of British values, we are developing multi-cultural aspects of the curriculum. This is particularly important in a largely mono-ethnic school.

Our Equal Opportunities Policy can be found on our website or a hard copy can be obtained from school on request.

Absence

If your child is unable to attend school, please let the school know as soon as possible, either verbally or in writing. We must have a reasonable explanation in order to authorise the absence.

In line with guidance from Derbyshire LA, we are required to monitor attendance figures. Please note that penalty notices will be issued to parents for unauthorised absences taken in term time. Unfortunately, **we are unable to authorise any holiday requests during term time.** Absences can **only** be authorised for illness or *exceptional* circumstances. These include weddings, funerals, parent graduations etc. Authorisation for such needs to be obtained

Infections and Medicines

If your child shows symptoms of illness, please do not send them to school as infections spread rapidly.

The giving of medication is a parental responsibility and school will only accept responsibility in special circumstances: usually doses can be given at home, outside of school hours. If it is necessary for your child to take medication during school hours, a medical consent form MUST be completed following discussion with the Headteacher. Medication must be named with the child's name and dosage marked.

If your child uses an inhaler, this should be marked with their name and kept by them at all times at junior level and by the teacher in the infants. Spare, named inhalers may be left in the office.

If your child requires long-term medication, this should be discussed with the Headteacher so that appropriate arrangements can be made: it is vital that we are fully informed in these matters so that we are able to cater for the child's well being.

The Curriculum at Sudbury Primary School

The Early Years Foundation Stage Framework

The first year of primary school is the Reception Class, which follows the Early Years Foundation Stage (EYFS) framework.

The EYFS framework will have been used to plan activities to support your child's development and learning with your childminder or nursery and this will continue until the end of the Reception year. Throughout the year, teachers who teach in the EYFS meet with the Headteacher to track pupil progress against all areas of the EYFS curriculum. Progress will be reported to parents on a termly basis so that you are fully aware of what your child is good at and where they might need extra support. At the end of the year, your child's progress against meeting the Early Learning Goals will be assessed and reported to you. This assessment will be used by your child's teacher to begin planning their learning at the start of Year 1.

The areas of Learning in the EYFS are:

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

THE CURRICULUM Y1-Y6 (Age 5-11)

Core Subjects

English

During their English lessons, pupils develop skills in speaking, listening, reading and writing. It enables them to express themselves creatively and imaginatively and to communicate with others effectively. Pupils learn to become enthusiastic and critical readers of stories, poetry and drama as well as non-fiction and media texts. In English, we adapt the guidance set out in the National Curriculum and offer cross curricular opportunities so that the pupils recognise that our language is a rich resource and applicable in many settings. Cross curricular writing opportunities are also planned so that pupils have the opportunity to use and apply the skills they are taught in a variety of contexts. The school also subscribes to *Accelerated Reader* to encourage pupils to become enthusiastic readers.

Pupils in KS2 (with some Year 2 pupils if appropriate) may be taught English by the Headteacher who is an English specialist and an SLE (Specialist Leader of Education) in the subject.

Mathematics

Mathematics equips pupils with a powerful set of tools that include logical reasoning, problem solving skills and the ability to think in abstract ways. In mathematics we study numbers – how to use and apply them, shape, space and measures and how to handle data. We use the National Curriculum as a guide to planning and teaching mathematics. Due to the changes in the National Curriculum in 2014, Sudbury Primary School has recently developed their Mathematics curriculum so that the pupils follow a more mastery approach. This sees pupils become immersed in an area of Maths for a number of weeks so that learning related to that area becomes embedded. Future learning is then built upon this secure base.

Pupils in KS2 are taught Maths by the Maths subject leader. Through teaching all pupils for a number of years, consistency in methods and teaching is achieved. The school has a calculations policy which can be found on the policy section of the website or obtained from school on request.

Science

The exploration and the knowledge and understanding of science as well as its application and the world around us are the basis for our teaching. Pupils are given opportunities for investigative and practical work and are taught to analyse and record their results in a variety of ways in line with the National Curriculum. Pupils are taught Science within their own Key Stage.

Computing (ICT)

Pupils are taught computing skills, enabling them to access to current technology. ICT is used to extend and enrich learning across the curriculum and to enable children to acquire confidence and pleasure in using it. Laptops are used to develop the pupils' ICT skills and the school is working hard to develop its teaching of coding and programming, which are both requirements of the National Curriculum. Internet safety is something which is always highlighted when using the internet in school and for homework tasks and specific internet safety lessons are taught each term to remind pupils about how to keep themselves safe.

Foundation Subjects

Foundation subjects are taught during afternoon lesson times and during our *Themed Weeks* where pupils spend a whole week immersed in the learning of a particular topic. Many of our History and Geography topics are taught this way. During these weeks, cross curricular application of skills between subjects also takes place so that pupils can use their learning in a variety of contexts.

Design Technology

This subject requires pupils to be creative problem solvers, as individuals and as part of a team. They look for needs and opportunities and respond to them by making a range of products and systems. They are taught how to evaluate and reflect on their work and how it can be improved.

History

Through the study of History, the pupils will be introduced to understanding and interpreting the past and will develop a sense of identity through learning about changes in time and place.

The pupils will have opportunities to learn from a range of historical sources including artefacts, pictures, photographs, music, adults talking about their past, written sources and buildings. As they progress, the pupils will learn to develop the ability to acquire evidence from a variety of sources and to judge their reliability and value.

Geography

Geography is concerned with the study of places, the human and physical processes which shape them and the people who live in them. It helps pupils make sense of their surroundings and the wider world.

Pupils are introduced to geographical enquiry and develop a sense of identity through learning about their immediate environment, the United Kingdom and its relationship with other countries in Europe and the world as a whole.

Art and Design

Pupils have the opportunity to observe and record what they see in different media, use various materials and techniques. They review and modify their work. Pupils are encouraged to make use of the outdoor space in their art and design work.

Pupils look at and discuss the work of many different artists, study their techniques and styles and use these ideas in their own work.

Music

Musical activities take place in the individual classrooms and in the whole school. As well as making music, singing and playing instruments there are also opportunities for listening to and appraising many different styles of music. The pupils are also offered the opportunity to perform at community events and during celebrations throughout the academic year. Pupils also have the opportunity to learn to play a range of musical instruments and are taught by teachers who visit the school on a weekly basis. This is at a cost to parents. Pupils in receipt of free school meals can have these lessons paid for by the school.

Physical Education (PE)

PE experienced in a safe and supportive environment is vital to a child's physical and emotional development. The pupils are encouraged to develop increasing confidence and skill in the use and control of their bodies.

We teach all six areas of the National Curriculum – athletics, dance, games, gymnastics, outdoor and adventure activities and swimming. Key Stage 2 pupils are taken, by coach, to a local swimming pool for lessons. Opportunities to take part in local cluster sporting events are also provided. As well as providing the pupils with further sporting experiences, this also helps them to work with other pupils and develops their social skills by meeting new people. The school also uses some of its PE Funding to employ sports coaches from Burton Albion Trust to lead PE sessions at lunchtimes, during lesson times and after school, as well as support CPD of our teaching staff.

Personal, Social and Health Education and Citizenship

Personal, Social and Health Education and Citizenship (PSHE) helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy, independent lives and to become informed, active, responsible citizens. As well as encouraging the pupils to empathise with others and develop an appreciation of our responsibilities as valued members of society, we also teach them about how to keep themselves safe in the modern world. PSHE is taught as a separate session as well as being interspersed in all areas of the curriculum.

Sex Education

Our aim is that the pupils develop a sense of self-esteem and respect for others as well as learning about their own physical and emotional development.

For young pupils, questions about new life will occur in the context of care for all young creatures, and most naturally when a new baby is born. Older pupils will be taught more formally about reproduction and personal hygiene through Science, PSHE and the involvement of the school nurse. Pupils' questions will be answered honestly and as sensitively as possible, at a level that is appropriate for their stage of

development. A letter prior to the sessions will be sent home. Parents who do not wish their children to take part will be able to exercise that choice.

RE

Religious Education is taught in line with Derbyshire's agreed scheme. Religious Education in school addresses the search for meaning and fulfilment in life and the pupils' experiences of this search. This process is enriched through the insight and experiences of faith traditions.

The main content of RE at Sudbury is based on the teachings of Christianity. The religious traditions of Hinduism, Islam and Sikhism are also studied. Pupils are provided with opportunities to experience other faiths in practice through school trips and visitors to school. Our aim is to teach understanding and tolerance of all beliefs.

Collective Worship

We have a short daily act of worship. Relevant issues such as our world, caring for others and learning to live together in peace and harmony form the basis of some of our assemblies. On a Friday, collective worship includes a celebration of the pupils' achievements over the previous week. At the end of a term, parents are invited to this assembly and share in our celebrations. During Christian festivals (Harvest, Christmas, Easter), the pupils attend services in church, which again, parents are invited to attend.

If you wish your child to be excluded from Collective Worship and/or Religious Education, please speak to the Headteacher. Parents have the legal right to withdraw their children from RE and Collective Worship.

ADDITIONAL INFORMATION

Extra curricular activities

Pupils are encouraged to join in extracurricular activities, some of these may incur a small charge for materials. These may include:

- Football
- Karate classes
- Golf
- Cross Country
- Dance / Drama Club

Activities may vary throughout the year and may be run by staff or parents. We welcome any new initiatives or offers of help. It is important that pupils realise that regular attendance is expected once they have made a commitment to a club.

What happens if the school needs to be closed?

If the school has to be closed in an emergency e.g. due to bad weather such as snow or flooding, BBC Radio Derby will be alerted, and will broadcast information about the closure.

To confirm school is open at such times please telephone us on: **01283 585251**, before starting out.

If it is necessary to close school at any point during the school day, parents will be notified as soon as possible and asked to collect their children.

Pupils will not be sent home with adults other than their parents/carers unless we have the permission of the parent/carer.

Policies

The school has a comprehensive range of policies, including Child Protection. All policies have been approved by the Governors and these are available to parents on request. Policies are also available on the school website: www.sudbury.derbyshire.sch.uk

If you require any further information, please do not hesitate to contact the school.

